Career Quest

wilsoncountydss.org

"Get a job, get a better job, get a Career

WCDSS

July 16, 2014

Career Quest is a service of the Wilson County Work First Job Center and is updated weekly. For the **most up to date employment listings,** please visit the Division of Workforce Solutions at 302 North Tarboro St. or their web site at www.ncworks.gov

Contact Numbers:

Work First Job Center 206-4088 (Assistance with resume writing, job search/ interviewing skills)
Wilson Community College 291-1195 (GED, HRD/Job Readiness Program, Class, Curriculum and Certification Information)
Wilson County Transportation 399-2817
Opportunities Industrialization Center (OIC-Wilson) 291-0038 801 Reid Street East (Job Readiness Classes)
Manpower-237-6800 Applications by apt on Tuesdays & Thursdays. Clerical Appointments by resume only.
Kelly Services-243-1707 Applications by appointment only. Resumes preferred.
Action Staffing Group-237-9800 Applications on Monday-Friday, 9am-12pm and 2pm-4pm.
Mega Force-237-3604 Applications Monday –Thursday, 9am –1:00 pm and by appointment.
Home Life Care, Inc. 246-1090 (2977-B Ward Blvd.) Certified Nursing Assistants & PCA's
Interim Health Care 243-7665 (1705 Medical Park Dr.) Applications Monday - Thursday, 8:30-4pm.
Holden Temporaries 291-8985 (3101-B Ward Blvd. Wilson, NC 27893)
WilMed Jobs Line 399-7499
Wilson County Job Line 399-2818
City of Wilson Job Information 399-2256
Wilson County School Job Information WWW. Wilson Schools NC. Net

All listings with *NC Job Numbers* must contact the ESC for referrals!

Clerical/Accounting/Reception

- **Human Resources Coordinator (Temp)** Job Number 10292451 Wilson, High School Diploma or Equivalent, recruiting (posting jobs, resume screens, phone screens, coordinating interviews, following up with candidates), background check and drug screen scheduling, HR administrative work, assistance with current HR projects and initiatives, other miscellaneous HR tasks, contract would start immediately and go through the end of 2014, FT.

- **Human Resources Generalist** Job Number 10292463 Wilson, High School Diploma or Equivalent, higher level HR projects, compensation, bonus administration, higher level recruiting, business partner responsibilities, assistance with immigration and international assignments, time frame(October 1 - December 31), PT.

- **Executive Assistant** Job Number 10275636 Wilson, Associates "Degree, a special administrative, management position that serves as personal assistant to the Executive Director, support to organization's department leaders and Board of Directors, the ideal candidate must have proficiency in coordination of major tasks to include arranging schedules, exceptional computer operations skills, and competency in written and oral communications, FT.

- **Reconcilement Specialist** Job Number 10290780 Wilson, Associates 'Degree, specific activities may change from time to time, reconcile assigned accounts at appropriate consolidated, rollup or individual center level in accordance with company standards, policies and procedures, perform or assist with assigned sub-system balancing, perform or assist with exception items research and resolution; may include clearing system rejects, FT.

- **LRM Fraud Detection Specialist I** Job Number 10290779 Wilson, High School Diploma or Equivalent, one year of experience in banking network as a teller or relationship banker and/or experience in processing services or equivalent experience, ability to work independently with minimum supervision in a detailed and deadline-oriented environment effective verbal and written communication skills, FT.

- **Teller Job Number** 10289793, Wilson, High School Diploma or Equivalent, at least 6 months of cash handling or retail service experience, excellent interpersonal and communications skills, and a professional manner, computer skills, with the ability to work in windows-based systems, ability to lift heavy coin as well as stand on feet for a long period of time ability to work occasional evenings and weekends, based on branch needs, ability to cross-sell products and services, extraordinary customer service skills required, PT.

- **Network Security Engineer** Job Number 10287681, Wilson, Bachelors 'Degree, analyze data loss detections generated by BB&T's data loss prevention (DLP) solutions, assist in the creation and maintenance of extensive documentation and procedures related to data loss prevention investigation and response, FT.

- **Network Security Consultant II** Job Number 10287687 Wilson, Bachelors 'Degree, five or more years of experience in developing and delivering education/training courses for adult audiences, preferably in a corporate environment, strong written communication and presentation skills, fundamental microsoft office productivity tools capability, fundamental understanding of information security concepts, FT.

- **IT Database Administrator III** Job Number 10288723 Wilson, Bachelors 'Degree, create database schemas and sub-schemas to support the physical database model, develop, monitor, and maintain backup and recovery for assigned databases to include the appropriate transaction logging, direct junior team members in database creation, database backup and D/R processing, work with application programmers,

data analysts, business user personnel and project managers to develop the physical database design, make recommendations and design referential integrity, FT.

