

A-Plus Staffing LLC
Current Job Openings
Last Updated: 01/02/2009
Note: All jobs listed here are accurate within 24 hours.
Others may be available.

We are a company fee paid agency. The employer pays all fees involved. Most of the positions below are temp-to-hire, meaning that the employer anticipates hiring you permanently after a trial period. If you should have any questions, please feel free to call 556-1800, and DO NOT HESITATE to send your resume to aplusstaffing@knology.net

All inquiries and submissions are kept CONFIDENTIAL!

ACCOUNTING OPENINGS

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

*Please note that all accounting positions are required to pass a SLED criminal background.

Controller: Mid-sized medical supply company seeks someone with 3-5 years minimum experience in accounting/Human Resources. Medical background preferred but not necessary, degree required. Salary negotiable, comes with benefits. Email your resume today.

CPA Tax Manager: Experienced, degreed accountant wanted to manage multiple accounts at branch firm. Salary negotiable, around \$60,000, with full benefits package. Email your resume today.

INSURANCE – Property & Casualty POSITIONS:

Personal Lines-2 positions available/Commercial CSR 3 positions available – SAVE GAS, by working closer to home and possible salary increase. Locations in the north area, East Cooper, West Ashley. Must be licensed with 2 years experience. E-Mail your resume to Elaine today. (Immediate availability in Mount Pleasant for personal lines and West Ashley for commercial.)

Insurance CSR: Smart, personable, organized person needed for a James Island underwriting office. Needs at least 2 years of complex customer service experience, plus license. Full time, \$10 an hour to start. Email your resume today.

LEGAL OPENINGS:

**If you have 2 years legal experience, please forward your resume to Gloria P., as we will include it to our database for future positions.

Legal Secretary: Firm seeks litigation secretary with strong computer skills. Heavy transcriptionist duties, 35 hours, and salary \$25-30K, with benefits. Email Gloria today!

Legal Receptionist: Part-time position available 3 days a week—Monday, Tuesday, Wednesday, 9-6—for East Cooper firm. This position will not expand to full-time and the

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hours are not flexible. Good computer skills and work record required. Salary \$8-10/h.
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Paralegal: 3-5 years experience in medical malpractice, personal injury, and construction litigation. Some Transcriptionist duties. Salary between \$40,000 and \$47,000, with some benefits. Email Gloria today.

Paralegal: 3-5 years experience in workers comp defense, excellent computer/organization skills. Salary as high as \$40,000, comes with full benefits. Email Gloria today!

ADMINISTRATIVE POSITIONS:

****If you have 2 years administration/clerical experience, please forward your resume to Gloria P., as we will include it to our database for future positions.**

Parish Secretary: West Ashley church seeks experienced secretary to handle phones, office, clerical, weekly publishing and some financial responsibilities. Bookkeeping background needed, and the specific programs of ACS, MS Publisher, and Quickbooks are all required. Part-time position (24 h/w) with some flexibility in hours, \$12/h. Email your resume today!

Construction Administrative Secretary: 3 or more years experience required for this fast-paced, professional job requiring strong organizational and computer skills. Salary \$30K. Email Gloria today!

TECHNICAL:

TRANSPORTATION:

Other positions may be available.

MEDICAL OFFICE:

Front Desk: 2+ years experience in a private medical office, Medisoft experience preferred, for this full time position. \$9.50/h to start, some paid holidays. Email Elaine today!

Other positions may be available.