

Career Quest

wilsoncountydss.org

“Get a job, get a better job, get a Career



January 21, 2015

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

- **Agriculture Banker II** Job Number 10329239 Wilson, High School Diploma or Equivalent, ability to prepare credit presentations in a large/corporate banking environment, act as a "trusted advisor" to commercial, large, complex, specialized or multi-entity agriculture operations, manage a larger portfolio of agriculture deposit and loan customers, FT.
- **Bankcard Customer Service Representative II** Job Number 10339425 Wilson, High School Diploma or Equivalent, two years Call Center experience, proficiency in basic computer applications such as MS Office products, very good verbal, written communication, listening and interpersonal skills, superior level of client service skills, able to perform assigned responsibilities with minimum supervision, ability to make sound authoritative decisions based on established policies and procedures, work a flexible work schedule, including Saturdays and holidays, FT.
- **Dealer Finance Lender III** Job Number 10337206 Wilson, High School Diploma or Equivalent, minimum of 3 years' experience in an indirect lending position, demonstrated capacity to achieve high levels of production and build relationships, ability to work effectively with peers

and customers, good communication skills, ability to travel as required, FT.

- **Teller** Job Number 10335684 Wilson, High School Diploma or Equivalent, ability to complete teller training in required time frame, demonstrated ability to read, follow written instructions and accurately complete written reports, good interpersonal skills, ability to use office machines and perform basic mathematical functions, demonstrated ability to deliver good client service and provide team support, ability to complete bank training program for teller willingness to travel to accommodate temporary staffing needs as required, capability to lift a minimum of 30 lbs., ability to speak fluent English, FT.
- **Account Executive** Job Number 10333415 Wilson, Bachelors' Degree, The Account Executive 1 position is a consultative field sales position within our Business Class commercial sales team, individuals in this position are responsible for voice, data and video sales within a defined sales territory, FT.
- **BankPro Specialist (Client Support Specialist II)** Job Number 10327461 Wilson, High School Diploma or Equivalent, answer, or be able to obtain an answer for, any and all inquiries of LPA/BankPro, based on branch problems, recognize and recommend appropriate programming and training changes for LPA/BankPro, become well-versed in the workings of Windows, Word and Excel in order to answer branch questions and to assist the LPA Projects Officer in his role of updating and revising templates, FT.
- **Tax Preparer** Job Number 10326501 Wilson, High School Diploma or Equivalent, 6 months experience in preparing tax returns, FT.
- **Business Development Representative** Job Number 10324765 Wilson, Associates Degree, 2-3 years sales, staffing or vendor management experience, must be able to function in complex and matrix environments with multiple stakeholders, ability to develop strong working relationships with all levels of individuals is essential, good communication (both verbal and written), negotiation, interpersonal and decision making skills are required, able to function independently/autonomously yet know when to get management involved, comfortable presenting to and influencing many levels of management and be innovative in their approach, FT.

Food Service/Cashiering/Customer Service

- **Sales Associate** Job Number 10337212 Wilson, High School Diploma or Equivalent, delivers exceptional customer service, responds resourcefully to customer requests and concerns, processes accurate and efficient sale and return transactions, understands and utilizes basic selling skills to properly engage and present solutions to our customers, creates an inviting environment for customers by maintaining a neat and clean store, perform front end responsibilities such as cashier, returns, and reserve online pick up in store with no impact to the customer experience, delivers exceptional customer service, PT.
- **Sales Support** Job Number 10336436 Wilson, High School Diploma or Equivalent, A valid driver's license and the ability to meet our driving record requirements, ability to demonstrate company values of Innovation, teamwork, ambition, and Integrity a strong aptitude for sales and a desire to sell, strong computer skills and math aptitude an interest in career advancement, the ability to lift, slide and lower packages that typically weigh 25lbs-50lbs and may weigh up to 75lbs, PT.

