



## **Week of April 27, 2020 Job Postings**

*Vetted, virtual and military friendly positions can be found at [jobs.virtforce.us](https://jobs.virtforce.us)*

*You can also view these opportunities below.*

### **VIRTFORCE-VETTED OPPORTUNITIES**

**JOB TITLE:** Virtual High School Teacher

**COMPANY:** VirtForce Strategic Partner

**BASIC REQUIREMENTS:**

- An Active Teaching Certification in at least one state.
- Schedule flexibility
- Comfort with Learning Management Systems like Canvas.
- Comfort with video meeting platforms like Zoom is preferred.

**APPLY/SOURCE:**

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

**JOB TITLE:** Project Manager

**COMPANY:** VirtForce Strategic Partner

**BASIC REQUIREMENTS:**

- Experience in digital marketing and/or project management/coordination
- Experience with Microsoft Office and Outlook
- Familiarity with scheduling softwares like calendly.
- Experience creating and or improving business processes and/or marketing strategy

**APPLY/SOURCE:**

<https://jobs.virtforce.us/job/creative-project-coordinator/>

**JOB TITLE:** SimplrFlex Customer Service Expert

**COMPANY:** SimplrFlex

**BASIC REQUIREMENTS:**

- Experience in digital marketing and/or project management/coordination
- Attention to detail
- Excellent written communication skills, with the ability to draft information effectively and without error
- Passion for helping people

**APPLY/SOURCE:**

<https://jobs.virtforce.us/job/simplrflex-customer-service-expert/>

**JOB TITLE:** Client Happiness Manager

**COMPANY:** Nonprofit Megaphone

**BASIC REQUIREMENTS:**

- Bachelor's Degree
- Integrity
- Attention to detail
- Excellent verbal skills

**APPLY/SOURCE:**

<https://jobs.virtforce.us/job/client-happiness-manager/>

**JOB TITLE:** Google Grant Manager/Google Ads Manager

**COMPANY:** Nonprofit Megaphone

**BASIC REQUIREMENTS:**

- Bachelor's degree (Required)
- Comfortable with technology, including competence with computers, Google Docs, Google Sheets, website structure, and the willingness to go outside of your comfort zone to learn more.
- Ability to learn quickly and work independently in a remote setting.

**APPLY/SOURCE:**

<https://jobs.virtforce.us/job/google-grant-manager/>

**JOB TITLE:** Website Analytics Specialist

**COMPANY:** Nonprofit Megaphone

**BASIC REQUIREMENTS:**

- Bachelor's degree (Required)
- Comfortable with technology, including competence with computers, Google Docs, Google Sheets, website structure, and the willingness to go outside of your comfort zone to learn more.
- Ability to learn quickly and work independently in a remote setting.

**APPLY/SOURCE:**

<https://jobs.virtforce.us/job/website-analytics-specialist/>

**JOB TITLE:** Proposal Support Coordinator

**COMPANY:** Long Capture & Contract Management LLC

**BASIC REQUIREMENTS:**

- Bachelor's Degree or Equivalent required
- B.A. in English, Journalism, Communications or other related field preferred
- Basic Graphic Design Skills
- Excellent written and oral communication skills

**APPLY/SOURCE:**

<https://jobs.virtforce.us/job/long-capture-contract-management-llc-2-proposal-support-coordinator/>

***The following positions are mined from other job boards and have not been vetted.***

***Use discretion when applying to jobs on this file.***

**ADDITIONAL JOB OPPORTUNITIES**

**To find remote/work from home positions with these companies that are currently recruiting, you may need to change the location to “remote” or “work from home”.**

**COMPANY:** Instant Teams

**APPLY/SOURCE:** <https://instantteams.com/how-it-works/>

**COMPANY:** Slack

**APPLY/SOURCE:**

<https://slack.com/careers>

**COMPANY:** Zoom

**APPLY/SOURCE:**

<https://zoom.us/careers>

**COMPANY:** Zapier

**APPLY/SOURCE:**

<https://zapier.com/jobs/>

**COMPANY:** Amazon

**APPLY/SOURCE:**

<https://www.amazon.jobs/en/locations/virtual-locations>

**COMPANY:** CVS (look for “Work From Home”)

**APPLY/SOURCE:**

<https://jobs.cvshealth.com/search-results?CloudSearchValue=none&CloudSearchLocation=none&CloudSearchRadius=20&radiusUnit=Miles&prefilters=none>

**COMPANY:** United Health Group (look for “telecommute”)

**APPLY/SOURCE:**

[https://careers.unitedhealthgroup.com/Home/Job%20Search#sort=%40openingz32xdatez32xez120xt%20descending&f:telecommuterposition=\[Yes\]&country=United%20States](https://careers.unitedhealthgroup.com/Home/Job%20Search#sort=%40openingz32xdatez32xez120xt%20descending&f:telecommuterposition=[Yes]&country=United%20States)

**COMPANY:** Salesforce (look for US Remote)

**APPLY/SOURCE:**

[https://salesforce.wd1.myworkdayjobs.com/External\\_Career\\_Site/7/refreshFacet/318c8bb6f553100021d223d9780d30be?d=cta-hm-sjb-1](https://salesforce.wd1.myworkdayjobs.com/External_Career_Site/7/refreshFacet/318c8bb6f553100021d223d9780d30be?d=cta-hm-sjb-1)

### **HOSPITALITY & TRAVEL**

**JOB TITLE:** Outbound Appointment Setter

**COMPANY:** One of a Kind Sales

**BASIC REQUIREMENTS:**

- 2+ years outbound phone sales and appointment-setting experience
- Excellent communication skills and willingness to learn new selling techniques
- Ability to internalize scripting and make it your own
- Ability to provide all equipment necessary to work from home

**APPLY/ SOURCE:**

<https://oaksolutions.hirecentric.com/jobs/177558-41387.html>

**JOB TITLE:** Appointment Setter

**COMPANY:** Legalfit

**BASIC REQUIREMENTS:**

- Previous work in the restaurant or retail industry highly encouraged
- Ability to work full time

**APPLY/ SOURCE:**

<http://jobs.big6media.com/apply/B5X4E88kC3/Appointment-Setter-work-From-Home>

**JOB TITLE:** Travel Coordinator

**COMPANY:** Total Travel Marine

**BASIC REQUIREMENTS:**

- Authorized to work in the United States
- Proficient in Amadeus and Sabre
- Able to book flights according to contractual/negotiated guidelines, using the most efficient and cost-effective measures
- Experience in working with Corporate and Executive Travel

**APPLY/ SOURCE:**

<https://www.totaltravelmarine.com/travel-coordinator-poision/>

**JOB TITLE:** Online Faculty - Hospitality Management (Part-Time)

**COMPANY:** American Public University System

**BASIC REQUIREMENTS:**

- A Doctoral degree in Hospitality Management, Tourism Management or closely related field from a regionally accredited institution
- 3+ years of meeting and event planning and college-level teaching experience
- Proficient in Microsoft Office Suite programs required
- Record of excellence in teaching

**APPLY/ SOURCE:**

<https://recruiting.ultipro.com/AME1070/JobBoard/711bd40f-864c-42db-8c62-3c62f2edc13f/OpportunityDetail?opportunityId=7ef91f17-3565-4d31-b126-263b0485a1c2>

**JOB TITLE:** Hospitality Consultant (Freelance)

**COMPANY:** Guestmeter

**BASIC REQUIREMENTS:**

- Experience conducting zoom calls
- 1+ years in property operations in - Leadership, Revenue, eCommerce, Front Office
- Some formal training in Hospitality
- Ability to sustainably achieve sales targets

**APPLY/ SOURCE:**

<https://www.indeed.com/viewjob?cmp=Guestmeter&t=Hospitality+Consultant&jk=319f87d11f00efbf>

***ADMINISTRATION***

**JOB TITLE:** EPIC System Admin

**COMPANY:** Xsell Resources

**BASIC REQUIREMENTS:**

- Bachelor's degree preferred
- Epic certifications a plus
- Experience supporting healthcare related applications.
- Knowledge in UNIX AND Windows.

