

9/16/11
Highlighted Opportunities

Administrative Specialist I
Recruitment #091411-MAAA01-350100

Opening Date: 9/16/2011

Closing Date: 9/22/2011 11:59:00 PM

Type of Recruitment: Casual/Seasonal

Salary: \$12.77/hour

Pay Grade: FR1

Shift Hours: 8:00am - 4:30pm

Employment Type: Actual Vacancy

Employment Term: Casual/Seasonal

Agency: DHSS/Administration/ Management Services

Location(s): Herman Holloway Campus: (1901 N DuPont Hwy, New Castle, DE, 19720)

Contact Name: DHSS Applicant Services

Contact Phone: 302-255-9100

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SUMMARY STATEMENT

The incumbent in this position will provide clerical support for the Applicant Services Unit. Job duties include: working in the recruitment computer system, maintaining files, mail distribution, filing and answering phones and other clerical support duties as assigned.

ESSENTIAL FUNCTIONS

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Applies agency laws, rules, regulations, policies and procedures in maintaining and processing agency information.
- Creates official agency word processing documents; creates and maintains agency databases typically using Access or similar software

packages; creates and maintains spreadsheets; creates original presentations using software packages.

- Serves as a liaison with the public, clients, agency staff and others to exchange information and explain agency services, laws, rules, regulations, policies and procedures.
- Assures effective coordination of operational functions.
- Establishes tracking and monitoring systems and conducts follow up to ensure effective resolution of matters.
- Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports and provide supporting documentation.
- Analyzes routine operating practices and procedures and makes recommendations to ensure smooth and efficient office operation.
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.
- May oversee or supervise lower level employees.

JOB REQUIREMENTS

JOB REQUIREMENTS for Administrative Specialist I

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.
2. Experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
3. Experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Knowledge of creating reports which includes combining and presenting data from multiple sources in an organized format.

ADDITIONAL POSTING INFORMATION

All DHSS Hospital Campuses, including the Herman Holloway Campus, are a tobacco-free environment.

SELECTION PROCESS

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the "My Applications" tab at www.delawarestatejobs.com.

ACCOMMODATIONS

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

Click on a link below to apply for this position:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

Contact us via conventional means.

Apply Online



For further assistance, you may contact us by phone at (302) 739-5458, or e-mail at jobs@state.de.us.



ACCOUNTING STAFF

Well established CPA firm has immediate opening for one or two accounting staff persons, depending on experience level and candidate availability. All positions are full-time, with benefits.

**POSITION 1:
EXPERIENCED STAFF ACCOUNTANT**
in the tax and accounting area. You would be responsible for satisfying the needs of a group of clients and look for opportunities to help the entire client base. Duties include individual and corporate income tax preparation as well. Client satisfaction and effectiveness are the keys to success in this position and will be rewarded. An accounting degree and 5 plus years experience with a CPA firm is required.

**POSITION 2:
EXPERIENCED STAFF ACCOUNTANT**
in the tax and accounting area. An accounting degree and at least 2-4 years CPA firm experience is required.

**POSITION 3:
ENTRY LEVEL STAFF ACCOUNTANT**
Duties we will train for include payroll, individual and corporate income tax preparation. An accounting degree or progress towards an accounting degree is required.

**No Phone Calls, Please. Send résumé to:
Progar & Co.
1636-D Savannah Rd.
Lewes, DE 19958**

Don't forget to check these important sites for opportunities:

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date.**

Job title: Senior Social Worker Case Manager

Opening date: 9/10/2011

Final filing date: Sep 16 2011 11:5

Recruitment number: 090811-MDDZ58-350701

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090811&R2=MDDZ58&R3=350701>

Job title: Senior Social Worker/Case Manager

Opening date: 9/10/2011

Final filing date: Sep 16 2011 11:5

Recruitment number: 090811-MDDZ58-350700

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090811&R2=MDDZ58&R3=350700>

Job title: Telecommunications/Network Technician I

Opening date: 9/10/2011

Final filing date: Sep 16 2011 11:5

Recruitment number: 083111-MADF01-200800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MADF01&R3=200800>

Job title: Physical Plant Maintenance Superintendent II

Opening date: 9/10/2011

Final filing date: Sep 16 2011 11:5

Recruitment number: 090711-MCCK08-100200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090711&R2=MCCK08&R3=100200>

Job title: Psychologist

Opening date: 9/10/2011

Final filing date: Sep 16 2011 11:5

Recruitment number: 083111-MDIA01-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MDIA01&R3=350600>

Job title: Social Worker/Case Manager Supervisor

Opening date: 9/11/2011
Final filing date: Sep 17 2011 11:5
Recruitment number: 090911-MDDZ59-350200
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MDDZ59&R3=350200>

