

Housing Services for Eaton County



Weekly Employment Guide

August 30, 2010

*We are no longer emailing this guide; you can now find it on our web site at www.housingservicesec.org

BELLEVUE:

CHARLOTTE:

Server

The Gavel
Apply in Person
Must have experience
Benefits, vacation, competitive pay, health care available
Part & Full Time positions available (8.30.10)

112 S. Cochran Ave
Charlotte, MI

Direct Care

Call Jan or Steve at 517-543-0261
Starting pay \$8.05/hr, we will train
Part time 6am-2pm or 2pm to 10pm
Applications taken on Wednesday only! (8.30.10)

Customer Service Route Sales Manager

SCHWANS FOOD COMPANY
Contact: SCOTT DAVIS
Phone: (412)666-0174
Fax: (507)537-5429
Website: <http://www.schwansjobs.com/publish/content/default.htm>

2249 Otto Road
Charlotte, MI 48813

Apply by website

Full Time - From \$ 32000.00 To \$ 38000.00 per year

Job description: Customer Service Route Manager Trainee - Route Sales Earn \$32,000 - \$38,000 /Year base salary plus commissions your first year with a Schwan's® home delivery route. Schwan's Home Service, Inc., is looking to grow in your area. We've recently moved from a straight commission model for our Customer Service Route Manager Trainees. Now, instead of having to build a new route just on commissions, new customer service manager trainees can count on a base salary of \$32k per year during a training period and \$38k per year, once they have their assigned route. That's in addition to commissions. Our employees lay the foundation for future growth and prosperity by meeting challenges with creativity, energy and an unstoppable "can do" attitude. We challenge our people to develop their skills, discover innovative methods for doing business and to prepare for a lifetime of achievement. At Schwan's Home Service, Inc., we are "Prepared to serve."

Job requirements: This job requires a high school diploma and 1 year of experience. Good driving record. You must possess a private driver's license, undergo drug screening, pass an employment test, pass a physical examination and undergo a reference or security check. (8.30.10)

CENA

EATON COUNTY MEDICAL CARE FACILITY

Contact: Michigan Works

311 West First Street
Charlotte, MI 48813

Apply in person

Full Time

Job description: ECMCF is opening a new wing. Gives basic nursing care and assistance in meeting the physical and emotional needs of the residents under the direct supervision of the charge nurse. Respect and concern for the residents well being must be shown at all times. Completes other duties as assigned by their supervisor. Principal Duties and Responsibilities: Performs the following duties listed and others as required to improve the standard of life for our residents. This list does not include all duties required but to serve as a basis of expectations. Duties and responsibilities may be added or modified at any time Reports to Charge Nurse any changes in resident's physical or mental health and completes appropriate documentation. Responsible for feeding, bathing, dressing, moving, oral hygiene and providing of other physical needs of the residents in accordance with established policy and procedure. Provides maximum resident care services within limits defined by delegated tasks and maintains good housekeeping standards within assigned duty areas.

Job requirements: This job requires a high school diploma and 1 year of experience. (8.30.10)

Manager Trainees

KENTUCKY FRIED CHICKEN
Contact: CHARLES SMITH
Fax: (269)683-8533
Email: wmalford@wmalfordco.com
Part Time
Apply by mail or email

2112 Industrial Drive
Po Box 850
Niles, MI 49120\

Class A CDL driver

NORRIS FARMS & TRUCKING CO. INC
Contact: JEFF NORRIS
Phone: (517)543-0496
Fax: (517)543-2180
Email: norrisfarms@yahoo.com

2201 E. Clinton Trail
Charlotte, MI 48813

Apply by mail, fax, or email

Full Time - From \$ 25000.00 to \$ 36000.00 per year

Job description: Run about a 200 mile radius from the Lansing Michigan area. Tractor trailer Class A CDL with good driving record and able to pass drug screen. Home most nights but there is some over nights with out notice. Monday thru Friday only. Hopper trailer hauling bulk animal feed products and grain. E Mail, Mail or fax resume. No phone calls.

Job requirements: This job requires 1 year of experience. You must undergo drug screening and pass a physical examination. You must have a commercial driver's license. (8.30.10)

Manager

OUTSHINER

Contact: Michigan Works

2110 South Cedar Street
Lansing, MI 48910

Apply by mail or in person

Submit resume AND reference list of people who are NOT family members. The objective on the resume should clearly state your interest in the "Manager position with Outshiner".

Full Time

Job description: Scheduling, disciplining, hire & fire, management, inventory. Create a good work atmosphere. Oversee 8 car wash and oil change employees. Monday through Friday plus alternating Saturdays. \$1300 biweekly. Bonuses available based on store performance.

Job requirements: This job requires 1 year of experience. You must possess a private drivers license and undergo a reference or security check. Additional requirements: Flexible, dependable and ready to work. Demonstrated ability to follow through. Reliable transportation. At least one year of management experience required. Sale experience. Outgoing. Excellent attendance. Excellent customer service skills; personable; build rapport. Ethical. Hard worker. Willing to learn. (8.23.10)

CNC Operator

SPARTAN CHASSIS, INC
Contact: CASEY THOMAS

1000 Reynolds Rd.
Charlotte, MI 48813

Apply by Mail

Full Time plus benefits

Job Description: Must be able to set up machines and adjust programs as needed to make parts to print. Must be able to use AS-400 as related to the job title Must be able to use roll forming equipment. Must be able to hand tune/restrike parts using various hand tools, or arbor press. Must be able to read a tape measure to 1/16". Must understand how to mitre cut materials. Must be able to operate a hydraulic shear. Must understand feeds/speeds when saw cutting materials. Must be able to read blue prints. Must be able to use calipers, micrometers, tape measure, gage pins, height gages, etc. Must have 10 years experience as a CNC Press Brake operator, or demonstrated ability. Must have 10 years experience with Turrets and Laser cutting equipment, or demonstrated ability. Must be able to create simple programs at press controller. Must be able to obtain a lift truck license. Must be able to follow strict PM procedures. Must be able to understand clearances for punch and dies.

