

Below you will find a number of available jobs in the community that you may be interested in applying for. Please review each individual website for the complete job description and how to apply.

State of South Carolina is now accepting applications for the following position(s):

Administrative Specialist B

Administrative Specialist II/Customer Service

Human Services Specialist II

Human Services Specialist II

Human Services Specialist II

Mechanic III

Mental Health Counselor II

Mental Health Counselor III

Re-Hire DPS Officer

Apply online at <http://www.state.sc.us/jobs>

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Company: Sea Pines Country Club

Location: Hilton Head Island, SC

Position: Human Resource/Accounting Assistant

Associate's degree in business or related field required. Must have knowledge of Microsoft Office/Excel. 2-3 years in related position required.

Send resume to [Mscott@seapinescountryclub.com](mailto:Mscott@seapinescountryclub.com)

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Company: The YMCA

Location: Beaufort County, SC

Position: Junior & Senior Camp Counselors

Looking for fun, energetic, responsible, kid friendly, leaders to plan and execute outdoor activities.

INTERVIEW APRIL 6<sup>TH</sup> 9AM-1PM

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Company: The YMCA

Location: Beaufort County, SC

Position: Camp Runner

Able to deal well with campers/parents, some computer/phone skills.

INTERVIEW APRIL 6<sup>TH</sup> 9AM-1PM

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Company: The YMCA

Location: Beaufort County, SC

Position: Specialty Camp/ Sports Camp Counselor

Lead various camps and be flexible as camp options change weekly.

INTERVIEW APRIL 6<sup>TH</sup> 9AM-1PM

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Company: The YMCA

Location: Beaufort County, SC

Position: Certified Teachers

Teach math/literacy to first through sixth graders.

Email Kaylin Garst at [childcareymca@gmail.com](mailto:childcareymca@gmail.com)

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Company: The YMCA

Location: Beaufort County, SC

Position: Internship

Must be a student or at least one year of college education in education/related field.

Email Kaylin Garst: [childcareymca@gmail.com](mailto:childcareymca@gmail.com)

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Company: The YMCA

Location: Beaufort County, SC

Position: Wellness Positions

Aerobics Exercise, Water Aerobics Exercise, and Fitness Center Attendants.

Apply online.

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Company: The YMCA

Location: Beaufort County, SC

Position: Year Round Positions

Afterschool Program Staff, Cleaning Staff, Lifeguards (summer positions also), Pre School Teachers, Swim Lesson Instructors (summer positions also).

Apply online.

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Company: Elcous Technical Services, INC

Position: Java Developer

Perform complex analysis, design, programming and modifications of computer programs for software. Write detailed specifications; write code, complete programming, testing and debugging of applications. Document forms, procedures and other documentation needed for the installation and maintenance of application programs. **MUST HAVE TECHNICAL DEGREE.**

Send resume to [recruiter1@elocusinc.com](mailto:recruiter1@elocusinc.com) or call 973-795-4280 for more details.

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Company: Guardian Angels Sitter

Location: Hilton Head, Bluffton, and Beaufort, SC

Position: Sitters

Licensed, bonded, and insured, babysitting, pet sitting and elderly companionship agency.

Apply online at <https://guardianangelssittingservice.com/become-sitter.html>

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Company: Transport America

Location: Savannah, GA

Position: Truck Drivers

Class A CDL required or recent CDL school graduate.

Call 877-389-0875

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Company: Petco

Location: Bluffton, SC

Position: Assistant Manager/Assistant Store Manager

Strong analytical abilities, prior supervisory experience, college degree or college coursework.

Apply online at <https://careers.petco.com>

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Company: Petco

Location: Bluffton, SC

Position: Cashier

Basic math skills and strong communication skills.

Apply online at <https://careers.petco.com>

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Company: Petco

Location: Bluffton, SC

Position: Sales Associate

Basic math skills and strong communication skills.

