

Wednesday, April 17, 2024



The Loudoun Workforce Resource Center partners with several local employers each week to provide these job announcement opportunities to you.



Some employers welcome job candidate referrals – click on the icon to the left to send Center staff your resume. Please indicate which employers from those listed below you are interested in.

Current Week's Job Postings

Certified Nursing Assistant (10 positions)

Safe & Secure Transition Home Care

Ashburn, Great Falls, Falls Church & McLean, VA

\$16.00 to \$18.00 per hour based on experience, Full time, Benefits

ONLY Licensed CNA's should apply. Mandatory every Saturday and Sunday is required. Must be a communicative professional. Call 678-643-0963 or email resume to michael.jones@vasafesecurehomecare.com.

Data Center Control Systems Engineer

Sabey Data Centers

Ashburn, VA

\$99,220 to \$126,506 per year, Full time, Benefits

This role is crucial in overseeing and managing the control systems of the data center as their subject matter expert. Apply [here](#).

Executive Assistant

Loudoun County Department of Health Services

Leesburg, VA

\$55,748.90 to \$94,773.13 per year, Full time, Benefits

This position manages the Health Director's calendar; schedules and coordinates meetings and other appointments; prepares and distributes documents such as meeting agendas and related information; informs staff of executive's commitments; makes travel arrangements for the executive's business travel; and organizes meetings.

Closing date: Friday, April 19, 2024. Apply [here](#).

Cook I & Cook II (10 positions)

Flying Food Group

Sterling, VA

\$18.00 to \$20.00 per hour, Full time, Benefits

Assist with preparing all food/meal for airlines and charters and fresh food meals. Email resume to vmashhadchi@flyingfood.com.

Arabic Speaking Caregiver (2 positions)

Alliance Homecare

Ashburn, VA

\$16.00 per hour, Full time

Alliance Home Care is looking for compassionate caregivers with a heart for seniors. Apply [here](#).

Previous Weeks' Job Postings

Project Coordinator/Administrative Assistant

EPSESS, LLC

Ashburn, VA

\$10.00 to \$15.00 per hour, Full time, Benefits

Thriving in a dynamic work environment with intricate instructions and various tasks, adapting flexibly to changes throughout the day. Email resume to hr@epsess.com.

Office Manager

Clarys LPN Program/Nursing School

Sterling, VA

\$20.00 to \$22.00 per hour, Full time

Knowledge of administrative and clerical procedures Knowledge of customer service principles. A high school diploma is generally required.

Email resume to clarisse@fhcarenetworks.com.

Warehouse Position

Consignment Solutions

Leesburg, VA

\$15.00 per hour, Full time

Load and unload furniture from sales floor and into trucks and cars, clean bathrooms, warehouse, polish and repair furniture.

Email resume to rscholder@yahoo.com.

Hairstylists (6 positions)

Great Clips

Loudoun County, VA

\$14.00 per hour and up, Full time

Cutting hair for men, women and children. Must be licensed.

Email resume to gm_jessie.west@greatclips.net.

Guest Services Representatives (2 positions)

Extended Stay Hotels

Chantilly, VA

\$14.50 per hour, Part time

Work at the front desk of a small Extended Stay Hotel.

Email resume to rdickey@esa.com.

IT Technician I

Loudoun County Department of Information Technology

Leesburg, VA

\$50,282.32 - \$85,479.94 per year, Full time, Benefits

This position will provide support to end users for computer hardware and software applications, printers, audio/video devices, access, and hardware issues. It will provide service support for the service desk, assist with password resets, replace old computers, install hardware and software, assist with inventory, respond to service and work orders, and provide maintenance to systems.

Closing date: Tuesday, April 23, 2024. Apply [here](#).

Sous Chefs (2 positions)

Goodstone Inn & Restaurant

Middleburg, VA

Full time, Benefits

The Sous Chef is responsible for planning and directing food preparation in a kitchen. This will involve a significant degree of supervising other kitchen staff.

Apply [here](#).

