

Career Services Office

Current Job Opportunities

As of 11/18/09

Intercontinental Hotel

Career Opportunities

Tiffany Harvey, Asst. HRD
444 St. Charles Ave

DIRECT LINE: 504-585-4368

JOB LINE: 504 585-4305

PLEASE APPLY ONLINE THROUGH: WWW.IHG.COM/CAREERS

<p>CHEF DE PARTIE</p> <p style="color: blue;">FULL TIME 1 POSITION AVAILABLE 11.17.2009</p>	<p><i>Position Overview</i> ASSIST IN CREATING AND TESTING NEW RECIPES AND MENU DESIGN. ASSIST IN INSPECTING THE CLEANLINESS OF THE LINE FLOOR AND ALL KITCHEN STATIONS. ASSIST IN DETERMINING THE MINIMUM AND MAXIMUM STOCKS OF ALL FOOD, MATERIAL AND EQUIPMENT. PREPARE BATCH RECIPES, COLD FOOD ITEMS AND ASSIST IN ALL KITCHEN ACTIVITIES TO ENSURE THAT GUESTS RECEIVE HIGH QUALITY FOOD ITEMS IN A TIME MANNER. ASSIST IN THE SUPERVISION OF DAY-TO-DAY OPERATION OF THE KITCHEN AS NEEDED; PROVIDE INSTRUCTION TO LESS EXPERIENCED CULINARY STAFF. MAY SERVE AS SOUS CHEF IN HIS/HER ABSENCE AS REQUIRED.</p> <p><i>Position Requirements</i> QUALIFICATIONS INCLUDE HIGH SCHOOL DIPLOMA OR EQUIVALENT AND PLUS 2 YEARS OF EXPERIENCE AS COOK, OR EQUIVALENT COMBINATION OF EDUCATION AND FOOD PREPARATION EXPERIENCE. DEGREE OR CERTIFICATE IN CULINARY ARTS PREFERRED. ALCOHOL AWARENESS CERTIFICATION AND/OR FOOD SERVICE PERMIT OR VALID HEALTH/FOOD HANDLER CARD AS REQUIRED BY LOCAL OR STATE GOVERNMENT AGENCY. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>COOK/COMMIS CHEF</p> <p style="color: blue;">Full Time 1 Position Available 11.17.2009</p>	<p><i>Position Overview</i> PREPARE AND COOK ORDERS FOR DAILY OPERATIONS. ADVISE SUPERVISOR OF LOW INVENTORY ITEMS; ASSISTS IN RECEIVING ITEMS AND TAKING INVENTORY AS REQUIRED. MAINTAIN A CLEAN, NEAT AND WELL-ORGANIZED WORK AREA, INCLUDING BUT NOT LIMITED TO REACH-INS, WALK-INS AND COUNTERS.</p> <p><i>Position Requirement</i> QUALIFICATIONS INCLUDE BASIC READING, WRITING AND MATH SKILLS. PREVIOUS CULINARY EXPERIENCE REQUIRED. ALCOHOL AWARENESS CERTIFICATION AND/OR FOOD SERVICE PERMIT OR VALID HEALTH/FOOD HANDLER CARDS AS REQUIRED BY LOCAL OR STATE GOVERNMENT AGENCY. THIS JOB REQUIRES ABILITY TO PERFORM THE FOLLOWING: CARRYING OR LIFTING ITEMS WEIGHING UP TO 50 POUNDS, STANDING UP AND MOVING ABOUT IN THE KITCHEN, HANDLING FOOD OBJECTS, PRODUCTS AND UTENSILS, BENDING, STOOPING AND KNEELING. MUST BE ABLE TO WORK ANY DAYS/HOURS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>RESTAURANT SERVER</p> <p style="color: blue;">Full Time 1 Positions Available 11.09.2009</p>	<p><i>Position Overview</i> GREET ALL GUESTS AND TAKE BEVERAGE AND FOOD ORDERS IN A PROMPT AND PROFESSIONAL MANNER. PREPARE FOOD AND BEVERAGES FOR SERVICE TO HOTEL GUESTS AND PRESENT FOOD ACCORDING TO ESTABLISHED HEALTH AND PRESENTATION STANDARDS. CLEAR AND CLEAN TABLES IN A PROMPT AND EFFICIENT MANNER. CLEAN AND/OR WIPE DOWN TABLES, CHAIRS, WALLS, WINDOWS, MIRRORS, AND FLOORS AS NECESSARY. PERFORM SIDE-WORK, AND OTHER OPENING OR CLOSING DUTIES AS REQUIRED. ENSURE THAT WAIT STAFF STATIONS ARE CLEAN AND MAINTAINED THROUGHOUT SHIFT. YOU MAY RECEIVE GUEST PAYMENTS AND PROCESS TRANSACTIONS AS OUTLINED IN THE CASH AND CHARGE PROCEDURES AS NEEDED. YOU MAY ALSO ASSIST WITH OTHER DUTIES AS ASSIGNED.</p> <p><i>Position Requirements</i> SOME FOOD SERVICE EXPERIENCE WITH GENERAL KNOWLEDGE OF RESTAURANT OPERATIONS. ALCOHOL AWARENESS CERTIFICATION AND/OR FOOD SERVICE PERMIT OR VALID HEALTH/FOOD HANDLER CARDS AS REQUIRED BY LOCAL OR STATE GOVERNMENT AGENCY. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS. THIS JOB REQUIRES ABILITY TO PERFORM THE FOLLOWING: CARRYING OR LIFTING ITEMS WEIGHING UP TO 50 POUNDS, MOVING ABOUT THE RESTAURANT, HANDLING FOOD OBJECTS, PLATES, TRAYS, GLASSES ETC, BENDING, STOOPING AND KNEELING.</p>

