

JOB OPENINGS

TELLICO VILLAGE POA

April 20, 2022

Anyone interested in a position below should fill out a TVPOA application at TVPOA Office 112 Chota Center, Loudon or online at www.tellicovillage.org employment, application. Resumes can be emailed to HR@tvpoa.org.

Kahite & Toqua Pro Shops Assistant (4) Part-time

Part-time positions open at Kahite and Toqua Pro Shops for Pro Shop Assistant. Good customer service skills and computer skills a must. Golf knowledge necessary. Work 20-30 hours a week with some weekend work. Generous golf privileges on Tellico Village's award-winning private courses.

Kahite Pro Shop Golf Service Staff (5) Part-time

Part-time positions open at Kahite Pro Shops for Golf Service Staff. Golf knowledge necessary. Work 20-30 hours a week with some weekend work. Generous golf privileges on Tellico Village's award-winning private courses.

Golf Maintenance (3) Seasonal/Full-time

Golf Maintenance has seasonal positions with full-time hours opening. Responsibilities are mowing, weed-eating, and general landscape work. Must pass drug screen and physical.

Building Maintenance (1) Full-time

Full-time position available. Someone with excellent skills in carpentry, painting, drywall, and minor electrical and plumbing. Craftsmen must have 5 or more years of experience performing remodeling and home repair tasks. We are looking to hire someone with a strong work ethic, a professional appearance and demeanor, and a wide command of all trades. Must hold a valid driver's license, be available for call-out (after training) and pass a drug screen and physical.

Sewer Department (1) Full-time

Full-time position available in the Sewer Department. Assist with water and sewer repairs including leaks, changing valves, and changing air/vacuum releases. Location of water and sewer lines, flushing of water lines, testing chlorine after repairs. Manual labor that includes entering and exiting the trench, shoveling, and moving some heavy objects. Valid driver's license and safe driving record required. Must pass a drug screen and physical and have a valid driver license.

Village Maintenance (1) Full-time

Full-time Village Maintenance position available. Duties include a variety of heavy manual tasks to maintain sidewalks, streets, common property, right-of-way, and other properties of Tellico Village. Operates maintenance equipment, cleans, and maintains this equipment. Must pass a drug screen and physical and have a valid driver license.

Accounting Clerk (1) Full-time

Accounting Clerk with exceptional attention to detail and accuracy, high level of integrity and trustworthiness. Duties include posting payments to customer accounts and maintains accounts receivable records, reconciliation of invoices and would assist in other areas in the accounting department. Must pass a drug screen and physical.

Employee referral bonus –

If the newly hired employee remains on the POA staff for an uninterrupted period of six months, you will qualify for an award of \$100, provided that you are still an active employee of the POA at the time of the award.

For Seasonal employees who are hired as a result of your referral, your award is \$50.00, provided that the seasonal employee works at least 60 days and to the end of the scheduled seasonal term of employment and you are still an active employee of the POA at the time of the reward.