

Hot Jobs

Posted: 10/24/2016

TITLE:	Carpenter
LOCATION:	Belle Glade
DESCRIPTION:	<p>Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors.</p> <p>May also install cabinets, siding, drywall and batt or roll insulation.</p> <p>Candidates should have tools and minimum 3 years' experience</p>
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10326954
SALARY:	\$16.00 per hour
TITLE:	Credential Teacher
LOCATION:	Belle Glade, South Bay & Pahokee
DESCRIPTION:	<p>Wages: Negotiable upon evaluation or credit hours and experience Tuition Reimbursement or Early Childhood Education classes</p> <p>Education: High School Diploma, plus one of the following: CDA/FCCPC/CCAC/ECPC/SAPC, or AA/ AS in ECE, or BA in ECE Substitute Teacher for Infants, Preschool, & After School Programs. Working as a Teacher in the classroom, helping to supervise and team teach groups of children and assist with the planning and implementation of curriculum activities.</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • Knowledge or ECE practices and techniques. • Ability to communicate with children, parents & staff. • Fingerprint & TB clearance necessary. • Transportation & willingness to travel to multiple sites.
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10326317
SALARY:	\$9.00 – 13.00 DOE
ITLE:	Maintenance Supervisor
LOCATION:	Belle Glade
DESCRIPTION:	<ul style="list-style-type: none"> • Responsible for overseeing the physical assets, general

	<p>maintenance repairs, apartment make-readies, preventative maintenance and construction or rehabilitation projects for an apartment community.</p> <ul style="list-style-type: none"> • Responsible for maintaining adequate inventory of supplies for repairs and monthly maintenance budget monitoring. • Supervises maintenance staff which includes groundskeeper, housekeeper, make ready and maintenance technicians • Supervises and schedules maintenance activities for apartment community and maintenance staff • Determine weekly apartment make-ready and service request schedules. Report apartments that are ready to show to property manager • Communicate assignments and major tasks to employees • Periodically check work progress of each maintenance employee • Provide in-out to property manager regarding employee performance evaluations, employee compliments from residents, etc. • Coordinate, schedule, and respond to resident/management requests and service requests for occupied apartments • Repair/replace: appliances, plumbing systems, air conditioning/heating/electrical systems • Coordinate, schedule and prepare vacant apartments for move-in • Coordinate and schedule appropriate safety and skills training for maintenance employees • Identify and correct hazardous community conditions • Coordinate, schedule and perform preventative maintenance on equipment and apartments • Ordering supplies and managing maintenance budget
To APPLY:	<p>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10326699</p>
SALARY:	<p>\$16.00 – 18.00</p>
TITLE:	<p>Receiving Clerk</p>
LOCATION:	<p>Loxahatchee</p>
DESCRIPTION:	<p>Hiring a Receiver who will be responsible for ensuring accurate and seamless reception and processing of incoming shipments. Must load and unload shipments regularly using a forklift. Receivers are responsible for all functions and paperwork relating to receiving.</p> <p>Essential Job Functions:</p> <ul style="list-style-type: none"> • Maximize sales potential through proper procedures for receiving all products entering the warehouse. • Verifying actual product against packing slips confirming product integrity, and checking product temperatures (Quality Control) as

	<p>needed.</p> <ul style="list-style-type: none"> • Must initial and code invoices, log invoices, and distribute to appropriate departments. • Match product with purchase orders. • Prepare receiving dock to accept incoming product. • Must be Able to Travel and Live 6 Months out of the Year to GA & TN. Living accommodations will be provided by employer along with food allowance. <p><u>GA Location</u> 1577 W. Mitchell St Adel, GA 31620</p> <p><u>TN Location</u> 1750 Garden Village Dr. suite A White Pine, TN 37890</p>
To APPLY:	<p>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10315843</p>
SALARY:	<p>\$10.00 – 12.00 /hr</p>
TITLE:	<p>Information Systems Manager</p>
LOCATION:	<p>Belle Glade</p>
DESCRIPTION:	<p>Essential Duties and Responsibilities: The tasks listed below are those that represent the majority of the time spent working in this class.</p> <p>Management may assign additional tasks related to the type of work of the class as necessary.</p> <ul style="list-style-type: none"> • Supervises information system staff; assigns and evaluates work, trains and counsels as required. • Researches new technology; plans for and recommends information system improvements or new equipment acquisitions; develops new, or modifies existing applications and maintains system security. • Monitors and controls day to day data processing operations; administers network operations; initiates and monitors special projects. • Troubleshoots or supervises troubleshooting and repair of system or personal computer problems; assists system users with operational problems; administers contract maintenance. • Confers with staff and management personnel to develop information system policies and procedures. • Assists Finance Department and other staff or departments with budget or audit reports, and routine or special reports. • Attends professional and technical conferences; attends board and staff meetings; coordinates with other county agencies,

	<p>vendors, contractors, and other on information system matters.</p> <ul style="list-style-type: none"> • Prepares periodic and special reports and studies as necessary. • Involvement with Data, People, And Things Data Involvement: Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities. • People Involvement: Counsels or instructs others through explanation and demonstration and makes recommendations based on technical expertise. • Involvement with Things: Requires coordinating the activities of those operating or repairing complex equipment or equipment that requires extended training and experience such as computers, networks, and software used for programming custom applications or the application of custom or commercial financial, accounting, administrative, medical, or other complex software or systems; may involve installation and/or testing. • Reasoning Requirements: Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization. • Mathematical Requirements: Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, using algebraic solutions of equations and inequalities, descriptive or inferential statistics, and mathematical classifications or schemes. • Language Requirements: Requires reading journals, manuals, and professional publications; speaking informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style. • Mental Requirements: Requires performing professional level work requiring the application of principles and practices of a wide range of administrative, technical, and managerial methods in the solution of administrative or technical problems; requires understanding of operating policies and procedures and the ability to apply these to complex administrative and technical problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressures
To APPLY:	<p>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10324319</p>
SALARY:	<p>\$23.93/hr</p>
TITLE:	<p>Director of Finance</p>
LOCATION:	<p>Pahokee</p>
DESCRIPTION:	<p>The Director oversees the long-range planning functions, operations</p>

	<p>and management of the Finance Department. The director directs the implementation of systems to enhance operations, management of employees, customer satisfaction, and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.</p> <p>Essential Tasks:</p> <p>Directs and manages the Finance Department, including its Retirement Plan Administration, Accounting, General Services, Administrative and Budget, Procurement and Collection divisions, consistent with the City's goals and initiatives ensuring high-quality customer service, professional standards and quality controls.</p> <ul style="list-style-type: none"> • Develops and manages the City's and Finance Department's annual operating budget; forecasts revenues and expenses. Establish controls for budget administration. • Develops and implements long range and annual action plans to meet the needs of a growing City. Provides overall direction and strategy regarding policies, procedures, and regulations to the City. • Oversees operation of financial activities including: collections of license fees and revenues, disbursement of City funds and investment activities. Engages internal and external auditors as required. • Maintains a general accounting system for the City government and units thereof. Works with department heads in developing annual departmental budgets. • Develops and applies legal and policy provisions applicable to financial accounting. • Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, and customers
To APPLY:	<p>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10316879</p>
SALARY:	DOE