

Career Services Office

Current Job Opportunities

As of 2/24/10

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>INSTANT SERVICE AGENT</p> <p>FULL TIME 1 POSITIONS AVAILABLE 2.22.10</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 EXPERIENCE AS A PHONE/SWITCHBOARD OPERATOR A PLUS. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>FRONT DESK AGENT</p> <p>Full Time 2 Positions Available 2.17.10</p>	<p><i>Position Overview</i> To exceed our guest's expectations and ensure revenue optimization through check in, check out and attentive coordination of hotel services for our guests.</p> <p><i>Position Requirements</i> High School diploma or equivalent, front desk/guest service experience a plus. Experience with OPERA a plus. Must possess a positive presence with outstanding service, communication and problem solving skills. Cash handling experience helpful. Must be able to work any hours/days, weekends, and/or holidays.</p>
<p>FRONT DESK SHIFT MANAGER (NIGHT RELIEF)</p> <p>FULL TIME 1 POSITION AVAILABLE 2.4.10</p>	<p><i>Position Overview</i> This role oversees the activities of a front desk shift ensuring that guests receive prompt, professional attention and personal recognition.</p> <p><i>Position Requirements</i> REQUIRED IS A BACHELOR'S DEGREE IN HOTEL MANAGEMENT, BUSINESS ADMINISTRATION OR RELATED FIELD PLUS ONE OR MORE YEARS FRONT OFFICE/GUEST SERVICES EXPERIENCE INCLUDING SUPERVISORY EXPERIENCE, OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE. MUST BE ABLE TO WORK TWO OVERNIGHT SHIFTS A WEEK. MAY BE REQUIRED TO WORK WEEKENDS AND/OR HOLIDAYS.</p>
<p>ASSISTANT FRONT OFFICE MANAGER</p> <p>Full Time 1 Positions Available 2.4.2010</p>	<p><i>Position Overview</i> Assist in managing the day-to-day activities of the Front Office staff. Schedule employees to ensure proper coverage. Ensure all staff is properly trained on systems, security and cash handling procedures, and service standards and have the tools and equipment needed to effectively carry out their job functions. Schedule and regularly conduct routine inspections of the front office and public areas to ensure the appearance of such areas reflects highly on the hotel, brand, and Company. You may serve as "manager on duty" as required and perform other duties as assigned including assisting staff with their job functions during peak periods.</p> <p><i>Position Requirements</i> Bachelor's degree in Hotel Management, Business Administration or related field plus two years front office/guest services experience including managerial experience, or an equivalent combination of education and experience. Must be detail oriented. Opera knowledge preferred. You may be required to work nights, weekends, and/or holidays.</p>
<p>CHEF DE PARTIE</p> <p>FULL TIME 1 POSITION AVAILABLE 1.29.10</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>DEMI DE PARTI</p> <p>Full Time 1 Positions Available 1.29.2010</p>	<p><i>Position Overview</i> PREPARE MEALS FOR RESPECTIVE SECTION(S) (RESTAURANT, OUTLETS, ETC.) AND ASSIST IN ALL KITCHEN ACTIVITIES TO ENSURE THAT GUESTS RECEIVED HIGH QUALITY FOOD ITEMS IN A TIMELY MANNER. ORGANIZE THE DAY'S PREPPING FOR THE COOKS AND RESTAURANTS, SUPERVISE LINE SET-UP AND PREPPING. ADVISE SUPERVISOR OF LOW INVENTORY ITEMS OR MAY ORDER NECESSARY FOOD ITEMS. ASSIST IN RECEIVING ITEMS AN TAKING INVENTORY AS NEEDED. MAINTAIN SANITATION AND CLEANLINESS STANDARDS IN THE KITCHEN AREA THAT MEET OR EXCEED THE STATE AND LOCAL HEALTH BOARD INSPECTION AND HOTEL REQUIREMENTS. ASSIST IN THE TRAINING, SCHEDULING AND SUPERVISION OF KITCHEN STAFF; ENSURE THAT ALL COOK'S DUTIES HAVE BEEN PERFORMED DURING SHIFT. MAY ASSIST WITH OTHER DUTIES AS ASSIGNED.</p> <p><i>Position Requirements</i> QUALIFICATIONS INCLUDE HIGH SCHOOL DIPLOMA OR EQUIVALENT AND ONE YEAR OF EXPERIENCE IN FOOD PREPARATION, OR EQUIVALENT COMBINATION OF EDUCATION AND FOOD PREPARATION EXPERIENCE. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>ROOM ATTENDANT</p> <p>Full Time 1 Positions Available 1.22.2010</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>ROOM SERVICE CAPTAIN</p> <p>Full Time 1 Position Available 1.22.2010</p>	<p><i>Position Overview</i> 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. Assist in the scheduling and training of room service staff. You may be required to retrieve trays from guest rooms and hallways within the prescribed period of time. You may also answer room service phones and record orders; utilize up-selling techniques to increase sales and may assist with other duties as assigned.</p> <p><i>Position Requirements</i> Qualifications include 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. You 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, corridors, elevators etc., handling food objects, products and utensils, bending, stooping and kneeling.</p>
<p>ROOM SERVICE SERVER</p> <p>Full Time 1 Positions Available 1.22.2010</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>COOK/COMMISS CHEF</p> <p>Full Time 2 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>

