

## Jobs 3/17/2014

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Job Fair set for Thursday at The Villages Regional Hospital

March 14, 2014 By [Meta Minton](#) [Leave a Comment](#)

Central Florida Health Alliance has announced that it will hold job fairs at The Villages Regional Hospital and Leesburg Regional Medical Center to recruit employees for open positions at both locations.

TVRH has scheduled their job fair in the hospital's Main Lobby at 1451 El Camino Real in The Villages on Thursday, March 20 from 12:30 to 7:00 p.m.

LRMC will host their job fair in the hospital's West Lobby at 600 E. Dixie Rodd in Leesburg on Tuesday, March 18 from 7:30 a.m. to 2 p.m.

"Candidates will be offered on-the-spot interviews at both locations as we try to fill a variety of clinical and non-clinical positions," says, Lori Faries, Director of Recruitment & HR Operations at Central Florida Health Alliance.

Applicants are encouraged to dress professionally and bring a current resume.

Interested job-seekers can download an application and pre-register for the event by visiting [www.cfhacareers.com](http://www.cfhacareers.com) and clicking on the link that says "Spring Career Days."

Those who pre-register and attend one of the events will be entered into a drawing for \$100 Visa Gift Card.

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See [www.cfhacareers.com](http://www.cfhacareers.com) for the many different open positions.

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<b>Job Order Number:</b>	<b>9867636</b>
<b>Job Title:</b>	<b>Teller</b>
Projected Occupation:	<a href="#">Tellers</a>
Job Duration:	Over 150 Days
Type of Job:	Regular
Full or Part Time:	Part Time (Less than 30 Hours)
Job Position(s):	1
Source:	Preferred Employer
Site:	Employ Florida

#### Employer Information

Employer Name:	Insight Credit Union
Company Size:	100-249
Type of Employer:	Private Sector



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#### Job Requirements



Test Requirement:	No test required
Hiring Requirements:	Background Checks,Credit Checks,Reference Checks,Bonding
Minimum Education Level:	High School Diploma or Equivalent <a href="#">View typical education requirements for Tellers</a>
Driver's License Certification Requirement:	No

#### Compensation and Hours



Salary Range:	\$9.78 - \$11.00 Hour
Labor Market Wage Rates:	<a href="#">View typical labor market wage rates for Tellers</a>
Pay Comments:	DOE (Depends on Experience)
Hours per Week:	Hours Vary
Shift:	Day Shift
Benefits:	401K - Dental - Other - Vision

#### Work Site Information



Location Name:	Insight Credit Union - Leesburg Location
Address:	300 Webster Street
City, State, Zip, and Country:	LEESBURG, FL 34748 US <a href="#">Map Address</a>
Public Transportation Accessible:	Yes

#### Job Description



**Requirements:** High School Diploma or Equivalent with 6 months of similar or related experience. Must have ten key calculator and computer keyboard by touch. Must be good with detail to deal with numbers and names.

**Job Responsibilities:** Receives and processes/posts member/nonmembers financial transactions, including deposits, withdrawals and loan payments; sells money orders and traveler's checks to members; transfers amounts from member accounts as directed. Maintain member records. Welcomes members/nonmembers, refers credit union products and services using Lead builder software and directs members to appropriate department for specific information and service. Balances cash drawer and daily transactions. Performs other job related duties as assigned. To provide and ensure that the Credit Union service standards are met on a consistent basis. The employee should obtain an average Quality Loop

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score of 2.0 or better each quarter. To balance 100% of the time, being out of balance could result in progressive discipline. Responsible for compliance with BSA, AML, OFAC, SAR, CTR and CIP as set forth in credit union policy. To make Transamerica referrals. Consistently refer credit union products and services using Lead builder software to grow the credit union and serve our members. To handle a reasonable number of branch transactions as determined by department head. To strive for posting accuracy, measurement to be determined by department head and to be measured in employee performance evaluation goals. To maintain a dependable record of attendance and timeliness. To troubleshoot and resolve member and internal inquiries in a timely, friendly and accurate manner.





**Work Schedule:** To be discussed with employer.

**Salary:** \$9.78 - \$11.00 per hour.

**To apply, via Company Website.**

**Employer is an Equal Opportunity Employer M/F/V/D**

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<b>Job Order Number:</b>	<b>6067312</b>	
<b>Job Title:</b>	<b>Administrative Assistant</b>	
Type of Job:	Regular	
Job Position(s):	1	
Source:	Private Job Board	
Site:	American Hospital Association PJB	
Employer Information		
Employer Name:	HealthSouth Corporation	
Job Requirements		
Compensation and Hours		
Salary Range:	Not Specified	
Labor Market Wage Rates:	<a href="#">View typical labor market wage rates for Executive Secretaries and Executive Administrative Assistants</a>	
Work Site Information		
City & State:	Altamonte Springs, FL	

