

MECC Career Services March Job Postings

TTEC

Customer Service Representative

Weber City, VA

https://ttec.taleo.net/careersection/5/jobdetail.ftl?job=02LJK&tz=GMT-05%3A00&tzname=America%2FNew_York

TTEC

Healthcare Customer Service Representative

Weber City, VA

https://ttec.taleo.net/careersection/5/jobdetail.ftl?job=02LJL&tz=GMT-05%3A00&tzname=America%2FNew_York

Dollar Tree

Big Stone Gap, VA

Sales Floor Associate

Part Time

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=1306216&PartnerId=25600&SiteId=5477&Codes=Indeed#jobDetails=1306216_5477

Big Stone Gap

Insurance office looking for part time front desk receptionist. Must be personable, organized, able to multitask, confident working alone and with others. Team support includes general administrative responsibilities such as answering multiple phones lines, coordinating work with your colleagues, filing, opening, organizing, and closing client files, ordering office supplies, mailing services and talking with clients.

Are you seeking to join a performance driven team that inspires trust among colleagues and continuous recognition for your efforts? Are you seeking a career path that will enhance your experience and guide you to administrative, clerical and professional office roles? we are currently seeking entry level professionally driven individuals that desire to develop your experience with our client on a temporary to permanent basis. We offer flexible work schedules, training development and advancement that will build your resume to prepare you for highly skilled clerical and administrative roles.

If you are a Data Entry specialist/enthusiast, looking to get your foot in the door with a growing organization, then this is may be the role for you! The position is paying between \$17.00-\$25.00/hour and is an immediate need.

We are looking for a Data Entry Clerk to type information into our database from paper documents. The ideal candidate will be computer savvy and a fast typist with a keen eye for detail. You will report to a data manager or another senior data team member. Understanding of data confidentiality principles is compulsory.

The company will rely on you for having accurate and updated data that are easily accessible through a digital database.

For More information: Thomas Burke career@suntekusa.org 276-523-0332

MECC Career Services March Job Postings

Big Stone Gap

Are you interested in working in the real estate business or looking for a great place to work? We are a very successful residential, Real Estate Broker, whose biggest asset is the people within our company. We value every member of our organization. We are located in our own, beautifully appointed building.

As a Client Care Coordinator, you will be speaking with buyers and sellers each month to help them plan their next move. There are NO cold calls. We are flexible on scheduling.

MAJOR RESPONSIBILITIES:

Effectively communicate and build relationships with customers in order to provide a world class customer experience that shows professionalism, dedication and service.

Present key points and focused on the customers' needs and expectations, giving them expert direction.

Utilize geographical skills to relay a strong knowledge of the area to clients

Maintain a high level of customer support to consistently reach monthly, quarterly and annual goals.

COMPETENCIES AND KEY ATTRIBUTES:

Demonstrated persuasion skills and the ability to develop a solid rapport that builds relationships.

Superior customer service, interpersonal and communication skills; strong verbal skills.

Excellent organizational skills

Real Estate License is NOT required

COMPENSATION:

\$14.00 per hour + Bonus

Comprehensive Paid Training

This is a great position with flexible hours for the right individual. We can craft a schedule for a 10 - 20 hour work week. We value professionalism, success and service to our Clients. We have an outstanding work environment for our team associates with tremendous positive energy. (It's a great place to work!)

If you want to be considered for this position, you MUST reply with a cover letter describing why you have an interest in our position, along with your resume. Any resume WITHOUT a cover letter will be immediately discarded.

Resume should be sent to info@cedaron.org

Duffield, VA

Cornerpost Software is looking for students that are savvy with Open Source Software and wants to gain real-world experience in the development and support of IT infrastructure monitoring software. As part of your tasks, you'll be working with us to provide support for the

MECC Career Services March Job Postings

world's most popular network/system monitoring solution. This is a perfect position for students with an interest in software development, system administration, and computer networking. This is a part-time position offering 15-20 hours per week, depending on your schedule. The rate for this position is \$15/hour. The students hired for this position will work directly as a personal assistant for our software developer.

Your primary responsibilities will include:

- =====
- Providing technical support via our email list and online forum
 - Writing technical documentation
 - Testing software applications
 - Posting payments with newly developed App
 - Writing and/or modifying existing shell, Perl, C/C++, and/or PHP scripts/programs

Things that are required for this position:

- =====
- Excellent verbal and written communication skills
 - Positive attitude and team player
 - Ability to learn quickly
 - Attention to detail
 - Multiple operating system experience (Windows, Linux, etc.)
 - Experience with:
 - Linux (preferably CentOS, RHEL, or Fedora Core)

Things that would be ideal, but are not necessarily required:

- =====
- Experience/knowledge with/of:
 - SVN (preferably) or CVS
 - PHP
 - OpenOffice.org
 - Networking protocols
 - Software development
 - Technical writing
 - Apache
 - Shell or Perl scripting
 - Installing RPM packages
 - Compiling OSS applications from source
- If you're interested in helping kick butt in the systems management world, send an email to careers@sqasolutions.org with the following information:
- Why we should hire you instead of someone else
 - Your resume

