

# Join Our Family

## The Exchange

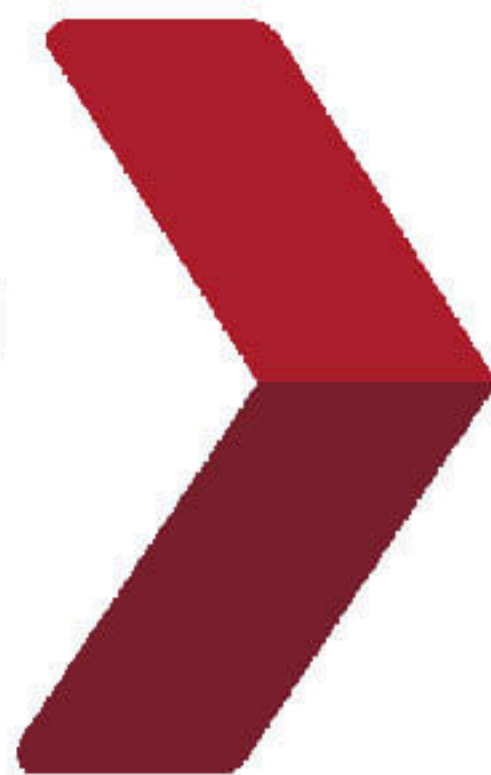
# IS HIRING!

APPLY AT [APPLYMYEXCHANGE.COM](http://APPLYMYEXCHANGE.COM)



— or —

scan  
here



For more information contact:  
Monica Robinson - Recruiting Manager  
719-576-6543/9029  
[robinsonmr@aafes.com](mailto:robinsonmr@aafes.com)





**Akima Support Operations (ASO)**  
**Fort Carson, CO 80913**  
**719-524-0452 (O)**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Accounting Clerk III in the Project Management Office.

**Position: Accounting Clerk III (PMO) (Job # ASO01912)**

**Position Classification: Non-Exempt (01013 )**

**Contract Number: W52P1J-14-G-0035**

**Announcement Date: September 14, 2021**

**Close date: when filled**

**Pay Rate: \$22.41**

### **POSITION SUMMARY:**

The Accounting Clerk III (PMO) maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor or are controlled by mechanisms built into the accounting processes.

### **MAJOR JOB ACTIVITIES:**

Performs all aspects of the Accounting Clerk III (PMO) position to include:

#### **1. Contract Related Tasks**

- a. Understands the basic contract document(s) as it relates to billing and revenue. Identifies and confirms invoicing requirements with the contract's PCA, and the S8 representative (Government Finance counterpart).
- b. As necessary, collaborates with the contract's PCA and HR representative to create, updates and maintains the contract's Project Structure Form (PSF).
- c. Periodically reviews the PSF and project via COGNOS and Costpoint reports (as it relates to billing) for accuracy. Ensures the billing formula, and the "biller"

fields are properly populated. Ensures the project set up/structure supports the billing requirements as specified in the contract (or by the client if not included in the contract).

- d. Creates and maintains billing files that include the base contract, subsequent modifications, and invoice copies, revenue vs. billed/unbilled reconciliation, PSF, and customer correspondence.
- e. Compares actual project expenses against contract terms and conditions and the Federal Acquisition Regulations (FAR) for accuracy (POP, funding, billing rates, labor categories, un-allowable expenses). Identifies and corrects errors and issues (incorrect project set ups, misclassified expenses) and notifies the contract's PCA.
- f. Supports the contract's PCA and HR representative via AP Corrections, employee setup and accuracy in the PSF, as well as creating manual Work Authorizations for all employees on the contract.

## 2. Procurement Backup

- a. Provides backup to the procurement team via acceptance of procurement request packets, adding cost data onto procurement Excel trackers, and the audit/reconciling of purchases.
- b. Assists in ensuring all purchases are purchased and submitted against the correct Lines of Accounting (LOAs) of the contracting, performing A/P correction submissions as needed.

## 3. Perform additional duties as assigned.

### **MATERIAL & EQUIPMENT DIRECTLY USED:**

Computers, Microsoft Office software products. Must operate copiers, scanners, and other common office equipment.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an office environment. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

### **FREEDOM TO ACT:**

Reports to the contract's Project Control Analyst (PCA). Works independently for routine tasks. Complex tasks and special

assignments require moderate levels of guidance while less involved tasks require only basic direction.

**MINIMUM QUALIFICATIONS:**

**Education:** High school Graduate/GED. Associates degree in Accounting, Business Administration or Finance or equivalent preferred. Must possess refined skills in Microsoft Office applications. Advanced Excel skills are preferred.

**Experience:** Strong oral and written communication skills.  
Demonstrated ability to effectively interact with others and work independently.  
Knowledge of Deltek Costpoint is preferred.  
Demonstrated familiarity with the practical applications of personal computers and basic application software (e.g., Excel, Word, etc.).  
Ability to assess, interpret and apply government and industry standards, specifications, and handbooks to the unique requirements of tasking.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE:** Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at ASO

[michelle.j.lanham.ctr@mail.mil](mailto:michelle.j.lanham.ctr@mail.mil)

719-524-0452



**Akima Support Operations (ASO)**  
**Fort Carson, CO 80913**  
**719-524-0452 (O)**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Production Control Clerk 68<sup>th</sup> CSSB and SFAB for Maintenance.

**Position: Production Control Clerk (Maintenance) (Job # ASO01905)**

**Position Classification: Non-Exempt (01270)**

**Contract Number: W52P1J-14-G-0035**

**Announcement Date: September 14, 2021**

**Close date: Until filled**

**Pay Rate: \$24.19**

### **Position Summary:**

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques. This Clerk calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using a computer, calculator, and/or spreadsheets. Additional tasks include: writing production reports based on data compiled, tabulated and computed, following prescribed formats, maintaining files of documents used and prepared, compiling detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. This Clerk prepares written work schedules based on established guidelines and priorities, compiles material inventory records and prepares requisitions for procurement of materials and supplies charts production using chart, graph, or pegboard based on statistics compiled for reference by production and management personnel. This Clerk also sorts and distributes work tickets or material and may compute wages from employee time cards and post wage data on records used for preparation of payroll.