Job requirements: This job requires a high school diploma and 5 years of experience. (8.23.10)

Cellular Phone Sales

Comtronics
Contact: WILMA HAYWOOD
Phone: (517)787-2900 Ext: 250
Fax: (517)787-2999
Web site: http://www.comtronics.com/flash_index.htm

One Comtronics Place
Jackson, MI 49203

Apply by website

Full Time

Job description: Cellular Sales. Work well with customers & co-workers with good communication skills & follow-up. Must possess good computer skills to learn and understand cellular products and data solutions. Must accurately & completely process store paperwork including customer information, store inventory & related duties. Self-motivation & discipline to use company time effectively & productively. Able to abide by company policy and procedures & follow directions well. No prior experience necessary. Familiarity with cellular phones is helpful. Training provided. Requires some week end and evening hours on a rotating basis. Many commission opportunities available. Please apply On-Line at www.comtronics.com.

Job requirements: This job requires a high school diploma and less than 1 years of experience. (8.23.10)

Part Time Server/Delivery Person

Wee Willies Family Restaurant

Apply in Person

No Phone Calls

Must have reliable transportation and references. (8.16.10)

365 State St. Charlotte

Charlotte, MI

Tool designer / Layout tech

KEMCO INC.

Contact: B.A. BALLARD

Phone: (517)543-2888

Fax: (517)543-1788

Email: kemco@kemcogaging.com

505 E.Packard

Charlotte, MI 48813

Apply by mail, fax, or email

Full Time

Job description: Please read carefully and only apply if you fit the requirements! Small gage shop looking for a designer or layout tech. Requirements: Experienced with either Solid Works or Pc Demis software's or, experience designing or qualifying Inspection gages a must. Machine experience either metal working or wood working a plus. Please include salary requirements.

Job requirements: This job requires 3 years of experience. Must be pleasant to work with organized, show good judgment, and willing to contribute. (8.16.10)

DELTA TOWNSHIP:

Hotel Maintenance Person

DAYS INN

Contact: Michgan Works

(517)492-5501

2110 South Cedar Street Email: Fax:

Lansing, MI 48910

Apply by mail, fax, or in person

Full Time

Job requirements: This job requires 3 years of experience. Specific requirements: This job has some special requirements. You must undergo a reference or security check.

Job Requirements: Lansing Franchised hotel looking to hire an Experienced (preferably with Hotel), qualified, reliable and dependable Maintenance Person. Must have verifiable work experience and references. Hands-on knowledge of heating, cooling, plumbing and swimming pools. Flexible. Available any shift. Wants to work. (8.30.10)

Great Start Readiness Program Lead Teacher

YMCA CHILD CARE CENTER

Contact: KRISTY MOELLER

Email: kmoeller@ymcaoflansing.org

Fax: (517)694-2945

Part Time - \$12-18/hr

900 Long Blvd

Oak Park Ymca

Lansing, MI 48911

Apply by mail, fax, or email

Job description: Plan, implement the Great Start Readiness Program for 4 year old children. Interact with children, assistant teacher, parents. Responsible for family events, conferences, home visits and reports. Maintain highest standards of quality for the program

Job requirements: This job requires a bachelor's degree and 1 year of experience. You must undergo drug screening and pass a physical examination. First Aid and CPR required, must pass criminal background sex abuse registry checks; may be eligible for additional benefits and hours. (8.30.10)

On-Site Patient Advocate-Lansing

L & S ASSOCIATES, INC

Contact: DOMINICA ROJAS Business name: L & S ASSOCIATES, INC

Fax: (517)203-7502

Email: recruiter@lsaservices.com

Web site: <http://www.lsaservices.com/>

Apply by email or website

Full Time plus benefits

Job description: The On-Site Patient Advocate is responsible for assisting uninsured hospital patients in pursuing various means of insurance coverage. 1. Contact patients either in person while at the hospital site or via telephone or other forms of correspondence, and conduct the patient interview to determine if patients might be eligible for other insurance coverage. 2. Gather all required information. Complete and submit applicable forms to initiate the process of obtaining coverage for the patient accurately and in a timely manner. 3. Assure all patients who may be eligible for insurance coverage are processed accurately and timely.

Job requirements: This job requires a high school diploma and 2 years of experience. This position requires excellent communication and interpersonal skills. Microsoft Office skills including Word are required and knowledge of Excel is a benefit. Excellent organizational skills, detailed-oriented, able to follow through on assignments to completion, and the ability to multi-task, meet deadlines, and set priorities are required. This position requires reading, sitting, standing, walking, keyboarding and filing. (8.30.10)

Bakery Production

Quality Dairy

Contact: LISA BENSON

Fax: (517)319-4101

Email: lbenson@qualitydairy.com

Apply by mail, fax, or email

Full Time - \$7.50/hr plus benefits

Job description: Responsibilities would include: Working on the mixer, fryer, line work, filling, glazing, packing, as well as keeping the area neat and clean. This position requires one continuous year of previous experience in a production facility for consideration. Opening include one for 1st shift and one for 2nd shift. Please submit an application or your resume for consideration.

Job requirements: This job requires a high school diploma and 1 year of experience. You must undergo drug screening, pass an employment test and undergo a reference or security check. (8.30.10)

111 W. Mt. Hope
Lansing, MI 48910

Maintenance Technician

Woodbridge Manor Apartments

Contact: MS. ERICKSON

Phone: (517)394-0550

Fax: (517)394-5920

Apply by fax or in person

Full Time - \$10-12/hr plus benefits

Job description: Full-time maintenance technician for 288 unit apartment community in Lansing.

Job requirements: This job requires a high school diploma and 3 years of experience. You must possess a private drivers license, pass an employment test, provide your own tools and undergo a reference or security check. (8.30.10)

517 East Edgewood Blvd.
Lansing, MI 48911

Onsite apartment maintenance

EARTH PROPERTY MANAGEMENT, LLC

Contact: SHAWNA CUDA

Fax: (866)391-2542

Apply by fax

Part Time - \$10/hr

Job description: Onsite apartment maintenance for 46 unit complex in West Lansing/Waverly school district. Responsible for unit turns, plumbing, cleaning halls and outside landscaping.

