

Next Generation Zone Job Listing 7/7/17



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>

ANIMAL CARE

Veterinary Receptionist Valley

Receptionist wanted for busy small animal veterinary clinic in the valley. Must be friendly, energetic, and able to multi-task. Experience preferred, but not required. This is a fast paced position. Please respond with resume and/or cover letter to 32w52-6207661999@job.craigslist.org

Veterinary Receptionist

Looking for a veterinary receptionist for our fast paced, high volume, and high quality veterinary practice. Must be able to greet and engage the public in a friendly and caring way, must possess excellent phone skills, must be able to balance greeting clients, answering the phone, and checking clients in and out at the same time without anyone feeling forgotten, and must be able to work all day on your feet and lift up to 50 pounds. Previous veterinary experience appreciated, but not required. Reply by email to hcxwp-6185833189@job.craigslist.org

CASHIER/TELLER

Part-Time Cashier Flying J Truck Stop

Spokane Flying J Truck Stop is accepting application for a Cashier position. We are looking for someone who is self-motivated, goal oriented and who has the desire to advance in this company. Experience is a plus but willing to train. Must be available to work nights and weekends. Great benefits: Flex Plan, Paid Holidays, Vacation Pay and Employee Discounts including Discount on Fuel. Please come in and fill out an application: 6606 E Broadway Spokane Valley, WA 99212

Retail Cashier The Arc Thrift Store

Successful candidates will have a positive attitude, the desire to work as a team and will always strive for exceptional customer service. Work shifts vary based on the needs of the department and may include weekends and holidays. Minimum Requirements: Should be at least 18 years old, have a High School diploma or GED, and must successfully pass our required background check. All positions require you to be flexible and available Mon-Sun. If you are interested, enthusiastic and a go-getter. Please fill out our required application at The Arc of Spokane's main office located at 320 E. Second Avenue, Spokane, WA 99202 between the hours of 8:30am and 5pm, Monday-Friday. Applications can also be downloaded and submitted at www.arc-spokane.org/human_resources.

CLERICAL

Front Office CHAS Health – Several Locations

Education/Experience: HS diploma or equivalent required. Applicable additional schooling and/or formal training preferred. Customer service and multi-line telephone experience preferred. Skills: Computer skills required. Ability to spell accurately. Able to clearly communicate information to patients and gather information from patients. Must have basic math skills to calculate patient payments. Full details at <https://chas.org/careers>

Medical Office Receptionist

Northwest Orthopedic Specialists

Northwest Orthopaedic Specialists, PS is hiring a full time Front Desk Receptionist to work out of The Orthopedic Surgery Center. Receptionist duties: Duties will include patient check in, copay/balance collection, and all other duties assigned. Qualified candidates must be energetic, have the ability to multi-task, and display strong customer service skills. Medical office experience preferred. If interested please submit resume to rt5fx-6183369775@job.craigslist.org

HR File Clerk/Receptionist

American Behavioral Health Systems

ABHS is now accepting applications for a Human Resources File Clerk/Receptionist. The human resource clerk/receptionist is responsible for the administrative support of day-to-day human resource operations. Perform routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance. Must have excellent communication skills, interpersonal skills, be able to handle multiple tasks at one time, be detail oriented and understand employee and client privacy. If this is you, please attach your resume and email 9nc7f-6203311979@job.craigslist.org

Receptionist

Provisional Recruiting and Staffing

Spokane Company is looking for a Receptionist to join their busy team! Duties will include answering a multi-line phone system, receiving and distributing mail, greeting guests, maintaining and ordering office supplies, assisting with any special projects and other tasks as needed. Successful candidate will have 2+ years in similar role, experience working with Microsoft Suite, strong attention to detail, customer service oriented and works well with little supervision. Hours are Monday-Friday and pay is \$13+/DOE. For consideration please send resume to kelly@provisional.com

CUSTOMER SERVICE

Customer Service Representative Clarks Cleaners - Downtown

Clarks Cleaners Inc. is looking for a personable, upbeat, detail oriented person to accommodate our customers. Monday through Friday 12:00p.m. to 6:30p.m. Minimum wage to start. Must have customer service experience and skills. If you have the want and the willingness to work, we are looking for you. SERIOUS APPLICANTS ONLY PLEASE. Please bring resume or apply at 159 S Division.

