Career Quest

wilsoncountydss.org

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

October 7 , 2015

Career Quest is a service of the Wilson County Work First Job Center
the **most up to date employment listings,** please visit the Division of V
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

- **Outreach Specialist** Job Number 10424318 Wilson, High School Diploma, the successful candidate will be bilingual in both writing and speaking Spanish, be familiar with the Latino community in Wilson, Nash and Edgecombe counties of North Carolina, have the ability to operate a motor vehicle, and existing reliable transportation, must pass certification for enrollment specialists, FT.

- **Clerical Staff Support** Job Number 10424568 Wilson, High School Diploma or Equivalent, duties include, but are not limited to the following, data entry of patient information for billing, verification of insurance, medical reporting, medical document handling, supporting several physicians on an administrative level, interaction and follow through with patients with the purpose of providing excellent customer service, interaction with local physicians and hospital administration in an effort to grow our practice, FT.

- **Special Assets Bankruptcy Officer Assistant** Job Number 10421688 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, input customer and

loan information, properly code the accounts on bankruptcy databases and systems, while properly notating loan systems for coding purposes, communicate in verbal or written communication with attorneys and Bankruptcy Trustees as directed, establish, maintain and monitor bankruptcy files and records on the appropriate system, FT.

- **Planner** Job Number 10421701 Wilson, Bachelors' Degree, 2 to 3 years previous experience and/or training that includes clerical, government, business, and/or human services work; an equivalent combination of education, training, and experience, Microsoft Office experience required, valid NC Drivers' License required, possession of a functional portable communication device(cell phone) required, FT.

- **Financial Services Representative** Job Number 10421737 Wilson, High School Diploma or Equivalent, provide financial service to our membership, dispense information about various types of accounts and other Credit Union services, handle establishment of new membership, open all accounts, and process changes, handle deposits, withdrawals, issue money orders and enter transactions into a teller terminal, FT.

- **Accounts Payable Assistant** Job Number 10416238 Wilson, High School Diploma or Equivalent, responsibilities include, but are not limited to: assisting Payables Clerks with different tasks, filing, opening daily mail, answering phone, data/invoice entry, PT·

- **Deposit & Operations Services Risk Manager II** Job Number 10419065 Wilson, Bachelors' Degree, map key processes, controls and risks in the business unit, complete risk assessments to include the business unit's self-assessment, identify risk issues and monitor resolution, maintain a strong understanding of the business unit's products, processes and technologies, prepare documentation, as needed, to sponsor qualifying business change through established risk evaluation processes, maintain a high-level knowledge and provide guidance on laws, regulations, rules and industry-related best practices applicable to the business unit, FT.

- **Retail Payments Settlement Associate I** Job Number 10415701 Wilson, High School Diploma or Equivalent, using established procedures, perform multiple functions associated with the accurate, timely, and efficient completion of various exceptions from retail payments and services to include balancing network and processor transactions, following up on various exceptions generated from balancing, while operating within the strict rules and regulations governed by VISA, VISA DPS (signature/pin POS), VISA E-Check, VISA ePay, STAR, STAR Chek, eFunds, Evolution Benefits, SHDR, Personix, NACHA, FundTech, VISA Zero Liability and RegE requirements, FT.

- **Administrative Assistant III** Job Number 10415646 Wilson, High School Diploma or Equivalent, prepare (key) correspondence, reports, forms, compose correspondence as directed, within guidelines, may answer correspondence on own initiative, execute routine projects within general guidelines and instruction, establish and maintain files and records, screen calls/voicemails and handle or route to appropriate people, arrange and handle details related to travel arrangements, expense reports, departmental budgets, meetings, appointments, deal discreetly with confidential information, FT.

- **Administrative Assistant II** Job Number 10413594 Wilson, High School Diploma or Equivalent, will provide site administrative processing to support the entire BD-Wilson manufacturing site to include, project management documentation, business travel, cost control and reporting, administrative support for manufacturing, engineering, logistics, finance, human resources, and

quality functions, document and information processing, FT.

