

JOB LIST

October 7, 2009

FULL TIME

Wells Fargo – Leadership Pipeline Program

The Leadership Pipeline Program (LPP) provides comprehensive exposure to Wholesale Banking Group businesses and teams. As a Leadership Pipeline Program Associate you may work within one of our many lines of business within functions such as Project Management, Technology, Finance and Sales. through a series of project-based rotations.

Typical responsibilities within these functions require you to:

Analyze project requests to determine scope, requirements, feasibility and timelines; document workflow, research problems, and recommend improvements

Complete business and systems analysis as related to project scope

Create and deliver presentations on project goals and plans, track project status/results and ensure project tasks are completed according to established timelines

Interface with internal and external resources to ensure client satisfaction and successful completion of project.

Your work is supplemented with formal classroom and computer-based training, and interactive business overviews presented by senior management. The executive speaker sessions broaden your knowledge of Wells Fargo and give you insight on what it takes to be successful in business and leadership.

You also benefit from peer interaction and participation in a formal mentoring program. Your program manager, mentor and rotational assignment manager(s) will work with you to identify your strengths and interests, develop your skills, and provide guidance and resources to prepare you for an individual contributor or management position within the group—and a successful long-term career with Wells Fargo.

LPP Opportunities Are Available In The Following Areas:

Sales and Client Services Track: Typical assignments include: updating and analyzing prospect information stored in CRMs to identify sales opportunities; participate in client meetings to learn product and service capabilities and sales strategies; develop analytical skills by participating in data mining and customer analytics projects.

Finance Track: Typical assignments include: Operational Workflow analysis, investment reporting, client service and competitive information, analysis of operational product pricing/profitability, quarterly forecasting and annual budgeting process, revenue allocation, settlement of trade activity, company valuations, research summaries, and special projects.

Project Management Track: Typical assignments include: Implementation strategy for a new application or sales tool; implementing strategies for increasing cross sell activity; developing and implementing staffing models and resource management tools for managing projects associated with identifying alternate product solutions.

Technology Track: Typical assignments include: assisting with a variety of technology initiatives; assisting with the business requirements associated applications; designing and coding a software application; setting up internal website for project management; changing management tracking, reporting, etc.

QUALIFICATIONS

Advanced knowledge of working with Microsoft Office Suite

Demonstrated leadership ability and team participation in college, extracurricular or work related environments

Strong oral and written communication/interpersonal skills

Demonstrated problem solving skills, and ability to manage multiple priorities

Proven track record for taking initiative

Demonstrated creativity and flexibility

Track record for success in academics and extracurricular activities

TO LEARN MORE:

https://www.wellsfargo.com/careers/mbas_undergrads/undergrads/programs/wholesale

Wells Fargo – Commercial Real Estate Program

As the # 1 commercial real estate lender in the US, the Commercial Real Estate Group is the leading provider of credit and financial services to real estate owners, developers, investors, REITs, and investment opportunity funds. The group provides products and services such as construction loans, secured and unsecured lines of credit, interim financing arrangements for completed structures, rehabilitation and affordable housing loans, and permanent loans for securitization.

Training

The Financial Analyst Program in Commercial Real Estate provides analysts with a strong foundation in credit analysis, and prepares you to understand and identify credit risks so that you can make informed lending decisions. As an analyst, you will participate in Credit Camp, a credit fundamentals training program in San Francisco which combines analysts from all lines of business. The training covers the people, credit, and transaction underwriting framework with a specific focus on financial accounting, cash flow analysis, loan structuring and underwriting. Analysts also build upon their analytical knowledge by participating in on-going training classes and seminars during their tenure with the firm.

Opportunities

Offers are made for a specific office and lending group, based on candidate preference and business need. The program is an initial two-year commitment that focuses on hands-on learning and practice in one of the following lines of business:

Real Estate Banking Group

Targets well capitalized commercial and residential real estate developers, operators, and investors (net worth greater than \$25 million) by providing basis, mezzanine debt, equity and structured debt products.

Middle Market Real Estate Group

Manages relationships with mid-sized commercial real estate developers and investors (net worth between \$5 - \$25 million) seeking short-term financing to build, acquire, expand, rehabilitate, or reposition properties

Hospitality Finance Group

Provides financial products and services to leading hotel owners throughout the US

Advanced Credit Training

Based on outstanding performance after the program, analysts apply to the Credit Management Training Program (CMTP), which is a 4½ -month classroom course in San Francisco. CMTP focuses on advanced level credit analyses, case studies, and presentations. At the end of CMTP, analysts become a relationship manager by either returning to their home office or being placed in another office based on business need and mutual interest.

Responsibilities

You will become an integral part of a team and have the opportunity to assume significant responsibility that may include:

Researching specific real estate markets to assess market demand, potential for demand and rate growth, competitiveness of comparable properties, and risk presented by new supply

Participating in property tours and site visits to develop a deeper understanding of the real estate transaction

Assemble complex financial models that identify the potential financial performance of an asset, underwriting risks associated with demand, rate, expenses, and supply

Preparing information memorandums and recommendations for the senior credit committee

Analyzing deal structures and provide pricing guidance for complex multi-million dollar transactions

Reviewing and assisting in negotiating loan agreements and ancillary documents related to the closing of a transaction

Understanding client needs and identify potential cross-sell opportunities for other Wells Fargo products and services

To learn more about Analyst opportunities in Commercial Real Estate, please download the program data book [here](#).

QUALIFICATIONS

You must demonstrate a combination of academic aptitude, quantitative skills, personal motivation, and distinguished written and oral communication skills. You are required to manage several projects at once and work effectively as an individual and as part of a team. It is strongly preferred that your background includes:

A bachelor's degree preferably in Business Administration, Real Estate, Finance, or Accounting.

Business experience through internships or part-time work is encouraged

Coursework in real estate, financial accounting, and corporate finance

Dedication to building a career in the financial services industry

Proven ability to take on significant responsibility

Energetic self-starter who is flexible, organized, conscientious, proactive, and detail-oriented

An individual who demonstrates a sense of personal accountability and urgency for achieving results

TO LEARN MORE:

https://www.wellsfargo.com/careers/mbas_undergrads/undergrads/programs/real_estate

Providence Home Healthcare Company – Registered Nurse

CCN Job ID: 1762705

Full-time position requiring availability during business hours. Participates in all activities relevant to the services provided. Provides assessment and reassessment of clients for Personal Care Services and supervises all Direct Care Providers. Assist with UR/OA.

QUALIFICATIONS: Must have current Registered Nurse License with NC Board of Nursing and having successfully completed the DMA- approved PCS Certification training. Must have criminal background check performed, have valid NC Driver license and reliable transportation.

This job may require 24/7 on call availability for other nurses which you may be supervising.

TO APPLY: Send resume by fax @ 1-877-582-3818 or e-mail to www.phhcnc.com. To fill out the application: go to: <https://prvjobs.smed1.com>

Contact: Ginger Taulbee

Address: 530 E. Central Ave, Mount Holly, NC 28120

Phone: 1-704-827-0037

Fax: 1-877-582-3818

E-mail: phhc@ureach.com

Century Contracting Inc – Administrative Assistant

CCN Job ID: 1768741

Payroll assistance, answering phones, organization of files, preparing documents, general clerical work, coordinating transportation/deliveries and job costing.

