



Week of March 2, 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.*

HUMAN RESOURCES/RECRUITER

JOB TITLE: Talent Acquisition and University Recruitment Specialist

COMPANY: Lucite International

BASIC REQUIREMENTS:

- BA/BS degree
- 5+ years of recruiting experience with 3+ years of demonstrated experience in university recruitment
- Experience developing/executing campus recruitment strategy and thorough knowledge of recruiting and selection best practices
- Experience with reporting and interpreting internal and external data sources. Must have ability to review and understand data, trends, and metrics

APPLY/SOURCE:

<https://jobs.mitsubishi-chemical.com/jobs/vacancy/talent-acquisition--university-recruitment-specialist-0311/329/description/>

JOB TITLE: Internal Recruiter

COMPANY: Spotlight Equity Partners

BASIC REQUIREMENTS:

- At least 5-7 years previous work experience as a recruiter for startups – can be in-house or at an agency
- Excellent communication skills – both written and spoken
- Comfortable working with others in a remote environment; driven, self-motivated and self-organizing
- Familiar with Applicant Tracking Systems
- Experience with recruiting software, including LinkedIn and video conferencing

APPLY/SOURCE:

<https://www.indeed.com/jobs?q=Human%20Resources&l=Remote&radius=50&ts=1582511159483&pts=1582419928864&rq=1&rsidx=4&fromage=last&newcount=17&vjk=ba878c2933d60882>

JOB TITLE: Lead Specialist – HR

COMPANY: Romanoff Renovations

BASIC REQUIREMENTS:

- Minimum of 5 years related experience in progressively responsible Human Resources roles.
- Bachelor's degree or equivalent required / PHR or SPHR certification is preferred
- Experience working and thinking creatively in a fast-paced environment with changing priorities and demanding deadlines
- Proven leadership in mentoring and developing HR and administrative staff

APPLY/SOURCE:

<https://recruiting.ultipro.com/ROM1001RMFCO/JobBoard/5f92bdc3-4a90-47f1-8c59-f9fdc573a378/OpportunityDetail?opportunityId=9d1869bb-3165-41a1-bb9d-34c03b61fe8b&postingId=e228bc17-3c40-4657-b85e-21f794b1f596>

JOB TITLE: Onboarding Concierge

COMPANY: Cardinal Financial

BASIC REQUIREMENTS:

- High school diploma or GED
- 3-5 Years customer service experience required
- Minimum 2 years working knowledge of the mortgage industry, highly preferred
- PPM certifications or equivalent experience preferred

APPLY/SOURCE:

<https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1181&source=Indeed.com>

JOB TITLE: Manager, Recruiting Operations

COMPANY: Sprinklr

BASIC REQUIREMENTS:

- Bachelor's degree
- 7+ years' experience in the following:
 - PMP or project management methodology - Application of relevant project management methodologies to organize high volume workload, to prioritize and to manage multiple priorities simultaneously
 - Experience in project management and facilitation of process improvement initiatives with a thematic focus on either of the following areas
 - Continuous Process Improvement
 - TA and/or HR Technology/Systems implementation
 - Advanced Excel and numerical skills, extract relevant metrics and to evaluate and analyze data succinctly

APPLY/SOURCE:

https://www.sprinklr.com/careers/?p=job/o1hacfw0&__jvst=Job+Board&__jvsd=Indeed&nl=1

ENGINEERING & IT

JOB TITLE: Quality Engineer – Supplier Quality

COMPANY: ViewRay, Inc.

BASIC REQUIREMENTS:

- Bachelor of Science in Engineering discipline.
- Minimum of 5 years overall experience as a Supplier Development or Supplier Quality Engineer.
- Need at least 3 years' experience in Quality Assurance; including at least 3 years' experience in medical device manufacturing or pharmaceutical industries.
- Demonstrated knowledge of applicable regulations and standards such as FDA, QSR, ISO, MDD.
- Strong analytical skills, problem solving techniques and statistical application experience.

APPLY/SOURCE:

<https://viewray.com/careers/>

JOB TITLE: Junior Software Engineer

COMPANY: Datagrate

BASIC REQUIREMENTS:

- 2+ years of Software Development experience, ideally in Java Enterprise environments
- You are interested in working in the consulting environment. Professional appearance and good communication skills are important to us. We hire for attitude and train for skills!
- You are interested in quickly developing skills in modern integration tech stacks like Apache Camel, Talend, etc.

APPLY/SOURCE:

<http://datagrate.com/wp-content/uploads/2020/02/Junior-Software-Engineer.pdf>

JOB TITLE: Mainframe Technical Support Analyst

COMPANY: BMC Software

BASIC REQUIREMENTS:

- Customer service and interpersonal skills in a Technical environment
- Minimum of five years' experience in a software vendor or IT environment
- Knowledge of Windows Operating System, Linux, and AIX
- TSO and zOS Operating System

APPLY/SOURCE:

<https://bmcrecruit.avature.net/Careers/JobDetail/Pipeline/27225?src=JB-10080>

JOB TITLE: Quality Analyst, Integrations

COMPANY: The Ultimate Software Group, Inc.

