

# The Job Spotlight

Week of January 16 to January 20, 2023

Aramark  
Boldly  
Cox Enterprises  
El Paso County  
Fortuna BMC  
Greiner Electric  
HotJobs  
KOAA  
Hiring our Heroes  
Mindleaf

Mt Carmel Veterans Center  
Paint Nail Bar  
Pearce  
Premier Research  
Sunik  
The Resource Exchange  
United Rentals  
USAJOBS-Local  
USAJOBS-Remote



# CAREERS AT ARAMARK

The massive scale of our business and a variety of roles offer you endless ways to grow. At Aramark, we thrive on building cross-functional relationships, which means you'll enjoy career mobility that encourages you to explore different functions and industries. While we may not be your first job, we would love to be the employer that keeps you growing.



Email questions to the Military Program Manager at [goodman-jennifer@aramark.com](mailto:goodman-jennifer@aramark.com)



Click the job number to view roles below. Visit our military careers page by scanning the QR code.

## ARAMARK BY THE NUMBERS

**248,000**  
Employees Worldwide

**145,000**  
US Based Employees

**9**  
Lines of Business

**Fortune 500**  
Global Leader in Hospitality

**50**  
States in Which We Operate

**11**  
Employee Resource Groups

JOB TITLE	LOCATION	JOB NUMBER
Construction Manager I	Denver, CO	<a href="#">426002</a>
Environmental Services Manager	Atlanta, GA	<a href="#">425326</a>
IT Specialist	Rockville, MD	<a href="#">425376</a>
Food Service Manager	Towson, MD	<a href="#">404443</a>
Project Specialist II – IN2WORK	Valhalla, NY	<a href="#">425170</a>
Senior IT Analyst	Philadelphia, PA	<a href="#">425329</a>
IT Manager – PPG Paints Arena	Pittsburgh, PA	<a href="#">424025</a>
Project Manager	Dallas, TX	<a href="#">425792</a>
Operations Manager	Bullfrog, UT	<a href="#">422114</a>
Finance St. Analyst	Williamsburg, VA	<a href="#">425677</a>
Food Service Director	Seattle, WA	<a href="#">425529</a>
Account Executive	Tukwila, WA	<a href="#">425946</a>

Opportunities as of 1.10.23. All positions remain open until filled.

## **Executive Assistant (Remote)**

For more information about our company culture and to hear from team members about their experience in roles filled with variety and new learning—visit our jobs page at <https://boldly.com/jobs/>

### **About the position**

This is a rewarding long-term career opportunity to work alongside established Fortune 500 companies, senior-level executives, and successful business owners of small and medium size businesses as they make a greater impact in the world. As an executive assistant, you will have the opportunity to choose the companies that you support based on company values and your preferences, and to create long-term partnerships with the executives that you support as you develop new skill sets and get exposure to a variety of industries. You will join our team as a part-time employee with the opportunity to become full-time in due course, based on performance. Starting pay at \$23 an hour (£18 in the UK) with regular pay raises throughout your tenure

### **As an executive assistant you'll apply your professional skills in a wide range of tasks including:**

- Maintaining appointment schedules and calendar.
- Planning and scheduling meetings, conferences, and travel.
- Making travel arrangements including flight and hotel bookings.
- Maximizing the executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating phone calls on their behalf.
- Email management.
- Creating PowerPoint presentations.
- Managing expenses.
- Conducting research on various topics.
- Providing customer/supplier support.
- Other executive admin responsibilities as needed.

### **Your Skills and Experience:**

- A minimum of **7 years**, direct hands-on experience in a role related to executive assistance and administration.
- Ability to multitask and prioritize work as needed.
- Excellent time management skills.
- Knowledge of online tools and software such as Google Workplace, Outlook and Zoom.
- Ability to learn new tools quickly.
- Excellent interpersonal communication.
- Strong writing skills.
- Highly organized.
- A team player who is proactive, flexible, results-oriented and comfortable in a rapidly changing environment.
- Ability to work independently and under the pressure of deadlines.

For more information and to apply, please visit: <https://boldly.com/milso-jobs/executive-assistant/>



# Now Hiring!

Apply online: [jobs.manheim.com](https://jobs.manheim.com)



Great career opportunities available for service members, veterans & military spouses.

## Manheim is Hiring Nationwide!

- Auto Maintenance Tech I / R202314897 / Caledonia, WI
- Body Shop Painter II / R202214551 / Grove City, OH
- Auto Maintenance Tech I / R202315274 / Atlanta, GA
- Auto Maintenance Technician II / R202314853 / Mount Juliet, TN
- Estimator-Auditor II / R202214111 / Hatfield, PA
- Sr Auto Maintenance Technician / R202214150 / Bordentown, NJ
- Auto Maintenance Technician II / R202214024 / Dallas, TX
- Parts Installer II / R202315314 / San Antonio, TX
- Sr Auto Body Repair Technician / R202214023 / Kent, WA
- Senior Auto Maintenance Technician III / R202214413 / Kansas City, MO

Join our talent community and stay connected to our recruiters.

