

# Need Front Desk Receptionist 620Cash Each A day (orlando)

hide this post



Location **Florida**  
<https://www.genclassifieds.com/x-739163-z>

QR Code Link to This Post

We are currently in search of Office Receptionist/Clerk for 1st,2nd & 3rd shift for a well established printing company in the Area. This is light production work, no heavy lifting, ongoing assignment. 10 positions to fill this week. 7am-3:30pm///4pm-11:30pm. \$620 cash each a day. 40+ hours week.

 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>	 <p>Need Front Desk Receptionist 620Cash Each A day (orlando) posting <a href="https://www.genclassifieds.com/x-739163-z">https://www.genclassifieds.com/x-739163-z</a></p>
---	--	--	--	---	--	--	--	--	--

Looking for EXPERIENCE line cook for a local pizzeria. Must have own vehicle and ability to work any scheduled hours. NEEDS to demonstrate the ability to work quickly and efficiently. Will work roughly 35-50 hours week.

Bi-lingual is a plus. Paid every week and health insurance offered when you start employment.

To even be considered for this position you need to respond with your resume, no resume less responses will automatically be ignored. Thank you

---

## Job Description

Our local American Family Insurance agency owner is currently looking for talented, caring individuals to join their agency team. As a sales specialist, you'll wear many hats -- you'll use consultative selling techniques to attract, retain and sell insurance products and ensure excellent customer experiences. Your clients will rely on you for honest, trustworthy advice and, in turn, you'll use your skills as a proactive problem-solver to identify insurance protection products that meet their unique needs. You'll also promote brand awareness through participation in agency and community events.

### Role Requirements:

• The ability to work independently to plan, set priorities and organize work

• Active involvement in the local community

• Sales and customer service experiences

• Excellent oral and written communication skills

• Analytical skills

• Experience with software applications, Microsoft Office Suite, Internet Explorer, etc.

• Experience using a wide range of technology devices such as smartphones, tablets and laptop computers

• Experience with social media platforms like Facebook, Twitter, Pinterest, YouTube, Instagram, Google+, LinkedIn, etc.

• The proper insurance licensing to sell, solicit or negotiate insurance products as required by state statutes

• A valid driver's license

Demonstrated knowledge of insurance concepts and principles and effective multi-line insurance prospecting and sales experience are preferred but not required. You'll work as part of a team in an office setting. Work on evenings and weekends might occasionally be needed.

The sales specialist is a staff member of the agency and not an employee of American Family Insurance. We are a small engineering firm serving residential & municipal land development clients in need of site design and surveying in Santa Clara & Monterey Counties. We have been in business over one hundred years and are looking to add another qualified person to our team immediately. The ideal candidate would be looking for an environment where you will be challenged and have the opportunity to grow quickly.

Qualifications:- Knowledge of AutoCAD Civil Package, plan/profiles, survey data point file management.- Able to prepare residential site improvement, grading & drainage plans; driveway improvement plans and profiles; site retaining wall improvement plans & erosion control plans.

- Able to develop and manage a variety of engineering projects from design to completion under the supervision of the Principal Engineer.
- Coordinate with private, public, and governmental agencies.
- Able to perform plan checking on residential development.
- Approximately three to five years minimum of recent, full time experience.
- BS in Civil Engineering or equivalent.
- Ideal candidate will be a licensed PE or have an EIT or LSIT Certificate.
- Demonstrated ability to work independently or as part of a team as the project dictates.

We are located just 20 minutes south of San Jose in Gilroy, enjoy a reverse commute!