Apply online at <https://careers.petco.com>

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Company: Fripp Island Resort

Location: Fripp Island, SC

Position: Temporary Full Time Legal Assistant

Must possess excellent Word, Excel, and organizational skills. Paralegal degree preferred or previous executive assistant experience a plus.

Fax resume & salary requirements to 843-838-2578

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Company: Dolphin Head Golf Club

Location: Hilton Head, SC

Position: Part Time Servers

Hours are 11:00AM-3:00PM daily with some evenings and weekends.

Apply in person 2:00PM-5:00PM at 56 High Bluff Rd Hilton Head Plantation.

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Company: Adidas

Location: Bluffton, SC

Position: Retail Team Leader

Must have 1 year in retail, familiar with POS systems and MS office

Apply online at <https://careerbuilder.com>

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Company: Hilton Head Diner

Location: Hilton Head Island, SC

Position: Servers

Must have previous restaurant experience.

Apply in person 3PM-5PM at 6 Marina Side Drive

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Company: Haig Point Club & Community Association

Location: Hilton Head Island, SC

Position: Executive Chef

3-5 years culinary experience.

Fax resume to Latonya at 843-686-6647 or apply in person at the Embarkation Center, 10 Haig Point Circ., Hilton Head, M-F 9AM-1PM

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Company: Haig Point Club & Community Association

Location: Hilton Head Island, SC

Position: Assistant Superintendent in Training

Perform duties of Director of Agronomy.

Fax resume to Latonya at 843-686-6647 or apply in person at the Embarkation Center, 10 Haig Point Circ., Hilton Head, M-F 9AM-1PM

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Company: Haig Point Club & Community Association

Location: Hilton Head Island, SC

Position: Front Desk

Looking for energetic, self-motivated, detail orientated persons.

Fax resume to Latonya at 843-686-6647 or apply in person at the Embarkation Center, 10 Haig Point Circ., Hilton Head, M-F 9AM-1PM

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Company: Haig Point Club & Community Association

Location: Hilton Head Island, SC

Position: General Maintenance

Fax resume to Latonya at 843-686-6647 or apply in person at the Embarkation Center, 10 Haig Point Circ., Hilton Head, M-F 9AM-1PM

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Company: Haig Point Club & Community Association

Location: Hilton Head Island, SC

Position: Server

Fax resume to Latonya at 843-686-6647 or apply in person at the Embarkation Center, 10 Haig Point Circ., Hilton Head, M-F 9AM-1PM

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Company: Haig Point Club & Community Association

Location: Hilton Head Island, SC

Position: Assistant Mechanic

Fax resume to Latonya at 843-686-6647 or apply in person at the Embarkation Center, 10 Haig Point Circ., Hilton Head, M-F 9AM-1PM

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Company: Brays Island

Location: Sheldon, SC

Position: Part-Time Server

Part-time for casual and fine dining, special events, and catering.

Fax resume to 843-846-5510 or call 843-846-3116 for application.

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Company: Hilton Head Island Beach and Tennis Resort

Location: Hilton Head Island, SC

Position: Front Desk Manager

2 years or more of management experience preferred.

Apply in person at 40 Folly Field Road, Hilton Head or email resume and salary history to [hr@hhibeachandtennis.com](mailto:hr@hhibeachandtennis.com)

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Location: Beaufort, SC

Position: Front Desk Receptionist/Insurance Clerk

Email resume to [Pjackson@beaufortent.com](mailto:Pjackson@beaufortent.com) or fax 843-522-8243

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Location: Beaufort, SC

Position: Bookkeeper/Office Administrator

Law firm seeking bookkeeper/office admin. Experience with QuickBooks a must.

