

# JOBS FOR THE WEEK OF 07/27/2015



Your **PASSPORT** to Career Success



Created by the Spokane Area Workforce Development Council, *Your Passport To Success* is YOUR tool to planning your career and your success.

\*\*\*Free and available online\*\*\*

<http://www.nextgenzone.org/passport-to-success>

## 1-ANIMAL CARE

No Postings At This Time, Please Check Back Later.

## 2-TEMPORARY/SEASONAL

No Postings At This Time, Please Check Back Later.

## 3-APPRENTICESHIPS/TRAINING

- Spokane CC** **Aerospace (AMP)** **Continuous**  
Must be 18 years old, but HS Diploma/**GED is NOT required**. Aerospace Manufacturing Preparation (AMP) Program prepares you for entry level careers in aerospace manufacturing or entry into an aerospace program with SCC with an 11 week course for only \$25.00. Contact Margaret Smith at (509) 279-6213 or [margaret.smith@scc.spokane.edu](mailto:margaret.smith@scc.spokane.edu).
- Tradesman International** **Carpenter Apprentice** **None Posted**  
In this entry level construction role you will work directly under the supervision of a qualified Journeyman Carpenter and construct, erect, install, and repair structures and fixtures of wood, plywood, metal studs, and drywall using carpenter's hand tools and power tools, while conforming to local building codes. Visit website for specific duties, benefits, and to apply. <https://jobs-tradesmen.icims.com/jobs/24497/carpenter-apprentice/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=940&height=500&bga=true&needsRdirect=false&jan1offset=-480&jun1offset=-420> (Posted on Indeed Spokane)

## 4-HIRING/RECRUITING EVENTS

No Postings At This Time, Please Check Back Later.

## 5-CLERICAL

- **Sears**                                      **Office Associate**                                      **Closes 08/18/2015**  
Data entry derail, mail, filing, payroll processing and other clerical functions. Must be 18 or older. Apply on line at:  
[http://www.americasjobexchange.com/job/job\\_apply?jobId=571849711&source=WA](http://www.americasjobexchange.com/job/job_apply?jobId=571849711&source=WA)  
(Posted on WorkSource)
- **Pioneer Human Services**                                      **Front Desk (PT)**                                      **Closes 10/14/2015**  
Excellent customer service skills and ability to work with diverse populations. Friday and Saturday 11:30 p.m. to 8:00 a.m, Tuesday 3:30 pm to 12:00 am. Must have HS Diploma or GED. To apply go to <http://ipc.us/t/D1ED6E56EE504A90> (posted on WorkSource)
- **Moon Security**                                      **Secretary/Scheduler**                                      **Closes 08-18-2015**  
Daily inventory tracking, quarterly inventory, scheduling for 4 technicians, parts order requests, operations and paperwork for Tech Manager. Must have HS Diploma/GED. \$12.00/hr. To apply send your resume to Laurel Heinemann:  
[lheinemann@moonsecurity.com](mailto:lheinemann@moonsecurity.com) (posted on WorkSource)
- **Reference Pro**                                      **Background Verifications**                                      **None Posted**  
Shift is from 5 am to 9am. Responsible for making calls to verify employment and education on behalf of our clients. Must have a willingness to learn- No industry specific experience necessary. View full posting and apply on line at:  
<http://www.indeed.com/viewjob?jk=abc7f1a0c7d40feb&q=entry+level+employment&l=Spokane%2C+WA&tk=19qp5r91517qfii> (Posted on Indeed Spokane)
  - **Pool World**                                      **Service Writer**                                      **Closes 10/25/2015**  
Scheduling and entry of incoming service calls. Customer service. Scheduling service calls. No educational requirement. Send your resume to the employer. Shawna Reynolds  
[shawnar@poolworld.biz](mailto:shawnar@poolworld.biz)

## 6-JANITORIAL/HOUSEKEEPING

- **Clean Right Company**                                      **Cleaning Team Member**                                      **Closes 08/11/2015**  
Willing to work hard. Require each staff member to have their own, reliable vehicle, driver's license, insurance, cell phone with texting capabilities & a computer with internet access.