We offer a competitive salary depending on experience and qualifications. 401K, medical,

dental and vision insurance. Casual and friendly work environment. System Pavers, Inc. leads the industry in creating beautiful residential hardscapes, landscapes, and outdoor living areas that enrich the lives of our customers and add tremendous value to their property. Find out more about us by researching our website:

[www.systempavers.com](http://www.systempavers.com) System Pavers Inc. is currently in search of a LANDSCAPE ARCHITECT for our Union City, CA office. The right candidate will be currently licensed as a Landscape Architect in California, and will have 8-10 years' prior experience. This person will head up our design build team and will collaborate with our residential clients to develop design plans for highly customized landscapes specific to the wants and needs of each homeowner. We are looking for an ambitious and innovative designer who is resourceful and creative with designs, details and presentations. The position requires a thorough understanding of landscape design and an

---

outgoing personality.

Responsibilities:

- Meeting with clients to discuss project details and present design ideas
  - Production and presentation of project sketches, technical drawings, and documents
  - Create landscape designs for current clients and potential clients integrating our products into outdoor living area designs
  - Choosing trees, shrubs and plants that will suit the land type, the needs of the site, and the aesthetic preferences of the homeowners
  - Learn company's entire product line so appropriate elements may be incorporated into design work
  - Develop and build a team, including hiring, training, and motivating staff
- Requirements:
- Current CA Landscape Architect license
  - Bachelor's or Master's degree from an accredited landscape architecture program
  - Experience with residential projects
  - Extensive knowledge of Bay Area plant material and planting design, soils, grading, storm drainage, and irrigation design
  - Good understanding of various hardscape installations including various paver installation types, retaining walls and outdoor living areas
  - Good design and graphic skills

Keywords: solar energy, renewable energy, energy efficiency, sustainability policy and programs, alternative transportation planning, waste reduction, environmental education and community outreach, climate change resiliency. San Francisco based structural steel fabrication and erection construction company is seeking an experienced Steel Detailer/Draftsman. Our company specializes in structural steel, steel stairs, and architectural/ornamental fabrications and erections in Northern California. Ideal candidates will have 2-3 years of specific AutoCad drafting experience for structural steel, steel stairs, and architectural/ornamental fabrications and erections.

Candidates who can also speak Mandarin or Cantonese are preferred.

Candidates who have a Civil Engineering, Mechanical Engineering degree or Aerospace Engineering are highly encouraged to apply.

Duties:

1. Review construction drawings and specifications
2. Use AutoCad to detail submittals (structural steel, steel stairs, ornamental/misc steel) for approval by the Design Team and fabrication drawings for shop fabrication.
3. Coordinate with Architect, Engineer, Project Manager and suppliers to determine specific steel details and materials specifications.
4. Coordinate with in-house surveyor and use AutoCad to detail fabrication drawings
5. Coordinate with shop/production manager to ensure fabrication follows fabrication drawings. Provide guidance to shop fabrication.
6. Maintain positive client relationships and communicate effectively between all parties involved in the project
7. Intimate understanding of standard steel specifications, California Building Code for steel construction, and AISC codes.

Ideal Candidates Will Have:

1. 2-3 years of AutoCad detailing experience at a steel fabrication and installation construction company
2. Also speaks Mandarin and Cantonese
3. Civil or Mechanical Engineering degree
4. Excellent AutoCAD capabilities
5. Strong computer skills especially with MS Word and Excel and E-mail
6. Looking for a long-term position

San Francisco based Structural Steel Construction Company has an opening for Project Managers and Field Engineers. Our company specializes in structural steel, steel stairs and architectural/ornamental fabrications and erections in the bay area.

For Project Manager-

---

Duties Include (but not limited to):

- Review contracts, create schedule of values, and oversee progress invoicing
- Coordinate steel detailing, surveying, coordinate submittals and check drawings
- Set production and fabrication schedule, order materials and inspections as required
- Work with contractor, trades, inspectors, engineers, detailers, superintendents and foreman to ensure project is progressing smoothly
- Maintain positive client relationships and communicate effectively between all parties involved in projec

Ideal Candidates Will Have:

- 3-5 years of experience in the steel fabrication and erection industry
- Civil or Mechanical Engineering background, but not required
- Experience with Microsoft Office software and email communication
- Candidate who also speaks Mandarin, Cantonese or Spanish is a plus.
- Candidates with Civil Engineering or Mechanical Engineering degrees (even in other construction trades) are highly encouraged to apply.
- Looking for a long-term positio

-----  
For Field Engineer/Project Coordinator

Duties Include (but not limited to):

- Responsible to work closely with Project Managers for project planning, tracking progress, reporting and communicating regular status to the management team
- Work with General Contractor, trades, inspectors, engineers, detailers, superintendents, foreman, and field crew to ensure project is progressing smoothly
- Maintain positive client relationships and communicate effectively between all parties involved in project including: General Contractor, Project Manager, Production Manager, and other Trade

Qualifications:

- Candidates with Structural or Civil Engineering degrees are highly encouraged to apply.
- 0-2 years of experience in the steel fabrication and erection industry
- Candidate who also speaks Mandarin & Cantonese is a plus.
- Strong organizational and management skills.
- Excellent communication skills, both written and verbal.
- Ability to multitask.

Executes routine maintenance and janitorial of both the vessels and facilities. Follows up on jobs and consults with Lead Engineer for directions and support. Completes daily job assignments and duties and reports back status of work assignments. Records jobs status in appropriate programs and maintains records with accuracy. We are looking for the right individual to fill a position in our company as a Project Manager. The work is essentially identical to project management involved in general home and very light commercial remodeling and tenant improvement. This is a senior level position, so we are looking for someone with related experience and a proven track record demonstrating the ability to do the job and do it well. Our projects range in size from \$25,000-\$600,000. The net billings generated by the projects handled by the Project Manager are \$1.5-\$2 million annually. The job involves handling between 8 and 15 projects at once. A comprehensive knowledge of residential construction is required, including structural elements, along with the ability to interpret blueprints and scopes of work. Excellent customer service skills and diplomatic qualities are a must. Design ability, in particular kitchen design, is a major plus. Our projects involve the reconstruction and repair of properties damaged by fire, water, and other causes. Some interfacing with insurance company personnel is involved. The work is approximately 80% residential and 20% commercial. Virtually all of our work is in Alameda and Contra Costa Counties. Our facility is located in Oakland south of Jack London Square, close to the Alameda Park Street bridge. This position does not involve overtime or weekend work. We have been in business since 1983, and are in the process of planning for succession due to the pending retirement of key personnel over the next several years. This position will include the opportunity for growth both professionally and financially, including participation in a possible ESOP. Consequently, filling this position is an immensely important hiring decision for us. Our company is a long-standing leader in the damage repair and restoration industry in the East Bay,

---

and this position offers the opportunity to gain experience in and become an integral part of this recession-proof specialty field.

Responsibilities include:

- â€¢ Manage all aspects of damage repair construction projects to a high standard of quality and customer satisfaction.
- â€¢ Pull building permits.
- â€¢ Create labor budgets.
- â€¢ Create project schedules.
- â€¢ Create billing projections.
- â€¢ Coordinate billings based on progress payment schedules.
- â€¢ Plan, organize, and direct construction activities on projects.
- â€¢ Ensure adherence to timelines and schedules so that deadlines are met.
- â€¢ Study job specifications, drawings, and scopes of work to determine appropriate construction methods and establish scheduling and planning of construction activities.
- â€¢ Direct and supervise in-house field crews and subcontractors.
- â€¢ Communicate with company field staff, subcontractors, engineers, and owners to discuss and resolve matters such as work procedures, complaints, and construction problems.
- â€¢ Periodically inspect projects to monitor progress, adherence to company standards, compliance with plans and scopes of work, and compliance with safety regulations.
- â€¢ Order finish construction materials.
- â€¢ Work with customers to solidify construction, design and selection details within project budgets.
- â€¢ Keep track of deviations from and changes to contract scopes of work and plans, including extra work, to produce change order pricing and documents for insurance companies and property owners.
- â€¢ Work with estimators to produce change orders and final job reconciliations.
- â€¢ Track job costs.

