Mower List 2/20/24

Open Monday-Thursday 8am-4:30pm.
507-460-5020.

Businesses, to have your job added/removed or changed on this list, please email Jenny Iverson at JIverson@wdimn.org

Job Seekers, find this list on our website at: https://workforcedevelopmentinc.org/jobs-trainings/ and use the “clickable” bit.ly links to easily apply for jobs on the web.

This information is available for free distribution but please don’t not edit this or alter this document.

This information is available in alternative formats for people with disabilities by calling 507.292.5180 or by using your preferred relay service. Workforce Development, Inc. is an Equal Opportunity Employer/Service Provider.
TRADES READINESS TRAINING
RCTC-Rochester

Course Overview
The Trades Readiness Certificate was created to provide high quality, apprentice-level content to people interested in construction, to prepare them for careers in the industry. Upon completion of the Trades Readiness Certificate at RCTC, learners will be enabled to work as a productive member of a construction crew and build character and gain confidence to seek employment within the skilled trades.

Eligibility Criteria
Be 18 years or older
If you are a person of color and/or a woman, you are encouraged to apply
Have a valid MN driver’s license
Meet at least minimum scores on math and English assessments
*Eligibility restrictions may apply

Dates
This year-long program can be entered at fall, spring, or summer semester. Classes are Tuesday/Thursday evenings, typically 5:30 – 8:30 p.m..
If demand is present, this can also be offered as a six-week intensive training M-F, 8-4 p.m.

Contact
Julie Brock - 507.421.6487 - ibrock@wdimn.org
Stacy Brumfield - 507.252.5159 - sbrumfield@wdimn.org
Matt Durand - 507.363.6132 - Matt.Durand@rctc.edu

Bridges to Healthcare

-CNA PREP AND CNA TRAINING* (CERTIFIED NURSING ASSISTANT): AUSTIN CAMPUS RIVERLAND COMMUNITY COLLEGE/ADULT EDUCATION.
CNA PREP: Feb. 13, 15, 20, 22, 27. March 5, 7, 19, 21, 26, 28. April 2, 4. Tuesday & Thursday 9am-1pm
CNA TRAINING: March 4-April 15. Monday, Wednesday, Friday 9am-2:30pm
CNA TRAINING: April 1-April 29. Monday, Wednesday, Friday 2pm-8:30pm
-ADVANCED NURSING ASSISTANT (LPN/RN)-CONTINUOUS ENROLLMENT. CLASSES AT RIVERLAND COMMUNITY COLLEGE CAMPUS.
Requirements:
-CASAS GOALS READING 239 OR ABOVE.
-MUST BE AT LEAST 17 YEARS OF AGE, NOT ENROLLED IN A K-12 SCHOOL, HAVE BARRIERSTO EMPLOYMENT, AND WHO NEED ENHANCED EDUCATIONAL AND SUPPORTIVE SERVICES TO BE SUCCESSFUL.
-MUST PASS A CRIMINAL BACKGROUND STUDY.
Services Offered:
-ASSESSMENT
-CAREER PLANNING
-SKILLS TRAINING
-JOB SEARCH GUIDANCE AND RESOURCES
-PREPARATION FOR FURTHER TRAINING AND EDUCATION
-ACADEMIC AND FINANCIAL SUPPORT
-INDIVIDUAL SUPPORT AS YOU BALANCE THE DEMANDS OF LIFE, WORK, AND SCHOOL
-SCHOLARSHIPS AND CONNECTIONS TO MANY OTHER GREAT PROGRAMS AND RESOURCES IN SOUTHEAST MINNESOTA
Contact: Dawne Buttera, 507-601-7706, dbuttera@wdimn.org
Paper applications available at the Austin office:

**Austin:** Nu-Tek, Cedar Valley Services, The Joseph Company Construction, Jimmy Johns, QPP, Liberty Foods, King Maintenance, The Cedars, Our House, City of Austin Parks & Rec, All Fur Dogs, Dairy Queen

**Albert Lea:** Select Foods

**Blooming Prairie:** Tandem

**Dodge Center:** McNeilus Steel

**Stewartville:** Halcon, Aerotek

**GENERAL**

**City Carrier Assistant-USPS**
Apply at: [http://tinyurl.com/2j927tdn](http://tinyurl.com/2j927tdn)
Delivers and collects mail on foot or by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and procedures commonly used, and geography of the area. $19.33 an hour

