



Week of February 24, 2020 Job Postings

*Vetted, virtual and military friendly positions can be found at jobs.virtforce.us.
Positions in this file are mined from other job boards and have not been vetted.
Use discretion when applying to jobs on this file.*

BUSINESS DEV/SALES & OPERATIONS

JOB TITLE: Inside Sales Associate

COMPANY: LiquidSpace

BASIC REQUIREMENTS:

- 2+ years telesales/sales or customer support experience tech-savvy genius who has experience in all sorts of internet applications
- Extraordinary written and verbal communication skills
- Outgoing, personable, and able to communicate professionally at all levels

APPLY/ SOURCE:

https://hire.withgoogle.com/public/jobs/liquidspacecom/view/P_AAAAAEAAGMAEPN9nB6e-m

JOB TITLE: Pharmacy Business Development Representative

COMPANY: PointClickCare

BASIC REQUIREMENTS:

- Sales or customer service experience (preferably within software industry)
- Highly proficient in Microsoft Word, Excel, Outlook and PowerPoint
- Intermediate to expert knowledge of CRM systems
- Bachelor's in Healthcare Administration or prior experience in pharmacy or healthcare

APPLY/ SOURCE:

<https://jobs.lever.co/pointclickcare/d7146941-6d11-41e7-9cbb-a83289d6c3dd>

JOB TITLE: Feminine Power Director of Sales: Admissions & Enrollment

COMPANY: Evolving Wisdom

BASIC REQUIREMENTS:

- Bachelors' Degree or higher with director-level experience with revenue responsibilities
- Long term sales strategy development and execution
- Strong CRM analysis and reporting competency (with Infusionsoft)

- Experience creating pipeline reports and configuring (albeit with the support of the database administrator and systems team) CRMs to work for the enrollment team

APPLY/ SOURCE:

<https://evolvingwisdom.com/careers/feminine-power-director-of-sales/>

JOB TITLE: Channel Development Manager

COMPANY: Instant Teams

BASIC REQUIREMENTS:

- Bachelor's and/or 3+ years of Channel Development experience for a cloud based app
- Proficiency in Excel, Word, and PowerPoint
- Experience in Google Docs, Slack, and other shared resource apps
- Experienced with Direct and Channel sell-through partner techniques

APPLY/ SOURCE:

https://info.instantteams.com/?hs_preview=EQqTgxrl-25486840030

JOB TITLE: Sales Development Representative (OCONUS, Part-Time)

COMPANY: Lead Cookie

BASIC REQUIREMENTS:

- Ability to be customer facing and handle monotonous tasks
- Detail oriented, fast learner
- Experienced in project management
- Basic LinkedIn, Cold email, and CRM Experience

APPLY/ SOURCE:

<https://www.leadcookie.com/sales-development-rep-sdr>

JOB TITLE: Operations Manager

COMPANY: ShowMojo

BASIC REQUIREMENTS:

- 3+ years in a technical customer support desk role managing a team of employees
- 1+ year of experience in a customer-facing role, interacting and building relationships
- Comfortable with the use of new technology, online communication platforms, and learning new systems

APPLY/ SOURCE:

<https://apply.workable.com/showmojo/j/2A0379AA34/>

JOB TITLE: Business Operations Analyst

COMPANY: Ivy Rehab

BASIC REQUIREMENTS:

- High proficiency in Microsoft Excel, PowerPoint and other relevant software platforms
- Strong understanding of business KPIs

- Attention to detail
- Experience with project management with internal and external customers

APPLY/ SOURCE:

<http://jobs.jobvite.com/careers/ivyrehab/job/o1j5bfwk>

FINANCE AND LEGAL

JOB TITLE: Client Accounting Manager – Senior Cloud Accountant

COMPANY: Accountix

BASIC REQUIREMENTS:

- 3+ years of industry experience and 1 year of cloud accounting experience
- QuickBooks Online experience....ProAdvisor preferred
- Experience with cloud-based accounting tools (Bill.com, Expensify, Dear Systems, etc.)
- Experience with other cloud-based tools like GSuite, Amazon Seller Central, Square, Stripe, PayPal, Shopify, etc.

APPLY/ SOURCE:

<https://accountixsolutions.applytojob.com/apply/D6qbTsufoZ/>

JOB TITLE: Account Coordinator (Freelance)

COMPANY: Point B

BASIC REQUIREMENTS:

- Associate/Bachelor's Degree Preferred
- Experience with analysis preferably with financial or sales data
- Strong verbal and written communication skills
- Proficient in all Microsoft Office applications (especially MS Excel and MS Word)

APPLY/ SOURCE:

<https://careers.pointb.com/ShowJob/Id/419910>

JOB TITLE: Accountant

COMPANY: Coalition Technologies

BASIC REQUIREMENTS:

- Ability to prepare the taxes at a local, state, and federal level for a small company
- 3+ years of professional experience in an accounting capacity (preferred)
- A Bachelor's Degree in Accounting/Finance with a GPA of 3.0+
- Experience with QuickBooks, Excel, and Office (candidate will be tested prior to hiring)

APPLY/ SOURCE:

<https://app.testedrecruits.com/posting/6046>

JOB TITLE: Director of Finance

COMPANY: Bevy

BASIC REQUIREMENTS:

- Bachelor's Degree in finance, accounting, or related field required
- 3+ years experience in a financial management position
- Strategic planning experience at the management level

APPLY/ SOURCE:

<https://boards.greenhouse.io/bevy/jobs/4654331002>

JOB TITLE: Investor Accounting Analyst III

COMPANY: LoanCare

BASIC REQUIREMENTS:

- High School Diploma or equivalent required, Associate or Bachelor's degree preferred
- 5+ years in Investor Accounting/Reporting and/or Mortgage Servicing industry
- Agency experience with FNMA, GNMA or Freddie Mac minimum of 5+ years
- Proficient in Microsoft Office Products, 10 key calculator, and have Bank Accounting Reconciliation Training

APPLY/ SOURCE:

<https://servicelink.taleo.net/careersection/2/jobdetail.ftl?job=153324>

JOB TITLE: Implementation Senior Accountant

COMPANY: AccountingDepartment.com

BASIC REQUIREMENTS:

- Accounting degree preferred, or equivalent work experience
- 3+ years' experience
- Sound knowledge of generally accepted accounting practices and principles (GAAP)
- Strong experience with QuickBooks and/or other accounting software packages

APPLY/ SOURCE:

<https://jobs.jobvite.com/accounting-department/job/oVedcfwi>

JOB TITLE: Mortgage Operations Manager

COMPANY: Cardinal Financial

BASIC REQUIREMENTS:

- High school diploma or GED
- Expert knowledge of mortgage automated underwriting requirements, automated engines and documents required for mortgage loan processing and underwriting
- Working knowledge of Microsoft Suite and Google Applications
- Knowledge of State/Federal Compliance, FHLMC, FNMA, FHA, VA, USDA guidelines

APPLY/ SOURCE:

<https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1147>

JOB TITLE: Client Services Associate – Immigration Paralegal

COMPANY: Bridge Immigration

BASIC REQUIREMENTS:

- Bachelor's degree + 1 year (at least 2 years if remote) of business immigration paralegal experience which includes knowledge of immigrant and non-immigrant visa cases

- Ability to effectively coordinate with multiple parties on a given process (e.g. client, foreign-national employees, Bridge-affiliated attorney, Bridge Product team)
- Excellent communication skills (written and oral) and attention to detail

APPLY/ SOURCE:

<https://www.bridge.legal/careers/immigration-paralegal>

JOB TITLE: Corporate Counsel, North America Transactions

COMPANY: Rimini Street, Inc.

BASIC REQUIREMENTS:

- Graduate of an accredited American law school and currently licensed to practice law in the employee's state of residence
- 4+ years as a commercial transactions attorney in private practice, in-house, or both
- Exceptional written and verbal communications skills

APPLY/ SOURCE:

<https://careers-riministreet.icims.com/jobs/5469/corporate-counsel%2c-north-america-transactions---remote-virtual-us/job>

JOB TITLE: Immigration Paralegal (Part-Time)

COMPANY: Equivity

BASIC REQUIREMENTS:

- Bachelor's degree and 3+ years working as a paralegal preparing immigration petitions
- Excellent writing skills
- Experience with case management and preparing employment-based petitions
- Experience using practice management software, preferably Clio, PC Law, or Serengeti

APPLY/ SOURCE:

<https://equivity.recruitee.com/o/virtual-immigration-paralegal-3>

Human Resources and Recruiting

JOB TITLE: Junior Talent Acquisition Recruiter

COMPANY: SkyClimber

BASIC REQUIREMENTS:

- Preferred: 1-2 years of direct and hands-on talent sourcing skills using various social and digital recruiting tools – experience with entry-level interviewing a plus
- Experience with applicant tracking or CRM-type systems, generating reports and performing basic data analysis in Microsoft Excel (pivot tables, report formatting, etc.)
- Bachelor degree in HR, Business Management, or related field is desired – not required
- Experience with one or more of the following tools: Taleo, LinkedIn Recruiter, iCIMS or similar Applicant Tracking Systems & database - preferred, but not required

APPLY/SOURCE:

https://renewables-skyclimber.icims.com/jobs/1105/job?utm_source=indeed_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eabd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1147&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300

JOB TITLE: Talent Sourcer

COMPANY: VIP Petcare

BASIC REQUIREMENTS:

- Proven work experience as a Talent Sourcer or similar role
- Hands-on experience with sourcing techniques (e.g. recruiting on social platforms and crafting Boolean search strings)
- Familiarity with HR databases, Applicant Tracking Systems (ATSs) and Candidate Management Systems (CMSs)
- Solid verbal and written communication skills

APPLY/SOURCE:

<https://jobs.lever.co/vippetcare/3a8f3e01-a991-43b4-9ac3-f33adac43895?lever-source=Indeed>

JOB TITLE: Technical Recruiter

COMPANY: Kraken

BASIC REQUIREMENTS:

- 5+ yrs of experience in Full Cycle Recruiting
- Experience working at a tech startup and knowledge about cryptocurrencies preferred
- Familiarity with various Applicant Tracking Systems, preferably Lever
- Experience working with recruiting agencies preferred

APPLY/SOURCE:

<https://jobs.lever.co/kraken/31cfc0f1-9aa5-4f7d-a361-097e0813b44f?lever-source=Indeed>

JOB TITLE: Onboarding Specialist

COMPANY: Cardinal Financial

BASIC REQUIREMENTS:

- High school diploma or GED
- Working knowledge of the mortgage industry, minimum of 2 years highly preferred
- Ability to work independently and in a team environment
- Exceptional computer skills

APPLY/SOURCE:

<https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1094&source=Indeed.com>

JOB TITLE: Talent Acquisition Manager

COMPANY: Cardinal Financial

BASIC REQUIREMENTS:

- Bachelor's degree preferred 2-4 years recruitment, candidate research/sourcing experience.
- Minimum three (3) plus years of professional work experience.
- Requires two (2) plus years of comprehensive recruiting experience in the Finance, Banking, or Mortgage Sales.
- 1 + years of talent acquisition leadership.

