

Housing Services for Eaton County



Weekly Employment Guide

February 22, 2010

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

BELLEVUE:

Home Help Provider

MICHIGAN HOMECARE SOLUTIONS

Contact: JEFF BROWN

Job Location: Bellevue

Please apply in person

Salary: \$8.00 to \$8.25 per hour

Job Description: This position is responsible for those tasks necessary to maintain the client in a safe and healthy environment, promote client health and emotional well-being and will provide those services which are specified by program guidelines. This position will also provide limited personal care tasks. Functional Responsibilities: 1. Maintain care of normal standards of cleanliness. 2. Responsible for meal preparation, feeding and/or cleanup. 3. Responsible for the laundry of clothes and linens used by client. 4. Perform essential errands by accompanying client or perform the errand if client is unable to go along. 5. Transport/Accompany client to medical appointments when no other resources are available or if they are unable to go alone. 6. Assist client with personal tasks such as dressing, care of appearance, and reminding clients to take medication. 7. Notify monitor/supervisor of any schedule changes. 8. Have client or designee present when service is provided. 9. Attend trainings as scheduled. 10. Other duties as assigned (individual needs may vary).

Job Requirements: Able to work with clients of diverse social, economic and functional levels. Knowledge of home safety. Must complete personal care training. Knowledge of home management skills. (2.1.10)

2600 S. Waverly Road
Lansing, MI 48911

CHARLOTTE:

Collections Specialist

BROADSTRIPE

Full time position

Job Description: The Collections Specialist contacts all pending disconnection customers via telephone in order to retain the subscriber. The collections specialist is also responsible for contacting a percentage of customers who are past due in an attempt to generate a payment before disconnect proceedings begin. Must demonstrate good customer service skills, collection skills, and retention abilities. Must have the ability to present a positive and energetic image to customers. Ability to identify customer needs to satisfy and retain subscribers. Ability to answer customer questions by using logic, problem solving skills, and product knowledge. Ability to demonstrate computer skills and knowledge. Must possess complete and current knowledge on all service procedures and billing policies, and use this knowledge to negotiate with customers and retain potential lost revenue. Ability to professionally and intelligently respond to customers to generate a positive perception of Broadstripe. Ability to complete computer transactions via entering information and data into a database required to service customers and accurately input and retrieve information from a computer. Ability to prioritize work. Proficiency and accurately in basic mathematical, spelling, and grammar skills are needed in order to perform job. Punctuality, dependability, and excellent attendance are required to ensure customers are provided with the highest quality of customer service. Perform other duties as assigned.

Job Requirements: High school education or equivalent. Prefer two years customer service and collections experience, proven sales abilities and the ability to type 40 wpm required. Individual must have excellent customer service skills, good interpersonal communication skills and strong negotiating skills. Individual must be energetic, outgoing and self-motivated with the ability to be very versatile and flexible with customers. Ability to demonstrate excellent customer service, negotiation skills and techniques. Good communication and interpersonal skills are needed to interact with customers and coworkers. Ability to effectively retain subscribers using sales, negotiating and collections techniques. Ability to educate and inform customers utilizing required knowledge of products and services. When contacting customers, must possess a professional attitude and remain consistently polite, pleasant and efficient with customer inquiries. Analytical/reasoning and problem solving skills are needed to answer customer service questions and resolve customer concerns regarding service or billing immediately to satisfy the customer needs. Ability to learn technical information relating to services offered. (2.12.10)

2512 Lansing Road

Assistant Manger

OUTSHINER

Contact: Dominc Barslow

Phone: 517 543-9700

Email: outshineroc2@sbcglobal.net

Job Location: Charlotte

Salary: \$10.00 to \$12.00 per hour

Okemos, MI 48864

Job Description: Inventory, banking leadership, general management duties, scheduling, disciplining.

Job Requirements: This job requires 1 year of experience. You must possess a private driver's license and undergo a reference or security check. Flexible, dependable and ready to work. Demonstrated ability to follow through. Reliable transportation. At least one year of management experience required. (2.12.10)

Telemarketer and Phone Sales

WWW.WEDOITALL.COM

Contact: Cameron Harvath

Phone: 517 541-3434

Fax: 517 543-2752

Email: Cameron@wedoitall.com

Benefits: Commission Incentive Possible

Job Description: National On-Line Contractor Directory looking for experienced, outgoing, enthusiastic and productive telemarketers/phone sales agent. Applicants will have strong sales history and great work ethic. Must have general computing skills and be able to talk, type and think at the same time. Must be able to react to various types of phone calls, while keeping a positive and confident energy. If you fit this description are ready to work hard to help grow the company so that the company can work hard for you...email your resume, Please only serious applicants need reply.

Job Requirements: This job requires 2 years of experience. You must possess a private driver's license and undergo a drug screening. Must be able to report to work daily, on time and be ready to work. Fluid phone voice a plus monotone/robotic voice is a downer. (2.11.10)

Part time Office Work

Located in Charlotte, must have knowledge of Quickbooks. Call 517 337-3054 (2.11.10)

Janitor

PERFECTION COMMERCIAL SERVICES, INC.

Contact: TRAVIS MACHAN

Fax: 517 767-3611

Email: travis@pcsmichigan.com

Part time position; 18 hours per week; Location of job; Charlotte

Job Description: We are now accepting resumes for evening part time custodial work. Duties include; cleaning floors, restroom, offices, and common areas. This job is located in Charlotte and will work 6 days a week. Please apply by fax or email. (2.9.10)

Press Brake

SPARTAN CHASSIS, INC

Contact: CASEY THOMAS

Phone: 517 543-6400 ext. 3119

Email: cthomas@spartanmotors.com

Full time employment; 40 hours per week, 2 jobs available

Benefits: Dental insurance, life insurance, medical insurance, optical insurance, paid vacation, 401(k)

Job Description: 2nd or 3rd shift General Summary of Position: This job involves using various machinery to complete tasks. Minimum Qualifications; 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 hand tune/restrike parts using various hand tools or arbor press. Must be able to read a tape measure to 1/16th. Must be able to read blueprints. Must be able to use caliper, micrometers, tape measure, gage pins, height gages, etc. Must have 7+ years experience as a press brake operator with steel, aluminum and stainless steel 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. Must be familiar with Amada controllers. Preferred qualifications; must be willing to participate in a cross functional team. Must be able to convert between fractions and decimals. Must be familiar with different forming techniques. Air bending experience preferred. Responsible for keeping area clean and safe. Must have excellent communication skills. Must be familiar with lean concepts and 5S programs. Must be able to obtain an overhead crane license. Computer skills; must be able to do above requirements with no supervision.

Job Requirements: This job requires a high school diploma and 5 years of experience. Must work 2nd or 3rd shift. Please no calls. We accept resumes in the mail or email. (2.9.10)

Production Supervisor

GOODWILL INDUSTRIES CMH

Contact: ANDY KARR

Phone: 269 964-9455 ext. 204

Fax: 888 452-5968

Email: akam@goodwillcmh.org

Full time position; 40 hours per week

Job Location: Charlotte

Salary: \$9.00 per hour

Benefits: Dental insurance, life insurance, medical insurance, paid sick leave, paid vacation, 401(k)

Job Description: This position is primarily responsible for operating the production and donation center. Will oversee shipping and receiving of donated items between the store and the plant. Will be required to meet and maintain production goals and will be responsible for training and monitor employee performance. Will be responsible for maintaining accurate documentation. Will actively supervise up to 25 employees including hiring, discipline, performance appraisals and scheduling.

PO Box 311

Charlotte, MI 48813

905 N. Church St.

Tekonsha, MI 49092

1000 Reynolds Rd

Charlotte, MI 48813

4820 Wayne Road

Battle Creek, MI 49037

Job Requirements: This job requires a high school diploma. 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. This position is located in Charlotte. This position requires a considerable amount of physical activity and is required to lift approx 50 lbs. on a consistent basis. Documented supervisory experience is required along with previous production scheduling experience. Please apply by mail, fax, website or email. (2.9.10)

Customer Service

EMPLOYMENT GROUP
Contact: DIANE FREED
Phone: 517 664-2990
Fax: 517 664-1880
Email: freed@employmentgroup.com
Full time position located in Charlotte
Salary: \$9.00 to \$12.00 per hour

1125 Trowbridge
East Lansing, MI 48823

Job Description: Associate will be working in a smaller front office with one other person answering telephone, taking orders, entering orders into the computer, filing paperwork and performing other general clerical duties as assigned. Will need excellent customer service skills and the ability to communicate well verbally. Will also require strong basic computer skills in Word and Data entry. Stable work history with at least 1 year background in customer service.