BASIC REQUIREMENTS:

- Minimum of 2 years of quality assurance testing experience
- Minimum of 6 months of experience managing projects
- Understanding of FTP and file transfer technologies including encryption
- Strong analysis, change control, task management, and time management skills

APPLY/SOURCE:

<https://recruiting.ultipro.com/USG1006/JobBoard/dfc53730-57d1-3460-336f-ddafabd108f3/OppportunityDetail?opportunityId=e2088c42-d0d9-491e-81bf-42058603b456&postingId=fb8723b4-816d-45ad-8724-e35040be0d1b>

JOB TITLE: Escalation Engineer – Disaster Recovery and Backup

COMPANY: Company Word Processing Systems, Inc.

BASIC REQUIREMENTS:

- Minimum 5 years IT experience supporting and managing technical issues
- Has strong conceptual understanding of various IT technologies
- Possesses strong leadership and communication skills
- Ability to motivate the team and make challenging decisions

APPLY/SOURCE:

https://careers-cwpsinc.icims.com/jobs/1165/job?utm_source=indeed_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1052&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300

FINANCE & LEGAL

JOB TITLE: Director of Finance

COMPANY: Creative Commons

BASIC REQUIREMENTS:

- 4 year undergraduate degree in Finance/Accounting, CPA certification a plus
- 5+ years in nonprofit accounting, including grant accounting, job costing, compliance, and reporting
- 2+ years leading non-profit audits (IRS Form 990 prep and managing relationships)
- 2+ years of supporting and leading human resources and staff management functions

APPLY/ SOURCE:

<https://creativecommons.org/about/team/opportunities/job-opportunity-director-of-finance/>

JOB TITLE: Accounts Payable Specialist (Contract, Part-Time)

COMPANY: Massdrop

BASIC REQUIREMENTS:

- Bachelor's degree in accounting, finance, or related field
- 1-2+ years accounts payable experience
- Experience with NetSuite, bill.com, Expensify, and other ERP and expense systems
- Proficient in Microsoft Excel and Word

APPLY/ SOURCE:

<https://boards.greenhouse.io/drop/jobs/1219632>

JOB TITLE: Senior Accountant

COMPANY: Summit CPA Group

BASIC REQUIREMENTS:

- 2-5 years of public accounting experience
- Working knowledge of Excel (pivot tables, advanced formulas and macros a plus)
- QuickBooks, FreshBooks, and Xero experience a plus
- Should understand financial statements (journal entries, month-end closings, etc.)

APPLY/ SOURCE:

<https://summit-cpa-group.breezy.hr/p/e2b0e5626ef5-senior-accountant>

JOB TITLE: Loan Servicing Specialist

COMPANY: Bellwether Coffee

BASIC REQUIREMENTS:

- Familiar with terms related to loan products (credit scores, FICO, FCRA, installment debt, interest rate, prepayment, net income, capital lease, operating lease, etc.)
- 1+ year of loan servicing experience processing loans and leases
- Knowledgeable of basic accounting principles and techniques
- Familiar with computer/software/cloud programs such as MS Word, Excel, GoogleDocs

APPLY/ SOURCE:

<https://bellwether.bamboohr.com/jobs/view.php?id=99>

JOB TITLE: Attorney Auditor

COMPANY: Bottomline Technologies

BASIC REQUIREMENTS:

- J.D. Required or Province Bar Admission
- 5+ years of Litigation, Claims or Insurance Defense Experience required
- Embraces technology and proficient with standard industry applications

APPLY/ SOURCE:

<https://boards.greenhouse.io/bottomlinetechnologies/jobs/4645337002>

JOB TITLE: Senior Legal Editor, Employment (OCONUS)

COMPANY: Thomson Reuters

BASIC REQUIREMENTS:

- 8+ years working as an employment lawyer at a law firm and/or as in-house counsel with in-depth international/cross-border work experience
- Significant and broad expertise and practice experience in a variety of international employment matters, with a focus on matters of importance for multinational companies
- A good understanding of the needs/priorities of law firm attorneys and in-house counsel
- Licensed to practice law in one or more of the following jurisdictions is preferred: US, including CA, DC, IL, MI, MN, NY, TX, or WA; or UK

APPLY/ SOURCE:

<https://jobs.thomsonreuters.com/ShowJob/Id/414725/Sr.-Legal-Editor,-Employment,-Global----Remote---/>

JOB TITLE: Associate General Counsel

COMPANY: Alert Logic

BASIC REQUIREMENTS:

- Juris Doctor from an accredited law school
- Must be an active licensed attorney in the United States
- 10-20 years practicing law in a corporate environment (preferably with software licensing experience) with extensive experience in commercial matters

APPLY/ SOURCE:

<https://cho.tbe.taleo.net/cho02/ats/careers/v2/viewRequisition?org=ALERTLOGIC&cws=37&rid=3877>

BUSINESS DEV/SALES & OPERATIONS

JOB TITLE: Strategic Sales Representative

COMPANY: Pumpkin

BASIC REQUIREMENTS:

- Undergraduate degree (BS/BA) and 3-5 years of experience in animal health field sales
- Experience launching new products and building a book of business
- Proven track record of meeting field activity expectations and sales goals
- Proficient in MS Office (Word, PowerPoint, Excel)
- Ability to pass/obtain a Property & Casualty License within six weeks

APPLY/ SOURCE:

<https://jobs.lever.co/pumpkin/7cae4d45-2cf3-4021-8ce9-8e16bcf38eb6>

JOB TITLE: Sales Development Representative Lead

COMPANY: Cloud Academy

BASIC REQUIREMENTS:

- Proven success in an SDR role and experience managing others
- Success in establishing and cultivating professional relationships
- Experience with client facing work including hospitality and customer support
- Familiarity with G Suite (Gmail, Google Calendar, etc.)