To apply go to <http://survey.constantcontact.com/survey/a07e8xtbs69hrnoqaz9/start> (Posted on WorkSource)

## 7-MANUFACTURING/LABOR

- **Personnel Source, Inc.                      Pre-cast Concrete Worker                      Closes 07/27/2015**  
This opening has the potential to be a long-term career opportunity. The ideal candidate will have the desire to work in a fast paced environment, have a HS Diploma/GED, and have previous casting and production experience. The ability to read blueprints and forklift experience. Apply at [www.personnelsource.com](http://www.personnelsource.com). (Posted on WorkSource)
- **Extreme Industrial Coating                      Shop Helper                      Closes 07/30/2015**  
Assist in the shop with a positive attitude, mill and lathe work, shop cleaning, mechanical construction and fabrication, and other duties as needed. Must have HS Diploma/GED, knowledge of basic math and geometry, general knowledge of tools and machinery, be mechanically inclined, able to lift 50 lbs., with a positive attitude. Email resume to PJ Carlson-Hafner at [pj.carlson@rocketclutch.com](mailto:pj.carlson@rocketclutch.com) (Posted on WorkSource)
- **Acra –Fab                      Production Worker                      Closes 08/09/2015**  
A precision sheet metal manufacturer looking for hard working, enthusiastic, and dependable individuals to fill entry-level production positions. Should be willing to work any shift. Must have GED or HS Diploma. To apply send your resume to [bstewart@accrafab.com](mailto:bstewart@accrafab.com)
- **Atlas Staffing                      General Labor                      Closes 08/15/2015**  
Must be 18 years or older, have a driver's license, reliable transportation, and pass a drug test. Be able to perform a variety of tasks within an industrial electrical company. To apply email resume to Jason Johnston @ [kyle@atlaselectricinc.com](mailto:kyle@atlaselectricinc.com) and be sure to include contact information. (Posted on WorkSource)
- **Material Handler                      General Labor                      Closes 10/23/2015**  
Manual warehouse duties, load and unload trucks, ship and receive products, assist in the maintenance of the warehouse facility. Properly manage hazardous waste.
- **Skills'kin                      Commercial Services Attendant                      Closes 08/01/2015**  
Perform various job tasks within the Commercial Services; laundry, custodial, grounds maintenance, wire production and relief for the front desk. Education/Experience Required: High school diploma/GED preferred. Must pass SKILS' KIN background check and pre-employment drug test. \$9.47hr. Apply online at [www.skils-kin.org](http://www.skils-kin.org) or download our application form and submit it one of the following ways: Email to [applicants@skils-kin.org](mailto:applicants@skils-kin.org) Deliver in person or mail to SKILS' KIN ATTN: Human Resources 4004 East Boone Avenue Spokane, WA 99202  
<https://www4.recuitingcenter.net/Clients/skilskin/PublicJobs/canviewjobs.cfm?>

## 8-HEALTHCARE

- **Sunshine Health Facilities**      **HCA/NAC**      **Closes 07/31/2015**  
Work two, 24 hour shifts per week (sleep eight hours). Provide meal preparation, house cleaning services, document and report changes in resident care, administer medication, etc. Must have a HS Diploma/GED, valid Driver's License, Food Handler's Permit, a HCA/NAC with six months+ caregiving experience, and be registered in the state of Washington. Apply at <http://sunshinehealth.applicantstack.com/x/openings>. (Posted on WorkSource)
- **Prestige Care Inc**      **Care Giver/PT**      **Closes 08/10/2015**  
Provides direct resident care, completes assignments, assists in maintaining a positive physical and psychosocial environment for residents. Must be certified as a NAC/CAN or HCA or ability to complete a WA state approved training/certification program within 200 days of employment. Current First Aid and CPR certification. Food Handlers permit if required by state. High school diploma or GED. (Posted on WorkSource)  
Apply at [http://www.americasjobexchange.com/job/job\\_apply?jobId=57175122&source=WA](http://www.americasjobexchange.com/job/job_apply?jobId=57175122&source=WA)
- **Skils'kin**      **Services Support Staff**      **Closes 08/01/2015**  
Care for adults with developmental disabilities at the resident's home. Assist in providing self-care training to residents. Education/Experience: High school diploma/GED required  
Empathy for those with disabilities or disadvantages. Must pass background check, drug test, have valid drivers license, maintain vehicle insurance. Must be 19years or older.  
\$10.00hr. + benefits. Apply online at [www.Skils-kin.org](http://www.Skils-kin.org)  
Or Download application and submit by: Email [applicants@skils-kin.org](mailto:applicants@skils-kin.org) deliver in person or mail to Attn: Human Resources 4004 East Boone Avenue Spokane, WA 99202
- **Kaler House INC. Support Staff for children with developmental disabilities 08/26/2015**  
24 hour support to adults and adolescents with developmental disabilities. 2 full time grave yard staff in the adult program. Provide support to our clients by helping with activities of daily living, community activities, cooking. Must have clean CPD record high school diploma or GED. Must be over 21 to work in the adolescent program. Must have a reliable vehicle, current and continuing vehicle insurance and valid drivers license.  
Send resume to the employer Contact Cody Blackmon 509-536-1030 or email him at [codyatkaler@aol.com](mailto:codyatkaler@aol.com)  
THE KALER HOUSE INC PO Box 31087 Spokane, Wa 99223-3018

