

Council for Economic Opportunities in Greater Cleveland
Workforce Development/Placement Program
1849 Prospect Avenue, Suite 200, Cleveland, Ohio 44115 – (216) 651-5188
CEOGC Job Leads Listings – June 27th, 2011

Hiring for Cleveland's TOP COMPANIES JOB FAIR Wednesday June 29th
9am-4pm

Vector Technical Inc 38033 Euclid Ave Willoughby, OH 44094 We have Immediate Openings for the following positions: ALL SHIFTS AVAILABLE Auto assembly FPI **Inspectors Production supervisor Piping draftsman Casting Finishers Chemical Handlers/ Operators CMM Programmer CNC program/ operators Lab tech Industrial HVAC Instrumentation Tech Machine Operators Maintenance Electricians Maintenance Mechanics Solid works designer Ndt Level 2 Material Handlers Product design engineer Quality Inspectors Sandblasters Skilled Assembly Workers** Also summer jobs available

** For any questions please call 440-946-8800 www.vectortechnicalinc.com

Panera BREAD NOW HIRING FOR OUR SOON TO OPEN WILLOUGHBY PANERA BREAD If you have an outgoing personality and outstanding customer service skills... We offer...a fun and clean work environment...flexible scheduling... daylight and evening hours... 401k ...competitive wages...and more!!!

OPEN INTERVIEWS
36099 Euclid Avenue 44094
Mon, Tues and Weds 9-11am and 1-5pm

Employment Opportunities at The Plain Dealer Tiedeman Production Center Positions
Driver (Part Time) Responsibilities: • Loading, unloading, distributing, delivery, sales and marketing of the newspaper as well as interacting with business owners
Qualifications: • Must be able to work between the hours of 8pm and 11:30am with varied starting times. Ideal candidate must be available Saturday at anytime and Sunday along with 2 other nights during the week for a maximum of 4 shifts per week. • Candidates holding a CDL Class B preferred, however if hired with no CDL, CDL Class B must be obtained within the first 90 days of employment • High school diploma or equivalent required Salary/Benefits: • Hourly rate of \$15.71 with benefits and 401(k) • Flexible, changeable schedule **Pressman** Qualifications: • Two years web press experience in a newspaper or commercial press environment required. • Familiarity with electronic press controls a plus. • Must be able to work varied shifts including days, nights, weekends and holidays. Salary/Benefits: Salary range of \$16.73 to \$17.78 per hour and a benefits package that includes a pension plan. Interested candidates may apply by email in Word or PDF format to humanresources@plained.com, please include the job title in the subject line; by fax to 216-999-6365, or by obtaining an application from security at our downtown location, 1801 Superior Avenue, Cleveland, or our Brookly

location, 4800 Tiedeman Road. No phone calls, please. The Plain Dealer takes pride in, and has committed to, the challenge of positively influencing our community. Our goal is for our workforce to be a reflection of our community, therefore we encourage enthusiastic, motivated individuals from all backgrounds to apply. Without our quality employees, we would not be one of the top 20 newspapers in the U.S. The Plain Dealer is an Equal Opportunity Employer.

***Field Service Rep/CDL Driver - Cleveland
Behr - Cleveland, OH***

JOB SCOPE/ SUMMARY:

- Strong, positive relationships which create brand equity with customers.
- Timely and accurate delivery of finished goods to contractor sites and store locations.
- Accurate paperwork and documentation on shipments.
- Transporting of finished goods with minimal damage.
- A safe and clean working environment.

ESSENTIAL FUNCTIONS:

1. Deliver products to customer sites.
2. Operate RF and information collection devices
3. Operate Pallet Jacks, Forklifts, and light delivery vehicles.
4. Maintain accurate inventory.
5. Insure paperwork and delivery documents are properly executed.
6. Print shipment paperwork and labels and affix to shipments.
7. Advise customers in regard to the company's products including proper usage as well as features and benefits.
8. Facilitate field requests and coordinate the fulfillment of customer needs within the scope of the program.
9. Load and unload products.
10. Responsible for in-field technical services and support to professional contractors and installation teams.
11. Perform related duties as required.

JOB QUALIFICATIONS:

EXPERIENCE/EDUCATION/TRAINING:

High school diploma or equivalent with transport equipment
Proper driver certification issued by the State Motor Vehicles Department and Federal DOT
Warehouse experience desirable
Experience in Construction Trade a plus
Experience in operating RF Equipment

Experience in SAP system or similar system
Experience in operating Pallet Jacks, Forklifts, light delivery Trucks

KNOWLEDGE/SKILLS/ABILITIES:

Ability to follow oral or written instructions; read and acknowledge completion of work orders

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Ability to speak Spanish in some areas may be required.

Ability to apply common sense to carry out instructions furnished in written or verbal form

Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals.

Ability to operate a light truck

Ability to communicate with vendors on company products

Knowledge of Architectural Coatings

SPECIAL REQUIREMENTS:

Ability to lift 100 lbs. on a routine basis.

Possession of a valid driver's license and an acceptable driving record

<http://viper.jobhost.org/viewjob.php?id=1308257>

Dental Front Desk Seeking a self-motivated professional with 2-3 years Dental experience (Dentrix preferred) for a General Dental office in Mayfield Village. 30 hours/week. We look forward to welcoming the right person to a wonderful office. E-mail resume to Julie: loprestidds@yahoo.com or fax: 440-461-5458

Law Clerk-21354

Gain valuable Legal experience at Liberty Mutual - A Fortune 100 Company!

Liberty Mutual has an exciting opportunity for an enthusiastic law student who is interested in making an immediate and valued contribution. As a Law Clerk you will provide technical support to staff attorneys, perform legal research and assist in drafting and filing legal documents.

Responsibilities:

- Performs legal research utilizing both written and electronic sources.
- Assists attorneys in brief and opinion writing. Prepares draft memos.

- Gathers and compiles facts and relevant case information. Drafts pleadings and motions.
- Assists attorneys in preparing for depositions and trials.

Qualifications:

- Completion of one year of law school.
- Excellent writing skills.

Benefits:

We recognize that talented people are attracted to companies that provide competitive pay, comprehensive benefits packages and outstanding advancement opportunities. For this reason we offer a Comprehensive Benefits Plan that includes the following:

- 401K and Company paid pension plan
- Medical coverage
- Dental coverage
- Paid time-off
- Pay-for-Performance
- Discounts on automobile and homeowner's insurance
- Discount fitness memberships
- Flexible spending accounts
- Tuition reimbursement
- Vision care coverage
- Work/Life resources
- Credit Union membership
- Employee and Dependent life insurance
- Disability insurance
- Long-term care insurance

Overview:

We believe strongly that commercial success can be achieved in a manner consistent with principles and ideals that bind us together as one company, that set us apart from our competitors, and that in the end will allow us to say we have succeeded commercially by doing the right thing the right way.

We believe that the Company's success is inextricably linked to our employees' satisfaction and success: satisfaction that they work for an industry leader committed to improving safety, satisfaction that they work for a company that does the right thing, and satisfaction that the company will reward them for their contributions and provide opportunities for personal growth and success.

We believe our employees take pride in knowing that they help people live safer more secure lives everyday.

Responsibility. What's your policy?

Job- Legal

Primary Location- US-OH-Cleveland

Schedule- Part-time

Salary (Pay Basis)- 15-15

Shift- Day Job

Travel- No

<https://img.taleo.net/careersection/imgcorp/jobdetail.ftl?job=274440&src=JB-10380>

Job Title:	Life Enrichment Assistant	
Job Number:	LEArhOH110524	Location: 3 Homewood Way, Richmond Heights, OH, 44143
Environment:		
Job Type:	Part Time	
Pay Range:	DOE - DOE Per Hour	
Relocation:	N	
VISA Sponsorship:	no	
Travel:	0	
Number of Openings:	1	
Opportunity:		

Life Enrichment Assistant

Job Number: LEArhOH110524

Brookdale Living Inc. (BSL) a publicly traded company (NYSE: BKD)

Want to become a member of our professional team and work for the largest senior living provider in the United States?

Consider joining our team at the Homewood Residence at Richmond Heights, located in Richmond Heights, OH!!

One Company - One Mission - One Voice. Good people make the difference and are the key to the company's success. Brookdale Senior Living operates 565 locations in 35 states and employs approximately 32,000 full and part time associates and serves nearly 52,000 residents. BSL offers its residents access to a full continuum of services. - independent living, assisted living, retirement centers / continuing care retirement communities (CCRC) and management services.

Immediate Opening: Life Enrichment Assistant

Related Job Titles: Activities Assistant

Job Number: LEArhOH110524

Job Type: Part-Time (20-30 Hours per week- mostly evenings)

Location: Homewood Residence at Richmond Heights - 3 Homewood Way, Richmond Heights, OH 44143

Contact: Karen Ward

Fax: 261-382-4054

Email: Kward2@brookdaleliving.com

Responsibilities include:

- * Assists in the development and implementation of a recreation program to meet the individual psycho-social needs of the residents.
- * Provides activities and volunteers services to residents.
- * Assists in the direction and supervision in the orientation, planning and innovation of volunteers into existing, and new, programs to make them functional members.
- * Assists in the coordination of calendar events, evaluation of the resident's social needs, projection of monthly expenditures, and keeping records and inventory of supplies

We seek the following qualifications:

- * High School Diploma or General Education Degree (GED)
- * Basic typing skills essential along with basic knowledge of PC's and Word Processing Software required, preferably in a Microsoft Windows environment.
- * Must enjoy working with the elderly.
- * [Previous experience in related industry preferred](#)

HOW TO APPLY: Please e-mail resume to Karen Ward at Kward2@brookdaleliving.com or fax to 216-382-4054.

EUCLID UNIVERSAL CORPORATION (Located in Solon), a manufacturer of speed reducers, custom drives, transaxles and custom gearing, is hiring. We are searching to fill the following part time/temp/summer positions: " **General Laborer/Parts Washer** " **Mechanical Assembly** " **Stockroom/Receiving** " **CNC Lathe Machinist/Operator** -

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2nd Shift " Office Administrative Assistant. 30500 Bruce Industrial Parkway Suite B,
Solon HR@imperialelectric.com Fax: 440.349.4894

Warehouse General Labor

Seeking individual for crating **walkdoor and window manufacturing** facility. Must be self-motivated, quality conscious, and organized with basic reading/writing skills. Must be able to work in a fast pace environment and have experience using power tools and saws. Some heavy lifting required. \$9/hour to start, \$10/ hour after 30 days based on performance. Full benefits. **Apply in Person 7:30 a.m to 3:00 p.m. or send background information to: PDL Building Products 31393 Industrial Parkway, N. Olmsted, OH 44070. Fax: 440/716-1164. No phone calls please.**

Lift truck operator, load and unload trucks, 50-60lb approx lifting, possible Saturday + OT More Industrial jobs from Express Parma
http://jobs.expresspros.com/us/JOB9992393/General-Labor/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Machine Operator/General Labor

Job Reference: CBSRC-312P
Location: Cleveland, OH
Salary: Salary not Determined
Job Type: Full-Time
Date Posted: Jun 26 2011

Job Description

Immediate Need for a 2nd Shift General Labor Person!!!!

