



The Office of Job Placement
Employment Listings

Week of May 2, 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
Sumter County**

**435-6306
568-0001 X6306**



COMPUTERS and TECHNOLOGY

344 Computer Operators needed for busy holiday season, person will input orders into computer and confirm deliveries
Eustis, Lady Lake, Leesburg

- 465 GIS Specialist II requires a Bachelor Degree in Geography, Computer Science, Surveying or related field, also three years of GIS and project management/coordination experience **Leesburg**
- 510 GIS Coordinator to coordinate, implements, supervises, and administers the Geographic Information Systems department **Sumter Co.**

CUSTOMER SERVICES

- 516 Lifeguard to supervises the recreational and competitive swim and enforces pool rules, while maintaining safety **Clermont**
- 519 Customer Service, Sales, and Verification Agents to work for a Specialty Marketing Call Center, earn hourly, commission, & bonus **Ocoee**
- 528 Customer Service—Front Desk Clerks, Night Auditor, Assistant Restaurant Manager, Conference Set-up Manager, Delivery Clerks, Marina Assistant, and Servers needed for resort and club **Howey in the Hills**
- 542 Nutritional Services Aide I must display excellent communication and customer service skills with patients, nursing staff, and visitors for delivery of proper tray to correct patient **Clermont**
- 554 Care Giver I with current CPR and First Aid Certificate, certificate in 10-hour childcare course, and 10 hours approved in-service **Clermont**
- 559 Assistant Site Coordinator for the extended learning center must have current CPR/FA, 20 hours of school age training, completed LCSB Administration of Medications class, also be willing to work split shift **Eustis**
- 560 Guest Services Representative II to maintain patients, family, and staff confidentially, to answer phones, transfer calls, check rooms, and give guest directions and escort then to their destination **Clermont**

FINANCIAL SERVICES

- 374 Financial Aid Program Specialist with AA or As in Business Administration to provide advisement to student and parents with regard to the financial aid process, also process communication and maintain documentation **Leesburg**
- 508 Accountant to reconciles general fixed assets accounting records to perpetual inventory maintained by the records department **Tavares**
- 524 Regional Account Manager must possess excellent interpersonal and communication skills, also knowledge of Microsoft Office **Eustis**
- 550 Finance Coordinator to perform advanced fiscal and financial duties in support of the Community Services Department **Bushnell**
- 557 Bookkeeper I with one to two years responsible experience in bookkeeping and accounting support work **Clermont**
- 580 Accounts Receivable Representative with previous experience in insurance/billing preferred, also computer and data entry **Tavares**
- 591 Fiscal Assistant to do routine accounting support duties working to generally accepted standard accounting principles **Tavares**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 464 Firefighter EMT or Paramedics to provide protective services and treat injured persons must have all current certifications **Leesburg**
- 469 Deputy Sheriff with current certification for general law enforcement and public safety work in the protection of file and property **Tavares**
- 494 Forensic Technician with two years of experience in forensic pathology and autopsy procedures **Tavares**
- 517 Communications Specialist must be 18 years old and have a high school diploma, this position is at the police department **Clermont**
- 546 Legal Secretary with two years experience and have good computer telephone, and office skills **Leesburg**

GENERAL OFFICE

- 468 File Room Clerk with one year of clerical experience, type 35 wpm to perform duties relating to filing and maintenance of records **Tavares**
- 475 Human Resources Assistant to work two locations this is a full-time position days only, some experience required **Leesburg**
- 526 Office Assistant for data entry and clerical duties, hours are 1:00 – 5:00 Monday – Friday and every other Saturday 8:00 – 12:00 **Leesburg**
- 539 Clerical Support Representative to perform diversified and confidential secretarial duties requiring broad experience and skilled knowledge of organization policies and practices for a Manager or Director **Clermont**
- 573 Data Entry Clerk this position is for 210 days per year, working 8 hours per day; must have computer skills **Sumter Co.**
- 577 Staff Assistant to work 30 hours per week for advanced and difficult clerical, secretarial, and staff assistant duties **Tavares**
- 576 Staff Assistant for advanced and difficult secretarial and staff assistant work, also usage of two-way radio for communication with workers **Tavares**
- 577 Administrative Assistant to perform clerical and secretarial work, to provide support to other dept as needed **Tavares**
- 583 Clerical III – Floater with three years in office setting and be able to type 35wpm and responsible for scheduling all services **Leesburg**
- 584 Executive Administrative Assistant to schedule and arranges for internal and external meetings, also record and transcribes minutes for several meetings, one year of work experience **Leesburg**
- 585 Clerical Support II responsible for scheduling all services performed by facility, also one year experience **Leesburg**
- 588 Clerk II to perform advanced clerical, fiscal, and prepare daily, & monthly reports, also balance driver's fare box **Bushnell**
- 589 Clerical Assistant II with computer skills, good telephone skills, and experience working with the general public **Tavares**