### **MAJOR JOB ACTIVITIES:**

1. Performs duties in accordance with GCSS-A operating instructions. Opening and closing work orders, ordering parts, dispatching of equipment.

2. Assists the Production Control Supervisor in establishing production schedules based on known requirements and other liaison services as required.
3. Provides information relative to progress and completion of work.
4. Advises on scheduling and priority control.
5. Recommends overtime when necessary, based on backlog of work centers.
6. Participates in evaluation of branch performance and assists in preparation of maintenance reports and statistical performance data.
7. Coordinates with shop supply to ensure adequate repair parts and supplies to support maintenance requirements.
8. Performs other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Office Automation; GCSS-A (level of access determined by production control supervisor and GCSS-A system administrator).

Requires access to FEDLOG

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in a shop environment. Work may require lifting up to 50 lbs; stooping; climbing; prolonged standing; prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules. Steel Toes are required

**FREEDOM TO ACT:**

Reports to the Production Control Supervisor, and functions under his/her direction

**MINIMUM QUALIFICATIONS:**

**Education:** High School graduate or equivalent. Knowledge of automated data systems and automated data system input required.

**Experience:** Two years military or civilian experience in production control functions, experience with GCSS-A platform preferred.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to start date or by 30 days after employment.**

**SECURITY REQUIREMENT:** Must be a US Citizen and able to obtain and maintain a National Agency Check with Inquiries NACI to obtain a CAC. Must receive a favorable background check and drug testing results.

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at ASO

[michelle.j.lanham.ctr@mail.mil](mailto:michelle.j.lanham.ctr@mail.mil)

719-524-0452



**Akima Support Operations (ASO)**  
**Fort Carson, CO 80913**  
**719-524-0452 (O)**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Shipping / Receiving Clerk (Freight) Transportation.

**Position: Shipping / Receiving Clerk (Freight) (Job # ASO01910)**

**Position Classification: Non-Exempt (21130)**

**Contract Number: W52P1J-14-G-0035**

**Announcement Date: September 14, 2021**

**Closing Date: Until filled**

**Pay: \$16.35**

### **POSITION SUMMARY:**

The Shipping / Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

### **MAJOR JOB ACTIVITIES:**

1. Utilizes Microsoft Office programs; creates emails, assist Lead in updating reports and spreadsheets; utilizes official government forms as required in ASO procedures and work instructions.
2. Receives and processes Commercial Carrier Freight at the Central Receiving Point (CRP).
3. Executes inventories, staging, manifesting and segregation of designated CRP freight.



4. Assists in area surveillance and crime prevention procedures within the CRP staging areas; ensures 100% accountability of all freight assigned.
5. Receive, inspect and verify all freight deliveries by Commercial Bill of Lading, Invoice, Tracking #(s), and packing lists. Identifies freight discrepancies and reports all overages, shortages, mis-ships, and damaged items immediately to the CRP Lead or Department Manager for further guidance. Executes all required freight discrepancies per the CRP/Inbound Freight discrepancy procedures and IAW DoD regulations.
6. Perform all duties IAW DoD regulations and ASO procedures and standards. Re-stacks and re-warehouses items.
7. Maintain all files within DoD's file management system (ARIMS).
8. Monitors and maintains accountability of all staged freight within the Local Purchase security cage.
9. Utilize electronic forms and lines of communication (Email, Telephone, and Fax) proficiently to ensure effective communication standards and objectives are achieved. Apply knowledge of product and manufacturing processes; use manual and electronic adding machine.
10. Packs, unpacks, sorts, stacks, warehouses, and moves items. Transfer L/P stock to proper location or establishes new location when the decision is obvious.
11. Unloads conveyances, moves supplies by handcart or other non-mechanized conveyance. Operates various forklifts (electric, propane, and diesel), hand carts, dollies, pallet jacks, and high rise equipment as required to safely load and unload trucks.
12. Prepares tally sheet and makes proper notations as to receipts overages or shortages. Places stock in appropriate temporary or permanent storage locations, according to specific oral or written instructions and established methods. Signs for items to show receipt tallies out shipments and completes documents after incurring that supplies are shipped in properly marked, tagged and labeled containers
13. Transmit daily AMS information via DAMES.
14. Performs other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Material handling equipment, computer systems, office automation equipment, various forklifts.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an office environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs; stooping; climbing; prolonged standing; prolonged sitting; and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:** Report to the Lead / Supervisor and functions independently under his / her direction.

### **MINIMUM QUALIFICATIONS:**

**Education:** High School graduate or equivalent is desirable. Must be able to speak, read and understand English. Must have a Valid Colorado Drivers License for forklift operator license (or capable of being trained.)

**Experience:** One year experience in warehouse functions. Training may be substituted for experience.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE:** Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