**Custodian-USPS**
Apply at: [http://tinyurl.com/5djir2c27](http://tinyurl.com/5djir2c27)
Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment. $20.88 an hour

**Canine Specialist-All Fur Dogs**
Apply at: [http://tinyurl.com/5dufp9wz](http://tinyurl.com/5dufp9wz)
Previous dog experience is certainly helpful, but not required. Our starting wage is $12.00 an hour (unless you have prior experience); once you finish our training we bump your wage up, we also split tips evenly among all staff according to hours worked during the period. We are not a time based wage increase business, we base our raises on merit. Excel at your job, get a raise, no need to wait a year. We work 7 days a week, 365 days a year. We are always busy on weekends and holidays. If interested please fill out the application found on our website and get it back to us as soon as possible. We can’t consider you for the position until we have the application. Must be 18 years old or older due to insurance. If you have any questions let us know! [All Fur Dogs Employment Application](http://tinyurl.com/5dufp9wz)

**Swine Facilities Washer-PigPros**
Apply at: [http://tinyurl.com/ysukjz4b](http://tinyurl.com/ysukjz4b)
Operate different types of machinery, including pressure washers, white-washing machines, power tools, etc. Repair equipment when it breaks down and perform routine maintenance. Apply chemical solutions to disinfect and white-wash. Communicate with supervisor to maintain efficient work schedule. Job Skills & Qualifications Required: Valid Driver's License (must have). Ability to lift up-to 50 pounds. $18 - $25 an hour.

**Garbage Truck Helper-Red Can**
Apply at: [http://tinyurl.com/y48au7ha](http://tinyurl.com/y48au7ha)
Truck rider/helper wanted for garbage routes in and around Austin MN. Lifting and physical activity required. Full-time, Part-time. $16.00 - $20.00 per hour.
Tobacco Inspection Program - State of MN

Are you looking for an easy part-time job which pays $16 hour? Are you 17 – 19 years of age? Are you able to work a minimum of two 8 hour shifts Monday thru Friday between the hours of 9 AM and 6 PM? Do you live in Olmsted, Mower or Dodge county or Spring Valley area? Are you able to PASS a State of Minnesota Background Check for Employment?

If you answered YES to ALL of these questions we currently have a vacancy in this area for our program. This position will be filled on a first come first served basis. Additional applicants for the position will be placed on a waiting list for future vacancies. To obtain more information on this program email your contact information to Inspector Michael Cherney at this address: michael.cherney@state.mn.us.

Breakfast/Banquet Server - Holiday Inn

We are looking for a few new people to join our team serving breakfast as well as our banquets/events. Breakfast hours of operation are 5:30am-10:00am Monday-Friday, and 6am-11:30am Saturday-Sunday. Banquet hours will vary with event needs. If you are a morning person, and love to talk to new people... apply today!

Spherion - Hey JOB SEEKERS! The friendly award-winning Recruiters at SPHERION STAFFING are passionate about helping people find the perfect job that aligns with your personal goals. We work with fantastic companies in Albert Lea, Austin, Owatonna, Faribault, Waseca, Blooming Prairie, and beyond! And a vast majority of our positions are Direct Hire, which means you work directly for these companies’ day one and enjoy their benefits. We offer ENTRY-LEVEL jobs in manufacturing and offices, along with SKILLED and PROFESSIONAL positions! Frequently view all openings and job details by zip code at www.Spherion.com SPHERION STAFFING works hard to assist you in finding your dream job, but YOU need to take the first step! Call 507-451-3400 TODAY and get started!

Janitor PT or FT - King Maintenance

Workdays: Weekdays, Shift: Second (Evening), Hours Per Week: 25 (ask if you desire more hours). Great for students! Fantastic & fun team atmosphere. Sometimes we provide pizza, cookies, or other food for the team! This is a great place to work. King Maintenance, Inc. is a local Austin, MN company seeking self-motivated, part-time, cleaning technicians. Full time hours may be available. Must be 16 years of age or older. Candidate must have a willingness to learn and help others. Duties will include various cleaning and sanitizing duties, including janitor/custodian work. Duties may also include carpet cleaning & floor finish application. Carpet cleaning/extraction duties include an extra incentive bonus pay! Must be able to perform manual labor. Will have to read and understand labels on cleaning products, safety data sheets (SDS), hazard warnings, equipment manuals, etc. Candidate must be flexible and accommodating to the needs at that time. Candidate must be responsible and able to work alone for the most part but will still be around others. No education is required. Applicant must be able to work alone, be responsible, and work on several projects simultaneously. Applicant must be able to lift 50 lbs. on occasion. Starting wage is $12.00/hr. Raises given based on merit and seniority. Please apply at http://www.kingmaintenanceinc.com/application.pdf. Download application, fill it out, and fax to 507-437-2008. Include job code "CleanTech23-RCC" when applying. Applications also available at the Workforce Development office.

