

Needed 5 Mail Room WorkerUrgent23HR

hide this posting




unh

Location Kansas
https://www.genclassifieds.com/x-739250-z



QR Code Link to This Post

We are immediately hiring MAIL-ROOM WORKERS. No experience is needed. If you are looking for a job please send over your first and last name and a good contact number and someone will be contacting you shortly. Thanks and have a great day!
Reply include your name phone number with resume ASAP.....

 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>	 <p>Needed 5 Mail Room WorkerUrgen23HR hide this posting unhide https://www.genclassifieds.com/x-739250-z</p>
---	--	--	--	---	--	--	--	--	--









A mature couple is being sought for the part-time management of three small Mobile Home communities clustered in South King County along 1-5. The position is ideal for a retired or senior couple to help supplement a pension income. It works well if one partner handles the office needs and the other the physical plant.

Time Required: Averages half time. The Communities manager requires an average of 20 hours a week (80 hours/month). Average means more office time at the beginning and end of the month for issuing invoices and depositing payments. More time is needed on the physical plant during the growing season.

Monthly Compensation: Possible based on average of half time and full occupancy (ie Lodging valued at \$850/mos, \$1200 cash for scheduled office and plant responsibilities, \$350 for full occupancy.) Hence, yearly compensation possible is \$28,800. Retirement and medical benefits are not included. 3 weeks vacation are provided.

EXTRA WORK AVAILABLE: Assistance with repairs and maintenance of other nearby properties is occasionally needed. Compensation is based on skill level and fitness.

Responsibilities include, but are not limited to, processing invoices and payments, updating leases, processing move ins and outs, supervising vendors, maintaining the landscape (except mowing), submitting meter readings, minor repairs, prepping lots and the few cottages that come up for rent, maintaining 2 set office hours per week. Major repairs and projects are handled by the Company's maintenance crew or outsourced. Although, if a manager has the skill level, they can request consideration to take on the project.

Proficiency is needed in dealing with the public, computer skills (including ease with internet searches, email, & word processing), bookkeeping concepts, and posting to

an on-line property management program. A moderate skill level is required for landscaping and other routine plant maintenance items. A truck and spreadsheet skills are desirable.

Strong On-Site Presence: Other than the 2 set office hours / week, the managers have great flexibility in determining when to be on or off site. Smart phones allow the managers to be off site but still be available - calls, texts, & emails are forwarded to the smart phone. The latter provides for a strong on-site presence.

Lodging consists of 2 bedroom Mobile Home (unfurnished.) A second office site is also located at one of the other parks where an assistant manager with limited responsibilities is located. One well-mannered pet under 25 lbs. is welcome. The communities consist of three locations within 7 minutes of one another in the Kent/Midway/SeaTac area. Two are primarily manufactured homes and the smaller caters to long term, semi-permanent Recreational Vehicle residents.













Corum Group, the world's leading seller of privately held software, IT and related technology companies, seeks an M&A team member with the skills to oversee the production of deliverables for a growing roster of global merger engagements in 36 countries. The position will work with on-site and remote teams, and coordinate with senior M&A executives and technology CEOs globally, in selecting and preparing technology companies for presentation to international buyers such as Microsoft and Google. The ideal candidate has extensive experience in the software industry and the capacity to thrive in a fast-paced environment. This position is available at Corum's world headquarters in Bothell, WA.

About Corum:

Corum Group is a 30-year old international investment bank headquartered in Seattle and Zurich, with global presence in 36 countries, specializing in the sale of software, IT and related technology companies through exclusive engagements.

To build buyer and seller relationships and update its database daily, Corum has invested in the world's most extensive Tech M&A educational program, with over 200 events annually. These are done in partnership with international and regional tech associations, major law and accounting firms, leading technology and private equity firms, and the World Financial Symposiums (wfs.com) whose mission is "Educating Technology Leaders". Corum's flagship event for C-level executives, owners, investors and buyers is a half-day conference, "Selling Up Selling Out". It is the most attended executive IT conference in history, running weekly for the past 25 years. "Merge Briefing", "Tech M&A Monthly Webcast", "M&A Market Spotlight" and "Growth and Exit Strategies" are some of the other events Corum either conducts directly, or as a primary sponsor.