Job title: Motor Vehicle Support Supervisor
Opening date: 9/12/2011
Final filing date: Sep 18 2011 11:5
Recruitment number: 090911-MBCB04-551100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MBCB04&R3=551100>

Job title: Public Health Administrator I
Opening date: 9/12/2011
Final filing date: Sep 18 2011 11:5
Recruitment number: 082511-MDDL02-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=082511&R2=MDDL02&R3=350500>

Job title: Administrative Librarian
Opening date: 9/5/2011
Final filing date: Sep 18 2011 11:5
Recruitment number: 090111-MEBC03-200800
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090111&R2=MEBC03&R3=200800>

Job title: Environmental Scientist II
Opening date: 9/13/2011
Final filing date: Sep 19 2011 11:5
Recruitment number: 090911-MGBE02-650100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MGBE02&R3=650100>

Job title: Judicial Operations Manager
Opening date: 9/13/2011
Final filing date: Sep 19 2011 11:5
Recruitment number: 090911-MAFC08-21300
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MAFC08&R3=21300>

Job title: Toll Corporal
Opening date: 9/13/2011
Final filing date: Sep 19 2011 11:5
Recruitment number: 090911-MABI02-551100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MABI02&R3=551100>

Job title: Child Care Licensing Specialist
Opening date: 9/14/2011
Final filing date: Sep 20 2011 11:5
Recruitment number: 091311-MDDX01-370600
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091311&R2=MDDX01&R3=370600>

Job title: Family Service Assistant I
Opening date: 9/14/2011
Final filing date: Sep 20 2011 11:5

Recruitment number: 091311-MDDN01-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091311&R2=MDDN01&R3=370500>

Job title: Fiscal Administrative Officer

Opening date: 9/14/2011

Final filing date: Sep 20 2011 11:5

Recruitment number: 091211-MABB04-550100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091211&R2=MABB04&R3=550100>

Job title: Court Security Officer II

Opening date: 9/14/2011

Final filing date: Sep 20 2011 11:5

Recruitment number: 090911-MBDE02-21500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MBDE02&R3=21500>

Job title: Court Security Officer I

Opening date: 9/14/2011

Final filing date: Sep 20 2011 11:5

Recruitment number: 090911-MBDE01-20800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MBDE01&R3=20800>

Job title: Social Service Chief Administrator

Opening date: 9/14/2011

Final filing date: Sep 20 2011 11:5

Recruitment number: 083111-MDDZ54-350200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MDDZ54&R3=350200>

Job title: Social Service Chief Administrator

Opening date: 9/14/2011

Final filing date: Sep 20 2011 11:5

Recruitment number: 083111-MDDZ54-350200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MDDZ54&R3=350200>

Job title: Adolescent Treatment Services Coordinator

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091411-MDDZ02-370400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091411&R2=MDDZ02&R3=370400>

Job title: Judicial Case Manager I

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091411-MAFC04-20800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091411&R2=MAFC04&R3=20800>

Job title: Correctional Counselor

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091311-MDDP01-380600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091311&R2=MDDP01&R3=380600>

Job title: Custodial Worker

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091311-MCAB01-350101

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091311&R2=MCAB01&R3=350101>

Job title: Custodial Worker

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091311-MCAB01-350100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091311&R2=MCAB01&R3=350100>

Job title: State Accountant II

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091311-MABC02-250500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091311&R2=MABC02&R3=250500>

Job title: Child Support Officer I

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091211-MDDD01-20800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091211&R2=MDDD01&R3=20800>

Job title: Court Security Officer II

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091211-MBDE02-21500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091211&R2=MBDE02&R3=21500>

Job title: Judicial Case Processor I

Opening date: 9/15/2011

Final filing date: Sep 21 2011 11:5

Recruitment number: 091211-MAFC01-20800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=091211&R2=MAFC01&R3=20800>

Job title: Engineering/Planning/Surveying Technician IV

Opening date: 9/10/2011

Final filing date: Sep 23 2011 11:5

Recruitment number: 090911-MFBA04-400300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=090911&R2=MFBA04&R3=400300>

Job title: Registered Nurse III

Opening date: 9/9/2011

Final filing date: Sep 23 2011 11:5

Recruitment number: 083111-MDGB03-350200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MDGB03&R3=350200>

Job title: Nursing Director
Opening date: 5/3/2011
Final filing date: Oct 30 2011 11:5
Recruitment number: 041311-MDGB08-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II
Opening date: 5/21/2011
Final filing date: Nov 17 2011 11:5
Recruitment number: 051911-MDDL03-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist
Opening date: 5/28/2011
Final filing date: Nov 24 2011 11:5
Recruitment number: 052411-MDEA01-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

