



Job Opportunities Updated Oct. 14, 2020

The City of Birmingham is working to provide certain tools to assist those who've been furloughed. Here are just some opportunities and resources that are available.

Aerotek Staffing Company

Position: Production

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Chloe Barnes (205) 968-6100

Pay range: \$12/HR

Contract Duration: 4 Months

Qualifications: Looking for 4 warehouse/production individuals who are able to perform manual labor that may include but not limited to: heavy lifting, moving materials, measuring glass, reading a tape measure, warehouse work, withstand weather elements in a warehouse atmosphere, and other tasks upon request. All tasks and duties will be trained. Custom glass shop so all of their orders are custom and will be different each day. They will have repeat orders, but each candidate should be prepared to do different orders each day. No medical tests required. Steel toes required.

Aerotek Staffing Company

Position: General Labor

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact Person: Chloe Barnes (205) 968-6100

Pay range: \$13/HR

Contract Duration: 6 Months

Qualifications: Candidate will be responsible for packing locks, handles and latches. Will be unpacking the product and will be repacking the product in a display packaging. The job will be repetitive but will rotate jobs throughout the day. Assisting the Warehouse Department with general labor duties to help with a large re-labelling order. This individual will be repackaging and placing correct labels on packaging and stacking the material on a pallet. No special experience is necessary, and they will not be operating any machinery or forklifts. They will be working at a stationary work table. This individual must be dependable. The warehouse is not climate controlled, so please make sure the individual dresses appropriately for the weather. employees are permitted to wear shorts and sneakers. Work boots are not required, but open toed shoes are prohibited. MUST HAVES: Production experience, General Labor experience, Warehouse experience Monday-Thursday 6:30am to 4:00pm and Friday: 7-12. 30 min lunch and two 10 min breaks. Overtime is mandatory when required



Aerotek Staffing Company

Position: Janitorial (Cleaning around Mercedes plant)

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Ryan Croft (205) 968-6100

Pay range: \$11/HR (1st and 3rd shift)

Contract Duration: Unknown

Aerotek Staffing Company

Position: Machinist

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Ryan Croft (205) 968-6100

Pay range: \$22-30/HR

Contract Duration: unknown

Qualifications: Looking for a machinist, preferably Manual but will take CNC also. If they are CNC, they will also fill another one who can do Manual. This person will work in their shop to machine parts according to blueprints and drawings. They will run a vertical boring mill and horizontal mill. They also have lathes this person will run as well. Steel toes required for PPE.

Additional Skills & Qualifications: This person needs to have at least 1 year of experience. They would look at someone who is right out of school who received a Machine Tool Technology degree, but they haven't had the best of luck with those candidates so ideally, they want someone with more experience. They can have CNC or Manual experience and must have ran either a mill or a lathe.

This person must also have experience reading blueprints and working with machinist hand tools (mics, calcs, etc.). They do NOT have to have their own tools, but it is preferred.

Performance is measured by their quality of parts machined, as well as their speed in which they can get the parts done. Barron Machine does varying levels of parts- all are custom, not production based parts so they give allotted time when needed for bigger parts to be done.

This person ideally won't have to be trained very much at all coming in the door and will only take a couple of weeks to get used to their shop and parts and will be on their own.

As for tolerances specifically, because their machines are older, they do not hold incredibly tight tolerances- most are 2 or 3 thousands. It is rare if they do tighter tolerances.

Aerotek Staffing Company

Position: Office Manager (Must have Law Firm experience)

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: John Martin (205) 968-6100

Pay range: \$75,000-80,000

Contract Duration: Direct Placement



Qualifications: Office Manager is responsible for all Human Resource functions and Accounting/Bookkeeping. Responsible for supporting the company operations and maintaining office systems and supervising staff. Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions and assigning and monitoring clerical functions
Maintain office staff by recruiting, selecting, orienting and training employees (Will be responsible for the hiring and firing of employees) Develop and maintain organizational procedures and systems for office personnel, including filing, billing, accounts payable, payroll and scheduling
Coordinate with customers, external counsel and other vendors to obtain and exchange information and documentation related to legal matters
Organize and plan all firm social functions including firm retreats, Christmas party, meetings, including reserving space, ordering meals, reserving hotel rooms, etc.
Designs and implements office policies by establishing standards and procedures, measuring results against standards. Responsible for yearly renewal of health, RX, dental, life insurance, STD, LTD, accident and vision policies

Aerotek Staffing Company

Position: Financial Analyst

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: John Martin (205) 968-6100

Pay range: \$19-24/HR

Contract Duration: Indefinite Contract

Qualifications: This position will be responsible for participating in the monthly closing process for Appliance Sales and Service by preparing multiple journals timely and accurately. This position will also provide income and balance sheet analysis information for monthly management reports and meetings. This position will be responsible for preparing monthly and quarterly financial information and reports for salesperson commission, responding to inquiries from division and corporate personnel, customer billings, sales tax updates, and 1099 taxability reporting. Other duties include reconciling accounts, researching accounting issues, executing and testing internal controls, working with internal and external auditors and maintaining appropriate documentation. This position will be responsible for meeting established reporting deadlines.