Production/Forklift – Hormel

Security Officer – Securitas
**TECHNICAL**

**Certified Vet Tech-Austin Vet Clinic**

Assist veterinarians in providing care and treatment to animals. Handle and restrain animals during examinations and procedures. Administer medications, vaccines, and treatments as directed by veterinarians. Perform animal IV and urinary catheterization, ET intubation and collect samples for laboratory testing. Qualifications: Certified Veterinary Technician (CVT) or equivalent experience preferred. Strong knowledge of veterinary terminology and procedures. $13.00 - $17.00 per hour

**Maintenance Tech-YMCA**

The Maintenance Technician is responsible for expertise, leadership and resources needed to support maintenance of the YMCA, its operational programs, and support of planned maintenance activities. The position provides leadership and training of the maintenance and housekeeping teams, and facility services vendors oversight and coordination related to maintenance tasks, as required. QUALIFICATIONS: Associates Degree in a related technical field required; minimum 2 years of industry experience with carpentry and/or facility management activities, is preferred and may substitute for associates degree. $19.00 - $25.00 per hour. PT

**Shop Porter/Delivery Driver-Harty Mechanical**

Primary responsibilities: general shop/office cleaning and organizing. delivery and pickup of materials to/from jobsites. material handling. unloading/loading trucks/trailers. operating forklift. Qualifications: valid driver's license with good driving history. able to get a DOT medical card. From $16.00 per hour

**Materials Estimator-Austin Builder Supply**

We are seeking an experienced Materials Estimator and Sales Specialist to join our team. The ideal candidate is someone passionate about the lumber and construction industry. The successful candidate will play a crucial role in ensuring our customers receive accurate, timely and personalized assistance in estimating and purchasing lumber and building materials. This position requires a deep understanding of construction projects, strong interpersonal skills, and the ability to provide cost-effective solutions. This position is multi-faceted and includes inside and direct customer service. This is a work remote or hybrid position. To apply, please provide a resume by emailing to courtney@austinbuilderssupply.net. An in-person interview at our location will be required for outstanding candidate. For more information about our company visit: http://www.austinbuilderssupply.com/. $50,000.00 - $65,000.00/year

**RETAIL**

**Multiple Positions-Running’s**

Multiple FT & PT positions available.

**Multiple Positions-Pet Supplies Plus**

PT and FT associate and management positions available.

**Multiple Positions – AutoZone**

Multiple PT, FT, and Management positions available

**FOOD SERVICE**

**Food Service Assistant-PT Evenings-Good Samaritan Society**

The Food Service Assistant is responsible for certain duties including, but not limited to, monitoring and recording proper temperature of food, setting up and maintaining a clean and sanitized serving area, preparing and serving food
items, restocking food areas, cleaning and sanitizing equipment, receiving payment for food and beverages using a computerized register and other related responsibilities. Part Time 25 Hours a bi-weekly pay period. Evening Shift 4:00pm to 7:00pm. $12 an hour

Cafeteria Worker - Liberty Food Service
Cafeteria Utility Workers are needed at Business and Industry cafeteria. First Shift and occasional Second shift hours are available. Monday thru Friday, occasional Saturdays, NO Sunday work. Cafeteria is located inside QPP in Austin, MN. Pay: From $13.00 per hour

Food Unit Lead - Canteen
We are hiring immediately for a full time FOOD UNIT LEAD position. Location: Hormel in Austin - 500 14th Avenue Northeast, Austin, MN 55912 Note: online applications accepted only. Schedule: Full time schedule. Monday - Friday, 5:00 am - 1:30 pm. More details upon interview. Requirement: Previous supervisory and cash handling experience is preferred but not required. Perks: CIOG and Safety Bonus Potential! Pay Range: $19.00 to $19.25

Food Helper - Austin High School
The Austin Public School District has an immediate Food & Nutrition Service helper position available at Austin High School for 4.25 hours per day on school days. The Food Service helper is responsible for performing routine food service activities such as serving, cleaning, setting up for meals, cooking, cashiering, prep work, and other duties as assigned. Contract rate of pay begins at: $18.40 per hour.