- **Wealth Personal Trust Specialist** Job Number 10414207 Wilson, Bachelors' Degree, responsible for monitoring and supervising administrative staff for adherence to established policies and procedures and ensure that noted, repetitive exceptions are documented, corrected and properly graded, responsive to client requests for information by providing assistance within scope of knowledge and authority and by dealing with more complex issues, assist the Special Account Servicing Group Manager in the implementation of all administrative procedures in a consistent manner to comply with established fiduciary practices, policies and audit requirements , FT.

- **Member Services Representative** Job Number 10411011 Wilson, process share deposit payments, loan payments and account transfers, disburse cash and check withdrawal, open, close and balance their cash drawer daily, maintain drawer cash levels within prescribed amounts, address member inquiries about credit union services and about their accounts, enter night, ATM and mail deposits, (art of dual control team),, perform account file maintenance as authorized, cross-sell credit union products and services, process manual payrolls, PT.

- **Cyber Intelligence Specialist** Job Number 10410086 Wilson, Bachelors' Degree, delivering expert cyber intelligence services and material to information technology and business leaders, prepare appropriate threat intelligence content for customer and executive presentations privacy/protection, proved the necessary subject matter expertise and assist in the implementation of the information security architecture, risk management standards, best practices and systems/processes to ensure information privacy/protection, risk management: interact with management to determine acceptable levels of risks as the business model and risk profile changes and align the security program accordingly, monitoring of security procedures and practices: review on a timely basis the various reports and logs available, investigate, report on and make recommendations for noted irregularities, FT.

- **Bankcard Services System Support Analyst I** Job Number 10407203 Wilson, Associates' Degree, work as a member of the team to support internal and third-party processing systems utilized to originate, service, and process BankCard Services (BCS) products and programs, serve as the primary team member responsible for monitoring problem ticket mailbox and completing the administrative tasks associated with tracking, routing/assigning to appropriate analyst/system/vendor owner, conducting follow-up and working with assigned analyst/system/vendor to provide communication to impacted users, follow procedures and conduct follow-up with assigned analyst/vendor/owner to ensure agreed service levels are met, engage in the problem research and resolution process with senior level analyst/system owner to build systems and process knowledge, document findings and propose viable solutions, FT.

- **Liability Risk Management Technical Analyst II** Job Number 10406735 Wilson, Bachelors' Degree, responsible for collaborating with business process owners to identify data opportunities and lead initiatives with a strong focus on the technological aspects of the existing internal prevention/detection/mitigation processes and systems of a particular business unit, this includes statistical analytics, process analysis, design and simulation, ensure assigned applications are processing efficiently as designed to minimize production impact, FT.

Food Service/ Customer Service/ Cashiering

- **Clerk I** Job Number 10427259 Wilson, High School Diploma or Equivalent, experience in billing, collections, tracing & OS&D preferred, computer skills, proficient in MS Word and Excel preferred, strong customer service skills, good clerical skills, possess excellent verbal and written communication and listening skills, PT.

- **Security Officer** Job Number 10418407 Wilson, High School Diploma or Equivalent, tasks may include patrolling the facility on foot or in a vehicle, working at the entrance to the facility and answering phones, greeting guests and employees and monitoring closed circuit television systems, alarms and other very important facility systems, our security officers act as a visible deterrent to crime and client rule infractions; detect suspicious activities and watch for criminal acts or client rule infractions at or near assigned post which may be a threat to the property, clients, guests or employees at the site, FT.

- **After School Worker** Job Number 10423333, Wilson, High School Diploma or Equivalent, supervises and leads youth activities and programs for the After School Program and Summer Camps, maintains records of program attendance, program facilities, equipment and materials, supervises children for games, movies, field trips, outside play, gym activities, etc. encourages and shares creative ideas with students performing arts and craft activities, knowledge of the proper rules and techniques of common childhood games and recreational activities, ability to teach children Christian values as well as general early childhood education curriculum, facilitate and lead age-appropriate childhood programs and activities, PT.