The firm's "Global Tech M&A Annual Report" on 29 market sectors presented with world tech leaders/buyers/investors/futurists, Monthly and Quarterly M&A updates, and Corum's "Top Ten Disruptive Technology Trends" are among the industry's most respected research. They are produced by the firm's three research centers, supported by the company's 400 member advisory board - The World Technology Council (WTC). All of Corum's associates have the opportunity to present at monthly, quarterly and annual webcasts.

Corum's 8 Step "Optimal Outcome" process utilizes a unique team approach to best prepare clients so that they don't become a victim of today's tougher due diligence. The process leaves no stone unturned in a global partner search to reach the new generation of buyers. The result of the investment in process, education, utilizing more experienced team leaders, and proprietary buyer knowledgebase is the successful sale of more privately held software and related technology companies than any Tech M&A firm in history.

Come join our success.

To be successful:

Successful candidates need the intellectual capacity and energy to work with some of the world's brightest entrepreneurs, assisting in the most important transaction of their life, preparing for the sale of their company, often to an international partner, as 70% of our engagements involve a non-U.S. buyer or seller. Some speaking and travel involved.

You will be part of a team of specialists in a detailed merger process that has proven to be the most successful in the industry. These M&A teams are led by many former tech company CEOs and successful tech M&A professionals.

You should be able to thrive in a thought leadership environment as we also publish industry trends and educate execs through the world's largest tech M&A education series.

Corum utilizes an "8 Steps to an Optimal Outcome" process that begins with preparation and research to get a client ready to be presented to buyer candidates.

Activities involved are company due diligence, industry/competitor research, buyer lists, executive summaries, pro forma financial analysis, pitch decks and valuations. You will organize and participate in the preparation and presentation of information as part of a team, either live or online. The scheduling and other administration of these or similar projects will be familiar to the qualified applicant with experience in a professional services organization or technology company.

Chosen candidates, following an evaluation period, will go through a training and mentoring program in a supportive, collegial environment. Compensation and title depend upon experience and performance.







Girl Scouts of Western Washington is committed to building future leaders who are committed to making the world a better place. Given the opportunity, every girl can become a leader with the courage to act on her values, develop the ability to make clear decisions, and acquire the self- confidence to make a difference in the world around her.

Girl Scouts of Western Washington (girlscoutsww.org) is seeking a Business Analyst to assist our Project Management Organization in supporting an assigned portfolio of business & IT projects. The Analyst will primarily be responsible for gathering business requirements & documenting AS-IS and TO-BE business processes for IT and business projects. If you are looking for a full time position with health and leave benefits, and flexible hours this might be the opportunity you are looking for! If you have

previous business analysis experience, have worked with an ERP or CRM and want to work with a team and an organization with a fantastic mission, we want to hear from you!

Girl Scouts of Western Washington offers meaningful, mission-driven work and excellent health and leave benefits. Employer-paid medical, dental, life/AD&D and LTD are available for employees. Coverage for dependents includes a significant employer contribution. A 403(b) retirement plan with match is available, as are voluntary benefits that include vision insurance and a flexible spending account. The generous paid leave includes three weeks of vacation to start and sick leave. There are also paid holidays, including up to two weeks for the end of year holidays. The organization actively supports professional development and volunteerism with paid time off for those opportunities. Our Everett office is located just south of downtown Everett near major bus lines and has free parking.

Girl Scouts of Western Washington values diversity and is a welcoming, inclusive organization. Girl Scouts is an Equal Opportunity Employer.

Essential Functions:

Independent facilitation of business process & requirements gathering sessions with business teams.

Document business requirements, process flows and provide gap analysis for council (Girl Scouts of Western Washington) projects and ad hoc requests.

Acts as a liaison between departmental end-users, technical analysts, information technology analysts, and consultants in the analysis, design, configuration, testing and maintenance of systems & business processes to ensure optimal operational performance.

Assist departments with on-going support & documentation for making changes to existing business processes, procedures and systems as needed.

Partner closely with current staff to ensure standard approaches are followed for requirements gathering and documentation.

Additional duties as assigned.

