



January 20th Jobs & Resources Email

Hi team,

We will keep this a bit shorter for a short week! Please see below for info from the three organizations that presented at EmployLNK today. Click [HERE](#) for the information.

Also, note that this week's and all previous Job Lists are posted at the same website as the link for the Job Fair Handout.

[52 Employer Job Info Handout from the Drive Thru Career Fair!](#)

EmployLNK Meeting Visitors

[Bryan Health](#)

- Many positions available in meal service, maintenance, and medical positions
- Contact: Melissa Rice-Griffin <Melissa.Rice-Griffin@bryanhealth.org>
- Note that the online Behavioral Assessment is no longer required for Maintenance/Environmental Services and Nutrition and Dining positions. Formally, this was a step in addition to the online application.

[Speedway Motors](#)

- Contact: Erin M. Bond <embond@speedwaymotors.com>
- Open positions in warehouse, customer service and more!

[Nebraska Game and Parks](#)

- kathy.rowlands@nebraska.gov
- Hiring for 900 open positions starting this Spring

Additional Positions

[Community Health Endowment: Director of Grant Operations and Communications](#)

Ironhide Construction: [Benefits](#) and [Information](#)

[University of Nebraska-Lincoln Dining Services](#)

[City of Lincoln](#)

[Advantage Staffing](#) - HR, Dish Washer, Material Handler and more!

[Nebraska AIDS Project Manager](#)

[Legacy Retirement Communities](#)

Union Bank

Contact: Rhonda Huenink <rhuenink@4continuum.com> ADD TO SPREADSHEET

We were provided your contact information from Union Bank as a possible link to job promotion for a current part-time job we have open. This is a 20-24 hour/week office position. Hourly \$14-\$16. Below is the job description. I would be the point of contact for resumes, etc.

Job Description Office Assistant

Continuum EAP is seeking a **20-24** hours/week Office Assistant. The primary responsibility of this position is to provide the best possible customer experience for all individuals reaching out for services. This position is responsible for coordinating all

aspects of the client intake process, establishing and maintaining positive relationships with customers and member company contacts, and performing a variety of other clerical tasks.

To be a successful Office Assistant with Continuum EAP, you need to be skilled in the use of multiple software applications, be able to juggle multiple tasks to completion, always be a stickler about adhering to work details, and absolutely love the art of communication and relationship building.

The Core Duties and Responsibilities

- Provide an impeccable customer service experience.
- Use good judgement in all interactions with customers and maintain confidentiality.
- Be a primary scheduling coordinator and accurately enter client information.
- Develop rapport with regular callers and keep hold time to a minimum on every call.
- Collaborate daily with office staff members to coordinate services to both clients and the organizations we serve.
- Greet scheduled clients and provide intake paperwork and monitor for completion.
- Demonstrate initiative and problem-solving skills in a variety of work projects.
- Scan documents to keep client files updated.
- Make reminder calls and texts to clients.
- Assist with content generation for company website and social media channels
- Basic report generation.
- Provide basic office support services including typing and copying.

Hours: Monday 2-7 p.m., Tuesday-Friday 1-5 p.m.

Qualifications:

Experience and/or demonstration of good communication and public relations skills.

Experience and/or demonstration of autonomy, organization, assertiveness, flexibility and cooperation in performing job responsibilities.

Experience and knowledge of software programs and data entry.

High school diploma or equivalent.

Hyatt Hotels in OMA

Hyatt.com

After you log into Hyatt.com go to Careers then select Omaha, NE

The job title is Work from Home Guest Service Associate.

Pays \$14.00 an hour plus benefits.

Full Time, training is six weeks.

Hyatt is currently taking applications, the hours of training are 9:30 am to 6:30 pm,

Monday through Friday.

Hyatt will start new training sessions starting February 11th and February 18th.

Thank you! Bryan and EmployLNK Team

Follow us on LinkedIn