Assistant General Manager - Pizza Ranch
Pizza Ranch is currently hiring to add to our management team. We are looking for someone who has experience in restaurant and enjoys working in Guest Services or running a team of employees in the Kitchen. $17.00 - $20.00/hr.

Dietary Server - The Cedars of Austin
We currently have an opening for kitchen wait staff on both morning and afternoon shifts. Duties include serving meals to our residents, setting and clearing tables before and after meals, washing dishes, cleaning the kitchen and dining room area and most importantly - providing excellent customer service and creating a great dining experience for our residents. Full time and part time positions are available. Shifts include every other weekend. From $13.04 per hour.

Multiple Positions - Applebee’s
FT and Pt available.

Driver/ Customer Service/ Asst Manager – Domino’s
Multiple Positions available

HEALTHCARE, HUMAN SERVICES, & EDUCATION

Client Intake Coordinator - Caravel Autism Health
Caravel Autism Health is seeking an Intake Coordinator to manage the processing and coordination of all referrals for client services utilizing outstanding communication and organizational skills. The successful candidate will continuously engage in activities to support our mission, We Change Lives, and will exemplify our core values of advocacy, clinical commitment, operational excellence, passion, professional development, and teamwork. Experience: At least one year comparable experience working with clients and/or families in a medical or therapeutic setting. Previous knowledge and/or experience working with individuals on the Autism Spectrum, or in an ABA therapy setting.
Clinical Float - Main Street Dental - Blooming Prairie

Clinical float position available. Some of the duties included for this position (but not limited to) is: responsible for sterilization and general organizing of materials and instruments, prepping and cleaning rooms, charting for hygiene and light business office duties. This position requires you to work with many great Licensed Dental Assistants, Dental Hygienists, Dentists & Business Office staff! Full-time, Part-time. Pay: Up to $20.00 per hour

Patient Advocate - Elevate Patient Financial Solutions

Elevate Patient Financial Solutions has an exciting career opportunity available as a Patient Advocate. This position will be located in a healthcare facility in Austin, MN and Albert Lea, MN. The Full-Time schedule for this role will be Monday-Friday 8:00am - 4:30pm. Driving Required, must have a valid Driver's License. Job Summary: The purpose of this position is to connect uninsured hospital patients to programs that will cover their medical expenses. Working as the liaison between the patient in need, the hospital facility and government agencies. $16.32 - $24.00 an hour

Multiple Positions - Independent Management Services

* ARMHS Worker: We are seeking a part-time ARMHS Practitioner in the Austin area. The ideal candidate will have a BA/BS degree in Human Services or related field and 2000 hours of supervised experience with individuals who have an SPMI. The successful applicant will be able to work independently and as part of a team and have a positive attitude. Completing the necessary documentation in a timely manner is also a must. Must have a valid driver license and pass a background check. Job Type: Part-Time with opportunity to work into Full-time. Salary: $24.00 per hour

* Adult Mental Health Case Manager: We are seeking an individual that has at least a bachelor’s degree in one of the behavioral sciences or related fields including, but not limited to, social work, psychology, or nursing from an accredited college. Applicants should be skilled in the process of identifying and assessing a wide range of client needs; be knowledgeable about local community resources and how to use those resources for the benefit of the client. Individuals should have at least 2,000 hours of supervised experience in the delivery of services to adults with mental illness. Must be able to pass background check. Part time. Salary: $24.00 per hour

* Full-Time LADC or ADC-T Counselor: The ideal candidate will have a Bachelor’s degree in social work, psychology, addiction studies, or related field. The successful applicant will be able to work independently and as part of team, and have a positive attitude. Bachelor's degree in social work, psychology, addiction studies, or related field required. Experience and competencies providing direct services to clients with co-occurring disorders within a 245G treatment program: 1 Year (preferred). Experience with DSM 5 diagnostic criteria and ASAM preferred. Licensure: LADC or ADC-T. Job Responsibilities: Completes Substance Use Disorder assessments, treatment plans and treatment plan reviews written within the ASAM 6 dimensions criteria and completed within the time frames designated by 245G. Conducts group counseling, individual counseling, lectures, and family education for clients assigned to him/her. Participate in client staff meetings with other members of staff and functions as a treatment team member. Participate in yearly training as required by 245G. Salary: $53,000.00 per year

