



MHA has new, exciting job opportunities for Veterans and Spouses!

Also don't forget to follow us on [LinkedIn](#), [Facebook](#), and [Instagram](#) for up to the minute job postings.

To apply for any of these roles go to <https://www.militaryaccelerator.com/job-board/> and click on job boards or click on the QR Code below. Do not see a role you like or are not close enough to your terminal leave date? Then fill out the form at the bottom of the Job Board and a recruiter will reach out to you when you are within 60 days of transitioning.

We also offer DoD Skillbridge opportunities (fully remote, and you can be overseas) This is for transitioning service members who are 180 days out for transitioning or sooner. See the Job Position on this Hot Job List and apply for the Skillbridge opportunities listed on our job board.

Scan the QR Code



List of Current Career Opportunities			
Project Managers	Equipment Service Techs	Shift Supervisors	Mobile Mechanics
OTR CDL Drivers	Civil Engineers	Network Engineers	Field Service Techs
Construction Managers	Desktop Support	Survey Technicians	IT Business Analysts
Estimators	Production Support	Accounting Manager	Telecom Installers
Skillbridge Internships	Cyber Security	Tech Support	Telecom Technicians



Controls Engineer

Location: Spartanburg SC

Direct Hire, Pay: \$75,000 (#726)

Job Description

Key Responsibilities:

- SCADA System Development & Support
- Configure and maintain SCADA systems (e.g., Ignition, Wonderware) to monitor and control production operations.
- Develop and implement system enhancements to improve real-time visibility and operational efficiency.
- Provide hands-on troubleshooting to ensure minimal downtime in production environments.
- MES Implementation & Optimization

- Manage and enhance MES platforms (e.g., Sepasoft, GE Proficy) to support production workflows and data-driven decision-making.
- Collaborate with manufacturing teams to optimize system performance and automation processes.
- Conduct training sessions to ensure proper utilization of MES functionalities.
- PLC Integration & Troubleshooting
- Work closely with engineering teams to integrate PLCs (Rockwell, Siemens) with SCADA/MES systems.
- Ensure seamless communication between automation systems and production equipment.
- Support programming modifications and updates as required to meet operational demands.
- System Performance & Security
- Monitor system performance and implement improvements to enhance reliability and efficiency.
- Ensure compliance with security and operational guidelines, maintaining data integrity.
- Document system configurations and troubleshooting procedures for future reference.

Minimum Qualifications:

- 1+ years of experience with SCADA/MES systems in a manufacturing or industrial

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Open Job Opportunities

environment.

- Hands-on experience with Ignition, Wonderware, FactoryTalk, Sepasoft, or similar platforms.
- Strong understanding of PLC integration and troubleshooting (Rockwell, Siemens, or Schneider).
- Excellent problem-solving skills and ability to work independently in a fast-paced environment.

Preferred Qualifications:

- Bachelor's degree in Information Technology, Engineering, or a related field.
- Experience with OPC-UA, MQTT protocols, and industrial network communications.
- Proficiency in scripting/programming languages such as Python, Java, or SQL for system customization.
- Experience with Windows Server environments for system administration and maintenance.

Location: Spartanburg, SC

Military Equivalent

Army: 170 A/D, 17 Series, 18F, 255 Series, 25 Series, 26A/B, 30A, 35T, 70D

Air Force: 14FX, 17D Series, 17S Series, 1B4X1, 1D7 Series, 1N4X2, 2A9X3, 3D0X1, 3DIX1, 8K000, 8P100

Navy: CTM, CTN, CTR, CTT, CT, ET

Marine Corps: 0510, 0550, 0551, 05888, 0602, 0603, 0605, 0630, 0631, 0670, 0671, 0679, 0681, 0699, 1702, 1711, 1721, 1799, 2602, 2611, 2629, 26512653, 2659, 6694, 8858

Coast Guard: ET, ISM, IS, IT, OSS

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Open Job Opportunities



Technician

Location: CT, or NY. Travel 30% of the time

Direct Hire, Pay: \$58,000 (#715)

Job Description

This position is responsible for performing highly diversified duties to install cable support systems, terminate and test copper voice/data cables and troubleshoot wiring problems. Trains and directs Technician Helpers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Install cable support systems in new or existing buildings
- Mark and pull wires
- Establish cable pathways as prescribed by industry standards
- Terminate and test copper voice/data cables
- Install termination blocks, patch panels and station hardware
- Assist Senior Technicians when directed
- Assist in maintaining job records
- Train and direct Technician Helpers
- Cleanup work site each day
- Comply with all safety regulations
- Other duties as assigned

JOB REQUIREMENTS

- High School Diploma or equivalent
- 1+ year experience in the telecommunications industry
- Required cable installation certifications
- Knowledge of category rated testers, Cat 3, Cat 5, Cat 5e and Cat 6 cable troubleshooting
- Working knowledge of fiber optic cable requirements
- Knowledge of fire stopping and grounding
- Ability to read, analyze and decipher scopes of work
- Ability to use basic hand tools, punch down, shears and crimp tools
- Ability to read floor plans
- Ability to communicate orally and in writing
- Ability to train and direct others
- Ability to work effectively with co-workers and customers
- Valid drivers license and clean driving record
- Ability to reach with hands and arms
- Ability to climb or balance
- Ability to stoop, kneel, crouch or crawl
- Ability to see things at close vision, in color and in focus
- Ability to work in tight/enclosed areas
- Ability for repetitive motions of wrist, hand, or fingers
- Ability to lift and/or move up to 50 pounds with heavier weight necessary at times

The worker is subject to inside and outside environmental conditions and noise.

Location: CT, NY. Travel 30% of the time

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Open Job Opportunities

MILITARY EQUIVALENT

- Army: 12B, 13F, 13J, 13M, 13R, 140A, 170B, 17E, 18E, 19D, 255N, 25 Series, 31B, 35F, 35T, 68W, 91B, 92Y, 948B, 94 Series
- Air Force: 1C8X3, 1D7X3, 1Z3X1, 2A9X3 Series, 2M0X2, 2M0X3, 3D1X1
- Marine: 0600, 0621, 0623, 0627, 0629, 0631, 0633, 0639, 1141, 1721, 1799, 2847, 5939, 5948, 5953, 5954, 5979, 5993, 6316
- Navy: 1034, 1215, 1220, 1227, 1232, 1237, 1242, 2729, 3723, 3724, 3726, 3733, 3734, 3735, 738A, 745A, 747A, B05A, C26C, CTM, CTT, ETR, ETV, ET, FCA, FC, FT, H001, H04A, H09A, H0A1, IC, ITS, IT, N72Z, T16A, T27A, V00C, V05B, V11C, V15B, V17B, V17C, V18B, V21B, V32B, V36A, V36B, V38B, V42A, V68B, V69A, V69B, V70B, V72B, V73B, V74B, V80A, V82B, V83B, V91B, V92A, V92B
- Coast Guard: EM, IT



Sales Rep – Nashville, TN

Location: Columbia/Nashville, TN;

Direct Hire, Pay: \$20/Hr (#714)

Job Description:

LOOKING FOR A NEW CAREER OPPORTUNITY IN THE FITNESS INDUSTRY?