Here are the following requirement:

- Should have some manufacturing experience
- Have a Valid Driver's License
- Pass a Drug Test
- No Felonies

If this is you, Apply NOW!!!

Fax: 440-842-7143 or Call 440-842-7133

http://cleveland.careerboard.com/job/1316917-.aspx?job_id=1316917&utm_source=indeed&utm_medium=trnsfr&utm_campaign=agg&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Cracker Barrel is Hiring in Brooklyn

NOW HIRING:*Retail Sales *Cashiers You probably already think of Cracker Barrel as one of the best places to get a delicious home-cooked breakfast. And so do all the other people who ordered the 95, 700, 000 slices of bacon we served last year. But here's something about Cracker Barrel you probably didn't know: America's #1 family dining restaurant is also one of the best places to start and grow an amazing career. Home to some of the smartest, nice stand most successful people in all of the hospitality business, Cracker Barrel is also where you'll find: Exceptional training Up to 3 pay raises in the first year Advancement opportunities Flexible schedules Paid vacation, 401(k) and other great benefits Visit www.crackerbarrel.com to learn more and stop by our Brooklyn location at:5100 Tiedeman Road Brooklyn, OH 44144-2306Located at the intersection of I-480 & Tiedeman Road YOUR DESTINATION FOR SUCCESS.

<http://www.job.com/my.job/jobdisplay/page=jobview/pt=2/key=90131864/>

Job Title:

FILM CREW

Location:

21653 Center Ridge Rd
Rocky River, Ohio 44116-3917

Job Description:

PURPOSE

Deliver the GuestFirst principles by providing service that is friendly, helpful, clean and fast. Maintain a Facility that is clean, safe, and in good repair. Support a Film Experience that is comfortable, distraction-free, and picture perfect. Support our Mission to provide our guests with the best possible out-of-home entertainment experience.

ESSENTIAL FUNCTIONS

Each associate is hired for their ability to be cross-trained in the areas listed below. While all associates may be considered for cross-training some may be assigned duties in one of the areas below at management's discretion. General responsibilities include but are not limited to:

* Assist with other Film Crew functions and perform other duties as directed.

* Maintain regular personal attendance for all scheduled shifts to ensure timely performance of duties.

* Uphold AMC's Business Practice Standards and ensure compliance with company programs.

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The essential functions of a Box Office Cashier include but are not limited to:

- * Complete ticket purchase transactions by greeting each guest, identifying what tickets the guests request, reading a computer screen and operating a keyboard or dispensing manual tickets, completing a credit card transaction or collecting cash and making change accurately, completing a MovieWatcher transaction, and thanking the guest.
- * Keep box office clean and well organized, and ensure the security of all box office cash and tickets.
- * Update box office signage, complete various reports as needed, and distribute guest surveys as needed.
- * Direct business calls to – or take messages for – members of management in a professional manner.
- * Maintain proper level of change in cash drawers with assistance of managers and operations coordinators.
- * Enforce the movie ratings system to keep underage guests from purchasing tickets to films that are restricted to adult audiences only.
- * Distribute, ensure proper working order of, and understand how to operate Assisted Movie going Equipment.
- * Answer guest questions courteously and accurately or quickly direct them to the appropriate resource.

The essential functions of an Usher include but are not limited to:

- * Clean and maintain the exterior and interior areas of the theatre including auditoriums, restrooms, and lobbies. Also control access to the theatre and the auditoriums, and assist guests throughout their visit by providing direction and answering questions.
- * Control access to theatre at ticket drop box by greeting each guest, reading information on the ticket, tearing tickets, directing guests to correct auditoriums, and depositing tickets in ticket drop box.
- * Ensure picture perfect presentations and enforcement of the Silence Is Golden program through auditorium evaluations. Frequent monitoring of auditoriums for picture and sound quality, temperature, lighting levels, audience behavior, and film piracy.
- * An expanded list of essential functions for the Usher position is available upon request from theatre management.

The essential functions of a Concessionist include but are not limited to:

- * Sell food and beverage items that meet the Food and Beverage standards of fresh, appetizing, and properly prepared to theatre guests. Maintain the cleanliness of the concession area. Since most concession sales occur fifteen minutes immediately prior to the start of a movie, concessionists must move quickly while delivering the Guest First principles of friendly, helpful, clean, and fast.
- * Greet guests, assemble food orders, suggestive sell/upsell, operate point-of-sale terminals, make change accurately, and thank guests.
- * Transport bags of raw popcorn, cans or boxes of seasoning oil, syrup boxes, buckets of ice, and other stock.
- * An expanded list of essential functions for the Concessionist position is available upon request from theatre management.

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SKILL REQUIREMENTS

- * Excellent guest service skills
- * Standing, walking, lifting, twisting, and bending on a frequent basis
- * Ability to present a calm demeanor that deters others from engaging in disruptive conduct, while encouraging a positive interaction with guests
- * Ability to work effectively with supervisors and co-workers
- * Ability to work with minimal supervision
- * Ability to lift up to 50 pounds and carry it up to 90 feet (or deposit into dumpster or trash compactor)
- * Expanded lists of skill requirements for the Usher and Concessionist position are available upon request from theatre management.

A list containing the TOOLS USED, MACHINES USED, and ENVIRONMENT are available upon request from theatre management.

UNIFORM

Red crew polo shirt, navy pants, crew nametag

https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job_REQUISITION_NUMBER=4360

Medical Assistants/ LPNs Enthusiastic, ambitious, responsible individuals needed for our Medical Office Team. Utilize your EKG experience and Venipuncture skills while helping others. Part time positions available. **For an interview call: 440-842-9900**
Physicians Weightloss Center in Parma Hts.

ADMINISTRATIVE ASSISTANT Division/Department: Finance/Buildings and Grounds Job Classification: Administrative Assistant Status: Full-time, Non-exempt 37.5 Hours per week Work Schedule: 8:00 a.m. to 4:30 p.m., M-F; Summer: 7:00-3:00 M-F
Job Summary: Coordinates office operations in a large service department by performing administrative duties for the Director of Buildings and Grounds. Essential Duties, Tasks and Responsibilities: The following duties describe the essential functions of the position and are not to be considered a detailed list of all duties inherent in the position. · Supports the Director of Buildings & Grounds through the performance of a variety of responsibilities and confidential tasks requiring organizational, interpersonal, computer and related skills. · Prepares and handles sensitive and confidential materials relating to personnel records. · Prepares and submits Bi-Weekly Payroll for Buildings & Grounds Department including Academic Custodial. · Prepares, approves and submits bi-weekly e-time payroll for students. Interviews and hires student workers for all B & G departments. · Assists the Director with the collection, compilation and analysis of information used to support the planning, development, research, assessment and decision making of all matters relating to Campus Buildings & Grounds and Academic Buildings with respect to Custodial issues. · Monitors, approves, reviews and signs-off on purchase orders for payment for \$1000.00 and less. · Monitors and reviews budgets and expenditures for Buildings & Grounds' capital budgets and operational budgets. · Develops and creates databases and spreadsheets to track and monitor capital budgets and expenditures for entire B&G department. · Monitors and approves vacation and sick time

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for employees of B&G and Housekeeping. · Represents Director at various meetings, ie: graduation meeting, alumni meeting, Middle Managers meetings. · Directs different disciplines of B&G, ie: carpentry, plumbing, etc. to respond to customer needs. This includes directing what workers do, ie: problems on campus, special requests. · Reviews and edits service and construction contracts. · Meets with and makes decisions regarding vendors for office needs. Examples: uniform purchases, temporary workers, office purchases. · Orders items for special events on campus, i.e. Commencement, Community Day, etc. sets up schedules with temporary help to support their functions. · Maintains inventory and orders office supplies as needed. · Prepares Purchase Order Requisitions for signature. · Schedules appointments, makes travel and accommodation arrangements and handles conference registration for Director and Assistant Director. · Administrator for E-mail and U.S. Mail for Director. · Works with students, parents of students, faculty and staff regarding various issues. · Coordinates general office activities such as organizing and maintaining office files, planning special functions for the department, organizing and set up for department meetings. · Takes work orders over the phone and produces a work order. · Assists Director with capital budget and operational budget preparation. · Prepares Boiler applications and elevator inspection paper work. Ensures that elevator inspection discrepancies are corrected. Qualifications: · High school diploma required, Bachelor's degree preferred. · Ability to establish and maintain positive working relationships with supervisors, co-workers, students, staff and guests. · Will be required to satisfactorily pass a criminal background check. · Must successfully complete 120-day probationary period. · This position requires a person with exceptional interpersonal skills to interact positively and tactfully with a variety of internal and external constituencies in person, via email and by phone. · The candidate must demonstrate excellent computer skills through use of Microsoft Office, Excel, Access and PowerPoint. · Experience in the use of technology and understanding of databases for research, data collection and analysis is required. · Excellent English grammar skills required for written and oral communication. · The successful candidate must be a self-starter, reliable, organized, detail-oriented and accurate. · The ability to handle sensitive material in a confidential manner is critical. · Must be able to work independently, yet perform as a supportive team member on a number of tasks. · High quality work is expected to support the work of the Director of Buildings & Grounds. Working Conditions and Physical Requirements: Work is normally performed in a typical interior/office work environment. No or very limited physical effort required. No or very limited exposure to physical risk. Compensation: A competitive hourly wage plus a comprehensive benefits package that includes health and dental insurance, paid sick leave, paid vacation, paid holidays, long & short-term disability, 403 (b) retirement plan, life insurance, employee discounts, free parking, and tuition remission benefits for employee and family. To learn more about the College's benefits package, go to: www.bw.edu/resources/hr/ To Apply: Candidates should submit a cover letter of interest, resume and the names and contact information of three professional references to: HR@bw.edu by July 1, 2011. Baldwin-Wallace College is an EEO/AA employer and educator. At B-W, we support and encourage diversity in a variety of forms. We value and appreciate inclusive excellence in the classroom, within

extracurricular activities, and as we engage our community partners. Learn more at Diversity Affairs - <http://www.bw.edu/quickfacts/diversity/>

CASHIER/ RECEPTIONIST Ganley Westside Imports is expanding! We're looking for a responsible, dependable employee who is anxious to grow with us! Candidate must have good communication skills & be able to multi-task. Duties include, but are not limited to answering phones, cashiering, filing & miscellaneous clerical duties. Must be willing to work weekends & evenings. This is a full-time position with benefits including hospitalization and 401(k). Applications are being accepted via mail or e-mail.