Breakdown:

25% Perform monthly accounting journals, Statement of Operations and sales tax updates

25% Prepare monthly management reports (financial analysis) and researching accounting issues

10% Provide support for users of the Appliance Sales and Service Information systems by responding to inquiries from division and corporate personnel concerning sales order input, commissions, sales campaigns, error correction, system overrides, customer billings, and other Appliance Sales issues.

10% Work with Program Support in resolving system problems

10% Research system problems and determine the best solutions to issues

10% Manipulate the IRIS Databases and develop ad hoc reports as needed to assist management in making strategic decisions related to Appliance Sales including the standard.

5% Balances and verifies system controls related to the daily operation of the various appliance sales



information systems including the interfaces with Customer Accounting, Materials Accounting, Corporate Accounting, and Treasury. Work daily with Revenue Accounting on balancing IRIS and CSS 5% Coordinate information for employee taxable income from merchandise discounts (Form 1099)

Aerotek Staffing Company

Position: Utilization Revenue Coordinator

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Savannah Lemons or Sheena Bush (205) 968-6100

Pay range: \$20-24/HR

Contract Duration: 6-month contract

Qualifications: The Utilization Review Referral Coordinator is responsible for answering phone calls and responding to faxed requests from providers for services that require prior authorization. The Utilization Review Referral Coordinator reviews requests for medical necessity using evidence-based criteria or internal guidelines while maintaining compliance with departmental and federal regulations.

Responsible for using evidence-based criteria to review for prior authorization of outpatient and inpatient services for commercial and Medicare product lines.

Coordinate authorizations, including specialist referrals, surgery, outpatient therapies, DME, both internally and externally, in accordance with departmental guidelines and federal regulations.

Ensure services authorized are covered benefits and are medically necessary, citing criteria or certificates of coverage/evidence of coverage used to make determinations.

Forward potential denials to the Medical Director or designee; forward any other services requiring administrative review to the proper designee. Ensure all reviews that require full clinical oversight are forwarded to a nurse for review prior to approval.

Regularly review pending authorizations to ensure timely completion or request extension for final decision date, if needed.

Receive incoming and make outgoing phone calls to providers and physicians.

Notify providers and physicians of approval and denials in accordance with departmental guidelines.

Identify provider network and/or utilization issues and refer to supervisor for resolution.

Interact with internal and external customers to ensure that everyone receives quality customer service.

Meet minimum standards as set for the department.

Aerotek Staffing Company

Position: Medical Screener

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Savannah Lemons or Sheena Bush (205) 968-6100

Pay range: \$15HR

Contract Duration: Unknown

Qualifications: Candidates will be taking employees and visitors temperature with a temperature gun as they enter the facility and at the beginning of each shift. Below are the tentative hours and number of



openings. Includes one Supervisor per shift.

Monday - Friday and some Saturdays 1st shift (4:30 am - 8:00 am or 5:00 am - 8:00 am)

2nd shift (5:00 pm - 7:00 pm)

Aerotek Staffing Company

Position: Quality Technician

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Savannah Lemons or Sheena Bush (205) 968-6100

Pay range: \$17

Contract Duration: Unknown

Qualifications: Candidate will be responsible for making quality assessments, reports, root cause, and parts issues on a team assigned to a struggling MBUSI supplier. Participates in group meetings and communicates issues

Verifies own/others work

Enter and retrieve production information from production systems

Ability to operate fork trucks / tuggers

Supports CI & safety programs

Ability to create summary reports

Excellent communication skills in a management setting using both verbal and electronic media

Working knowledge of vehicle components, processes, mechanical and electrical technologies

Aerotek Staffing Company

Position: Project Management

Location: Birmingham, AL

Link to apply: <https://jobs.aerotek.com/us/en/search-results?location=Birmingham,Alabama>

Deadline to apply: Open until filled

Contact: Contact Person: Savannah Lemons or Sheena Bush (205) 968-6100

Pay range: \$20-35/HR

Contract Duration: 2-year contract

Qualifications: Under general supervision this position is responsible for the integration for all new type vehicles at MBUSI. Primary responsibilities will focus on costs planning, ramp-up topics (e.g. ramp-up support, equipment readiness, ramp-up steering committees, production trails, measurement vehicles, lessons learned), participation of project committees and representation of all plant topics in the new type projects. The project manager is responsible for the following tasks:

Responsible for the premises and costs planning with the plant project group (e.g. body shop, assembly, quality.). Management of the fulfillment of project and production targets and goals.

Develop and implement ramp-up methods, standards and processes (e.g. transparent vehicle) in collaboration with the project teams from the other MBC plants.