POSITION SUMMARY:

Our Client is expanding its Sales Department. The Sales Representative is the primary consultant in our client journey to building their dream gym. The Sales Representatives are responsible for promoting and selling products and services to potential and existing customers. This role involves identifying leads, presenting solutions, and closing sales to achieve revenue targets. The Sales Representative builds strong relationships, conducts market research, and stays updated on industry trends to effectively meet customer needs and drive business growth. Superior communication, negotiation, and interpersonal skills are essential for success in this position.

PERFORMANCE OBJECTIVES:

- Consistently meet or exceed monthly, quarterly, and annual sales quotas
- Actively identify and pursue new leads and prospects to expand client base
- Build and maintain strong relationships with customers to foster loyalty and repeat business
- Demonstrate comprehensive understanding of products or services offered to effectively address customer needs and objections
- Deliver compelling sales presentations and demonstrations that highlight the value and benefits of products or services
- Effectively manage sales pipeline and opportunities to ensure timely follow-up and closure of deals
- Conduct market research and stay informed about industry trends, competitor activities, and customer preferences.
- Complete necessary paperwork, sales reports, and documentation accurately and in a timely manner
- Seek opportunities for professional development, refine sales techniques, and implement feedback to improve performance
- Collaborate with internal teams such as marketing, operations, and product development to optimize sales efforts and enhance customer satisfaction

CAPABILITIES/KEY COMPETENCIES:

- Ability to understand and anticipate customer needs, provide solutions, and deliver excellent service

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- Proficiency in sales techniques such as prospecting, qualifying leads, negotiating, and closing deals
- Clear and persuasive communication skills, both verbal and written, to effectively present products or services and handle objections
- Strong interpersonal skills to build rapport and maintain long-term relationships with customers and clients
- Ability to prioritize tasks, manage time effectively, and meet deadlines in a fast-paced sales environment
- Ability to handle rejection, overcome obstacles, and adapt strategies to changing market conditions
- Capacity to identify customer issues or challenges and propose appropriate solutions that meet their needs
- Familiarity with Netsuite is preferred but not required
- Familiarity with Google/G-suite is preferred
- Prior experience in the Fitness Industry is preferred
- Ability to work Monday - Friday
- Saturday availability may be necessary
- Some travel may be required

EDUCATION & EXPERIENCE:

- GED or some college coursework is preferred

PHYSICAL REQUIREMENTS:

- Extended periods of desk-based work
- Capacity to stand or walk for extended periods during presentations, exhibitions, or customer visits

BENEFITS:

- 401k
- Employee Discount
- Health Insurance (Health, Vision and Dental)
- Paid Time Off

BENEFIT CONDITIONS:

- Waiting period may apply
- Only full-time employees eligible

COMMITMENT TO DIVERSITY:

As an equal opportunity employer committed to meeting the needs of a multigenerational and multicultural workforce, our Client recognizes that a diverse staff, reflective of our community, is an integral and welcomed part of a successful and ethical business. We hire local talent at all levels regardless of race, color, religion, age, national origin, gender, gender identity, sexual orientation, or disability, and actively foster inclusion in all forms both within our company and across interactions with clients, candidates, and partners.

Location: Nashville, TN

MILITARY HIRING ACCELERATOR

Open Job Opportunities

Military Equivalents

- Army: 120 A, 12 Series, 18C, 51A, 51C
- Air Force: 32E1 Series, 32E3 Series, 32E4 Series, 32EX, 3E2X1, 3E3X1, 3E5X1, 3E6X1, 6C0 X1
- Marine: 1120, 1169, 1302, 1361, 1371
- Navy: 1160, 1770, 1797, 2594, 2688, 4205, 4215, 4220, 4230, 4250, 4260, 4275, 4305, 4310, 4315, 4330, 4340, 510, 653, 753, 9026, B01A, B13A, B15A, B21A, BU, EA, EO, SW, UT
- Coast Guard: DC, DV, MAT, MK



Facilities Project Manager

Location: Hagerstown, MD

Direct Hire, Pay: \$55/Hr (#683)

Job Description:

Core Responsibilities

- Acts directly on behalf of the sponsor to realize the project's business case and is the focal point for receiver needs.
- Leads the project team members, ensuring that the requirements of all project stages are met.
- Accountability for the full scope of the project, i.e. end-to-end.
- Authority to take decisions in accordance with Client's Authorization rules for the respective role.
- Facilitate stakeholders with the definition of project scope, goals and deliverables
- Create pre-studies including profitability calculations
- Responsible for the planning, registration and update of investment projects in the internal project system(s) (e.g. VGRE Project) and to Investment Board
- Lead design process in order to secure Client's core values, cost efficient solutions included
- Responsible for informing or escalating in proper time if the project deviates from time plan, cost frame, quality or in any other way that can risk the delivery of the project.
- Participate in selection of- and negotiations with suppliers in close cooperation with purchasing department
- Manages property projects in order to secure cost, quality and time plan with close collaboration with Real Estate and GTO financial control groups
- Actively follow up on progress and performance during the all design stages as well as construction phase, including deliveries of monthly Capex estimates
- In cooperation with CAD Administrator to assure the quality of source documentation
- Secure an efficient hand over of the project and documentation to responsible Property Manager and Facility Manager
- Secure that all relevant project documentation is archived according to Client's processes
- Regularly provide Business Control with necessary data regarding actual progress and closing of project
- Coordinate different construction requirements
- Property projects coordination with local authorities and providers
- Support in land and/or property acquisition
- Cooperation and supervising the Design/ Construction consultants
- Coordinate and managing all the approval processes (Planning Permit, Building Permit, Operational Permit etc.)
- Cooperation and cross functional teamwork with purchasing department regarding the Design/ Construction Consultants and Contractors evaluation and selection
- Supervising construction process
- Prepare and manage the steering committee meeting(s)
- Support in creating legal documents, approvals and maintenance instruction preparation
- Manage all works in accordance to the Client's processes

Property Project Manager acts on behalf of the sponsor and/or steering committee to:

MILITARY HIRING ACCELERATOR

Open Job Opportunities

- Lead the project through its stages and acquire sponsor- and steering committee approval to proceed into the next stage
- Initiate the project and agree on the project charter
- Ensure clarity of and communicate project roles and responsibilities
- Carrying out risk assessment
- Regularly reports to the stakeholders the project progress
- Ensure that project decision-making processes are robust
- Obtain appropriate authorization for any changes in project scope
- Develop the project plan and own the plan-do-review process
- Execute the plan through sign-off, ensuring effective business participation through other roles
- Review the project and communicate the lessons learned
- Compile white books after completed project
- Manage the handover process and close the project
- Cost follow-up and report in cooperation with Business Control

Required Competencies

- Excellent computer skills in a Microsoft Windows environment.
- Fluent in verbal and written English
- Effective verbal, written communication skills and relationship building skills.
- Excellent interpersonal and coaching skills.
- Ability to work with various departments and foster teamwork.
- Ability to work independently with minimal supervision.
- Must be able to identify and resolve problems in a timely manner.
- Gather and analyze information skillfully.
- Demonstrate resourcefulness and initiative in dealing with daily assumptions.

