

CATAWBA COLLEGE | CAREER SERVICES

Opportunities Check these out now!



***NASCAR Racing Experience/Petty Driving Experience** Concord, NC
Accounting Coordinator- full time

Entry Level accounting position handling A/R, A/P using QuickBooks Financial and POS systems. Click below for complete description. Location is 6025 Victory Lane SW, Concord, NC
Immediate opening



NASCAR Accounting
Coordinator 05.04.18.

To apply: Contact Jason Barnes/CFO at
jbarnes@driving101.com

***State Employees Credit Union-** Concord and Kannapolis
Financial Services Representative-full time

Provide financial service to our membership. Dispense information about various types of accounts and other Credit Union services. Handle establishment of new membership, open all accounts, and process changes. Handle deposits, withdrawals, issue money orders and enter transactions into a teller terminal. Hours are 8:30AM - 5:30 PM, Monday - Friday.

Requirements

A 4 year degree is preferred. Should possess a high level of self-control, self-confidence, patience as well as good mathematical and communication skills. Must complete the Credit Union's basic module program within 24 months of hire date as a condition of employment. Credit and criminal background check will be performed.

Apply on line at www.ncsecu.org scroll down to Careers and fill in position title and location for descriptions and application.

***Pivot Physical Therapy**
Front Office Coordinator-full time

1525 E. Innes St Salisbury, NC

The Front Office Coordinator (FOC) is responsible for managing daily, weekly and monthly operations as outlined in the Front Office Manual and adhering to policies and procedures, scheduling, accuracy of entering patient demographics, verification of insurance, collection of monies, charge entry and proper documentation of accounts. The FOC is flexible, adaptable to change and learning new skills. He/she possesses excellent customer service skills and acts as a liaison to the Clinic Director, Front Office Manager and Director of Front Office Operations.

See this link for job details and link to apply.

<https://pivotphysicaltherapy.gr8people.com/index.gp?method=cappportal.showJob&sysLayoutId=122&opportunityId=1759>

Check out their website.

www.pivotphysicaltherapy.com

***Market America**

Greensboro, NC

Staff Accountant- full time

See link below for Staff accountant job and others in Greensboro. Please scroll down to the CAREERS section.

<https://www.marketamerica.com/site/company>



***Power Cross**

314 N Ellis St. Salisbury, NC

Volunteer-Tutors

Volunteers needed to tutor youngsters ages 7-13 at this non-profit that reaches out to young men and their families through athletics, academic support, Christian discipleship and character building activities. No teaching skills required. Just willingness to read with them or help with the basics. They meet at the N. Ellis St site Mon-Thursday's. Even one hour a day will help!

Contact Brett Young to volunteer coachbrett@powercross.org

***Mutch Landscaping, Inc**

Cary, NC

Full time, part time, internships

Join a well-established and growing commercial landscape company in the Raleigh/Durham area. Whether you are graduating high school or college, changing careers or maybe you're currently employed in the landscape industry and are looking to broaden your horizons, we have multiple leadership positions available to help you find the job that fits your background, experience or education.

Job responsibilities would include: Safety

Production of specified projects

Time management of crew, Equipment maintenance

Time tracking for crew, Materials tracking and allocation

Salary will be discussed at the interview and based upon experience, education or previous work history

Valid driver license, Spanish a plus but not required

Previous outdoor work, landscape experience helpful but not required

On the job training available.

Please contact Brandon Howell to apply

bhowell@mutchlandscaping.com

***WSAT Memories 1280 Radio Station**

Salisbury, NC

Office Assistant

Need an individual with solid computer skills, administrative skills, good with the public who can do data input to generate sales/commercial reports and learn program automation for the broadcasts. Flexible – can be either full time or part time.

Contact Buddy Poole to apply: Bpoole@1280WSAT.com

Check out the

COMMUNITY JOB FAIR---MAY 23, 2018-- 10AM-1PM

First Ministry Center- 220 N Fulton St, Salisbury

(Free professional headshot photos available-from Better Jobs for Better Lives)

Over 40 companies will be there looking to hire.

Sponsored by:

The City of Salisbury, RCCC, Rowan EDC, Centralina Work Force, Rowan Chamber, Catawba College Career Services, Livingstone College, NC Works, Jobs for Life, Better Jobs-Better Lives, US Army, Rowan Salisbury School System