



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

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

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 68th 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

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

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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

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

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

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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 Warehouse Specialist in the Supply Department.

Position: Warehouse Specialist (Supply) (Job # ASO01903)

Position Classification: Non-Exempt (21410)

Contract Number: W52P1J-14-G-0035

Announcement Date: September 14, 2021

Close date: when filled

Pay Rate: \$16.93

POSITION SUMMARY:

As directed, the Warehouse Specialist performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties to include a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

MAJOR JOB ACTIVITIES:

1. Packs, unpacks, sorts, stacks, warehouses, bins and moves items.
2. Make in-storage checks for obvious needs for maintenance and damage. Locates items by referring to locator cards; compares identifying information in computers with documents stock tags, bin markings or box markings.
3. Selects stock in quantities indicated by the document, reports location discrepancies and damage to supervisor/lead. Assembles picked items and moves stock to locations (assembly or pickup areas) within a well-prescribed overall storage plan.

4. Unloads conveyances, moves supplies by handcart or other non-mechanized conveyance. 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.
5. Completes document to show location. Signs for items to show receipt, tallies out shipments and completes documents after ensuring that supplies are shipped in properly marked, tagged and labeled containers.
6. Re-stacks and re-warehouses items and straightens as needed and purifies bin locations.
7. Transfer stock to proper location or establishes new location when the decision is obvious.
8. Operates various forklifts and high rise equipment.
9. May operate hand or power trucks in performing warehousing duties. May use automated systems.
10. Performs other duties as assigned.

MATERIAL & EQUIPMENT DIRECTLY USED:

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

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

Work is generally conducted in a warehouse environment which includes both room temperature, refrigerated and freezer locations. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work may 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 cold weather clothing, head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules. Must wear steel toe shoes at all times.

FREEDOM TO ACT: Reports to the Supervisor/Lead and functions under their guidance.

MINIMUM QUALIFICATIONS:

Education: High School diploma or equivalent is desirable.

Experience: One year experience in warehouse functions. Computer experience preferred. Trainability 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

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

719-524-0452



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 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 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 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 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 or call Job Store Staffing at 719-574-4200 and ask for Katie!

Part Time Victim Advocate, FASS

Add To Cart

Fort Carson, Colorado, 80913 | Federal | R00000043722



For details, click below:

<https://careers.magellanhealth.com/us/en/job/R00000043722/Part-Time-Victim-Advocate-FASS>



You're Invited!

The Easy Ask: How to Build a Relationship for Easy Sales

Join ACP's Women's Program for an interactive workshop with LoriAnne Reeves, CEO of LoriAnne Reeves, LLC.

**Wednesday, September 22, 2021
1:00pm-2:00pm ET / 10:00am-11:00am PT**

When it comes to entrepreneurship, a fundamental part of growth is centered on asking for business. This can also be the most difficult part and may be surrounded by so much fear that many business owners will actually forego this process which can be detrimental to their success. In this webinar, LoriAnne Reeves will discuss how to have a simple sales process so you can easily ask for and grow your business.

This virtual workshop will take place via conference call and video conference.

If you are interested in attending, please RSVP by **Tuesday, September 21.**

Please use the link below to RSVP for the event. Copying and pasting is recommended.

https://docs.google.com/forms/d/e/1FAIpQLSdfxyYhuo6csmmOwl2iTCovWVg6ge1PITe4_VygeiBI97y2EQ/viewform



Known as an influential leader, LoriAnne Reeves is entrepreneurial, innovative and forward thinking. She speaks on how sales, business and leadership need to be done differently moving forward in this rapidly changing business environment. LoriAnne believes that people come first and all the complexities of owning a business start there - which includes you. The simple formula to business success is know yourself to get out of your own way and learn to sell yourself and what you produce. She consults with entrepreneurial companies who want to thrive past multimillions. LoriAnne is the author of the SuperGlue to Sales and The Easy Ask.

The workshop will be hosted via Zoom on September 22, 2021 at 1:00pm ET/10:00am PT. Dial-in information will be sent out prior to the workshop in a calendar invite the day before the event.

Please RSVP by Tuesday, September 21, 2021.

Please pre-submit questions in the RSVP form or send via email to womenvets@acp-usa.org. If you cannot access the Google Form link for any reason, you can reply to this email to RSVP.

The webinar will be recorded and shared to ACP's website for future viewing. For previous webinars, please visit www.acp-usa.org/womensprogram.



Solutions Architect Remote Nationwide Position

Immediate opportunity to learn and grow within our service teams.