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
2.24.10

Windsor Court Hotel

JOB POSTING

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

HOURLY POSITIONS

Server PM (1)

Position Overview: Deliver exceptional service to guests by assisting them with their food orders. Maintain complete knowledge of service standards and provide required level of service. Increase revenues by upselling menu items in The Grill Room.

Position Requirements: Must be very energetic, motivated and possess a positive presence. Must be able to obtain TIPS certification. Ability to focus attention to details. Ability to carry up to 60 pounds. Must have 2 years of experience in fine dining. Must have a passion for food and wine.

PM Server Captain/ Assistant Sommelier (1)

Position Overview: Fulfill all supervisory duties of the Grill Room's front of the house. Ensure that all Grill room personnel are fulfilling their job functions appropriately. Maintain complete knowledge of service standards and provide required level of service. Increase revenues by upselling menu items in the New Orleans Grill. Ensure proper wine service in all outlets. Offer regular wine and beverage education for all staff members. Assist in maintenance and ordering of the wine list and wine cellar.

Position Requirements: Must be very energetic, motivated and possess a positive presence. Must be able to obtain TIPS certification. Court of Master Sommelier Certification required. Ability to focus attention to details. Ability to carry up to 30 pounds. Must have 3 years of experience in fine dining. Must have a passion for food and wine.

Host/Hostess PM (1)

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 POS system.

Cook II (1)

Position Overview: Prepare food according to the quality standards of the Windsor Court Hotel. Address and resolve all customer problems in an efficient and effective manner. Maintain Cook's station. Maintain kitchen inventory.

Position Requirements: Minimum of 1 year of cooking experience in a fine dining restaurant. Ability to work a flexible schedule. Ability to work in a fast-paced environment. Excellent customer service, written and verbal communication skills.

Suite Service Server PT (1)

Position Overview: Responsible for providing restaurant service to guest rooms in a timely and efficient manner. Responsible for maintaining high product knowledge. Assist Buspers and Order Takers as necessary. Maintain the tidiness of all Room Service areas.

Position Requirements: Must be courteous and customer service oriented. Food & Beverage experience required. Ability to work in a fast paced environment. Ability to work a flexible schedule.

Club Lounge Attendant (2)

Position Overview: Provide exceptional and personalized service to guests of The Club Lounge. Ensure customer satisfaction. Address and resolve all customer problems in an efficient and effective manner.

Position Requirements: Minimum of 1 year of customer service experience required. Experience in a hotel setting preferred. Excellent customer service and verbal communication skills.

Server Assistant AM (2) & Bar (1)

Position Overview: Ensure all food, condiments, and other Grill Room products are thoroughly prepared and stocked. Selected candidates will pick up clean linens and dispose of dirty laundry daily.

Position Requirements: Qualified candidates must have 1 year customer service experience and ability to work in a high volume environment.

Houseperson (2)

Position Overview: Clean areas according to the quality standards of the Windsor Court Hotel. Make deliveries to guests as necessary. Provide Room Attendants with necessary supplies. Collect and dispose of trash as necessary. Any other assigned tasks or duties as required.

Position Requirements: Minimum of 1 year of customer service experience or housekeeping or janitorial experience. Ability to work a flexible schedule. Excellent customer service skills. Must be able to lift/move 50 pounds.

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

[Administrative Clerk \(part-time\)](#) - new

Louis Dreyfus - New Orleans, LA

Zephyr Green Coffee LLC, a specialty coffee division of Louis Dreyfus Corporation, is looking for an Administrative Clerk to join our New Orleans, Louisiana...

From Louis Dreyfus - 4 hours ago - save job -

[Welcome Office Agent \(Moonlight\)](#) - new

Starwood Hotels - New Orleans, LA

The W New Orleans Welcome Office Agent partners with all departments in handling guest requests and ensuring a resolution. The ideal talent will have a...