APPLY/SOURCE:

<https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1037&source=Indeed.com>

Engineering and IT

JOB TITLE: Director of Engineering and Manufacturing

COMPANY: Fluence Analytics

BASIC REQUIREMENTS:

- B.S. in an engineering discipline (mechanical, chemical or electrical preferred)
- 10-20+ years of hardware engineering and/or manufacturing experience, including management roles
- Contract manufacturing/supply chain management experience
- An understanding of QA needs for process industry equipment products

APPLY/SOURCE:

<https://apply.workable.com/fluence-analytics/j/9537105C51/>

JOB TITLE: Technical Account Manager

COMPANY: Phillips

BASIC REQUIREMENTS:

- Minimum of 5+ years' experience in complex health system IT environments
- Minimum of 3+ years' experience in a consultative, post-sales enterprise solutions using client/server architecture. Additional experience in supporting clinical and/or health care applications a plus.
- Minimum of 3+ years' experience planning and implementing large software installations or managing them after installation.
- Bachelor's degree in science, computer science, engineering, or equivalent experience.

APPLY/SOURCE:

https://philips.wd3.myworkdayjobs.com/jobs-and-careers/job/United-States-of-America--Home-Based/Technical-Account-Manager_354351-1/?source=Indeed

JOB TITLE: Service Desk IT Customer Support Technician (Mid-Career Level)

COMPANY: Aetos Systems

BASIC REQUIREMENTS:

- Bachelor's degree preferred. Years of experience and/or certifications may be accepted in lieu of degree.
- CompTIA (Security+, Network+, A+) and/or MCSE preferred.

- Be able to obtain a Public Trust Clearance with an MBI (Moderate Risk Background Investigation) to access Federal Government systems.
- HTML 5 – other coding languages are preferred for troubleshooting assistance

APPLY/SOURCE:

<https://jobs.virtforce.us/job/service-desk-it-customer-support-technician-mid-career-level/>

JOB TITLE: Principal Software Engineer

COMPANY: Halfaker and Associates

BASIC REQUIREMENTS:

- Knowledgeable on the use of Momentum web services, Red Hat JBoss Enterprise Application Platform, and Red Hat Fuse
- Bachelor's degree or higher - 8 years of related work experience can replace degree requirement
- 10 years of Financial Management Systems industry experience, including some experience supporting a Cabinet Level Agency
- 5 years leading interface development teams

APPLY/SOURCE:

<https://jobs.silkroad.com/Halfaker/Halfakercareerssilkroadcom/jobs/1871?source=Indeed.com&AspxAutoDetectCookieSupport=1>

JOB TITLE: Technical Support Specialist

COMPANY: Leadpages

BASIC REQUIREMENTS:

- Pride in providing world-class support and have a positive personality to boot
- Some Technical Support or online help desk experience
- Are great at answering emails and support tickets, and you're not too bashful to get on the phone to work through customers' issues in real time
- Experienced in some (or all!) of our technology stack: WordPress, e-mail marketing apps/Email Service Providers (ex. MailChimp, ConstantContact, and AWeber) or CRM's (ex. ZenDesk or Salesforce.com)

APPLY/SOURCE:

<https://leadpages.applytojob.com/apply/KskaWnudZb>

Hospitality & Travel

JOB TITLE: Event Sales Associate (Home based)

COMPANY: NorthStar Travel Group

BASIC REQUIREMENTS:

- A demonstrable track record of meeting and exceeding revenue targets in event sales or for a travel industry or technology company
- Good negotiation and decision-making skills, strong quantitative and analytical skills are required
- Must be highly organized and diligent in keeping records on client progress in Salesforce for global team visibility

- Must be resourceful to find prospects on his/her own, qualify leads intelligently and be a closer.
- Experience selling digital media or information products and familiarity with Phocuswright's offerings are a major plus
- Technology savvy –SalesForce.com, Hunter, Clearbit, Owler and the Microsoft Office Suite; experience with prospecting tools is preferred

APPLY/SOURCE:

<https://www.northstartravelgroup.com/About-Us/Join-The-Team/Career-Opportunities/Event-Sales-Associate>

JOB TITLE: Digital Marketing and Events Specialist

COMPANY: Training Orchestra

BASIC REQUIREMENTS:

- Bachelor's degree
- 3-5 years of "hands-on" experience in marketing automation, content writing, email marketing, social media, SEO/SEM, SEO strategy, keyword research, PPC Optimization, and SEO/SEM tools
- Experience using Google Analytics to increase leads/conversions/sales
- Demonstrated results in improving paid and organic search metrics/results
- Fluent French required

APPLY/SOURCE:

<https://trainingorchestra.com/careers/digital-marketing-and-events-specialist/>

JOB TITLE: Travel Agent

COMPANY: Tangerine Travel

BASIC REQUIREMENTS:

Are you a travel agent looking for an opportunity to work for a leading travel agency offering a great work environment, benefits, culture and offers their clients great customer service.

Various hours/days available in our Corporate, After Hours, Leisure, Groups/Meetings and Concierge focused departments.

