

November Job Postings

Payroll/Dispatcher

We are seeking to cover a temporary leave position for a Payroll/Dispatcher for the a 12 pm – 6 pm shift for at least 8 months. This position has the potential to become full-time as time goes on. Payroll Dispatchers Prints payee and drop them off at FedEx or USPS locations around him or her four times in a week. Dispatchers are used distribute payment to our various employee remotely, taking orders from the accountant and drop off at the courier given location once all payee are printed.

Requirements

You can work Remotely from anywhere in USA.

Documentation Skills

Data Entry Skills

Telephone Skills

Informing Others

Listening

Verbal Communication

Multi-tasking

Dependability

Reporting Skills.

You must have a colored or Black& White Printer that is working perfectly.

Must have a active internet.

Apply now to conduct interview immediately. Chris Bannet, info@qpaiinc.com, 276.523.7411

Data Entry/Office Clerk

We are a construction company that has an immediate opening for a part-time data entry clerk who will be responsible for entering daily orders.seeking positive and friendly candidates who will assist and provide support to our staff.We are looking to fill the following position:

DATA ENTRY/OFFICE CLERK

Duties and Responsibilities:

Receiving and processing all incoming orders

Use Excel templates and spreadsheet when required

Correspond with clients

Data entry and filing

Utilize FedEx; UPS; and US Postal Service as appropriate.

Perform other duties as assigned

Position Requirements-

Keyboard/type 50 wpm, fast and accurate data entry skills

Proficient with Excel, MS Word and Outlook

Ability to communicate clearly and concisely, verbally and in writing

Must be highly organized and able to prioritize to meet deadlines

Able to work in a fast-paced environment

Monitoring daily schedules

Quick learner

We are open to entry level positions and are willing to train. We are looking for someone with a very positive outgoing personality, excellent phone manners, basic computer skills with a willingness to learn more and the ability to multi-task in a fast paced environment.

Morgan Hendrickson, jobs@devcon-const.cc, 276-393-9469

November Job Postings

Intuit Tech Support and Customer Services

SYKES

Wise, VA

<https://jobs.sykes.com/en-US/job/intuit-tech-support-and-customer-service-wise-va-location/J3T4YW5ZYTPJW8LDDM4>

Customer Service Work At Home

SYKES

Johnson City, TN

<https://jobs.sykes.com/en-US/search?keywords=&location=Weber%20City%2CVA%2CUSA&placeid=ChIJA-PU4UyTWogRY6NpvOSKNmM>

Administrative Assistant to the Dean

UVA WISE

https://jobs.agencies.virginia.gov/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=1304758

Pillow Assembly Technician

Tempur Sealy

Duffield, VA

<https://recruiting.adp.com/srccar/public/RTI.home?r=5000432299906&c=1124607&d=MufacturingCareerSite&rb=INDEED#/>

Office Support

CARis Healthcare

Bristol VA

<https://careers-carishealthcare.icims.com/jobs/4266/office-support---bristol-va-location/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=954&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

Processing team Associate

Belk

Wise, VA

https://belk.wd1.myworkdayjobs.com/en-US/Careers/job/Wise-VA---Ridgeview-Mall-Belk/Processing-team-associate_JR-11060-6?source=Indeed

Maintenance/Housekeeping

Belk

Wise, VA

https://belk.wd1.myworkdayjobs.com/en-US/Careers/job/Wise-VA---Ridgeview-Mall-Belk/maintenance-housekeeping_JR-14596-2

Seasonal Sales Associate

Belk

Wise, VA

November Job Postings

https://belk.wd1.myworkdayjobs.com/en-US/Careers/job/Wise-VA---Ridgeview-Mall-Belk/Belk-Seasonal-Storewide-Hiring-Event---Sales-Associate---August-11th-from-11am-to-5pm---Ridgeview-Mall-Belk--561_EVRGRN18-00561-2-1

Claims Processor

Logisticare

Norton, VA

<https://recruiting.adp.com/srccar/public/RTI.home?c=2153313&d=ExternalCareerSite&r=b=INDEED&r=5000430848506#/>

Utilization Review Specialist

Logisticare, Norton, VA

<https://recruiting.adp.com/srccar/public/RTI.home?c=2153313&d=ExternalCareerSite&r=b=INDEED#/>

CC Lead

Logisticare, Norton, VA

<https://recruiting.adp.com/srccar/public/RTI.home?c=2153313&d=ExternalCareerSite&r=b=INDEED#/>

Bilingual Customer Service Representative

LogistiCare, Norton, VA

<https://recruiting.adp.com/srccar/public/RTI.home?c=2153313&d=ExternalCareerSite&r=b=INDEED#/>

Customer Service Representative (Region 1)

LogistiCare, Norton, VA

<https://recruiting.adp.com/srccar/public/RTI.home?c=2153313&d=ExternalCareerSite&r=b=INDEED#/>

Job Coach

LogistiCare, Norton, VA

<https://recruiting.adp.com/srccar/public/RTI.home?c=2153313&d=ExternalCareerSite&r=b=INDEED#/>

Sales Associate

FasMart Big Stone Gap, VA

<https://storecareers-gpminvestments.icims.com/jobs/6481/sales-associate/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1140&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

