

Job Flash Postings

CATEGORY/COMPANY	POSITION	DATE RECEIVED	CONTACT
ADMINISTRATION			
Anderson Merchandisers / Plano TX	Executive Operations Assistant	12/12/2024	https://careers.amerch.com/job/R0067421/Executive-Operations-Assistant
Cinemark	Account Manager, Marketing & Events	11/14/2024	https://careers.cinemark.com/Search/JobDetails/account-manager-marketing--events/69090eee-95df-47cc-979c-46517e558433
Cinemark	Administrative Assistant - Technology Operations	11/14/2024	https://careers.cinemark.com/Search/JobDetails/administrative-assistant---technology-operations-presentation/b9b65164-638f-487a-baa2-05ef90ab9c27
Cinemark Roundrock TX	Assistant Manager	11/15/2024	https://careers.cinemark.com/Search/JobDetails/assistant-manager/a6a583d9-08d9-4c8b-95bf-da17b3b3dd73
City of Plano	911 Operator	11/4/2024	plano.gov/jobs
City of Plano	School Crossing Guard (Temp 10 hours)	11/7/2024	https://careers.plano.gov/psc/CAREERS/EMPLOYEE/HRMS/c/HRMS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U
City of McKinney	Building Attendant Job Number 242500008	11/21/2024	http://www.mckinneytexas.org
City of McKinney	Housing Inspector	11/21/2024	https://www.governmentjobs.com/careers/cityofmckinney/jobs/4671086/housing-inspector?page=2&pagetype=jobOpportunitiesJobs
Collin County McKinney TX	Collections Clerk Job ID 22882	11/20/2024	https://careers.co.collin.tx.us:18443/psc/careers/EMPLOYEE/CUST/c/HRMS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U
Collin County McKinney TX	Administrative Secretary Job ID 22849	11/20/2024	https://careers.co.collin.tx.us:18443/psc/careers/EMPLOYEE/CUST/c/HRMS_HRAM_FL.HRS.CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&Action=U
Crods Development	Front Desk Assistant (PT)	1/3/2024	jana@crossdevelopment.net or 903-718-8980.
CXC talent solutions	Associate Property Management •Plano TX	10/23/2024	https://www.google.com/search?q=cxc+talent+solutions+associate+property+management+%E2%80%A2+plano%2C+tx&rlz=1C1GCEA_enUS994US994&oeq=CXC+Talent+Solutions+&gs_lcrp=EgZiaHJvbwUqBwgBECMYJzKCAA0RbWlG8AYVTIGCAE0lvaMeYIAbBEFGDcuBwaDEAYGaOuDQeFAAYbaMYGaOYilLbCooFEAAAYbaMYGaOYilLbCooFEAAAYGaOYvOCvCooGEAAAYGaOYvOCvCooHEAAAYGaOYvOCvCooMTE2AMWwajE1oA1AeA1A&sourceid=chrome&ie=UTF-8
Dallas Cowboys Frisco TX	Amin - Associate Production Coordinator 81 Eighty	12/10/2024	https://www.google.com/search?q=Dallas+Cowboys+81E+Admin+Associate+Production+Coordinator%2C+81Eighty%2D%2F&rlz=1C1GCEA_enUS994US994&udm=8&sxrf=ADLYWIK1bPb9ppHRIb-
Dexian	Executive Administrative Assistant	11/7/2024	dexian executive administrative assistant jobs - Google Search
Energy Transfer Equity Lp / Dallas TX	Director - International Human Resources	11/14/2024	https://energytransfer.referrals.selectminds.com/ETP/jobs/director-international-human-resources-12911
Hartford Insurance Company Remote	Customer Service Representative	11/21/2024	https://thehartford.wd5.myworkdayjobs.com/en-US/Careers_External/details/Customer-Service-Representative_R2418918?source=GoogleOther
Keurig Dr. Pepper Irving, TX	Sr. EHS Specialist	11/5/2024	https://careers.keurigdrpepper.com/en/job/irving/sr-ehs-specialist/42849/67096798784
Keurig Dr. Pepper Frisco, TX	Senior Executive Administrative Assistant	11/18/2024	https://careers.keurigdrpepper.com/en/job/frisco/senior-executive-administrative-assistant/42849/72844412176
Launch Global	Event Coordinator	11/11/2024	https://www.google.com/search?q=launch+global+event+coordinator+jobs&rlz=1C1GCEA_enUS994US994&oeq=Launch+Global+Event+Coordinator&gs_lcrp=EgZiaHJvbwUqBwgDECEYvAeYBggAEEUYOTIHCAEQIRigATHICAIQIRigATHICAMQIRigATHICAQIRigATHICATlxNjQMGoxNagCALACAA&sourceid=chrome&ie=UTF-8&ibr=sep:0#vhid=vt%3D20/docid%3Dz4H3Nlovr9K9NWCQAAAAA%3D%3D&vssid=jobs-detail-viewer