TO APPLY: Contact Aaron Whitecotton, Address: PO Box 19945, Charlotte, NC 28219, Phone: 704.357.0041, E-mail: awhitecottoncci@bellsouth.net

Pickett Search – Associate Product Manager

CCN Job ID: 1769462

Salary: \$40-45K

The Associate Product Manager position offers a unique opportunity to learn virtually all facets of our fast-paced business. The successful candidate will be comfortable navigating across multiple departments and individuals to accomplish the goals of the product management team. Specifically, the Associate Product Manager will be responsible for the following: ~ Assist with writing Spec Sheets, Art Requests, Price Lists and other internal documents and insure accurate information is in our systems ~ Assist with artwork / product approvals, proofing and sign-offs ~ Assist with the coordination of Market Research (including Retail Analysis, Focus Groups, Brainstorming and Idea Generation Sessions) ~ Work directly with Account Managers and the Creative Department. In addition, the following activities will be performed in partnership with the Product Manager: ~ Work with PM in development of Line Plans and Marketing Plans/ Strategies ~ Work with PM to research the retail market and help gather competitive and consumer information ~ Work with the PM on creating new products and in finding sources / suppliers / channels for them ~ Partner with PM on sku rationalization, exit strategies and managing inventory ~ Willingness to learn and desire to take on additional responsibilities as the category grows ~ Bachelor's Degree with concentration in Marketing or Business ~ 1-3 years of relevant product management experience ~ Knowledge of MS Office Suite ~ Ability/experience managing to timelines or deadlines in a fast-paced, evolving environment ~ Excellent organization, attention to details and solid communication skills are essential ~ General understanding of marketing, retail and or consumer products preferred ~ Self directed, motivated, inquisitive and energetic ~ Work effectively with cross-functional teams ~ Experience working with large retail chains such as Wal-Mart, Target, Staples preferred

TO APPLY: Send information via email and write "Associate Product Manager" in the subject line. Contact: Patrice Pickett, E-mail: patrice@pickettsearch.com

Drug Enforcement Administration – Secretary

TOUGH WORK. VITAL MISSION. Challenge yourself! You have the power to help combat drug trafficking. Be a part of DEA! It's tough work, but a vital mission. Whatever your background or expertise, your work at DEA will be tremendously rewarding because it will have a daily impact on national security and the quality of life of all Americans.

SALARY RANGE: 38,117.00 - 54,879.00 USD /year

Coordinates the administrative and clerical work for the organization. Maintains a calendar for the supervisor, scheduling appointments, meetings, and conferences. Procures office supplies and services. Interacts with members of the staff, organization, and individuals outside of the agency ranging from other government agencies to the general public. Receives phone calls and visitors and refers them to an appropriate individual. Serves as the office liaison for groups associated with the organization.

Processes incoming and outgoing materials such as mail, correspondence, reports, memoranda, and other forms of written communication. Performs the following types of duties: composes letters and reports, reviews correspondence for accuracy and completeness, prepares public presentation outlines, and develops standard or form letters and replies to inquiries.

Performs office automation work requiring the use of software applications and computer equipment. Prepares correspondence, reports, technical documents, graphs/charts, forms, and other office support materials.

QUALIFICATIONS

Knowledge of grammar, spelling, punctuation, syntax, and required formats.
Ability to communicate effectively other than in writing.
Knowledge of office management practices and administrative support processes.
Ability to communicate in writing.

Knowledge of office administrative practices and procedures.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Grade 07: Qualifying experience for the GS-7 level includes one (1) year of specialized experience equivalent to the GS-6 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: The experience requirements for the GS-7 level may be met by completion of one (1) year of graduate level education (18 semester/27 quarter hours) with courses such as managerial economics, financial accounting, marketing, business administration, operations management, public administration, management information systems, quantitative analysis, and statistical methods.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute.

Grade 08: Qualifying experience for the GS-8 level includes one (1) year of specialized experience equivalent to the GS-7 level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position as described above, and that is typically in or related to the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: The experience requirements for the GS-8 level may be met by completion of 18 months of graduate level education (27 semester/40 quarter hours) with courses such as managerial economics, financial accounting, marketing, business administration, operations management, public administration, management information systems, quantitative analysis, and statistical methods.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of successfully completed education and experience may be used to meet the experience requirements.

PROFICIENCY REQUIREMENT: Applicant must be able to type 40 words per minute.

TO APPLY: Applications for this position are being processed through an on-line applicant assessment system that has been specifically configured for Drug Enforcement Administration applicants. Even if you have already developed a resume in USAJOBS, you will need to access this on-line system to complete the application process. To obtain information about this position and TO APPLY, please click on <http://www.avuecentral.com/vacancy.html?ref=UHCGL>.

Alexander Youth Network – Crisis Counselor

Responsible for offering appropriate intervention services; facilitates individual, group and family conferences and provides appropriate referrals to residents and families as needed; responsible for maintaining the residence and clients in a clean and safe environment.

QUALIFICATIONS

Bachelors Degree in Human Services for Crisis Counselor; for Awakenight, Overnight and weekend preferred. An Associates Degree in Human Services or equivalent combination of education and experience is required. Prefer 6 months of related experience.

TO APPLY: <http://www.alexanderyouthnetwork.org/classifieds.php>

Loves Travel Stops & Country Store – Assistant Manager Travel Stop (Fort Mill, SC)

Responsibilities:

Promote sales growth and profits

Thoroughly train workforce
Exhibit and teach a customer focused attitude
Promptly execute merchandising and operational programs
Demonstrate a sense of urgency and attention to detail
Maintain a highly clean facility at all times
Exhibit Love's pledge of "doing what is right for our employees" at all times

QUALIFICATIONS

1 - 3 years retail management experience
Experience managing operations with an annual sales volume of \$2-\$7 million
Experience supervising and training 2 - 5 employees
Valid driver's license
Proven budget and P&L skills
PC skills including MS Outlook, MS Word, and MS Excel
Ability to lift up to 50 lbs.
Ability to bend, stoop, sit, and/or stand for up to 12 hours at a time
Ability to work a flexible schedule
\$40,000 - \$50,000 Total Compensation Package!

TO APPLY: <http://jobview.monster.com/Assistant-Manager-Travel-Stop-Job-Fort-Mill-SC-US-83468367.aspx>

Continental Nurses – Healthcare Recruiter / Account Rep

CCN Job ID: 1770512

Continental Nurses, a well established national Travel Nursing Agency, is currently seeking a self-confident, well spoken, assertive individual that can also be autonomous in their duties to support our growth. Continental Nurses, a leading player in the supplemental health care staffing business places nurses in states throughout the country on temporary assignments. Our primary employment interest at this time is in the area of Nurse Recruitment. Prior experience is not required, we will provide the necessary training. Our office is located in Morrison Plantation, Mooresville, NC. Responsibilities include: - Communications via email and phone with the prospective nurses that have responded to us to determine their skill level and availability. - Documentation of nurse availability and update of current skills in our Nursing Portal. - Interaction with existing client hospitals for the purposes of placing available nurses who meets their needs. - Assisting with the marketing of new hospitals for nurses seeking employment in hospitals not currently under contract. - Maintenance of detailed personnel records of nurses on staff, and new hires, to ensure records remain up to date. - Involvement with the full pre-employment screening of new hires - Assistance with the research and procurement of travel arrangements for our travelling nurses. - Participating with our individual clients' unique on-line job requisitioning systems. - Participation in our effort to become JCAHO certified. Opportunity is immediate. Ideal candidate will have excellent communications skills with an enthusiastic and outgoing personality. Basic computer skills preferred.

TO APPLY: Please send your resume to Caroline@ContinentalNurses.com with "Healthcare Recruiter" in the subject line.

Contact: Caroline Parker, 136 Corporate Park Drive, Suite F, Mooresville, NC 28117, Phone: (704) 662-3218, E-mail: Caroline@ContinentalNurses.com

BreezePlay – Receptionist and Marketing Assistant

Reports To: VP of Marketing

Status: Exempt

Position Responsibilities

Be responsible for reception, administrative duties, and assist marketing in overall marketing and strategic planning programs, and corporate communications. Assist in client development through marketing and client services programs.