From Starwood Hotels - 1 hour ago - save job -

[Park Ranger \(Law Enforcement\), GS-0025-07](#) - new

Interior, National Park Service - New Orleans, LA

Do you want excitement and challenge in your job? Become a Park Ranger (Law Enforcement) protecting the National Park Service resources. As a Park Ranger in... \$21 an hour

From Interior, National Park Service - 1 day ago - save job -

[Reservation Agent](#) - new

Hilton Hotels Corporation - New Orleans, LA

A World of Opportunities Hilton Worldwide offers a variety of global opportunities within our portfolio of world renowned brands. With more than 3,200 hotels...

From Hilton Hotels Corporation - 18 hours ago - save job -

[Prime Time Teller - 16 hrs - Causeway Branch](#) - new

Regions - New Orleans, LA

This is a Prime Time Teller, 16 hours per week position for our Causeway Branch, in New Orleans, La. Mon and Wed - 2:00 pm - 5:30 pm Friday - 12 pm to 5:30 pm...

From Regions - 6 hours ago - save job -

[Warehouse Lead](#) - new

Harrah's New Orleans - New Orleans, LA

JOB SUMMARY: Provides for inspection of incoming material against order and specifications for correctness and defects, and arranges for return of defective... 3 years experience

From Harrah's Entertainment - 1 hour ago - save job -

[HOUSEKEEPING SUPERVISOR](#) - new

Royal Orleans - New Orleans, LA

Inspects the cleaning and servicing of guestrooms, including VIP rooms. Assigns special assignments as directed by the Executive Housekeeper. Reports any...

From Omni Hotels - 4 hours ago - save job -

[Field Interviewer - New Orleans, LA - CIPCE Wave 3](#) - new

National Opinion Research Center (NORC) - New Orleans, LA

We are looking for bright, self-motivated, outgoing individuals to work as door to door interviewers in the 2010 Census Integrated Communication Program...

From National Opinion Research Center (NORC) - 3 hours ago - save job -

[Field Interviewer - New Orleans, LA - GSS](#) - new

National Opinion Research Center (NORC) - New Orleans, LA [+1 location](#)

We are looking for Field Interviewers to work on the General Social Survey. The GSS is NORC's longest running survey. Beginning in 1972, the GSS was first...

From National Opinion Research Center (NORC) - 3 hours ago - save job -

Betternorthshorejobs.com

Date Added	Company	Location	Title
2010-02-18	Confidentail	Slidell	Legal Secretary/ Paralegal
2010-02-09	Brian Harris Autoplex	Slidell	Sales Consultant

2010-02-04	Bridgecom Wireless	Slidell	Sales Associate
2010-01-11	Dependdable in Home Care	Slidell	Business Developoment -sales & Marketing
2010-02-18	Servpro of Greater Covington a	Covington	Sales And Marketing Representative
2010-02-08	Patient Care Pharmacy	Covington	Customer Service
2010-02-01	Pelican Cafe	Covington	Counter Help
2010-01-30	Bevolo Gas & Electric Lights	Covington	Administrative Clerical/ Accounting Assistant
2010-01-30	Bevolo Gas & Electric Lights	Covington	Inside/ Outside Sales
2010-01-29	ATell Insurance Agency	Covington	Property And Casualty Agent Or CSR
2010-01-29	ATell Insurance Agency	Covington	Receptionist
2010-01-27	Quality Support Coordination I	Covington	Support Coordinator
2010-01-18	Pelican Market Cafe	Covington	Kitchen Help
2010-01-18	Bevolo Gas & Electric Ligh	Covington	Purchasing
2010-01-15	Medtron Software Intelligence	Covington	Executive Assistant
2010-01-10	Republic Finance LLC	Covington	CSR

nola.com

[drivers](#)

[New Orleans, LA](#)

02/19/2010

Company
Confidential

[Managers](#)

[New Orleans, Louisiana](#)

02/23/2010

Aaron's

[Drivers](#)

[New Orleans, Louisiana](#)

02/23/2010

Aaron's

line cook	new orleans, la	02/17/2010	Company Confidential
Line Cook	New Orleans, LA	02/19/2010	Company Confidential
LPN	NEW ORLEANS, LA	02/24/2010	Company Confidential
CARPET INSTALLERS	NEW ORLEANS, LA	02/20/2010	Company Confidential
Receptionist	New Orleans, La	02/21/2010	FANO
District Property Manager	New Orleans, Louisiana	02/04/2010	Company Confidential
Manager Trainee	New Orleans, Louisiana	02/23/2010	Aaron's
LPN	NEW ORLEANS, LA	02/20/2010	TULANE MEDICAL CENTER
CSR's	New Orleans, Louisiana	02/23/2010	Aaron's
Guard-Messengers	New Orleans, LA	02/20/2010	INTERTRUST ARMORED SERVICE