Job Requirements: This job requires a high school diploma and 3 years of experience. You must possess a private drivers license, undergo drug screening and undergo a reference or security check. (8.30.10)

P.O. Box 779
Almont, MI 48003

Youth Advocates

ST. VINCENT CATHOLIC CHARITIES

Contact: ERIC DUBY

Fax: (517)886-1150

Email: jobs@stvcc.org

Website: <http://www.stvcc.org/>

Apply by phone, in person, website, or email

Part Time - \$9.28/hr

Job description: Youth Advocates are currently needed for Afternoons, Evenings, and Overnights in the residential treatment programs. Substitute, Part time and full time positions with excellent benefits and regular pay increases. Applicants must possess a strong desire to work with emotionally impaired youth ages 5 to 17 and be available to participate in required training. Some weekend and holiday work required. Insure that all residents are closely monitored and supervised at all times on and off grounds. Participate in planning and implementing the activities of the living units and individual resident. Insure that all specific duties unique to each work shift are completed (e.g. groups, laundry, meal duties, unit cleaning, etc.). Regularly transports clients for medical appointments, recreation outings and activities and other appointments or activities as scheduled.

Job requirements: This job requires a high school diploma and less than 1 years of experience. (8.30.10)

2800 West Willow
Lansing, MI 48917

Delivery Driver

ADECCO - BETTER WORK, BETTER LIFE

Contact: Helen Lang

Phone: (517)371-5790

Fax: (517)371-4743

Website: <https://eapp.adecco.com/eapp/eappInterface?source=WEB>

Apply by phone, fax, or website

Full Time - \$10/hr

410 S. Cedar St
Suite C
Lansing, MI 48912

Job description: Delivery driver needed to deliver auto glass and parts to customers. Must be able to lift 50 lbs, have excellent driving record, and pass a drug test. Will also be responsible to stock parts. This is full time with required overtime for approx 6 to 8 weeks. To apply: eapp.adecco.com, please include your email address. When completed call 371-5790 for employment testing and interview. Thank you for applying at Adecco, the world leader in HR Solutions!

Job requirements: This job requires a high school diploma and 1 year of experience. You must possess a private drivers license, undergo drug screening and pass an employment test. Driving record check. (8.30.10)

Part-time legal secretary

HAFKE LEGAL SERVICES
Contact: DEBORAH HAFKE
Phone: (517)482-3141
Fax: (517)482-3359
Apply by mail or fax

4215 S. Pennsylvania Avenue
Lansing, MI 48910

Part Time

Job description: Part-time legal secretary (20-30 hrs./week) sought for a growing business litigation law practice in Lansing. This position requires strong grammar, secretarial and strong software skills. Experience with Microsoft Word and legal environment preferred but not required for right candidate. Must be proactive, reliable, detail-oriented and trust-worthy. In exchange, flexible work hours, a competitive salary, plus bonuses. Will work directly with attorney and be self directed. Also involved in marketing and client development. Start immediately.

Job requirements: This job requires some college education. (8.30.10)

Leasing Associate

ELEMENT NATIONAL MANAGEMENT
Contact: JANICE SAMANIEGO
Fax: (517)394-6220
Email: briarcliffemgr@elementmgt.com
Apply by fax or email

Lansing, MI

Full Time

Job requirements: This job requires a high school diploma and less than 1 years of experience. You must undergo drug screening and undergo a reference or security check. Must pass background check and drug screening test. (8.30.10)

Phone Surveys

ADVANCE EMPLOYMENT
Contact: JENNIFER BURCHETT
Phone: (517)887-0377
Fax: (517)787-3380
Web site: <http://www.advanceteam.com/>

4407 W St. Joe Hwy
Lansing, MI 48917

Apply by website

Full Time - \$8.50/hr

Job description: Qualified candidates needed in East Lansing to take surveys over the phone. Hours are primarily second shift and projects will vary from 1 day to 4 weeks. Candidates should have a pleasant speaking voice, the ability to read well and the ability to navigate a computer database. Please apply at www.advanceteam.com

Job requirements: You must undergo drug screening. (8.23.10)

CNA

MAXIM HEALTHCARE SERVICES
Contact: JEFF EKLOVE
Phone: (616)285-5460
Fax: (866)941-7507
Email: jeeklove@maxhealth.com

2627 E. Beltline Ave Se
Suite 220
Grand Rapids, MI 49546

Apply by phone, mail, fax, or email

Part Time – \$9-11/hr

Job description: Maxim is the leading staffing provider for health care facilities in the Lansing area. Recently there has been an influx of needs for Certified Nurses Assistants. If you are interested in hearing more about opportunities with Maxim Staffing please don't hesitate to call. Maxim Staffing Solutions is seeking certified nursing assistants with 5 or more years of experience. I can be reached toll free at 616-285-5460. Please feel free to check out our website www.maximstaffing.com

Job requirements: This job requires a vocational certification and 5 years of experience. (8.23.10)

Packer

QUALITY DAIRY CO.
Contact: LILA REED
Fax: (517)319-4101
Email: lreed@qualitydairy.com

111 W. Mount Hope
Lansing, MI 48910

Apply by fax, mail, or email

Full Time plus benefits

Job description: This job will include but not limited to packing and stacking, inspecting for defects, climbing and able to keep area clean and safe. Training is provided.

Job requirements: This job requires a high school diploma and less than 1 years of experience. You must undergo drug screening, pass an employment test and undergo a reference or security check. Applications can be picked up and completed at any of our 31 locations as well as our main office. (8.23.10)

Shipping and Receiving

CREATIVE STAFFING, LLC
Contact: TAMI PADDOCK
Fax: (517)977-0389
Email: jobs09@creativestaffingllc.com

4433 W. Saginaw
Suite 101
Lansing, MI 48917

Apply by mail, fax or email
Full Time - \$11.00/hr

Job description: We are seeking someone with at least 3 years in Shipping and Receiving. Please email, fax or mail a resume. I will be in touch with those who qualify. NO PHONE CALLS PLEASE. Thank you.

Job requirements: This job requires a high school diploma and 3 years of experience. You must possess a private drivers license, undergo drug screening, pass an employment test and undergo a reference or security check. NO FELONIES. MUST HAVE SHIPPING AND RECEIVING EXPERIENCE. (8.23.10)

Office Furniture Installation

CREATIVE STAFFING, LLC
Contact: TAMI PADDOCK
Fax: (517)977-0389
Email: jobs09@creativestaffingllc.com
Phone: (517)977-0386

4433 W. Saginaw
Suite 101
Lansing, MI 48917

Apply by phone, mail, in person, fax or email
Full time

Job description: Seeking someone with experience installing cubicles. Experience with Hayworth and Herman Miller furniture a plus. No one without this experience will be considered. If you have experience please make sure your resume shows it. Please email your resume for review, or call our office. Thank you.