Education Required

Bachelor's Degree in Engineering, or the equivalent combination of education, training and experience that provides the required knowledge skills and abilities.

Experience Required

- Minimum 5-7 years' experience within construction/building industry (working for a general contractor/construction management or technical consultant companies etc.), performing medium to larger scale projects
- Knowledge of leases, contracts and construction practices
- Experience working in a highly matrixed organization.
- Ability to work in a team environment, manage multiple clients, and provide consultative skills throughout the process.
- Ideal candidate will be highly motivated with a strong sense of urgency.

Military Equivalent

Army: 120A, 12B, 19D, 19K, 42A, 92A

Air Force: 2S0X1, 2T2X1, 2W0X1, 2W1 Series, 32E Series, 3D0X1, 8S000

Navy: 4205, 4210, 4220, 4230, 4310, 9442, AO, LS, YN

Marine Corps: 0111, 1101, 1120, 1330, 1371, 3043, 8911



Warehouse Associate

Location: Charlotte, NC;

Direct Hire, Pay: \$21/Hr (#682)

Job Description:

Duties and Responsibilities:

- Perform duties assigned by the Warehouse Supervisor
- Pull orders for customer per the packing slip
- Load customer vehicles
- Move and organize equipment as directed
- Organize stock in proper location
- Maintain a neat and organized work space
- Load and unload trucks and containers as needed
- Assemble and disassemble equipment as needed
- Abide by and enforce safety precautions in the warehouse

Qualifications:

- Mechanical ability for assembly and disassembly of equipment
- Ability to follow directions and instructions
- Must be flexible with work schedule
- Must have a neat and clean appearance
- Should have a basic knowledge regarding basic tools and how to properly use them
- Ability to read and understand assembly instructions
- Forklift Certified is a plus
- Past experience with fitness equipment is a plus

Working Conditions:

- Must be able to work in fluctuating weather conditions including hot, cold and rain
- Must be able to work flexible hours, long days are expected as needed

Physical Requirements:

- Must be able to lift and move heavy items at least 100 lbs, carts and dollies available when needed
- Must be able to stand for long periods of time

Location: Charlotte, NC

Military Equivalent:

MILITARY HIRING ACCELERATOR

Open Job Opportunities

Logistics Specialist, Transportation Coordinator, Supply Chain Manager, Operations Manager, Equipment Maintenance Technician

- **Army:** MOS 92A - Automated Logistical Specialist
- **Air Force:** AFSC 2S0X1 - Supply Management
- **Marine:** MOS 3051 - Warehouse Clerk
- **Navy:** LS - Logistics Specialist
- **Coast Guard:** DC, DV, MAT, MK



Inventory Management Specialist

Location: Charlotte, NC;

Direct Hire, Pay: \$23/Hr (#681)

Job Description:

The Inventory Management Specialist plays a pivotal role in supervising and optimizing the inventory process to ensure the efficient and accurate flow of goods within the company. Responsibilities include reviewing, adjusting and monitoring inventory levels to maintain accurate inventory reporting

Duties and Responsibilities:

- Inventory Control: Monitor inventory levels; process used equipment purchase orders as required; investigate and resolve inventory related problems as needed.
- Stock Monitoring: Work with Purchasing and Operations departments to ensure adequate stock levels are maintained to meet sales demands while minimizing excess inventory.
- Data Analysis: Analyze inventory data and generate reports to forecast inventory needs, ensure sales margins are acceptable, and optimize inventory levels.
- Process Improvement: Identify areas for improvement in inventory control procedures and implement best practices. Create or update Standard Operating Procedures (SOPs) relating to Inventory Management
- Compliance: Ensure compliance with SOPs related to inventory maintenance, storage and handling.
- Technology Utilization: Use inventory management software (NetSuite) to monitor stock levels, track orders, and coordinate warehouse operations.

Qualifications:

- Friendly and Professional Attitude
- Ability to work independently
- Effective under pressure
- Strong communication abilities
- Exceptional organizational skills with meticulous attention to detail
- Familiarity with Netsuite is preferred but not required
- Familiarity with Google/G-suite is preferred but not required
- Prior experience in the Fitness Industry is beneficial but not essential
- Ability to work Monday - Friday
- Occasional Saturday availability may be necessary

Education & Experience:

- GED or some college coursework is preferred

MILITARY HIRING ACCELERATOR

Open Job Opportunities

Physical Requirements:

- Desk-based work
- Ability to lift and carry lightweight items, typically up to 25 pounds, when needed for inventory checks or sample handling
- Occasionally required to stand or walk through warehouse or stock areas to conduct physical inventory checks or collaborate with team members

Benefits:

- 40 lk
- Employee Discount
- Health Insurance (Health, Vision and Dental)
- Paid Time Off

Location: Charlotte, NC

Military Equivalents

Logistics Specialist, Transportation Coordinator, Supply Chain Manager, Operations Manager, Equipment Maintenance Technician

- Army: MOS 92A - Automated Logistical Specialist
- Air Force: AFSC 2S0X1 - Supply Management
- Marine: MOS 3051 - Warehouse Clerk
- Navy: LS - Logistics Specialist
- Coast Guard: DC, DV, MAT, MK



Network Administrator

Location: Charlotte, NC; Plano, TX; Chicago, IL; Jacksonville, FL; Richmond, VA; Jersey City, NJ

Contractor, Pay: \$38/Hr (#674)

Job Description:

The network administrator position is responsible for managing the daily operations of computer networks. You will be in charge of overseeing digital security and performing maintenance to ensure that the system is operating at full capacity. You will also be tasked with installing hardware and software when necessary.

Responsibilities:

- Assess the company's network and computer system needs.
- Install hardware and software.
- Make upgrades and repairs as needed.
- Oversee digital security.
- Perform maintenance that all systems are operating.
- Collect and analyze data to optimize performance.
- Onboard users to the network.
- Train users on hardware and software.
- Troubleshoot problems with the system.
- Oversee local area network and wide area network.
- Responsible for end-user desktop support, and the maintenance of servers and other networked devices.

Qualifications:

- Bachelor's degree in IT, computer science, or five years practical experience.
- Strong understanding of computer network infrastructure.
- Ability to implement, administer, and troubleshoot network infrastructure devices.
- Knowledge of application transport and network infrastructure protocols.
- Ability to create network diagrams and documentation for design and planning network communication systems.
- Ability to quickly learn technologies and products, including, but not limited to specialized software using documentation and internet resources.
- Ability to work with all levels of staff inside and outside the organization.
- Ability to think through problems and visualize solutions.
- Good analytical and problem-solving skills.
- Dependable and flexible when necessary.
- Experience with local area network and wide area network administration.
- Experience with Citrix, Veeam and Arcserve Backup a plus but not required.