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Job Order Number: 9860480  
Job Title: Administrative Assistant / Client Relations

Type of Job: Regular  
Full or Part Time: Full Time (30 Hours or More)  
Job Position(s): 1

Source: Preferred Employer  
Site: Employ Florida

#### Employer Information

Employer Name: Prosperity Investment Services, Inc.  
Company Size: 1-4  
Type of Employer: Private Sector  
Other Employers: [View largest employers of Executive Secretaries and Executive Administrative Assistants](#)

#### Job Requirements

Test Requirement: No test required

Driver's License Certification Requirement: No

Job Skills: [View Employer Skill Requirements](#)

#### Compensation and Hours

Salary Range: \$10.00 - \$12.00 Hour  
Labor Market Wage Rates: [View typical labor market wage rates for Executive Secretaries and Executive Administrative Assistants](#)  
Pay Comments: DOE (Depends on Experience)  
Hours per Week: 40  
Shift: Day Shift

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Benefits: Holidays - Vacation  
Work Site Information



Location Name: Prosperity Investment  
Address: 19830 Lookout Lane  
City, State, Zip, and Country: Eustis, FL 32736 US  
[Map Address](#)  
Public Transportation Accessible: No  
Worksite Industry (NAICS): [All Other Business Support Services \(561499\)](#)  
Job Description



**Requirements:** High School Diploma or Equivalent. Must have knowledge of ACT, Outlook, ACT, Microsoft Word, Excel and PowerPoint.

**Job Responsibilities:** Responsible for answering incoming calls; taking clients calls. Process appointments and paper work, other duties as assigned. Process client account applications and transfers. Research topics with the basic business issues. Assist with property management.

**Work Schedule:** Day shift hours are specific.

**Salary:** \$10.00 - \$12.00 per hour.

**To apply, send resume via e-mail.**

**Employer is an Equal Opportunity Employer M/F/V/D**

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Job Order Number:	9859931
Job Title:	Clerk and Bookkeeper
Projected Occupation:	<a href="#">Office Clerks, General</a>
Job Duration:	Over 150 Days
Type of Job:	Regular
Full or Part Time:	Full Time (30 Hours or More)
Job Position(s):	1
Date Job Order Created/Updated:	3/12/2014 1:54:00 PM
Last Day Job Order Available Online:	05/13/2014
Source:	Preferred Employer
Site:	Employ Florida

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#### Employer Information



Employer Name: Fisherman's Cove Golf, RV, & Marina Resort  
Company Size: 5-9  
Type of Employer: Private Sector

#### Job Requirements



Test Requirement: No test required  
Hiring Requirements: Reference Checks

Driver's License Certification Requirement: Yes, Operator License

Job Skills: [View Employer Skill Requirements](#)

#### Compensation and Hours



Salary Range: Not Specified  
Labor Market Wage Rates: [View typical labor market wage rates for Office Clerks, General](#)  
Pay Comments: DOE (Depends on Experience)  
Hours per Week: Hours Vary  
Shift: Day Shift

#### Work Site Information



Location Name: Fisherman's Cove Golf, RV, & Marina Resort  
Address: 3950 N. Eichelberger Road  
City, State, Zip, and Country: Tavares, FL 32778 US  
[Map Address](#)  
Public Transportation Accessible: No  
Worksite Industry (NAICS): [Marinas \(713930\)](#)

#### Job Description



**Requirements:** High School Diploma or Equivalent with 1 year of experience in the related field. Must be

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computer literate and have knowledge of Quick Books and POS. Must have a valid Driver's License. Employer conducts Reference Checks.

**Job Responsibilities:** Answering telephones, bookkeeping, typing or word processing, office machine operation, and filing. Waiting on clients, taking reservations, cash register operations and other requirements/duties.

**Work Schedule:** Day shift hours may vary.

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**ROMAC Lumber Positions currently available:**

**Leesburg Florida - 700 E. Main Street**

Class A CDL Licensed Driver

Commercial Project Manager

Outside Sales Person

**Leesburg Florida, Door Plant, 700 E. Main Street**

Production Worker - Primary responsibility building pocket frames

**Leesburg Florida, Truss Plant, 312 E. Main Street**

Truss Designer

Truss Plant Production Worker

**Lady Lake Florida, Garage Door Division, 722 Duck Lake Road**

Experienced Service Tech/Installer

**Mount Dora Florida, 2411 W. Old Hwy. 441**

Class A CDL Licensed Driver

Outside Sales Person

**Ocala Florida, 1432 SW 15th Ave.**

Window and Door Coordinator - Some experience preferred/product knowledge

Window and Door Service Tech - Some experience preferred/product knowledge

[Click for application](#)

Contact Laura Bowen to Apply: [apply@romaclumber.com](mailto:apply@romaclumber.com)

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From the Daily Commercial

**ADMINISTRATIVE ASSISTANT  
TRANSPORTATION**

Provide admin support to Ops Manager. Must be HIGHLY Organized, Great written & Verbal communication skills and must be able to work in a fast paced environment.