Implement and manage lessons learned topics (process, product and training) which are related to predecessor ramp-up topics and lessons learned from other plants and products.

Serves as the primary contact between MBUSI and MO for new type planning vehicles in order to ensure proper communication and information exchange between the American and German institutions while



fostering a network that reaches beyond solely production and production planning. Ensure regular cross-functional communication between MBUSI and the German entities regarding strategy, project schedule, product planning, performance and productivity topics. This includes regular communication with relevant project partners, identification and escalation of critical topics, and the establishment of other committees. Plan, coordinate, and implement interdisciplinary workshops and/or project meetings. Identify, present and implement "Best Practices" and "Lessons Learned" where applicable.

Amazon

Hiring for Multiple Positions - Weekly and Monthly
Fulfillment Center - 975 Powder Plant Road, Bessemer, AL

Link to apply: <https://amazon.force.com/BBIndex>

Contact: For updates on openings and hiring opportunities, subscribe to receive text message updates from Amazon. Text *BHMNOW* to 77088.

Childcare opportunities

Indeed.com has a listing of various jobs in childcare. For more information, please visit

<https://www.indeed.com/q-childcare-resources-l-Birmingham-AL-jobs.html>

Children's of Alabama

Patient Registration Representative - Multiple Positions Available

Location: Main Campus Location, South Campus Location-Hoover

Link to apply: <https://childrensalcareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrensalcareers.org/>

Pay range: Not listed

Qualifications: High School Diploma or equivalent required. Prefer some college coursework in Business Administration; Allied Health or related area. One or more years of healthcare/office experience or an equivalent combination of education and experience preferred. Excellent customer service skills are a must. Experience/knowledge of pre-registration, registration, insurance verification, medical terminology, and ICD 10 coding terminology a plus.

Job Duties: Responsible for performing multiple customer-focused Access Center tasks (pre-registration verification, pre-admission, limited financial counseling, scheduling and follow up appointments, co-pay collection, collaborate with bed placement coordinators, order entry, account verification and updates, urgent registrations). Responsible for working collaboratively in a multidisciplinary clinical setting. Must be flexible and willing to work in different physical locations and roles as needed to meet customer needs. Expected to report as needed during periods of inclement weather, disasters, and state's of emergency.

Children's of Alabama

Position: Office Assistant II - Multiple Positions Available

Location: Various Office Locations: Bessemer, Hoover, Birmingham, Pinson

Link to apply: <https://childrensalcareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrensalcareers.org/>

Pay range: Not listed

Qualifications: High School Diploma or equivalent required. Three years of medical office experience required.



Job Duties: Responsible for appointment scheduling and other related functions; receiving patients and their families; performing duties consistently and accurately to maintain an efficient, friendly, work environment; and providing clerical support to assigned Medical Group.

Children's of Alabama

Position: Patient Registration Scheduler

Location: Main Campus - 1600 7th Avenue South, Birmingham, AL

Link to apply: <https://childrensalcareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrensalcareers.org/>

Pay range: Not listed

Qualifications: High School Diploma or equivalent is required; Prefer some college coursework in Business Administration; Allied Health or related area. Three or more years of healthcare, office, customer service, financial or insurance experience, preferably in the medical field, required. Excellent customer service skills are a must. Prior experience in scheduling is preferred.

Job Duties: Responsible for performing multiple customer-focused functions within the Patient Registration Department as it pertains to scheduling patients for appointments into the health system.

Children's of Alabama

Position: Unit Clerk - Multiple Positions, Various Locations and Departments/Units

Location: Various Office Locations

Link to apply: <https://childrensalcareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrensalcareers.org/>

Pay range: Not listed

Qualifications: High School Diploma or equivalent is required. One year clerical experience required and familiarity with medical terminology preferred. In lieu of experience, completion of an approved certificate program will be accepted.

Job Duties: Works under the supervision of RNs and LPN clerical support to a nursing unit and facilitate communication for patients, team members, professional and technical staff, and visitors.

Children's of Alabama

Position: Business Office Assistant (Coding)

Location: Greenvale Pediatrics Alabaster - 1022 1st Street North, Suite 102, Alabaster, AL

Link to apply: <https://childrensalcareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrensalcareers.org/>

Pay range: Not listed

Qualifications: High School Diploma or equivalent is required. Three years prior experience in clerical or office work required with emphasis on financial or insurance related work, preferably in a medical setting. Successful completion of medical terminology course preferred. CPT4/ICD9 Coding experience preferred.

Job Duties: The Third Party Collector/Insurance Clerk A, is responsible for the timely follow-up of all outstanding claims with third party payor. Responsible for providing clerical support to the clinics and receiving patients and their families. Data entry and communicating to insurance companies/patients.



Children's of Alabama

Position: Floor Technician - Multiple Positions Available

Location: Main Campus - 1600 7th Avenue South, Birmingham, AL

Link to apply: <https://childrencareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrencareers.org/>

Pay range: Not listed

Qualifications: High school diploma or equivalent required. Two years of experience will be considered in lieu of education requirement. Two or three years general work experience.