APPLY/ SOURCE:

<https://cloudacademy.recruitee.com/o/sales-development-representative-sdr-lead>

JOB TITLE: Account Executive - Software Sales

COMPANY: NICE

BASIC REQUIREMENTS:

- BA or BS from an accredited university in a Business, Sales or Marketing field
- 10+ years selling multiple software products and services into sophisticated accounts
- Substantive exposure and engagement with the planning, execution and management of complex software sales and marketing projects
- Demonstrated ability to develop relationships with the 'C' or VP level business users

APPLY/ SOURCE:

<https://jobs.jobvite.com/nicesystems/job/oDUGbfw8>

JOB TITLE: Enterprise Account Executive

COMPANY: D2iQ

BASIC REQUIREMENTS:

- 5+ years outstanding proven sales track record in the area of high-end enterprise data/datacenter platform software
- General knowledge and interest in Big Data, IoT and data center technology landscape
- Familiarity with the open source ecosystem and the container landscape is a huge plus

APPLY/ SOURCE:

https://boards.greenhouse.io/d2iq/jobs/2089821?gh_jid=2089821

JOB TITLE: Director, Payer Sales

COMPANY: MedeAnalytics

BASIC REQUIREMENTS:

- 10+ years of related experience
- Bachelor's degree or equivalent experience, MBA preferred
- Proven track record in achieving and exceeding annual quota
- Experience working for healthcare analytics software company is preferred

APPLY/ SOURCE:

https://medeanalytics.com/job-board/?gh_jid=4580523002

JOB TITLE: Sales Operations Specialist

COMPANY: Redox

BASIC REQUIREMENTS:

- 1-3 years of experience supporting or in a sales organization
- Understanding of sales processes and sales reporting and analytics experience
- Salesforce (or other CRM) experience a plus, but not required
- Proficiency in MS Office and Google Apps Suite

APPLY/ SOURCE:

<https://jobs.lever.co/redoxengine/6566c102-6319-461a-aa80-c5a5a4669677>

JOB TITLE: Sales Operations Analyst

COMPANY: Happify Health

BASIC REQUIREMENTS:

- 5+ years of experience in sales/marketing operations and/or business systems
- Analytical and ability to extract key business insights through data analysis
- Proven Salesforce.com subject matter expert
- Experience with visual analysis applications and sales intelligence software
- Advanced Excel skills with a strong understanding of Marketing Automation Software, Salesforce, other CRM applications, and email marketing strategies

APPLY/ SOURCE:

<https://boards.greenhouse.io/happifyhealth/jobs/4655825002>

JOB TITLE: Sales Operations Specialist

COMPANY: Redox

BASIC REQUIREMENTS:

- 1-3 years of experience supporting or in a sales organization
- Understanding of sales processes and sales reporting and analytics experience
- Salesforce (or other CRM) experience a plus, but not required
- Proficiency in MS Office and Google Apps Suite

APPLY/ SOURCE:

<https://jobs.lever.co/redoxengine/6566c102-6319-461a-aa80-c5a5a4669677>

CUSTOMER SERVICE & VIRTUAL ASSISTANT

JOB TITLE: Creative Support Agent

COMPANY: Podia

BASIC REQUIREMENTS:

- Really, really, really good writing skills, who can rewrite this bullet to make it sound better
- Tech skillz. Ideally, you've worked in a SaaS company and can take screenshots and record videos for customers like a boss
- Support experience. You know what it takes to make customers happier than they were before they met you
- Availability from 10am - 6pm ET M - F. You'll also be asked to check in on support emails every few weekends

APPLY/SOURCE:

<https://apply.workable.com/podia/j/6D43B66FE9/>

JOB TITLE: Technical Customer Support Representative

COMPANY: Brightree

BASIC REQUIREMENTS:

- Bachelor's degree strongly preferred
- Minimum 2 years of experience in a customer support environment.
- Knowledge of customer support best practices.
- HME, Home health or healthcare administrative experience preferred

APPLY/SOURCE:

https://resmed.wd3.myworkdayjobs.com/en-US/Brightree_External_Careers/job/US-Brightree-Remote-Workforce/Technical-Customer-Support-Representative---HME_JR_001486-2

JOB TITLE: Customer Success Representative (Entry-Level)

COMPANY: Code Combat

BASIC REQUIREMENTS:

- Entry-level to one year of experience in a customer-facing role or as a teacher
- Passionate about building trusting, delightful relationships with customers and stakeholders
- Extremely comfortable on the phone while maintaining a personable conversation
- Exceptional listener who can identify customers' underlying problems

APPLY/SOURCE:

<https://jobs.lever.co/codecombat/972468f7-1922-430f-9665-169e23020162?lever-origin=applied&lever-source%5B%5D=CodeCombat>

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: Admin Lead

COMPANY: CoffeeMeetsBagel

BASIC REQUIREMENTS:

- 2+ years work experience
- Experience working with multiple people at once in a fast paced, high pressure environment
- Demonstrated ability to absorb new information and learn things quickly

APPLY/SOURCE:

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

EDUCATION & TRAINING

JOB TITLE: Academic Coach

COMPANY: Northcentral University

BASIC REQUIREMENTS:

- Doctoral degree in a relevant field from a regionally accredited institution.
- Demonstrated success working with non-traditional (adult) students required.
- Tutoring or academic coaching certification or evidence of university teaching excellence required.
- Previous success in tutoring, academic coaching, or teaching written communication required.

