# Week of May 4, 2020 Job Postings

*Vetted, virtual and military friendly positions can be found at jobs.virtforce.us*
*You can also view these opportunities below.*

### *VIRTFORCE VETTED OPPORTUNITIES*
**JOB TITLE**: Assistant Director, Operations
**COMPANY**: International Lyme and Associated Disease Society, Inc. ("ILADS")
**BASIC REQUIREMENTS**:
- A nimble problem-solver, able to make seat-of-the-pants adjustments to achieve goals.
- Self-starter with can-do personality, comfortable with managing multiple priorities in a fast-paced, dynamic environment.
- Ability to work independently from virtual location.
- Team-oriented with the ability to work collaboratively with colleagues.

**APPLY/SOURCE**:
https://jobs.virtforce.us/job/international-lyme-and-associated-diseases-society-inc-ilads-3-assistant-director-operations-working-remotely/

**JOB TITLE**: VirtForce Recruiter
**COMPANY**: VirtForce
**BASIC REQUIREMENTS**:
- College degree required
- HR experience required
- Relationship management experience (I.e customer service, client management) required.
- Experience with or ability to learn Zoom, Office 365 and Microsoft Office. (Word, Excel)

**APPLY/SOURCE**: https://jobs.virtforce.us/job/virtforce-recruiter/

**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**: Remote Technical Support Advisor
**COMPANY**: Transcom
**BASIC REQUIREMENTS**:
- At least 18 years or older

- High School Diploma, or equivalent
- Able to successfully pass a criminal background check.
- Able to maintain100% strict adherence to the assigned schedule.

**APPLY/SOURCE**: https://jobs.virtforce.us/job/transcom-2-remote-technical-support-advisor/

**JOB TITLE**: Project Manager (Remote)
**COMPANY**: Boldly
**BASIC REQUIREMENTS**:
- A minimum of 7 years experience in a project management position.
- Ability to multi-task and prioritize work as needed.
- Excellent time management skills.
- Check job posting for hiring states.

**APPLY/SOURCE**: https://jobs.virtforce.us/job/boldly-3-project-manager-remote-2/

**JOB TITLE:** Marketing & Social Media Specialist (Remote)
**COMPANY:** Boldly
**BASIC REQUIREMENTS:**
- A minimum of 7 years of experience in a marketing related position
- Knowledgeable about native social media platforms and third-party social management tools.
- Curious about new social trends and emerging platforms.
- Check job posting for hiring states.

**APPLY/SOURCE:** https://jobs.virtforce.us/job/boldly-3-marketing-social-media-specialist-remote-2/

**JOB TITLE:** Executive Assistant (Remote)
**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.
- Check job posting for hiring states.

**APPLY/SOURCE:** https://jobs.virtforce.us/job/boldly-3-executive-assistant/

**JOB TITLE:** Executive Assistant-Paralegal (Remote)
**COMPANY:** Boldly
**BASIC REQUIREMENTS:**
- A minimum of 7 years of experience in a role related to administration and executive assistance ideally working as a paralegal.
- 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/executive-assistant-paralegal-remote/

***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/

**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

**COMPANY:** Salesforce (look for "US Remote")
**APPLY/SOURCE:** https://salesforce.wd1.myworkdayjobs.com/External_Career_Site?d=cta-hm-sjb-1

**COMPANY:** Amazon (use "work from home" in the category box)
**APPLY/SOURCE:** https://www.amazon.jobs/en-gb/search?offset=0&result_limit=10&sort=relevant&category_type=Work%20from%20Home&distanceType=Mi&radius=24km&latitude=&longitude=&loc_group_id=&loc_query=Telecommute&base_query=&city=&country=&region=&county=&query_options=&

**COMPANY:** Zoom (look for "remote office" under location)
**APPLY/SOURCE:** https://zoom.wd5.myworkdayjobs.com/Zoom

**COMPANY:** Zapier
**APPLY/SOURCE:** https://zapier.com/jobs/#job-openings

**COMPANY:** Slack
**APPLY/SOURCE:** https://slack.com/careers/dept/desktop-engineering#openings

**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&fbclid=IwAR1RSz7UAprASCtlJ4AUjF76LZkCaI8uw59PDe79sCUY-XUQfrnMod2qOLQ

**COMPANY:** Wayfair (search for "Virtual" in location bar)
**APPLY/SOURCE:** https://www.wayfair.com/careers?fbclid=IwAR1EyhbS5JVkkDuOeO6E4bGfM4awp_DFlQroN89Fi9ZHm2uJA704tW5RfZY

**_MILITARY-FRIENDLY JOB BOARDS WITH REMOTE LISTINGS_**
**JOB BOARD:** Blue Star Families
**APPLY/SOURCE:** https://bluestarfam.org/

**JOB BOARD:** Corporate America Supports You (CASY)
**APPLY/SOURCE:** https://www.casy.us/

**JOB BOARD:** Hire Heroes USA

**APPLY/SOURCE:** https://www.hireheroesusa.org/

**JOB BOARD:** HireMilitary
**APPLY/SOURCE:** https://hiremilitary.us/

**JOB BOARD:** Military Spouse Corporate Career Network (MSCCN)
**APPLY/SOURCE:** https://www.msccn.org/


## *ADMINISTRATION*
**JOB TITLE:** Websphere Admin
**COMPANY:** Provato
**BASIC REQUIREMENTS:**
- Production support experience on WCS Framework for v.7
- Skills in configuring of Solr Search servers with WCS, Index building, Index Propagation and Repeaters
- Experience in deploying WCS builds