PepsiCo Plano TX	HR Coordinator	11/4/2024	https://www.google.com/search?q=HR+Coordinator%0D%0APepsiCo+%E2%80%A2+Plano%2C+TX+%sca_esv=1c4a2bf3bd651b6a&rlz=1C1GCEA_enUS994US994&udm=8&sxrf=ADLYWIK1bPb9ppHRIb-3A1725458821369&ie=hWnYzpeFq-nkPId64mAD&ved=0ahUKEwj8_yAu6mlAxWve0QIHQkVdMQ4dUDCBA&oeq=HR+Coordinator%0D%0APepsiCo+%E2%80%A2+Plano%2C+TX+%sca_esv=1c4a2bf3bd651b6a&rlz=1C1GCEA_enUS994US994&udm=8&sxrf=ADLYWIK1bPb9ppHRIb-
PepsiCo Plano TX	Manager, HR Operations	11/4/2024	

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LEGAL			
Stanley and Associates	Litigation Legal Assistant	11/18/2024	https://www.google.com/search?q=stanley+and+associates+litigation+legal+assistant+jobs&rlz=1C1GCEA_enUS994US994&ok=Stanley+and+Associates+++Litigation+Legal+Assistant&gs_lcrp=EgZjaHJvbWUqBwgBECEYOA
PepsiCo	Legal Administrative Assistant	11/18/2024	https://www.google.com/search?q=pepsico+legal+administrative+assistant+jobs&rlz=1C1GCEA_enUS994US994&ok=PepsiCo+++Legal+Administrative+Assistant&gs_lcrp=EgZjaHJvbWUqBwgBECEYOAeYCOAEUYORirAJIH
MINISTRY/NON-PROFIT			
Beyond - Richardson, TX	Accounting Clerk	11/25/2024	https://payrollpartners.evolutionadvancedhr.com/JobApplication.aspx?jobpostingkey=ea257a00-5d8d-4ebf-8189-723d3655f7b4
C12 Group North Texas	C12 North Texas Chair Opportunity	On-going	tom.hawes@c12group.com
Citizens Church / Plano TX	Kids Assistant	12/8/2025	https://citizens.apscareerportal.com/j/02i8cwt
Covenant Church	Event Childcare Associate	11/4/2024	www.covenantchurch.org
Covenant Church	Children's Ministry Curriculum Coordinator	11/4/2024	www.covenantchurch.org
Covenant Church	Children's Ministry Curriculum Coordinator	11/20/2024	www.covenantchurch.org
Cura Emergency Services	Incident Manager	11/4/2024	operations@curaes.com
Frisco Family Services ~ Frisco TX	Client Stabilization Coach	11/19/2024	https://friscochamber.mcjobboard.net/jobs/169982
High Point Travel	SALES ACCOUNT REPRESENTATIVE	11/4/2024	https://www.highpointgo.com/salesaccountrepresentative
The Hope Center	Guest Services	12/8/2025	aweedor@thehopecenter.org
Insight for Living Ministries	Material Handler PT	12/11/2024	https://insightforliving.applytojob.com/apply/YAKNYiqzD8/Material-Handler?source=Prestonwood
Insight for Living Ministries	Human Resources Assistant	1/3/2025	https://insightforliving.applytojob.com/apply/3pev3qxS5V/Human-Resources-Assistant?source=prestonwood
Insight for Living Ministries	Coffee Shop Barista - PT	1/3/2025	https://insightforliving.applytojob.com/apply/HOPEnniJzH/Coffee-Shop-Barista-PartTime?source=prestonwood
Institute for Creation Research	Laboratory Research Technician - molecular and developmental Biology	11/7/2024	job@ICR.org
Marketplace Chaplains - Plano, TX	Developer of Information Technology	11/20/2024	brettbillups@mchapusa.com
New Life Ministries	Ministry Service Representative (Call Center)	11/7/2024	applynlm@newlife.com
Park Cities Presbyterian Church	Director of Children's Ministry	11/4/2024	careers@pccpc.org
Park Cities Presbyterian Church	Ministry Leader for Nursery PT	11/8/2024	careers@pccpc.org
Park Cities Presbyterian Church	PT Coordinator for Children's Registrations & Check-in Event	10/4/2024	careers@pccpc.org
Prestonwood Baptist Church	Various Positions	On-going	prestonwood.org/jobs
Prestonwood Pregnancy Center	Various Positions	On-going	prestonwood.org/jobs
Samaritan's Purse	Donor Ministries Representative	12/10/2024	https://careers.samaritanspurse.org/jobs/14170089-donor-ministries-representative
Samaritan's Purse Coppell, TX	Ministry Center Security Manager,	12/10/2024	https://careers.samaritanspurse.org/jobs/15323087-ministry-center-security-manager-coppell-tx
Serving Him Healthcare International Ministries	Administrative	11/20/2024	jobs@thehopecenter.org
Sharing Hope Ministry, Inc	Program Director	11/13/2024	info@sharinghopeministry.org
