

Job Postings - May 2021

Williamson County Government Part-Time Inventory Control Assistant- The Inventory Control Assistant will conduct physical inventories at locations across Williamson County, Tennessee. Minimum starting pay begins at \$15.60 per hour with 16-20 hours of work expected per week. Please apply through the county website at www.williamsoncounty-tn.gov. For more information, please contact Oksana Kennedy oksana.kennedy@williamsoncounty-tn.gov or at (615) 786-0192. (04.20.21)

Tennessee Personal Assistance, Inc. Direct Support Professionals and Caregivers- These positions are located in Franklin, Tennessee. TPA, Inc. is hiring immediately!! They offer paid training, mileage reimbursement, medical, dental, vision, 403 B, and referral bonuses. The salary range is \$10.00 and up to \$12.00 per hour and various hours are available. To keep everyone safe, TPA, Inc. requires masks to be worn at all times, maintaining six feet of distance, and cleaning and disinfecting areas. Responsibilities include helping clients with daily living skills such as dressing, cooking, cleaning, and transportation (which is reimbursed) to doctors' appointments and out into the community for various activities. Tennessee Personal Assistance, Inc. is a non-profit agency that provides support services to people who have intellectual and developmental disabilities. Their mission is to serve people in our community by offering them opportunities to enjoy a purposeful and healthy quality of life that is safe and tailored to their individual needs and choices. For more information, please visit <http://www.tennesseepersonalassistance.org/tpainc/>. To apply, please submit your resume to mirandas@tennesseepersonalassistance.org or call Miranda at (615) 512-1149. (05.04.21)

Valencia College Dean of Communications and a Dean of Business, Information Technology and Public Services- These positions are located in Florida. Join an organization committed to helping students reach their full potential by providing them with the right opportunities, the right tools and the right support. Valencia's students reflect the diversity of their service district, and the college is searching for a leader who is deeply committed to making a difference in students' lives by helping them succeed beyond earning a degree and by standing in the gap between what is and what can be. If you want to play a role in shaping the future of students at one of the largest community colleges in Florida, the inaugural winner of the Aspen Prize for Community College Excellence, take the first steps by completing and submitting an online application for a position that best fits your professional background and experience. This information is made available by HBCU Connect. (05.04.21)

Duck River Electric Membership Corporation (DREMC) Various Positions- DREMC is seeking an IT Director, an HR Coordinator and a Director of Accounting in Shelbyville, Tennessee; a Journeyman Lineman in Manchester, Tennessee; and a Cleaning Attendant in Lewisburg/Chapel Hill/Columbia, Tennessee. For more information, including full position descriptions, and/or to apply, please visit the company website at www.dremc.com/careers. Candidates must submit a resume and cover letter. Questions may be directed to Brandi Shore, Human Resources Manager, at (931) 685-6107. (05.10-18.21)

Sherwin-Williams Customer Service Specialist- This position is located in Franklin, Tennessee. This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also assist in sourcing products required by customers that are not available in the store and, upon approval, place order and follow up as necessary. Opening and closing the store, making bank deposits, stocking shelves and setting up displays, cleaning store equipment, and loading and unloading trucks are also responsibilities of the position. The hourly wage will be \$15.50 for this full-time position. Applicants must be at least 18 years of age, must be legally authorized to work in country of employment without sponsorship for employment visa status, and must be willing to work all scheduled hours and required overtime which may include evenings and weekends with or without reasonable accommodation. Applicants must also be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs.; must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.); must be able to tint paint, therefore, must be able to distinguish the difference between colors; must be able to operate a computer and communicate via the telephone; and must have high school diploma or comparable certification (e.g. GED). Preferred qualifications include prior experience in a sales or customer service position, an Associate Degree or related college courses, customer service skills including problem solving and handling customer complaints, good written and verbal communication skills, and a valid driver's license. Please visit <https://jobsearch.sherwin.com/en/job-description?jobNumber=21000A06> to apply. Questions may be directed to Eva Tirado at (615) 295-0924 or at eva.m.tirado@sherwin.com. (05.12.21)

Play It Again Sports Sales Associate- This position is located in Nashville, Tennessee. Play It Again Sports is seeking an Associate to help promote all aspects of the business including but not limited to buying, selling, pricing, and merchandising. The person in this position will promote a high level of customer service by ensuring customers are assisted in an enthusiastic, timely, and knowledgeable manner. They will assist store management in daily store operations, including the buying of used merchandise. The hourly wage will be \$10.00 to \$12.00, with 25 work hours per week. Please email Robert McAlhany at pianashville@gmail.com for an application or contact him at (615) 747-6767. (05.12-05.15.21)