NO PHONE CALLS, PLEASE. [Ganley Westside Imports Inc. 25580 Lorain Rd. North Olmsted, OH 44070](#) or: gwicontroller@ganleyauto.com Equal opportunity employer M/F/D. Drug-free workplace.

TELLER/CASHIER Friendly, motivated with excellent customer service skills. Bilingual Spanish/ English a plus. Good benefits. [Apply: 655 Prospect Ave. Downtown. 815 N. Rocky River, Berea OR 21700 Miles Rd., North Randall.](#)

Shift Leader - South Euclid, OH-

For more than 113 years, Gordon Food Service® has been honoring our promises to our customers and employees. As the largest family-owned foodservice distributor in North America, our family-owned company has a long history pursuing innovative ideas and building strong relationships.

GFS Marketplace, the retail division of Gordon Food Service, first opened for business in 1979. Committed to serving the needs of our communities, GFS Marketplace is open to the public, and does not charge a membership fee. Now, with over 140 stores, we are rapidly growing throughout the Midwest and Florida. Our stores are the primary supplier for many small foodservice operators, including restaurants, churches, day care providers, caterers, and other small businesses. We also assist our customers with their home and event-planning needs.

If you're looking for a company with a history of excellence, a progressive environment, and an amazing future of opportunity, you'll find it at Gordon Food Service!

SHIFT LEADER

As a Shift Leader, you will perform management assigned duties that may include customer service, cash management, inventory management, receiving inventory, stocking, store conditions, and operating a cash register. Assists the store management team in the daily management of store operations. In the absence of a store or assistant manager, the Shift Leader will supervise sales associates in the performance of their assigned duties and works a flexible schedule, as well as open and close the store.

Additional responsibilities will include:

- Assist the management team, as assigned, in the management of daily store operations and assist in supervising associates in the performance of their assigned duties.
- Execute store policies and procedures and all safety and security measures.
- Performs cash handling functions including setting up tills, counting down tills, preparing/delivering bank deposits, and getting change for cashiers as assigned.
- Ensure that all areas of the store are properly cleaned and maintained.
- Support the training of associates to ensure that store condition standards, sales and customer service is maintained.
- Other duties and responsibilities as assigned.

Position Requirements:

- High School Diploma, GED, Associate's Degree preferred
- Must be at least 18 years of age
- One to two years previous customer service and supervisory experience or an equivalent combination of education, training, and experience
- Proficiency with spreadsheet, word processing, email and Internet software
- Excellent customer service, organizational, public speaking and written/verbal communication skills
- Talent for driving sales with a "Customer is King" focus
- Must have good problem solving, customer service, communication and interpersonal skills to represent GFS Marketplace and have strong time management and organizational skills
- Must maintain a valid state driver's license and safe driving record per GFS policy
- Availability to work flexible hours and work week required
- Ability to lift/move up to 50 lbs.

The above statements are intended to describe the general nature and level of work being performed by incumbents assigned to this position. They are not to be construed as an all-inclusive list of all the responsibilities, duties and skills required of personnel so classified. This position profile may be changes at the discretion of the incumbent's supervisor.

www.gfsmarketplace.com

https://pm4beta.successfactors.com/career?jobPipeline=Indeed&career_job_req_id=10761&career_ns=job_listing&company=GFS&

Title Clerk-Part Time We are looking for an experienced individual to process: Titles, Payoffs, Inventories, Accts. Payable Accts. Receivable and other Office duties. Mail or Fax resume to: [Ganley Lincoln of Bedford 310 Broadway Avenue Bedford, Ohio 44146](#) Fax No. 440-232-2716 EEO

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Maintenance Engineer Previous maintenance experience required: HVAC, Plumbing, Electrical. Apply at: www.cleveland.hyatt.com

HARDSCAPE INSTALLER Min. 3 yrs. exp, pre-emp drug-screen & DL req'd. [216-429-1000](tel:216-429-1000)

Local Landscape Company looking for **Landscape Laborers** Must have 2+ years experience to even be considered. Must have a clean driving record. We are a drug- free workplace. **Call Maslyk Landscaping, Inc. 440-748-3635, fax resume to 440-748-3045 or email to alan@maslyklandscaping.com**

Lettershop Machine Operator HKM is a Cleveland based firm offering complete direct

2nd Shift (3p-11:30p) 3rd Shift (10:00p-6:30a) **MACHINE OPERATORS** Slightly experienced position for operation of plastic/foam slitting and die cutting equipment. Must work overtime and weekends. High school diploma or GED. Benefits in 30 days. Mail/apply in person at: ORBIS Corporation, 9050 Tyler Blvd., Mentor, OH 44060. Fax: 440-974-1231 marketing services, creative, full-color printing and data base managed mailing fulfillment, Web development and warehousing services. Ideal candidate will be detail-oriented with multiple years experience in setting up & running lettershop equipment (inkjets, inserters, card affixing machines). Folding and cutter exp. a plus. P.C. knowledge required. Duties may also include packaging and shipping. Some lifting required. Clean work environment. This is a full time position offering competitive pay and benefits. Drug screen and background check required before hire.

Email your resume and salary requirements to HR@hkmdm.com No phone calls, agency referrals or walk in applications, please. HKM Direct Market Communications Attn: **Human Resources 5501 Cass Avenue Cleveland, OH 44102 Fax: 216-961-4113 Equal Opportunity Employer**

MACHINE SET-UP and OPERATOR TRAINEES A near West-side manufacturer has an immediate opening for dependable Machine Set-up and Machine Operator Trainees. Must be available for any shift. Starting wage \$7.76-\$10.00/hr based on experience and skill level. Operate 2 shifts 4 days per week, overtime required. DFWP. Mail resume to:

MECHANIC P.O. Box 602731 Cleveland, OH 44102

GEAR CUTTER Gear Manufacturer needs person EXP'D in SET UP & operating manual gear cutting machines. Full time w/excellent pay & benefits. **Robertson Mfg. Co. 17917 Roseland Rd Cleveland, Ohio 44112 216-531-8222**

Invoicing Specialist McCarthy, Burgess & Wolff, located near the intersection of I271 and I480 is looking for an individual who is detail oriented, organized, self-motivated, able to multi-task and set priorities. Duties to include: accounts receivable, accounts payable, billing statements, specialty invoicing and internal and external reporting as it pertains to billing. The ideal candidate should possess the following qualifications: Intermediate understanding of Microsoft Excel, ability to manage time and sufficiently meet client deadline requirements, ability to multi task and prioritize different client needs, customer centric attitude, and experience with accounts payable and/or accounts receivable.. We present an atmosphere that thrives on positive energy and top technology. MB&W extends the opportunity to be part of a fast growing company that is becoming recognized as the premier provider in our industry.

Office hours are 8:30 - 5:00, Monday-Friday. If you are interested in becoming part of our organization, **fax your resume to Monica Zeman at 440-439-5941** or email to: career@mbandw.com

Printing Press Trainee If you have a mechanical aptitude, an excellent work ethic with a proven track-record and would like to learn the printing industry this would be an opportunity for you! You must have excellent math skills and the ability to read a ruler. Experience with set-up and operating a Printing Press and ISO Documentation is a plus. First shift hours Monday-Friday for training period, after training completed shift changes to second shift 1:00pm-11:30pm depending on your adaptability. Pay commensurate with experience. **Location is in North Royalton, OH. Please submit resume to hireus@hirepro.us or Fax to (216)241-1801 Attn: Rebecca. Calls are welcome 216-241-1800x104**

Bardons & Oliver offers the opportunity of working at a mid-sized machine tool manufacturer and machine shop known for its ability to produce CNC turning machines and precision machined, quality products. We offer a competitive benefits package, a clean, air-conditioned environment and opportunities for training and advancement. If you are looking for a quality company in northeast Ohio where you share in the success of the company as you learn and grow, Bardons & Oliver is the place for you. Our Solon plant, just 15 miles from downtown Cleveland and 20 miles from downtown Akron, is a great location for those who live in the Cleveland/Akron area. Position: **CNC Mill Machinist** Works with minimal supervision to efficiently set up and operate 4-axis CNC Horizontal Machining Centers. Works to close tolerances machining parts of moderate to high difficulty and weighing up to several thousand pounds. Uses part drawings, routers, setup drawings and instructions for guidance in setting up the fixture elements and installing pre-set tooling. Uses overhead cranes and appropriate

equipment and techniques to load parts. Establishes part alignment, datums and work piece offsets. Loads and runs provided CNC program. Monitors the machining processes (face milling, slot milling, side milling, boring, drilling, tapping, and reaming) and checks dimensions with precision gages. Makes tooling adjustments as required to meet customer part specifications. Works with programmers and other production personnel to refine the CNC program and other supplied information. Uses time during machining cycle to perform other duties such as operating other equipment, deburring parts, and preparing for the next setup. Position: **CNC VTL Machinist and CNC Lathe Machinist** Works with minimal supervision to efficiently set up and operate CNC Lathe. Works to close tolerances machining parts of moderate to high difficulty and weighing up to several thousand pounds. Uses part drawings, routers, setup drawings and instructions for guidance in setting up workholding devices, steady rest, tail stock and standard tooling as needed. Uses overhead cranes and appropriate equipment and techniques to load parts. Establishes part alignment, datums and tooling offsets. Loads and runs provided CNC program. Monitors the machining processes (turning, facing, boring, cutting internal and external threads, turning ID and OD tapers, and grooving) and checks dimensions with precision gages. Makes tooling adjustments as required to meet customer part specifications. Works with programmers and other production personnel to refine the CNC program and other supplied information. Uses time during machining cycle to perform other duties such as operating other equipment, deburring parts, and preparing for the next setup. -**Position: Machine Tool Assembler (Mechanical)** Works with minimal supervision to follow blueprints and other written and verbal specifications to identify, prepare, lay out, align, fit and assemble complex, expensive, tight-tolerance machine components, fittings, and piping using appropriate tools and lifting equipment. Tests operation of assembled unit and its control systems against performance standards. Packages and protects finished assembly for shipment or storage. **Position: Horizontal Boring Mill (Manual)** Works with minimal supervision to machine parts of varying difficulty. Uses part drawings, routers, material specifications and customer data to select operation sequence, appropriate tooling, handling techniques, feeds and speeds, and measuring gages. Builds a new setup from basic fixture elements for each job. Commonly uses an indexing table to allow machining from multiple positions. Performs a variety of machining operations such as face milling, slot milling, side milling, boring, drilling, tapping, and reaming to close tolerances. Monitors the machining process to make sure parts meet customer and production specifications. Our company is an ESOP with 100% associate ownership. We have retirement accounts, ESOP accounts, and a bonus plan all based on profit sharing. Our exceptional benefits package includes hospitalization, voluntary dental, 401(K), tuition reimbursement, life insurance, short-term disability pay, and 11 holidays per year. When participating in our Wellness Program, monthly premiums for medical coverage are \$42 for single coverage, \$79 for two-person and \$125 for family coverage. Bardons & Oliver is an Equal Opportunity Employer, and is a drug-free, smoke-free workplace. Please visit us on our web site at: <http://www.bardonsoliver.com> To learn about our products. <http://www.bardonsoliver.biz> To learn about the

equipment we use. To apply, please send resume to: Human Resource Administrator
 Bardons & Oliver, Inc. [5800 Harper Rd. Solon, OH. 44139](mailto:5800HarperRd.Solon,OH.44139) Fax [440-498-2001](tel:440-498-2001)
tmack@bardonsoliver.com

