



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

## **Bordner Careers**

Before we can ensure the high standards of our quality services, we first have to build a team of reliable and dedicated professionals. Every Bordner Home Improvement Company employee is an ambassador of our core values and is devoted to ensuring customer satisfaction. If you're interested in a career with Bordner Home Improvement Company, please review our positions below.

### **Available Positions**

#### **Outside Sales Representative—Full Time**

<https://www.bordnercolorado.com/careers/detail/?id=797897927846525932>

#### **Call Center/TeleSales—Full Time**

<https://www.bordnercolorado.com/careers/detail/?id=798198949992519754>

#### **Bath Installer—Full Time**

<https://www.bordnercolorado.com/careers/detail/?id=798198949994993401>

#### **Window Crew Foreman—Full Time**

<https://www.bordnercolorado.com/careers/detail/?id=798198949997623568>

#### **Brand Ambassador—Part Time**

<https://www.bordnercolorado.com/careers/detail/?id=798288727873990671>

**DSS Colorado (German Language Schools)** is looking for educators and German teachers for our afternoon classes in Colorado Springs!



To learn more about the school visit: <https://www.dsscolo.org/>

You will ideally bring these skills with you:

- Native speaker
- Training to become an educator or German teacher or
- Experience working with children aged 4-6 years
- Friendliness, patience and fun teaching

If interested please contact us:

Email: [info@dsscolo.org](mailto:info@dsscolo.org)

Telephone number: 720-625-9152



### PROSESOR: part time

- Assisting small businesses with state and federal certifications

### About the company:

We are a 100% woman owned business. We are an MBE just like your business. The owner has owned a small business for 30 years. Our staff has over 100 years of Small Business experience and over 50 years of certification experience. We are your full service, small business resource. Dedicated service professionals, made up of former small business owners, women, minorities and veterans. We are YOU!

### Job Responsibilities:

- Reaching out to clients
- Helping them gather documents
- Preparing them for certifications

### Job Requirements:

- Computer
- Phone
- Internet

### Benefits:

- Flexible hours
- \$15/ hour starting pay
- \$50 Bonus for each approved certification

### To apply:

Please send resume to **[stephaniez@govprep.com](mailto:stephaniez@govprep.com)**



## OPSPRO is Hiring!

**Title:** Payroll Administrator

**Job ID Number:** 249683

**Telework:** Fully remote, outside the US is not possible

**Position Type:** Starting as PT with the likelihood of FT very quickly

**Application Mechanism:** [Payroll Administrator \(Part-Time\) \\*\\*WORK FROM HOME\\*\\* - Catonsville, MD - OPSPRO, LLC Jobs \(isolvedhire.com\)](#)

OPSPRO specializes in providing small businesses and government contractors with compliance and operational support to include HR, Payroll, Accounting, Contracting, Invoicing and IT. Applicants that are reviewed and deemed qualified for a current open position will be contacted.

**Job Summary:** The Payroll Admin position is a work from home part-time position. The primary responsibility of this position is to provide general accounting, payroll, and administrative support

### **Essential Duties and Responsibilities:**

- Perform basic accounting tasks to include accounts payable / receivable
- Assist with payroll duties, as needed
- Update files with billing and collection information and provide reports to management
- Submit invoices to customers
- Create journal entries for proper revenue recognition
- Process timesheets and prepare expense reports
- Work with project managers and customers on contract requirements
- Perform other clerical duties and special projects as needed
- Other duties as assigned.

### **Requirements:**

- 1-2 years of basic bookkeeping/ accounting /payroll
- Advanced Excel capabilities
- Ability to work under tight deadlines



- Detail oriented Strong organizational, time management and prioritization abilities
- Ability to deal with sensitive and confidential information
- Excellent communication skills
- Must be able to work well with all levels of management
- Proficient with other Microsoft products (Internet Explorer, Outlook, Word & OneNote)

**Preferred Qualifications:**

- Experience with:
  - ADP
  - iSolved
  - Intuit Payroll Services
  - Paychex Payroll
  - Paylocity
  - Costpoint
  - Procas Time & Expense
- Experience with HR self-service tools
- Local to the Catonsville, MD area

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.



