

Next Generation Zone Job Listing 7/28/17



Created by the Spokane Area Workforce Development Council, *Your Passport To Success* is YOUR tool to planning your career and your success.

Free and available online <http://www.nextgenzone.org/passport-to-success>

CLERICAL

Receptionist **Property Management Office - Downtown**

Receptionist for Real Estate Office. Position is M-F, 20 hour/wk. (appx) 1:00-5:00 PM, \$12/hr.. Plus \$100/mo medical stipend, Property Management experience preferred, but not required. Essential skills: *Very good customer service skills, Professionalism, Able to handle multiple phone lines. Must take direction well, Moderate computer skills; mostly Word, scanning etc., Must display a high degree of accuracy. Must be pro-diversity, Must be able to handle those times when it gets very busy, It would be helpful if candidate possesses writing skills, better than average computer/tech skills. Reply to vbwdp-6237504782@job.craigslist.org

Medical Office Team Member **Spokane Valley**

Specialty Office looking for a few positive team players to grow with our practice in our reception/scheduling and billing departments. Duties include, but are not limited to: answering incoming calls, scheduling, check in/out, collecting co-pays, posting payments, insurance verification's, referrals and denials. Must be self-motivated, reliable, team player and professional at all times. Hours will vary between 8:00AM and 5:30PM, Monday thru Friday. This is a 30-34 hour a week non-benefited position. Please send your resume and salary requirements to tct4d-6238721950%40job.craigslist.org. Thank you for your interest, we look forward to meeting you.

Data Posting Tech **Abadan**

The position requires full knowledge of MS Office, Windows file structures, IE/Chrome browsers. Duties include but not limited to, the data entry into our program. Attention to detail a must. This is a fast paced environment where speed and accuracy are important. Hours are Monday thru Friday, 8:00am to 5:00pm. Please apply in person only at 603 E 2nd Ave Spokane WA 99210

Receptionist/Secretary/Data Entry **Spokane Public Radio**

PT job sharing (24 hrs/wk – variable). Greet visitors & callers. Answer multiple phone lines. Respond to listener phone & online queries. Perform routine office work, including fast and accurate typing of documents, and considerable data entry. Proficiency required in MS Office, including Excel & Word. Detail-oriented with ability to multitask & prioritize work from several sources. Looking for excellent communication skills. Requires a very upbeat & helpful approach with listeners & colleagues. Experience with *Raiser's Edge* is preferred. Familiarity with public radio is essential. Send cover letter and resume as two separate MS Word attachments by email to jobsearch@kpbx.org. NO PHONE CALLS PLEASE. Women & minorities encouraged. EOE

CUSTOMER SERVICE

Counter Help **Scollards Cleaners**

Part time help needed – apply at 8901 East Trent

DRIVERS / SERVICE PORTERS

Delivery Driver

Jimmy Johns – South Hill

The 29th Ave (South Hill) Jimmy John's is holding open interviews every Tuesday-Friday @3:00 PM each day. We're hiring kick ass people for Daytime and Night time delivery drivers. Drivers must have a reliable vehicle, valid insurance, valid drivers license, and a clean driving record. Please bring a filled out application with you. You can pick up an application at the store or by searching jimmy johns application PDF online. Hope to see you there.

FOOD SERVICES

Server Supreme

Hogan's – South Hill

Looking for a badass server to rock our little neighborhood diner with style and grace. Please be drama free, not too cool for school, freakishly hard working, flexible, fast, hilarious, and somewhat OCDish on the cleaning front. Please send me a resume and a few words about why you rule the universe. Reply to bmbzr-6236550384@job.craigslist.org

Smoothie Barista

Emerald City Smoothie – Spokane Valley

We have an immediate opening on our team! \$11.00 per hour, plus tips, minimum of 15 hours per week. Must be available to work evenings and weekends. Experience in food and beverage service is a plus. Reply to 2fzsz-6236666893@job.craigslist.org

Barista/Counter

Rockwood Bakery

Part-time barista/counter position open at busy neighborhood bakery. If you have a positive attitude, like people and have a strong work ethic we would love you to join our team! Barista and/or restaurant experience preferred. 12-30+ hours depending on your availability. Must be able to work Saturdays. Not hiring for summer only. Bring in resume or fill out an application at 315 E. 18th Avenue. No phone calls please.

HEALTHCARE / PERSONAL CARE

After School Teachers Aid

Montessori Central

Must be 16 years of age, pass a background check, have current CPR, First Aid, HIV training, Negative TB test, have some early childhood experience, have a love of and desire to be with children, we will train each individual in the necessary requirements. This job is for the hours of 3:00 to 5:30. The applicant will be supervised by the all-day teaching assistant. The applicant will work with the teaching assistant to establish fun activities for both indoor and outdoor time with the children. This job will require working with said teacher in readying the school at the end of each day to prepare for the next day's activities. The applicant will maintain a good and positive rapport with each family. All resumes should be sent by email to montessoricntrl@aol.com by August 4th 2017, interviews to follow starting August 15th 2017. Start date will be September 5th 2017.

