



JOB DESCRIPTION

Position:	Administrative/Legal Assistant
Reports to:	Vice President of Human Resources and Senior Vice President, General Counsel and Director of Community Programs
Job Summary:	Provide administrative and legal support to various departments, as well as, provide a welcoming atmosphere to guests when covering the reception desk.
Job Classification:	Full-time, non-exempt Monday through Friday, 40 hours per week
Hourly Range:	\$16.50 - \$22.50 per hour Starting wage based on experience
Benefits:	Medical, Dental, Vision, Paid Time Off, and 403(b) Other benefits may be available

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Assistant:

- Provide coverage for receptionist and greet all visitors and be able to answer their questions and assist with their needs, to include sort incoming mail and meter outgoing mail
- Ensure all safety, security, and accountability regulations are enforced pertaining to property, buildings, and visitors
- Interact professionally and confidently with high-profile guests and VIPs, in person, electronically and telephonically
- Provide support to the Executive Chairman's office on an as needed basis
- Work with and coordinate with El Pomar Trustees, Staff, Fellows and Interns
- Enter sponsorships and contributions requests in Salesforce
- Create and distribute El Pomar internal invitations to sponsorship events and maintain the sponsorship and contributions spreadsheet
- Research, create and distribute El Pomar internal invitations to sponsorship events
- Send event confirmation emails and ensure attendees have event necessary information
- Communicate, as necessary, with supervisor about matters of importance or concern
- Perform other duties as assigned

Legal Assistant:

- Provide administrative support for Senior Vice President, General Counsel and Director of Community Programs while updating computer files, perform general database management and proactively manage and maintain appointment calendar for both internal and external meetings

- Establish legal filing system and ongoing and maintain all legal files, both electronic and paper
- Conduct factual and legal research from time to time
- Prepare, organize meeting and/or legal materials to include creating binders, etc.
- Draft, edit, proofread and format written materials as needed
- Assist with managing payment of legal invoices
- Manage and file annual attorney membership filings to include Continuing Legal Education credits for more than one state

KNOWLEDGE, SKILLS AND ABILITIES

- Strong sense of customer service and approachability
- Ability to multi-task and problem solve under sometimes short or conflicting deadlines
- Excellent communication (oral and written) and interpersonal skills
- Ability to work independently, as well as a contributing member of a team
- Strong attention to detail
- Proficiency in MS Office products
- Knowledge of or ability to learn Constant Contact
- Knowledge of or ability to learn Salesforce
- Knowledge and use of legal terminology
- Ability to meet established deadlines
- A desire to proactively develop new skills to enhance overall job performance

REMOTE WORKING

This position does not qualify for remote working.

QUALIFICATIONS AND PHYSICAL DEMANDS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Applicants should be honest, confident, personable and professional.

This position requires the ability to work in a professional courteous manner and honor the Foundation's recognized RITE values of respect, integrity, teamwork and excellence, as well as, the Foundation's operating commitment of being resourceful, relational, responsive, resilient and reliable.

A successful candidate must have an Associate's Degree and a minimum of two (2) years of legal administrative support experience, preferably in a legal office setting.

While performing job duties, the employee will occasionally be required to bend and lift up to 20 pounds.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hiring is subject to employment pre-screening (background check).

To apply, visit our website at elpomar.org and complete a job application and include a cover letter and resume. Incomplete applications will not be considered.

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Full Time

NOW HIRING DELI ASSOCIATES

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We value people who can provide great customer service! This is a fast-paced environment, and the ability to multi-task while providing great service is a must. Ideal candidates will be able to work flexible, commissary hours, which may include some evenings & weekends. This is not a government job, and civilians are encouraged to apply.