Job Requirement: This job requires a high school diploma and one year of experience. You must undergo drug screening, pass an employment test and undergo a reference or security check. Please apply via phone, website, or email. (2.11.10)

Customer Service Route Manager

SCHWANS FROZEN FOOD
Phone: 412 666-0174
Fax: 507 537-5429
Full time position; 60 hours per week
Salary: \$ 32,000 to \$38,000 per year

2249 Otto Road
Charlotte, MI 48813

Benefits: Dental insurance, medical insurance, life insurance, optical insurance, paid vacation, 401(k)

Job Description: Customer Service Route Manger Trainee-Route Sales Earn \$32,000 to \$38,000 per year base salary plus commissions your first year with a Schwan's home delivery route. Schwan's Home Service 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 skills, discover innovative methods for doing business and to prepare for a lifetime of achievement.

Job Requirements: This job requires a high school diploma and 1 year of experience. This job has some special requirements, you must undergo drug screening, pass an employment test, pass a physical examination and undergo a reference or security check. Applicants must be at least 21 years old. Applicants must have an active and valid driver's license for the past 12 consecutive months (CDL license is not required). Applicants cannot have more than 1 moving violation or accident in the past 12 months, have more than 3 moving violations or accidents in the past 3 years, have been convicted of a crime involving the use of a motor vehicle in the past 3 years, have been convicted of driving under the influence of drugs and alcohol, reckless driving, or driving with a suspended or revoked license in the past 3 years. As a condition of employment, applicants will be asked to submit to a DOT physical, drug screen and functional capacity examination, a high school diploma or GED. Previous experience working a sales related role. Previous customer experience. Ability to sit for extended periods of time, lift product, bend, twist and climb in and out of truck. Ability to follow instructions. (2.3.10)

Inventory and Materials Management

WEBSTAFF
Contact: ANY STAFFING COORDINATOR
Phone: 517 332-5500
Fax: 517 332-5592
Job Location: Charlotte
Full time position
Salary: \$30,000 a year
Benefits: Medical insurance, paid sick leave, paid vacation, 401(k)

416 N. Homer, Ste. 107
Lansing, MI 48912

Job Description: Inventory and Materials Management-must have 2 to 3 years of experience with inventory and material management preferably in an automotive supply plant. This position will be responsible for ordering the product, but not the purchasing function. This is a direct hire position in Charlotte. Starts at 30k, company pays a percentage of Blue Cross after 30 days, 401(k) after 1 year. Immediate need apply on-line and then call the Weststaff office after you have submitted your application.

Job Requirements: This job requires a high school diploma and 3 years of experience. You must undergo drug screening. (2.8.10)

Skills Development Instructor

PECKHAM, INC.
Phone: 517 316-4000
Fax: 517 316-4490

3510 Capital City Blvd
Lansing, MI 48906

Full time position; job location: Charlotte

Benefits: dental insurance, life insurance, medical insurance, optical insurance, paid sick leave, paid vacation, 403(b)

Job Description: Coordination, planning and curriculum development designed to teach life skills, world of work, job club, and other vocational instruction to participants while working in a production setting. Teach and facilitate classes along with innovative curriculum development for these classroom settings. Individualized job development and job search support. Assist IEARN Vocational Services Specialist in daily operations of the program. **DUTIES AND RESPONSIBILITIES;** include the following: 1. Develop and implement of life skills, world of work, job club and other vocational instruction activities including teaching classes, preparing individual lesson plans, providing group and one on one instruction and preparing instructional materials. 2. Curriculum development and specific job club instruction including utilizing computer lab resources for computer literacy skills classes involving Microsoft and other related programs, resume writing, cover letters, internet searches, job posting sites, and other job search related instruction. 3. Individualized job development and job search support to IEARN participants. 4. Work closely with IEARN vocational services specialist in providing individualized instruction, report participants attendance and progress, monitor progress of participants and provide feedback, assist VSS in daily operations of the program. 5. Service program administration support duties to include filing, data entry, intake paperwork, file management, and Customer satisfaction surveys. Electronic file management in the client information system (cims), homeless management information system (hmis), and HUD file management as specified by Peckham and CARF guidelines, other administrative support duties as assigned. 6. Coordinate teaching schedule and learning activities with production supervisors as needed. 7. Efficiently manage computer files using Microsoft programs, email, and other electronic communication, reporting tools, and information. 8. Assist with vocational training of participants as needed. 9. Utilize a team work approach for all projects. 10. Promote Peckham's vision, values, and services to all customers and stakeholders. 11. Assist in maintaining organization wide quality standards. 12. Other duties as assigned.

Job Requirements: This job requires a bachelor's degree and 3 years of experience. You must possess a private driver's license and undergo a reference or security check. This position requires passing and maintaining security background checks. You must have access to reliable transportation, you must possess an unrestricted Michigan Driver's license and possess a clear driving record in accordance with company insurance policy to drive the company's vehicles. (2.5.10)

Home Help Provider

MICHIGAN HOMECARE SOLUTIONS

Contact: JEFF BROWN

Please apply in person

Salary: \$8.00 to \$8.25 per hour

Job Location: Charlotte

2600 S. Waverly Road

Lansing, MI 48911

Job Description: This position is responsible for those tasks necessary to maintain the client in a safe and healthy environment, promote client health and emotional well-being and will provide those services which are specified by program guidelines. This position will also provide limited personal care tasks. **Functional Responsibilities:** 1. Maintain care of normal standards of cleanliness. 2. Responsible for meal preparation, feeding and/or cleanup. 3. Responsible for the laundry of clothes and linens used by client. 4. Perform essential errands by accompanying client or perform the errand if client is unable to go along. 5. Transport/Accompany client to medical appointments when no other resources are available or if they are unable to go alone. 6. Assist client with personal tasks such as dressing, care of appearance, and reminding clients to take medication. 7. Notify monitor/supervisor of any schedule changes. 8. Have client or designee present when service is provided. 9. Attend trainings as scheduled. 10. Other duties as assigned (individual needs may vary).

Job Requirements: Able to work with clients of diverse social, economic and functional levels. Knowledge of home safety. Must complete personal care training. Knowledge of home management skills. (2.1.10)

Cooks

EATON COUNTY MEDICAL CARE FACILITY

Contact: Human Resource Specialist at jpatrick@ecmcf.org

Fax: 517 543-0378

Job Description: Openings for cooks/ AM and PM shifts, FT, PT and pool position. Wage negotiable. Serve safe knowledge and long term care experience preferred. Must be able to work weekends and holidays. Please send your resume to the above mentioned. (2.01.10)

530 W. Beech Street

Charlotte, MI 48813

PT/PTA

EATON COUNTY MEDICAL CARE FACILITY

Contact: Human Resource Specialist at jpatrick@ecmcf.org

Fax: 517 543-0378

Job Description: Eaton County Medical Care Facility is an award winning 76 bed long-term care and 24 bed short term rehabilitation facility. We are seeking a full time physical therapist and a full time physical therapist assistants to join our team. Please send in your resume to the above mentioned. (2.01.10)

530 W. Beech Street

Charlotte, MI 48813

Manager Trainees

KENTUCKY FRIED CHICKEN

Fax: 269 683-8533

Email: wmalford@wmalfordco.com

Full time positions

2112 Industrial Drive

PO Box 850

Niles, MI 49120

:

DELTA TOWNSHIP:

Grounds/Maintenance

EDWARD ROSE AND SONS – CANAL CLUB

7715 Streamwood Drive
Lansing, MI 48917

Contact: Nancy Scott

Please apply in person

Full time position; 40 hours per week

Benefits: dental insurance, life insurance, medical insurance, paid sick leave, paid vacation, 401(k)

Job Description: Full time position at large apartment community. General maintenance and grounds experience preferred, but will train the right self-motivated individual with own hand tools, valid driver's license, and reliable transportation. Must be able to work in all weather conditions. Apply in person, M-F 9 to 12, to Canal Club Apartments, 7715 Streamwood Drive, Lansing in person only. No calls please. Apply in person only, prepared to complete application, testing, and interview.

Job Requirements: Must have own hand tools, valid driver's license, and reliable transportation. (2.12.10)

Tower Hand

EARTHCOM, INC.

3400 Old Lansing Road
Lansing, MI 48917

Contact: Peter Bertsch

Fax: 517 482-1751

Email: jeffclark@earthcom.us

Full time position; 2 jobs available

Salary: \$12.00 to \$20.00 an hour

Benefits: Dental insurance, medical insurance

Job Description: Looking for tower hands to build and maintain cell phone towers around mid-west. Excellent opportunity for growth. Overnight travel required. Working at heights exceeding 300'. If you are not afraid of height and willing to work long, this job is for you. This is a career, not a job. Rare opportunity for the right person.

