

Career Services Office Current Job Opportunities As of 1/26/10

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>GENERAL MAINTENANCE TECHNICIAN</p> <p>Full Time 2 Positions Available 1.20.2010</p>	<p><i>Position Overview</i> MAINTAINS AND ENHANCES THE EXTERIOR/INTERIOR OF THE HOTEL AS PER HOTEL STANDARDS. RESPONSIBLE TO PERFORM PREVENTIVE MAINTENANCE REPAIRS IN HOTEL GUEST ROOMS AND PUBLIC SPACES.</p> <p><i>Position Requirements</i> BASIC READING, WRITING AND MATH SKILLS AND 1 OR MORE YEAR(S) OF GENERAL BUILDING MAINTENANCE AND REPAIR EXPERIENCE. COMPLETION OF HIGH SCHOOL DIPLOMA OR RELATED VOCATIONAL TRAINING PREFERRED. MAY BE REQUIRED TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS. THIS JOB REQUIRES ABILITY TO PERFORM THE FOLLOWING: CARRYING, LIFTING PUSHING AND/OR PULLING ITEMS WEIGHING UP TO 100-300 POUNDS; FREQUENTLY STANDING UP AND MOVING ABOUT THE FACILITY, FREQUENTLY HANDLING OBJECTS AND EQUIPMENT TO MAINTAIN THE FACILITY, AND FREQUENTLY BENDING, STOOPING, KNEELING, CLIMBING AND CRAWLING.</p>
<p>INSTANT SERVICE AGENT</p> <p>FULL TIME 1 POSITION AVAILABLE 1.19.2010</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 PREFERRED. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>SALES COORDINATOR</p> <p>Full Time 1 Position Available 12.30.2009</p>	<p><i>Position Overview</i> THIS ROLE IS RESPONSIBLE FOR COORDINATING SERVICES FOR CLIENTS AND IN-HOUSE GUEST AND PROVIDE ADMINISTRATIVE AND SALES SUPPORT FOR THE DEPARTMENT. THESE RESPONSIBILITIES MAY INCLUDE: RESPOND TO CLIENT CALLS AND SPECIAL REQUESTS AND OBTAIN FINAL DETAILS, DATES, TIMES, AND HOTEL ROOM AND MEETING ROOM REQUIREMENTS; ADMINISTRATIVE DUTIES SUCH AS TYPING PROPOSALS, LETTERS, CONTRACTS, ETC.; COORDINATE OUTSIDE VENDOR SERVICES NEEDS WHERE APPROPRIATE; AND FOLLOW-UP WITH CLIENT TO ENSURE THAT ARRANGEMENTS MEET THEIR NEEDS. THIS POSITION MAY ALSO PERFORM OTHER DUTIES AS ASSIGNED (GUEST ROOM TOURS, PROPERTY TOURS, SPECIAL GUEST REQUESTS, MAINTAINING CALENDARS, ANSWERING PHONES AND ROUTING TO APPROPRIATE SALES STAFF, HANDLING OF MAIL, FAXES, ETC.)</p> <p><i>Position Requirements</i> REQUIREMENTS INCLUDE A HIGH SCHOOL DIPLOMA OR EQUIVALENT PLUS 1 YEAR EXPERIENCE IN A SALES/CATERING OFFICE OR RELATED FIELD. MUST HAVE PREVIOUS EXPERIENCE IN RESERVATIONS. SOME COLLEGE IS PREFERRED. TYPE AT LEAST 50 WPM; PROFICIENT COMPUTER SKILLS. YOU MAY BE REQUIRED TO WORK NIGHTS, WEEKENDS, AND/OR HOLIDAYS.</p>
<p>COOK/COMMIS 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
1.20.10

Windsor Court Hotel

JOB POSTING

01/22/2010

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

HOURLY POSITIONS

Front Desk Agent (1)

Position Overview: To exceed our guest's expectations and ensure revenue optimization through check in, check out and attentive coordination of hotel services for our guests.

Position Requirements: Previous experience required. Experience with PMS a plus. Must possess a positive presence with outstanding service, communication and problem solving skills. Cash handling experience helpful.

Server Assistant AM (1) & 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 (1)

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

Barrister Global

Barrister Global Services Network, Inc.

NOW HIRING

Technical Support / Helpdesk

****FT / PT Positions Available**

Our Benefits Include:

Medical Insurance

Dental Insurance

Vision Insurance

Short-term Disability Insurance

Long-term Disability Insurance

Life Insurance

401K Plan (w/company match)

Paid Holidays

Paid Vacations

Bereavement Leave

Casual Attire

To apply :

Send resume to hr@barrister.com

Fax to: Jennifer @ 985-365-0809

Apply in person at 42548 Happywoods Rd., Hammond, LA 70403

U.S.