- **Special Assets Bankruptcy Officer Assistant** Job Number 10286870 Wilson, High School Diploma or Equivalent, collect and compile information, data, forms, etc. for management of bankrupt accounts, answer telephones, distribute calls properly and take clear and precise messages for follow-up, communicate with department, bank personnel and outside interests regarding inquiries, status of cases and accounts, policy and procedure, provide information and direction while complying with confidentiality and privacy guidelines, FT.

Food Service/Cashiering/Customer Service

- **Customer Service Associate II** Job Number 10292423 Wilson, requires morning, afternoon and evening availability any day of the week, ability to operate, demonstrate and explain merchandise in assigned area, ability to apply basic mathematical concepts such as adding, subtracting, multiplying, dividing and knowledge of weights and measures, understand and respond appropriately to basic customer and employee inquiries.

- **Avenue C Retail Merchandiser** Job Number 10290786, Wilson, receives deliveries of such items as soft drinks, coffee products, cups, condiments, snack items, fresh food, and sundries at customer's place of business, verifies orders received and reconciles noted variances following outlined operational procedures, fills designated retail market to proper inventory levels with such items as soft drinks, coffee, cups, condiments, and snack items, responsible for proper handling of perishable food products, (all cold food and milk products must be kept refrigerated at all times), identifies and removes product that is beyond the best-by date or will be past the best-by date prior to the next service, verifies and records temperatures on refrigeration logs, notifies management when temperature exceeds safety zones, FT.

- **Human Resource Manager** Job Number 10287697, Wilson, Bachelors 'Degree, minimum qualifications bachelor's degree from an accredited institution, 2 years direct HR work experience, travel required up to 10%, must be legally authorized to work in the United States without company sponsorship, preferred qualifications- master's degree in human resources or an mba, FT.

- **Bilingual Outreach Enrollment Specialist** Job Number 10281192 Wilson, 10.00-12.00 hr, High School Diploma or Equivalent, seeking a personable, self-motivated individual for this excellent opportunity, this position will conduct community outreach/education related to the Affordable Care Act as well as coordinate efforts with local healthcare partners, health departments, FQHCs, as well as local Migrant Farm Camps, PT.

Certified Nursing Assistant/Health Care

- **Occupational Therapist** Job Number 10294151 Wilson, communicate resident progress or problems to supervisor and other team members, instruct resident's family or nursing staff in follow-through programs, assist with resident scheduling and post charges daily to resident records, document resident care in accordance with kindred, regulatory, licensing, payer and accrediting requirements, maintain equipment and work area in a safe and clean condition, make presentations to support marketing efforts, at team conferences and in-services, handle job responsibilities in accordance with the standards of the company's code of business conduct, the corporate compliance agreement, appropriate professional standards and applicable state/federal laws, valid and current occupational therapy license or equivalent, in the state(s) where services are rendered, FT.

- **C.N.A. I & II** Job Number 10286424 Wilson, 8.25-8.50 High School Diploma or Equivalent, immediate need for C.N.A. I & II, Wilson & surrounding counties, will assist in bathing, dressing, walking, grooming, feeding, light housekeeping, cooking and toiletry/hygiene, must have valid NCDL & reliable transportation, 3 months experience required, C.N.A. certified, able to lift 50 lbs, day and evening shifts available, PT.

- **House Calls Nurse Practitioners** Job Number 10287392 Wilson, High School Diploma or Equivalent, NP (license and national certification, or the ability to obtain national certification and/or NP license in state of assignment), minimum of one year clinical experience in their highest level of education, clinical setting preferred, valid driver's license, reliable transportation and current auto insurance, Family Practice, Acute Care, Gerontology, Adult certification or ability to obtain, prescriptive authority in the state of assignment, ability to spend at least 1hour with a member in their home, which may be in understaffed/remote areas, in the presence of pets, or members/family members that are tobacco users, FT/PT.

- **Developmental Therapist** Job Number 10285680 Wilson, Bachelors 'Degree, 25.00-35.00 hr, responsible for providing developmental therapy to infants and toddlers birth to three (0-3) with developmental delays and challenges, responsibilities include selecting and providing therapeutic play activities to support and influence development, also provides instructions and guidance to parents and caregivers to support development, services can be provided at home or in the daycare setting per the desires of the parent/caregiver, works under the supervision of and reports to the Lead Therapist, PT.

