

NEXT GENERATION ZONE JOB LISTING

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March 2nd

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Created by:  Spokane Area Workforce Development Council



CLERICAL /CUSTOMER SERVICE

Administrative Assistant II **Pioneer Human Services**
 The Administrative Assistant II supports behavioral health administration including but not limited to general office duties, assistance with contract and insurance billing, fee collection, client scheduling and database management. High School graduate with additional documented training in business/office management skills (Medical Coder Certification, Certified Administrative Professional, etc.) Proficient (or better) with Microsoft Excel in addition to other Microsoft Office Suite applications. In addition to pre-employment drug screening, Pioneer reserves the right to conduct random sample alcohol or drug testing of all employees. Please note that our drug-free policy includes marijuana and there are no exceptions for those with medical marijuana prescriptions.
 Apply online: <http://www.metrospokanejobs.com/job/detail/30140585/Administrative-Assistant-II?frame=1>

Administrative Assistant **Washington Trust Bank**
 Coordinate the duplication and distribution of a variety of materials; establish and maintain files, including confidential and sensitive files. Maintain records and generate reports; utilize word processing, spreadsheet, database and other software as required. Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment. Some ingenuity and initiative required to collect information, coordinate activities with others, and resolve routine and/or factual problems.
 Apply online: <http://www.metrospokanejobs.com/job/detail/30287714/Administrative-Assistant?frame=1>

FOOD SERVICE

Aquatics Cashier/ Concessions **Spokane County**
 Seasonal work- Aquatics Cashier: provides friendly, courteous, and helpful service in a fast-paced environment. Works directly with the public, greeting customers as they enter County lakes and aquatic facilities. Calculates amount due for admission, operates computerized cash register to accept payment and make change.
 Concessions Worker: provides friendly, courteous, and helpful service in a fast-paced environment. Works directly with the public, preparing and serving a limited variety of simple concession foods and beverages, requiring minimal cooking/preparation skills. Takes and fills customer orders, calculates amount due, operates computerized cash register to accept payment and make change. Apply online: <http://www.spokanecounty.org/1021/Current-Openings>

PT All-around Employees **Chronic Tacos**
 Now hiring part time position, all around employee, \$12 an hour. Apply at chronictacos.com under the Spokane location. The address is 524 West Main

PT Cook & Cashier Positions **Steer Inn**
 Steer Inn is currently accepting applications for a cook and a cashier, please apply @ 7920 N. Division between 2 and 5... Thanks, please no phone calls.

RETAIL

Sales Associate **Good Feet Store**
 The Good Feet Stores are searching for energetic, results oriented Sales Associates that desire a long term career in sales, focusing on customer satisfaction and retention. Energetic and positive disposition. Exceptional communication and people skills. Contribute to a positive, team environment and have fun every day! Apply online: www.indeed.com

Sales Clerk (Athlete) **Nike Store- PT**
 Be passionate about Nike products and services. Demonstrate enthusiasm and eagerness to learn the fundamentals of all store Athlete roles, including but not limited to Service, Visual Presentation, and Stockroom. Deliver the best possible service and attention to all consumers. Assist the team in executing all daily retail operations to ensure premium service and smooth store functioning. Apply online: www.indeed.com

Apparel Sales

The Apparel Sales floor Teammate is responsible for ensuring our private and name brand apparel is organized and easy to shop. Working on the sales floor we need you to make sure our racks are full and signed correctly. Your role is to help the customer get what they need. This might be checking on different styles, colors, and sizes we are proud to offer. Training is provided on store process, product knowledge, and suggestive selling techniques. www.indeed.com

ShopKo

Sales/Sign Shaker

Sprint by S Wireless Northwest is looking for attention-grabbing, outgoing, experienced Sign Shakers for our retail store: 2118 N Ruby, Spokane, WA 99207. This is a highly visible job, and people see you every time they drive by, so we need sign shakers who get excited and break it down with dance moves. We can teach you the moves, but you have to bring the excitement! If you are at least 16 years old, dependable, have an outgoing personality, are somewhat goofy by nature, don't mind being out there and being seen WE WANT TO SPEAK TO YOU! <https://SWirelessNW.careerplug.com/j/076d0a>

Sprint by S Wireless NW

GENERAL/WAREHOUSE

Warehouse worker- nights FT

Responsible for the daily receiving, stocking, and pulling of product for customer orders all in a timely and accurate manner. High school diploma or General Education Degree (GED); one to three months of related experience and/or training; or equivalent combination of education and experience. Must be 21 years of age.

