

Office Equipment Repair Technician

Location: Anderson, SC

Job Order Number: 603528

- Travel to customer locations to perform service and repair equipment
- Service and repair equipment at MTS Office location
- Deliver equipment to customer locations, install on network, and demo devices
- Deliver toner and/or other supplies
- Manage parts use
- Ongoing online Technical Training for Lexmark and Toshiba Devices and Solutions
- Travel for Technical Training-usually one week periods in New Jersey or Chicago
- Good Customer Service Skills: In Person, Phone, Electronic
- The ability to multitask with software programs, vendor websites, and other job duties
- Knowledge of Computer Networks & Connectivity for Copy-Print-Fax-Scanner Devices
- Computer Skills in Windows 7, IE, Chrome, & MS Office
- Data Entry Skills

Inventory Clerk

Location: Starr, SC

Job Order Number: 603199

- Must have a HSD/GED and basic computer skills.
- Hours of work are 7:30am-4pm.
- Managing inventory of all parts, fulfilling orders, shipping, receiving, entering all orders and stock into the computer.
- Rate of pay will depend on experience.

Human Resources Assistant

Location: Clemson, SC

Job Order Number: 603083

- Assist HR manager in sourcing candidates to fill open positions
- Onboard staff and host new hire orientations

- Assist HR manager with employee questions and concerns
- Process weekly payroll
- Maintain personnel, medical, and confidential files for active and terminated employees
- File I-9 forms and audit for compliance
- Complete new hire paperwork for audit for accuracy
- Complete wage and employment verification forms for employees
- Assist in preparation of employee communications
- Assist in preparation for HR events and work the events as necessary (career fairs, job fairs, orientations, wellness fair, employee parties, etc.)
- BS or BA degree required
- Ability to understand and use Microsoft Office and ability to learn proprietary software

Armed Security Officer

Location: Seneca, SC

Job Order Number: 603125

- Requires reliable transportation
- Eligibility to work in the U.S.
- High School Diploma or G.E.D.
- 21 years of age or older
- Good written and verbal communication skills
- Ability to work rotating shift schedule
- Military background or previous Security experience is preferred, but not required.
- Willing to submit to background procedures including drug screen and background check.

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