

## **SeekFirst JobConnect – FUMC Carrollton, TX – July 12, 2014 Latest Updates**

### **Great Opportunities for SeekFirst Members**

There are six DFW area Job Fairs this week. Please check area listings for some additional opportunities at several industries and companies needing to cover for vacationing employees, especially at the temporary agencies...For more information, please go to <http://www.careerdfw.org/J/calendar/84-career-a-job-fairs/162-career-a-job-fairs.html>.

Group Interviews Monday (next session: July 14) – McDonald's – Josey Lane and Hebron Parkway near FUMCC – 2-4 p.m. – All crew and night managers' positions – For more information, please access [McDonalds.com/jobs](http://McDonalds.com/jobs).

Group Interviews Each Tuesday (next session: Tuesday, July 15) - Staffers, Asst. Managers, Cashiers, Cooks, Crew, Various Positions - Chick Fil-A - Plano – Chick Fil-A is interviewing to hire. Tuesday group interviews are at 4:30 p.m., Park and Plano Road Rd. location across the road from Prestonwood Church. Please bring resume' if possible and dress in business attire. For more information about Chick-Fil-A, please go to [www.Chick-fil-A.com/careers](http://www.Chick-fil-A.com/careers).

Texas Woman's University free job and employment tips' seminars (TWU also participates in Women for Hire special events and seminars) and current job offerings on all three TWU campuses - To register, please contact [940-898-2950](tel:940-898-2950), main address: 304 Administration Dr., Denton, TX 76204, and for additional information please access: [www.twu.edu/Careerservices](http://www.twu.edu/Careerservices). For current job openings and careers at TWU, please go to [www.TWU.edu/careers](http://www.TWU.edu/careers). For current job openings at SMU, please go to <http://smu.edu/hr/recruit/>. For open positions at the University of Texas-Dallas, please access [utdallas.edu/hrm/employment](http://utdallas.edu/hrm/employment) and for the University of North Texas, please click on [unt.edu/careers](http://unt.edu/careers).

### **Here are the Latest JobConnect Postings:**

Greeters, Wait Staff, Cooks, Bus Personnel – Blackeyed Pea Restaurants – Plano, Dallas – Immediate openings in all areas...Good room for advancement...Can work part-time or fulltime and hours are flexible...All shifts' employees needed and great for college students or those with children requiring flex hours...Please apply via email at [theblackeyedpea.com/jobs](mailto:theblackeyedpea.com/jobs).

Dietary Aides, Office Personnel, Receptionists, Service, Housekeeping – Prairie Estates – Frisco – Multiple ways to apply: in person at 1350 Main St., Frisco, TX 75033, by phone: [214-705-9108](tel:214-705-9108), or fax resume' and cover letter to [214-387-3481](tel:214-387-3481)...No appointments necessary...2-3 years of experience in health care or nursing facilities are very advantageous for applicants...Also can email resume' and qualifications to [42payro@cantexcc.com](mailto:42payro@cantexcc.com).

General Laborers, Office Assistants – Pacesetter Personnel Services – Irving, Garland, Carrollton – In immediate need for specialists in General Labor, Skilled Personnel and Payroll Services Divisions – Fulltime, part-time and contract positions are available, and basic Word and Excel Office computer skills are required for payroll positions...PPS also services business in 6-7 area cities and towns...Please email application and specific work experience to [info@pps.com](mailto:info@pps.com).

Outside Sales Associates – Green Mountain Energy – Dallas, Plano – Possible commissions of up to \$600-1,200 weekly with free training...Excellent experience for college students and mothers on limited schedules...Weekly base pay accompanies commission sales...Rapid advancement and travel opportunities...Please contact toll free [844-823-4444](tel:844-823-4444) to schedule interviews and submit resume'.

Inside Sales Representatives – McKinney Services Inc. – McKinney – Interviewing 8 a.m.-3:30 p.m. Monday-Friday, and that coincides with work schedules...Free training and can have applicants on the

job with 2-3 days...Each sales team in recent months has averaged \$14-15 hourly...Solid leads and friendly management...Please call [469-742-0750](tel:469-742-0750) for in-house, telephone and email applications.

Drywall Contractors, Experienced Day Laborers – Dallas Drywall – Dallas - \$250 hiring bonus with probable compensation of \$18-18.50 hourly depending on experience levels...Free training with master installers...Required to provide basic hand tools, 3-4 years of previous experience in installation, pass drug screening and background checks...Please apply in person at 1860 Crown Dr., Suite 1400, Dallas, TX 75234, and call [972-556-1867](tel:972-556-1867).