APPLY/SOURCE:

<https://www.ncu.edu/careers?p=job%2Fo9Mlcfwc>

JOB TITLE: Instructional Designer (Freelance)

COMPANY: CoreAxis

BASIC REQUIREMENTS:

- 6-9 years' experience in a training capacity involving curriculum design and development
- BS or MS degree in Instructional Design, Education or Management.
- Demonstrated ability in using Adobe Captivate or similar eLearning development tool (Storyline, Camtasia).
- Proficiency using Adobe Photoshop for graphics editing.

APPLY/SOURCE:

https://hire.withgoogle.com/public/jobs/coreaxiscom/view/P_AAAAAADAAADHAynuy1ktlg

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

COMPANY:

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: Adjunct-Early Adolescent and Adolescent Psychology-College of Ed

COMPANY: Grand Canyon University

BASIC REQUIREMENTS:

- Minimum: Masters in Education or Masters in Secondary Education or Masters in Curriculum in Instruction or Masters in Literacy or Masters in Reading or related field.
- Valid state teacher certification in elementary education

APPLY/SOURCE:

<https://jobs.gcu.edu/adjunct-early-adolescent-and-adolescent-psychology-online-college-of-education/job/12395153>

JOB TITLE: English Content Writer

COMPANY: Livingston Research

BASIC REQUIREMENTS:

- Fluent English
- 3rd year of Bachelor program or higher
- Ability to work at least 10 hours per week or more

APPLY/SOURCE:

https://lr-writers.com/?utm_source=Jobspresso&utm_campaign=28012020&utm_content=English+content+writer

PUBLIC RELATIONS & COMMUNICATIONS

JOB TITLE: Strategic Climate Change Communications Consultant

COMPANY: United Nations Development Programme

BASIC REQUIREMENTS:

- A minimum of 10 years of professional experience working in strategic communications and behavior change for global organizations, including the private sector and UN entities or other intergovernmental organizations (Max 20 points);
- Professional experience in climate change communications (15 points);
- Demonstrated experience in writing articles in English (please attach or provide a link for 2 samples of previous communication products and 2 writing samples, e.g. website articles, news articles, case studies or press release) (Max: 20 points);
- Experience working in UNDP/UN or an international organization and knowledge of UNDP policies, procedures and practices is an advantage (Max 5 points).;

APPLY/SOURCE:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=90476

JOB TITLE: Marketing Communications Manager

COMPANY: Philips Healthcare Transformation Services (HTS)

BASIC REQUIREMENTS:

- University degree in Marketing, product PR (Bachelor Degree) or equivalent
- 7+ years of experience in communicating with multiple, diverse stakeholder groups, with proven track record in media relations
- Excellent oral and written skills
- Proven track record in creating/orchestrating marketing assets (including case studies, articles and white papers) and managing integrated campaigns for a senior healthcare professional audience
- Experience with event support/organization of both large tradeshows and smaller bespoke events

APPLY/SOURCE:

<https://jobs.philips.com/united-states-of-america-home-based-ma/marketing-communications-manager/96BFBF1E8A974B9E816097944C4FBE74/job/>

JOB TITLE: Church Communications Coordinator

COMPANY: Worship Times

BASIC REQUIREMENTS:

- 3-5 years experience working as a Church Communications Coordinator / Director in a mainline protestant church
- WordPress experience
- A work space with internet that can handle video conferences and VoIP
- Highly organized and self motivated
- Experience writing, editing and proofreading with demonstrated mastery of grammar, punctuation and AP Style

APPLY/SOURCE:

<https://www.indeed.com/jobs?q=marketing&l=remote&fromage=last&advn=5071534665855250&vjk=acba2634bc82a6bd>

JOB TITLE: Senior Manager Communications

COMPANY: Thorn

BASIC REQUIREMENTS:

- An unwavering commitment to putting the children we serve at the center of everything you do.
- 10+ years of communications expertise with the ability to quickly learn new issues and industries.
- Proven record of success in developing and executing 360-degree communications strategies.
- Proven solid relationships with major press outlets including print, digital and broadcast media.
- Ability to communicate complex subjects in a simple, accessible, compelling manner.

APPLY/SOURCE: https://www.thorn.org/careers/application/?gh_jid=4571862002

HEALTH, MEDICAL & HUMAN SERVICES

JOB TITLE: Clinical Research Associate

COMPANY: Syneos

BASIC REQUIREMENTS:

- Bachelor's degree or RN in a related field or equivalent combination of education, training and experience
- Knowledge of Good Clinical Practice/ICH Guidelines and other applicable regulatory requirements
- Must demonstrate good computer skills and be able to embrace new technologies
- Excellent communication, presentation and interpersonal skills. Basic level of critical thinking skills expected.
- Ability to manage required travel of up to 75% on a regular basis

APPLY/ SOURCE:

<https://incresearch.taleo.net/careersection/ex/jobdetail.ftl?job=20001783&tz=GMT%2B09%3A00&tzname=Asia%2FTokyo>

JOB TITLE: Clin Ops Lead

COMPANY: Syneos

BASIC REQUIREMENTS:

- Bachelor's degree or RN in a related field or equivalent combination of education, training and experience
- Demonstrated ability to lead and align teams in the achievement of project milestones, demonstrated capability of working in an international environment.
- Knowledge of basic clinical project financial principles
- Knowledge of Good Clinical Practice/ICH Guidelines and other applicable regulatory requirements
- Must demonstrate good computer skills