VA Assistant Store Manager

Family Dollar, Big Stone Gap, VA

<https://familydollar.taleo.net/careersection/9/jobdetail.ftl>

November Job Postings

VA Customer Service Representative

Family Dollar, Big Stone Gap, VA

<https://familydollar.taleo.net/careersection/9/jobdetail.ftl>

Cashier

Murphy USA Norton, VA

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25450&siteid=5588&jobid=2780583&codes=INDEED#jobDetails=2780583_5588

Teller

ON Call for Wise, Coeburn, Castlewood & Lebanon area branches – Premium Pay BB&T

<https://bbt.wd1.myworkdayjobs.com/en-US/Careers/job/Wise-VA---1510-Norton-Road-SW/Teller---ON-CALL-for-Wise--Coeburn--Castlewood---Lebanon-area-branches---PREMIUM-PAY--no-benefits- R0011036?Codes=IndeedOrg>

Food Server – Red Fox Grill

Mountain Empire Community College

<https://virginiajobs.peopleadmin.com/postings/130366>

Lowes

Wise, VA

Assistant Store Manager

Sales Specialist Millwork

Service Manager

<https://jobs.lowes.com/search-jobs/24293%2C%20Wise%2C%20VA/1627/4/6252001-6254928-4794277-4829341/36x975/-82x5947/50/2?pc=24293>

Pizza Hut

Big Stone Gap

Driver

<https://jobs.pizzahut.com/job/?id=bb78fbce-ffd9-4320-b1a3-a55200f24f3c>

CROSSMARK Walmart Retail Merchandiser Part Time

Norton VA

<https://uscareers-crossmark.icims.com/jobs/118350/crossmark-walmart-retail-merchandiser-part-time/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=570&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

Sales Associate

GPM Investments, LLC (Fas mart)

<https://storecareers-gpminvestments.icims.com/jobs/6481/sales-associate/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1140&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

November Job Postings

Heritage Hall
LPN/RN (full time)
Big Stone Gap

<https://www.irecruit-us.com/index.php?OrgID=I20120920&pg=initiallist&RandID=201811122023185be9e1366a66c9072815777a2c13d2f550def6ecd53cc08ff47bd&RequestID=15391872365bbe22243eda5592&olnew=1&slnew=1>

Heritage Hall
Clintwood, VA
Dietary Aide/Cook
Nursing Opportunities (LPN/RN)

<https://www.irecruit-us.com/index.php?OrgID=I20120920&pg=initiallist&RandID=201811122023185be9e1366a66c9072815777a2c13d2f550def6ecd53cc08ff47bd&olnew=1&slnew=5>

Heritage Hall
Wise, VA
Part Time Housekeeping Aide
RN/LPN Full Time
Weekend Supervisor RN

<https://www.irecruit-us.com/index.php?OrgID=I20120920&pg=initiallist&RandID=201811122023185be9e1366a66c9072815777a2c13d2f550def6ecd53cc08ff47bd&olnew=1&slnew=17>

Ballad Health

Indian Path Medical Center

RN – PT (No benefits) Kingsport Day Surgery
MLT or Medical Technologist (Full Time)
RN (FT) Family Birth Center
Ultrasound Technologist (Part Time No Benefits)
Certified Nursing Assistant (FT Nights)
RN (FT) Ambulatory Cancer Treatment Center
Certified Nursing Assistant (FT Varied Shifts) Emergency Department
Certified Nursing Assistant (FT Nights) Progressive Care
Certified Nursing Assistant (FT Days) Progressive Care
RN (FT) Varied Shifts Emergency Department
Phlebotomist , Certified (PT – No Benefits)
Patient Access Representative (FT)

<https://www.balladhealth.org/careers/find-jobs>

Ballad Health

Norton Community Hospital

Dietary Aide, Nutrition Services (11:a – 7:30p)
Certified Phlebotomist, Laboratory (PRN)

November Job Postings

Respiratory Therapist, Cardiopulmonary Svcs (PRN)
Marketing and Communications Coordinator (FT)
Patient Service Representative, Community Pediatrics
Wellness Technician, FitOne Wellness Center (varying hours) (PT-no benefits)
Maintenance Mechanic, Facilities Management (9am – 5:30pm)
RN, Med Surg peds (7p-7:30a)
LPN Med Surg Peds (7p – 7:30a)
RN Float Pool (7p-7:30a)
LPN, Inpatient Rehab Nursing (4pm – 12:30a)
RN, ICU (rotating shifts)
Utility Worker, Environmental Services (Rotating Shifts)
Patient Access Representative (PT – No Benefits) Rotating Shifts
<https://www.balladhealth.org/careers/find-jobs>

Ballad Health

Holston Valley Medical Center

Anesthesia Tech
Barista – Starbucks
Employee Health Nurse
Inventory Analyst
Maintenance Tech III
ORT III (Single Specialty, Certified)
PBX Operator I – Call Center
Specialty Surg Care Tech – Operating Room
Sterile Processing Tech I
<https://www.balladhealth.org/careers/job-search-2>

Ballad Health

Lonesome Pine Hospital

ORT II (Main OR)
Registered Nurse – NLBC Birthplace
<https://www.balladhealth.org/careers/job-search-2>

Powell Valley Bank

Part Time Teller

Big Stone Gap

Contact Gary Richardson

November Job Postings

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