Business to Business Sales Administrators – EDE Production Co. – Irving, Dallas – Immediate benefits with eventual paid vacations...Hourly pay and bonus commissions...Top producers have been netting \$1,200-1,300 weekly...Free training...2-3 years of sales or phone exchange work are beneficial...Willingness to work overtime during peak periods but primarily 8-5 or 8:30-5:30 hours on weekdays...To apply, please call [972-392-2791](tel:972-392-2791).

Social Workers, Social Work Assistants, Certified Nursing Assistants, Front Desk Assistants – Accel at Willowbend – Plano – Some members of First Church have been in rehab at Accel, and the attitude and friendliness have been markedly better than many similar care businesses...1-minute commute from most areas of North and Central Carrollton and Plano...Also looking for LVNs and housekeeping staff...Applicants may come in person to Accel at 2620 Communications Pkwy., Plano, TX 75093, two blocks south of Plano Presbyterian Medical Center...Email resume' will be accepted at [abom@accelwb.com](mailto:abom@accelwb.com).

Nurses, Certified Nursing Assistants, Therapists, LVNs, Hospitality Aides – Hillcrest Premier Transitional Care – Dallas – Immediate openings for all positions...Also some kitchen and housekeeping posts...Free orientation and training sessions...Great chances for advancement...Quality facility with excellent reputation...Please apply in person Monday-Friday 9 a.m.-4 p.m., at 18648 Hillcrest Rd., Dallas, TX 75252, or email resume' to [jobs@premierhillcrest.com](mailto:jobs@premierhillcrest.com).

RNs, LVNs, CNAs, Data Entry Personnel, Lab Assistants, Nutrition Aides – Hollymead Transitional Care – Lewisville – New state-of-the-art facility hiring for all positions and shifts...Looking for technicians as well as people with general health care experience...Personal applications accepted onsite at 697 So. Stemmons Fwy., Lewisville, TX 75067, fax: [972-434-3658](tel:972-434-3658) or email via [hollymeadhr@cantexcc.com](mailto:hollymeadhr@cantexcc.com).

### **Other Postings/Updates - Quick Overview**

#### **Please Note:**

**Please contact Bo Carter (information below) to schedule an individual session or to receive a Crown Ministry employment guide – Thanks! We will continue to email weekly job updates to friends and family when you contact Bo Carter.**

Who: Job seekers and those hoping to change or offer jobs through First United Methodist Church – Carrollton, TX (Contact: Bo Carter, cell: [214-418-6132](tel:214-418-6132), email: [bcarter@footballfoundation.com](mailto:bcarter@footballfoundation.com)) – Currently holding individual counseling sessions by appointment. Please contact Bo Carter to arrange.

What: SeekFirst JobConnect Helpline and Internet Database; actively seeking employment opportunities and maintaining a database of members' resume's

When: "On demand" resume's presented, working to link job seekers with prospective employers, helping to serve those who may be experiencing layoffs or underemployment

Where: Working through various job fairs and targeted employers matching seekers' skill sets

Why: To assist those in need either referred by pastors, contacts through First Church Hopeline or FUMCC bulletin updates

What Else: Please speak with church members you know and have them email SeekFirst JobConnect with openings within their businesses or companies – Thanks!

Top current business/job connect resources are [www.Econnect.com](http://www.Econnect.com), Indeed.com, Monster.com, YahooJobs.com, The Kim Allan Network Group ([kimnetworking@yahoogroups.com](mailto:kimnetworking@yahoogroups.com)).

### **Other Upcoming Job Fairs, Support Groups, Postings in DFW area (July 12)**

Thanks to Rev. Dr. Keva Green, Theresa Dunagin, Jim Clark, Jamie Whitman, Rebekah Kasmierski, Ludger Grewe, and many other church members for their great assistance with these listings. Please check websites for additional specifics. Prayers and blessings...

Weekly networking meetings at St. Andrew Methodist Church, Plano Parkway, Mondays, 7 p.m. (6 p.m. occasionally), please check website for changes. Support/Coaching Career Care, free, weekly support/coaching group helping those who are out of work or "mis-employed" – to attend, please go to [www.standrewumc.org](http://www.standrewumc.org) and access Job Search link. Special free programs and speakers, some may start at 6 p.m., weekly, and please check website for details.

