

Immediate Need Office Help230

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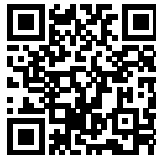


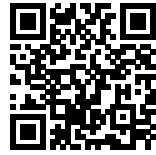
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Location **Ohio**
<https://www.genclassifieds.com/x-734012-z>

QR Code Link to This Post
 I need to help me Office furniture and boxes around to prepare for painters & cleaner who are coming tomorrow. About 2 or 3 hours. Email me asap. I'll pay \$230 Bucks each guys.

 Thank you

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Overall Responsibilities

Be accountable for all transactions performed during your scheduled shift and correctly follow banking-out and shift closing procedures.

Responsible for keeping work areas safe and clean.

Provide accurate, descriptive hotel and city information to all callers. Be knowledgeable of hours of operation for all hotel facilities.

Have a thorough understanding of all guestroom locations and their amenities.

Handle mail and messages per prescribed procedure.

Constantly practice teamwork; Set a good example of responsibility and adherence to company policy for others to follow and establish a positive image.

Know and be able to carry out specified duties in the event of a fire alarm, bomb threat, guest or

Essential Functions

Language skills: Have the ability to read and interpret documents such as safety rules (i.e., Lockout Tagout, JSA's), safety awareness information (MSDS), operation and maintenance instructions, and p

Speak to the guest in a warm, friendly and courteous manner

Display genuine and enthusiastic interest in the guest, pay complete attention

Anticipate guest needs and be flexible in responding to them

Be knowledgeable about your job

LEARN to take ownership of guest problems and resolve them

Report to work station at your scheduled time, being prepared to commence all assigned duties.

Perform all job requests assigned by management in which the associate is capable.

Maintain a well groomed, professional appearance and attitude at all times.

When customers enter your operation, acknowledge their presence immediately with a smile and greeting. Use the guest's name at least once in an interaction and practice the principles of Aggressive Hospitality.

Ack acceptance; check cashing, cash handling, and establishing guest credit.

Follow proper check-in and check-out procedures, concentrating on the guest needs in a polite, efficient manner.

Know and understand present rates and proper selling procedure.

Have knowledge of any and all promotions and/or current programs (i.e. HHonors, Hotel Packages) etc.

Be always ready to show a room to a guest

ts: from digital media systems (like iPod music systems to media servers) and the best HDTVs, sp

We are looking for an organized part-time File Clerk to do file management and maintenance and assist our accounting and office management personnel. You will organize paperwork according to an efficient filing system and digitalize all important documents. You will be expected to protect and update files as well as make them easily accessible to your colleagues.

A file clerk must be organized and possess a serious understanding of confidentiality and data

Proven experience as file clerk

Knowledge of filing systems

Very good knowledge of MS Office and office equipment such as photocopier, scanner etc.

Good command of English both oral and written

Dependable with a respect to confidentiality and policies

Excellent organizational skills

Great attention to detail
High school degree or equivalent
Additional Information
All your information will be kept confidential according to EEO guidelines.

If you meet the criteria outlined above and you would like to explore the possibility of joining the Gramophone team, please respond by submitting your resume and a cover letter describing your relevant skills and experience.

Review and process Accounts Payable transactions in preparation for data entry and reconciling, as well as research and resolution of internal and external customer inquiries. On a daily basis you should expect to:

AP actively managed.
Reconcile PO's to invoices and create/post invoices.
AP organized and completed per company processes and specifications.
Review expense reports and prepare for reimbursements.
Manage & process credit card reimbursements
Maintain client database.
Ability to communicate clearly and concisely.
Strong organizational skills.
Assist with Federal & State sales tax filings, W9, W8-BEN and 1099 reporting.
Ensures deadlines are met on a timely basis.
Team player with interest in helping others within the company.
Additional projects as required.
Crosstrain and provide backup to AR
Preparing and recording deposits.
Collection of past due invoices.