Apply online: <http://www.metrospokanejobs.com/job/detail/30016304/Warehouse-Worker-Night-BWS-Odom?frame=1>

The Odom Corporation

Warehouse - FT

Responsible for receiving and placing inventory into stock, picking and packing orders for delivery, loading and unloading trucks and trailers, warehouse keeping, and inventory control. Candidates are subject to reference checks, criminal background and DMV checks, assessments, and a post-offer drug screen. Apply online: <http://www.metrospokanejobs.com/job/detail/30114881/Warehouse?frame=1>

Stoneway Electric Supply

Handyperson

ABM, a leading provider of integrated facility solutions, is looking for a Handyperson to support an assigned site and performs a wide variety of duties that would be typical of a "handyman". These include moving furniture, office equipment or other items. It includes repairs of walls, plumbing clogs, building equipment, and machinery. The Handyperson will also schedule and coordinate service vendors and contractors. In some cases, the Handyperson will review work assignments with a department lead. The Handyperson will determine the project needs, supplies and time for completion, and will inform appropriate staff. The Handyperson must be flexible and willing to complete all assigned tasks. Apply online: <http://www.metrospokanejobs.com/job/detail/30213335/HANDYPERSON?frame=1>

ABM

Floorperson

The Floorperson is responsible for cleaning and maintaining carpet and hard surface floors, including stripping, scrubbing, buffing, waxing, refinishing, sealing and spot cleaning. Also responsible for using safety measures in work areas. Duties also include assisting the Building/Account Lead with special projects including, but not limited to, setups, breakdowns, move in/ move outs). Willing to complete other duties as assigned.

Apply online: <http://www.metrospokanejobs.com/job/detail/30213340/FLOORPERSON?frame=1>

ABM

GROCERY

Deli Sales

Associates are responsible for completing any and all duties assigned as required for the successful operation of our business. Promoting sales through active discussions with guests, offering product recommendations, and discussing current promotions and service information. Providing exceptional service by greeting guests, and informing them of special features, product information, and services offered by the deli. HS diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience. Apply online: <https://recruiting.talentreef.com/yokes-fresh-market>

Yokes Fresh Market

eCommerce Click-list Associate

If you're tired of sitting at a desk or standing behind a register and want to be active at your job, you've come to the right place. In our entry level eCommerce roles, you won't have any trouble getting your steps in while you're retrieving products from all corners of the store. Call it a grocery scavenger hunt on steroids. So apply today and begin your career adventure with us tomorrow! Apply online: <https://jobs.kroger.com/viewalljobs/>

Fred-Meyer- various locations

DRIVERS

Delivery Driver

Pizza Pipeline is looking for more delivery drivers! All stores are hiring. We are looking for responsible, respectful, dependable and friendly drivers. Team players and motivated workers can apply at www.pizzapipeline.com. Please visit our website to fill out an application and bring it to the desired Pizza Pipeline location. Six locally owned locations in Spokane. Applicants must be 18 years of age, have a clean driving record, and current insurance. Food handler's card required.

Pizza Pipeline

CARE ATTENDANT

Dog Daycare Attendant

Part-time employee needed! Must work weekends & holidays Must love dogs Must be able to lift 50 lbs Fast-paced work environment Must have own transportation (shifts start early). 10021 E Knox. Craigslist Post ID: 6510880150

Doggyland Daycare & Boarding