* Certified Peer Recovery Specialist (Albert Lea): The IMS Peer Recovery Specialist will provide excellent client recovery service in areas of their work. Peer recovery services are to be provided before, during and after SUD treatment to help individuals connect with resources that support recovery. Duties and Responsibilities: Serve as a resource for clients. Accompany client to appointments that support recovery. Provide education, advocacy, and mentoring through self-disclosure of personal recovery experiences. Attend recovery and other support groups with a client. Qualifications: Possessing a valid Driver's License. Successful completion of a DHS background study. At the time of hiring, must have a minimum of one year of recovery from substance use disorder. Salary: $19.00 per hour
Multiple Positions - Parenting Resource Center

*Catherwood Child Specialist* - The Child Specialist is responsible for the creation and implementation of children’s educational curriculum and providing skills to the children attending Catherwood Home Child Care. The Child Specialist must be committed to sustaining a high-quality childcare program that values partnerships between families and staff. Child Specialist must create an open and honest working environment that inspires professionalism, creativity, and innovation. (Full-Time). Minimum Qualifications: Two-Year Experience working with children and families and implementing an educational curriculum.

*Catherwood Child Care Assistant* - The Child Care Assistant provides supervision of children attending Catherwood Home Child Care and is responsible for communicating with the Catherwood Program Coordinator. The Child Care Assistant must be committed to sustaining a high-quality childcare program that values partnerships between families and staff. The Child Care Assistant must create an open and honest working environment that inspires professionalism, creativity, and innovation. (Part-Time). Staff needed for varied shifts from 5am-11pm. Minimum Qualifications: At least 18 years old. High School Diploma or GED. Loves working with children.

*Supervised Visitation/Exchange Monitor* - The supervised visitation/exchange monitor is responsible for providing a safe and nurturing environment while supervised visitations and exchanges take place. It is beneficial for the supervised visitation/exchange monitor to have knowledge in the areas of diversity, chemical dependency, neglect, domestic violence, sexual abuse, verbal abuse, and mental illnesses. The mission of the Michael H. Seibel Visitation and Exchange Center (Seibel Center) is to facilitate the exchange and visitation of children by and between custodial and non-custodial parents with a positive, healthy environment in which to interact, offering them a place where family vulnerability to violence and trauma will be reduced. (Part-Time). Monitors needed from 8am-12pm, 3pm-8pm, & weekend shifts. Minimum Qualifications: Two years of experience working with children and families experiencing crisis. Working on a degree or have a degree in Social Work, Psychology, Criminal Justice, or a related human service degree. Proficiency in computer skills.

Multiple Positions - St. Mark’s Living

No experience necessary for Resident Assistant & Nursing Assistant positions. We are expanding our team to provide exceptional care to our TCU/short-term rehab opening soon!

*Registered Nurse – FT and PT positions available for all shifts. We offer student loan reimbursement.*
  Wage: $31.54 to 35.92

*Licensed Practical Nurse – FT and PT positions available for all shifts. We offer student loan reimbursement.*
  Wage: $24.76 to $28.13

*Trained Medication Aid – FT and PT positions Day and Evening shifts available. Wage: $17.72 to $18.48*

*Nursing Assistant – FT and PT positions available all shifts. We will train. Wage: $16.72 to $17.48*

*Resident Assistant – PT positions available all shifts. We will train. Wage $16.00 to $16.48*

Apply At: ecumen.org/find-a-career/ or reach out to Keri Feifarek at 507-434-7218

Multiple Positions - South Grove Lodge

Culinary Services Director, Director of Nursing, Dietary Aide/Dishwasher, Medication Aide, Caregiver.

Multiple Positions - All Generations Home Care

Do you want a job where you set the hours you want to work? Do you want a rewarding job helping people to remain in their own home? Do you want to work for a company that truly cares about their clients and employees? If the answer is yes, then give us a call! We offer flexible hours, working with children, teens, and adults. You help them maintain their
independence at their home. PERSONAL CARE ASSISTANTS: Position entails assisting with personal cares & activities of daily living for adults and/or children with disabilities and/or supportive services. Experience preferred but not required. Agency will also train. HOMEMAKERS: The Homemaker is responsible for assisting the client or performing household tasks such as: vacuuming, dusting, cleaning, laundry, making the bed, meal preparation, grocery shopping, errands and medication reminders. The Homemaker is responsible for maintaining a clean environment in the client’s home and must report to nurses any changes in a client’s health status.” $13/hr to start. www.allgenerationshomecare.org