Job requirements: This job requires a high school diploma and 2 years of experience. (8.23.10)

Mail Clerk

PRESORT SERVICES INC
Contact: MICHELE FREDERICK
Phone: (517)887-7545
Fax: (517)887-2602
Email: mfrederick@presortservices.com

Po Box 24096
Lansing, MI 48909

Apply by person or email
Full Time - \$8.25/hr plus some benefits

Job description: Must be detail oriented. Resumes with typing errors, spelling errors and with objectives that do not reflect the job opening available (looking for an office position when the job is described as production) will be placed at the bottom of the applicant list. Be very careful when submitting your resumes. Employee will be sorting Flat-size envelopes and packets into mail tubs by zip code. Fast-paced and deadline driven - this is a physically demanding job. You will be walking and standing on a concrete surface. Absolutely no phone calls accepted.

Job requirements: This job requires less than high school education. You must undergo drug screening and undergo a reference or security check. Must clearly speak and read English. (8.23.10)

Direct Care Workers

Contact: DANIEL ALONZI
Phone: (517)393-5203 Ext: 11
Fax: (517)393-8968
Web site: <http://www.turningleafrehab.com/>

621 E Jolly Rd.
Lansing, MI 48910

Apply by website
Full Time - \$7.40-9/hr plus medical insurance

Job description: Provide personal care and supervision for individuals challenged by mental health issues. Assist residents in skill building and attending day program. engage resident in recreational activities and ensure safety.

Job requirements: This job requires a high school diploma and less than 1 years of experience. You must possess a private drivers license, undergo drug screening, pass an employment test, pass a physical examination and undergo a reference or security check. Must also be punctual, organized, honest must be passionate about caring for people. (8.23.10)

Night Auditor

CAUSEWAY BAY HOTEL
Contact: KAREN MOORER
Apply by person
Full Time

6820 S. Cedar Street
Lansing, MI 48911

Job description: 11pm-7am. Computer, classify & record numerical data to keep financial records complete. Perform any combination of routine calculating, posting & verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, & postings to business transactions recorded by other workers. Operate computers programmed with accounting software to record, store & analyze information. Check figures, postings, &

documents for correct entry, mathematical accuracy & proper codes. Classify, record & summarize numerical & financial data to compile & keep financial records, using journals & ledgers or computers. Debit, credit, & total accounts on computer spreadsheets & databases, using specialized accounting software. Operate 10-key calculators & copy machines to perform calculations & produce documents. Receive, record, & bank cash, checks, & vouchers. Comply with federal, state & company policies, procedures & regulations. Compile statistical, financial, accounting or auditing reports & tables pertaining to such matters as cash receipts, expenditures, accounts payable & receivable & profits & losses. Code documents according to company procedures. Reconcile or note & report discrepancies found in records. Posting charges. Handling credit card payment.
Job requirements: Knowledge of administrative & clerical procedures. Knowledge of arithmetic, algebra, geometry, statistics, & their applications. Knowledge of economics & accounting principles & practices. Knowledge of principles & processes for providing customer & personal services. Able to use math to solve problems. Able to talk to others to convey information effectively. (8.23.10)

Residential Weatherization and Remodeling Sales

INSPIRED GREEN MARKETING

Email: waynecounty@goinspiredgreen.com

Apply by e-mail

Full Time- Commission only

Job description: Inspired specializes in in diagnosing a building's energy inefficiency and improving the overall performance of the structure. Our sales agents will be provided with excellent prospects. Average income of \$50k annually. Commission only.

Job requirements: This job requires a high school diploma and 2 years of experience. (8.23.10)

CSR/Office Assistant

TJA CORP

Contact: STACEY ARMSTRONG

Phone: (517)323-1822

Fax: (517)323-1966

Email: resumes@tjabranding.com

6427 Centurion Drive

Suite 100

Lansing, MI 48917

Please apply by Mail, in person or by Email

Part Time

Job description: PREFER DELIVERY OF RESUME WITH COVER LETTER IN PERSON. TJA Corp. is in search of a highly motivated, customer service representative. This person must be able to work as a team member, and also perform outstanding on their own or with little supervision; must be able to go above and beyond in their duties, and must be widely computer savvy.

Janitorial Agency CSR/Office Assistant will assist with administrative office duties as well as provide the company with a pleasant voice and demeanor while handling client calls. Duties include but are not limited to: Assisting Senior Management team with various office duties, handling calls from clients, using CRM to log information and provide reports, assisting in membership services and qualification department, and other various duties as needed

Job requirements: You must undergo drug screening. May be in pursuit of High School Diploma. PREFERRED Some knowledge in the commercial cleaning industry. Also would like sufficient training and /or experience to converse effectively in Spanish. (8.23.10)

Plumber

TRADESMEN INTERNATIONAL

Contact: MATT EDWARDS

Fax: (517)694-1869

Lansing, MI 48842

Apply by fax

Full Time – \$ 12.00 to \$ 16.00/hr plus benefits

Job description: America's premier construction employer is hiring Apprentice plumbers, for work in the Lansing area. Must have a minimum of 2 years experience in the Residential and Multi Residential field. You will need experience with reading prints, rough-ins, Finishes, underground, installing PVC, some code knowledge, and must have basic hand tools. Also, you should have working knowledge of construction safety. We provide all plumbers 10- hour OSHA training as needed. Tradesmen International is an Equal Opportunity Employer (EOE).

Job requirements: This job requires less than high school education and 2 years of experience. (8.23.10)

Janitor

PERFECTION COMMERCIAL SERVICES, INC

Contact: TRAVIS MACHAN

Fax: (517)767-3611

Email: travis@pcsmichigan.com

Apply by mail, fax, or email

Part Time

Job description: We are now accepting resumes for evening part-time custodial work. Duties include: cleaning floors, restrooms, offices, and common areas. This job involves cleaning at 2 locations in Lansing/East Lansing and works Monday through Saturday. (8.23.10)

Live- In Care Giver (needed immediately)

EVERGREEN PLACE, AFC

Contact: ROSELINE ROWAN

Phone: (517)712-8585
Fax: (517)337-2029
Email: evergreenafc@yahoo.com

706 Britten Ave
Lansing, MI 48910

Please apply by Phone, by Mail, by Fax or by Email

Full Time

Job description: Female live in caregiver needed to start immediately at small AFC group home in Lansing. Must be dependable, non-smoking, drug free, not alcoholic. Experience with adult foster care preferable. Must have good references. Call, e-mail or fax resume. Do not respond if you are not a serious job seeker and not ready to work immediately! If you seriously are in need of a job and ready to start now, then contact us now. Also remember, we cannot contact you if you list a non-working telephone number, so be sure to list a valid and current telephone number or address where we can reach you. Thank!