- **Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Planning/Organizing** - Prioritize and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.
- **Language Skills** - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, proposals, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills** - Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Reasoning Ability** - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to question activities and issues in all functional areas and make sound business decisions based on that data.
- **Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit, talk, type or hear. The employee is frequently required to walk; use hands to finger, handle, or feel and reach with hands and arms.
- **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will normally work in a temperature-controlled office environment, with frequent exposure to electronic office equipment.

Position Title: Resume Writer / Editor

Requisition Number: YES011321-03

Location: Remote / Worldwide

Position Type: Contractor 1099

Pay Rates: \$25-\$54 for interviewing; \$75-185 for drafting a resume and cover letter set; \$55 for editing a set.

- Are you a freelancer looking for work that allows you to make a difference?
- Do you have a passion for writing/editing and helping people?
- Do you want to sharpen your marketing writing skills as you earn while part of a world-class team?

YES Career Coaching & Resume Writing Services is looking for you! Our woman-owned business needs a number of part-time, work-from-home resume writers or editors to join our team. Our mission is to help job seekers determine what kind of work will light them up and to give them the strategies, marketing tools, inner game and accountability they need to build a career they will love.

Our exceptional team is the reason YES is DC metro's top-rated writing and career coaching company on most review sites (4.5 star rated on Yelp, A rated on Angie's List, 5.0 star rated on Google, A+ rated at the Better Business Bureau and 4.1 star rated on Glassdoor).

Editors will primarily be expected to edit but are welcome to have drafting and interviewing assignments if they would like more hours.

#### ASSIGNMENT POSSIBILITIES

- Edit resumes, cover letters, and LinkedIn profiles.
- Rarely, work with clients via Internet or phone to come up with quantified accomplishments and other details to include on resume.
- Identify and incorporate keywords from job listings for which they will apply.
- Draft resumes (both regular and federal), cover letters and LinkedIn profiles for assigned clients in all career fields.

#### REQUIRED QUALIFICATIONS

- At least one year of experience as an editor with final responsibility before going to press or sending deliverables to clients
- Superior attention to detail and ability to follow directions
- Professional interpersonal communication skills and coachability
- Top organizational skills and reliability
- Strong knowledge of MS Word
- Commitment to working with us for at least one year
- Availability for at least 15 hours a week

## PLUSES

- Experienced in crafting resumes and cover letters that get interviews
- Strong understanding of different occupations, especially information technology
- Familiarity with the Washington-area employment scene (federal government, government contracting, nonprofits, lobbying, associations, etc.)

## WHY YES

- You will be part of a small, woman-owned business that is, in the words of a recent employee, “very rewarding” to work in.
- You will have a role of key importance.
- You will make a difference in people’s lives every day and feel amazing when you help us earn a five-star review from a grateful client who got a job with your help.
- You will become a world-class writer/editor through practice, training and feedback.

YES Career Coaching & Resume Writing Services values inclusion and welcomes applications by diverse candidates to join our team, which has included staff with roots in Africa, East and West Asia, East and West Europe and Latin America. We love other kinds of diversity as well!

## TO APPLY

Please email your resume and cover letter addressed to Ms. Katherine Akbar, president to [katherine@yeswriting.com](mailto:katherine@yeswriting.com). Thank you in advance.



# **PCSI**

PCSI is committed to job growth and career development for its workforce. We encourage continuing education and training through company-funded, work-relevant certifications. We offer our employees competitive wages and benefits, including health insurance, retirement, and paid time off.