Contact Us: [Peter.Mahmood@coxinc.com](mailto:Peter.Mahmood@coxinc.com)

Cox is an Equal Opportunity Employer

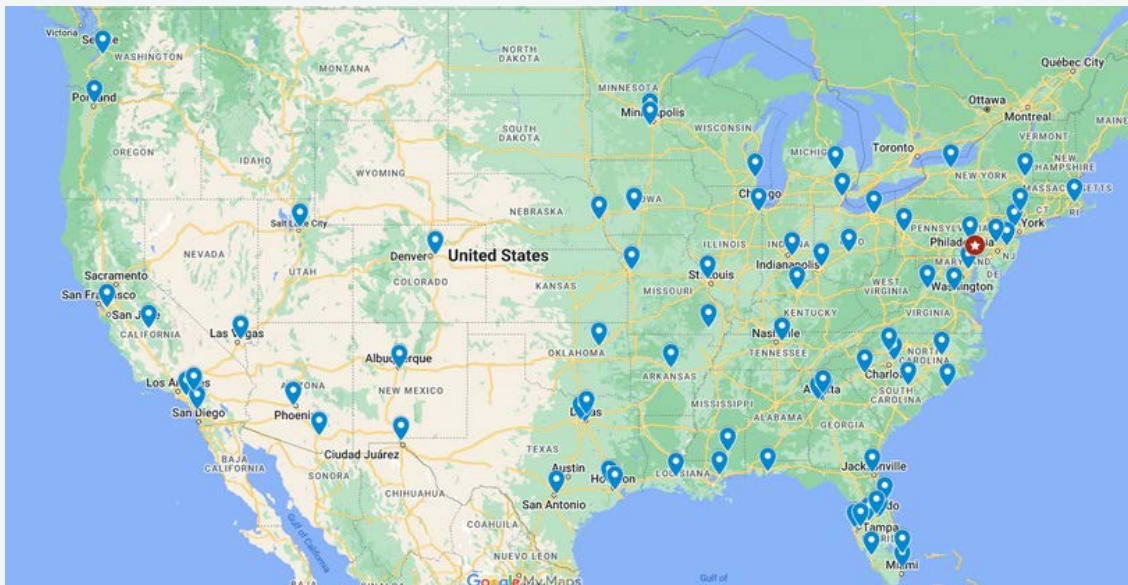
Sponsorship does not imply Army or DoD endorsement





We'd like to  
*thank you*  
for your service with an  
incredible career opportunity.

## Manheim Auction Site Locations:



Like to tinker, but not an expert yet?

At Manheim, we like to create opportunities for our people to make their mark.  
That's why we offer our in-house training program for Automotive Technicians.  
Interested? Let us know.



Apply online: [jobs.manheim.com](https://jobs.manheim.com)

Scan the code to join our talent community and stay connected to our recruiters.  
Contact Us: [Peter.Mahmood@coxinc.com](mailto:Peter.Mahmood@coxinc.com)

PART OF THE COX FAMILY OF BUSINESSES

Cox is an Equal Opportunity Employer

Sponsorship does not imply Army or DoD endorsement



Posted Externally Open to Internal and External Applicants				
Job #	Job Title	Advertise From	Advertise To	Department
2300010	Pretrial Services Administrative Technician	1/3/23	1/18/23	Justice Services
2300017	Mental Health Professional	1/7/23	1/22/23	Sheriff's Office
2300018	IT Lead Project Manager	1/7/23	1/22/23	Digital, Strategy, and Technology Department
2300019	Building Maintenance Technician II	1/7/23	1/22/23	Facilities and Strategic Infrastructure Management
2300021	Maintenance Worker III-Team Leader	1/7/23	1/22/23	Department of Public Works - Transportation
2300025	Children, Youth & Family Services In-Home Professional (Caseworker)	1/14/23	1/23/23	Department of Human Services
2300026	Accounts Receivable Coordinator I	1/14/23	1/23/23	Financial Services - Finance
2300031	Program Case Services Aide - Part Time	1/14/23	1/23/23	Department of Human Services
2300022	WIC Educator	1/9/23	1/24/23	Public Health
2300027	Deputy Coroner - Autopsy Technician Part Time	1/14/23	1/29/23	Coroner's Office
2300028	Code Enforcement Officer I	1/14/23	1/29/23	Planning and Community Development
2300029	Traffic Signal Technician - Team Leader	1/14/23	1/29/23	Department of Public Works - Transportation
2300030	Maintenance Worker II-Blades	1/14/23	1/29/23	Department of Public Works - Transportation
2300034	Mechanical/Building Maintenance Technician	1/14/23	1/29/23	Facilities and Strategic Infrastructure Management
2300037	Deputy Recruit - Certified	1/14/23	1/29/23	Sheriff's Office
2300038	Maintenance Worker II	1/14/23	1/29/23	Department of Public Works - Transportation
2300039	Program Assistant - Immunizations Part Time	1/14/23	1/29/23	Public Health
2300024	Strategy Program Manager	1/9/23	1/31/23	Digital, Strategy, and Technology Department
2200800	Children, Youth & Family Services Social Caseworker - Practice	1/1/23	Continuous	Department of Human Services
2200801	Children, Youth & Family Services Social Caseworker - Practice Part Time	1/1/23	Continuous	Department of Human Services
2300007	Park Maintenance I	12/28/22	Continuous	Community Services - Parks
2300009	Children, Youth & Family Services Lead Social Caseworker - Practice	1/1/23	Continuous	Department of Human Services