<p>STEWARD/CAFETERIA ATTENDANT</p> <p>Full Time 1 Position Available 11.02.09</p>	<p><i>Position Overview</i> OPERATE DISHWASHING MACHINE, PLACE CLEAN DISHES IN ASSIGNED STORAGE LOCATION. CLEAN DESIGNATED EQUIPMENT, DISPOSE OF KITCHEN SUBSTANCES (SUCH AS GREASE) AND KITCHEN CHEMICALS PROPERLY, EMPTY AND CLEAN TRASH CANS, TRANSPORT GARBAGE CONTAINERS TO DUMP SITES ADHERE TO RECYCLING REGULATIONS. SWEEP AND MOB KITCHEN FLOOR AT THE END OF EACH MEAL PERIOD AND AFTER EACH SPILL. MONITOR CHEMICALS AND WATER TEMPERATURE DURING SHIFT. CLEAN AND ORGANIZE ASSOCIATED WORK AREA AND KITCHEN EQUIPMENT ACCORDING TO PROCEDURES TO MAXIMIZE EFFICIENCY. ASSIST WITH PREPARATION, TRANSPORT AND SERVICE OF FOOD AND BEVERAGE ITEMS IN THE EMPLOYEE CAFETERIA ENSURING A HIGH LEVEL OF QUALITY AND CONSISTENCY. MAINTAIN SANITATION AND CLEANLINESS STANDARDS IN THE CAFETERIA AND FOOD PREP AREAS THAT MEET THE STATE AND LOCAL HEALTH BOARD INSPECTION AND HOTEL REQUIREMENTS.</p> <p><i>Position Requirements</i> SOME PRIOR FOOD PREPARATION EXPERIENCE PREFERRED. MAY ASSIST WITH OTHER DUTIES AS ASSIGNED. CARRYING OR LIFTING ITEMS WEIGHING UP TO 75 POUNDS, STANDING UP AND MOVING ABOUT IN THE KITCHEN OR OTHER DESIGNATED AREAS, HANDLING OBJECTS, PRODUCTS, CHEMICALS, CLEANING SUPPLIES AND UTENSILS, BENDING, STOOPING AND KNEELING. BASIC READING, WRITING AND MATH SKILLS. MUST BE ABLE TO WORK ANY DAYS/HOURS, WEEKENDS, AND/OR HOLIDAYS</p>
<p>INSTANT SERVICE AGENT</p> <p>FULL TIME 1 POSITIONS AVAILABLE 10.28.2009</p>	<p><i>Position overview</i> WE CURRENTLY HAVE A POSITION AVAILABLE FOR AN INSTANT SERVICE CENTER ATTENDANT. THIS ROLE ANSWERS CALLS FROM IN-HOUSE GUEST IN A TIMELY AND PROFESSIONAL MANNER AND PROVIDES GUESTS WITH INFORMATION ON HOTEL FACILITIES AND SERVICES, LOCAL DIRECTIONS, AND EMERGENCY, SAFETY, AND SECURITY PROCEDURES.</p> <p><i>Position Requirements</i> BASIC READING AND WRITING PLUS SIX MONTHS EXPERIENCE AS A PHONE/SWITCHBOARD OPERATOR. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>ROOM SERVICE SERVER</p> <p>Full Time 1 Position Available 10.09.2009</p>	<p><i>Position Overview</i> KEY RESPONSIBILITIES OF THE ROLE INCLUDE: DELIVER AND SERVE FOOD AND BEVERAGES TO HOTEL GUEST'S ROOM; SET UP AND SERVE THE ORDER IN THE GUEST'S ROOM ACCORDING THE SPECIFICATIONS AND STANDARDS. COMPLETE CUSTOMER PAYMENT TRANSACTIONS AS OUTLINED IN CASH AND CHARGE PROCEDURES. PERFORM SET-UP AND CLOSING SIDE-WORK; STOCK SERVICE STATION, MAKE COFFEE, ETC. YOU MAY ANSWER ROOM SERVICE PHONES AND RECORD ORDERS; AND MAY BE REQUIRED TO RETRIEVE TRAYS FROM GUEST ROOMS AND HALLWAYS WITHIN THE PRESCRIBED PERIOD OF TIME. YOU MAY ALSO ASSIST WITH OTHER DUTIES AS ASSIGNED.