Job title: Registered Nurse III
Opening date: 6/25/2011
Final filing date: Dec 21 2011 11:5
Recruitment number: 062311-MDGB02-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Registered Nurse II
Opening date: 6/25/2011
Final filing date: Dec 21 2011 11:5
Recruitment number: 062311-MDGB02-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062311&R2=MDGB02&R3=350500>

Job title: Certified Nursing Assistant
Opening date: 6/25/2011
Final filing date: Dec 22 2011 11:5
Recruitment number: 062211-MDCD02-351100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062211&R2=MDCD02&R3=351100>

Job title: Nutritionist III
Opening date: 6/25/2011
Final filing date: Dec 22 2011 11:5
Recruitment number: 062411-MDFA03-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062411&R2=MDFA03&R3=350500>

Job title: Registered Nurse II
Opening date: 7/8/2011
Final filing date: Jan 4 2012 11:5
Recruitment number: 070611-MDGB02-380200
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=070611&R2=MDGB02&R3=380200>

Job title: Advanced Practice Nurse

Opening date: 8/8/2011
Final filing date: Jan 8 2012 11:5
Recruitment number: 080111-MDGB05-200900
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080111&R2=MDGB05&R3=200900>

Job title: Registered Nurse III
Opening date: 7/16/2011
Final filing date: Jan 12 2012 11:5
Recruitment number: 062911-MDGB02-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse II
Opening date: 7/16/2011
Final filing date: Jan 12 2012 11:5
Recruitment number: 062911-MDGB02-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=062911&R2=MDGB02&R3=350500>

Job title: Registered Nurse III
Opening date: 7/27/2011
Final filing date: Jan 23 2012 11:5
Recruitment number: 072011-MDGB03-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=072011&R2=MDGB03&R3=350500>

Job title: Chief Physician
Opening date: 8/9/2011
Final filing date: Feb 5 2012 11:5
Recruitment number: 080411-MDEB02-351100
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080411&R2=MDEB02&R3=351100>

Job title: Nursing Home Administrator
Opening date: 8/10/2011
Final filing date: Feb 6 2012 11:5
Recruitment number: 080311-MDBZ12-351400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=080311&R2=MDBZ12&R3=351400>

Job title: Epidemiologist II
Opening date: 8/17/2011
Final filing date: Feb 13 2012 11:5
Recruitment number: 081211-MDAB02-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081211&R2=MDAB02&R3=350500>

Job title: Registered Nurse I-III
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5
Recruitment number: 081111-MDGB01-351400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Nursing Supervisor
Opening date: 8/18/2011
Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB04-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB04&R3=351400>

Job title: Registered Nurse III

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Registered Nurse II

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Registered Nurse II

Opening date: 8/18/2011

Final filing date: Feb 14 2012 11:5

Recruitment number: 081111-MDGB01-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081111&R2=MDGB01&R3=351400>

Job title: Compliance Nurse

Opening date: 8/24/2011

Final filing date: Feb 20 2012 11:5

Recruitment number: 081911-MDGZ02-350900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081911&R2=MDGZ02&R3=350900>

Job title: Compliance Nurse

Opening date: 8/24/2011

Final filing date: Feb 20 2012 11:5

Recruitment number: 081911-MDGZ02-350900

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081911&R2=MDGZ02&R3=350900>

Job title: Certified Nursing Assistant

Opening date: 8/24/2011

Final filing date: Feb 20 2012 11:5

Recruitment number: 081911-MDCD02-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=081911&R2=MDCD02&R3=351400>

Job title: Family Service Specialist

Opening date: 9/2/2011

Final filing date: Feb 28 2012 11:5

Recruitment number: 083111-MDDQ01-370600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=083111&R2=MDDQ01&R3=370600>

See Below for Opportunities Recently Posted in the Cape Gazette

[Accounting Staff](#) - Progar & Co.
[Assistant Billing Manager](#) - Mid-Atlantic Family Practice
[Caregivers](#) - Home Instead Senior Care
[CNA](#) - Cadia Rehabilitation-Renaissance
[CNA](#) - Harbor Healthcare
[Consumer Lender](#) - Community Bank
[Dental Assistant](#) - Practice in Dagsboro
[Domestic Violence Staff](#) - People's Place (SAFE)
[Front Desk](#) - Brighton Suites Hotels
[Front Desk Person](#) - Dental Office
[Job Opportunities](#) - Sussex Family YMCA
[Job Opportunities](#) - The Peninsula
[LPN - Front Desk Receptionist](#) - Beacon Medical Group
[Medical Assistant](#) - Cardiovascular Consultants
[Medical Assistant](#) - Coastal Kid Watch Pediatrics
[Medical Position](#) - Mid-Atlantic Family Practice
[Real Estate Sales](#) - Coldwell Banker
[Receptionist](#) - Medical Office
[Restoration Technician](#) - Gale Force
[RN/LPN](#) - Pediatric Office
[Sales Executives](#) - Coastal Style Magazine
[Sales Positions](#) - Christmas Tree Hill
[Sales/Customer Service](#) - Harvard Business Services
[Servers, Bakery Staff](#) - Cake Bar
[Town Manager](#) - Town of Fenwick Island
[Transition Assistant](#) - Vocational Rehabilitation