POSITION REQUIREMENTS

You would be a great fit for this role if you have:

Familiarity with Generally Accepted Accounting Principles (GAAP).
Strong computer skills, working knowledge of Microsoft Office applications, and experience with web based software.
High school to some college
Excel proficiency
MS Office

You would be an even better fit for this role if you have:

Knowledge and experience with the following tools: SAP -- B1, Paycom, ADPRS, Tableau, Avatax and Concur.

ABOUT THE ORGANIZATION Vectorworks, Inc. is a wholly owned subsidiary of the Nemetschek Group and has been developing software since 1985. The Vectorworks line of software products provides professional design solutions for more than half a million designers in the AEC, entertainment, and landscape design industries. With a

tradition of designing CAD and Building Information Modeling (BIM) solutions that allow designers to easily capture, develop, and communicate their ideas with accuracy and efficient, Vectorworks continues to be a global leader in 3D design technologies.

Since its beginnings in the mid-1980s as Diehl Graphsoft, Inc., the company has played a formative role in the CAD industry, redefining the marketplace by setting a high standard for its products, and continually testing and refining them to surpass users' expectations. In the process, it has become an internationally respected leader in both CAD and BIM technology. The company created one of the first CAD programs, one of the first 3D modeling software programs, and the first cross-platform CAD application. Vectorworks was also one of the first to introduce BIM capabilities, before BIM became an industry buzzword.

An Office Services Clerk is the full performance level of work performing diverse clerical duties which support agency operations and require the review, verification and interpretation of information in order to make determinations and resolve problems in accordance with policies, regulations and laws applicable to agency programs. The main purpose of this position is to provide all necessary clerical support services to the MCHP Premium Case Management Section according to program policies and procedures.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: Two years of experience performing clerical duties.

NOTES:

1. Additional experience performing clerical duties may be substituted on a year-for-year basis for the required education.
2. Applicants may substitute education from an accredited college or university at the rate of thirty semester credit hours for one year of experience on a year-for-year basis for the required experience.
3. Six months clerical training with three courses in subjects such as keyboarding, clerical math, word processing, spreadsheets, database, graphics presentation, proofreading, or office etiquette may be substituted for six months of the requires experience.
4. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administrative classifications or in Administrative, Clerical, or Office Services specialty codes in the Clerical Support field of work on a year-for-year basis for the required experience.

DESIRED OR PREFERRED QUALIFICATIONS

The successful applicant should have two years clerical experience applying policies in a medical care, health insurance, or federal or state entitlement program.

SELECTION PROCESS

Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign

credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

BENEFITS

Contractual employees who works for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits.

This position provides clerical support to the Family Services Program and independently performs various general clerical duties, which includes telecommunication operator, stockroom clerk, receptionist and mail handler.

POSITION DUTIES

Telecommunications operator - answers incoming calls for Family Services Unit, including its programs (Adoptions, Independent Living and Placements), transfers calls, directs calls to proper districts offices and/or other programs outside the agency, takes messages and distributes the messages to staff mailboxes.

Assists with filling requisitions for office supplies and forms; distributes supplies to unit secretaries; inventory's all supplies and forms on hand; and replenishes shelves.

Receptionist - directs visitors to the case manager/supervisor or district office to accommodate services needed.

Processes incoming and outgoing mail from both inter-departmental and U.S. Postal Service.

Copies material using photocopy equipment.

Types charts, labels and updates in-house telephone roster.

MINIMUM QUALIFICATIONS

Please describe in detail any job duties relating to the minimum qualifications stated and include any computer software experience (ex. Word, Excel, Access, etc.) used in each of the positions you held.

Education: Completion of the eighth grade.

Experience: One year experience performing clerical duties in an office environment.

Notes:

1. Additional experience performing clerical duties may be substituted on a year-for-year basis for the required education.

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2. Graduation from an accredited high school or possession of a high school equivalency certificate may be substituted for six months of the required experience.
 3. Six months clerical training with three courses in subjects such as keyboarding, clerical math, word processing, spreadsheets, data base, graphics presentation, proofreading, or office etiquette may be substituted for six months of the required experience.
 4. Candidates may substitute U.S. Armed Forces military service experience as a non-commissioned officer in Administration classifications or in Administrative, Clerical, or Office Services specialty codes in the Clerical Support field of work on a year-for-year basis for the required experience.

