



*The Workforce Development Board
of Southeast Minnesota*

Mower List 11/24/2025

This list is good through 12/15/2025

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

**We will be closed Thursday, Nov. 27th and Friday, Nov. 28th for
Thanksgiving**

**Every Wednesday 11am-1pm: Tech coaching with the Austin
Public Library Tech Coach at WDI. Assistance with basic tech
questions on your phone/laptop.**

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

Job Seekers, find this list on our website at:

<https://workforcedevelopmentinc.org/individuals/job-search/>
and use the "clickable" links to easily apply for jobs on the web.

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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.

Bridges to Healthcare

-CNA PREP AND CNA TRAINING* (CERTIFIED NURSING ASSISTANT): AUSTIN CAMPUS RIVERLAND COMMUNITYCOLLEGE/ADULT EDUCATION.

- ADVANCED NURSING ASSISTANT (LPN/RN)-CONTINUOUS ENROLLMENT. CLASSES AT RIVERLAND COMMUNITY COLLEGE CAMPUS.

REQUIREMENTS:

-NO GED OR DIPLOMA REQUIRED!

-CASAS GOALS READING 239 OR ABOVE.

-MUST BE AT LEAST 17 YEARS OF AGE, NOT ENROLLED IN A K-12 SCHOOL, HAVE BARRIERS TO 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

AUSTIN

1/12-2/18: MWF 9AM-3:30 PM

ENROLLMENT DEADLINE: 12/12

AUSTIN

2/18-3/27: MWF 9AM-3:30PM

ENROLLMENT DEADLINE: 1/16

ALBERT LEA

3/16-4/15: MWF 9AM-3:30PM

ENROLLMENT DEADLINE: 2/13

AUSTIN

3/30-4/29: MWF 2PM-8:30PM

ENROLLMENT DEADLINE: 2/27

Contact: Heidi Hillson at 507.460.5021 or hhillson@wdimn.org

Weekly Job Boards

Delivered by text, directly to your phone!

Dodge



***Fillmore &
Houston***



Freeborn



Mower



Olmsted



***Red Wing
& Wabasha***



Rice



Steele



NEW!

Scan the QR to sign up and
receive the weekly job board sent
directly to your mobile phone.
Unsubscribe at any time.

Serving career seekers and employers throughout Southeast Minnesota

Paper applications available at the Austin office:

Austin: Pet Authority, Cedar Valley Services, The Joseph Company Construction, Jimmy Johns, QPP, Liberty Foods, 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: Aerotek

GENERAL

Warehouse Associate FT: Furniture Mart

Apply At: <https://shorturl.at/Sz114>

Full Time (40 hrs/wk): Monday - Friday, 10AM - 6PM. Move displays on the showroom floor and to/from the warehouse. Inspect/assemble furniture. Load/unload trucks. Load furniture into customer vehicles'. Perform minor repair work. Starting Wage: \$19/hour

Entry Level Maintenance Tech FT: QPP

Apply At: <https://bit.ly/3XEtdnf>

Get ready to bring home the bacon! You'll receive a competitive hourly rate of \$25.35 for 32 hours and 8 hours of overtime pay. You will also have incredible benefits such as medical, dental, vision, life insurance, paid vacation, 9 paid holidays effective immediately, a 401(k), a free onsite medical clinic, white uniforms, and safety equipment. ARE YOU A GOOD FIT FOR THIS JOB? How does a long weekend sound? In this role, you will work 4 nights/week from 9:30 pm - 7:30 am. As an entry-level Night Maintenance Technician, you'll be the hero of our factory, ensuring that our production equipment is in top shape. You'll have the opportunity to tear down and set up equipment, working on everything from welding to hydraulics, pneumatics, electrical, electronics, and specialized machinery.