- **Point of Sales Technology Specialist II** Job Number 10336432 Wilson, High School Diploma or Equivalent, perform timely application processing services while identifying appropriate billing element tables to apply the correct fees and rates, order programming on new and existing merchant accounts, develop and maintain a thorough and comprehensive understanding of all internal and external electronic payment processing systems in order to understand the functionality and performance of each data element modified and entered into these systems while ordering software specific to the individual nature of each merchant application, become proficient in using MS authorization and capture, and clearing and settlement processing systems to ensure the timely and quality delivery of the department's payment processing services to the client and the sales force, FT.
- **Retail Sales Associate** Job Number 10334458 Wilson, High School Diploma or Equivalent, the sales associate exemplifies delivering customer delight with an attitude of service to the customer while generating sales, requires competency in customer focus, change & innovation, strategic thinking, relationship building & influencing, talent management, results focus and inspirational leadership, FT.
- **Contracts Administrator** Job Number 10327474 Wilson, Bachelors' Degree, serves as a liaison between cross-functional groups to ensure orders, customer demand, returns and shipments are processed accurately in a timely manner and in accordance with agreed contract terms and conditions, strong communication skills and ability to serve as the primary interface between external and internal customers are essential for this position, must be self-organized, other duties include, but are not limited to, accounts receivable tracking and management, interface with customer portals, review and accept customer orders and enter into ERP system, provides terms and conditions and limited warranty by acknowledgement of orders to customers, FT.
- **On Call Security Guard** Job Number 10334018 Wilson, High School Diploma or Equivalent, Security officers may be asked to perform many essential functions at the facility they work at, although not an exhaustive list, these are a few of them: officers ensure the facility is provided with high quality security services to protect people and property, build, improve and maintain effective relationships with both client employees and guests, greet guests and employees in a cheerful and welcoming manner, answers questions and assists guests and employees, remains flexible to ever changing environment; adapts well to different situations, patrolling the facility on foot or in a vehicle, answering phones, greeting guests and employees, monitoring closed circuit television systems and alarms, PT.
- **Store Manager** Job Number 10331771 Wilson, High School Diploma or Equivalent, excellent communication and organizational skills, 3-5 years of retail experience as a store manager, 5-7 years of retail experience, ability to work a flexible schedule including nights and weekends, ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages, FT.
- **Automation Sales Engineer** Job Number 10331941 Wilson, High School Diploma or Equivalent, estimate, budget, and sell process and automation systems, develop sales plans and generate successful sales with new customers, communicate customer perceptions by gathering customer feedback and sharing information with management, FT.
- **Route Sales Representative** Job Number 10331646 Wilson, 17.25 hr, under general supervision, develops account sales and delivers products to various stores (i.e. grocery,

convenience, schools, gas stations, etc.) within the designated route area, driving delivery truck in and out of the distribution center, the type of truck will vary by route and zone needs, up to and including a 24' box truck, performs inventory for product cases in truck, loading and unloading products to and from truck and delivering product cases to customer locations, may use a 2-wheel dolly or other rolling product equipment, FT.

Certified Nursing Assistant/Health Care

- **Registered Nurse** Job Number 1034625 Wilson, 15.00-25.00 hr, Associates' Degree, applicant must be a graduate of an accredited 2 year School of Nursing, have a valid State licensure as a Registered Nurse, have the ability to get a current CPR Certification, physical demands, employee will need to occasionally assist patients weighing between 100 and 250 pounds, FT.
- **Medical and Health Services Managers** Job Number 10330481 Wilson, High School Diploma or Equivalent, responsible for the business operations of a gastroenterology clinic and Outpatient Endoscopy Center. AP/AR, Quickbooks, Human Resources, Medical coding and Billing, FT.
- **Night Pharmacist** Job Number 10335507 Wilson, Bachelors' Degree, responsible for all aspects of pharmacy operations within their store including inventory, personnel and security with emphasis on customer relations, the individual responsibilities are shared equally by all pharmacists within the store, FT.
- **Physical Therapist-SRS PRN** Job Number 10335444 Wilson, communicate resident progress or problems to supervisor and other team members, assist with resident scheduling and post charges daily to resident records, document resident care in accordance with RehabCare, regulatory, licensing, payer and accrediting requirements, instruct resident's family or nursing staff in follow-through programs, 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 Company's Code of Business Conduct, the Corporate Compliance Agreement, appropriate professional standard and applicable state/federal laws, valid and current Physical Therapy license or equivalent, in the state(s) where services are rendered, ability to work flexible hours and weekends, FT.
- **Phlebotomist** Job Number 10330184 Wilson, High School Diploma or Equivalent, phlebotomy certification (where required) from an accredited agency, completion of an approved phlebotomy training course (or equivalent), valid driver's license with clean driving record, minimum of 2 years of experience as a patient service technician/phlebotomist, proficiency in the following: blood collection by venipuncture and capillary technique from patients of all age groups, urine drug screen collections, paternity collections, breath/saliva alcohol testing, LCM/Cyber Tools, Test cup, pediatric blood collections, and difficult draws(patients in long-term care facilities, drug rehabilitation facilities, prisons, psychiatric facilities, or similar facilities), FT.
- **Medical Lab Technician** Job Number 10328382 Wilson, 34,260-57,948 yr, 1 yr college, technical or vocational school, graduation from high school supplemented by training in emergency medical services for paramedics, and 1 to 2 years of experience in advanced medical service work; or any equivalent combination of training and experience which provides the required knowledge, skill, and abilities, must be credentialed by the North Carolina Medical Care Commission as an Emergency Medical Technician-Paramedic and approved for practice in Wilson County by the EMS System Medical Director within 6 months, for EMT and EMT-I must

