

**Hot Jobs – West Career Center
Posted: 03/26/2016**

TITLE:	Store Manager
LOCATION:	Belle Glade
DESCRIPTION:	12 months experience. Responsible for the management of all employees in the effective planning and implementation of all store processes including ordering, receiving, stocking, presentation, selling, staffing and support.
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2318 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10228693
SALARY:	\$38,000/Year
TITLE:	Administrative Assistant
LOCATION:	Belle Glade
DESCRIPTION:	12 months experience. Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointment, organizing and maintaining paper and electronic files and providing information to callers.
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2318 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10235468
SALARY:	\$9.00/Year
TITLE:	Director of Public Works/ Engineering
LOCATION:	Belle Glade
DESCRIPTION:	5-10 years experience. The purpose of this class is to oversee all Public Works Department operations, including engineering, building maintenance, street operation and maintenance, landscape, vehicle maintenance and programs: storm drain, sanitation and recycling.
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2318 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10200216
SALARY:	\$83,368.27/Year
TITLE:	Mechanic, Auto
LOCATION:	South Bay
DESCRIPTION:	12 months experience. Troubleshoot, diagnoses and repair automobiles. Will need Own Basic Tools.
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2318 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10235577

SALARY:	\$9.00 to 10.50 Depending on experience.
TITLE:	Program Coordinator – Mentoring
LOCATION:	Belle Glade
DESCRIPTION:	12 months experience. The program coordinator will facilitate the process of recruiting, screening, interviewing, marketing and training mentors and mentees. Overall, s/he will assure a safe, structured and fun program environment for the matches to participate in. 12 months exp. Salary depends on experience
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2318 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10222930
SALARY:	Salary depends on experience
TITLE:	Club Director
LOCATION:	Belle Glade
DESCRIPTION:	5 years experience. Responsible for overseeing the delivery of a broad range of programs within a designated stand-alone Club, such as Education, Special Education, Social Recreation, Arts & Crafts and Physical Education. Plan Develop and oversee implementation and supervision of programs and program staff. Responsible for all administrative duties including statistical recordkeeping, bank deposits, etc.
To APPLY:	Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2318 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10222070
SALARY:	\$28,900.00/Year