</p> <p><i>Position Requirements</i> QUALIFICATIONS INCLUDE BASIC READING, WRITING AND MATH SKILLS AND FOOD SERVICE EXPERIENCE WITH GENERAL KNOWLEDGE OF RESTAURANT OPERATIONS. OTHER INFORMATION - ALCOHOL AWARENESS CERTIFICATION AND/OR FOOD SERVICE PERMIT OR VALID HEALTH/FOOD HANDLER CARDS AS REQUIRED BY LOCAL OR STATE GOVERNMENT AGENCY. MAY BE REQUIRED TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS. THIS JOB REQUIRES ABILITY TO PERFORM THE FOLLOWING: CARRYING OR LIFTING ITEMS WEIGHING UP TO 50 POUNDS, MOVING ABOUT IN THE KITCHEN, HANDLING FOOD OBJECTS, PRODUCTS AND UTENSILS, BENDING, STOOPING AND KNEELING.</p>
<p>ROOM ATTENDANT</p> <p>Full Time 6 Positions Available 10.28.2009</p>	<p><i>Position Overview</i> TO EXCEED OUR GUEST'S EXPECTATIONS BY MAINTAINING THE HIGHEST STANDARD OF CLEANLINESS OF THE GUEST ROOMS.</p> <p><i>Position Requirements</i> PREVIOUS HOUSEKEEPING EXPERIENCE HELPFUL. POSITION REQUIRES STANDING AND WALKING FOR ENTIRE SHIFT. MUST BE ABLE TO FOCUS ON DETAILS. MUST POSSESS A POSITIVE PRESENCE WITH OUTSTANDING SERVICE SKILLS. MUST BE ABLE TO WORK ANY DAYS/HOURS, WEEKENDS, AND/OR HOLIDAYS</p>
<p>SECURITY OFFICER</p> <p>FULL TIME 1 POSITION AVAILABLE 10.15.2009</p>	<p><i>Position Overview</i> TO EXCEED OUR GUEST'S EXPECTATIONS AND ENSURE ALL HOTEL ASSETS ARE SECURE TO INCLUDING GUESTS AND EMPLOYEES.</p> <p><i>Position Requirements</i> REQUIREMENTS INCLUDE A HIGH SCHOOL DIPLOMA OR EQUIVALENT, PLUS ONE YEAR OF SECURITY AND SAFETY EXPERIENCE, OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.</p> <p>OTHER INFORMATION - CERTIFICATION IN SAFETY AND TRAINING AND/OR LICENSED AS A SECURITY OFFICER OR LAW ENFORCEMENT OFFICER MAY BE REQUIRED. CERTIFIED CPR, FIRST AID INSTRUCTOR AND TRAINING IN LAW ENFORCEMENT TECHNIQUES MAY BE REQUIRED OR HIGHLY DESIRED. WORKING KNOWLEDGE OF LOCAL LAWS, INVESTIGATION METHODS, OSHA REQUIREMENTS AND FIRE CODES AND LIFE SAFETY CODES. YOU MAY BE REQUIRED TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS</p>