Multiple Positions-Nexus Family Healing
Now hiring: Youth Care Professionals: Residential. 2 Teaching Assistant: School. Mental Health Therapists:1 Outpatient and 1 Residential. Benefits and Perks: Medical Benefits thru BCBS. Paid time off accrual of 6.15 biweekly + 8 floating holidays per year. 401 K with an employer match of up to 3%. Tuition Assistance and partnered with Capella for continued education. $400 Biweekly Commute Benefit available for Full Time those that travel 35 miles one way. Required to Pass BGS Check and must be 21 years of age. For more information, contact Karla Garza Palomo, Talent Acquisition Specialist kpalomo@nexusgerard.org

Multiple Positions – Cedar Valley Services
Apply at: hnewman@cedarvalleyservices.org
*Human Resources Manager: We are seeking an experienced and highly skilled Human Resources Manager to join our team. As the Human Resources Manager, you will be responsible for overseeing all aspects of the HR department and ensuring the effective management of our organization's most valuable asset - our people. Minimum Bachelor's degree in HR or related degree with four years senior HR experience Pay: $50,000.00 - $75,000.00 per year

*Community Site Supervisor: Day shift (M-F, 6:00 am - 2:00 pm). Responsible for supervision and training of adults with developmental disabilities, our consumers, while working/cleaning in a community based setting. Transports or assists with transportation of consumers to and from facility and/or site to site. Includes seasonal duties such as mowing/trimming, snow and ice removal, etc. Will train on and periodically work evening shift to cover for vacations, etc. HS diploma/GED required, experience preferred. This position requires above average communication and people skills, ability to work independently as well as in a team environment and meet the physical demands of the job. Requires a valid MN driver's license, valid vehicle insurance and a clean driving record. Background check required. From $16.00 per hour.

*DESIGNATED COORDINATOR: The Designated Coordinator is responsible for the development of individual service plans, coordinating this plan with other staff and outside team members. Qualifications include: Bachelor’s degree in Human Services related field and one year of full-time work experience providing direct care services to persons with disabilities; OR A.A. Degree in Human Services related field and two years of full-time work experience providing direct care services to persons with disabilities; OR Diploma in Human Services related field from an accredited postsecondary institution and three years of full-time experience providing direct care services to persons with disabilities. Send resume to hnewman@cedarvalleyservices.org.

*Designated Employment Specialist - The designated Employment Specialist is responsible for development of community job sites for consumers with disabilities. Will maintain a caseload and be responsible for completing reports and documentation, will maintain strong working relationships with community employers. Bachelor’s degree preferred along with one-year similar experience. Full-time. From $20.00 per hour.

*Wood Products Supervisor - Training, evaluating, and supervising employees, production workers, and our persons served that are assigned to a variety of production tasks. Will assist in planning, implementing and reviewing individual program plans, maintain daily records of attendance and production, maintain accurate inventory and assist with material handling. Will drive forklift daily and maintain equipment and machines. Position requires valid MN driver’s
license, current vehicle insurance and acceptable driving record. High school diploma/GED preferred. Excellent benefits package.

*Direct Care Professionals needed for full and part time shifts – assist adults with developmental disabilities, personal cares, training of work skills and transportation. HS diploma/GED and experience preferred. Requires valid MN driver’s license along with acceptable driving record. Background check required. Excellent benefits package with generous 401k employer match.

**OFFICE & ADMINISTRATIVE**

**Bookkeeper/Admin Assistant-Krueger Truck**

Apply at: [http://tinyurl.com/3uzt95td](http://tinyurl.com/3uzt95td)

A Combination of Administrative and Bookkeeping/accounting responsibilities including but not limited to Payroll, Accounts Receivable, Accounts Payable, data reconciliation. Screen and respond to calls, emails, and routine letters promptly; direct inquiries to the appropriate person; ensure that messages get delivered to the appropriate party. Manage schedules and calendars; arrange, coordinate, and schedule meetings; prepare meeting documents when necessary. Process purchase orders/invoices and other accounting documents. Make entries in QuickBooks from basic entries to reconciling bank accounts depending on experience level.