St. Tammany Parish Hospital

Position:

Admit Patient Representative (req num: 4732) Admitting Covington Covington, LA

- Per Diem

- All shifts Requirements: High school graduate or equivalent. Excellent verbal communication & organizational skills. Six (6) or more month's clerical experience, including typing, data entry, filing, handling cash, dealing directly with the public. Six (6) or more month's experience working with patient management systems preferred. Demonstrates knowledge of medical terminology and its application in a healthcare environment preferred. Demonstrates knowledge of computer systems and related office equipment.

Contact : Connie Davis

Email : cldavis@stph.org

Tel : 985.898.4540

Fax : 985.898.4360

Address : Connie Davis , Covington LA

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Position:

Admit Patient Representative (req num: 4730) Admitting Covington Covington, LA

- Full-time

- Evening shift Requirements: High school graduate or equivalent. Excellent verbal communication & organizational skills. Six (6) or more month's clerical experience, including typing, data entry, filing, handling cash, dealing directly with the public. Six (6) or more month's experience working with patient management systems preferred. Demonstrates knowledge of medical terminology and its application in a healthcare environment preferred. Demonstrates knowledge of computer systems and related office equipment.

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

Position:

Admit Patient Representative (req num: 4725) Out Patient Pavilion-Registration Covington Covington, LA

- Full-time

- Day shift Requirements: High school graduate or equivalent. Excellent verbal communication & organizational skills. Six or more month's clerical experience, including typing, data entry, filing, handling cash, dealing directly with the public. Six (6) or more month's experience working with patient management systems preferred. Demonstrates knowledge of medical terminology and its application in a healthcare environment preferred. Demonstrates knowledge of computer systems and related office equipment. Position responsible for outpatient admitting and order entry functions, as well as outpatient scheduling functions, as necessary. Previous medical office experience and understanding of diagnosis codes is preferred.

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

Position:

CNA - Hospice/Home Health (req num: 4656) Hospice Covington Covington, LA

- Per Diem

- Day shift Current LA. CNA registered. BCLS Certified. One year health care experience preferred. Must exhibit maturity, a sympathetic attitude toward the patient, ability to provide care toward a terminal patient, and the ability to deal effectively with the demands of the job. Must have reliable transportation. Mileage is reimbursed.

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

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 , Covington LA

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Position:

Floor Tech (req num: 4734) Environmental Services Covington Covington, LA

- Full-time
- Night shift High school Diploma or equivalent preferred. Previous knowledge of all floor care equipment and 3-5 years of experience is required. Experience working in the medical/hospital environment is preferred. 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 , Covington LA

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Position:

Housekeeper II (req num: 4698) Environmental Services Covington Covington, LA

- Full-time
- Evening shift

Responsible or environmental cleaning of the Operating Rooms and surrounding OR areas. Must be able to work one weekend a month, carry weekend and holiday call. Self-motivated team player needed with good communication skills. High School graduate or equivalent preferred.

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

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Position:

LPN - Community Wellness Center (CWC) (req num: 4683) Community Wellness Center
Covington Covington, LA

- Full-time
- Day shift

Current LA LPN License required. Must have minimum one (1) year clinical experience; clinic experience preferred. Will perform clerical duties for Kid Med including scheduling, billing and clinical duties such as patient lab, height, weight, vision and hearing check.

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

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Position:

LPN Unit Assistant - L&D (req num: 4731) Labor & Delivery Covington Covington, LA
- Full-time
- Day shift CURRENT LA LPN LICENSURE. BLS. ONE (1) YEAR MED/SURG EXPERIENCE
PREFERRED. GOOD COMPUTER/PEOPLE SKILLS. ABLE TO MEET WEEKEND AND
HOLIDAY REQUIREMENTS

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

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Position:

Security Officer (req num: 4712) Security Covington Covington, LA
- Full-time
- All shifts High school graduate or equivalent. Must be able to follow written and verbal
instructions. Previous security experience preferred; certification or have been registered with the
LA State Board of Private Security Examiners preferred. Must not have any felony convictions.
Must be able to work days, evenings, nights, weekends, and holidays.

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

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