**APPLY/SOURCE:** https://provato.avature.net/ProvatoHR/FolderDetail/Remote-WebSphere-Administrator/8386

**JOB TITLE:** Account Executive
**COMPANY:** Best Version Media
**BASIC REQUIREMENTS:**
- Sales or previous business ownership background
- Action and results driven
- Self-starter / Self Motivated

**APPLY/SOURCE:** https://www.bestversionmedia.com/apply

**JOB TITLE:** Event Admin
**COMPANY:** Perfect Timing Personnel Services INC
**BASIC REQUIREMENTS:**
- Must be comfortable with technology
- Prior Zoom meeting experience a plus
- Prior Teacher Assisting experience a plus

**APPLY/SOURCE:**
https://jobboard.ontempworks.com/PerfectTiming/Jobs/Details/644997?Distance=OneHundred&SortBy=Date&RowNum=3

**JOB TITLE:** Junior Salesforce Admin
**COMPANY:** Mason Frank
**BASIC REQUIREMENTS:**
- 1+ year of hands-on experience creating workflows, reports, and dashboards on Salesforce
- Experience with Salesforce sales or service clouds
- Passion for Salesforce and eagerness to learn

**APPLY/SOURCE:** https://www.masonfrank.com/78914/salesforce-administrator-west-los-angeles-remote-flexibility


## *BUSINESS DEVELOPMENT, SALES, & OPERATIONS*

**JOB TITLE:** Project Manager
**COMPANY:** Provato
**BASIC REQUIREMENTS:**
- Five (5) years of experience managing development of National Environmental Policy Act (NEPA) and/or environmental compliance documentation, OR a Master's Degree or Ph.D. in a related field plus four (4) years such experience.
- Three (3) years of management or supervisory experience.
- Experience with Environmental Impact Statements (EISs) or Environmental Assessments (EAs), as well as consultations related to the Endangered Species Act, Essential Fish Habitat, and the National Historic Preservation Act.

**APPLY/SOURCE:** [https://provato.avature.net/ProvatoHR/FolderDetail/Work-is-from-home-Remote-your-Home-Office-Project-Manager/8396?fbclid=IwAR04u3KYF8_rpxlowyFCkCOql-7b_80y64R63LPmWpn3F3NALkYnSTrz2FY](https://provato.avature.net/ProvatoHR/FolderDetail/Work-is-from-home-Remote-your-Home-Office-Project-Manager/8396?fbclid=IwAR04u3KYF8_rpxlowyFCkCOql-7b_80y64R63LPmWpn3F3NALkYnSTrz2FY)

**JOB TITLE:** Sales Representative
**COMPANY:** NexRep
**BASIC REQUIREMENTS:**
- Good communication skills
- Certification provided
- Support Team

**APPLY/SOURCE:** [https://nexrep.com/zr-outbound-sales-rep/?srcdid=100742](https://nexrep.com/zr-outbound-sales-rep/?srcdid=100742)

**JOB TITLE:** Operations Analyst
**COMPANY:** Maximus
**BASIC REQUIREMENTS:**
- Experience with simulation or optimization modeling of contact center/workforce/production/manufacturing processes.
- 2-5 years of experience in Workforce Optimization, preferably in contact centers with at least 100 employees.
- Experience performing quantitative and qualitative analyses of existing business processes and call center metrics based on in-depth knowledge of organizational and or client objectives.

**APPLY/ SOURCE:** [https://external-maximus.icims.com/jobs/51988/operations-analyst---remote/job](https://external-maximus.icims.com/jobs/51988/operations-analyst---remote/job)

**JOB TITLE:** Benefit Specialist
**COMPANY:** The CSI Companies Inc.
**BASIC REQUIREMENTS:**
- High school diploma or equivalent is required.
- Associates Degree in Health Care Administration or related field is preferred
- 3 years of insurance verification and pre-authorization experience in the healthcare industry is preferred.

**APPLY/ SOURCE:** [https://thecsicompanies.com/jobs/benefit-specialist-remote/](https://thecsicompanies.com/jobs/benefit-specialist-remote/)

***CUSTOMER SERVICE & VIRTUAL ASSISTANCE***
**JOB TITLE:** Customer Service Rep
**COMPANY:** TrendSpider
**BASIC REQUIREMENTS:**
- Friendly, outgoing, upbeat, extraverted personality

- Ability to work independently and a desire to stay busy
- Understanding and working knowledge of trading or technical analysis

**APPLY/SOURCE:** https://trendspider.freshteam.com/jobs/NwUz_jHKeTa3/customer-service-rep

**JOB TITLE:** Support Specialist
**COMPANY:** CartHook
**BASIC REQUIREMENTS:**
- 1-2 years of experience in SaaS support environment
- Ability to respond to customer queries in a timely and accurate way, via email or chat
- Ability to problem-solve, track and follow up on a variety of complex technical issues with internal and external stakeholders

**APPLY/SOURCE:** https://carthook.com/jobs/support-specialist/

**JOB TITLE:** Customer Service Specialist
**COMPANY:** Treliant
**BASIC REQUIREMENTS:**
- 1-3 years of call center and/or customer service experience
- Polished and professional telephone skills
- Experience following telephone scripts while managing high call volumes

**APPLY/SOURCE:** https://careers-treliant.icims.com/jobs/1082/customer-service-specialists/job?mobile=false&width=1250&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240

**JOB TITLE:** Remote Administrative Associate
**COMPANY:** Technology Exchange Lab
**BASIC REQUIREMENTS:**
- Strong identification with TEL's goals. Be familiar with the website before applying.
- Organized mindset.
- Strong written communication skills (email/document editing/copywriting).