Please See Below for Jobs Recently posted on CareerBuilder.com

Job Title	Company	Location	Date Posted	
Medical Secretary/Medical Administrative Job	Integrity Staffing Solutions, Inc	Wilmington, DE	Sep-16	Apply
Culinary Cook's Assistant - Hotel duPont	DuPont Company	Wilmington, DE	Sep-16	Apply
Banquet Server - DuPont Country Club	DuPont Company	Wilmington, DE	Sep-15	Apply
Dining Room Bartender - Hotel duPont	DuPont Company	Wilmington, DE	Sep-15	Apply
Administrative Assistant - Medical Office	Adecco	Wilmington, DE	Sep-15	Apply

Customer Service Rep - SAP	Adecco	Wilmington, DE	Sep-15	Apply
Customer Service Rep - SAP	Adecco	Wilmington, DE	Sep-15	Apply
Customer Service Rep - SAP	Adecco	Wilmington, DE	Sep-15	Apply
Customer Service Representative	Adecco	Wilmington, DE	Sep-15	Apply
Administrative Assistant	Nextgen Information Systems	Wilmington, DE	Sep-15	Apply

Please See Below for Jobs Recently Posted In the Dover Post

Pizza Delivery Drivers,La Fontana Ristorante . Apply in person. Magnolia

PB Disaster Services is now recruiting Disaster Housing Inspectors. If you are looking for a challenging opportunity to travel on short notice, assist disaster victims, and have a background in residential construction, appraisal or estimating, please visit us at PBDisasterservices.com or call 1-800-411-1177. Must be U.S. Citizen and pass an FBI background check. EOEPB Disaster Services is a contractor to FEMA.

Part-time Paralegal Assistant, wanted for busy law practice. Excellent grammar and strong communication skills a must. Must be proficient in MS Office. Must type min of 50 wpm. Opportunity for advancement. Please email or fax cover letter and resume to: kvicks@vickslaw.com or (302) 674-3700.

Sussex County Habitat for Humanity, Seeks a full-time Finance Manager. Position is responsible for all financial and administrative operations of SCHFH including accounting, financial reporting, budgeting, human resources, facilities and administration. For more info go to: www.sussexcountyhabitat.org **SCHFH is an Equal Opportunity Employer.**

MEDICAL RECEPTIONIST, Evening classes begin Sept. 19 at Cecil College. Day classes begin September 26. Call 410-287-6060, ext. 760 or 707 for more information.

FULLER BRUSH CO. Sales Distributors needed. Start your own Home Based Business. Looking for people who could use extra money, servicing people in your area. No investment. Call 800-882-7270 email fullerlady2@aol.com www.joannefullerlady.com

PART TIME HOUSEKEEPING POSITIONS AVAILABLE Hours vary starting at 4:30pm. Pay rate \$8.00/hour. Call 302-734-3403 for further information

Sales Representative **The Local Book Publishing, Inc.** is seeking motivated, organized, professional Sales Representatives to be part of our highly trained sales team for the Dover, DE region. Competitive uncapped commissions and bonuses. Protected territories. Paid training. Comprehensive benefits available. B2B sales experience required. Excellent communication skills, professional attitude and strong work ethic a must. Local Book Publishing has been an industry leader in directory publishing for the last decade. Selected as the top directory publisher in the nation for 2009 and 2010, and was awarded "Best Overall Phone Directory" in 2004, 2006, 2009, 2010 and 2011 by the Association of Directory Publishers. Please send resumes to adam@thelocalbook.com. 3 years minimum Sales Experience. www.thelocalbook.com

Sales & Service Technician for Commercial / Industrial Water Treatment **Preferred Candidate qualities:**5 Years Experience Mandatory Required Candidate Qualities: Mechanical & Analytical Abilities. Must have knowledge of Pentair/Fleck C/I Valves, GE/Osmonics, various stagers & PLC controls packages; plumbing & basic electrical trade skills; good communication skills; record keeping; good driving record; provide own tools. Vehicle and travel expenses provided; overnight travel primarily for MD, DE, VA. Mail resume to: **Resume, PO Box 416, Milton, DE 19968** or email to: resumes829@gmail.com