THE HOTEL OPERATES 24 HOURS A DAY, 7 DAYS A WEEK AND 365 DAYS A YEAR THEREFORE TO SUPPORT TEAM MEMBERS AND TO EXCEED OUR GUEST'S EXPECTATIONS. THE HOTEL REQUIRES GOOD ATTENDANCE, IMPECCABLE GROOMING STANDARDS, ENERGETIC AND POSITIVE ATTITUDES. MOST POSITIONS REQUIRE INDIVIDUALS WHO CAN WORK VARIED HOURS, SHIFTS, INCLUDING HOLIDAYS AND WEEKENDS. WE ARE AN EQUAL OPPORTUNITY EMPLOYER. APPLICATIONS FOR POSITIONS OTHER THAN LISTED ABOVE WILL NOT BE CONSIDERED FOR EMPLOYMENT.

EOE,M/F,D/V

11.17.09

Windsor Court Hotel

JOB POSTING

11/13/2009

(Note: All positions are full-time positions unless otherwise indicated)

HOURLY POSITIONS

Le Salon Host/Hostess (1)FT (Temp)

Position Overview: Ensure a positive first and last impression by maintaining a professional, pleasant and helpful attitude while greeting guests, escorting them to their table and fulfilling their needs. The selected candidate will take reservations; understand the tea menu, tea service, and cocktail service in detail.

Position Requirements: 1 year of customer service experience required and ability to work in a high volume environment. Ability to work a flexible schedule. Excellent customer service skills. Excellent written and verbal communication skills. Strong organizational skills. Ability to work multiple phone lines. Ability to operate point of sale system.

Cocktail Server Polo Lounge (1)

Position Overview: Provide outstanding service to guests of the Polo Lounge. Ensure a positive first and last impression by maintaining a professional, pleasant and helpful attitude while fulfilling guests' needs. Take and fulfill guest beverage requests in a timely and accurate manner.

Address and resolve all customer problems in an efficient and effective manner. Responsible for maintaining high product knowledge. Bus tables as necessary. Maintain cleanliness of all Polo Lounge areas.

Position Requirements: Minimum of 1 year of customer service experience required. Cocktail Server experience preferred. Ability to work a flexible schedule. TIPS certification preferred. Excellent customer service, written and verbal communication skills.

Suite Service Supervisor (1)

Position Overview: Fulfill all supervisory duties of the Room Service department and assume managerial responsibility in the absence of the Room Service Manager.

Ensure that all Room Service personnel fulfill their job functions appropriately. Address and resolve all customer problems in an efficient and effective manner.

Position Requirements: Minimum of 2 years of experience in the Food and Beverage or Hotel industry required. Supervisory experience preferred. Ability to work in a fast paced environment. Ability to work a flexible schedule. . Excellent customer service skills. Excellent written and verbal communication skills. Must be computer literate.

Bellperson (1) PT

Position Overview: Ensure a positive first and last impression by maintaining a professional, pleasant and helpful attitude while fulfilling guests' needs. Address and resolve all customer problems in an efficient and effective manner. Greet and show guests to reception desk. Escort guests to appropriate suites and familiarize guests with suites. Deliver, store and remove guests' luggage. Able to effectively answer guests' questions regarding the area and hotel. Able to effectively provide guests with directions. Perform errands and fulfill guests' special requests as

necessary. Assist Concierge and Car Hikers as necessary. Maintain organization and cleanliness of lobby.