APPLY/SOURCE: <https://www.linkedin.com/jobs/view/1752391780/>

JOB TITLE: Remote Recruiting Partner

COMPANY: Goodwin Recruiting

BASIC REQUIREMENTS:

- 3+ years of experience in management or recruiting, or as a professional in the hospitality, medical, manufacturing, engineering, or finance and accounting field
- A commitment to client service excellence
- A proven track record of success
- Ability to work independently

APPLY/SOURCE: <https://www.goodwinrecruiting.com/join-our-team-old/>

ENTRY LEVEL/ADMIN

JOB TITLE: Social Media Evaluator

COMPANY: Appen

BASIC REQUIREMENTS:

- Access to a computer or smartphone that is less than 3 years old
- High-speed internet connection
- Ability to read and write in English to understand and perform work tasks to customer specifications

APPLY/SOURCE:

<https://talent-appen.icims.com/jobs/1268/social-media-evaluator/job?mobile=false&width=1281&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

JOB TITLE: Web Content Analyst

COMPANY: Appen

BASIC REQUIREMENTS:

- Must be currently residing in and able to perform work tasks in Germany
- Access to a computer that is less than 3 years old
- A secured high-speed internet connection
- Ability to read and write in English to understand and perform work tasks to customer specifications

APPLY/SOURCE: <https://talent-appen.icims.com/jobs/1800/web-content-analyst/job>

JOB TITLE: Recruitment Coordinator

COMPANY: Engage2Excel

BASIC REQUIREMENTS:

- 1+ years of experience as a recruiting coordinator, HR assistant / admin or similar office support role
- Proven attention to detail
- Strong computer skills, including: Microsoft Office Suite programs (e.g. Excel, Word, and Outlook)
- Experience with Applicant Tracking System (ATS), Enterprise Resource Planning (ERP) software and/or HRIS software
- Skill with inputting information and data into various systems, ideally in a high-volume applicant environment

APPLY/SOURCE:

<http://dtoolbox.jobinfo.com/public/description.php?jid=10810248&refid=20567&sid=20567>

TRANSCRIPTION & DATA ENTRY

JOB TITLE: Audio Transcriptionist

COMPANY: Rev

BASIC REQUIREMENTS:

- Strong English skills
- A computer
- Dependable internet connection

APPLY/SOURCE: <https://www.rev.com/freelancers/transcription>

JOB TITLE: Transcriptionist

COMPANY: Literably

BASIC REQUIREMENTS:

- Must be 18 years old
- Neither live in, nor score from, the states of CA, CT, MA, MT, NE, or NJ.*

APPLY/SOURCE: <https://literably.com/scorer-signup>

JOB TITLE: Experienced Transcriptionist - Insurance

COMPANY: Allegis

BASIC REQUIREMENTS:

- PC with Windows 8.1 or higher (not compatible with Mac)
- Full version of Microsoft Word 2013 or higher
- Compatible USB foot pedal and headset
- High-speed internet connectivity

APPLY/SOURCE:

<https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzp4X8m2FknQC+o+NwokfdiNkiVQlyC8bv4aQi37nFJfTB>

CUSTOMER SERVICE AND VIRTUAL ASSISTANT

JOB TITLE: Customer Support Specialist

COMPANY: Apollo

BASIC REQUIREMENTS:

- Excellent English communication skills (fluent or native)
- 2+ years of experience in customer support, customer success, sales, engineering, product management, or similar
- Self-starter, entrepreneurial, hungry, passionate and tech-savvy
- Strong analytical, troubleshooting, and problem solving skills

APPLY/SOURCE:

<https://jobs.lever.co/apollo/14723858-502d-465e-bc43-65e0a8955c47>

JOB TITLE: Executive Assistant

COMPANY: 33Vincent

BASIC REQUIREMENTS:

- Bachelor's Degree
- 5+ years experience in Executive Assistance or Client Service
- Impeccable communication skills
- Exemplary planning & time management skills

APPLY/SOURCE:

<http://www.33vincent.com/join-the-team>

JOB TITLE: Customer Services Representative

COMPANY: Conduent

BASIC REQUIREMENTS:

- Provides customer with appropriate standard information requested.
- Derives all necessary information from customer to update database.
- Understands when to seek help and/or escalate to a more senior role.
- Executes routine inbound and outbound call center activities concerning the business products/services, using a standard script.

APPLY/SOURCE:

<https://jobs.conduent.com/careers/jobs/21946?lang=en-us>

JOB TITLE: (VirtForce Job Board) Executive Assistant (Part-Time)

COMPANY: Boldly

BASIC REQUIREMENTS:

- A minimum of 7 years experience in a role related to administration and executive assistance.
- Ability to multi-task and prioritize work as needed.
- Excellent time management skills.
- Knowledge of online tools and software.

APPLY/SOURCE:

<https://jobs.virtforce.us/job/boldly-3-executive-assistant/>

JOB TITLE: Customer Support Representative (Full-Time)

COMPANY: Big Sky Health- ZeroFasting (For their mobile app)

BASIC REQUIREMENTS:

- 3+ years experience working directly with customers in a support role.
- A strong knowledge of customer service software and product development tools, including ZenDesk, G-Suite, Slack, JIRA, Monday.com, and Notion.
- Experience evaluating and implementing new tools and making recommendations for process enhancements to maintain an optimal support infrastructure.
- Experience defining KPIs and measuring support-related activities.

APPLY/SOURCE:

<https://www.zerofasting.com/careers/customer-support-representative/>

EDUCATION AND TRAINING

JOB TITLE: Nights & Weekends Software Engineering Course Instructor (Part-Time)

COMPANY: Thinkful

BASIC REQUIREMENTS:

- 6 months of teaching experience
- Part time commitment to Thinkful, ranging from a minimum 8 hours per week to a maximum of 15 hours per week
- Available to instruct Tuesdays & Thursdays 6:30-9:30pm ET and PT
- Strong expertise with front-end technologies (HTML, CSS, JavaScript, jQuery, React) using both Node.JS, Postgres, and React.JS at an industry level. Full MERN stack proficiency required. Expertise with Data Structures and Algorithms, and comfort explaining these topics.

