

## **Workforce Services**

The City of Buffalo, New York wants to partner with your business to provide you access to a reliable source of highly motivated, talented workers, from entry level to skilled professionals in the following industries:

- Administrative
- Clerical
- Technical
- Health Services
- Customer Service
- Manufacturing

We have a pre-screened database of workforce talent that can keep your business moving in the right direction. The city of Buffalo wants to ensure that your workforce needs are met in a timely manner, so we provide the following services to assist your company in achieving your goals:

- Access to the Buffalo Employment and Training Center located in downtown Buffalo, where you can do on-site job recruitment and have access to private offices to interview potential employees.
- A courteous and professional staff of counselors that can do job-matching and screen for skill levels of job applicants by testing and matching candidates to your company's specifications.
- Development of customized skill training, based on collaboration with your business to ensure a training course aligned with your specifications.
- Coordination of Targeted Job Fairs and Breakfast Clubs where you can present your company's workforce needs to a group of willing workers.
- Computer training opportunities utilizing the latest Microsoft Office Suite software: Word, Excel, PowerPoint, Access, and Outlook all at no cost to your business.
- On the job training grants for companies hiring new employees at a rate of pay that is at \$10/hr. and up for full-time positions. For more details contact us.

Let us help you grow and improve your workforce to achieve your goals for success! Call us today at 716-851-5133.

## **Workforce Partners**

Buffalo Employment & Training Center: <http://www.workforcebuffalo.org/>

Buffalo & Erie County Workforce Development Consortium: <http://www.wdcinc.org/default.asp>

Buffalo & Erie County Workforce Investment Board: <http://www.becwib.org/>

New York State Department of Labor: <http://www.labor.state.ny.us/>

Erie Community College One Stop Center: <http://www.econestop.org/>