Maintenance Tech FT: College Park Housing

Apply At: <https://bit.ly/3XynWh3>

Responsible for the planning, organizing, and scheduling of the maintenance of the community including custodial, grounds keeping and general maintenance operations. Education and/or Experience: High School diploma or equivalent required. Demonstrated basic knowledge of carpentry, plumbing, and electrical. From \$20 an hour.

Custodian FT: Austin High School

Apply At: <https://shorturl.at/mQIHE>

Work Schedule: Monday-Friday 3:15pm-11:45pm during the school year and 6am-2:30pm during the summer
Performance Responsibilities: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, and develop. The Custodian Engineer performs general cleaning duties, both inside and outside the school buildings, to ensure a pleasant environment. The Custodian Engineer performs other tasks as may be assigned.

Postal Support Employee FT: USPS, Rose Creek

Apply At: <https://shorturl.at/NUXzb>

In this role you will perform a variety of sales and customer support services. The job primarily involves providing services to customers over the counter at postal branches. Benefits may include paid vacation leave and health insurance. If you enjoy working regularly with the public to serve your community this may be an excellent fit for you. \$20.95 an hour

Finishing Lead 2nd Shift FT: Smyth

Apply At: <https://shorturl.at/5vUZE>

The Finishing Lead will help bring our customers' labels and packaging to life, enabling them to stand out over the competition, and create a customer experience that is second to none. Imagine walking through stores and seeing our labels on your favorite products and brands! Shifts Available: Monday-Friday, 3pm - 11pm, SECOND SHIFT OFFERS GENEROUS SHIFT DIFFERENTIAL. \$20 - \$23 an hour

Housekeeper PT & FT: Days Inn

Apply At: <https://shorturl.at/vD7gU>

We are seeking a dynamic and detail-oriented Housekeeper to join our team and help create a welcoming, clean, and comfortable environment for our guests or residents. In this vital role, you will be responsible for maintaining high standards of cleanliness and hygiene across all designated areas. Your enthusiasm and dedication will ensure that every space reflects our commitment to excellence, safety, and hospitality. If you thrive in a fast-paced environment and take pride in your work, this is the perfect opportunity to showcase your skills and contribute to a positive experience for everyone who walks through our doors. \$12.50 - \$14.00/hour

Forklift Operator FT: Apple Valley Foods

Apply At: <https://shorturl.at/xVb0a>

Assist in receiving/shipping raw materials from carrier as needed. Perform unloading and moving raw materials away by forklift or hand jack. Perform hand stacking and hand loading product as needed. Restock supplies for production department by staging and picking ingredients as need arise for production and using work orders to stage products ahead of time to help set up for following shift; High School Diploma required. Must be able to drive stand-up Forklift equipment and operate hand jack.

Day Shift Operator FT: Nu-Tek BioSciences

Apply At: <https://nu-tekbioscience.com/hiring/>

Nu-Tek BioSciences is looking for a Night Shift Operator (\$21-\$26/hour to join our team in Austin, Minnesota. Work in a brand-new climate-controlled facility with top-of-the-line equipment. Exceptional benefits including 100% employer-paid health insurance. Inclusive, positive work environment.

Janitor PT or FT-King Maintenance

Apply at: <http://www.kingmaintenanceinc.com/application.pdf>

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. **New starting wage is \$15.00/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

Apply at: hormeljob.com

Security Officer – Securitas

Apply at: www.securitasjobs.com

TECHNICAL

Service Tech FT-Express Pressure Washers, Blooming Prairie


Apply at: <https://bit.ly/4r4BEWD>

Service, repair, and maintain pressure washers and related equipment such as light engine work: Honda, Vanguard, along with Trailer maintenance and repairs. Work in our fully equipped shop with specialized tools provided. Periodic on-site service work at customer location. Learn through on-site paid training. The Pressure Washer Mechanic is responsible for diagnosing, repairing, and maintaining a variety of pressure washing equipment, including gas- and diesel-powered washers, pumps, engines, hoses, and related components. \$18.00 - \$20.00 per hour

Drywall Hangers & Finishers FT-Deano's Drywall

Call or Text: 507-279-2329

We're hiring an experienced drywall finisher and hanger to join our team! If you can deliver a smooth, consistent finish and take pride in your craft, we want to talk. This is a professional position — not a training role — so please apply only if you have proven drywall finishing experience. What we offer: Competitive pay based on your skill level & experience. Steady, local work. Professional and respectful work environment

 Call or text 507-279-2329 to set up your interview. If you know your trade, we want you on our crew!