Job Requirements: This job requires a high school diploma and less than 1 year of experience. You must possess a driver's license, undergo drug screening, pass an employment test, provide your own tools, pass a physical examination, and undergo a reference or security check. Salary depends upon experience, must have a clean driving record and chauffeurs license and medical card before employment. NO PHONE CALLS. Email resume. (2.12.10)

Data or Cable Technician

EARTHCOM, INC.

3400 Old Lansing Road
Lansing, MI 48917

Contact: Peter Bertsch

Fax: 517 482-1751

Email: dsmrkovski@earthcom.us

Full time position; 2 jobs available

Salary: \$8.00 to \$15.00 per hour

Benefits; dental insurance, medical insurance, 401(k)

Job Description: Installing wireless in-building systems along with electronics. Looking for someone with data wiring experience. Must be willing to travel through the mid-west. Long term employment opportunity.

Job Requirements: This job requires a high school diploma and 1 year of experience. You must possess a private driver's license, undergo drug screening, pass an employment test, provide your own tools, pass a physical examination and undergo a reference or security check. You must have a commercial driver's license and a medical card before employment. Email resumes between 6am and 7 am Monday through Friday. (2.12.10)

Civil Crew

EARTHCOM, INC.

3400 Old Lansing Road
Lansing, MI 48917

Contact: Peter Bertsch

Fax: 517 482-1751

Email: brad.bertsch@earthcom.us

Full time position; 40 hours per week; 2 jobs available

Salary: \$12.00 to \$18.00 per hour

Benefits: dental insurance, medical insurance

Job Description: Earthcom a wireless construction company is looking for someone with a construction background. Must have experience in concrete, forming, bobcat/skid steer equipment, and excavation equipment. Must be able to travel and remain out of town for up to a week at a time. We are looking for someone who is not afraid of working hard and willing to work long hours. Must be able to pass a drug test and must have a clean and valid Michigan's driver's license. This is a career, not a job! Rare opportunity for the right person.

Job Requirements: This job requires a high school diploma and 2 years of experience. You must undergo drug screening, provide your own tools, pass a physical exam and undergo a reference or security check. You must have a commercial driver's license. (2.16.10)

Junior Systems and Network Administrator

ROBERTS SINTO CORPORATION

3001 W. Main Street
Lansing, MI 48917

Contact: Lisa Reed

Phone: 517 371-2460 ext. 1012

Fax: 517 371- 1396

Email: lisareed@robertssinto.com

Part time job; 20 hours per week
Salary: \$14.00 to \$17.00 per hour

Job Description: Roberts Sinto Corporation is seeking to fill a part time Systems Administrator position. This position performs a variety of duties in the support of internal information users. Responsibilities include accepting request from users, troubleshooting and repair problems and record problem resolutions pertaining to various systems such as telephone system, servers, networks and operating systems. Experience with system administration is required. 20 to 25 hours per week.

Job Requirements: The qualified applicant will have 1 to 2 years experience in information systems technology. Preferred candidates will hold an associate's degree or certification in computer science or information technology. It is essential that the individual possess strong communication skills and the ability to establish good working relationships with a variety of users at various levels within the company. You must undergo drug screening, pass an employment test and pass a physical examination. (2.16.10)

General Labor

EMPLOYMENT PLUS
Contact: Alicia Freeman
Phone: 517 323-4710
Fax: 517 323-4691
Full time: \$9.00 per hour

6005 W. St. Joe Hwy, Ste. 303
Lansing, MI 48917

Job Description: If you are interested or have experience in fiberglass molding and finishing, then this may be the opportunity for you! A local facility is looking for hard-working employees who can prove a good attendance record and the ability to work consistently at a fast pace. 1st shift is 6am to 4:30 pm Monday through Thursday with 2 paid 10 minute breaks and a half an hour unpaid lunch.

Job Requirements: Previous manufacturing experience required. Must be able to pass a drug screen and a background check. Must have a high school diploma or GED. (2.16.10)

Assembler

EMPLOYMENT PLUS
Contact: Alicia Freeman
Phone: 517 323-4710
Fax: 517 323-4691
Salary: \$9.00 to \$10.00 per hour

6005 W. St. Joe Hwy, Ste. 303
Lansing, MI 48917

Job Description: Assemblers needed for an automotive company in Lansing. Experience preferred. Must be able to work any shift. Must provide proof of high school diploma or GED. Must have a clean criminal background (no felonies or misdemeanors) and must be able to pass a drug test. Also must be able to lift 50 lbs. For consideration, please send resume or call 517 323-4710 for more information. (2.16.10)

Summer Intern Program

AUTO-OWNERS INSURANCE COMPANY
To apply: www.auto-owners.com

6101 Anacapri Drive
Lansing, MI 48917

Salary: Actuarial and Programming, \$14.00 per hour/ 37.5 hours per week

Claims, Underwriting, Accounting and Purchasing: \$12.00 per hour/ 37.5 hours per week

Full time for the summer-Will start at the end of spring classes and run through summer

Job Description: Claims intern, Underwriting intern, real estate intern, programming intern, accounting intern and actuarial intern. Students should be entering their junior/senior year in college/university. All majors are considered for claims and underwriting positions. Ability to read and interpret documents such as instructions, policies, and procedure manuals. Perform a job within the company that will allow the participant to explore career opportunities in an employment setting while allowing the company to evaluate the participant's qualifications for future employment. Work is performed under close supervision. Learn the essential functions of the job being performed. Assist with other duties as assigned within the department or elsewhere upon request. Should possess the ability to write routine reports and correspondence. (2.16.10)

Residential Care Givers/Dietary Servers

INGHAM REGIONAL ASSISTED LIVING
Phone: 517 321-3391
Reference ID: 798438

6429 Earlington Lane
Lansing, MI 48917

Job Description: Residential Care Givers FT/PT 1st and 2nd shift. Previous direct care experience preferred, however, we will train the right person. Nursing students welcome. Dietary Server FT/PT serving meals, dinning set up, kitchen details. If you are a hard working, caring, compassionate person and enjoy working with the elderly, we have a job for you. Apply in person at above listed address; M-F 8am to 5pm. (2.14.10)

Marketing/Leasing Consultant

FIRST HOUSING CORPORATION
Contact: Leigh Anne Crumm
Email: careers@1sthousing.com
Full time; 40 hours per week

Lansing, MI 48911

Benefits: Dental insurance medical insurance, paid sick leave, paid vacation, 401(k), pension

Job Description: Professional Property Management Firm seeking customer focused marketing and leasing consultant in Lansing. Applicant must have excellent marketing skills and strong administrative knowledge. Some subsidy experience helpful but not required. Offers of employment are subject to pre-employment and in-depth background investigation.

Job Requirements: This job requires 3 years of experience. You must possess a private driver's license, undergo drug screening, pass a physical examination and undergo a reference or security check. Please submit cover letter and resume via email ONLY. PLEASE NO PHONE CALLS OR WALK INS. ((2.15.10)

Welder

WALKERS TRUCK AND TRAILER SERVICE, INC.

4135 Vondell Parkway
Lansing, MI 48917

Contact: Timothy Walker

Phone: 517 322-3110

Fax: 517 322-3143

Email: twalker@walkerstts.com

Salary: \$15.50 to \$20.00 per hour

Benefits: Dental insurance, life insurance, medical insurance, paid vacation, 401(k), pension plan

Job Description: Must be able to Mig Weld, Tig Weld, Tig Weld Alum. Should have some mechanical knowledge.

Job Requirement: Must have professional certification and 8 years of experience. Must possess a driver's license, undergo drug screening, pass a physical examination, pass an employment test, provide your own tools, must take an in house welding test on Alum tig and mig steel and mig alum. (2.16.10)

Receptionist

CITADEL BROADCASTING

3420 Pine Tree Road
Lansing, MI 48911

Contact: Sue Price

Job Description: Processing/general office clerk position available. Must be available to work 12-5pm Monday thru Friday.

Candidate must be willing/able to multitask, duties vary daily. Computer proficiency, punctuality, and proven superior attendance record required. \$8.00 per hour. (2.16.10)

Office Assistant

GYP SUM SUPPLY CENTRAL, CORP.

Lansing, MI

Contact: Tammy Holbrook

Fax: 517 887-3188

Email: tamibrook@aol.com

Full time position; 40 hours per week

Salary: \$10 to \$12 per hour

Benefits: Life insurance, medical insurance, paid vacation, 401(k)

Job Description: We are a local drywall supply and insulation company looking for someone to answer phone, wait on customers, handle collections, do billing for our insulation company, type bids and other misc. duties. Experience with collections and computer experience is a must.