obtain EMT-P certification and be approved to practice in Wilson County within 3 years, possess a valid North Carolina driver's license with a good driving record, pre-employment drug screening, hours : 24/72 or 12 hour shift schedule, FT.

- **Occupational Health Nurse** Job Number 10330197 Wilson, Bachelors' Degree, administer occupational health and case management programs, this includes internal clinic support, return to work placements, ADA accommodation assessments, Qualified Rehab Consultant's visits, and worker compensation litigation and settlement discussions, assess business units' occupational health program needs and work with risk management and business units' leadership to develop and implement strategic plans for occupational health programs consisting of hearing conservation, respiratory protection, laser exams, visual acuity screening, FAA drug and alcohol abatement program administration, ergonomics, wellness etc, FT.
- **C.N.A. II** Job Number 10332199 Wilson, 7.25-9.00 hr, High School Diploma or Equivalent, provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility, monitor or report changes in health status, may also provide personal care such as bathing, dressing, and grooming of patient. Hours will vary due to patient's needs, PT.
- **Speech Language Pathologist-SRS** Job Number 10322635 Wilson, communicate resident progress or problems to supervisor and other team members, assist with resident scheduling and post charges daily to patient records, document resident care in accordance with people first, regulatory, licensing, payer and accrediting requirements, instruct resident's family or nursing staff in follow-through programs, FT.

Service/General /Construction

- **Automotive Technician/Mechanic** Job Number 10329543 Wilson, High School Diploma or Equivalent, assisting technician mechanics in performing technical activities, diagnoses and repairs to specifications - brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems, adequately explains technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis, FT.
- **General Utility Worker** Job Number 10338464 Wilson, the primary purpose of this position **performs a variety of duties in the care and cleaning of offices, exam rooms, and public areas.** Work is performed under supervision, guided by a schedule for general assignments and specific instructions for special assignments, PT.
assignments and specific instructions for special assignments, PT.
- **Armed and unarmed Security Guard** Job Number 10331258 Wilson, 9.00-10.00 hr, High School Diploma or Equivalent, guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules, FT.
- **Armored Service Technician** Job Number 10320362 Wilson, driving automatic and/or standard shift vehicles from 8,000 to 36,000 pounds gvw a minimum of 4 hours per day, 5 days per week, in accordance with a designated route, making stops at a minimum of 30 customer locations, servicing ATM machines on a set schedule, including re-supplying replenishing, retrieving deposits, and monetarily balancing the machine, picking up/delivering customer change orders/deposits carrying a minimum of 50 pounds by hand or up to several hundred pounds by cart, a minimum of 30 stops per day for a minimum of 4-5 hours, 5 days per

week, FT.