APPLY/SOURCE:

https://hire.withgoogle.com/public/jobs/thinkfulcom/view/P_AAAAAAEAAxIUslbIYK-98

JOB TITLE: Writing Instructor (Part-Time)

COMPANY: Well-Trained Mind Academy

BASIC REQUIREMENTS:

- This position is part-time; instructors are hired on a course-by-course basis.
- Instructor should have a bachelor's degree in the humanities; an MA, MFA, or PhD is a plus.
- Part-time instructors can live anywhere in the United States; all classes are offered during regular business hours in the Eastern Time Zone.
- Position requires reliable high-speed internet and the ability to comfortably work using a screen for several hours in a row.

APPLY/SOURCE:

<https://www.wtmacademy.com/careers/>

JOB TITLE: (VirtForce Job Board)Virtual High School Teacher

COMPANY: VirtForce Partner

BASIC REQUIREMENTS:

- An Active Teaching Certification in at least one state.
- Schedule flexibility
- Team Players willing to sub for other teachers
- Adaptive thinkers ready to problem solve technology issues on demand

APPLY/SOURCE:

<https://jobs.virtforce.us/job/virtual-high-school-teacher-2/>

JOB TITLE: Online Instructor-Computer Science

COMPANY: Tarrant Count College

BASIC REQUIREMENTS:

- Master's degree or higher* in Computer Science, Computer Information Systems, Computer Information Technology, Computer Engineering or related area; or Master's degree or higher* with 18 graduate hours in Computer Science or above mentioned areas
- Degree must be from a regionally accredited college or university
- Three (3) years of related non-teaching work experience
- Experience teaching programming/scripting languages in a community college environment (face-to-face or online)

APPLY/SOURCE:

<https://jobs.tccd.edu/postings/23267>

JOB TITLE: Adjunct Web Design Instructor

COMPANY: Iowa Western

BASIC REQUIREMENTS:

- Bachelor's degree in Graphic Communications, Web Design, or related field.
- Community college teaching experience is preferred.

APPLY/SOURCE:

<https://iwcc.peopleadmin.com/postings/381?fbclid=IwAR0bfe7eTjy036VidY2dNDJvoghIX0YpWfyKSZECOmsbFbd-1Elmn0W02P8>

JOB TITLE: Content. Faculty, MS Teaching & Learning (Part-Time)

COMPANY: Colorado State University Global

BASIC REQUIREMENTS:

- Terminal Degree and a Master's Degree in Education
- Teaching License
- 5 or more years of progressive experience in the field of finance; knowledge of personal finance preferred
- 3 or more years of full-time, or equivalent, experience teaching and/or developing curriculum in an online environment

APPLY/SOURCE:

https://faculty-csuglobal.icims.com/jobs/1825/part-time-content-faculty%2c-ms-teaching-%26-learning-%28mstl%29/job?mobile=false&width=1296&height=500&bga=true&needRedirect=false&jan1offset=-360&jun1offset=-300&fbclid=IwAR2jSZFIUiyu4j_AWixHV8Cz7Z2E5V7-H1tjPX_DcGJEfyvBKBjaY9z1NIU

PUBLIC RELATIONS AND COMMUNICATIONS

JOB TITLE: Marketing and Communications Coordinator

COMPANY: Rett Syndrome

BASIC REQUIREMENTS:

- Bachelor's degree in marketing, communications, journalism, or equivalent background/experience
- 2+ years of experience delivering effective and engaging stories through digital, social media, and/or print. (writing samples required).
- Powerful storyteller across multiple mediums
- Excellent written and verbal communication, proofreading, and editing skills a must

APPLY/SOURCE:

<https://www.rettsyndrome.org/about-us/join-our-team/marketing-communications-coordinator/>

JOB TITLE: Communications Manager

COMPANY: Hand in Hand: The Domestic Employers Network

BASIC REQUIREMENTS:

- 2-5 years of community and/or labor organizing experience, particularly in building a membership base, and engaging people in campaigns through different forms of media
- Excellent communication skills, active listener, ability to receive, give, and incorporate feedback
- Excellent writing skills - copy editing, storytelling, framing
- Experience with Wordpress, Google Suite, Dropbox, Co-schedule, Facebook, and other digital communications platforms

- Experience analyzing and evaluating data on communications efforts

APPLY/SOURCE:

<https://www.idealist.org/en/nonprofit-job/180601557a2e45f09c7dbdba82834154-communications-manager-hand-in-hand-the-domestic-employers-network-new-york>

JOB TITLE: Director of Communications and Marketing

COMPANY: Women's Flat Track Derby Association

BASIC REQUIREMENTS:

- Bachelor's degree in Communications, Marketing or equivalent professional experience;
- 7-10 years of Communications, Marketing, Advertising, Journalism, Writing, Editing or similar;
- Demonstrated budgetary and financial experience;
- Ability to work 35+ flexible hours, independently, telecommuting from a home office;
- Ability to attend events as needed, specifically during September, October, and November WFTDA postseason events

APPLY/SOURCE:

<https://wftda.com/careers-and-requests-for-proposals/>

JOB TITLE: Media Relations Coordinator

COMPANY: JoTo PR Disruptors

BASIC REQUIREMENTS:

- Successful candidate should have at least one to three years of experience in an office setting; media relations/publicity department experience a plus.
- Working knowledge of Cision's PR software a plus.
- Must be detail-oriented, organized, and have strong PC (Microsoft Office) and database skills.
- Excellent time management abilities in order to work within deadlines and time constraints.
- Must be a self-starter and willing to be a team player.