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E-MAIL YOUR RESUME TO
Sandy.sumowski@militarydeli.com or apply at Militarydeli.com

EOE/M/F/Vet/Disability Federal Contractor

VETERANS AND MILITARY SPOUSES

HOT JOBS of the Day: 07/20/21

321011BR Program Manager - Birmingham, AL
321039BR Principal Logistics Planner - Madison, AL
321021BR Safety Manager - Phoenix AZ
321046BR Administrative Functional Support 1 - Sierra Vista, AZ
320970BR Sr. Sales Executive, Automation Solutions - Los Angeles, CA
321045BR Network Communications 3 - San Diego, CA
321004BR Sr. Sales Executive, Fire Solutions - Denver, CO
321023BR IT Asset Manager - Thornton, CO
321008BR Data Entry - Newark, DE
321035BR Audio Visual Technician - Melbourne, FL
321029BR Production Worker - Gainesville, GA
321005BR Program Manager for Controllers - Urbandale, IA
321015BR Network Security Engineer - Chicago, IL
321032BR Classified IT Operations Manager - Linthicum, MD
321018BR Project Manager - Oakland, ME
321037BR Machine Technician - Minneapolis, MN
321049BR Human Resource Generalist - Mount Airy, NC
321051BR Groundman - Underground (Duke) - Raleigh, NC
321013BR Manufacturing Operator I - 2nd Shift - Lancaster, PA
321014BR Customer Service - Lincoln, RI
321058BR Emergency Response Technician - Memphis, TN
321017BR Distribution Foreman - Alvarado, TX
321007BR Production Supervisor - 2nd Shift - Houston, TX
321059BR Lease Operator - Luling, TX
321012BR Supply Chain Analyst - McAllen, TX
321054BR Field Service Roustabout - Midland, TX

To submit to an opportunity or read the job description go to **Vetjobs.org**.
Click on the jobs tab and scroll down to the **RCJobs**.
Search by Req#



Questions?

Email me: Melanie - mnicks@militaryspousejobs.org

Positions are open until filled.





Job Title: Project Manager (Part-time)

[Details - Project Manager \(Part-time\) \(indwes.edu\)](https://indwes.edu)

Location: Remote

Position Overview: Support the work of our fast-paced team of learning designers, faculty, and curriculum staff as they develop online courses and other materials using an established project management system. We need someone with great communication skills, attention to detail, and persistence in helping us reach our goals and timelines. Virtual interactions and a consistent part-time schedule are critical. May work remotely.

Duties and Responsibilities:

- Monitor project progress identifying at risk tasks and taking action steps to ensure deadlines are being met on time
- Addressing and communicating project needs to stakeholders, including following internal escalation process
- Serve as point of contact when project timeline needs arise and assist in adjusting plans, as needed
- Attend weekly project status check meetings with LXD team members and school project managers

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement

Education: Bachelor's degree preferred

Experience:

- Management of multiple projects at one time
- Demonstrated ability to work with colleagues who represent diversity of work and conflict resolution styles



Job Title: Master of Public Health Program (MPH) Faculty- Full-Time

[Details - Master of Public Health Program \(MPH\) Faculty \(indwes.edu\)](http://indwes.edu)

Location: Remote

Position Overview: The School of Health Sciences (SHS) is seeking a full;-time faculty with the Master's degrees in Public Health (MPH) or Health of Science in Public Health (MSPH) to teach MPH students in the core foundational public health competencies, emphasizing a conceptual understanding of the various domains of public health practice.

Courses are taught primarily through an online modality during 8-weeks duration. The faculty with the doctorate in public health-related degree will also be expected to educate adult learners by teaching a broad spectrum of public health practice courses primarily through an online modality with responsibilities associated with advising students, participating in collaborative research and service, inter-professional teaching, and academic coordination of practicum and capstone assignments and supervision. The MPH program emphasizes academic excellence as well as compassion and enthusiasm for our dynamic student body.

Duties and Responsibilities:

- Expertise in the core competencies for Public Health Practice and research
- Knowledge of principles, methods and current developments in the field of study
- Knowledge of online educational practices
- Teach a 21- semester credit hour load per year
- Teach and supervise student research, class-related projects and academic practice, and integrative learning experience consistent with the university and program mission

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement

Education: Earned doctorate in Public Health-related field (Ph.D., DrPH, or comparable terminal degree) from an accredited institution is required, preferably with a Master's in Public Health (MPH) or Master of Science in Public Health (MSPH) degree.