Job group/Resume & Interview assistance & AAA Networking – Dates: first Tuesdays monthly, 6:30-8:30 p.m. - Custer Road United Methodist Church. Please join us the first Tuesday of each month for resume assistance and interview preparation. HR professionals/recruiters are on site to sharpen your skills on paper and in person...In peer-lead round table format, job seekers work with the facilitators and one another in advanced networking, resource exchange and accountability exercises. Perfect for advanced job seekers who have been searching for a while - but anyone is welcome. For more information, visit [www.crumc.org](http://www.crumc.org) or contact Taci Kistler at [atkistler@crumc.org](mailto:atkistler@crumc.org). Custer Road United Methodist Church, 6601 Custer Road, Plano, TX 75023 (located between Spring Creek and Legacy Dr.), [972-618-3450](tel:972-618-3450), [www.crumc.org](http://www.crumc.org).

Frisco Connect – 1st and 3rd Tuesdays - 9 a.m.-Noon – Recruiters with open positions are invited to visit with us. Facilitated by Foster Williams and Bill Richardson, Frisco Connect usually meets 1st and 3rd Tuesdays of each month at 4801 Legendary Drive in Frisco at Stonebriar Community Church. All first time visitors will be served lunch so if you are new to the group don't make lunch plans. For more information, please contact: Foster Williams, Search 4 U Inc., [214-728-6930](tel:214-728-6930), [www.Search4uinc.com](http://www.Search4uinc.com), [foster.williams@sbcglobal.net](mailto:foster.williams@sbcglobal.net).

Career DFW.com site – please go to <http://www.careerdfw.org/J/new-jobs.html> (The job board is updated every 21 days and is a free service. Please also see the Career Tip-of-the-Week - "Inside the Recruiter's Head: What He's Really Asking You During the Interview"<http://www.careerdfw.org/J/tip-of-the-week.html...Associated> with Career DFW is Career Connections meeting University Park United Methodist Church. A new member orientation is held Tuesdays from 8:45-10 a.m. in the Caldwell Room and a General Session with a speaker will be held from 10 a.m.-noon in Fellowship Hall at 4024 Caruth Blvd., Dallas, TX 75225. For additional information, please go to [upumc.org](http://upumc.org), and please check to see if the meeting is taking place that particular Tuesday. There are some occasional postponements.

North Texas Career Fairs, 3333 Mockingbird Lane, Sheraton Northwest Dallas: announced dates and times upcoming (please check website): usually 10 a.m.-3 p.m. Also lists URLs and possible employers attending the Career Fair. For more information on these fairs and upcoming dates, please contact: Michael Lobenberg at [\(702\) 818-8903](tel:702-818-8903), email resume' to [michael@ncfairs.com](mailto:michael@ncfairs.com).

Texas Workforce Commission – Targeted jobs by area and specialty skills...Also assistance with unemployment benefits, workers compensation and other related job areas...Please call toll free 1-800-822-PLAN (7526) and access <http://www.lmci.state.tx.us>, and check the new mobile app via links on the Workforce website.

WorkinTexas.com – Handy website with both people seeking positions and employers looking to hire...Technical Requirements: Click on Internet Explorer or Firefox to download a free upgrade. The

Content Advisor must be disabled in Internet Explorer to access TWC's Internet systems. Select Frequently Asked Questions for additional instructions...Equal Opportunity Employer Program...For additional information and applications, please access [https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1281554567577&pageid=WFC\\_VIEW\\_EVENT&sequenceId=1269](https://wit.twc.state.tx.us/WORKINTEXAS/wtx?u=1281554567577&pageid=WFC_VIEW_EVENT&sequenceId=1269)

St. Andrew UMC also has provided these websites for assistance with prescription drug purchases: NeedyMeds is a nonprofit information resource that helps people in need find patient assistance programs. It's a source of information on thousands of programs that may be able to offer assistance to people in need, [needymeds.org](http://needymeds.org). The Partnership for Prescription Assistance helps qualifying patients without prescription drug coverage get the medicines they need for free or nearly free. The PPA is sponsored by pharmaceutical research companies, [pparx.com](http://pparx.com) or 1-888-477-2669.

The Senior Source provides a Senior Prescription Assistance Program, which helps seniors in Dallas and Collin counties apply for free or low-cost medications through the indigent drug programs of various drug companies.

Please access [www.theseniorsource.org/pages/prescription\\_drugs.html](http://www.theseniorsource.org/pages/prescription_drugs.html); ph: 214-823-5700.

From Rev. Dr. Keva Green –

AT&T Hiring in Business Solutions Organization – Several New Positions in DFW Area...Immediate start dates...Premises Technicians – Dallas - Take advantage of paid training and wide range of career possibilities. Premises Technicians work both inside and outside and are responsible for the installation and customer care of the new U-verse integrated digital TV, high speed Internet and voice services. Description: Educate customers on service features and functionality, verify all services are working correctly, install and rearrange inside wires, work with hand tools, and work outdoors in various kinds of weather. Please access test study guides at [www.att.jobs/tips](http://www.att.jobs/tips) and apply online at [att.jobs/careers](http://att.jobs/careers)...Immediate openings at several area offices and equal opportunity employer...Please apply with resume' and specific position online to [attjobs@findly.com](mailto:attjobs@findly.com).

