

Accounting Clerk/ Office Assistant

Location: Seneca, SC

Job Order Number: 601655

- The best candidate will be a high energy individual with a positive attitude, an excellent attendance record and exceptional communication skills. They should be able to follow instructions and work independently without supervision.
- Minimum one year bookkeeping experience required and dealership experience is desired.
- This position will be responsible for accounts payable, accounts receivable, preparing daily bank deposits, correspondence, general filing and other administrative duties as assigned.
- Hourly rate based on experience with minimum starting wage of \$10.00/hour.
- The work schedule is Monday 8am to 6pm and Tuesday-Friday 8am to 5pm.

Retail Sales Manager

Location: Anderson, SC

Job Order Number: 601564

- Position requires a High School Diploma/GED and 5 years of experience in Retail Sales.
- Retail Sales Managers have responsibility for leading the retail consumer and small business efforts of one or more offices within a community.
- This role will execute on a sales and business plan, coach sales associates to improve performance, and represent First Citizens in the community.
- The Retail Sales Manager may directly or indirectly contribute to branch goals. This role has overall responsibility for the delivery of superior customer service, operational integrity, and adherence to bank policy as well as all Federal and State regulations.

Police Officer

Location: Clemson, SC

Job Order Number: 601447

- High School Diploma or equivalent with one year previous experience in law enforcement or a related field.
- Certification by the S.C. Law Enforcement Training Council in accordance with State Law - or the ability to successfully complete the training.
- Must be qualified for appointment as a State Constable in pursuant to SC Code Section 23-1-60.
- Employee may be required to work in excess of forty (40) hours per week. Employee's work schedule is subject to change and may require work on weekends and/or holidays. Employee may be required to work on day, evening, night or a combination of shifts.

Machinist II

Location: Seneca, SC

Job Order Number: 601476

- Sets up and adjusts CNC machines such as lathes, milling machines, boring machines, drills, grinders, gear hobbers, gear shapers, gear shavers, and induction heat treating machines, etc. for other workers by performing the following duties:
- Reads blueprint or job order for product specifications such as dimensions and tolerances, and tooling instructions such as feed rate, cutting speed, depth of cut, fixtures, and cutting tools to be used
- Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

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