RETAIL

Cashier/Stocker PT-ALDI

Apply at: <https://shorturl.at/XYI6K>

Enhance the ALDI customer shopping experience in a collaborative team environment as an ALDI Cashier or Stocker. As a member of our team, you'll be operating the registers or other machinery, stocking our shelves, keeping our stores looking their best, and serving our customers. Start a job that offers up something new each day. Average Hours: Fewer than 30 hours per week. Starting Wage: \$18.00 per hour. Wage Increases: Year 2 - \$18.50 | Year 3 - \$19.00 | Year 4 - \$19.00 | Year 5 - \$20.00

Multiple Positions FT-Ollie's Bargain Outlet

Apply at: <https://shorturl.at/fZQ6x>

New store opening!! Multiple positions available. Grow your career with a retail company built on 43 years of success and earn a 20% discount on all your Ollie's purchases. Publicly traded since 2015 and recognized by Yelp as the Fastest-Growing Brand of 2025, we're 600+ stores strong in 34 states and deeply committed to expanding our national footprint.

Assistant Manager FT-Maurices

Apply at: <https://shorturl.at/gSrU6>

This Assistant Store Manager assists in the supervision of a store team focused on creating an unforgettable shopping experience that leaves our customers looking and feeling their best. You will be supported in developing leadership skills to help build your career path. The assistant manager interacts with customers regularly, providing styling advice and strategizing to achieve team sales goals. \$17.07 - \$18.69 per hour

Assistant Manager FT-Marshalls

Apply at: <https://shorturl.at/HBJDQ>

We're looking for an Assistant Store Manager who is passionate about fostering an inclusive and supportive environment. In this role, you'll empower your team to deliver unforgettable "magical moments" for our customers. Every day will bring exciting new challenges and opportunities, keeping your work dynamic and rewarding. If you thrive in a fast-paced, ever-evolving environment, this could be the perfect opportunity for you! Minimum of 2 years of retail leadership experience as an Assistant or Store Manager. \$22.05 - \$30.30 an hour

Sales Associates-PT-Pet Authority

Send Resume: info@thepetauthority.com

The Pet Authority Austin and Albert Lea is looking for a PT Sales Associate. Must have a passion for animals, a positive attitude, be motivated, dependable with reliable transportation, and able to work up to approx. 16-20 hours per week between 8:45 and 6:30 M-F and 8:45-4:30 Sat...no Sundays. Good customer service skills are a must as is the ability to lift 50# regularly and be on your feet for your shift. Duties include helping customers, cashiering, stocking, cleaning, etc. Apply in person during business hours at 803 18th Ave NW.

Multiple Positions-Running's

Multiple FT & PT positions available.

Apply at: <https://tinyurl.com/27rw5hcd>

FOOD SERVICE

Dietary Aide PT-Morrison Healthcare

Apply at: <https://shorturl.at/qaCaC>

We are hiring immediately for part time PATIENT DINING ASSOCIATE (DIETARY AIDE) positions. Location: Mayo Clinic - 1000 First Drive Northwest, Austin, MN 55912. *Note: online applications accepted only.*

Schedule: Part time schedule. 4:00 pm - 8:00 pm. Days may vary, including rotating weekends and holidays required. Further details upon interview. Requirement: Previous food service/patient experience preferred.

Fixed Pay Rate: \$18.65 per hour.