**APPLY/SOURCE:** https://www.techxlab.org/join-us/

**JOB TITLE:** Client Service Licensed Professional
**COMPANY:** Fidelity Investments
**BASIC REQUIREMENTS:**
- Series 7 required
- Series 63 or 66 preferred, or ability to obtain within 90 days
- 2-3 years of previous financial services experience

**APPLY/SOURCE:** https://jobs.fidelity.com/ShowJob/Id/907680/?utm_campaign=cra_amkf-all-jobs&ss=paid&utm_content=pj_board&p_uid=o0A78089lv&p_sid=WH4JJHb&utm_medium=jobad&utm_source=glassdoor

*ECOMMERCE & RETAIL*
**JOB TITLE:** Manager, Retail Sales
**COMPANY:** Maple Leaf Foods
**BASIC REQUIREMENTS:**
- Bachelor's degree required and 3 years experience working with large retail chain
- Ability to work independently in a home office and on the road (40% travel)
- Proficient in computer software apps including the full suite of Microsoft Office Products

**APPLY/SOURCE:** https://mapleleaffoods.catsone.com/careers/41917-General/jobs/13453410-Manager-Retail-Sales-Club-Accounts/

**JOB TITLE:** Enterprise eCommerce Sales Executive
**COMPANY:** noticed
**BASIC REQUIREMENTS:**
- 4-6 years of proven experience as a Business/Sales Development Representative or similar role
- eCommerce agency experience
- Enterprise eCommerce Platform Experience i.e. worked at magento, bigcommerce, shopify

**APPLY/SOURCE:** https://noticed.breezy.hr/p/af3978694ca2-enterprise-ecommerce-sales-executive

**JOB TITLE:** BigCommerce Developer
**COMPANY:** IWD Agency
**BASIC REQUIREMENTS:**
- Experience in creating BigCommerce Add Ons from scratch.
- Experience with Laravel Framework, GraphQL, Scss, Less (CSS preprocessor), React, and Angular (JS framework)
- Experience in the development of SaaS applications

**APPLY/SOURCE:** https://iwd-agency.breezy.hr/p/f023e1160852

**JOB TITLE:** E-Commerce Expert & Writer
**COMPANY:** Jungle Scout
**BASIC REQUIREMENTS:**
- 2+ years' experience selling on Amazon.
- A strong writer with sharp attention to detail and the ability to deliver

**APPLY/SOURCE:** https://junglescout.applytojob.com/apply/4ZgE83gdCD

### *EDUCATION & TRAINING*
**JOB TITLE:** Middle School English Teacher
**COMPANY:** Laurel Springs School
**BASIC REQUIREMENTS:**
- Must have a Master's degree in subject area or Education with strong background in subject area, online learning, asynchronous learning, and blended learning.
- Must hold teaching certification in at least one state. Dual certification is preferred.
- Must be knowledgeable in educational technology and learning management systems.

**APPLY/ SOURCE:** https://jobs.jobvite.com/spring-education-group/job/oxyHcfwI

**JOB TITLE:** Instructor Lead
**COMPANY:** General Assembly
**BASIC REQUIREMENTS:**
- You have strong experience using Excel, SQL and Tableau.
- You are eager to shape the skills, minds, and trajectories of eager General Assembly students.
- You are the person that your colleagues naturally gravitate to when they are trying to figure something out.

**APPLY/ SOURCE:** https://boards.greenhouse.io/generalassembly/jobs/1145220

**JOB TITLE:** Educator and User Success Associate
**COMPANY:** News Literacy Project
**BASIC REQUIREMENTS:**
- Bachelor's degree.
- Experience and comfort with working in a virtual work environment (in terms of both technology tools and personal skills).
- Ability to do more with less, making the most of limited resources and staff capacity to achieve ambitious results.

**APPLY/ SOURCE:** https://newslit.org/about/careers/position-educator-user-success-associate/

**JOB TITLE:** Online Adjunct Faculty – Game Design
**COMPANY:** Southern New Hampshire University
**BASIC REQUIREMENTS:**
- Bachelor's degree in IT, Multimedia Art, or a closely related field
- Experience as a programmer with strong object-oriented experience
- C++ programming experience

**APPLY/ SOURCE:** https://snhu.wd5.myworkdayjobs.com/en-US/Online_Adjunct_Faculty/job/Remote/XMLNAME--Online-Adjunct-Faculty---Game-Design_R0006079

**JOB TITLE:** Course Instructor I, Research Fundamentals and Capstone
**COMPANY:** Western Governors University
**BASIC REQUIREMENTS:**
- Doctorate, or terminal degree in Curriculum and instruction or Instructional Design. Education must be from an accredited institution. Education is verified.
- Separate qualifications and/or licensure may be required for some degree programs.
- Minimum of 3 years' experience providing student support and instruction; demonstrated ability to work with at-risk learners.

**APPLY/ SOURCE:** https://wgu.wd5.myworkdayjobs.com/en-US/External/job/Home-Office/Course-Instructor-I--Research-Fundamentals-and-Capstone_JR-004708

***ENGINEERING/IT***
**JOB TITLE:** Senior DevOps Engineer
**COMPANY:** Oddball
**BASIC REQUIREMENTS:**
- In-depth experience with config management tools like: Chef, Ansible, Puppet, SaltStack,
- The ability to create and support AWS environments
- Experience working with and supporting Terraform

**APPLY/SOURCE:** https://boards.greenhouse.io/oddball/jobs/4004280003

**JOB TITLE:** Director of Cloud Operations
**COMPANY:** ScienceLogic
**BASIC REQUIREMENTS:**
- Bachelor's Degree in Computer Science, Information Systems or related degree is required.
- Must have experience running operations for software products in the Public Cloud.

