

Library Specialist

Location: Clemson, SC

Job Order Number: 626793

- Clemson University Libraries seeks a Library Specialist to serve as bibliographic searcher; performs bibliographic and price verification in OCLC, the Millennium integrated library system, vendor databases, and the internet; places orders through the YBP GOBI online ordering database; receives, catalogs, and distributes materials. Assists with an assortment of collection management operations including collection support of library materials and processing library donations and gifts. Performs other duties as assigned.
- High School diploma and relevant library experience. A Bachelor's degree may be substituted for work experience.
- A high school diploma and four (4) years of experience or sixty (60) hours of college and two (2) years of library experience, or a bachelor's degree. Two years of OCLC experience. Experience with an automated library system.

Administrative Assistant

Location: Anderson, SC

Job Order Number: 626760

- Associate Degree in Office Technology, Business Management, or Accounting with experience in office technology.
- Proficient in Microsoft Word at the advanced level.
- QuickBooks knowledge/courses and experience required.
- Administrative support position with duties to include: accounts payable in QuickBooks; Microsoft Office Word document template creation with extensive integration with office's case management system; scanning and organizing documents received from other government agencies; maintaining inventory of office supplies; assisting with receipts and deposits as needed; correspondence with other related agencies; answering phone calls and front desk duties as required; coordinating in-office timekeeping requirements; assisting Executive Assistant with other duties as requested.

Lead Associate

Location: Seneca, SC

Job Order Number: 626574

- Work with supervisor and operators to produce a quality product at required production rate.
- The Department Lead is responsible for understanding the Comfort Sleeve production schedule, machine run rates and responsible for shift activities including associate placement for maximum efficiency.
- Additionally, the Department Lead will provide coverage in the absence of a shift Supervisor as necessary and assume applicable daily supervisory tasks.
- The Department Lead should have a good understanding of Root Cause Analysis and Investigation and use it on a daily basis to identify causes of deficiencies in the Comfort Sleeve production environment.
- High school diploma/GED and three years of relevant experience is required.

Restaurant and Bar Attendant

Location: Williamston, SC

Job Order Number: 626874

- Position is full time at local golf course country club.
- At least 12 months of short order cook experience needed.
- Must have experience handling cash.
- Flexible schedule is available, but must be willing to work nights, weekends, and holidays.
- Rate of pay depends on experience. Will be hourly rate plus tips.

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