



Business Solutions Operations Coordinator

Are you a detail-driven organizer who enjoys turning information into action and supporting work that makes a real impact? If so, this may be the perfect position for you!

GENERAL DESCRIPTION

The Business Solutions Operations Coordinator provides operational, administrative, and data support to the Business and Employer Solutions Department. The position supports Account Executives and leadership by organizing data, coordinating documentation and projects, supporting employer programs, and assisting with reporting and process improvement activities within the workforce development system.

Operational and Administrative Support

- Provides consistent operational support, documentation, and follow-through to support execution of departmental priorities.
- Coordinates logistical, administrative, and documentation needs for business-focused projects, initiatives, and events, including tracking tasks, timelines, and deliverables.
- Prepares clear, accurate written proposals, reports, and presentations and ensures appropriate distribution to internal stakeholders.
- Supports employer communications and assists with issue resolution in coordination with Account Executives and leadership.
- Identifies and suggests opportunities for operational and process improvements.

Data, Reporting, and Systems Support

- Organizes, maintains, and distributes departmental data, reports, timelines, and reference materials.
- Performs database queries, data analysis, report development, and data compilation.
- Analyzes market territory data and prepares prospect information for Account Executives and leadership.
- Performs job order data entry and employer follow-up in accordance with established procedures.

Program and Project Support

- Supports On-the-Job Training and Incumbent Worker Training programs and assists employers with application requirements.
- Assists with coordination and documentation of mass recruitment events, hiring fairs, and employer-focused activities.
- Supports business development-related projects through tracking activities and compiling documentation.
- Performs all other duties as assigned.

QUALIFICATIONS

Must have three years of relevant experience or an Associate's degree with more than one year of relevant experience or Bachelor's degree. Relevant experience in workforce development, data management, or business services is preferred.



The incumbent in this position will possess and apply a broad knowledge of fundamental principles, practices, and procedures for creation and management of data, operational processes, reporting, etc., within the workforce development industry.

Knowledge, skills and abilities required to perform the duties and responsibilities of this position include:

- Knowledge of workforce development programs, policies, and procedures.
- Knowledge of data management, reporting processes, and records management.
- Skill in preparing clear, accurate, written reports and presentations.
- Skill in database use, data entry, queries, and basic analysis.
- Skill in Microsoft Office and standard business software.
- Ability to manage multiple tasks, meet deadlines, and maintain accurate records.
- Ability to work independently and collaboratively in a team environment.
- Ability to communicate effectively with employers, partners, and internal staff.
- Ability to analyze information and prepare materials to support decision-making.
- Ability to drive and access insurance. Local travel and limited overnight travel are required.

PAY \$20.00 per hour

FRINGE BENEFITS

- Health
- Dental
- Vision
- Disability
- Life
- Accident
- 401(k)
- Paid Time Off

TO APPLY

Email your cover letter and resume to HR@careersourcecapitalregion.com.

Check us out on Instagram, Facebook, and LinkedIn.

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