

Recruitment Event

SCC Soft Computer

Date:

December 5,
2019

Time:

10:00am - 12:00
p.m.

Location:

CareerSource
Pinellas center on
Gulf to Bay

2312 Gulf to Bay
Boulevard

Clearwater,
Florida 33765

**Now
Hiring!**

Office Support Assistant - 11082538

Must have the following in order to apply:

- High School Diploma or equivalent
- One (1) year of experience working within a business environment
- Computer Skills: Microsoft Word & Excel
- Communication, interpersonal and organizational skills
- Ability to lift up to 20 lbs

Preferred Skills: Associates Degree

Days & Hours: Full time position; complete work schedule will be discussed

Pay: \$11.00 to \$13.00 per hour; depends on experience

Administrative Assistant (Office Support) - 11082553

Must have the following in order to apply:

- One (1) year of experience working within a business environment
- Associates degree in related field
- Detail-oriented, communication, public contact and organizational skills
- Ability to handle multiple tasks as well as to define priorities and respond accordingly
- Ability to work in a fast paced environment
- Basic to intermediate Microsoft Word & Excel knowledge

Preferred Skills: Bachelor's Degree in Business, Communications, HR, Marketing or related field

Days & Hours: Full time position; complete work schedule will be discussed

Pay: \$15.00 to \$16.50 per hour; depends on experience

Administrative Support Assistant - 10701637

Must have the following in order to apply:

- Associates Degree
- One (1) year of experience working within a business environment
- Computer Skills: Microsoft Word & Excel & Outlook
- Verbal & written communication skills

Preferred Skills: Bachelor's Degree

Days & Hours: Full time position; complete work schedule will be discussed

Pay: \$13.50-\$15.00 per hour; depends on experience

Required Screenings: Drug free workplace, Criminal background checks; Drug Testing/Screening, Reference checks

Please ensure that you are registered in Employ Florida (www.employflorida.com) prior to interviewing with event employers, and preregister online at <https://www.careersourcepinellas.com/events>.