Job requirements: This job requires 1 year of experience. You must undergo drug screening and undergo a reference or security check. TB test; drug screen; State-mandated fingerprint check for certain disqualifying crimes. Take and pass classes at no cost to you. (8.23.10)

Part time Stock/Cashier

MARIOS

Contact: PAUL D

Address: 6200 Martin Luther King Blvd
Lansing, MI 48911

Apply in person

Part Time - \$8/hr

Job description: Fill beer coolers and back stock beer and pop. Cashier, and handling large amounts of money.

Job requirements: You must be bondable and undergo a reference or security check. Some medium lifting required. Must be honest and dependable. No record of any kind. (8.23.10)

Leasing Associate

ELEMENT NATIONAL MANAGEMENT

Contact: JANICE SAMANIEGO

Fax: (517)394-6220

Lansing, MI

Email: briarcliffemgr@elementmgt.com

Apply by fax or email

Part Time - \$8.00-\$9/hr

Job description: Part time leasing associate needed for a local apartment and townhome community. Previous leasing experience would be very helpful but is not required for the right person. Responsibilities will include but are not limited to: leasing of rental apartments & townhomes, preparation of lease documents, following of property leasing policies & procedures, light administrative work and various other duties. Saturday hours are required of 10 AM - 4 PM, other days will be anywhere from Monday through Friday 9 AM - 6 PM. Attention to detail, ability to follow specific instructions, ability to complete assigned tasks in a timely manner and ability to multi-task are required.

Job requirements: This job requires a high school diploma and less than 1 years of experience. Drug and Background checks. (8.23.10)

Home Health Aide

QUALITY NURSING SERVICES, LLC

Contact: LAURA O.

Phone: (517)455-0925

633 E. Jolly Rd. #3a

Fax: (517)455-0926

Lansing, MI 48910

Apply in person or by phone

Part Time - \$7.50-\$8/hr

Job description: Duties include, but are not limited to, ADL's, personal care, transportation, errands/shopping, housekeeping, medication reminders, meal prep, etc.

Job requirements: ONLY SERIOUS INQUIRES NEED APPLY. Previous applicants do not need to re-apply. Must have reliable, insurable transportation, valid MI driver's license, NO FELONIES and be able to pass a rigorous background screening process. (8.23.10)

Customer Service Representative

INFORMATIX, INC

Contact: CHRIS WHITFORD

Fax: (517)318-4700

Lansing, MI

Email: christopher.whitford@informatixinc.com

Apply by fax or email

Full Time - \$11/hr plus benefits

Job description: Informatix, Inc. is seeking highly motivated individuals for Customer Service Representative positions at its Lansing, MI location. Successful applicants must have prior experience in a customer service call center setting as well as the ability to work in a fast-paced atmosphere, learn and retain multiple policies and procedures, pay close attention to detail, exhibit flexibility with fluctuating work volumes, commitment to get the job done, and communicate in a courteous, pleasant manner at all times. Computer skills a must. Fluency in Spanish highly desired. Prior knowledge of child support systems a plus. Must be able to pass a criminal and credit check.

Job requirements: This job requires a high school diploma and 1 year of experience. You must undergo a reference or security check. Work shift is 9:00 am - 5:30 pm, Monday through Friday. Must be able to pass a criminal and credit check. Applications from qualified individuals will be accepted via email or fax only. No phone calls please. (8.23.10)

Class A Regional Truck Driver

DRIVER FINDER NET

Contact: MARGE BAILEY

Phone: (989)892-8433

Email: miapps@driverfinder.net

Web site: <http://www.driverfinder.net/index.html>

Midland Street Business Dist

Lansing, MI 48901

Apply by website for email

Full time - From \$ 35000.00 To \$ 45000.00 per year.

Job description: Openings for OTR & Regional. Competitive pay & benefits package. Must have minimum of 12 months driving tractor trailer (approx. 120,000 miles) in the last 36 months in 5 or more states on dispatch, out at least 5 nights per week, min. 22 years old, clean MVR for last 3 years, Clean Criminal Record for last 10 years for Felonies/Misdemeanors (no major convictions in lifetime), Clean Accident/Incident record for last 5 yrs. Must live south of I-69 & I-96 and west of I-75.

Job requirements: This job requires a professional certification and 1 year of experience. You must undergo drug screening and undergo a reference or security check. You must have a commercial drivers license. (8.16.10)

Substitute Janitor

ROMANOW BUILDING SERVICES

Contact: Michigan Works

2110 South Cedar Street

Part Time - \$7.40/hr plus benefits

Lansing, MI

Job description: Start as substitute; work into full time. 6pm-2:30am Monday through Friday. Dust, vacuum, mop, clean restrooms, remove trash, and other tasks in commercial buildings.

Job Requirements: You must possess a private drivers license, pass an employment test and undergo a reference or security check. Must have reliable transportation, proof of car insurance, able to bend, climb stairs, reach, kneel, lift 80 lbs. Because of work with chemicals, reading English is required. (8.16.10)

General Labor/Warehouse/Inspectors

ADECCO - BETTER WORK, BETTER LIFE

Contact: KAREN SWEET

Full Time - Temp

410 S. Cedar St

\$8.00-\$10/hr

Suite C

Apply in person

Lansing, MI 48912

Please bring resume in person between 8am-12noon M-F

Job description: Looking for reliable, dependable people who want to work. No excuses not to show up to work. General labor, Warehouse, Inspectors positions available in Lansing and surrounding area. **MUST HAVE EXPERIENCE!!!** Must be able to lift 50 lbs., be friendly and have customer service skills, packing and unpacking of materials, loading materials in trucks and or customers trucks warehouse and retail settings. Must be able to pass a criminal background check and drug test. Must have reliable and dependable transportation because many customer locations NOT accessible by bus line. Please bring resume in person to Adecco office, between 9am-1pm M-F. These are on going positions with many different customers.

