

TOP Jobs – Week of: March 15, 2020

1. Custodial/ Janitorial Worker

Job Posting ID # 8108192

Full-Time Position

Occupation Type: Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Job Description: Opening for "custodial/ janitorial worker" with at least two (2) years experience in the commercial field. Company is also looking for some custodial/ janitors with at least one (1) year experience with floor equipment for stripping/ waxing and carpet cleaning.

Preferred Skills & Qualifications:

Salary: \$14.16 / HR

Location: LUBBOCK,

2. Financial Examiner V

Job Posting ID # 8108122

Full-Time Position

Occupation Type: Financial Examiners

Job Description: This position requires expertise in credit risk measurement and risk management practices for a diversified portfolio of moderately complex borrowing relationships. The position involves conducting credit reviews during onsite examinations, analyzing internal reports, conducting discussions with bank management, reviewing industry information, and researching risk topics affecting the financial services industry. Reports to the Regional Director

Preferred Skills & Qualifications: 6 yrs experience and Bachelors Degree

Salary: 5,166.66 to \$7,333.33 / MO

Location: LUBBOCK

3. Director Financial Planning Analyst

Job Posting ID # 6766402

Full-Time Position

Occupation Type: Financial Analysts

Job Description: Provides a broad range of developing, analyzing, and maintaining financial plans through support and collaboration with management and members of the clinical and financial teams. Responsible for maintaining a Decision Support System which provides clinical, statistical and financial analysis to management.

Preferred Skills & Qualifications. Minimum of 5 years experience in a healthcare financial management or analysis position

Salary: \$70,000.00 / YR

Location: LUBBOCK

4. Cook

Job Posting 4797866

Full-Time Position

Occupation Type: Cooks, Institution and Cafeteria

Job Description: . Seeking to fill the position of "cook" for a long care nursing care facility. Duties to include but not limited to...food cooking, food prep, working from a menu, food handling, cleaning work area and any other related duty.

Preferred Skills & Qualifications: Must have at least 1 year of related experience. Knowledge of food safety handling practices (regulations).

Salary: \$9.00 / HR

Location: LUBBOCK

5. Cement Truck Driver (Experienced)

Job Posting ID # 8108027

Full-Time Position

Occupation Type: Truck Drivers, Heavy

Job Description: Will drive cement mixing truck locally.

Preferred Skills & Qualifications: . Must have 1 year experience driving a cement truck or "DO NOT APPLY" employer wants experienced drivers only

Salary: Pay will depend on the amount of experience

Location: LUBBOCK

6. Human Resources Clerk

Job Posting ID # 4797856

Full-Time Position

Occupation Type: Human Resources Assistants, Except Payroll and Timekeeping

Job Description Work involves assisting in administering human resources functions. The ability to work well with others, yet maintain confidentiality without exception. Work well under moderate time pressure with some latitude for the use of initiative and independent judgment

Preferred Skills & Qualifications: 1-2 years of office clerical experience required. Entry level experience in human resources is preferred. High School diploma or equivalent is required. Some college is preferred.

Salary: \$10.00 to \$12.00 / HR

Location: LUBBOCK

7. Merchandise Associate

Job Posting ID # 8108065

Part-Time Position

Occupation Type: Merchandise Displayers and Window Trimmers

Job Description: Responsible for assisting in the daily operations of the store. Must be able to substitute in the areas of merchandise presentation, processing, fitting room, cashier, customer service and lay-away, if necessary.

Preferred Skills & Qualifications: High School Diploma/GED

Salary: \$7.25/hr - \$8.00/hr depending on the amount of experience.

Location: LUBBOCK

8. Journeyman Electrician

Job Posting ID # 8108061

Full-Time Position

Occupation Type: Electricians

Job Description: Seeking experienced electricians with experience in both industrial and commercial electrical work. Must have your own hand tools and hard hat

Preferred Skills & Qualifications: 4 years experience

Salary: hourly pay depends on experience

Location: LUBBOCK

9. License and Permit Specialist III

Job Posting ID # 3052907

Full-Time Position

Occupation Type: License Clerks

Job Description: Performs supervisory and staff responsibilities as assigned when special circumstances arise or directed by a supervisor. Provides administrative assistance to the office supervisor in support of normal office operations. Performs advanced investigative, examining and clerical duties in determining legal needs, requirements, and qualification for driver license and identification card issuance. Conducts driving tests for driver license applicants including inspecting motor vehicles for safety prior to the road test; verifying evidence of financial responsibility; checking for registration and/or reciprocity; describing road test basics to applicant;

Preferred Skills & Qualifications: Graduation from a standard senior high school or the equivalent including four (4) or more years of technical work experience involving driver license laws, rules and regulations and conducting driver license skills testing or issuing driver license and identification cards OR *successful completion of two (2) years at an accredited college or university (transcript[s] required if used as a qualifier) plus two (2) years of the required work experience

Salary: \$3,250.00 / MO

Location: LUBBOCK

10. Administrative Assistant

Job Posting ID # 6766411

Full-Time Position

Occupation Type: Secretaries, Except Legal, Medical, and Executive

Job Description: Administrative and Clerical Duties, Post Transactions, Run Daily Ticket Audit, Prepares Documentation, Phones, Bank Deposits, Mail, Orders Supplies, Maintains Files on Employees, Requires Excellent Computer Skills

Preferred Skills & Qualifications: High School Diploma or GED, one year Clerical Experience is Required, Must be a Self Starter

Salary: \$11.00 to \$13.00 Per Hour Starting DOE, Benefits

Location: LUBBOCK

Rural Top Jobs

1. Human Services Technician

Job Posting ID # 6119950

Full-Time Position

Occupation Type:

Job Description: The position functions as an assistant to agency staff and supervisors in providing human services to Child Protective Services (CPS) clients, including transportation and documentation of services provided. It also includes supervising visitations between parents and children and providing various clerical functions.

Preferred Skills & Qualifications: Graduation from high school or equivalent.

•One-year full-time social services, clerical, secretarial, administrative support, general office, or FPS experience

Salary: \$1,975.83 to \$2,864.91 / MO

Location: LEVELLAND, TX

2. BUS DRIVER

Job Posting ID # 6119726

Part-Time Position

Occupation Type: Bus Drivers, Transit and Intercity

Job Description: To transport regular and/or special education student to and from home/school in passenger vans or buses with seating capacity ranging from 15-84.

Preferred Skills & Qualifications: Requirements: U.S. citizen or proof of legal right to work in the United States, minimum of 21yrs of age, valid TX Driver's License (Class B P-CDL), Department of Motor Vehicle Report,

Salary: \$9.50 / HR

Location: BROWNFIELD, TX

3. RECEPTIONIST

Job Posting ID # 3052663

Full-Time Position

Occupation Type: Receptionists and Information Clerks

Job Description: RECEPTIONIST NEEDED TO DO DATA ENTRY, MAKE APPOINTMENTS, ANSWER PHONES, DEPOSITS, A/R, A/P AND ANY OTHER DUTES AS ASSIGNED. MUST BE PROFICIENT IN WORKING WITH COMPUTERS

Preferred Skills & Qualifications: 1 year experience and High School Diploma/GED

Salary: \$7.25 / HR

Location: PLAINVIEW, TX