- 590 Clerical this position is part-time, then full-time for two months, back to part-time, must have good customer service **Mt. Dora**
- 592 Secretary II must have strong computer skills and have working knowledge of Microsoft Word, Excel, and Access **Howey in the Hills**
- 593 School Secretary with the ability to organize and run front office, produce and publish new letter, and use AS400 system **Minneola**
- 604 Paralegal/Legal Secretary this position is full or part-time the schedule is flexible, the candidate must have strong communication and organizational skills **Eustis**

HEALTH CARE AND SERVICES

- 461 LPN with current LPN License & CPR, also must have great assessment and communication skills **Tavares**
- 463 Unit Secretary with proficient computer skills, medical terminology required, and hospital or physician office experience preferred (2 positions) **Tavares**
- 474 Lead Coder to work in the Health Information Service Department this is full-time, days only position; experience required **Villages**
- 497 Home Health Aide with certification or CNA, current CPR, valid Florida driver license with safe driving record (4 positions) **Tavares**
- 498 Technician Assistant current CPR certification required, previous experience in a medical setting **Tavares**
- 505 LPN (2 positions) with minimum one year experience in nursing, preferably in a mental health setting **Leesburg**
- 513 Patient Placement Specialist varies shifts, full-time position, with clerical experience **Leesburg**
- 514 Unit Secretary (2 Positions) they are both full-time positions working the day shift, must have medical terminology **Leesburg**
- 523 Receptionist for sharp outgoing candidate to work in fast paced MD's office, must be familiar with medical software **Leesburg**

- 530 Coding Analyst with minimum of five years experience with radiation oncology coding preferred **Tavares**
- 562 Lab Technician with a minimum Associates degree in biology or related fields, this is an entry level position **Groveland**
- 563 LPN must have current Florida license this is a full-time position the shift is varies, hours are 72 bi-weekly **Leesburg**
- 578 Patient Care Technician with current CNA and/or HST certification, also certified in BLS, prior direct patient care experience, schedules varies **Tavares**
- 579 PCT/Unit Secretary with Florida CNA, BLS, one year direct patient care and medical terminology required **Tavares**
- 600 CNA with current Florida license to work in hospital setting there are several positions and several different schedules **Leesburg**
- 601 Assistant Director must have a degree this is a full-time position, this person will be working two locations **Leesburg, Villages**

MANAGEMENT/SUPERVISORY

- 459 Environmental Service Supervisor two years experience, able to read/write English and follow written/verbal instructions **Tavares**
- 547 Program Manager to join our committed staff and team to over see our Grants, Scholarships Program, Component Fund Distribution and Leadership Council, are that special person **Clermont**
- 599 Nature Director to help make a difference in the life of individual with physical and/or cognitive disabilities **Sorrento**

PART-TIME POSITIONS

- 481 Child Care Provider would like a current student enrolled in either Child Care or Education Program, references and background check required **Mt. Dora**
- 551 Library Assistant this is an (on call position) responsible clerical work including the circulation on library materials & furnishing information **Sumter Co.**
- 564 Education Coordinator for after school youth education enrichment program to work with large groups of children **Leesburg**
- 565 Youth Technology Instructors for after school program, curriculum provided; also computer experience required **Leesburg, Eustis**
- 575 Library Page to work 15 hours per week, must have the ability to read and write, no experience is required **Sorrento**

SALES

- 482 Cashiers, Stocking, Recovery, & Customer Service Departments of local Department Store has open for these positions **Eustis**
- 521 Sales Representative for Tour and Travel applicant needs to be able to speak to potential guests (\$300 sign on bonus) **Ocoee**
- 522 Sale Associate this is a part-time position, job consist of various duties related to the operation of small retail score **Leesburg**
- 525 Sales Person to talk to people, hand out brochures, take order, put order on computer, and deliver order **Lake, Sumter, Orange Co.**
- 527 Sale & Marketing Associate to perform applicant interviews and placement, must meet monthly sales goals **Ocala**
- 570 Marketing Representative to market web hosting, web designs, and computer services this is a commission based position **Lake Co.**
- 569 Sales this is a part-time position with an attractive compensation package; with full training and opportunities for advancement **Lake Co.**
- 606 Retail Sales this is a part-time position for sale in a store specializing in the sale of sun-activated, color changing products **Villages**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 345 Shop Helpers for busy holiday season to run errands, clean-up after designers, process flowers, and general duties **Eustis, Lady Lake, Leesburg**
- 460 Environmental Service Team Leader previous experiences in management or supervisory position, hospital housekeeping management a plus **Tavares**
- 488 Environmental Technician assists with activities and operations of the household hazardous waste collection and prepares hazardous waste for transport and disposal have one year of college or vocational training in environmental technology, laboratory technology, biology **Tavares**
- 491 Kennel Worker performs a variety of activities dealing with kennels, animals and shelter operations starts at \$9.31 - \$14.80 per hour. **Sumterville**
- 533 Environmental Service I Housekeeper general cleaning in various hospital areas, there are 5 positions with both part/full-time, several shifts **Tavares**
- 540 Environmental Aide I & II to be responsible for the cleaning and disinfecting of patients rooms and ancillary areas **Clermont**
- 541 Environmental Services Lead to assist supervisor in the operation and cleaning of patient and non-patient areas **Clermont**
- 553 Mosquito Control Technician I this is position involves skilled work in the operation of complex mosquito control equipment with **Sumter Co.**
- 567 Foreman Trainee to supervisor the crew and is actively involved in the construction custom bridges **Tampa**
- 568 Lead Man to help supervisor crew and do construction work, must have framing experience **Tampa**
- 571 Carpenter to assist in building our custom timber vehicular bridges, framing experience and heavy equipment operation a plus **Tampa**
- 602 Environmental Service Technician II for hospital setting need for all general cleaning (8 positions) **Leesburg, Village**
- 603 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas (6 positions) **Leesburg, Village**
- 607 Maintenance Service Worker I with one year of experience in providing custodial, light building maintenance or grounds service **Leesburg**