APPLY/ SOURCE:

<https://syneoshealth.taleo.net/careersection/ex/jobdetail.ftl?job=20001236&tz=GMT%2B09%3A00&tzname=Asia%2FTokyo>

JOB TITLE: Home Based RN Care Coordinator

COMPANY: Wellbox

BASIC REQUIREMENTS:

- Registered Nurse with current active license in state of residency
- Understand health care goals associated with chronic disease management provided by practice
- Ability to provide prevention and intervention for multiple disease conditions through motivational coaching
- Experience using Electronic Health Records

APPLY/ SOURCE:

<https://cho.tbe.taleo.net/cho01/ats/careers/v2/viewRequisition?org=WELLINC&cws=40&rid=3>

JOB TITLE: Medical Billing Manager

COMPANY: TruBridge

BASIC REQUIREMENTS:

- High school graduate or GED equivalent
- Associates or Bachelor's Degree preferred
- 5 years previous hospital billing experience
- 2 years Medicare hospital billing experience preferred
- Working knowledge of insurance regulations, procedure and diagnosis coding and automated insurance billing

APPLY/ SOURCE:

https://www.appone.com/MainInfoReq.asp?R_ID=2919836&B_ID=83&fid=1&Adid=0&ssbgcolor=273A5B&SearchScreenID=11525&CountryID=3&LanguageID=2

JOB TITLE: Post Acute Care Analytics Program Manager

COMPANY: Dignity Health

BASIC REQUIREMENTS:

- 3-5 years healthcare analytics required
- Bachelor's degree in healthcare, business management, healthcare analytics, information systems or other relevant field.
- In depth knowledge of Microsoft Excel; including Power Pivot and Power Query Add ins.
- Experience with Tableau or other Business Insight or Data Visualization tool.

APPLY/ SOURCE:

<https://careers-dignityhealth.icims.com/jobs/103333/post-acute-care-analytics-program-manager--%28remote-opportunity%29/job?mobile=false&width=1129&height=500&bga=true&needsRedirect=false&jan1offset=540&jun1offset=540>

JOB TITLE: Coding Consultant Inpatient 3

COMPANY: CIOX

BASIC REQUIREMENTS:

- Associate or Bachelor' degree from AHIMA certified HIM Program or Nursing Program or completion of certificate program with CCS preferred.
- Ability to communicate effectively in the English language.
- A minimum of 1-5 years of coding experience in a hospital and/or coding consulting role.
- Experience in computerized encoding and abstracting software.
- Required to take and pass annual Introductory HIPAA examination and other assigned testing to be given

APPLY/ SOURCE:

<https://careers-cioxhealth.icims.com/jobs/12521/coding-consultant-inpatient-3/job?mobile=false&width=1018&height=500&bga=true&needsRedirect=false&jan1offset=540&jun1offset=540>

JOB TITLE: Coding Consultant Outpatient

COMPANY: CIOX

BASIC REQUIREMENTS:

- Associate or Bachelor' degree from AHIMA certified HIM Program or Nursing Program or completion of certificate program with CCS, CPC or CCSP.
- Must be able to communicate effectively in the English language.
- One to five years of coding experience in a hospital and/or coding consulting role.
- Experience in computerized encoding and abstracting software
- Passing annual Introductory HIPAA examination and other assigned testing to be given annually in accordance with employee review

APPLY/ SOURCE:

<https://careers-cioxhealth.icims.com/jobs/12499/coding-consultant-outpatient/job>

ENTRY LEVEL/ADMIN

JOB TITLE: Staff Editor

COMPANY: Kotaku

BASIC REQUIREMENTS:

- Have an interest in working with writers;
- Be comfortable editing copy quickly and cleanly;
- Be able to manage editing short-term and long-term stories;

APPLY/SOURCE: https://gizmodo.com/careers/job/2035770?gh_jid=2035770

JOB TITLE: Customer Success Representative

COMPANY: CodeCombat

BASIC REQUIREMENTS:

- Entry-level to one year of experience in a customer-facing role or as a teacher
- Passionate about building trusting, delightful relationships with customers and stakeholders
- Extremely comfortable on the phone while maintaining a personable conversation
- Exceptional listener who can identify customers' underlying problems

APPLY/SOURCE: <https://jobs.lever.co/codecombat/972468f7-1922-430f-9665-169e23020162>

JOB TITLE: Customer Success Specialist

COMPANY: Apollo

BASIC REQUIREMENTS:

- 1 year professional experience. (Entry-level applicants welcome)
- Preferably Account Executive, Business Development, Strategic Partnerships, Consulting, Account Manager, Project Manager at SaaS go-to-market company or Customer Success Manager at SaaS go to market company.
- [Nice to have] Previous Sales Experience
- Self-starter, entrepreneurial, hungry, passionate and tech-savvy

APPLY/SOURCE:

<https://jobs.lever.co/apollo/dfba765d-98ac-4566-ae92-52981a9ad797/apply?lever-source=Glassdoor>

TRANSCRIPTION/DATA ENTRY

JOB TITLE: Transcriptionist/Business Transcriptionist

COMPANY: AlphaSights

BASIC REQUIREMENTS:

- Proven track record of professional transcriptionist experience
- The ability to meet 99% transcription accuracy
- Must have experience transcribing multi-speaker files and adding speaker IDs
- You must have excellent US English grammar skills

