

For more information on these jobs, stop in Career Services, Room N224.

Part Time Jobs

8/13/2008

Job #: PT#335 Job Title: In Store Financial Sales Rep.

Requirements: Hours: Flexible 12pm-7pm Monday-Friday & Saturdays 8:30am-4pm. Six months of previous bank experience, previous customer service, and previous retail experience is preferred. Bilingual: English/Spanish Fluent preferred. H.S. diploma or GED required.

Description of Where 15th St. Joplin

Notes _Comments: To see a complete description of this job visit:
www.arvest.com/banking/job_op/job_descriptions/in_store_financial_sales_rep.pdf

Job #: PT#334 Job Title: Teller, Floater

Requirements: Requires HS diploma or GED. Six months of previous bank experience, customer service, and retail experience preferred. Bilingual: English and Spanish preferred. Furnish dependable transportation and be flexible to travel and work at any Arvest location.

Description of Where Joplin, MO

Notes Comments: Flexible Hrs. 7am-7pm Mon-Fri. & Sat. 8:30am-4pm. Must be able to attend training classes. For complete description of job, visit:
www.arvest.com/banking/job_op/job_descriptions/teller.pdf

Job #: PT#332 Job Title: Teller

Requirements: Ability to work flexible hours 7am-7pm M-F and every Sat 8:30-12:15. 6 months of previous banking, customer service and retail experience preferred. HS diploma or GED required. Preference is applicants living in communities they serve.

Description of Where Arvest Bank Neosho

Notes _Comments:

Job #: Job Title: Human Resources Communications Coordin

Requirements: H.S. grad or GED. Excellent dress, cordiality and personal appearance. Excellent verbal and written communications skills, Excellent attendance and work history. Prior successful work in customer service position - 1 year min. Excellent data entry skills.

Description of Where Neosho, MO

Notes _Comments: Processes all incoming telephonic communications to correct departments, supervisors, coaches & managers. Acts as receptionist for all visiting customers to front office performs some admin processing of HR forms & data helps maintain schedule...

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Part Time Jobs

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Job #: Job Title: Receptionist

Requirements: Must have excellent people skills, good work ethic, organization skills, positive and upbeat attitude, be compassionate and caring. Should know how to use Word and Microsoft Outlook.

Description of Where Joplin, MO

Notes _Comments: Apply at Johnson & Vorhees, 510 W. 6th Street, Joplin, MO. Or call Rusty Johnson at the number listed above.

Job #: Job Title: Various positions

Requirements: Native American preference is considered. Verification of Native American Heritage must be verified.

Description of Where

Notes Comments: For additional info, please refer to our website www.bordertowncasino.com. To apply, fax application to number provided on form from our website or contact Sherry Hare ext. 419 in the Annex Building.

Job #: Job Title: Phone Order Processors

Requirements: A highly motivated individuals who have the ability to communicate clearly and effectively and have good computer skills. If you are looking for a job that has a friendly, fast-paced, employee-oriented environment then we would like to talk to you.

Description of Where Neosho, Mo

Notes _Comments: Starting pay is \$7.00/hr plus an additional \$.30/hr for night shift. Pick up application at Scholastic 915 West Harmony Neosho, Mo

Job #: Job Title: Cleaner/Housekeeper

Requirements:

Description of Where Neosho, MO

Notes _Comments: M-F, no weekends. Up to \$8/hr plus bonuses. Benefits. Call 417-451-9947 (Ext. 101) for details or visit [www. SimpleSolutionsInc.com](http://www.SimpleSolutionsInc.com)