Charles Schwab and TD Ameritrade are champions of investors and those who serve them and are looking for additional champions to join the company as a Financial Services Representative. This position will launch your professional path in financial services, where you'll have the opportunity to "own your tomorrow" and grow a robust and meaningful career with our organization. Schwab and TD Ameritrade provide paid training for your Series 7 and 63 licenses. Why, you ask, because we believe investing in our associates is essential for investing in our future. It provides opportunities for associates to move from this role to others that match their aspirations within Schwab and TD Ameritrade, including departments like Sales, Operations, Marketing, Communications, and more.

We are made up of a diverse workforce of skilled professionals so regardless of where you are at in your career, we have a spot for you. As a Financial Services Representative, you will be an ambassador of Schwab and TD Ameritrade helping to educate and tackle problems for thousands of clients. Your role will take place in a service center taking inbound calls from our clients (individual investors) on a variety of topics. Professionals that embrace their career development and demonstrate success in serving our clients, will have opportunities for promotion and increased compensation.

"Always put the client first. No matter what." Charles Schwab

Click below to apply for the Solutions Architect position:

<https://jobs.schwabjobs.com/job/austin/solutions-architect-application-modernization/33727/14146619280>



Location: Remote – United States

Job Titles: Virtual Accounting Specialist
Virtual Accounting Specialist – NetSuite
Virtual Controller, CPA
Virtual Corporate Recruiter
Virtual Senior Controller, CPA

Apply: To view details about each position and to apply, click the link below and scroll to the OPEN POSITIONS section:

<https://www.accountingdepartment.com/career>

Military Spouse Applicants:

Before submitting your application materials, please be sure to indicate your military spouse status on your cover letter and/or resume. We want to know this about you!

About AccountingDepartment.com:

Powered by people, process and technology, AccountingDepartment.com serves the businesses of entrepreneurs, forward-thinking owners and executives, government contractors, and the like by providing an entire outsourced accounting department known for a level of expertise in processes and personnel commonly unattainable by small and mid-sized businesses.

All employees are full-time, W-2 employees with benefits including generous paid time off, flexible work environments and a matching 401k program. As a virtual company, the only location we require is that you reside in the U.S. When you join our team, you aren't just getting a "new job" — you're joining a family.

The AccountingDepartment.com family believes in a work-life balance, supporting individual growth both personally and professionally, and appreciating employee contributions.

Dills Architects is Hiring!

Position Title: Program | Project Manager

Requisition Number: PPM092021

Location: Virginia Beach, VA OR Virtual/Remote – Can be CONUS/OCNUS

Salary: Competitive/Commensurate with experience & qualifications

Position type: Permanent / Full Time

Position Responsibilities: See Below

Position Requirements: See Below

Application Mechanism: <https://www.dillsarchitects.com/about-us/careers/>

Position Description

Dills' **Program | Project Manager**, is an effective leader overseeing architectural design contracts and managing the Contract, Task Orders, Projects, Clients, and Employees, and helping to support and strengthen Corporate Objectives. He/she works with other key leaders within the organization to set the strategic direction for the firm and collaborate with other leaders. The Program| Project Manager communicates effectively with his/her team and provides guidance and inspiration to both the internal design team, and external multi-disciplined team, in terms of mentorship, design protocol and accuracy to steer the team towards meeting both program and project objectives. The Program| Project Manager works with other firm leaders to identify program and project opportunities, pitfalls, and areas needing improvement, and focusses on the Scope of Work, the Program/ Project budgets, and design deliverables and timelines. The Program| Project Manager partners with clients and the community to create long-term relationships and deliver value to clients, on behalf of the firm.

The Program| Project Manager is expected to have a cooperative and collaborative attitude, and to engage with all personnel throughout the firm. As Program| Project Manager you are expected to wear multiple hats, and will collaboratively work with other senior executives to identify new Business Development opportunities and help negotiate additional contracts and new work.

This position is responsible for working alongside Principals and senior executives, and establishing policies / procedures for Project Management, Quality Control, Financial Forecasting and Management, and adherence to corporate objectives, both financially driven and non-financially oriented.

Responsibilities include:

General Organizational Mission

- Monitors the ongoing schedules and progress of projects.
- Participates in and reviews scope/fee proposals.
- Participates in establishing overall goals and objectives and coordinating of various implementation plans (e.g. – strategic, project, project management, quality control, programming, policies and procedures, etc.).



Dills Architects

- Oversees and controls operations and activities to promote achievement of the firm's objectives, direction, long-range plans, strategy, core values, and policies/procedures.
- In conjunction with other senior leaders, is responsible for the realization of profits compatible with the interests of clients and the firm.
- Implements policies established by the Board of Directors.

Growth

- Participates in creating and positioning the firm to take advantage of opportunities for growth and market expansion.
- Sustains and grows revenue within the Hampton Roads market, helping to achieve top-line growth for the firm.
- Strategizes on innovative ways to capture more revenue – Service, Product or Both “future of architecture”.
- Demonstrates leadership in developing, reviewing, and approving proposals, reports, project submittals and other contract documents.

