



Adult Career & Technical Education
Employment Resource Job Bank

Last Updated 10/12/2023 11:34:38 AM

Construction Trades (Carpentry / Contracting / Electric / Plumbing)

Job ID	Position Title	Posting Date	FT/PT	Description
1345		9/27/2023	Full Time	"Access Control & Gate Automation is a wholesale distribution company, located in Huntington Station. We sell gate automation & access control equipment to installing dealers located primarily in the northeastern region of the U.S. We are looking for a versatile person to join our team--a person who is prepared to learn ALL aspects of the business and who is willing to receive incremental & on-going training in the products we sell and for which we provide technical support.Job duties & specific tasks to be performed on a daily basis & progressive advancement to different levels of responsibility dependent on performance & training will include, but not confined to: Shipping/Receiving/Inventory Control; Purchasing Procedures; Product Training, including system design & trouble-shooting; Customer Service, including providing price quotes to customers & conversion to sales orders; Assisting in presentation of sales/technical seminars & representing the company at trade shows""Excellent computer proficiency would be very advantageous.Familiarity with shipping/receiving procedures & software; Fork-lift experience would be beneficial.Low voltage electrical and/or electronics knowledge would be extremely helpful. Knowledge of hydraulic or mechanical equipment would be a plus.Must be able to lift & carry up to 50lbs.Excellent written & verbal communication skills, including ability to communicate effectively with customers; Must be able to work under pressure in order to meet deadlines while maintaining a positive attitude with co-workers, working as part of a team; Able to work independently on assignments as required, & complete said assignments as instructed, to standard accepted practices & routines; Must maintain regular, punctual attendance consistent with Federal/State/Local standards"



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Health Sciences

Job ID	Position Title	Posting Date	FT/PT	Description
1348	Dental Assistant	9/27/2023	Full Time	Dental Assistant Must be reliable and a team player. English and Spanish speaking is a plus. Experience in the field, but will train to meet our needs. Must be available some Saturdays, ability to travel between two locations.
1351	Medical Assistant/Front desk	10/11/2023	Full Time	Job Description/Responsibilities -Prepares treatment rooms for patient examinations, ensuring cleanliness and availability of appropriate equipment and supplies -Interviews patient to obtain medical information and perform measurement and screening procedures -Obtains patient's height, weight, blood pressure, pulse, temperature, head circumference, and other required vital statistics -Records findings in patient medical record and informs clinician of findings -Obtains specimens from patient, as directed by clinician -Collects blood, tissue, or other laboratory specimens -Completes requisitions, labels and routes specimens according to established procedures -Assists clinician during examination, procedures and treatment, as required -Provides requested instruments to clinician during procedure -Assists patient after examination, procedure or treatment -Prepares, sterilizes and calibrates equipment -Schedules and confirms patient appointments -Performs related duties as required



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Transportation Technology (auto Mechanic / Auto Body / Marine & Motorcycle Repair / Driving)

Job ID	Position Title	Posting Date	FT/PT	Description
1347	Equipment Technician Maintenance on all machinery, Tractors/Mowers/small engine repair/golf carts/vehicles/ Mower sharpening and grinding/ welding ect.	9/27/2023	Part/Time	Equipment Technician Maintenance on all machinery, Tractors/Mowers/small engine repair/golf carts/vehicles/ Mower sharpening and grinding/ welding ect.