



The Office of Job Placement
Employment Listings

Week of March 5, 2007

**If you find an interesting listing, please go to the Lake-Sumter
Community College Learning Center in LC 109 for more information
or call the Office of Job Placement**

Lake County 435-6306

Sumter County 568-0001 X6306



COMPUTERS and TECHNOLOGY

- 281 Network Systems Analyst/Manager with at least an AS in Computer Science and two years experience in network management and software support needed by governmental agency. Applicants should have MCSE certification, the ability to communicate well, familiarity with enterprise level applications, the ability to program using various languages, and the ability to work a flexible schedule. Salary - \$47,759 - \$51,996. **Bushnell**
- 285 GIS Coordinator needed to coordinate, implement, supervise and administer the GIS department. Must have a Bachelor's Degree in GIS or related field, five years GIS experience, and three years of supervisory experience. **Bushnell**
- 288 Prepare survey maps and drawings using ACADD design/drafting computer skills. Must have AutoCAD training or certification. **Tavares**
- 294 PT position in desktop repair available for the computer student who wants to learn network server skills on the job! May lead to a FT position in the future. **Eustis**
- 295 Network Analyst position requires two years direct experience in network administration. **Tavares**
- 310 Computer "wizard" needed by small – medium sized company. Maintain the web site, provide technical support, and be the main computer person on a PT basis. Student and recent grads welcome to apply! **Lady Lake**
- 312 System Support Specialist needed in a healthcare setting. **Leesburg and Lady Lake**
- 319 Two companies seeking one web designer who will work at one site. Will also participate in learning ordering and office skills. Start PT and may become FT. **Leesburg**
- 331 IT Administrator needed to manage the technical support functions of all hardware, software and network systems for the corporation. Must have a Bachelor's Degree in an area of Computer Science with 5-7 years of progressively responsible experience. **Lady Lake**

CUSTOMER SERVICES

- 268 Personal Care Counselor for one weekend per month for three months, dates are Mar. 9-11, Apr. 11-15, and May 4-6, if you would like to work one or more weekends the pay is \$125.00 per weekend. **Sorrento**

- 269 Personal Care Counselor needed for summer camp from May 27 – July 21, 2007, come make a difference someone else life **Sorrento**
- 273 Housekeepers & Kitchen Assistants needed for summer camp come be a part of a wonderful experience for children and adults **Sorrento**
- 286 Library Assistant needed to perform clerical work including the circulation of library materials, registration of patrons, and providing information. High level of people contact. **Sumter County**
- 287 Kennel Worker performs a variety of activities dealing with kennels, animals and shelter operations. Starts at \$9.31 - \$14.80 per hour. **Sumterville**
- 301 PT Library Page assists customers in using Library facilities. Hourly rate is \$8.00. **Leesburg**
- 321 Cashier>Returns Associate is responsible for fast, friendly and accurate service in check-out area and returns transactions. Applicants should have cash handling and experience in returns/retail. **Clermont**
- 322 Load orders into customer vehicles as a Lot Associate. Applicants must have good customer service skills and be able to load building materials, etc. into vehicle. **Clermont**
- 323 Freight Team Associates are responsible for stocking merchandise onto shelves to achieve 100% in stock, organizing the sales floor to create a pleasant and safe shopping experience and providing customer service. **Clermont**

FINANCIAL SERVICES

- 282 Bookkeeper/AR & AP position requires computer skills for spreadsheets, word processing, use of e-mail and accounting software. Must have accounting knowledge, good people skills, ability to meet deadlines and be organized. Construction accounting knowledge helpful. **Leesburg**
- 293 Accounts Payable position requires proficiency in data entry and good communication skills. **Tavares**
- 316 Patient Account Clerk position requires one year of experience in a clerical position. **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 300 Emergency Services Dispatcher involves operating equipment to receive and respond to emergency and non-emergency requests for assistance on an assigned

shift. Requires initiative and sound judgment in handling emergency situations and the ability to function calmly under extreme stress in potential life threatening situations.

Leesburg

GENERAL OFFICE

- 283 PT position available performing clerical and administrative duties. AS degree with two years of responsible secretarial work preferred. Must have knowledge of Word Perfect and MS Office, a valid Florida driver's license and familiarity with current office procedures. **Mt. Dora**
- 291 Business Office Rep requires knowledge of medical terminology and excellent customer service skills. **Tavares**
- 292 Business Function Coordinator in a health care setting requires five years of medical office experience and PC proficiency. **Tavares**
- 297 Legal Secretary in health care setting requires 2 years of experience, computer experience with MS Office, and good presentation skills. **Leesburg**
- 305 Answer phones, greet people, take payments, and order supplies on a PT basis (25 hours per week) for a local insurance agency. Computer skills and good people skills required. **Eustis**
- 315 Clerical Support person needed who has a minimum of three years of clerical experience. Must be detail oriented and have good computer skills. **Leesburg**
- 328 PT or FT Customer Service person needed with computer skills, general office and customer service skills. Position starts at \$9.00 per hour. **Leesburg**
- 330 Office Administration person needed by financial group. Applicant needs computer and organizational skills. **Lady Lake**
- 337 Unit Secretary position available in a health care setting for Women and Children. **Tavares**

HEALTH CARE AND SERVICES

- 271 RN & LPN needed for summer camp for children and adults with physical and/or cognitive disabilities, date May 27 – July 21 **Sorrento**
- 290 Responsible for maintaining automated tracking system of physician orders and treatment plans, sending notification and treatment plans, generate and maintain patient records, and order medical supplies as a Medical Supply Clerk. Must be proficient in computer use and medical terminology. **Tavares**

