Career Quest

wilsoncountydss.org

WCDSS

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

February 3, 2016

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

- **Executive Director Pharmaceutical Technology** Job Number 10467561 Wilson, Master's Degree, will be respected as the Pharmaceutical Technology Subject Matter Expert within the organization, blend of Technology Transfer and Manufacturing Operations Experiences, will have a solid understanding of manufacturing technology transfer operations, understanding of Manufacturing Processes, translates R&D to Manufacturing Operations, understanding of Acquisitions and Early Drug Development, project Development Focused, monitors internal and external clinical batch manufacturing, leads process improvement initiatives, FT.

- **Office Manager** Job Number 10469269 Wilson, 1 yr college, vocation or technical school, prior tax & computer experience is a plus, but not a necessity, experience providing daily supervision and scheduling of office staff, passion for providing excellent customer service, delegates effectively, positive attitude, FT.

- **BC Lender Support Officer III** Job Number 10466255 Wilson, provide support, coaching and

world standard client service to retail lenders and non-lenders to ensure understanding and enforcement of Bankcard policies in the banking network, assist Regional Retail Banking Managers (RBMs) with high-risk policy and fair lending issues, FT.

- **Unified Communications Manager** Job Number 10461556 Wilson, Bachelors' Degree, oversees resources, operations and second and third level maintenance of the voice and unified communications network, manages senior-level department personnel and workflow to achieve 'best practices' in accomplishing departmental objectives, FT.
- **Branch Manager** Job Number 10464145 Wilson, Bachelors' Degree, minimum of two years of management/supervisory experience within the staffing industry highly preferred, excellent leadership, management, and written and verbal communication skills, must have working knowledge of labor and employment laws, excellent problem solving, organizational, interpersonal and motivational skills, FT.

- **Customer Sales and Service Representative** Job Number 10456955 Wilson, High School Diploma or Equivalent, 1year of interacting directly with customers or customer service experience or a combination of both, 1 year of sales experience, 1 year of experience meeting sales goals, 1 year of experience working in a team environment, FT.

- **Word Processor** Job Number 10452899 Wilson, High School Diploma or Equivalent, as a word processor you will be acted to transcribe words that are uttered by a lawyer, must have excellent data entry skills, (online testing required), have experience working with confidential information, previous experience in a legal office would be a plus but not required, FT.

- **Compliance Technical Support Specialist** Job Number 10454310 Wilson, High School Diploma or Equivalent, responsible for assisting management in protecting insurance subsidiaries and affiliates from loss by ensuring compliance within assigned area of responsibility, provides technical support for assigned compliance responsibilities by performing associated detailed work with minimal guidance, FT.

- **Network Control Support Specialist I** Job Number 10453875 Wilson, Associates' Degree, serve as the initial point of contact for internal client service request calls and manage resolution in accordance with established policies/procedures, FT.

- **Liability Risk Management Team Technical Analyst II,** Job Number 10446839 Wilson, Bachelors' Degree, minimum of one year of data mining/analysis experience (knowledge/use of tools such as Access, SAS, Tableau, Alteryx), ability to work independently in a detailed and deadline-oriented environment, basic understanding of data concepts such as neural networks, machine learning, statistical modeling and pattern recognition, demonstrated ability to facilitate and lead initiatives (including all life-cycles of the defined project), excellent interpersonal skills and the ability to communicate (verbal and written) clearly to internal and external clients, FT.

Food Service/Customer Service/Cashiering

- **Food Service Supervisor** Job Number 10468302 Wilson, Associates' Degree, minimum of three years of food service management experience in contract foodservice, or restaurant, proficient in menu development, cost controls, purchasing and inventory with a focus on sourcing and utilizing local food products, able to handle responsibility for ensuring proper presentation, portion control, and maintenance of proper serving temperatures-follows HACCP standards, knowledge of financial (P&L), budgetary, accounting and computational practices, FT.

- **Customer Service Representative** Job Number 10469083 Wilson, High School Diploma or Equivalent, responsible for handling customer service inquires and problems via telephone/email, calls are non-routine, use computerized system for tracking, information gathering, and/or troubleshooting, processes orders, prepares correspondence, and fulfills customer needs to ensure customer satisfaction, good communication, telephone etiquette, work ethics, data entry experience required, FT.

- **Sales Support** Job Number 10466160 Wilson, High School Diploma or Equivalent, the duties and responsibilities of this position are service-based and will present new and diverse challenges daily, duties include, but are not limited to assisting with sales/customer service, managing inventory, placing and fulfilling orders, receiving and shipping inventory, performing deliveries with company vehicle, PT.