- **Child & Adolescent Day Treatment Worker** Job Number 10285655, Wilson, High School Diploma or Equivalent, Candidates must have a minimum of one year documented experience working with children (with mental health diagnoses) and families, must have current certifications in first aid, cpr, bloodborne pathogens and nci a &b, bilingual skills are a plus, PT.

- **Staff Nurse** Job Number 10288245 Wilson, College LPN certification, current certification in first aid/cpr/aed, occupational health nurse certification a plus, working knowledge of

state workers compensation law, experience using Microsoft Office suite including Excel, Word, e-mail Strong written and oral communication skills, background in trauma nursing, ER or critical care area helpful Good decision maker and ability to perform in stressful situations, Bilingual-English/Spanish a plus, FT.

Service/General/Construction

- **Home & New Construction Cleaners** Job Number 10290378 Wilson, residential and new construction cleaning, majority of work in climate control building, a/c and heat available while working, keep buildings in clean and orderly condition, perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, removing rubbish, or other duties as assigned, must have clean criminal background, FT.

- **C.N.A. Instructor** Job Number 10292974 Wilson, Vocational School Certification, 10.00-15.00, must be 21 years or older, have reliable transportation, PT.

- **Sr. Construction Coordinator** Job Number 10290415 Wilson, 10.00 hr, Associates 'Degree, the purpose of this position is to be responsible for all phases of cable construction projects in a manner consistent with company policies, procedures, quality work standards, customer needs, and applicable local, state and federal regulations, the construction coordinator will report on the status of construction projects and serve as the primary point of contact for vendors, project personnel, local and state government agencies and utility companies, FT.

- **Plumbers** Job Number 10285432 Wilson, 17.00-27.00 hr. excellent pay and benefits, FT.

- **Insulation Workers** Job Number 10285453, 17.00-27.00 hr. experienced mechanical insulators.

Industrial/Labor/Manufacturing

- **Welder Technician** Job Number 10292427 Wilson, High School Diploma or Equivalent, 3-5 years' experience required, candidate should be proficient in TIG welding of several metal types, should also be capable of reading & understanding blue prints, ability to focus on safety and quality is extremely important, must be highly motivated and dedicated to exceed customer expectations, responsible for quality product standards with no defects, FT.

- **CNC Machine Operator** Job Number 10293892 Wilson, 16.00-16.76 hr, High School Diploma or Equivalent, operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces, FT.

- **Line Operator** Job Number 10293157 Wilson, 12.00 hr, High School Diploma or Equivalent, must pass company version of CRC, all applicants must take test, no exceptions, must be 18 years or older, must be mechanically inclined and able to operate computer PLC

interface and conduct quality checks, must be able to work rotating shifts (1st, 2nd, 3rd), no exceptions, must be able to work in extreme hot and cold conditions, manual labor and standing 8 hours a day is required, FT.

- **Servicemen** Job Number 10288060, Wilson, 15.00-21.50 hr. High School Diploma or Equivalent, Examine electrical systems and their components, diagnose problems, recommend solutions and implement corrections, written and oral communication skills, attention to detail, trouble shooting ability of electrical systems and basic electrical control experience with motor controls preferred, requires nights and weekend work as needed, FT.

- **Weekly Seasonal Lead** Job Number 10288197 Wilson, 550.00-600.00 week, High School Diploma or Equivalent, train and supervise hourly and seasonal employees in proper work procedures and document training performed depending on department - ship/receive tobacco, coordinate with storage supervisor, oversee production in department and equipment Interpret processing instructions and specifications, interact well with customers and be a team player, comply with ntrm issues, FT.

- **Truck and Auto Tow Service Driver** Job Number 10280433 Wilson, tow truck drivers with Class A CDL. Good driving record and must pass all FMCSA qualifications, FT.

- **Extruder Machine Operator/Setter/Tender** Job Number 10284084 Wilson, 9.00 hr, plastics extruder machine operator needed for 2nd shift, temp to hire position, FT.

- **Welder/Fabricator** Job Number 10278537 Wilson, High School Diploma or Equivalent, 9.00-13.00 hr, a minimum of 6 months assembly experience in a manufacturing environment is required, must be able to lift up to 70 lbs, CRC preferred, must have a minimum of one year's experience in MIG and TIG welding, must be able to read blue prints, cut metal from prints and fabricate final product and have experience with press brake, sheet metal roller, shear, and angle roller, FT.

- **General Farmworker** (seasonal) Job Number 10255176 Wilson, 9.87 hr, employment date: 4-7-14 TO 11-16-14, transplant and harvest sweet potato, top and sucker flue-cured tobacco, perform farm, field and shed sanitation duties, requires one month of verifiable farmworker experience in the crop activities listed, may be subject to post-hire drug and alcohol test at no cost to worker, prolong standing, bending, stooping and reaching, FT.