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719-524-0452

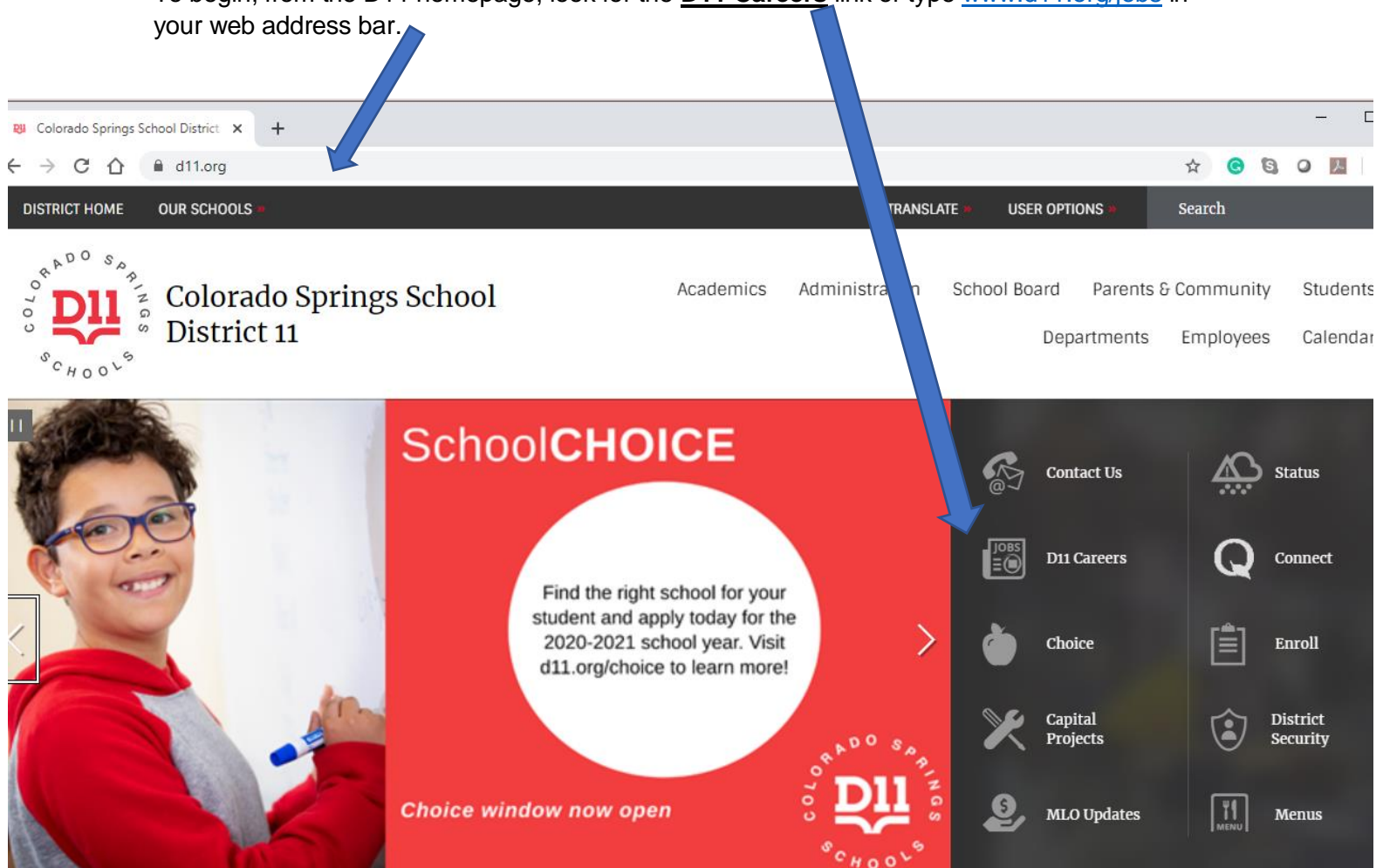
# D11 Job Application Tutorial

Thank you for your interest in employment with Colorado Springs School District 11.

We continually seek employees who are dedicated to our students and committed to their success. We believe every employee is important to the District's mission and goals, and as a whole we provide excellent, distinctive educational experiences that equip students for success today and in the future."

This Tutorial will show you how to use our online job application system so that you may become part of our dynamic, collaborative community which empowers students to profoundly impact our world.

To begin, from the D11 homepage, look for the **D11 Careers** link or type [www.d11.org/jobs](http://www.d11.org/jobs) in your web address bar.



As you scroll down this page, you will find useful information, and answers to Frequently Asked Questions.

FAQ Sheet

You may find specific information for each job category by selecting ESP (Educational Support Professionals), Executive Professionals, Teachers, or Guest Staff (Substitutes).

Gather everything you will need, such as a resume or transcripts before beginning your application.

Click the link for **Internal Candidates** if you are a D11 employee. (Only employees with an active D11 password will be able to access the Internal job postings)

Or select **External Candidates** if you are not currently working at D11.

Note: if you have selected the option for **External Candidates** and are taken to an Oracle Peoplesoft page to log in with an employee ID number, please clear your browsing data then close the browser and begin again.



**External Candidates** will sign in on the **Careers** page

The screenshot shows the 'Careers' page header. Below the header is a 'Search Jobs' input field with a magnifying glass icon and a '»' button. To the right of the search field are links for 'Sign In' and 'New User'. Below these links is a 'Welcome' message and a list of user options: 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. Each option has a right-pointing arrow. Annotations include: a blue arrow pointing to the 'Search Jobs' field with the text 'You may also Search Jobs or View All Jobs'; a blue arrow pointing to the 'New User' link with the text 'Click New User to Create an account or Sign In if you are returning.'; and a blue arrow pointing to the 'View All Jobs' link.

## New Users

Create a **User Name** and **Password**.

Note: The Password box will fill with dots when you are done typing your password.....  
but will still record exactly what you have entered.

Make note of your User Name and Password so that you can log in again.

The screenshot shows the 'New User Registration' form. It has two main sections: 'Account Information' and 'Address Information'. The 'Account Information' section includes fields for \*User Name, \*Password (with a note: 'Please select a password that: 1. Has a minimum of 6 total characters with at least 1 digit. 2. Does not match your user name. 3. Does not match any of your email addresses.'), \*Confirm Password, \*First Name, \*Last Name, \*Email Address, and \*Phone. The 'Address Information' section includes a \*Country dropdown (set to 'United States') and three \*Address fields. At the top right of the form is a link 'Already Registered? Sign In Now' and a green 'Register' button. Annotations include: a blue arrow pointing to the 'Register' button with the text 'Fill out your contact information.'; a blue arrow pointing to the 'I agree to the Terms and Conditions' checkbox with the text 'At the bottom of the page, check the box to agree to the Terms and Conditions, then scroll back up to the top and click the green Register button.'; and a blue arrow pointing to the 'View Terms and Conditions' link.

[View Terms and Conditions](#)

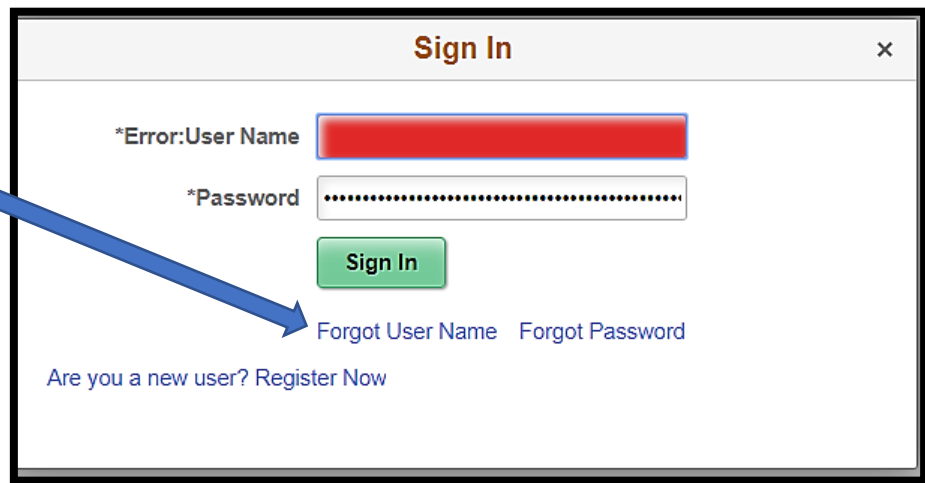
☐ I agree to the Terms and Conditions

## Returning Users

If you are having difficulty logging in, click **Forgot User Name.**

Your User Name will be emailed to you.