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Open Job Opportunities

Location: Charlotte, NC; Plano, TX; Chicago, IL; Jacksonville, FL; Colorado Springs, CO; Richmond, VA; Jersey City, NJ

Military Equivalent

- Army: 131A, 13 Series, 140A, 14 Series 170A, 17 Series, 18E, 18F, 255 Series, 25 Series, 26 Series, 30A, 353T, 35T, 70D, 948B, 948D, 94 Series
- Air Force: 17C0, 17S Series, 1A3 Series, 1A8X2, 1B4X1, 1C6X1, 1D7 Series, 1N4X1, 1Z3X1, 2A9X3, 2R0X1, 3D0X3, 3D1 Series, 8K Series
- Navy: AWZ, AZ, CTM, CTN, CTR, CTT, ETR, ET, FCA, FC, FT, ITS, IT
- Marine: 0171, 0510, 0551, 0558, 0602 0605, 0621, 0627, 0629, 0630, 0631, 0639, 0659, 0670, 0671, 0679, 0681, 0699, 1702, 1711, 1721, 1799, 2602, 2611, 26212629, 2651, 2652, 2659, 2831, 2847, 5974, 5979, 6046, 6049, 6694,
- Coast Guard: ET, ISM, IS, IT



Jr Software Developer

Location: Charlotte, NC; Plano, TX; Chicago, IL; Jacksonville, FL; Richmond, VA; Jersey City, NJ

Contractor, Pay: \$38/Hr (#667)

Job Description:

We have an opportunity for the right individual as a Junior Software Developer. This person will be responsible for coding applications, communicating technology designs and decisions and their rationales and ramifications to management, team members, and clients. The right candidate will work well in a small team environment and will be eager to expand their knowledge and programming skills.

Responsibilities:

- Develop applications in accordance with SDLC methodology, industry best practices, and departmental policies and standards.
- Analyze business and functional requirements in order to collaborate with the Applications Architect to propose and document a technical solutions.
- Create and execute functional integration test plans.

Skills:

- Excellent communication, organization and interpersonal skills
- Excellent problem-solving skills with extreme attention to detail
- Outstanding work ethic and commitment to individual and organizational success
- Demonstrated ability to learn new things and continuously drive process improvement
- Excellent analytical and advanced troubleshooting skills with end-users/customers
- The ability to manage multiple tasks and projects, both independently and also as part of a team
- Exemplary business ethics, professionalism, and integrity

Qualifications:

- Experience utilizing Agile methodologies, including Scrum, Kanban, XP, and TDD.
- Knowledge of and experience setting up and supporting continuous integration.
- Microsoft .NET development platform and related tools, specifically ASP.NET, C#, WPF, Windows Communication Foundation (WCF), and SQL Server 2005/2008.
- VB6 support experience using WebClasses and traditional ASP a plus.
- 3-5 years of project experience performing software development, including at least 2-3 years of project experience architecting applications, with the following expertise:
- Excellent team building and leadership skills.
- Excellent communication skills.
- Highly self-directed.

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Open Job Opportunities

- Able to multitask given incomplete and conflicting knowledge.
- MVC architecture and related object oriented design patterns.
- ORM technologies such as EF and nHibernate.
- Experience utilizing inversion of control and dependency injection.
- Solid understanding of RDBMS including MS SQL Server.
- Knowledge of databases and data modeling is necessary.
- Knowledge of basic system and network administration tasks is necessary.
- Working ability to identify architecturally significant requirements and their ramifications.

Education:

- Bachelor's (Preferred)

Location: Charlotte, NC; Plano, TX; Chicago, IL; Jacksonville, FL; Colorado Springs, CO; Richmond, VA; Jersey City, NJ

Military Equivalent:

- Army: 170D, 255A
- Air Force: 16KX, 1D7X1, 3D0X4, 3D100, 3D190, 8K00
- Navy: 001072, 001077, 184, 9710, 9740, CTR, CTT, ITS, IT
- Marine Corps: 0673, 2653, 8825
- Coast Guard: IS, IT

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Sr Civil Site Engineer

Location: Lansing, MI; Allentown, PA; Philadelphia, PA

Direct Hire, Pay: \$32/Hr (#619)

Job Description:

We engage with our clients as a strategic partner providing complete civil and site consulting and engineering services to both public and private clients. This partnership begins with comprehensive site feasibility evaluations as part of the due diligence process to identify potential pitfalls and implement strategies to overcome them. We have extensive experience in traditional residential development as well as commercial project types including office, retail, financial, educational, restaurant, mixed-use, healthcare, landfill, energy, industrial, and warehouse.

Responsibilities

- Prepare construction drawings, plans, and project specifications.
- Prepare hydrologic and hydraulic analyses, grading plans, street improvements, utilities and specifications.
- Ensure technical accuracy, standard engineering practices, and inclusion of appropriate documentation on various plans, reports and design documents.
- Identifying problems, evaluate alternatives and recommend solutions to peers and management.
- Collaborating with peers and management as necessary to complete work.
- Assisting in performing basic storm water calculations and reporting.
- Plotting and assembling civil engineering plans and reports.

Qualifications

- Bachelor's degree in civil engineering is required.
- 2+ years of related civil/site experience or relevant work experience is required.
- EIT and/or PE preferred.
- Knowledge of local city, county, and state land use processes and regulations.
- Proficiency in technical skills in storm water management, hydraulics, hydrological analysis, grading and other site development related designs.
- Demonstrated Civil 3D skills with the ability to design site layouts concept through completion.
- Ability to read, write, and understand English for purposes of comprehending written job-related communications and verbal instructions and interactions.

Location: Lansing, MI; Allentown, PA; Philadelphia, PA

Military Equivalent:

- **MOS Codes** 12166, 62E1G, 12A, 12N, 12T
- **Navy SeaBee Rates**
- **USAF** 3E5X1, 62E, 32EX
- **Marine** 13 series

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Instrument Person (Entry Level)

Location: Cary, NC;

Direct Hire, Pay: \$22/Hr On-Site (#618)

Overview

Join our Survey/Geospatial team, which offers a full range of survey and geospatial data and mapping services that enable us to collect data faster, safer, and more accurately than ever before. Collect data from the air, ground and subsurface to provide precision data interpretation with us, and accelerate YOUR success to become tomorrow's industry leader.

Responsibilities

- Will work primarily in the field as Jr. Crew Chief / Instrument Man on a one, two or three-person field crew.
- Cut and remove brush and undergrowth for line of sight.
- Reads and understands plans and specifications.
- Know basic sources of measurement errors.
- Dig ground using a pick, shovel and other hand tools to search for and locate survey monuments.
- Hold and plum rod in obtaining elevations and distances.
- Drive stakes to set grades on construction projects.
- Provide quality seamless customer service.
- Know, understand and demonstrate safe working/operating methods of assigned tools and equipment.
- Performs other duties as assigned.

Qualifications

- Electric Transmission/Distribution and Oil/Gas Pipeline Experience is a plus.
- Must be physically able to work long hours and carry heavy loads.
- Possess good interpersonal skills, and effective written and oral communication skills.
- Attendance, punctuality and reliability are essential requirements.
- Must be able to work in inclement weather.
- A valid driver's license and clean driving record required. MVR will be checked and monitored.

Requires a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program.