**APPLY/SOURCE:**

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

**JOB TITLE:** Portal Administrator (Citrix) (Contract)

**COMPANY:** RightStone

**BASIC REQUIREMENTS:**

- 7+ years of Web development and administration experience:
- Expert in Citrix XenApp, Netscaler, StoreFront, and Delivery Controllers
- Expert knowledge of authentication methods, particularly Federated Authentication Services (FAS)
- Have a clearance

**APPLY/SOURCE:**

<https://jobs.rightstone.com/jb/REMOTE-Portal-Administrator-Citrix-Jobs-in-Lanham-MD/5046379>

**JOB TITLE:** Portal Administrator (Linux) (Contract)

**COMPANY:** RightStone

**BASIC REQUIREMENTS:**

- 7+ years of application configuration administration experience.
- Familiarity with Citrix XenApp and StoreFront
- Familiarity with HTTP/https protocols
- Have a clearance

**APPLY/SOURCE:**

<https://jobs.rightstone.com/jb/REMOTE-Portal-Administrator-LINUX-Jobs-in-Lanham-MD/5046380>

**JOB TITLE:** Applications Analyst (CBORD) (Contract)

**COMPANY:** Queen Consulting Group

**BASIC REQUIREMENTS:**

- Experience with Order Configuration and Analysis in a multi-hospital health system setting
- Understand ADT and Orders based HL7 Troubleshooting and have working knowledge of using the ISS Query Tool to pull messages or decipher Warning and Error alerts
- Understand and able to troubleshoot Order Status Updates and Results HL7 messages and Identify any issues
- Able troubleshoot SCM item catalog build including item level Order Availability Policies, Ancillary Coding Standard, Ancillary Codes, Security and Task Configuration

**APPLY/SOURCE:**

<https://jobs.queencg.com/jb/Applications-Analyst-CBORD-Implementation-Jobs-in-Remote-Remote/5022857>

**PUBLIC RELATIONS & COMMUNICATIONS**

**JOB TITLE:** Public Relations Manager

**COMPANY:** BTSE

**BASIC REQUIREMENTS:**

- Flawless command of the English language
- Excellent people skills
- At least two years of experience in public relations, ideally in a related industry
- Sufficient knowledge of the Bitcoin and cryptocurrency industry (ideally, you're a Bitcoin Twitter "native")

**APPLY/SOURCE:**

<https://www.linkedin.com/jobs/view/1831960388/?alternateChannel=search>

**JOB TITLE:** Partner Communications & Content Manager

**COMPANY:** Channel Impact

- BASIC REQUIREMENTS:· BA/BS degree in English, Journalism or equivalent working experience (e.g. Free lance journalist, g)
- Past experience producing digital content (ebooks, blogs, FAQs, Success Stories....)
- Natural story teller
- 3+ years of product, solution marketing or PR with strong messaging and writing skills

**APPLY/SOURCE:**

[https://channel-impact.secure.force.com/careers/ts2\\_\\_JobDetails?jobId=a0K1L00000xOn1gUAC&tSource=](https://channel-impact.secure.force.com/careers/ts2__JobDetails?jobId=a0K1L00000xOn1gUAC&tSource=)

**JOB TITLE:** Growth Marketing Manager

**COMPANY:** Status

**BASIC REQUIREMENTS:**

- A strong alignment to our Principles.
- A track record of successful online marketing, including demonstrable experience with paid media and marketing campaigns & strategies.
- Experience marketing technical products across social and search platforms, including campaign optimization.
- In-depth knowledge of the various paid marketing channels and technologies, including paid search, retargeting, social network advertising (Twitter,Reddit, Google, LinkedIn and more), and content distribution and placement networks.

**·APPLY/SOURCE:**

[https://status.im/our\\_team/open\\_positions.html?gh\\_jid=2150380](https://status.im/our_team/open_positions.html?gh_jid=2150380)

**JOB TITLE:** Managing Director, Communications

**COMPANY:** Vote Solar

**BASIC REQUIREMENTS:**

- Experience developing and implementing multi-channel communications activities for diverse audiences.
- Strong management skills with an ability to help the team set goals, define roles, and prioritize work.
- Excellent written and verbal communication skills, ideally with experience creating inspiring and informative content for both technical and general consumer audiences.
- Strong time management skills with the ability to plan, organize and prioritize a heavy workload and handle several tasks simultaneously.

**·APPLY/SOURCE:**

<https://apply.workable.com/vote-solar/j/4DE1EDEE96/>

**JOB TITLE:** Sr. Customer Success Manager (Public Sector)

**COMPANY:** Slack

**BASIC REQUIREMENTS:**

- Experience working with Public Sector Customers
- You are passionate about the future of work, and positively impacting the working lives of people in large organizations
- This is a demanding role that requires strong leadership, committed priority management and high emotional intelligence.
- You are a team-player who has a proven track record of excelling in fast-growing environments and taking initiative above and beyond the call of duty.

**APPLY/SOURCE:**

<https://slack.com/careers/2159949/sr-customer-success-manager-public-sector>

**CUSTOMER SERVICE & VIRTUAL ASSISTANT**

**JOB TITLE:** Customer Care Agent (Arkansas, Illinois, Kansas, Kentucky, Missouri and Tennessee)

**COMPANY:** Customer Direct LLC

**BASIC REQUIREMENTS:**

- Ideal candidates for Customer Direct generally have a customer service background and appreciate flexibility in scheduling
- The most successful employees here have a friendly disposition, a willingness to learn, a strong work ethic, and a sincere desire to help people
- Internet connection speed: down 12Mbps / up-3Mbps
- Operating system: Windows 10

**APPLY/SOURCE:**

<https://customerdirect.com/careers/apply-online/>

**JOB TITLE:** Virtual Customer Care Representative

**COMPANY:** 24KCC, LLC

**BASIC REQUIREMENTS:**

- Call Center: 1 year (Required)
- Computer Skills: 1 year (Preferred)
- customer service: 1 year (Required)

**APPLY/SOURCE:**

<https://www.24kcc.com/>

**JOB TITLE:** Executive Assistant

**COMPANY:** Rocana Venture Partners

**BASIC REQUIREMENTS:**

- Fluency in English; written and spoken
- Ability to work 80-90% on U.S. time zones and 10-20% on Asia time zones
- Strong organizational skillset



**APPLY/SOURCE:**

[https://www.linkedin.com/jobs/search/?currentJobId=1814650232&distance=25&f\\_TPR=r604800&geoid=92000000&keywords=remote&location=Worldwide](https://www.linkedin.com/jobs/search/?currentJobId=1814650232&distance=25&f_TPR=r604800&geoid=92000000&keywords=remote&location=Worldwide)

**JOB TITLE:** Customer Service Team Member

**COMPANY:** Material World

**BASIC REQUIREMENTS:**

- Fully fluent in English
- Excellent communication skills - clear communication is the key for this role
- Empathy and patience

**APPLY/SOURCE:**

<https://odp4jur1.paperform.co/>

**JOB TITLE:** Customer Support

**COMPANY:** MailerLite

**BASIC REQUIREMENTS:**

- At least 1 year experience in customer support
- Proficient verbal and written communication skills in English
- Knowledge of any other languages (we especially prefer Russian, Lithuanian and Spanish)

**APPLY/SOURCE:**

<https://www.mailerlite.com/jobs/customer-support>

**JOB TITLE:** Customer Service Representative

**COMPANY:** Pearl Interactive Network

**BASIC REQUIREMENTS:**

- High School diploma or equivalent required.
- Minimum 6 months customer service/administrative/telemarketing experience required.
- Must be able to speak and read English clearly, professionally and fluently.

