JOBS FOR THE WEEK OF 09/14/2015





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

See a job you like? Want to know more about the position? Want to apply? Here's how:

- 1. Go to http://www.wa.gov/esd/spokane/
- 2. On the left hand side click the "Job Seeker" tab
- 3. At the top of the page where it says Find Job in: Click Washington
- 4. In the "Quick Job Search" Tab go to the very bottom right hand corner and click on "Search by Job Number"
- 5. Where it says to enter the WorkSource Job number enter the number listed at the end of the job posting you are interested in. Example (WS450316165).

1-ANIMAL CARE

• **K9 Country Club Veterinarian Technician Closes 09/27/2015**Part time position for a responsible, reliable, professional individual. Job is physically demanding, requires confidence working with dogs of all breeds/sizes/and personalities. Will also prepare records, invoices, accept payments, handle phone calls, and disinfect play areas. To be considered drop off resumes at 19223E Appleway Ave. Spokane Valley, WA. You may also send resume to Lorraine McConahy at info@kpccsspokane.com \$11-14/hour. (Posted on WorkSource Spokane/# WS450316165).

2-TEMPORARY/STAFFING AGENCIES

• Express Employment Professionals

• Atlas Staffing, INC

• Kelly Services, INC

Manpower

• Humanix

• Labor Systems

• Personnel Source

Aerotek

3-APPRENTICESHIPS/TRAINING

• Spokane CC Aerospace (AMP) Continuous

Must be 18 years old, but HS Diploma/GED is <u>NOT</u> required. Aerospace Manufacturing

Preparation (AMP) Program prepares you for entry level careers in aerospace manufacturing
or entry into an aerospace program with SCC with an 11 week course for only \$25.00.

Contact Margaret Smith at (509) 279-6213 or margaret.smith@scc.spokane.edu.

• Carpenter Apprentice Tradesman International None Posted
In this entry level construction role you will work directly under the supervision of a
qualified Journeyman Carpenter and construct, erect, install, and repair structures and
fixtures of wood, plywood, metal studs, and drywall using carpenter's hand tools and power
tools, while conforming to local building codes. Visit website for specific duties, benefits,
and to apply. https://jobs-tradesmen.icims.com 0 (Posted on Indeed Spokane).

4-HIRING/RECRUITING EVENTS

• Kelly Services Job Fair Job Fair Closes 09/25/2015

Kelly Services is hiring for companies throughout Spokane. All opportunities are temp to hire. Looking for Call Center Reps (NO Sales), Administrative Assistants, Data Entry, Billing and Collections, Claims Processing, Warehouse, and Shipping and Receiving. Event will be located at 201 West North River Dr, Ste 210. Call 509-327-3637 if you have questions. (Posted on WorkSource Spokane/Job # WS450266672).

5-CLERICAL

• Aerotek Inc. Data Entry/Swing Shift Closes 09/24/2015

Data entry position will enter data daily, analyze reports, and update systems. Must be comfortable using Excel. A number of positions are available. Requires a GED/HS Diploma \$11.50/hr. To apply send your resume to Mindy Caron at mcaron@aerotek.com or call her at 509-570-1033. (Posted on WorkSource Spokane/ #WS450246558).

- Kelly Services Collections Specialist Closes 09/27/2015

 Follow up on invoices, evaluate payments, identify bad debt write-offs, ensure that bills are generated and submitted, identify over payments. Must have a GED/HS Diploma. \$15/hour. You may email your resume to 6216@kellyservices.com (Posted on WorkSource Spokane/#WS450320060).
- Girls Scouts E.WA &N.ID Receptionist Closes 10/03/2015
 Responsible for providing support for council store ensuring timely, quality service to the council's membership staff. Management of people while working at the front desk and will welcome guests. Must have GED/HS Diploma. To apply send resume to Char Borchers at ahess@gsewni.org or go to www.gsewni.org to view or apply for the position. (Posted on WorkSource Spokane/#WS450461322).
- Prestige Care
 Receptionist
 Closes 10/04/2015

 Carries out administrative tasks, provides support for facility office, responds to telephone calls, welcomes visitors, interacts with residents, and promotes the facility in a positive and professional manner. Must have GED/HS Diploma, have experience with personal computers, ability to read and interpret directions, and solve practical problems. To apply visit http://www.americasjobeschange.com (Posted on WorkSource Spokane/
 #WS450484480)
- Empowering, Inc. Secretary/Team Assistant Closes 10/08/2015