- 296 Intake Representative position requires previous health care insurance experience, computer keyboard and data entry proficiency. Admitting and medical terminology experience helpful. **Leesburg**
- 298 LPNs, RNs, CNAs who have completed the 75 hour HHA certification needed in a variety of positions in Central Florida. **Orlando**
- 306 Staff needed to work with adults with a developmental disability in the community. Must be HS grad and have one year of experience with nursing, day care or work with adults with DD. **Clermont**
- 308 Crisis Counselors needed to work with recent disaster victims through April 2. **Lake and Sumter Counties**
- 313 Unit Secretary (ies) needed who have computer experience and knowledge of medical terminology. **Leesburg and Lady Lake**
- 314 HIS Tech needed FT to work with medical records. **Lady Lake**
- 317 Medical Administrative Assistant with two years of experience in a clerical, office manager, or administrative position required. **Leesburg**
- 324 Supported Living Assistant is responsible for providing training and for the immediate care and supervision of the individuals served. Must have 30 semester hours (college credit) or one year of experience in care-giving or a combination of both. **Clermont**
- 336 Assisted Living facility has a number of dietary, health services and support services positions available. **Mt. Dora**

MANAGEMENT/SUPERVISORY

No positions at this time.

PART-TIME POSITIONS

- 304 Work in own home with your computer to complete legal forms for local attorney. Candidates should have legal office experience or be a current legal assisting student. **Tavares**
- 327 Organize and direct recreational activities and events as a Summer Recreation Aide. Experience in working with children desirable. Starts at \$6.67 per hour. **Eustis**

- 338 Housekeeper needed one day per week every other week. Vacuum, dust, and other general duties. **The Villages**

SALES

- 284 Outside sales position available for individual with no sales experience but willing to learn and have great people communication skills. National company will train to contact potential clients within a specific area. Weekly salary (\$480) + car allowance + gas card. Benefits after 90 days.

Mt. Dora, Eustis, East Leesburg

- 303 Business Development Associate needed to implement sales strategy to small and mid-sized accounts. Candidates must be willing to develop, negotiate and class sales opportunities. Degree in Business, Marketing or Communications requires.

Ocala, Gainesville area

- 307 New store in need of sales, inventory and clerical staff to work all shifts. Previous experience needed in retail sales and cash handling. Bilingual skills a plus!

Leesburg

- 320 Sales Associates provide friendly service by actively seeking out customers to assess their needs and provide assistance. Applicants should have one plus years of customer service or retail experience.

Clermont

SKILLS/CRAFTS/TRADES/TECHNICAL

- 289 Perform skilled technical work in the construction, installation, maintenance, modification, and repair of electrical/electronic based traffic controllers, traffic signal overhead wiring, and hardware.

Lake County

- 299 Yard Tech, Fork Lift, Saw Operators, and Fabricators needed by local company.

Lady Lake, Tavares

- 325 Change oil/lubricate vehicles. FT or PT hours available. Must have experience with cars and be computer literate.

Bushnell

SOCIAL SERVICES

- 311 Be a companion and work with adults who have a developmental disability. Must have two years caretaker experience. Pay range is \$8.75 - \$15.50 per hour.

Leesburg

- 329 VPK Instructor, Elementary Education teacher, and Reading Instructor needed by private school. Must have AA or Bachelor's Degree.

Sumter County

SPECIALIST

- 270 Lifeguard needed from May 27 - July 21 to work with children and adults with physical and/or cognitive disabilities **Sorrento**
- 279 Customer Service Representative/Accounts Manager will train; this is a fast paced job working in advertising **Mt. Dora**
- 302 Collect filed survey data, support surveying activities, and prepares legal documentation as a Surveying Technician. Requires knowledge of AutoCAD and experience in surveying/ CAD technology. **Leesburg**
- 309 HS grad with college coursework in chemistry and related biological sciences needed to work as a Forensic Technician. Must have two years of experience in forensic pathology or equivalent in education. Pay range - \$14.19 - \$22.70 per hour. **Leesburg**
- 326 Environmental Technician assists with activities and operations of the household hazardous waste collection and prepares hazardous waste for transport and disposal. Applicants should be HS grad and have one year of college or vocational training in environmental technology, laboratory technology, biology or a closely related field. Position starts at \$12.00 - \$19.20 per hour. **Tavares**
- 332 Design quality roof and floor trusses according to construction or repair plans. Applicant needs training in technical/trigonometric math; supplemented by 2-3 years in truss design, construction framing or related field. **Lady Lake**
- 333 Quality Inspector is responsible for inspecting and evaluating roof and floor trusses for compliance to standards. Applicants should have one year of experience, safety background, and computer skills. **Lady Lake**
- 334 Material Coordinator is responsible for maintaining raw materials and supplies. Applicants should have one year of related work experience, computer skills, and knowledge of safety issues. **Lady Lake**
- 335 Maintenance Tech is responsible for performing all routine and preventative maintenance efforts to provide a safe working environment. Applicants should have one year of related work experience. **Tavares**

VOLUNTEERS

- 280 Volunteers needed with a wide range of skills: entertainers, magicians, musicians, office staff, housekeepers, ground maintenance, painters, and carpenters; come make a difference in the life of individuals with physical and/or cognitive disabilities **Sorrento**