

HOT JOBS

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WorkSource Vancouver Hot Jobs "Mini"

October 23, 2020



<http://www.jubitz.com/Careers>

2 new open positions in Marketing and Credit Departments

Fleet	20126	10/20/2020	Customer Service Account Representative Provide customer service by email and phone to current and potential customers. Maintain and increase gallons sold to customers and cross market/cross sell all other Jubitz product lines with superior, pro-active service.	FT	OR	1
Truck Stop	20118	10/6/2020	Hotel Housekeeping Attendant Responsible for the routine cleaning of hotel rooms, including stripping and making beds, cleaning showers, sinks, and toilets, vacuuming and dusting, and replenishing supplies.	FT	OR	1
	20122	10/13/2020	Deli Attendant PT Varied Responsible for operating cash registers, meat and cheese slicers, oven, fryer, microwave, cutting tools, scale and other equipment, fill and rotate products and display and wipe tables and counters.	PT	OR	1
Service Center	20114	9/17/2020	Diesel Technician FT Swing Responsible for a wide variety of repairs on heavy duty trucks including, electrical diagnostics, air and A/C systems, changing oil, changing filters, brakes, suspension, alignment, removal and installation of minor and major parts, and lubing while safely using a variety of equipment.	FT	OR	1
	20123	10/12/2020	Lube Technician FT Swing Responsible for the safe and efficient application of a wide variety of lube service activities in heavy duty trucks, including, but not limited to vehicle inspection, wiper replacement, light replacement, and battery installation as well as changing oil and filters.	FT	OR	1
Admin	20117	10/2/2020	Marketing Coordinator Responsible for producing marketing materials, such as flyers, newsletters, posters and brochures. Update company website and social media content. Assist with other marketing projects as needed.	FT	OR	1
			Assist with other marketing projects as needed.			
	20124	10/14/2020	Security Officer FT Overnight Responsible for security of the facility and working as a first line public contact throughout multi-acre travel center. Provide transportation services for our valued customers in company shuttle. Follow security post orders and continue in company-wide education program.	FT	OR	1
	20125	10/19/2020	Credit Supervisor Responsible for monitoring department credit processes and procedures. Obtain and evaluate credit information on new customers while establishing credit limits and terms.	FT	OR	1



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Job Title: **Freight Dispatcher**

A local distributor - considered to be one of the best in the industry as they work diligently toward enriching local communities by building an economically strong and stable company that enjoys sustainable success. This in turn enables them to create jobs, participate with local vendors and provide vital support for local neighborhoods. In the end their key task is this: Creating a dynamic working environment for the people who haul their freight. After all, the success of their company is predicated on the success of their people!

WHAT YOU'LL DO:

As the newest addition in dispatch your position will be to field and delegate customer calls to the appropriate parties, dispatch their team of expert haulers to service sites, general administrative duties and coordination as well as be an integral part in the logistics sect of this company's successful business by coordinating routes and scheduling.

Opportunity for you to earn a solid place in a well established company for long term placement

Company: OPTI Staffing

Pay Range: \$18/Hr

Background Check :Y

Drug Testing: Y

Hours: 7am-3pm (may vary) **Days:** M-F

Benefits: Medical, Dental, Vision available

Job Summary: As the newest addition in dispatch your position will be to field and delegate customer calls to the appropriate parties, dispatch their team of expert haulers to service sites, general administrative duties and coordination as well as be an integral part in the logistics sect of this company's successful business by coordinating routes and scheduling.

Requirements: 6 months+ dispatching experience, ability to multitask, work under pressure, learn quickly and handle an environment where needs change from fast paced to slow daily

Basic Skills: Multi-phone lines, communication, typing, problem solving, self-motivation, Friendly disposition

Preferred: 1 Year+ Freight Dispatching Experience

How to Apply: Send resume and cover letter to rtaculad@optistaffing.com Or just call me directly at 360.947.0941 to setup your interview immediately!



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Executive Assistant/HR – Longview

Pay \$13.69 - \$18

Full Time- Mon thru Fri-Benefits

Housing Opportunities of Southwest Washington is seeking an enthusiastic, motivated, detail oriented individual to assist its CEO and management staff with administrative, and human relations related tasks. This dynamic position offers lots of variety and a broad platform enabling the individual to understand all the working parts of the agency. The position will serve as the liaison to the Board of Commissioners including scheduling meetings, managing the public process, taking notes, and producing minutes of the meetings. The position also performs a wide variety of administrative tasks, manages the agency archive, and provides new employee orientation and ongoing HR services to HOSWWA staff.

Full job description can be found here: [Executive Assistant Job Description](#) To apply: email a request for an application to hr@hoswwa.org with Executive Assistant in the subject line. Return the application and a resume via email to hr@hoswwa.org or drop off or mail to HOSWWA 820 11th Ave. Longview WA 98632.



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