Position Requirements: Minimum of 1 year of customer service experience required. Experience in a hotel setting preferred. Ability to work flexible hours. Excellent customer service, written and verbal communication skills. Strong organizational skills.

NOTICE

It is the policy of Windsor Court Hotel to employ the most qualified individuals. Promotion from within will be given priority whenever possible thus providing for growth, advancement, and increased responsibility for the Windsor Hotel employees.

EQUAL OPPORTUNITY EMPLOYER

Windsor Court hotel is an equal opportunity employer and a drug free workplace and does not discriminate against associates or job applicants on the basis of race, religion, color, sex, age, gender, national origin, disability, veteran status, or any other condition protected by applicable state and federal laws, except where a bona fide occupational qualification applies.

EMPLOYMENT AT-WILL

Windsor Court Hotel associates are employed at will. In other words, if employed, you are employed for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. You may, therefore, terminate your employment at any time for any reason. The at-will nature of employment will not be altered by any oral or written presentation, or any representations during the pre-hire interviews, discussions, or recruiting materials. The hotel operates 24 hours a day, 7 days a week and 365 days a year therefore to support team members and to exceed our guest's expectations the hotel requires good attendance, impeccable grooming standards, energetic and positive attitudes. Most positions require individuals who can work varied hours, shifts, including holidays and weekends.

FOR MORE INFORMATION

If there are questions regarding positions listed, the application process, salary and/or job requirement specifics, please direct them to [Human Resources](#).
300 Gravier St, New Orleans, LA 70130; Phone 504 962 4925; Fax 504 596 4722; Job Line 504 596 4657; humanresources@windsorcourthotel.com

Indeed.com

Sponsored Jobs

[UPS Seasonal Driver Helper \(Days - No Driving Required\)](#)

UPS - Louisiana

Apply Today Learn What Brown Can Do For You! Get paid for a great workout! Home every night! Weekends Off! Driver picks you up near your home and drops you...

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[Airport Operations Crew C](#)

JetBlue Airways - Kenner, LA

Position Summary: The Airport Operations Crew Seasonal works, due to operational needs, on a temporary basis employment for a period of up to 9 months beginning...

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[Administrative Assistant](#) - new

Shaw Group - New Orleans, LA

Requisition Number: EI2512 Job Title: Administrative Assistant Area of Interest: Administrative Support Division: Environmental & Infrastructure Country: United States State/Province: Louisiana

City: New Orleans Job...

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[Customer Service Specialist I](#) - new

Office Depot - New Orleans, LA

Responsibilities Provides customers in the store or on the telephone with sales assistance and/or information regarding merchandise assortment and location, in a timely and efficient manner.

Qualifications High School or equivalent...

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[Administrative Support Specialist](#) - new

NetStar1 - New Orleans, LA

Overview : TheAdministrative Specialist performs a variety of complex and routineadministrative duties in direct support of upper management personnel.Assist in preparing documents, presentations and graphics and supportsthe development of...

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[MY CHOICE REPRESENTATIVE](#) - new

Pinnacle Entertainment - Harvey, LA

The incumbent in this position is responsible for providing superior service to both the internal and external customer. The incumbent is also responsible for developing and coordinating programs to attract high-limit players and host such...

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[Customer Service Representative - Line Station/Ramp Duties -...](#) - new

United Airlines - New Orleans, LA

Let Your Adventure Begin Today... In the fast-paced world of air travel, there is one thing you can count on...every day is an adventure. As a customer service representative with United Airlines, you'll get to experience this adventure... \$10.09 an hour

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[Office Assistants | Data Entry Work at Home](#) - new

Online Data Entry Office Clerks Work at Home - New Orleans, LA

Rebate Processing | Data Entry Agents RECESSIONPROOF BUSINESS Even in today rsquo;s economy companies like Home Depot Blockbuster Amazon.com Ebay and more need to process large volumes of rebates online. They need your help and will pay...

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[Part Time Data Entry Clerk](#) - new

New Orleans, LA

Marquette Transportation Company, one of the industry's largest Marine Transporters, is seek a part-time data entry clerk to rotate 7 day work week. Hours will be from 6:00am - 12:00noon.