Duties and responsibilities include, but are not limited to:

1. Assist VP of Marketing in the design and implementation of the annual marketing plan for the firm. Support and the VP of Marketing in the development and implementation of section business/marketing plans.
2. Receive and direct visitors to the office via phone or in person in a professional and courteous manner. Announce the visitor to the BreezePlay individual and escort them to that individual.
3. Answer all incoming phones and take messages and direct these calls as appropriate.
4. Assist in the planning and administration of the firm's Marketing Operations budget; support development of regional marketing budgets.
5. Assist in organizing and implementing client relations including:
 - client satisfaction surveys
 - client development activities
 - client skills training
 - special events
6. Assist the VP of Marketing and Operations in the firm's RFP protocol process including soliciting RFPs from desirable prospective clients and writing proposals for new business; participate in planning and presentation sessions, when assigned.
7. Oversee corporate communications activities including:
 - external communications and systems
 - internal communications and systems
 - public relations efforts
 - external vendors and consultants
8. Develop and assist in the administration of the marketing database which includes client and prospect information, mailing list applications, access to financial reports, etc.
9. Assist with and support firm's involvement in various industry networks including coordinating business development and marketing activities via these relationships.
10. Design and plan BETA Alert and Tip releases to all BETA customers.
11. Design and plan PILOT Alert and Tip releases to all PILOT program customers.
12. Assist the VP of the CORE Team in the development and dissemination of all trouble reporting and management requirements.
13. Manage and administer all site visit re-caps in the company system and conduct all 72 hour surveys for the CORE Team.
14. Assist in managing the firm's electronic marketing efforts including supervision of Web site design and maintenance.
15. Assist in the call center education process and in the training of Call Center personnel. Also direct call center queries to correct BreezePlay employee.

QUALIFICATIONS

Education: College degree required. Concentration in Marketing, Business, or Communications preferred.

Experience: At least two years in marketing role within professional services environment with strong leadership and consensus building skills. A "can-do" personality with a "hands-on" approach is preferred.

Required Skills: Must be a self-starter, highly organized, and able to work well with management at all levels in the organization. Polished presentation and interpersonal skills. Must possess top level business management, interpersonal, and facilitation skills. Needs good knowledge of Microsoft Office and Windows-based computer applications.

Special Skills: Background in website development, energy and power marketing processes and consumer services

TO APPLY: Contact Bruce Mottern, Project Manager Carolinas, 1338 Hundred Oaks Dr. Suite G, Charlotte, NC 28217

bmottern@breezeplay.com

O. 704.900.3270 ext.201

F. 704.525.0722

Alexander Youth Network – On Ramp Program Manager

The On Ramp Program Manager is responsible for all tasks related to managing the operation of a resource and service center for youth in transition ages 16-24. Responsibilities include: providing clinical oversight, hiring, scheduling, supervising, training and evaluating staff and interns. The Program Manager works collaboratively with the Director of Communications to develop and implement a comprehensive community awareness plan. Works with the Executive Director and Development staff to identify and determine strategies for raising long term capital needed for program sustainability. Maintains relationships with community partners (service organizations, faith community, county agencies, etc.) to ensure adequate resources and support for clients served. Utilizes evaluation tools to measure the programs outcomes, and create a manner in which to collect, evaluate, and report data/outcomes. Works to foster working relationships with other programs under the umbrella of Alexander Youth Network.

QUALIFICATIONS: Must be a Licensed Independent Practitioner. One year of documented experience with the child/adolescent mental health population required. Documented experience with Youth in Transition is preferred. Familiarity in MS Office applications is required.

TO APPLY: <http://www.alexanderyouthnetwork.org/classifieds.php>

Alston & Bird – Business Development Assistant

At Alston & Bird, a major U.S. law firm with over 800 attorneys, our people trust the people they work for, take pride in what they do, enjoy the people they work with and serve the communities in which they live. Our environment has been praised as one of the most open and receptive in the United States, not only among law firms, but also among all businesses. Alston & Bird has been ranked by FORTUNE magazine as one of the "100 Best Companies to work for" for ten years in a row. We are proud to be an EEO/AA employer M/F/D/V.

We are recruiting for a Business Development Assistant for our Charlotte, North Carolina office. Responsibilities include, but are not limited to: prepare, proof, and ensure on-time delivery of high-quality marketing materials; event coordination; track marketing expenditures and prepare monthly financial report; serve as lead CRM data steward for office including training users and resolving tickets; manage client gift program for office; track office special events, sponsorships and seminars; staff firm Business Development events as needed; assist Business Development Manager as needed with answering phones, reviewing/responding to mail, filing, courier requests, copies, faxes, and event RSVPs.

QUALIFICATIONS: High level of professionalism; knowledge of and skill in using MS Word, Excel, PowerPoint and Outlook; client relationship management software experience a plus; strong organizational skills, with ability to prioritize numerous tasks and complete them properly under demanding time constraints; ability to understand and follow firm administrative procedures and systems; ability to express oneself effectively, both orally and in writing; interpersonal skills necessary to establish and maintain effective working relationships within the firm; strong attention to detail; thorough command of the English language, including excellent spelling, grammar, punctuation, and syntax. Demonstrated ability to organize information and projects successfully. Demonstrated effective and courteous interpersonal skills. Four year college degree required.

TO APPLY: <http://www.alston.com/files/positions/availablepositions.htm>

Belk – Customer Service / Fraud Analyst

Salary: 33,000 - \$43,000 /Year

Belk Corporate Offices is seeking a Customer Service / Fraud Analyst for eCommerce.

This position has two primary roles: 1) to identify, research, and validate eCommerce sales transactions for potential risk/fraudulent web-oriented activities and 2) to review and resolve escalated eCommerce customer service issues

The major responsibilities for customer service include: 1) the daily review of escalated customer issues, not resolved by the eCommerce Call Center. The candidate will be responsible for the resolution of these issues, direction to the Call Center management team for future occurrences, along with direct personal customer contact/interaction; 2) the daily review of escalated customer emails, sent to Belk.com, not resolved by the eCommerce Call Center; 3) participation in the weekly calibration/agent review calls at the Call Center, as well as, the ability to give constructive feedback to the agents and management staff at the center

The major responsibilities for fraud mitigation and support include: the daily on-line review/approval of Belk.com purchase transactions; the maintenance, control and review of all fraud parameter-based rules through the utilization of a fraud scoring system for customer purchase orders. Some of the key parameter based rules are centered on address verification, high-risk product categories, order creation times, credit card types, IP addresses, international purchase order requests, etc. This candidate will also support and maintain the "negative and positive" customer on-line file, as they relate to key criteria—credit card numbers, credit card charge-backs, valid phone numbers, customer names, email and mailing addresses, ship-to addresses, etc. The candidate will also support the identification of key fraud trends and prevention; and the day-to day interaction with GE Credit and other major credit card institutions, concerning web-based fraud activity

QUALIFICATIONS

4 Year Degree Required with preferred customer service experience and fraud mitigation

System Proficiencies:

Word, Excel, Access Data Base, Internet Applications, and Power Point

Behavioral Traits:

Analytical, Organized, Confident, Very strong communication skills, Customer-focused, Able to perform multiple tasks simultaneously in stressful customer- sensitive situations, Able to problem solve quickly, Must possess a pro-active approach to business, Extremely discreet and trust-worthy with private customer information, and able to work in a very confidential secured environment

Management Practices & Business Applications:

Ability to work independently, High degree of initiative, and always customer- focused and sales-oriented. This position is salaried, and may require weekend work, especially during peak sale periods and the holiday 4th quarter.

External Relationships:

Work with a third-party fraud service provider on a daily basis, Work with credit card companies (Visa, MasterCard, Amex, Discover, GE) to understand fraud dynamics, share best practices, and implement new approaches for managing and reducing fraud.

Also work daily with the Belk.com Call Center, both agents and the management team to better serve customers, resolve issues, reduce customer appeasements and drive sales

The candidate will also have daily direct interaction with Belk customers

Internal Relationships:

Supports the total eCommerce team with the identification of customer issues, system defects, potential fraud issues, and more

TO APPLY:

http://www.belk.com/AST/Misc/Belk_Stores/About_Us/Careers_at_Belk/CareerOpportunities/CorporatePositions.jsp

BBT – IT Business Analyst III

Senior level analyst responsible for providing business systems analysis support for interfacing business and computer application systems. Develop or modify procedures to solve complex business problems considering client needs, application capabilities and industry requirements. Perform analysis and work at the highest level most phases of systems analysis. Essential Duties and Responsibilities: Following is a summary of the essential functions for this job. Other Duties may be performed, both major and minor, which are not mentioned below. Specific activities may change from time to time. 1. Work independently to gather, formulate and define requirements to solve moderately complex business problems. 2. Work independently to interpret client requirements into documented system requirement specifications in accordance with approved standards and procedures. Analyze business partner's operations to understand their strengths and weaknesses to determine opportunities to automate processes and functions. 3. Translate high level business requirements into functional specifications for the Information Technology (IT) organization and manages changes to such specifications. 4. Work independently to develop an expert knowledge of assigned computer applications and a strong knowledge of all other applications operating in the same or integrated environments. 5. Develop test documentation (test plans, test cases, and test scripts) and execute/oversee test execution. 6. Guide and advise less experienced Business Analysts.