APPLY/SOURCE: <https://jotopr.com/team/media-relations-coordinator/>

JOB TITLE: Media Relations Specialist

COMPANY: JoTo PR Disruptors

BASIC REQUIREMENTS:

- 3 plus years experience in B2B media relations
- You understand PR, how it works, how it is different from marketing, how it compliments marketing and sales, how companies can use it to expand, how they can measure it
- You understand the basic components and importance of press releases, media relations and market research and have at least 1 -2 years' experience in the PR Industry

- You are a writer and can write for various audiences as well as the media – and instinctively know the difference between PR writing vs. Marketing writing – and can do both
- You understand the basic flows of organization – org charts, management by statistics – or you are willing to learn these basics at JOTO PR as part of continuing education

APPLY/SOURCE: <https://jotopr.com/team/media-relations-specialist-2/>

WRITING & EDITING

JOB TITLE: Tutorial Assistant-Writing at Johns Hopkins University (Schedule Varies)

COMPANY: Johns Hopkins University

BASIC REQUIREMENTS:

- Must have a computer with broadband Internet access; familiarity with online education technologies a plus, such as Moodle and Zoom; ability to access classrooms evenings and weekends.
- Experience working as a tutor or teaching assistant for at least one semester is required.
- Must have strong familiarity with both college-level English composition and creative writing in addition to MLA style.

APPLY/ SOURCE: <https://remote.co/job/tutorial-assistant-writing>

JOB TITLE: Food Writer (Freelance)

COMPANY: The Manual

BASIC REQUIREMENTS:

- Experienced Freelance Food Writer
- Ideal candidate already has considerable knowledge of the food and service industries, from high-end restaurants and cocktail bars to everyday favorites and unknown local delights.
- The ability to turn around airtight copy quickly and reliably while using excellent editorial judgment is crucial

APPLY/ SOURCE:

<https://boards.greenhouse.io/themanual/jobs/4654586002?t=8bc7f9da2>

JOB TITLE: Technical Writer

COMPANY: Humio

BASIC REQUIREMENTS:

- 5-10 years of experience creating technical documentation for customers and partners
- 2-5 years experience working with Linux as both an administrator and a user
- Experience working with GitHub

APPLY/ SOURCE: <https://boards.greenhouse.io/humio/jobs/4644664002>

JOB TITLE: Technical Writer (Full Time)

COMPANY: Cofense

BASIC REQUIREMENTS:

- Bachelor's Degree in English, Writing, Communications, Computer Science, or related field preferred
- 5+ years of experience in a technical writing capacity
- Has a working knowledge of Microsoft Office applications, including Word, Excel, and PowerPoint

APPLY/ SOURCE:

<https://recruiting.ultipro.com/PHI1008PMINC/JobBoard/2bfae9ff-dc34-4867-b871-a579eae69b54/OpportunityDetail?opportunityId=33d6bc8c-73e3-48cc-94c9-26ff51e35e12>

JOB TITLE: Principal Medical Writer (Permanent Remote)

COMPANY: Meet Recruitment

BASIC REQUIREMENTS:

- Master's or Bachelor's degree in science/pharmacy
- 4+ years of experience writing regulatory documents
- Ability to effectively navigate document management systems

APPLY/SOURCE:

<https://www.peoplewithchemistry.com/us/search-jobs/jobs/principal-medical-writer-medical-writing-consultancy-remote/>

JOB TITLE: Dialogue Editor (Full Time)

COMPANY: Calm.com

BASIC REQUIREMENTS:

- A motivated dialog editor/sound editor with an advanced understanding of audio postproduction, to include exceptional editing and organizational skills
- Experienced, with 5+ years in dialog audio recording, editing, sound and music editing and postproduction processes
- Advanced experience with recording/editing tools such as Protools and Logic, iZotope RX and other audio software tools

APPLY/SOURCE: <https://jobs.lever.co/calm/3588b7e1-1a30-4134-b26f-1fbdb2bba7af>

JOB TITLE: Editor (Seasonal)

COMPANY: Ultius

BASIC REQUIREMENTS:

- Strong knowledge in academic style structure and format are desired.
- Work from home; must have MS Office, a mobile phone, and computer with internet access.
- Currently, we are only seeking applicants who reside in the USA. We are not accepting applicants from California, New York, or Massachusetts. If at any time during the process a security flag occurs, the application may be immediately withdrawn.

APPLY/SOURCE: <https://ultius.freshteam.com/jobs/xe5-LgVXrKIT/editor>

JOB TITLE: Professional Bookwriter and Editor (6 months employment length)

COMPANY: Rose International

BASIC REQUIREMENTS:

- Background/Specialization in the field of human resources (HR) and interest/curiosity about the future of HR and the people agenda
- Excellent writing, editorial, strategic and organization skills
- Experience in business writing, including proven success writing and editing business books

APPLY/SOURCE:

<https://www.roseit.com/Jobs/Creative-Writer-Work-at-Home-Rose-International-Job-335714.html?RD=W>

HEALTH, MEDICAL & HUMAN SERVICES

JOB TITLE: Remote Medical Biller / Medicare Part A

COMPANY: Healthcare Resource Group

BASIC REQUIREMENTS:

- Medicare Part A billing experience to include Medicare DDE system experience
- Proficient with 10-key and MS Office applications
- Knowledge in Excel with experience in Microsoft Office applications
- Proficient with data entry and multi-tasking in a Window's environment
- Effective verbal and written communication skills

APPLY/ SOURCE: <https://www.hrgpros.com/current-job-openings/2019/medicare-biller>

