

TOP Jobs – Week of: June 29, 2009

1. General Laborer

Job Posting ID # 3034463

Full-Time Position

Occupation Type: Construction Laborers

Job Description: Metal building erector needs general laborer help. Must not be afraid of heights (will do climbing).. Duties will include: assist other workers, moving materials, ability to follow instructions, and any other related duty.

Preferred Skills & Qualifications: Employer is willing to train, but experience is a plus

Salary: \$8.50-\$9.00 an hour DOE

Location: LUBBOCK,

2. Senior Business Assistant

Job Posting ID # 6101489

Full-Time Position

Occupation Type: Office and Administrative Support Workers, All Other

Job Description: Processing epaf for grad students, reconciling procurement and assisting grad students and faculty with purchasing. Record keeping of research accounts, budget preparation and maintenance.

Preferred Skills & Qualifications. Need proficiency in MS Office software (EXCEL), and other data based systems. Preference will be given to individuals with experience in TTU Banner system. Accounting principles. Bachelor of Business Administration or Accounting preferred

Salary: \$9.59 to \$13.72 / Hour

Location: LUBBOCK

3. Maintenance Tech

Job Posting ID # 6101486

Full-Time Position

Occupation Type: Maintenance and Repair Workers, General

Job Description: . Seeking a "Maintenance Person" for an apartment complex. Will be responsible for normal maintenance duties. Normal working hours: 8:30a-5:30p. Other duties include: make ready apartments, painting, plumbing, grounds maintenance and other related duties.

Preferred Skills & Qualifications.. High school or GED with 1yr of experience.

Salary:. Salary Range \$9.50/hr (depending on the amount of experience).

Location: LUBBOCK

4. Auditor V (9-0689)

Job Posting 3034382

Full-Time Position

Occupation Type: Accountants and Auditors

Job Description: . Conducts advanced audits/criminal investigations and examinations of alleged Medicaid provider fraud, including the development of audit/investigation objectives and plans; identifies violations of state law, federal law and Medicaid rules and regulations by Medicaid providers and their employees and obtains evidence to support these violations, including via witness and subject interviews; identifies the corresponding Medicaid overpayments associated with these violations

Preferred Skills & Qualifications: High school graduation or equivalent

- Graduation from an accredited four-year college or university; may substitute full-time experience in auditing, accounting, compliance monitoring, law enforcement, Medicaid or Medicare, health care insurance, or closely related field for the required education on a year for year basis

- Nine semester hours in accounting [Copy of transcript required at time of interview]

- Eight years full-time experience in auditing, accounting, compliance monitoring, law enforcement, Medicaid or Medicare, health care insurance, or closely related field

Salary: \$4,458.50 / Month

Location: LUBBOCK

5. Community Care Attendant

Job Posting ID # 8089480

Full-Time Position

Occupation Type: Home Health Aides

Job Description: . Will work under indirect supervision providing services to assigned clients. The Special Attendant serves as a back-up attendant in cases where the regular assigned attendant is not available to provide services to their client. Performs one or more the following tasks for the client: bathing, dressing, grooming, feeding, toileting, cleaning, laundry, meal preparation, transfer/ambulation, escort, routine hair/skin care, exercise, shopping and assistance with self administer medication

Preferred Skills & Qualifications: 6 months experience

Salary: Starting pay is \$8.00/hr.

Location: LUBBOCK

6. Warehouse Personnel

Job Posting ID # 2556461

Full-Time Position

Occupation Type Production Laborers

Job Description WAREHOUSE PERSONNEL: responsible for checking in merchandise-identifying mchdse, stocking, assisting in cutting and coupling conveyor belts, hoses, and tubing and clean-up in and around warehouse. Must have at least 1yr of related experience. Possibility of promotion if show ambition and good work ethic.

Preferred Skills & Qualifications: 1 year experience and High School Diploma/GED

Salary: Pays \$8.00/hr after 3 months and \$9.00/hr if hard worker.

