**Florida Port Community College Carrer Center Job Listings**

**As of June 30**

The FPCC Career Center helps students and graduates find job openings on a temporary or project basis. Many companys prefer to hire employees through the college Career Center, so that both the employer and the employee can determine if the match is a good fit.

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| **New Job Listings** |  |  |  |
| **Job Title** | **Type of Business** | **Location** | **Skills/Experience Required** |
| Computer Application Specialist | City Government | Tampa | Knowledge of XML, Visual Basic, Cisco commands; writing and documenting programs |
| Customer Service Representative | Real Estate Agency | St. Petersburg | Knowledge of Microsoft Office, good time management and phone skills; experience in real estate preferred |
| Field Sales Representative | Lighting Products Company | Palmetto Beach | Excellent computer and communication skills; some sales experience desired |
| Insurance Biller | Dental Office | Edgemoor | Training provided; some experience in dental or medical billing required |
| Office Assistant | Manufacturing Company | Tampa | Training provided; high school diploma required; must be bilingual in Spanish and English |
| Personal Assistant | Marketing Company | St. Petersburg | Good organizational skills; flexibility in work hours; available for travel |
| Receptionist | Law Office | Tampa | Good interpersonal and communication skills; proficiency using Microsoft Word and Excel; able to multitask |