

# Hot Job's for the week of August 8th

<i>Company /Job Title</i>	<i>Location</i>	<i>Job Description</i>	<i>Qualifications</i>	<i>How to Apply</i>
Automotive Technician / Bridgestone Firestone	Saint Paul, MN 55145	<p><b>Base Pay: \$10.00 - \$13.00 P/H</b></p> <p>Assisting technician mechanics in performing technical activities.</p> <p>Diagnoses and repairs to specifications – brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, air conditioning and computer systems.</p> <p>Adequately explains technical diagnoses and needed repairs to non-mechanical individuals on an as-required basis.</p> <p>Continuously learns new technical information and techniques in formal training sessions.</p>	<p>Maintains an organized neat and safe bay.</p> <p>1-2 years of automotive mechanical diagnosis, problem-solving and repair experience to succeed in this position.</p> <p>A high level of motivation and energy and strong customer service skills are also required.</p>	<p><b>(Step #1)</b> Visit <a href="http://www.bsro.jobs/job_search/">http://www.bsro.jobs/job_search/</a></p> <p><b>(Step #2)</b> Under locations high light Minnesota.</p> <p><b>(Step #3)</b> Click on the yellow box that is marked search for jobs.</p> <p><b>(Step #4)</b> Click on Automotive Technicain for the Saint Paul Area.</p> <p><b>(Step #5)</b> Click on the box at the bottom of this page that is marked apply for job.</p> <p><b>(Final Step)</b> Complete application.</p>

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Store Associate / OfficeMax	Inver Grove Hts, MN 55076	<p><b>Part Time</b> - The Store Associate is responsible for positively contributing to the customer shopping experience by providing friendly, knowledgeable and professional service as well as assisting customers with a total solutions purchase. This position is also responsible for the check-in and unloading of freight, stocking merchandise on shelves and cashiering as directed.</p>	<p>Previous experience in retail/customer service environment preferred. Ability to work a flexible schedule, including evenings and weekends as necessary. Ability to interact with customers and associates in a professional, positive and courteous manner. Ability to use electronic communication devices during all working hours which includes wearing a headset or a device on or in the ear. Ability to lift and/or move up to 50 pounds occasionally and 25 pounds regularly and climb ladders.</p>	<p><b>(Step #1)</b> Visit <a href="http://about.officemax.com/html/officemax_careers.shtml">http://about.officemax.com/html/officemax_careers.shtml</a></p> <p><b>(Step #2)</b> At the bottom of this page click on highlighted text that read apply for position.</p> <p><b>(Step #3)</b> Enter reference code EX0000032550 in the keywords search area.</p> <p><b>(Step #4)</b> At the top left of this page click on start.</p> <p><b>(Step #5)</b> Click on the link for Store Associate position.</p> <p><b>(Final Step)</b> Click on apply and complete the application.</p>

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Retail Representative / CROSSMARK	St. Paul, MN 55145	<b>Part Time</b> - Responsible for quality performance of retail tasks and objectives to achieve superior results for CROSSMARK'S clients and customers.	Education/Experience: High school diploma or general education degree (GED); Prior retail experience is preferred, but not required. Certificates, Licenses, Registrations: Associates are required to submit to a standard background check and drug screening as required when designated by the client.	<p><b>(Step #1)</b> Visit <a href="http://www.crossmark.com/">http://www.crossmark.com/</a></p> <p><b>(Step #2)</b> At the top middle of the page click on Careers.</p> <p><b>(Step #3)</b> On the middle of the page click on purple link that's marked Reatail Teams.</p> <p><b>(Step #4)</b> On the middle of the page click on the green link that's marked apply now.</p> <p><b>(Step #5)</b> On the middle of the page click on the blue link that's marked United States Openings.</p> <p><b>(Step #6)</b> Scroll to the middle of the page and click on the blue link that's marked search openings</p> <p><b>(Step #7)</b> Enter the Job Requisition Number 36512BR and click on the red box at the bottom of the page that's marked search.</p> <p><b>(Final Step)</b> Check the position's box and click on apply for job's.</p>