Experience:

- Teaching experience in the online/virtual environment at the college level is highly desirable. Proven record of teaching, academic leadership, and achievement.
- Minimum of five years of work experience in the field of Public Health Practice. Experience training adult learners using a learning management system is preferred.

Job Title: Web Developer- Full-Time

[Details - Web Developer \(indwes.edu\)](http://indwes.edu)

Location: Remote

Position Overview: The Web Developer is responsible for building and maintaining websites for IWU-National & Global. This position will work to create front-end components and integrate them into the university's web properties.

Duties and Responsibilities:

- Develop, maintain and optimize both front-end and back-end components of Indiana Wesleyan University web properties.
- Use advanced, standards-based code to implement and maintain responsive designs and content to enhance the user experience.
- Ensure browser and device compatibility
- Work closely with web development staff to accomplish goals and share team responsibilities and maintain consistency of site code, structure, and content
- Support other areas of the university with strategic web initiatives

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement

Education: Bachelor's degree in computer science or related field, preferred

Experience:

- Computer/Web programming
- Aptitude for learning new technologies



- Ability to work professionally with diverse constituents
- Exceptional organizational skills

Job Title: Early Childhood Adjunct Faculty- Online

[Details - Early Childhood Adjunct Faculty - Online \(indwes.edu\)](http://indwes.edu)

Location: Remote

Position Overview: The School of Educational Leadership (SoEL) at Indiana Wesleyan University invites applications for adjunct faculty teaching positions in the area of Early Childhood Education. Adjunct faculty will facilitate learning in the Licensure and Non-Licensure Early Childhood Education, and Early Childhood Teacher Training Certificate programs. Courses address content such as; reading, assessment, implementation, literacy development, classroom management, advocacy, developmentally appropriate lesson planning, care-on-demand practices, with hands-on learning for children ranging in age from birth through third grade. The courses are taught through an online teaching modality.

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement.

Duties and Responsibilities:

- Demonstrated knowledge of online educational delivery tools
- Demonstrated teaching abilities.
- Demonstrated higher education experience
- Demonstrated proficiency in using Microsoft products
- Demonstrated knowledge of adults learners

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement

Education: Bachelor's degree in computer science or related field, preferred

**Experience:**

- A minimum of five (5) years P-3 teaching experience on a standard teaching license or within an Infancy/ Toddler, Preschool setting
- Preference given to those who have online teaching experience
- Professional Credentials/ License: State licensure; may be expired; Indiana licensure preferred.

Job Title: Healthcare Finance Adjunct Instructor- Online

[Details - Healthcare Finance Adjunct Instructor - Online \(indwes.edu\)](http://indwes.edu)

Location: Remote

Position Overview: Adjunct faculty members are experienced professionals with the responsibility of providing a quality learning experience for Indiana Wesleyan University students. The adjunct faculty member will be current within his or her discipline, and demonstrate a passion for teaching and learning with related professional experience. All onsite adjuncts are also expected to teach online.

Duties and Responsibilities:

- Demonstrated knowledge of online educational delivery tools
- Demonstrated teaching abilities.
- Demonstrated higher education experience
- Demonstrated proficiency in using Microsoft products
- Demonstrated knowledge of adults learners

Qualifications: According to Indiana Wesleyan University employment policy all employees must possess a strong Christian commitment and adhere to the standards outlined in the IWU Community Lifestyle Statement

Education:

- *Required:* Master's degree in finance or appropriate field with 18 graduate credit hours in finance from a regionally accredited institution.



- *Preferred:* Terminal degree (DBA or Healthcare Administration or Finance) with 18 graduate credit hours in finance from a regionally accredited institution

Experience:

- A minimum of seven (7) years' work experience in relevant business industry preferred.
- Teaching experience preferred (not required)

Construction Manager

Multiple Locations

Power Home Remodeling is a company founded on equal parts hard work and positivity. We believe that “dream” and “achieve” are not mutually exclusive. That philosophy has served us well in becoming FORTUNE Magazine’s #1 Workplace for Millennials and one of Glassdoor’s Best Places to Work.