Warehouse Associate I - MRO - Cleveland OH

Requisition #	67653
Select Location	OH020 OH Solon 30311 Emerald Valley Pkwy
Functional Area	Warehouse
Line of Business	Facilities Maintenance
Job Type	Full-Time
Minimum Travel Percentage	None
Relocation Provided	No

Job Description

Job Summary

Responsible for specialized warehouse tasks in loading, unloading, order pulling, shipping, returns, forklift, fabrication, counter, or may have a generalized role working in all departments.

Major Tasks, Responsibilities and Key Accountabilities

- Complete tasks such as loading, unloading, sorting, picking, stocking, staging, fabrication and transportation of goods.
- Load and unload materials to and from designated storage area, such as racks, shelves, or vehicles. Stack or pile materials, such as lumber, boards, or pallets
- Install protective devices, such as bracing, padding, or strapping, to prevent shifting or damage to items being transported.
- Verify computations against physical count of stock.
- Maintains condition of work area (i.e. free of trash, product in correct location, etc.). Follows company safety policies and procedures and encourages other associates to do the same.
- Receive and fill orders or sell supplies, materials, and products to installers and subcontractors.
- May drive truck to pick up incoming stock or deliver materials to designated locations or operate forklift or other machinery in order to complete tasks.
- Performs other duties as assigned.

Nature and Scope

- Selects correct processes from clearly prescribed rules, past practices or instruction. Seeks advice and guidance on non routine or problem areas from supervisor. Deviations from the norm are cleared by the supervisor.
- Under close supervision, exercises limited latitude/independent judgment. Work typically involves detailed checks or close review of output by a senior co-worker and/or supervisor.
- None

Work Environment

- Ability to lift and carry up to 50 lbs in a physical environment. Ability to stand for periods of time up to and exceeding 60 minutes. Ability to make repetitive movements including, but not limited to, using a 10-key or calculator, bending or squatting.
- Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes, which may cause noticeable discomfort or a moderate risk of accident or illness.

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- Typically requires overnight travel less than 10% of the time.

Essential Skills

Minimum Qualifications

- Must be eighteen years of age
- Must pass the Drug Test
- Must pass the Background Check
- Must pass pre-employment tests if applicable

Education and Experience

- HS Diploma or GED required. 0-2 years of experience in area of responsibility.

Preferred Qualifications

- Knowledge of machines and tools.
- Forklift experience.

https://careers.peopleclick.com/careerscp/client_hdsupply/external/gateway.do?functionName=viewFromLink&jobPostId=183460&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE

Office Clerical Will process mail, assist staff attorney and other clerical support duties in our Westlake office. Promotional opportunities available. Write, including salary history, to: PO Box BV40361, Cleveland, Ohio 44140. EOE

Security Rover Needed PT/FT Rover needed for the East side. You must be able to work ALL shifts. Clean criminal background check, drug test, Diploma/GED & valid driver's license MANDATORY. For consideration, please [apply in person Mon-Fri 8am-3pm at 1440 Snow Rd. suite 109 Cleveland OH 44134](#).

NO PHONE INQUIRIES WILL BE ACCEPTED. United Security, LLC.

The Hilton Garden Inn Cleveland Airport, an area top performing select service hotel, is currently seeking experienced **Front Desk Clerks** to join their outstanding team of associates.

Position purpose: To greet and register guests with sincere hospitality and effective communication skills, provide prompt and courteous service, and close out guest accounts upon completion of stay to meet Hilton's high standards of quality.

Successful candidates must have prior hotel experience!

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NO PHONE CALLS PLEASE! Apply to person at:

Hilton Garden Inn
4900 Emerald Court SW
Cleveland, OH 44135

Requirements:

- * **Prior hotel front desk experience**
- * **Excellent communication skills (both written and oral)**
- * **Able to work all shifts and weekends!**
- * **Excellent customer service skills**
- * **Team player**

MAINTENANCE TECHS Full time opportunity for skilled maintenance technicians, with previous experience a must, to work at an apartment building located in Willoughby and Downtown Cleveland, OH. Candidates **MUST** have previous experience in basic plumbing, electrical, carpentry, appliance maintenance and routine maintenance. If you do not have experience in maintenance (apartment, construction or related field), your application will **NOT** be considered for this position. In addition, candidate must be able to pass a written maintenance test administered in Willoughby, OH. K&D offers excellent benefits after only 60 days, competitive compensation and the opportunity for growth. Interested candidates may forward resumes or applications to: Lray@KandD.com Fax:440-946-8763

Industry: Security Transportation

Location: Cleveland, OH 44125

Base Pay: \$9.00 /Hour

Employee Type: Part-Time

Manages Others: No

Job Type: Banking Retail Warehouse

Experience: Not Specified

Travel: None

Division: Dunbar Cash Vault Services

Post Date: 6/24/2011

Contact Information

Ref ID:

Cleveland - Coin Wrap Teller

Description *Dunbar Cash Vault Services* has an immediate opening for an experienced **Coin Wrap Teller** in our Cleveland, Ohio cash processing facility, which is located in Valley View, Ohio. This is a part-time position that will work Monday - Friday, morning hours, averaging

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between 15-20 hours per week.

The **Coin Wrap Teller** is responsible for wrapping commercial coin for cash vault customers. This position requires repetitive lifting up to 50 lbs.

Requirements

- * Must be capable of lifting 50 lbs.
- * Six months cash handling experience is preferred.
- * Must be able to stand for long periods of time performing repetitive tasks.
- * Must be detail-oriented and possess awareness for security.
- * Must have a clean criminal background.
- * Fork lift and/or warehouse experience is a plus.

To Apply

If you are qualified and interested in this opportunity to join *The Most Trusted Name in Security*, email your resume to the Hiring Manager at [\[Click Here to Email Your Resumé\]](#).

Company Overview

The Dunbar Companies, America's largest independent, 100% American-owned, full-service security organization is comprised of six operating companies including: **Dunbar Armored** - America's largest independent armored transportation carrier serving major retailers, financial institutions and government entities nationwide; **Dunbar Cash Vault Services** - state-of-the-art money rooms providing a complete line of cash management services to major banks and retailers; **Dunbar Global Logistics** - providing secure transportation solutions for the movement of vulnerable cargo worldwide; **Dunbar Security Products** - designer and distributor of the world's finest security containers; **Dunbar Guard Services** - supplier of professionally trained, uniformed guards and **Dunbar Security Systems** - designer and installer of electronic alarm and 24-hour monitoring systems supported by a UL[®] - approved central station. *Dunbar - The Most Trusted Name In Security*.[®]

EOE M/FD/V www.dunbararmored.com

"Your electronic submission of interest in this posted position will not be considered to be an 'application for employment.' Dunbar Armored will only consider you to be an 'applicant' for the posted position if:

- a. You possess the minimal required qualifications and experience for the posted position and;
- b. You fully complete a Dunbar Armored employment application at one of our branch offices near you during regular office hours, or if you are located out of town, by completing an application and mailing it back to our offices and;
- c. You, at no time during the process outlined, do not withdraw your expression of interest in the posted position either electronically or in person."

Security - Part time Luxury Condo. Avail all 3 shifts. OPOTA A MUST. Above average rate, uniforms, some benefits. Background check including drug test. [Apply at 27500 Cedar Rd. 24/7](#)

SERVICE ADVISOR West Side Dealership interested in speaking to candidates who has the knowledge and experience for the following: - Advising customers regarding maintenance and repairs - Dispatching and consulting with technicians - Managing owner retention program - Must be familiar with all Makes and Models Great opportunity for a Service Advisor who wants to grow into a Service Manager. Great benefits along with a pay plan that's commensurate with experience. All communication will be strictly confidential. Apply to: [Box 3030 The Plain Dealer 1801 Superior Avenue Cleveland, Ohio 44114](#)

Restaurant- SERVERS FT/PT. Some exp. necessary. [Apply in person: George's Kitchen 13101 Triskett Cleveland](#)

The Hilton Garden Inn Cleveland, a top performing select service hotel, is currently seeking an **Assistant General Manager** to join their outstanding team of associates.

The successful candidate will oversee daily operations of the hotel, with a primary emphasis on Food and Beverage. This leadership oriented position is responsible for training and developing food and beverage team associates, focusing on exceeding guest expectations, while monitoring food quality, kitchen safety and sanitation, and controlling costs. This "hands on" style AGM must possess a demonstrated record of success promoting an atmosphere of teamwork, utilizing a participative approach in building team morale and spirit to achieve excellent customer service

Requirements:

Strong analytical skills, combined with excellent interpersonal communication skills (both written and oral), are key components to the preferred candidate. These skills include:

- *Culinary education/experience
- *Create, modify, and update training and service standards and procedures
- *Create, modify, and update F&B controls and procedures supporting maximizing profitability
- *Ability to resolve guest and associate issues consistently and fairly
- *Assist the GM in forecasting, budgeting and business planning as it relates to Food and Beverage
- *Understanding of basic hotel accounting principles
- *Associate performance management
- *Assisting the GM in creating an environment of creating excellent customer service
- *Understanding of Front Office PMS systems and procedures

A minimum of two years experience as a AGM, Food and Beverage Manager or similar Hospitality professional, preferably with Hilton, Marriott, IHG, or Choice hotels, is required. Secondary degree preferred.