Job Requirements: This job requires a high school diploma. (2.16.10)

Public Relations Coordinator

Lansing Association

302 S. Waverly Road
Lansing, MI 48917

Phone: 517 323-3500

Salary \$36,000 to \$40,000 with excellent benefits

Job Description: A Lansing association is looking for a public relationship coordinator. The ideal candidate must be able to identify key success factors and metrics as well as create and implement actionable strategies to achieve results. The ability to build strong relationships and serve as a dynamic communicator with strong presentation skills is critical. Candidates should have proven success as a marketing communications professional. This position requires the ability to think creatively and to follow through on projects from conceptual state to finish. Candidates must have experience with PC and MAC applications, graphic design layout, as well as writing and editing experience. They must have excellent communication skills. They need to be knowledgeable of media production, communication and dissemination techniques and methods.

Job Requirements: This position requires a BA/BS in journalism, communications or related field. Photography experience is helpful, some travel is required. (2.11.10)

Cake Decorator

SAM'S CLUB

340 East Edgewood
Lansing, MI 48911

Contact: Allen Warren

Phone: 517 887-1052

Fax: 517 882-5601

Email: sdwhite.s08137.us@samsclub.com

Full time position

Salary: \$8.60 per hour

Benefits: medical insurance, dental insurance, 401(k)

Job Description: Prepares bakery department merchandise based on daily production needs by operating bakery equipment, following recipes/make-up instructions, decorating bakery items (for example cupcakes and cakes) following members' orders/specifications using appropriate designs, colors, and utensils, and properly wrapping, labeling, and storing merchandise.

Job Requirements: This job requires 2 years of experience. (2.11.10)

Pre-Sell Sales

PEPSI BOTTLING GROUP

Lansing, MI

Ref ID: 150904-CTL

Full time position

Job Description: Primary/Fills in for store level sales person to small/large accounts like supermarkets/convenience and gas store, drug stores. Responsible for providing service to and growing business with assigned multiple accounts, which are visited daily. Orders product to be delivered by another employee to the store within 48 hours. Responsible for ongoing rotation and stocking of product on the shelves and displays, in coolers, vending equipment and store's back room. Moves product from the store's back room to shelves and displays. Builds displays and sets up promotional materials such as pricing signs and banners. Has little authorization over pricing as most is done through chain wide deals. Has frequent interaction with store management. This position requires lifting/loading pushing and pulling cases weighing from 25-45 pounds repeatedly throughout as well as bending, squatting and reaching while merchandising product. No more than one moving violation in the past 12 months. Develop all assigned accounts relative to sales volume, market share, product distribution, space allocation and customer service. Take inventory and place orders for future PBG delivery. Solicit new business to increase volume and new package distribution within area boundaries. Sell and execute promotions, solicit placement of equipment and sell sufficient product inventory. Utilize point of purchase materials to stimulate sales. Maintain and increase shelf facing, clean shelving and rotate product. Provide excellent customer service to assigned accounts create and maintain goodwill with all customers. Merchandise product sections and build displays to stimulate sales. Complete required paperwork in an accurate and timely manner.

Job Requirements: Must be 18 years or older. Pass the drug test. Pass the background check. Pass the validated selection test. Must have car or personal transportation to access multi store locations within assigned shift. Valid driver's license. Proof of insurance. MVR background check. Helpful experience: Making sales calls and selling products. Placing product orders. Managing accounts. Working for a retail businesses or grocery stores. Merchandising products. Managing inventory. Servicing customers. Direct store delivery. Experience in the beverage industry. (2.14.10)

Territory Sales Managers

PROJECT HELPERS

Greater Lansing Area

Go to Project Helpers website to apply

Job Description: Project Helpers in looking for six Territory Managers for the Greater Lansing Area market to start IMMEDIATELY. If you are an energetic, outgoing person that enjoys meeting people, this is the perfect opportunity for you! As a Territory Manager, you are the core of our business. You are responsible for generating appointments for our home improvement partner companies by canvassing targeted, desirable neighborhoods in the Greater Lansing area. Major duties and responsibilities; Canvass assigned territory, make contact with homeowners and schedule appointments for service providers. Maintain individual sales activity and contact standards. Meet daily, weekly, and monthly sales quotas. Attend all scheduled training sessions and department meetings. Typical hours will be Monday thru Friday 1pm to 8pm and Saturday 10am to 4pm. Special skills; must be organized and able to work with minimal supervision, self disciplined and self motivated. Must be courteous, tactful, friendly, and possess a genuine enjoyment in meeting and talking with people. Professional appearance and excellent customer service and communication skills required. Compensation package includes; Base pay plus commissions and earning potential. Paid sales training. Comprehensive benefits package; health, vision, dental, vacation and 401(k).

Job Requirements: High school diploma or equivalent. Must pass clear background or drug test. Must have a valid Michigan's Driver's License. Must have excellent communication skills, professional presentation, self motivated and work well with the public. (2.15.10)

IT PC/Network Technician

MICHIGAN COMMERCIAL INSURANCE MUTUAL

Lansing, MI 48917

Go to Michigan Commercial Insurance Mutual website

Job Description: This position provides technical support of PC and network related hardware, software and desktop infrastructure and ensures all users have fully functional PCs, software and peripherals in order to complete their assigned duties. Provides support to end users on a variety of issues including; identifying, researching, and resolving technical problems, respond to telephone calls, email and personal requests for technical support and documents, tracks and monitors problems to ensure a timely resolution. Must be familiar with a variety of IT concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected. Also provides administrative responsibilities in support of the IT department. Primary responsibilities: Resolves desktop hardware and software incident reports, which may include diagnosis, repair and replacement or maintenance of malfunctioning desktop/laptop systems, includes the installation of new hardware and software, relocation of equipment and return or disposal of defective or unneeded equipment. Resolves hardware related incident reports involving switches and network attached devices. May include the diagnosis, repair, replacement or maintenance of malfunctioning related hardware. Includes installation of new hardware, physical relocation of equipment, return or disposal of defective or unneeded hardware. May include the evaluation, testing, installation and setup of nonstandard software components. Resolves network software related and configuration related incident reports, involving servers, hubs, switches and network attached devices. May include the diagnosis, correction, installation or reinstallation of software/ Provides records maintenance support to the IT department. Provides phone support for access to the web portion of MCIM website for agents and policy holders. Periodically reports status or assigned tasks to management and participates in weekly departmental meetings. Observes IT department functions and responsibilities when appropriate, develops and submits proposals for improvement. Provides additional duties as directed by supervisor.

Job Requirements: Strong experience in Microsoft operating systems, IIS, Active Directory, MS Office and Outlook. Experience working with Desktops/laptops. Experience with client side and network printing. Good listening, communication and interpersonal skills. Good problem solving and decision making ability. Ability to read, analyze, and interpret technical procedures. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to write reports, and procedure manuals. Ability to speak effectively to managers and staff. Must be able to communicate with both technical and non technical people. Experience with integration of servers, switches and network devices a plus.

Experience with MS Exchange a plus. Scripting experience a plus. This position requires an associate's degree or equivalent from a two year college or six months to one year related experience and/or training or equivalent combination of education and experience. (2.15.10)

Driver/Warehouse

Lansing Based warehouse

1521 Keystone

Job Description: Transportation Automotive-Motor Vehicles-Parts.

Lansing, MI 48911

Lansing based warehouse is looking for a full time employee. Must have a good driving record and a CDL/B with air brakes and hazmat. Some heavy lifting. Full benefits. Please send your resume to the above listed address. (2.14.10)

Forging/Metal Stamp Press Operator

CREATIVE STAFFING LLC

4433 W. Saginaw, Ste. 101

Contact: Front Desk

Lansing, MI 48917

Fax: 517 977-0389

Email: jobs09@creativesaffingllc.com

Full time position; 40 hours per week; 4 jobs available

Job Description: Must have previous metal stamping or forging press operation experience. Please make sure your resume shows this experience. Please email or fax resume. No felonies, All shifts.

Job Requirements: This job requires a high school diploma and three years of experience. You must possess a private driver's license, undergo drug screening, pass an employment test and undergo a reference or security check. (2.11.10)

Private Detective Trainee Lansing

RESEARCH NORTH INC

416 N. Homer, Ste. 101

Contact: CHARLIE RETTSTADT

Lansing, MI

Phone: 888 876-1010

Fax: 888 876-1401

Salary: \$14.00 per hour

Part time; 20 hours per week

Job Description: Conduct video surveillance investigations on behalf of the insurance industry and the business community where fraud is suspected. This requires the trainee to be in good physical condition, enjoy working outdoors in all types of weather and be familiar with northern and southern Michigan since overnight travel is required to different areas of the state. Applicants must reside within 25 miles of Lansing, and first consideration will be given to applicants residing between Brighton and Lansing since many assignments will be in the Detroit metropolitan area. Applicants must also possess good computer skills, excellent communication abilities (verbal and written-there is a writing test also) and they must have good time management ability. Applicants must further possess good organizational skills and they must demonstrate good deductive reasoning ability. Verifiable successful experience in marketing and/or outside sales is a plus. Pay rate starts at \$14 per hour and the job is classified as part time with no benefits. This job could work into full time with benefits. Persons interested in the position must be willing to accept assignments on short notice and be flexible with regard to availability.

