

JOB LISTINGS AND OPPORTUNITIES FOR THE WEEK OF NOVEMBER 1 – 7, 2009

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HELP WANTED

Dental Office Front Desk/Assistant (Need experience, computer skills; Fax resume to 754-5573)

Help Wanted (Call 366-3929)

Sandblasters/Industrial Painters (Need experience; Call 353-3066)

Receptionist/Secretary (Need computer skills, including website management; Call Holly McDaniel at 937-3930)

Administrative Assistant (Need 3+ years experience, computer skills; Email resume and salary history to hr38111@yahoo.com)

Personal Assistant (Email kbernard101@hotmail.com)

Receptionist (Need experience, computer skills; Email resume to Samuel.JonesP@gmail.com)

Office Help (Need some experience; Email resume to myfield102_jobs4andy@hotmail.com)

American Education Association, Inc., Job Readiness Life Skills Training and Job training programs at Tennessee Technology Center (Call 725-9311)

All Positions, Olympic Staffing, Inc., 1230 Southbrook Mall, Memphis, TN, 38116 (Call 344-9664)

Jobs/Education/Training/Grants, Tennessee Career Center, 444 North Main Street, 2nd Floor, Memphis Area Transit Authority Terminal, Memphis, TN, 38105 (Apply in person or call 545-2240)

Data Entry/Assistant (Email resume to dwilloughbyhr@gmail.com)

Data Entry Clerk (Need experience, skills, able to lift 25 lbs., High School Diploma or GED; Apply online at www.adeccousa.com)

Help Wanted (Call 324-9010)

Data Entry Clerk (Apply online at www.acbc.iapplicants.com)

Customer Service/Sales (North Memphis, call 743-2333, East Memphis, call 754-3525, Southaven, call 345-5500)

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Assemblers (Need HS Diploma or GED; Email resume to jobs@kele.com)

Construction (Need tools and transportation; Call 877-297-9893)

Help Wanted (Call 317-222-6974)

Representative (Need HS Diploma or GED; Email resume to Christopher Walton at containmentchemical@yahoo.com)

Self-Advocacy/Job Readiness (Call 273-6829)

Help Wanted (Call 316-312-8666)

Carpet Tech, Stanley Steemer, 7490 W. Bartlett Corporate Cove, Bartlett, TN
(Apply in person)

Demonstrators (Email sunflowerdemos@gmail.com)

Customer Service (Email resume to memphis.jobs@1800gotjunk.com)

Carpet Cleaning (Need valid driver's license; Apply online at www.aaaservco.com)

Newspaper Distribution (Must own vehicle; Call 423-394-5521)

Cable/DTV Installers/Dispatcher (Need truck or van for installer position; Call 213-9960)

Delivery, Yellow Pages (Need valid driver's license and insured vehicle; Call 800-422-1955 ext. 4)

Delivery, Yellowbook (Need valid driver's license and insured, dependable automobile; Call 800-373-3280)

Window Cleaners (Call 624-4558)

Inventory Control Specialists, SFI (Need HS Diploma or GED; email resume to hr@sfifab.com)

Distribution/Clerk (Apply at Prologistix, 4147 Willow Lake Blvd.)

Customer Service, Sitel (Call 373-7054 or apply online at www.sitel.com)

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All positions, Schnuck's (Call job hotline at 272-5529)

FedEx Ground (Company does not hire ex-offenders; Apply in person at 555 Compress Drive, Memphis, or call 948-0045)

Customer Service (Call 546-9161)

All positions, Sam's Town (Call 866-562-2693)

UPS Workers (Apply online at www.upsjobs.com)

General Employment, Baptist Memorial Hospital (Call Job Hotline 227-4515)

University of Tennessee Job Hotline (Call 448-5300)

Casino Employment, Horseshoe Casino (Fax resume to 662-357-5648)

Casino Employment, Caesar's Entertainment (Call 866-562-7297)

Hourly worker, O'Reilly Auto Parts (Call 1-888-OREILLY)

Air National Guard (Call 1-800-TO-GO-ANG)

Air Force (Call 1-800-423-USAF)

Army (Call 1-800-USA-ARMY)

TEMPORARY EMPLOYMENT AGENCIES

Warehouse/Admin/Call Center/Accounting, neMarc Professional Services Incorporated (Complete application online at www.nemarcstaffing.com, print off application and call for appointment at 948-6008; No walk-ins)

Clerical/Customer Service/Warehouse, Express Employment, 6100 Primacy Parkway (Apply in person or call 680-1933)

Warehouse/Maintenance/Assembly/Fabrication, Talent Force, 5425 E. Raines Road, Suite 1 (Apply in person)

Computer Repair/Warehouse/Production, Select/Remedy (Apply in person at 5100 Poplar Avenue Suite 112, 4095 American Way Suite 8, 3558 Kirby Parkway or 4165 Willow Lake Blvd. or Call 366-0088)

Bindery/Cutter/Press Operations (Call SOS Staffing at 462-3490)

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Warehouse/Laborers, All In A Day Temp Services, 6084 Apple Tree Drive, Suite 8, Memphis (Apply in person)

Warehouse, Unlimited Staffing Services, 5090 Lamar (Apply in person)

All positions, Allied Forces, 6759 Winchester (Apply in person)

Distribution, Paramount, 5888 Distribution Drive, Memphis (Apply in person Mon. – Wed. 9 am – 1 pm)

Laborers/Sales/Service/Maintenance, Labor Force, 3834 E. Shelby Drive (Fax resume to 372-1810 or apply in person)

Warehouse/Distribution, Spherion, 4945 American Way, Suite 4 (Apply in person)