JOB TITLE: Virtual Health Coach

COMPANY: Noom

BASIC REQUIREMENTS:

- You have either a Bachelor's Degree OR an Associate's Degree plus 2000 hours of related wellness experience (Health Coaching experience a plus!)
- You are very tech-savvy, reliable, and are excited by fast-paced change
- You are EXTREMELY organized and can work autonomously
- You love driving people to reach their goals
- You understand that health looks different for everyone

APPLY/ SOURCE:

https://www.noom.com/careers/job/1256694?gh_jid=1256694&gh_src=614e93851

JOB TITLE: Virtual Health Coach (German Speaking)

COMPANY: Noom

BASIC REQUIREMENTS:

- You have a Bachelor's Degree in a related field of study (teaching, lifestyle coaching, psychology, nutrition, etc.), OR an Associate's Degree and related wellness experience (sports medicine, personal coaching, etc.), OR a German equivalent (abgeschlossene Berufsausbildung) in any of the listed fields, OR have a certification in health and wellness coaching with experience in coaching
- You are excited by fast-paced change, creative problem solving
- You are very organized and are a self-starter
- You love driving people to reach their goals
- You are passionate about health and wellness

APPLY/ SOURCE: <https://www.noom.com/careers/job/1472261>

JOB TITLE: Scientific Integrity and Impact Director

COMPANY: Eubio

BASIC REQUIREMENTS:

- An advanced degree in the life sciences (PhD, MD, or PharmD required), as well as four or more years of full-time medical communications experience (agency or PHARMA)
- A track record of outstanding client service
- Exemplary leadership in a cross-functional team environment, including work with virtual teams
- Understanding of a variety of therapeutic categories, with a particular emphasis on oncology

APPLY/ SOURCE: <https://www.eubio.com/careers/scientific-director/>

JOB TITLE: Insurance Transcription

COMPANY: Net Transcripts

BASIC REQUIREMENTS:

- You must be an American citizen residing in the USA
- You must be able to pass a full criminal background
- English must be your first language
- You must be able to type 75 WPM
- You must have stellar grammar skills
- Be able to produce a transcript that is at least 98% accurate

APPLY/ SOURCE:

[https://www.appone.com/maininforeq.asp?Ad=402002&R_ID=2904497&Refer=https://www.indeed.com/&B_ID=91 /](https://www.appone.com/maininforeq.asp?Ad=402002&R_ID=2904497&Refer=https://www.indeed.com/&B_ID=91/)

<https://www.indeed.com/jobs?q=net%20transcripts&l&vjk=35fc4d98ddb88c2e>

MARKETING, CONTENT CREATION AND GRAPHIC DESIGN

JOB TITLE: Marketing Campaign Manager (Remote)

COMPANY: Logi Analytics

BASIC REQUIREMENTS:

- 5-7 years of relevant campaign management experience, including demonstrated experience with B2B technology marketing
- Strong analytical skills and understanding of marketing attribution with the ability to report on campaign success and identify what's not working.
- Ability to create reports in Salesforce, Google Analytics, and Marketo required.
- Excellent oral and written communication skills and comfortable conversing with a wide array of technical and non-technical stakeholders.
- Understanding of digital marketing trends and industry best practices and ability to implement across programs

APPLY/SOURCE:

<https://www.linkedin.com/jobs/view/1745386634/?alternateChannel=search>

JOB TITLE: Digital Design Specialist Remote

COMPANY: Pomeroy

BASIC REQUIREMENTS:

- UI and creative design experience 3+ years experience in the UX and creative design software Ideally hit the ground running.
- At least a couple years of experience.
- Photoshop or other graphic design tools.
- Education - Degree NOT required.

APPLY/SOURCE:

https://www.postjobfree.com/job/h79d5v/graphic-ux-ui-designer-benton-harbor-mi?utm_source=joblift&utm_medium=cpc&utm_campaign=jobliftiiUS

JOB TITLE: Marketing Specialist - Remote

COMPANY: Direct Travel

BASIC REQUIREMENTS:

- Minimum 3 years of experience as a marketing specialist or similar job function
- Advanced knowledge of MS Office
- Social media strategy and management experience
- Experience with an email marketing platform, preferably HubSpot, as well as basic HTML skills
- Excellent organizational and time management skills

APPLY/SOURCE:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=dcd8c08-12a0-4aaa-811b-18bae08ef3bb&jobId=331427>

JOB TITLE: Marketing Assistant (Remote)

COMPANY: First American Title

BASIC REQUIREMENTS:

- High School Diploma or equivalent
- 1-3 years administrative support experience
- Ability to manage multiple tasks, determine urgency, set goals to ensure standards and guidelines are being met
- Customer service skills, detail oriented, excellent verbal and written communication, strong problem solving and organization skills
- Must be self-motivated and able to work independently with limited supervision as team is virtual

APPLY/SOURCE:

https://firstam.wd1.myworkdayjobs.com/en-US/firstamericancareers/job/USA-California-Santa-Ana/Marketing-Assistant--Remote-_R014240

JOB TITLE: Digital Marketing Coordinator (Remote)

COMPANY: Thrive Internet Marketing Agency

BASIC REQUIREMENTS:

- Experience in managing spreadsheets using Google Sheets, Excel, or similar tool
- Basic knowledge of relational databases

- Demonstrated ability to work independently and manage multiple projects and deadlines simultaneously
- Ability to drive initiatives and execute tasks effectively

APPLY/SOURCE:

<https://recruit.zohopublic.com/recruit/ViewJob.na?digest=qPewZoH731OC|pkL5f15YkLoDKI5wJ%40piyO0jCAcZ.o-&embedsource=LinkedIn%2BLimited%2BListings>