90% of our executives begin their careers in entry-level positions because we recruit, train, and retain talented individuals with a drive to succeed. Power is more than a home remodeling company. Power is a dream realization, technology-innovation, community-advocacy, expectation-shattering, happiness-maximizing company dedicated to improvement, both for our customers, and ourselves.

Position Summary:

The Install Manager services both the overall business of the company and the needs of customers by overseeing and enforcing the high quality standards that define company installations and set the company apart from its competitors. This position is the lead and face of the company’s vendor management. The Install Manager directs the company’s install partners and their crews throughout the installation process to provide guidance and advice on a daily basis to ensure implementation of related management policies. This position works almost primarily in the field with minimal supervision or contact with a manager.

Essential Duties and Responsibilities:

- Independently assesses install partners’ installations and service calls to confirm adherence to operating practices and policies.
- Determines what action to take when issues present during the inspection process.
- Confirms that all company-branded work is OSHA-compliant and satisfies all other applicable laws and regulations.
- Evaluates install partner performance and, based on the evaluation, has the authority to both manage the scheduling and distribution of installation and repair jobs and to make recommendations to management regarding retention and/or termination of an install partner’s services.
- Works on site, directly with customers, to answer any questions, concerns, and assess satisfaction level as well as make any necessary changes to resolve customer concerns in real time.
- Negotiates and adjusts material pricing agreements with customers and makes additional sales recommendations according to an independent assessment of customers needs.
- Manages associated payment collections when necessary.
- Ensures that all materials used in the installation process meet company standards and, in the case of any defect or quality concern, is responsible for determining what steps

are necessary to meet compliance/quality standards and maintain customer satisfaction.

- May be required to perform services and repairs, for which he or she would need to ascertain the parts necessary.
- Must have a valid driver's license and be capable of driving to, from, and in between sites as needed.
- Completes various administrative tasks as needed.
- Other as assigned by Management.

Core Competencies:

- Must have the ability to multi-task, prioritize, and manage time.
- Must be organized, self-motivated, and detail-oriented.
- Must have great customer service skills.
- Must be comfortable with negotiating and independently having the authority to make decisions to resolve customer concerns in real time.

Education and Experience:

High School Diploma and 2-4 years of related work experience is required.

Required Licenses and Certifications:

VSI, AAMA Certification, OSHA 10, Lead Certification (Will receive upon employment if not currently certified)

Here's what you can expect:

- \$60,000 Salary
- Medical
- Dental
- 401(k)
- Use of Company Vehicle
- Technology Package (iPad/iPhone)
- EZ Pass
- Gas Card
- Bonus Plan

Project Production Manager

Boston, MA | Melville, NY | Iselin, NJ

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90% of our executives begin their careers in entry-level positions because we recruit, train, and retain talented individuals with a drive to succeed. Power is more than a home remodeling company. Power is a dream realization, technology-innovation, community-advocacy, expectation-shattering, happiness-maximizing company dedicated to improvement, both for our customers, and ourselves.

Job Summary

The Production Manager services both the overall business of the company and the needs of customers by serving as the primary face and representative of the company. This position manages all aspects of the customer experience and vendor relationship post-sale up to final installation. The Production manager is responsible for assessing a job site to evaluate the efficacy of the original home remodeling agreement

Responsibilities:

- Responsible for interpreting and implementing management policies and operating practices.
- Responsible for inspecting and evaluating all aspects of the proposed site/project to make an independent determination of the scope of work and viability of intended project.
- Advise customers on financing and possible changes to scope.
- Creates precise measurements at each job site in order to avoid any problems with custom-ordered product that could have serious financial repercussions for the company in the form of unusable materials and/or a negative customer experience.
- Responsible for confirming post-inspection and on an ongoing basis that the agreement between company and customer appropriately defines the work plan, identifies alternative courses of action needed, and negotiates directly with the customer to alter the specific terms of the plan as appropriate, all without prior approval by a supervisor.
- Responsible for selecting and managing the procurement of all materials for the job, including determining the necessary specifications for such materials while ensuring protection of the company from unnecessary financial loss.
- Analyzes all legal requirements related to licensing and permitting, Homeowner’s Association requirements, and negotiates for compliance with the same, while independently working with government agencies to obtain permits.
- Ensures statutory and regulatory compliance with regard to safety and health.