APPLY/SOURCE:

https://www.alphasights.com/careers/open-positions?gh_jid=1445822&gh_src=22f39c351®ion=the_americas&experience=All%20Experience%20Levels

JOB TITLE: Data Entry and Customer Support

COMPANY: Doximity

BASIC REQUIREMENTS:

- High school diploma. Technical or junior college a plus.
- 1-2 years customer service experience
- 1-3 years data entry experience
- Experience with CRM or other ticketing system

APPLY/SOURCE:

https://workat.doximity.com/positions/?gh_jid=1203005

JOB TITLE: Transcriptionist

COMPANY: Rev

BASIC REQUIREMENTS:

- Sign up and get approved to transcribe. Take a grammar quiz and submit a transcript sample to demonstrate your English language and grammar skills. If you're approved, you can start working right away.
- Choose from available transcription jobs. You'll find hundreds of transcription jobs to choose from. Select jobs you're interested in and work as little or as much as you prefer.
- Get paid weekly via PayPal. As a transcriptionist, you'll get paid every Monday for all audio files transcribed and completed the prior week.

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

HOSPITALITY AND TRAVEL

JOB TITLE: Marketing Events Planner

COMPANY: Seeq

BASIC REQUIREMENTS:

- 2-4 years of marketing event coordination experience
- History of successfully completed events
- Must be able to store event materials in your home office and/or nearby storage facility for easy access, and transport materials for shipment

APPLY/SOURCE:

<https://www.seeq.com/about/careers#op-379709-marketing-events-planner-virtualremote-usa>

JOB TITLE: Account Executive - Travel Management

COMPANY: BCD Travel

BASIC REQUIREMENTS:

- 2-3 years of experience in the corporate travel industry (Required)
- Knowledge of business analysis and financial acumen
- Proficient with the Internet, Windows and MS Office products
- Communication and interpersonal skills, comfortable interacting with all levels of the organization

APPLY/SOURCE:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1203101&d=External&rb=???&r=5000580069006#/>

JOB TITLE: Corporate Travel Programme Administrator

COMPANY: BCD Travel

BASIC REQUIREMENTS:

- Experience in any of the following sectors: travel & hospitality on the supplier side (hotel, airline), corporate travel agency administration, Travel Agent, corporate travel management, vendor/supplier management/procurement, travel data analytics reporting
- Knowledge of Concur Travel online booking tool preferred
- Experience in T&E reporting, processing, and data analysis
- Technology savvy with extensive knowledge of Excel, Word, and PowerPoint

APPLY/SOURCE:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1203101&d=External&rb=???&r=5000577608006#/>

JOB TITLE: Corporate Sabre Travel Advisor

COMPANY: FROSCH

BASIC REQUIREMENTS:

- At least 5 years recent, native GDS experience on Sabre
- Experience arranging international travel for multiple corporate
- Capability to setup PNR's, ticketing and exchange tickets
- Proficient with Microsoft Office, specifically Outlook

APPLY/SOURCE: <https://apply.workable.com/frosch-travel/j/27B8F0C65A/>

JOB TITLE: Sabre Travel Advisor

COMPANY: FROSCH

BASIC REQUIREMENTS:

- Recent, native GDS experience on Sabre is a must: Must be able to process tickets, exchanges update and create profiles
- Previous work experience with a Travel Management Company is required
- Experience with trouble shooting PNR, quality control, ticketing, and technical issues

APPLY/SOURCE: <https://apply.workable.com/frosch-travel/j/6B937B6474/>

JOB TITLE: Events and Experience Manager

COMPANY: Amazingco

BASIC REQUIREMENTS:

- You've got to be passionate about creating new ways for people to spend their precious free time, and be that person that is always out and about discovering new things to do.
- You need a serious eye for detail and real creativity - designing amazing routes takes detail and creativity!
- You need to be able to sell what we're doing to providers, as a core part of the job is signing providers up!

APPLY/SOURCE:

<https://amazingco.breezy.hr/p/adf7e2655b1f-events-and-experience-manager>

JOB TITLE: Housekeeping Operations Manager

COMPANY: Kasa

BASIC REQUIREMENTS:

- You have 2+ years of operations experience
- You have managed a cleaning team or possess other applicable management experience
- You pride yourself on your communication and organizational skills

APPLY/SOURCE:

https://apply.workable.com/kasaliving/j/799C855F5A/?fbclid=IwAR2p4YggkJxNIGWmpBBVxlqbUVtnp6G1uvvybs8EtCG_Ujfc2GJX7QSd1cQ

JOB TITLE: Housekeeper

COMPANY: Kasa

BASIC REQUIREMENTS:

- You have 2+ years of housekeeping experience
- You have managed a cleaning team or worked closely with other housekeeping professionals
- You pride yourself on your communication and organizational skills

APPLY/SOURCE:

<https://apply.workable.com/kasaliving/j/C6A5E1F624/?fbclid=IwAR2I9nMFUnBN4ozvCTsBBnTkVmle-X5vuYK-cQoEY7eJMMvZNMCKHwxX-TE>

JOB TITLE: Corporate Travel Consultant (W Coast)

COMPANY: Travel Edge

BASIC REQUIREMENTS:

- If you have over two years of experience in either leisure or corporate travel, we are interested in hearing from you.
- Sabre experience a must.