Physical Requirements

- Ability to traverse various types of terrain.
- Ability to work outdoors in all weather conditions.
- Frequently moves and transports equipment weighing up to sixty (60) pounds.

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Open Job Opportunities

- Position equipment in proper locations. Constantly repositions self and equipment to collect data from the ground.
- Uses a hammer, shovel, machete and other equipment for the purpose of data collection.
- Ability to stand for long periods of time.

Working Conditions/Environment

- Work outside the office is required to complete survey, site investigations, on-site reviews and meetings.
- Outdoor work requires the ability to move about uneven terrain, in wetlands, boating, and being around heavy equipment.
- Occasional exposure to dust, gas or fumes, exposure to noise, extremes in temperature or humidity, and potential work at heights.

What We Offer

We offer a work life balance through a generous compensation package that includes: company paid medical, dental, and vision coverage; paid pregnancy disability leave; short- and long-term disability insurance; life insurance; a company-matched 401(k)/Roth; paid time off that includes parental and military leave; employee referral and professional license bonuses and a straight time policy that compensates exempt employees for billable hours worked in excess of 40 billable hours within a work week.

Location(s): Cary, NC

Military Equivalentents

- Army: 120A, 12 Series, 18C, 51A, 51C
- Air Force: 32E1 Series, 32E3 Series, 32E4 Series, 32EX, 3E2X1, 3E3X1, 3E5X1, 3E6X1, 6C0X1
- Marine: 1120, 1169, 1302, 1361, 1371
- Navy: 1160, 1770, 1797, 2594, 2688, 4205, 4215, 4220, 4230, 4250, 4260, 4275, 4305, 4310, 4315, 4330, 4340, 510, 653, 753, 9026, B01A, B13A, B15A, B21A, BU, EA, EO, SW, UT
- Coast Guard: DC, DV, MAT, MK



Cyber Security

Location: Charlotte, NC; Plano, TX; Colorado Springs, CO

Contract, Pay: \$50/hr On-Site (#573)

Cyber Security

We are seeking candidates with a background in Cyber Security for some opportunities with our banking Client.

These positions will include but not limited to :

- SOC and/or NOC analyst
- Risk Analyst
- Cyber Analyst
- Cyber Security Specialist
- Network Defense Analyst
- Network Security
- Threat Analyst
- Identity and Access Management (IAM) or Privileged Access Management (PAM)
- Cyber Security governance and Risk Analyst
- Vulnerability Analyst
- System Security Analyst
- Computer Forensics
- CyberArk
- Sailpoint Administrator
- CISO – Chief Information Security Officer
- Provides crucial intelligence and network support that safeguards the cyber domain.
- Collects, analyzes and reports digital data.
- Maintain network defense tools such as routers and firewalls.
- Evaluates network defense operations.
- Surveillance and reconnaissance actions on specified systems and networks.
- Conducts network terrain audits, penetration testing, basic digital forensics, and software threat analysis.

Certifications:

MILITARY HIRING ACCELERATOR

Open Job Opportunities

- Security+
- Network+
- CISSP – Certified Information Systems Security Professional
- ISACA Certified Information Security Manager (CISM)
- (ISC)2(TM) Systems Security Certified CAP

Locations:

- Charlotte, NC
- Plano/Dallas, TX
- Colorado Springs, CO

MOS: 17 Series, 25D; USMC MOS: 0689; AFSC: 3D0X3

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Equipment Installers

Location: Charlotte, NC; Raleigh, NC; Knoxville, TN; Columbia, TN; Atlanta, GA; Columbia, SC; Charleston, SC; Birmingham, and AL; Mobile, AL

Direct Hire, Pay: \$22/hr Hybrid (#395)

Exercise Equipment Installers

We are seeking Equipment Installers that are self-motivated, responsible, hard-working, punctual, and organized. We currently have openings in **Charlotte, NC; Raleigh, NC; Knoxville, TN; Columbia, TN; Atlanta, GA; Columbia, SC; Charleston, SC; Birmingham, AL and Mobile, AL**

The candidate must have excellent communication skills and a willingness to work directly with customers to deliver superior customer service.

This position requires travel to commercial and consumer locations which may require multiple-day trips within the region. The Installers can be based anywhere in NC, SC, TN, or GA service areas.

RESPONSIBILITIES

- Deliver, assemble and install fitness equipment
- Good Representation skills in front of the client, with excellent customer service
- Multi-day trips within the region should be expected
- Communicate thoughtfully, clearly and professionally with customers.
- Demonstrate attention to detail and adhere to assigned performance protocols.
- Complete reports and paperwork as needed for daily job tasks.
- Perform other duties as assigned.

REQUIREMENTS

- Ability to lift heavy objects and stand or crouch for extended periods of time
- Fast learner
- Works well independently with limited direction
- Strong problem-solving skills
- Thrive in a team environment
- Maintain a valid driver's license and insurance
- Clean driving record required
- Candidates must be at least 21 years or older to apply
- A self-starter with highly developed problem-solving skills
- Ability to plan, organize, and manage a variety of tasks
- Applicants must be able to pass a background check
- High School diploma or equivalent
- Additional training provided as needed.

MILITARY HIRING ACCELERATOR

Open Job Opportunities

Locations: Charlotte, NC; Raleigh, NC; Knoxville, TN; Columbia, TN; Atlanta, GA; Columbia, SC; and Charleston, SC.

Military Equivalents

- Army: 120A, 12 Series, 18C, 51A, 51C
- Air Force: 32E1 Series, 32E3 Series, 32E4 Series, 32EX, 3E2X1, 3E3X1, 3E5X1, 3E6X1, 6C0X1
- Marine: 1120, 1169, 1302, 1361, 1371
- Navy: 1160, 1770, 1797, 2594, 2688, 4205, 4215, 4220, 4230, 4250, 4260, 4275, 4305, 4310, 4315, 4330, 4340, 510, 653, 753, 9026, B01A, B13A, B15A, B21A, BU, EA, EO, SW, UT
- Coast Guard: DC, DV, MAT, MK

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Construction Inspector

Location: Charlotte, NC; Cary, NC; Wilmington, NC; Rochester, NY – On-Site

Direct Hire, Pay: \$27/Hr (#375)

Overview

Our Client is seeking a Construction Observer to join our Construction Engineering & Inspection group in Charlotte, NC area.

Responsibilities

- To perform quality control construction observations for various highway roadway and bridge construction, general site work, maintenance and protection of traffic, drainage, earthwork, paving, concrete work, reinforcement steel placement, utility relocation work, coordination, and safety.
- Able to read contract documents and construction plans.
- Responsible for field construction observation monitoring/tracking of construction sequencing, cost, scheduling and performance decisions.
- Assure that proper document control, quality assurance documentation and construction project records are kept.
- Assure quality and uniformity in the records of various contracts in the overall program.

Qualifications

- 1+ years related experience, including roadway (earthwork, sub base, concrete and asphalt pavement, drainage, lighting, guiderail and striping for rehabilitation / new) inspection and maintenance and protection of traffic for day and nighttime operations.
- Bridge construction (rehabilitation & new) a plus.
- Valid Driver's license.
- NICET Certification preferred.
- Strong PC Skills, in Microsoft Office.
- Strong time management and attention to detail.
- Excellent organizational skills.
- Knowledge of NCDOT road specifications a plus.