Qualifications:

• Bachelor's Degree in business administration or business analysis preferable or equivalent education & work experience

• Certification in business and/or systems analysis a plus

• Experience in a business analyst role including process creation, implementation & requirements gathering

• Knowledge using Salesforce technology a plus

• Effective problem solving and analytical skills as well as ability to pay attention to a high level of detail

• Highly organized and ability to work independently as well as in a project team setting

• Strong interpersonal skills to ensure effective interactions with individuals at all levels and backgrounds

• Strong communication skills with the ability to convey thoughts and ideas succinctly and accurately

• Highly proficient with MS Office (Outlook, Visio, PowerPoint, Word, Excel)

• Previous related work in a non-profit organization a plus

• Valid Washington State driver's license, vehicle in working condition, proof of insurance, or the ability to fulfill timely and extensive travel requirements across widespread regional geography

• Satisfactory results from a criminal background search

• Willingness to maintain Girl Scout membership

About Girl Scouts of Western Washington

Girl Scouts is committed to providing leadership development programs that serve every girl. We currently serve over 25,000 girls in partnership with nearly 13,000 volunteers throughout seventeen counties in western Washington. Some girls in our communities face sometimes overwhelming obstacles. We demonstrate our commitment to serving every girl through programs that serve daughters of incarcerated parents, girls in low income schools and girls in low income housing communities, residential care centers, and foster or kinship care environments. In addition to our headquarters, we operate field offices located in Bellevue, Bremerton, DuPont and Everett, as well as six camp properties: Camp Lyle Mcleod and Camp St. Albans near Belfair, Camp Robbinswold on the Hood Canal, Camp Evergreen near Longview, Camp Klahanee near Hoquiam and Camp River Ranch, near Carnation.

















Since 1971, Hopelink has served homeless and low-income families, children, seniors and people with disabilities in north and east King County, WA. With service centers in Redmond, Bellevue, Kirkland, Shoreline and Sno-Valley (Carnation), we are the largest nonprofit organization in the area. Hopelink programs and services focus on five key areas: food, financial assistance, housing & family development, adult education & employment and transportation/mobility. Programs are designed to help people achieve stability, and to gain the skills and knowledge they need to exit poverty.

Summary:

The Associate Director of Facilities oversees \$20 million in capital assets in 12 locations throughout King County and is responsible for the long-term strategic planning for Hopelink's facilities. This position directs all day-to-day facility related operations to maintain high quality, respectful environments for participants, staff and visitors. Facilities include buildings and properties that are owned, leased, and tenant-occupied; and consist of offices, multi-family housing, warehouses, transportation bases, and other supporting areas. This position is responsible to plan and project-manage Hopelink's annual capital investments and acts as liaison for large capital projects and the development of new facilities. The Associate Director of Facilities develops the annual facilities budget as well as the project list for annual capital investments in partnership with a variety of agency stakeholders and in accordance with Hopelink's Capital Needs Assessment. This position will work directly with the Manager of Safety and Risk to oversee Hopelink's Safety and Risk Management initiatives and regulatory compliance.

Essential Functions:

- Works closely with the Vice President, Community Services and the COO in developing and delivering agency goals, objectives and strategic plan relating to facilities. Assists in the development and implementation of the agency's facility planning.
- Directs all day-to-day facility related operations to maintain high quality, respectful environments for participants, staff, and visitors. Works in conjunction with the Facilities Manager to oversee scheduled preventative maintenance, repairs, upgrades and work requests. Oversees the development of Hopelink's Capital Needs Assessment every five years; evaluates and implements all recommendations annually.
- Prepares, reviews, and manages the annual facilities budget with a variety of agency stakeholders. Ensures the highest efficiency and effectiveness of all Hopelink investments in our facilities. Analyzes budget results monthly and adjusts project plans accordingly.
- Ensures the highest efficiency, effectiveness, customer service and quality of the Facility Department through the development and implementation of robust policies and procedures and a monthly Facilities Dashboard. Responsible for extensive project planning, process development and project management for all Facilities projects.
- Solicits annual capital projects in partnership with a variety of agency stakeholders and in accordance with the Capital Needs Assessment. Develops project scope and implementation plans as well as budget projections. Provides key information concerning all proposed projects to the Leadership Council for consideration for investment in the following fiscal year.
- Supervises Facilities Manager and Facilities Program Coordinator.
- Supervises a team of outside vendors, determining workload, delegating assignments, monitoring and reviewing work performance for quality, accuracy and completeness. Will develop and implement a process of vetting projects to determine the efficiency and effectiveness of utilizing internal vs. external resources.
- Works closely with key agency partners to ensure specialized support is provided as needed, including the Associate Director of Housing and the General Manager of Direct Operations (Transportation) as well as all other agency stakeholders.
- Supervises the Manager of Safety and Risk. Oversees the efforts to create and maintain a culture of safety resulting in safe work practices and the reduction of injuries and hazards to employees, sub-contractors, clients and volunteers. This position oversees the creation and implementation of programs to assure regulatory compliance in areas related to safety and risk management.
- Researches, analyzes, negotiates and reviews all contracts for procurement of equipment and services related to Hopelink Facilities, in collaboration with the Facilities Manager.
- On call, on a calendar rotation, to respond to facility-related emergencies and assess urgent facility issues. Partners with the Facilities Manager to identify and implement an appropriate plan of action, including dispatching Maintenance Technician after hours as required.
- Responsible for lease acquisition and/or negotiation. Tracks all Hopelink leases and works closely with the CFO to ensure all lease negotiations occur on-schedule and meet the facility needs of all stakeholders.
- Acts as liaison with tenant of the Hopelink-owned commercial rental space.
- Supports the Vice President, Community Services and Leadership Council members on new facility development. Acts as internal Project Manager for predevelopment, design, construction and close-out of construction projects. Ensures high quality construction that is on time, on budget and inclusive of stakeholder input. Acts as liaison with contract project management firms.
- Secures furniture for all office spaces, both purchased and in-kind. Ensures safety, quality and efficiency in all Hopelink environments.
- Identifies and outfits temporary facilities for Hopelink activities during Hopelink capital project construction and/or renovation.