- 7+ years of IT operations, NOC/SOC or SaaS management from a service provider or equivalent organization.

**APPLY/SOURCE:** https://boards.greenhouse.io/sciencelogic/jobs/2156075#app

**JOB TITLE:** Front End Engineer
**COMPANY:** Genius Plaza
**BASIC REQUIREMENTS:**
- At least 4 years' experience with React Js
- At least 4 years' experience with Redux
- At least 5 years' experience with CSS

**APPLY/SOURCE:**
https://hire.withgoogle.com/public/jobs/geniusplazacom/view/P_AAAAAAHAABdAVCToaDSQ-X

**JOB TITLE:** Cohort Lead, Online Data Science
**COMPANY:** Flatiron School
**BASIC REQUIREMENTS:**
- Professional experience as both a teacher and a data scientist
- Strong Knowledge in Data Science, Data Analytics, R, Python, Etc
- Strong Knowledge in Statistics, Mathematics and Machine Learning

**APPLY/SOURCE:** https://boards.greenhouse.io/flatironschoolcareers/jobs/4666764002

**JOB TITLE:** Director-Data Scientist
**COMPANY:** Home Point Financial Corporation
**BASIC REQUIREMENTS:**
- Experience in the financial space, specifically the mortgage industry.
- Experience working with panel data.
- Experience propensity modeling.

**APPLY/SOURCE:** https://usr57.dayforcehcm.com/CandidatePortal/en-US/homepoint/Posting/View/1427

**JOB TITLE:** Senior Backend Engineer
**COMPANY:** IRL
**BASIC REQUIREMENTS:**
- BS degree in Computer Science or the equivalent hands-on experience
- iOS mobile app deployment and management
- Source Code Control (Subversion, Git)

**APPLY/SOURCE:** https://irl.breezy.hr/p/49c24809f10f-senior-backend-engineer?source=weworkremotely

***ENTRY LEVEL***
**JOB TITLE:** Remote Topic Creator
**COMPANY:** The Hoth
**BASIC REQUIREMENTS:**
- You love to read and write.
- You have a work-hard, play-hard mentality.
- You're ready to hustle.

**APPLY/SOURCE:** https://the-hoth.breezy.hr/p/f21700f76cfa

**JOB TITLE:** Customer Service Representative

**COMPANY:** Embroidery Designs
**BASIC REQUIREMENTS:**
- Basic knowledge of personal computer software concepts
- Must have a great deal of patience and understanding when working with others
- Excellent organizational and time management skills

**APPLY/SOURCE:**
https://careers.embroiderydesigns.com/JobHome/JobID_71/CustomerServiceRepresentative

**JOB TITLE:** Call Center Representative
**COMPANY:** Genesis Business Solutions
**BASIC REQUIREMENTS:**
- Authorized to work in the United States - US resident (any state except CA, CT, MD, MA, NY, OR, or WI)
- At least 18 years old
- High school degree

**APPLY/SOURCE:** https://apply.workable.com/genesiscustomercare/j/2985C5FAB8/

**JOB TITLE:** Quality Assurance Agent
**COMPANY:** TTEC
**BASIC REQUIREMENTS:**
- Flexibility to work all shifts and ability to work a 40/hr work week
- Great interpersonal skills in dealing with a diverse population
- Open, honest, and empathetic manner when dealing with people

**APPLY/SOURCE:** https://ttec.taleo.net/careersection/2/jobdetail.ftl?job=02O7C&lang=en

***FINANCING & ACCOUNTING***
**JOB TITLE:** Processor
**COMPANY:** Benchmark
**BASIC REQUIREMENTS:**
- Minimum three years' experience processing government and Fannie Mae loans.
- High school diploma or equivalent required. Some college preferred
- Encompass experience a plus

**APPLY/SOURCE:** https://benchmark.us/benchmark-careers/?p=job%2Fo4rAbfw0

**JOB TITLE:** Underwriting Associate
**COMPANY:** ORIX Corporation USA
**BASIC REQUIREMENTS:**
- Bachelor's degree in Finance, Accounting, Real Estate, or Business Administration preferred
- Two - four years of commercial real estate experience required; multifamily strongly preferred
- Experience with Fannie Mae and/or Freddie Mac Multifamily loan programs preferred

**APPLY/SOURCE:** https://www.linkedin.com/jobs/view/1856486053/

**JOB TITLE:** Financial Planning and Analysis Manager
**COMPANY:** Amerifirst Home Mortgage
**BASIC REQUIREMENTS:**
- Bachelor's degree in Finance, MBA or CPA license preferred
- Five (5) years of finance and accounting experience

- Three (3) years of Mortgage Banking experience

**APPLY/SOURCE:** https://www.linkedin.com/jobs/view/1830563239/?alternateChannel=

**JOB TITLE:** Junior Staff Accountant
**COMPANY:** Smartling
**BASIC REQUIREMENTS:**
- BA/BS degree in Accounting
- 2-3 years of progressive accounting experience (preferably with relevant month end close experience)
- Advanced experience with MS Excel, Powerpoint, Quickbooks, Xero and similar programs

**APPLY/SOURCE:** https://boards.greenhouse.io/smartling/jobs/2181131?gh_src=11544c061us

### *HEALTH, MEDICAL & HUMAN SERVICES*

**JOB TITLE:** Medical Coding Coordinator 3
**COMPANY:** Humana
**BASIC REQUIREMENTS:**
- High School Diploma or equivalent
- Coding Certification only through AAPC or AHIMA, no apprentice coders
- Minimum of 2 years' experience as a certified medical coder

