

A-Plus Staffing LLC

Current Job Openings

Last Updated: 2/6/2012

Note: All jobs listed here are accurate within 24 hours.

Others may be available.

We're a company fee-paid agency which means the **employer** pays all fees involved. Most of our positions are temp-to-hire, meaning the employer anticipates hiring permanently after a trial period. If you have questions, please call us (843) 556-1800. **ALL inquiries/submissions are CONFIDENTIAL.** All positions are within the Charleston, SC area unless otherwise noted.

ACCOUNTING:

**If you are not interested in a position listed, but have solid accounting/bookkeeping experience, please submit your resume to gloria@aplusstaffing.net and we will include it in our accounting database for future positions.*

***All accounting positions require a clean SLED criminal background check.**

CPA: for established Charleston firm. Must have a minimum of 2 years in public accounting. Experience in individual and corporate tax preparation required. Salary commensurate with experience. Benefit package provided. Qualified applicants may send resumes in MS Word format as an attachment to gloria@aplusstaffing.net.

Accounting Clerk/Operations Assistant: Established construction company needs someone who can multi-task, handle payables/receivables and administrative duties for permitting and closings. Proficiency of general ledger and ability to assist in preparing financial reports REQUIRED. Construction office experience desired and Timberline software a plus. Salary \$12-12.50/hr. Participating health ins. plan available after 90 days. Qualified applicants may send resumes in MS Word format as an attachment to gloria@aplusstaffing.net.

ADMINISTRATIVE:

Admin. Assistant: Insurance agency looking for someone with experience in an insurance company to handle front desk duties, mail and assisting managers. Proficiency in MS Word, Excel and Outlook required. Salary \$10/hr. Qualified applicants may send resume in MS Word format as an attachment to elaine@aplusstaffing.net.

Admin. Assistant: (Charleston) Established protestant church seeking skilled, experienced secretary. Must have 3-5 years recent admin/clerical experience with excellent work record, strong interpersonal skills and the ability to work in a team environment. Duties include: Correspondence, e-news, web updates, newsletters, bulletins and working with volunteers. Proven work experience in MS Word, Publisher, Excel and Outlook REQUIRED. Applicants should be churched and understand the need for confidentiality in all matters. Previous church work experience is preferred. Non-smokers only. Salary is \$12/hr with full benefits. Qualified applicants may send resumes in MS Word format as an attachment to gloria@aplusstaffing.net.

FOOD/BEVERAGE/HOSPITALITY:

Restaurant Assistant Manager: Well established state of the art fast food restaurant desires qualified assistant manager. Proven, recent experience of 3-5 years in high volume, fast food restaurant management REQUIRED. Applicants should have strong work ethic, good work history and the ability to manage and lead a team approach to excellence. Responsibilities include hiring, firing, training, purchasing and day to day operational duties. 50 hour work week. Excellent benefits and salary \$30k-50k. Qualified applicants may send resumes in MS Word format as an attachment to elaine@aplusstaffing.net. If you do not meet these minimal requirements do not expect a reply.

PLEASE NOTE THE FOLLOWING:

** If you submit your resume to one email address, please **DO NOT** also send it to another A-Plus email address. This causes unnecessary duplication and may result in erroneous deletion.*

** If you submit your resume for one of these positions and do not meet the minimal requirements listed, please do not expect a reply.*

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Restaurant General Manager: Well established state of the art fast food restaurant desires qualified general manager. Proven, recent experience of 3-5 years in high volume, fast food restaurant management REQUIRED. Applicants should have strong work ethic, good work history and the ability to manage and lead a team approach to excellence. Responsibilities include hiring, firing, training, purchasing and day to day operational duties. 50 hour work week. Excellent benefits and salary \$30k-50k. Qualified applicants may send resumes in MS Word format as an attachment to elaine@aplusstaffing.net. If you do not meet these minimal requirements do not expect a reply.

INSURANCE:

Personal Lines CSR: (West Ashley/James Island area) Insurance agency looking for customer service rep with minimum of 3 years related experience. P&C license REQUIRED. Salary \$35k. Qualified applicants may send resume in MS Word format as an attachment to elaine@aplusstaffing.net.

Commercial Lines CSR: (West Ashley/James Island area) Insurance agency looking for customer service rep with minimum of 3 years related experience. P&C license REQUIRED. Salary \$35k. Qualified applicants may send resume in MS Word format as an attachment to elaine@aplusstaffing.net.

Insurance Producer: Insurance agency looking for someone with sales experience in an agency. P&C license REQUIRED. Salary \$20's plus commission. Qualified applicants may send resume in MS Word format as an attachment to elaine@aplusstaffing.net.

LEGAL:

**If you are not interested in a position listed, but have solid 2+ years legal experience, please submit your resume to gloria@aplusstaffing.net and we will include it in our legal database for future positions.*

Legal Defense Litigation Secretary: Established law firm in need of someone with minimum of 3 years legal secretarial experience. Strong legal transcription of 70+ WPM, attention to details/deadlines REQUIRED. Salary is commensurate with experience. Full benefit package with parking provided. Qualified applicants may send resume in MS Word format as an attachment to gloria@aplusstaffing.net.

Insurance Defense Paralegal: Busy defense practice in need of someone with a minimum of 5 years paralegal experience. Defense experience preferred. Paralegal Certificate and/or 4yr degree REQUIRED. Salary DOE with excellent benefits and parking. Qualified applicants may send resume in MS Word format as an attachment to gloria@aplusstaffing.net.

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MEDICAL:

Medical Insurance Biller: (East of the Cooper) Minimum of 3 years experience in billing all types of Medical Insurance. Must have working knowledge of ICD and CPT coding. Salary is \$12-14/hr DOE. Only qualified residents of Mt. Pleasant and surrounding area, and non-smokers need apply. Qualified applicants may send resume in MS Word format as an attachment to gloria@aplusstaffing.net.

Medical Customer Service: (East of the Cooper) Durable, medical company desires experienced medical customer service representative with at least 3 years experience to handle precertification, inventory and scheduling. Must be highly organized and detailed. Salary starts at \$12-14/hr DOE. 40hr/week and health benefits package provided. Only qualified residents of Mt. Pleasant and surrounding area, and non-smokers need apply. Qualified applicants may send resume in MS Word format as an attachment to gloria@aplusstaffing.net.

SALES:

Volunteer Recruitment Coordinator: (Charleston) for busy non-profit office. Mon-Fri 9am-3pm. MUST have ability to make 30-40 cold calls/hr using script. Sales experience REQUIRED. Salary is \$9/hr. Short-term position. Experienced applicants may send resume in MS word format as an attachment to elaine@aplusstaffing.net.

Parts Counter Person: needed for small company 20 miles south of Charleston. Must have minimum of 1 year experience in farm equipment and/or heavy equipment sales. Salary \$10-\$14/hr. Experienced applicants may send resume in MS word format as an attachment to elaine@aplusstaffing.net.

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