EXPERIENCED FULL-TIME CUSTODIAN (Evenings & Weekends) Sunday 8am - 4:30pm Monday - Thursday 1:00pm - 9:30pm Location: Dover YMCA & Aquatic Cntr. 1137 South State St. Dover, DE. 19901 Great opt. to join a strong, dynamic staff team! Resp. for cleanliness, sanitation, & basic maint. of bldgs., grounds, parking lots, and pools. Responsible for creating a safe and clean building environment. Must be responsive & attentive to staff & members. H.S. diploma or equiv. is req. Must have a working knowledge of custodial procedures, products and equip. Must work a varied schedule. Salary commensurate with experience. This is a Great Opportunity! **Apply online at:** www.ymcade.org

Reliable Housekeeper for home in Hockessin, must have reliable car, verifiable references, and pass background check. (302)234-6620, leave detailed msg.

CLEANING-P/T Help Needed, week days, must be dependable and have own transportation, Call (302)995-2816 Wilmington

See Below for Jobs Recently Posted in The Guide

LAND SURVEY CREW CHIEF

Full Time Position Available
Must have Experience & References
Call 302-541-5850

252604

Electrical Foreman, exp. in Commercial & Service work. Taking applications.
Call 302-381-6058

255003

Secretary / Line Bookkeeper, 10 - 40 hrs./wk., \$10/hr., Real Estate, Central, DE. Background check req. Fax resume: 302-335-3329

255979

Housecleaner needed, prefer lady, for Candlewicke Rooms in Harrington, DE. Only apply if you know housekeeping & how to make beds. Need to know hotel type cleaning. Call 302-398-0541

256087

INDEPENDENT CONTRACTOR / MOTOR ROUTE.

Avail. to deliver News Journal
in the following areas: Rehoboth, Pot Nets, Harbeson.
Contact Ralph Condon at
302-324-2726

255714

Tractor Trailer Driver to haul grain. Call 302-344-5355

256403

Wanted: Heavy Equipment Operators
Tunnell Companies LP is seeking experienced heavy equipment operators with minimum 5 years

experience operating various types of equipment including excavators, bulldozers, backhoes, etc. Must have background in site work, utility installation, drainage and road work. All applicants must take pride in their work, highly motivated and honest. A valid, clean CDL A or B driver's license is required. This a full time position offering competitive salary, benefits and an excellent 401K plan. Resumes can be emailed to:

jobs@potnets.com or
faxed to: 302-945-4032

254912

**LAKE FOREST KENT &
SUSSEX ABE/ELL PROGRAM**

FREE classes to obtain skills to pass GED test & **FREE** English Language learning classes. Morning, Afternoon and Evening classes available.

Call us **TODAY** at:
302-398-8945 ext. 30

254260

**\$\$\$ EARN EXTRA \$\$\$
DELIVERING PHONE BOOKS
IN SALISBURY AND
SURROUNDING AREAS**

**\$7-\$9/HR. (UP TO \$15 POSS.)
MUST HAVE OWN
TRANSPORTATION &
INSURANCE**

*******PLEASE CALL*****
*****443-859-2864*******

255946

AVON: BONUS!
REPS. NEEDED ALL AREAS
410-364-9012 Avon Beauty Ctr.
302-249-0973 (S Sussex Co.)
302-943-5721 (Sussex/Kent)
OR TOLL FREE 877-337-EARN
www.YOURAVON.COM/wendy

253598

AUTO SALESPERSON

Looking to hire experienced Automotive Salesperson. Only serious **PROFESSIONALS** need apply who have an interest in achieving their goals & realizing their potential. We offer a strong benefit package, salary plus commission, & **BONUSES**, paid to overachievers. We have a fun atmosphere and professional about the way we want to do business with our customers, and the way our staff is treated. If you don't mind working hard to reap great rewards and healthy paychecks then you should stop in & talk with us.

**PRESTON MILLSBORO
AUTO MART**
28362 DuPont Blvd., on Rt. 113.
302-934-8282
Ask for Larry Heesh.

256072

MILLWRIGHTS AND WELDERS needed. Overtime, tools and trans. req. Call after 5pm, 443-614-9395 or fax resume to: 410-632-2997

256241

Experienced Auto Mechanic

Must have 5 years experience, own tools and have valid driver's license. Full time, Top Pay, Holidays, Vacation, and No Weekends. 410-651-1836

255643

**TRACTOR TRAILER CDL
DRIVER NEEDED**

NE regional runs. Home weekends. Full benefits. Clean driving record & 3 yrs. exp.