- **Store Seasonal Employee-Outside Lawn & Garden** Job Number 10460944 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, responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection/replacement plans where appropriate, FT.

- **Store Seasonal Employee (Outside Paint**) Job Number 10460985 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, responsible for responding to customer inquiries throughout their shopping experience including promoting customer loyalty plans and/or extended protection replacement plans where appropriate, FT.

- **Store Seasonal Employee (Building Material)** Job Number 10461027 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, 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 Associates** Job Number 10456997 Wilson, High School Diploma or Equivalent, demonstrated success in a retail sales environment is preferred, ability to work a variety of shifts based on business needs including evenings, holidays and weekends, strong verbal and written, communication skills, ability to work independently, as well as on a team, excellent follow-up and persuasion skills, bilingual ability a plus in some markets, FT and PT.

- **Collections Representative** Job Number 10457083 Wilson, High School Diploma or Equivalent, immediate openings with a Call Center in Greenville, a minimum 2 years customer service experience a must, collection experience preferred, requires good verbal and written skills, good decision making/problem solving skills and ability to work independently, ability to utilize all Microsoft applications, Outlook, Word, Excel and Powerpoint, temp to hire position.

- **Cashier** Job Number 10451990 Wilson, High School Diploma or Equivalent, must be able to count money correctly, have personality for customer service, the ability to quickly take orders, prepare food for handing to customer, keep their front counter area clean, sweep the dining room floor, and restock their area, FT.

- **Line Cook** Job Number 10452016 Wilson, High School Diploma or Equivalent, able to do repetitive work, prepare food according to food handlers guidelines, Serve Safe Certificate is a plus but not a must, knowledge of cooking procedures, communicate with prep cooks & master cooks/ chefs, knowledge of kitchen equipment, FT.

- **Department Manager** Job Number 10441393 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, also manages associate performance and ensures adequate department coverage through influencing scheduling, conducts activities appropriate for specific department including, but not limited to, ensuring merchandise is stocked, tracking and reporting relevant metrics, and monitoring project activity, FT.

Certified Nursing Assistant/Health Care

- **C.N.A** Job Number 10469340 Wilson, High School Diploma or Equivalent, patient is paralyzed from the neck down, must have hands on experience with paralyzed patients, have own car to run errands for patient, hours and days of work Thursday-Sunday 10:30 am to 4:30 pm, there are two shifts, employer will do an extensive background check, job is located in Rocky Mount, NCT, FT.

- **Plasma Table Operator** Job Number 10465884 Wilson, High School Diploma or Equivalent, responsible for planning and producing a variety of machines/operations with minimal supervision, will program machines to produce simple parts meeting print specification, FT.

- **Patient Services Technician Specialist (Phlebotomist)** Job Number 10464435 Wilson, High School Diploma or Equivalent, 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, TestCup, pediatric blood collections, and difficult draws(patients in long-term care facilities, drug rehabilitation facilities, prisons, psychiatric facilities, or similar facilities), FT.

Service/ General/Construction

- **Concrete Finishers/Helpers** Job Number 10469436 Wilson, High School Diploma or Equivalent, perform a wide variety of technical and physical duties in the placement and finishing of concrete curb, slabs, and structures, may operate machinery, hand and power tools of all types: saws, air hammers, tampers, cement mixers, floats and trowels, small mechanical hoists, and a variety of other equipment and instruments, clean and prepare sites, dig trenches, set braces and forms, as well clean up debris and work area, FT.

- **Lead Plumber** Job Number 10467714 Wilson, the Raleigh Division of SPC Mechanical is now hiring experienced Plumbers, 15+ years of plumbing experience required, Licensed plumber preferred but not required, FT.

- **Gutter Installer** Job Number 10468411 Wilson, High School Diploma or Equivalent, responsible for all aspects of installing company products according to work order, manufacturer, quality and safety guidelines, products include insulation, fireplaces, gutters, mirrors and shelving, garage doors, windows, shower enclosures, home wrap and any other products sold by the company, also responsible for observing and following all OSHA and Company Safety policies and procedures, FT.

- **Janitor** Job Number 10452043 Wilson, gather and empty trash and trash bins, clean building floors by sweeping, mopping, or vacuuming them, clean restrooms and stock them with supplies, keep buildings secure by locking doors, clean spills and other hazards with appropriate equipment, FT.