**APPLY/SOURCE:**

<https://pin.hrmdirect.com/employment/view.php?req=1290196&csrc=12546>

**JOB TITLE:** Customer Service

**COMPANY:** Taproot Plus

**BASIC REQUIREMENTS:**

- At least one year of experience in customer service or support in either an in-person or virtual setting
- Must have a high school diploma or equivalent
- Proficient with computer and Microsoft Office applications

**APPLY/SOURCE:**

<https://taprootfoundation.recruitee.com/o/customer-service-taproot-plus>

**JOB TITLE:** Sales Support Associate

**COMPANY:** Equitable

**BASIC REQUIREMENTS:**

- 1-2 years of experience with Group Insurance Underwriting, Sales, Support or Service
- Knowledge of Life/Disability/Dental/Vision product portfolio preferred
- General Business/Applying Independent Judgment

**APPLY/SOURCE:**

[https://jobs.axa/careersection/eqh\\_1/jobdetail.ftl?job=200003NI](https://jobs.axa/careersection/eqh_1/jobdetail.ftl?job=200003NI)

***EDUCATION & TRAINING***

**JOB TITLE:** Virtual Family Engagement Coordinator (Summer)

**COMPANY:** Springboard Collaborative

**BASIC REQUIREMENTS:**

- Lead family workshop outreach through multiple platforms (i.e. Google Hangout, phone calls) with repeated reminders.
- Support with translations during virtual home visits, family orientations, and family workshops, when possible.
- Communicate with families, and conduct make-up workshops as needed.

**APPLY/ SOURCE:**

<https://www.springboardcollaborative.org/job/virtual-family-engagement-coordinator-summer/>

**JOB TITLE:** Math Expert (Contract)

**COMPANY:** Study.com

**BASIC REQUIREMENTS:**

- Expertise in college level math or physics like calculus
- Ability to provide clear answers and thorough explanations on advanced math and physics topics
- Fluent English writing and reading skills are required

**APPLY/ SOURCE:**

<https://study1.applytojob.com/apply/jobs/details/xvbWc2dL58?>

**JOB TITLE:** Adjunct Instructor, Online Graduate courses, School of Business

**COMPANY:** Embry-Riddle Aeronautical University

**BASIC REQUIREMENTS:**

- Terminal degree in the field of expertise
- Verifiable professional experience in the subject discipline

**APPLY/ SOURCE:**

[https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=170090&tz=GMT-04%3A00&tzn\\_ame=America%2FNew\\_York](https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=170090&tz=GMT-04%3A00&tzn_ame=America%2FNew_York)

**JOB TITLE:** Python Development Teacher

**COMPANY:** OpenClassrooms

**BASIC REQUIREMENTS:**

- You can write professional content in English and present concepts clearly to a camera.
- You are looking to take your skills to the next level by building engaging learning experiences for future web developers.
- You love the idea of sharing the tips and tricks you've acquired and influencing a diverse population of learners.
- You are a Python Developer.

**APPLY/ SOURCE:**

<https://jobs.openclassrooms.com/o/python-development-teacher>

**JOB TITLE:** Online English Teacher

**COMPANY:** iTutorGroup

**BASIC REQUIREMENTS:**

- Bachelor's degree or higher
- TESOL/TEFL/TESL certificate (or equivalent)
- At least one year recognized teaching experience
- Commitment of 5 peak hours per week

**APPLY/ SOURCE:**

<https://join.itutorgroup.com/#/?partner=remoteco&fromwhere=remoteco>

**JOB TITLE:** Adjunct Faculty – Science Instructor – Bachelor of Arts

**COMPANY:** Chicago School of Professional Psychology

**BASIC REQUIREMENTS:**

- Master's degree in Science/Biology with a minimum of 18 graduate credit hours in the discipline.
- Online Teaching Experience
- Experience teaching Biology with a lab

**APPLY/ SOURCE:**

[https://tcsedsystem.wd1.myworkdayjobs.com/en-US/TCSP/Job/Remote/Adjunct-Faculty---Science-Instructor--BA-Online\\_R0004923](https://tcsedsystem.wd1.myworkdayjobs.com/en-US/TCSP/Job/Remote/Adjunct-Faculty---Science-Instructor--BA-Online_R0004923)

**JOB TITLE:** Academic Consultant - PhD or PhD student, Part-time to start and transition to full-time

**COMPANY:** BeMo Academic Consulting

**BASIC REQUIREMENTS:**

- PhD student in psychology, biological sciences, or related fields with a strong statistical analysis background. OR,
- Must hold a PhD in psychology, biological sciences, or related fields with a strong statistical analysis background. OR,
- Must have excellent writing skills and track record.

**APPLY/ SOURCE:**

<https://bemoacademicconsulting.com/careers-2>

**HUMAN RESOURCES/RECRUITING**

**JOB TITLE:** Talent Acquisition Coordinator

**COMPANY:** New Context

**BASIC REQUIREMENTS:**

- A Recruiting professional with a minimum of 5 years of experience in Recruiting and/or Talent Acquisition roles;
- Experienced working in a fast-paced industry (Ideally Tech and/or startups);
- Experienced sourcing talent through the use of LinkedIn, Stack Overflow, Boolean searches, and other sourcing platforms-search techniques;
- Experienced and comfortable working in ATS systems such as Lever, Google Hire or Greenhouse;

**APPLY/SOURCE:**

<https://jobs.lever.co/newcontext/df52f4a5-133e-4842-9439-2c919e3f9be5>

**JOB TITLE:** Manager, People and Culture

**COMPANY:** The Healthy Back Institute

**BASIC REQUIREMENTS:**

- 3-5 years of HR Generalist experience in a small to mid-sized company that is rapidly growing.
- Partnered in the build of innovative programs that have produced measurable results and lasting effects.
- 2+ years of experience with development and execution of Learning and Developing training programs.
- 2+ years performing the full cycle recruitment for a wide range of roles including call center representatives to Executives.

**APPLY/SOURCE:**

<https://healthybackinstitute.applytojob.com/apply/S8jiDC6Znu/Manager-People-Culture?source=Remote.co>

**JOB TITLE:** Recruiter

**COMPANY:** Coalition Technologies

**BASIC REQUIREMENTS:**

- Prior experience with recruitment, sourcing, screening, hiring etc. International recruiting experience is a plus
- Passion for recruitment and human resources
- Great interpersonal, analytical, problem solving, negotiating, influencing, facilitation, decision-making, and conflict resolution skills
- The ability to stay highly organized with great attention to detail

**APPLY/SOURCE:**

<https://app.testedrecruits.com/posting/6381>

**JOB TITLE:** Business Partner (Human Resources)

**COMPANY:** Turnitin

**BASIC REQUIREMENTS:**

- Seasoned. BA/BS degree or equivalent practical experience, preferably in HR /Business and minimum 5+ years of People / HR experience which you've gained in a fast paced, performance driven culture.
- Self-Starter. You are independent, organized, and passionate about detail. You are a team player, excellent at building relationships within your team and across teams.
- Integrity. You understand how to handle confidential information and sensitive issues.
- Agile. You're an expert multi-tasker, independently prioritizing and ensuring all needs are met. You keep calm even when there's a lot to do.

**APPLY/SOURCE:**

<https://www.smartrecruiters.com/TurnitinLLC/743999710945531-people-human-resources-business-partner>

**JOB TITLE:** Technical Recruiter

**COMPANY:** Oddball

**BASIC REQUIREMENTS:**

The ideal candidate will have excellent people, verbal, and written communication skills, with proven organizational and project management experience.