Job Requirements: This job requires an associates degree and less than 1 year of experience. 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. Overnight travel, night and weekend work regularly required. No one with any type of felony conviction or a misdemeanor conviction relating to fraud will be considered. Good driving record and good credit required. TO APPLY EMAIL FAX OR MAIL THE FOLLOWING; 1. A letter of introduction. 2. A detailed resume explaining all gaps in employment. 3. A writing sample, 500 words minimum describing why you should be considered for this job. To rettstad@researchnorth.com Serious inquiries only. Persons who submit all of the requested information will receive a response. (2.11.10)

Substitute Janitor

ROMANOW BUILDING SERVICES

c/o Michigan Works

Contact: GREETER DESK

2110 South Cedar Street

Jobs available; 4

Lansing, MI

Salary: \$7.40 per hour

Benefits: Dental insurance, life insurance, medical insurance, optical insurance, paid vacation

Job Description: Start as a substitute work into full time. 6pm – 2:30 am. Monday thru Friday. Dust, vacuum, mop, clean restrooms, remove trash, and other tasks in commercial buildings.

Job Requirements: This job has some special requirements, you must possess a private driver's 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 working with chemicals, reading in English is required. Apply in person at Michigan Works. (2.9.10)

Program Assistant I Breast feeding Peer Counselor

MSU EXTENSION; INGHAM COUNTY

5303 S. Cedar Street

Contact: Joyce McGarry

Lansing, MI 48911

Phone: 517 887-4588

Fax: 517 884-4592

Full time position; 36 hours per week

Salary: \$21,665.00 per year

Benefits: Dental insurance, medical insurance, paid sick leave, paid vacation, pension plan.

Job Description: Working with breastfeeding initiative program to encourage women to breastfeed and offer support and encouragement through direct assistance and education.

Job Requirement: This job requires a high school diploma and less than one year of experience. You must possess a private driver's license and undergo a reference or security check. Please apply by phone or in person. (2.9.10)

Case Manager-RN

TRI-COUNTY OFFICE ON AGING
Contact: ANDREA RADEL
Phone 517 887-1388
Fax 517 887-1482

5303 S. Cedar Street, Ste. 1
Lansing, MI 48911

In order to be considered for this position, applicants must fill out a Tri County Office on Aging employment application. A resume does not serve as an application. Applicants must submit a resume, cover letter, and Tri-County office on Aging by email to hrl@tcoa.org. You may also apply for this position in person at the above address. Applications for TCOA positions may be found at <http://www.tcoa.org>

Salary: \$21.28 to \$23.96 per hour

Benefits: Dental insurance, life insurance, medical insurance, optical insurance, paid sick leave, paid vacation, 401(k), pension plan, paid holidays.

Job Description: General Responsibilities: Works within Project Choices, a managed care system designed to serve the elderly and the disabled who are at risk on entering a nursing home by exploring their options and alternatives to institutional care. Care Managers complete comprehensive assessments of participants with a strong emphasis on person centered planning and client direction. Many of the specific duties listed below are mandated by the Michigan Office of Services to the Aging (OSA) Care Management Performance objectives. Essential job functions: 1. Assist clients with securing Medicaid eligibility for waiver services. 2. Using the principles of person centered planning, develops a care plan for each client addressing the individual's specific needs and desires. 3. Conducts assessments as a member of a professional team. Assessments include an evaluation of the consumer's physical and mental health, functional capabilities and limitations, informal and formal support systems, physical environment and financial resources. 4. Arranges, coordinates and monitors the formal services which are necessary for the clients including those covered through the Medicaid waiver as well as the care management and case coordination programs. 5. As primary care manager, monitors the cost of Medicaid waiver services and other formal services to maximize resources and stay within the programs parameters and goals. 6. Maintains accurate files with all the mandatory documents including OSA and Medicaid waiver documentation. 7. Completes follow-up of all services arranged as determined in the care plan and makes adjustments as needed. 8. Provides advocacy on behalf of clients to secure services and benefits to which they are entitled and promotes client freedom in choice. 9. Provides social/emotional support if desired by the clients and their families, ie case conferences, crisis intervention, etc. 10. Maintains shared caseload in conjunction with social worker. 11. Updates knowledge in gerontology and chronic illness management through attendance at agency meetings and continuing educational opportunities. 12. Covers 24 hour on call services as scheduled. 13. Examples of essential job functions listed do not include all tasks which may be required for this position. Duties and responsibilities may be added, deleted or modified at any time. Knowledge, skills and abilities: 1. Commitment to the organization's missions and goals. 2. Computer skills sufficient to learn specific departmental software programs. 3. Ability to maintain confidential information regarding all aspects of client, volunteer and employee and agency information. 4. Ability to work independently or as part of a team. 5. Ability to communicate effectively and establish good relationships with staff, clients, volunteers and vendors. 6. Ability to represent the agency in a professional manner. 7. Must be able to adjust priorities to meet deadlines in a timely manner. 8. Ability to department standards with regard to job knowledge, client focus, initiative, productivity, communication, teamwork and attendance.

Job Requirements: Must be a registered nurse with a current Michigan Nursing License in good standing. Must have two years of experience in geriatric nursing. Must possess a valid Michigan Driver's license in good standing, less than 4 points preferred. Bachelor of Science in Nursing preferred. (2.9.10)

Account Executive

THE POLACK CORPORATION
Contact: RACHEL BOERSMA
Phone: 517 272-1424
Fax: 517 272-1449

1400 Keystone Ave
Lansing, MI 48911

Email: rboersma@polackcorp.com

Full time position; 2 jobs available

Salary: \$24,000 per year

Benefits: Medical insurance, paid sick leave, paid vacation, 401(k) salary plus commission

Job Description: Account Executive responsible for maintaining current accounts as well as cultivating new ones. The position is for business to business sales. This is to be accomplished thru cold call, telemarketing, presentations, and demonstrations.

Account Executive is responsible for learning the document management products and must have great communication skills. We offer a structured training program. This is a fast paced challenging sales career.

Job requirements: This job requires an associates degree and 1 year of experience. You must undergo drug screening and a reference or security check. Please apply by phone or in person. (2.10.10)

Customer Service Representative

AIR LIFT COMPANY
Contact: BRAD GILREATH
Phone: 517 322-2144 Ext. 230

2727 Snow Road
Lansing, MI 48917

Fax: 517 322-0898

Email: bgilreath@airliftcompany.com

Part time position; 20 hours per week, 3 jobs available

Salary: \$8.00 to \$10.00 per hour

Job Description: Air Lift Company a leading designer, manufacturer and provider of air springs, air suspension systems, load assist systems and other related products has an immediate opening for a Customer Service Representative. This is a part time position working in an air lift company customer/technical service call center. Applicant requirements include working Monday through Friday between the hours of 11:00 am to 3:00 pm. Excellent phone etiquette skills-detail oriented-previous customer service experience preferred. Basic computer knowledge. The ability to work in a fast paced high stress work environment and the ability to multitask.

Job Requirements: This job requires a high school diploma. You must undergo drug screening. (2.5.10)

Net Developer

RELIANCE ONE, INC.

Contact: LARRY HART

Phone: 248 899-1003

Fax: 248 922-5660

Email: lhart@reliance-one.com

Job Location: Lansing

Salary: \$22.00 to \$28.00 per hour

Benefits: dental insurance, life insurance and medical insurance

Job Description: Reliance One is in need of 2 experienced Web Developers for contract to hire positions at their client in the Lansing, MI area. The qualified candidates will be developing Windows Client based applications using ASP.NET, C#, .NET Remoting and XML web services. Candidates who will receive consideration must have the following qualifications; Minimum of 2 years of experience programming ASP.NET and C# applications. 1-3 years experience with XML. Bachelor's degree in IT related subject or equivalent experience. Pluses: NET.Remoting. This position is slated for six month right to hire contact with our client in the Lansing, MI area.