Industrial/Labor/Manufacturing

- **Front Line Leader-3rd Shift** Job Number 10339409 Wilson, Bachelor's Degree, the incumbent will be responsible for supervising hourly employees to deliver excellence to our customers and meet assigned deadlines, the manufacturing supervisor will ensure that production is managed in an efficient and safe manner, and will have interaction at all levels of the organization, including external customers, will provide coaching and direction to their team (usually 15-30 direct reports), while driving accountability in the business; ultimately leading the organization to achieve its business level and strategic goals, FT.
- **Materials Planner in Operation Strategy** Job Number 10331931 Wilson, Bachelors' Degree, 5+ years planning/scheduling support experience in manufacturing operations, successful candidate will possess detailed working knowledge of MRP systems (NOTE: AS400 platform is transitioning to SAP), strong communication skills, well organized and detail oriented, strong analytical skills, have working knowledge of Excel, works well in cross-functional matrix organization, FT.
- **Construction Installer** Job Number 10337419 Wilson, safety-focused, willing to install various products including all applications of insulation, garage doors, gutters, shower doors and mirrors, fireplaces and more, provide outstanding service to our customers, willing to load and unload materials, complete safety checks and job site cleanup, willing to work inside crawl spaces, attics, basements and are comfortable with heights, able to bend, stoop, kneel, and stand for long periods of time, willing and able to work in all types of weather conditions, must be able to pass a drug test, criminal background check and a motor vehicle record check, FT.
- **Press Operator II** Job Number 10337624 Wilson, set up, adjust, operate, and maintain a press or single or multi-color Flexo press to print single-color, two-color, and/or multi-color work which includes large solids, screen tints, line and halftones with critical color values and registration requirements ranging from hairline to critical or operate similarly situated equipment that applies a variety of non-ink based coatings to a paper web or sheet stock, review job specifications to determine the press setup according to the imposition of the run (sheet wise or work and turn), FT.
- **Maintenance Technician II** Job Number 10339436 Wilson, High School Diploma or Equivalent, 5 years of work experience in a highly automated manufacturing operation in a troubleshooting or mechanical role, requires ability to troubleshoot, set-up, calibrate, repair and basic knowledge of PLC and control systems, responsible for working different shifts to support training needs and changing start/stop times to support operational needs, must be fluent in English and able to read/comprehend documents written in English, FT.
- **Maintenance Technician** Job Number 10334374 Wilson, 23.00 hr, have a minimum of a 2 year technical degree (associate of science) in electronics, robotics, general technology or related technical field with at least 2+ years of experience in a multi-craft industrial manufacturing environment or within a military technical job field, or 3 years' experience as maintenance technician in a multi-craft industrial manufacturing environment, be a Veteran (exiting military) candidate from a highly technical job field with at least 6+ years of active duty service (e.g. US Navy Nuclear or Aviation field, US Air Force Missile Technicians, etc.), FT.

- **Associate Specialist, Quality Systems & Compliance** , Job Number 10332489 Wilson, High School Diploma or Equivalent, manages the Wilson Site Sample Management program and processes, manages ambient and cold vault retention storage areas and the timely storage of controlled room temperature products, manages batch records for the Wilson Site, works directly with QA personnel to ensure batch records are transported and documentation is maintained, serves as the Retention liaison for the QA business area, partner closely with the QA Lead for Quality Systems and Compliance and the Divisional Retention Manager/Representative, FT.
- **Master Scheduler** Job Number 10328412 Wilson, High School Diploma or Equivalent, must have 48 months manufacturing experience not processing experience, using customer forecast generate master schedule, schedule all production lines and buy steel and tools, reduce inventory, on time delivery, schedule by families, supports purchasing activities, FT.
- **Materials Analyst** Job Number 10315611, Wilson, Bachelors 'Degree, Two to five years of experience required, must have planning/scheduling experience in a manufacturing operation, successful candidate will, possess a detailed working knowledge of Material Requirements Planning (MRP), possess an expertise in Excel and PowerPoint, APICs certification a plus, knowledge of SAP preferred, FT.

Additional Employment Opportunities

Full-Time Kennel Attendant needed for small animal veterinary clinic in Wilson County. Experience preferred. Weekend and holiday work is required. Salary will depend upon experience level. Please email resumes to wilsonvet@aol.com. Np phone call or drop-ins.

C.A. Lewis, Inc. is accepting applications for a **Mechanical Piping Foreman** . Applications will only be accepted at C.A. Lewis, Inc., 2825 S. Charles Blvd, Greenville NC.

Woodman of The World has Life Insurance and Retirement Sales Positions! Immediate Openings in Wilson, Nash and Wayne Counties. Great benefit package including, health, dental, vision, 401k, disability and life insurance. Flexible schedule! Call 252-674-7091.

Furniture Sales Associate Full Time- Approx. 35 Hrs./wk. Mon - Sat 10A 6P w/ day off during wk. No prior sales experience required. Excellent training program provided. Must have the following: Successful prior work history, good references from past employers, outgoing people oriented personality, minimum H.S. diploma and strong desire to succeed in a team atmosphere. If you fit this description we need to talk. Email resume to: etucker@tuckerfurnitureinc.com or bring to: Tucker Furniture, 602 Ward Blvd. SW, Wilson, NC

County of Wilson

Clinical Social Worker
 EMT Paramedic
 General Utility Worker
 Personnel Officer I
 Social Worker III
 Staff Development Specialist II
 EMT- (Part-time)

City of Wilson (www.wilsonnc.org)

Water Treatment Operations & Maintenance Supervisor
 GIS Programmer/Analyst
 Athletic Coordinator

Water Treatment Plant Mechanic
Aquatic Rec Aide
Police Officer I

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

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.