- **Shelter Staff** Job Number 10422939 Wilson, High School Diploma, these posted positions will work from 10 pm-8 am M-F, rotating with others, with ability to sleep during shift, weekend shifts are 24 hour period from 8 am on Saturday to 8 am on Sunday, likewise Sunday to Monday, up to 30-34 hours week possible on rotating basis, managers will be available to answer crisis line, assist callers, monitor shelter and insure residents safety and security, some light office/house chores and interaction with residents, ideal candidates would have great communication skills, ability to problem solve and follow protocols, training provided, PT.

- **Customer Service Associate I** Job Number 10423268 Wilson, High School Diploma or Equivalent, responsible for assisting customers with all of their shopping needs including assisting customers in the selection, demonstration, preparation and loading of merchandise, also responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans where appropriate, FT.

- **Sales Clerk** Job Number 10422958 Wilson, High School Diploma or Equivalent, assist customers with purchases at Wesley Shelter's Thrift Store, The Clothes Line, will accept donations, thank donors, complete forms, operate cash register and other related duties. May help with displays or stocking small store, PT.

- **Courier** Job Number 10418106 Job Number Wilson, High School Diploma or Equivalent, to operate company vehicles and provide courteous and efficient delivery and pick-up of packages; to check shipments for conformance to company features of service; to provide related customer service functions, PT·

- **Department Manager** Job Number 10417913 Wilson, High School Diploma or Equivalent, responsible for overseeing the daily activities of hourly associates on the sales floor, front end, freight, delivery or stocking departments, responsible for training, mentoring, and coaching employees, manage associate performance and ensures adequate department coverage through influencing scheduling, conduct activities appropriate for specific department including, but not limited to, ensuring merchandise is stocked, tracking and reporting relevant metrics, and monitoring project activity, FT.

- **Cashier/Food Service Worker** Job Number 10412539 must have cashier and cooking experience, if you have a positive attitude and a love for learning, you may be interested in joining our team, PT.

- **Dishwasher** Job Number 10413348 Wilson, wash dishes, pots, pans, clean restrooms, empty all trash, very fast paced restaurant, need excellent coordination and speed, FT.

- **Customer Service Technician-2 nd Shift** Job Number 10408650 Wilson, High School Diploma or Equivalent, Loading railcars, trucks, operating forklift and hand carts, completing all records and reports on processed feeds, stacking bags, housekeeping, responsible for safety of themselves and teammates, FT.

- **Unload Associate** Job Number 10411622 Wilson, responsible for ensuring an efficient flow of the unload process, this includes setting up receiving equipment (e.g., conveyor) and materials (e.g., pallets, shrink wrapping), unloading received merchandise, and preparing and distributing merchandise from receiving to the appropriate store department, also responsible for providing excellent customer service by assisting customers in locating, selecting, demonstrating, and loading of merchandise in a

- **Hourly Supervisor** Job Number 10408434 Wilson, High School Diploma or Equivalent, responsible for opening and closing the building according to expectations of the management team, oversees setting up and breaking down of work stations, the sanitation of work stations including floors, worktables, walls, refrigerators, meat blocks, equipment, and utensils, the cashiers on duty and ensures that they are properly trained and adhere to the cashier policy, responsible for cash handling, safe verifications, preparing deposits, oversees the cooking and preparation of food items for the day according to recipes and brand requirements, responsible for making sure the staff uses correct portions when preparing and serving items on the line, must have high-level product knowledge and ability to train the staff to effectively service the customers, ensures staff completes daily temperature logs, FT.

- **Bi-Lingual English/Spanish Retail Wireless Consultant** Job Number 10408965 Wilson, High School Diploma or Equivalent, the successful candidate will be able to pick/pack external customer orders as well as supply internal customers with needed materials for production, responsible for cycle counting and maintaining correct inventory levels, FT.

- **Hourly Supervisor** Job Number 10408434 Wilson, High School Diploma, responsible for opening and closing the building according to expectations of the management team oversees setting up and breaking down of work stations, the sanitation of work stations including floors, worktables, walls, refrigerators, meat blocks, equipment, and utensils oversees the cashiers on duty and ensures that they are properly trained and adhere to the cashier policy, responsible for cash handling, safe verifications, preparing deposits, the cooking and preparation of food items for the day according to recipes and brand requirements, FT

Certified Nursing Assistant/Health Care

- **Clerical Staff Support** Job Number 10424568 Wilson, High School Diploma or Equivalent, data entry of patient information for billing, verification of insurance, medical reporting, medical

document handling, supporting several physicians on an administrative level, interaction and follow through with patients with the purpose of providing excellent customer service, interaction with local physicians and hospital administration in an effort to grow our practice, FT.