<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=quick&kAndEntire=food+service&city=cleveland&location=cleveland&lastUpdated=-30+days&jobId=39233025&viewType=main&networkView=main&offset=>

ROUTE SALES REPRESENTATIVE As a well-established bakery, Schwebel's is seeking an aggressive, self-starter for a Route Sales delivery position in the Cleveland area. Will be responsible for early morning delivery of bakery products to grocery stores, restaurants, schools and food retailers. Must be handheld computer literate, able to frequently lift 50 lbs., possess a valid driver's license, have a safe driving record and provide a high level of customer service. Competitive base salary and comprehensive benefits program offered. If interested pick-up, fill-out and return applications to 22626 Royalton Rd., Strongsville, OH. EEOC

Cook 1 full time, 1 part time. 8:30-5PM, 7 days per week. Nursing home exp. a plus. Contact: RichardEdgington@aristo-crattwest.com or mail to 4387 W 150th, Cleveland, Ohio 44135 216-252-7555

Servers/Bartenders & Line Cooks Private country club seeking experienced restaurant servers, bartenders and line cooks. Flexible hours. Drug free work environment. Weekends & Holidays Contact: Ed@lakewoodcountryclub.com

MAINTENANCE TECHNICIAN FULL TIME, LIVE-IN Lakewood senior housing management co. has several openings for live-in maintenance technicians. Duties include, but not limited to, maintaining the buildings and grounds, clean and prepare vacant suites for new residents, timely completion of work orders. The candidates must have basic plumbing, light electrical and general maintenance skills **plus VERIFIABLE RECENT LOCAL WORK RELATED REFERENCES. Hours are Monday-Friday, 8:00am to 4:00pm and 8:00am to 5:00pm. Alternating weeks on call for emergency coverage is mandatory. *Compensation: Salary includes apartment rent and utilities. *This is a non-profit organization. Send resume" and salary requirements to: Human Resources P.O. Box 770451 Lakewood, OH 44107

FIRE PROTECTION We are looking for fire alarm and portable technicians. Must have a good driving record. Experience preferred. E-mail resume to: hr@gpsfire.com or call: 216-651-8300

Cynergies has a client in Cleveland, OH looking for a **Senior Windows Server Administrator**. This person will have substantial experience in large-scale, global Windows Server environment including hands-on experience and expertise with Windows Server architecture and design, server virtualization and Active Directory administration. The duties will include research, implementation, and administration pertaining to Active Directory and Windows servers. Ideal candidate will also possess server hardware and VMware experience.

Essential Functions:
Strategy & Planning

- Research, recommend and participate with other administrators, and associated client team(s), in the ongoing evaluation, testing and selection of Windows server operating systems and Active Directory tools.
- Research, evaluate and document best practices for Active Directory and Windows servers.
- Participate meaningfully in architecture strategy and planning efforts for all Windows servers and Active Directory services with other team members and other teams.

Acquisition & Deployment

- Participate as assigned in the efforts to integrate and migrate acquired entity users and infrastructure.
- Manage, optimize and support the ongoing deployment(s) of Windows servers and AD services.
- Manage and support the deployment of virtual servers.
- Third party product and other directory integration into Active Directory.

Operational Management

- Build, configure, implement, and manage Windows servers.
- Monitor servers and AD health, recommend improvements.
- Administer AD services including user provisioning and security, including support, configuration and maintenance.
- Administer virtual servers including resource allocation and optimization, including support, configuration and maintenance.
- Develop, test, implement, and manage group policies.
- Implement, manage and document administrative processes and procedures.
- Assist with DNS administration.
- Provide Windows server support, hardware and software.
- Provide server support in a VMware environment.
- Provide escalation point for level 2 and level 3 support requests.
- Provide 24/7 on-call support as part of shared on-call rotation.
- 20% International travel required.

Incidental Functions

- Assisting with projects as may be required to contribute to efficiency and effectiveness of the team
- Provide advice and consultation to support personnel in all divisions as needed
- Responsible for assisting with hiring activities and fulfilling affirmative action obligations and ensuring compliance with the equal employment opportunity policy.

Experience Required:

Knowledge & Experience

- 5-7 years IT related experience.
- Extensive experience (5+ years) with Windows server administration and support.
- Experience (3+ years) with Active Directory administration and support.

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- Expert level skills managing enterprise Microsoft Windows environment.
- Experience with Windows 2003 and knowledge of Windows 2008.
- 1+ years Visual Basic and PowerShell scripting experience.
- Advanced troubleshooting skills in AD and Windows server (5+ years).
- Experience with AD architecture in a large (more than 10,000 user) environment.
- Server virtualization experience.
- NetIQ product suite experience.
- Experience planning and documenting tasks and projects.
- Strong understanding of the goals and objectives of an organization

Personal Attributes

- Strong and comprehensive verbal and written communications.
 - Responsive and alert to new learning opportunities, growth and development of technical, interpersonal and business skills; able to recognize and address areas needing improvement.
 - Motivated and competent to contribute appropriate time and effort to work needing attention.
 - Attentive to detail with focus on accurate and timely results.
 - Organized and able to prioritize tasks, responding effectively to competing needs.
 - Attentive and reactive to customer needs and concerns.
 - Strong analytical and problem-solving abilities.
 - Consistently engaged in research related to hardware, software and business solutions.
 - Strong customer service orientation.
 - Able to contribute to team effort and individual achievement.

Education Required:

Formal Education & Certification

- Bachelor's degree in related field or equivalent experience.

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbi&ndeed&Job_DID=J3G4JR6NN4YRV1916C7

Job Summary

Under general direction of the Administrative Captain, the Records Manager assigns, supervises, and reviews the work of Records Division staff responsible for the management and operations of the Police Department's Records, including data entry, records maintenance, and records retrieval. The incumbent is also responsible for basic troubleshooting of personal computer hardware, and software packages, network connectivity and communication issues. Ensures work quality and adherence to established policies and procedures, and performs technical tasks relative to assigned area of responsibility. The incumbent insures compliance with legal requirements such as the Ohio Freedom of Information Act and associated state and federal mandates governing public records. The position is not classified as a civil service position. Annual salary is \$45,000 to \$70,000, DOI.

WORK ACTIVITIES

Supervisory Duties

- Effectively supervise Records Division Personnel utilizing current supervisory/management practices.*
- Develop training procedures for police records clerks. Train staff, evaluate performance, and work with employees to correct deficiencies.*
- Effectively maintain discipline.*
- Establish production standards and develop work flows.*
- Ensure cross-training of records personnel.*
- Develop and implement policies and procedures regarding day-to-day operations. Develop improved work methods.*
- Monitor work activities to ensure compliance with established policies and procedures. Make recommendations for changes and improvement to existing standards and procedures.*
- Ensure training and maintain compliance of all personnel on legal requirements governing public records. Keep abreast of legal and procedural developments related to law enforcement records.*
- Direct and coordinate criminal record sealing and purging of documents pursuant to court orders.*

Operational Duties

- Responsible for the processing, filing, retrieving, and distributing of police records.*
- Responsible for the operation of the electronic Records Management System and the auditing of entry information.*
- Serve as the department's Terminal Agency Contact (TAC).*
- Develop and maintain record retention schedules and ensure timely destruction of records according to applicable public records guidelines. Compliance with City of Parma Public Records Policy.*
- Personally handle sensitive requests for records.*
- Respond to subpoenas and testify in court as Custodian of Records.*
- Train personnel on use of office equipment.+

- Maintain data base of record room computers, printers, fax machines, copiers and peripherals. Ensure prompt repairs of equipment.+
- Set-up and maintain databases required for Record Room operations and auditing.*
- Balance accounts receivable and petty cash according to established accounting practices.*
- Administration of the Justice Center telephone system onsite and remotely*
- Administration of the Justice Center voicemail system onsite and remotely*

- Point of Contact for Record Room Justice Center computer network issues and Intergraph RMS network issues not able to be handled remotely by vendors (assisting users with problems relating to workstations)*

Technology Related Duties

- Installation, connection, and basic trouble shooting of personal computers and peripherals such as CPUs, monitors, printers, USB and serial connections, and modems within the Police Record Room. *
- Isolating and resolving basic network connectivity and communication issues within the Police Record Room. *
- Develop basic reports using Microsoft Access. +
- Develop basic spreadsheets using Microsoft Excel. *

Communication Duties

- As required, report verbally and/or in writing to the Division Commander on work status and special problems.+
- Operate personal computer to produce statistical reports.+
- Participate in the preparation and administration of the records management program budget.*
- Submit budget recommendations and monitor expenditures.*

Other Duties

- Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of records management.*
- Assist Division Commander throughout process of hiring new personnel.*
- Oversee the ordering and maintenance of record room and department supplies.+
- Perform related duties as required to address business needs and changing business practices.

TOOLS AND EQUIPMENT USED

- Personal computers
- Printers
- Fax machine
- Telephone
- Copier
- Typewriter
- **JOB CONTEXT**
-
- The Records Manager works a 40 hour week from 8:00 a.m. until 4:00 p.m. or 7:00 a.m. until 3:00 p.m. which includes a one hour unpaid lunch. The position is full-time. The Records Manager works within a standard office setting with much

work done at a computer. The position requires the ability to walk, stand and sit for various periods of time and to reach and bend to store and retrieve files. The position will occasionally require the ability to carry computers or peripherals, and the ability to bend down and crawl under desks and into confined spaces to connect computer and network equipment. The Records Manager will operate office equipment, which requires continuous and repetitive arm, hand, and eye movements. The Records Manager must be able to see in the normal visual range with or without correction and possess visual acuity sufficient to read computer screens and printed documents. The Records Manager must be able to hear in the normal audio range with or without correction.

-
- *Denotes Essential Job Function
- +Denotes Essential Job Function. Scheduling accommodations possible.

Upon hire, the Records Manager must have:

- Equivalency of a two year college degree (Bachelor's degree preferred) in business administration, public administration, records management, criminal justice, or related fields.
- Four years of police records management information system experience preferred
- Two years of public records management experience or equivalent experience.
- Knowledge of data entry procedures and practices
- Knowledge of operations, services and activities of a law enforcement records management program.
- Knowledge of the principles and practices of data storage, retrieval and processing.
- Knowledge of the methods and techniques of record keeping.
- Knowledge of the principles of supervision, training and performance evaluation.
- Knowledge of and ability to successfully utilize Microsoft Office Products including Outlook, Word, Excel, Access, Power Point and Adobe Acrobat 9 Standard
- Knowledge of court procedures/requirements concerning criminal case filings.
- Knowledge of State and Federal laws, acts and guidelines on public records retention and disposal.

