

TOP Jobs – Week of: March 1, 2010

1. Home Improvement Merchandiser

Job Posting ID # 4796867

Full-Time Position

Occupation Type: Sales and Related Workers, All Other

Job Description: Candidate will be expected to complete the following tasks:

- Ability to lift 50lbs consistently, work on ladders, bend, kneel and stoop
- Maintain close relationships and communicate regularly with store managers
- Ability to work safely in a retail construction environment
- Straighten, remove damaged products, and pack out (stock) items from overhead storage as well as newly arrived products
- Monitor inventory levels and suggest order quantities to store
- Performing price tag maintenance through use of the store supplied mobile order cart and sign printer as well as signage removal and installation

Preferred Skills & Qualifications: 3 Months experience and High School Diploma/GED

Salary: \$11.00 to \$12.00 / HR

Location: LUBBOCK,

2. Office Assistant

Job Posting ID # 6118795

Full-Time Position

Occupation Type: Office Clerks, General

Job Description: Performs routine and moderately difficult clerical duties of a specialized nature, which may be performed in a variety of University settings. Responsibilities may include basic bookkeeping, data coding, filing, sorting, posting, verifying, recording, typing, and word processing.

Preferred Skills & Qualifications: Proficiency in written and mathematical processes as may be reflected by the completion of high school or the equivalent.

Salary: \$1,416.19 to \$1,984.74 / MO

Location: LUBBOCK

3. Mortgage Loan Processor

Job Posting ID # 2573654

Full-Time Position

Occupation Type: Financial Specialists, All Other

Job Description: Process mortgage loans for mortgage originator based in Lubbock.

Assist customers with loan documentation needs and as backup to originator.

Work with real estate agents to provide mortgage financing to customers.

Preferred Skills & Qualifications: HS diploma or equivalent; a two years previous mortgage experience preferred

Salary: .DOE

Location: LUBBOCK

4. Aide

Job Posting 6765379

Full-Time Position

Occupation Type: Home Health Aides

Job Description: . Duties to include but not limited to the following: general housekeeping, resident laundry, assist residents during the night, check-up on residents every 2 hours and any other assigned task.

Preferred Skills & Qualifications: 6 months experience and High School Diploma or GED preferred (not required).

Salary: Starting pay is \$8.00/hr with \$1.00 differential for night.

Location: LUBBOCK

5. Production Welder

Job Posting ID # 8106959

Full-Time Position

Occupation Type: Welders, Production

Job Description: Welder with 5 years experience in manufacturing or production welding

Preferred Skills & Qualifications: Must have more than oil field welding experience. Will perform tacking or welding operations on fabricated pump parts.

Salary: \$10.00

Location: LUBBOCK

6. Sales Representative

Job Posting ID # 6765250

Full-Time Position

Occupation Type: Sales and Related Workers, All Other

Job Description: Marketing Aflac products to business

Preferred Skills & Qualifications: Open

Salary: DOE

Location: LUBBOCK

7. Delivery Driver [Experienced]

Job Posting ID # 6118495

Full-Time Position

Occupation Type: Truck Drivers, Heavy

Job Description: DELIVERY DRIVER [Experienced]: seeking to hire an experienced "delivery driver". Must have a valid Texas driver's license/clean driving record (MVR will be checked). Must be at least 21yrs of age for insurance purposes.

Preferred Skills & Qualifications: MUST HAVE at least 1yr OF VERIFIABLE DELIVERY DRIVING EXPERIENCE (with in the last 3yrs).

Salary: \$500.00 / WK

Location: LUBBOCK

8. Housekeeper

Job Posting ID # 8106758

Full-Time Position

Occupation Type: Maids and Housekeeping Cleaners

Job Description: Stock supply cart and use the amount of supplies that are in accordance with standards.

Clean guest rooms, which includes but is not limited to striping and making the bed, gathering and emptying trash, cleaning mirrors, dusting furniture and fixtures, and vacuuming.

Clean guest baths, which includes but is not limited to cleaning bath fixtures, commodes, floors, wall and mirrors.

Replenish guest rooms and baths with amenities, supplies, and linen and terry in accordance to standards.

Preferred Skills & Qualifications: Open

Salary: \$7.50 to \$8.00 / HR

Location: LUBBOCK

9. HVAC Mechanic

Job Posting ID # 3051523

Full-Time Position

Occupation Type: Heating and Air Conditioning Mechanics

Job Description: LB&B is seeking a qualified HVAC Mechanic to work on our newly awarded Facilities Maintenance contract at the G.H. Mahon Federal Building/Courthouse in Lubbock, Texas.

Preferred Skills & Qualifications: Candidate must have six years journey-level experience, EPA or CFC Universal certification, experience with large commercial HVAC systems and general building automation system knowledge.

Salary: \$18.31 / HR

Location: LUBBOCK

10. Cook

Job Posting ID # 8106735

Full-Time Position

Occupation Type: Cooks, Institution and Cafeteria

Job Description: Prepare, seasons, cook, and serves food as directed by the dietitian.

Preferred Skills & Qualifications: a minimum of 1 year of cooking or equivalent amount of training and experience in a comparable food service establishment.

Salary: DOE

Location: LUBBOCK

Rural Top Jobs

1. Janitor/ Parts Runner

Job Posting ID # 8106748

Full-Time Position

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

Job Description: Will be sweep, mop, empty trash, clean up shop area and other duties as assigned. Will deliver parts when needed.

Preferred Skills & Qualifications: 3 months experience in janitorial is required.

Salary: \$7.25 / HR

Location: MORTON, TX

2. Plant Technician

Job Posting ID # 6765540

Full-Time Position

Occupation Type: Plant and System Operators, All Other

Job Description: The Plant Technician position requires an individual who wants to be involved in day-to-day production plant operations. Individual must be physically capable of performing climbing, lifting and generally physically strenuous activities on a daily basis.

Preferred Skills & Qualifications: Prior plant production experience is preferred, but not required. Welding and/or forklift and heavy machinery operating skills are desirable

Salary: \$8.50 / HR to \$10.00 / HR

Location: BROWNFIELD, TX

3. Caregiver

Job Posting ID # 6118766

Full-Time Position

Occupation Type: Home Health Aides

Job Description: . Provides non-medical in-home care to primarily elderly clients. Services such as meal preparation, housekeeping, laundry, transportation, grocery and errands and companionship. Also provides personal care, such as bathing, incontinence care and feeding.

Preferred Skills & Qualifications: No educational requirement. CNA license preferred not required.

Salary: Salary depends on experience.

Location: LITTLEFIELD, TX

4. Vegetable Shed Worker

Job Posting ID # 6118549

Full-Time Position

Occupation Type: Agricultural Workers, All Other

Job Description: . Employer needs workers to work in Vegetable shed. Job duties will be; boxing, loading/unloading, production line work, sorting, general labor duties

Preferred Skills & Qualifications: Open

Salary: \$7.25 / HR

Location: MULESHOE, TX