Floating Leader FT-Scooters Coffee

Apply at: <https://bit.ly/3JT2PD6>

Assist Regional Manager to maintain positive growth in all stores. Work with Regional Manager to implement goals, policies and procedures. Work one on one with store managers and their staff to meet goals. Maintain fulltime hours. Compensation Range: \$37,000-40,000. Mandatory travel to multiple locations within 90 miles

Dining Services PT-The Cedars of Austin

Apply at: <https://shorturl.at/RlxY0>

We currently have a PT opening for kitchen wait staff on our day shift (7:00 am - 3:00 pm). 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. Shifts include every other weekend. \$13.84 - \$14.75 per hour

Barista PT-Scooters Coffee

Apply at: <http://bit.ly/4qpvvEd>

Perform shift opening and closing duties as assigned. Greet customers, take orders, prepare and serve beverages, as well as various sweet offerings, in accordance with established service standards (i.e. coffee, espresso drinks, blended coffees, teas, pastries)

Lunchroom Supervisor PT-Banfield Elementary

Apply at: <https://shorturl.at/0elG2>

Supervise elementary aged students during lunch (classroom or cafeteria). Assist with behaviors. Keep students on schedule. Adhere to cafeteria rules. Salary: \$12.00 per hour

Kitchen Aide FT-Our House Senior Living

Apply at: <https://shorturl.at/Y8smw>

We currently have an opening for personable, dedicated and reliable kitchen aide to help create, prepare and serve nutritious and delicious meals for our residents! Hours: Full time, M-F, Days, every other weekend. Every other holiday and occasional weekends/special events. Pay: Based on experience.

Multiple Positions-Applebee's

FT and PT available.

Apply at: <https://tinyurl.com/3vmct4ay>

Crew Member– Culvers
Multiple FT and PT food service positions available.

Apply at: <https://bit.ly/2QwCjTX>

HEALTHCARE, HUMAN SERVICES, & EDUCATION

Public Safety Telecommunicator FT-Mower County

Apply at: <https://bit.ly/3KezeUD>

Starting Pay: \$27.12 Minimum Qualifications of Education and Experience: High School Diploma or G.E.D.; 3 or more years of relevant experience; or an equivalent combination of education and experience. A Public Safety Telecommunicator, often referred to as a dispatcher, is a vital link between the public and emergency response personnel such as police, fire and medical services. PST's play a crucial role as one of the foremost pillars within the structure of the Sheriff's Department. Our community, police, fire and medical professionals rely on our PST's daily. They are typically responsible for receiving emergency and non-emergency calls, assessing the nature and urgency of the situation, and dispatching appropriate units to the scene. Mower County PST's are dedicated and selfless people with a desire to serve and improve our community.

Behavior Tech PT-Momentum Behavior Services

Apply at: <https://bit.ly/4oe6Wrg>

Receive thorough, paid training and ongoing supervision from a Board Certified Behavior Analyst. Provide 1:1 therapy for children, adolescents, and young adults with ASD. Utilize natural environment teaching, prompting, behavior reduction techniques, and other ABA principles to support individuals in achieving independence. Qualifications: High School diploma or equivalent required. Bachelor's degree and/or pursuing a career in the behavioral health field is a plus

Child Care Teacher FT-Bright Horizons

Apply at: <https://shorturl.at/FExeZ>

Create hands-on activities to meet the needs and interests of the children. Maintain open communication with parents, sharing their child's daily milestones. Ensure a safe and clean classroom by following essential procedures and guidelines. Qualifications: Candidates must pass required state and company background checks, and meet state and company minimum education and experience requirements: 18 years of age with a high school diploma or GED is required. \$18.25-\$22.30 per hour.

CMA/TMA Days FT-Grand Meadow Senior Living

Apply at: <https://shorturl.at/3q0f8>

Ensure residents receive their medications accurately and on time, which is vital for their health and well-being. Foster meaningful relationships with residents, providing emotional support and companionship, which can significantly enhance their quality of life. Observe any changes in residents' health and communicate effectively with the healthcare team. What You'll Need: An active CNA certification. TMA/CMA course completion with skills passed. \$21.00 - \$23.75/hour + credit for experience

Multiple Positions-Sevita/REM Community Services

Apply at: <https://shorturl.at/MbYCq>

Multiple Direct Support Professional jobs.