Duties: Entering data into the Ops System...

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[Real Online Data Entry Jobs](#) - new

Data Entry Solutions - New Orleans, LA

Work At Home Processing Data Online. Your earnings start at \$200/day and up to \$1000/day, depending on how much data is processed. This is a work at home opportunity and we are looking for individuals who are willing to work from home...

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[Program Support Assistant \(OA\)](#) - new

US Veterans Affairs - New Orleans, LA

Serves as a Program Support Assistant for the New Orleans anchor site of the South Central (VISN 16) Mental Illness Research, Education, and Clinical Center (MIRECC), located within Mental Health Service. Provides clerical and technical... \$38,117 a year

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[Customer Service Representative](#) - new

Aaron's, Inc. - Jefferson, LA +2 locations

If you have a "CAN DO" attitude, strong work ethic and a background in Restaurant, Retail, Sales or other Customer Service position... and you like talking on the phone, filing and LOVE CUSTOMER SERVICE , we want to hear from you! The...

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Sponsored Job

[Airport Operation Crew](#) -

JetBlue Airways - Kenner, LA

Position Summary: The Airport Operations Crew checks-in and verifies Customers personal identification, tags, lifts, and handles Customer luggage, books, sells...

From [HospitalityJobsite.com](#) - 5 days ago

Betternorthshorejobs.com

2009-10-31	National Guard	,	Security - Warrant Officer
2009-10-31	National Guard	,	Bridge Crewmember
2009-10-30	Professional Image	Slidell	Sales Rep
2009-10-28	Patient Care Pharmacy	Covington	Customer Service
2009-10-27	Westat	Slidell	Survey Research Interviewers
2009-10-26	Pelican Market Cafe	Covington	Counter Help
2009-10-25	Macy's	Metairie	Loss Prevention Detective - Part Time / Flexible H

2009-10-22	Gabriel Building Supply	Ponchatoula	Cabinet Designer/ Sales
2009-10-19	Multitech Office Machines	New Orleans	Office Equipment Technician
2009-10-16	Sapulpa Auto Pool	Slidell	Notary/office Clerk
2009-10-14	Barrister Global Services Netw	Hammond	Human Resource Professional
2009-10-13	Windsor Senior Living Communit	Mandeville	Personal Care Attendants
2009-10-13	Prudential	Metairie	Financial Services Associates
2009-10-13	Avon	Saint Rose	Independent Sales Representative For Avon
2009-10-09	Barrister Global Services Netw	Hammond	Administrative Assistant
2009-10-08	Vision Optique	Mandeville	Customer Service
2009-10-07	Brooke Companies	Covington	Inside Sales Representative
2009-10-07	Medical Office	Covington	Worker's Comp Coordinator
2009-10-06	Gulf Coast Laundry Services	Other	Director Of Customer Service
2009-10-06	Hertz	New Orleans	Transporter
2009-10-25	Macy's	Metairie	Loss Prevention Detective - Part Time / Flexible H
2009-10-13	Prudential	Metairie	Financial Services Associates
2009-09-21	UPS	Metairie	Part-time Package Handler
2009-10-28	Patient Care Pharmacy	Covington	Customer Service
2009-10-26	Express Employment Professiona	Covington	Account Management - Business Development
2009-10-26	Pelican Market Cafe	Covington	Counter Help
2009-10-07	Brooke Companies	Covington	Inside Sales Representative
2009-10-02	Gulf Coast Office Products Inc	Covington	Sales Representative
2009-09-29	Northpark Nissan Hyundai	Covington	Sales Professional

2009-09-25	Cancer Care of Louisiana	Covington	Medical Receptionist
2009-09-25	CETCO Oilfield Services Compan	Covington	Administrative Assistant
2009-09-24	Fidelity Homestead Savings Ban	Covington	Part-time Teller
2009-10-30	Professional Image	Slidell	Sales Rep
2009-10-27	Westat	Slidell	Survey Research Interviewers
2009-10-16	Sapulpa Auto Pool	Slidell	Notary/office Clerk

St. Tammany Parish Hospital

Position:

Cafeteria Worker (req num: 4597) Food Services Covington Covington, LA

- Temporary

- Evening shift Must be able to read and follow verbal and written instructions. Also must be able to follow hospital's CARES standards (customer service skills).