**APPLY/SOURCE:** https://humana.wd5.myworkdayjobs.com/en-US/Humana_External_Career_Site/job/Work-at-Home-Kentucky/Medical-Coding-Coordinator-3-WAH-in-US_R-232196

**JOB TITLE:** Claims Research & Resolution Representative 2
**COMPANY:** Humana
**BASIC REQUIREMENTS:**
- High School Diploma or equivalent
- Fully Bilingual English/Spanish. Must be able to speak, read and write in both languages without limitations or assistance. If selected for the position, you will be required to take a Language Proficiency Assessment in English/Spanish.
- Strong knowledge in different computer operating systems

**APPLY/SOURCE:** https://humana.wd5.myworkdayjobs.com/en-US/Humana_External_Career_Site/job/Louisville-KY/Claims-Research---Resolution-Representative-2--Bilingual---English-Spanish---Remote-_R-232081

**JOB TITLE:** Health Information Consultant
**COMPANY:** Humana
**BASIC REQUIREMENTS:**
- Bachelor's degree or equivalent
- At least 3-5 years of technical experience
- Strong analytical skills

**APPLY/SOURCE:** https://humana.wd5.myworkdayjobs.com/en-US/Humana_External_Career_Site/job/Work-at-Home-Florida/Senior-Pharmacy-Clinical-Advisor_R-230544

**JOB TITLE:** Certified Coding Analyst
**COMPANY:** Hartford HealthCare
**BASIC REQUIREMENTS:**
- High School diploma or GED required.
- Healthcare experience required.

- Certified Coder: CCS, CCS-P, CPC, RHIT, RHIA required.

**APPLY/SOURCE:** https://www.hhccareers.org/jobs/4856686-certified-coding-analyst-remote-actively-hiring

**JOB TITLE:** Remote Veteran Affairs Medical Coder
**COMPANY:** Maxim Healthcare
**BASIC REQUIREMENTS:**
- Must hold at least one of the following certifications: RHIA, RHIT, CCS, CCS-P, CPC, CPC-H (COC) or have a preferred minimum of 2 years relevant coding experience
- Ability to effectively elicit/provide information to and from appropriate individuals (including, but not limited to, supervisors, co-workers, clients) via strong communication skills; proficiency in the English language may be required
- Computer proficiency required

**APPLY/SOURCE:** https://www.maximhealthcare.com/careers/545200-remote-veteran-affairs-medical-coder

**JOB TITLE:** Medical Safety Lead, Hospital Respiratory Care
**COMPANY:** Philips
**BASIC REQUIREMENTS:**
- Licensed healthcare provider required with a current active license
- Bachelor's Degree in nursing or health sciences. Advanced degree preferred
- 3+ years of experience in clinical safety roles within industry strongly preferred

**APPLY/SOURCE:** https://www.careers.philips.com/professional/global/en/job/PHILUS360107ENGLOBAL/Medical-Safety-Lead-Hospital-Respiratory-Care

***HOSPITALITY & TRAVEL***
**JOB TITLE:** Independent Luxury Travel Advisor
**COMPANY:** Travel Edge
**BASIC REQUIREMENTS:**
- A strong Luxury Travel background
- Organization and communication skills
- The ability to prospect and grow their client base

**APPLY/SOURCE:** https://jobs.smartrecruiters.com/TravelEdge/743999711909182-independent-luxury-travel-advisor?trid=f0f7ed91-c7f1-4e4f-9281-f9701cc9810d

**JOB TITLE:** Home Based Ordering Specialist I
**COMPANY:** Synq3
**BASIC REQUIREMENTS:**
- High school or higher preferred
- Previous customer service experience preferred
- Ability to provide customer service in a friendly and polite manner

**APPLY/SOURCE:** https://recruiting2.ultipro.com/SYN1010SYNQ3/JobBoard/2dd25e83-d1b5-4657-97fb-292fe1de08c2/OpportunityDetail?opportunityId=738aa249-b347-41a5-9a49-2263e1ab31ef&postingId=218c8e42-6796-4b14-9183-112c0e076ec3

**JOB TITLE:** Hotel Front Desk CSR
**COMPANY:** Travel Outlook
**BASIC REQUIREMENTS:**
- A positive attitude and great relationship building skills.
- Experience of two (2) years in Customer Service or Sales in a call center.

- A home computer with a Windows Operating System 8.1 or 10.

**APPLY/SOURCE:** [https://fs19.formsite.com/traveloutlook/pb997dmsvh/index.html?1588601156481](https://fs19.formsite.com/traveloutlook/pb997dmsvh/index.html?1588601156481)


## *HUMAN RESOURCES & RECRUITING*

**JOB TITLE:** Onboarding Concierge
**COMPANY:** Cardinal Financial
**BASIC REQUIREMENTS:**
- 3-5 Years customer service experience required
- Minimum 2 years working knowledge of the mortgage industry, highly preferred
- Mastery of Microsoft Word and Excel, as well as working knowledge with entire Microsoft suite

**APPLY/SOURCE:** [https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1181&source=Indeed.com](https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=CARDFINA&cws=38&rid=1181&source=Indeed.com)


**JOB TITLE:** People Operations Project Manager
**COMPANY:** CareRev
**BASIC REQUIREMENTS:**
- We're looking for an experienced manager, who can draw from previous experience to guide the process of building new resources for the CareRev team.

