

1. Retail Sales Consultant Print Services – Job Posted 12/04

Office Depot OfficeMax - Columbia, SC

Responsible for providing exceptional service experience for customers requiring print services. Must have HS Diploma or GED OR 2 plus years of experience.

How to apply: Apply online at <https://bit.ly/2E0buz5>

2. Salad/Pantry Cook – Job Posted 12/04

Ruth's Chris - Columbia, SC

Will portion, prepare and assemble all cold food items (salads, cold appetizers and hot/cold desserts) offered. Education and experience are not listed as requirements.

How to apply: Apply online at <https://indeedhi.re/2QCA1B2>

3. HR & Admin Assistant (Part-time) – Job Posted 12/03

SULLIVAN MANAGEMENT (Carolina Ale House - Downtown) - Columbia, SC

Will file HR forms and other paperwork, doing I-9 audits, forwarding job ads to restaurant managers, recruiting and more. Prefer at least 1 year of HR and admin experience. Education is not listed as a requirement.

How to apply: Apply online at <https://indeedhi.re/2SvV7OZ>

4. Administrative Clerk (\$12/hour) / Customer Service Rep (\$12/hour) – BOTH Jobs Posted 12/03

AppleOne - Columbia, SC

Admin Clerk - Responsible for document processing, appointment setting, data entry and general administrative duties. Education and experience are not listed as requirements. Customer Service Rep – Looking for someone with at least 2 years of customer service experience. Must have HS Diploma or GED.

How to apply: Admin Clerk - Contact Valerie Glover at 803-699-9941 OR apply online at <https://bit.ly/2zFQmeq> | Customer Service – Contact Stacy Painter at 803-407-0777 OR apply online at <https://bit.ly/2SqXxy9>

5. Flex Operator (Machine & Forklift Operator (\$12/hour)) – Job Posted 12/03

Aerotek - Columbia, SC

Will operate forklift, load and unload, package supplies. Will also need to accurately and safely blend the finished kibble into high quality finished product in proper packaging mix and according to schedule. Must have HS Diploma or GED and recent experience as machine operator.

How to apply: Contact Will Turner at 803-451-3814

6. Electrical Assembler (\$12-\$15/hour) – Job Posted 12/03

Prolink Staffing Services - Columbia, SC

Will need to be familiar with electrical tools, have basic point to point wiring understanding, able to read a blueprint, basic computer and electrical skills. Education is not listed as a requirement.

How to apply: Contact Scarlett Fox at 803-451-3191 OR apply online at <https://cb.com/2Pj7MCN>

7. Facility Maintenance Technician (\$13-\$13/hour) – Job Posted 12/03

TA / Petro - Columbia, SC

Will handle electrical issues, plumbing, basic HVAC, general grounds work, painting, light carpentry, cleaning and more. MUST know how to use a computer. Must have HS Diploma or GED at least 5 years experience.

How to apply: Apply online at <https://cb.com/2zK7T5l>

8. Equipment Rental Specialist – Job Posted 12/03

Sunbelt Rentals – Columbia, SC

Responsible for helping telephone and walk-in customers with rentals of construction/industrial equipment. Must have HS Diploma or GED, valid driver’s license and be familiar with construction/industrial tools

How to apply: Apply online at <https://bit.ly/2Uduwrv>

9. Cook (Assembly Street) – Job Posted 12/03

Sonic Restaurant - Columbia, SC

Will prepare quality food in a clean, safe, and efficient manner. General restaurant experience is preferred but NOT required. Will have to complete all training programs. Education is not listed as a requirement.

How to apply: apply online at <https://bit.ly/2ATzu42>

10. Dishwasher – Job Posted 12/03

Midwood Smokehouse Cross Hill Market - Columbia, SC

Looking for someone that is passionate about cleanliness. Will ensure all eating utensils and tableware is clean. Education and experience are not listed as requirements.

How to apply: Apply in person, 702 Cross Hill Rd 400D, Columbia, SC 29205, Monday – Friday, 2 pm – 4 pm

11. Security Officer – Job Posted 12/02

American Security of Greenville, LLC - Cayce, SC

Will patrol, operate equipment and more. Must have clean driving record, basic computer skills. Vehicle is not listed as a requirement. Must have HS Diploma or GED but experience is not listed as requirement.

How to apply: Apply in person at 2319 Old Frink St, Cayce, SC 29033 / for more info call 877-791-4651

12. Hiring Customer Service (\$9/hour) – Job Posted 12/01

H.C. Group Auto Parts Supply, LLC - Columbia, SC

Will answer phone calls, perform various customer service duties. Education and experience are not listed as requirements but must be fluent in English. Fluency in Spanish is a plus but NOT required.

How to apply: MUST apply in person at 145 Atlas Court, Columbia, SC 29209 to fill out an application between 10:00AM to 4:00PM, Mondays to Fridays

Job Fairs & Information

TELEPERFORMANCE HIRING EVENT – Hiring Customer Service Representatives

Wednesday, December 5th from 9 am to 3:30 pm

Location: 2340 Broad River Rd, Columbia, SC 29210

For more info go to <https://indeedhi.re/2BPSWjv>

ACE CASH EXPRESS HIRING EVENT – Hiring for Sales & Customer Service Positions

Thursday, December 6th from 10 am to 5 pm

Location: 2324 Taylor Rd, Columbia, SC 29204

Bring resume with a picture ID / If cannot attend the event, apply online at www.acecashexpress.com

ALDI HIRING EVENT – Hiring for Management

Thursday, December 6th, 2018 from 7 am to 1 pm

Location: Springhill Suites, 511 Lady Street, Columbia, SC 29201

For more info and to apply online go to <https://bit.ly/2zjvlpX>

MUST ATTEND THE EVENT TO BE CONSIDERED EVEN IF APPLY ONLINE