Apply in person: Reed Trucking, 522 Chestnut St., Milton, DE
or call 302-684-8585 x18.

255328

OUTBOARD/IO MARINE TECH

One of the leaders in the marine industry is seeking a FT experienced tech. Certifications preferred. Own tools and valid drivers license a must. Benefits and uniforms available.

APPLY IN PERSON

At Short's Marine
Off Rt. 24 on Long Neck Rd.,
Millsboro, DE.

256049

Land Surveying Company seeking experienced AutoCad/Survey Technician. Send resume to: Compass Point Associates, PO Box 246, Harbeson, DE 19951 or email to: cpallc@comcast.net

255740

PT Delivery Set up person,
deliveries in MD & DE.

E-mail: fran1944@hotmail.com

You must include your phone number.

256312

EXPERIENCED IRRIGATION INSTALLER & TECHNICIAN

MUST HAVE:

Extensive experience
Excellent organizational skills
Landscape lighting knowledge

Email resume to:

mooreoffice@verizon.net

or Fax: 410-641-2188

255673

Gardener Wanted, weekends plus (1) weekday, approx. 30 hrs./wk., must have Gardening or Landscaping exp., must speak English. Call 302-629-5555

254878

Addus Healthcare is currently seeking an RN, BSN preferred, for our Milford and/or Wilmington

homecare offices. Must be proficient w/federal and state regulations and possess knowledge of Oasis Assessment. Addus Healthcare is also seeking Home Care Aide in Wilmington, Frankford, Selbyville and surrounding areas. Please come into our Milford or Wilmington office to fill out an application: 1003 Mattlind Way, Milford, DE 19963 or 5618 Kirkwood Hwy., Wilmington, DE 19808.
252594

Looking for an Experienced Grounds / Maintenance person for a small mobile home park located in Magnolia, DE.
302-423-6807.

255749

**LARGE AUTO SERVICE
& PARTS GROUP**

Now Hiring for Service Advisors & Technicians. Locations in Clarksville DE & Ocean Pines, MD. 302-539-8686 ext. 3014

255506

Wait Staff wanted at
Game Zone, Laurel, DE.
Apply in person only. Tues.-Fri. 12-6pm. 460 N Central Ave.

254564

MAINTENANCE SUPERVISOR

A leader in the healthcare industry, Genesis Health Care, is now hiring a Maintenance Supervisor for our Heritage Center in Milford, DE. We require a HS degree or equivalent and basic training in electrical, plumbing, heating and HVAC systems. As part of the Genesis team, you'll enjoy: medical, dental, vision benefits, flexible schedule and vacation time, 401K and more. Apply today!

www.genescareers.jobs or Contact Pamela Weissmann at 1-800-347-7314;

Fax: 1-610-347-4957 or

E-mail: pamela.weissman@genesishcc.com. EOE.

256525

Multi-franchise dealership hiring parts/service utility person. Applicant must possess computer skills, including Microsoft Excel and Word, have excellent problem solving skills and be motivated to be successful in a career. Dependability, customer service skills and the ability to work in an unstructured environment are required. The position can be fast paced and requires strong attention to detail. Applicant must be bondable. Please email resumes to:

customerservice@
sherwoodparts.com

256519

SALES PERSON WANTED for used car lot. Must have valid driver's license. Exp. preferred but will consider all applications. Apply at Georgetown Auto Sales 302-856-1827.

254546

MARINE TECHNICIAN OR TRAINEE

Growing marine dealership has an immediate opening for a qualified marine mechanic. Mercury and/or Yamaha certified preferred but will train the right person. Must have a good driving record, work habits, be organized and customer focused. Full time, year round employment with benefits and competitive

salary for the right person. Resume may be emailed, faxed or you may apply in person Tuesday through Saturday. We are looking for the right person and willing to train.

Midlantic Marine Center
36624 DuPont Blvd.,
Selbyville, DE 19975
302-436-2628 (phone)
302-436-8436 (fax)
midlanticmarine1@aol.com

255854

Immed. opening for fabricator/
welder, min. 10 yrs. exp., must have good communication skills & be able to work in a group
environment, top pay, exc.
benefits. Send resume to:
PO Box 63, Seaford, DE 19973.

252476

General Service Tech
Must have tools, valid drivers license and prior experience. Full Time, No Weekends, Holidays and
vacation. 410-651-1836

255644

Operations Mgr. wanted to assist home buyers to the mortgage process. Call 302-381-2772 or fax resume
to 206-202-0745

255725

WELDING INSTRUCTION

Learn to weld: Plate, Structural Steel & Pipe.
S.M.A.W.-Tig and Mig
Test given plate A.W.S. D1. 1/D1 M2006
Test Given Pipe Q.W.-484A Section 9 ASME Broilers & Pressure Vessel Code
302-249-9206
Lewes, DE.