Job Requirements: This job requires a bachelor's degree and 2 years of experience. Due to the nature of our client's business, candidates MUST BE US citizens. (2.5.10)

Research Intern

MUNICIPAL EMPLOYEE'S RETIREMENT SYSTEM OF MI

Lansing, MI 48917

Contact; MARY RILEY via company website

Base Pay: \$9.00 to \$15.00 per hour

Job Description: The research intern is responsible for preparing data, conducting analysis, preparing records, and providing support for events and activities conducted by the department. These duties require maturity, integrity, innovation, strong organizational skills, and effective coordination with other staff. Essential duties and responsibilities; Scrub data base records to ensure they are complete and consistent between databases. Conduct analysis, summarize results, and prepare reports of findings, illustrating data graphically and with written text. Assist with measuring and assessing employer and employee satisfaction. Assist in developing strategies to help MERS measure its position in various markets. Assist in the measurement of the effectiveness of marketing, advertising, educational and communications programs and strategies. Gather and compile data on competitors, assisting with the analysis of cost and value. Monitor industry statistics and gather information on trends in trade literature. Assist in mailing and processing of evaluations and surveys. Participate in departmental team building, business planning and problem solving. Assist coordination of department events such as meetings, focus groups, briefings, and other meetings for internal and external audiences. Prepare and maintain departmental records. Prepare correspondence and fulfill mailing requests.

Job Requirements: Near completion of bachelor's degree in economics, statistics, management, mathematics or a related field. The ability to work effectively as a team member and promote the well being of the team. Experience applying basic statistical methods. Strong organizational and communication skills. Proficiency in a variety of computer applications, especially Microsoft Excel and Access. Maturity and dependability. The ability to maintain a high degree of confidentiality. (2.8.10)

Psychiatric Registered Nurse (home health) Lansing

AMEDISYS HOME HEALTH SERVICES

Lansing, MI

Apply at: https://www2.lutirecruit.com/AME1028JobBoard/JobDetails.aspx? ID=*B9AFDCFD4C4A8857

Job Description: We are currently seeking a Psych/Behavioral RN experienced in caring for dementia/Alzheimer's patients for our Lansing TLC and Amedisys Home Health Agency. Registered Nurse will provide, coordinate and direct the provision of home health nursing care related to psychiatric and mental health care.

Job Requirements: Registered professional nurse with current and unencumbered license to practice as a RN in the state of operation. A minimum of 2 years of psychiatric/mental health nursing within an acute care setting. Adult nursing experience. MSN degree strongly preferred. Ability to use personal transportation to travel to patient homes. (2.8.10)

Insulation Installer

GYPSUM SUPPLY CENTRAL, INC.

Lansing, MI

Contact: PAUL MARVIN

Fax: 517 887-3188

Email: paulmarvin@tds.net

Job Description: Ability to drive a 25 foot box truck, work from ladders and scaffold installing fiberglass batt insulation. No fear of heights. Hours can be 50 a week. Very early start times. Out of town work that may require overnight stay.

Job Requirements: This job has some special requirements. You must possess a private driver's license and undergo drug screening. Some work out of town with overnight stay. Must have chauffer's license. Will be working on scaffolding and ladders, no fear of heights. Pay is piece rate based. Must have clean driver's license. No alcohol or drug offenses on license. (2.8.10)

IT manager

ALLIANCE INTERIORS
Contact: PAUL PERKINS
Phone: 517 322-0711 ext. 232
Fax: 517 322-0724
Full time position

4521 West Mount Hope Hwy
Lansing, MI 48917

Benefits: Dental insurance, life insurance, medical insurance, optical insurance, paid sick leave, paid vacation, 401(k)

Job Description: Provide support for the operation assisting personnel with all computer information support including software, hardware and e-mail support. Strong understanding of the SQL language. Ability to create, modify and maintain new and existing queries applicable to applications used at the facility. Familiarity with administration of Oracle RAC a plus. Strong familiarity with automotive tier one supplier requirements such as EDI, AIAG labeling and barcoding, JIT delivery concepts and EPR/MRP system similar to MAPICS. Familiarity with general administration of i5/OS an asset. Strong understanding of Java programming language, including but not limited to programming of network sockets, SQL queries and transactions, threading and Swing elements. Strong understanding of TCP/IP networking, including but not limited to installation and setup of physical devices, integration of new devices into existing infrastructure adapting existing devices and applications to infrastructure changes. Ability to create and maintain web-based report generator based on Business Objects Crystal Reports. Ability to modify and maintain Linux based firewall, proxy and mail exchanger. Ability to assist users in troubleshooting and resolving computing related problems. Ability to create and maintain documentation and work instructions pertaining to IT infrastructure. Communicate to Corporate IT department the need for software, hardware, and additional desktop systems. Required to adhere to applicable ISO 14001 requirements. Required to adhere to all environmental health and safety regulations.

Job Requirements: This job requires some college education and 4 years of experience. You must possess a private driver's license, undergo a drug screening, undergo a reference or security check. Must pass a physical examination. Must be able to work without supervision or outside support. Must be able to prioritize and organize work based on customer requirements. Must be able to quickly adapt existing applications and infrastructure to customer requirements. Provide management with recommendations and solutions to streamline and simplify operations using computing resources. Must be willing to work outside regular hours. Must be willing to accept assignments and responsibilities required to attain team objectives. Minimum of a high school diploma or GED with additional college courses. Bachelor's degree in Computer Information Systems or equivalent work experience and education. Additional training an asset. Certification MCSE an asset. (2.16.10)

Public Relations Coordinator

A LANSING ASSOCIATION
Phone: 517 323-3500
Full time position
Salary: \$36,000 to \$40,000 per year

302 S. Waverly Rd, Ste. 4
Lansing, MI 48917

Job Description: Lansing association is looking for a public relations coordinator. The ideal candidate must be able to identify key success factors and metrics as well as create and implement actionable strategies to achieve results. The ability to build strong relationships and serve as a dynamic communicator with strong presentations skills is critical. Candidates should have proven success as a marketing communications professional. This position requires the ability to think creatively and to follow through on projects from conceptual state to finish. Candidates must have experience with PC and MAC applications, graphic design and layouts as well as writing and editing experience. Must have excellent written communication skills. They need to be knowledgeable of media production, communication and dissemination techniques and methods.

Job Requirements: Public Relations Coordinator. This position requires a BA/BS degree in journalism, communications or related field. Photography experience is helpful. Some travel required. (2.11.10)

Branch Termite Control Service Representative

TERMINIX
Go to company website to apply
Reference Number: 488888

Lansing, MI

Job Description: Prepare job sites for termiticide treatment. Apply termiticides to structures according to work order specifications, safety procedures, and label instructions. Verify that job specifications are appropriate for work orders. Drive company vehicle to customer's houses and places of business. Maintain vehicle and equipment in a clean and proper operating condition. Complete required production forms at end of daily work order assignments. Other duties as needed. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Requirements: High school diploma or GED required, one to three months related experience and/or training; or equivalent combination of education and experience. Ability to read and comprehend simple instructions, short correspondence and memos. The ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients, and other employees of the organization. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration and percent and to draw and interpret bar graphs. Licenses certificates as required by Federal, state and local regulations. Valid driver's license, high school diploma and good driving record. Must successfully pass a background check and drug screening. (2.9.10)

:
Branch Sales Representative

TERMINIX

Lansing, MI

Go to company website to apply; Ref. No. 289661

Job Description: If you're committed to providing the highest level of customer service, we have an ideal opportunity for you. In this position you will conduct inspections to identify infestations or conditions conducive to infestations of wood destroying organisms and/or insects, birds or other vertebrate pests, for making proposals and presentations to obtain sales contracts. Essential duties and responsibilities: Sell termite control protection and renewals and/or monthly pest control protection to owner or agents of homes, stores or industry. Cover sales leads in assigned territory. By creative effort, develop termite and/or pest control sales leads for each respective office lead furnished. Record accurate measurements and write correct descriptions of property inspected. Prepare appropriate specs and treating instructions in accordance with existing laws, regulations and company policy. Compute job treating costs from company pricing instructions. Execute contracts on behalf of the company, observing company policy as to credit terms of sales. Supervise collection effort on delinquent accounts of personal sales contracts. Advise customers about other Terminix products. Deal courteously with customers, leaving customers premises and furnishings clean and as found. Contact customers after service is performed to ensure customer satisfaction and to develop additional prospects. Report unusual requests from customers or questions you cannot answer to immediate supervisor. Maintain prospect and call back files and activity reports. Maintain equipment, vehicle and personal safety equipment in clean, working order. Examine architectural drawings and specs and prepare estimates for soil treatment bids. Complete all appropriate training courses. Be aware of location and telephone number of poison control centers. Other duties as assigned.

Job Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have a high school diploma or GED. Six to 12 months related experience and/or training in sales and dealing with the public or equivalent combination of education and experience strongly preferred. Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one on one and small group situations to customers, clients and other employees of the organization. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration and percent and to draw and interpret bar graphs. Appropriate state licenses as required for termite/pest control. Knowledge of pests and chemicals. Energetic, highly motivated and creative. Neat appearance. (2.9.10)

Meat Processor

SAM'S CLUB

340 East Edgewood

Contact: ALLEN WARREN

Lansing, MI 48911

Phone: 517 887-1052

Fax: 517 882-5601

Full time position; 40 hours per week

Salary: \$9.30 per hour

Job Description: Provides meat products to members by processing meat products based on company specifications, operating, repairing, and sanitizing equipment, assisting members with purchasing decisions and ensuring merchandise is properly packaged, labeled and stored.