**APPLY/SOURCE:**

<https://boards.greenhouse.io/oddball/jobs/4004286003>

**BUSINESS DEV/SALES & OPERATIONS**

**JOB TITLE:** Inbound Sales Rep

**COMPANY:** NexRep

**BASIC REQUIREMENTS:**

- Training Provided
- Friendly personality
- Can do attitude

**APPLY/ SOURCE:**

<https://nexrep.com/zr-inbound-sales-rep/?srcdid=100720>

**JOB TITLE:** Inbound Representative

**COMPANY:** OMNI Interactions

**BASIC REQUIREMENTS:**

- Managing incoming calls and customer service inquiries
- Identifying and assessing customers' needs to achieve satisfaction

- Build sustainable relationships and trust with customer accounts through open and interactive communication
- We do not hire in the following states at this time:  
California, Oregon, Washington, Oregon, Hawaii, Alaska and New Jersey

**APPLY/ SOURCE:**

<https://omniinteractions.applicantpro.com/jobs/1373797.html>

**JOB TITLE:** Senior Manager, Business Intelligence Analytics

**COMPANY:** USAA

**BASIC REQUIREMENTS:**

- Bachelor's Degree in Math, Computer Science or a related discipline in a technical field OR 4 additional years work experience in information management or related experience can be substituted in lieu of a degree in addition to the minimum years of work experience required OR A Master's Degree in Math, Computer Science or a related discipline OR A PhD in Math, Computer Science or a related discipline.
- 6 or more years experience in data management or information technology function, and 2 or more years of direct and/or indirect management experience. OR If Master's degree, 4 or more years experience in data management or information technology function, and 3 or more years of direct and/or indirect management experience OR If PhD, 3 or more years experience in data management or information technology function, and 3 or more years of direct and/or indirect management experience.

**APPLY/ SOURCE:**

[https://www.usaajobs.com/job/-/-/1207/15996507?utm\\_source=ziprecruiter&ss=paid&p\\_sid=RTkOwFb&utm\\_campaign=data\\_and\\_analytics&utm\\_medium=jobad&utm\\_content=pj\\_board&p\\_uid=8E2dUFmlis&dclid=CjgKEAjw4pT1BRCoqfvDxMaJ0BYSJAAPM1peCtCTjRY8suQr8Sxqifu2ivdUR\\_BoAjEm5aspjZVvBvD\\_BwE](https://www.usaajobs.com/job/-/-/1207/15996507?utm_source=ziprecruiter&ss=paid&p_sid=RTkOwFb&utm_campaign=data_and_analytics&utm_medium=jobad&utm_content=pj_board&p_uid=8E2dUFmlis&dclid=CjgKEAjw4pT1BRCoqfvDxMaJ0BYSJAAPM1peCtCTjRY8suQr8Sxqifu2ivdUR_BoAjEm5aspjZVvBvD_BwE)

**JOB TITLE:** Business Risk and Controls Advisor

**COMPANY:** USAA

**BASIC REQUIREMENTS:**

- Bachelor's Degree or 4 additional years of related experience beyond the minimum required may be substituted in lieu of a degree.
- 8 years of experience supporting risk and/or compliance related activities in a financial services operating environment or other relevant industry or 8 years of experience in a relevant quantitative discipline or advanced degree or designation in a risk management or quantitative discipline, and 6 years of experience supporting risk and/or compliance related activities or PhD in a risk management or quantitative discipline, and 4 years of experience supporting risk and/or compliance related activities.

**APPLY/ SOURCE:**

[https://www.usaajobs.com/job/-/-/1207/16031532?utm\\_source=ziprecruiter&ss=paid&utm\\_campaign=risk%20htf%202020&p\\_uid=AnFRVDMp5G&p\\_sid=wQSbzjb&utm\\_medium=jobad&utm\\_content=pj\\_board&dclid=CjgKEAjw4pT1BRCoqfvDxMaJ0BYSJAAPM1peF-5t3wcfBi-\\_Hs-8FVmYvnyTYjUoBznc6S5BI0az3vD\\_BwE](https://www.usaajobs.com/job/-/-/1207/16031532?utm_source=ziprecruiter&ss=paid&utm_campaign=risk%20htf%202020&p_uid=AnFRVDMp5G&p_sid=wQSbzjb&utm_medium=jobad&utm_content=pj_board&dclid=CjgKEAjw4pT1BRCoqfvDxMaJ0BYSJAAPM1peF-5t3wcfBi-_Hs-8FVmYvnyTYjUoBznc6S5BI0az3vD_BwE)

**JOB TITLE:** Partner Sales Executive

**COMPANY:** NICE

**BASIC REQUIREMENTS:**

- BA or BS from an accredited university in a Business, Sales or Marketing discipline.
- Minimum 5-7 years of experience selling multiple software products and services into relationship based accounts, preferably aligned to partners.
- Experience planning, executing and managing multiple complex software sales and marketing campaigns.
- Experience selling contact Center Solutions or knowledge of Contact Center solutions is highly desirable

**APPLY/ SOURCE:**

<https://www.nice.com/careers/find-a-job/Partner-Sales-Executive-oDywcfwD-1>

**LEGAL**

**JOB TITLE:** Lead Commercial Counsel - Government

**COMPANY:** Slack

**BASIC REQUIREMENTS:**

- 10+ years experience working with government contracts and establishing compliance policies and programs within organizations.
- Experience supporting different kinds of commercial transactions (e.g., strategic alliance, SaaS, IP licensing, software licensing, product resale and distribution, working with contractors, outsourcing, facilities, etc.) matched with deep experience on the types of transactions you'll see most often (see above).

**APPLY/ SOURCE:**

<https://slack.com/careers/2169199/lead-commercial-counsel-government>

**JOB TITLE:** Employee Benefits Compliance Specialist/Paralegal

**COMPANY:** CMC Consulting

**BASIC REQUIREMENTS:**

- Exceptional organizational, research, writing, leadership, business and client relationship skills, and will need to possess a high work ethic and be able to work independently with minimal supervision and a high attention to detail.
- A bachelor's degree is preferred and a minimum of three years of applicable experience is required.

**APPLY/ SOURCE:**

<http://www.corimcook.com/join-us/>

**JOB TITLE:** Employee Benefits Associate Attorney

**COMPANY:** CMC Consulting

**BASIC REQUIREMENTS:**

- Exceptional organizational, research, writing, leadership, business and client relationship skills, and possess a high work ethic with the ability to work independently with minimal supervision and a high attention to detail.
- Must be admitted to practice law in good standing in at least one state bar.

**APPLY/ SOURCE:**

<http://www.corimcook.com/join-us/>

**JOB TITLE:** Trusts & Estates Attorney - MA admitted

**COMPANY:** Yorkson Legal

**BASIC REQUIREMENTS:**

- Attorneys will draft and mark up various forms and “how-to” type practical guidance for a wide range of trusts & estates topics dealing specifically with wills, trusts, estates and probate administration.
- Attorneys must be familiar with these topics as governed by Massachusetts law.