LIMITATIONS ON SELECTION

This recruitment is limited to people willing to accept part-time employment in Baltimore City.

SELECTION PROCESS

Please provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date.

Successful candidates will be ranked as Best Qualified, Better Qualified or Qualified and placed on the employment (eligible) list for one year.

The resulting certified eligible list for this recruitment may be used for similar positions in this or other State agencies.

EXAMINATION PROCESS

The assessment may consist of a rating of your education, training, and experience related to the requirements of the position. It is important that you provide complete and accurate information on your application. Please report all experience and education that is related to this position.

For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date.

BARGAINING UNIT STATUS

The incumbent in this position is a member of a covered bargaining unit and will be required to pay a bi-weekly service fee to the exclusive representative of the bargaining unit.

Seeking young professional for data entry. Must be reliable and a quick learner. Position is full time at HVAC company. Will input AP/AR and assist Accountant/Human Resource Manager with daily duties.

Duties include:

Prepare, compile and sort documents for data entry

- Verify data and correct data where necessary
- Obtain further information for incomplete documents
- Transcribe information into required electronic format
- Scan documents into document management system
- Check completed work for accuracy
- Store completed documents in designated locations

Qualities:

- Detailed oriented
- Proficient at Microsoft Office
- Communication Skills
- Organization
- Information collection and management

Please attach the most current copy of your resume and availability to start work.

Job Type: Full-time

Required education:

High school or equivalent
Required license or certification:

Drivers License

Manages the analysis of the health record for completion; works with clinical staff to ensure the record is complete and available for the patient's health care. Oversees and responds to all requests for health information.

ESSENTIAL FUNCTIONS OF POSITION

Maintains the patient record and sets up folders for new and readmitted patients; organizes and files loose reports and/or scans this info into the patient's record.

At discharge retrieves charts/paperwork from the nursing units; then assembles and analyzes and evaluates medical records for completeness.

Keeps the physicians aware of incomplete items in the record and ensures they have the record or information needed to complete these deficiencies.

Calculates and reports monthly delinquent record statistics.

Purges inactive records and prepares them for offsite storage; helps manage offsite storage transactions.

Organizes and pulls records needed for audits and reviews.

Receives, screens, and handles incoming departmental calls.

Ensures mail is picked up and responded to in a timely manner.

Ensures all release of information requests are valid; secures the needed records for copying; and ensures they are copied timely.

Sets up new physicians with transcription services and follows up on any transcription issues.

Maintains an accurate and up-to-date Master Patient Index.

Orders supplies for the department as needed.

Creates outpatient medical record chart for all new patients coming to the outpatient center for services.

Pulls medical record for patients that have been seen for outpatient services in the past and are coming back, audits, patient billing requests and correspondence.
Checking in and checking out medical record charts into meditech for tracking purposes.
Logging in and filing reports in patient medical record chart of patients that were seen in clinic at MWPH by physicians that come from outside facility that have dictated into their own computer dictation system.

POSITION REQUIREMENTS

Educational Requirements

High School Diploma; some college preferred or course work in Health Information Management

Licensure, Certification and Registration

None

Work Orientation and Experience

At least two years experience in a healthcare setting such as a Medical Records Department or Physician's Office

Knowledge, Skills and Abilities

Knowledge of general medical records/health information management functions and processes.

Computer applications skills required including familiarity with Microsoft Office programs.

Strong organizational skills; detail oriented; ability to multitask and prioritize work. Good communication skills, both verbal and written.

Excellent customer service skills with the ability and professionalism to represent the department and MWPH. SUMMARY: With supervision, provides all services related to the receipt and storage of goods delivered to the school, mail service, and central stores.

