

Community Job Openings

Black Business Directory - ADMINISTRATIVE/SALES ASSISTANT

Magazine publishing company seeks a mature individual with excellent written and oral communication skills to assist in daily office operations, providing administrative and sales assistance. The successful applicant must be versatile and capable of handling a variety of on-going tasks. Some sales experience is a plus.

Tasks include:

- ❖ Providing support for larger projects managed by others.
- ❖ Assisting, screening, and/or selectively referring callers.
- ❖ Supporting coordination/communications with external companies that are team members for specific proposals.
- ❖ Processing incoming and outgoing mail and faxes.
- ❖ Preparing and distributing correspondence, communication pieces and reports as requested.
- ❖ Managing overall office organization, to include fax machine and copier maintenance, supplies, calendars, and new employee set-ups.
- ❖ In the executive's absence, ensuring that requests for action or information are fully met or relayed to the appropriate staff member.
- ❖ Event planning and coordination.
- ❖ Composition of articles, proposals and other materials.

Our ideal candidate must have:

- ❖ A Bachelor's degree, preferably in a liberal arts field.
- ❖ Strong computer proficiency (including Microsoft Word and Excel, 60 wpm).
- ❖ The ability to prioritize tasks and meet multiple deadlines with a sense of urgency.
- ❖ The ability to follow oral/written instructions and exercise some independent judgment.
- ❖ Flexibility around receiving work direction from more than one person.
- ❖ Strong administrative/secretarial skills.
- ❖ The ability to work in teams and to manage multiple projects independently.
- ❖ An attention to detail and thoroughness in responsibilities.
- ❖ Excellent organizational skills (including scheduling, prioritizing, reporting, desktop management, time management).
- ❖ Excellent writing skills.
- ❖ A winning attitude and the drive to succeed.

If interested, please e-mail a resume and cover letter to:

Melvin Jones, Publisher
Black Business Directory
melvinjn@aol.com

Community Job Openings

THE FBI has posted openings for 850 special agents and more than 2,100 professional support personnel.

Openings includes positions in finance and accounting, security, intelligence analysis, training and education, nursing and counseling, physical surveillance, electrical engineering, physical and social sciences, and auto mechanics.

Procedures for applying and a full listing of available positions are posted on the Web site fbijobs.gov.

Jobs are currently available in every one of the FBI's 56 field offices across the nation. The present job postings expire on Jan. 16, but a new, possibly smaller set of openings will be posted shortly thereafter, the agency said

Memphis Zoo Jobs

If you're an animal lover, go for it!

Go to www.memphiszoo.org to apply for the positions below. Click on "about us" and then "job opportunities."

"Zoo Snooze" Instructor, Part-time/Seasonal

The Memphis Zoo is seeking enthusiastic self-motivated educators who enjoy working with children to present overnight programs to a variety of groups. The Instructor is responsible for presenting all aspects of Zoo Snooze programming (lasting from 6:30 p.m. to 9:30 a.m.), including games, crafts and tours; assessing and handling any situation that may occur for the duration of the program; cleaning Zoo Snooze room, and setting up tables and chairs. The majority of work is performed in a Zoo classroom or on Zoo grounds. High school diploma and valid driver's license are required. College level coursework in education or biology is preferred, combined with previous teaching experience with children ages seven through twelve. Must be able to resolve conflicts in a professional manner; work without direct supervision; work with a variety of paid and volunteer staff; operate basic office equipment; and work a flexible schedule to include evening, overnight and early morning hours. Training will be provided. Schedule may vary seasonally to accommodate various program schedules. Applications may be downloaded from the Zoo's website and submitted in person at the Memphis Zoo. Applicants may wish to attach a cover letter, resume and references to the application. No phone calls or emails. EOE.