Background requirements:

- â€¢ Two or more years of experience scheduling and managing day-to-day construction operations in residential, commercial, restoration, or remediation industries, ideally in an industry related to property insurance claims.
- â€¢ Knowledge of building codes and construction methodologies.
- â€¢ Certification in project management or construction management is a plus.
- â€¢ A college degree is a plus.
- â€¢ Carpentry experience is a plus.
- â€¢ Working knowledge of Xactimate estimating software is a plus.
- â€¢ Capability with 20/20 Design software is a plus.
- â€¢ Must have a valid California driver's license with a good driving record

Traits for success in this position:

- â€¢ Strong work ethic.
- â€¢ Creative problem-solving skills.
- â€¢ Intelligence and sound judgment.
- â€¢ Excellent verbal and written communication skills.
- â€¢ A genuine desire to assist customers in a unique time of need.
- â€¢ Excellent time/priority management skills.

---

• Patience, flexibility, and a stable temperament to enable cooperative working relationships with our broad spectrum of customers. We offer a good working environment, good pay commensurate with experience and/or ability, health insurance, paid vacation and holidays, vehicle allowance, and a 401k plan. Please respond via email with a resume and cover letter or a statement of interest outlining your experience and desired compensation range. We look forward to hearing from you. We are looking for the right individual to fill a position in our company as a Project Manager. The work is essentially identical to project management involved in general home and very light commercial remodeling and tenant improvement. This is a senior level position, so we are looking for someone with related experience and a proven track record demonstrating the ability to do the job and do it well. Our projects range in size from \$25,000-\$600,000. The net billings generated by the projects handled by the Project Manager are \$1.5-\$2 million annually. The job involves handling between 8 and 15 projects at once. A comprehensive knowledge of residential construction is required, including structural elements, along with the ability to interpret blueprints and scopes of work. Excellent customer service skills and diplomatic qualities are a must. Design ability, in particular kitchen design, is a major plus. Our projects involve the reconstruction and repair of properties damaged by fire, water, and other causes. Some interfacing with insurance company personnel is involved. The work is approximately 80% residential and 20% commercial. Virtually all of our work is in Alameda and Contra Costa Counties. Our facility is located in Oakland south of Jack London Square, close to the Alameda Park Street bridge. This position does not involve overtime or weekend work. We have been in business since 1983, and are in the process of planning for succession due to the pending retirement of key personnel over the next several years. This position will include the opportunity for growth both professionally and financially, including participation in a possible ESOP. Consequently, filling this position is an immensely important hiring decision for us. Our company is a long-standing leader in the damage repair and restoration industry in the East Bay, and this position offers the opportunity to gain experience in and become an integral part of this recession-proof specialty field. Responsibilities include:

- Pull building permits.

- Create labor budgets.

- Create project schedules.

- Create billing projections.

- Coordinate billings based on progress payment schedules.

- Plan, organize, and direct construction activities on projects.

- Ensure adherence to timelines and schedules so that deadlines are met.

- Study job specifications, drawings, and scopes of work to determine appropriate construction methods and establish scheduling and planning of construction activities.

- Direct and supervise in-house field crews and subcontractors.

- Communicate with company field staff, subcontractors, engineers, and owners to discuss and resolve matters such as work procedures, complaints, and construction problems.

- Periodically inspect projects to monitor progress, adherence to company standards, compliance with plans and scopes of work, and compliance with safety regulations.

- Order finish construction materials.

- Work with customers to solidify construction, design and selection details within project budgets.

- Keep track of deviations from and changes to contract scopes of work and plans, including extra work, to produce change order pricing and documents for insurance companies and property owners.

- Work with estimators to produce change orders and final job reconciliations.

- Track job costs.