**Office Support Associate—Quality Case Management**

Apply at: [http://tinyurl.com/yc2yzdy2](http://tinyurl.com/yc2yzdy2)

Responsibilities: Provide administrative support to ensure efficient operation of the office. Answer and direct phone calls, take messages, and respond to inquiries. Perform clerical duties such as filing, photocopying, scanning, and faxing. Assist with office management tasks as needed. Pay: $15.00 - $18.00 per hour. Expected hours: 20 – 40 per week

**Accountant—Cedar Valley Services**

Apply at: [http://tinyurl.com/3dkyw58t](http://tinyurl.com/3dkyw58t)

Responsible for month-end recording, vendor invoices and taxes for payment, maintain checking and savings accounts. Primary function is AP. Will back-up secretaries as needed. Minimum two-year associate degree with business or accounting experience. Excel experience required. Full-time. Pay: From $18.00 per hour.

**Customer Service Rep—Cooperative Response Center**

Apply at: [http://tinyurl.com/a8tf2x8v](http://tinyurl.com/a8tf2x8v)

As a Customer Service Representative at CRC, you will play a pivotal role in making a positive impact on countless people's lives. You will be the calm and professional human voice that our members rely on during challenging situations, ensuring that they receive the support they need with empathy. Unlike traditional call centers, you will never engage in sales, collections calls, or business solicitation. Fixed Starting Wage: $17.00 per hour. Shift Differentials.

**Multiple positions—Hormel**

Apply at: [https://bit.ly/3OLJmUY](https://bit.ly/3OLJmUY)

Multiple administrative positions available. Varying degrees of experience/education required, starting at entry level.

**SALES**

**Service Sales Rep—Harty Mechanical**

Apply at: [http://tinyurl.com/4uz9rw2x](http://tinyurl.com/4uz9rw2x)

This position is responsible for direct outside sales of HVAC related mechanical services and equipment, including but not limited to customized service agreements, service repairs, equipment retrofit projects and new construction, for all of the company’s business units. Support for service department and its team members. Including 1) ordering parts and material for technicians 2) tracking deliveries and coordinating schedule accordingly and 3) assisting and guiding dispatch as needed. Provide residential and commercial estimating for plumbing and HVAC services. Qualifications: At least five years of relevant sales experience. From $20 an hour
The Austin Bruins of the NAHL and the Rochester Grizzlies of the NA3HL are seeking qualified candidates interested in a full-time position in our Sales, Marketing, and Promotions department. This position is an excellent opportunity for those interested in sports marketing and enables employees to gain experience in multiple facets of the industry. We are looking for driven, independent workers who are willing to take on multiple roles for the team such as sponsor sales, ticketing, and game operations.

Responsibilities:
- Monthly salary based on experience and performance, plus commission.
- Commissions up to 20%.
- Create proposals for potential sponsors. We provide you with an account list, but you are encouraged to add new accounts.
- Gain revenue through multiple sales products.

PROFESSIONAL

IT Data & Applications Specialist-Austin Utilities

In this role, you will play a pivotal part in collecting, managing, and analyzing data related to water, electricity, natural gas, or other municipal services. Working under the general supervision of the IT Director, you will collaborate with various departments to provide valuable insights through reports and dashboards, supporting decision-making across the organization. What will it take to be successful? High School diploma/GED with valid Data Analysis certificate and 1-2 years proven experience in data collection, management, and analysis, preferably in a municipal utility or similar environment required. Associate degree in Data Analysis, Computer Science or related field of study, or equivalent combination of education and experience preferred. Must have a valid state driver’s license or the ability to obtain one within three months. Must be bondable. $61,146.90 - $87,352.71 per year.

Director of Community Engagement & Enhancement-DCA

The Director of Community Engagement & Enhancement is a leadership role responsible for overseeing and directing community development programs, projects, and initiatives aimed at enhancing the quality of life for residents in the Austin community. This role involves developing and implementing strategies to actively engage the community in comprehensive planning, foster partnerships with stakeholders, and promote sustainable development practices to improve the overall well-being and vitality of the area. This position is responsible for leading a community leadership group, Impact Austin, made up of government, non-profit, and private sector community leaders and will report to the CEO/President of the Development Corporation of Austin. A Bachelor’s or Master’s degree in Urban Planning, City Planning, Community Development, Public Administration, Social Sciences, or a related field. However, experience in a related capacity may be substituted for educational requirement; therefore, all are encouraged to apply. Interested, qualified individuals may submit resume and cover letter to info@austindca.org. $65,000 - $95,000 annually.