Bob Miller from FUMCC runs Main Street Financial Services in Grapevine and is looking for people who are ambitious, willing to learn the mortgage business, have some degree of business/financial/housing experience, and have time to train for a new and exciting position. All sales are on a commission basis, and please email Bob Miller at [bob@mail2bob.com](mailto:bob@mail2bob.com).

**Please Note: BeckNCall may have marketing and outside sales' positions open in coming weeks – please stay turned to this RSS feed for more details...**

Technicians, Home Assistants - Beck N Call Maids & Home Services – Garland, Richardson, North Dallas - has immediate openings for experienced housecleaning technicians. If you are energetic, dependable, honest, have good work ethics, are detail oriented, can work well with others, and have a passion for cleaning, we would love to talk to you. What we offer: Stability \*\*Full & Part time positions \*\*Great weekly pay \*\*Raises, Bonuses, Life Insurance \*\*AFLAC \*\*Uniforms \*\*Transportation \*\*Great work environment \*\*Unlimited growth opportunity...Need to be able to read, write, understand, and speak English fluently; eligible to work in the U.S. (with Proof), have reliable transportation, a valid driver's license and a good driving record, ability to pass an extensive background check and drug screening, reliable references, and positive, pleasant attitudes - To be considered for these positions, please email resume to: [williemaes@verizon.net](mailto:williemaes@verizon.net)...Locations: Garland, Dallas, Frisco, Allen, Richardson, Plano; Compensation: Average \$350-\$450 weekly with potential to earn more.

From FUMC Member Al Johnson – Retail Sales, Roofing, Canvassers, Door Knocking Services, Estimators – Carrollton, Dallas, Plano – Retail sales positions, all shifts, great business opportunities with growing area roofing and home repair company. Please email resume' to Al Johnson via [AJ1265@gmail.com](mailto:AJ1265@gmail.com).

G6 Hospitality Hotels - Carrollton – G6 USA Corporate Office, Plano Parkway and Midway Rd. – Senior Buyers, Accounts Receivables, Accounting Clerks, Programmer Analysts -

Listed below are qualifications at the Carrollton office of G6 North America hotel chains. Please enter the region you are interested in to see additional opportunities. Again, special thanks go to FUMC's Rebekah Kasmerski for reminders about G6 openings, and please mention her in email applications when applying for these positions. Requirements for most management positions:

Level of Education: Bachelor's Degree or Equivalent Work Experience.

- A proven experience of implementing national solutions within a multi-unit environment
- A minimum of 5-6 years procurement or purchasing experience in comparable positions
- A college degree preferred, but degree may be substituted with appropriate experience
- Hotel Operations experience (2-4 years) a plus. For all listings please apply via: [www.accor-na.com/careers...](http://www.accor-na.com/careers...) Please send all job applications and resume's via email after contacting Human Resources - (972) 360-9000, website: [motelsix.com/about/careers](http://motelsix.com/about/careers).

Technical Support, Customer Service Assistants, U-Verse Installers – AT&T, Plano, Dallas – Will provide lab support and work on current technologies and platforms of limited scope. Contribution shall be primarily internal to the company and you may be recognized as a technical team member on projects or in technical initiatives. Work on projects of limited complexity, supporting technical issues to a successful conclusion. Also may be responsible for contributing to AT&T's compliance with environmental laws and regulations as applicable to its job function. This may include, but is not limited to, work related to fuel tanks, emergency and stand-by generators, boilers, hazardous waste, hazardous materials, batteries, manholes and vaults, water wells, linear and other construction projects, water discharge, or air emissions...Please apply online via [http://connect.att.jobs/texas/it\\_engineering\\_technology/jobid5645742-member-of-technical-staff-jobs](http://connect.att.jobs/texas/it_engineering_technology/jobid5645742-member-of-technical-staff-jobs).

Software Specialists, Front Office Assistants – Jack Henry Co. – Allen – Training will be provided during the first 3-6 months during a normal day shift. After training is completed, workers will be assigned one of two overnight support shifts consisting of 10 hours each. The schedule will be either Sunday-Wednesday or Wednesday-Saturday. Work hours will be 8 pm-7 am. Provide credit union product support to customers via the telephone and/or internet. Using product knowledge, provide the highest level of service to resolve the customer's issue and restore the customer to fully functioning status. Qualifications: Credit Union and/or Banking Operations / Support background. Minimum of one or more years of Financial Services support background.