2010 Census Positions Available

Hiring Starts: Fall 2009

Offices Open: Fall 2009

Your community is counting on you

Every 10 years, we conduct a census of our population. The results help determine your representation in government, as well as how federal funds are spent in your community on things like roads, parks, housing, schools, and public safety. As census employees, you'll play a vital role in making sure that everyone is included.

Earn good pay

Census employees receive competitive pay on a weekly basis. In addition, you will be reimbursed for authorized mileage and related expenses.

Bilingual speakers are encouraged to apply!

All census employees must be able to speak English, but bilingual skills in English and other languages are needed in communities that have a large number of residents who speak a language other than English. If you have such skills, we encourage you to apply.

Get more than just a paycheck

Besides good pay, you'll have flexible hours, paid training, and the chance to work within your own community. You'll earn a place in history, as well as work experience you can add to your résumé.

Throughout Louisiana

Pay Rate: \$8.00 - \$20.50 per hour
(Depending on position and Location)

*Mileage Reimbursement Rate
Authorized*

Must be U.S. Citizen
Applicants must be 18 yrs. of age or older
Call 1-866-861-2010
to Schedule the Field Employee Selection
Aid Test.

For more information please visit
www.census.gov/rodal/www/emply.html

Department of Commerce
U.S. Census Bureau
An Equal Opportunity Employer

United States™
**Census
2010**

USCENSUSBUREAU
Helping You Make Informed Decisions

Census

Indeed.com

[LABORATORY ANIMAL CARE ASSISTANT 1](#) - new

Louisiana Department of State Civil Service - New Orleans, LA

This position is located in our Animal Care department. It requires no civil service test. The position will consist of you working some weekends and holidays...

[From Louisiana Department of State Civil Service](#) - 17 hours ago - save job -

[VIP Services Reservation Agent \(Part-Time\)](#) - new

Harrah's New Orleans - New Orleans, LA

JOB SUMMARY: Ensures flawless delivery and execution of service excellence to both internal and external customers. Ensures all customer contact is Courteous...

[From Harrah's Entertainment](#) - 1 day ago - save job -

[Ground Maintenance Technician](#) - new

Delta Airlines - New Orleans, LA

Requisition #: 92584 The Stationary Ground Maintenance Tech utilizes appropriate equipment and material to accomplish all routine and non-routine maintenance...

[From Delta Airlines](#) - 2 days ago - save job -

[Plastic Card Clerk](#) - new

jefferson financial credit union - Metairie, LA

JEFFERSON FINANCIAL CREDIT UNION has an opening for an enthusiastic individual. PLASTIC CARD CLERK Responsible for answering members calls regarding plastic...

[From NOLA.com](#) - 4 hours ago - save job -

[Full Time Teller - Uptown Branch](#) - new

Regions - New Orleans, LA

This is a 40 hr per week Full Time Teller position, located at our Uptown Branch, in New Orleans, La (1820 St. Charles Ave). Schedule: Monday thru Friday...

[From Regions](#) - 1 hour ago - save job -

[Prime Time Teller - Uptown Branch](#) - new

Regions - New Orleans, LA

This is a Prime Time, 16 hours per week Teller position for our Uptown Branch, in New Orleans, La. Mon, Tue, Thur Fri - 1:45 pm - 5:45 pm Saturday (rotation...

[From Regions](#) - 1 hour ago - save job -

[Operator, Jefferson Parish 911 Call In Take](#) - new

Jefferson Parish Sheriff's Office - Harvey, LA

911 Call Taker Job Summary: Under close supervision, operate communication equipment used in receiving, sending, and relaying information in response to... \$24,600 a year

[From NOLA.com](#) - 1 day ago - save job -

[FRONT DESK AGT](#) - new

The Prytania Park Hotel - New Orleans, LA

Apply ONLY IF you are an experienced Front Desk Agent that will be verified. Must have strong working knowledge of Fidelio/ Opera PProperty Mgt. Systems. Flex...

[From NOLA.com](#) - 4 hours ago - save job -

[RECEPTIONIST NEEDED!](#) - new

Copy.doc - New Orleans, LA

Receptionist Needed! Receptionist needed Full Time for a local Law Firm in the C. B. D. All interested parties should email resumes to abutler2322@hotmail.com .

[From NOLA.com](#) - 4 hours ago - save job -

[Train Services Trainee/Conductor](#) - new

Kansas City Southern Railway KCSR - Metairie, LA

Conductors assure safe, on-time/on-plan train operation and movement. POSITION REQUIREMENTS:

Formal Education: High school diploma or GED equivalent, Conductor...