 Provide support for a team of therapists. Must be able to use computers, be organized, pay attention to detail, and handle deadlines. Looking for energetic, flexible, and team player. No education requirement, \$10-\$11/hour. Send your resume to Carlos Paradis at general@empoweringincservices.com or by fax to 509-624-2634. (Posted on WorkSource Spokane/ Job # WS450199969).
- Pioneer Human Services Front Desk (PT) Closes 10/14/2015

 Excellent customer service skills and ability to work with diverse populations. Friday and Saturday 11:30 p.m. to 8:00 a.m, Tuesday 3:30 pm to 12:00 am. Must have HS Diploma or GED. To apply go to the WorkSource Spokane website and search the job title you want to apply for. (Posted on WorkSource Spokane).

6-JANITORIAL/HOUSEKEEPING

Prestige Care, INC Laundry Aide Closes 09/30/2015

This position is responsible for housekeeping duties. Tasks include; collecting, sorting, and laundering of soiled clothing and linens. Maintaining linen and resident clothing, mending torn items, greeting residents, coordinating daily laundry service, and other tasks. Prefer individuals with experience working with seniors. Must be able to verbally communicate and understand instructions. Employer Job # cf93f68e-9e23-4757-9e8e-2de552a912cf. To apply go to www.americasjobexchange.com. (Posted on WorkSource Spokane/#WS450370158).

- Express Employment Professionals Housekeeper Closes 09/30/2015

 Looking for self-motivated housekeepers. Must have proven ability to do a thorough job. Must have own reliable transportation, with a valid driver's license, and insurance. Be able to pass a criminal background check and drug screening. \$10.50/hour +mileage. Submit your application at www.expresspros.com. (Posted on WorkSource Spokane/#WS450365464).
- Healthcare Services Group Housekeeper/Laundry Worker Closes 10/01/2015

 Perform housekeeping duties in long term care facility. Must be able to pass background and drug test. Apply in person at Gardens on University: 414 S University Rd. ask for Russ Brydges. No education requirement. (Posted on WorkSource Spokane/ # 450394429).
- Clean-Right Construction Commercial Cleaners Closes 10/03/2015

 Looking for self- motivated individuals, willing to do work hard, get dirty, and do what is needed to help. The agency specializes in new construction final cleaning as well as housekeeping and janitorial services. Staff must be willing to work all aspects of the business and available most all of the time. Starts at \$10.50/hour. To view posting and apply visit http://survey.constantcontact.com/survey/a07e8xtbs69hrnoqaz9/start (Posted on WorkSource Spokane/ #WS450461551).

7-MANUFACTURING/LABOR

- DAA Northwest Detail Specialist Closes 09/21/2015
 Whole sale auto auction company has a number of openings for responsible and hardworking individuals. Must be at least 18 and have a valid driver's license, good driving record, and history of excellent attendance. \$10/hour. Must have GED/HS Diploma. To apply send your resume to jobs@daanorthwest.com. (Posted on WorkSource Spokane/#WS450399537).
- Express Employment Professionals Construction Workers Closes 09/30/2015 Looking to fill several positions. Must be experienced with drywall hanging, sheet rock, framing, demolition, and punch work. To apply contact Jeff Rugan at 509-747-6011. You can also send your resume to www.expresspros.com (Posted on WorkSource Spokane/#WS450380775).
- Aerotek Laborers Closes 09/30/2015
 General laborers needed. Ideal candidate will have some production experience and a prior history of good attendance and performance. Must be able to move through the facility, possess a strong work ethic, be able to lift 50 lbs and work hand and power tools. You may send your resume to Justin Straus at jstraus@aerotek.com (Posted on WorkSource Spokane/#WS450358939).
- Alsco,INC. Bag Handler Closes 10/02/2015

 Position is responsible for loading bags onto conveyor systems, sort and count workstations with bags for processing. Will also assist in transferring linens to carts, clean linen carts, and may clean empty carts. Must be able to lift and load bags, transfer materials, assist in counting,etc. No education requirement. Employer Job # 15-2543. To apply or view posting go to www.americasjobexchange.com. (Posted on WorkSource Spokane/#WS450441637).