Posted Internally Open to Internal Applicants only				
Job #	Job Title	Advertise From	Advertise To	Department
2300035	Motor Vehicle Technician	1/14/23	1/19/23	Clerk and Recorder's Office
2300036	Deputy County Engineer	1/14/23	1/19/23	Department of Public Works - Engineering
2300041	Community Affairs & Research Manager	1/14/23	1/22/23	Sheriff's Office

Online applications are accepted through the following sites:

**External Postings** are available to both external and internal applicants and can be viewed on our external job posting site: <https://www.governmentjobs.com/careers/ElPasoCountyCo>

**Internal Postings** are only available to internal applicants and can be viewed on the Employee Portal accessed through AppLaunch:El Paso County AppLaunch < Caution-  
<https://elpasoco.okta.com/app/UserHome?fromLogin=true>

Questions? Contact**Human Resources**

**Email:**[HR@elpasoco.com](mailto:HR@elpasoco.com) < Caution-<mailto:HR@elpasoco.com>

**Phone:** 719-520-7486







### **Position Description**

**Title:** Project Coordinator I

**Requisition Number:** FBMCPD

**Location:** Nationwide

**Salary:** \$60,000 per year

**Position Type:** Full Time, permanent

**Point of Contact:** Chris Doyle at [chris.doyle@fortunabmc.com](mailto:chris.doyle@fortunabmc.com)

### **JOB DESCRIPTION**

Project Coordinators are critical to Fortuna BMC's ability to get to done. Project Coordinators assist project teams with the coordination of resources, meetings, and information. They organize projects to complete the objective of the project on time and within budget. We are seeking a project coordinator to help complete client facing and internal projects, most of which are technical in nature. Our ideal candidate is a detailed planner, expert communicator, and thorough project coordinator who is wholly committed to the delivery of innovative solutions that improve the lives of our people and our customers.

### **SKILLS AND QUALIFICATIONS**

- Highly organized, responsive, detail-oriented, team player with a "can-do" attitude.
- Exceptional research and problem-solving skills.
- Ability to identify risks and issues and escalate as needed.
- Ability to work independently and as part of a team with limited supervision.
- Ability to provide initiative and oversee a project with multiple tasks from conception to completion.
- Ability to balance assigned project tasks, both short and long-term, with the performance or routine duties.
- Ability to meet short deadlines and work additional hours during deadline periods.
- Minimum one year experience with project management or related field.
- Prior administrative or customer service experience preferred.
- Bachelor's degree preferred.

### **APPLICATION MECHANISM:**

Please email Chris Doyle at [chris.doyle@fortunabmc.com](mailto:chris.doyle@fortunabmc.com) and be sure to attach your **Resume** and include the **Full Title** of the job, including the **Requisition #**



Proudly supporting those  
who serve!



**Hiring Now!**



Scan here to  
learn more!



Our Greiner team has some exciting  
**opportunities to grow!**

We are looking for talented and  
motivated individuals to join  
our Colorado Front Range and  
Jackson, WY teams!



At Greiner Electric, we're a career orientated  
company that believes in investing in our employees.  
We offer:

- Full Health Benefits
- Competitive Pay
- Paid Apprenticeship Program - Earn While You Learn!
- Paid Time Off
- 401(k) Retirement Plan

If you are interested and want to  
learn more, please contact  
hr@greinerelectric.com, or call  
Bill Bicket at (303) 470-9702.  
If you are looking for an exciting  
and rewarding career,  
**come join our team today!**



All levels of experience are eligible to apply!

# Veterans & Military Spouses

## Hot Jobs 01/18/2023

- 371084BR** Trust and Safety Specialist - Phoenix, AZ
- 371088BR** Trust and Safety, Senior Investigator - Phoenix, AZ
- 369037BR** Solution Architect - Remote - Security Clearance
- 368492BR** Benefit and Leave Specialist - St. Louis, MO
- 371221BR** Federal Tax Analyst - Research Triangle Park, NC
- 371222BR** SAP Controlling(CO) Functional Team Lead - Remote
- 371576BR** Sr. Network Engineer/Site Reliability Engineer - Austin, TX - Hybrid
- 371572BR** SAP (IS-Utilities) Customer Relations/Billing Lead Consultant - Remote
- 371546BR** SAP Finance Lead - Remote
- 369704BR** Data Center Infrastructure Technician - Columbus/New Albany, OH
- 369951BR** Junior Software Developer - Herndon, VA - Security Clearance
- 369723BR** Risk and Compliance Specialist - Phoenix, AZ
- 370867BR** Database Specialist - Remote
- 371228BR** SAP Solution Architect - Remote

To submit to a position and read the entire job description, go to [Vetjobs.org](https://Vetjobs.org). Click on the job seekers tab, search available jobs and scroll down to RC Jobs. Search by the Req#.