Excellent communication skills by phone. Must be open to the overnight shift mentioned above, once training is completed. Day shifts and promotions may be available for good performance...Training is free, applicants are accepted equal opportunity...Please apply via URL [https://apply.jackhenry.com/psc/HRCGPRD/APPLICANT/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=9121&SiteId=1&PostingSeq=1](https://apply.jackhenry.com/psc/HRCGPRD/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=9121&SiteId=1&PostingSeq=1)

Customer Services Agents – City of Dallas – Dallas – Minimum three years customer service experience involving heavy phone contact and data entry. Must possess strong customer service skills and have the ability to apply policies, procedures and guidelines. Ability to type and/or use a computer keyboard with sufficient speed to meet job demands. Excellent communication skills at all levels including listening skills and Microsoft Office or similar software skills. Must be able to work varying shifts including nights, weekends and holidays. Successfully complete on-line simulation test. English/Spanish bilingual skills are a plus. High school diploma or GED. The 311 Call Center is 7/24/365 with varying shifts. The ideal candidate is an experienced customer service representative who has excellent communication and customer service skills (call center experience would be an advantage)...Bilingual is a major plus, and experience is a key... <http://agency.governmentjobs.com/dallas/default.cfm?action=viewJob&jobID=748370>.

Communications Specialists – City of McKinney – McKinney – Personal history statements will be distributed following successful completion of the testing process. The hiring process for candidates that complete all portions of the pre-employment screenings may take 1-4 months. Summary: Under general supervision, receive and process requests for police, fire and emergency medical services in high stress situations; answer non-emergency and emergency 911 phone lines; dispatch and deploy public safety personnel to calls for service; operate various telecommunications equipment. Ability to Work any assigned shift (days, evenings, nights), must be willing to work holidays, weekends and overtime, as



needed for scheduling purposes. Perform other assigned duties as required. Job Requirements: Education, training, experience: High School Graduate (or GED). Ability to pass Communications compatibility and skills testing modules which evaluate data entry/keyboarding speed, multi-tasking, memory recall, map reading, numerical prioritization, reading comprehension, spelling, sentence clarity; working knowledge of Windows computer system; possess Emergency Medical Dispatch, Basic Telecommunicator and NCIC/TCIC or Full Access Operator or have the ability to obtain within one year from hire date. Meet all legal requirements for future licensing and certification required by the Texas Commission on Law Enforcement Please apply by going to <http://tml.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=TML&jobid=64c03bf7-1e34-4edd-be53-178715ba70bc&stats=y>.

Tellers, Banking Assistants – CitiBank – Frisco, Keller, Plano – Reference Code: 14040384.  
Description/Summary: The Teller, a critical member of the branch team, helps the branch achieve its sales and service goals. The Teller creates and develops a positive relationship with Citi's clients and delivers solutions by identifying referral opportunities for new products and services based on the customer's financial goals. The Teller performs efficient and accurate banking transactions while Communicating clearly with clients, Making clients feel appreciated  
3. Making it easy to do business with the bank, Position Responsibilities: Engages the Citi client by welcoming them with a warm friendly smile, pleasant demeanor, using the client name, whenever possible, and thanking them for doing business with Citi. Executes financial transactions in accordance with bank policies and procedures while maintaining an acceptable record in daily drawer balancing...Please apply via <http://jobs.citi.com/us/united-states/teller/jobid5637890-ft-teller-frisco-texas?apstr=src%3DJOB-14142>.

Admissions Clerks – Presbyterian Health Systems – Plano, Dallas, Euless – Responsibilities: Arranges for the efficient and orderly admission of inpatients and admission of individuals who have hospital-based outpatient/inpatient testing or procedures. Ensures that patient information is collected and that patients are aware of hospital policies and procedures. Interviews incoming patient or representatives and enters information required for admission into computer database. Distributes appropriate information to ancillary departments. Responsible for pre-registering patients for scheduled admissions and outpatient procedures, for interviewing patients or their representative, where admission is unscheduled, for obtaining personal information or verifying information already on file, including emergency numbers and insurance information. Provides information to the patient/representative about billing, complaint process, patient rights, HIPAA and visiting hours. Distributes hospital specific literature. Ensures that collection efforts reflect that of hospital expectations, including contacting supervisor, director, or president when patient's present to our hospital without required financial resources. Communicates professionally appropriately and clearly to supervisor, nurse managers, coworkers and physicians. Treats patients and their families with respect and dignity; ensures confidentiality of patients' records.  
Please apply with this URL: <https://planocareers-texashealthpartners.icims.com/jobs/1787/admitting-clerk/job?mobile=false&width=1366&height=673&bga=true&needsRedirect=false>.