Multiple Positions-South Grove Lodge

Apply at: <http://bit.ly/3lIXOcP>

Two Full time Med Aide and 1 Part time med aide all for 3rd shift 10P-6:30a. \$16/hr. \$1 shift differential after 2pm. Earn up to 1% wage increase every Quarter

TMA/CNA PT/RN FT: St. Mark's Living

Apply At: <https://rb.gy/tnw5sn>

TMA/CNA responsibilities: Assist patients with activities of daily living, including bathing, grooming, and feeding. Take and record vital signs. Provide emotional support to patients and their families. Assist with medical procedures under the supervision of healthcare professionals. Maintain a clean and safe environment for patients. Document patient interactions in medical records. Qualifications: Previous experience in long term care, acute care, or clinic settings preferred. \$19.02 - \$20.78 per hour. RN: The role of the Registered Nurse (RN) is to ensure that the health and safety needs of all residents are met. The RN will also help ensure that

the facility is in compliance with current regulations and standards of practice. Must be able to relate professionally with residents, staff and family members. Pay Range - \$34.69-\$39.51 DOE + Shift Differential for PMs (\$1.25/hour) and NOCs (\$1.50/hour)

Youth Care Professional FT: Nexus Family Healing

Apply At: <https://shorturl.at/Adfzv>

Our Youth Care Professional is responsible for providing reliable and timely support and reinforcement of all therapeutic programming by providing guidance and direction to clients in their daily living activities by utilizing trauma informed practices to maintain a safe environment, while ensuring the client's needs are met. Required Education and Licensure: Minimum 21 years of age. High School diploma or GED is required. \$17.00 - \$18.50 an hour.

Designated Coordinator-FT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

Responsible for the development of individual service plans based on a thorough assessment of persons served interests and abilities; coordinating this plan with other staff and outside team members. Caseload is potentially comprised of Waiver and EE participants and may also include seniors. Will assure quality programming which meets DHS, DEED, and CARF requirements and other applicable regulations. Provides direction and support for direct care staff both in the facility and in the community. Qualifications include: Bachelor's degree (preferred) 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; **OR** Minimum of 50 hours of education and training related to human services and disabilities; **AND** Four years of full-time work experience providing direct care services to persons with disabilities under the supervision of a staff person who meets one of the first three qualifications. Requires valid MN driver's license along with acceptable driving record. Background check required.

Direct Care Professional-FT or PT-Cedar Valley Services

Send Resume: mshippy@cedarvalleyservices.org

M-F, days. Assist/train adults with developmental disabilities, our persons served, with personal care, work skills, transportation, and independent living skills. HS diploma/GED and experience preferred. Requires valid MN driver's license along with acceptable driving record. Background check required.

Multiple Positions-Independent Management Services

Send Resume To: ltuttle@imsofmn.com

*Group Home Case Counselor PT: Duties include client supervision including ADL's, medication administration, cooking, light housekeeping, community-based outings, and assuring the health and safety of the clients. This position does include weekends, evenings, over nights, and some holidays. This position would also entail some on-call shifts as well. Applicants must have a valid driver's license and insurance, must pass a background check, high school diploma or GED, be able to maintain and complete documentation. Applicants should have experience working in human services field, the ability to problem solve, work independently, and have good communication skills. \$16.00 per hour