Design

- Develops design standards, and oversees the development of design presentations
- Demonstrates leadership to monitor project and design development, and provides continuous design direction to staff.
- Develops guidelines, policies and procedures to ensure consistency in our design products that produce high-quality designs firm-wide.
- Promotes and provides an intelligent design vision, that upholds the firm's ethos for design.
- Engages staff on design methodologies, ensures design processes are followed and influences usage of technological tools.
- Provides intelligent design leadership to all employees within all departments, and fosters a sense of drive and curiosity throughout the firm to learn, grow and inspire.
- Takes on the ultimate responsibility for quality and profitability of his/her projects

Employee Relations, Communication, Culture & Client Service

- Helps to identify and address quality enhancements and professional development initiatives for all technical staff.
- Takes personal responsibility for mentoring and advancing the firm's technical team.
- Develops and maintains key relationships and visibility with current and prospective clients, sub-consultants, competitor/teaming partners, and potential recruits.
- Assesses Workload, Capacity & Talent and recommends changes to support growth & meet objectives.
- Fosters a healthy culture of communication, cooperation and collaboration between all teams, studios, division, etc.
- Establishes and maintains an effective system of communication throughout the organization.
- Lives and breathes the culture Dills is defining/promoting – B Corp., Empowerment, Environmental Sustainability, Accountability, etc.



Reporting Structure

This position reports directly to the Design Principal, Owner, CEO.

Decision-Making Authority

This position has the responsibility to contribute to Dills' strategic objectives. This person is responsible for achieving organizational results. They are also responsible for reviewing goals, assessing progress, and making appropriate course corrections. This position is provided with the appropriate level of autonomy, decision-making authority, and trust, to execute this role as the individual holding this position sees fit to the best of his/her abilities.

This position has the full authority to formulate and execute upon the specific responsibilities outlined above, that are consistent with Dills Architects mission, vision, values and goals. The person holding this position is responsible for determining which resources are needed and facilitate the acquisition of additional resources where indicated. This position has the authority to advocate change in response to the firm's processes and systems to ensure optimal, cost effective project delivery.

This individual facilitates the resolution of personnel and organizational policy issues and makes recommendations for and oversees the enforcement of any changes as a result to Dills' policies and procedures. The person in this position coaches, monitors, and documents individual and organizational performance, makes recommendations for firm-wide improvements.

Candidates must possess the following qualifications:

- Bachelor's or Master's degree in Business Management, Architecture, and/or Engineering, with 10-15+ years of experience working in a fast paced, preferably design firm. Previous management experience preferred.
- An entrepreneurial orientation with strong understanding, and interest, of the business and business environment.
- Proven success in developing new clients and maintaining strong relationships with clients and employees.
- Strong leadership, project management, quality control and organizational skills are required.
- Strong communication and listening skills.
- Ability to handle multiple assignments.
- Ability to travel.
- An attitude and commitment to being an active participant in a firm with a self-management culture.



Position Title: Architectural Design Technician

Requisition Number: ADT092021

Location: Virginia Beach, VA OR Virtual/Remote – Can be CONUS/OCONUS

Salary: Competitive/Commensurate with experience & qualifications

Position type: Permanent / Full Time

Position Responsibilities: See Below

Position Requirements: See Below

Application Mechanism: <https://www.dillsarchitects.com/about-us/careers/>

Position Description

The **Architectural Design Technician** works directly under the supervision of a registered Architect and/or a Project Manager. Responsibilities include assisting the design team in all phases of project design, including construction documents, and possibly permit packages and/or specifications.

The Architectural Design Technician should be well-versed with the architectural design process as well as producing design and construction documents using AutoCAD, Revit and other software/drafting programs.

Responsibilities include:

Core Mission:

- Exercises independent judgment in evaluation, selection, and use of standard architectural techniques, solves problems when encountered, and elicits/accepts guidance on projects.
- Prepares drawings, drawing sets and other tasks, as assigned, in an accurate and neat manner.
- Self-checks all work performed to ensure its accuracy prior to turning it over to the PM or Principal.
- Contributes to overall company goals by participating in diverse technical activities and/or client initiatives.
- Prepares designs, calculations, sketches, diagrams, schematic drawings, and working drawings in a technically accurate, well-detailed and thorough manner.
- Participates in conceptual design, design development, construction documents, and construction administration phases.
- Provides support to Project Managers and other leaders within the Firm, through all project phases.
- Works under the supervision and training of a Project Manager, Principal and/or senior leader.

Growth

- Collaborates with senior leaders on innovative ways to capture more revenue – Service, Product, Solutions, etc. “future of architecture”!



Dills Architects

Design

- Responsible for Schematic Design, Design Development, Construction Documents, Specifications and Submittals.
- Maintains project documentation and project records, in an organized manner, adhering to the Firm Standards for filing, logging and managing data.
- Works with the Principal, Project Manager and/or Project Architect in creating buildings which serve the client's needs and responds to their desired image, space, and aesthetic.