**APPLY/ SOURCE:**

<https://yorkson.com/job/6680/>

**FINANCE & ACCOUNTING**

**JOB TITLE:** Controller

**COMPANY:** Fishtown Analytics

**BASIC REQUIREMENTS:**

- 5+ years of in-house accounting experience
- Experience in venture-backed companies is a must
- Have a CPA or a graduate degree in accounting
- Experience leading teams before; have both hired and fired

**APPLY/ SOURCE:**

<https://jobs.lever.co/fishtownanalytics/08195cca-fd32-4f1a-b5ea-f632a234eefb>

**JOB TITLE:** Loan Review Analyst

**COMPANY:** Digital Risk

**BASIC REQUIREMENTS:**

- 3+ years underwriting experience in manual and automated underwriting environments
- 2+ years' experience underwriting to FNMA and/or FHLMC guidelines
- Impeccable communication and time management skills
- Knowledge of transaction components that indicate a loan is investment quality

**APPLY/ SOURCE:**

<http://careers.digitalrisk.com/loan-review-analyst/>

**JOB TITLE:** Staff Tax Accountant

**COMPANY:** Fusion CPA

**BASIC REQUIREMENTS:**



- Advanced Quickbooks Pro-Adviser Certification
- Public financial and/or accounting experience
- Bachelor's degree in Accounting (Master's in Tax or Accounting preferred)
- A CPA certification is a plus

**APPLY/ SOURCE:**

<https://www.fusiontaxes.com/about-us/careers/staff-tax-accountant>

**JOB TITLE:** Payroll Specialist

**COMPANY:** Risk Strategies Company

**BASIC REQUIREMENTS:**

- Proven work experience 4 years within an HR Department, strong Payroll background
- ADP Workforce Now, Hands-on HRIS experience
- Microsoft Office Skill Set with focus on Excel skills including VLookup and formulas
- Excellent verbal and written communication skills and exceptional interpersonal

**APPLY/ SOURCE:**

<https://apply.workable.com/risk-strategies/j/CC964E4802/>

**JOB TITLE:** Controller

**COMPANY:** Kanopy

**BASIC REQUIREMENTS:**

- Bachelor's in Accounting or Finance/Business Management with a focus in Accounting
- Experience with international companies, currencies and transfer pricing principles
- Knowledge of accounting principles, financial management and budgeting
- Strong excel literary in analyzing, manipulating, and validating data

**APPLY/ SOURCE:**

<https://kanopy.breezy.hr/p/3aa134fde2be-controller>

**JOB TITLE:** Accountant (Part-Time)

**COMPANY:** Boost Health Insurance

**BASIC REQUIREMENTS:**

- Must possess an Associate degree in accounting or related field
- Must be highly skilled in dealing with financial and numeric data
- Must be highly skilled in the use of QuickBooks, MS Excel, and MS Word
- Must have very good verbal and written skills

**APPLY/ SOURCE:**

<https://boosthealthinsurance.applicantpro.com/jobs/1390427-433114.html>

**JOB TITLE:** Financial Writer (Contract)

**COMPANY:** Aperio Group

**BASIC REQUIREMENTS:**

- Bachelor's Degree
- 5+ years of writing experience in the asset management industry with a solid understanding of quantitative portfolio management and indexing

- Understanding of the ultra-high-net-worth market segment
- Capacity to communicate complex matters in simple and nontechnical terms

**APPLY/ SOURCE:**

<https://aperiogroup.bamboohr.com/jobs/view.php?id=126>

***ENGINEERING IT & SCIENCE***

**JOB TITLE:** Front-End Developer

**COMPANY:** Chili Piper

**BASIC REQUIREMENTS:**

- Strong proficiency in JavaScript, including DOM manipulation and the JavaScript object model
- Thorough understanding of React.js and its core principles (2+ years of work experience with React)
- Experience with popular React.js workflows (such as Flux or Redux)
- Familiarity with newer specifications of EcmaScript

**APPLY/SOURCE:**

<https://www.smartrecruiters.com/ChiliPiper/743999696988530-front-end-developer>

**JOB TITLE:** Remote Technical Support Engineer SaaS - US/CA

**COMPANY:** Deskpro

**BASIC REQUIREMENTS:**

- LINUX EXPERIENCE IS REQUIRED\* Having Windows/Azure ecosystem exposure (e.g. AD) considered a bonus.
- Strong written and verbal communication skills are desired - you will interact customers in different stages from pre-sales to during a potential crisis. Empathy for our customers and determination to fight their corner is critical.
- Experience in a technical support/customer service facing role
- Comfort with IT and ability to learn how to support Deskpro's technical elements (e.g installing software on servers, APIs, integrations, installers, data migration etc.)

**APPLY/SOURCE:**

<https://apply.workable.com/deskpro/j/548DA94A3C/>

**JOB TITLE:** Software Engineer

**COMPANY:** Loop

**BASIC REQUIREMENTS:**

- Design, build and maintain: 1. web applications and APIs for the Loop product line, 2. scalable infrastructure to support our demand and growth
- · Solve complex technical issues for our merchants, and care most about giving them an exceptional experience

- Around 5 years of hands-on experience building web applications and APIs
- Full-stack experience - you should feel comfortable developing on the back-end, jumping into front-end code and contributing to the infrastructure layer

**APPLY/SOURCE:**

<https://jobs.lever.co/loopreturns/4137a63a-b341-45b6-80c7-f7ef71e5504e>

**JOB TITLE:** Software Asset Manager

**COMPANY:** Perspecta

**BASIC REQUIREMENTS:**

- At least 10+ year's in relevant business and/or information technology experience.
- Experience interpreting licensing terms and conditions, product use rights and commercial agreements from BMC, CA / Broadcom, HPE, IBM, Micro Focus, Microsoft, Oracle, Red Hat, VMware and other enterprise software vendors.
- Working knowledge of asset management technologies i.e. (BMC Discovery, BMC Atrium, ServiceNow), principles and best practices.
- Ability to organize and analyze large volumes of data and perform data reconciliations.

**APPLY/SOURCE:**

<https://careers-perspecta.icims.com/jobs/88742/software-asset-manager--casm-100%25-telework/job>

**JOB TITLE:** Staff Software Engineer

**COMPANY:** Ad Hoc

**BASIC REQUIREMENTS:**

- Our Federal contracts require that you be a U.S. Citizen to be eligible for employment.
  - All work must be conducted within the U.S.
  - As a contractor to the federal government, all hires may be required to complete additional background screenings at the time of hire or any time thereafter as requested.
  - Our technical screening involves completing our homework assignments exclusively - we do not do any form of whiteboarding in our process.

**APPLY/SOURCE:**

<https://boards.greenhouse.io/adhocteam/jobs/4698953002#app>

**JOB TITLE:** Remote Participant Support Agent (Part Time)

**COMPANY:** FruitStreet

**BASIC REQUIREMENTS:**

- Interacting with participants via phone, email, and live chat support.
- Guiding participants through their Fruit Street experience by answering questions and giving correct information.
- Helping with technical issues, such as connecting wireless scales and Fitbits to our platform and scheduling calls with dietitians.
- Escalating issues to our engineering team as appropriate.

**APPLY/SOURCE:**

<https://boards.greenhouse.io/fruitstreet/jobs/4224927002#app>

**ENTRY LEVEL**

**JOB TITLE:** Customer Support

**COMPANY:** MailerLite

**BASIC REQUIREMENTS:**

- At least 1 year experience in customer support
- Proficient verbal and written communication skills in English
- Knowledge of any other languages (we especially prefer Russian, Lithuanian and Spanish)
- Fast-learner

**APPLY/SOURCE:**

<https://www.mailerlite.com/jobs/customer-support>

**JOB TITLE:** Sales Support Associate- Group Insurance

**COMPANY:** AXA

**BASIC REQUIREMENTS:**

- 1-2 years of experience with Group Insurance Underwriting, Sales, Support or Service
- Knowledge of Life/Disability/Dental/Vision product portfolio preferred
- General Business/Applying Independent Judgment
- Proficient with Microsoft Office products

**APPLY/SOURCE:**

[https://jobs.axa/careersection/eqh\\_1/jobdetail.ftl?job=200003NI](https://jobs.axa/careersection/eqh_1/jobdetail.ftl?job=200003NI)