- â€¢ Manages and oversees design development for remodeling or build-out of space with consultants, internal and external resources, acting as liaison with architects, contractors, sub-contractors, office furniture vendors, Information Technology and others to fully manage success of project.
- â€¢ Supports the COO, CFO and Vice President, Community Services in one-time assignments related to this position's primary roles.
- â€¢ When appropriate, manages the annual compliance and annual progress reports for funders in conjunction with finance and property management staff.
- â€¢ Serves on applicable Cross-Agency teams.
- â€¢ Ensures that all Hopelink locations meet a high quality standard for safety and appearance.
- â€¢ Demonstrates a high level of cultural competence in professional interactions with all stakeholders.
- â€¢ Communicates respectfully with people regardless of age, race, gender, religion, color, national origin, marital status, the presence of any physical, sensory, or mental disability, sexual orientation, political ideology, gender identity, military status, genetic information, or any other expression of diversity.
- â€¢ Maintains a professional and positive working relationship with participants, vendors, volunteers, donors, and fellow staff and adheres to the Hopelink Standards of Conduct.
- â€¢ Practices and achieves Hopelink's Core Competencies in order to support Hopelink's overall strategy, team goals and individual goals. Core competencies are listed below.

â€¢ Provides excellent customer service to all Facility customers, internal and external.

Required Qualifications:

- â€¢ Eight years of broad facilities experience.
- â€¢ Five years experience supervising staff.
- â€¢ Five + years experience in Safety and Risk Management related fields.
- â€¢ Experience related to all aspects of new construction and renovation.
- â€¢ Five years of project management and process development experience.
- â€¢ Able to push, pull, lift, and/or carry up to 40 pounds.
- â€¢ Able and willing to travel to multiple sites throughout King County.

â€¢ This position is a Service Critical Employee with specific attendance requirements. More information is available in the Hopelink Adverse Weather Policy.

- o Employee must report to work site during their scheduled hours, regardless of weather conditions or other emergencies.
- o Manage own transportation needs in adverse weather, including possible limitations to public transportation options.
- o Have a specific plan to address any other possible attendance barriers that arise during adverse weather and other emergencies, such as disrupted utilities or public services, road closures, school closures, etc.

Preferred Qualifications:

â€¢ Bachelor's degree in related field.

Core Competencies: Hopelink embraces a set of competencies for all our employees. These competencies are qualifications, skills, abilities, knowledge and behaviors which are necessary for achieving our overall strategy. These include:

Communicating Openly and Inclusively:

- â€¢ Openly, honestly, consistently, and accurately communicates information to others in a manner that is respectful of various backgrounds (e.g. cultural, educational, religious, racial), creating two-way feedback channels and open dialogue
- â€¢ Takes time to listen and understand the entire situation and constructively address issues.

Collaborating and Integrating:

â€¢ Works effectively with other people, teams, and departments and seeks out opportunities to partner with other people, teams, and departments to achieve Hopelink's goals

Improving and Changing:

â€¢ Finds potential opportunities and builds creative and/or innovative solutions; is dedicated to continuous improvement and change, as necessary, including

willingness to change and leading others through change.

Demonstrating Accountability:

- Embraces his/her role, takes initiative and ownership for his/her work and behavior, and holds others to similar standards; demonstrates programmatic and financial stewardship to ensure achievement of the mission and long-term sustainability.

