The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Career Counselor, Carol Pham, at cpham@dscc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dscc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Part-time Office Assistant/Marketing Specialist, Renovation Plus Construction, Dyersburg
Business/Location: 640 US-51 BYP, Dyersburg, TN 38024

Requirements:

- High School diploma or equivalent ASE Certified preferred
- Performing daily/weekly/monthly tasks proactively
- Strong Proficiency in Microsoft Office: (Outlook, Word, Excel, and PowerPoint)
- Detail Oriented/Quick learner and open to learning new skills
- Excellent written communication skills including strong grammatical skills
- Comfortable making follow-up phone calls to clients, potential clients, and vendors in a professional tone (No cold calls will be requested.)

Responsibilities include but are not limited to:

Ability to learn and take on more responsibility as Office Assistant Responsibilities:

- Assist by providing input for business decisions/Maintain a company calendar
- Prepare Invoices using Excel/ Run timesheet reports from software/ Format documents using Print Preview Word or Page Break Preview with Excel
- Update and calculate mileage based on calendar and using Excel/Update lists & templates
- Upon approval, make online purchases/ Document and write instructions for internal processes
- Communicate with Streamline’s consultants

Marketing Specialist Responsibilities:

- Correspond via email clients, and potential clients, and call vendors, when necessary
- Leverage LinkedIn/Conduct LinkedIn searches for potential clients or consultant contacts
- Maintain Website designed in Word Press (running updates, posting newsletter, removing and updating documents)
- Attend networking events virtually (possibly in-person post-COVID)

Contact Information: Kiewit Turner (731) 445-3723

Send Resume to: KiewittCorp@contractor.net.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. The position is available until filled.

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dscc.edu. Check out the DSCC Career Counseling webpage. Upload your resume to: www.jobs4tn.gov.