QUALIFICATIONS:

1. Bachelor's degree in Information Technology related curriculum or equivalent education and related training 2. Four to six years of experience in application analysis and design 3. Good verbal and written communication skills 4. Working knowledge of PC applications such as Microsoft Office 5. Ability to work independently or as a member of a team 6. Ability to train others 7. Ability to travel as needed

TO APPLY:

https://recruiter.kenexa.com/bbt/cc/CCJobResultsAction.ss?command=ViewJobDetails&job_REQUISITION_NUMBER=315990

Bank of America – My Work Operations Project Consultant

Responsible for medium - large projects for an operations department, product or business unit. Provides consulting expertise to line managers on productivity issues, analyzes market and operational impact in the business brought about by the project parameters. Researches and documents organizational reviews, workflow analysis, management and staff analysis. Develops project plans including estimates of cost and resources required. Defines project scope to others outside of operations that may become involved in or impacted by the project. Requires a thorough knowledge of the operations area.

Role Specific:

Respond to incoming questions regarding My Work program utilizing SharePoint and other virtual support tools. Requires detailed knowledge of My Work program and processes. Position is flexible but may require working from a bank location. Serve as point of contact for questions related to working in My Work Centers. Active role in set up and ongoing operation of new My Work locations across the portfolio. Assist with design and implementation of My Work processes and procedures. Lead projects in support of My Work.

QUALIFICATIONS

Strong interpersonal and communication skills (written and verbal)

Excellent organization and time management skills

Demonstrated ability to work independently and on a team

Proficient in all Microsoft Office Applications to include Word, Excel and PowerPoint

Desired Skills:

Bachelor degree with 5-7 years of experience

Familiarity with My Work program and processes

Project Management experience

TO APPLY:

<http://careers.bankofamerica.com/JobDetails.aspx?SearchPage=Sp&JobId=0900039863&stateid=34&cityid=431225&jobareas=-1|-1&keywords=>

Bank of America – Senior Market Info Consultant CP - Charlotte, NC

Responsible for providing information based analyses. Independently conducts long-term studies to determine potential market/profitable growth opportunities for products/services. May be involved in the complexities of day-to-day operational problems. May be involved in the building of sophisticated infrastructure for database mining applications or models. Ensures that overall budget schedules and performance standards are realistically set and attained. Manage vendor relationships to measure effectiveness of strategies and/or programs. Works with senior leaders to develop marketing research and marketing consulting engagements including assisting line, product and operational teams on the implementation of recommendations suggested by the research. Consumer Products Group

QUALIFICATIONS

Proven project management, process design and execution experience, tested time-management, ability to multi-task, effective interpersonal skills, flexible approach to problems and workload, innovative problem-solver

Expert data management and manipulation, analytical and technical skills within in MS Excel & Access

Validate data flows as it relates to process or strategy development, implementation, execution and optimization

Able to assess tactical/operational impacts by way of reviewing or creating measurement/performance control plans

Ability to do high-level project designs working with a diverse set of inputs; Strong verbal and written communication skills

Detailed oriented, ability to handle multiple priorities with very acute attention to meeting deadlines

Green belt certification

Desired Skills:

Black belt preferred

Knowledge of the First Mortgage process

SQL Server experience

MS Access, Visual Basic Apps (VBA)

Knowledge of RCHTERA (The W)

TO APPLY:

Bobcats – Senior Account Executive, Partnership Sales

The team seeks an outgoing, energetic, creative sales professional with strong relationship skills who will be responsible for the development of corporate partnerships. This sales professional will integrate signage, promotions, internet advertising, hospitality, tickets, and all other marketing resources at their disposal in the development of these corporate marketing relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work within the current Bobcats partnership sales process and system

Partner needs analysis

Partnership strategic development
Lead generation for prospects
Creation and development of comprehensive proposals and presentations
Sales and renewal strategy
Research related to partner development and relevant industry categories
Responsible for timely and accurate reporting of documents to Director of Corporate Partnerships
Sales goals achievement

QUALIFICATIONS

B.A. in Marketing or related degree required
Strong computer skills, specifically in Word, Excel and PowerPoint
Excellent writing and language skills
Excellent communication skills
Public speaking and presentation skills
Strong organizational skills
Multi-tasking essential
Evening and weekend work hours required
Travel required

TO APPLY:

<http://nbateamjobs.teamworkonline.com/teamwork/jobs/jobskey.cfm?s=bobcats#25588>

Bank of America – Administrative Assistant III

Associate will have responsibility of supporting senior managers, line managers and client managers. May manage a number of different and often conflicting objectives, projects or activities at one time. Baseline Support Activities*Answer phones*Distribute mail*Copy and fax materials*Pay bills and complete/track expense reports*Organize and maintain project and other files* maintain calendars, coordinate travel arrangements. Willing and able to learn new applications quickly*Excellent interpersonal and communication (written and verbal) skills; self-confident *Detail oriented; Strong organizational skills*Effective time management, prioritization; completes tasks on time and is able to take work direction from multiple managers*Ability to work independently and accomplish tasks with a minimum of guidance*Self-starter; Willingness and ability to take ownership of assignments and projects*Resourceful-seeks solutions and ideas for improving the administrative functions of the team*Demonstrates good judgment; Seeks out support when needed*Strong desire to learn; High energy; *Demonstrates team skills; Proactively looks for ways to support other members of the team; Willingness to do whatever it takes to get the job done

QUALIFICATIONS

Knowledge of word, highly proficient in all MS Office products, including Excel, Power Point and Access; excellent communication skills; excellent organizational skills; demonstrated ability to multi-task

Desired Skills:

Knowledge of Bank systems-AFS, ALS, BOSS, CROSS would be beneficial, but not required.

TO APPLY:

<http://careers.bankofamerica.com/JobDetails.aspx?SearchPage=Sp&JobId=0900039521&stateid=34&cityid=431225&jobareas=-1|-1&keywords=>

CBS Radio/Station WNKS-FM – On-Air Personality

Format Hot AC

We are looking for on-air staff to compliment our radio station. Responsibilities include the performance of live broadcasts that are entertaining and informative; monitoring the music and commercial logs for the airshift; ensuring that promotions and contests are executed properly;

operating the control board; production work; personal appearances at station events and remote broadcasts.

QUALIFICATIONS

The successful candidate must be an excellent communicator, very creative and have solid production skills with a strong working knowledge of audio equipment necessary for on-air and production execution, including on-air digital system "Audio Vault." They must possess knowledge of the format and the audience. Phone skills, good on-air voice and strong track record a must.

TO APPLY: Demo/Air check must accompany resume to be considered for position. In addition to submitting your resume online by selecting "Apply Now", please send demo/air check to: John Reynolds 1520 South Blvd Suite 300, Charlotte NC 28203.

<http://www.cbsradio.com/careers/index.html>

Family Dollar – New Store Construction Secretary

Administrative support as needed by Store Construction Project Managers.

Principal Duties & Responsibilities:

1. Assist in documentation and processing of information related to new store openings, contract processing, expenditures and scopes.
2. Verify Project Manager budgets and expenses, and maintain cost analysis for all new store construction projects.
3. Provide preliminary and final legal documents for signed purchase orders to Project Managers and vendors.
4. Process all AIA applications for payments and invoices (supplies, architectural, inspections, due diligence, change orders and signs) by required deadlines.
5. Work with Director of New Store Construction and Regional Project Managers on administrative duties as needed.
6. Process submittal locations for Regional, Development and Construction Project Managers.
7. Posting, tracking and maintaining various construction related data for current references and historical data.
8. Assist Build To Suit Development and Build To Suit Construction Project Managers with follow-up and other duties as requested.
9. Provide various reports for Directors on Project Manager compliance as requested.
10. Other duties as assigned

QUALIFICATIONS

Education: High school diploma or GED

Experience: Previous accounting experience required. Strong organizational skills, intermediate level Microsoft office skills, excellent written and verbal communication skills.