- **Route Driver/Vending** Job Number 10462191 Wilson, orders stock from the warehouse and/or menus, loads product into assigned vehicle and drives to a customer location according to an established schedule, removes outdated/damaged product, fills machines to established inventory levels, collects sales funds and refills coins/bills to set levels, fills machines in accordance with current merchandising program or required products, performs routine machine cleaning, pays refunds and restocks counters, FT.

Industrial/Labor/Manufacturing

- **Pipefitter** Job Number 10469028 Wilson, High School Diploma or Equivalent, lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, or industrial production or processing systems, FT.

- **Certified Crane Operator** Job Number 10469440 Wilson, operate crane for the installation of materials while appropriately securing product, materials and supplies involved in the construction of bridge and/or other projects as needed, responsible for minor repairs and equipment maintenance in addition to other duties, understands and observes all safety procedures and practices, FT.

- **Associate Specialist Quality Control** Job Number 10465888 Wilson, supports continuous improvement and supports sustainability of implemented changes identified through lean six sigma tools such as Kaizen activities, identifies and implements continuous improvement changes within the laboratory, ensures work is completed right first time, participates in root cause and corrective action identification and documents investigations, participates and leads, when required, Tier I and Tier II activities, demonstrates working knowledge of product performance and testing methodology, FT.

- **Production Crew** Leader Job Number 10460701 Wilson, Associates' Degree, responsible for leadership and supervision of production teammates on the crew within the department, responsible for scheduling work, resolving problems, making decisions and ensuring a quality product is produced in a safe working environment, also provides training, conducts meetings and administers corrective action, prepares required paperwork/reports, FT.

- **Associate, Controlled Substances** Job Number 10461828 Wilson, Bachelors' Degree, coordinate and perform all required controlled substances related activities to ensure total compliance with DEA regulations, responsible for all physical controlled substance functions to include, but not limited to, receipt, storage, transfers, and outbound shipments, provide oversight to the activities of site Control Drug Agents (CDA) and Control Drug Designee (CDD) to ensure compliance and the smooth transition of controlled substances between the departments at Wilson site, support Document Control Area as SDMS Business Expert and with the issuance and archiving process of documentation at the site, FT.

- **Farm Worker** Job Number 10450091 (Seasonal) Wilson, Work will be performed in the following counties; Bladen, Davie & Wilson, workers will be expected to plant, cultivate and harvest diversified crops such as picked cucumbers, hay & straw, sweet potatoes, must have 1 moth of verifiable general farmwork experience, FT.

- **Warehouse Delivery** Job Number 10456420 Wilson, High School Diploma or Equivalent, responsible for specialized warehouse tasks in delivering, loading unloading, order pulling, stocking, shipping, forklift operation, counter sales, must have valid NC Drivers' License, basic pc knowledge and skills are required, ability to drive all types of vehicles and lift and carry at least 50 lbs., FT

- **Sample Technician** Job Number 10452065 Wilson, Bachelor's Degree, responsible for sampling activities, excipients, colors, capsules, packaging components, active ingredient, support in Environmental Monitoring Program performing sampling to non- product contact surface, product contact and Particle Count viable and non-viable, perform label reconciliation and inspection, FT.

- **Production/Buyer Planner** Job Number 10441630 Wilson, Bachelors' Degree, reviews MRP planned requirements and develops an approved manufacturing and packaging plan as required, responsible for inventory management for all raw materials to ensure material availability to support manufacturing requirements while financial objectives are accomplished, attends daily production meetings and communicates production schedules, raw material and WIP issues, and any upcoming event which may impact commercial production, performs capacity planning and makes recommendations for additional headcount needed in manufacturing areas to support the supply plan, FT.

County of Wilson

Child Support Lead Agent

Child Support Supervisor I

Data Management Analyst-Computing Support Technician IEMT Paramedic

IMC II AMED

Income Maintenance Caseworker II

Income Maintenance Investigator II-Special Investigations Unit

Income Maintenance Supervisor II-Food & Nutrition

IT Support Technician-Technology Department

Nutrition Program Director I

Personnel Technician II

Processing Assistant III-Health Department

Social Work Supervisor II-Work First

Social Worker II-Alternative Services

Social Work III-Foster Care and Adoptions

Social Worker Investigative/Assessment and Treatment

EMT Part-time

Weigh Master Part-time

City of Wilson (www.wilsonnc.org)
IT/OSP/ISP Broadband Intern (Part-time)
Collections Clerk I
School Crossing Guard
Fiber Optic Field Technician I
Code Enforcement I
Police Officer I

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.