



A Ministry of Brown Missionary Baptist Church

[Community Job Listings](#)

Email us at: actsregistration@brownbaptist.org

ATTN: Employers email employment opportunities to actscareercenter@brownbaptist.org

***ACTS offers FREE Computer Classes -
See New Class Dates Under Services Tab
Call or Email us to Register***

LIKE US ON FACEBOOK

Click on the links provided to view current opportunities.

If you choose to apply for any of the companies listed herein, please email us the company name and the position(s) you apply for. Once your online registration has been completed, we will be happy to submit a referral on your behalf when applicable.

DRESS FOR SUCCESS!!! What NOT to Wear to an Interview or Job Fair:

NEVER WEAR JEANS/DENIM, LEGGINGS/KNIT PANTS, SHORT PANTS, SWEATSHIRTS, TENNIS SHOES, HOUSE SHOES, OR FLIP FLOPS, FOR ANY TYPE OF JOB SEARCH ENCOUNTER
A safe rule is to wear a collared shirt, dress pants, closed-toe shoes and solid colors.

Office Hours: Monday- Thursday 9:00 am - 4:00 pm. Closed on Fridays. Phone: 662.796.2287 - Fax: 662.796.2288

Website: actscareercenter.org

To view online updates to our newsletter and job updates, click on **Services, Newsletter, Job Opportunities**

ACTS Professional Staff

Reschalle Peoples, Employment Coordinator * Bonnie Lacy, Employment Coordinator * Carrie Diggs, Administrative Associate * Pennie Nelson, Executive Director

Accredo/Express Scripts	Patient Services	https://careers.express-scripts.com/us/en
Aerotek	Repair Test Technician Production Lab Technician Laptop Repair Technician Entry Level Recruiter Computer Repair Tech Forklift	https://www.aerotek.com/en/career-opportunities
Agape	Families in Transition Connector Early Childhood Connector Administrative Assistant See additional opportunities online	http://agapemeanslove.org/career-opportunities/
Amazon	Various online opportunities in Memphis	https://search.amazondelivers.jobs/
American Esoteric Lab	Customer Service Representative Data Processor Courier/ Driver Patient Financial Representative	http://www.ael.com/about-us/working-at-ael.aspx

AmeriPark	Valet Driver Park and Ride Shuttle Driver	https://www.ameripark.com/join/career-opportunities
Associated Wholesale Grocers	Search online for Memphis and Southaven Positions	https://recruiting.adp.com/srcar/
Aramark	Various Cook, Chef, Custodial, & Cashier positions	https://careers.aramark.com/ListJobs/All/Search/city/memphis/
(The) Arc Mid-South	Direct Support Professional/Caregiver	https://careers.aramark.com/ListJobs/All/Search/city/memphis
Autozone	Retail, Drivers, Hub and Corporate Positions	https://careers.autozone.com/jobs/search/71337652
Baptist Memorial Hospital (Memphis)	General Clerical Positions Nutrition Services Health Allied	https://www.baptistonline.org/careers

Brannon Professionals	Accounting Associate Accountant Accounts Payable Specialist Accounts Receivable Clerk A/R Support Supervisor Compliance Coordinat Customer Service Rep - Temporary Human Resources Generalist Intake Coordinator Inventory Control Clerk Special Events Coordinator Marketing Associate	http://www.brannonprofessionals.com/
Care and Assist	Caregivers offering: Companionship, Homemaking, Personal Care	Interested and qualified candiates email resumes to careassist.ms@gmail.com 901-612-0670 "EMAIL ACTS ONCE YOU APPLY. WE WILL FORWARD YOUR NAME FOR REFERRAL."
Crisp Connections 3839 Forest Hill Irene Memphis TN 38125	Call Center Positions	To apply send your resume to careers@crispconnections.us
Christ Community Health Clinic	Patient Services Customer Service Healthcare Professionals	https://www.christcommunityhealth.org/job-board
Church Health Center	General Office and Clerical Positions Healthcare Professionals	https://churchhealth.org/jobs/

City of Memphis	Administrative and Professional	https://www.governmentjobs.com/careers/memphistn
City of Southaven	Various Opportunities Munciple, Clerical, Public Works, Technicians, Crossing Guard, Police Department	https://southaven.org/jobs.aspx?CommunityJobs=False&CatID=Current-Jobs-76
Comcast (Memphis, Bartlett & Olive Branch)	Sales Consultant- Full time Sales Consultant- Part-Time Sales Associate Residential Installation & Service Technician Business Account Executive	https://www.comcast.com/careers
Concorde Career College (Southaven & Memphis)	Admissions Representative Various Instructors	http://www.concorde.edu/careers
Core Mark (Forrest City, AR)	Merchandiser Driver	https://careers.core-mark.com/search-jobs
Crowne Plaza	Guest Services Front Desk Agent	Hotel/Hospitality Experience is required for high guest contact positions. Apply at the front desk Monday - Friday, 8 a.m. - 5 p.m. or go online to Indeed.com