Requirements:

Demonstrate the ability to:

- Organize, supervise, and review the work of Record Entry Clerks.*
- Select, train and evaluate staff.*

- Organize and administer a law enforcement records management system.*
- Apply applicable codes and regulations to records management.*
- Accurately utilize assigned law enforcement software applications and computer programs.*
- Effectively administrate the Intergraph/CRIS Records Management System.*
- Operate office equipment including computers.+
- Interpret and explain Department and City policies and procedures.*
- Interpret and apply current legislation to law enforcement records management.*
- Prepare clear and concise reports.*
- Communicate clearly and concisely, both orally and in writing.+
- Establish and maintain effective working relationships with those contacted in the course of work.*

After hire, the Records Manager must:

- Establish and maintain effective working relationships with those contacted in the course of work.*
- Accurately administer the law enforcement records management system.*
- Possess a thorough understanding of all local and state applicable codes and regulations and apply them to the records management system.*
- Accurately utilize assigned law enforcement software applications and computer programs.*
- Effectively administrate the Intergraph/CRIS Records Management System.*
- Possess a complete understanding of all Department and City policies and procedures in regard to the Records Room.*
- Accurately interpret and apply current legislation to the law enforcement records management system.*
- Efficiently and effectively troubleshoot basic computer issues for the Police Department and Records Room staff*

Additional Requirements

- Possession of valid Ohio Driver's License
- Must pass background check
- Random drug/alcohol testing

<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=resuts&networkView=main&kAndEntire=set+up&location=&jobId=39209703&viewType=main&networkView=main&offset=100>

Fitter/Welder Looking for a highly skilled welder. Someone who has experience working with, and programming multi-axis CNC automated TIG welding equipment to perform precision welding on nickel based alloys like inconel 718, waspaloy, 17-4PH,

as well as 300 & 400 series stainless steel. Experience with hand brazing. Aerospace exp. is a plus. Experiencing rapid growth. Nice people, excellent working conditions. Aircraft turbine engine component repair. Clean, non-smoking facility, full benefits, 401K. EOE, Affirmative Action Employer, M/F/H/V. Send resume to: P.O. Box 305, Mentor, Ohio 44061.

For more details go to: www.CRTJobs.com

WELDERS 2ND SHIFT Clark-Reliance Corporation, named one of the Plain Dealer's Top Workplaces for two consecutive years, has Full-Time and Part-time career opportunities available at our corporate headquarters in Strongsville, Ohio. Experienced welders to operate welding equipment. - One year MIG and TIG experience required - Inspect, test all manufactured parts - Multiple 2nd Shift positions open Clark Reliance is a leading manufacturer of industrial filtration, instrumentation, and controls. Visit our website at: www.clark-reliance.com To apply: Mail: Clark Reliance, Attn: Recruiter, 16633 Foltz Pkwy, Strongsville, OH 44149. Fax: 440-238-9218 Email: hr@clark-reliance.com All qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, disability or age.

Construction Worker Min 5 yrs. commercial experience. Carpentry experience a must. Send resumes to: wayne@whc-online.com

Welder - 2nd shift Manufacturer of aircraft components is seeking an experienced individual in aerospace manual TIG Welding. Apply @ PAKO, Inc. **7615 Jenther Dr. Mentor, OH 44060 between 9:00am-3:00pm. EOE**

Social Worker/ Volunteer Coordinator Full Time Position A growing Hospice company serving Cuyahoga, Lake, and Summit Counties is currently looking for an experienced Social Worker. Qualified applicants will have a current Social Work License and possess a Master's Degree in Social Work. Responsibilities include providing comprehensive psychosocial assessments, interdisciplinary care planning, personal, group, and family counseling, crisis intervention, benefit determination, and bereavement services to patients and families dealing with a terminal illness long with oversight of the Volunteer Program. If you are looking for a challenging position in the hospice environment, **please fax resume with salary requirements to recruiter, 216.898.8458.**

Group Home Yourth Care **Worker Youth Care Worker**. Full & part time, w/exp. w/troubled teens, P.O. Box 605641, Cleveland Ohio 44105 qcrhome@yahoo.com

Bookkeeper Growing Westside manufacturing company needs a detail oriented general **office worker**. Duties to include Accounts Payable, Accounts Receivable, Payroll, Excel spreadsheets, cash application, collection calls, and other duties as assigned. Proficiency in Excel, bookkeeping, as well as experience with a Mid-level integrated software package (ex. Oracle, Great Plains, Macola) required. Associates degree in Accounting required. Must be able to multi-task. Competitive Rate, Medical, Dental and 401k match. Send resume or fill out an application at: DUROX, 12312 Alameda Dr. Strongsville, OH 44149 or e-mail at Durox_HR@wabtec.com

Auto Sales Manager Exciting new dealership in Parma/Brookpark specializing in previously owned, high end, luxury, sport, and import cars seek a Manager that is Self motivated and has experience in sales, internet, and managing mechanics.

Send resume to jobs@carpartswarehouse.net

Education

Hathaway Brown School Shaker Heights, Ohio Hathaway Brown, one of the country's most distinguished private schools, is seeking candidates with strong undergraduate/graduate academic credentials. 3-5 years of teaching experience preferred. Anticipated openings for August 2011 include:

Upper School Calculus Upper School Latin Physical Education Teacher Primary School Math Specialist (part-time) Infant & Toddler Program Director Aquatics Teacher/ Facility Manager An equal opportunity employer, Hathaway Brown believes that a multicultural perspective is an essential element of a 21st Century education, and values diversity in its student body, faculty and staff. As the only school named as one of the "99 Great Workplaces for Top Talent in Northeast Ohio," Hathaway Brown School provides its faculty: outstanding salary and benefits, small classes and highly talented students, a laptop for every teacher, on-site child care, generous funding for advanced degrees and professional growth, dedicated and creative colleagues, and an administrative staff that believes in the dreams of teachers. Interested candidates should send a resume, two letters of reference, and a personal statement of educational philosophy with cover letter to:

D. Smith, Human Resources Hathaway Brown School 19600 North Park Blvd Shaker Heights, Ohio 44122 Or hrstaffing@hb.edu EOE

WAREHOUSE Associate Fast growing Sports Supplement Distributor looking for FT Warehouse Associates. Picking, Packing, UPS online and tow motor experience a plus. Must be detail oriented. Smoke-free, fast paced, drug free environment. Mon-Fri/11am-

Council for Economic Opportunities in Greater Cleveland
Workforce Development/Placement Program
1849 Prospect Avenue, Suite 200, Cleveland, Ohio 44115 – (216) 651-5188
CEOGC Job Leads Listings – June 27th, 2011

8pm. Apply online at: HR@europasports.com or in person from 10 am until 3 pm on Monday through Friday at: **13675 Darice Parkway Suite 200 Strongsville, OH 44149** or fax your resume to: **440-846-9584. No Phone Calls Please.**

Customer Service Representative Detail oriented individual with good communication skills to process orders, take information needed for price requests and follow orders thru production. Team atmosphere. Heavy phone/email. Full benefits package. Prior inside sales, customer service experience required.

Customer Service P.O. Box 602731 Cleveland, OH 44102

Customer Service Local manufacturer seeks exp'd Customer Service Reps with supervisory experience to help handle house accounts. Help w/ordering and designing custom headwear. M-F, day shift. Located in Mid-town corridor. Salary + Commission & generous benefits. Graffiti Headwear sales@graffiticaps.com

HEARTLAND PAYROLL COMPANY IS HIRING! We are looking for **Customer Service** oriented people for the following openings -**Customer Service -Payroll Processing -Processing Supervisor -Distribution Supervisor -Payroll Professionals**
All applicants must possess: *Solid Customer Service Skills *Ability to Multi-Task *Ability to Thrive in a Fast Paced Office *Ability to Work Independently Heartland was named a BEST PLACE TO WORK by the Plain Dealer! Heartland offers a comprehensive benefits and compensation package.

Candidates are invited to apply online at: heartlandpayment systems.com

Sales

Excellent opportunity for "self starter" to join a growing, technically driven organization focused on selling innovative packaging solutions to top food companies across North America. Must possess excellent communication skills, superior computer skills (word, excel, powerpoint, etc..) and should be able to work well as part of a team focused on achieving shared goals. Based in Beachwood, OH; our organization is part of a \$ 500 mm plastics company that has been in business since 1959. A qualified candidate will be able to deal with both customers and supplying manufacturing plants both inside and outside the US. Prior work in customer service and /or sales positions a plus, prior work in international business environments also desirable. Salary commensurate with experience, bonus program and benefits package plus expenses. Please reply with brief paragraph (s) or cover letter highlighting background and skills that match request and attach resume, direct responses to jobs.ev.bw@gmail.com.

Requirements:

- Minimum education -4 yr. college degree
- Excellent computer skills
- Excellent communication skills
- Can work unsupervised but as a part of a team

<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=resuts&networkView=main&kAndEntire=customer+service&location=&jobId=20569753&viewType=main&networkView=main&offset=20>

Elgin Furniture Looking for outgoing personalities with basic computer skills to fill openings **in Customer Service/ Inside Sales**. No exp. Required, we will train. Earn \$30k plus benefits. Call: 216-456-9680.

Circulation Assistant

Great Lakes Publishing Co., publishers of Cleveland, Ohio, Lake Erie Living and Inside Business magazines currently has an opening for a part-time customer service/order entry representative in their Circulation Department.

Responsibilities:

- Data entry
- Handling customer inquiries and concerns
- Sorting mail
- Using Excel for daily reporting
- Recording and reconciling incoming payments
- Assist Circulation Coordinators and Director with other projects as needed

- Working booths at shows and events

Requirements:

Qualifications:

- Strong computer skills (database experience is a plus)
- Knowledge of Microsoft Office, especially Excel
- Must be able to multi-task and meet deadlines in a fast paced environment
- Basic understanding of accounting and business math
- Excellent written and oral communication skills
- Excellent customer service and telephone skills
- Strong organization skills and attention to detail
- Must be able to work some evenings and weekends

- Must be able to lift 35 pounds
 - \$10/hr.
 - Must have reliable transportation to work at shows outside of the Cleveland area - may require transporting boxes and booth display items.
- Send cover letter and resume to: stoner@glpublishing.com

Patient Representative Hospital Referral Services We are currently looking for a full time Patient Representative responsible for determining eligibility for Medicaid/Hospital Charity Programs. Applicants must be self motivated; possess excellent customer service skills; positive attitude and be a team player. A bilingual candidate is preferred. Computer literate and working knowledge of Microsoft Office required. Midday to evening shift available Monday-Friday. Paid Time Off. Benefits. Competitive Wages with Bonus Structure.