Childcare Teachers (10 positions)

LLE Education Group

Northern Virginia

Full time, Benefits

LLE Education Group is looking for enthusiastic teachers that want to make a positive impact in the lives of our students. Apply [here](#).

National Conference Center - Leesburg, VA

- Maintenance Mechanic
- Locksmith/Tradesman

Email resume to jackowski@conferencecenter.com.

Laundry Attendant

Purple Hamper, LLC

Leesburg, VA

\$16.00 per hour, Part time

Laundry Attendants receive the laundry, inspect before washing, wash and fold.

Email resume to washme@purplehamper.com.

Westminster Management - Alexandria, Reston & Williamsburg, VA

- Leasing Specialists
- Service Tech II
- Service Manager

Visit www.wmapts.com/careers to view job descriptions and apply online
or send resume to datkins@wmapts.com.

Night Guest Services Representatives (2 positions)

Extended Stay Hotels

Chantilly, VA

\$15.50 per hour, Part time

Guest facing position at front desk of hotel. Process laundry and check-ins.

Email resume to rdickey@esa.com.

Receiving Inspector

EIT - Electronic Instrumentation & Technology

Leesburg, VA

\$20.00 to \$22.00 per hour, Full time, Benefits

Receiving Inspector performs receiving and inspection tasks. Including: Tape and reel, Kit auditing, Input inspection data into ERP system.

Apply [here](#).

Lansdowne Resort - Leesburg, VA

- Conference Floor Attendant
- Receiving Clerk
- Nail Technician
- Cook
- Reservation Agent
- Lifeguard
- Bartender

Visit www.lansdownerestort.com/careers to view
job descriptions and apply online

Administrative Assistant - Human Resources

R.A. Quarshie Healthcare, LLC

Fairfax, VA

Full time, Benefits

The HR Admin is organized, skilled in communication, solution-focused and flexible to meet the day-to-day changes of our HR/Admin needs.

Email resume to info@quarshiehealthcare.com.

Hospital Security Officer

Allied Universal

Leesburg, VA

\$16.00 per hour, Part time, Benefits

This position is responsible for the surveillance of the client's healthcare premises and the protection of the staff, members, and visitors. A Hospital Security Officer detects and prevents any suspicious activity, observes and reports incidents, and provides customer service in a friendly and professional manner. Apply [here](#).

Administrative Assistant I

Loudoun County Public Schools (Mercer Middle School)

Loudoun County, VA

\$19.79 to \$21.02 per hour, Full time, Benefits

This is general clerical and administrative support work performed in a school. An employee in this class performs routine to varied office operations requiring general office skills. Assignments typically consist of one or more standard office operations. Apply [here](#).

Team Members (multiple positions)

QSI

Loudoun County, VA

\$17.00 per hour, Full time, Benefits

Team members provide sanitation needs to area food and beverage processing plants including production areas, machinery, floors, walls, etc. Apply [here](#).

Concrete Finishers (5 positions)

Wagman

Williamsburg, VA

Full time, Benefits

The ideal candidate will have experience in heavy highway and/or bridge construction, flatwork, carrying out concrete finishing operations on surfaces.

Apply [here](#).

Assistant Pre-K Farm Teacher (2 positions)

Farm School of Hamilton

Hamilton, VA

\$15.00 to \$18.00 per hour, Part time

We are looking for an assistant teacher to help our students prepare for kindergarten on a farm setting as they work in the garden and care for animals. Apply [here](#).

Front Desk Clerk - Recreation Center
Water Treatment Plant Operator
Information Technology Office Manager/Management Analyst
Town of Leesburg
Leesburg, VA
[Apply here](#)

Loudoun County Government Employment Opportunities

*Loudoun County Family Services, ***[apply here](#)***.*
*Loudoun County Juvenile Court Service Unit, ***[apply here](#)***.*
*Loudoun County Parks & Recreation, ***[apply here](#)***.*

Upcoming Hiring Events

For local in-person and virtual job fairs, click here.