Delta Airlines	Flight Attendants Wheelchair Agents, Airplane Cabin Cleaners, Ramp Agents, Full time and part time See website for updates...dalgs.com. Then search for Memphis location	https://www.dalgs.com/
Dollar Tree	Operations Assistant Manager Store Manager Trainee Distribution Center Technician Distribution Center Warehouse Worker	https://www.dollartree.com/careers
FTS Ambulance Service	Dispatcher Part-time Mostly pm, flexible hours	Apply in person Fleetwood Transportation/ Ambulance Service 224 Motorscooter Dr. Nesbit, MS 38651
Future Electronics)Interested candidates should apply in person Mon-Fri 8:30-6:00 4150 Old Airways Blvd. Southaven, MS. Training will take place on 1st shift. 10.25 PER HOUR Overtime is required.	Distribution Associates - 2nd Shift Mon-Fri 3:45p-11:45p Human Resources – Recruiting Specialist – MADC	https://www.futureelectronics.com/careers
Goodwill (Memphis)	Cashiers: Part Time and Full Time at Various Locations Sales Associates: Part Time and Full Time at Various Locations Donation Center Attendent:	https://goodwillmemphis.org/jobs/
Hollywood Casino Tunica	Career Listings in Gaming and Hospitality	http://www.hollywoodcasinotunica.com/Careers
Hope Enterprise Corporation	Member Services Representative and Banking opportunities	https://hopejobs.gethired.com/

International Paper	Administrative Assistant Risk Manager Paralegal Systems See additional opportunities online	http://www.internationalpaper.com/careers
Kelly Educational Services	Mississippi Certified Substitute Teacher, Horn Lake, MS Mississippi Certified Substitute Teacher, Olive Branch, MS Certified Teachers for Long Term, Southaven MS Substitute Teacher, Hernando, MS Substitute Teacher, Memphis, TN Substitute Teacher, Horn Lake, MS Substitute Teacher, Southaven, MS Substitute Teacher, Walls, MS Substitute Teacher, Olive Branch, MS Substitute Teacher, Holly Springs, MS Substitute Teacher, Byhalia, MS Substitute Teacher, Germantown, TN	To apply email a statement of interest to 359n@kellyservices.com 662-895-0560; 662-895-3387
Kroger	District Manager Kroger Retail Hourly Associates See additional opportunities online	https://jobs.kroger.com/
Mahaffey	Various online opportunities in Memphis	https://www.mahaffeytent.com/careers-mahaffey-tent-event-rental

Methodist LeBonheur Hospital	See additional opportunities online Financial Analyst Scheduling Rep/ West Clinic Medical Assistant 1/ Phy Practice Nursing Assist Personal Care Attendant Unit Coordinator Floor Care Attendant	http://www.lebonheur.org/careers-at-le-bonheur/
Methodist LeBonheur Hospital		http://www.methodisthealth.org/careers/
LeMoyne Owen College	Administrative Coordinator Business Applications Anaylst Librarian Director of Library Services Executive Director of Human Resources Special Events Coordinator	Submit your cover letter and resume (or vita for faculty positions) to jobs@loc.edu For more information regarding positions go to http://www.loc.edu/administration/human-resources/opportunities.asp
LIT Restaurant Supply	Cashiers Customer Service Stockers	Apply in person at 309 Union Ave or send email resume to pboxer@litsupply.com
Lowe's	Olive Branch & Southven, MS Customer Service Associate I Store Seasonal Employee Store Seasonal Employee Stocker Cashier Seasonal Employee	https://jobs.lowes.com/

MAA (Mid America Apartments)	Leasing Consultant Accounting Talent Acquisition Specialist Maintenance Technician Accounting Operations Supervisor Revenue Analyst	https://www.maac.com/careers#
Mahaffey Tent	Event Rental: Customer Service, Installers, Technicians	https://www.mahaffeytent.com/careers-mahaffey-tent-event-rental
Marshall County Correctional Facility	Correctional Officer, Library Aide, Instructor- See listing online	https://www.mtctrains.com/employment-opportunities/
Nike All Warehouse Locations	Apply online or in person SMX Management 901.313.87621	https://apply.smjobs.com/
Nike	See opportunities online	https://jobs.nike.com/
NORTHWEST MISSISSIPPI COMMUNITY COLLEGE	See opportunities online	http://northwestms.edu/index.php/?page_id=1140