To reset your password, click **Forgot Password** and a temporary password will be emailed to you.



**Sign In** [X]

\*Error:User Name

\*Password

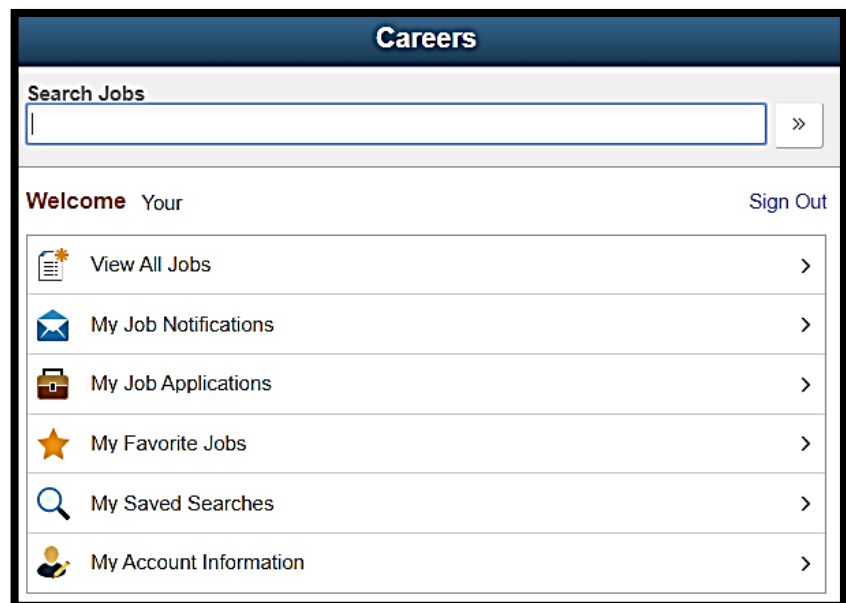
**Sign In**

[Forgot User Name](#) [Forgot Password](#)

[Are you a new user? Register Now](#)

Once you have logged in, you will again see the **Careers** page.





Type the name of the job you want to apply for in the search bar or **View All Jobs.**



**Careers**

**Search Jobs**  »

**Welcome** Your [Sign Out](#)

-  [View All Jobs](#) >
-  [My Job Notifications](#) >
-  [My Job Applications](#) >
-  [My Favorite Jobs](#) >
-  [My Saved Searches](#) >
-  [My Account Information](#) >

The list of jobs can be filtered by checking boxes on the left side of the screen to select a Department or Job Family

To select the job that you wish to apply for, scroll to the right and click the arrow >

Elementary	Freedom Elementary	Instructional Asst Job Family	01/22/2020	>
gh	Palmer High	Food Service Job Family	01/21/2020	>
y Prep	Community Prep	Executive Job Family	01/20/2020	>
Elementa	Trailblazer Elementa	Instructional Asst Job Family	01/17/2020	>

This will take you to the Job Description. After you read the description, scroll up to click **Apply for Job** in the top right corner.

**Apply for Job**

As you complete each section of the application, be sure to fill out as much information as you can then click **Next** in the top right corner to move on to the following section.

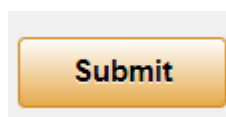
You may also choose to save your application as a draft and finish it later.

If a question does not apply to you, enter **N/A** or Not Applicable.

You must fill out all boxes with an asterisk \* beside them or you will not be able to go forward.

On the last page of the job application, you can review or update your answers by clicking the numbered sections on the left or the drop-down arrows.

After you have finished reviewing your application, in the upper right corner, click **Submit**.



A confirmation page will show that your application has been received.

Click on **Careers** if you would like to apply for another job or upload attachments to your application such as a cover letter or transcripts.

You will find your previous applications and drafts under **My Job Applications**.

This is also where you may upload your attachments.



Refer to the **FAQ** sheet for more help with entering a CDE license or uploading attachments.





Looking for a **GREAT** opportunity?

**FIRSTSOURCE** is **HIRING IMMEDIATELY** for **ACCOUNT REPRESENTATIVES** in Colorado Springs! If you are interested in *customer service*, this may be the job for *you*!

We are seeking individuals who can service calls/accounts, professionally respond to inquiries, and create a positive experience for the customer. This position offers growth opportunity in a global company, office experience, and development of your customer service skills with one of the top banks in the country!

We offer to our employees:

- \$15-\$16/hr starting rate
- Medical, dental, vision and 401k benefits
- Paid full time training
- Monday – Friday schedule 11am to 8pm
- Referral bonus

#### **Minimum Qualifications**

- High school diploma or GED required.
- At least 6 months customer service or sales experience, with a strong track record of customer engagement and satisfaction.
- Consistent, stable work history
- Basic computer skills, strong typing skills.
- Strong communication and problem-solving skills.
- Diligent and self-motivated
- Positive and professional attitude, high work standards, dependability
- Able to handle confidential information

#### **Are you interested?**

Please apply online at <https://www.firstsource.com/careers/> or send your resume to [rilie.erben@na.firstsource.com](mailto:rilie.erben@na.firstsource.com)



## **Spring Assembly Technician**

**Colorado Springs, CO 80921**

Pay Rate: \$15.00/hour

### **Job Description**

If you are seeking your next long-term position with a company who is committed to positively shaping the future, provides education assistance for their associates, and emphasizes on the importance of wellness and balance, this could be the perfect next long-term career for you!