Location: LUBBOCK

7. Child Support Technician II

Job Posting ID # 2556358

Full-Time Position

Occupation Type: Child Support, Missing Persons, and Unemployment Insurance Fraud Investigators

Job Description: Prepares cases for court, which may include filing pleadings, setting cases on docket, monitoring service, and attending court as needed

- Coordinates, schedules, and monitors paternity tests; processes and distributes test results
- Enters, retrieves and updates child support case information on Texas Child Support Enforcement System (TXCSES)

Preferred Skills & Qualifications: Open: · High school graduation or equivalent

· Completion of two year (sixty credit hours) from an accredited college or university; may substitute full-time Child Support Program, complex clerical, secretarial or closely related experience for required education on a year-for-year basis, Typing at 30 WPM [Typing test required at the time of interview]

Salary: \$2,182-\$2,590 DEPENDING ON QUALIFICATIONS

Location: LUBBOCK

8. Delivery Driver

Job Posting ID # 4779043

Full-Time Position

Occupation Type: Truck Drivers, Light or Delivery Services

Job Description: Delivery Driver: must have excellent driving record, there will be pre-employment drug test and background check. Strong back and ability to do heavy lifting. Duties: handling/loading office supplies and delivery to customers in Lubbock and surrounding areas.

Preferred Skills & Qualifications: High School Diploma or GED (knowledge of reading and writing).

Salary: Pay is \$7.00 hourly

Location: LUBBOCK

9. Plumber

Job Posting ID # 2556374

Full-Time Position

Occupation Type: Plumbers, Pipefitters, and Steamfitters

Job Description: .. Looking for Texas licensed plumbers and licensed apprentices in the Midland/Odessa TX area. Candidates shall be familiar with commercial projects. Veterans with and without experience are welcome to apply.

Preferred Skills & Qualifications: Applicants with license and 5 or more years experience will be classified as journey level. Licensed apprentice applicants or applicants without apprentice license will be classified according to number of years experience.

Salary: . \$11.30 to \$21.61 / Hour

Location: LUBBOCK

10. Accounting Manager

Job Posting ID # 6101055

Full-Time Position

Occupation Type: Accountants

Job Description: . Responsibilities: Handle day to day financial management, accounts receivable, post daily cash and reconcile differences, bank reconciliations, financial analysis, budgeting analysis, cost standard analysis, billing, cost accounting projects, reconciliation of bank accounts.

Preferred Skills & Qualifications: Requirements high level of energy and enthusiasm, proficient in MS Excel, spreadsheet development, detail oriented, excellent computer skills, payroll skills, good organizational skills, follow-up, conflict resolution and interpersonal skills. Bachelors Degree preferred but not required. At least 10 years previous accounting/bookkeeping experience

Salary: \$24,000.00 / Year

Location: LUBBOCK

One Rural Top Ten

1. Waitress/Waiter

Job Posting ID # 8089390

Full-Time Position

Occupation Type: Waiters and Waitresses

Job Description: Collect payments from customers. Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff. Take orders from patrons for food or beverages. Check with customers to ensure that they are enjoying their meals and take action to correct any problems.

Preferred Skills & Qualifications: OPEN

Salary: \$6.55 / Hour

Location: LEVELLAND, Texas

2. Night Watch Guard

Job Posting ID # 4779198

Full-Time Position

Occupation Type: Security Guards

Job Description: Patrol cattle yards at night and duties will be discussed at interview

Preferred Skills & Qualifications: . 3 months experience and High School Diploma/GED

Salary: \$7.25 / Hour

Location MULESHOE, Texas

3. ASSISTANT CLEANER

Job Posting ID # 2556575

Full-Time Position

Occupation Type: Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Job Description: NEED ALL AROUND CLEANER TO DO JANITORIAL WORK CLEAN BUILDING AND OTHER DUTIES AS ASSIGNED.WILL ALSO DO VARIOUS OTHER TASKS AS NEEDED

Preferred Skills & Qualifications: 3 months experience

Salary: \$8.00 / Hour

Location PLAINVIEW, Texas