*ARMHS Worker FT: As an ARMHS Practitioner, you will be a vital part of our mental health support team and have the chance to create a significant impact on the lives of adults with Mental Illness. By delivering skill building, education, and support services, you will contribute to their psychiatric stability, social competencies, independent living, and overall well-being, in alignment with State Statute and Department of Human Services guidelines in Minnesota. Licensure is not required unless you hold a Social Work degree (BA, BA, or MA). A Social Work license (LGS, LGSW, LISW, or LICSW) is required only for candidates who hold a Social Work degree (BA., BS., or MA), per the Minnesota Board of Social Work requirements. Required Qualifications: Bachelor's degree in behavioral sciences, or a related field with relevant experience in behavioral sciences

or 2,000 hours of supervised experience delivering services to clients with mental health issues. From \$24.00 per hour

***Behavioral Health Specialist FT:** Provide individual, family, and group psychotherapy in the Mower County area. Development and completion of the Diagnostic Assessment. Completion of clinical documentation in compliance with program expectations. Development and implementation of the initial Treatment Plan based on the Diagnostic Assessment. Treatment Plan Reviews, at least every 90 days. License or license-eligibility must be in one of the following disciplines; LICSW, LPCC, LMFT or LP. \$53,000 - \$65,000 per year

Multiple Positions-Parenting Resource Center

Send Resume To: director@prc-austinmn.org

***Welcome Center Coordinator:** The Welcome Center Coordinator oversees the daily operations, staff, and community engagement initiatives of the Welcome Center. This role provides leadership in developing, implementing, and evaluating programs that help families achieve stability and self-sufficiency. The Coordinator ensures compliance with funding requirements, fosters community partnerships, and measures program outcomes to ensure continued impact and improvement. Qualifications: Associate's degree in human services, social work, education, or related field preferred; equivalent experience accepted. Bachelor's degree preferred. \$50,000.00 - \$60,000.00 per year

***Visitation Supervisor:** This is a pivotal leadership role responsible for ensuring the successful delivery of supervised visitation and exchange services at PRC's Seibel Center. This role is critical in advancing PRC's mission through services that prioritize participant safety, child well-being, neutrality, and cultural responsiveness, while ensuring compliance with SVN Standards, OJP grant requirements, and PRC's Integrated Grant Management Operating Model. As a trusted leader, the Visitation Center Supervisor fosters a culture of collaboration, transparency, and accountability while managing program operations, overseeing staff performance, and maintaining compliance with grant and reporting requirements. Wages: \$45,000 – \$60,000 per year

OFFICE & ADMINISTRATIVE

Universal Banker FT-Alerus Financial

Apply at: <https://bit.ly/3KmmKue>

The Universal Banker will perform teller, customer service, new account opening and consumer lending duties. Responsibilities also include meeting sales goals by cross-selling bank products and services. WHAT YOU SHOULD HAVE: 1+ years banking experience, including teller transactions and customer service. Understanding of bank operations, bank products, sales and new business development. \$19.00 - \$21.00 per hour

Service Coordinator FT-Harty Mechanical

Apply at: <https://shorturl.at/lpPWb>

Maintain and manage service requests. 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 service repair estimates for technicians. Provide coverage for Service Personnel when necessary. Qualifications: Previous experience with HVAC or Plumbing preferred. Office/Bluebeam/Revu experience preferred. From \$20.00 per hour.

HRD Coordinator FT-Cooperative Response Center

Apply at: <https://shorturl.at/ZgynZ>

Are you the type of person who color-codes your planner, remembers everyone's birthdays, and loves solving puzzles—especially HR ones? Then you might be the perfect fit for our HRD Coordinator role! We're looking for someone who thrives on organization, enjoys helping others, and can juggle a variety of tasks with a smile. In this role, you'll be the friendly face and steady hand that keeps our HR team and office operations running smoothly. Required: High school diploma or equivalent. Previous office or administrative experience. \$20 - \$26/hr.

Sub Secretary PT-Austin Public Schools

Apply at: <https://shorturl.at/KaX4J>

This is on call, as needed in the absence of the building secretary. Applications will be accepted throughout the year, and assignment lengths will vary. The substitute Secretaries provide assistance within the school setting. Training & Experience: Position requires a high school diploma and secretarial experience. Salary: \$16.50 per hour

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