SOCIAL SERVICES

- 480 Support Assistant to work with persons with disabilities, this is a fun job, you will be taking clients to the movies, bowling, out to dinner, also how to make friends, to make their bed, and hoe to stay safe **Lake & Sumter Co.**
- 492 Caretaker to be companion and work with adults who have a developmental disability must have two years caretaker experience **Leesburg**

SPECIALIST

- 454 Librarian II with Master Degree in Library Science and two years of experience in youth service and FL Driver License (2 positions) **Astor, Clermont**
- 520 Marketing Coordinator to provide support to the referral department and the call center by obtaining referrals from current owners **Ocoee**
- 566 Engineering Designer to design for roadways, drainage facilities and water, reclaimed water, sewer and right of ways **Eustis**
- 572 Copy Writer/Proof Reader for web design firm, the person doing this job may be able to work remotely, but must meet with client at some point **Lake Co.**
- 574 Library Assistant with one year of library or related experience/training, also a Florida driver license (2 positions) **Clermont**
- 581 Human Resources Coordinator with minimum of two years HR experience and AS degree, also type 60 wpm **Tavares**
- 582 Library Page to assist patrons in the use of library computers including scheduling public Internet usage **Mt. Dora**
- 606 Project Coordinator to oversee all aspects of administration of web-based skilled assessments for clients **Mt. Dora**

Summer Positions

- 456 Recreation Aide to provide assistance toward the recreational activities such as sports, games, and arts and crafts **Tavares**
- 462 Summer Camp Counselor to assist in organizing and planning of summer youth recreational indoor and outdoor activities **Clermont**
- 467 Lifeguards part-time with current Senior Saving Certification and the ability to read and write in English, enjoy working with children **Eustis**
- 485 RN & LPN needed for summer camp for children and adults with physical and/or cognitive disabilities, date May 27 – July 21 **Sorrento**
- 486 Personal Care Counselor needed for summer camp from May 27 – July 21, 2007, come make a difference someone else life **Sorrento**
- 487 Housekeepers & Kitchen Assistants needed for summer camp come be a part of a wonderful experience for children and adults **Sorrento**
- 500 Assistant Day Camp Director with current Red Cross CPR and First Aid Card, and the ability to work with children and parents **Leesburg**
- 501 Camp Counselor at least 18 years old with one year of college or preschool teacher with 45 hours class with HRS **Leesburg**
- 503 Camp Director with BS Degree in Leisure Services, Education, or Physical Education, also the ability to supervisor & direct **Leesburg**
- 549 Recreation Counselor Jr. & Sr. needed for both day camp and tennis program, to work 30 – 40 hours per week **Mt. Dora**
- 552 Clerical Aide – Student only to aid in office activities, two positions one in the Administration office, one in the Library **Bushnell, Lake Panasoffkee**
- 586 Clerical Aide – Student only for clerical duties, knowledge of regular entry level office duties **Webster**
- 594 Human Resource Service – Student for advanced computer skills and experience in office work required, adult student preferred **Tavares**
- 595 Warehouse & Grounds Helper – Student with ability to endure extreme heat, physical labor, also must be 16 yrs. old **Tavares**

- 596 File/Scan Clerk – Student to work in the Finance Department doing clerical and have the ability to lift 50lbs. **Tavares**
- 597 Clerical/Receptionist – Student to aid in office activities, must be able to use computer and have customer service skills **Groveland, Tavares**
- 598 Custodial Worker – Student (2 Positions) these positions occurs from June 1 – June 29, for regular custodial duties **Mt. Dora, Tavares**

TRANSPORTATION

- 343 Delivery Drivers these positions is for Holiday delivers, driver must be 25 years old with their own vehicle (may be paid by delivery or hour your choice), we have hundreds of deliveries **Eustis, Lady Lake, Leesburg**
- 453 Driver/Operator with one year of delivery experience, also the ability to read, and follow directions, to use a PC, FL Class E Driver License **Tavares**
- 587 Clerk/Driver for basic clerical, fiscal, and backup dispatching duties, prepare reports, and operates department vehicles in transporting **Bushnell**

VOLUNTEERS

- 489 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**