TO APPLY: <http://familydollar.taleo.net/careersection/10040/corporate/jobdetail.ftl>

Lowes – Commercial Sales Specialist

The purpose of this position is to maintain and enhance sales strategies and specific programs focused on increasing commercial sales and margins. The incumbent in this position maintains and applies a good understanding of the commercial building and maintenance industries, provides guidance and support to retail locations, and assists with implementation new programs as appropriate to optimize commercial business.

Essential Job Responsibilities:

1. Performs research regarding current and potential commercial sales customers. Makes suggestions to or provide such information to sales force to optimize sales strategies.
2. Analyzes commercial customer habits and tendencies, in order to maintain and enhance new programs and processes that will attract profitable commercial business.

3. Communicates with and interacts with other corporate departments (e.g., Marketing, Merchandising, Human Resources) to maintain/enhance existing and develop new programs.
4. Communicates with and interacts with vendors and outside agencies to maintain/enhance existing and develop new programs.
5. Performs regular store visits to determine effectiveness of new and existing programs. Interviews salespeople in the field and questions commercial sales customers to establish productivity of new programs and processes.
6. May interact directly with large commercial customers to review current relationship and determine new opportunities to provide better service.
7. May interact directly with large potential commercial customers, to exchange information and determine viability of business relationships.
8. May serve as representative at industry-specific conventions and showcases.

QUALIFICATIONS

1. Education: 2 or 4 year degree in Business Administration, Communication, or related field, with 2 - 4 years relevant professional experience very helpful; or 4 - 6 years relevant professional experience.
2. Proven experience in Home Improvement, maintenance supply, or New Construction industry very helpful, with experience at Lowe's or another mass retailer extremely helpful.
3. Technical: Strong familiarity with standard office software (word-processing, spreadsheets, e-mail) very helpful.
4. Effective oral and written communication skills.
5. Ability to handle multiple tasks simultaneously.
6. Excellent time management/organizational skills.

Preferred Qualifications

Proven experience in Home Improvement or Industrial/Commercial Supply House industry; Prior experience with Lowe's or another mass retailer preferred.

TO APPLY: https://careers.lowes.com/job_search_results.aspx

Lowes – Social Community Manager

The Social Community Manager will be charged with managing and defining the social media strategy and execution. The successful candidate will develop and maintain multiple community aspects (included but not limited to: blogs, video feeds, social networking sites, resource centers etc.). The candidate will provide comprehensive analytics reports, customer data presentations, resource management reports as well as brand, technology standards that apply to the Lowes effort in the online space. This self motivated task master will have a demonstrated history of working in a fast-paced environment while delivering multiple projects on schedule, on budget with no errors. Must be analytical; coupled with an incredible drive for success.

- Develop and roll out social media optimization (SMO) strategies and tactics.
- Stay current with social media trends and best practices
- Research opportunities for social marketing and select the platforms that best serve Lowes.com and the larger Lowes Corporation.
- Manage and produce content for the Lowes official presence on all targeted social media platforms.
- Leverage social media to extend and support other Lowes marketing and communication efforts and initiatives.
- Review and approve all content posted to any of the Lowe's official social media sites. Assure it is accurate and representative of Lowes.
- Ensure Lowes is an active, authentic and contributing member of all targeted social media communities.
- Provide leadership in the identification/application of emerging social media trends.

-Regularly evaluate Lowe's social media programs and strategy to ensure they align with the larger Lowes.com strategy, are using the right technology, and are consistent with industry best practices.

-Train the Lowe's organization on social media initiatives and platforms, and relevant applications of various technologies to their work.

-Conduct meetings with various departments and units as needed in order to develop and coordinate social media programming effectively for the Lowe's and maintain positive working relationships.

QUALIFICATIONS

-Planning: Understands and builds a social/community strategy that is innovative. Ability to execute from start to completion as well as weekly (daily) maintenance and updates to keep efforts current.

-Project Management: Is good at establishing clear directions; sets stretching objectives; distributes the workload appropriately; lays out work in a well-planned and organized manner; maintains two-way dialog with others on work and results; is a clear communicator

-Communication: Communicates clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect

-Interpersonal Skills: Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact

-Bachelor's Degree, preferably in Communications/English, Public Relations, Marketing, Journalism or Design

-Project coordination experience

-Ability to deliver as a 1 person team as well as work with varying groups and co-workers on larger multi-faceted initiatives.

-7+ years' ecommerce and writing experience.

Preferred Qualifications

-Prefer prior retail industry experience

TO APPLY: https://careers.lowes.com/job_search_results.aspx

Lowes – Senior Database Administrator - Teradata

Provides full application development life cycle support. Provides technical assistance to IT project teams on subjects regarding the RDBMS and related environments. Works with application developers, and other database administration staff to research, define, and correct application performance issues. Thoroughly understands the RDBMS, operating system, and development environments in order to recommend and implement improvements that most effectively leverage the company's investment in hardware, software, and human resources. Provides training and mentorship to other database administration staff to help to develop a basic to intermediate understanding of the RDBMS and operating environments. Requires minimal assistance and guidance from the other database administration staff.

Position Requirements

- A minimum of a Bachelor's Degree with a concentration in Computer Science or comparable job-related experience is required.
- Work experience should include 7-10 years experience in Information Systems with 5-7 years devoted to a specific RDBMS platform and its associated operating environment.
- Must have excellent verbal and written communication skills.
- Familiar with multi-tiered environments.
- Must have the ability to work effectively with client and IT management and staff.
- Must have an excellent understanding of relational databases and data modeling concepts
- Must demonstrate leadership skills
- Must demonstrate some project management skills.

- Expertise and demonstrated competence to Teradata Database Administration duties gained through a minimum of three years experience in a data warehouse environment
- Must have specialized training and have received Teradata certifications
- Minimum of 3 years SQL experience and a demonstrated level of expertise in evaluating SQL.
- Understanding of data warehouse architecture and its impact on business processes
- Minimum of 3 years experience in ERWIN Case tools
- Minimum of 3 years experience with Teradata WinDDI, Teradata Manager, BTEQ, VECComp, Index & Stats Wizardetc
- Minimum of 3 years Exposure to/Experience on NCR hardware 5250, 5380, 5400, EMC disk arrays, Hardware Upgrade Experience
- Possesses a high level of competency in facilitating solutions to complex business requirements.

Preferred Qualifications

- Bachelor's Degree with a major in Computer Science / Information Systems. Advanced degree in business or technical subject areas is helpful.
- Specialized training from the Database Vendor or another third-party education organization is a plus.
- Retail systems knowledge background is a plus
- Technical Support background is a plus.
- Database Certification is a plus.
- Experience with some or all of the following:
Teradata, Teradata Utilities (BTEQ, FastExport, Multiload)
- UNIX, JAVA, and network training is a plus. * Highly desired is experience in UNIX, shell scripting.
- Leading-edge knowledge of database Business Intelligence architectures that are customer centric and multi-channel (e.g., online, offline, proprietary, partner), with architecture planning and legacy system integration.
- Experience developing logical and physical data models for enterprise-wide (e.g., multiple business units), including OLTP, OLAP, and batch and real-time data transactions.
- Major Version upgrade eg.V2R5, V2R6 experience

TO APPLY: https://careers.lowes.com/job_search_results.aspx

Pepsi Bottling Company – Sales Support

Entry-level position that performs miscellaneous support tasks throughout the sales function. Primarily responsible for product merchandising within large volume stores including stocking shelves, freshness rotation, display set up and maintenance, cooler stocking/rotation, storage room organization and movement of product from storage to the sales floor. Sales responsibilities and customer contact are incidental and not a significant role for this position. This position requires lifting, loading, pushing and pulling cases weighing from 20-45 pounds between repeatedly throughout a 10-12 hour work. Also requires bending reaching and squatting to merchandise and display products. Position may be part or full-time.