QUESTIONS EMAIL ME AT:  
[ASTECKEL@VETJOBS.ORG](mailto:ASTECKEL@VETJOBS.ORG)  
POSITIONS OPEN UNTIL FILLED







Current Job Opportunities in Colorado Springs:

<https://scripps.com/careers/find-a-job/>

- **Account Executive, KOAA**

[https://scripps.wd5.myworkdayjobs.com/en-US/](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Account-Executive--KOAA_JR030803-1?locations=8d6215f5e3440121634e26a5a51dd6d5)

[Scripps\\_Careers/job/Colorado-Springs-CO---KOAA/Account-Executive--KOAA\\_JR030803-1?](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Account-Executive--KOAA_JR030803-1?locations=8d6215f5e3440121634e26a5a51dd6d5)

[locations=8d6215f5e3440121634e26a5a51dd6d5](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Account-Executive--KOAA_JR030803-1?locations=8d6215f5e3440121634e26a5a51dd6d5)

Colorado Springs, CO - KOAA

Full time

JR030803

- **Multimedia Journalist, KOAA**

[https://scripps.wd5.myworkdayjobs.com/en-US/](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Multimedia-Journalist--KOAA_JR030061-2?locations=8d6215f5e3440121634e26a5a51dd6d5)

[Scripps\\_Careers/job/Colorado-Springs-CO---KOAA/Multimedia-Journalist--KOAA\\_JR030061-2?](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Multimedia-Journalist--KOAA_JR030061-2?locations=8d6215f5e3440121634e26a5a51dd6d5)

[locations=8d6215f5e3440121634e26a5a51dd6d5](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Multimedia-Journalist--KOAA_JR030061-2?locations=8d6215f5e3440121634e26a5a51dd6d5)

Colorado Springs, CO - KOAA

Full time

JR030061

- **Executive Producer, KOAA**

[https://scripps.wd5.myworkdayjobs.com/en-US/](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Executive-Producer--KOAA_JR030643-2?locations=8d6215f5e3440121634e26a5a51dd6d5)

[Scripps\\_Careers/job/Colorado-Springs-CO---KOAA/Executive-Producer--KOAA\\_JR030643-2?](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Executive-Producer--KOAA_JR030643-2?locations=8d6215f5e3440121634e26a5a51dd6d5)

[locations=8d6215f5e3440121634e26a5a51dd6d5](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Executive-Producer--KOAA_JR030643-2?locations=8d6215f5e3440121634e26a5a51dd6d5)

Colorado Springs, CO - KOAA

Full time

JR030643

- **Creative Services Producer, KOAA**

[https://scripps.wd5.myworkdayjobs.com/en-US/Scripps\\_Careers/job/Colorado-Springs-CO---](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Creative-Services-Producer--KOAA_JR030735-1?locations=8d6215f5e3440121634e26a5a51dd6d5)

[KOAA/Creative-Services-Producer--](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Creative-Services-Producer--KOAA_JR030735-1?locations=8d6215f5e3440121634e26a5a51dd6d5)

[KOAA\\_JR030735-1?locations=8d6215f5e3440121634e26a5a51dd6d5](https://scripps.wd5.myworkdayjobs.com/en-US/Scripps_Careers/job/Colorado-Springs-CO---KOAA/Creative-Services-Producer--KOAA_JR030735-1?locations=8d6215f5e3440121634e26a5a51dd6d5)

Colorado Springs, CO - KOAA

Full time

JR030735



# HIRING OUR HEROES

U.S. CHAMBER OF COMMERCE FOUNDATION

## Position Description Fellowship Program Manager – Ft Carson, CO

Incumbent is responsible for the daily operation and administration of the Hiring Our Heroes (HOH) Military Spouse Fellowship Program (MSFP), part of the U.S. Chamber of Commerce Foundation's military community employment initiative (service members, military spouses, military care givers and veterans), Hiring Our Heroes. Areas of responsibility include working with eligible participants (military spouses, and caregivers), employers, community partners, and the local installation staff to manage MSFP in the local geographic area. Virtual position, with **routine on-site installation outreach**. 40 hours per week. Duties include but are not limited to:

- Provide guidance and support to eligible participants throughout various phases of the Fellowship process (pre-application, application, host company/fellow matching, Fellowship, and beyond)
- Teach classes on job search skills such as networking, LinkedIn, resume writing, etc.
- Develop basic timelines, utilize backward planning, & maintain Outlook calendar
- Notify business, stakeholders, and training partners of key dates and events
- Update documents & outreach materials across all sources
- Conduct outreach and provide regular information sessions at local military installations
- Plan and execute Orientation Week prior to each cohort start date, coordinate and confirm Friday Fellowship guest speakers/tours, networking events, and graduation ceremonies
- Conduct business development for additional host companies and community partners
- Promote local and national sponsorship opportunities
- Market HOH programs to various military bases in your territory and maintain productive relationships with stakeholders
- Support HOH events in your territory (Career Summits, training sessions, etc.)
- Travel up to 25%

Incumbent will report to the Deputy Director, Military Spouse Fellowship Program. Incumbent will serve as a liaison with other HOH and US Chamber of Commerce staff and programs to maximize engagement and collaboration across the organization. Incumbent must exercise professionalism in person and online, demonstrate sound judgment in making and executing decisions, and take initiative in carrying out responsibilities.