Customer Service Representative

We are currently hiring for several customer service roles! Positions are full-time on day shift. We are looking for individuals with customer service, call center, retail, or administrative experience. Positions are located in downtown Spokane. Pay is \$11-13/hr DOE. Benefits include 401K, medical, dental, vision after a 90 probationary period. Send a copy of your resume and 2 professional references to cdeleon@ecova.com, you will be contacted once resume is received.

DRIVERS / SERVICE PORTERS

Delivery Driver

HongKong Express

We are seeking outgoing, reliable delivery drivers! You must 18years, have a reliable car, valid insurance, a valid Driver's License and Food Worker Card Please APPLY IN PERSON with resume. (No phone call or email, please).Address: HongKong Express 113 W Indiana Ave, Spokane, WA 99205

Part Time/On Call Courier

Need Person for Courier work. Must be available to work different hours, shifts and days. MUST BE INSURABLE AND BE ABLE TO LIFT UP TO 50 POUNDS. Must be able to pass a background check and drug test. We provide training and vehicle. This a PART TIME POSITION, with number of hours varying, weekends included. Please bring driving abstract to interview. Starting Pay \$11.00 per hour. Reply by email to jjj2c-6156106910@job.craigslist.org

FOOD SERVICES

Cashier/Server/Cook

North Monroe

Part-time to start, 30+ hours per week, possibly more. Some split shifts. Personality must be upbeat and positive, customer service excellence a must. Start as cashier, also will serve food, help clean, dishwasher. After learning all menu options, you will learn to cook full menu items. Please bring resume to Skippers Monroe Street at 3320 N Monroe, No application needed until interview, resume only to start. Do not call. Do not email your resume. Must have current Food and Beverage Service Worker's Permit to start. Experience not necessary, but positive personality a must. We will train.

Barista

Nordstroms

828 West Main Avenue

Nordstrom is hiring for a barista at our Spokane location. Our cafes have great hours of operation. As a Nordstrom employee, you can feel confident that your health and well-being are among our highest priorities. As a barista, your hourly pay rate will be based on experience and store location. We offer a comprehensive benefits package. We offer a fun and rewarding work environment. Apply at <https://nordstrom.taleo.net/careersection/2/jobdetail.ftl?job=292674>

Scooper

Brain Freeze Ice Cream

Wage depending on experience and position. Generous employee discounts and FREE ice cream! We are looking for people who STRIVE to do more than just the minimum. We are looking for people that DESIRE to go the extra mile. We are looking for people that are TEAM PLAYERS, people that want to be part of our FAMILY. Do you think you have what it takes? Do you have RELIABLE transportation? Can you pass a DRUG TEST? Please apply on-line at: <http://brainfreezecreamery.com/job-opportunities/>

Kitchen Help

Borracho Tacos and Tequileria

We are a fun and growing company in need of hard working cooks. Lots of room for advancement in-between our companies as well as moving into front of house if desired. Requirements: Enjoys a fast paced environment, Willing and eager to learn, Seek out and take on projects, Able to lift 50 pounds safely, Current Washington Food Handlers Card, Available Nights and Weekends, Reliable Team Player, Positive Attitude, Ability to Multi-Task, 21+ years of age. Reply by email to b3ddf-6155826678@job.craigslist.org

(BOH) Back of House Team Members Tortilla Union – Downtown

We are currently seeking BOH team members to join us in this celebration. Qualities in a team member we are seeking. *Great attitude *Experience is preferred (BUT a willingness to learn and a positive attitude are more important) *A flexible schedule *Ability to take directions *Strong desire to work as part of a team *Proper transportation *Ability to multitask *Must use time efficiently while working. *Must have proper food handler's card from regional health department. Please apply at www.tortillaunion.com. Please no phone calls or walk-ins. We will be setting up interviews and be hiring immediately this week and the beginning of next.