Fidelity Investments Licensed Financial Professionals- These positions are remote or are located in Covington, Kentucky; Denver, Colorado; Durham, North Carolina; Jacksonville, Florida; Merrimack, New Hampshire; Salt Lake City and American Ford, Utah; Smithfield Rhode Island; and Westlake, Texas. For more information, please visit www.jobs.fidelity.com. This information is made available by HBCU Connect. (05.13.21)

United Health Group Customer Service Representatives- The Optum Housecalls Customer Service team is hiring in the following locations: Columbia, Maryland (<https://uhg.hr/OptumColumbia>); San Diego, California (<https://uhg.hr/OptumSanDiego>); and

Franklin, Tennessee (<https://uhg.hr/OptumFranklin>). Customer service careers at UnitedHealth Group give you the opportunity to make a real difference helping people live healthier lives. As a trusted customer service representative of UnitedHealth Group, your ability to listen, understand and solve problems will drive positive health outcomes for members, the Company's performance and your growth. You'll be well supported with the latest tools, advanced training curriculum and the combined strength of a high caliber team. You'll discover a wealth of pathways or professional growth within customer service and across our global company. You'll also enjoy healthy work/life flexibility and excellent benefits. Learn more about why this is the place to do your life's best work. For more information, please visit work@tuhg.com. (05.14.21)

WSMV Various Positions- These positions are located in Nashville, Tennessee 37209. WSMV, A Meredith Corporation TV Station, is looking for an Executive Producer (JR09999) that oversees the total quality control of WSMV assigned newscasts; a News Producer (JR09982) that creates content for television and other digital platforms; a highly creative, organized, and team-oriented Chief Photographer (JR09885) to lead, coach and inspire an excellent group of photojournalists and be an active part of the news management team; and a Reporter (JR09520) that develops, writes and reports daily news stories and events, and presents information live. The education and experience requirements, and application closing dates for these positions vary. For more information, please visit <http://www.meredith.com/viewjobopenings>. Questions may be directed to Michelle Curoe at michelle.curoe@wsmv.com. (05.14-05.17.21)

NXG Strategies Office Assistant- This position is located at 830 Crescent Centre Drive, Suite 180 in Franklin, Tennessee 37067. For more information, please visit www.nxgstrategies.com. Questions may be directed to Eric Brahad at info@ericbrahadconsultants.com or at (615) 823-4311. (05.24.21)

Tennesseans for Student Success Part-Time Office Assistant- This position is located in Franklin, Tennessee. Tennesseans for Student Success is seeking a temporary, part-time Office Assistant that will work alongside the Director of Operations and President/CEO to help maintain office efficiencies. The Office Assistant will provide support in the daily operations through a variety of clerical and administrative tasks. The office assistant will be expected to work approximately 10 hours a week with a flexible work schedule. The Office Assistant will have the following primary responsibilities: Greet visitors and accept, screen and route communications; answer Incoming calls to the main office line; assist the Director of Operations with office logistics, file maintenance and vendor coordination; retrieve mail from the mailbox and PO box and deliver items accordingly; ensure supplies and common areas are stocked and prepared for meetings; and complete special projects and other duties as requested for general support of the organization. The hourly rate of pay is \$15.00. To apply, please email Brooke Gray at brooke@tnsuccess.org. Questions may be directed to Ms. Gray at the above email address or at (615) 490-6161. (05.26.21)

Tenant Building Group, LLC Administrative Assistant- This position is located in Nashville, Tennessee. Tenant Building Group, LLC is seeking a candidate who can grow with the company and assist multiple project managers in the construction industries. Microsoft office is needed. The work hours will be 8:00 a.m. to 5:00 p.m. and the wage is negotiable. If interested, please send an email to Debbie McKinney at debbie@tenantbuildinggroup.com or call her at (615) 394-8419. (05.24.21)

Arosa Caregivers and Certified Nursing Assistants- These positions are located in the Nashville area. The office is located at 2000 Glen Echo Rd, Suite 104 in Nashville, Tennessee 37215. Arosa offers their Caregivers and CNAs bi-weekly starting pay at \$12.00 per hour, along with employee bonuses for referrals and continuing employment, and training opportunities from care managers. Health benefits are also available. For more information, please contact Cristan Shaffer at (615) 595-8929 or visit www.Arosacare.com/career/careers-caregivers. (05.26.21)

Private In-Home Health Care Opportunity- This position is located in Columbia, Tennessee. A local resident seeks a Health Care Aide or person available to help care for her husband who is a 68-year-old male who has suffered a massive stroke and has resulting left shoulder, arm, hand and leg deficits. He needs assistance with getting in and out of bed, bathing, toileting, the lift chair and the wheelchair. The rate of pay will be \$15.00 per hour, with work hours of 10:00 a.m. to 3:00 p.m. Monday through Friday. Interested candidates may send a resume to donmaryanderson@yahoo.com or call Mary Anderson at (931) 548-2491. (05.26.21)