Job Duties: The Environmental Service (EVS) floor Tech, will perform a variety of housekeeping responsibilities, following established EVS cleaning procedures, according to established cleaning schedules.

Children's of Alabama

Position: Environmental Services Aide - Multiple Positions Available

Location: Main Campus - 1600 7th Avenue South, Birmingham, AL

Link to apply: <https://childrencareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrencareers.org/>

Pay range: Not listed

Qualifications: High school diploma or equivalent required. Two years of experience will be considered in lieu of education requirement. Two or three years general work experience preferred. Ability to receive oral and written instructions required.

Job Duties: The Environmental Service (EVS) Aide will perform a variety of housekeeping responsibilities, following established EVS cleaning procedures, according to established cleaning schedules.

Children's of Alabama

Position: Hostess - Multiple Positions Available

Location: Main Campus - 1600 7th Avenue South, Birmingham, AL

Link to apply: <https://childrencareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrencareers.org/>

Pay range: Not listed

Qualifications: High school diploma or equivalent required. Two years of experience will be considered in lieu of education requirement. One to three years experience in the food service industry, preferred.

Must have a current food handler's card as required by the Jefferson County Health Department.

Job Duties: Prepares, assembles, and delivers patient meals and snacks according to physician-prescribed diet order. Passes and collects menus from all patients in assigned areas within specified timeframes. assess and collects patient surveys from all patients in assigned areas within specified timeframes.



Children's of Alabama

Position: Security Officer - Multiple Positions Available (Nights and Evenings Shifts)

Location: Main Campus - 1600 7th Avenue South, Birmingham, AL

Link to apply: <https://childrensalcareers.org/search/clerical/jobs>

Deadline to apply: Open until filled - no date listed

Contact: Join Children's of Alabama's Talent Network: <https://childrensalcareers.org/>

Pay range: Not listed

Qualifications: High school graduate or GED. Two years successful work experience. Licensures, Certifications, and/or Registries: Complete CPI or some type of de-escalation training within the first six months in this position. Complete Professional Security Training Certification within 6 months of hire.

Valid Alabama driver's license, proof of birth validating 21 years. Valid Alabama concealed carry permit

Job Duties: Provides protection of patients, caregivers, visitors, support personnel, tenants, property and all other assets within the facility boundaries of Children's of Alabama.

Shipt

Communications Specialist, Experience Team - Multiple Positions Available

Location: 17 20th Street North, #100, Birmingham, AL

Link to apply: <https://shipt.breezy.hr/p/239f49a295bf-communications-specialist-experience-team/apply?popup=true>

Deadline to apply: Open until filled - no date listed

Contact: support@shipt.com

Pay range: \$14-16/hour

Qualifications: Bachelor's Degree or equivalent may help (not required). You have an active online presence and familiarity with social media. Typing speed and accuracy. Writing background (grammar buffs wanted). You possess the ability to multi-task and think on your feet to provide sound, quick solutions. Customer service mentality with a positive attitude! Support background is a plus but not mandatory.

Job duties: Educate and assist Shoppers in their journey. Utilize email, chat, and phone in communication with members and shoppers. Hold flexible hours and work weekends (Sunday is our peak day). Collect customer feedback, and make suggestions for new features. Troubleshoot and report app bugs and issues. Monitor and lead operations flow from order creation to delivery. Exercise judgment to decide how best to handle order issues. Quickly solve unexpected problems and ensure orders are accurate and on time.

Steris

Repair Technician - Multiple Positions Available

Location: 285-399 33rd Street North, Birmingham, AL

Link to applying: <https://career4.successfactors.com/careers>

Deadline to apply: Open until filled - no date listed

Contact: Join Steris' Talent Community:

https://careers.steris.com/lp/Talent%20Community/c30265cb5b64e9ee/?locale=en_US&utm_source=careersite&utm_campaign=NOT_FINDING_A_JOB

Pay range: Not listed.



Qualifications: High School Diploma or GED. One year work experience at time of hire. Good eye to hand coordination. Ability to assemble small parts. Great attention to detail. Displays positive attitude and confidence. Ability to understand repair concepts and follow sequencing or repairs.

Job duties: Services, restores and repairs surgical devices or equipment, and can identify problems within the job role, and uses standardized testing procedures; examines and tests mechanisms for defects. Replaces or repairs defective parts. Reassembles surgical devices or equipment and tests assembly for conformance to specifications. Abides by all Company safety and health policies and procedures. Uses personal protective equipment if required. Demonstrates basic awareness and knowledge of ordering parts and its requisition system. Aware of and conforms to Company ISO goals and objectives and supports ISO requirements.