Marketing Research Representatives – Lanyon Corp. – Dallas – Seeking driven Market Research Representatives to join our growing team. These individuals will be responsible for generating and managing high-volume, outbound leads and nurturing them to fruition. The Reps will uncover, qualify and develop potential sales opportunities to be passed to the direct sales team, while promoting a synergistic environment between sales and marketing. They will communicate via phone or email with companies and professionals about their business needs and initiatives in relation to travel and events that they plan, manage, and run for their organization. Responsibilities: Collaborate with sales and marketing departments to effectively coordinate and penetrate target prospects. Conduct high level conversations with Senior Executives in prospect accounts. Use Salesforce daily to capture data. Attend off-site industry trade shows and events to generate interest in all products...Please apply and check benefits' and salary packages via <http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17625216940610&cid=6876&source=Indeed.com#.U7g5v0ko7IU>.

Customer Service Representatives – Capital One Banks – Plano, Richardson – Answers inquiries from customers and service providers in a call center environment. Resolves customer inquiries and issues while adhering to all Capital One policies and procedures. May assist customers with the application and funding process. May also make outbound calls to customers and/or service providers. May handle account activations. Some positions include cross-selling additional products and services. Responsibilities: Provide customer service by answering inbound calls from customers and/or service providers, and responding to emails. Data entry of customer and account information and transactions. Sell products and services. Attend team meetings. Qualifications: Basic Qualifications: High School Diploma, GED or equivalent certification, or military experience. Bilingual proficiency is helpful...Preferred Qualifications: Proficient PC Skills. Please go to URL for application: <http://jobs.capitalone.com/us/united-states/call-center-and-customer-service/jobid5641019-customer-service-representative?apstr=src%3DJB-10110>.

Recruiters, Recruiting Assistants – PEG Bandwith – The Colony – Currently seeking workers to work up to 35 hours a week at our operations headquarters located in The Colony with an opportunity to increase to 40 hours weekly. Responsibilities: Administrative recruitment tasks, will work very closely with the lead recruiter to assist in identifying talent, on boarding employees and prescreening candidates. The ideal candidate will have at least 1-5 years of business experience. Prior experience in a HR and/or Recruiting role in Telecom is preferred. Additional duties and tasks as assigned by Human Resources Director. Assistant Recruiting Administrator candidates must meet the following requirements for consideration: Telecom/ IT Recruiting Industry experience is not required but is preferred. But we are looking for someone with a solid employment history. Attention to detail and ability to work in a team environment necessary. Please apply online at <http://www.jobscore.com/jobs2/pegbandwidth/junior-recruiter-needed-asap-in-the-colony-tx/cFkQQaHir5jd8iGakhP3Q?Board=Indeed&PID=1860167>.

Customer Service Assistants – Novitex Co. – Carrollton, Dallas - Responsibilities: Perform various Mail Center activities (sorting, metering, folding, inserting, delivery, pickup, etc.). Lift heavy boxes, files or paper when needed. Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude. Demonstrate flexibility in satisfying customer demands in a high volume, production environment. Consistently adhere to business procedure guidelines. Adhere to all safety procedures. Take direction from supervisor or site manager. Maintain all logs and reporting documentation; attention to detail...Please go to this URL to apply: [https://www.appone.com/maininforeq.asp?Ad=333424&R\\_ID=875292&Refer=http://www.indeed.com/jobs&B\\_ID=87](https://www.appone.com/maininforeq.asp?Ad=333424&R_ID=875292&Refer=http://www.indeed.com/jobs&B_ID=87).

Area Directors, Cashiers, Assistant Managers, Cooks – Dickey's Barbecue – Plano, Carrollton, Dallas, Lewisville – Immediate openings for several local and area Dickey's...2-3 years of experience in retail or food service preferred...Full multi-unit profit and loss accountability; Interpreting information from reporting systems and utilizing the data to coach operational standards; Ensuring compliance will all company standards; Analyze district results monthly and present to operations team; Train and work with assigned stores within your operations district; Implement/manage Dickey's Community Marketing Programs; Build sales for assigned stores – increasing existing customer frequency and engaging new customers; Tracking results for sales and coupon campaigns...Please apply online via [http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc\\_cmp1=js\\_jrp\\_jobclick&APath=2.21.0.0.0&job\\_did=J3F5HR6CSBY2LR1G061&showNewJDP=yes&IPath=QHKV0A](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?sc_cmp1=js_jrp_jobclick&APath=2.21.0.0.0&job_did=J3F5HR6CSBY2LR1G061&showNewJDP=yes&IPath=QHKV0A).