Please forward your resume and references to khill@hospitalreferral-services.com or fax to 216-763-2183

Requisition Number: 521

Job Title: **Full-Time Collections Specialists**

Area of Interest: Collections

City: Brooklyn Hts

State: Ohio

Additional Location:

Requirements:

Job Description: OUR COLLECTION CENTERS NEED YOUR HELP!

IMMEDIATE NEED FOR PERMANENT FULL TIME
COLLECTION SPECIALISTS
BROOKLYN HEIGHTS LOCATION

Being a Collections Specialist with Weltman, Weinberg & Reis Co. L.P.A. can be the start to a solid career with a bright future. Many of our Supervisors, Managers and Directors started their careers here as Collections Specialists!

Our Collections Specialists notify or locate debtors with delinquent accounts and attempt to secure payment according to client guidelines and in compliance with the Fair Debt Collection Practices Act (F.D.C.P.A.).

Requirements:

- High School Diploma/GED
- 18+ years of age
- Outstanding Customer Service skills
- Strong communication skills at all levels
- Good computer skills
- Ability to pass pre-employment drug screening
- Ability to pass a background check with no felonies

Full Time:

- 1 year of uninterrupted work experience and regular/timely attendance
- Previous Collections – Sales – Mortgage – Customer Service Experience in an environment that had established sales goals or quotas a plus
- Required hours: 8am-4:45pm (3 days/week) 12noon-8:45pm (2 days/week) Every other Saturday 8am-12pm

Location:

•

We provide:

- Assigned accounts
- Job Stability
- Competitive Salary
- Paid Training
- UNCAPPED Bonus potential
- Comprehensive benefits including paid time off and 401(k)

Weltman, Weinberg & Reis Co. L.P.A., is a growing firm recognized as the nation's leading Creditors' Rights law firm. Unlike many Collection Agencies, WWR has a humanistic philosophy to debt collection. We treat everyone in the same fashion and with the same respect that we provide to our employees and clients. We are looking for quality professionals. If you have the above skills and share in our philosophy, Collections at WWR should be in your future.

APPLY TODAY!

Click "Apply Now" at the top of the page and fill out your online application.

Weltman, Weinberg & Reis Co., L.P.A. is an equal opportunity employer.

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<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=resuts&networkView=main&kAndEntire=collection&location=&jobId=39226153&viewType=main&networkView=main&offset=>

Collections

Experienced Full Time Collection Specialists Wanted in Beachwood! If you are an Experienced Third Party Collector looking for a career with an award winning agency, call Creditors Interchange today. Great benefits include: Unlimited Bonus and Competitive Wages Comprehensive Benefits Package Weekly Pay Great Work Environment

Call our recruiting department to find out more about our lucrative employment opportunities at: **800-693-3455 ext: 7521 or apply on line at: www.creditorsinterchange.com EOE M/F/D/V**

Part- Time Office Assistant

Company: Coffee Table

DUTIES AND RESPONSIBILITIES

Communications:

Create and modify documents such as vendor letters, customer letters and internal memos

Staff Assistance:

Research, typing, correspondence, faxes, and filing.

Data Entry into Salesforce.com

Assemble marketing kits to be shipped to vendors

Office Management:

Maintain office filing and storage systems.

Keep filing/document management system for electronic and paper documents organized

Monitor and order office supplies.

Distribute/file all incoming mail.

Perform errands that assist daily functions: post office, FedEx, Staples, etc.

Maintain inventory of promotional items

QUALIFICATIONS AND SKILLS:

- Previous experience in an office setting required
- Experienced administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude

- Technologically literate with strong computer skills including familiarity with Microsoft Word and Excel and other commonly used software
- Good internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills
- Good oral and written communication skills
- Self starter who can work independently
- Skill in establishing priorities and managing workload
- Ability to follow directions

<http://jobs.cleveland.com/careers/jobsearch/detail?jobId=39181004>

Part Time SCA Biometrics Technician

Requisition ID : 11012515

Business Sector: Technical Services

Location : United States-Ohio-Cleveland

US Citizenship Required for this Position : Yes

Relocation Assistance: No relocation assistance available

Clearance Type: Position of Public Trust

Number of Openings

Shift: 1st Shift

Description

The following opportunity is available in Cleveland, OH. Upon submitting your resume, please indicate your desire for this “Part-Time” opportunity.

“Part Time” employees work as determined by the Site Supervisor. A “Part Time” employee is typically regularly scheduled to work 20 hours per week. You can be scheduled up to 39 hours a week, if one of the following conditions are met; an employee gets sick, goes on vacation, leaves work due to an emergency or when the work flow demands increase to the point that requires the Site Supervisor to increase part time hours in order to get the customers processed in a timely manner.

On the job training is provided. Hours of operation Monday thru Friday 7:45am - 4:15pm.

US citizenship is required. You must pass drug/credit screen & obtain and maintain a security clearance.

The hourly pay for this position is \$14.87 per hour plus an additional \$3.50 per hour in Health & Welfare Benefit dollars.

Benefits

Vacation

Medical and Dental

Please take a moment to review the responsibilities and qualifications listed below.

- Performs Biometrics processing to include 10 prints, electronic photographs, electronic signatures, and press print.
- Uses manual and/or electronic Biometrics processes for 6 or more applicants per hour.
- Continually maintains a fingerprint reject rate of 2% or below.
- Able to perform reception and administrative duties of the General Clerk 1, and may act as a substitute for the General Clerk 1.
- Responsible for tracking processing time for each applicant.
- Responsible for safeguarding all documents.
- Assists customers with routine questions. Refers less routine questions and problems to the Site Supervisor ASCM.
- Performs general administrative duties using discretion. Answers telephone, routes callers, takes messages, and provides information to customers.
- Performs other related duties as assigned or requested, which may include travel to and assisting at other sites to accommodate applicant flow.

Basic Qualifications:

Excellent customer service skills

Good communication skills

Attention to detail

https://ngc.taleo.net/careersection/ngc_pro/jobdetail.ftl?lang=en&job=96682&src=JB-10200

Hard Copy Specialist-10099836

Cintas is seeking a Hard Copy Specialist. This position will be responsible for retrieving and refiling boxes of records as well as individual files. Candidate should possess or have the ability to learn to operate warehouse machinery and equipment, including a forklift and order picker to heights up to 25 ft.

Qualifications

- High school diploma or GED
- Basic minimum language communication skills in speaking and understanding English
- Familiarity with Microsoft Windows Operating Systems and data entry skills preferred

Our Hard Copy Specialist positions enjoy:

- Competitive Pay
- 401(k)/Profit sharing/ESOP
- Medical, Dental & Vision Insurance Package
- Life Insurance Package

- Paid Vacation & Holidays
- Career Advancement Opportunities

Cintas Corporation is an EEO/Affirmative Action Employer M/F/D/V

Job Category : Production / Manufacturing

Location : US-OH-Cleveland.

Organization : Document Management

Employee Status : Temporary

Schedule : Full-time

Shift : First

<https://cintas.taleo.net/careersection/10000/jobdetail.ftl?job=374505&src=JB-11100>

Security Officer - Cleveland Cavaliers

Job ID: 24189348
The Quicken Loans Arena

Responsibilities:

- Responsible for performing detex rounds (facility security control) frequently each day and as assigned.
- Responsible for conducting equipment safety (fire extinguishers, fire alarm controls, mechanical equipment, emergency equipment, HVAC control sensors.).
- Responsible for answering telephone calls, handling information requests from staff and guests during non-operator hours and as needed.
- Responsible for coordinating, recording and receiving all lost and found items by following the established department procedures.
- Responsible for protecting Arena equipment, materials and structures as needed throughout the work schedule.
- Responsible for coordinating all Arena deliveries by outside vendors, delivery companies, Arena guests and Arena staff.
- Responsible for admitting facility staff, guests, outside vendors, contractors and visitors to the facility according to established security procedures.
- Responsible for providing regular security functions within the Arena, the outside perimeter of the Arena, and related areas prior to, during and after Arena events.
- Be available to work varied hours and varied days as Arena events require.
- Perform all duties as assigned by Sergeants, Lieutenant and Security Manager.

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<http://cleveland.jobnewsusa.com/job/D618Y624Z615V636I639W621M624L636.aspx>

Office Staff Seeking a **part-time apartment leasing consultant** to join our successful resident services team in Mayfield Heights. Candidates should have sales and administrative experience, strong computer and interpersonal skills. Also be adept at multi-tasking and providing professional customer service in a personable manner. Must be available weekends. [Forward resume to Manager,](#)

[250 Chatham Way #141, Mayfield Heights, OH 44124 or fax to 440-461-4379. No phone calls please](#)

Office Manager / HUD Eligibility Specialist We seek an energetic, motivated individual to fill the position of Office Manager / HUD Eligibility Specialist at our three HUD subsidized apartment facilities for low income elderly. Minimum 3 years prior experience in HUD Section 202/8 housing or similar program is required. Must have strong computer knowledge and possess excellent communication and organizational skills. We offer a competitive wage, benefit and 401K package. Interested candidates should forward their [resume and salary requirements to: Deaconess-Zane Center 3105 Devonshire Road Cleveland, OH 44109.](#)

Dental Office Manager Do you have the talent, creativity and management exp. to oversee our practice? You would be responsible for maintaining a patient friendly atmosphere and organizing all office operations and procedures. Dental office and supervisory exp. required. Compensation package includes 401K & benefits. Interested candidates should email resumes to: info@lillerdentalgroup.com

EXPERIENCED MEDICAL BILLING CLERK

Work approximately 24 hours per week, days only, schedule to be determined for right candidate. MUST have billing experience, must be able to work effeciently on computer throughout scheduled hours. Must understand EOB's, CPT codes, etc. Office is quite busy, accuracy is a must. Pay commensurate with experience.

Requirements: One year minimum experience processing medical claims. Clear English speaking voice. Extremely accurate, Able to work in busy team environment. Must be punctual, reliable.

<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=resuts&networkView=main&kAndEntire=office&location=&jobId=39237374&viewType=main&networkView=main&offset=120>

Accounting Clerk The part-time 20 to 30 hours per week, at the **Federal Metal Company**

Is responsible for supporting the day-to-day accounts receivable, inventory, accounts payable and general office activity of the co. As such, we require a strong attention to details, the ability to operate a 10-key by touch, proficiency in Microsoft Excel, Word and Outlook, the ability to work well with customers and coworkers. Applicants must have an Associates degree in accounting and three years of experience or the equivalent experience. Interested candidates should e-mail **Christine Tench Accounting Manager** ctench@federalmetal.com .