Job Store Staffing is hiring for Spring Technicians for a company located in Northern Colorado Springs! These positions are for an Engineering company that specializes in making custom seals, springs, and electrical contacts for Aerospace, Medical, Energy, and Transportation industries, just to name a few.

### **9 Reasons you will LOVE working for this Leading Manufacturer!**

Medical, dental, vision, etc.

Life insurance

Matching 401k

Employee Stock Purchase Plan

Paid vacation

Paid sick leave

Tuition Reimbursement

10 paid holidays per year

Summer picnics, holiday Parties, and other team building events!

**Shift:** Monday-Friday 6:00am - 3:30pm (including 1-2 mandatory Saturdays a month)

### **Essential/Major Elements of Position:**

Follows work order instructions (routers) in order to meet company and customer requirements

Utilizing microscope, incumbent cuts, welds, or closes coiled spring material involving various levels of complexity

Microscopically inspects work performed to ensure the product produced meets specifications

Records into the work order the quantities of product finished using standard company methods

### **Skills, Knowledge, and Abilities Required:**

Must be able to read, communicate, follow and understand verbal and written work instructions in the English language

Ability to effectively use microscopes as an essential component of this position

Able to work with calipers and micrometers

Basic math skills

***For immediate consideration, apply online by visiting [jobstorestaffing.com](http://jobstorestaffing.com) or call Job Store Staffing at 719-574-4200 and ask for Andrea!***



## **Cook**

**Colorado Springs, CO 80920**

Pay Rate: \$13.00-\$17.00/hour

### **Job Description**

Job Store Staffing is seeking a skilled Cook to prepare delicious meals according to menu. You will cook dishes that will delight our customers with their taste and timely delivery.

An excellent cook must be able to follow instructions in cooking and delivering well-prepared meals. They must be deft in moving around the kitchen and apt in multi-tasking. Experience in using various ingredients and cooking techniques is also important. The goal is to help preserve and enhance our reputation.

### **Responsibilities:**

Set up workstations with all needed ingredients and cooking equipment

Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)

Cook food in various utensils or grillers

Ensure great presentation by dressing dishes before they are served

Keep a sanitized and orderly environment in the kitchen

Ensure all food and other items are stored properly

Monitor stock and place orders when there are shortages

### **Requirements:**

Proven experience as cook

Experience in using cutting tools, cookware and bakeware

Knowledge of various cooking procedures and methods (grilling, baking, boiling etc.)

Ability to work in a team

Very good communication skills

High school diploma or equivalent; Diploma from a culinary school will be an advantage

***For immediate consideration, apply online by visiting [jobstorestaffing.com](http://jobstorestaffing.com) or call Job Store Staffing at 719-574-4200 and ask for Katie!***



## **Manufacturing Engineer**

**Colorado Springs, CO 80915**

Pay Rate: \$18.00-\$23.00/hour

### **Job Description**

We are looking for an experienced Manufacturing Engineer to join client's amazing team. Our family owned and operated client has been a leader in sheet metal fabrication and manufacturing for almost 50 years! If you are a committed, collaborative worker looking to join a top company and take your career to the next level, then we have the right opportunity for you!

### **Roles and Responsibilities:**

Evaluates manufacturing processes; applying knowledge of product design, fabrication, assembly, tooling, and materials.

Develops manufacturing processes by studying product requirements; researching, designing, modifying, and testing manufacturing methods and equipment; conferring with equipment vendors.

Improves manufacturing efficiency by analyzing and planning work flow, space requirements, and equipment layout.

Assures product and process quality by designing testing methods; testing finished- product and process capabilities; establishing standards; confirming manufacturing processes.

Provides production support to manufacturing.

Analyzes and interprets blueprints and helps programs lasers, turret presses, and brake presses to meet specifications.

### **Requirements:**

BS/BA in a technical or manufacturing field, 4 years of directly related experience, or equivalent combination of education and experience.

Must demonstrate proficiency reading technical specifications and blueprints.

Training in machine safety and quality awareness preferred.

Knowledge of manufacturing processes on machines such as brake presses, N/C turret punches, welding, laser, CNC milling centers, CNC lathes.

Proficient in Solid Works.

***For immediate consideration, apply online by visiting [jobstorestaffing.com](http://jobstorestaffing.com) or call Job Store Staffing at 719-574-4200 and ask for Amanda!***





## **Dishwasher**

**Colorado Springs, CO 80920**

Pay Rate: \$12.50-\$15.00/hour

### **Job Description**

Job Store Staffing is seeking a Utilities Worker/Dishwasher for our client in Colorado Springs. The Utilities Worker is responsible for maintaining kitchen work areas, equipment and utensils.

### **Shift:** Multiple Shifts Available!

6:00am – 2:30pm

1:30pm – 10:00pm

### **General Responsibilities:**

Cleaning dishes, utensils, glassware, pots and pans

Assisting in maintaining a clean and safe restaurant

Adhering to food safety and sanitation standards

Stocking supplies for our service and culinary teams

### **Physical Requirements:**

Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses

Significant walking or other means of mobility

Ability to work in a standing position for long periods of time (up to 8 hours)

Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds

***For immediate consideration, apply online by visiting [jobstorestaffing.com](http://jobstorestaffing.com) or call Job Store Staffing at 719-574-4200 and ask for Katie!***



## **Part-Time Dining Service Worker**

**Colorado Springs, CO 80903**

Pay Rate: \$14.00/hour

### **Job Description**

Job Store Staffing is seeking a Dining Service Worker for our client in Colorado Springs! Under general supervision of the Food Service Manager, staff will perform a variety of routine duties in support of the Nutrition Services Department.

### **Shift:**

Monday-Friday, 11:00am-2:00pm

This is a long-term temporary position!

### **Essential Job Duties:**

Prepare fresh fruits, salads or vegetables according to production work sheets.

Prepare and set-up foods for special events and meetings on campus.

Serve food to students and staff, this includes hot and cold food.

Follow the documented servings sizes and ensure food is replenished.

Assist the cook with sandwich preparation if needed.

Perform point of sale duties during breakfast and lunch serving times. This includes scanning student badges, scanning student ID in binder if student does not have badge, verifying student's IDs are valid, making sure students have all the components for the reimbursable meal.

### **Qualifications:**

Must have at least six months job related experience in a residential/institutional environment.