256078

**** JOBS JOBS JOBS ****

Are you looking for a better job with a stable company offering great benefits and competitive pay?
Manpower is currently recruiting for the following
positions:

Current openings include:

- * **RECEPTIONIST: OPTICAL RETAIL OFFICE (\$10/HR.)**
- * **CUSTOMER SERVICE REPRESENTATIVE (\$10/HR.)**
- * **EXPERIENCED CNC MACHINE OPERATORS (DOE)**
- * **MATERIAL HANDLER (\$9/HR.)**

For consideration, please email your resume to:

Salisbury.md@manpower.com

with the job title
in the Subject line.

Manpower
274 Tilghman Road,
Salisbury, MD 21804.

256364

Painting, Carpentry, Roofing. Part-time, tools & truck req.
Call Jay at 302-877-0841 or
cell 302-218-9428.

256174

AIM TRANSPORT
www.Aimtransport.com
410-943-0246

Looking for (3) Tractor Trailer Drivers. We run the Mid-Atlantic, **NO NYC**. Home every Wknd. Exc. Pay
& Benefits,
Attendance, Safety & other Bonuses. 98% Drop & Hook.
Min. 3 Yr. Tractor Trlr. Exp. Req.

255403

Whitetail Country Logging & Hauling is looking for a FT/PT Secretary. Must know DOT, IRS, payroll,
etc. Contact Katie Jones at 302-846-3982 or 302-846-0137. Can also fax resume to 302-846-9661.

256270

HOUSE MANAGERS

Professional, responsible adults wanted to care for persons with disabilities in a residential setting.
Overnights required. Meals & benefits provided. Drivers license required. Apply to: Dove Pointe, 1225
Mt. Hermon Rd., Salisbury.

www.dovepointe.com

255652

Shell's Child Care in Milton, Harrington & Frederica has employment openings for **COOK, HOUSEKEEPER, TEACHERS/ ASST. TEACHERS IN INFANT, TODDLER, PRE-SCHOOL & SCHOOL AGED CLASSROOMS, FT & PT HRS. AVAIL.** Contact Mrs. Williams, 302-684-3201 or Miss Cannon, 302-398-9778 or Mrs. Hensley, 302-335-0240. Fax resume to: 302-684-1751 or 302-398-9674.

256470

United Insurance is looking for serious professionals ages 24 and up, who are interested in starting a career with insurance sales. Paid training and immediate positions for lic. agent. Contact Danielle, 302-359-5081 or 410-742-1557

252915

Pure Beauty Unisex is looking for a hairstylist and manicurist, bilingual preferred. If interested, please call 302-856-7474.

255660

CDL-A 5 yrs. exper. in NY City, clean DMV record only apply. Hopper exper., & reefer trlr. only. 302-362-9973

256156

NOW HIRING: EXP. CHICKEN FARM TENANT FOR (4) HOUSES, PAY \$1200. THIS JOB REQUIRES TWO FULL TIME PERSONS W/EXP., PREFER NO CHILDREN.

(6) DAYS/WK. MUST BE ABLE TO POWERWASH & BE WILLING TO WORK. 1BR HOME IS PROVIDED & UTIL. PAID. CALL 443-880-8899.

255416

Retiree preferred to teach a person to drive, 2 hrs. a day, 3 days a week. 302-569-0272 after 7pm.

254811

**SCHOOL BUS DRIVERS
R&M BUSES, INC.**

Bridgeville-based business.
Call 302-542-4503

254661

SCHOOL BUS DRIVER needed for route in Milton area. Must have valid CDL License w/ School Bus Endorsement. Contact Jim Hudson, 302-632-7901

255761

MENTORS

Caring, energetic adults needed to mentor persons with disabilities in the community. Evening & weekend hours. Apply at: Dove Pointe, 1225 Mt. Hermon Rd., Salisbury, MD.

www.dovepointe.com

255674

MRDC Head Start is seeking a Bus Driver. Requires 3 years driving exp., CDL w/passenger endorsement, school endorsement (S), good driving record, current physical, TB test, CBC. Contact Phil Samson at 410-482-2585 x29. MRDC is an EOE.

255430

IMMEDIATE OPENING for used auto parts salesperson FT. Must have knowledge of automobiles and light trucks, mechanical and sheet metal. Good people skills mandatory. Responsibilities include use of computer, dealing with telephone and walk-in, helping set up daily deliveries. Familiar with all of the Western Shore of MD, surrounding areas and Delaware. Experienced preferred. Send resume to: Eagle Auto Salvage, Inc.