## 9-CASHIER/TELLER

- **Double Tree/ Shutters Restaurant**      **P.M. Cashier**      **Closes 08/16/2015**  
Deliver outstanding guest service and financial profitability. Process and collect payments. Money handling, making CORRECT change. To apply go to:  
<http://hiltonworldwide.com/careers> (Posted on WorkSource)

- **Spokane Discount**                                 **Retail Cashier**                                 **Closes 10/12/2015**  
Must have money handling experience, must be able to hang clothes and stock shelves during slow periods. We will pay 9.60-\$11.40 per hour depending on you speed and accuracy. 28-40 hrs per week. If you are interested in this position please apply in person ask for Steve or Aaron. 11A.M.-3P.M. at Spokane Discount 523 S. Dishman Mica Rd. Spokane valley, Wa 99206 (509)-487-3386 **(Posted on Worksource)**

## 10-MERCHANDISING/STOCKING

**Postal Express**                                 **Warehouse Employee**                                 **Closes 08/19/2015**  
Entry level position loading and unloading delivery totes, preparing/organizing/cleaning totes on appropriate pallets, and other warehouse related projects as assigned. Must have reliable transportation and pass background/drug screening test. To apply email cover letter and resume to [arlenem@city-parcel.com](mailto:arlenem@city-parcel.com) or apply in person at Spokane HUB 1030 N Lake Rd. Spokane, WA 99203. (Posted on WorkSource )

- **Host International Inc.**                                 **Storeroom Stock Clerk**                                 **Closes 10/14/2015**  
Responsible for physical and clerical tasks. Unpacking received goods, checking for damage and accuracy of shipment. To apply go to <http://ipc.us/t/E7A7B7DE6F1F4B02> (Posted on WorkSource)
- **Signature Retail Services**                                 **Reset Merchandiser**                                 **No Closing Date**  
We are currently seeking employees to work with the reset team to move, reposition, and reset products, shelving, beams, and displays in retail stores according to safety standards and best practices. Must have valid driver's license and proof of insurance. Apply on line [https://www.appone.com/maininforeq.asp?Ad=389937&R\\_ID=1080530&Refer=http://www.indeed.com/jobs&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=389937&R_ID=1080530&Refer=http://www.indeed.com/jobs&B_ID=44) (posted on Indeed Spokane)

## 11-LOSS PREVENTION/SECURITY

No Postings At This Time, Please Check Back Later.

## 12-MECHANICAL/AUTO

- **Fleet Painting Inc.**                                 **Auto Body Prep/Tape**                                 **Closes 08/15/2015**  
Trainee for sanding/Taping position. Must be mechanically inclined and reliable. Driver's license with good driving record required. Email resume including past employment with dates to: [jobs@fleetpainting.com](mailto:jobs@fleetpainting.com)

## 13-LANDSCAPING

No Postings At This Time, Please Check Back Later.