Community Job Openings

Memphis Zoo Jobs

Membership & Admissions Manager

This position is responsible for total Zoo admissions, including membership and general admission and their associated revenues. This includes developing and executing revenue and expense strategies to achieve annual and long range budgetary goals. Managing the admission and reservation staff, providing leadership and direction to insure goals are consistently achieved. Guarantees guest satisfaction through implementation of strong customer service program. Job responsibilities include: assume a leadership role with the Zoo's management team in developing & implementing zoo wide initiatives; develop a professional sales staff by providing leadership and training that supports zoo initiatives, including the successful launch of the reservation center; training and development of the Assistant Admission Manager's position to support zoo initiatives; responsible for day to day admission gate operations providing direction and guidance to visitor services representatives; insure department and staff are compliant with all accounting procedures; develop & implement membership strategies for the retention and acquisition of households, goal is 30,000 member households by 2011; partner with marketing and events staffs to implement gate driving strategies; and oversight of the Patron Edge point of sale system and corresponding Raiser's Edge system as it relates to membership records and cards. Position requirements include: an articulate individual with the ability to work effectively in a fast paced environment; strong management, problem solving and decision making skills, as well as self-motivation and an energetic, enthusiastic outlook; 4-year degree preferred with 5 years of business management which must include management of a sales team and direct profit and loss responsibility. This is a full-time position, with benefits in 90 days. Apply to Human Resources, Memphis Zoo, 2000 Prentiss Place, Memphis, TN 38112, with a cover letter which clearly illustrates 5 years of business management which must include management of a sales team AND direct profit and loss responsibility, zoo application, resume, names and contact information of three professional references, salary history and expectations. Walk-in interviews, phone calls, faxes, and email are not accepted. EOE.

St. Peter Villa - Activity Coordinator Assistant

Immediate full-time position with St. Peter Villa - an elite, long-term care facility. Candidate should be professional, articulate, outgoing & a dependable individual who is experienced in long-term care and/or a customer service oriented, health care field. Should be well versed in written and verbal communication; must be a high school graduate with some college preferred, however, not mandatory. Interested applicants should apply in person at: St. Peter Villa, 141 N. McLean Blvd. or email sxjones901@aol.com No phone calls please.

Community Job Openings

JOB TITLE: Administrative Assistant, Center for Urban Education

JOB CODE: AACFUB121808

REPORTS TO: Director, Center for Urban Education

CLASSIFICATION: Full-time, 12-month, grant-funded position, benefits eligible

POSTED: 12/18/08

CLOSES: 1/9/09

POSITION OVERVIEW:

The Administrative Assistant for the LeMoyne-Owen College, Center for Urban Education will under general supervision, coordinate, oversee, and /or perform a variety of administrative support activities which shall ensure effective production and maintenance of records, reports, documents, mailings, and logs required by LeMoyne-Owen College and Memphis City Schools.

DUTIES AND RESPONSIBILITIES:

- Provide staff and office support for the Program Director to include handling telephone communication, greeting and directing visitors, and dealing with administrative problems and inquiries
- Organize and facilitate meetings and special event schedules and coordinate dates and times, venues, attendance, agendas and facilities; take minutes of meetings and provide administrative support and follow-up on matters arising from meetings.
- Compose and prepare written documents and correspondence for the office, screens and evaluates incoming and outgoing correspondence and prepares as responses as appropriate.
- Gather and enter dates and data to maintain program records and databases as appropriate, establishes and maintain files and records for the office.
- Coordinates and oversees the day-to-day management of supplies, equipment, and facilities for the program to include maintenance, inventory management.

QUALIFICATIONS:

The candidate for the position must hold a high school diploma or equivalent with 3 years experience directly related to the duties and responsibilities specified.

KNOWLEDGE, SKILLS, AND ABILITIES:

The candidate must also have knowledge of planning and scheduling techniques, excellent communication skills, Knowledge of Office Management Procedures, Knowledge of Microsoft word and its ancillary program (excel, power point, access, outlook, and publisher), Knowledge of spreadsheet construction and manipulation and Knowledge of supplies, equipment, and services ordering and inventory control.

WORKING CONDITIONS/PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel; and talk or hear. The employee frequently is required to walk. The employee is frequently required to stand; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Please visit www.loc.edu to for more information to apply.

ArkansasOnline®

UPDATE: Caterpillar to put plant in North Little Rock, hire 600

The Associated Press

Originally published 10:50 a.m., January 5, 2009

Updated 11:11 a.m., January 5, 2009

Caterpillar, the world's largest manufacturer of construction and mining equipment, announced plans Monday to put its new North American motor grader production facility in North Little Rock. The company is utilizing in the former Deluxe Video building, where it will invest \$140 million and employ approximately 600 people. Production of commercial motor graders is expected to begin in early 2010.

Those interested in employment at the Caterpillar facility can apply online at www.cat.com/careers. Hiring will begin in mid-2009.

"Welcoming a well-known and respected company like Caterpillar to Arkansas is a great way to start 2009," Gov. Mike Beebe said in a prepared statement. "We look forward to a long and successful partnership with Caterpillar that will serve as another example of the advantages Arkansas has to offer to companies increasing their presence throughout the world."

