

HUMAN RESOURCES OFFICE, BEAUFORT, SC

“TRI-COMMAND”

CIVIL SERVICE VACANCY LISTING

12 OCTOBER 2012

CURRENT VACANCIES

MCRD PARRIS ISLAND

Management Analyst

USA JOBS - Internal

GS-0343-11

Ann #SE30343-11-765231MK461537

\$57,408 - \$74,628pa

Opens: 10/12/12; Closes: 10/18/12

G-1 Dept, Manpower Division

For additional information, contact Richie Singleton, HRO, MCRD, Parris Island at (843)228-2378.

MCAS BEAUFORT

IT Specialist (INFOSEC)

USA JOBS - All U.S. Citizens

GS-2210-11

Ann #SE22210-11-759931MK471071-D

\$59,339-\$89,450 pa

Opens: 10/5/12; Closes: 10/12/12

S-6 Dept, Cyber Security Div

For additional information, contact Barbara Bernthal, HR Branch Office, MCAS Beaufort at (843)228-7272.

NAVAL HOSPITAL

Supv IT Specialist (InfoSec)

USA JOBS – Open to All U. S. Citizens

GS-2210-11/12

Ann # SE22210-12-762011MK460936-D

\$59,339 - \$77,138 pa (GS-11)

Opens: 10/12/2012; Closes: 10/17/2012

\$68,809 - \$89,450 pa (GS-12)

Dir for Admin, IT

Medical Technologist (Phlebotomy)

USA JOBS – Open to All U. S. Citizens

GS-0645-05

Ann #SE20645-05-74316MK469000

\$31,315 - \$40,706 pa

Opens: 10/15/2012; Closes: 10/19/2012

Dir for Clin Supp Svcs, Laboratory

For additional information concerning recruitments please contact Ms Sheila Sofaly at (843) 228-5574 at Naval Hospital Beaufort Branch Office.

#### 6TH MARINE CORPS DISTRICT

Contract Specialist

USA JOBS – Internal

GS-1102-09

Ann #SE21102-09-751296MK454118

\$47,448 - \$61,678 pa

Opens: 10/10/2012; Closes: 10/18/2012

6th Marine Corps District, Headquarters

IT Specialist (CustSpt)

USA JOBS – Internal

GS-2210-11

Ann #SE22210-11-762942MK457831

\$57,408 - \$74,628 pa

Opens: 10/11/2012; Closes: 10/19/2012

6th Marine Corps District, Headquarters

For additional information, concerning recruitments for 6th Marine Corps District, please contact Tracy Jenkins, HRO, MCRD, Parris Island at (843)228-4062.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Intern Administrative Assistant

Reports to: President

Salary: Unpaid

Core Competencies

Align Education Consultants Interns will be evaluated at completion of the internship program. Evaluations will consist of a performance review on Core Competencies in addition to the duties contained within their job description. Each Core Competency will then be defined based on the type of work the intern performs. These Core Competencies are: Overall Job Knowledge, Customer Service, Teamwork, Work Habits, Work Quality and Professionalism.

General Summary Under the direction of the President and in accordance with the guidelines, and policies of the company and local, state and federal laws, this unpaid internship position performs secretarial duties and administrative tasks; be flexible and available to perform other duties in support of various programs, executive staff, managers and staff. Essential Function and Duties

- Provide office support functions including word processing, filing, copying, composing a variety of business documents, reception, gathering and compiling data, and balancing and coordinating a workload for multiple projects while meeting deadlines.
- Assist in drafting forms, printing and copying information for distribution.
- Receive, send, and distribute faxes, emails and telephone calls. o Assist departments with special projects including distribution of information, data entry, filing, and research.
- Scan, copy and file agency contracts.
- Identify problems and implement or recommend solutions
- Interact effectively with supervisors, officials, employees, and the general public
- Learn and adapt to new technology as it relates to office practices and procedures.
- Maintain confidentiality of information
- Work effectively despite interruptions, and have attention to detail
- Plan, organize, and prioritize work
- Proofread documents and other work
- Use a computer, related software, transcribing equipment, and other standard office equipment

Job Specifications KSAO's

Desired Knowledge/Skills/Abilities:

- Training will be provided based on Educational Program Design from Academic Advisor and organizational need. (Not all skills and abilities required for internship.)
- Knowledge of Microsoft Office Suite (Word/Excel/)
- Utilize proper telephone etiquette
- Excellent communication skills including correct grammar and spelling

- Knowledge of office machines including fax, postage meter, copier, calculator, computer work-stations, telephone system, voice mail systems
- Ability to meet and deal with the public and staff in a pleasant and courteous manner.
- Ability to follow direction and attention to detail
- Clearly written and spoken English is required
- Must have positive, friendly attitude and be a team player
- Ability to meet deadlines

#### Other Requirements Educational Experience/Requirements

Intern must be enrolled in high school graduate or advanced degree program to qualify for internship, Business Technology focus preferred.

#### Working Conditions/Physical Requirements

Duties are performed in an office environment. Physical requirements include the dexterity to reach, stand, climb, squat, finger keyboards, lift light loads, and the ability to do sedentary work.

#### Disclaimer:

The statements contained herein reflect general details as necessary to describe the principal functions of this internship, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of requirements

The intern is not entitled to a job at the conclusion of the internship. Interns may apply to be considered for open positions. For the purposes as stated in this internship description, both the organization and the intern agree that entitlement of wages is not provided for the time spent in the internship.