Contact : Connie Davis

Email : cldavis@stph.org

Tel : 985.898.4540

Fax : 985.898.4360

Address : Connie Davis 1202 S. Tyler Street, Covington LA

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Position:

CNA - 2 South(Cardiac/Medicine) (req num: 4402) 2 South Covington Covington, LA

- Part-time

- Night shift CURRENT NURSING ASSISTANT CERTIFICATION. BLS. ONE YEAR MED/SURG EXPERIENCE, PREFERRED. ABLE TO MEET WEEKEND (EVERYOTHER) AND HOLIDAY REQUIREMENTS (ALL ON A ROTATION BASIS).

Contact : Melissa Bourgeois

Email : mbourgeois@stph.org

Tel : 985.898.4044

Fax : 985.898.4360

Address : Melissa Bourgeois 1202 S. Tyler Street, Covington LA

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Position:

CNA - 4 South (Med/Surg) (req num: 4612) 4 South Covington Covington, LA

- Full-time

- Night shift NURSING ASSISTANT CERTIFICATION PREFERRED. ONE (1) YEAR MED/SURG EXPERIENCE. ABLE TO MEET WEEKEND AND HOLIDAY REQUIREMENTS. BLS.

Contact : Melissa Bourgeois
Email : mbourgeois@stph.org
Tel : 985.898.4044
Fax : 985.898.4360
Address : Melissa Bourgeois 1202 S. Tyler Street, Covington LA

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Position:

Coder (req num: 3651) Health Information Management (HIM) Covington Covington, LA
- Full-time
- All shifts Ideal candidate must have knowledge of ICD-9, CPT, and DRG's. A minimum of five years acute hospital inpatient and ambulatory surgery coding experience needed. RHIA, RHIT, or CCS certification preferred.

Contact : Connie Davis
Email : cldavis@stph.org
Tel : 985.898.4540
Fax : 985.898.4360
Address : Connie Davis 1202 S. Tyler Street, Covington LA

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Position:

HIM Clerk - Weekends Only (WOW) (req num: 4631) Health Information Management (HIM) Covington Covington, LA
- Part-time
- Day shift

High school diploma or equivalent required. Previous experience and knowledge of medical records and computer experience preferred. Must be able to operate standard office equipment (fax, copier). Knowledge of medical terminology preferred. Must be able to work 5 out of 6 weekends in order to qualify for WOW (weekends only) status.

Contact : Connie Davis
Email : cldavis@stph.org
Tel : 985.898.4540
Fax : 985.898.4360
Address : Connie Davis 1202 S. Tyler Street, Covington LA

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Position:

Housekeeper (req num: 4570) Environmental Services Covington Covington, LA
- Full-time
- Night shift High school diploma or equivalent preferred. Qualified applicants must be self starters, possess the ability to communicate effectively with others and have the strength to meet the physical demands of this position. Have experience in a medical setting. Must be able to work every other weekend and holiday.

Contact : Connie Davis
Email : cldavis@stph.org
Tel : 985.898.4540
Fax : 985.898.4360
Address : Connie Davis 1202 S. Tyler Street, Covington LA

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Position:

Housekeeper (req num: 4635) Environmental Services Covington Covington, LA
- Full-time
- Day shift High school diploma or equivalent preferred. Qualified applicants must be self starters, possess the ability to communicate effectively with others and have the strength to meet the physical demands of this position. Have experience in a medical setting is a plus. Must be able to work every other weekend and every other holiday.

Contact : Connie Davis
Email : cldavis@stph.org
Tel : 985.898.4540
Fax : 985.898.4360
Address : Connie Davis 1202 S. Tyler Street, Covington LA

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Position:

LPN Unit Assistant (req num: 4618) Hospice Covington Covington, LA
- Full-time
- Day shift

CURRENT LA LPN LICENSURE. BLS. TWO (2) YEARS MED/SURG EXPERIENCE. GOOD COMPUTER/PEOPLE SKILLS. ABLE TO MEET WEEKEND AND HOLIDAY REQUIREMENTS. HOME HEALTH OR HOSPICE EXPERIENCE PREFERRED BUT NOT REQUIRED. MILEAGE IS REIMBURSED. PERFORMS PRIMARILY IN A CLERICAL ROLE IN ACCORDANCE WITH THE STANDARDS AND PROCEDURES OF HOSPICE. IS RESPONSIBLE FOR HOME NURSING VISITS AS NEEDED.