Essential Functions:

Pick up and deliver mail two times per day to locations across the campus. Includes both interoffice and external mail. Process outgoing mail to determine and affix proper postage, including charging US Mail and common carrier packages to individual departments on a daily basis.

Receives incoming supplies and maintains inventory control of the Central Storeroom.

Rotates stock, forwards reorder information to Finance for items that have to be re-stocked, maintains inventory records, and disburses items to locations across the campus.

Supervises and trains students when assigned to the storeroom for on the job training.

Performs additional duties as assigned.

Ability to push and pull 100+ lbs., and lift up to 50 lbs.

Work Schedule: Monday-Friday 8am-4pm with one 30 minute unpaid meal break daily. This position has an annual 12-month schedule and is benefits eligible. Pre-approved flextime scheduling is allowed. Overtime may be expected when necessary.

Experience and Skills:

Qualifications:

High School Diploma or equivalent is required.

Basic knowledge of general storeroom policies and inventory control.

Basic knowledge of mailing procedures including mail sorting, distribution, and delivery.

Basic computer knowledge required.

Requires a Class 'C' driver's license with a driving record compatible with School standards. In this position, you will provide detailed daily, weekly, and monthly reports so receivables can be managed. You will oversee the accounts payable department by entering, coding and reviewing all invoices for price discrepancies and accuracy; resolve vendor inquiries/issues; generate invoices for special training classes. Maintain book store inventory on a monthly basis. Auditing duties will also be involved to ensure accuracy and compliance. Maintenance and reporting of student data is an essential component and the incumbent will often work directly with students to collect and provide necessary information.

Experience and Skills:

The person we seek will possess excellent communication skills including a high level of comfort communicating by phone. She/he will be organized, able to handle a variety of assignments simultaneously, and driven by a sense of urgency. Great customer service skills are also necessary. A minimum of a High School Diploma or GED is acceptable for consideration. Experience in accounts receivable, accounts payable, records management or other business office support roles will be highly valued.

Consider joining one of the leaders in career-focused education programs and join our family of professionals dedicated to providing Careers that Build America!

We look forward to hearing from you! The primary purpose of the Church Office Manager is to assist with the clerical work of the program staff of the church and to act as an ambassador for the church in the front office. Collaboration, efficiency, accuracy, good people skills and problem-solving are integral to this position. The successful employee will be able to fully support the programs and purposes of the church.

Duties:

Maintains church calendar

Coordinates and/or produces church publications, reports, and mass mailings, including weekly bulletins and monthly newsletter.

Manages church office -- maintains equipment, sorts mail, monitors copies

Assists the Clerk of Session in maintaining the official membership records of the church and minutes of the session.

Attends staff meetings and attends staff retreats.

Greets and assists church members and the public and answers the telephone

Provides appropriate administrative support to the Pastor, Director of Christian Education and Director of Music.

Provides appropriate administrative support to church members at the direction of the Pastor.

Accepts other reasonable and appropriate duties as directed by the Pastor.

Maintains church member database and provides reports as needed.

Assists in the management of the church website.

Skill Requirements:

Excellent people skills

Strong written and verbal skills

Computer literate (word processing, spreadsheet, database, email, publishing, and web-

Publishing software)

Organizational and problem solving skills

Ability to master use of office machines

Ability to learn new computer skills

Experience and education:

Minimum high School diploma
Minimum five years experience in a relevant field

Job Type: Part-time- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.

- Prepare, compile and sort documents for data entry
- Organizes documents; prepares data for entry into computer system.
- Files material into proper location.
- Assists with other work processing or other tasks as needed.
- Scan documents into document management systems or databases
- Analyzing the data for errors, reporting problems with the data.
- Accurately entering information into various computer programs.
- Keeping sensitive customer or company information confidential.

Organization, Typing, Data Entry Skills, Attention to Detail, Confidentiality, Thoroughness, Decision Making, Independence, Analyzing Information, Results Driven, High Energy Level

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of computers word processing software, and CRM's. (Customer Relationship Management)

Knowledge of standard office equipment and procedures.

Keyboard skills.