What We Offer

We offer a work life balance through a generous compensation package that includes: company paid medical, dental, and vision coverage; paid pregnancy disability leave; short- and long-term disability insurance; life insurance; a company-matched 401(k)/Roth; paid time off that includes parental and military leave; employee referral and professional license bonuses and a straight time policy that compensates exempt employees for billable hours worked in excess of 40 billable hours within a work week.

MILITARY HIRING ACCELERATOR

Open Job Opportunities

Location(s) Charlotte, NC; Cary, NC; Wilmington, NC; Rochester, NY;

Military Equivalentents

- Army: 120A, 12 Series, 18C, 51A, 51C
- Air Force: 32E1 Series, 32E3 Series, 32E4 Series, 32EX, 3E2X1, 3E3X1, 3E5X1, 3E6X1, 6C0X1
- Marine: 1120, 1169, 1302, 1361, 1371
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- Coast Guard: DC, DV, MAT, MK



CADD Operator - OSP – Multiple Locations

Location: USA – On Site

Direct Hire, Pay: \$28/Hr (#407)

Overview

Client is seeking a highly motivated, detailed-oriented individual that has Auto CADD and Civil 3D experience applicable with linear utility design and layout to join our Utility Design Engineering group. The OSP CADD Operator will perform various field and desk top design functions revolving around projects including, but not limited to, site surveys, field engineering, OSP design, encroachment permitting and CAD of aerial, underground, and buried telecommunication systems

Responsibilities

- Work directly with project engineers to develop construction drawings for utility projects
- Plan and prepare preliminary layouts and detailed design drawings from engineering notes, sketches, and/or other drawings
- Research and obtain standards/codes required by clients and Jurisdictions and ensure drawings comply
- Research and obtain local land base & existing utility as-built shapefiles for import
- Review drawings for completeness, accuracy and quality
- Organize/maintain all revisions of project drawings, plot files and project-related information in a logical and well-structured manner
- Create permit drawings, utility schematics and as-built drawings
- Submit encroachment and specialty permits (city, county, state, local municipalities, CSX, NSRR, etc.)
- Input as-built information into client specific records/mapping systems
- Adhere to task level budgets and project schedules
- Periodically make trips to the project location to collect necessary information for design drawings
- May be required to perform other duties as assigned by manager CAD Designer/Draft & Design (Telecommunications)

Qualifications

- High School Diploma/Equivalent; Associates Degree or a Certificate from a technical school, preferably in AutoCAD.
- 1+ years of related experience.
- Proficient with AutoCAD.
- Work within a team oriented environment to successfully complete a high volume of projects within established budgets and deadlines.

MILITARY HIRING ACCELERATOR

Open Job Opportunities

Salary Range: \$24-\$31/hr DOQ

Location(s): Charlotte, NC; Cary NC; Wilmington NC; Tampa, FL; Miami FL; Albany, NY; Buffalo NY; Fort Worth TX; Columbia SC; Englewood CO

What We Offer

We offer a work life balance through a generous compensation package that includes: company paid medical, dental, and vision coverage; paid pregnancy disability leave; short- and long-term disability insurance; life insurance; a company-matched 401(k)/Roth; paid time off that includes parental and military leave; employee referral and professional license bonuses and a straight time policy that compensates exempt employees for billable hours worked in excess of 40 billable hours within a work week.

Military Equivalent:

- Army 13s, 13t, 21s, 82b, 82c, 82d
- Navy SeaBee Rates
- Marine 14 series
- Coast Guard 673



Civil Site Engineer – Multiple Locations

Location: USA – On Site

Direct Hire, Pay: \$32/Hr (#406)

Responsibilities

- Perform design tasks, such as conceptual layouts, grading, and drainage, associated with civil engineering projects.
- Work with in AutoCAD Civil 3D 2018 and alongside existing office staff/management to successfully complete projects within established budgets and deadlines.

Qualifications

- Bachelor's degree in Civil Engineering
- 0-3 years of experience
- Engineer in Training (EIT) Certification preferred
- Knowledge of local city, county and state land use processes and regulations (NC)
- Proficiency in technical skills in storm water management, hydraulics, hydrological analysis, grading and other site development related designs
- Demonstrated Civil 3D skills with the ability to design site layouts concept through completion
- Ability to interact well with coworkers, clients, and regulatory agencies
- Excellent verbal and written communication skills
- Strong attention to detail with excellent analytical and judgment capabilities
- Ability to work independently, as well as, in a team environment

Location(s) Charlotte, NC; Tampa, FL; Albany, NY; Buford GA; Sterling VA; Allentown PA; Philadelphia PA; Addison TX; Houston TX; Fort Worth TX; San Antonio TX; Austin TX

Military Equivalent:

- MOS Codes 12166, 62E1G, 12A, 12N, 12T
- Navy SeaBee Rates
- US AF 3E5X1, 62E, 32EX
- Marine 13 series

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Equipment Service Technician

Location: Carolinas, Tennessee, Georgia

Direct Hire, Pay: \$24/Hr (#409)

We are seeking Service Technicians that are self-motivated, responsible, hard-working, punctual, and organized. We currently have openings in **Charlotte, NC; Raleigh, NC; Knoxville, TN; Columbia, TN; Atlanta, GA; Columbia, SC; and Charleston, SC.**

The candidate must have excellent communication skills and a willingness to work directly with customers to deliver superior customer service. Service technicians independently diagnose and troubleshoot electrical and mechanical issues with fitness equipment as well as perform scheduled preventative maintenance. This position requires travel to commercial and consumer locations to make repairs and conduct preventative maintenance on fitness equipment. The Service Technician can be based anywhere in the Charlotte or Raleigh NC and Columbia and Charleston SC areas.

RESPONSIBILITIES

- Perform general fitness equipment repairs with high attention to detail, including but not limited to: treadmill belt replacements, small drive motors, understand voltage readings on all components, replace equipment consoles and perform stationary bike calibrations.
- Perform all electronic and mechanical troubleshooting and diagnostics of fitness equipment.
- Communicate thoughtfully, clearly and professionally with customers.
- Manage a daily routine of service calls and perform repairs as assigned.
- Demonstrate attention to detail and adhere to assigned performance protocols.
- Complete reports and paperwork as needed for daily job tasks.
- Provide detailed reporting on equipment problems in the field.
- Maintain a proper inventory of spare parts.
- Maintain company supplied vehicle in good working order.
- Perform other duties as assigned.

REQUIREMENTS

- Mechanical/Electrical aptitude and experience working with hand tools helpful
- Candidates must be at least 21 years or older to apply
- Valid Driver License and clean driving record
- Daily local travel required
- A self-starter with highly developed problem-solving skills
- Ability to plan, organize, and manage a variety of tasks
- Applicants must be able to pass a background check
- High School diploma or equivalent
- Experience repairing fitness equipment is required; Additional training provided as needed.