**MINIMUM REQUIREMENTS/QUALIFICATIONS:** Requires excellent organizational, time management, business development, facilitation, and interpersonal skills. Must be a self-starter and possess an ability to work independently while following directions promptly and thoroughly. Excellent verbal and written communication skills with proficiency in MS Office Suite (Word, Excel, and PowerPoint), Microsoft Teams and video conferencing across multiple platforms is required. The ability to conduct oneself professionally in all settings is a must. Requires regular regional travel and occasional national travel (1-2x per year). Bachelor's degree preferred. **Must reside in or around Ft Carson, CO.** Salary = \$65-70K/year

For more information about the program, visit <https://www.hiringourheroes.org/career-services/fellowships/internships/msfp/> and <https://www.hiringourheroes.org/resources/military-spouse-fellowship-program-overview/>

Please send **resume and cover letter** to Allison Chamberlayne [achamberlayne@uschamber.com](mailto:achamberlayne@uschamber.com)



Requisition #16630: – Contracts Administrator – Lowell, MA (Remote)

## About Us

Mindleaf Technologies, Inc is committed to assisting military medical professionals with providing excellent and quality patient care.

Headquartered in Lowell, MA, we have been supporting military health professionals for over 20 years through federal contracts with the DOD, DHA, & VA to provide administrative support in military treatment facilities (MTFs) nationwide.

Why work for MindLeaf?

- Paid Health and Ancillary benefits (Single Plan)
- 11 paid Federal holidays
- Paid Time Off accrued from 1<sup>st</sup> day of employment
- Tuition Assistance
- Meet new people and experience new challenges for professional growth

Our work in support of our service members and their family's healthcare needs is as vital as it is rewarding. If you want to be involved in supporting our nations heroes, apply with us, today!

Just click on the link: [Contracts Administrator](#).

*Position is located at the corporate headquarters in Lowell, MA, but will consider remote (fully).*

What we are looking for:

We are looking for a Contracts Administrator who will serve as an integral member of the Team, providing contract administration and support for a dynamic portfolio of contracts, in non-classified and classified environments. The ideal candidate for this role is a self-motivated independent thinker who drives to closure and can prioritize competing priorities.

- Responsible for the negotiation and the administration of Government contracts/subcontracts, consistent with sponsor requirements, compliance obligations and policies and procedures.
- Responsibilities will include interfacing with potential and current customers, submitting proposals, reviewing proposed terms and conditions, negotiating agreements, monitoring performance, and closing out agreements.
- Applicant should have a keen interest in Government contracting, possess excellent communication skills, and can develop solutions to complex problems.
- Collaborate with Program teams and senior leadership to prepare and submit compliant proposals.
- Participate in the negotiation of agreements of high complexity.
- Analyze the risk of terms and conditions that deviate from company policy.
- Summarize and document negotiations for auditability and compliance.
- Create and manage assigned agreements in the system of record and other repositories.
- Provide guidance on aspects of assigned agreements to ensure conformance with agreement terms and company policy while maintaining a high level of customer satisfaction.



- Monitor performance, collect documentation, and comply with reporting requirements for the satisfaction of agreement requirements.
- Assist senior management with reporting data and compiling audit information, as required.
- Serve as a customer interface for assigned agreements during the full life cycle of a program.
- Research complex issues and provide recommendations for resolution.
- Mentor junior and support staff to ensure compliance and professional development.
- Support the Upper Management in interfacing with Programs, Legal and Finance to develop new business approaches and winning capture strategies.

**Salary:**

- \$57,000.00 - \$70,000.00 Salary/year

**Education:**

- Bachelor's Degree
- 5+ years of directly related experience; experience in an Intellectual Property-intensive environment (e.g., engineering/technology company, Health care, technology transfer office)

**Experience:**

- Experience in healthcare, military defense, & government contracting to include: acquisition, contract, procurement & executing & conducting the procurement process from all phases of pre-award through post-award.
- Working knowledge and understanding of contract types.
- Must demonstrate working knowledge of the FAR/DFAR.
- Knowledge of government contracting processes and considerations.
- Experience working with a broad range of agreements.
- Able to handle multiple assignments and deadlines in a fast-paced environment.
- Able to quickly understand processes and ensure adherence.
- Must have an aptitude for performing work functions in a timely and well-organized manner without the need for constant oversight.
- Writing sample may be required.
- Must possess excellent problem solving and communication skills that can be deployed to collaborate effectively with different functional teams on a variety of topics.
- US Citizenship required.

**Work Environment/Physical Requirements:**

- The work is primarily sedentary. Requirements include prolonged walking, standing, sitting or bending.