Job Requirements: This job requires 2 years of experience. (2.2.10)

Afternoon Shift Materials Distribution Analyst

KELLY ENGINEERING RESOURCES

Lansing, MI 48917

Contact: BENJAMIN MELBOURNE

Please apply via website

Job Description: Responsible for viewing, compiling and analyzing customer releases, creating shipping orders, making adjustments as necessary and sending ASNs. Responsible for maintaining customer web based applications and completing customer and departmental documentation as required. Requires daily interaction and communication with external OEM and PIA customers as well as internal business unit customers and functional groups. Duties and responsibilities; accesses customer systems to collect and analyze daily shipping requirements. Reconciles shipment accums and related discrepancies, DMR, RDR, RMO, creates orders in Future 3, sends ASNs, monitors ASNs for errors and accuracy, monitors daily and monthly customer ratings reporting to core group as designated and dispute as necessary, ensures customers specific requirements such as labeling, packaging, routing, window times, and EDI specs are communicated, complied with, and current. Direct contact and communication with external customers, direct contact and communication with internal customers and functional groups, prepares and submits corrective actions required internally or by external customers such as 8Ds, 7Ds, PRR etc. Completes and submits of all internal/external customer and departmental documentation for single and multiple locations. Reports shipment and delivery activity as required by internal/external customer or management. Provides training on specific department and Customer systems, processes and procedures. Communicates regularly with individuals inside and outside of the department. Reads and analyzes spreadsheets and EDI releases. Identifies root causes of failures in department processes, procedures, and systems. Assists in the promotion of an orderly workflow. Provides help, guidance and training in established processes, procedures and systems. Accepts additional responsibilities in the absence of the department team leader or supervisor. Assists management in meeting corporate and departmental goals and objectives. Supports corporate policies and departmental policies, Supports EMS/QMS policies and procedures. Supports health and safety policies. Associate must be able to relate to other people beyond giving and receiving instructions. Experience in the following systems; Future 3, JDE, PkMS, Microsoft Office applications, Ford DDL, Covisint, DS Smart.

Job Requirements: Associates Degree preferred, but not required. A minimum of 3 years in material planning, scheduling, and or data analysis. (2.1.10)

:
Professional Services

KMART
Contact: SEARS RECRUITER
5400 Cedar Street So.
Lansing, MI 48911
Job Description: Kmart Corporation, a member of the Sears Holding Corporation family of companies has a Logistical Services provided by the Kmart Distribution Center Network at more than 1300 Kmart stores with over 1000 in store pharmacies across 49 states. Looking for a LOSS PREVENTIVE ASSOCIATE. Go to Kmart website for information.

CDL Truck Driver

CR ENGLAND
Contact: Driver Recruiting Department
Phone: 1 866 904-4164
Salary: \$40,000 to \$75,000 per year
Benefits: Top of the line equipment, mileage, safety and fuel saving bonus programs, awards for safe driving, liberal family rider policy, health and life insurance, vacation pay, retirement plan 401(k) with company participation.
Lansing, MI
Job Description: Truck Driver. (2.1.10)

HHA/CENA

Needed for homecare in the Lansing area. Must have experience and be able to work weekends. All shifts available. For more information contact Health Partners at 1 800 969-7723 or fax resume to 248 423-3465. (2.01.10)

Creative Services Director

WILX-TV 10
Contact: JUDY KIRK
Email: judy.kirk@wilx.com
500 American Road
Lansing, MI 48911
Job Description: As a key member of WILX's management team, you will be responsible for the station's branding and promotion, as well as overseeing the development of commercial advertisements for the station's clients. You will also share in the development and management of the station's online and wireless products. You will also be working and coordinating with the News Director and General Sales Manager in the planning, scripting, and executing of daily and special promotions. Perform all other related duties as assigned by the VP/General Manager. Gray Television Group, Inc. DBA WILX-TV is an equal opportunity employer.
Job Requirements: WILX is seeking an energetic creative manager to lead our commercial production and promotion department as Creative Services Director, Candidates should have strong oral and written communication skills and be able to work well under strict deadlines. A complete understanding of television production, techniques, technology and software is a must. The position will require the ability to oversee and manage a staff of creative producers, editors, and photographers. Apply before 2-25-2010. (1.25.10)

EATON RAPIDS:

Accounts Payable

MAGNESIUM PRODUCTS OF AMERICA, INC.
Contact: HR DEPARTMENT
2001 Industrial Drive
Eaton Rapids, MI 48827
Job Description: Seeking an individual who is a self-starter, to be responsible for completing the daily and weekly functions for accounts payable and misc. accounting clerical work. Qualifications include associates degree in accounting and excellent computer skills. Activities include but are not limited to: Process vendor invoices. Run and distribute checks. File accounts payable documents. Assist in month end closing. Perform account analysis as requested. Reconcile A/P ledgers to G.L. Manage debits. Provide info for weekly cash forecast. Maintain scanned files. Follow up from vendor statements. Provide backup support for A/R functions. Process expense reports. Please submit written resumes to the above mentioned address. (2.14.10)

GRAND LEDGE:

Store Manager

SPORTS STOP SPORTSWARE, LLC.
Contact: Rick Washburn
Phone: 517 282-2400
Fax: 517 622-1964
Email: rick@sportsstop.net
Salary: \$8.00 to \$11.00 per hour
Benefits: Paid vacation, paid holidays
201 S. Bridge
Grand Ledge, MI 48837
Job Description: This job needs a go getter. You must have the will to succeed. If you are looking for a JOB look elsewhere. We will hire the person who brings the most to the table. You will learn ALL aspects of Retail, Screen printing, Embroidery, Banners, Signs and Promotional advertising.
Job Requirements: This job requires a high school diploma and 3 years of experience. You must undergo drug screening. You must be able to work alone and Grow the Company, if you even think you might not be the right one. STOP and look elsewhere. This job is demanding! Experience in Embroidery and Screen Printing is a plus! (2.10.10)

Rep. Phlebotomy Services

QUEST DIAGNOSTICS
Go to website to apply
Grand Ledge, MI 48837

Job Description: There's quite a distance between wondering and knowing. And for our patients waiting for answers to important health questions, it's a road they want to travel as quickly as possible. At Quest Diagnostics, we understand urgency. But more than speed, we focus our energies on accuracy. Currently, we seek a Phlebotomy Services Representative. Our five step selection process you can complete the first three step online right now. 1. View a brief video and learn about the rewards and demands of the job. 2. Review the job description below. 3. Answer a questionnaire online-determine if you meet the minimum requirements for the position. Qualified candidates will receive an email from us with instructions on step four. 4. Complete an interactive evaluation-learn more about the job and demonstrate your knowledge and capabilities. 5. We will review your application, resume and evaluate results. If you are selected to continue in the recruiting process, we will contact you for an interview at which time you can share your great talents and qualification and meet people on our team. As a phlebotomy services representative, you will perform the daily activities as described below: Phlebotomy Services Representatives, under the direction of the area supervisor, performs daily phlebotomy activities of the Patient Service Center (PSC), Mobile/In-office phlebotomy (IOP) accurately and on time. Maintain a safe and professional environment. Performs with confidence, both the forensic and clinical specimen collection and processing duties following established practices and procedures. Maintains required records and documentation. Demonstrates organizational commitment and promotes a positive image to patients, clients, employees, and the general public. Duties and Responsibilities: 1. Greet customers appropriately. Treat all customers in a courteous manner. 2. Ensures all field phlebotomy and specimen are collected accurately and on time. a. Collects specimens according to established procedures. B. Responsible for completing requisitions accurately. C. Calls clients to confirm handwritten orders, verify tests ordered, obtain accurate billing information, ie diagnosis codes, UPIN information, etc. D. Researches test/client information utilizing lab computer system or directory of service. E. labels, centrifuge, split, and freeze specimens as required by test order. F. Packages specimens for transport. 3. Maintains required records and documentation. A. Reads, understands and complies with departmental policies, protocols and procedures: (ie Procedure Manuals, Safety Manual, Compliance Manual, Automobile Policies and procedures, Employee Handbook, Quality Assurance Manual) b. Maintains all appropriate PSC/Phlebotomy logs. C. Assists with compilation of monthly statistics and data. Submits data on time monthly. D. Performs basic clerical duties, ie filing, faxing and preparing mail. Will be required to perform electronic data entry. E. Submits accurate time and travel logs as directed by management and on time. 4. Demonstrates organizational commitment. A. Adheres to departmental and company code of grooming and dress code and lab coat policies, appearing neat and clean at all time. b. Reports on time to work, following attendance guidelines. C. Answers telephone in a friendly and helpful manner, by incorporating the company name, self-identification and a helpful statement. D. Communicates appropriately with clients, patients, coworkers and the general public. E. Communicates all unresolved problems immediately to the appropriate manager, supervisor, group leader or Phlebotomy services rep. for resolution. Remains polite and courteous at all times. 5. Misc duties and responsibilities: a. Keeps work area neat and clean. Disposes of biohazard containers when scheduled. B. Help with inventories and other tasks as assigned. C. Stocks supplies as needed. D. Performs other department-related clerical duties when assigned. F. Participates on teams and special projects when asked. G.All other duties as assigned, within the scope of the position.

