

Department of Workforce Solutions

RAPID HIRE EVENT

Thursday, September 1, 2022 • 2pm-6pm

Employment, Recruitment, and Placement Specialists - Operational

Location: Clovis

Maintains contact within the community to search for promising job applicants. Screens and interviews applicants. Discusses wages, working conditions, and promotional opportunities with prospective employees. Consults in the areas of job analysis, recruitment, and related human resources; provide comprehensive employment services.

Minimum qualifications: High School diploma or Equivalency and (2) years of experience in customer service, quality assurance, administrative support, human resources, recruitment and placement, processing personnel transactions or eligibility determination in private or public sector and/or social welfare program.

Employment, Recruitment, and Placement Specialist - Basic

Location: Clovis

Reviews and evaluates applications; advises and assists the public and employees regarding job vacancies, testing, career ladders, and promotional opportunities; provide routine job services, unemployment insurance assistance, and outreach and training services to clients.

Minimum Qualifications High School diploma or Equivalency and one (1) year experience in customer service, administrative support, human resources, recruitment, placement, and/or processing personnel transactions.

About the Rapid Hire Event

Interviews will be conducted on site with key decision makers. This event is taking place at local New Mexico Workforce Connection Center Call 1-800-303-3599 for more details on an office location near you.

What to Bring

- Updated printed Resume
- Three professional references
- School Transcripts

Benefits

- Differential pay for Spanish speakers
- Medical, with several provider options
- Pharmacy,
- Dental/Vision/Life
- Short- and Long-term Disability
- Retirement through the Public Employees Retirement Association
- Training and Professional Development
- 10 State-Paid Holidays Each Year
- Free Employment Assistance Program

How to Apply

Contact your local [New Mexico Workforce Connection](#), call 1-800-303-3599, or simply stop by the Clovis New Mexico Workforce Connection at 111 N. Main Street, Clovis, NM 88101 anytime between 2-6pm on September 1, 2022.