Food City

Big Stone Gap, VA

Perishable Stocker

<https://www.indeed.com/jobs?q&l=Big%20Stone%20Gap%2C%20VA&vjk=c2c47b8d520eb4d1>

**MECC Career Services
March Job Postings**

Mountain Empire Community College
Education Support Specialist II

<https://virginiajobs.peopleadmin.com/postings/180596>

CVS

Big Stone Gap, VA

Retail Store Associate

https://jobs.cvshealth.com/ShowJob/Id/110732/Retail%20Store%20Associate?utm_campaign=&utm_source=Indeed&rx_campaign=indeed0&rx_group=106206&rx_job=26160BR&rx_source=Indeed&rx_ts=20200304T140026Z&utm_medium=recruitics_organic&prfilters=none&CloudSearchLocation=none&CloudSearchValue=none

GPM Investments, LLC

Big Stone Gap, VA

Sales Associate

<https://storecareers-gpminvestments.icims.com/jobs/23250/sales-associate/job>

GPM Investments, LLC

Clintwood, VA

QSR Sales Associate

<https://storecareers-gpminvestments.icims.com/jobs/23081/qsr-sales-associate/job>

GPM Investments, LLC

Coeburn, VA

Deli Associate

<https://storecareers-gpminvestments.icims.com/jobs/21697/deli-associate/job>

GPM Investments, LLC

Gate City, VA

QSR Sales Associate

<https://storecareers-gpminvestments.icims.com/jobs/22917/qsr-sales-associate/job>

GPM Investments, LLC

Haysi, VA

QSR Sales Associate

<https://storecareers-gpminvestments.icims.com/jobs/22731/qsr-sales-associate/job>

GPM Investments, LLC

Pound, VA

Sales Associate

<https://storecareers-gpminvestments.icims.com/jobs/22712/sales-associate/job>

GPM Investments, LLC

Wise, VA

Sales Associate

QSR Sales Associate

MECC Career Services
March Job Postings

<https://storecareers-gpminvestments.icims.com/jobs/search?ss=1&searchLocation=-12830-Wise>

Family Dollar
Big Stone Gap, VA
VA Customer Service Representative
<https://familydollar.taleo.net/careersection/9/jobdetail.ftl>

Family Dollar
Pound, VA
VA Assistant Store Manager
VA Customer Service Representative
<https://familydollar.taleo.net/careersection/9/moresearch.ftl>

Ballad Health
Holston Valley Medical Center
Surgical Tech (FT) Varied Shifts
Registered Cardio Tech (FT) Days
<https://balladhealth.teds.com/careers/>

Ballad Health
Lonesome Pine Hospital
Surgical Tech I, Surgery
<https://balladhealth.teds.com/careers/>

Appalachian Regional Healthcare
Middlesboro, KY
Admissions Clerk
Staff Nurse – Tier 2
Respiratory Therapy Tech – 19
<https://careers-arh.icims.com/jobs/search?ss=1&searchLocation=12781-12801-Middlesboro>

Appalachian Regional Healthcare
Whitesburg, KY
Environmental Services Aide
Clinical Coder II
Kentucky River Marketing Manager
Peer Recovery Coach
<https://careers-arh.icims.com/jobs/search?ss=1&searchLocation=12781-12801-Whitesburg>

**MECC Career Services
March Job Postings**

Appalachian Regional Healthcare
Harlan, KY
Clinical Coder I
Administrative Assistant
Environmental Services Supervisor
Staff Nurse Tier-2
Clinical Coder II
Staff Nurse Specialty Tier 1

<https://careers-arh.icims.com/jobs/search?ss=1&searchLocation=12781-12801-Harlan>

Mountain Comprehensive Health Corporation
Harlan, KY

Radiologic Technologist

https://753ba54c-6b85-4e79-b0e8-6000c601e78e.filesusr.com/ugd/ff1b5c_0af6459f184d47debd3a295afcad2488.pdf

Mountain Comprehensive Health Corporation
Cumberland, KY

Licensed Practical Nurse (LPN)

https://753ba54c-6b85-4e79-b0e8-6000c601e78e.filesusr.com/ugd/ff1b5c_aabd3bd68e454bd7bf223d1eb0542594.pdf

Mountain Comprehensive Health Corporation
Middlesboro, KY

Certified Medical Assistant (Bilingual)

https://753ba54c-6b85-4e79-b0e8-6000c601e78e.filesusr.com/ugd/ff1b5c_a745ebd45379420cbb19f8896186df56.pdf

Mountain Comprehensive Health Corporation
Pineville, KY

Licensed Practical Nurse (LPN)

Registered Nurse (RN)

<https://www.mchcky.com/careers>

Tractor Supply Co

Wise, VA

Team Member

<https://jobs-tractorsupply.icims.com/jobs/2344/team-member/job?mode=job&iis=Job+Board&iisn=Indeed.com&mobile=false&width=1140&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

Walgreens

Pennington Gap, VA

Customer Service Associate

<https://jobs.walgreens.com/job/pennington-gap/customer-service-associate/1242/15514085>