**APPLY/SOURCE:** [https://www.carerev.com/positions/people-operations-project-manager](https://www.carerev.com/positions/people-operations-project-manager)


**JOB TITLE:** HR Specialist
**COMPANY:** New American Funding
**BASIC REQUIREMENTS:**
- Recent Experience as a Human Resources Assistant, Human Resources Coordinator or equivalent.
- Proficiency in Microsoft Office Suite (Excel, Outlook, Word, PowerPoint, and Access), ADP WorkforceNow, and various background check systems.
- Associate degree (AA.) or equivalent from two-year College or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

**APPLY/SOURCE:** (type HR Specialist in search bar to find listing)
[https://recruiting.adp.com/srccar/public/RTI.home?c=1139241&d=ExternalCareerSite#/](https://recruiting.adp.com/srccar/public/RTI.home?c=1139241&d=ExternalCareerSite#/)


**JOB TITLE:** HR Head
**COMPANY:** Trafilea
**BASIC REQUIREMENTS:**
- Education: Bachelor's degree in Human Resources Management or related field
- Computer literacy
- Experience: +5 years in a similar role in a multicultural, entrepreneurial, fast-paced environment.

**APPLY/SOURCE:** [https://www.trafilea.com/careers/#job-434101](https://www.trafilea.com/careers/#job-434101)


**JOB TITLE:** Chief People Officer
**COMPANY:** Trafilea
**BASIC REQUIREMENTS:**
- Education: Bachelor's degree in Human Resources Management or related field
- MBA is a plus

- Experience: +5 years in a similar role in a multicultural, entrepreneurial, fast-paced environment.

**APPLY/SOURCE:** https://www.trafilea.com/careers/#job-476202

## *LEGAL*

**JOB TITLE:** Software Licensing and Commercialization Attorney
**COMPANY:** Cognizant
**BASIC REQUIREMENTS:**
- Must have a law degree from an accredited law school
- A minimum of 10 years of experience negotiating complex technology and license transaction agreements.
- Strong legal drafting and negotiating skills

**APPLY/ SOURCE:** https://careers.cognizant.com/na/en/job/00036993011/Software-Licensing-and-Commercialization-Attorney-Denver-CO;-Dallas-TX-or-Remote-Work-Scenario

**JOB TITLE:** Manager of Employment Law and Compliance
**COMPANY:** Elements Global Services
**BASIC REQUIREMENTS:**
- In good standing in all jurisdictions where admitted (Bar)
- 5-8 years of relevant experience practicing international employment law.
- Strong command of international employment laws, regulations and best practices.

**APPLY/ SOURCE:** https://elementsgs.com/careers/?gh_jid=4714092002

**JOB TITLE:** Paralegal
**COMPANY:** Admera Health
**BASIC REQUIREMENTS:**
- Associate degree required
- Bachelor's Degree preferred
- Meticulous, detail oriented, organized

**APPLY/ SOURCE:** https://www.admerahealth.com/job/64155/

**JOB TITLE:** Legal Reporter (REMOTE Level 1 Journalist - Temporary)
**COMPANY:** Thomson Reuters
**BASIC REQUIREMENTS:**
- This journalist must be able to report deeply and write quickly and with insight for a targeted readership of legal professionals.
- Familiarity with legal research tools is essential as is a curiosity to delve into the world of white shoe and plaintiffs' lawyers, lobbyists and special interest groups.
- A minimum of two years of experience covering legal news is a must.

**APPLY/SOURCE:** https://jobs.thomsonreuters.com/ShowJob/Id/395736/Legal%20Reporter%20(REMOTE%20Level%201%20Journalist%20%20%20Temporary)

**JOB TITLE:** Associate Employment Litigation Counsel
**COMPANY:** Upwork
**BASIC REQUIREMENTS:**
- 2 to 5 years experience practicing employment law in the litigation context.
- Licensed to practice law, in good standing. If not licensed in California, familiarity with California employment law.
- Litigation experience at an AmLaw 100 law firm.

**APPLY/ SOURCE:** https://careers.upwork.com/jobs/associate-employment-litigation-counsel?lever-source=Indeed

**JOB TITLE:** Attorney Auditor
**COMPANY:** Bottomline
**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/4723851002


### *MARKETING, CONTENT CREATION, & GRAPHIC DESIGN*
**JOB TITLE:** CloudExtend Product Marketing Manager
**COMPANY:** Celigo
**BASIC REQUIREMENTS:**
- 3+ years in product marketing in the SaaS and enterprise software market
- Ability to develop a wide range of marketing materials and sales tools for lead generation
- Experience in marketing to target industries (Retail, Manufacturing, High Tech, Media & Advertising) and business functions (IT, Finance, Operations)
**APPLY/SOURCE:** https://www.celigo.com/company/careers/#2177727

**JOB TITLE:** Animator and Motion Graphics Designer (OCONUS, Contract)
**COMPANY:** Clipboard Health
**BASIC REQUIREMENTS:**
- Creativity in concept development, animation, storyboarding and problem solving
- Mastery in quick sketches, translating written ideas/concepts to something visual
- Excellent at creating entertaining, dramatic frame by frame 2D animations
**APPLY/SOURCE:** https://angel.co/company/clipboardhealth/jobs/805821-animator-and-motion-graphics-designer

**JOB TITLE:** Senior Product and Digital Marketer, B2B
**COMPANY:** quintly
**BASIC REQUIREMENTS:**
- BA/BS in business and 5+ in B2B product marketing, preferably SaaS
- Experience with B2B customers across paid and unpaid growth channels
- Experience with CRM / marketing automation (preferably Hubspot)
**APPLY/SOURCE:** https://quintly-jobs.personio.de/job/190362

**JOB TITLE:** Social Media Associate
**COMPANY:** Chegg
**BASIC REQUIREMENTS:**
- Previous experience managing social media on behalf of a business required
- Experience with Sprout Social or a similar community management software
- Knowledge of custom UTMs and social media best practices
**APPLY/SOURCE:** https://jobs.chegg.com/job/CHEGA0056OQ1GCFWT

**JOB TITLE:** VP of Design
**COMPANY:** Collibra
**BASIC REQUIREMENTS:**

- 10+ years in UI/UX and Design leadership, ideally with a blend of experience in complex, cloud-native software products and consumer products
- Experience in interface design, research, and new product development
- Hands on experience with variety of user research techniques including user testing, personas, user tasks and scenarios, internal and external user interviews

**APPLY/SOURCE:** https://www.collibra.com/career-indv?gh_jid=2171412

**JOB TITLE:** UX Designer: Content
**COMPANY:** CivicActions
**BASIC REQUIREMENTS:**
- Experience working with large content repositories, collaborating with other designers and developers, and building strong client relationships
- Experience with designing publishing workflows, user interfaces, and dashboards for Drupal content editors
- Experienced in information architecture and responsive content design.

