

Service Technician

A large supplier of commercial equipment is seeking a Service Technician. The Service Technician will repair and maintain small engines, large lawn equipment, mowers, tillers, and other related vehicles and equipment. To apply, email samanthaj@snellingknoxville.com

Maryville, Tennessee

\$18.00-\$25.00 hourly salary, DOE

The Service Technician will be responsible for:

- Diagnosing small engine problems, maintaining shop area cleanliness, and collecting and disposing of trash.
- Clearly explaining (if called upon) to the customer's satisfaction the diagnosis and repair of the machine in question.
- Repairing or overhauling small engines and related mechanical or structural parts for a variety of equipment types.
- Continually seeking both technical and product training when available.
- Demonstrated accuracy and thoroughness, improve and promote quality, and monitor own work to ensure quality.
- Observing all safety and security procedures, report potentially unsafe conditions, and use equipment and materials properly.
- Treating management and other employees with respect and contribute to building a positive team spirit.
- Following instructions and promptly respond to management direction.
- Working with integrity, always upholding company values.
- Performing related responsibilities/accountabilities as required or directed.

The Service Technician will excel with:

- Experience Required. Must be able to walk on the job and be able to do anything assigned by the company in reference to small engine repair.
- Must have your own tools
- Ability to properly diagnose necessary repairs in a timely manner
- Possessing a positive attitude
- Ability to work in a team environment

The Service Technician will be rewarded with:

- \$18.00-\$25.00 Hourly Salary, Dependent on Experience
- Bonus Potential
- Comprehensive Benefits
 - Medical
 - Dental
 - Vision
- Paid holidays
- Paid time off on an accrual basis
- Working in a great team environment!

*Must be authorized to work in the United States without sponsorship
This Company uses E-Verify to confirm identity and employment eligibility*

Bilingual Civil Litigation Paralegal

Knoxville, Tennessee

\$42,000-\$48,000 Dependent on Experience

A fast paced, high volume legal firm is seeking a Bilingual Civil Litigation Paralegal to provide excellent customer service to their large client load. To apply, email samanthaj@snellingknoxville.com

The Bilingual Civil Litigation Paralegal will be responsible for:

- Assisting attorneys in all aspects of litigation
- Opening and organize large volume of file materials from inception and closing
- Updating pleadings, indexes, and creating additional files as case evolves
- Preparing and maintain medical notebooks, review and summarize medical records
- Index deposition transcripts
- Draft pleadings and discovery; working with clients to finalize drafts and exhibits for attorney review.
- Scheduling and maintaining attorney calendars and deadlines
- Preparing and serving subpoenas
- Interacting with corporate clients on a daily basis to facilitate timely case progress
- Legal and litigation searches
- Attending and assisting witness meetings to prepare witnesses for depositions and/or trial.

The Bilingual Civil Litigation Paralegal will excel with:

- Paralegal Studies degree or equivalent work experience
- Bilingual speaking is a must
- Knowledge of operations, practices and procedures of civil litigation
- Requires critical thinking skills, superior communication skills, decisive judgment and the ability to work with minimal supervision
- Must be detailed oriented and very attentive to detail
- Requires the ability to track and meet deadlines consistently
- Self-motivation, dependability, flexibility, energetic and hardworking
- Willingness to learn
- Proficiency in MS Word, Excel, Power Point and Outlook and knowledge and application of legal research tools (LexisNexis Advance, PACER, etc.)

The Bilingual Civil Litigation Paralegal will be rewarded with:

- \$42,000-\$48,000 Annual Salary dependent of experience
- 401(k) matching
- Comprehensive health insurance
 - Medical
 - Dental
 - Vision
- Paid time off
- Opportunity to work with a leading and highly respected law firm

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