Employee Relations, Communication, Culture & Client Service

- Helps to identify and address quality enhancements and areas requiring further development throughout the firm
- Takes personal responsibility for advancing his/her career through professional development initiatives.
- Develops and maintains key relationships and visibility with current and prospective clients, sub-consultants, competitor/teaming partners, and potential recruits.
- Fosters a healthy culture of communication, cooperation and collaboration.
- Establishes and maintains an effective system of communication throughout the organization.
- Lives and breathes the culture Dills is defining/promoting – B Corp., Empowerment, Environmental Sustainability, Accountability, etc.

Reporting Structure

This position reports directly to the Principal | Director of Design Studio

Decision-Making Authority

This position has the responsibility to contribute to Dills' strategic objectives. This person is responsible for achieving organizational results. They are also responsible for reviewing goals, assessing progress, and making appropriate course corrections. This position is provided with the appropriate level of autonomy, decision-making authority, and trust, to execute this role as the individual holding this position sees fit, to the best of his/her abilities.

This position has the full authority to formulate and execute upon the specific responsibilities outlined above, that are consistent with Dills Architects mission, vision, values and goals. The person holding this position is responsible for determining which resources are needed and facilitate the acquisition of additional resources where indicated. This position has the authority to advocate change in response to the firm's processes and systems to ensure optimal, cost effective project delivery.

Candidates must possess the following qualifications:

- Associates Degree in Architectural Technology or 3-5 years of equivalent related work experience in the field of Architecture.
- Strong communication (written and verbal) and listening skills.
- Strong work ethic and commitment to high quality are critical. Ability to handle multiple assignments. Ability to travel.
- An attitude and commitment to being an active participant in a firm with a self-management culture.
- Strong analytical experience and problem solving skills.



Dills Architects

- Proficiency in using industry-standard Autodesk software, including AutoCAD and Revit.
 - Excellent MS Office skills, including Word, PowerPoint, and Excel.
 - strong time management and organization skills as an independent contributor.
-

Position Title: Architectural Designer

Requisition Number: AD092021

Location: Virginia Beach, VA OR Virtual/Remote – Can be CONUS/OCONUS

Salary: Competitive/Commensurate with experience & qualifications

Position type: Permanent / Full Time

Position Responsibilities: See Below

Position Requirements: See Below

Application Mechanism: <https://www.dillsarchitects.com/about-us/careers/>

Positon Description

As an **Architectural Designer**, you work directly under the supervision of a registered Architect and have an opportunity to accumulate IDP credits in all required categories for registration. Responsibilities include assisting in all phases of project design, including construction documents and construction administration.

The Architectural Designer should be well-versed with the architectural design process as well as producing design and construction documents using Revit, and AutoCAD.

Responsibilities include:

Core Mission:

- Exercises independent judgment in evaluation, selection, and use of standard architectural techniques, solves problems when encountered, and receives guidance on projects.
- Prepares designs, calculations, sketches, diagrams, schematic drawings, and working drawings.
- Participates in conceptual design, design development, construction documents, and construction administration.
- Provides full support to Project Managers and other leaders within the Firm, through all project phases of one or more projects.
- Works under the supervision and training of a Firm Principal and/or senior leader in the Firm.

Growth

- Collaborates with senior leaders on innovative ways to capture more revenue – Service, Product, Solutions, etc. “future of architecture”.

Design

- Responsible for Schematic Design, Design Development, Construction Documents, Specifications and Submittals.
- Promotes and provides a high-level design vision, that upholds the firm’s ethos for design.



Dills Architects

- Ensures that the design intent, set by the Design Principal, is maintained throughout every project phase, and in preparation of the construction documents.
- Works with the Principal, Project Manager and/or Project Architect in creating buildings which serve the client's needs and responds to their desired image, space, and aesthetic.
- May manage small/medium projects with the support of a Firm Principal or Project Manager.

Employee Relations, Communication, Culture & Client Service

- Helps to identify and address quality enhancements and areas requiring further development throughout the firm.
- Takes personal responsibility for advancing his/her career through professional development initiatives.
- Develops and maintains key relationships and visibility with current and prospective clients, sub-consultants, competitor/teaming partners, and potential recruits.
- Fosters a healthy culture of communication, cooperation and collaboration.
- Establishes and maintains an effective system of communication throughout the organization.
- Lives and breathes the culture Dills is defining/promoting – B Corp., Empowerment, Environmental Sustainability, Accountability, etc.