A full line of motor graders, with the exception of the 24M motor grader, which is used primarily for mining applications, will be manufactured at the North Little Rock facility. For decades, Caterpillar customers have used these motor graders to build and maintain roads, highways, airports and other construction projects on every continent.

North Little Rock Mayor Patrick Hays said in a news release that the efforts to bring Caterpillar to North Little Rock involved the cooperation of local and state governments, as well as the North Little Rock Economic Development Corporation, the Metro Little Rock Alliance, and the chambers of commerce of North Little Rock and Little Rock.

Headquartered in Peoria, Ill., Caterpillar has more than 400 locations in 50 countries. The company has more than 500 products sold worldwide, with sales totaling \$44.9 billion in 2007.

Community Job Openings

Job Opening with Strayer University

Student Accounts Representative/Full-time/Memphis, TN-Thousand Oaks Campus (Financial Aid Department/Business Office)

The Thousand Oaks Campus of Strayer University is in search of a dedicated, self-motivated individual for a fast-paced entry-level Student Accounts Representative position responsible for assisting with student account and financial aid processing and collections. Successful candidate for this position will possess excellent customer service skills, be detail-oriented, and be able to work independently. Strong interpersonal, communication, and computer (Excel) skills are essential. Two years of college or an Associate's degree in Business or Accounting, or related business experience (bookkeeping/data entry/collections) is required. Education and/or Title IV funds/financial aid experience is highly preferred. *Evening and weekend hours will be required.*

We offer a competitive salary along with a comprehensive benefits package, including a 90% tuition discount, and opportunities for personal and professional growth. If you are seeking a growing organization, and the opportunity to exercise your creativity to meet the changing needs of a dynamic company, come join our team today by emailing your resume and letter of interest, including salary requirements to: erica.lewis@strayer.edu, Attn: Business Office Manager. No phone calls, please. **EOE. Deadline: 1/2/08**

Job Opening with U.S. Pre-trial Services Office

Full-time Pre-trial Clerk

A high school graduate or equivalent plus at least two years general office experience is required. Must have good computer skills.

The U.S. Pretrial Services Clerk will report to the Chief Pretrial Services Officer designate. The incumbent will be responsible for answering telephone calls, providing clerical support to agency staff, greeting visitors, distributing inter-office mail and maintaining the file room. Organize and prepare case files. Input data into automated case tracking system.

REPRESENTATIVE DUTIES:

- Receives, screens and refers telephone calls and visitors. Answers routine inquiries.
- Notifies appropriate personnel when they have visitors.
- Receives and routes incoming documents and handles routine matters, as authorized.
- Enters data into Probation and Pretrial Services Automated Case Tracking System.
- Retrieves incoming mail twice daily from Clerk's Office; sorts and distributes to staff.
- Prepares new case files for Pretrial Services Officers in accordance with established case management procedures.
- Performs general office filing in the main file room.
- Scans case files in accordance to established procedures.
- Keeps forms copied and available.

Community Job Openings

- Conducts national criminal inquiries through ATLAS.
- Record and transcribe minutes of staff meetings.
- Other duties as assigned.

Submit Cover Letter, Resume and Application for Judicial Branch Federal Employment (AO78) by 5:00 p.m., December 19, 2008 to the U.S. Pretrial Services Office, 167 N. Main, Room 459, Memphis, TN 38103, *or* to the U.S. Pretrial Services Office, Ed Jones Federal Building, 109 S. Highland Ave., Room B-6, Jackson, TN 38301.

Application and Job Description may also be obtained at the U.S. Pretrial Services Office or by visiting www.tnwd.uscourts.gov. EOE

Receptionist/Secretary F. L. Crane & Sons, Inc. has an immediate opening for a full-time (8:00am-5:00pm) receptionist/secretary. Must have good oral communications skills and be able to deal effectively with the public. Must be knowledgeable in computers, e-mail, letter writing skills, and accounting. Construction knowledge would be a plus. Should be able to operate copy/fax machine, scanner, calculator and typewriter. Interviews will be made by appointment only. EOE, pre-employment drug screen required. Mail resume with experience, references, contact information to the attention of HR, 9151 Corporate Drive, Southaven, MS 38671 or fax resume to (662-393-3949) or email resume to southaven@flcrane.com.