Experience serving food to clients with food allergies and modified diets.

Basic Computer skills including word, excel and outlook.

Excellent verbal and written communication skills.

Preferred ASL signing skills.

***For immediate consideration, apply online by visiting [jobstorestaffing.com](http://jobstorestaffing.com) or call Job Store Staffing at 719-574-4200 and ask for Katie!***



Retail Representative – Reach - \$2250 Sign on Bonus

## Overview

Acosta is offering a Sign-On bonus! Apply to hear more about the details! You will be responsible for identifying opportunities, achieving strategic goals, and building relationships within an assigned territory through sales calls at key retail accounts. Primary responsibilities include increasing sales and market share of the brands represented, while managing on-shelf availability across multiple categories.

## Summary of Expectations:

- 80% Sales focused vs. Merchandising
- Typically complete 3-5 calls per day, including drive time.
- Arrive in 1st store by 8 am
- Proficient using a Tablet, E-mail, Excel, PowerPoint, etc.
- Climbing on ladders, building displays (some lifting, bending and using carts & pallet jacks)

## Responsibilities

1. Maximizing brand awareness and communicating new product opportunities, using sales data to drive in store actions.
2. Building relationships with key retail decision makers (department and store managers).
3. Identifying and implementing in store merchandising opportunities to increase brand visibility and availability while ensuring stock levels are maintained.
4. Ensuring client's promotional activity is implemented and that products are on display in the correct location and with good availability.
5. Providing insightful and actionable market intelligence feedback.
6. Attending and actively contributing to Team Meetings.
7. Meeting the physical requirements
8. Other duties as assigned



Work Experience Requirements:

- 1-year related work experience
- In-store sales experience

Must live in assigned territory Knowledge, Skills and Abilities Requirements:

- Ability to prioritize sales time in relation to account opportunities/priorities
- Outgoing personality with ability to build relationships across a wide array of personality types from diverse backgrounds
- Ability to toggle efficiently between multiple programs to plan and achieve desired outcomes
- Ability to comprehend and derive strategy from sales data
- Must have excellent presentation and communication skills
- Traits: EQ (Emotional intelligence), Intellectually curious, strong work ethic, self-confidence, coachable, analytical
- This position requires that you drive on behalf of Acosta Sales & Marketing, and as such, any DUI/DWI conviction in the past 36 months will be an immediate disqualifier for this position
- Familiar with efficiently routing a territory based on opportunity
- Highly self-motivated and self-disciplined with ability to work effectively with little or no supervision
- Ability to critically think through day to day situations and adjust strategy and direction accordingly
- Ability to pre-plan for sales calls via fact-based selling
- Must have reliable transportation





Available positions, locations and links to apply are listed below:

All Positions – Reach Team

<https://acosta.jobs/jobs/?q=%22Retail+Representative+-+Reach++%242250+Bonus%22&r=25#1>

Denver Co

<https://acosta.jobs/denver-co/retail-representative-reach-2250bonus/510A84BF326849A39358FF1477E557A1/job/>

Cromwell CT

<https://acosta.jobs/cromwell-ct/retail-representative-reach-2250bonus/CF4E3BBE6BE04B2CBC7EC3A1EA9CC9A4/job/>

Milpitas CA

<https://acosta.jobs/milpitas-ca/retail-representative-reach-2250bonus/E51F00AF7C2F4AFDB04D39FFDD5C2C55/job/>

Cypress TX

<https://acosta.jobs/cypress-tx/retail-representative-reach-2250bonus/849ACD50E45F4DA9B3A0C2268F7FAA23/job/>

Peoria AZ

<https://acosta.jobs/peoria-az/retail-representative-reach-2250bonus/1C337B86B87A44B1968CEEB7D55AD27E/job/>

Haverhill MA

<https://acosta.jobs/haverhill-ma/retail-representative-reach-2250bonus/64B284424D1545C08E84960819ED0D24/job/>

Elk Grove CA

<https://acosta.jobs/elk-grove-ca/retail-representative-reach-2250bonus/400BCE5EB9E14309865AD82DF112338F/job/>

The logo for Acosta, featuring the word "acosta" in a white, lowercase, sans-serif font. To the right of the text is a small red graphic consisting of several squares of varying sizes, some of which are slightly offset, creating a pixelated or blocky effect.

San Jose CA

<https://acosta.jobs/san-jose-ca/retail-representative-reach-2250bonus/0957F9B439854B2F92B69E93EF369468/job/>

Simi Valley CA

<https://acosta.jobs/simi-valley-ca/retail-representative-reach-2250bonus/3A82F4777A184CB486E52A59CA2EA3CD/job/>

Springfield NE

<https://acosta.jobs/springfield-ne/retail-representative-reach-2250bonus/970FB93A6B1441E28881A87515DD59A1/job/>

Ellenwood GA

<https://acosta.jobs/ellenwood-ga/retail-representative-reach-2250bonus/5238AAB110554914B6092C67864E910C/job/>

Seattle WA

<https://acosta.jobs/seattle-wa/retail-representative-reach-2250bonus/269A08278D89491B8F01A78B91EB1CF6/job/>

Salt Lake City UT

<https://acosta.jobs/salt-lake-city-ut/retail-representative-reach-2250bonus/4E71F0ED8C1143779E5CDE8E3D5800C3/job/>

Cincinnati OH

<https://acosta.jobs/cincinnati-oh/retail-representative-reach-2250bonus/2A1D74D685074F179AFC006FC21655CD/job/>

Buffalo Grove IL

<https://acosta.jobs/buffalo-grove-il/retail-representative-reach-2250bonus/0958A00B4E70454E846E22EAF7B11514/job/>



## **Multiple Remote Sales Advisor Positions**

### Job Description Summary

InsuraMatch is an independent agency company, owned by Travelers Insurance that uses an innovative online platform to help consumers compare offerings from more than 40 carriers across the United States. With a focus on personal insurance, InsuraMatch offers coverage for auto, home, boat, motorcycle, renters, umbrella, and flood, among others. InsuraMatch operates independently and manages all carrier partnerships.