JOB TITLE: Remote Digital Marketing Consultant

COMPANY: Fred Lundin CPA LLC

BASIC REQUIREMENTS:

- Bachelor's degree in marketing, business, statistics, or relevant field preferred but not required
- Two (2) years' previous experience as a marketing associate, marketing assistant, or related position
- Significant experience with SEO/SEM campaigns and digital tools; Experience creating campaigns for target audience
- Experience with digital marketing CRM campaigns, advertising metrics, and online tracking tools
- Familiar with best practices for content creation, web design, and creative design across multiple platforms

APPLY/SOURCE:

<https://fredlundin CPA.zohorecruit.com/recruit/ViewJob.na?digest=MI94Of6ZFlyyBSOcC6h.4rp8k7YO2oKQF7kw0b95M7w-&embedsource=LinkedIn%2BLimited%2BListings>

ECOMMERCE AND RETAIL

JOB TITLE: Client Experience Associate - Remote

COMPANY: The Citizenry

BASIC REQUIREMENTS:

- Minimum 2-5 years professional experience or be willing to start in a paid internship capacity right out of school (SAT or GPA required)
- Bachelor's degree required. Backgrounds in english, communications, public relations, or marketing/ advertising preferred
- Exceptional written and verbal communication skills
- Experience working with clients in retail or customer service for another e-commerce company
- Solutions-oriented, thoughtful and diligent - bonus points for a sense of humor
- Exceptional organizational skills with the ability to multi-task and self-manage against tight timelines.

APPLY/SOURCE:

<https://www.ziprecruiter.com/c/The-Citizenry/Job/Client-Experience-Associate-Remote/-i n-Dallas,TX?jid=DQ8d2e00d4efb5e1724fe32056035631f9&mid=1595&go=2>

JOB TITLE: Shopify/ Ecommerce Facebook Ads Testing needed - Immediate start

COMPANY: Upwork

BASIC REQUIREMENTS:

- 2 year minimum Amazon 3P selling experience
- Full-time experience in Amazon Seller Central and Vendor Central
- Must be proficient in Microsoft Word, PowerPoint, Excel (VLOOKUP and Pivot Tables)
- Must be able to handle multiple projects with ease
- (preferred): min of 2 years of experience with Amazon Seller Central and Amazon 3P & 1P

APPLY/SOURCE:

https://www.upwork.com/job/Shopify-Ecommerce-Facebook-Ads-Testing-needed-Immediate-start~01422f52af1f982b7c/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organ

PROJECT MANAGEMENT, SUPPLY, AND LOGISTICS

JOB TITLE: Senior Project Manager Analyst (Full Time)

COMPANY: Astreya

BASIC REQUIREMENTS:

- Bachelor's Degree
- Strong Attention to detail and ability to multitask at a given time
- Excellent written as well as verbal communication skills
- 4 years experience leading teams, programs or equivalent work experience

APPLY/SOURCE:

<https://www.smartrecruiters.com/Astreya/743999707617444-sr-pmo-analyst>

JOB TITLE: Technical Growth Product Manager

COMPANY: Crowdbotics (Full-Time)

BASIC REQUIREMENTS:

- 3- 5 years of product management at a small to mid-size technology or SaaS company
- CS or web development background
- Technical SEO proficiency

APPLY/SOURCE:

<https://crowdbotics-corp.breezy.hr/p/6f8aa7530f25?source=remote.co>

JOB TITLE: Senior Technical Manager

COMPANY: Community Data Platforms

BASIC REQUIREMENTS:

- Bachelor's and/or Graduate degree in a management or scientific field
- Minimum of 5 years' experience in a project management role
- Excellent writing skills

APPLY/SOURCE: <https://remote.co/job/senior-technical-project-manager-3/>

JOB TITLE: Senior Project Manager, Inflammation, Infectious Diseases and General Medicine

COMPANY: Covance

BASIC REQUIREMENTS:

- 2-3 years' experience managing projects in a Digital Marketing Agency

Knowledge of project management principles & methodology (scope, time, risk, communication)

- Knowledge of web design, SEO, and internet marketing

APPLY/SOURCE: <https://thriveagency.com/jobs/web-team-project-manager/>

JOB TITLE: Move Coordinator, Customer Care (Full Time)

COMPANY: Interstate Van Lines

BASIC REQUIREMENTS:

- High school diploma or general education degree (GED), bachelor's degree preferred from a four-year college or university. 3+ years of experience in van line operations and/or move management
- Minimum requirement in Microsoft Word, Excel, Outlook at intermediate level. Ability to handle high volume workload and paperwork with specific concentration on excellent follow up procedures, effective caseload management and priority setting.
- Strong customer service and communication skills (verbal and written).

APPLY/SOURCE:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=3abd4e3d-c188-4b7d-a283-8a1ae460546f&cclid=19000101_000001&jobId=173680&lang=en_US&source=CC4

JOB TITLE: Procurement Coordinator

COMPANY: Zadoon

BASIC REQUIREMENTS:

- Minimum 2 years' experience in the construction heavy equipment industry, ideally as a procurement assistant/coordinator, sales person, fleet coordinator, rental coordinator, or other related role.
- Excellent knowledge of CRM systems, ideally Salesforce
- Advanced or expert data management skills - must be comfortable with pivot tables, VLOOKUP functions and other advanced Excel functionality

APPLY/SOURCE:

https://www.simplyhired.com/search?q=logistics&l=remote&fdb=7&job=4zk_F2I9vD_8EHF5ak1FsKuVN_O_KKP7fqoOkmOb0sEPD4qN_W56SQ