General Employment, Inventory/Warehouse (Call 375-3367)

Warehouse, Sedona Staffing, 4405 S. Mendenhall or 648 W. Poplar (Apply in person)

Warehouse/Foodservice/Manufacturing, LSI Staffing (Call 526-1111)

Warehouse, Randstad (Call 433-1685)

Warehouse/Assemblers, Manpower (Call 398-2525)

Operators/Laborers, Maverick (Call 866-978-4415)

MAINTENANCE / HOUSEKEEPING / JANITORIAL

Janitorial (Call 800-385-8800)

Housekeeper (Fax resume to 523-8299)

Home Cleaner, Zoom n Broom (Need own vehicle; call 356-9581 10 am – 2 pm)

FOODSERVICE

Cooks/Servers/Bartenders/Workers, Southland Park, 1550 North Ingram Blvd., West Memphis, AR (Apply in person Mon. - Fri. 9 am – 4 pm)

Server, The Bagel Co., 6698 Poplar at Kirby (Need experience; Apply in person, ask for Renee or Ron, or call 754-2660)

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Catering Cook/Chef (Email resume to billjohn859@gmail.com)

Servers/Bartenders/Bouncers/Watchers/Cleaners, Quetzal, 668 Union, Memphis
(Apply in person)

Bartenders/Servers (Call 877-771-5194 x 2010)

Servers/Cashiers/Workers/Chef/Catering/Baker, Aramark (Apply in person at
University of Memphis Tiger Den, Mon. – Wed. 9 am – 3 pm)

All Positions, Backyard Burgers (Fax resume to 381-4312 for all locations)

Servers/Bartenders/Cooks, The Peabody, 149 Union Avenue (Apply in person
Mon. – Wed. 9 AM – 1 PM or call job hotline at 529-3637)

MISSISSIPPI

All positions, Guardian Fiberglass, 7046 State Line Rd., Olive Branch, MS (Apply
in person)

Warehouse Associates, TMSi, Olive Branch, MS (Need some warehouse
experience, HS Diploma or GED, ability to lift 50 lbs.; Call 800-728-4209, select
Olive Branch facility)

Manufacturing, OmniSource, Olive Branch, MS (Call 901-365-2011)

Warehouse, Wilstaff, 7047 Commerce Drive, Olive Branch, MS (Apply in person)

Package Handlers, FedEx, 8505 Nail Road, Olive Branch (Apply in person
Mondays at 5 pm)

Warehouse, All-In-A-Day Temp. Services, 3360 Goodman Road, Southaven,
MS (Apply in person)

Warehouse, Peoplelink, Olive Branch (Call 877-323-5627)

TRUCK DRIVERS

Truck Driving Students, ASU, Marked Tree, AR (Call 870-358-2117)

Schneider National (Will train; Call 1-800-447-7433)

Local Training in Jackson, TN (Call 1-800-423-2730)

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USA Truck (Call 1-800-237-4642)

Truck Drivers (Call 1-877-893-1539)

SALES

Sales, Jim Keras Automotive, 2110 Covington Pike (Call Ricky or Vinnie at 373-2720)

Sales, Mercury Printing (Need some sales experience; Email resume to jdixon@mercuryprtg.com)

Sales, Wolfchase Chrysler Dodge Jeep, 8170 Hwy. 64 (Apply in person to Sean Wood)

Sales, Mid-American Specialties (Call 800-408-3377, ask for Jeff)

Route Sales/Service (Fax resume to 531-6589)

Telesales (Fax resume to 800-238-5162)

Sales, Sterling Life Insurance (Call 680-8060)

Sales, Liberty National Life Insurance (Call 800-257-5500)

Sales positions, Auto Zone (Apply at any Auto Zone location)

EMPLOYMENT APPLICATION RESUMÉ

NAME: _____ D.O.B. _____

ADDRESS: _____

PHONE NO(S) : _____ DATE: _____

EDUCATION

SCHOOL: _____ COMPLETED: _____

SCHOOL: _____ COMPLETED: _____

WORK EXPERIENCE

EMPLOYER: _____ DATES: _____

DUTIES: _____

CONTACT INFO.: _____

EMPLOYER: _____ DATES: _____

DUTIES: _____

CONTACT INFO.: _____

EMPLOYER: _____ DATES: _____

DUTIES: _____

CONTACT INFO.: _____

OTHER JOB SKILLS

REQUIRED FOR GS 8 CLIENTS ONLY – FOLLOW THESE INSTRUCTIONS:

1. Apply for at least three jobs. List these jobs on the following form with the appropriate blanks filled in. After completing the form, sign it and return to your counselor in Division 8.
2. If you apply in person, list the company name, address, and who you spoke with. If you apply over the phone, list the company name, phone number, and who you spoke with. If you apply via fax, list the company name, fax number, and attach a printed verification to the form.

Job # 1

_____ NAME OF COMPANY	_____ DATE APPLIED
_____ ADDRESS	_____ PHONE NUMBER
_____ FAX NUMBER	_____ PERSON SPOKEN TO / INTERVIEWED WITH

Job # 2

_____ NAME OF COMPANY	_____ DATE APPLIED
_____ ADDRESS	_____ PHONE NUMBER
_____ FAX NUMBER	_____ PERSON SPOKEN TO / INTERVIEWED WITH

Job # 3

_____ NAME OF COMPANY	_____ DATE APPLIED
_____ ADDRESS	_____ PHONE NUMBER
_____ FAX NUMBER	_____ PERSON SPOKEN TO / INTERVIEWED WITH

This list is true and accurate.

DIVISION 8 CLIENT