<https://www.pcsi.org/employment/>

## **Custodial Supervisor- Peterson/Cheyenne Mountain**

<https://recruiting2.ultipro.com/PRO1041PCSI/JobBoard/9e4196ca-5d12-46a2-85ff-5cb4e1a3cc84/OpportunityDetail?opportunityId=316b16f8-cbde-4427-b3f1-62df098ef7fd>

## **Grounds Maintenance Worker – Colorado Springs**

<https://recruiting2.ultipro.com/PRO1041PCSI/JobBoard/9e4196ca-5d12-46a2-85ff-5cb4e1a3cc84/OpportunityDetail?opportunityId=79868b64-b862-464a-9da2-8c6d9c5e4888>

## **Custodian – Peterson AFB**

<https://recruiting2.ultipro.com/PRO1041PCSI/JobBoard/9e4196ca-5d12-46a2-85ff-5cb4e1a3cc84/OpportunityDetail?opportunityId=c584b57d-adbb-4ee5-8e01-4db0869afb87>

## **Floor Tech – Peterson AFB**

<https://recruiting2.ultipro.com/PRO1041PCSI/JobBoard/9e4196ca-5d12-46a2-85ff-5cb4e1a3cc84/OpportunityDetail?opportunityId=319ab847-2483-4370-983a-db5d7cbbd94e>

## **Housekeeping Aide – Evans, Ft Carson**

<https://recruiting2.ultipro.com/PRO1041PCSI/JobBoard/9e4196ca-5d12-46a2-85ff-5cb4e1a3cc84/OpportunityDetail?opportunityId=a4094050-24f1-4aad-bc75-d7b08ceb470a>

If you are unable to complete the online job application, please use the following form. Please email completed form to [employment@pcsi.org](mailto:employment@pcsi.org).



[Police Officer](#)

Closes: 06/07/21

[Social Worker \(Clinical\)](#)

Closes: 06/07/21

[Dental Assistant](#)

Closes: 06/09/21

[Human Resources Assist.](#)

Closes: 06/09/21

[Environmental Protection Spec.](#)

Closes: 06/10/21

[Maintenance Worker Helper](#)

Closes 6/11/21

[Electronics Technician](#)

Closes: 06/14/21

[Laborer \(Special Events\)](#)

Closes: 06/17/21

[Child & Youth Program Assist.](#)

Closes: 07/19/21

[Outreach Program Coordinator](#)

Closes: 06/14/21

[Recreation Aid](#)

Closes: 06/30/21

[Clinical Laboratory Scientist](#)

Closes: 06/30/21

[Physician Assistant](#)

Closes: 06/30/21

[Transportation Security Officer](#)

Closes: 06/30/21

[Advanced Practice Nurse](#)

Closes: 06/30/21

**\*\*Click on the job title to access the announcement\*\***

**Additional Fort Carson/Colorado Springs area Positions:**

[USAJOBS Ft. Carson](#)

## Wolf Ranch Owners Association Open Position

### Governance Coordinator

40 hours per week

Occasional overtime needed

#### Soft Skills Needed:

- Work closely with a small team
- Professionally interact with owners, contractors, vendors and other team members
- Self-Starter
- Positive attitude
- Ability to assist other team members on various projects outside of Governance

#### Clerical Skills Needed:

- Type 40 WMP
- 10-key helpful
- Telephone skills
- Office products proficiency

#### Neighborhoods assigned TBD

- Conduct weekly governance inspections of assigned areas and process/mail letters.
- Track and complete Home Wise Docs inspections for assigned areas
- Send broadcast emails to owners as needed.
- Manage “governance” inbox and phone calls.
- Periodically courier items to and from WMG main office.
- Attend, help set up and participate in various WR meetings.
- Back Up Facilitate signing of payables.
- **Back up** DRC on-site inspections as requested.
- Assist with event planning and setup.
- Assist with setup and tear down of events.
- **Back up** receive and respond to phone calls and emails for the general WR inboxes
- **Back up** greet and service walk-ins to recreation center.

- Misc. duties as assigned

Send resumes and questions to:

General Manager

Leisa Klinge, CMCA

[lklinge@warrenmgmt.com](mailto:lklinge@warrenmgmt.com)

1720 Jet Stream Dr., Ste 200, Colorado Springs, CO 80921

Direct ph (719)685-7845 \* Wolf Ranch Ph (719) 685-8745