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<p>Inside Sales Representative / AMERICAN RESOURCE &amp; ENERGY INC</p>	<p>413 Wacouta St. #440 St. Paul, MN 55101</p>	<p><b>Full time- Salary + Commission Casual office environment</b> Maintain existing accounts and acquire new customers Provide post-sales support and technical training as required Participate and present at industry events &amp; trade shows Maintain up-to-date knowledge of industry trends and regulations</p>	<p>Proven inside sales track record in renewable energy, manufacturing, or technical products. Excellent phone, writing, and online communication skills. Proven ability to explain technical concepts and material. Proven history of successful project completion. Strong computer skills. Strong time management &amp; follow up skills, ability to work in a rapidly changing sales environment.</p>	<p><b>Email:</b> jcervenka@arewindtowers.com or <b>Website:</b> <a href="http://www.arewindtowers.com">http://www.arewindtowers.com</a></p>
<p>Utility Worker / Archer Daniels Midland (ADM) - Minneapolis Nokomis Mill</p>	<p>Minneapolis, MN 55406</p>	<p><b>\$14.25 P/H Full Time</b> - Potential assignments may include, but are not limited to: Clean railcars. Janitorial. Bin Cleaning. Operate skid steer loader. Assist with general light duty maintenance.</p>	<p>Able to meet physical requirements of the position including, prolonged periods of standing and sitting, working in confined spaces and from heights, bending, kneeling, working in a variety of conditions (heat, cold, dust, etc), lift up to 55 lbs unassisted. Willing to work overtime if needed. Demonstrate initiative to work independently while flexible enough to work in team setting when needed. Exhibit a professional image at all times; Previous experience with skid steer loader and/or pay loader.</p>	<p><b>(Step #1)</b> Visit <a href="http://www.adm.jobs">http://www.adm.jobs</a> <b>(Step #2)</b> Click on External Candidates link located in the middle of this page. <b>(Step #3)</b> Search by Country and State. Click search. <b>(Step #4)</b> Click on Position Utility Worker-Atkinson/Nokomis Mills-Minneapolis, MN located at the bottom of this page. <b>(Final Step)</b> Select Apply and complete application.</p>

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Sales Agent - Call Center / Midwest Staffing Group Inc.	Minneapolis, MN 55104	<b>Full time</b> - Providing opportunities for employment is Midwest Staffing Group's business! Our talented associates are on assignment in a vast range of job categories at top companies in major markets across the United States. We place job seekers like you at a diverse range of employers offering competitive salaries, and employment options designed to meet your unique needs.	Previous experience in a call center environment. Excellent customer service skills.	<b>Phone:</b> Bon/Chris (651) 641-0442  <b>Email:</b> bher@midweststaffing.com  <b>Website:</b> <a href="http://www.midweststaffing.com">http://www.midweststaffing.com</a>  <b>In Person:</b> Bon Her or Chris Krivanek 1885 University Ave #121 St. Paul, MN 55104
Receptionist / Edina Realty	700 Grand Ave. St. Paul, MN 55105	<b>Part Time 10 Hours/Week</b> - The Receptionist provides a variety of clerical functions that mainly involve answering of phones, greeting visitors to the office/department, the setting of appointments and light clerical support to management and/or office staff. Assignments are generally routine in nature and are carried out in accordance with general work instructions and established office practices, procedures and precedents.	Knowledge, skill and mental development equivalent to the completion of high school. Past receptionist and clerical experience of at least three months. Ability to handle multiple line telephone console with courtesy and professionalism. Strong personal computer and keying skills.	<b>Fax:</b> Sue (651) 224-0932 or <b>Email:</b> <a href="mailto:hr@edinarealty.com">hr@edinarealty.com</a>

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General Labor / Express Employment Professionals	1266 Lone Oak Road Eagan, MN 55121	<b>\$11.00 Hourly-</b> Express Employment Professionals is hiring a team for a weekend shift doing various production and assembly positions. These positions would be run 7am to 7pm on Friday, Saturday and Sunday.	Required skills include strong hand dexterity, the ability to work at a fast pace and high levels of concentration.	<b>Email:</b> jessica.erickson@expresspros.com or <b>Website:</b> http://www.expresspros.com
Receptionist / Ecumen	Twin Cities Metro	<b>Full Time -</b> This person's duties will include welcoming visitors, answering incoming calls, and forwarding calls to appropriate individuals. The receptionist provides administrative assistance to various departments, including coordinating applicant communication, supply ordering, and conference room scheduling.	The position requires a person with a high school diploma or GED. Successful candidate will possess excellent customer service and communication skills and be a motivated team player. Strong organizational skills with the ability to handle multiple tasks are a must. Must be proficient in MS Office Suite.	If you are interested in this outstanding opportunity and believe you would fit in with our leadership style, <b>please apply online by Aug 22, 2011</b> at <a href="http://www.ecumen.org/jobs">www.ecumen.org/jobs</a> .

**Please consider using the following websites listed below to search for job leads and free trainings.**

- www.minnesotanonprofits.org
- www.minnesotaworks.net
- www.jobconnectmn.govoffice2.com (*Free training's site*)
- www.nickelodeonuniverse.com/employment.html
- www.goodwilleasterseals.org
- www.indeed.com
- www.craigslist.org
- www.simon.com/mall/malljobs.aspx?id=787 (*Maplewood Mall*)
- www.myrosedale.com/information (*Rosedale Mall*) click on Jobs.
- www.monster.com