Locations: Charlotte, NC; Raleigh, NC; Knoxville, TN; Atlanta, GA; Columbia, SC; and Charleston, SC.

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Survey Project Manager

Location: Charlotte, NC; Brunswick, ME; Willington, NC; Maitland, FL; Tampa, FL; Lakewood, CO; Columbia, MD; Syracuse, NY; Boston, MA; Providence, RI

Direct Hire, Pay: \$30/Hr (#388)

Overview

Client is seeking a PLS with experience in the private market and experience working on DOT/private projects.

Join our Survey/Geospatial team, which offers a full range of survey and geospatial data and mapping services that enable us to collect data faster, safer, and more accurately than ever before. Collect data from the air, ground and subsurface to provide precision data interpretation with us and accelerate YOUR success to become tomorrow's industry leader.

Responsibilities

Manage day-to-day Land Surveying Operation including:

- Client Communication (internal and external).
- Project Proposal Preparation & Invoicing.
- Overseeing 2 or more Survey Crews.
- New Business Development combining existing clients with diverse Land Survey & Measurement Service lines which include: 3D High-Definition Laser Scanning, Mobile Lidar Mapping, Rail Surveying, GPS and Conventional Surveys.

Qualifications

- NC State Professional Land Surveyor License preferred.
- 10+ years of experience in all areas of the job description.
- Must be able to generate revenue through existing client base and new business development.

Military Equivalent:

- Army: 3 IL, 25L, 36C
- Air Force: 36 series, 2E series, 3D series
- Marines: 2503, 0619, 2519, 2813, 0612, 2512
- Coast Guard: TC

MILITARY HIRING ACCELERATOR

Open Job Opportunities



Survey Technician

Location: Lakewood, CO; Charlotte, NC; Boca Raton, FL; Albany, NY; Brunswick, ME; Tampa, FL; Norfolk, VA; Mt Laurel, NJ; Hauppauge, NY; Houston, TX; Buford, GA;

Direct Hire, Pay: \$28/Hr (#387)

Overview

Join our Survey/Geospatial team, which offers a full range of survey and geospatial data and mapping services that enable us to collect data faster, safer, and more accurately than ever before. Collect data from the air, ground and subsurface to provide precision data interpretation with us and accelerate YOUR success to become tomorrow's industry leader.

Responsibilities

- Responsible for performing selected drafting assignments, quickly and accurately.
- Transform field collected electronic files into Autodesk Civil 3D (CAD) produced drawings.
- Produces ALTA, Boundary, Topographic Surveys, As-Built drawings, maps, Specific Purpose Surveys, Plot plans and Subdivision Record Plats by using Autodesk Civil 3D (CAD).
- Reduce field notes from field collected data into survey/civil grade base maps.

Qualifications

- Experience in Survey/Civil profession required.
- Minimum of 2+ Years of experience using AutoCAD/Civil 3D.
- LASER Scanning/ LIDAR/ experience a plus.

What We Offer

We offer a work life balance through a generous compensation package that includes: company paid medical, dental, and vision coverage; paid pregnancy disability leave; short- and long-term disability insurance; life insurance; a company-matched 401(k)/Roth; paid time off that includes parental and military leave; employee referral and professional license bonuses and a straight time policy that compensates exempt employees for billable hours worked in excess of 40 billable hours within a work week.

Military Equivalent:

- Army 13s, 13t, 21s, 82b, 82c, 82d
- Navy SeaBee Rates
- Marine 14 series
- Coast Guard 673



Project Manager – Civil/Site

Locations: Charlotte, NC; Wells, ME; Brunswick, ME; Jacksonville, FL; Maumee, OH; Tampa, FL; Miami, FL; New Braunfels, TX; Hamilton, NJ; Exton, PA; Houston, TX; Addison, TX; Austin, TX;

Direct Hire, Pay: \$32/Hr (#535)

Overview

The Project Manager is responsible for project management, leadership, profitability, and client management for the project design team. Responsibilities include project management, financial performance, preparation of technical proposals and invoices, monitoring of project budgets, staff supervision, scheduling of key projects, and responsibility for the design tasks associated with civil engineering projects. The Project Manager will work within Autocad and alongside existing office staff and senior management to successfully complete projects within established budgets and deadlines.

Responsibilities

- Land Development Design, Storm water Management, Water and Sanitary Sewer, and Soil Erosion and Sediment Control Design
- Managing multiple projects and workload with competing deadlines
- Quality Control
- Regulatory agency permitting
- Proposal scope and budget preparation
- Financial Management including invoice preparation and accounts receivable
- Project Scheduling
- Client management
- Mentoring and training staff
- Other project duties as assigned

Qualifications

- Bachelor's degree in Civil Engineering
- 5+ years of Land Development Design
- Experience in Residential, Commercial, & Industrial
- PE required
- Knowledge of local city, county and state land use processes and regulations (NC & SC)
- Proficiency in technical skills in storm water management, hydraulics, hydrological analyses, grading and other site development related designs
- Familiarity with the use and capability of Civil 3D and ICPR
- Ability to interact well with coworkers, clients, and regulatory agencies
- Excellent verbal and written communication skills
- Strong attention to detail with excellent analytical and judgment capabilities
- Ability to work independently, as well as, in a team environment

MILITARY HIRING ACCELERATOR

Open Job Opportunities

- Construction oversight experience a plus
- Dedicated, responsive, and organized
- Valid driver's license

What We Offer

We support a work life balance through a generous compensation package that includes: company paid medical, dental, and vision coverage; paid pregnancy disability leave; short- and long-term disability insurance; life insurance; a company-matched 401(k)/Roth; paid time off that includes parental and military leave; employee referral and professional license bonuses and a straight time policy that compensates exempt employees for billable hours worked in excess of 40 billable hours within a work week.

Military Equivalent:

- Army: 31L, 25L, 36C
- Air Force: 36 series, 2E series, 3D series
- Marines: 2503, 0619, 2519, 2813, 0612, 2512
- Coast Guard: TC

MILITARY HIRING ACCELERATOR

Open Job Opportunities



MHA Skillbridge Intern – Legal Assistant (Fully Remote)

Pay: According to DoDI 1322.29 “Participating Service members are not eligible to receive from the JTEST-AI provider wages, training stipends, or any other form of financial compensation for the time that the Service members spend participating in JTEST-AI.”

Job Description MHA Legal Assistant

*****Restricted to Eligible Service Members in the Final 180 Days of Their Active Duty Service Commitment*****

Military Hiring Accelerator has an exciting opportunity for a Legal Assistant to join our knowledgeable team. Do you have passion for helping others? Are you looking to work in an exciting and rewarding team environment that lends the opportunity to give back to our Veterans? If so, we want to hear from you!

ABOUT US:

Military Hiring Accelerator is a Veteran-focused employment placement organization based in Fort Mill SC. We offer a variety of services to our Clients for contractor and permanent placement candidates across the US.