Reporting Structure

This position reports directly to the Principal | Director of Design Studio

Decision-Making Authority

This position has the responsibility to contribute to Dills' strategic objectives. This person is responsible for achieving organizational results. They are also responsible for reviewing goals, assessing progress, and making appropriate course corrections. This position is provided with the appropriate level of autonomy, decision-making authority, and trust, to execute this role as the individual holding this position sees fit, to the best of his/her abilities.

This position has the full authority to formulate and execute upon the specific responsibilities outlined above, that are consistent with Dills Architects mission, vision, values and goals. The person holding this position is responsible for determining which resources are needed and facilitate the acquisition of additional resources where indicated. This position has the authority to advocate change in response to the firm's processes and systems to ensure optimal, cost effective project delivery.

Candidates must possess the following qualifications:

- Bachelor's or Master's degree in Architecture, with a diverse knowledge of architecture principles and practices and 1-3 years of related experience, preferably working in the A/E/C industry, and working towards Licensure.
- Strong written and verbal communication skills.
- Strong work ethic and commitment to high quality.
- Ability to handle multiple assignments. Ability to travel.
- An attitude and commitment to being an active participant in a firm with a self-management culture.
- Strong analytical experience and solving technical problems.



- Proficiency in using industry-standard Autodesk software, including AutoCAD and Revit.
- Excellent MS Office skills, including Word, PowerPoint, and Excel.
- Strong time management and organization skills as an independent contributor.
- Experience with 3D rendering platforms.





MyOnsite Healthcare is Hiring!

Position Title - Customer Service Manager

Requisition number: CSUS001

Location: Remote, anywhere in USA

Position type: Full time

Position Responsibilities:

- Managing customer service inquiries.
- Follow up on the status of orders request with personnel of provider/client.
- Place calls to medical facilities to verify location information for order.
- Place calls to the mobile phlebotomist to provide missing information for order.
- Effectively communicate with medical staff regarding order and answer general questions.
- Communicate status of orders and/or issue in fulfilling the order requirements.
- Keeps the supervisor informed of issues and progress.

Position Requirements: Having good exposure with handling customers' enquiries, queries, concerns, etc.

Application Mechanism: Please send resume and cover letter to: hr@myonsitehealthcare.com



CITY OF FOUNTAIN
invites applications for the position of:

City Communications Specialist

SALARY: \$24.55 Hourly
OPENING DATE: 09/13/21
CLOSING DATE: 10/04/21 05:00 PM

SUMMARY:

SUMMARY

Under the direction of the City Communications Manager and in collaboration with city departments, the incumbent creates and implements public relations products and strategies to foster community-wide engagement and awareness of initiatives.

GENERAL PURPOSE:

This position's purpose is to develop, coordinate, synchronize and facilitate City communications and community engagement programs and projects that maintain positive and productive relations between the public, community organizations, neighboring regional partners and the City. The position is responsible to coordinate and provide communications support to City events and support multiple departments in public information and engagement activities and outreach, to update and maintain City communications platforms such as the City website, social media accounts and other information sharing tools and messages, to communicate with the media, and assist in development of strategic communications points and correspondence for City Council and city departments. The incumbent must possess integrity, excellent communications and writing skills, organizational skills and the ability to lead and collaborate with diverse stakeholders. Work requires the exercise of initiative, good judgement and discretion.

SUPERVISION EXERCISED:

This job/class works independently, under limited supervision, reporting major activities through periodic meetings.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS:

- Maintains and supports a positive, collaborative culture within the City organization as a whole, fully embracing the cultural and values statements espoused by the City.
- Supports the communications needs of the City and its departments by developing, organizing, and facilitating communications efforts and citizen engagement programs, public information campaigns, media, city events and city branding and marketing efforts.
- Establishes and maintains effective working relationships with citizens, community organizations, regional stakeholders and fellow co-workers.
- Supports multiple City departments in public information activities and outreach; supports communication/marketing plans, including goal development, target audience identification, strategies and tactics, communication vehicles, and measurements of success; creates and supports production of departmental communications and public engagement related materials, including printed materials, audio, radio and video projects.

- Acts as contact and coordinator of media on departmental or citywide issues; develops newsworthy stories, produces news releases and schedules interviews; coordinates and distributes key points for staff being interviewed by media; and coordinates efforts or serves on cross-departmental teams for Citywide initiatives.
- Assists in the development of key messages for use in marketing programs, articles, speeches, media relations; writes speaking points and speeches; coordinates speaking points prepared by staff and outside agencies; may accompany Mayor, Council and senior staff to functions and coordinates media; prepares media or public information products for elected officials and department directors; assists with coordination, planning and execution of major City events.
- Supports implementation of public information and marketing programs for the City; performs trend analysis and analyzes historical information to assist in developing innovative and effective communications strategies.
- Develops and facilitates city polling and survey campaigns; conducts analysis and prepares post campaign presentations and feedback.
- Provides content creation and support, maintenance and quality assurance for the City Website and Social Media platforms for the City.
- Establishes and maintains effective working relationships with citizens and co-workers.