- **LPN Job** Number 10424332 Wilson, graduate of an accredited school of nursing as either a licensed practical nurse or medical assistant, have at least one year experience in family practice or equivalent with education, current unrestricted license to practice in state of North Carolina, must have working knowledge and ability to operate standard nursing and laboratory equipment, ambulatory services, patient needs and training/tracking methodologies, be able to communicate effectively, orally and in writing, have a valid NCDL, auto insurance, and vehicle registration, FT.

- **Physical Therapist (SRS)** Job Number 10418093 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, FT.

- **Phlebotomist** Job Number 10412554 Wilson, High School Diploma or Equivalent, our technology is second to none in the industry, and you'll work with new electronic reporting and accuracy tools, allowing you to focus on your patients and increase your success rates, along with patient collection and obtaining specimens for processing, you'll pack and ship specimens as well as prepare samples, your daily interaction with patients and sense of ownership, will be essential to our success, FT.

Service/ General /Construction

- **Helper** Job Number Job Number 10424437 Wilson, High School Diploma or Equivalent, help electricians by performing duties requiring less skill, duties include using, supplying or holding materials or tools, and cleaning work area and equipment, night and weekend work, FT.

- **Facility Services Associate** Job Number 10423297 Wilson, High School Diploma, responsible for ensuring the cleanliness of all store areas, inside and out, such as bathrooms, break rooms, sprinklers, and parking lots, perform preventative and basic maintenance on all store equipment, ordering and installing parts needed for repair, coordinating with contractors when appropriate, assist customers on the sales floor when necessary, PT.

- **Groundskeeper** Job Number 10416917 Wilson, perform tasks related to maintaining and improving the campus grounds, mow and trim facility grounds during the growing season, leaf pickup in the fall, de-ice sidewalks in the winter, must be able to endure extreme heat in the summer and cold winters, PT.

Industrial/Labor/Manufacturing

- **Machine Operator** Job Number 10427313 Wilson, responsibilities include, cutting raw material, deflashing tooling machine and operating press using proper controls according to blueprints or company procedure and ISO standards, removing molded dished from press, placing on fixture, drilling holes and sanding, inspecting product for proper hold placement and defects, FT.

- **Bridgestone Maintenance Technician** Job Number 10426386 Wilson, 2 year College/Technical or Vocational Schooling, responds to equipment troubles, evaluates specific nature of trouble

through effective troubleshooting, determines causes of trouble, determines necessary repair, and executes/expedites repair and recovery from equipment trouble, communicates specific nature of equipment repair and recovery, along with causes, to appropriate management and operations personnel, documents data associated with specific trouble using appropriate maintenance management systems, FT.

- **Shipping/Inventory Clerk** Job Number 10424596 Wilson, High School Diploma or Equivalent, preparing documents such as work orders or bills of loading, corresponding with establishment representatives to rectify problems, packing, sealing, labeling, or affixing postage to prepare materials for transport, using hand tools, power tools, or postage meter, contacting carrier representatives to make transport arrangements, FT.

- **Assembler** Job Number 10427325 Wilson, assembling satellite dishes parts manually as well as using pneumatic air tools, will be placing and tightening screws and bolts as well as adding parts to each assemble to complete the finished product, assisting in preparing and maintaining the assembly line by stocking and restocking labeled bins with product parts, contact material handler if shortages exist when necessary, open and form boxes, FT.

- **Quality Manager** Job Number 10427103 Wilson, Bachelors' Degree, formulate and manage development and implementation of goals, objectives, policies, procedures and systems pertaining to QA/QC, implement, communicate, and maintain a quality plan to bring the company's quality systems into compliance, interact with the laboratory and development teams to introduce new processes and procedure, FT.