**APPLY/SOURCE:**
https://civicactions.applytojob.com/apply/job_20200505205050_GIABABIPMUUWJGYY/UX-Designer-Content-Remote

**JOB TITLE:** Principal UX Designer
**COMPANY:** Dragos
**BASIC REQUIREMENTS:**
- 10+ years experience in designing applications, from consumer-facing to internal tools
- Experience the 3 facets of design: user research, interaction design or visual design
- Some familiarity with CSS - you don't have to be an expert

**APPLY/SOURCE:** https://jobs.lever.co/dragos/85cd7818-d730-4fdc-9509-e9f94768439f


***PROJECT MANAGEMENT***
**JOB TITLE:** Technical Project Manager
**COMPANY:** Dimagi
**BASIC REQUIREMENTS:**
- 5+ years of experience in a technical position, producing technical designs for software solutions.
- Bachelors Degree in Computer Science or relevant technical diploma or degree
- Demonstrated expertise in collecting and managing requirements from different stakeholders and delivering against those.

**APPLY/SOURCE:** https://dimagi.com/careers/job/2181595/

**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

**JOB TITLE:** Marketing Project Manager
**COMPANY:** Semaphore

**BASIC REQUIREMENTS:**
- 3+ years of project management experience in technical content, content marketing or engineering.
- Proven track record in producing marketing content such as blog posts and case studies.
- Working knowledge of SEO.

**APPLY/SOURCE:** https://apply.workable.com/semaphore/j/9F86D67939/

**JOB TITLE:** Project Manager
**COMPANY:** Telamon
**BASIC REQUIREMENTS:**
- Bachelor's degree
- 3 to 6 years of telecommunications project management experience

**APPLY/SOURCE:** https://www.telamon.com/careers/?gnk=job&gni=8a78839f7184b9260171e4c34c134f56&gns=Indeed+Free


***PUBLIC RELATIONS & COMMUNICATIONS***
**JOB TITLE:** Corporate Communications and Reputation Director
**COMPANY:** Humana
**BASIC REQUIREMENTS:**
- Degree in Communications, Journalism or related area.
- 12-15 years corporate communications, reputation management, public relations, issues management experience
- Experience working in and/or with government affairs and public policy

**APPLY/SOURCE:** https://humana.wd5.myworkdayjobs.com/en-US/Humana_External_Career_Site/job/Louisville-KY/Corporate-Communications-and-Reputation-Director_R-232124

**JOB TITLE:** Account Manager, Medical Communications
**COMPANY:** Envision Pharma Group
**BASIC REQUIREMENTS:**
- At least 4 years of experience in an account management role in a medical communications, or similar, agency environment
- Experience in publications planning and implementation is preferred
- Excellent project planning and project management skills

**APPLY/SOURCE:** https://www.linkedin.com/jobs/view/1818815069/?alternateChannel=search

**JOB TITLE:** Account Director (Communications)
**COMPANY:** DCG Communications
**BASIC REQUIREMENTS:**
- Bachelor's Degree and at least six (6) years of experience managing (or being directly responsible for) federal communications programs, supporting multiple task orders
- Proven experience leading a project involving a diverse team composed of writers, communications professionals and project/task order managers
- Strong problem solving and troubleshooting skills with the ability to exercise mature judgment

**APPLY/SOURCE:** https://www.linkedin.com/jobs/view/1850593395/?alternateChannel=search

**JOB TITLE:** Associate Communications Lead, Leadership Communications
**COMPANY:** Humana

**BASIC REQUIREMENTS:**
- Bachelor's degree in communications, public relations or related field
- 8+ years of employee communications or public relations experience with proven expertise in developing communications strategies that drive results
- Passion for emerging technology and enthusiasm for engaging, interactive communications

**APPLY/SOURCE:** https://humana.wd5.myworkdayjobs.com/en-US/Humana_External_Career_Site/job/Louisville-KY/Associate-Communications-Lead--Leadership-Communications_R-231914


## *SUPPLY & LOGISTICS*

**JOB TITLE:** Logistics Operations Manager
**COMPANY:** Cambridge Network
**BASIC REQUIREMENTS:**
- responsible for the full sequence of processes to receive an International product, storage and shipping orders out to customers
- Review invoices and schedule International shipping of product
- Look into and resolve issues with suppliers, customers and shipping and receiving companies.

**APPLY/ SOURCE:** https://ejob.bz/ATS/PortalViewRequirement.do?reqGK=27390704


**JOB TITLE:** Business Analyst
**COMPANY:** Input Output HK
**BASIC REQUIREMENTS:**
- You will have knowledge and work experience of blockchain and cryptocurrency.
- Experience working remotely and in a startup would be a major advantage.
- Consulting experience with real life use cases in supply chain or finance or similar.