PRIMARY JOB ACCOUNTABILITIES:

- Merchandise store shelving, coolers and displays with Pepsi products in accounts assigned by supervisor
- Utilize point of purchase in each account
- Keep back room stock in neat and orderly condition
- Reset shelves, coolers, and other points of purchase to comply with established merchandising standards and negotiated customer contracts

Position Requirements BASIC QUALIFICATIONS:

- 18 years or older

- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid drivers' license
- Proof of insurance.
- Pass the Drug Test
- Pass the background check
- Pass the validated Selection Test

TO APPLY:

http://www.pbqcareers.com/Menu.asp?ClientID=738&B_ID=33&Fid=&SearchText=&KeyType=all&CatID=0&LocationID=31519&x=24&y=19

Time Warner Cable – Outside Account Executive

Time Warner Cable Carolina Region office currently seeks a Commercial Services Outside Account Executive for Charlotte, NC. Please find a brief description of the essential duties and responsibilities required to function successfully in this position.

PURPOSE: To present/sell Time Warner Cable Business Class (TWCBC) Commercial Internet Services to small/medium businesses and mid-sized companies through volume sales.

Employee will be responsible for maintaining, retaining and generating new revenue opportunities for TWCBC accounts and meeting/exceeding all assigned Division goals, including revenue/expense.

JOB FUNCTION:

1. Respond to inquiries from business customers about products and services available and answer questions on all aspects of TWCBC commercial service. Utilize provided support materials to ensure accurate presentation of services.
2. Use skilled probing techniques to identify, develop and match needs after presenting and thoroughly explaining service options to potential customers.
3. Compose and present proposals along with prepared estimated costs analysis to customers.
4. Coordinate access, network and Internet services to customers. Validate customers' computer requirements meet minimum TWCBC system requirements.
5. Set up and follow established procedures to assign account numbers for new potential customers in billing system. Coordinate installation process.
6. Follow established procedures for assigning IP addresses, as necessary.
7. Complete all necessary paperwork and submit required reports as requested by management.
8. Participate in regularly scheduled training and coaching sessions.
9. Develop and maintain strong working relationships with BC customers.
10. Support all department and company goals and objectives.
11. Perform other duties as assigned.
12. Consistently perform all duties and responsibilities according to production and quality standards and provide high quality customer service.
13. Establish and maintain a positive public image.

This position involves contact with customers, the general public, supervisors and management, contractors, and employees.

QUALIFICATIONS

High school diploma or equivalent required.

Bachelor's degree preferred.

Three to five years previous sales experience required.

Three to five years previous sales experience in a technology oriented product environment preferred.

Previous selling experience in the cable/telecommunications industry and B2B is strongly preferred.

Working knowledge of general marketing principles tools and processes required.
Able to work independently and possess a desire to exceed set goals required.
Basic knowledge of TCP/IP and HFC cable architecture preferred.
Basic knowledge of Internet Protocol (IP) network applications, wiring design and technology preferred.

Salesforce.com knowledge preferred.

COMMUNICATIONS:

Must be an effective verbal and written communicator with strong organizational and sales skills. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASON ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

TO APPLY:

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?SID=^Amu61/PzsYG0SrAUIEkC3pyl7izvZs4SeK97Lzkb/wZTiMdfOLfz3Xg0bMq6mPPuMx4xl7vIXp3l_C_R_L_F_IrBINBjBRyfvqG6MFZFozEttzjEHX20=&jobId=496031&type=search&JobReqLang=1&recordstart=1&JobSiteId=36&JobSiteInfo=496031_36&GQId=38

Coca-Cola Bottling Co. Consolidated – BYB: Customer Service Coordinator

Thirsty for a career?

Our company may not be the same as when J.B. Harrison first began delivering Coca-Cola back in 1902, but its dynamic, innovative culture lives on and keeps Coca-Cola Bottling Co. Consolidated a consistently dominating competitive force in the soft drink industry. Similar to the secret formula of the signature beverage we make, sell and deliver, Coca-Cola Bottling Co. Consolidated provides several key ingredients that can allow you to enjoy a level of “career refreshment” and value unequalled in the industry.

Coca-Cola Bottling Co. Consolidated offers careers with unlimited possibilities, tailored benefits, enriching relationships, and career advancement.

Beverages and Beyond Brands, Inc. is a stand alone business of Coca-Cola Bottling Company Consolidated committed to developing new, profitable, growth brands that people want. We are currently selling brands in 48 US states. Our initial products being sold and marketed are Cinnabon Coffee Lattes, Tum-E Yummies fruit flavored noncarbonated beverage, Country Breeze Tea and BAZZA Energy Tea. We will continue to grow through creation of our own branded trademarks, small upstart brand acquisitions and investment with minority equity stakes in small promising beverage brands.

BYB Brands, Inc., based in Charlotte NC, is seeking a talented individual for the role of Territory Manager to join a high performing, high trusting and relationship driven team with “we can do” attitudes.

Overview:

The Customer Service Coordinator role will be responsible for processing customer PO's on a timely basis and handling the role of our part time Admin for half the day. This role is expected to demonstrate exceptional customer service attitude and BYB's Value of being easy to do business with Proactive problem solving and ensuring great customer, internal and external, experiences.

Accountabilities:

Order to cash processing of POs

Monitor partner sites for POs (Retail link, McLane, EDI)

Take lead on LTL transportation, scheduling & Communication

Learn at high level, Southern Logistics software
Arrange POS orders
Process invoices/credit memos
Invoice research
Communicate status of pending loads and shipping rates(need for full understanding of sale, delays in shipping and cost to move)
Customer Set Up - includes customer & tax approval, customer master set up, status updates to field on pending customers and any delays
Vendor Set UP - includes new item set up, supplier documents, BYB as a customer set up, pickup allowances, variable setups
AR Reconciliation - includes verifying pricing and invoices, research and reconcile short pays
Sales Development Fund Rebates - includes processing credit memos, updating data bases monthly
Inventory Management, sales research and reporting
Pricing Maintenance
Ensuring general functionality of BYB office when primary Administrative assistant is out
Sending of product samples to retail customers and internal sales team
Mail and shipping processing

QUALIFICATIONS

Strong oral and written communication skills
Good problem solving skills
Excellent prioritizing, processing and decision making skills
Action Oriented
Results Driven
Team Player
Job Requirements
Requirements:
SAP experience
SAP SD Preferred
Proficient in Microsoft Office Suite

TO APPLY:

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=CJR&APath=2.21.0.0.0&job_id=J3H7J571V36TR7Z2H78

Mecklenburg County Bar – Director of Foundation Development

Salary Range: Salary commensurate with experience

The Mecklenburg Bar Foundation (MBF) announces an exciting opportunity to join a fast-paced, dynamic team where fresh ideas and innovation are encouraged and supported as the Director of Foundation Development. Our mission is to advance public understanding and respect for the rule of law and the role of the legal profession; to promote the highest ideals of professionalism, public service and access to the legal system; and to support the goals of the Mecklenburg County Bar and its 4,200+ members.

The Director of Foundation Development will be responsible for developing and implementing strategic development initiatives and an annual fundraising campaign, and overseeing MBF volunteers who solicit charitable donations used for grant awards to eligible nonprofits and the operation of the MBF.