OTHER DUTIES AND RESPONSIBILITIES:

- Serves as an assistant Public Information Officer for the Emergency Operations Center (locally) or the Joint Information Center (regionally), when needed; may represent assigned department(s) as media/public information representative during critical incidents and key events.
- Will take the role of assistant Public Information Section Chief in the event of an emergency/disaster in the Emergency Coordination Center.
- Represents the City through participation on committees, task forces and study groups, as needed.
- Analyzes and recommends improvements to existing programs and processes, as needed.
- Performs other duties and special projects as requested by supervisor.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

Education and Experience:

Requires a Bachelor's Degree in Communications, Public Relations, or closely related field.

Requires three years' progressively responsible experience with communications and outreach practices. A combination of education and experience may substitute for education requirements.

Certificate or licenses:

- Requires a valid Colorado driver's license

OTHER REQUIREMENTS:

- A strong understanding of the principles, methods, and practices applied in the design of public relations, community affairs, and advertising programs; City rules, regulations, policies, and procedures; techniques and practices for organizing and coordinating programs, activities, and special events; computer hardware and software related to conducting research and preparing presentations; methods and techniques of writing for advertising, marketing, and public relations; principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation; principles, methods, and techniques of graphic design,

layout, and print production; desktop publishing applications in the preparation of print and graphic materials; advertising and public relations industry practices and trends; budget management and record keeping practices and procedures.

- A high degree of comfort and skill in navigating the ever-changing social media universe and the ability to implement new and oversee existing social media platforms.
- Comfortable with utilizing systems and software related to website content layout and management.
- Able to obtain the following ICS Certifications: IS100, 200, 300, 700, & 800

SUPPLEMENTAL INFORMATION:

TOOLS AND EQUIPMENT USED:

Handles or uses computers or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

PHYSICAL DEMANDS:

Performs light work that involves walking or standing most of the time and involves skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Duties may involve an out-of-door environment, which includes exposure to extreme heat or cold, and/or wet humid conditions without temperature change.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.fountaincolorado.org/>

116 S. Main Street

Fountain, CO 80817

719-322-2000

cbrisnehan@fountaincolorado.org

Position #2021-00040
CITY COMMUNICATIONS SPECIALIST
KP



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 Operations Supervisor for Modernization, Displacement and Repair Site (MDRS) for Supply Department.

Position: Operations Supervisor, (MDRS) (Job # ASO01899)

Position Classification: Exempt

Contract Number: W52P1J-14-G-0035

Announcement Date: September 2, 2021

Close date: Until filled

Pay Rate: TBD

POSITION SUMMARY:

The MDRS Supervisor has full operations and administrative responsibilities for supervision and management of the Modernization Displacement and Repair Site (MDRS). The MDRS Supervisor directs the receiving, inventory, production control, storage, and shipping operations including equipment inspections; storage facilities; operations production cycle and reporting; and outbound transportation of Government equipment. The MDRS Supervisor monitors and develops resolution of all related tasks, issues and/or problems with the operations and property management. The MDRS Supervisor monitors Government Property Book and DODAAC management systems for accountability of expendable, nonexpendable, durable and sensitive Government property on hand and all transactions that affect property book records. The MDRS Supervisor plans work independently and develops analytical methods for MDRS operations in accordance with Army regulations, analyzes property management tasks to determine scope and course of action required, identifies tools necessary for timely resolution of productions control issues/problems, and initiates resolutions of problems issues and develops procedures to enhance operations in support of 407th AFSBN, 4th INF DIV Soldiers, Fort Carson separate units and activities.

MAJOR JOB ACTIVITIES:

1. Supervises subordinates in the day-to-day operation of the MDRS. Provides management authority over the individual teams which perform the production cycle tasks and processes. Directs the production cycle based on planning analysis and direct coordination with internal and external stakeholders.
2. Ensures accountability and maintenance of automated and manual official government records involving transfer, storage and shipping of equipment processed by the MDRS operations teams.

3. Ensures adequate record-keeping and maintenance of an automated system for traceability and accountability of government property from original acquisition through final disposition.
4. Assigns work, manages employee schedules, and executes personnel management activities to include employee safety, training and routine administrative actions.
5. Oversees property accountability and physical security procedures.
6. Monitors all equipment induction actions into the MDRS, including receiving, inspection, inventory, storage; and provides direction and guidance as required.
7. Monitors the production cycle procedures for maintenance inspection, repair, and demilitarization of Government equipment to ensure appropriate final destination requirements are achieved prior to shipping.
8. Coordinates property management and physical security in support of internal and external audits to ensure accountability of government property, in accordance with applicable Government regulations and contractual requirements.
9. Balances the work among employees in accordance with established work flow or job specialization to assure timely accomplishment of the assigned workload.
10. Ensures the MDRS teams are in compliance with all relevant contractual Performance Work Statements (PWS) requirements and Army regulations. Renders reports as directed or required.
11. Interfaces with the Government Property Book Officer, Technical Lead, and Quality Assurance Auditors as required to meet program goals.
12. Ensures that employees follow proper timekeeping procedures and approves timesheets accordingly.
13. Other duties as assigned.

