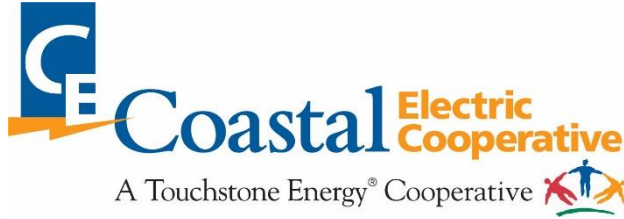


Job Board 2021

Updated: September 7, 2021



P.O. Box 109
1265 South Coastal Hwy.
Midway, GA 31320-0199
912.884.3311
1.800.421.2343
FAX 912.884.2789

JOB OPPORTUNITY ANNOUNCEMENT

POSTING PERIOD: 09/3/2021 THROUGH 09/23/2021

JOB TITLE: E & O Admin Assistant

DEPARTMENT: E & O

SUPERVISOR: Matt Ward, VP Engineering and Operations

FLSA STATUS: Non-exempt

SALARY RANGE: \$56,583-69,487

Job Purpose:

Perform a variety of secretarial and administrative services for the Engineering & Operations Department

Duties:

- Compose correspondence requiring knowledge of technical and construction matters.
- Assemble information and prepare various statistical and engineering reports. Prepare monthly Board of Directors' report using information provided by department management.
- Assist in composing, updating, and maintaining contracts with various outside entities.
- Assist with the coordination of various regulatory and environmental documents, and with special projects.
- Coordinate travel arrangements of department employees for company business and assist in the completion of meal per diem request.
- Maintain office supply inventory for department, including employee uniforms.

- Maintain central files for department.
- Prepare invoices and monitor status of payment.
- Coordinate the acquisition and distribution of FR rates uniforms for the Coop.
- Work with Operations Manager and Field Services Specialists on hazard recognition and resolution process.
- Provide back-up assistance to Dispatch and Customer Service.
- All other job-related duties as assigned by management.

Skills/Qualifications:

High school diploma or state equivalency certificate required. Associate's degree (A.A.) in Business Administration from a two-year college or technical school or two (2) to five (5) years' experience and/or training is preferred. Must have excellent organizational, time management, and verbal and written communication skills. Proficient in office automation technology, such as calculator, fax/copy machine, personal computer (Microsoft Word, Excel, and Outlook) and the ability to handle confidential information. Ability to work flexible hours or workweek during outages. Must have and maintain a valid driver's license, as use of company vehicles may be required in this job. Notary Public license is preferred or able to attain.

Work Environment: The duties of this job are performed indoors; sitting long hours using a computer. The noise level in the work environment is usually quiet.

**NOTE: This job posting is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required. Coastal Electric Cooperative reserves the right to revise or change the job responsibilities for this position as the need arises. This job posting does not constitute a written or implied contract of employment.*

To Be Considered:

Please apply online at <http://careers.coastalelectriccooperative.com>

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/DRUGFREE WORKPLACE

Arline & Wiggins- Hiring Part-time Bookkeeper

- Monday-Thursday (9am-3pm) and Friday (9am-1pm)
- Pay is based on qualifications

To apply please email resumes to tammy@arlinewiggins.com

The Sikes Group – Climate Controlled Storage / U-Haul is now hiring!

Hinesville, Georgia

Position Available: Maintenance Technician – Full Time

Starting Hourly Rate: Between \$12 and \$15 per hour (*dependent on experience*)

- This is an intermediate level position that requires full time hours typically from 7AM to 4PM or 8AM to 5PM M-F and a Saturday Rotation day as well. Applicant will be working primarily at our shopping centers and U-Haul Locations in Hinesville.
- Must be able to pass a drug test, must be able to be placed on company auto's insurance (if applicant has any traffic violations that would negate insurance please don't apply). Minor traffic citations are O.K.
- Applicant must be able to get on to Ft. Stewart through (our office requesting a visitors pass to Ft. Stewart). Applicant would be fingerprinted and back ground checked in order to pass the security requirement.
- Applicant must have experience with common maintenance skills such as landscaping, lifting heavy objects, cleaning up trash, troubleshooting basic maintenance problems like lights out, clogged drains, minor repairs and painting. Must be able to climb a ladder and get on roofs as high as 23'.
- Must be able to connect U-Haul trailers and move U-Haul trucks and other related U-Haul tasks.
- Applicant must be able to work with public, tenants, customers and vendors.
- Benefits include paid sick leave after 6 months and one week vacation after 12 full months of employment.
- Please send resume of basic work experience and jobs for the last three years as well as work references to include their name, phone number and email address to office@thesikesgroup.com

Coastal Solar Power Company is now hiring!

Job Description – Solar PV Installer

Solar PV Installer's job description is as follows but not limited to assemble, install, or maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. May include measuring, cutting, assembling, and bolting structural framing and solar modules. May perform minor electrical work such as current checks. They also install photovoltaic (PV) systems in accordance with codes and standards, using drawings, schematics, and instructions. Assemble solar modules, panels, or support structures, as specified. Apply weather sealing to array, building, or support mechanisms. Determine appropriate sizes, ratings, and locations for all system overcurrent devices, disconnect devices, grounding equipment, and surge suppression equipment. Install module array interconnect wiring, implementing measures to disable arrays during installation. Identify methods for laying out, orienting, and mounting modules or arrays to ensure efficient installation, electrical configuration, or system maintenance. Identify electrical, environmental, and safety hazards associated with photovoltaic (PV) installations.

