

Baling Clerk

Location: Easley, SC

Job Order Number: 619222

- Prepare cloth rolls for shipping including clerical duties associated with inventory control and transporting with forklift.
- Position is day shift and rate of pay is \$10 per hour.
- 12 months of experience is required.
- Will use weighing or measuring devices in transportation.
- Perform safety inspections in transportation setting.
- Use weighing and measuring devices in transportation, and freight shipping or storage procedures.

Road Construction Laborer

Location: Seneca, SC

Job Order Number: 618915

- Perform tasks involving physical labor at construction sites.
- May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments.
- May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials.
- May assist other craft workers.

Administrative Specialist

Location: Anderson, SC

Job Order Number: 618636

- A high school diploma plus two (2) years clerical experience.
- The Customer Service Representative must have the ability to retain knowledge of DMV policy and procedure and an understanding of the degree to which procedure of policy impacts the successful fulfillment of his/her specific task.
- The Customer Service Representative must have a working knowledge of the Phoenix System and related hardware.
- The ability to explain policy and procedures to customers.

- Ability to apply basic computer skills, customer service, good communication skills and must be a team player.
- Must have the ability to work under pressure during peak workload periods. Limited overtime may be required to meet departmental deadlines or to serve all customers.
- Must attend required training. Training will consist of (12) days in Blythewood and continue at a Centralized Training Site (which may not necessarily be at the location where you have been assigned) for an additional four (4) weeks.

Tire Technician

Location: Pelzer, SC

Job Order Number: 618039

- Will be responsible for repair and replacement of tires.
- Will be responsible for moving and lifting heavy objects.
- Must adhere to safety procedures.
- Will locate puncture in tubeless tires or inner tubes.
- Will use lifting equipment in vehicle repair setting.
- Will read vehicle manufacturer's specifications
- Will apply cleaning solvents.
- Will perform safety inspections in a repair setting.
- Will be responsible for reading work orders, instructions, formulas, or processing charts.
- Experience is preferred, but not a requirement.
- Rate of pay is \$11-\$16 per hour.

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