Here's a quick video to give you an idea of the day to day life of a Technician.

https://www.dropbox.com/s/8j32f42ao0yp34w/join_our_team_instrument_repair_tech.mp4_HD.mp4?dl=0

Steris

Quality Technician

Location: 285-399 33rd Street North, Birmingham, AL

Link to applying: <https://career4.successfactors.com/careers>

Deadline to apply: Open until filled - no date listed

Contact: Join Steris' Talent Community:

https://careers.steris.com/lp/Talent%20Community/c30265cb5b64e9ee/?locale=en_US&utm_source=careersite&utm_campaign=NOT_FINDING_A_JOB

Pay range: Not listed.

Qualifications: High School Diploma or GED. One year of general work experience. Knowledge of MS Office applications, including Word and Excel and ability to learn Oracle data management. Enter data onto Oracle using well defined procedures. 1.5 years of working in repair of medical devices preferred (not required). Skills: Ability to compare surgical device to defined standard. Ability to hold firm on findings related to surgical devices. Ability to understand statistical trends/graphs.

Job duties: Evaluates incoming medical devices in accordance with procedure guidelines to accurately prepare service/repair estimates. Performs routine testing for product release. Validates accuracy of outgoing repair documentation. Provides feedback to QA and production departments concerning technician and product performance. Performs quality performance data collection. Aware of and conforms to company ISO goals and objectives and supports company ISO requirements.

Steris

Service Desk Specialist

Location: 285-399 33rd Street North, Birmingham, AL

Link to applying: <https://career4.successfactors.com/careers>

Deadline to apply: Open until filled - no date listed

Contact: Join Steris' Talent Community:

https://careers.steris.com/lp/Talent%20Community/c30265cb5b64e9ee/?locale=en_US&utm_source=careersite&utm_campaign=NOT_FINDING_A_JOB

Pay range: Not listed.

Qualifications: None listed.



Job Duties: Provides telephone support for requests for assistance from Global STERIS internal customers that may be non-technical personnel by researching, documenting, escalating, and resolve technical problems. Responsible for monitoring and processing web-based, live chat, voicemail and in person requests for customer assistance. Detailed record in the Service Desk ticketing system of customer conversation, troubleshooting performed and all activity initiated to resolve or triage the ticket. Perform wireless device plan modifications (activate/disable/port numbers/voice & data), break/fix of devices and assisting Service Desk Technicians for wireless incidents/requests. At times performs customer administration of the VPN Token and software package pushes. Relaying requests for assistance that are outside the scope of the issue to Tier III Service Desk support or other appropriate IT Teams. Monitoring call volumes and proactively notifying key information to Tier III Service Desk staff and/or Service Desk management when reoccurring problems arise. Initiating escalation procedures when needed; notifying appropriate technical and/or managerial personnel and key customers. Perform computer hardware/software related repairs including refreshing the operating system. Assists in processing Service Desk tickets requesting new access/equipment for customers in accordance with Service Desk policies and procedures relating to SOX (Sarbanes-Oxley). Performs basic and routine Call Center tasks by monitoring Service Desk phone queue and general mailbox. Complete assigned Separation tasks for employees that have left the STERIS. Provide guidance and assist Service Desk Technicians for troubleshooting more advanced customer issues. Create, modify or remove approved account access for an intermediate number of business applications. Participate in the creation and maintenance of a standardized knowledgebase articles to aid in assessing and diagnosing hardware/software problems. Responsible for the creation and continual audit review of wireless standard operating procedures. Assist IT management with wireless device projects, reports, charge backs and continual review of where STERIS can implement cost reductions.

Steris

Assembly Cell Operator

Location: 285-399 33rd Street North, Birmingham, AL

Link to applying: <https://career4.successfactors.com/careers>

Deadline to apply: Open until filled - no date listed

Contact: Join Steris' Talent Community:

https://careers.steris.com/lp/Talent%20Community/c30265cb5b64e9ee/?locale=en_US&utm_source=careersite&utm_campaign=NOT_FINDING_A_JOB

Pay range: Not listed.

Qualifications: High School Diploma or GED. 0-3 months in a manufacturing/warehouse environment. 1+ year of related experience preferred. Ability to read and comprehend written instructions. Must be able to work in a manufacturing environment. Basic math, writing and data entry skills. Strong attention to detail. Ability to work in a fast-paced environment. Good hand/eye coordination (manual dexterity). Basic organizational skills. Demonstrated ability to work in a fast-paced environment. Able to spend long periods sitting/standing in a confined space.

Job Duties: Verify integrity/quality of each product. Follow procedure to ensure product is correctly folded. Follow procedure to collect, assemble and pack product/product/components into pouches. Verify reorder number/label coincides with packed product/components. Verify count of completed product. Verify integrity/quality of final product before final packaging. Match reorder number on finished product to the case label provided. Verify count as indicated on case label prior to final



packaging. Operate equipment to seal packs. Troubleshoot to resolve issues with equipment. Prepare shipping container to include labeling, packing and sealing. Follow all safety rules and requirements to meet all safety, quality and production goals.