Energy Consultant Job Description is as follows but not limited to

- Develop a solid knowledge of residential, commercial and agricultural solar PV systems
- Research myriad state, federal, and local legislation impacting PV solar industry credits and tax incentives.
- Conduct analysis of customer's current and project electrical usage and financial ROI.
- Create sales presentations determining ROI and other financial incentives to persuade customers to utilize solar energy.
- Maintain close communication and relationship with every customer all the way until install, and beyond.
- Have an outgoing personality and great customer service skills

Rustic Designs Home Market is now hiring full time and part time.

Drop by and fill out an application or send your resume to Shelby!

Rustic Designs Home Market

1875 GA Hwy 196 W

Hinesville, GA 31313

www.facebook.com/rusticdesignshomemarket

VIP Retail Is Hiring!

VIP is looking for a Retail Associate for our Hinesville location. You will be required to perform retail store operational tasks as needed and provide exceptional customer service.

Applications Are Available in Our Retail Store at 109 Central Avenue, Hinesville

Employment Responsibilities:

- Deliver exceptional customer service in person and over the phone.
- Respond resourcefully to customer requests and concerns.
- Process accurate and efficient sales transactions.
- Understand and utilize basic selling skills to properly engage and present solutions to our customers.
- Create an inviting environment for customers by maintaining a neat and clean store.
- Perform front end responsibilities to include cashier services and print services.
- Adhere to all company policies, procedures and safety standards.
- Must be able to multitask on merchandising and customer service.
- Perform other related duties as assigned.
- Able to engage with and speak to customers.
- Able to work a flexible schedule.
- Must be Able to lift 50 lbs.
- You must be able to arrive on time, be reliable and have a good work ethic.

Preferred Skills and Experience:

- Customer Service Experience
- Cashier Experience
- High School Diploma
- Excellent Organizational Skills
- Multitasking Skills
- A Team Player with a High Level of Dedication
- Ability to Work Under Strict Deadlines
- Knowledge of MS Office

Job Type:

- Full Time
- Daily Hours Monday-Friday 8:30-5:30

Contact:

Cathy O'Hagan

Retail Operations Executive

912-877-5209 Direct

912-368-3034 Fax

cohagan@vipoffice.com

<https://link.edgepilot.com/s/5d380ccc/Y68FJFAHw0ms8uMF7WjoEw?u=http://www.vipoffice.com/>

Your Family Hospice - Full Job Description - RN Case Manager

Please submit your updated resume in application to Dslappy@your-familyhospice.com

The RN Case Manager is responsible for identifying immediate patient or family needs, providing supportive care and appropriate services in accordance with the attending physician's orders, the interdisciplinary team plan of care, and the policies and procedures of Your Family Hospice.

Registered Nurse Responsibilities may include, but not be limited to the following:

- Provide direct patient care on an ongoing basis, in accordance with the Nurse Practice Act and Hospice standards of care
- Ability to handle confidential matters
- Provide nursing services (treatment of symptoms, preventive measures, etc.) according to the plan of care that has been developed
- Complete clinical documentation according to agency, state, and federal standards
- Perform other related duties as necessary and as directed by the clinical director.

Qualifications:

Required:

- Associate's degree
- Active and unrestricted Registered Nurse license
- Valid auto insurance
- CPR certification
- Minimum ONE year of clinical nursing experience

Preferred:

- Bachelor's degree
- Case management experience
- Hospice experience
- Strong knowledge of clinical assessment skills and experience with chronic disease management

Job Type: Part-time

Benefits:

- Flexible schedule
- Mileage reimbursement

Schedule:

- 8-hour shift
- Monday to Friday
- On call

Work Location:

- On the road

Work Remotely:

- No

Great Part Time Opportunity for a Chaplain

Your Family Hospice is seeking a PRN Chaplain (Women are encouraged to apply)

JOB DUTIES:

- The YFH Chaplain provides direct support to patients/families.
- Participates in Interdisciplinary group meetings to discuss patient/family spiritual needs.
- Provides Chaplain services in accordance with the patients plan of care.
- Documents visits in EHR system.
- Assists with funeral arrangements and/or memorial services as needed.

MINIMUM QUALIFICATIONS:

- Certification of Ordination (Required)
- Master of Divinity degree or similar graduate degree from a Seminary accredited by the American Association of Theological Seminaries
- Must have documentation of completion of at least one unit of clinical pastoral education from a nationally recognized provider.
- Applicable driver license and required auto liability insurance

*This position is **PRN** (as needed), not full-time.

Job Type: Part-time

Benefits:

- Flexible schedule

Schedule:

- Day shift

Education:

- Master's (Preferred)

Experience:

- Healthcare: 1 year (Preferred)

Liberty County Recreation Department is now hiring!

Program Coordinator
Scorekeepers & Officials
Pool Manager
Lifeguards

Apply at - <http://www.libertycountyga.com/157/Employment-Opportunities>

Jimmy John's is unlike any other sandwich chain in the country because we specialize in super-fast, high-volume sandwich execution! This high-speed execution has earned us the reputation of "Subs So Fast You'll Freak!" and "Americas #1 Sandwich Delivery." Now you can be a part of a rock star team that produces and delivers sandwiches freaky fast! Rock Stars Wanted In-shoppers are responsible for greeting customers when they enter and exit the restaurant, providing world-class customer service and executing fast and accurate sandwiches while maintaining sanitation standards. If you have a killer work ethic, an awesome attitude and love providing customers with great service, apply today to become a part of "America's #1 Sandwich Delivery" team. If you are the Rockstar for the job, apply now!

Apply in person at 110 W General Screven Way, Hinesville or call 912.463.4705

Colonels Island Cottages

Looking for a Day Laborer/Handyman. We ask that you are professional, courteous, and a Team Player. If you are interested and would like to work with a Great Team who cares about YOU Please Call Cookie at 912.318.2795 for more information.

Located on Colonels Island and Sunbury

Colonels Island Cottages

Margaret "Cookie" Lopez

912-318-2795