Sky Ranch / Dallas	Temporary Event Specialist (Cowboys & Cowboys Gala)	11/20/2024	https://skyranch.apscareerportal.com/jobs/1773840/apps/new#job_filters
Sky Ranch / Van	Marketing Coordinator	11/20/2024	https://skyranch.apscareerportal.com/jobs/2726952/apps/new
Zola Levitt Ministries, Inc. / Dallas TX	Administrative Assistant	11/21/2024	staff@levitt.com
Zola Levitt Ministries, Inc. / Dallas TX	Mail Processor	11/21/2024	staff@levitt.com
RESTAURANTS/FOOD			
Ruiz Mexican Foods, Inc ~ Frisco, TX	Financial Analyst/Sr Financial Analyst	11/18/2024	https://recruiting2.ultipro.com/RUI1001RFP/JobBoard/500a77f1-4663-40b6-a366-e0dde246b54d/OpportunityDetail?opportunityid=7b11bfb-d8ef6-4b60-92fa-5c0173ce28ca
Ruiz Mexican Foods, Inc ~ Frisco, TX	Accounts Receivable Specialist	11/18/2024	https://recruiting2.ultipro.com/RUI1001RFP/JobBoard/500a77f1-4663-40b6-a366-e0dde246b54d/OpportunityDetail?opportunityid=a51a832f-2a66-4f51-979e-d46cafd17933
Ruiz Mexican Foods, Inc ~ Frisco, TX	Associate Director Commodity Risk Management & Hedging	11/18/2024	https://recruiting2.ultipro.com/RUI1001RFP/JobBoard/500a77f1-4663-40b6-a366-e0dde246b54d/OpportunityDetail?opportunityid=51a8da85-aaae-4aaa-b5ca-91ee12395f66
Ruiz Mexican Foods, Inc ~ Frisco, TX	Planner/Buyer Ingredient Procurement	11/18/2024	https://recruiting2.ultipro.com/RUI1001RFP/JobBoard/500a77f1-4663-40b6-a366-e0dde246b54d/OpportunityDetail?opportunityid=0e4037fd-d5c7-43e9-9829-9711a9cf94ba
SALES/MARKETING			
Anderson Merchandisers, LLC Plano TX	Retail Insights Analyst	12/10/2024	https://careers.amerch.com/job/R0067196/Retail-Insights-Analyst
Anderson Merchandisers, LLC Plano TX	Executive Operations Assistant	12/10/2024	https://careers.amerch.com/job/R0067421/Executive-Operations-Assistant
Anderson Merchandisers, LLC Plano TX	Client Services Manager III	12/10/2024	https://careers.amerch.com/job/R0067101/Client-Services-Manager-III
Andtons.com	Account Executive	1/3/2025	shruti@andtons.com
A-SAFE - Plano TX	Sales Development Executive	12/10/2024	https://www.google.com/search?q=a-safe+sales+development+executive++plano+tx+jobs&rlz=1C1GCEA_enUS994US994&ok=A-SAFE+++Sales+Development+Executive++
Beckett	Digital Marketing Analyst	11/23/2024	https://www.beckett.com/careers
Beckett	Hobby Editor - Sports	11/23/2024	https://www.beckett.com/careers
Boingo Wireless ~ Frisco, TX	Sales Manager	11/19/2024	https://friscochamber.mcjobboard.net/jobs/165679
Cedent Plano TX	Digital Marketing and Client Relations Coordinator	11/19/2024	https://theapplicantmanager.com/jobs?pos=d19636&fs=1.0em
Cheil ~ Plano TX	Art Director	12/10/2024	https://us.cheil.com/careers
Cheil ~ Plano TX	Senior Copywriter	12/10/2024	https://us.cheil.com/careers
Cheil ~ Plano TX	Creative Director - CRM	12/10/2024	https://us.cheil.com/careers
Cheil ~ Plano TX	Associate Creative Director - Art	12/10/2024	https://us.cheil.com/careers
Cinemark Plano TX	Strategic Pricing	12/10/2024	https://careers.cinemark.com/Search/JobDetails/manager---strategic-pricing/e827ede9-bf23-4ec1-920d-22459e04a524
Dollar General PLANO TX	Assistant Store Manager	11/23/2024	https://careers.dollargeneral.com/jobs/283802?lang=en-us
Keurig Dr Pepper / Frisco TX	Deductions Specialist - Trade Promotion	11/18/2024	https://careers.keurigdrpepper.com/en/job/frisco/deductions-specialist-trade-promotion/42849/72809600896
Keurig Dr Pepper / Frisco TX	Supply Chain Senior Project Manager	11/18/2024	https://careers.keurigdrpepper.com/en/job/frisco/supply-chain-senior-project-manager/42849/72471632048
Keurig Dr Pepper / Frisco TX	Product Development Scientist	11/18/2024	https://careers.keurigdrpepper.com/en/job/frisco/product-development-scientist/42849/72298634208
Keurig Dr Pepper / Frisco TX	Small Format Sales Coordinator	11/18/2024	https://careers.keurigdrpepper.com/en/job/frisco/small-format-sales-coordinator/42849/72809598064