Job requirements: This job requires a high school diploma and 1 year of experience. (8.16.10)

Recruiter/Staffing Consultant

ADECCO - BETTER WORK, BETTER LIFE

Contact: HELEN LANG

Phone: (517)371-5790

410 S. Cedar St

Fax: (517)371-4743

Suite C

Apply by phone or mail

Lansing, MI 48912

To apply email resume to: helen.lang@adeccona.com then go to: eapp.adecco.com to put your application in.

Full Time - \$14.00-\$16.00/hr plus benefits

Job description: Adecco - The world leader in HR Solutions is seeking a career oriented individual for an opportunity as an in house Staffing Consultant! Adecco provides our clients with professional and industrial associates in a variety of industries. Responsibilities will include recruiting, identify, interview and qualify candidates to be placed in employment positions. You will complete all necessary pre-employment processes including reference checks, background checks, and drug testing. This is a very busy office, requires someone who can multi task and work under pressure. Be able to handle several requests at once and prioritize. Experience in staffing preferred. Monday - Friday 8am to 5pm. Adecco offers excellent benefits including health, dental, life, 401k. Thank you!

Job requirements: This job requires an associate's degree and 2 years of experience. (8.16.10)

P C A/C N A

CAREMINDERS HOME CARE

Contact: Michigan Works

Lansing, MI 48910

Fax: (517)492-5501

Apply by fax, mail, or in person

Submit a copy of your current PCA/CNA license and a resume in which your job objective clearly states your interest in the "P C A/C N A" position with CareMinders Home Care.

Full Time - \$11.00-\$13.00/hr

Job description: PCA/CNA. Personal Care provider may be a certified nursing assistant, home health aide or personal care aide. Will provide personal care & services in client's home. Will provide variety of tasks for clients including bathing, mobility & ambulation, dressing, grooming, incontinence care, transferring, feeding. Services could include meal planning, preparation & serving. General companionship to keep the client engaged in life is a priority. Duties may include light housekeeping, laundry & medication reminders. Build strong relationships with other caregivers & clients/families. Maintain accurate records of daily tasks in compliance with company policy & procedure.

Job requirements: This job requires a professional certification and 1 year of experience. Age 21+. Completion of basic aide-training program for which certificate was obtained. Active, valid certification & evaluations/health exams as required. Ability to successfully pass the NLN Skills Test. Current CPR & First Aid (must obtain within first 90 days of employment). 1+ yrs exp. as personal care aide, home health aide or CNA in home care setting. Interest in working with people. (8.16.10)

Grocery Stocker/Janitorial Position

The Better Health Department
Contact: PAUL KENNEDY
Phone: (517)332-6892
Fax: (517)332-6996
Email: paul@thebetterhealthstore.com

305 North Clippert Street
Lansing, MI 48912

Apply by mail or email

Full Time - \$7.40/hr

Job description: Responsible for stocking shelves, helping customers locate products, janitorial (bathrooms, floors, etc.) and other various duties assigned by supervisor. Must be able to lift 50lbs.

Job requirements: This job requires a high school diploma and less than 1 years of experience. You must undergo a reference or security check. (8.16.10)

Hair Stylist / Braider

RHONDA'S REFLECTIONS STYLING SALON
Contact: RHONDA STOKES
Phone: (517)272-3434
Fax: (517)272-3435
Email: rrstyles4u@aol.com

6070 S. M. L. King Blvd Ste. A
Lansing, MI 48911

Apply on the phone, in person, or by email

Part Time - \$8.00-\$10.00/hr

Job description: Our salon specializes in hair with texture. We are looking for licensed stylist with some experience in performing basic hair styles as well as knowledge in chemical services. Will be asked to answer phone, light cleaning and do towel service when not busy.

Job requirements: This job requires a high school diploma and less than 1 years of experience. (8.16.10)

Behavioral Aide

CBI REHABILITATION SERVICES
Contact: SAM ELLSWORTH
Website: <https://home.eease.adp.com/recruit2/?id=509050&t=1>

Apply by website

Full Time - \$8.50/hr plus benefits

Job description: This job involves working with high-functioning adults who have had a closed head injury with behavioral issues in a group home setting. Full time second shift (3pm-11pm) is available. MUST BE ABLE TO WORK WEEKENDS. Experience with adult foster care homes or behavior modification is preferred.

Job requirements: This job requires some college education and 1 year of experience. You must possess a private drivers license, pass a physical examination and undergo a reference or security check. Reliable transportation is required. Some college and experience is preferred but not required. (8.16.10)

Part time Diesel mechanic

P.J.'S 25 HOUR TOWING LLC
Contact: PETE DALY
Phone: (517)886-4000
Fax: (517)886-4089
Email: pjdealer@aol.com

400 Business Center Drive
Lansing, MI 48917

Apply by fax or email

Part Time - \$14.00-24.00/hr

Job description: I have a nice shop and a few Medium duty trucks that needs some repair. I have some Ford Super duties 7.3 Power stroke's with oil leaks, one bad clutch w/ transmission noises. I have two Freightliners with 3126 Caterpillar diesels with injector problems..I might want to do an inframe on these units I have a Isuzu W4500 with a little 4 cyl. diesel that runs rough.. I have a Chevy 5500 w/ injector issues Duramax Diesel We operate a 24 hrs a day Towing service so the shop is available anytime I can work around your schedule I have a mechanic that keeps the small maintance items done but these projects are over his head Looking for a part time person or full time mechanic if Your laid off??? to help get my trucks in shape before winter is here! This is a hourly gig weekends ,nights after work I'm flexible MUST have tools have experience w/ references

Job requirements: This job requires a high school diploma and 4 years of experience. You must possess a private drivers license, undergo drug screening, provide your own tools and pass a physical examination. (8.16.10)

Road Construction Flagger

ADVANCE EMPLOYMENT

Contact: JENNIFER BURCHETT

Phone: (517)787-3333

Fax: (517)787-3380

Email: jburchett@advanceteam.com

Web site: <http://www.advanceteam.com/>

1711 N. West Avenue

Jackson, MI 49202

Apply by website or email

Full Time - \$9.00/hr overtime available

Job description: Advance Employment is currently seeking several candidates for the upcoming road construction flagging season. This position involves traffic control at road construction sites. Candidates must possess a valid drivers license, current auto insurance and their own transportation. Candidates must be willing to work up to 7 days a week from sun up to sun down. Please apply at www.advanceteam.com

Job requirements: This job requires a high school diploma. You must possess a private drivers license, undergo drug screening and undergo a reference or security check. Travel up to and sometimes beyond 50 miles, current auto insurance on your vehicle that you must have with you all day. (8.16.10)