- **Data Review Scientist** Job Number 10427124 Wilson, Bachelors' Degree, work a temp to hire assignment with a Tobacco Testing laboratory, will review chromatography data coming from the laboratory and may be required from time to time to do extractions/sample preparation and or analyses on the HPLC, GC, and LCMS, FT.

- **Forklift** Job Number 10416889 Wilson, High School Diploma or Equivalent, 3 to 5 years' experience in Sit-down, Stand-up, Turret Truck, or Cherry Picker required, be able to work 8-12 hour shifts, be able to lift up to 50 lbs, be comfortable on feet for 8-10 hours a day, have experience with RF scanner, previous Shipping/Receiving experience a plus plus, comfortable in fast paced distribution/manufacturing environments, willing to submit to drug screen and background, FT.

- **Tire Technician III** Job Number 10420557 Wilson, High School Diploma or Equivalent, rack and hoist vehicles for inspection, complete written vehicle inspection with regard to tire service, fleet inspections, scrap tire analysis, instruct other Tire Technicians in performing tire repair and general service, dispatch (where applicable), any other duties as assigned, FT.

- **Health and Safety Coordinator** Job Number 10419685 Wilson, Bachelors' Degree, 1-3 years full time safety and health experience; or Master's Degree in Safety Management or related field plus 0-2 years safety and health experience, ASP preferred, FT.

- **Heavy Equipment Operator** Job Number 10419508 Wilson, operate or tend machinery equipped with scoops, shovels, or buckets, to excavate and load loose materials, FT.

- **Forklift Operator** Job Number 10416889 Wilson, High School Diploma or Equivalent, 3 to 5 years' experience in Sit-down, Stand-up, Turret Truck, or Cherry Picker required, must be able to work 8-12 hour shifts, be able to lift up to 50 lbs, comfortable on feet for 8-10 hours a day, have experience with RF scanner, previous Shipping/Receiving experience a plus, comfortable in fast paced distribution/manufacturing environments, be willing to submit to drug screen and background, FT.

- **Environmental Coordinator** Job Number 10418952 Wilson, Bachelors' Degree, ensure conformance to environmental regulations and company environmental policies and guidelines, responsible for environmental management system, risk management program, wastewater treatment plant operation, air permitting and reporting, EPCRA reporting, storm water pollution prevention, spill prevention controls and countermeasures and hazardous waste, FT.

- **Production Supervisor** Job Number 10414216 Wilson, Bachelor's Degree, minimum 1 year of leadership or manufacturing experience, must be legally authorized to work in the United States without company sponsorship, reside within a 50 mile radius of work location no relocation benefit is provided, FT.

- **Electrical Assembler/Solderer** Job Number 10408696 Wilson, High School Diploma or Equivalent, learn to set up and assemble parts, demonstrate proper use of simple hand and machine tools, learn to accurately read and follow procedures, routing and other work instructions, responsible for quality product standards with no defects, meet customer deadlines, responsible for building parts that meet customer expectations, FT.

- **Weekly Seasonal Lead** Job Number 10409332 Wilson, 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.

County of Wilson

ADM Accounting Technician II-Health Department
Assistant Director-Emergency Medical Services
Child Support Lead Agent
Data Management Analyst-Computing Support Technician I
EMT Paramedic
GIS Coordinator-Planning & Transportation
Income Maintenance Caseworker III-Adult Medicaid
Income Maintenance Investigator II-Special Investigations Unit
Income Maintenance Supervisor II-Adult Medicaid
Income Maintenance Supervisor II-Food &Nutrition
Personnel Technician II
Social Work Supervisor III-Child Protective Services
Social Work Supervisor III-Foster Care & Adoptions
Social Worker Investigative/Assessment and Treatment
Convenience Center Manager
EMT-Part-time

Recycler/Maintenance Part-time (2 positions)
Weigh Master-Part-time

City of Wilson (www.wilsonnc.org)
Fleet Mechanic
Collections Specialist
Code Enforcement Officer I
Police Officer I
Water Treatment Operations and Maintenance Supervisor
Aquatic Rec Aide

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.wilson-co.com-County of Wilson Website. Employment opportunities are found 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.