**Send resume to  
HR@TimeDefinite.com  
No phone calls!**

**RECEPTIONIST - PT**

For medical office in the Villages.

Experience required.

**Fax resume to:  
Patti 352-728-6460  
Lake Pulmonary &  
Sleep Disorder Clinic**

From the Villages

**Job Title:** Customer Service Representative

**Job Description (partial):** In the spirit of "Making People's Dreams Come True", the top candidate for this position will answer sales and billing email and phone calls; analyze and answer general questions regarding sales quotes and billing statements. Successful candidate will need to perform the essential functions of the job: Processes accounts payables and receivables for commercial print customers Creates job tickets and schedules/tracks jobs both internally and with external vendors Issues purchase orders for outside vendors Creates packing slips, and invoicing Works as a liaison between the customer, prepress and pressroom to ensure customers orders and requests are carried out to their specifications Answer general inquiries of all kinds General office duties as assigned In order to be qualified for this role, the following is required: Associate's Degree or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and work experience Accounts payable/receivable work experience Proficient with Microsoft Office applications. Adobe Creative Suites work experience is a plus! Excellent communication (oral and written), interpersonal, organization, and presentation skills. Experience in the printing industry is a plus! Schedule: Monday through Friday. Must be flexible with hours and schedule, approximately 25 hours per week.

**Rate of Pay:** Base Rate

**Contact:** [www.compasshrm.com](http://www.compasshrm.com)

**Phone:**

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**Job Title: Teller**

**Job Description (partial):** Citizens First Bank is seeking creative and career-oriented employees who will strengthen our presence and make a positive impact on the communities that we serve. We strive to recruit and develop a diverse workforce that will work towards one common goal, extreme customer service. We offer competitive compensation along with an excellent benefit package that includes medical, dental and life insurance, 401(k), paid holidays, vacation and more. Citizens First Bank is an EEO/AA/HV/DFWP employer. Successful candidate will need to perform the essential functions of the job: Provide extreme, Plus 1 Customer Service at a teller window while accurately processing a variety of retail banking transactions Maintain control of cash Perform various teller related operational tasks Display a positive upbeat demeanor Meet all Citizens First Bank Teller Standards along with adhering to compliance requirements In order to be qualified for this role, the following is required: High School Diploma/GED Six months of recent cash handling experience in a customer service/retail environment Must be able to navigate and utilize a computer Able to meet and greet customers in a professional, positive manner Physical ability to work in banking environment with frequent bending, standing, walking, reaching and lifting requirements of up to 25 pounds (+-) Previous teller experience in a banking or related cash handling work environment, preferred.

**Rate of Pay:** Base Rate

**Contact:** [www.compasshrm.com](http://www.compasshrm.com)

**Phone:**

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ad  | [View Saved Ads](#) | [Email](#)

### **Customer Service Representative**

**Villages Media Management**

#### **Customer Service Representative**

Villages Media Management is seeking a Customer Service Representative (CSR) for its commercial printing division. This is an important position that serves as a liaison between our customers and Commercial Printing on multiple levels including verbal and written communications, job ticket creation, accounting and workflow tracking. Duties include:

- Invoicing and processing payables and receivables .
- Scheduling/tracking jobs both internally and with external



vendors.

•Documents creation.

•Working as a liaison between the customer, prepress and pressroom to ensure customers orders and requests are carried out to their specifications.

Qualified applicants will be

detail oriented, possess excellent communication skills and have had excellent customer service and/or bookkeeping

experience. Applicants may

apply online at:

[www.compasshrm.com/careers](http://www.compasshrm.com/careers)

Posted Mar 13, 2014 under Other Jobs

**Save ad**  | **View Saved Ads** | **Email**

**Staff Accountant/Payroll**

Villages Media Management is seeking a Staff Accountant /Payroll. The person in this position performs a variety of accounting clerical tasks involving the preparation and maintenance of financial and related records, especially payroll. The duties include compiling and analyzing financial information to prepare entries to accounts, such as general ledger accounts. A primary focus for this position is maintaining payroll-related accounts and performing all activities necessary to process payrolls, including maintaining related records and filing voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for management.

Qualified applicants will have an Associate's degree or equivalent from a two-year college or technical school; 3 to 5 years of payroll experience; or an equivalent combination of education and experience; excellent Microsoft Excel skills. Experience with an advanced HRIS system are preferred.

If these skills and experience describe you, you may submit your application online at: [www.compasshrm.com/careers](http://www.compasshrm.com/careers).

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**Part time admin. Assistant Flexible hours, proficient  
Part time admin. assistant  
Flexible hours, proficient w/computer & software appl.  
In Brownwood, The Villages FCS (561)351-8588**

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