Dishwasher/AM Prep Cook

Wild Sage Bistro

Immediate Dishwasher/prep position available at the top rated restaurant in Spokane! We are proud to announce our new dining space upstairs 'The Loft at Wild Sage', with this expansion comes a need for more employees. We promote from within. Be prepared to work as this is a busy restaurant with great opportunity! Must be available to work nights and weekends. To be considered print out an application online at www.wildsagebistro.com. Fill out the application and bring in any day between 4 and 5pm and ask for Chef Charlie or Elijah.

Dishwasher

Mackenzie River Pizza (North)

All applicants must be team oriented and enthusiastic about food. Experience is required for Cooks. Evening and weekend availability is also required. Open availability (days, nights and weekends) is preferred. Please apply in person (9225 N. Nevada) Monday - Friday between 2 pm and 4 pm and ask for a manager. If possible, please do not apply during "peak" restaurant hours. Applications can be found on our website www.mackenzieriverpizza.com.

HEALTHCARE / PERSONAL CARE

Full Time Assistant Teacher **Robyn's Nest**

We are looking for applicants who have at least 1 year experience in a licensed child care setting. Our classrooms are very welcoming and provide a fun learning environment. We are looking for a teacher who will continue to provide a warm, energetic teaching environment while implementing age appropriate activities. Must work well as part of a team. Must be 18 years and older, registered on Merit, cleared Background Check through the DEL, current CPR Training (must obtain within first 30days upon hire), current First Aid Training (must obtain within first 30days upon hire), BBP Training (must obtain within first 30days upon hire), proof of Negative TB Test. To apply, please email your resume to 3jnph-6175145103@job.craigslist.org or submit in person at 12103 E Valleyway Ave.

Teachers Assistant **Precious Angels Children's Center**

Precious Angels Children's Center is currently hiring full and part time teacher's assistants. Must be 18 years of age or older and be able to pass a Washington State Background Check and Fingerprinting. All applicants must be willing to get a TB test, food handler's permit, 1st Aid/CPR training and blood borne pathogens training if hired for the position. We are a large center in north Spokane so all applicants must be able to work in a fast paced environment as well as being, loving, patient and nurturing. Some lifting will be required. Please bring resume by in person to 8502 N. Nevada Suite 1 Spokane WA 99208.

Kitchen Aid/Assistant Teacher **East Spokane**

Looking for someone who enjoys eating and preparing whole foods, doesn't mind dishes and is willing to assist in the classroom daily. Must be able to work full time, show up on-time, be a self-starter and motivated to learn new things every day. Professionals only. Requirements: 30 Hour STARS or comparable degree, pediatric CPR/First Aid/BBP, negative TB results within the past 12 months, current Food Handler Permit, proof of ID, STARS ID #, registered with MERIT: preferably a cleared Portable Background, willing to help you apply if needed. One year minimum commitment. Year round program with time off throughout the year. \$12/hour. Reply to tr3tm-6206552321@job.craigslist.org

LABOR

Nursery / Landscaper **Tower Perennial Gardens**

Need to be physically fit with reliable transportation since the nursery is not on the bus line. This is a FT job and you will need to have the hours between 8 and 5 available. Please review www.towerflower.com for more information and particulars. To apply, send a letter of interest to csfjb-6113988879@job.craigslist.org telling us what experience or knowledge you have about landscaping or plants. In that letter, please give your email address and phone so we can contact you if we wish to set up an interview. You may submit a resume, but you must submit the letter of interest pertaining to plants and landscaping to be considered.