Contact : Melissa Bourgeois
Email : mbourgeois@stph.org
Tel : 985.898.4044
Fax : 985.898.4360
Address : Melissa Bourgeois 1202 S. Tyler Street, Covington LA

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Position:

Patient Financial Rep/ Follow-Up (req num: 4595) Revenue Cycle Management Covington Covington, LA
- Full-time
- Day shift

Patient Financial Services is seeking a patient collector. Duties and responsibilities include, but are no limited to: contacting patients and collecting outstanding balances, and assisting patients with financial arrangements. Preferred applicant will have previous patient collections experience, strong customer services skills and ability to read and understand Explanation of Benefits and Remittance Advices.

Contact : Connie Davis
 Email : cldavis@stph.org
 Tel : 985.898.4540
 Fax : 985.898.4360
 Address : Connie Davis 1202 S. Tyler Street, Covington LA

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 Position:

Transporter (req num: 4511) Central Transport Covington Covington, LA
 - Full-time
 - Evening shift

High school diploma or equivalent required. Must be professional, respectful, courteous. Must be able to interact with patients, family members, visitors and hospital staff. Should be willing to go the "extra mile" to assist others. Must be physically able to transport patients by wheelchair, stretcher or bed. Previous patient transport or healthcare experience preferred.

Contact : Connie Davis
 Email : cldavis@stph.org
 Tel : 985.898.4540
 Fax : 985.898.4360
 Address : Connie Davis 1202 S. Tyler Street, Covington LA

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nola.com

Misc.	New Orleans, LA United States	11/15/2009	Company Confidential
Sales	Metropolitan New Orleans, La United States	11/18/2009	Company Confidential
CHAUFFEURS	NEW ORLEANS, LA United States	11/15/2009	Company Confidential
MARINE	New Orleans, LA United States	11/18/2009	OFFSHORE INTERNATIONAL
President	New Orleans, LA United States	11/06/2009	WK Designs
BUS DRIVER	NEW ORLEANS, LA United States	11/14/2009	Company Confidential
CONSTRUCTION	NEW ORLEANS, LA United States	11/18/2009	BARRIERE CONSTRUCTION
Physician	New Orleans, LA United States	11/17/2009	Touro Infirmary
Denal Assistant / Front Desk	New Orleans, LA United States	11/12/2009	Company Confidential

<u>DRIVERS</u>	<u>NEW ORLEANS, LA United States</u>	11/15/2009	THE BLOOD CENTER
<u>TECHNOLOGY</u>	<u>NEW ORLEANS, LA United States</u>	11/18/2009	Company Confidential
<u>BILLING CLERK</u>	<u>NEW ORLEANS, LA United States</u>	11/15/2009	Company Confidential
<u>Director</u>	<u>New Orleans, LA United States</u>	11/07/2009	TULANE UNIVERSITY HOSPITAL & CLINIC
<u>TURN AROUND WORKERS</u>	<u>NEW ORLEANS, LA United States</u>	11/18/2009	Company Confidential
<u>GIFTWARE SALES REP</u>	<u>NEW ORLEANS, LA United States</u>	11/15/2009	Company Confidential
<u>PART TIME OFFICE ASSISTANT</u>	<u>NEW ORLEANS, LA United States</u>	11/14/2009	Company Confidential
<u>MAJOR GIFTS OFFICER</u>	<u>NEW ORLEANS, LA United States</u>	11/15/2009	Company Confidential
<u>Sales</u>	<u>New Orleans, LA United States</u>	11/13/2009	TCI Contracting, LLC
<u>MEDICAL</u>	<u>NEW ORLEANS, LA United States</u>	11/18/2009	BLOOD CENTER