As an Insurance Advisor Trainee, you will assume the role of a personal insurance counselor and educator and will help customers choose their ideal insurance carrier and coverages. We believe in a high touch, consultative approach that builds long lasting relationships with our customers and we are looking for sales professionals that can foster this type of relationship. Insurance Advisor Trainees will gain an understanding of our carriers and products through our comprehensive training program. As part of the hiring process, this position requires the completion of an online pre-employment assessment. Further information regarding the assessment including an accommodation process, if needed, will be provided at such time as your candidacy is deemed appropriate for further consideration. This job works under direct supervision and does not manage others.

- 6 Full Time Work from Home positions available
- Required hours for this position will be one of three shift options: M-F 11:30am – 8:00pm EST; 12:30pm – 9:00pm EST; or 1:30pm – 10pm EST.
- Paid training for 3-6 months
- Must have high speed Internet
- Benefits begin Day One

**Click below to apply for the Sales Advisor position:**

[https://travelers.wd5.myworkdayjobs.com/en-US/External/job/NJ---Wall-Township/InsuraMatch-Insurance-Advisor\\_R-10998?&source=S0859](https://travelers.wd5.myworkdayjobs.com/en-US/External/job/NJ---Wall-Township/InsuraMatch-Insurance-Advisor_R-10998?&source=S0859)



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<https://acosta.jobs/cromwell-ct/retail-representative-reach-2250bonus/CF4E3BBE6BE04B2CBC7EC3A1EA9CC9A4/job/>

Milpitas CA

<https://acosta.jobs/milpitas-ca/retail-representative-reach-2250bonus/E51F00AF7C2F4AFDB04D39FFDD5C2C55/job/>

Cypress TX

<https://acosta.jobs/cypress-tx/retail-representative-reach-2250bonus/849ACD50E45F4DA9B3A0C2268F7FAA23/job/>

Peoria AZ

<https://acosta.jobs/peoria-az/retail-representative-reach-2250bonus/1C337B86B87A44B1968CEEB7D55AD27E/job/>

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<https://acosta.jobs/haverhill-ma/retail-representative-reach-2250bonus/64B284424D1545C08E84960819ED0D24/job/>

Elk Grove CA

<https://acosta.jobs/elk-grove-ca/retail-representative-reach-2250bonus/400BCE5EB9E14309865AD82DF112338F/job/>



The Acosta logo features the word "acosta" in a white, lowercase, sans-serif font. To the right of the text is a red graphic element consisting of several small squares stacked vertically, resembling a staircase or a stylized letter "A". The entire logo is set against a solid black rectangular background.

# acosta

San Jose CA

<https://acosta.jobs/san-jose-ca/retail-representative-reach-2250bonus/0957F9B439854B2F92B69E93EF369468/job/>

Simi Valley CA

<https://acosta.jobs/simi-valley-ca/retail-representative-reach-2250bonus/3A82F4777A184CB486E52A59CA2EA3CD/job/>

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Ellenwood GA

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Cincinnati OH

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Buffalo Grove IL

<https://acosta.jobs/buffalo-grove-il/retail-representative-reach-2250bonus/0958A00B4E70454E846E22EAF7B11514/job/>



CVS Health is hosting a National Career Day all day on  
Friday, September 24th!

---

We are seeking to immediately hire for **25,000 clinical and retail positions** – full-time, part-time and temporary jobs. Positions include the below for fall and winter months to prepare for flu season and continue support in COVID-19 vaccination and testing:

- Licensed pharmacists
- Trained pharmacy technicians
- Nurses
- Retail store associates

Qualified candidates can apply for these open positions by texting “CVS” to 25000 or by visiting <https://jobs.cvshealth.com/national-career-day/> to learn about jobs in their local area.

From this site, candidates can enter a streamlined digital screening process that facilitates an online application → virtual job tryout → **immediate hiring**.

There will be no on-site application or interviews, the entire process is virtual.

Please note: Some roles will have a hiring decision in 1–2 business days.



U.S. Small Business Administration's Office of Disaster Assistance (ODA) has a critical need to fill the following positions. Location Negotiable After Selection identifies telework opportunities.

[Legal Assistant](#) – Fort Worth, Texas

GS 6 - 7

Salary \$42,372 to \$61,213 per year

[Loan Specialist](#) – Location Negotiable After Selection, United States

GS 9 – 11

Salary \$53,433 to \$84,049 per year

[Loan Assistant](#) – Location Negotiable After Selection, United States

GS 5 – 7

Salary \$35,265 to \$56,790 per year

[Paralegal Specialist](#) – Location Negotiable After Selection, United States

GS 9 - 11

Salary \$53,433 to \$84,049 per year

[Paralegal Specialist](#) – Location Negotiable After Selection, United States

GS 7

Salary \$43,683 to \$56,790 per year

[Attorney Adviser \(Gen\)](#) – Location Negotiable After Selection, United States

GS 9 - 11

Salary \$53,433 to \$84,049 per year

[Construction Analyst](#) – Location Negotiable After Selection, United States

GS 9 - 11

Salary \$46,063 to \$72,487 per year

[Customer Service Representative](#) – Location Negotiable After Selection, United States

GS 9 - 11

Salary \$46,083 to \$72,487 per year

[Program Support Assistant](#) – Fort Worth, Texas

GS 5 - 7

Salary \$18.21 to \$29.33 per hour

[Construction Analyst](#) – Location Negotiable After Selection, United States

GS 9 - 11

Salary \$46,063 to \$72,487 per year



Join  
Team TRE!



# We're looking for YOU!

## [www.tre.org/careers](http://www.tre.org/careers)

The people we serve come from all walks of life and backgrounds. YOU can make a difference in their lives and meet the growing needs in our community!

### Here's what you can expect when you join Team TRE:



Competitive salaries to attract, and keep, top-quality talent.



Valuable benefits start after 30 days; Medical premiums paid up to 90%, Dental, Life, Pet insurance and more; 401k eligibility and employer match after 90 days.



Generous PTO plus 10 paid holidays per year and enjoy your birthday off, paid!



Flexible work environment with the ability to create your own schedule, half-day Fridays, and the tools to succeed in a mobile workspace.



Collaborative workplace culture with employee-led committees from Gardening to Diversity, Equity, and Inclusion; employee appreciation giveaways, contests, peer recognition, and more.



If you are looking for a rewarding career and have a heart for people, please visit [www.tre.org/careers](http://www.tre.org/careers) and apply today!



Get to know us on  
TRE Instagram!