P.O. Box 249, Greensboro, MD 21639 or email to:

Toni@lkqpartsrus.com

Apply in person by appt. only

256155

Security Needed, Bouncers, Door People for the Dug Out in Seaford, DE. 302-727-6829

256432

Are you looking for a fuller life, control over your income & time? Being a Avon Rep is your answer. Contact me today, 302-381-0436 or sputz59@hotmail.com

255712

PLUMBER

MUST have at least
the following: Delaware Journeyman Cert.
Maryland Journeyman License

Top Pay
Excellent Benefit Package

Apply in person at

MEGEE

PLUMBING & HEATING

On DE Rt. 9, 2.9 miles East of the Georgetown Circle.

253824

Distribution System Technician: Chesapeake Utilities' Salisbury location is seeking an individual to lead a construction crew working on facilities by coordinating & instructing crew personnel in the safe economical completion of assignments. Other responsibilities include: General installation, maintenance & upkeep of the distribution facilities in addition to laying out job assignments. Requires high school diploma or equivalent, 1-3 yrs. exp, valid driver's license with CDL. Math & mechanical aptitude a must. Construction exp. along with exp. in gas distribution a plus. Send letter of interest & resume to:

careers@chpk.com. Visit our website for other exciting career opportunities at: www.chpk.com

EOE M/F/H/V

255600

HOUSEKEEPING POSITION

FT 11pm-7am, some Holidays req. Please apply in person to:

Heritage at Milford
500 S DuPont Blvd.,
Milford, DE 19963

No phone calls please.

255354

Experienced Mechanic /

Service Advisor wanted at an

established car dealership. Must have references &

exp. ordering parts & supplies. Certifications a plus. Must be able to perform minor & major repairs. Full

Time position

avail. Call Jack, 302-732-1100

256071

United Insurance is looking for serious professionals ages 24 and up, who are interested in starting a career with insurance sales. Paid training and immediate positions for lic. agent. Contact Danielle, 302-359-5081 or 410-742-1557

252491

Dishwasher/Utility Person needed. Must be avail. to work all shifts Mon.-Fri. & every other weekend & some holidays. Apply to: Heritage at Milford, 500 S DuPont Blvd., Milford, DE 19963. No phone calls please.

255362

ADVERTISING GRAPHIC DESIGNER PART-TIME

Must possess excellent typing & spelling skills. Ability to pay attention to detail and work under tight deadlines. Experience with InDesign needed. Day work only- no weekends. Must work Fridays! Non-smoking premises. Spelling & typing tests will be given. Fill Out Application at: The Guide, 24904 Sussex Hwy., Seaford, DE 19973 or mail resume to: Ad Design, P.O. Box 1210, Seaford, DE 19973. No phone calls. EOE

254536

LPN'S WANTED

Part Time, evenings.

One evening a week and every other weekend.

LPN

Casual, 11pm-7am,
every other weekend.

Please apply in person at:
Heritage at Milford
500 S DuPont Blvd.,
Milford, DE 19963

254841

Receptionist needed for small law office in Millsboro. Excellent phone, typing & computer skills req. Fax resume: 302-934-5143.

256480

**EXPERIENCED SILK FLORAL
DESIGNER**

PT Position.

Apply in person:
Jeff's Greenhouses,
Main St., Bethel, DE.
No phone calls.

255747

Chair space for rent in
established Hair Salon in Seaford, DE. Call Donn at Donn's Hair Alternative,
302-629-3355, Tues.-Sat.

255599

THERAPEUTIC INSTRUCTOR

Looking for energetic person to provide active program, including exercise, sauna, dance, horseback riding to persons with disabilities. Apply at: Dove Pointe, 1225 Mt. Hermon Rd., Salisbury.

www.dovepointe.com

255675

Part Time Tow Truck Driver

Nights and weekends, must have valid drivers license, copy of driving record, and live in Princess Anne area. Pays 30%. 410-651-1875

255645

Casual Concierge
Heritage at Milford,

500 S DuPont Blvd., Milford, DE. Every Monday 5pm-8pm, Holidays. Experience to include answering multiple phone lines, taking messages & professional greeting to all who enter our Community. Excel & Word required. Apply in person,
no phone calls.

255303

Immed. opening for Paint & Body Repair, min. 10 yrs. exp., must have good communication skills & be able to work in a group environment, top pay, exc.

benefits. Send resume to:
PO Box 63, Seaford, DE 19973.

252477

Accepting Applications for Cooks

& Cashiers, FT/PT. Start at \$7.25/hr. up to \$8.50/hr., Chance for advancement. Pickup application at: Bodie's Dairy Market in Millsboro, Milton, Georgetown, Selbyville or Dagsboro, DE; or Greensboro,

MD.
254691