The internship is considered similar to training in an educational environment, even though it includes actual operation of the facilities and Align Education Consultants. The internship experience is for the benefit of the intern. The intern works under close supervision of existing President.

My signature indicates that I have received a copy of the current job description for my intern position. I understand that it is my responsibility to ask clarifying questions regarding any content that I do not understand contained in this document.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

School: \_\_\_\_\_

Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Company: Lowcountry Bicycles

Location: Beaufort

Position: Part-Time Bicycle Mechanic

Job Description: Bicycle Mechanic Position available for bicycle assembly and repair

Job Qualifications: High school diploma or GED. Will train right person. Must be able to work well with people. Have positive attitude.

\$8.00 - \$10.00 depending on experience

Company Webpage: [lowcountrybicycles.com](http://lowcountrybicycles.com)

Please e-mail [infoelowcountrybicycles.com](mailto:infoelowcountrybicycles.com)

Or call 843-524-9585

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Company: NDC Inc.

Position: Marketing and Communications Intern

At least 1 year prior experience with sales, marketing or communications; composing and conducting presentations.

Salary: non-paid

E-mail [ndc.hr360@hotmail.com](mailto:ndc.hr360@hotmail.com)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

NHC Healthcare

Position: Full-Time Recreation Assistant

Location: Bluffton

Creative, enthusiastic and self-motivated professional to provide social and life enrichment activities for residents, Education or experience in related field is preferred as well as computer knowledge and organizational skills.

Fax cover letter and resume to (843) 705-1093

Source Island Packet

XX

Hudson's Seafood House on the Dock

Location: Hilton Head

Position: Full-Time Executive Chef

Applicants need a degree and or relevant experience. Positive, energetic attitude is a must and creativity is paramount. Send cover letter and resume to: [ajcarmines@hudsonsonthedocks.com](mailto:ajcarmines@hudsonsonthedocks.com)

Source: Island Packet

XX

Position: MIG Welder

Location: Walterboro

A North Charleston container manufacturer is looking for highly skilled Welders who are proficient in MIG/GMAW Welding. Base \$14.00 hour.

For more information and to apply, go to [CareerBuilder.com](http://CareerBuilder.com)

XX

Company: ChecknGo

Position: Store Manager

Location: Hardeeville

As a Store Manager, you will provide superior customer service to Check n Go customers by greeting customers, customer inquiries regarding loan and product offerings, following established policies and procedures assisting in the closing of the store and participate in roadside marketing as needed.

For more details and to apply, go to [CareerBuilder.com](http://CareerBuilder.com)

XX

Company: May River Dermatology

Position: Medical Receptionist/Front Desk Coordinator

Location: Hilton Head

Seeking an experienced Medical Receptionist/Front Desk Coordinator for a dermatology office located in Bluffton and Hilton Head SC. At least one year of hands-on-experience working within a dermatology office or similar medical practice is required.

Duties: Patient reception, telephones, scheduling and other front office duties as needed. Strong computer skills required for electronic medical record and practice management software.

Requirements: Excellent communication skills (both verbal and written). Must be computer literate able to use Microsoft Word and Excel. And have exceptional telephone skills, At least one year of hands-on experience in a medical office; knowledge of HIPAA regulations; ability to multi-task in a high paced environment with good organizational skills; professional image; high school diploma or equivalent, college degree is a plus; and bilingual, Spanish a plus.

Only candidates with experience within the healthcare field will be considered for the position. Apply on line at monster.com

Source: monster.com

XX

Company: Bankers Life and Causality Company

Position: Sales Professional

Location: Hilton Head

Seeking Insurance Agents/Insurance Sales Professionals, Entry Sales and Experienced Sales Professionals.

For more information and to apply go to monster.com

State of South Carolina is now accepting applications for the following position(s):

Administrative Specialist II

Area Coordinator

Assistant Geodetic Technician (61035127)

Assistant Geodetic Technician (61035149)

Assistant Geodetic Technician (61035154)

Associate Geodetic Technician (61032901)

Continuing Education Licensed Practical Nurses

Continuing Education Registered Nurses

Data Coordinator I

Dispatch Supervisor

Engineer/Associate Engineer I (61035131)

Engineer/Associate Engineer III

Environmental Health Manager I

Environmental Health Manager I

Environmental Health Manager I

Environmental Health Manager I

Environmental Health Manager I

Environmental Health Manager I

Environmental Health Manager I

Environmental Health Manager I

Human Services Specialist II - Laurens

Law Enforcement Accreditation Officer

Mechanic III (61032287)

Medical Assistant Technician II (Dental Asst)

Microbiologist I

NursePractitioner III

Registered Nurse II/Bishopville/Lee

Registered Nurse II/Sumter

Registered Nurse II/Sumter



Temporary Part-time Tutors

Trades Specialist II (61035004)

Trades Specialist II (61035061)

Trades Specialist III (61035036)

To view the full job posting for any opening at State of South Carolina, click here:

<http://agency.governmentjobs.com/sc/default.cfm>

Click on a job title to view the complete job posting of any position listed. After you have reviewed the job posting, you can apply for the position by clicking on the "Apply" button and completing the online application.