

## Hot Jobs

### Posted: 09/19/2016

TITLE:	<b>Medical Biller</b>
LOCATION:	Belle Glade
DESCRIPTION:	<p style="text-align: center;"><b>Candidate must have transportation</b></p> <ul style="list-style-type: none"> <li>• Compile data, compute fees and charges, and prepare invoices for billing purposes.</li> <li>• Duties include computing costs and calculating rates for goods, services, and shipment of goods</li> <li>• Posting data and keeping other relevant records.</li> <li>• May involve use of computer or typewriter, calculator, and adding and bookkeeping machines.</li> <li>• Verify accuracy of billing data and revise any errors.</li> <li>• Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.</li> <li>• Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods.</li> <li>• Operate typing, adding, calculating, or billing machines.</li> <li>• Answer mail or telephone inquiries regarding rates, routing, or procedures.</li> </ul>
To APPLY:	<b>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10308539</b>
SALARY:	\$10.00 per hour
TITLE:	<b>Retail Shift Supervisor</b>
LOCATION:	South Bay
DESCRIPTION:	<ul style="list-style-type: none"> <li>• Shift Leaders are responsible for supervising employees and general operations of the store. The ideal candidate for this position would possess customer service skills to respond to the needs of customers.</li> </ul> <p>In addition, this candidate would be self-motivated and ready to assist the managers with any tasks that need to be executed to keep our facilities well-maintained and running smoothly. This person would be knowledgeable of store operations and PFJ's commitment to quality and customer service.</p>
To APPLY:	<b>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10285873</b>
SALARY:	\$9.00 up/ per hour

TITLE:	<b>Economic Business Development Manager</b>
LOCATION:	South Bay
DESCRIPTION:	<ul style="list-style-type: none"> <li>This is responsible professional and supervisory work of considerable complexity involving the planning, implementation and coordination of programs and activities for economic and business development in the new Sustainable Development Department. The employee in this class spearheads citywide economic development and oversees Community Redevelopment activities.</li> </ul> <p>An employee in this class supervises subordinate professional personnel engaged in a wide variety of business activities that may include any or all of the following: new business development; new business recruitment; existing business support, expansion, retention and attraction; neighborhood business district activities and complementary special event development/coordination. This employee is also responsible for actively participating in a wide variety of hands-on economic development and related duties.</p> <p>Under general direction of the City Manager, the employee exercises considerable initiative and independent judgment in the performance of duties. The manager will plan, organize, coordinate and implement economic development strategies, projects and related activities in cooperation with public agencies, educational institutions, businesses and community groups.</p>
To APPLY:	<b>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10306782</b>
SALARY:	DOE
TITLE:	<b>Mechanic</b>
LOCATION:	Belle Glade
DESCRIPTION:	<ul style="list-style-type: none"> <li>This is an immediate opening for a Full Time - Mechanic. Duties include, but not limited to, service repairs and maintenance of farm equipment, tractors, pumps and vehicles.</li> </ul> <p>We need an individual who can perform preventative maintenance, welding skills and fabrication and who can communicate and work well with others. Candidate must have tools. Work truck will be provided. Valid driver's license and current DMV report required. Only qualified applicants will be considered.</p> <p>Bilingual/Bi-literate in English and Spanish preferred. Agricultural equipment repair desired</p>
To APPLY:	<b>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10306770</b>
SALARY:	\$10.00 up DOE

TITLE:	<b>Truck Driver</b>
LOCATION:	Belle Glade
DESCRIPTION:	<ul style="list-style-type: none"> <li>A national, Agricultural chemical company has an immediate opening for a full-time Truck Driver at our Belle Glade, FL location.</li> </ul> <p><b>Responsibilities:</b> makes deliveries, loads and unloads product, uses a forklift, and performs general warehouse duties.</p> <p>Only current CDL endorsement holders inquire.</p>
To APPLY:	<b>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10301798</b>
SALARY:	DOE
TITLE:	<b>Patient Care Technician</b>
LOCATION:	Belle Glade
DESCRIPTION:	<ul style="list-style-type: none"> <li>Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.</li> <li>Turn or reposition bedridden patients.</li> <li>Provide physical support to assist patients to perform daily living activities, such as getting out of bed, bathing, dressing, using the toilet, standing, walking, or exercising. Review patients' dietary restrictions, food allergies, and preferences to ensure patient receives appropriate diet.</li> <li>Measure and record food and liquid intake or urinary and fecal output, reporting changes to medical or nursing staff.</li> <li>Record vital signs, such as temperature, blood pressure, pulse, or respiration rate, as directed by medical or nursing staff.</li> <li>Gather information from caregivers, nurses, or physicians about patient condition, treatment plans, or appropriate activities.</li> <li>Observe or examine patients to detect symptoms that may require medical attention, such as bruises, open wounds, or blood in urine.</li> <li>Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.</li> <li>Remind patients to take medications or nutritional supplements.</li> <li>Feed patients or assist patients to eat or drink.</li> <li>Supply, collect, or empty bedpans.</li> <li>Undress, wash, and dress patients who are unable to do so for themselves.</li> <li>Lift or assist others to lift patients to move them on or off beds, examination tables, surgical tables, or stretchers</li> </ul>
To APPLY:	<b>Call CareerSource Palm Beach County, West Career Center at (561) 829-2040, ext. 2176 or visit the center at 1085 S. Main Street, Belle Glade, FL and ask about JOB ORDER #10308275</b>
SALARY:	\$12-13.00 per hour