Available Positions
Updated: August 6, 2010

Brannon Professionals is actively recruiting for the following positions:

- Administrative Assistant
- Auto CAD Draftsman / Software Support
- Denied Claims Clerk
- Electrical Engineer
- Financial Aid Leader
- Floater Legal Assistant
- Inside Sales Representative
- Inventory Analyst/ Demand Planner
- Life Insurance Sales Agent
- Marketing
- P & C Insurance Agent
- Receptionist/ Secretary

Please see the attached job descriptions/qualifications for more detailed information about these positions.

Please Note: Candidates with resumes that do not meet the exact requirements for the positions they apply for will not be contacted.

If you are interested in applying for one of these positions . . . .

Email Your Resume -OR- Fax Your Resume: 
staff@brannonprofessionals.com 901.759.9304 or 662.349.9653

Please list the name of the position in which you are interested.

For More Information
Please call: 662-349-9194 or 901-507-7809
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Administrative Assistant
A company in Memphis, TN has an opening for a temp-to-hire Administrative Assistant.

Responsibilities:
- Will be responsible for accounts payable using Quickbooks.
- Make copies, bind together client financial reports.
- Will serve as backup on the phone daily.

Requirements:
- Must have strong phone skills, be articulate, friendly, and professional.
- Prefer a strong bookkeeping background.
- Must have excellent Word and Excel 2007 skills.

Salary: $14/hour

Auto CAD Draftsman/ Software Support
A company in Bartlett, TN has an immediate opening for an Auto CAD Draftsman. Some travel will be involved with this position.

Requirements:
- Must have advanced experience using Auto CAD with the ability to create multilayer drawings from circuit boards.
- Ability to read and work with schematics.
- Computer software & hardware knowledge.
- Advanced experience with Microsoft Office Products (including Word, Excel, Powerpoint, Outlook, Access, Project, & Visio); experience with Office 2007 preferred.
- Must also have experience working with Adobe Acrobat, Internet Explorer, and Windows XP.
- Must have a high school diploma with at least 5 years experience.

Salary: $16-17/hr, DOE

Denied Claims Clerk
A Memphis company has an immediate need for a long-term temporary Denied Claims Clerk.

Requirements:
- Must have one year min. experience in doctor’s office (not hospital) dealing with denied claims and working with insurance companies.
- Must be organized and have good Basic Excel skills.
- Must be proactive.
- Must know ICD-9 codes.

Responsibilities:
- Will check on patients’ bills not paid by insurance companies, review denied claims and readjust denied claims.

Salary: $10-11/hr

Brannon Professionals
Southaven: 5699 Getwell, Bldg. G, Suite 5, Southaven, MS ~ 662-349-9194
Bartlett: 3189 Kirby Whitten, Suite 103, Bartlett, TN ~ 901-507-7809
staff@brannonprofessionals.com M-F, 8 a.m. – 5 p.m.
Electrical Engineer
A large utility company in North Mississippi has an immediate opening for a direct hire Electrical Engineer.

Requirements:
- Must be a motivated, self-starter, capable of planning, designing and preparing specifications to meet the cooperative's needs.
- Must have a good understanding of automated technologies, excellent computer and software skills, and know how to apply them daily.
- Must have a minimum of 5 years experience in an electric utility or consulting firm performing related engineering work.
- Must have a bachelor's degree in Electrical Engineering (Power Option Preferred) and must be a Registered Professional Engineer.

Responsibilities:
- Position will review information from monthly substation readings, SCADA system and AMR system to make reliability recommendations to management.
- Will assist in companies long-range plan, construction work plan and geographical information system by working closely with employees and consulting engineers.
- Will monitor the performance of the distribution system and make recommendations for system improvements.
- Will also be responsible for plans and studies related to sectionalizing over current protection, device coordination, over voltage protection, voltage improvement, power factor correction, load balancing, and overall system reliability.

**Company provides medical and dental insurance, pension, 401K plan, life insurance, long-term disability, tuition reimbursement, etc.

Salary: $80K - $100K  
Hours: Monday through Friday, 8 - 5

Financial Aid Leader
A growing company in Bartlett has an immediate opening for an experienced Financial Aid Leader.

Requirements:
- 5 years experience in a financial aid position with an accredited school is preferred along with a bachelor's degree.
- HCM2 experience preferred.

Responsibilities:
- This person will oversee the organizations finances and run the financial aid program.
- Will also communicate and report the financial status of the organization and its programs directly to the Owner/Director.
- Must attend accreditation and state training, processes all Pell Grants and verify, order, and disburse federal aid funding to the organization.
- Must certify loans and maintain contact with loan services and banks.
- Will monitor financial aid and prepare for audits.
- Must inspect that the monthly tuition payments are collected and inspect all financial records and student files to ensure that they are complete.
- Will also be in charge of monitoring and training all financial aid assistants.

Salary: $40-50K DOE  
Hours: Tuesday-Saturday, 8 - 5
Floater Legal Assistant
A large law firm in Downtown Memphis has an immediate temp-to-hire opening for an experienced and very competent legal assistant with at least three to five years steady work history as a floater legal assistant.

Must be a top notch professional; highly motivated, able to seamlessly work within different departments (Litigation, Commercial, Transactional, etc.) with meticulous attention to detail, thrives on pressure and eagerly meets deadlines. You will be required to be a team player at all times with a flexible can-do attitude and positive approach to your work.