Minimum Requirements

Education: High school diploma or GED.

Experience: Six months in office environment.

Job Type: Full-time Opportunity for a Data Processor/Medical Records Clerk to work full-time in our Reisterstown office. Responsibilities include activities such as abstracting data, scanning documents into the records, screening charge tickets, applying payments to the proper accounts, and generating tasks in the Electronic Practice Management system to obtain information needed to complete a claim. The Data Processor addresses issues such as insurance and coding errors and locates missing tickets using the tasking process. He/She enters required data elements (i.e. medical history, family history, etc.) obtained from the patient's paper medical record into the NextGen EMR system.

MINIMAL REQUIREMENTS:

High School diploma.

Minimum 1 year related medical office experience.

Must be computer literate with knowledge of electronic medical records

Electronic practice management system a plus. NextGen experience preferred

Proficient with computers and other office equipment such as scanners

Medical claims data entry experience preferred.

Ability to sit for long periods. Must be able to lift approximately 10 lbs.

Job Type: Full-time

CleanEdge LLP has an immediate opening for an experienced customer service position available in Baltimore. Person must have experience in fast paced environment working in a manufacturing/distribution business.

Customer Service Requirements:

Excellent phone etiquette
Attention to detail and ability to produce accurate work consistently
Excellent customers service skills
Professional, positive and persuasive demeanor
Excellent written and interpersonal communication skills
Proficient in Microsoft Office Suites and Sage software
Ability to work as team
Customer Service Responsibilities:
Maintain a solid relationship with clients and customers
Maintain accounts receivable
Support our Sales Team, clients and distributors with information requests
Tracking orders and troubleshooting as necessary
Enter direct orders
Update item information and pricing for assigned clients
Set up new customer accounts

Receptionist duties including: answering incoming calls, directing calls to appropriate associates, mail distribution, filling, requisition of supplies as well as additional clerical duties.

The Maryland Office of the Public Defender seeks a zealous attorney for the Post Conviction Defenders Division located in Baltimore, Maryland. The Maryland Office of the Public Defender provides superior representation to indigent defendants throughout the State of Maryland. The Agency's vision is for Justice, Fairness, and Dignity for All. Employees are committed to the core values of a culture of excellence, client-centered representation, tenacious advocacy, and are united as a team in achieving the Agency's mission.

Overview of the Position

An attorney in the Post Conviction Defenders Division provides legal representation at post-conviction hearings for incarcerated clients in all 24 counties in Maryland. An Assistant Public Defender combines his/her demonstrated dedication to the representation of indigent clients with his/her strong research, writing, and litigation skills to provide exceptional representation. This position will commence in late fall/winter 2016 and will be located in Baltimore City.

Primary Duties and Responsibilities

- Performing extensive legal research of case law, statutes, and Maryland rules.
- Writing post conviction petitions containing legal argument.
- Interviewing and effectively communicating with incarcerated clients and their families.
- Interviewing potential witnesses (such as: prior defense counsel, trial witnesses, alibi witnesses, etc.).
- Preparing for circuit court post conviction hearings.
- Presenting oral argument in court.
- Conducting direct and cross-examination of witnesses.
- Negotiating with the State for alternative resolutions.
- Managing active hearing schedule & heavy caseload.
- Keeping apprised of new or relevant case law.
- Continuously seeking professional development through trainings, continuing legal education, and trial skills courses.
- Traveling to circuit courts and prisons throughout the State (personal vehicle required).

Training and Qualifications

- Judicial law clerk experience preferred.

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- â€¢ Post conviction knowledge and/or post-conviction litigation experience preferred.
 - â€¢ Strong issue spotting, research, and writing skills.
 - â€¢ Ability to work independently, and well as with teams.
 - â€¢ Strong interest to zealously advocate and negotiate for indigent clients.
 - â€¢ Superior communication & organization skills.
 - â€¢ Ability to effectively manage busy schedule & heavy caseload.
 - â€¢ Active membership in good standing in the Maryland Bar or the Bar of another.