

Here are the full-time and part-time positions for June 24, 2009, from Career Services. For more information regarding these positions, please stop by Career Services, lower level, Rossin Campus Center, e-mail careerservices@washjeff.edu, or call us at 724.229.5126. If you are looking for part-time employment, Career Services, as well as the Office of Financial Aid, keep job books for local part-time employment.

JOBS

Brooks Brothers Factory Outlet is looking for a Selling Supervisor. This is a full-time management position. Benefits eligible. Candidate needs to be available to work some evening, weekends, & holidays. Apply in person at 2200 Tanger Blvd, Suite 245, Washington PA 15301, 724-225-0239.

Coca-Cola Enterprises Bottling Companies has two an Account Manager (186828) / (182534) positions and a Distribution Manager I (182079) position available. To learn more about these and other opportunities, visit www.cokecce.com/careers.

Fox 53 / My TV, Pittsburgh is hiring a WPGH/WPMY Traffic Continuity Coordinator. The candidate will be responsible for ensuring that all commercials air with correct continuity and are dubbed correctly and in time for air. Communicating with Account Executives and Ad Agencies regarding commercial tapes and instructions, maintaining commercial tapes and databases. Great attention to details is essential. Must be able to work well independently as well as with others. To apply, go to www.sbgj.net.

IQNavigator is hiring a Customer Account Manager. Job description: bring business analysis skills to the relationship to evaluate customer business, understands the goals of the customer program, and makes recommendations to customer based on industry knowledge and on software capabilities; provide support to hiring managers for requisition creation; monitor requisition approvals and escalate issues when required; review and qualify new requisitions and release to suppliers; facilitate Q&A sessions for suppliers on requisitions as needed screen candidate profiles (skills, experience, availability, etc.) and resume to pass only the top resources to the hiring manager; coordinate/schedule interviews with both hiring manager and supplier; perform initial candidate interview, if desired; negotiate rates with suppliers to obtain fair market price for each position; manage on/off boarding process and facilitate assignment changes (including extensions, transfers, backfills, etc.); work closely with product management, customer accounting, implementation and technology to deliver the best service model possible serve as primary point of contact for suppliers and hiring managers; manage all issues related to time entry and approval, including accruals; manage all billing issues, including adjustments; provide supplier payment details to applicable contacts; provide general program & system user support; and conduct ongoing user training. Desired skills include: bachelor's degree of equivalent experience; internship in areas of it, finance or human resources; strong computer skills, Microsoft Word, Excel and PowerPoint; and detail oriented, critical thinker, problem solver; strong communication and customer service skills – bilingual skills in French or Spanish is a plus++. To apply submit your resume to Joanie Fredland, Program Manager, IQNavigator at ifredland@IQNavigator.com. To learn more about the company, go to www.ignavigator.com.

The Public Affairs Office for the United States Army Corps of Engineers, Pittsburgh District, is currently searching for candidates to fill a Public Affairs Specialist position. Candidates should have strong multimedia and public relations skills. If interested, send your resume to Rachel Haring at Rachel.F.Haring@usace.army.mil.

PART-TIME OPPORTUNITIES

TPS is hiring a Customer Service Representative 1 for one of their clients in a Pittsburgh, PA call center. The pay is \$10.00 an hour and the shift is 5p-8pm Monday – Thursday with no mandatory overtime. This position is responsible for handling customer questions, taking inbound calls, making outbound calls and taking applications over the phone for their various programs. Requires an individual who has outstanding customer service skills. Perform day-to-day activities of the program under the supervision of the Assistant Call Center Managers, including: taking applications over the phone and determining customer eligibility; managing difficult or emotional customer situations; responding promptly to customer needs; soliciting customer feedback to improve service; adhering to program guidelines and procedures; making outbound calls as required per call center contracts; taking inbound calls from customers, assisting customers with questions and resolving problems; maintenance and updating of customer files; data entry and maintenance of customer accounts on the computer systems; documenting contact with customers; and processing all program correspondence and mailings. Work experience and education requirements: high school diploma or general education degree (GED); and one to two years' related experience and/or training; or equivalent combination of education and experience. To perform this job successfully, an individual should have knowledge of Microsoft Windows Systems and Microsoft Office Applications. Dress attire is business casual. If interested, contact Jennifer Kidd, Recruiter, [TPS, Inc, Recruiting | HR Consulting](#), P: 877-490-8367, F: 330-385-3188, jkidd@tempserv.com.

OTHER OPPORTUNITIES

Clear Channel Radio is filling a full-time [Office Assistant](#) position immediately. The candidate must possess excellent computer skills, including proficiency with Microsoft Office applications. Excellent communication skills, organization & multitasking skills, and experience with multi-line phone system are preferred. High school diploma or equivalent and related experience desired. Competitive wage and benefits package. Please send resume to: Clear Channel Radio, Attn: Human Resources, 1015 Main Street, Wheeling, WV 26003.