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# Example of Employment Representative Job Description

Our innovative and growing company is searching for experienced candidates for the position of employment representative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employment representative

* Required to travel in De Soto, Hardee, Highlands and Okeechobee counties and must provide own reliable transportation
* Migrant Seasonal Farm Worker (MSFW) experience
* Workforce Development Professional (Tier 1) certified within six months of appointment to this position
* Interview job applicants and match qualifications with employers' needs
* Must possess or obtain certification as a Workforce Professional Tier 1 within six (6) months of employment in the position
* May be required to travel locally and must furnish own transportation

## Qualifications for employment representative

* Subject matter expert experience using social media sites
* Knowledge of HRCMS/PeopleSoft
* Knowledge of MassCareers, Taleo or other electronic hiring systems
* Ability to extract detailed reports and analyze data
* Minimum of 1-3 years’ experience in the Human Resources
* HR Certification preferred (PHR/SPHR or CP/SCP certification)