

Job Postings:

Please review our job postings - If you find a job posting on our website that you would like to be considered, please go to our home page and click the [[Availability Check-In](#)] and check in with that job #. You will only be called if we have a position that appears to be a good fit and yours skills, qualifications and work history match the job requirements, a Staffing Coordinator will give you a call to discuss the opportunity. We will determine at that time if you should come into our office for an interview.

Please Apply Online

Recruiter – Beaumont*Job No. 106245*

Recruiter needed to work in Beaumont and the surrounding areas. Will be conducting outreach to schools, employers and other like agencies to recruit youth. Will be assertively recruiting and determining eligibility of applicants. Must meet arrival and commitment goals. Must be able to work with minimum supervision. Must be proficient in Word, Excel and PowerPoint as well as data entry. These skills will be tested. All applicants will be required to have their own reliable transportation as well as a current valid Texas driver's license with proof of current liability insurance. A four year Bachelor's degree with a background in sales is also required. Pay will be \$13.00/hr with mileage reimbursement.

Inside Sales – Beaumont*Job No. 106197*

Inside sales associate needed for fast-paced medical equipment sales. Must have strong customer service skills. This is a temp to possible hire position. Hours are M-F 8am-5pm with some Saturdays required. Pay is \$8.00 to start.

Salesperson – Beaumont*Job No. 106198*

Sales person needed for locally owned used car dealership. Retail experience is necessary along with basic computer and problem solving skills. Previous car sales experience is not needed. Qualified applicants must have a positive, professional attitude and personal desire to succeed. Excellent customer service skills are a MUST. This is a temp to possible hire position. Pay will be \$12.00/hr to start with commission/bonus earning potential after hire.

Accounting Clerk – Beaumont*Job No. 106194**

Accounting Clerk needed for a Beaumont office. Qualified applicant will have experience in AP/AR, Payroll, Microsoft Office and Quickbooks. The hours are Monday through Friday 8:00am to 5:00pm and the pay will be \$11 to \$12 depending on experience.

Full Charge Bookkeeper – Beaumont*Job No. 106127**

Full Charge Bookkeeper needed for an office in Beaumont. Above average knowledge in Quickbooks is a requirement for this position and will be tested upon interview. Working knowledge of 940s and 941s is a must. Qualified applicant will have previous, verifiable experience in bookkeeping. Job duties will include data entry, basic office skills, creating reports, inputting sales tax and payroll and payroll taxes. Hours will be Monday through Friday 8:00am to 5:00pm and the pay will be \$12.00-\$15.00 DOE.

Bilingual Data Entry Clerk – Beaumont*Job No. 105948*

Bilingual clerk needed to perform heavy data entry as well as some customer service. Must be able to translate oral and written information. Bilingual and clerical skills will be tested. This is a temp to possible hire position and pay is DOE