Background requirements:

- Two or more years of experience scheduling and managing day-to-day construction operations in residential, commercial, restoration, or remediation industries, ideally in an industry related to property insurance claims.

- Knowledge of building codes and construction methodologies.

- Certification in project management or construction management is a plus.

- 
- â€¢ A college degree is a plus.
  - â€¢ Carpentry experience is a plus.
  - â€¢ Working knowledge of Xactimate estimating software is a plus.
  - â€¢ Capability with 20/20 Design software is a plus.
  - â€¢ Must have a valid California driver's license with a good driving record.

Traits for success in this position:

- â€¢ Strong work ethic.
- â€¢ Creative problem-solving skills.
- â€¢ Intelligence and sound judgment.
- â€¢ Excellent verbal and written communication skills.
- â€¢ A genuine desire to assist customers in a unique time of need.
- â€¢ Excellent time/priority management skills.

â€¢ Patience, flexibility, and a stable temperament to enable cooperative working relationships with our broad spectrum of customers. We offer a good working environment, good pay commensurate with experience and/or ability, health insurance, paid vacation and holidays, vehicle allowance, and a 401k plan. Please respond via email with a resume and cover letter or a statement of interest outlining your experience and desired compensation range. We look forward to hearing from you.

**Electrical AutoCAD Drafter**  
**Brief Description** We are a company that is revolutionizing building designs and providing unprecedented flexibility to architects to design energy efficient buildings. We are looking for an Electrical CAD Drafter/Designer to generate, modify and review installations specific interconnect diagrams for the control system.  
**Description** Our company is revolutionizing building designs and providing unprecedented flexibility to architects to design energy efficient buildings. We are looking for an Electrical CAD Drafter/Designer to generate, modify and review installations specific interconnect diagrams for the control system. We are a fast growing company that is changing the landscape of the building industry with our Dynamic Glass. With built-in intelligence, Our Dynamic Glass automatically transitions between clear and variable tint, providing control over the amount of light and heat entering a building. In all conditions, Our Glass remains transparent, keeping you connected to the outside world. It's a simple idea. But one that will

revolutionize the way we build. **ESSENTIAL POSITION RESPONSIBILITIES**

In this role you would perform a variety of tasks including:

- â€¢ Analyze customer specific documentation package (may include building drawings, sketches etc.)
- â€¢ Design an interconnect solution using control/monitoring system elements (control panel, cables, controllers, switches, sensors etc.) for specific customer installations.
- â€¢ Draft the interconnect diagram using AutoCAD.

â€¢ Create and edit tables/bill of materials using excel spreadsheets or other tools **DESIRED SKILLS AND EXPERIENCE**

â€¢ Must have strong AutoCAD skills, understand electrical fundamentals as applied to buildings, ability to work with EXCEL and familiarity with document control systems.

â€¢ Must have at least an Associates in Electrical Engineering or Associates in Electrical Engineering Technology or High School Diploma and 7 years applicable experience

â€¢ Familiarity with Electrical panels, wiring, building lay-out

â€¢ Familiarity with PDM systems like Agile or equivalent

â€¢ Some travel to installation sites may be required (< 20%)

**POSITION SUMMARY:** East Bay Commercial Construction Company seeks highly qualified Assistant Site Superintendent. Applicant must possess a minimum of five (5+) plus years experience assisting managing all aspects of multi-million dollar projects as a Superintendent in Northern California, specifically in Alameda, Santa Clara, San Francisco and/or Contra Costa Counties. Applicant must be able to efficiently construct, organize, direct, control the quality of construction, and be able to meet the budgets and schedules for each specific project. Read through the RESPONSIBILITIES, QUALIFICATIONS, and DUTIES CAREFULLY to obtain a thorough

---

understanding of the position and skill level we are seeking for this important position. No relocation assistance is available for this position. RESPONSIBILITIES: The Assistant Superintendent is responsible for managing a portion of the construction process and assuming some leadership responsibilities on projects. The Assistant Superintendent has typically mastered the responsibilities of a Field Engineer and is working toward becoming a Superintendent. The Assistant Superintendent's responsibilities include:

- â€¢ Scheduling of subcontractors
- â€¢ Assisting in Managing daily job site activity
- â€¢ Assisting in Managing the project schedule
- â€¢ Assisting in Coordinating with the local municipality and authority having jurisdiction
- â€¢ Tracking plan/project changes
- â€¢ Implementing all safety/OSHA requirements to maintain a safe and productive job site
- â€¢ Manage Construction Quality
- â€¢ Managing & Maintaining Subcontracts, Documents & Drawings
- â€¢ Client and Subcontractor Satisfaction
- â€¢ Publish 3 week look ahead schedules.
- â€¢ Meet or beat the project schedule and budget.
- â€¢ Maintain the company's reputation using professional and ethical business practices in all dealings with clients, crew, subcontractors, and others.

**QUALIFICATIONS:**

Computer skills (Microsoft Word, Excel, Prolog Project talk, Emails and MS Project). Thorough understanding of the job blueprints, specs, schedule and budget. An ability to schedule, drive production, and a "can do" attitude while demonstrating a professional work ethic is essential. Professional, detail oriented and organized. Clear and concise verbal and written communication skills. Formal education is a plus, particularly with management construction or computers.

**OTHER DUTIES INCLUDE:**

Ensure accurate, complete and timely paperwork reaches the office including:

- a. Timecards from entire crew.
  - b. Daily reports recorded in Project Management software.
  - c. Field Work Orders and Change Orders tracking
  - d. Injury reports as necessary.
  - e. Safety meetings conducted every week and signed by crew members and subs.
- PHYSICAL DEMANDS AND WORK**

**ENVIRONMENT** Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employee must occasionally lift and/or move up to 75 pounds.

While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

Equal Opportunity Employer M/F

All qualified applicants will receive consideration for employment without regard to their protected veteran status and will not be discriminated against on the basis of disability. **COMPENSATION/BENEFITS:**

We offer excellent pay, benefits and profit sharing along with a professional and progressive management team. References required and checked. E-mail your resume and your salary requirements in MS Word or PDF format to address provided. Please reference the following posting code in the email subject line and in your cover letter: Assistant Site Superintendent Posting Code ASUP20AFb17A. E-mail without Posting Code will not be reviewed. No other versions will be accepted.\*

Compensation: DOE



---

\* Principals only. Recruiters, please don't contact this job poster.

\* Please, no phone calls about this job!

\* Please do not contact job poster about other services, products or commercial interests.

â€¢ Principals only. Recruiters, please don't contact this job poster.

â€¢ do NOT contact us with unsolicited services or offers

We are a growing environmental engineering & consulting company looking to add a Environmental Consulting professional to our team. Majority of our services are related to HazMat sampling (asbestos,lead, mold) and Environmental Due Diligence (Phase I & Phase II Investigations) and other duties as needed.

Ideal candidates would do the following:

- Schedule projects and serve as our "Command Center"

- Review timesheets, expenses, etc.

- Prepare & QA/QC deliverables

- Review reports

- Mentor field techs

- Improve the quality of our deliverables

- Interact with our clients to ensure satisfaction

- Proficiency in performing Phase 1 ESAs at various sites

- Able to handle Phase II investigations

- Familiar with asbestos, lead & mold sampling (air & bulk)

- Coordinate & negotiate with vendors / subs

- Strive to ensure our deliverables are the bestThe icing on the cake would be a candidate that has experience bringing in business or has a book of business that they could bring on. We will gladly pay you separately for that.Compensation would include Base Salary, Bonus & Commission. Position includes benefits, 401k , all the great stuff.Bottom line is that we want a good candidate that will help us grow from Northern CA then to Southern CA. Once we conquer CA - we want to go National.

Thanks & good luck.