Responsibilities
- Under attorney supervision, creates, edits, transcribes, revises, proofreads and maintains a variety of litigation or transactional documents
- Maintains calendars and other time tables for matters to include scheduling/coordinating meetings and making travel arrangements for assigned lawyers
- Manages lawyers daily time entry
- Filing, faxing, sending documents via PDF, email, etc.
- Will back up on the reception desk
- Other duties as required

Job Qualifications
- Must have intermediate to advanced skills in Microsoft Word, Outlook, Excel and PowerPoint. Must be able to readily adjust to changes in firm software and technologies. Strong research and coordination skills required as well as excellent grammar and proofreading and attention to detail. Excellent communication skills required. Required to type 60wpm.
- Ability to work effectively in a fast-paced and high pressured environment.
- Minimum of 3 years experience as a legal assistant in a law firm. Must be used to working in different departments.
- Strong organizational skills. Strong written and oral communications skills and must be able to convey her or his ideas in a manner that is convincing to others.
- Strong interpersonal skills that allow the ability to work with a variety of attorneys and administrative staff.
- Must be a team player and possess the ability to partner effectively with other administrative areas in order to accomplish the firm’s goals.
- Strong work ethic and flexibility to meet the demands of the position; this includes working with attorneys and staff.
- Must be able to lift and move boxes

Salary: $40-49K depending on experience

Hours: Monday – Friday, 8-5

Inside Sales Representative
A company in Memphis, Tennessee has an immediate opening for an inside sales representative. This is a temp-to-hire opportunity.

Responsibilities:
- Answer all incoming calls and provide customer service. Be familiar with all of the company’s pricing and procedures to be able to sell products and make appointments.

Requirements:
- Must have at least 2-5 years inside sales experience.
- Must have excellent written and verbal communication skills.
- Should be detail-oriented and comfortable closing a deal.
- Problem-solving skills required.
- Must be dependable and have reliable transportation. Required to float between locations, and work some Saturdays.
- Some college preferred.

Salary: $10-$12/hr, DOE

Hours: Monday – Friday, 8 a.m. – 5 p.m.
Inventory Analyst/ Demand Planner

A company in Bartlett, TN has an immediate opening for an experienced, Inventory Analyst/Demand Planner.

Responsibilities:
- Developing and maintaining inventory metrics related to inventory management (min/max, order point, etc.)
- Maintain, monitor, and update systems within the scope of responsibility related to demand and inventory planning.
- Complete setup and maintenance of systems that support demand and inventory planning in Prophet 21 data management system.
- Utilize forecasting/ planning/ allocation tools to order product and ensure smooth flow to stores, warehouses and fulfillment centers.
- Monitor all inventory levels, recommend any necessary changes to improve service levels, and monitor accuracy of all inventory levels.
- Will manage product ordering, product level, and minimize handling costs.
- Will also manage sales forecasting for multiple categories of products on daily basis.

Requirements:
- Must have 5 years experience working in role directly related to business analysis, forecasting, inventory management, etc.
- Strong background in Prophet 21 enterprise management software system is highly desirable — SAP or Oracle also acceptable.
- Advanced skills in Microsoft Excel.
- Must be an analytical thinker with great communication skills and problem solving abilities.
- College degree required.

Salary: $40-50K, DOE

Life Insurance Sales Agent

An insurance company in Southaven, MS is in need of a Life Insurance Agent. Current life insurance license in Mississippi is a plus but not required. Prefers someone with a BA degree and a real go-getter. Position will pay a base salary plus commission for 6-9 months then become commission only. Will also be given a company laptop and cell phone. Benefits included.

Salary: $20-25K base DOE plus Commission

Marketing

A company in Memphis, TN has an available Marketing position. This is an immediate, temp-to-hire opportunity.

Requirements:
- Experience using MS Office 2007, Adobe Creative Suite, Facebook, Twitter and blogs
- Must possess excellent communication skills, and strong organizational and follow up skills
- Must be comfortable meeting others to promote a credit union
- Experience in a bank or credit union is preferred
- Bachelor’s degree in Marketing is strongly preferred

Responsibilities:
- Creating newsletters, brochures, and videos for a credit union.
- Implementing the current 2010 marketing plan.

Candidate will be tested in Microsoft Word & Excel.

Salary: $24-25K, DOE

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staff@brannonprofessionals.com M-F, 8 a.m. – 5 p.m.
**P & C Insurance Agent**
An insurance company in Southaven is in need of a temp-to-hire Property and Casualty Insurance Agent.

- Current P & C insurance license is required (in Mississippi is a plus).
- Experience in Commercial Lines is preferred but not required.
- Prefers someone with a BA degree and a real go-getter.

Will also be given a company lap top and cell phone. Benefits included.

**Salary:** $25K (Position will pay a base salary for 6-9 months then become commission only.)

**Receptionist / Secretary**
A small law firm located downtown in Memphis has an immediate opening for a Receptionist/ Secretary.

**Responsibilities:**
- Answer multi-line phone system.
- Answer general information questions.
- Typing letters, filing, and other basic clerical duties.

**Requirements:**
- Strong communication skills are required.
- Must have a great phone voice and good grammar skills.
- Must have experience using Microsoft Software (Word, Excel, Outlook).

**Salary:** $10 / hour  
**Hours:** Monday – Friday 8-5