**JOB TITLE:**CUSTOMER SERVICE

**COMPANY:**Taproot

**BASIC REQUIREMENTS:**

- At least one year of experience in customer service or support in either an in-person or virtual setting
- Must have a high school diploma or equivalent
- Proficient with computer and Microsoft Office applications
- Excellent oral and written communication skills

**APPLY/SOURCE:**

<https://taprootfoundation.recruitee.com/o/customer-service-taproot-plus>

**JOB TITLE:** Telephone Research Interviewer

**COMPANY:** Advanis

**BASIC REQUIREMENTS:**

- a good command of the English language
- excellent customer service skills
- a typing speed of 30 wpm
- a quiet, private place in your home

**APPLY/SOURCE:**

[https://www.advanis.net/sites/default/files/Telephone\\_Interviewer.pdf](https://www.advanis.net/sites/default/files/Telephone_Interviewer.pdf) (Position listing information PDF)

[https://surveys.advanis.ca/interviewer\\_application](https://surveys.advanis.ca/interviewer_application) (Apply here)

**JOB TITLE:** Customer Success Specialist

**COMPANY:** Apollo

**BASIC REQUIREMENTS:**

- 1 year professional experience. (Entry-level applicants welcome)
- [Nice to have] Previous Sales Experience
- -Self-starter, entrepreneurial, hungry, passionate and tech-savvy
- Proven ability to project manage.

**APPLY/SOURCE:**

<https://jobs.lever.co/apollo/dfba765d-98ac-4566-ae92-52981a9ad797>

**TRANSCRIPTION/DATA ENTRY**

**JOB TITLE:** Audio 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>

**JOB TITLE:** Entry Level Transcriptionist

**COMPANY:** Allegis

**BASIC REQUIREMENTS:**

- Availability to self-study and practice quality requirements 2-3 hours a day for 2-3 weeks
- Ability to satisfy 24-hour turn-around times for quality assessments
- Availability for 1-3 phone/video meetings with a coach between 7:30 am – 3:30 pm PST
- Provide responsive and proactive communication

**APPLY/SOURCE:**

<https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpzbOo gf31Tm4QDxUvS3OfIXNEKHyNSRMCiicKMhCbOgA>

**JOB TITLE:** Editors/Proofreaders - Insurance Transcripts

**COMPANY:** Net Transcripts

**BASIC REQUIREMENTS:**

- You must be an American citizen residing in the USA and be able to pass a full criminal background check
- You should have prior experience transcribing or editing with an all-in-one platform such as InScribe, 3M, ChartScript, Winscribe or similar. Interview transcription experience will also be considered.
- English must be your first language and you must have stellar grammar skills
- You must be able to type 70 WPM

**APPLY/SOURCE:**

<https://www.nettranscripts.com/careers.htm> (Search Editors/Proofreaders)

**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

**APPLY/SOURCE:**

<https://www.nettranscripts.com/careers.htm> (Search Insurance Transcription))

**JOB TITLE:** Insurance Transcriptionist

**COMPANY:** Allegis

**BASIC REQUIREMENTS:**

- Experience with strict verbatim transcription
- Experience with insurance and/or legal transcription (or similar industry)
- Ability to produce an average of 100+ transcript pages within 8-10 hours
- Minimum 75 WPM

**APPLY/SOURCE:**

<https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpzBOo gf31Tm4QDxUvS3OfIXrRVO4b0Btk+3cAI1FFtmV>

**JOB TITLE:** Legal Transcriptionist

**COMPANY:** Allegis

**BASIC REQUIREMENTS:**

- Have experience in court reporting, legal transcription, a legal background (paralegal, legal assistant), or other advanced transcription experience
- Type at least 75 WPM (or are a stenographer)
- Have a great ear and ability to discern what people are saying in challenging situations
- Can self-study, follow instruction and meet deadlines

**APPLY/SOURCE:**

<https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpB0Oogf31Tm4QDxUvS3OfIUGzvXPP6zbOKmMIb/HFuJr>

***HEALTH, MEDICAL & HUMAN SERVICES***

**JOB TITLE:** Pro-fee Vascular E/M and Surgery Coder

**COMPANY:** Aviacode

**BASIC REQUIREMENTS:**

- Current CPC, CCS, or equivalent through the AAPC or AHIMA required
- 3+ years of active E/M and vascular surgery experience
- Must have a Windows Based Operating System and Windows 10 Professional

**APPLY/ SOURCE:**

<https://careers-aviacode.icims.com/jobs/1959/pro-fee-vascular-e-m-and-surgery-coder/job>

**JOB TITLE:** Mental Health Coach

**COMPANY:** Ginger

**BASIC REQUIREMENTS:**

- At least 6 months of supervised experience as a coach, counselor or therapist
- MA degree in psychology-related field OR coaching certification from an accredited training program (as approved by the NBC-HWC)
- Knowledge of coaching techniques such as Motivational Interviewing, SMART goal setting, assessing stages of change/readiness, etc
- Fluency in Google Suite

**APPLY/ SOURCE:**

[https://www.ginger.io/apply?gh\\_jid=2162945](https://www.ginger.io/apply?gh_jid=2162945)

**JOB TITLE:** Medical Director – Rheumatology

**COMPANY:** PRA Health Sciences

**BASIC REQUIREMENTS:**

- Medical degree with license to practice and board certification in Rheumatology
- Experience in the desired therapy area is essential, ideally with experience in phase II-III studies either in industry or as an Investigator
- Experience writing clinical study reports, poster presentations, and manuscripts for publication in a scientific journal is preferable

**APPLY/ SOURCE:**

<https://uscareers-prahs.icims.com/jobs/58492/medical-director-%28rheumatology%29/job>

**JOB TITLE:** Telehealth, Triage Nurse

**COMPANY:** QuarterLine

**BASIC REQUIREMENTS:**

- Associates or Bachelors in Nursing with Active, unrestricted license as a RN

- 3+ years of experience in any clinical setting
- Experience with Microsoft Office applications and strong technical aptitude.
- Ability to work on a rotating schedule including weekends.

**APPLY/ SOURCE:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=20316&clientkey=8F040629801C207B1CCFF4D64FE35B83>

**JOB TITLE:** MDS Registered Nurse Coordinator

**COMPANY:** Impresiv Health

**BASIC REQUIREMENTS:**

- RN, BSN with 5+ years clinical nursing experience and 1+ of MDS experience required
- Knowledge of risk stratification, member attribution and caseload management
- Proficiency in computer applications including Microsoft Word and Excel
- Experience in the analysis of data to determine appropriate levels of care management and rating categorization based on member acuity and identified need

**APPLY/ SOURCE:**

<https://impresiv-health.breezy.hr/p/59546ce6eb9c>

**JOB TITLE:** Burn Registrar

**COMPANY:** Q-Centrix

**BASIC REQUIREMENTS:**

- Direct Burn Registry abstraction experience
- Exposure to multiple patient medical record systems (EMRs) and clinical databases
- Intermediate proficiency with MS Office (Microsoft Excel)

**APPLY/ SOURCE:**

<https://jobs.lever.co/q-centrix/74c1517c-8791-4664-8dc6-544218cdc330>

**JOB TITLE:** Certified Tumor Registrar

**COMPANY:** Guidehouse

**BASIC REQUIREMENTS:**

- Certified as a Certified Tumor Registrar (CTR) by National Cancer Registrars Association (NCRA)
- 2- 3 years previous experience in tumor registry as a Certified Tumor Registrar
- Strong conceptual, as well as quantitative and qualitative analytical skills

**APPLY/ SOURCE:**

<https://careers-guidehouse.icims.com/jobs/5279/remote-certified-tumor-registrar/job>

**JOB TITLE:** Credentialed Veterinary Technician (Freelance)

**COMPANY:** GoodPup

**BASIC REQUIREMENTS:**

- Active Credentialed Veterinary Technician License
- Either 1-2 years experience in dog training behavior OR Fear Free Certification
- Excellent verbal communication skills



