

NEXT GENERATION ZONE JOB LISTING

January 8, 2019

Your **PASSPORT** to **CAREER SUCCESS**

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Created by:  Spokane Area
Workforce Development Council



CLERICAL

Concierge

Revel Spokane

The Concierge is the first point of contact in the community. He/She sets a warm and welcoming tone to residents, guests, and visitors. They are responsible to greet visitors, answer the phone, relay messages, perform the highest level of customer service and complete administrative duties. <https://www.indeed.com>

Data Entry/Clerical

Provisional Recruiting + Staffing

We are seeking a Support Services Assistant on a temporary basis to join our team. The position will focus on updating files, creating spreadsheets and various other reports. The ideal candidate will have great customer service skills and previous experience working in an office environment.
<https://seeker.worksourcecwa.com>

Office Assistant PT

All Wall Contracting

Looking for an office assistant to help a busy, fast paced office in Post Falls, ID. Duties would include: general office filing. Answering multi-line phones. Scanning/filing electronic paperwork. Some data entry on spreadsheets & accounting software. <https://www.indeed.com>

CASHIER/TELLER

Cashier I

Goodwill Industries

Cashiers provide the retail store with essential register operations, excellent customer service, and sales floor functions. Assist facility management in store operations by performing assigned tasks. Part-time positions may be available with some benefits. Goodwill is always accepting applications for this position in order to maintain an applicant pool. Must pass background and credit check.
<https://seeker.worksourcecwa.com>

Checker

Yoke's Fresh Market

To provide a pleasant and efficient check out by actively engaging guests, ensuring they receive unparalleled hospitality and professional service. Creating a welcoming atmosphere for everyone. Embracing Yoke's Core Values and Mission Statement as an integral part of your contribution to our team. Promoting Yoke's sales and company growth by patronizing Yoke's stores and representing our company in the community with a positive message. Participating enthusiastically with genuine care for our shared success, always remembering we are the owners of Yoke's. <https://www.indeed.com>

Softlines Associates

Sears

The Softlines Associate is responsible for enhancing the experience of Members and driving sales, providing courteous and proactive support to Members by making sure that all apparel and home areas are well maintained, have appealing displays and are inviting to members to shop.
<https://seeker.worksourcecwa.com>

GENERAL LABOR

Loader/Forklift Operator

DS Services of America

This position is responsible for loading and unloading route delivery trucks with accurate predetermined supply of Company products. Operate forklift to load/unload route trucks and inter-branch trailers. Maintain ORACLE inventory control. Input loads in and out of ORACLE. Maintain clean, orderly warehouse and loading areas. Participate in daily inventory activities including cycle counts. Verify load sheets and ensure trucks receive correct equipment and product loads. Responsible for ordering all products, as well as inventory control. <https://seeker.worksourcewa.com>

Warehouse Associate

Humanix

Our university client has a part time need to help load/unload various office furniture, charitable donations, and office supplies to different areas on campus. You will be riding along with a partner in a box truck to different locations on campus delivering various items. These items can be 50-100lbs and usually are partner lifted or with the support of hand trucks, pallet jacks, and moving dollies. You might spend 1-2 hours in the vehicle a day. Moving or resetting of furniture will be a common task. <https://seeker.worksourcewa.com>

CUSTOMER SERVICE

Receptionist

Larry H. Miller

Protect the legal, financial and moral well-being of the Larry H. Miller Companies dealerships. Ensure all calls and customers are greeted in a timely and welcoming fashion to initiate positive visits. Accurately file receipts and permits to maintain an accurate record keeping process to ensure quick data retrieval. Be a teacher to support the efforts of other employees to be successful. Seek ways to improve business operations efficiencies and customer service. <https://www.indeed.com>

Retail Sales Associate

White's Boot Inc.

White's Boots is currently seeking a qualified candidate for our Retail Sales floor. The Retail Salesperson will be responsible for running the cash register, customer service, keeping sales floor tidy and presentable, and have a positive and friendly attitude. <https://www.indeed.com>

FOOD SERVICES

Barista

Starbucks

The Barista is responsible for fulfilling orders and completing sales transactions within a Starbucks establishment and performing other support functions which may include cleaning the food preparation, customer seating or stock areas and maintaining inventory; performs all other responsibilities as directed by the business or as assigned by management. This is a non-exempt position and typically reports to the Store Manager. <https://seeker.worksourcewa.com>

Cashier

Skills'kin

As Cashier, you will provide prompt and courteous customer service to military and civilian patrons of the dining facility at Fairchild Air Force Base. Check out customers and perform all cash register functions and reconcile cash drawers with Point of Sales (POS) reports. Prepare and serve food to customers. Set up and tear down serving lines. Maintain cleanliness and sanitation of the dining area, including restrooms. Replenish supplies. Bus tables and wash dishes. <https://seeker.worksourcewa.com>

Technology

Internship

F5 Networks

This is a technical internship position designed to provide qualified students an opportunity to learn valuable knowledge in a hands-on manner, doing automated test development. You'll collaborate with leading software engineers to undertake a challenging project that will provide the opportunity for you to learn about new technologies, develop or enhance your skills, and make significant contributions to F5. Specifically, you will get a chance to work in latest technology and expand on network/software development knowledge. <https://ffive.wd5.myworkdayjobs.com/>