8-HEALTHCARE

- Salvation Army Day&Overnight Caregiver Closes 09/25/2015

 Part-time Caregiver position for Sally's House. Schedule varies from day to overnight shifts. Will be responsible for providing a sage and nurturing environment to the children at Sally's House. Must be 21 years old. To apply send a letter of interest, resume or application, and 3 letters of reference to Human Resources. \$10/hour. Email bill.bell@usw.salvationarmy.org (Posted on WorkSource Spokane/# WS450268316).
- Looking for NAC's or Long Term Care workers. Must be willing to work 1:1 with patients in their homes, have reliable transportation, current driver's license, insurance, and satisfactory driving record. CPR/First Aid certification required along with NAC,HHA, proof of work in 2011, or be able to complete the 70 hours of training for the HHA within 4 months of hire. Apply in person at Touchmark on the South Hill 2929 S Waterford Dr., at the intersection of Pittsburg and 29th, or send your resume to Jon Langlois at tshjobs@touchmark.com . You may also apply on line at www.touchmark.net. \$11/hr. (Posted on WorkSource Spokane/# WS450320665).

9-CASHIER/TELLER

- Burlington Coat Factory Cashiers Associate Closes 09/24/2015
 Responsible for maintaining outstanding customer service per company standards, processing sales quickly, accurately, and efficiently, operating cash registers, and safeguarding company assets. Must be able to use a cash register accurately. Will also be able to prepare and finish paperwork, open cartons, and sort, hang, and tag merchandise. Employer Job #374-953319. To view full listing or apply go to www.burlington.hodesiq.com (Posted on WorkSource Spokane/ #WS450250000).
- STCU

 Spokane Teachers Credit Union is currently looking to hire full-time tellers for various locations around Spokane. Must have some cash handling experience, must have GED/HS diploma. 38 minimum hours per week. For more details and to apply go to www.stcu.jobs. (Posted on WorkSource Spokane/#WS450274785).
- Red Lion Hotel at the park Cashier/Host/Hostess Closes 09/26/2015

 Must be 18 years of age and have food service experience. Some knowledge of food service procedures desired along with the ability to make changes quickly and accurately, multi-task, follow through and re-prioritize well to meet deadlines. Must have Health Card. This is a part time positon at \$9.47 an hour. Contact name: Fran Bresnahan or view/ apply online at http://www.redlion.com/cateers. (Posted on WorkSource Spokane/ #WS450301265)

10-MERCHANDISING/STOCKING

• Burlington Coat Factory Stock Merchandise Flow Assoc. Closes 10/01/2015 Will process new merchandise shipments, ticket, move, convey merchandise shipments from shipping and receiving platform to storage and or work area. No educational requirement. Employer Job #374-954859. To apply for view position posting go to www.burlington.hodesiq.com (Posted on WorkSource Spokane/#WS450389157).

11-LOSS PREVENTION/SECURITY

• SEARS Loss Prevention Closes 09/25/2015

Jobs in this category are responsible for protecting company assets through activities in safety, inventory recovery and internal/external theft. Some essential duties include assisting with reduction of loss of inventory, time and assets, as well as monitors surveillance equipment and apprehend shoplifting suspects. Must be 18 years or older. This position is a maximum of 20 hours a week. Apply at

http://www.americasjobexchange.com/job/job_apply?jobId=572214114&source=WA

12-MECHANICAL/AUTO

No Postings At This Time, Please Check Back Later.

13-LANDSCAPING

No Postings At This Time, Please Check Back Later.

14-FOOD SERVICE

- Manpower Banquet Server Closes 09/24/2015
 Hiring positive, professionals with time management, organizational skills, and ability to follow directions. Must be able to stand, bend, stoop, and walk up to 8 hours and have a valid Food Handler Card. Hours and shifts will vary. Can work around other job hours, part-time, and on call work available too. To apply send your resume to Claudia Davis at cdavis@manpowerspokane.com or call 509-623-7100. (Posted on WorkSource Spokane/#WS450245338).
- Red Lion Hotel @ the Park Restaurant Attendant/Busser Closes 09/26/2015

 This position will clear tables of dirty dishes, replace table linens, set tables, replenish supplies, linens, silverware, glassware, and serve beverages. You should have a passion for service. Should be able to multi-task, follow through, prioritize tasks, and develop effective working relationships. Must be able to get a Food Handlers Card. To apply go to www.redlion.com (Posted on WorkSource Spokane/ #WS450301308).