**APPLY/ SOURCE:** https://iohk.io/en/careers/fk0q2j4/business-analyst/#main-content


**JOB TITLE:** Logistics Coordinator
**COMPANY:** Innovation At Work Inc
**BASIC REQUIREMENTS:**
- Associated college degree or a high school diploma
- The Candidate should have four (4) years of related work experience
- The Candidate should have Minimum of three years' experience in conferences and event managements, 1-2 years' Experience includes taking responsibilities and leading

**APPLY/SOURCE:** https://recruiting.paylocity.com/recruiting/jobs/Details/277873/Innovation-At-Work-Inc/Production-CoordinatorLogistics-Coordinator


**JOB TITLE:** Logistics Manager
**COMPANY:** Soldier Logistics Group
**BASIC REQUIREMENTS:**
- DD-214 with Honorable Discharge, or a valid military ID for current military spouses.
- High Speed Internet with reliable computer.
- Ability to problem solve, multi-task; a professional that is driven and goal-oriented.

**APPLY/SOURCE:** http://www.soldierlogistics.com/careers/

**JOB TITLE:** Implementation Manager
**COMPANY:** USPack Logistics
**BASIC REQUIREMENTS:**

- College Degree preferred or equivalent experience.
- High school diploma required.
- Previous Operations Manager Experience In The Transportation Industry Preferred.

**APPLY/SOURCE:** https://www.linkedin.com/jobs/view/implementation-manager-remote-any-location-at-uspack-logistics-1853428554/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

## *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

**APPLY/SOURCE:**
https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpzBOogf31Tm4QDxUvS3OfIXNEKHyNSRMCiicKMhCbOgA

**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

**APPLY/SOURCE:**
https://www.appone.com/maininforeq.asp?Ad=402006&R_ID=2954219&Refer=https://www.glassdoor.com/&B_ID=91

**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

**APPLY/SOURCE:**
https://www.appone.com/maininforeq.asp?Ad=402006&R_ID=2954220&Refer=https://www.glassdoor.com/&B_ID=91

**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

**APPLY/SOURCE:**
https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpzBOogf31Tm4QDxUvS3OfIXrRVO4b0Btk+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

**APPLY/SOURCE:**
https://allegis.agilehr.com/CareerPortal/JobDetail.aspx?enc=QPQDKqwXNuJybHyCBjvzpzBOogf31Tm4QDxUvS3OfIUGzvXPP6zbOKmMIb/HFuJr

***WRITING & EDITING***
**JOB TITLE:** Data Writer
**COMPANY:** nerdwallet
**BASIC REQUIREMENTS:**
- A strong communicator who can empathize with consumers and help them navigate complex financial decisions.
- Excellent at prioritization and handling multiple projects at once.
- Resourceful and self-directed. You can tackle anything from story assignments to projects with minimal direction, and you consistently deliver polished work.

**APPLY/SOURCE:** https://www.nerdwallet.com/careers/job/2128065

**JOB TITLE:** Technical Writer
**COMPANY:** Tekfortune
**BASIC REQUIREMENTS:**
- Proven ability to handle multiple projects simultaneously, with an eye for prioritization
- Firm understanding of the systems development life cycle (SDLC)
- Previous software development experience

**APPLY/SOURCE:**
https://www2.jobdiva.com/portal/?a=1djdnwzrpztj4lnd1vyrs1y0x9jigt03bb1juk3ovehlom7l26ts8yqzh2mp3tci&compid=0#/jobs/13440226

**JOB TITLE:** Technical Writer
**COMPANY:** Nylas

**BASIC REQUIREMENTS:**
- 5+ years of experience writing technical documentation for a developer audience. Bonus points if you've worked on API documentation within a B2B SaaS context
- Highly organized, self-managed and a proven ability to work with a globally distributed team
- Strong technical acumen; you can read and write code (Python is preferred). Experience with Node, Java, and/or Ruby is a plus.

**APPLY/SOURCE:** https://boards.greenhouse.io/nylas/jobs/4729835002

**JOB TITLE:** Fact Checker
**COMPANY:** Book Launchers
**BASIC REQUIREMENTS:**
- Knowing how to determine whether a resource is credible, and fit with contemporary accuracy standards for nonfiction books.
- An interest and understanding of a variety of subjects, including but not limited to finance, real estate, fitness, and self-help.
- Being persistent and resourceful when it comes to tracking down hard-to-find information and sources.

**APPLY/SOURCE:** https://booklaunchers.com/join-our-team/fact-checker/

**JOB TITLE:** Junior Editor
**COMPANY:** Digital Trends
**BASIC REQUIREMENTS:**
- Must have 2-3+ years of experience in content creation and editing.
- Knowledge of WordPress required.
- Experience managing social media accounts preferred. Posting and interacting with an audience is a plus.

**APPLY/SOURCE:** https://boards.greenhouse.io/digitaltrends/jobs/4726554002

**JOB TITLE:** Math Copy Editor (Freelance)
**COMPANY:** IXL Learning
**BASIC REQUIREMENTS:**
- Prior copy editing experience required
- Exceptional attention to detail
- Ability to communicate clearly and professionally

**APPLY/SOURCE:** https://www.ixl.com/company/careers?gh_jid=4718270002

**JOB TITLE:** Business Copy Editor
**COMPANY:** The Community Company
**BASIC REQUIREMENTS:**
- One or more years' POST-COLLEGE professional copywriting/journalism or editorial experience covering business topics including technology, finance, management and/or marketing
- Impeccable grammar, spelling and communication skills are a must
- Editorial discernment to select the best contributor responses for diverse, high-quality business content

**APPLY/SOURCE:** https://community.co/jobs/business-copy-editor-remote-applicants-welcome/