Job Description:

A legal assistant supports lawyers and legal professionals by performing administrative, organizational, and research tasks to ensure smooth operation of legal services. Their duties typically include:

1. Administrative Support:

- Managing calendars and scheduling appointments, court dates, and meetings.
- Drafting, proofreading, and editing legal documents, correspondence, and reports.
- Organizing and maintaining physical and electronic case files.
- Handling phone calls, emails, and client communications.

2. Legal Research and Documentation:

- Conducting legal research using databases and public records.
- Summarizing legal documents, depositions, and transcripts.
- Assisting in the preparation of legal briefs, pleadings, contracts, and other documents.

3. Case Management:

- Tracking case deadlines and ensuring timely filings.
- Assisting in trial preparation, including organizing exhibits, evidence, and witness information.
- Filing legal documents with courts and regulatory bodies.

4. Client Interaction:

MILITARY HIRING ACCELERATOR

Open Job Opportunities

- Acting as a point of contact between clients and attorneys.
- Communicating case updates to clients.
- Gathering information from clients for case preparation.

5. Compliance and Confidentiality:

- Ensuring compliance with legal procedures and regulations.
- Maintaining client confidentiality and handling sensitive information securely.

6. Billing and Record Keeping:

- Assisting with billing and tracking billable hours.
- Preparing expense reports and legal invoices.

Skills Required for Legal Assistants:

- Strong organizational and time-management skills.
- Attention to detail and accuracy.
- Excellent written and verbal communication skills.
- Proficiency in legal software and document management tools.
- Research and analytical skills.

Legal assistants play a crucial role in ensuring efficiency within a legal office, enabling lawyers to focus on case strategy and court proceedings.

Qualifications/ Requirements:

Education/ Experience:

- Must be 18 years of age or older upon employment
- Must possess strong leadership skills.
- Excellent communication, organizational, and analytical skills required.
- Individual must be a results and goal oriented professional.

Analytical Skills

- Ability to work with leaders to identify strategic issues and opportunities and develop data that will facilitate the most educated business decisions.

Language Skills and Reasoning Ability

- Must possess excellent written and verbal communication skills, be able to speak effectively to employees and Clients, and be able to resolve problems in a diplomatic and tactful manner

Remote position, 90-120 day assignment

MILITARY HIRING ACCELERATOR

Open Job Opportunities



MHA Skillbridge Intern – Recruiter (Fully Remote)

Pay: According to DoDI 1322.29 “Participating Service members are not eligible to receive from the JTEST-AI provider wages, training stipends, or any other form of financial compensation for the time that the Service members spend participating in JTEST-AI.”

Job Description: MHA Recruiter Intern

*****Restricted to Eligible Service Members in the Final 180 Days of Their Active Duty Service Commitment*****

Military Hiring Accelerator has an exciting opportunity for a Recruiter to join our knowledgeable team. Do you have passion for helping others? Are you looking to work in an exciting and rewarding team environment that lends the opportunity to give back to our Veterans? If so, we want to hear from you!

ABOUT US:

Military Hiring Accelerator is a Veteran-focused employment placement organization based in Fort Mill SC. We offer a variety of services to our Clients for contractor and permanent placement candidates across the US.

Recruiter Job Responsibilities:

- Achieves staffing objectives by recruiting and evaluating job candidates.
- Establishes recruiting requirements by studying organization plans and objectives and meeting with managers to discuss needs.
- Builds applicant sources by researching and contacting Veteran transition services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits; making presentations; and maintaining rapport.
- Determines applicant requirements by studying job description and job qualifications.
- Attracts applicants by placing job advertisements, contacting recruiters, and using newsgroups and job sites.
- Determines applicant qualifications by interviewing applicants, analyzing responses, verifying references, and comparing qualifications to job requirements.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers and interviewing applicants on a consistent set of qualifications.

Recruiter Qualifications/Skills:

- Recruiting and interviewing skills
- Phone, Skype, Zoom and online meeting platform skills

MILITARY HIRING ACCELERATOR

Open Job Opportunities

- Supports workplace diversity
- Familiarity with relevant employment Law
- Professionalism, organization, and project management skills

Remote position, 90-120 day assignment



MHA Skillbridge Intern – Operations (Fully Remote)

Pay: According to DoDI 1322.29 “Participating Service members are not eligible to receive from the JTEST-AI provider wages, training stipends, or any other form of financial compensation for the time that the Service members spend participating in JTEST-AI.”

Job Description MHA Operations Analyst

*****Restricted to Eligible Service Members in the Final 180 Days of Their Active Duty Service Commitment*****

Military Hiring Accelerator has an exciting opportunity for an Operations Analyst to join our knowledgeable team. Do you have passion for helping others? Are you looking to work in an exciting and rewarding team environment that lends the opportunity to give back to our Veterans? If so, we want to hear from you!

ABOUT US:

Military Hiring Accelerator is a Veteran-focused employment placement organization based in Fort Mill SC. We offer a variety of services to our Clients for contractor and permanent placement candidates across the US.

Job Description:

The Operations Analyst will oversee all aspects of day-to-day operations of the organization and initiatives as they pertain to Marketing, Finance, and Human Resources, and is responsible for compliance to regulations and internal controls as well as supporting other company wide initiatives. As required, the Operations Analyst will develop and implement programs relevant to current business environment – economic, competitive and otherwise. All functions will be performed within the guidelines of the MHA policies and procedures, internal controls and objectives.

Position Requirements

STANDARD REQUIREMENTS:

- Oversees administrative matters and ensures HR is consulted as appropriate. Meets with staff on a regular basis and reports departmental metrics as needed.
- Assists with the effective recruitment, hiring, training, recognition, evaluation, coaching and other personnel related issues.
- Responsible for ensuring staff adheres to all company policies and internal controls, including but not limited to Finance, Human Resources, Legal and Marketing compliance guidelines.

MILITARY HIRING ACCELERATOR

Open Job Opportunities

- Assists with the annual budget, monthly budget reconciliation and monitors to ensure attainment of goals.
- Assists with managing labor and scheduling to ensure adequate coverage at all times while minimizing overtime.
- Assist with Client contract reviews and ensure legal and liability exposure is minimal.
- Liaise with other management to ensure consistency and smooth flow of information, policies and procedures.
- Maintains a professional work environment with supervisors, managers and staff.
- Be knowledgeable of industry trends, new technology and practices as they relate to his/her area(s) of responsibility.
- Be knowledgeable of industry CRM platforms such as Bullhorn, Fieldglass, etc.
- Attends all necessary meetings to stay informed; including company and Client meetings.
- Perform any other duties as assigned.

Qualifications/ Requirements:

Education/ Experience:

- Must be 18 years of age or older upon employment
- Must possess strong leadership skills.
- Excellent communication, organizational, and analytical skills required.
- Individual must be a results and goal oriented professional.

Analytical Skills

- Ability to identify and address issues by developing action plans or making decisions that will improve organizational performance.
- Ability to work with leaders to identify strategic issues and opportunities and develop data that will facility the most educated business decisions.

Language Skills and Reasoning Ability

- Must possess excellent written and verbal communication skills, be able to speak effectively to employees and Clients, and be able to resolve problems in a diplomatic and tactful manner

Remote position, 90-120 day assignment