

## Title: Receptionist

(Reports to Director of Admissions)

**Company:** Southeastern Institute

**Contact:** Danielle Whaley, Director of Admissions - 798-8800

### Duties:

- Receives calls and gives information to callers, screen and routes calls to appropriate destination.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Obtains and records caller's name, time of call, nature of business and person called upon and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answer questions about Southeastern Institute and provides callers with address, directions, and other information.
- Monitor visitor access and issues passes when required.
- Update appointment calendars.
- Receives, sorts, and routes mail, and maintain and routes publications.
- Maintain fax machines, assists users, send faxes, and retrieves and routes incoming faxes.
- Creates and prints faxes.
- Greets visitors, staff and others in a professional courteous manner. Ascertains nature of business and directs visitors or callers to appropriate department or person.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.
- Performs other clerical duties as needed, such as filing, photocopying, and collating.

Hours are Mondays-Thursdays from 4:00pm-8:00pm and Saturdays from 9:00am-1:00pm.

## Title: Groundskeeper

**Company:** ARAMARK Facility Services at Lutheran Theological Southern Seminary, 4201 N. Main Street, Columbia, SC 29203

**Contact:** Walt Waters, Facility Director

Office# 803-461-3260

Cell# 803-309-7276

Email: waters-walt@aramark.com

### Duties:

- Maintain the grounds around the campus, apartments and faculty housing. Cut grass, weed beds, spray for weeds etc.....

Title: Entry Level Maintenance Position

**Company:** ARAMARK Facility Services at Lutheran Theological Southern Seminary, 4201 N. Main Street, Columbia, SC 29203

**Contact:** Walt Waters, Facility Director

Office# 803-461-3260

Cell# 803-309-7276

Email: waters-walt@aramark.com

### Duties:

Help with large maintenance issues, handle campus setups, repair minor maintenance issues, painting etc..

## Title: Front Desk Receptionist

(Part-time)

**Company:** Pia and Steves, 717-A Lady Street, Columbia

**Contact:** Barbie Norton 803-238-7138

Need to fill this position ASAP - contact Barbie to apply

## Title: Maintenance Supervisor

(Reports to Community Manager)

**Company:** Briargate Condominiums

**Contact:** Shannon Johnson, Hiring Manager - 750-7041

Please reference the Maintenance Supervisor position at Briargate Condos

### Duties:

- Prompt and courteous response to resident service calls.
- Clean up of litter and debris throughout the day.
- Have knowledge of the following:
  - HVAC - the cleaning, repairing, and replacement of coils, fans, blowers, controls, pumps, and compressors - Certification Required
  - Appliance Repair
  - Plumbing -repair and/or replacement of disposals, drains faucets, etc.
  - Painting
  - Electrical -repair and/or replacement of motors, thermostats, lights, etc
  - Cleaning
  - Carpentry
  - Compactors
  - Swimming Pool Maintenance/Repair-Certification Required
- Recommendation and purchase of maintenance supplies. Maintain accurate inventory of supplies.
- Change furnace filters quarterly or as needed.
- Check and repair or replace smoke detectors quarterly.
- Accompany pest control service to lock and unlock doors so they can perform treatment.
- Perform other grounds, maintenance, cleaning assignments as may be necessary from time to time.
- Maintain a neat, orderly, and safe workshop and storage areas.
- Develop and maintain safe working conditions by complying with all state and federal regulations relating to waste disposal, hazardous chemical labeling and handling, etc.; also by the proper use of equipment and tools.
- Maintain pool log as required by law.
- Prepare vacant units for occupancy.

- All other duties assigned by Community Manager.

Pay is in the 30's with full benefits.

Title: Grounds Personnel

(Reports to Maintenance Supervisor or Community Manager)

**Company:** Briargate Condominiums

**Contact:** Shannon Johnson, Hiring Manager - 750-7041

Please reference the Maintenance Supervisor position at Briargate Condos

**Duties:**

- Policing the grounds daily to remove paper, cans, litter, pet waste, and garbage.
- Water the lawn, shrubs, and trees; provide other services as required (planting shrubs and flowers, trimming, edging, weed control, pruning).
- Sweep and clean exterior public areas. Maintain breezeways.
- Remove snow and ice from sidewalks and parking lots.
- Maintain and clean all grounds equipment.

## Title: Part-Time Nanny

**Employer:** Private Household in the Irmo, SC area near Dutch Fork High School

**Contact:** Joy Shealy, 803 238-8410 [shealyjs@sc.rr.com](mailto:shealyjs@sc.rr.com)

**General Job Description:**

Provide after school care for three elementary age children (ages 4, 7 & 9). Hours will typically be from 2:30-6:00pm Monday-Friday. Provide supervision for children during outside/inside free play time and assist with supervising children's homework assignment completion. May be an opportunity for additional evening and weekend hours occasionally. This is the perfect position for a responsible upperclassman high school student or local college student that enjoys working with children. Responsible, committed and reliable individuals will be compensated in accordance with their job performance and have opportunity for bonuses.

**Qualifications:**

- Must be at least 16 years of age;
- Must have own transportation;
- Must be available during the designated work hours;
- Must be comfortable transporting children (if needed) in their vehicle;
- Prefer an individual with at least 1 year of experience that is directly related to the duties and responsibilities specified.

**Working Conditions:**

- Position will begin in mid-August and continue throughout the 2010-2011 school year.
- Additional work hours may be available during school breaks, but you will not be asked to work on holidays.
- Opportunities for Full-Time Nanny position for summer 2011.

- Employee will be paid each week on Friday.

## Title: Part-Time Administrative Assistant

**Company:** Gary Roberson & Associates

**Contact:** Coulter Roberson, 3924 Forest Drive, Suite A  
Columbia, SC 29204, 803-790-2674

### **General Job Description:**

Looking for an administrative assistant to work 9-5 Mondays and Fridays. This position requires computer sk excel database management, network printing, type letters, manage client files, and answer phones, field calls. Position requires a quick mind, a professional appearance, pleasant personality. Accepting application

## Title: Part-Time Administrative Assistant

**Company:** Gary Roberson & Associates

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# Title: Plumbing, HVAC, Electrician

**Company:** Gene Love Plumbing, Air, Electric

**Contact:** Bobby Elvington, Service Manager 803-791-1079

[Apply Online Now](#)

## **General Job Description:**

Experienced plumbers, electricians and HVAC technicians to perform residential repairs.

## **Qualifications:**

- Must have excellent customer service skills
- Must be insurable to drive a company vehicle
- Must be able to pass a drug screen.

## **Knowledge, Skills and Abilities required:**

- Ability to pass basic skills testing and background testing
- Licenses preferable

## **We provide:**

- ongoing technical and customer skills training
- major medical insurance
- 401K match
- Corporate Chaplain
- Personal financial training
- A friendly environment and a culture of accountability and fun
- Air conditioned company vehicles
- Paid vacations and holidays

**We LoVe to welcome qualified people to our team.**