*MindLeaf is a proud participating Member of the Military Spouse Employment Partnership and encourages our military spouses to apply.*

*MindLeaf Technologies Inc is an Equal Opportunity Employer and does not discriminate against candidates or employees based on race, color, religion, sex, national origin, age, pregnancy, disability, veteran status, genetic history, or any other protected status.*



### **Position: Client Services Specialist (Non-medical)**

**Position Description:** Support Operations Manager in the daily operation of Greet & Connect, Integrated Services, and Information and Facilities Management. Ensure best practices are captured. The most important thing is Exceptional customer service. This is a full time, non-exempt position.

### **Main Responsibilities:**

- Greet & connect clients to services and appointments
  - Customer Service, set the standard in proper customer care to include in-person, telephonic, and web-based interactions
  - Apricot Database, add new clients and update case notes
  - General Support to include customer surveys, accept donations, updating phone and contact lists
  - Assist in all capacities appointed by the Operations Manager, Facility and Resource Coordinator and the Director of Operations
- Assist in all capacities appointed by Operations Manager
- a. Stats gathering; Ensure appropriate data is collected, entered in to Apricot and reported weekly.
  - b. Support Programs and Partners with room set up and payments
  - c. Identify integration opportunities and streamline processes
  - d. Support all Departments and Partners with client walk-ins as needed
  - e. Assist with Volunteers
  - f. Support all events, activities and efforts as identified by Operations Manager and Director of Operations
  - g. Ensure high level of customer service and satisfaction in all areas of VSC: clients, guests, partners, volunteers, work studies, interns, board members, funders, and staff members
  - h. Ensure a healthy and safe work environment

### **Essential Aptitude & Qualifications:**

- Experience working in a fast-paced, client-facing receptionist position (HD)
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Clerical skills to keep accurate records and find important information
- Patience and listening skills to respond appropriate and interact positively with clients
- Computer literate to include word and excel
- Understanding of military culture and associated support programs
- Interpersonal skills to create a pleasant experience for clients, partners and staff while maintaining confidentiality

Interested personnel should send their resume to Mr. Mark Smith:

Mark Smith  
Director, Transition and Employment  
Mt. Carmel Veterans Service Center  
530 Communication Circle  
Colorado Springs, CO 80905  
O: 719.309.4724  
C: 719.393.5024  
[marksmith@mtcarmelcenter.org](mailto:marksmith@mtcarmelcenter.org)

# PAINT

A LUXURY NAIL AFFAIR

— NAIL BAR™ —

IF YOU LOVE PAINT...  
YOU'LL LOVE WORKING HERE.

*now hiring!*



---

“OUR TECHNICIANS ARE LIKE FAMILY, SO WE TREAT THEM WITH RESPECT AND DIGNITY; OUR STAFF KNOW THEY ARE OUR PRIORITY.”

Contact Raleigh Vincent by emailing [raleigh@paintednailbar](mailto:raleigh@paintednailbar) or by calling 719.249.2799

---





# Find Your Future with Pearce

**Start your next mission with the nation's leading service provider** for repair, maintenance, and engineering services to our critical infrastructure in the renewable energy, power generation, and telecom industries.

Pearce offers innovative, tech-enabled solutions for telecom, utility wind, utility and commercial solar, electric vehicle (EV), and energy storage customers. We provide team members with competitive pay, full benefits, a defined career path, two world-class training centers, and personal and professional growth opportunities.

We have a variety of local and remote positions available in our corporate offices in California, such as administration, finance, dispatch, fleet management, and more.

And we have openings for all skills levels on our field services teams, in a variety of locations and full-time traveling positions.

**Visit us online today, find your next mission, and JOIN OUR TEAM!**



## Transitioning into a Clinical Research Career

Premier Research is a contract research organization that supports highly innovative biotech and specialty pharma companies in transforming ideas into reality. We help amazing science become life-changing therapies for those in critical need.

### Find a purpose as a part of our team

Whether you're transitioning from the military, a veteran, or a military spouse searching for a new role, you can find a purpose as part of the Premier Research team. When our team does their best work, the world becomes a healthier place. And we believe that our colleagues do their best work when they are inspired and nurtured. We thrive by bringing together a diverse team committed to promoting respect, cooperation, and flexibility.

We recognize the invaluable skills and adaptability that a military background can provide. Our Boots to Biotech program is designed to support you in reaching your full potential as you transition into a new career.

### Are you ready to join us?

#### Current openings

- Senior Regulatory Medical Writer (Remote)
- Technical Data Manager-Contractor (Remote)
- Business Systems Engineer II (Remote)

### Premier Research At-A-Glance

**A contract research organization Built for Biotech<sup>SM</sup>, changing ideas into life-changing treatments**

- Employees: >2,000
- Headquarters: Morrisville, North Carolina
- Global presence: 20 countries
- Focus areas: Analgesia, Diagnostics, Neuroscience, Oncology, Pediatrics, Rare Diseases, and Women's Health
- Cultural Anchors: Caring & Empathy, Aspiration, Empowerment, One Team



AN AKIMA COMPANY

**Sunik**  
**Fort Carson, CO 80913**  
**719-524-0452**

Sunik, a rapidly growing government services provider has a full-time opening at Fort Carson CO, for an Installation Property Book Office (IPBO) / Supply Subsistence Management (SSMO) Supervisor for Supply Department.