- Completes various administrative tasks in the office as needed and assists in the warehouse on a limited basis to stage products for delivery.
- Must have a valid driver's license and be capable of driving to, from, and in between sites as needed.
- Other as assigned by Management.

Required Education and Experience:

- 1-3 years of Construction Management experience
- A polished and professional demeanor - This is a high level customer service position as well.
- Professionalism is VERY important.
- Self motivation and discipline
- An ambitious and competitive nature
- Excellent communication, organizational and interpersonal skills
- Resourceful problem solving abilities
- Highly evolved customer service skills
- A personality and skill set that is scalable - We're looking for someone with promotion and managerial potential as the department and company grows
- Top notch customer service skills

Here's what you can expect:

- \$60,000 Salary
- Medical
- Dental
- 401(k)
- Use of Company Vehicle
- Technology Package (iPad/iPhone)
- EZ Pass
- Gas Card
- Bonus Plan

MSEP employer, Power Home Remodeling Group is currently recruiting to fill multiple full-time positions throughout the United States. Interested candidates are asked to submit their resume directly to Mr. Marc Zayas, HR Project Administrator, at marc.zayas@powerhrg.com < Caution-mailto:marc.zayas@powerhrg.com > .



Job Title: Project Manager (Part-time)

[Details - Project Manager \(Part-time\) \(indwes.edu\)](https://indwes.edu)

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Experience:

- A minimum of seven (7) years' work experience in relevant business industry preferred.
- Teaching experience preferred (not required)

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Are you looking for a career where your experience and commitment are highly regarded? At Wells Fargo, we believe each of our team members offer something extraordinary and recognize the impact military experience can have in our company's results. That's why we're committed to hiring and retaining diverse team members, including military veterans, veterans with disabilities, and active military Reserve/National Guard personnel. At Wells Fargo, you'll find a culture that is very similar to the armed forces — structured, team-oriented, collaborative, and challenging.

Principal Auditor Military Apprentice

Apprenticeships are designed to assist in the transition from a military career into the financial industry; facilitates learning of the specific functions required of a Principle Auditor and provides an opportunity to successfully transition into the post-apprentice role. Upon successful completion of the program, the apprentice will have gained proficiency and experience in leadership, program strategy planning and plan execution to assume duties of a fully functioning Principal Auditor.

Required

- **3+ years of experience with military financial management activities including one or a combination of the following: accounting and pay services, budget preparation and execution, program, cost, and economic analysis, nonappropriated fund oversight, audit management, fiscal law, internal controls and quality assurance**
- **4+ years of military experience**
- **2+ years of leadership experience**

Desired Experience

- A BS/BA degree or higher
- Excellent verbal, written, and interpersonal communication skills
- Strong organizational, multi tasking, and prioritizing skills
- Ability to execute in a fast paced, high demand, environment while balancing multiple priorities
- Solid problem solving skills
- Good analytical skills with high attention to detail and accuracy
- Ability to work effectively in a team environment and across all organizational levels; where flexibility, collaboration, and adaptability are important
- Experience leading and providing feedback to staff on projects or engagements
- Specialization in areas such as operational risk, data analytics, credit functions, stress testing, risk modeling

To view a detailed job description and to apply, please visit wellsfargojobs.com OR www.wellsfargo.com/careers and search the following Job Opening ID: **5589070**

Posting Available on 7/22



Our commitment

Wells Fargo is committed to attracting, hiring, and supporting military veterans, active military personnel, veterans with disabilities and their families.