Focusing on the Customer:

- Focuses on serving the needs of both internal and external customers and stakeholders, gathering feedback, creating relationships, balancing their needs, and developing and meeting expectations.

Managing Strategically:

- Identifies and understands the bigger context of a situation, aligning his/her goals with Hopelink's strategy.

- Knows how his/her role fits with and contributes to Hopelink as well as helps employees understand how their role fits with Hopelink's mission.

- Makes evidence-based decisions to achieve the strategy.

Developing Talent:

- Demonstrates genuine interest in the learning and development of others and him/herself.

- Provides mentoring, coaching, and feedback to others and seeks these opportunities for him/herself.

Supervision Exercised and Received:

- This position is under the general direction of the Vice President, Community Services in collaboration with the COO.

- Supervises the Facilities Manager, the Facilities Program Coordinator and the Manager of Safety and Risk.

Physical Demands:

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to perform the essential functions.

- Must be able to lift 40 pounds on an occasional basis.

- Work involves standing, walking, stooping, talking, reaching, sitting, bending, kneeling, climbing, grasping, hearing, using hands to handle, feel or operate objects, and reaching with hands and arms.

- Vision abilities required by this job include close vision and the ability to adjust focus.

- The noise level in the work environment is usually moderately quiet.

Licenses, Certificates and Other Requirements:

- Valid Washington State Driver's license.

- Reliable personal transportation.

- Proof of automobile liability insurance.

- Must pass criminal background check through the Washington State Patrol.

We are actively building an environment that welcomes and encourages the involvement and success of all individuals and respects the new possibilities that are created when diverse people, beliefs and values are included.

Very successful full service salon in Scarsdale has a two room spa for rent. Minimum of 400 customers weekly come through the doors. Great opportunity for a small

startup business and an even better space for a professional make-up and spray tan studio! If interested please call to set up appointment for viewing.

Our Salon is growing!! We are interested in hiring several licensed salon assistants. Busy upscale salon. Room to grow. Please call our desk to schedule an interview. Applicants close to completion (with in 100 hours) also considered.

flexible part time or full time available.

Looking for experienced licensed Hairdresser/Barber/Shampoo asst. to join our very busy full service shop. We have been established for 20 years and have a very large walk in cliental, which makes it very easy for new employees to join right in an start building up. We have a large women and men cliental. We are looking for a well rounded hairdresser, able to cut, color an blowout. Shampoo asst. can be either licensed or in cosmetology school. All must be able to work wknds, be reliable an responsible. Ft/Pt avail. Please call an leave mess.

Looking for EXPERIENCED line cook for a local pizzeria. Must have own vehicle and ability to work any scheduled hours. NEEDS to demonstrate the ability to work quickly and efficiently. Will work roughly 35-50 hours week.

Part time salon assistant needed. Must be personable, self motivated and know how to shampoo hair. Other salon duties are front desk, salon maintenance and taking care of clients. Will train the right person. Wednesday and Thursday 3:00-7:30, Saturday 9:00-5:00, Sunday 9:00-3:00

We are seeking an extremely talented, friendly, dependable and hard working aesthetician, with a professional image who can deliver 5 star customer service at our high end, boutique spa in west Seattle. This is a long term position at a very busy, French european spa in west Seattle that has a busy, existing clientele. You will stand out because you perform top of the line skin care treatments with a gifted touch and educated knowledge. We have a wonderful reputation with the best clients around, we advertise in high end local advertising, do extensive networking with-in our community, use a one of a kind high end skin care line, have online scheduling, as well as a beautiful website. We need you to step in and get trained on our line and get up and running in September. Serious inquiries only please, do not apply if you are not dependable.

Tree / Debris Clean-Up Looking to hire a very affordable and reasonable person or contractor that has the ability to pick up and haul away some trees that were recently cut down. They have been cut into short logs. The logs are not split. Some of it could be used as firewood while the rest could probably only be used to burn in outdoor fire pits or bon-fires. Text or call if interested. Paint and clean my 2BR/2BA Apartment Please Contact me with a quote I'm looking for someone to paint my apartment interior walls only: living room with high ceilings, 2BR, 2BA, dining room. Apt is 1184 sq feet. Walls are white and ready to be painted. I will supply the all the paint and have all switch plates removed. Please contact me with quotes. I will respond to all. Please include references if available. Thanks!