University of Alabama at Birmingham

Administrative Associate - Facilities

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: For more information about UAB Facilities, please visit: <http://www.uab.edu/facilities/>

Pay range: \$18.37-\$25.00

Qualifications: Bachelor's degree in related field and one year of related experience required. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE. Must maintain a valid driver's license issued in the United States. Motor Vehicle Record will be obtained and reviewed at least annually. Driving record should meet university underwriting standards to drive vehicle in performance of University business. Must be able to possess the necessary physical requirements, with or without the aid of mechanical devices, to safely perform tasks requiring sitting and staring at a computer screen for extended periods of time, climbing stairs, bending, stooping, kneeling, and extensive walking significant distances between and within buildings on campus and in the Hospital.

Job duties: Under minimal supervision, coordinates administrative, personnel, and logistical support for AVP of Hospital Support & Maintenance. Incumbent regularly uses judgement and decision making skills to provide administrative guidance to others, often speaking on behalf of the AVP. Incumbent serves as liaison between the AVP's office, internal staff, Facilities and Facilities HR. Coordinates and manages workflow of AVP's office, with a high level of accuracy and confidentiality. Composes, proofs, and edits correspondence. Responsible for maintaining high-level calendars in Outlook. Maintains all department's HR personnel actions, including leaves of absence, position control, corrective actions, and timekeeping. Provides advance planning, information, talking points, agendas and various materials for upcoming meetings and presentations. And, may attend meeting on behalf of department's leadership. Schedules interviews, manages candidates in Taleo (recruiting software), and follows the hiring process through completion. Provides excellent customer service, relating to department functions, which includes: answering questions, disseminating information, compiling data, and providing specialized assistance as required. Processes payment requisitions, purchase orders, and travel arrangements. Orders supplies and business cards. Handles sensitive and confidential information to include financial, medical, human resources and salary data.

University of Alabama at Birmingham

Administrative Supervisor

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.

Pay range: \$42,598.40-\$66,788.80

Qualifications: Bachelor's degree in a related field and one year of related experience required. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE. Strong interpersonal, organizational and communication skills. Ability to manage personnel and work effectively with faculty. Apply good judgment to solve problems. Ability to multi-task. Knowledgeable of UAB policies and procedures. Supervisory and management experience desirable.



Job duties: Supervises employees and operations for various areas. Responsible for employee training, auditing, product or service quality control, establishing productivity standards, performance issues, staffing, payroll and other matters associated with the productivity and operations of assigned area. Handles confidential information and issues. Assist with faculty credentialing, privileges, reappointment, evaluations, recruitment, and onboarding. Assist the division with grant and budgetary responsibilities. Supervises the work of, but does not perform, the same duties as subordinate personnel. May have some administrative assistant duties and manage compliance/regulatory processes. May act as a liaison to leadership and/or as human resources officer for Forensics, CPPP, GDB and the Chair's Office. This position will also, hire, train, supervise, perform annual evaluations, discipline and terminate administrative support staff. Implement processes and manuals to assist with work flow and quality of work. Oversee the administrative process for the recruitment of new faculty; assist with onboarding of the new faculty and staff. Serve as a liaison for the division internally and with other campus departments/work teams. Manages the promotion and tenure process for department. Provide administrative support to faculty on an as needed basis. Day-to-day administration of and compliance with departmental and university policies and procedures in coordination with Executive Administration. Review expenditures for departmental and university compliance. Administrative review of grant/contract applications, fee-for-service contracts, IRB internal reviews, annual CME re-accreditation of seminar series. Negotiate equipment leases and ensure annual contracts are renewed for shared office equipment. Responsible for confidential information and organization of departmental/divisional files. Generate divisional reports and manage annual university required reports (e.g., space audits, equipment audits and inventory, graduate teaching). Review monthly divisional account statements for accuracy and brief this report with the Division Director. Assist the Division Director in the development and management of the annual budget. Attend divisional faculty meeting and take minutes. Attend departmental administration meetings. Responsible for keeping Division Director informed of issues, campus and departmental news and changes in policies. Perform other duties as assigned.

University of Alabama at Birmingham

Electronic Monitoring Specialist

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.

Pay range: \$11.67-\$17.28

Qualifications: High School diploma or GED required. Certified in Basic Life Support (BLS) from the American Heart Association (AHA) is required or should be obtained within 30 days of employment.

Depending on the unit/department, Advanced Cardiac Life Support (ACLS) certification and/or Pediatric Advanced Life Support (PALS) from the American Heart Association (AHA) may be required.



Job duties: To collect patient information in accordance with funding protocol. To track and interpret equipment signals and log daily recordings of client movement. To maintain and consult with juvenile and guardians involved in the program. To consult with clients and serve as liaison with courts, probation officers, supervisors, etc. to promote compliance.

University of Alabama at Birmingham

Office Associate I (TRIO SSS Teach Program Office Manager)

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.