- Ability to provide all necessary equipment for virtual work

**APPLY/ SOURCE:**

<https://petcarenowinc.applytojob.com/apply/E11ugFz3eZ/>

**MARKETING, CONTENT CREATION & GRAPHIC DESIGN**

**JOB TITLE:** Content Manager (US only)

**COMPANY:** Savvy

**BASIC REQUIREMENTS:**

- Ability to write persuasive copy and amazingly-detailed content

**APPLY/SOURCE:**

[https://savvyapps.com/careers/jobs?gh\\_jid=4057614003](https://savvyapps.com/careers/jobs?gh_jid=4057614003)

**JOB TITLE:** Content Marketing Coordinator

**COMPANY:** Amy Porterfield

**BASIC REQUIREMENTS:**

- Bachelor's degree preferred
- Excellent copywriting skills
- 2+ years' experience in the world of digital marketing, launches, and project management
- Understanding of inbound marketing
- You're a great writer with a knack for taking big concepts and breaking them down so they're easy for people to understand

**APPLY/SOURCE:**

<https://www.amyporterfield.com/careers/content-marketing-coordinator/>

**JOB TITLE:** Marketing Project Manager

**COMPANY:** Amy Porterfield

**BASIC REQUIREMENTS:**

- 2+ years experience in the world of digital marketing, launches, and project management
- A love of numbers, and data and the ability to translate those metrics into tangible analytic actions we can take to improve our results

**APPLY/SOURCE:**

<https://www.amyporterfield.com/careers/marketing-project-manager/>

**JOB TITLE:** Content Manager (OCONUS friendly)

**COMPANY:** Shortpoint

**BASIC REQUIREMENTS:**

- Bachelor's Degree in Communications, Journalism, English or related field.
- 3-4 years of experience in a similar role.
- Adept at keyword placement and SEO best practices.
- Excellent written and verbal communication skills.

**APPLY/SOURCE:**

<https://jobs.shortpoint.com/o/content-manager>

**JOB TITLE:** Digital Marketing Manager (US only)

**COMPANY:** Ylopo

**BASIC REQUIREMENTS:**

- Excellent communication & account management skills
- The idea of have daily consultative conversations with clients is exciting to you
- Working knowledge of online marketing (SEM, SEO, Social Ads) preferred but not necessary
- Intermediate and above level of excel knowledge preferred (ex. Know how to create a pivot table, use vlookup's, etc.)

**APPLY/SOURCE:**

<https://ylopo.recruitee.com/o/digital-marketing-manager-social-and-pay-per-click>

**JOB TITLE:** Marketing Consultant (part time)

**COMPANY:** Compact Solutions

**BASIC REQUIREMENTS:**

- Minimum 3-5 years of experience in the industry
- Able to work collaboratively with our sales and technical teams.

**APPLY/SOURCE:**

<https://www.compactbi.com/project/marketing-consultant-us-position-remote-part-time/>

**JOB TITLE:** Motion Graphics Designer (OCONUS friendly)

**COMPANY:** Sketch

**BASIC REQUIREMENTS:**

- 3+ years as Motion Graphics Designer
- Experienced in storyboarding and creating concepts
- Ability to create animations, 2D vector-based animations, dynamic infographics, videos, and GIFs from start to end for web and mobile

**APPLY/SOURCE:**

<https://www.sketch.com/jobs/motion-graphics-designer/>

**eCOMMERCE & RETAIL**

**JOB TITLE:** ecommerce project manager

**COMPANY:** SMITH

**BASIC REQUIREMENTS:**

- 3+ years experience with implementation of enterprise level ecommerce platforms, Hybris preferred
- Experience working in Agile and Waterfall software development environments

- Experience with issue and bug management systems such as the Atlassian suite (e.g., JIRA, Confluence) and/or Microsoft Visual Studio (TFS)

**APPLY/SOURCE:**

<https://smith.bamboohr.com/jobs/view.php?id=56>

**JOB TITLE:** Growth Manager of Commerce and Customization

**COMPANY:** Ipsey

**BASIC REQUIREMENTS:**

- Bachelor's degree required – ideally in business, marketing or technical field
- 6+ years experience in a relevant growth role: Product manager, growth marketing manager, product marketing manager, project management, performance analytics, business analyst, growth strategist, etc.
- 3+ years experience driving revenue for a B2C eCommerce company

**APPLY/SOURCE:**

<https://jobs.jobvite.com/ipsy/job/oW5EcfwB>

**JOB TITLE:** Merchant Onboarding Specialist

**COMPANY:** Shopify

**BASIC REQUIREMENTS:**

- Experience in customer service and/or account management services
- Experience in any implementation/"onboarding" or relevant project management experience
- Experience in distribution or fulfillment services. You've worked with a WMS before.

**APPLY/SOURCE:**

<https://www.shopify.com/careers/merchant-onboarding-specialist-shopify-fulfillment-network-fa27b6>

**JOB TITLE:** Key Account Manager (Fulfillment Merchant Manager)

**COMPANY:** Shopify

**BASIC REQUIREMENTS:**

- Experience in a senior operations-type role within a consumer goods or e-commerce brand. You have ideally been on the 'merchant side.'
- Experience in various fulfillment functions (i.e. allocation, order fulfillment, returns processing, inventory management, etc.) You're no stranger to packing slips, label printing, bin locations, or pallets.

**APPLY/SOURCE:**

<https://www.shopify.com/careers/key-account-manager-shopify-fulfillment-network-cc4a38>

**PROJECT MANAGEMENT**

**JOB TITLE:** Project Coordinator

**COMPANY:** Highlight Technologies, LLC

**BASIC REQUIREMENTS:**

- U.S. Citizen.
- Public Trust Eligibility.
- 6 years professional work experience.
- Associates degree or higher from an accredited institution.

**APPLY/SOURCE:**

[https://careers-highlighttech.icims.com/jobs/1354/job?utm\\_source=indeed\\_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1180&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240](https://careers-highlighttech.icims.com/jobs/1354/job?utm_source=indeed_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1180&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240)

**JOB TITLE:** Project Assistant/DMC Coordinator

**COMPANY:** Cytel Inc

**BASIC REQUIREMENTS:**

- BS/BSc/BA or equivalent. Life Sciences or related field strongly desired.
- 2+ years of working in the experience working in the Life Sciences, Pharma or Biotech supporting clinical trials.
- Experience working for a CRO strongly desired.

**APPLY/SOURCE:**

[https://careers.cytel.com/job/A1652-Project-Assistant-DMC-Coordinator-%28Remote%2C-US-Canada-or-Office-Based-Seattle%2C-WA%29/645969400/?feedId=1124&campaignId=3&utm\\_source=FlexJobs&utm\\_campaign=J2W\\_FlexJobs](https://careers.cytel.com/job/A1652-Project-Assistant-DMC-Coordinator-%28Remote%2C-US-Canada-or-Office-Based-Seattle%2C-WA%29/645969400/?feedId=1124&campaignId=3&utm_source=FlexJobs&utm_campaign=J2W_FlexJobs)

**JOB TITLE:** Project Manager

**COMPANY:** SBG Technology Solutions

**BASIC REQUIREMENTS:**

- Bachelor's degree in Engineering, Computer Science, Systems, Business or related scientific /technical discipline, with a minimum of 10 years of experience. 8 years of additional relevant experience may be substituted for education.
- Must be a U.S. citizen, Permanent Resident, or EAD to obtain and maintain a Veterans Affairs Public Trust clearance

