

## Office Assistant

**Location: Easley, SC**

**Job Order Number: 620019**

- Looking for administrative professional with QuickBooks experience.
- Must have experience with accounts receivable and accounts payable and be able to type 45+WPM.
- Experience working in an administrative role within construction is a plus.
- This position is responsible for the invoicing and processing of 5 subcontractors within one company therefor a high attention to detail is required.

## Hotel Assistant Manager

**Location: Anderson, SC**

**Job Order Number: 619428**

- Seeking self-motivated, career minded individual for Assistant Manager.
- This person should have a High School Diploma, valid driver's license, be able to stand for hours, good customer relations and ability to supervise others.
- Hotel experience a plus.
- Flexible hours and some weekends.

## Manufacturing Positions

**Location: Anderson, SC**

**Job Order Number: 615032**

- Hiring various operator positions.
- High School Diploma/GED, or an equivalent combination of education/experience
- 1 year process manufacturing experience highly preferred
- Military experience, college education, and/or stable work history will be considered in lieu of manufacturing experience
- Work Keys Assessments - Locating Information and Workplace Observation
- Positions work rotating 12 hour shifts on a 2-2-3 schedule with two weeks on days and two weeks on nights.

## Installer

**Location: Seneca, SC**

**Job Order Number: 619839**

- The candidate is responsible for but not limited to: the proper installation of cable and Internet service for residential and commercial customers that meet local, state, and federal requirements, performance of Northlands daily quality assurance procedures and routine maintenance and repairs to cable plant.
- The successful candidate will possess the ability to work independently, have effective customer service and communications skills, and a good mechanical and electrical background. Previous CATV experience is not required.
- High school diploma or equivalent required. Candidate must possess valid driver's license.

## Administrative Assistant

**Location: Clemson, SC**

**Job Order Number: 620031**

- Must be familiar with University policies and procedures; must have excellent communication, accounting, technology and people skills.
- Must be able to work effectively as a member of a team.
- Experience in marketing educational programs preferred.
- Position requires accuracy, efficiency, flexibility, and confidentiality.
- A high school diploma and work experience that is directly related to the area of employment. A bachelor's degree may be substituted for related work experience.

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6/23/2015