- Evergreen Fountains Prep Cook Closes 09/30/2015
 This position is Part time with potential for expanded hours. Will be responsible for daily serving of food, assisting with food preparation, and kitchen clean up. You will interact with senior residents in a courteous manner. Must have a HS Diploma/GED, one year of cooking for large groups desired, and be able to demonstrate success as an employment cook. Current Food Handlers Card required. To apply please attach current certifications and resume in an email to Amy Bean at abean@evergreenfountains.com or apply in person at 1201 N Evergreen Road, Spokane Valley, WA or fax resume to HR at 509-252-9825. (Posted on WorkSource Spokane/#WS450369241).
- TouchMark South Hill Dietary Aide/Dishwasher Closes 10/02/2015
 Full service retirement community looking for compassionate and responsible individual who wants to enrich the life of seniors. Will need to take food orders, serve meals, keep dining room clean, clear and reset tables, wash dishes, and work as a team. Part time and Full time schedules. Please apply in person at 2929 S Waterford. You may also send your resume to tshjobs@touchmark.com (Posted on WorkSource Spokane/#WS450424172).

15-NORTHERN QUEST

• Frequently Hiring for Multiple Positions: View postings and apply at: http://northernquest.com/inquiries/careers

16-DRIVERS/SERVICE PORTERS

No Postings At This Time, Please Check Back Later.

17-TECHNOLOGY

No Postings At This Time, Please Check Back Later.

18- WAREHOUSE/PRODUCTION

• Oldcastle APG, INC. Production Worker Closes 09/24/2015
Leading manufacturer of precast concrete, polymer concrete, and plastic products in the US.
Looking for entry level production workers in Spokane Plant. Will perform a wide range of duties within the plant to include; strip and clean concrete forms, perform layouts, assemble wood and steel forms, pour/shovel concrete, and maintain good housekeeping. Must have a GED/Diploma and be able to communicate effectively. Good attendance and positive attitude required. Employer Job # 72093. To view or apply for to https://are2.equest.com (Posted on WorkSource Spokane/ #WS450224191).

- Personnel Source, Inc Entry Level Production Closes 09/24/2015

 Looking for entry level candidate for a production based position. Long term career opportunity for the right person. Must be able to follow detailed instructions, work in a fast paced environment, and be willing to learn new skills. Willing to train the right person. Must have a GED/HS Diploma, lift 50 lbs, work as a productive team member, and follow safety procedures. Apply on line at www.personnelsource.com or send resume to spokane@personnelsource.com (Posted on WorkSource Spokane/#WS450226764).
- Personnel Source, Inc Warehouse Associate Closes 09/30/2015

 Seeking an energetic person to work as a warehouse associate for a local distribution center. Various shifts available and must have an eye for detail. Should be able to work in a fast paced environment pulling orders, printing labels, palletizing, loading and unloading orders. \$11/hour. Must be able to pass a background check and drug test. To apply send your resume to Juliya Chubenko to spokane@personnelsource.com (Posted on WorkSource Spokane/WS450367435).
- Genuine Parts Company Stocker Order Filler Packer Closes 10/04/2015

 NAPA Auto Parts is seeking a skilled and energetic Warehouse Associate. Will be responsible for receiving, stocking, pulling, staging, loading and shipping merchandise.

 Must be able to work efficiently and quickly. Will need to be able to lift up to 60 lbs on your own. Must be 18 years of age and pass a background and drug screening. To apply visit http://www.responhr.com/42122494 (Posted on WorkSource Spokane/ #WS450473294).

20-RETAIL/CUSTOMER SERVICE

- Smart Smoke Inc. Customer Service Agent Closes 09/23/2015

 Customer relationship focused sales person. Must have high energy and a flexible schedule. Need a valid driver's license and be able to pass a background check. To apply fill out application at 13412 E Nora Ave, Spokane Valley, WA. Monday-Friday 8-5 pm. You can also visit the website www.SmartSmoke.com for more information. You may also email your resume to Travis at employment@smartsmoke.com. Must have a GED/HS diploma. (Posted on WorkSource Spokane/#WS450202675).
- Sears Apparel Associate Closes 10/05/2015
 Responsible for providing excellent customer service, maintaining merchandise, presentation and execution of visual displays. Employer #633104BR. To apply or view full posting go to www.americasjobexchange.com (Posted on WorkSource Spokane/#WS450496277)