Cashiers, Wait Staff, Chefs, Store Managers – Baker Brothers – Plano, Dallas – Hiring these positions plus bussers and dishwashers...Multiple shifts and flexible hours full- or parttime...Great ability for advancement with proper attitude toward assignments and good work ethic...Also possibility for transfer to Arizona and Oklahoma locations for young and mobile workers...Please go to URL <http://www.indeed.com/cmp/Baker-Bros-Deli> to apply.

Programmers, On-Air Talent, Promotions Assistants, Sales Positions – KMKV Radio – Dallas – Spanish language full-power station at 107.5 FM has immediate openings – Bilingual applicants are preferred with Spanish as primary or written/spoken fluency... Responsibilities: overseeing broadcast automation systems, production and engineering of local programs and remote broadcasting...Requires some nights,

weekends and holiday hours...Experience in radio and knowledge of Audio Vault/Cool Edit a plus...CBS Radio benefits, retirement...Please apply via [https://sjobs.brassring.com/EN/ASP/TG/cim\\_jobdetail.asp?jobId=483907&partnerid=25084&siteid=5132&type=search&JobReqLang=1&codes=Indeed.com.CBS](https://sjobs.brassring.com/EN/ASP/TG/cim_jobdetail.asp?jobId=483907&partnerid=25084&siteid=5132&type=search&JobReqLang=1&codes=Indeed.com.CBS).

Fulfillment Associates – WOOT Services – Carrollton, Plano – Requirements: required to receive products using radio frequency scanners, relocate products using forklifts and pallet jacks. They also may also be required to pick customer orders, pack and ship customer orders, receive product and troubleshoot problems to resolution. Under no circumstances must they lift the Iron Mask upon the prisoner who sits alone in the furthest cell. However, Fulfillment Associates are expected to understand aspects of production, adhere to strict safety, quality, and production standards. Dependent on business needs, the position may require the Associate to be willing and able to work on powered equipment such as forklifts or scissor lifts...Much of the work will be on the floor and will require basic office and computer skills as well...Please go for applications to <http://www.indeed.com/viewjob?jk=a6890be60b76916f&q=all+jobs&l=Carrollton%2C+TX&tk=18riq1bu b19v121d&from=web>.

Administrative Specialists – Halliburton Corp. – Carrollton, Dallas – Under general supervision, works within a specialized function with work verified on an as needed basis. Reads and interprets documents such as safety rules, operating and maintenance instructions, procedure manuals, and service orders. Writes routine reports and correspondence. Requires ability to speak effectively with groups of customers or employees of organization. Requires ability to perform basic numerical, statistical, and/or financial analysis. Applies common sense understanding to carry out detailed but uninvolved written or oral instructions. Requires 4-5 years of experience...Please access for application this URL: <http://jobs.halliburton.com/us/dallas/support-services/jobid5611457-administrative-specialist>. Human Resources Assistants – Amazon Jobs – Coppell – Will be responsible for: PEOPLESOFT: Ensure data integrity in HRIS (Peoplesoft) systems. Daily maintenance of HRIS systems: entering new employees, issuing time cards, and updating employee information, Benefits Enrollments, etc. Attendance tracking: coordinate with managers to ensure employees are on the correct schedule pattern and crew sheets. Completing and distributing daily and weekly reports to Fulfillment Center (FC) managers and corporate office. Compiling all new-hire data and entering into PeopleSoft. PAYROLL: Coordinate with managers, using labor tracking tools, to ensure employees are on the correct schedule patterns. Completing and distributing reports as needed by FC managers and corporate offices. Provide frequent customer service regarding payroll, benefits, scheduling, etc. ADMINISTRATIVE: Assist internal customers with benefits, orientation, and stock inquiries. Assist Recruiting/Safety Department, as necessary (new hire orientations, safety talks, interview loops and coordination). Conduct administration portion of new-hire orientation...Please apply online at <https://us-amazon.icims.com/jobs/274684/sr-human-resources-assistant--coppell%2c-tx/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1366&height=673&bga=true&needsRedirect=false>.

Tellers, Office Assistants – Wells Fargo Capital Services – Carrollton, Plano, Dallas - Responsible for maintaining and balancing a cash drawer. Under direct supervision, processes customer transactions within established guidelines. Identifies and makes sales referrals, recommends alternate channels, cross-sells bank services and products for Wells Fargo partners, provides excellent customer service. Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop...Please access [https://employment.wellsfargo.com/psc/PSEA/APPLICANT\\_NW/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&FOCUS=Applicant&SiteId=1&JobOpeningId=5011576&Postin gSeq=2&](https://employment.wellsfargo.com/psc/PSEA/APPLICANT_NW/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&FOCUS=Applicant&SiteId=1&JobOpeningId=5011576&Postin gSeq=2&) for applications, hours and salary possibilities.