[From Kansas City Southern Railway KCSR](#) - 4 hours ago - save job -

Betternorthshorejobs.com

Date Added	Company	Location	Title
2010-01-03	AT&T Wireless	Metairie	Full Time Retail Sales Consultant New Orleans Surr
2010-01-03	Verizon Wireless	Metairie	Bilingual (spanish) Retail Customer Support Rep
2010-01-02	Prudential	Metairie	Financial Services Associates
2010-01-01	Prudential	Metairie	Financial Services Associates
2009-12-29	AT&T	Metairie	Customer Assistant
2009-12-26	Sears, Roebuck & Co.	Metairie	Receiving Associate

2009-12-29	Gulf Coast Staffing	New Orleans	Customer Service Representative
2010-01-11	Dependdable in Home Care	Slidell	Business Develpoment -sales & Marketing
2009-12-29	C. Ray Murry Attorney At Law.	Slidell	Legal Assistant
2009-12-16	Confidential	Slidell	Legal Secretary/ Paralegal
2009-12-16	Confidential	Slidell	Draftsman/ Production Assistant
2009-12-07	Lakeshore Chrysler Dodge Jeep	Slidell	Sales Rep.

St. Tammany Parish Hospital

Position:

CNA - 3East (Oncology/Medicine) (req num: 4675) 3 East Covington Covington, LA

- Per Diem

- All shifts Must be registered with the La State Board of Certified Nursing Assistants. BCLS certified. Must have clinical experience. On-call and holiday rotation.

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:

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

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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

Position:

Housekeeper (req num: 4699) 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 every other holiday.

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

Position:

LPN Unit Assistant (req num: 4688) 3 South Covington Covington, LA
- Full-time
- Day shift THIS IS A ANTIPARTUM/WOMAN'S UNIT. CURRENT LA LPN LICENSURE. BLS. ONE (1) YEAR MED/SURG EXPERIENCE IN A HOSPITAL SETTING IS PREFERRED. STRONG COMPUTER/PEOPLE SKILLS.REQUIRED. ABLE TO MEET WEEKEND (EVERYOTHER) AND HOLIDAY REQUIREMENTS.

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

Position:

LPN Unit Assistant - 4 South (req num: 4673) 4 South 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

Position:

LPN- 2North(Med/Surg) (req num: 4685) 2 North Covington Covington, LA
- Full-time
- Night shift CURRENT LA LPN LICENSURE. BLS. ONE (1) YEAR MED/SURG EXPERIENCE. ABLE TO MEETING WEEKEND AND HOLIDAY REQUIREMENTS.

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

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 , Covington LA

Position:

Transporter (req num: 4701) Central Transport Covington Covington, LA
- Full-time
- All shifts

High school diploma or equivalent required. Must be professional, respectful and courteous. Must be able to tactfully 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 is helpful. Saturday and/or Sunday will be required.

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

nola.com

Restaurant Manager	New Orleans, Louisiana	01/08/2010	Company Confidential
pharmacist	new orleans, la	01/08/2010	Company Confidential
PARALEGAL	NEW ORLEANS, LA	01/07/2010	Company Confidential
Misc.	New Orleans, Northshore, LA	01/06/2010	Company Confidential
Delivery	Greater New Orleans, La	01/10/2010	Company Confidential
Secretary	New Orleans, LA	01/07/2010	Company Confidential
Sales	New Orleans, LA	01/10/2010	Company Confidential
Experienced Tow	New Orleans, La	01/13/2010	Company Confidential
Truck Driver	New Orleans, La	01/13/2010	Company Confidential
medical collector	new orleans, la	01/10/2010	Company Confidential

PHARMACY TECH	NEW ORLEANS, LA	01/08/2010	Company Confidential
CABLE TV	NEW ORLEANS, LA	01/06/2010	Company Confidential
TECHNCIANS	NEW ORLEANS, LA	01/10/2010	Company Confidential
NIGHT AUDITOR	NEW ORLEANS, LA	01/07/2010	Company Confidential
EXECUTIVE ASSISTANT	NEW ORLEANS, LA	01/07/2010	Company Confidential
auto body technician	new orleans, la	01/09/2010	Company Confidential
Membership Sales	New Orleans, LA	01/08/2010	Company Confidential
Roofing	New Orleans, LA	01/08/2010	Company Confidential
Mechanic/Foreman	New Orleans, LA	01/09/2010	Company Confidential
Architectural Intern	New Orleans, LA	01/07/2010	Company Confidential
Sales Person/Recruiter	New Orleans, Metairie, LA	01/07/2010	Company Confidential
Resident Manager	Chalmette, La United States	01/10/2010	Company Confidential

Chalmette Resident Manager Manage+live on-site. Sal, Bonus, 2br apt. Ofc/ comp/ sales exp helpful. Email: cgamb1@aol.com...