Scan QR Code to visit  
our Careers Page!

*Empowering People. Strengthening Families. Building Inclusive Communities.*



## TRE-The Resource Exchange

### Non-Profit Organization

#### **Multi-Region Service Coordinator:** Caution-

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39702&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094> < Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39702&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094> >

#### **-Service Coordinator, State General Funds:** Caution-

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=40043&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094> < Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=40043&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094> >

#### **-Early Intervention, Occupational Therapist:** Caution-

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39082&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39082&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

#### **Early Childhood Mental Health Consultant:** Caution-

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39073&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39073&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

#### **-Case Aide:** Caution-Caution-Caution-

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38429&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38429&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

#### **-Navigation & Quality PAR-Flex:** Caution-

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38465&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38465&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

**-Navigation & Quality Intake-Flex: Caution-**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38451&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38451&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

**-Case Management Service Coordinator: Caution-**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=28943&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-Caution-Caution-Caution-Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=28943&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

**-Intake Coordinator: Caution-**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=36843&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> < Caution-Caution-Caution-Caution-Caution-Caution-Caution-Caution-Caution-  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=36843&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >





[Target Systems Worker](#)

Closes: 09/28/21

[Child & Youth Program Assist.](#)

Closes: 09/29/21

[Custodial Worker](#)

Closes: 09/29/21

[Office Automation Assistant](#)

Closes: 09/29/21

[Transportation Security Officer](#)

Closes: 09/30/21

[Recreation Assistant](#) (Lead Life-guard), Closes: 09/30/21

[Recreation Assistant](#) (Water Safety Instructor), Closes: 09/30/21

[Recreation Aid](#)

Closes: 09/30/21

[Firefighter Basic Life Support](#)

Closes: 10/01/2021

[Social Worker](#)

Closes: 10/01/2021

[Clinical Laboratory Scientist](#)

Closes: 10/05/2021

[Medical Instrument Technician](#)

Closes: 10/05/21

[Cook \(CYS\)](#)

Closes: 10/06/21

[Health Technician](#)

Closes: 10/06/21

[Attorney-Adviser](#)

Closes: 10/07/21

[Laborer \(Special Events\)](#)

Closes: 10/25/21

[Food Service Worker](#)

Closes: 11/16/21

**\*\*Click on the job title to access the announcement\*\***

**Additional Fort Carson/Colorado Springs area positions:**

[USAJOBS Ft. Carson](#)



**APPLY TODAY**

## LOOKING FOR AN EXCITING CAREER IN COLORADO?

*Believe in Widefield School District 3*

### APPLICATIONS ACCEPTED THROUGHOUT THE YEAR

We hire 200+ licensed and non-licensed positions yearly and encourage applications at any time. Licensed positions typically begin employment in January and August, and non-licensed positions become available monthly throughout the school year. We also accept applications for both licensed and non-licensed substitutes in all areas at any time.

Available licensed and non-licensed positions in our District are not typically posted online. **If you are interested in employment, please submit an online application at any time.** Administrative level positions and details on how to apply will be posted on our website when available.

**APPLY TODAY**

*If you have questions or need further information, please contact our office at (719) 391-3015 or [humanresources@wsd3.org](mailto:humanresources@wsd3.org) for assistance.*



**wsd3.org**

1802 Main Street  
Colorado Springs, CO 80911

**719-391-3000**



# WSD3 - Application Process

You will need to complete an external application within our **AppliTrack** system. In order to prepare for the application, you will need the following:

- Your up-to-date transcripts: if applicable
  - Three references
- An introduction letter

Once the application is submitted and reviewed, the candidate will receive a call to schedule an interview, if one has not already been conducted.

**Below are detailed instructions to begin your application in the AppliTrack system.**

Follow link to application home page.

<https://www.applitrack.com/wsd3/onlineapp/default.aspx>

Once on the site click on the **"Start an application for employment"** under the External Applications

**Employment Opportunities**

We are always accepting applications in the following categories:

- Administration
- Athletics/Activities
- Business Services
- Career & Technical Education
- Counselor
- Educational Assistant
- Elementary
- Elementary/Junior High
- High School Teaching
- Maintenance/Custodial
- Middle School Teaching
- NJROTC
- Nutrition Services
- Parks and Recreation
- Preschool
- Seasonal Facilities
- Secretaries/Clerical
- Security
- Student Support Services
- Student Teaching/Internship
- Substitute
- Support Staff
- Technology
- TOSA (Teacher on Special Assignment)
- Transportation
- Tutors
- Warehouse

**External Applicants**

[Start an application for employment](#)

Use passcodes sent to me

**Internal Applicants**

Internal applicants only.

[View internal positions](#)

[Submit an internal application/transfer form](#)

**Need Help?**

We're here to help! For questions regarding position qualifications or application procedures, please contact Widefield School District 3 directly.

For technical questions regarding the Applicant Tracking system, please contact the Applicant Tracking help desk using the Request Technical Help link below.

[Request Technical Help](#)



**wsd3.org**  
**719-391-3000**

**1820 Main Street**  
**Colorado Springs, CO 80911**



On the pop-up screen read the **"Welcome, New Applicant!"** section then click on **"Start"** along the right side of the screen.

suggest contacting the district and reviewing the current guidelines as presented by [the CDC](#). If you require technical assistance with applying, [our learning center and support team is available](#).

## Welcome, New Applicant!

Please start your application with Widefield School District 3.

**READ**

**Please carefully review the following information regarding our online application process.**

- You are allowed to complete the application in several steps. **You do not have to complete all the steps in a single session.** You can complete them at different times, even on different days.
- The application consists of multiple steps and will take you at least 30 - 60 minutes to complete, but you can stop at any time, without losing any work. You can return to complete your application up to 25 days later.



**START**

begin the process



**LOGIN**

to existing account



**IMPORT**

from another account

If you completed an application with another organization that uses the Frontline Applicant Tracking System, you may import most of your data to Widefield School District 3.

This software or document includes material copied from or derived from [Date Picker Dialog Example](#)  
Copyright © 2015 W3C® (MIT, ERCIM, Keio, Beihang).

From here you will begin the application process.  
Do not forget to submit application when complete.

Please do not hesitate to call Human Resources with any questions. 719-391-3015.

## Welcome to Widefield!