Specific responsibilities include, but are not limited to:

- Oversees the fundraising campaign
- Provides overall structure of the fundraising campaign, including recommendations and suggestions for improvement
- Analyzes and recommends annual dollar and participation goals

- Plans and develops campaign materials and timelines
- Solicits donors, individually and with volunteers
- Coordinates with the Planning and Development committee, the MBF Board and volunteers as assigned or needed
- Develops strategies to engage and utilize volunteers and the MBF Executive Director in the campaign
- Develops a calendar of projected progress
- Provides support for volunteers who solicit funds
- Assists in identification of new and returning prospects
- Works closely with leadership to identify avenues of financial support
- Works with internal staff to determine timely processing of payment and pledge information and donor letters
- Coordinates through appropriate staff to ensure fundraising database module is sufficient and working effectively
- Ensures appropriate donor recognition

The Director of Foundation Development is an employee of the Mecklenburg County Bar, a 501c6 and membership organization, whose job primarily supports the MBF. This position reports to the Executive Director, is an integral part of the senior staff and works cooperatively and in a proactive, positive manner with all staff and volunteers. Responsibilities include other duties/projects as assigned by the Executive Director.

Qualifications

The successful candidate will have a minimum of 5 years of progressive experience in non-profit development including: overseeing fundraising initiatives and direct donor solicitation. Public relations, volunteer and nonprofit management experience is very beneficial.

The Director will be a dynamic leader with

- excellent written and verbal communications skills;
- thorough attention to detail;
- ability to think strategically;
- strong organizational and problem-solving skills;
- ability to work independently and with team;
- working knowledge of databases and budgets; and
- 4-year college degree.

TO APPLY: <http://www.prsacharlotte.org/default.asp?id=54&objld=113>

Mecklenburg County Bar – Business Development Associate

Salary Range: Salary commensurate with experience

The Mecklenburg County Bar (MCB) announces an exciting opportunity to join a fast-paced, dynamic team where fresh ideas and innovation are encouraged and supported as a part time (20 hours/week) Business Development Associate. Our mission is to serve the public and the 4,200+ MCB members in improving and preserving the administration of justice, and to assist the North Carolina State Bar as described by statutory requirements.

The Business Development Associate will solicit, coordinate and process all advertising for MCB printed and electronic publications, including, but not limited to, monthly newsletters, Web site, and an annual membership directory. The Business Development Associate will be responsible for negotiating and coordinating event sponsorships.

Qualifications

The successful candidate will have a minimum of 1-3 years of experience with media sales, advancement of solid business relationships, and cultivation of new and existing customers. Knowledge of databases and prior sales with expense to income ratio goals is very beneficial.

The Associate will be a self-starter with

- excellent written and verbal communications skills;

- thorough attention to detail;
- ability to think strategically;
- strong organizational and problem-solving skills;
- self-motivated and results oriented;
- 4-year college degree, preferably in related area such as Public Relations, Marketing, Communications; and
- knowledge of local legal community would be helpful.

TO APPLY: <http://www.prsacharlotte.org/default.asp?id=54&objld=114>

Public Library of Charlotte & Mecklenburg County – Communications and Marketing Specialist (aka Public Information Specialist)

Salary Range: \$43,232-\$54,041

This position works with the Communications & Marketing Deputy Director and departmental team members on efforts to support the creation of marketing, communications, and promotions efforts of a multi-branch public library system with over 500 employees. The Communications & Marketing Specialist collaborates with the marketing and communications team to develop strategies which leverage and communicate the organization's value to its stakeholders, while branding the Library's image as the premier literacy resource for the community. The position will be part of the team which produces the Library's advertising, marketing, communications, media relations, public relations, and virtual presence activities. This position also has a role in developing and supporting clear channels of internal/external communications for stakeholders.

Details of Responsibilities: Serves as project manager for specific communications and marketing projects. Creates scope and timetable, monitors progress, responds to challenges and opportunities, and ensures completion of project. Works with other members of department (other Communications and Marketing Specialists, Virtual Communications Designers, and Virtual Content Developers) to create strategies for customer-focused and intuitive virtual communications, including: web tools, mobile applications, social media, e-newsletters, etc. Researches, writes, edits and coordinates internal and external communications. Provides timely response to requests for information from internal/external customers. Provides communications support to other focus areas in the organization. Follows departmental standards and procedures. Handles sensitive information appropriately, and maintains confidentiality. Performs additional duties as assigned, including participation on teams and special projects outside the department.

QUALIFICATIONS

2+ years experience in marketing, communications and or public relations environment. Proficiency in office productivity software, such as Microsoft Office and related desktop publishing applications. Bachelor's Degree in Public Relations, Communications, Marketing, preferred and 2 years related experience, or an equivalent combination of training and experience. Strategic approach to projects, including creation of scope and timetable, and identification of resources, tactics, outcomes and outputs. Strong communications skills in verbal, written and visual media. Strong problem-solving skills, always keeping end customer in mind. Able to prioritize and align efforts with larger organizational objectives. Familiar with multiple communication platforms, including: public relations, web, social media, print, visual/wayfinding, and others. Familiar with concepts of graphic design for multiple formats, able to work with designers to create visually appealing, customer-focused and brand-aligned communications.

TO APPLY: <http://www.prsacharlotte.org/default.asp?id=54&objld=115>

Newell Rubbermaid – Marketing Management Development Program

Newell Rubbermaid is a global marketer of consumer and commercial products that touch the lives of people where they live, work and play. We are committed to building consumer and

commercial Brands That Matter™ while leveraging the benefits of being one company: shared expertise, operating efficiencies, and a culture of innovation. Our globally recognized brands include Sharpie, Paper Mate, DYMO, EXPO, Waterman, Parker, Rolodex, IRWIN, LENOX, BernzOmatic, Rubbermaid, Graco, Calphalon, Goody, and Teutonia.

The success of our company starts with our people. Newell Rubbermaid's Marketing Management Development Program (MMDP) is a critical element of our marketing strategy to become a best-in-class consumer branding organization. Participants will complete two, one-year assignments during this program. These assignments are structured to enhance one's readiness for a successful marketing career at Newell Rubbermaid, while making a strong contribution to the business units. Upon successful completion of the program, participants will rotate into an Associate Brand Manager position in the Marketing function at Newell Rubbermaid.

Possible roles and responsibilities a participant may have during their rotation include:

- Consumer and Market Insights: Design and execution of consumer research (qualitative and quantitative), analysis of business results and key drivers including market share, pricing, merchandising and product sell-through.
 - Marketing Communications: Brand-centric consumer promotions, public relations activities, website development, direct marketing, and product packaging.
 - Product Management: Product line planning, identifying product needs based upon consumer insights, developing line extensions, and interfacing with R&D.
 - Channel Marketing: Account-specific merchandising strategy, category management, promotional planning, and development of customer-specific plans from annual brand plans.
- Specific MMDP training will be provided to participants prior to each of their rotations. In addition, participants will take classes relevant to the functional area of their rotation, offered by corporate training at Newell Rubbermaid. Participants will also be assigned a mentor, who can help them settle into the professional world and transition into each new role.

QUALIFICATIONS

- Completed Bachelors degree in Business before program start July 2010, with a concentration in marketing or like field of study
- G.P.A of 3.3 and above preferred
- Internship or work experience required, preferably in marketing or like field
- Has a proven record of demonstrating the following skills:
 - Problem-solving and decision making
 - Collaboration and teamwork
 - Leadership, significant position preferred
 - Achieving results
 - Creativity
- Demonstrated project management skills and ability to balance multiple assignments at once
- Desire to make a strong contribution in a continuous learning environment, while enhancing their readiness for a marketing career

MMDP participants will complete both of their rotations in the same location. Potential assignment locations include Atlanta, Georgia; Oakbrook, Illinois; Huntersville, North Carolina. Newell Rubbermaid and its Business Units are Equal Opportunity Employers and comply with applicable employment laws. M/F/D/V are encouraged to apply. Newell Rubbermaid does not sponsor foreign citizens for H-1B visas, permanent resident status or temporary work authorization for this position

TO APPLY: <http://www.newellrubbermaid.com/Public/Careers/jobOpportunitiesUSAfrag.aspx>

SPX – Senior Business Analyst

SPX is a global multi-industry manufacturing leader committed to operational excellence and execution. With operations in over 35 countries with over 17,000 employees, we specialize in a

diverse range of products serving various industries including power and energy, process equipment, vehicle diagnostic tools, pharmaceutical, food and beverage and oil and gas. We are currently recruiting talent to focus on innovation, expert technology, service and product leadership that will provide critical solutions that help businesses around the globe perform at optimal levels. We hope you will consider joining our dynamic team.