Pay range: \$12.38-\$19.60

Qualifications: High School diploma or GED and three (3) years of related experience required. Secretarial experience, two years preferred. Desire to work with and ability to relate to a culturally diverse population. Proficiency in word processing and database systems. Basic knowledge of common office equipment and machines. Strong spelling, grammar, and composition skills. Experience with budget management including use of Oracle (preferred). Excellent oral, written and interpersonal communication skills (preferred).

Job duties: Designs, implements, and supervises office administrative activities/programs in accordance with federal regulations to provide required documentation and accountability for services provided, allowable costs and objectives accomplished. Coordinates knowledge computers, spreadsheets, databases and word processing for effective office management of the grant. Works with the Director to monitor budgetary activity and maintains an accurate spreadsheet. Hire, train, and supervise office student assistants. Monitor student assistants and front office to assure quality services are provided. Develop and maintain effective communication including disseminating information about the program services. Develop coordination and working relationships with key community entities and stakeholders to aid in participant success in teaching. Coordinates payroll and personnel systems. Manages procedures related to ORACLE, KRONOS and other administrative software. Oversees processing of expenses and reconciles the budget for Director review. Maintains liaison with various campus units. Communicates effectively and assists with communication efforts. Accurately interprets and abides by complex federal guidelines and regulations. Plan develop, coordinate, direct, and evaluate UAB policies and procedures. Update program database and assist with preparing the annual performance report to U.S. Department of Education and UAB administration. Maintains positive leadership, ethical/professional conduct and confidentiality of participants. Maintains confidentiality and professionalism with all associated duties. Collects and prepares data as requested by the Director. Conceptualizes, solve problems, make decisions, and accept responsibility. Meet deadlines and work effectively under pressure. Applies skills in accomplishing goals.

University of Alabama at Birmingham

Office Associate II

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.



Pay range: \$14.84-\$23.36

Qualifications: High School diploma or GED and five (5) years of related experience required.

Ability to multitask Calendar management Database maintenance (preferred).

Job duties: Under general supervision, performs standard clerical and administrative duties. Requires demonstrated knowledge of the fundamental concepts, practices and procedures of the secretarial function usually gained through formal education in secretarial science or secretarial experience. Reads, prioritizes and routes incoming mail. Makes travel arrangements and reservations. Schedules appointments. Orders supplies, maintains databases and reports. Assists with special projects. Drafts and types correspondence. May supervise other support personnel. May handle confidential information, dictation and transcription. May verify insurance and process medical record requests. This position supports the administrative needs (calendars, correspondence, profiles, CV, licenses and certifications, travel, etc.) of 5 clinical faculty and has primary responsibility for faculty privileging/re-privileging for 12 faculty. Manages the department's clinical call schedule with the Call Center and maintains faculty databases.

University of Alabama at Birmingham

Communications Specialist

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.

Pay range: \$42,598.40-\$66,788.80

Qualifications: Bachelor's degree in Communications, Journalism, Marketing or a related field and one (1) year of related experience required. Work experience may NOT substitute for education requirement. Minimum hiring rate must meet the most current FLSA guidelines for salary level and basis to remain exempt. Knowledge, Skills, and Abilities desired include: Written and verbal communication skills, including strong writing, editing and presentation skills. Interpersonal skills. Knowledge and understanding of effective graphic design and branding principles and the use of the internet as a medium of communication. Proficiency in using programs and tools such as social media, word processing, image processing, content management system (Joomla). Ability to manage multiple and competing priorities in a dynamic environment 6. Demonstrated ability in handling confidential materials. Ability to work both independently and collaboratively in a fast-paced and rapidly changing environment is essential. Ability to present innovative ideas, creative programs and new activities.

Job duties: To assist in executing communications strategies and programs to influence employee engagement, increase employee knowledge and share key departmental/division messages. To develop a variety of employee communications that support all units of the department or division. To draft, edit and deliver employee messaging through available media, including print matter, advertisements, e-publications, web sites, intranet content, social media, database-driven web content, change management communications, presentations, other employee messaging and materials and ongoing internal communications. To make best use of available technologies and ensure integrated internal presentation of UAB brand. To gather and analyze data on communications effectiveness and recommend improvements to extend reach and readership. Responsibilities: Assists in executing communications strategies and programs to influence employee engagement, increase employee knowledge and share key departmental/division messages. Develops a variety of employee



communications that support all units of the department or division. Drafts, edits and delivers employee messaging through available media, including print matter, advertisements, e-publications, web sites, intranet content, social media, database-driven web content, change management communications, presentations, videos, other employee messaging and materials, and ongoing internal communications. Assists in maintaining web pages; re-designs as necessary. Gathers and analyzes data on communications effectiveness and recommends improvements to extend reach and readership. Performs other duties as assigned.

University of Alabama at Birmingham

Shipping Receiving Clerk

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.