<p>Peabody Memphis Excellent benefits to include free hot meals, free uniforms, biweekly pay, free parking, direct deposit, paid holidays/vacation/personal days/Medical/Dental/Vision, Recognition Programs and 401k after 90 days and much, much more!</p>	<p>See opportunities online</p>	<p>https://secure4.entertimeonline.com/ta/6128585.careers?CareersSearch</p>
<p>Randstad USA Poplar Location</p>	<p>Various Administrative Assistant opportunities</p>	<p>Qualified Candidates email your resume to brenda.walker@randstadusa.com then you may contact Brenda Walker at 901-766-9305.</p>
<p>Randstad USA (38671)</p>	<p>Various Staffing Opportunities available</p>	<p>Complete the online registration process then contact office at 662-349-1825 for additional instruction</p>
<p>Regional Adjustment Bureau</p>	<p>Collections Representatives 11.00/hr; 4-6; day or night shift available</p>	<p>Interested candidates contact 901-382-0250 select option #4 and follow the instructions or submit resume to jobs@rabinc.com Must pass a pre-employment drug screening and background check</p>
<p>Regional One Health</p>	<p>Clerical Health Account Representative I, II and III Management IT Allied Patient</p>	<p>www.regionalonehealth.org</p>
<p>Regions Bank & Contact Center</p>	<p>Allied Health Financial Relationship Consultant (GO)</p>	<p>www.regions.com</p>

ScanSource, Inc. 8650 Commerce Drive, Suite 100 Southaven, MS 38671	Custom Configuration Tech II (8:00am - 4:30pm M-F) Forklift Operator Stocker M-F 8am-4pm Invoicer FT Afternoon shift Picker Equipment Operator FT (12pm-8:30pm M-F) Picker: Full-Time (12pm-8:30pm M-F) Team Leader - Shipping (2nd Shift M-F)	https://www.scansource.com —
Sedgwick	Absence Management Team Lead Claims Adjuster Consumer Care Advocate Communication Coordinator IT Applications Associate Manager Client Services Managing Director GLObal Infrastructure Service Team Lead Service Associate (Work at home) Internal Auditor	https://www.sedgwick.com/careers
Sephora	View online	https://jobs.sephora.com/search/?q=&locationsearch=memphis
Servicemaster/Terminex/American Home Shield	SEE WEBSITE FOR ADDITIONAL LISTINGS	https://careers.servicemaster.com/
Shelby County Government	SEE WEBSITE FOR ADDITIONAL LISTINGS	https://tn-shelbycounty.civicplushrms.com/careers/

Shelby Residential Vocational Services (SRVS)	Direct Support Professionals Behavior Analyst - ICF Benefits Specialist Corporate Accountant Development Coordinator	https://srvs.org/jobs
Sheraton Memphis and SCHULTE Companies Hotels	See Opportunities Online	Interested candidates apply for any job openings, visit www.schultehotels.com to complete an application. When going onto the website select "Careers" in the banner; "Apply Now" and in the search criteria box only select the title of their hotel "Sheraton Memphis Downtown." There is also an application kiosk setup in Human Resources where candidates can apply onsite Monday-Friday 8:00 a.m.-5:00 p.m. or email resume to hr@sheratonmemphisdowntown.com
State Farm, Clifton Eley Insurance Agency	Sales Associate/ Team member	Email your resume to: CliftonEley@yahoo.com
St. Jude Hospital/Alsac	SEE WEBSITE FOR ADDITIONAL OPPORTUNITIES	https://www.stjude.org/jobs/hospital.html
Technicolor.com	See Opportunities Online	https://careers.technicolor.com/
Thomas & Betts	See Opportunities Online	http://www.tnb.com

TITAN Distributors	Warehouse Auditor	Fulltime Weekend Warehouse Auditor position available at Titan Distributors in Horn Lake, MS. The position pays \$14.43 per hour and all applicants must have warehouse auditing experience, have the ability to lift 75lbs consistently without accommodation and be efficient in Microsoft Excel.. Resumes can be sent directly to lchalmers@titandistributorsinc.com.
United Healthcare	See Opportunities Online	https://careers.unitedhealthgroup.com/search-jobs
University of Memphis	See Opportunities Online	https://workforum.memphis.edu/postings
WastePro	Residential and Roll off Drivers Route Supervisor	https://www.wasteprousa.com/careers/

Youth Villages	Career Development Program for 2018 Social Work / * In-Home Counselor / Social Worker / Therapist - \$3,000 Sign- Various Teacher Positions Licensed History Teacher (7-12) Licensed Special Education Teacher - \$2,000 Sign-On Payment Behavioral Youth Counselor Assistant Licensed Special Ed Teacher - \$2,000 Sign-On Payment Licensed Science Teacher (7-12) - \$2,000 Sign-On Payment Upcoming Teacher Opportunities--2018 Crisis Response Counselor-\$3,000 Sign-On Payment Night Monitors Transporation Specialist PRN TeleHealth Counselor IT Support Analyst Behavioral Youth Counselor	https://www.youthvillages.org/careers/
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