JANITORIAL / HOUSEKEEPING

PT Custodian

PT position available in an industrial environment. Shift is Monday, Tuesday, Thursday, Friday from 9:30am to 11:00am and 8:00am to 11:00am on Wednesdays. For 4 of the days you will clean/sanitize 6 restrooms only. On Wednesdays you will clean the 6 restrooms along with cleaning offices, breakroom, upstairs operation area and customer service. We are looking for someone who is a fast learner, detail oriented and can manage their time wisely. Reply to vgz98-6236705365@job.craigslist.org

LABOR

Screen Printer

Saturday Night Screen Printing

Looking for full time screen printer in fun fast paced environment. In job training available and no experience necessary. requirements include: Positive attitude, good work ethic, Attention to detail, reliable, Problem Solving, ability to work independently and as a team, basic math skills, fast learner.

Please apply in person at 3520 N Eden Rd. please bring a resume with references. Hours 7:00-3:30 M-F

Service Agent Car Detailer

Enterprise Rent-A-Car

Will; be responsible for the care and maintenance of the cars on the lot. Must be at least 18 years old, High school diploma or GED preferred, Must be able to work the following part time schedule: Monday thru Friday 1pm-6pm. See full description and how to apply at Craigslist posting #6237873329

Production Worker**The Coeur d'Alene Window Company (in Spokane)**

Apply basic math skills. Ability to read tape measure. Operate hand tools and power tools. Operate industrial machinery. Exhibit Mechanical aptitude. Perform operator preventative maintenance. Willing to work overtime when needed. Must comply with company policies and procedures. Repetitive work environment. Heavy lifting. Reply to mwxzj-6237201063@job.craigslist.org with a resume or outline of work history. Include references and contact information. You may apply in person at 115 N. Sycamore. All candidates will be required to pass drug screening.

Production Worker**Mister Car Wash – 1615 W Five Mile Rd**

Walk ins welcome, or call 509-570-0440 and ask for the General Manager. Prepare vehicles before they enter the wash tunnel ensuring hard to clean areas are given special attention. • Deliver an exceptional customer experience by handling vehicles with extreme care. • Experience in the car wash industry is not necessary! Full time

Entry Level Construction**Construction Associates**

Basic entry level construction knowledge is helpful. Basic hand tools are needed as well as transportation to jobsites and you must be able to pass a drug screening. Drywall finish and painting experience is a real plus. Must have good work ethics, be trustworthy, clean, and presentable. We offer health insurance, retirement, vacations, and paid holidays. Reply with resume, we can then send you an application or you can come by and fill out an application at 2834 N. Perry between 9:00 a.m. and 4:00 p.m. Don't contact us if you don't plan on showing up for interviews or work.

MERCHANDISING / STOCKING / GROCERY STORES**Floor-Set Associate****Justice**

The Floor-set Associate executes the floor-set directions as dictated on company floor-set plans. This position will work approximately 1 day per month on the store's scheduled floor-set day to complete merchandise moves and displays. Will move existing merchandise and places new merchandise on designated fixtures. Will also place marketing materials on designated fixtures and move & assembles fixtures to accommodate visual plans. Apply at www.worksourcewa.com

RETAIL**Accessory Associate****Burlington**

Assisting customers in locating merchandise when needed, Assisting in floor moves, merchandising, display maintenance, and housekeeping, Assisting in ringing up sales at registers and/or bagging merchandise, Performing other tasks as assigned by manager from time-to-time, Candidates must be able to work a flexible schedule; including nights, weekends and holidays as required. Apply at www.worksourcewa.com

Customer Associate**Anthropologie**

A Customer Associate supports the store leadership team through the cultivation of a store environment that surprises and delights our customers each time they walk through our doors. We envision someone with a vibrant personality, an efficient nature, and natural warmth. Our ideal candidate will provide exceptional service in all aspects of the sales floor - greeting customers, selling, product knowledge, styling, cash wrap, restock and overall shopkeeping. Apply at www.urn.com

TEMPORARY/SEASONAL**Photography Assistant****LEO's Photography**

Looking for people with out-going personalities that enjoy entertaining children, but can also communicate professionally with adults. Being fast and technically proficient while having fun is a requirement in this position. Having reliable transportation and the ability to work with a flexible schedule is a requirement. We are able and willing to train the right person, but to be considered for employment as a photographer or a photographer's assistant, you must be able to lift a minimum of 35-50 lbs. See full description and how to apply on Craigslist posting #6238216566

Mow Crew**Greenleaf Mowing**

Do you like being outside in the summer? Come join our team...We have openings for our Mow Crew. If you are 18, have a drivers license and can pass a drug test you are qualified! No experience necessary, we will train you.... If you have experience, please bring references-starting pay will be higher! Please apply in person at 5527 E. Cataldo, Spokane Valley. (Two blocks north of Broadway between Fancher and Havana) General operating hours are M-F 7:30am-5:00pm (weekends off!!!) Please only contact us for directions if needed at 509-535-3066 No license? Please come in and fill out our application, sometimes we can make exceptions.....