**Position: Installation Property Book / Supply Subsistence Management Supervisor**

**(Job # ASO00638)**

**Position Classification: Exempt**

**Contract Number: W52P1J-18-G-0030**

**Announcement Date: January 13, 2023**

**Close date: Until filled**

**Pay Rate: \$76,500 - \$79,500**

### **POSITION SUMMARY:**

Part I (80% of Responsibility): The Installation Property Book Supervisor has full technical and administrative responsibilities for supervision and management of the Consolidated Installation Property Book Office (CIPBO). The CIPBO Supervisor directs property book actions for accountability of expendable, nonexpendable, and durable property on hand and all transactions that affect property book records. The CIPBO Supervisor monitors and develops resolution of all related tasks, issues and/or problems with property management. The CIPBO Supervisor plans work independently and develops analytical methods for government property accountability in accordance with Army regulations, analyzes property management tasks to determine scope and course of action required, identifies tools necessary for timely resolution of property control issues/problems, and initiates resolutions of problems issues and develops procedures to enhance Logistics Readiness Center (LRC), Fort Carson, operations in support of Soldiers.

Part II (20% of Responsibility): The Supply Subsistence Management Office (SSMO) Supervisor manages manpower requirements for the installation food storage warehouse ensuring quality control and exercises oversight to the SSMO Supply Technician Lead. Ensures adherence to all food service regulations. Responsible for stock control, expenditure reports, and audit compliance.

### **MAJOR JOB ACTIVITIES:**

1. Supervises subordinates in the day-to-day operation of the CIPBO. Provides management authority over the SSMO, to include time-card management and performance counseling requirements.



2. Ensures accountability and maintenance of automated official government records through practical knowledge and execution of the provisions contained in Federal Acquisition Regulation (FAR) Part 45 and associated clauses.
3. Ensures adequate record-keeping and maintenance of an automated system for traceability and accountability of government property from original acquisition through final disposition.
4. Assigns work, manages employee schedules, and executes personnel management activities.
5. Oversees property accountability and asset visibility procedures.
6. Monitors all Installation Property Book actions, including Reserve Component Stocks, and provides direction and guidance as required.
7. Coordinates with hand receipt managers, hand receipt holders, supervisors, and managers to ensure that all transactions pertaining to property, are in compliance with our property Management System and Standard Operating Procedures.
8. Coordinates property management and control activities in support of internal and external audits to ensure accountability of government and company-furnished property, in accordance with applicable Government regulations and contractual requirements.
9. Balances the work among employees in accordance with established workflow or job specialization to assure timely accomplishment of the assigned workload.
10. Ensures the property book office and food storage warehouse is in compliance with all relevant contractual Performance Work Statements (PWS) requirements and Army regulations. Renders reports as directed or required.
11. Develops or recommends new procedures or revised processes that include procurement, storage, distribution, utilization, disposal of material, and compliance with the terms of the FAR Part 45, Management of Government Property in the Possession of Contractors.
12. Interfaces with the Government Property Book Officer, Property Administrator, and QAE Auditors as required. Interfaces with the Government Food Service Administrator and QAE Auditors as required.
13. Conducts training and employee performance reviews.
14. Ensures that employees follow proper timekeeping procedures and approves timesheets accordingly.
15. Other duties as assigned.

### **MATERIAL & EQUIPMENT DIRECTLY USED:**

Unique property control software and computers.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an office environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work may require lifting up to 30 lbs.; stooping; climbing; prolonged standing; prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

### **FREEDOM TO ACT:**

Reports to the Sunik Supply Manager and functions independently with management direction and review.

### **MINIMUM QUALIFICATIONS:**

**Education:** Associate Degree in Business desirable. Formal military training or equivalent civilian experience and course work in logistics management/property book accountability mandatory. Course work in personnel management desirable. Through military or industrial logistical training, must have a broad and comprehensive knowledge of the theory, principles and methods for managing government property.

**Experience:** Four years or more directly related to Property Administration or Property Book Office is required. Operate personal computers and software consisting, but not limited to Microsoft Office, and the Global Combat Support System – Army (GCSS-Army) is required. Previous PBUSE (US Army specific property accounting management system) experience is preferred. Previous food service and cold storage management experience is preferred. Must have ability to use and interpret Army Regulations and Directives. A good working knowledge of property accounting systems, policies and storage work methods are required. Ability to operate computer and utilize software programs to generate daily, weekly and monthly reports for government audit requirements. Able to interpret written and verbal instructions. Ability to use FEDLOG, understand national stock numbers, part numbers and their relationship to property.

**Supervisor:** Three to Five years leadership experience in progressively responsible in a supervisory is required. Managing at least ten employees is preferred. Customer relations skills, communication skills, ability to work with other skills, and the ability to function under stress skills are desired.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE:** Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC and SECRET Clearance. Must receive a favorable background check and drug testing results.