Job Requirements: This job requires a high school diploma or equivalent. Medical training helpful (medical assistant, paramedic) Medical terminology helpful. Phlebotomy certification preferred. 1 year phlebotomy experience, pediatric and geriatric capillary and venipuncture. Customer service environment preferred. Must be flexible and available based on staffing requirements; weekends, holidays, on call and overtime. 2. Excellent phlebotomy skills to include pediatric and geriatric. 3. Demonstrates good organization, communication, and interpersonal skills, is able to manage concerns of patients and employees in a professional manner. 4. Capable of handling multiple priorities in a high volume setting. (2.15.10)

Merchandiser

EMPLOYMENT GROUP
 Contact: JOY MEAD
 Phone: 616 949-2331
 Email: meadj@employmentgroup.com
 Part time employment; 15 hours per week, 4 jobs available
 Salary: \$8.00 per hour

3230 Broadmoor Ave, Ste. A
 Grand Rapids, MI 49512

Job Description: Do you enjoy working with plants and people? We are now hiring seasonal part time help in a local garden center. This is a seasonal position (approximately 10 -11 weeks). Merchandisers are expected to work a minimum of 15 hours per week (8 of which must be completed on the weekend) during peak season (mid April thru mid June). The purpose of this position is to create and maintain great looking plant displays at our customers location, as well as to assist customers/vendors as needed, regional merchandiser and the company staff. Will be responsible for unloading and maintaining (ice watering) all products from the company and other vendors as needed. Create, replenish and sign displays. Maintain plan-o-gram integrity. Will be responsible for assisting store customers and vendors with customer services as needed.

Job Requirements: This job requires a high school diploma. You must possess a private driver's license, undergo drug screening, pass an employment test and undergo a reference or security check. Must be able to work in inclement weather. Prefer candidates with retail merchandising or flower experience. Must have a high school diploma. Must be self-motivated and customer oriented. At least 6 months at your last job. No convictions. Pre-employment drug screen required. Need to be able to lift max 40 lbs. on a regular basis. Must have good hand eye coordination. Must be able to read and write in English. This following computer program knowledge is required. Basic MS office skills. (2.3.10)

MULLIKEN:
OLIVET:

:
POTTERVILLE:

Sales/Customer Service Representative

BROADSTRIPE

Pottersville, MI 48876

Contact: Laurie Stewart

Fax: 517 543-8057

Salary: \$9.00 per hour

Job Description: Communicates customer questions and concerns effectively and efficiently by actively listening, communicating clearly and concisely, and assuring customer understanding. Processes installation, service change, disconnect and trouble call work orders according to departmental policies and procedures. Effectively troubleshoots video, data services and telephone over the phone thereby minimizing truck rolls through the use of active listening, questioning and probing. Resolves problems on the first call by consistently improving personal technical knowledge and understanding. Resolves billing and payment issues by building a rapport with the customer and by consistently improving CSG (billing system) knowledge and understanding. Increase collection efficiency by ensuring customer understanding of billing and collection processes. Identifies customer's needs and interests and offers additional products and services that benefit the customer and increase customer value. Effectively suggests and sells new video, data services and telephone to existing and potential customers. Maintains department database. Works with other departments to achieve organizational goals. May perform other duties as required.

Job Requirements: Must have 2+ years of proven sales experience. We are seeking individuals who are self-starters, upbeat and motivated with an excellent work ethic. Candidates must have basic computer skills. Candidates must have at least 6 months previous, recent customer service experience, preferably in a call center setting. High School diploma or equivalent education is required. The environment is very friendly, professional and fast paced. Call center hours are Monday through Friday from 8:30 am to 10:00pm. Saturday we're open from 9:00am to 8:00 pm. Currently we are not open on Sundays. (2.14.10)

Warehouse stock picker

HOUSE OF THREADS

Michigan Works!

Contact: Front Desk

311 West First Street

Full time position

Charlotte, MI 48813

Job Location: Pottersville

Salary: \$9.00 to \$9.50 per hour

Job Description: Warehouse position. Mon – Fri 7:00 am to 4:00 pm. Some overtime or weekends may be required to meet customer's needs. Must be able to lift up to 70 lbs. Warehouse/stock picking requires attention to detail and accuracy. Good reading and numerical skills important. Previous fork truck/hi lo experience preferred, but not required. Driving to customer site required (deliveries made twice each day) Must have clean driving record. Must be at least 25 years old to operate warehouse equipment.

Job Requirements: This job requires a high school diploma. You must undergo drug screening and undergo a reference or security check. Must have a clean driving record. (2.16.10)

Part time Closing Cook

JOE'S GIZZARD CITY

120 W. Main Street

Starting pay at least \$8.00 per hour

Pottersville, MI

Experience necessary. Fill out an application in person. (2.11.10)

Warehouse

ALRO STEEL

Michigan Works!

Contact: Front Desk

311 West First Street

Full time positions

Charlotte, MI 48813

Job Location: Pottersville

Job Description: Warehouse positions. Duties include operate 15 ton overhead crane, bar pulling, fork truck, sheet and plate laser experience preferred-not required. MUST BE ABLE TO LIFT 100 lbs. Must have excellent work history. Must pass Wonderlic Personnel test.

SPRINGFIELD

Automotive Retail Part Sales

AUTO VALUE

695 S. 20th Street

Apply in store

Springfield, MI 49037

Salary: \$8.00 to \$10.00 per hour

Job Description: We are currently seeking a person for a full time local counter sales position. This is an in store sales/customer service position with many opportunities for advancement. This position includes sourcing parts for in-store customers as well as taking commercial orders in via phone. The successful applicant will be customer service oriented, and provide exceptional customer service oriented through face to face contact with customers inside the store location and out. The applicant will need a thorough knowledge of automotive parts and the aftermarket industry. This position also includes but is not limited to: customer satisfaction, Complete projects as assigned by manager. Maintain communication with manager. Work with the manager to better communication/service. Use electronic and paper catalogs to source automotive parts for customers. Be fast accurate. Offer all products options to customer. Always tell the customer what you can do for them. Ask for the sale. Always ask for add-on sales. Process returns promptly and accurately, No hassels. Record all lost sales in the computer system. Work with delivery system and drivers for top notch service. Notify manager of any problems with customers. Put parts in their correct place. Maintain catalogs and price sheets; always current. Store appearance, clean and organized. Customer service follow up. Help train less experienced team members. Protect the stores interest. Keep management informed of competition. Store security. Handle yourself as a

professional, set an example. If you like dealing with people, developing strong partnerships with your customers, and are looking for a job that offers a competitive wage, bonus program, benefits and the opportunity to advance, we want to hear from you.

Job Requirements: Valid driver's license, driving record acceptable to our insurance company, pass physical and drug screen, able to lift up to 50 lbs., thorough automotive and parts knowledge. (2.15.10)

SUNFIELD:

House Parents

SUNNY CREST YOUTH RANCH

Contact: MICHAEL COOK

Full Time

Salary: \$16,000 to \$18,000 per year

Benefits: Dental insurance, medical insurance, optical insurance, paid vacation, room and board provided

Job Description: Are you looking for a rewarding career? Do you have a passion for working with children. Come work as a house parent for Sunny Crest Youth Ranch and help make a safe place for kids. You will live like a family with up to eight boys aged 10-17 on an 150 acre ranch in Sunfield Michigan. You will be a mentor and a leader for boys who have been removed from the home because of abuse and neglect. House Parents of Sunny Crest Youth Ranch have available; \$36,000 year per couple. New home and private apartment. Flex spending, use of a vehicle, Paid holidays, Paid time off. Our proven to be successful programs and therapies are cutting edge and client focused. You will be a key and critical participant in administering our animal assisted therapy, academic, hands-on social skill development. For more information, check out our website at

www.sunnycrestyouthranch.org to submit your resume and please email to Michael@sunnycrestyouthranch.org

Job Requirements: This job requires a high school diploma and 2 years of experience. You must possess a private driver's license. (1.14.10)

VERMONTVILLE:

13014 Sunny Crest Lane
Sunfield, MI 48890