Outside Salesperson

WELL ESTABLISHED DISTRIBUTOR

Contact: Human Resources

Fax: (248)846-1115

Email: employerfuture@yahoo.com

Apply by fax or email

Full Time plus benefits

Lansing, MI

Job description: A 35 year old, well established warehouse distributor seeks a qualified salesperson to service and grow an existing customer base in the Lansing and Jackson areas. Applicant needs to have knowledge in AUTOMOTIVE parts, AUTOMOTIVE lighting, industrial supplies and fasteners. Sales experience and reliable transportation are required. SALARY + COMMISSION Fax or email resume

Job requirements: This job requires a high school diploma and 5 years of experience. (8.16.10)

Executive Housekeeper

West Lansing Fairfield Inn

Contact: STEVE NELSON

Phone: (517)886-1066

Fax: (517)886-1066

Apply in person

Full Time plus benefits

810 Delta Commerce

Lansing, MI 48917

Job description: Must apply in person phone calls and faxed in resumes will not be considered. Must have at least six months related experience; or equivalent combination of education and experience. Must be a team leader. Supervises the work of housekeeping staff under the direction of the Management, will provide training to new associates as required by General Manager, ensures adherence to company quality standards by inspecting rooms, including deep cleans, addresses guest complaints regarding housekeeping service or equipment, monitors linen and guest supply inventory, completes follow-up on vacant or occupied rooms, assumes function of housekeeper as necessary. Must have good customer service skills and is able to communicate well with others including staff. Must be dependable and consistently at work on time. Must be able to commit to long hours when necessary and able to work most weekends.

Job requirements: This job requires less than high school education and 1 year of experience. (8.16.10)

Housekeeping

WEST LANSING FAIRFIELD INN

Contact: JULIE JESSEN

Phone: (517)886-1066

Fax: (517)886-1066

Apply by Person

Part Time - \$7.50/hr plus benefits

810 Delta Commerce

Lansing, MI 48917

Job description: Must apply in person phone calls and faxed in resumes will not be considered. Cleans room in accordance to specific brand and company minutes per room standard, Cleans guest rooms, including guest bathrooms and kitchen area if applicable, making beds, emptying wastebasket, moving furniture, hanging drapes, sweeping, scrubbing, waxing, and polishing, dusting furniture, Replenishes supplies such as drinking glasses, writing, bathroom supplies, and linen, Deep cleans areas as directed, Transports trash and waste to disposal area, Replaces light bulbs, and other duties as assigned.

Job requirements: This job requires less than high school education and less than 1 years of experience. (8.16.10)

DIMONDALE:

:
Social Coach Facilitator

ASPPiRE – autism
Contact: BOB STEINKAMP
Fax: (517)868-4004

Aspire
P O Box 173
Dimondale, MI 48821

Please apply by fax or mail
Part Time

Job description: Part time. It is usually one evening and sometimes a few hours on a weekend day. EFFECTIVE DATE: August 15, 2010. SUMMARY OF FUNCTION: Facilitate social coaching meetings of six to eight participants (16-30 yrs) with social and/or cognitive challenges). Keep appropriate meeting records as instructed. CHARACTERISTIC DUTIES include the following. Other duties may be assigned. Essential: Facilitate one and a half hours of structured meetings each week for twelve weeks of the semester. Plan with participants and supervise four evening/weekend outside social outings of one to two hours. Attend candidate home interviews, from one to one and half hours. Plan and develop lessons for social coaching meetings and outings. Conduct and/or attend Person Centered Planning meetings for participants. Send agendas of meetings to participants at least 48 hours in advance of each meeting. Send a summary report to support persons at least 48 hours after each meeting and outing. Maintain payment, permission and attendance records. Interact successfully with participants, parents, and ASPPiRE staff and volunteers from diverse populations using People First Language.

Job requirements: This job requires a bachelor's degree and 3 years of experience. Masters Degree preferred; minimum of four years of college majoring in special education or a related field. Three years direct experience such as teaching, training or tutoring adolescents and/or young adults with autism spectrum disorders. Possess excellent public speaking and communication skills. Good time management skills. Ability to develop activities to meet the goals and objectives of group participants.

EATON RAPIDS:

High Low/Truck Driver

PRECISION PROTOTYPE & MFG., INC
Contact: NICK TAYLOR .
Phone: (517)663-4114
Fax: (517)663-4154

500 Marilyn Street
Eaton Rapids, MI 48827

Apply by phone
Full Time - \$11/hr

Job description: Manufacturing shop looking for an employee in the shipping and receiving department. Duties would include operating 15,000lb fork trucks to unload material, operating 4,000lb fork trucks to load and unload trucks. Some local driving, furthest destinations include Grand Rapids and/or Detroit. CDL B license is required for driving company vehicles with an updated DOT physical card. A drug test is mandatory before operating any company vehicles. If interested please contact Nick @ 517 663-4114

Job requirements: You must have a commercial driver's license. (8.30.10)

Installation/Service Technician

STAHL & SONS INC
Contact: MICHIGAN WORKS
Apply in person
Full Time

311 W. First St.
Charlotte, MI 48813

Job description: Installation and maintenance of forced air (gas/electric), boilers, geothermal(regular/heat pumps), and air conditioner units. Must be able to install as well as service various units. Must be willing travel to various work sites. Must be able to lift more than 50 pounds.

Job requirements: This job requires a professional certification and 1 year of experience. Must be HVAC Certified and possess 1-3 years of experience. Prefer service experience, however installation will be primary duty at this time. (8.23.10)

Utility Worker

Amerigas
Contact: Michigan Works
Phone: (800)533-5800 Ext: 1362

1005 J P Sullivan Drive
Eaton Rapids, MI 48827

Apply in person
Part Time

Job description: AmeriGas, a leader in the propane industry has an immediate opening for a Utility Worker. The Utility Worker primarily works in the outside dock area of the AmeriGas facility. A Utility Worker is responsible for unloading empty propane cylinders from the truck(s), carrying them inside the dock area to the refill station, and refilling the cylinders. The filled cylinders are then moved back to the dock and reloaded onto the truck(s) for the next day's delivery. Other duties may include cylinder repair and maintenance, and handling refills for walk-in customers.