MATERIAL & EQUIPMENT DIRECTLY USED:

Government property control web-based applications, software and computers.

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 may require lifting up to 30 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.

FREEDOM TO ACT: Reports to the ASO Supply Manager and functions independently with management direction and review.

MINIMUM QUALIFICATIONS:

Education: Associate Degree in Business desirable. Formal military training or equivalent civilian experience and course work in logistics management/production control mandatory. Course work in personnel management desirable. Through military or industrial logistical training, must have a broad and comprehensive knowledge of the theory, principles and methods for managing government property.

Experience: Five years or more directly related to Government or Army logistics management is required. Operate personal computers and software consisting, but not limited to Microsoft Office. Global Combat Support System – Army (GCSS-Army) and LMI-DST applications experience is preferred. Must have ability to use and interpret Army Regulations and Directives. A good working knowledge of property accounting systems, policies and warehouse storage work methods are required. Ability to operate computer and utilize software programs to generate daily, weekly and monthly reports for government audit requirements. Able to interpret written and verbal instructions. Ability to utilize Government applications including AESIP, LMI-DST, and GCSS-Army as well as understand national stock numbers, part numbers and their relationship to property. Five years leadership experience, customer relations skills, communication skills, ability to work with others skills, and the ability to function under stress skills are desired.

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 and SECRET Clearance. Must receive a favorable

background check and drug testing results.

TO APPLY:

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

719-524-0452

Panda Career Path



Service Team: Counter Help & Lead Counter Help

Follows specific, detailed instructions and applies understanding of basic principles and concepts. Activities performed typically impact work specific to front of house support function. Performs routine food service activities according to established operational policies and procedures.

Kitchen Team: Kitchen Help & Cook

Follows specific, detailed instructions and applies understanding of basic principles and concepts. Performs all cleaning functions and prepares meats, seafood and vegetables for cooking and maintains all cold table supplies. Responds to orders and assembles ingredients from cold tables.

Assistant Manager

Provides operations expertise and supervises day-to-day performance of basic principles and concepts. Administers and executes policies and procedures that typically affect individual subordinate employees.

General Manager

Provides operations expertise and manages performance of unit support staff. Interprets and executes policies and procedures that typically affect managed unit. Is the "CEO" of the store and is in charge of recruiting, marketing, operations, expense, sales and customer service.

ADA Statement: While performing duties, counter areas are often hot with steam from steam table and food vapors. Work space is restricted and employees are expected to remain standing for long periods of time. Employees must prepare hot and cold foods, use Chinese cook knife and other kitchen equipment and work quickly without losing accuracy. Employees may be required to lift up to 50 lbs., stand up to four hours and reach across counter tops measured at 36 inches to serve customers. Kitchens are hot and noise levels are usually high; storage space is limited and shelving is high.

Panda Restaurant Group, Inc is an Equal Opportunity Employer.



INSPIRING BETTER LIVES

“Start every day with
a plan. End it with a
plan to do better.”

– Rashun M.
Chef



JOIN OUR TEAM



General Managers
Assistant Managers
Service / Kitchen Team

WE OFFER:

- Competitive Pay
- 401K with Company Match
- Discounts
- Paid Time Off
- Medical/Dental Insurance
- Bonuses
- Scholarships
- Training Opportunities

Contact Manager today for more details!

Apply today at pandacareers.com

Panda Restaurant Group, Inc. is an Equal Employment Opportunity Employer

INSPIRING BETTER LIVES

“Goals, drive and the will to learn. That’s how to succeed at Panda.”

– Daniel P.
Regional Director of Operations



JOIN OUR TEAM



General Managers
Assistant Managers
Service / Kitchen Team

WE OFFER:

- Competitive Pay
- 401K with Company Match
- Discounts
- Paid Time Off
- Medical/Dental Insurance
- Bonuses
- Scholarships
- Training Opportunities

Contact Manager today for more details!

Apply today at pandacareers.com

Panda Restaurant Group, Inc. is an Equal Employment Opportunity Employer

INSPIRING BETTER LIVES

"I left my comfort zone
to come to Panda and
I never looked back."

- Rocio F.
General Manager



JOIN OUR TEAM



General Managers
Assistant Managers
Service / Kitchen Team

WE OFFER

- Competitive Pay
- 401K with Company Match
- Discounts
- Paid Time Off
- Medical/Dental Insurance
- Bonuses
- Scholarships
- Training Opportunities

Contact Manager today for more details!