Community Outreach Coordinator, Office Assistants – Children’s Advocacy Center for Denton County – Lewisville - CACDC is seeking fulltime Community Outreach Coordinators and assistants, which are highly motivated and experienced individuals to execute proactive community education efforts on recognizing and reporting child sexual abuse and to work on special events. Excellent public speaking and organizational skills are required. This position also engages, recruits and manages volunteers. This



position will work together with one other Community Outreach Coordinator to divide up special events, community education and volunteer management responsibilities. The position will also split time between the Lewisville and Denton office. Salary commensurate with education and experience. Please fill out applications at <http://www.cacdc.org/contact/employment-internships/> and email application and resume' to Contact: Stacie Wainscott, Email: [stacie@cacdc.org](mailto:stacie@cacdc.org).

Inside Sales Representatives – Sales Privacy Systems – Plano - Speech Privacy Systems is a three-time honoree as one of the top 100 fastest growing lead companies in the world and could double growth in 2014...Looking for people who can charge and make things happen with a high level of drive, energy and initiative; consistently outperforms others; can quickly establish trust with clients via the phone. Responsible for establishing mutually beneficial partnerships that can introduce you to their clients who have needs, and we will be furnishing warm leads as well. Please take a 10-minute survey via this link: <https://ciims.cindexinc.com/job/d7305e> and submit resume' to [careers@speechprivacysystems.com](mailto:careers@speechprivacysystems.com).

Bilingual Administrative Assistants – Grace Unlimited – Dallas, Irving - Maintains office operations by handling multi line phone system, receiving and distributing paperwork, filing, processing data entry, and other duties as deemed necessary. Duties: Multi-line phone system, front office reception, collecting and mail correspondence, copying information, updates job knowledge by participating in educational information. Enhance organization reputation by accepting ownership for accomplishing new and different request; exploring opportunities to add value to job accomplishments. Must speak and read Spanish fluently...Office Experience: Must have home health experience, general telephone skills, typing, documentation skills, verbal and written communication, Dependability, Attention to Detail, Problem-solving and critical thinking skills. Administrative Writing Skills...Good opportunity for advancement with solid benefits...Please apply online at <http://www.indeed.com/viewjob?cmp=Grace-Unlimited-Home-Health&t=Bilingual+Administrative+Assistant&jk=6af437bb5d4a5396&sjdu=QwrRXKrqZ3CNX5W-O9jEvSj0hztkggTN-w372Dbd462xZ1y--12lDjWg3apOPqNf5ip8yv8RfjfbY02uSLpZwR3rONbNvb3dkBSXamaX4>

HVAC Technicians, Plumbers, Electricians - A No. 1 Services – Dallas, Frisco – Immediate openings, free training and assistance with certifications...Flexible hours...Enough personnel to rotate emergency shifts...Great family environment with vacation time and company benefits...Please apply online via URL <http://www.rightdayornight.com/company/careers>.

Customer Service Representatives – Uline Shipping – Coppell – POSITION RESPONSIBILITIES: Communicate with customers via phone, email and chat. Process orders in a fast-paced environment. Provide knowledgeable answers to questions about product, pricing and availability. Help customers navigate our website and place orders online. Work with internal departments to meet customer's needs. Work with customers to resolve product returns, shipping inquiries and order status questions. Submit quotes for quantity and custom items. High school diploma or GED required, college bachelors degree preferred...Please apply via URL <http://recruit.uline.com/ENG/candidates/default.cfm?szCategory=jobprofile&szOrderID=4161&szCandidateID=0&szReturnToSearch=1>.

Office Managers, Sales Representatives, Reservationists, Customer Care Managers/Sales – Hilton Hotel Center – Carrollton - Responsible for coaching and developing 'Development Coaches' (DCs) to meet monthly key contact center sales and service performance targets. Assisting with coaching Reservation Sales personnel to achieve success against the set of competencies & capabilities that form the Performance Management process. Basic qualifications: Demonstrated the skills and abilities to identify individual and team level capability deficiencies and create coaching and developmental plans to address those deficiencies. Strong presentation and facilitation skills with the ability to motivate and engage others. •Strong planning, time management and organizational skills. •Proficient in Microsoft Office (Word, Excel, Powerpoint, Outlook). •At least 2 years supervisory / managerial experience with responsibility for driving team and individual team member results in a sales environment...Please apply online via URL <http://hilton-callcenter.jobs/carrollton-tx/reservation-sales-manager/44717768/job/>.

Bo Carter, Correspondent  
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