APPLY/SOURCE:

https://jobs.smartrecruiters.com/TravelEdge/743999704781924?fbclid=IwAR1Ik17oY2h5x0w9sT_MOTsWkiwsdcqyHChwXt5ljGYPX7V-MZfbY3TXjPw

JOB TITLE: Onboarding Conierge

COMPANY: Cardinal Financial

BASIC REQUIREMENTS:

- High school diploma or GED
- 3-5 Years customer service experience required
- Minimum 2 years working knowledge of the mortgage industry, highly preferred
- PPM certifications or equivalent experience preferred

APPLY/SOURCE:

https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1181&fbclid=IwAR2p4YggkXjNIGWMPBBVxlqbUVtnp6G1uvvybs8EtCG_UjfC2GJX7QSd1cQ

WRITING & EDITING

JOB TITLE: Technical Writer (Part-Time/Contract)

COMPANY: SmartContract Chainlink Limited

BASIC REQUIREMENTS:

- Familiarity with blockchain, smart contracts, oracles, and decentralized technology as a whole. A genuine interest in cryptocurrency, blockchains and other Web 3.0 technologies
- Strong sense of grammar and attention to detail
- Ability to simplify complex technical announcements and products into writing

APPLY/SOURCE: <https://careers.chain.link/o/technical-writer-global>

JOB TITLE: Content Writer (Free-lance/Flexible)

COMPANY: One Firefly

BASIC REQUIREMENTS:

- Proficiency in MS Office and WordPress or other Content Management Software
- At least four years of experience writing professionally, preferably web content
- Proficiency in MS Office and WordPress or other Content Management Software

APPLY/SOURCE: <https://onefirefly.com/job-postings/content-writer-contract>

JOB TITLE: Staff Writer

COMPANY: Campfire Labs

BASIC REQUIREMENTS:

- A good eye for stories that engage readers — We like writers who can interview a boring academic and spin up a story that's impossible to put down
- Experience writing about business — You're curious about the world of business and don't flinch when someone talks about a marketing funnel or Google Analytics
- A good eye for stories that engage readers — We like writers who can interview a boring academic and spin up a story that's impossible to put down

APPLY/SOURCE: <https://campfirelabs.co/staff-writer>

JOB TITLE: Senior Manager Copywriter (Full-Time)

COMPANY: Tinititi

BASIC REQUIREMENTS:

- Bachelor's degree in English, Communications or other relevant field required
- 7-10 years of copywriting experience
- Basic knowledge of Microsoft Word and Google Doc

APPLY/SOURCE: https://tinititi.com/jobs/?gh_jid=2104909

JOB TITLE: Copy Editor (Contracted 6 months)

COMPANY: Blavity

BASIC REQUIREMENTS:

- Excellent written English, including good spelling and grammar
- Years of Experience: 2-3 years experience in a digital publishing
- Technologies: Preferred experienced with WordPress

APPLY/SOURCE:

<https://blavity.applytojob.com/apply/b688kf8E9d/Copy-Editor-Shadow-And-Act?referrer=202002291202006SW2JYSRTOC4Q7BK>

PROJECT MANAGEMENT, SUPPLY & LOGISTICS

JOB TITLE: Product Manager

COMPANY: Phreesia

BASIC REQUIREMENTS:

- 2+ years experience in product management and product design; experience in launching B2B iOS and/or android apps a plus
- Ability to thrive under pressure and function effectively in a fast-paced environment, providing strong leadership skills and managing multiple projects simultaneously.
- Strong interpersonal skills and ability to work well in a team environment

APPLY/SOURCE: <https://boards.greenhouse.io/phreesia/jobs/2049897>

JOB TITLE: Project Manager, Brand Experience

COMPANY: ON24

BASIC REQUIREMENTS:

- BA/BS
- 4-5 years experience working within a Marketing or Creative workflow environment
- Experience working with Project Management software (Asana, Workfront, etc)

APPLY/SOURCE: <http://jobs.jobvite.com/on24/job/olJmcfwm>

JOB TITLE: Clinical Supply Program Manager (Full-Time)

COMPANY: PRA Health Sciences

BASIC REQUIREMENTS:

- In-depth knowledge of regulations governing investigational products, including GMP and ICH/GCP guidelines.
- Excellent experience and skills in the management of clinical supply chain logistics.
- Bachelor's Degree in a health sciences or related field.
- 5+ years of relevant experience.

APPLY/SOURCE:

<https://uscareers-prahs.icims.com/jobs/60234/clinical-supplies-program-manager/job?mode=view&mobile=false&width=783&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

JOB TITLE: Project Manager (Full Time)

COMPANY: Swing Left

BASIC REQUIREMENTS:

- Experience using product development tools (Asana, Google Analytics, InVision, etc.) to manage product needs and drive transparency across the organization.
- Willingness to work the full gamut of tasks from banal one-off requests to highly impactful strategic analysis.
- 3-5 years of work experience in software product management.

APPLY/SOURCE: <https://swing-left.breezy.hr/p/2dc92fb4ab90-product-manager>

JOB TITLE: Program Manager

COMPANY: Oscar Health Insurance

BASIC REQUIREMENTS:

- 2+ Years ACA Experience
- BA/BS Degree or equivalent experience
- Background working in, HEDIS, Medicare Advantage Quality Improvement & STARS

APPLY/SOURCE: <https://www.hioscar.com/careers/2064791>

JOB TITLE: Program Manager (Part-Time)

COMPANY: Harvard Business Publishing

BASIC REQUIREMENTS:

- 7+ years of experience in client-facing project management in an educational environment or professional services firm.
- Proven success managing complex projects on-time and on- or below-budget.
- Strong organizational skills required. Ability to organize, prioritize, and meet competing deadlines with available resources.