Pay range: \$13.49-\$17.26

Qualifications: High School diploma or GED required. The ideal candidate will have experience with deliveries, inventory control of similar experience preferred. For this position, applicants will be required to pass the Alabama Motor Vehicle Release through risk management (before hire date). This will allow you to drive a state vehicle to make deliveries across campus in order to perform routine daily duties.

Job duties: Performs manual and clerical duties through the receipt, storage, issuance, and maintenance of supplies, materials and equipment, and maintains accurate records of all processed goods. Loads and unloads departmental and delivery vehicles with the use of forklifts, hand trucks, pallet jacks and other material handling equipment in a safe and efficient manner. Receives and inspects freight and shipping documentation for damage and correctness. Delivers freight, supplies and other materials throughout UAB. Places supplies and equipment in appropriate storage areas and rearranges materials as necessary for delivery. Processes all freight by using Trackpad Parcel Tracking System. Assists in inventory of supplies, equipment and other materials. Keeps warehouse and work areas clean.

University of Alabama at Birmingham

Administrative Supervisor

Location: 1720 University Boulevard, Birmingham, AL

Link to apply: <https://uab.taleo.net/careersection/ext/jobsearch.ftl>

Deadline to apply: Open until filled - no date listed

Contact: None listed.

Pay range: \$42,598.40-\$66,788.80

Qualifications: Bachelor's degree in a related field and one (1) year of related experience required. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.

Job duties: The University of Alabama at Birmingham (UAB) is seeking an Administrative Supervisor to supervise employees and operations in a designed area. Responsible for employee training, auditing, product or service quality control, establishing productivity standards, performance issues, staffing, payroll and other matters associated with the productivity and operations of assigned area. Supervisory and management experience desirable. Strong interpersonal, organizational and communication skills. Ability to manage personnel and work effectively with faculty. Apply good judgment to solve problems. Ability to multi-task. Experience with grants and contracts and UAB policies and procedures. Duties & Responsibilities: Handles confidential information and issues. May have grant and budgetary responsibilities. Supervises the work of, but does not perform, the same duties as subordinate personnel. May have some administrative assistant duties and manage compliance/regulatory processes. May act as a liaison to leadership and/or as human resources officer for department.



Vulcan Park and Museum

Position: Facilities Assistant

Location: Birmingham, AL

Hours: mornings, 20 hours per week

Deadline to apply: open until filled

To apply: info@visitvulcan.com

Pay range: \$12.50/hr

Position and qualifications summary: Responsible for keeping Vulcan Park and Museum facilities, equipment, furnishings and grounds in proper operating and clean condition. Performs routine maintenance, coordinates outsourced PM, schedules minor repair work. Operates primarily from established instructions, occasionally requiring independent decision making. Successful candidates are self-motivated, able to investigate options to solve maintenance problems, to read and understand English and perform simple math, to perform manual labor that may include but is not limited to: heavy lifting, moving materials, manipulating small objects, climbing ladders, withstand weather elements, and other tasks.

YWCA Central Alabama's AmeriCorps

This program is offering a full year of compensated community service through its *Building Communities, Bettering Lives* AmeriCorps program. Interviews are ongoing now for remaining opportunities to support victims of domestic violence, help educate youth, or promote volunteerism and civic engagement.

AmeriCorps members provide capacity building and direct service within the YWCA and nonprofits around metro-Birmingham. All positions are full-time Monday-Friday. Benefits include a \$1,200 per month stipend, a \$6,345 education award, no-cost individual health insurance, childcare subsidy, student loan forbearance, professional development, and ample training. Members also engage in service throughout the community through fun and enriching ways. Persons 21 and older are encouraged to apply. To apply for the YWCA's *Building Communities, Bettering Lives* AmeriCorps program, please submit a resume, cover letter, and three preferred choices for an interview to Angela Abdur-Rasheed at americorps@ywcabham.org or visit www.ywcabham.org/american.

Training Opportunities

Learn about **Lawson State Community College's** Health Care, Information Technology, Manufacturing & Logistics, and Craft Training Programs via [Corporate College and Community Education](#)

Learn about **Jefferson State Community College's** Fast-Track Health Care Training Programs, and Information Technology, Manufacturing, Craft, and General Business Training via [Center for Workforce Development](#)

Stay up to date with what the **Career Center** is offering by visiting its Facebook page:

<https://www.facebook.com/birminghamcareercenter>

Checkout the tech bootcamps provided by **Innovate Birmingham** by visiting:

<https://www.innovatebham.com/courses/software>

Bham Strong has available resources that could help. Visit them at <https://bhamstrong.com/>



Help from the Birmingham City Credit Union

If you're a Birmingham City Credit Union member affected by the recent City employment furloughs, please email CPlayer@bhamcitycu.org so that your financial needs can be assessed. They have exclusive offers and mentoring to help employees during this time.

They are located at 708 17th Street North. They are open Monday – Friday from 8 a.m. to 4 p.m. Their number is 205-583-4654. Their website is www.bhamcu.org.