Additional Employment Opportunities

Experienced Receptionist needed for veterinary hospital in Wilson area. Hospital hours are M-F 7:30 until 6:00 and Sat 7:30 until 12. This is a full-time position and salary will be based on experience level. Email resumes to:wilsonvet@aol.com. No Phone Calls.

Become a member of the worship team at Forest Hills Baptist church as **Pianist**. Needed Sundays, Wednesdays and special events. Contact Rev. Grant Stanley –

gstanley@foresthillsbaptist.org or 252-243-4149 during the hrs of 8:30am – 5:00PM for application & job description. Applicants need to be 18 yrs or older with experience in church setting w/background of piano.

Busy dental practice in Rocky Mount seeking Office Assistant/Front Desk person who is team-oriented, friendly and enthusiastic. Prior experience is required. Responsibilities include insurance, billing, coding, hygiene recall, patient scheduling, and financial planning.Contact: rmtdental@centurylink.net

Experienced Excavator/Dozer/Motor Grader Operators needed to work in the Wilmington/Clinton N.C. areas. Minimum of five years experience in road construction. Excellent benefits and competitive wages. EOE. Contact Charles Rose 252-813-0193 or email crose@barnhillcontracting.com.

County of Wilson

Clinical Social Worker
Computing Support Technician I-DSS
Income Maintenance Caseworker II-Work First
Library Assistant III-Elm City
Personnel Officer I-DSS
Public Health Nurse II-HH
Public Health Nurse III (PH)
Social Worker III-Foster Care & Adoptions (LINKS Program)
Social Worker II-Prevention
Social Worker-Supervisor III-Adult Intervention
Staff Development II-DSS
Tax Clerk V-Collections
EMT-Part-Time

City of Wilson (www.wilsonnc.org)

For the most current and complete recruitment announcements and job descriptions or to obtain an application, visit the City of Wilson Personnel Department at 112 Goldsboro Street

Occupational Health Nurse
Controller
Special Populations & senior
Rec Aide
Tree Trimmer
Police Officer I
Special Populations & Senior Specialist
Load Management Technician I

Job searching, skill improvement websites, and information:

www.careervoyages.org -- A website supported by the Department of Labor and Education to provide information on high growth, high demand occupations along with the skills and education needed for these jobs.
www.gcflearnfree.org -- GFC Global learning with ideas, tips and free career and computer training. This website is published in Spanish as well as English.
www.careers.org **--** North Carolina job search, employment and career information
www.wetfeet.com -- Provides job/career profile information as well as job searching techniques, information and advice.
www.usatoday.com/money/jobcenter/front.htm -- Job search and career advice including a salary calculator.
www.jobsearching.org -- Good information on conducting a professional job search, networking, interview tips, coaching and resume information.

www.wilsoncc.edu -- Provides information about classes, curriculum and programs (including GED, Basic Skills and HRD) at Wilson Technical Community College

Employment & Job Search websites of local interest:

www.ncworks.gov –Division of Workforce Solutions/Employment Security Commission job listings. Also can check the status of an individual unemployment claim through this site, as well as search for area and State NC Government Jobs.
www.wilsoncc.edu/ -- County of Wilson website. Employment opportunities can be found under Personnel.
www.wilsonnc.org -- City of Wilson Website. Employment opportunities are found under Job Listings Online.
www.monster.com -- Local and area listings for selected employers.
www.wilsondaily.com -- Local newspaper classifieds. (Doesn't require an online subscription for classifieds)
www.wilmed.org -- Wilson Medical Center, employment opportunities for WilMed, The Growing Tree, WilMed Extended Care and Home Health.
www.barton.edu -- Barton College employment and information. (Search under Index)
http://www.Wilson Schools NC.net -- Website for Wilson County Schools including listings for certified and non-certified personnel.
www.ncgov.net -- North Carolina's official government website with connections to local and state government jobs, programs and services.
www.wral.com -- Career/Job Search information and links to local employment listings.
www.hotjobs.com -- Local and area employment listings.
www.co.nash.nc.us -- Official website for Nash County with direct links to other Rocky Mt. sights.
www.rockymounttelegram.com -- Link to the Rocky Mt. Telegram Newspaper.
www.nhcs.org -- Nash Health Care Systems website with job listings and descriptions for the hospital and nursing home.
www.wilsonha.org -- Local area employment with The Wilson Housing Authority and online applications.