Wells Fargo has been recognized as a 2019 Top 100 Military Friendly Employer® and a 2019 Top 50 MilitarySpouse Friendly Employer® from G.I.Jobs. DiversityInc also recognized Wells Fargo on its 2018 list of Top Companies for Diversity and Top Companies for Veterans.

In 2018, Wells Fargo also signed the Employer Support of the Guard and Reserve (ESGR) Statement of Support (SoS).

Relevant military experience is considered for veterans and transitioning service men and women.

Wells Fargo is an Affirmative Action and Equal Opportunity Employer, Minority/Female/Disabled/Veteran/Gender Identity/Sexual Orientation.

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Purchasing Assistant

Position Type: Support Staff

Date Posted: 7/20/2021

Location: Finance Center

Closing Date: 07/28/2021

For School Year 2020-2021
261- Work Day Calendar

Hourly Pay Rate: \$16.79+ (Salary placement is based on experience.)

Click on the following link to view the full pay range on the ESP Salary Schedule: <https://www.hsd2.org/Page/1978>

Job Summary:

Assists Purchasing Manager, District personnel, vendors, and public on purchasing questions, performs data entry of documents, assists with verifying financial information, distributes Purchase Orders and files purchasing documents. Assists District Warehouse with incoming deliveries and outgoing deliveries.

Essential Duties and Responsibilities:

- Reviews and enters Vendor Registration forms into Alio. Scans Vendor Registration forms into database for records management.
- Assists with expediting, verification of goods, and questions regarding district purchase orders.
- Provides help with district asset sales and e-recycling events.
- Assists Accounts Payable Specialist with vendor issues and invoice processing.
- Distributes Purchase Orders via email to vendors and follows up with vendors as necessary.
- Reviews and verifies Purchase Card Reconciliation Packages each month. Follows up with district staff concerning issues, missing receipts, missing signatures, sales tax. Scans all Purchase Card Reconciliation Packages into records management database.
- Provides customer service to incoming staff at the district warehouse.
- Receives and records all incoming packages to include Personal Protective Equipment (PPE). In conjunction with Purchasing Manager, helps plan and organize outgoing Personal Protective Equipment pre-order deliveries.
- Audits all warehouse inventory to include Personal Protective Equipment (PPE). Updates Alio Warehouse system with correct inventory counts and helps internal customers with movement of goods requests.
- Serves as a substitute district delivery driver and may be a substitute for the Purchasing Manager as needed.
- Perform other duties as assigned by Purchasing Manager.

• Education, Training and Experience:

- Associates degree or higher plus familiarity with purchasing activities, warehouse activities, and/or purchase card reconciliation.
- 1-2 years of Purchasing and/or Warehouse experience.
- 1-2 years of general office experience may be substituted.

• Skills, Knowledge, & Equipment:

- Advanced math, writing and communication skills and basic to intermediate accounting skills.
- Excellent organizational skills.
- Advanced computer and software skills.
- Ability to take initiative and resolve problems independently.
- Strong customer focus and ability to defuse customer conflict.
- Intermediate to advanced knowledge of Word, Excel, PowerPoint and Purchasing Software. Ability to promote and follow Board of Education Coherent Governance Policies, District Policies and building and department procedures; communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.

- **Licenses:**

- Valid Colorado Driver's License required for hire.
- Criminal background check and District fingerprinting required.

- **Application Procedure:**

Apply online at www.hsd2.org to complete an online application. After completing your application, you must apply to each position that is of interest to you.

FLSA: Non-Exempt



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-Case Management Service Coordinator-Caution-

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-Quality Improvement Coordinator-Caution-

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-Service Coordinator, Flex-Caution-

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<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=30940&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

-Prior Authorization Coordinator-Caution-

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-Assistive Technology and Modification Specialist-Caution-

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-Front Desk Coordinator/Case Aide-Caution-

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-Intake Coordinator-Caution-

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-Support Coordinator-Caution-

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-Case Manager, Early Intervention-Caution-

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-HR Manager-Caution-

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-Service Coordinator, Bilingual-Caution-

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<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=37363&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B> >

-Service Coordinator, SEP-Caution-

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