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at Sunik

[michelle.lanham@Sunikllc.com](mailto:michelle.lanham@Sunikllc.com)

719-524-0452





Join  
Team TRE!



# We're looking for YOU!

## [www.tre.org/careers](http://www.tre.org/careers)

The people we serve come from all walks of life and backgrounds. YOU can make a difference in their lives and meet the growing needs in our community!

### Here's what you can expect when you join Team TRE:



Competitive salaries to attract, and keep, top-quality talent.



Valuable benefits start after 30 days; Medical premiums paid up to 90%, Dental, Life, Pet insurance and more; 401k eligibility and employer match after 90 days.



Generous PTO plus 10 paid holidays per year and enjoy your birthday off, paid!



Flexible work environment with the ability to create your own schedule, half-day Fridays, and the tools to succeed in a mobile workspace.



Collaborative workplace culture with employee-led committees from Gardening to Diversity, Equity, and Inclusion; employee appreciation giveaways, contests, peer recognition, and more.



If you are looking for a rewarding career and have a heart for people, please visit [www.tre.org/careers](http://www.tre.org/careers) and apply today!



Get to know us on  
TRE Instagram!



Scan QR Code to visit  
our Careers Page!

*Empowering People. Strengthening Families. Building Inclusive Communities.*

# Start your training while you complete your military service.



## Transition into a career as a United Rentals service technician.

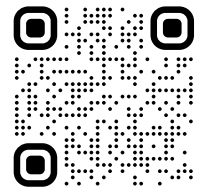
If your military service is coming to an end, it's time to start thinking about your next move. As the world's largest equipment provider, we want to train you to become a United Rentals Service Technician. Our 14-week training program will provide you with the skills you need to build a thriving career. We offer best-in-class benefits, continuous development, growth opportunities, and more:

- On-the-job training (OJT), equipment operation, safety training and certifications
- Job rotation to teach you about our industry and growth
- During OJT you will learn to perform equipment inspections, basic maintenance tasks, and demonstrate diagnostic/troubleshooting skills under the supervision of senior-level technicians
- Upon completion, participants may be eligible to receive full-employment and MACTools set
- Relocation assistance may be available to any of our 1,200 locations with open positions

We have training locations near most military bases (CONUS) and are open to supporting individual SkillBridge training opportunities. This is real-world job experience with a DOD trusted employer.

### Interested? Let's connect.

Please contact Kelly French at [kfrench@ur.com](mailto:kfrench@ur.com) for information and details.



United Rentals, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.



[UnitedRentals.com](https://UnitedRentals.com) | 800.UR.RENTS

© 2021 United Rentals, Inc.



[Supervis. Contract Specialist](#)

Closes: 01/23/23

[Cytotechnologist](#)

Closes: 01/23/23

[Material Handler Leader](#)

Closes: 01/23/23

[Army Reserve Admin.](#)

Closes: 01/24/23

[Nurse](#)

Closes: 01/24/23

[Contract Officers Rep.](#)

Closes: 01/24/23

[Financial Admin. Specialist](#)

Closes: 01/26/23

[Financial Management Officer](#)

Closes: 01/27/23

[Store Associate](#)

Closes: 01/30/23

[Social Worker](#)

Closes: 01/30/23

[Traffic Management Spec.](#)

Closes: 01/30/23

[Child & Youth Program Assistant](#)

Closes: 01/31/23

[Custodial Worker](#)

Closes: 01/31/23

[Assist. Aquatics Manager](#)

Closes: 02/09/23

[Superv. Medical Tech.](#)

Closes: 02/13/23

[Medical Support Assist.](#)

Closes: 03/13/23

[Pharmacy Technician](#)

Closes: 04/04/23

[Medical Records Tech.](#)

Closes: 04/17/23

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

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

[\*\*USAJOBS Ft. Carson\*\*](#)





## Remote Vacancies

[Management and Program Analyst](#)

Closes 1/22/2023

[Microbiologist Inspector](#)

Closes 1/23/2023

[Lead Medical Support Assistant](#)

Closes 1/22/2023

[Lead Loan Specialist](#)

Closes 1/23/2023

[Business Analyst](#)

Closes 1/22/2023

[Human Resources Assistant](#)

Closes 1/23/2023

[Social Worker](#)

Closes 1/23/2023

[Interdisciplinary](#)

Closes 1/24/2023

[Health Systems Specialist](#)

Closes 1/23/2023

[Environmental Protection Specialist](#)

Closes 1/24/2023

[Supervisory Human Resources Specialist](#)

Closes 1/23/2023

[Program Analyst](#)

Closes 1/24/2023

[\\*Historian](#)

Closes 1/23/2023

[Veterans Service Representative](#)

Closes 1/25/2023

[Registered Nurse - Educator Clinical](#)

Contact Center  
Closes 1/23/2023

[\\*Staff Psychologist](#)

Closes 1/25/2023

[Biological Scientist](#)

Closes 1/23/2023

[Medical Records Technician Auditor](#)

Closes 1/25/2023

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

\*Announcement will close at a specified number of applications which can be sooner than the close date.