Send resume and cover letter to [bftlawbookkeeper@gmail.com](mailto:bftlawbookkeeper@gmail.com)

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Company: Marriotts Shelter Cove

Location: Hilton Head Island, SC

Position: Front Desk Associate

Apply at <https://www.indeed.com>

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Company: Staples

Location: Beaufort, SC

Position: Cashier

Cashier experience preferred

Apply at <https://www.indeed.com>

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Company: Alutiiq



Location: Beaufort, SC

Position: Receptionist

Provide patient appointment and administrative services

Apply online at <https://www.alutiiq.com/jobs/welcome.php?job=9622>

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Company: Lowes

Location: Beaufort, SC

Position: Customer Service

Must have ability to operate, demonstrate and explain merchandise.

Apply online at <http://careers.lowes.com/>

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Company: JCPenny

Location: Beaufort, SC

Position: Service Specialist

Apply online at <http://jobs.jcp.com/>

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Company: Bank of America

Location: Beaufort, SC

Position: Teller

Must have minimum of sixth month's customer service experience.

Apply online at: <http://careers.bankofamerica.com/>

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Company: Navy Federal

Location: Parris Island, SC

Position: Recruit Presentation Specialist

Conducts presentations regarding Navy Federal membership to recruits in a group setting by offering and explaining Navy Federal products and services and credit union membership as a lifetime benefit. Must have 1 year in a marketing or public speaking environment. Must have 1 year experience in a financial institution.

Apply online at: <http://www.indeed.com/>

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Company: Retail Sales Associate

Location: Beaufort, SC

Position: Retail Sales Associate

Bachelor's degree or pursuit of Bachelor's degree recommended.

Apply online at: <https://retail-gnc.icims.com/jobs>

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Company: Retail Sales Associate

Location: Beaufort, SC

Position: Retail Sales Associate

Bachelor's degree or pursuit of Bachelor's degree recommended.

Apply online at: <https://retail-gnc.icims.com/jobs>

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Company: Beaufort County Government

Location: Beaufort, SC

Position: Alcohol & Drug Counselor

Bachelor's degree in human services, counseling, social work, or a related field. 1 year direct counseling experience.

Apply online at: <https://www.bcgov.net>

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Company: Beaufort County Government

Location: Beaufort, SC

Position: CRCF Administrator

Bachelor's degree in human services. 2 years' experience working with adults with disabilities, 1 years' experience working in a community residential care facility, 2 years' supervisory experience, 3 years' administrative programming for persons with disabilities/special needs.

Apply online at: <https://www.bcgov.net>

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Company: Beaufort County Government

Location: Beaufort, SC

Position: Correctional Corporal

Supervises those performing correctional activities involving care, custody, and control of inmates for Beaufort County Detention Center.

2 years' experience of law enforcement, security, or detention center work. Possess and maintain SC certified Correctional Officer (Class 2) Certification, NCIC certification and CPR/First Aid Certification. Satisfactory credit history. Must have valid driver's license.

Apply online at: <https://www.bcgov.net> Additional insert with application and prescreening required.

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Company: Beaufort County Government

Location: Beaufort, SC

Position: Facilities Maintenance Technician

Vocational/technical training in construction, carpentry, electrical work, plumbing, mechanics, HVAC maintenance or general building maintenance.

Must have valid driver's license. 1 years' experience in carpentry, plumbing, electrical repair, or air conditioning.

Apply online at: <https://www.bcgov.net>

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Company: Beaufort County Government

Location: Beaufort, SC

Position: Recreation Specialist

Must have valid driver's license. Associate's degree in recreation or closely related field. Experience in athletic program management.

Apply online at: <https://www.bcgov.net>

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Company: City of Florence

Location: Florence, SC

Position: Telecommunications Data Specialist

High school diploma/GED. Valid driver's license. 3 years' experience in communications or related field preferred. Must be computer literate, type 45 CWPM, and demonstrate effective knowledge of switchboard operations or radio system.

Download City of Florence application at [www.cityofflorence.com](http://www.cityofflorence.com); visit Room 507, City-Country Complex 180 N. Irby Street, Florence, SC; or call Human Resources at (843) 665-3158. The City of Florence does NOT accept resumes, references, emailed/faxed documents or unsolicited materials.

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