Responsibilities

- PeopleSoft System subject matter expert for Payroll, HR, Benefits, and inbound/outbound interface files.
- Business Needs analysis, Process Design and Improvement
- Participate and/or Lead Special Projects and Committees
- Maintenance of Process/Procedure Documentation (Updating & Developing New Procedures).
- Perform Global HRMS initiatives, ensuring integrity and compliance with Data Privacy regulations.
- Manages M&A lifecycle to completion. Acts as primary consultant to new business.
- PeopleSoft End User/New Hire Training (HR/Benefits, Payroll, Query, Security, MSS/ESS).
- Upgrades, Enhancements and New Implementations
- Ensures documents are up to date on the HRMS Portal
- Take the lead on improving automated processes
- Create Test Scripts. Lead and/or perform UAT
- Monitors service level agreements from vendor(s)
- Field Communications
- Ad-Hoc Reporting and Query Development Process
- Plays key role in ensuring business analyst processes comply with laws and regulations; stays abreast of laws and regulations through professional reading, electronic professional websites and internal counsel.
- Keeps human resource team well informed.
- All duties as directed or modified.

QUALIFICATIONS

- Bachelor's Degree or related work experience.
- 5 – 8 Years HRMS Experience
- Must be proficient in PeopleSoft HCM 8.x, including SQL, SQR and PeopleSoft Tools.
- High Proficiency in MS Word, Excel, and PowerPoint required. Access a plus!
- Prior experience with HR system implementation, upgrades, and conversions, global a plus!
- Proven analytical and problem resolution skills required.
- Superb people skills and excellent verbal and written communication skills.
- Must be detail oriented with excellent organizational skills.
- Must be able to multi-task and adapt to change.
- Ability to work in a team-oriented environment that is fast paced and demanding.
- Must be self-directed, have excellent initiative and organizational skills.
- Exhibit strong ability to handle multiple demands with a sense of urgency, drive and energy.
- Excellent written and verbal communication skills.
- Experienced with Microsoft Suite of products and Lotus Notes Email & Calendar systems

Job Summary

Evaluates, analyzes, and maintains company Human Resource Management System (HRMS). Subject Matter Expert regarding system concepts, best practices and procedures within the PeopleSoft system. Must have a basic knowledge of benefits (H&W, 401k, etc) and understand how HR/PR transactions affect 3rd party vendors and individual businesses. Manages normal to complex issues, may lead projects and/or play a key role in company-wide initiatives. Responsible for initiating change, process design and improvement. Able to adapt in an ever changing, fast-paced, global environment. Requires an exceptional degree of

creativity and latitude are required. Relies on experience and judgment to plan and accomplish goals

TO APPLY:

https://spxss.usi.net/psp/P89HSPX_APP_1/APPLICANT/HRMS/c/HRS_HRAM.HRS_CE.GBL

PART TIME

J.Crew – Holiday Part Time

The J.Crew store in SouthPark Mall is looking for part-time, temporary help during the holiday season. Applications can be picked up in the Blair House. Apply in person with the store Manager.

WheresMyTutor.com – Back-to-School TUTORS Needed

CCN Job ID: 1769278

Salary: \$20-\$60+/hour

Back-to-School TUTORS needed for all subjects and for all age-levels in the Charlotte area. WheresMyTutor.com is a local Tutoring Directory that places struggling students with qualified, experienced college-level tutors. We find LOCAL students for tutors so the tutors can do what they do best: tutor! As a Member of our Tutoring Directory, tutors will not have to waste time looking for students. We'll do that for you! Joining our Tutoring Directory allows students in need of tutoring to find and contact YOU. As a tutor, you can pick and choose which students in your local area that you'd like to teach. Tutors get to set their own rates (\$20 - \$60+/hour), their own hours, and they keep ALL of the money they earn. WheresMyTutor.com is currently looking for local tutors who can work part-time from 2-10 hours per week. All tutoring will be conducted one-on-one at a neutral location such as a library, campus, or nearby coffee shop.

Apply Online: http://www.wheresmytutor.com/become_tutor.php

Contact: Justin Ketcham

Address: COMPANY HEADQUARTERS: 199 Brandywyne Terrace, Costa Mesa, CA 92627

Phone: 949-413-1755

Fax: 949-274-8547

E-mail: justin@wheresmytutor.com

Carolinas HealthCare System– Nursing Education Instructor

Part Time (32 hrs per pay period: 2 days per week, variable) CHS Nursing Orientation Department seeking self-directed, organized, creative Nurse Educator who values team collaboration and participation. Applicant should possess education/teaching experience. Previously developed presentation skills are suggested. Develops curriculum, instructs, facilitates and coordinates Nurse Orientation, Nurse Aide Orientation and a variety of continuing education programs and workshops. Provides administrative and staff support related to programs. Assists in the planning, coordination, implementation and evaluation of nursing continuing education in accordance with assessed needs, serving CHS nurses.

QUALIFICATIONS: BSN, BA, BS required. MSN, MA, MS preferred. RN Licensure: NC, SC or compact state required. Current BLS AHA required, CPR Instructor status, preferred. Must be able to lift and move 50lb. and available weekend and evening hours as determined by program offerings. Possible travel required. Attach CV or resume.

TO APPLY:

<http://carolinashealthcare.jobscience.com/JsrApp/index.cfm?cmd=showPositionDetail&coBrandId=9000&masterID=chcs001&positionId=496865&prodApp=cc153c84-af0b-4f17-a32a-75aec3b65159>

Carolinas HealthCare System – RN/Weekender

Part time weekend position 7p-7a for 11B Gynecology and Oncology. Professional nursing care through skillful assessment, planning, implementation, and evaluation in accordance with hospital policies and procedures. Assists in maintaining a safe work environment and performs all related job responsibilities in a safe manner.

QUALIFICATIONS: Graduate from an accredited School of Nursing. Current licensure to practice as a RN or temporary license as a Registered Nurse Petitioner in the state of NC. Must have at least 1 year of RN experience

TO APPLY:

<http://carolinashhealthcare.jobscience.com/JsrApp/index.cfm?cmd=showPositionDetail&nextEvent=doSearchPositions&cobrandId=9000&masterId=chcs001&accountId=99DC352A-D265-EF61-9A0164C3C527AAACE&positionId=496926&urlArgList=c2VhcmNoVHlwZT1xdWljayZzdGFydD0xJmNvdW50PTUwJnBDb2RIPSZmYWNpbGl0eUlKPSZqb2JkdXJhdGlvbkIkPTEwMTQmcG9zdERheXM9&bid=1719>

Century Contracting Inc – Administrative Assistant

CCN Job ID: 1768741

Payroll assistance, answering phones, organization of files, preparing documents, general clerical work, coordinating transportation/deliveries and job costing.

TO APPLY: Contact Aaron Whitecotton, Address: PO Box 19945, Charlotte, NC 28219, Phone: 704.357.0041, E-mail: awhitecottoncci@bellsouth.net

Fox News Charlotte – Experienced Technical Operator

Charlotte, NC - FOX Charlotte is seeking an experienced Technical Operator. The qualified candidate should have at least 1 year of production experience in a television news operation. This position requires a dedicated, dependable, and hard-working individual. If you have these qualities, and are interested in working at Fox Charlotte, I would love to talk to you! Schedule flexibility is required subject to the needs of WCCB as determined by management.

Primary Duties Include, but are not limited to:

Video Tape Playback (ENG), Studio Support including camera operation, teleprompter and floor managing.

Secondary Duties Include, but are not limited to:

Audio, News and creative services field support, Contest support for Promotions/Marketing, or any other assigned duties as deemed necessary by management to meet the operational needs of WCCB.

Shift will be weekends (Friday, Saturday, and Sunday) and two evenings during the week 8pm -12 midnight / Sunday's 3pm – 12 midnight

Approximately 23 – 28 hours per week

TO APPLY: http://www.foxcharlotte.com/dpp/about_us/careers/part_time_technical_operator