Job requirements: This job requires a high school diploma and 1 year of experience. You must undergo drug screening, pass a physical examination and undergo a reference or security check. Willingness to work outdoors in all seasons. Able to lift and carry cylinders weighing up to 80 lbs. each. (8.23.10)

Delivery Representative

Amerigas

Contact: MICHIGAN WORKS
Phone: (800)533-5800 Ext: 1259
Please apply in person or by mail
Full Time

AMERIGAS
1005 Jp Sullivan Dr
Eaton Rapids, MI 48827

Job description: AmeriGas, a leader in the propane industry has an immediate opening for a Delivery Representative in our Eaton Rapids location. Individual will deliver propane to our industrial, commercial and residential customers. Must have valid Class B CDL with HAZMAT & TANKER endorsements and great driving record. Job Requirements: High School diploma and 1 year of experience, satisfactory completion of DOT physical, drug screen & background check.

Job requirements: This job requires a high school diploma and 1 year of experience. (8.16.10)

Property & Casualty Insurance

The Six
Contact: TOM THESIER
Phone: (517)525-2751
Email: thesier@hotmail.com
Apply by phone or email
Full Time

Job description: Four positions available for Property & Casualty (P&C) Sales Producers. We are looking for aggressive salespeople with great closing skills; must possess great written and verbal communication skills and have a great attitude. This position does require a P&C insurance license; however, it is not required to apply for the position. Throughout the training process we will work with you to obtain your licensing requirements. Key Functions: *Solicit and write new P&C policies *Follow consistent sales process for: -Quoting - Lead follow up - Application completion *Understand and follow all underwriting rating plans *Ensure that all documents are signed, filed and faxed *Maintain knowledge of new products *Ask ALL customers for referrals *Meet production goals *Manage prospecting campaigns as outlined in agency process Our agency offers a full line of insurance products at competitive prices. Insurance experience is not needed, however a proven track record in sales is required. The Agency will provide you with high quality leads. If you have a great attitude and a passion to succeed, please send us your resume so we can set up an interview

Job requirements: This job requires a high school diploma and 1 year of experience. (8.16.10)

GRAND LEDGE:

Substitute Bus Driver

GRAND LEDGE PUBLIC SCHOOLS TRANSPORTATION
Contact: Michigan Works
Apply in person
Part Time - \$11/hr

311 West First Street
Charlotte, MI 48813

Job description: 1. Follow safety rules as students board and exit buses or cross streets near bus stops. 2. Comply with traffic regulations to operate vehicles in a safe and courteous manner. 3. Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order. 4. Maintain order among pupils during trips to ensure safety. 5. Pick up and drop off students at regularly scheduled neighborhood locations, following strict time schedules. 6. Report any bus malfunctions or needed repairs. 7. Drive gasoline or diesel powered multi-passenger vehicles to transport students between neighborhoods, schools, and school activities. 8. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, or fuel consumption. 9. Maintain knowledge of first-aid procedures. 10. Keep bus interiors clean for passengers.

Job requirements: This job requires a high school diploma. You must possess a private drivers license, undergo drug screening, pass an employment test and undergo a reference or security check. You must have a commercial drivers license with passenger endorsements. (8.30.10)

K-6 / 7-12 Instructional Technology Coach

GRAND LEDGE PUBLIC SCHOOLS
Contact: ERIKA CONLEY
Phone: (517)925-5406
Fax: (517)925-5409

220 Lamson Street
Grand Ledge, MI 48837

Apply by mail
Part Time

Job description: Grant Funded Position for the 2010-2011 School Year. The District Instructional Technology Coach serves as the liaison between IT and the k-12 teaching staff providing customized, relevant support to assist teachers in the integration of technology tools into their instruction.

Job requirements: This job requires a bachelor's degree. (8.23.10)

Head Varsity Boys Basketball Coach

GRAND LEDGE PUBLIC SCHOOLS
Contact: ERIKA CONLEY
Phone: (517)925-5406
Fax: (517)925-5409

220 Lamson Street
Grand Ledge, MI 48837

:
Apply by mail
Part Time

Job description: Provide leadership and direction for the entire boys basketball program. Coordinate school basketball programs with youth level programs, establish and oversee strength and conditioning program for basketball players in the system. Work closely with the Athletic Director to deliver a successful basketball program.

Job requirements: This job requires a high school diploma. (8.16.10)

MULLIKEN:

OLIVET:

POTTERVILLE:

Install/Repair Technician

Broadstripe
Contact: Michigan Works

311 W. First St. Charlotte
Charlotte, MI 48813

Apply in person

Full Time

Job description: An entry-level Installation – Repair Technician designed to develop and perform fundamental skills and aptitudes for the installation and repair of cable television, digital cable and high-speed data services from the tap to the inside of the house. It is expected that an I/R Technician will complete the I/R Training program and will work independently with a route to further develop and refine the skills taught. Sales are both expected and rewarded.

Job requirements: Schedule is rotating. First 2 weeks are Monday-Friday, Third week is Tuesday - Saturday (8:30am - 5:00pm), schedule then starts over with 2 weeks Monday- Friday. **MINIMUM QUALIFICATIONS:** High school diploma or general education degree (GED) with basic knowledge and aptitude in electronics; and one to three months related experience and/or training; or equivalent combination of education and experience. Previous experience utilizing mechanical and/or technical capacity preferred. (8.30.10)

Part Time Closing Cook

Joe's Gizzard City
Fill out application at 120 W. Main Street, Potterville
517 645-2120

Job Description: Experience necessary. Starting pay at \$8/hour (8.23.10)

SPRINGFIELD

SUNFIELD:

VERMONTVILLE:

Office Administrator

LIME & GYPSUM PRODUCTS INC.

Contact: Michigan Works

311 W. First St.
Charlotte, MI 48813

Apply in person

Full Time

Job description: Answer phones, file, and provide customer assistance. Operate QuickBooks, ACT!, Microsoft Windows, and be internet proficient. Balance/reconcile checkbooks and work with CPA regarding financial statements. Complete inventory of seed, fertilizers, chemicals, and parts. Ability to understand insurance contract information. Reconcile grain loads and track inventory of aggregate and other large volume materials. Ability to operate computer to check soil samples, computerize a soil map, and computer generated fertilizer spraying system.

Job requirements: This job requires a high school diploma. Must be able to lift up to 50 lbs. Must be able to adapt to changing job duties as tasks may change based on company need. Pay is based on skills, ability, and workset of individual. (8.23.10)