## 14-FOOD SERVICE

- **Costa Vida**                              **Team Member**                              **Closes 07/31/2015**  
Customer oriented and reliable. Team members assist customers, maintain store cleanliness, handle cash, and prep food. To apply go to <http://www.costavida.net>  
(Posted on Worksource )
  
- **Bethany Place/Mallon Place**      **Cook/Kitchen Aid**                              **Closes 08/19/2015**  
Behavioral health facility in search for someone that can cook/ is dependable and hard working to work in a fast paced and challenging environment. Food handlers/ 1<sup>st</sup> aid/ cpr desired. Send resume to Kim Myers at [kimtaigafi@msn.com](mailto:kimtaigafi@msn.com) or by fax at 509-924-2900  
(Posted on Worksource)
  
- **Pioneer Human Services**              **Food Service Specialist**                              **Closes 10/19/2015**  
Primary responsibility is to cook and serve food for the residents and staff of PHS Residential Facilities, in accordance with all Health and Safety regulations. Duties will include dish washing, serving, cooking, and stocking inventory. Must be able to pass a Washington State DSHS background check. To apply go to <http://ipc.us/t/54E1C853978F4B4D> (Posted on WorkSource)
  
- **TouchMark on South Hill**              **Dining Room Specialist**                              **Closes 08/19/2015**  
Responsible for washing dishes, setting tables, interacting with senior residents. Must be interested in working with seniors and patient. Visit the website [www.touchmarkspokane.com](http://www.touchmarkspokane.com) or email your resume to [tshjobs@touchmark.com](mailto:tshjobs@touchmark.com) (posted on WorkSource)

## 15-NORTHERN QUEST

- **Frequently Hiring for Multiple Positions:** View postings and apply at: <http://northernquest.com/inquiries/careers>

## 16-DRIVERS/SERVICE PORTERS

- **Atlas Staffing**                              **Warehouse/Delivery Driver**                              **Closes 08/20/2015**  
Dedicated warehouse/delivery driver for a local furniture company's distribution center. Must have current driver's license and 3 years clean driving record. Be able to work 10 hours shifts and have excellent attendance. Temp to hire position (posted on WorkSource)

## 17-TECHNOLOGY

**No Postings At This Time, Please Check Back Later.**

## 18- WAREHOUSE/PRODUCTION

- **Western States**                      **Parts Associate**                      **None Posted**  
Responsible for maintaining the parts warehouse by receiving and storing parts and for filling customer orders. Must have valid driver's license and acceptable driving record plus proof of GED/HS Diploma. Apply on line and view full posting at [https://rn12.ultipro.com/WES1008/JobBoard/JobDetails.aspx?\\_\\_ID=\\*01B5871FC3E7E175](https://rn12.ultipro.com/WES1008/JobBoard/JobDetails.aspx?__ID=*01B5871FC3E7E175)  
(Posted on Indeed Spokane)

## 20-RETAIL/CUSTOMER SERVICE

- **Burlington Coat Factory**              **Markdown Associate**                      **Closes 08/16/2015**  
Ensuring markdowns are processed according to company policies, provide run markdown reports and provide outstanding customer service. To apply go to <http://burlington.hodesiq.com/job-details.asp?jobid-5078241&emid-39631> (**Posted on WorkSource**)
- **Sears**                                      **Apparel Associate**                      **Closes 08/15/2015**  
Provide excellent customer service, maintain merchandise and displays. To apply go to <http://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=455&siteid=185&jobid=1375321> (**Posted on worksource**)
- **Spokane Club**                              **Club Service Associate**                      **Closes 08/05/2015**  
Greet members and guests as they enter, assist with luggage, valet park vehicles, assist in turndown services, and maintain cleanliness of lobby and front entrance areas. Must be 21 years of age, have a driver's license, and be able to drive manual and automatic vehicles. To apply contact Ryan Lloyd at [bclmems@spokaneclub.org](mailto:bclmems@spokaneclub.org) or apply on line at <http://www.spokaneclub.org> (**posted on Worksource**)
- **Senske Services**                      **Neighborhood Marketing Sales**                      **Closes 08/21/15**  
Door to door sales. High School diploma/ GED. Excellent written and verbal communication skills. Strong organization and follow-up skills. Highly self-motivated. Ability to pass drug, DMV, and background screens. ABILITY TO SMILE AND HAVE FUN!!