Apply today at pandacareers.com

Panda Restaurant Group, Inc. is an Equal Employment Opportunity Employer

CBQ118HR



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 Supply Technician (CIPBO).

Position: Supply Technician (CIPBO) (Job # ASO01898)

Position Classification: Non-Exempt (01410)

Contract Number: W52P1J-14-G-0035

Announcement Date: September 2, 2021

Close date: Until filled

Pay Rate: \$25.05

Position Summary:

This position performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines. Assignments require:

- (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of the problems involved, to collect the necessary data, to establish the facts, and to take or recommend action based upon application or interpretation of established guidelines.

MAJOR JOB ACTIVITIES:

1. Fully supports the Supply and Services Department Manager and the CIPBO in the management of Installation Property and ensures that Government Property is accounted for IAW contract specification and appropriate Army regulations.
2. Performs property accountability, asset visibility, and equipment management functions at the direction of an official government property accountability officer/property book officer or property administrator; operates the **Global Combat Support System (GCSS-A)**.

3. Manages Installation Property, Government Furnished Property, and all Government property directly under the control and responsibility of the CIPBO.
4. Performs hand receipt management and verifies accuracy and completeness of required supply/property book documents.
5. Updates and ensures all authorizations and on-hand quantities for Table of Distribution and Allowances (TDA), Common Table of Allowances (CTA), and other authorizations are correct. Keeps Type Authorization Codes (TACs) and Property Book Identification Codes (PBICs) current for all equipment within assigned units/activities.
6. Works independently to manage property under the general guidance of the Installation Property Book Officer and supervision of the CIPBO Supervisor. This includes, assigning property book document numbers for FLIPLs, FOIs, lateral transfers, turn-ins, requisitions, issues, posting transactions to close out open documentation and government purchase card related research/posting to customer hand-receipts.
7. Provides customer service, reconciling hand-receipts, cataloging property via AESIP, maintaining property book records, and managing inventory.
8. Provides full support for requisitioning, receiving, issuing, accountability, storage, and turn-in of class II, III, IV, V, VI, VII, VIII and IX supplies and equipment. This includes CCI and other sensitive items for all supported customers.
9. Completes required reports including ensuring all documentation for the supporting document files are on hand, accurate, and up to date.
10. Ensures that sensitive items, weapons, and explosives are inventoried as required.
11. Reviews all documentation for deficiencies, errors, and insufficient data and takes appropriate action per internal and external standard operating procedures.
12. Works within a framework of established supply regulations, policies, and procedures, or other governing supply management guidelines.
13. Performs other duties as assigned.

MATERIAL & EQUIPMENT DIRECTLY USED:

PC's, printers, fax machine, digital sender/scanner, and copier.

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 may require lifting up to 25 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.

FREEDOM TO ACT: Reports to the Supervisor and functions somewhat independently with his/her direction and review.

MINIMUM QUALIFICATIONS:

Education: A High School graduate or equivalent with good oral and written communications skills. Military or equivalent civilian training in the Army Supply System is strongly desired.

Experience: 3 years experience in logistics, automation or supply management or a combination thereof is essential. Global Combat Support System-Army (GCSS-A) system experience with expert-level proficiency.

Demonstrate: Knowledge of supply documentation dealing with hand receipts, sub-hand receipts, shortage-annex procedures, Financial Liability Investigation of Property Loss (FLIPL) and be an expert with equipment inventorying.

Must possess and continuously maintain a current State of Colorado Driver's License prior to start date 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

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 719-524-0452



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-Early Intervention, Occupational Therapist: Caution-Caution-

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Early Childhood Mental Health Consultant

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

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

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-Case Management Service Coordinator: Caution-Caution-

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-Support Coordinator: Caution-Caution-

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-HR Manager: Caution-Caution-

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-Service Coordinator, Bilingual: Caution-Caution-

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-Service Coordinator, SEP: Caution-Caution-

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[Nurse Consultant](#)

Closes: 09/21/21

[Functional Administrator](#)

Closes: 09/22/21

[Mechanical Engineer](#)

Closes: 09/23/21

[Social Worker](#)

Closes: 09/23/21

[Psychiatric Practical Nurse](#)

Closes: 09/24/21

[IT Specialist](#)

Closes: 09/24/21

[Contract Specialist](#)

Closes: 09/24/21

[Dental Assistant](#)

Closes: 09/27/21

[CYS Training Specialist](#)

Closes: 09/27/21

[Clinical Psychologist](#)

Closes: 09/27/21

[Target Systems Worker](#)

Closes: 09/28/21

[Child & Youth Program Assist.](#)

Closes: 09/29/21

[Custodial Worker](#)

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](#)

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

Additional Fort Carson/Colorado Springs area positions:

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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 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.

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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!