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Escrow Assistant! – Arden Hills

Great temp-to-hire opportunity for an Escrow Assistant in Arden Hills! Local title company is looking to add an Escrow Assistant to their staff. Will provide support to the Escrow department by assisting with customer service and administrative functions. Some responsibilities include opening orders, preparing documents for transactions, and handling the disbursement and follow up of escrow transactions. Hours M-F from 8am to 5pm. Pay DOE. Qualified candidates will have previous escrow experience, preferably a minimum of 12 months.

Quality Control – New Brighton

This is a long term temporary position that would last 2-3 months. 1st Shift. Job Duties would include: Conduct Receiving Inspection, In-Process Inspection and Final Inspection of components, materials and finished goods. Maintaining Device History Records and complete nonconforming material reports. Manage activities related to sterilization of product and other related duties as assigned.

Qualifications:

- Minimum of 3 years experience in related fields
- Medical device experience preferred
- Proficient in the use of Excel spreadsheets
- Familiarity with FDA Quality System Regulations
- Experience with GAMMA sterilization, dosimetry records, sterility validation, does audits, endotoxin, etc. preferred

Part Time Workers Compensation Specialist – Shoreview

Great part time opportunity for candidates with worker's comp. or claims experience! Local corporation offering products and services to various businesses is in need of a Workman's Compensation Specialist to cover a medical leave. Assignment length expected to be 6-8 weeks. This position manages workers comp claims; will act as the liaison between site HR, defense counsel, and claims adjusters at a third party claims administrator. Part time hours roughly 15-20 per week. Pay DOE.

Ideal candidates will have experience in a similar position, or as a claims adjuster/manager

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