APPLY/SOURCE:

http://harvardbusiness.force.com/careers/ts2__JobDetails?jobId=a0x1Y000007nIjWQAU&tSource=remote.co

MARKETING, CONTENT CREATION & GRAPHIC DESIGN

JOB TITLE: Graphic Designer (San Diego) (Part-Time) (Remote)

COMPANY: Cozymeal, Inc

BASIC REQUIREMENTS:

- A strong, dynamic portfolio showcasing a refined design aesthetic
- Experience with UX and UI. Mobile UX preferred
- Excellent verbal and written communication skills
- Strong visual skills
- Proficiency in Adobe Creative Suite
- Experience in email design and information design / data visualization. Illustration skills are a plus.

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: Graphic Designer (Remote)

COMPANY: Chapman Cubine + Hussey

BASIC REQUIREMENTS:

- Five + years of professional graphic design experience
- Proficient in InDesign, Illustrator and Photoshop on Mac OS
- Produce effective print and digital graphic strategies for fundraising
- You strike an awesome balance between the speed and quality of work

APPLY/SOURCE:

<https://www.idealists.org/en/consultant-job/30e13a83792842d0a437fb73e4dfe772-graphic-designer-remote-chapman-cubine-and-hussey-arlington>

JOB TITLE: Remote Graphic Designer

COMPANY: Master Plan

BASIC REQUIREMENTS:

- Bachelor's degree in Graphic Design or related field
- 2-4 years of experience in graphic design (will be considered in lieu of education)
- Proficient in Adobe Creative Suite
- Strong communication, conceptual thinking, typography skills and design skills

APPLY/SOURCE: <https://www.linkedin.com/jobs/view/1755924041/?alternateChannel=search>

JOB TITLE: Graphics Designer (Remote Opportunity)

COMPANY: VetsEZ

BASIC REQUIREMENTS:

- BA/BS degree; 3-5 years of related experience.
- High proficiency with Adobe Creative Suite (In Design, Illustrator, Photoshop).
- Experience managing design projects from concept through print or electronic delivery.
- Experience managing multiple design projects simultaneously.

APPLY/SOURCE: <https://www.linkedin.com/jobs/view/1759651822/?alternateChannel=search>

ECOMMERCE & RETAIL

JOB TITLE: Retail Trainer (Remote)

COMPANY: Prime Communications

BASIC REQUIREMENTS:

- 2+ years of experience in corporate training, and facilitating sales techniques, or working at a management level in wireless retail or consumer technology company.
- Associates or Bachelor's degree or equivalent work experience.

APPLY/SOURCE:

<https://www.linkedin.com/jobs/view/1759727399/?alternateChannel=search>

JOB TITLE: Director of Natural Field Sales

COMPANY: Director of Natural Field Sales

BASIC REQUIREMENTS:

- B.S. or M.S. degree in related field, OR 5-7 years of experience in high level sales positions within the natural products industry.
- 5-7 years of experience with a successful track record of building, leading, developing, and inspiring a remote sales team of 10 members or more that meets or exceeds sales targets on a year-over-year basis.

APPLY/SOURCE:

<https://www.gaiaherbs.com/pages/join-our-team?gkn=job&gni=8a78879f700909a50170829b9d2c23b3>

JOB TITLE: Remote P&C Licensed Sales

COMPANY: Breathe - Salt Rooms

BASIC REQUIREMENTS:

- Ability to attend a one week training session about our corporate office in Urbandale, Iowa part of the larger Des Moines metro area
- College-level associates degree or higher preferred; or equivalent of relevant work experience
- 1 or more years of experience with in-bound sales, or a commission-based retail sales position

APPLY/SOURCE:

<https://www.startwire.com/jobs/des-moines-ia/languagecplu-licensed-sales-1593368054?campaign=129&source=Ll>

JOB TITLE: Business Analyst - Ecommerce/ Retail - Remote

COMPANY: United Techno

BASIC REQUIREMENTS:

- 3+ years of Business Analyst, Retail / Ecommerce experience
- Good understanding of ecommerce, order management systems, Ecommerce features - shopping cart, payment process, discounts, coupons, loyalty management, product information management and CRM Excellent end to end understanding of SDLC methodologies such as Waterfall, Agile, Scrum, web application Development.

APPLY/SOURCE:

https://www.dice.com/jobs/detail/75ee642af96acc84517c4636a4b515c5?src=32&utm_source=appcast&utm_medium=aggregator&utm_campaign=joblift

JOB TITLE: Technical Support Representative- Remote, NC

COMPANY: CVS Health

BASIC REQUIREMENTS:

- 6 months or more experience in a help desk/call center environment providing technical support in a retail environment
- Prior experience working in a technical environment
- Proficient in using computer hardware and software applications and have a strong ability to multitask.
- Type 30 words per minute

APPLY/SOURCE:

https://jobs.cvshealth.com/ShowJob/Id/875683/Technical%20Support%20Representative%20%20Remote.%20NC?utm_campaign=alljobs&utm_medium=recruitics_organic&utm_source=linkedin&rx_c=alljobs&rx_medium=post&rx_paid=0&rx_source=linkedin&rx_ts=20200301T180414Z&prefilters=none&CloudSearchLocation=none&CloudSearchValue=none