General Laborers **Sprague at University**

In need of general laborers that have experience on construction sites and warehouses, production and manufacturing. We are also in need of carpenters and welders with certs. Applications are done from 6am to 3pm at the Labor Systems office. The office is located at: 11017 E Sprague Spokane Valley WA 99206

Laborers/Landscapers/Pruners **Arborpro Lawn & Tree Care**

Local Lawn and Tree Care Company has positions open for General Laborers, Landscapers and Pruners. Experience in the industry a plus. Valid driver's license and clean driving record a plus. Women and Minorities encouraged to apply. We are an equal opportunity employer. Reply to vanessap.arborpro@gmail.com

Part Time Evening Bank Cleaner **Management Services NW**

We are seeking a Part Time Cleaner to service banking institutions in Spokane! Cleaning a bank entails emptying trash cans, sanitizing and restocking bathrooms, wiping down counter tops and glass doors, mopping, vacuuming, dusting, and other routine duties as assigned. Applicant must have reliable transportation, a valid driver's license, and be seeking a long term opportunity. To apply for this position please reply to gdc5d-6209143108@job.craigslist.org with an attachment of your resume or fill out our application at: <https://managementservicesnorthwest.catsone.com/careers/>

LOSS PREVENTION/SECURITY

Security Officers

Allied Universal

No experience is required as we will train and certify the right candidates. If you meet the following Qualifications, then you are what we want! Qualifications:-Must be 18 yrs or older -Must be able to pass a Criminal Background - Must be able to pass a Pre-Employment drug screen -Must have Customer Service experience -Must have a valid Driver License (If the account requires) **** To get a head start on the application process, Go to www.aus.com/careers and use job number 2017-123698 in the keyword section**** Feel free to stop in our branch office anytime M-F from 10 am to 2 pm @ 1522 N. Washington, Suite 101, Spokane Washington 99201

Event Staff

Kodiak Security

Kodiak Security has immediate openings for Event Staff positions at 2 of our clients sites. We are looking for applicants who are flexible and available for all shifts/all days, including nights, weekends, and holidays. Please come to our office at 111 N Vista Rd, Suite 3A to fill out an application. Office hours are Monday - Friday, 9:00am - 3:00pm. Applications can also be downloaded at www.kodiaksecurity.com

MERCHANDISING / STOCKING / GROCERY STORES

Local grocery stores are always hiring entry level positions that you can use to gain experience. Check out our local grocers like Safeway, Rosauers, Grocery Outlet, Trader Joes, Yokes and more!

RETAIL

Retail Positions/Associates

Ace Hardware

Like home improvement and lawn and garden? Love customer service and have retail experience? If so Ace Hardware Hillyard wants to meet you! We have seasonal openings for associates and cashiers. Friday, Saturday, and Sunday a must with weekdays. Apply in person by coming into the store at 4107 N Market and fill out an application. Bring a resume if you have one. Ask for Darrell or Curtiss

Retail Support Staff

Doctored Locks

Retail Support Staff - Carries out retail duties, helps customers, rings people up, takes phone orders, packs/ships orders, cleaning and likely a host of other miscellaneous tasks. Vacation accrual and paid holidays for full time staff. Full and part-time available. Please fill out our massively long questionnaire (found here: <https://sites.google.com/a/doctoredlocks.com/prospective-doctored-locks-employees/>) and drop it by with a resume & references to: Doctored Locks, Inc. 7406 E Sprague Spokane Valley, WA 99212. We are open Monday through Friday, 9am to 5pm and you can drop off resumes, references and questionnaires anytime to Jessi.

TEMPORARY/SEASONAL

Temporary/Seasonal Positions

Spokane City and Parks and Rec

Spokane City and Parks and Rec are hiring several different seasonal positions from clerical and customer service based positions to manual labor and park operations positions. Go to <https://my.spokanecity.org/jobs> and click on Temporary/Seasonal Positions to view available job listings.

Painter Helper

Needing experienced painter or painter's helper with good skill sets. We are offering part time to full time thru the season. Must have good work ethic, willing to work with others, be part of a team, as well as working alone. We have been in business over twenty years. Our painting season, as many, slows down in the fall due to the bulk of our work being exteriors. Wage depends on experience. Must have license and vehicle, be bondable, on time and ready for work. We have a full calendar-filling up fast, and are in need of your expertise! Thanks! Call 509-995-4814

ADDITIONAL INFORMATION

For more job listings and information you can visit the following sites:

www.spokane.craigslist.org

www.indeed.com

www.worksourcewa.com