**APPLY/SOURCE:**

<https://sbgts.applicantstack.com/x/detail/a26czonhdip0/aaac>

**JOB TITLE:** eDiscovery Project Manager

**COMPANY:** Lighthouse

**BASIC REQUIREMENTS:**

- At least four years of work experience with at least two years of e-discovery experience
- Bachelor's degree
- Strong analytical and logical skills

**APPLY/SOURCE:**

<https://jobs.jobvite.com/lighthouseeddiscovery/job/oCNwcfwR>

**JOB TITLE:** Customer Experience Manager

**COMPANY:** ModSquad

**BASIC REQUIREMENTS:**

- A college degree and professional experience in a related position or market is desired.
- You have a strong understanding of brand and social media success.
- You have 1+ years previous people management experience; 3+ years in contact center specific operations and client services is a plus
- You are familiar and comfortable with a variety of CRMs like Zendesk, Salesforce, FreshDesk or other CRMs; as well as contact center software like Five9, InContact, Avaya, etc

**APPLY/SOURCE:**

<https://jobs.lever.co/modsquad/aaa00133-ed68-4e1f-8114-ded60502cff1>

**JOB TITLE:** Customer Experience Supervisor (APM)

**COMPANY:** ModSquad

**BASIC REQUIREMENTS:**

- A college degree and professional experience in a related position or market is desired
- You have a strong understanding of brand and customer care initiatives
- You have access to a quiet environment to work and take calls
- You are familiar and comfortable with a variety of CRMs like Zendesk, Sprout Social, moderation filters, etc.

**APPLY/SOURCE:**

<https://jobs.lever.co/modsquad/c3239bb4-7deb-4881-bc1c-1dde9741abcb>

**SUPPLY & LOGISTICS**

**JOB TITLE:** Senior Clinical Supplies Program Manager

**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.
- Excellent communication, interpersonal, and time management skills.
- Ability to work autonomously under limited direction.

**APPLY/ SOURCE:**

<https://uscareers-prahs.icims.com/jobs/61115/senior-clinical-supplies-program-manager/job>

**JOB TITLE:** Senior Product Manager

**COMPANY:** Thermo Fisher Scientific

**BASIC REQUIREMENTS:**

- Bachelor's degree in Marketing, Business, Finance, Economics, or a science-related discipline
- Minimum 6+ years, product management, strategic sourcing, finance or market development experience
- Experience collaborating with cross-functional regional marketing and sales teams
- Strong project management and independent decision-making capabilities

**APPLY/ SOURCE:**

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25196&siteid=5146&jobid=2594622#jobDetails=2594622\\_5146](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25196&siteid=5146&jobid=2594622#jobDetails=2594622_5146)

**JOB TITLE:** Supply Chain Cyber Security Analyst (Contract)

**COMPANY:** The Leading Niche

**BASIC REQUIREMENTS:**

- Strategy, Governance, and Management
- ITC Cyber Acquisition Policy
- Cyber Threat Information Sharing
- 3rd Party Vendor Supplier Management

**APPLY/ SOURCE:**

<http://www.theleadingniche.com/apply-to-jobs/>

**JOB TITLE:** Product Owner, Supply Chain Planning

**COMPANY:** Kinaxis

**BASIC REQUIREMENTS:**

- Supply Chain domain expertise
- Background in Computer Science, Engineering or similar relevant field
- Knowledge of Agile process and principles
- Experience with RR authoring/ algorithms an asset

**APPLY/ SOURCE:**

[https://boards.greenhouse.io/kinaxis/jobs/4708904002?gh\\_jid=4708904002](https://boards.greenhouse.io/kinaxis/jobs/4708904002?gh_jid=4708904002)

**WRITING & EDITING**

**JOB TITLE:** Technical Documentation Writer (Oconus friendly)

**COMPANY:** Chainlink - SmartContract Chainlink Limited

**BASIC REQUIREMENTS:**

- Experience with Solidity is required
- Ability to simplify complex technical systems in writing, and visually with diagrams
- A genuine interest in cryptocurrency, blockchains and other Web 3.0 technologies

**APPLY/SOURCE:**

<https://careers.chain.link/o/technical-documentation-writer>

**JOB TITLE:** Content Manager (Conus friendly only)

**COMPANY:** Savvy

**BASIC REQUIREMENTS:**

- To be successful in this position, you'll need to be excited about translating the thought leadership and work of our team into compelling content and copy that attract Savvy's next customers.
- Can do persuasive copy and is detail oriented

**APPLY/SOURCE:**

[https://savvyapps.com/careers/jobs?gh\\_jid=4057614003](https://savvyapps.com/careers/jobs?gh_jid=4057614003)

**JOB TITLE:** Technical Writer & Editor (Freelance)

**COMPANY:** QuantumBio

**BASIC REQUIREMENTS:**

- Significant experience writing, developing, and editing manuscripts in preparation for submission to major, peer reviewed journals in the same fields.
- Experience writing, developing, and editing proposals in preparation for submission to grant agencies such as the National Institutes of Health (NIH) and the National Science Foundation (NSF).
- Experience with Google Docs, Microsoft Word, Endnote, and Skype.

**APPLY/SOURCE:**

[http://www.quantumbioinc.com/careers/technical\\_writer\\_editor](http://www.quantumbioinc.com/careers/technical_writer_editor)

**JOB TITLE:** Proposal Writer

**COMPANY:** MAXIMUS

**BASIC REQUIREMENTS:**

- Bachelor's degree from an accredited college or university required; concentration in English, Communications, Journalism, or a closely related field preferred
- Excellent writing and editing skills, with an eye for detail and accuracy
- Ability to effectively describe complex, technical solution details to lay audiences

**APPLY/SOURCE:**

<https://external-maximus.icims.com/jobs/51421/proposal-writer---remote/job?mobile=false&width=1349&height=500&bga=true&needsRedirect=false&jan1offset=300&jun1offset=300>

**JOB TITLE:** Childcare Researcher and Writer (Part time/Contractor)

**COMPANY:** Winnie

**BASIC REQUIREMENTS:**

- High attention to detail including spelling and grammar
- Mastery of online research using Google and other websites
- Good computer skills and comfort using web-based applications like Gmail, Google Docs, and Slack

**APPLY/SOURCE:**

<https://jobs.lever.co/winnie/473f937e-b67e-4bcf-a2df-096bade51f68>

**JOB TITLE:** Senior Programming Writer

**COMPANY:** Amazon

**BASIC REQUIREMENTS:**

- Bachelor's Degree in English, Technical Writing, Computer Science, Learning Technology, or related field
- 5+ years of experience writing documentation for a developer audience
- 3+ years of experience reading a programming language such as Java, JavaScript, or Python

**APPLY/SOURCE:**

<https://www.amazon.jobs/en/jobs/1121941/sr-programming-writer-alexa>

**JOB TITLE:** Proposal Editor

**COMPANY:** CACI International

**BASIC REQUIREMENTS:**

- Bachelor's degree in English or a relevant career field.
- Five to seven years of related Federal proposal editing experience for multi-teammate, solutions-based proposals.
- Strong skills in Microsoft Office Suite (Word, PowerPoint, Excel).

**APPLY/SOURCE:**

<https://careers.caci.com/ShowJob/JobId/2375779/ProposalEditorPTOC>

**JOB TITLE:** Copy Editor (Freelance able to work Pacific Time)

**COMPANY:** Digital Trends

**BASIC REQUIREMENTS:**

- An exhaustive knowledge of the English language, Associated Press style, and grammar are a must, as is the ability to carefully review and correct copy in a timely manner.
- The ideal candidate already has experience writing, editing, and fact-checking online, as well as the ability to turn around airtight copy quickly and reliably while using excellent editorial judgment.
- The ability to work with and mentor writers is also a plus.

**APPLY/SOURCE:**

<https://boards.greenhouse.io/digitaltrends/jobs/4713626002>