HOME CARE Scheduler Experienced scheduler needed to assign therapy staff. Complete weekly schedules for staff, adjust schedules as needed & assign staff to open new cases. Complete other assigned office duties. Candidate must have excellent computer skills, communication skills, detail orientated & be able to multi-task. Word, excel computer skills required. One-year medical scheduling experience needed. Full-time position working Monday thru Friday. **FAX resume to Jofisher@corp.oprs.org or MAIL to Senior Independence 38721 Mentor Ave, Ste 1 Willoughby, OH 44094 Attn: Joan**

ADMINISTRATIVE/ COMMUNICATIONS COORDINATOR-PART TIME Non-profit physician organization seeks individual proficient in handling communications and contacts with the public and physicians, responsibilities include varied office administrative duties inclusive of meeting and event arrangements, transcription, working on membership issues, publications and outreach. Experience with written communications, electronic communications and proofreading--to work in all areas of the association. Communications or journalism background with healthcare experience preferred. Strong computer skills a must (Adobe, Microsoft Office/Outlook) with over 75 wpm typing skills and able to research and prepare information to update website. **PART-TIME 3 days per week - \$15 per hour/no benefits.** Please send information to hrdept2@windstream.net

Retail Store Associates & Customer Service Schoolbelles, a children's uniform company, is seeking Summer Help in our busy retail store and corporate office. **Retail Store Associates & Customer Service.** Must be a HS grad, energetic, flexible and professional. **FT/PT jobs available July-Sept, Mon-Sat. APPLY AT STORE: Schoolbelles 4747 W. 160th St. Cleveland.**

CRIMINAL JUSTICE We are an established, rapidly growing Workers' Compensation 3rd party Administrator and we will train you as a **Claims Cost Control Specialist** working with our clients in our Westlake office. We prefer a degree in CJ or Psychology, History, English, etc. Experience as a paralegal or in a medical office would be a plus. Write, including earnings history: P.O. Box BV 40361 Cleveland, OH 44140. EOE

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Requisition Number: 601

Job Title: **Clerical Specialist**

Area of Interest: Other

City: Brooklyn Hts

State: Ohio

Additional Location:

Requirements: Education:
High School Diploma or general education degree (GED)

Requirements:
Typing Skills 55+ WPM
Detail Orientated
Legal Experience
Multi-Tasking abilities
Strong Word, Outlook, and Excel Skills

Preferred Requirements:
Knowledge of office practices and procedures

Job Description: Clerical Specialist – Forwarding

About us:
Weltman, Weinberg & Reis Co. L.P.A. is a growing firm recognized as the nation's leading Creditors' Right law firm. Based in Cleveland, OH, WWR employs over 1,250 people and operates a network of offices in five states. We pride ourselves on delivering exceptional legal collections services through a partnership based on integrity and respect for our employees, our clients, and the communities in which we service.

About the position:

We are seeking a Clerical Specialist, in our Brooklyn Heights, OH Office, with the desire to work in a Law Firm. Our successful candidate will type 55 + WPM, is detailed orientated and can multi-task. Other details:

- Prepares routine, department-specific documents and correspondence.
- Contacts clients, attorneys and courts via mail, fax, telephone, or e-mail to provide or request needed documents and provide status updates.
- Reviews and assembles legal documents and materials for court proceedings, ensuring proper signatures are obtained, documents are notarized, appropriate exhibits are attached, etc.
- Sets up and closes accounts according to established procedures.
- Answers telephone, directs calls, and conveys messages.

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- Sorts, files, locates, and distributes records.
- Processes mail.
- Performs computer data entry to update account files.
- Photocopies and faxes documents.
- Serves as back-up receptionist or cashier, as required.

Education: High School Diploma or general education degree (GED)

Requirements:

Typing Skills 55+ WPM

Detail Orientated

Legal Experience

Multi-Tasking abilities

Strong Word, Outlook, and Excel Skills

Preferred Requirements:

Knowledge of office practices and procedures

Benefits:

Benefits at WWR include: 16 days of paid time off, 7 paid holidays, Opportunity for; Medical, Vision, Dental, and Life insurance. Plus flexible spending accounts for parking, dependent & health care. In addition, we offer Short-Term Disability, and Long-Term Disability insurance. On the financial side are 401k and profit sharing plans.

<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=resuts&networkView=main&kAndEntire=office&location=&jobId=38765631&viewType=main&networkView=main&offset=80>

Administrative Assistant in Lakewood : Multi-family real estate Company seeking experienced assistant at corporate office to work directly with the CEO. Must be computer proficient, good with people, able to work independently, research answers. College degree preferred. Full time or part time. Email resumes and salary requirements to: Carol@lakeshoremgmt.com .

Front Desk Coordinator Beachwood medical practice. Seeking a dynamic Front Desk Coordinator. Great working environment. Min 2yrs medical office exp, duties to include: scheduling, processing payments, charge entry, benefits verification and precertification, maintaining front office, etc. Salary commensurate with experience, benefits available. Send resume with salary requirements to: patos@osullivanconsult.com or fax to Attn:

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Pat 330-723-2188. Other available positions: Medical Biller (CPC Preferred) MA (NP or PA) and Patient Educator.

Employer: Prim Capital Corp.
Location: Independence, Ohio 44131 United States
Job Type: Employee
Job Status: Full Time
Shift: 1st Shift

Independent Investment Advisory and Financial Planning firm is now **hiring a Paraplanner** at its office in Independence.

We are looking for a person who is **detail oriented**, dependable, ambitious, has a positive attitude and is willing to learn new tasks.

Our clients include professional athletes and high profile, high net worth individuals so the ability to use discretion and keep information confidential is a must.

Job Responsibilities:

1. Inputting client information into NaviPlan financial planning software
2. Answering client phone calls
3. Preparing materials for client meetings
4. Researching investments
5. Processing client forms for new accounts, RMD's, etc.
6. Occasional trading in client accounts for rebalancing purposes
7. Creating client correspondence

Some miscellaneous clerical work will be required.

Hours: 9am to 5pm Monday through Friday

Medical Coverage

Holiday/Vacation/Sick Time

Free parking

Office located near Rockside Road and I77 close to many shops and restaurants.

No cold calling or sales work is involved with this job.

Requirements:

1. A finance or other business degree or at least some coursework in these areas

2. Have a series 7, 65, and/or other FINRA license(s) or else is willing to study to become licensed
3. Knowledge of Microsoft Windows, Outlook, Excel, Word, PowerPoint, Adobe jobs.cleveland.com
4. Ability to use discretion and keep information confidential
5. The successful candidate must satisfactorily complete a written pre-employment exam, which will be given at the time of interview.

No phone calls or faxes, please

<http://jobs.cleveland.com/careers/jobsearch/detail?searchType=resuts&networkView=main&kAndEntire=office&location=&jobId=39233815&viewType=main&networkView=main&offset=60>

Retail Customer Support Rep

Company Name: Verizon Wireless

Job Details

Duration: Permanent

Min Education: Not Specified

Salary: Not Specified to Not Specified

Job Type: Full Time

Min Experience: Not Specified

Required Travel: None

Location:

- USA - Strongsville Ohio, 44136

Job Description

Responsibilities

The primary responsibility of this position is to provide exceptional customer service to individuals visiting the Verizon Wireless store. As a member of the store team, the incumbent(s) should strive toward helping the store achieve its financial and customer service goals. You must also be able to actively engage customers and provide world-class customer service. Provides exceptional customer service to individuals visiting the Verizon Wireless store, including greeting customers and assessing their needs. Exhibits quality customer service from greeting point through departure; ensuring that all aspects of a customer's needs are met and that every customer has a positive experience. Answers phones and responds to customer inquiries in a timely manner. Other duties include service activations, processing ESN (electronic serial number) changes and bill payments, responding to billing inquiries, equipment replacement, and processing price plan changes and upgrades. Ensures that all appropriate documentation and data entry is complete. Assists in the administrative functions of the store, including cash management and asset protection of store inventory. Reconciles cash (bank deposit, safe fund/till fund, daily financial transactions) and follow bank deposit procedures.

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Performs reporting functions as required. Individual may sell phones and accessories in the event of high store volume or absence of sales representative.

Qualifications:

High school diploma or equivalent; some college preferred. A minimum of 1 year of customer service experience (retail sales/operations experience a plus) and a minimum of 1 year retail sales/operations experience. Well developed conversational and listening skills a must. Strong organizational, communication and problem solving skills required. Ability to deal with customers in a professional manner, including handling irate customers in a way that brings the interaction to a positive conclusion. PC literacy is also required (experience using Windows based applications preferred).

We are an equal opportunity employer m/f/d/v.

<http://applix.postmasterlx.com/index.html?pid=ff80808130a5fc750130c23b15a248cf&source=indeed>

California Pizza Kitchen

25365 Cedar Road
Cleveland, OH 44124



Dishwashers

You Want to R.O.C.K. at work. We Get It. CPK is the perfect place to enhance your restaurant career with flexible, full-time or part-time work! The upbeat environment and company culture, based on our R.O.C.K. philosophy, make CPK an ideal choice for hospitality-minded individuals. R.O.C.K. sets CPK apart. It represents four principles that we live by each and every day: Respect, Opportunity, Communication, and Kindness. They provide the foundation [[See full job description](#)]

Job Type

Full-time Part-time

Hours

Varies

Pay Type

Hourly

<http://www.indeed.com/jobs?q=Dishwasher&l=Cleveland%2C+OH+44115&start=10>

Installer, Residential - Outside, SE

Req #:	6655
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Division:	SE - #162 Service Experts Heating and Air Conditioning, Cleveland
Location:	BEDFORD HEIGHTS, OH US
Travel Involved:	10%
Job Type:	Full Time
Job Level:	Experienced
Education:	HS Diploma or Equivalent
Skills:	
Category:	Maintenance/Repair
Benefits:	Lennox International offers an excellent salary and benefits package including competitive retirement plans. Our health benefits include medical, dental and vision insurance. Lennox International also offers employees basic life and AD&D insurance, a scholarship program and employee tuition reimbursement. NO PHONE CALLS PLEASE Lennox International Inc. is an Equal Opportunity Employer.

Company Information:

Innovate your career.

When you choose Lennox International, you know you're getting the best.

That is why when you work at Lennox International, you know you are among the best.

As a leading innovator of home and commercial, heating, cooling, refrigeration, air-quality, and related services, Lennox International is committed to helping our people innovate our products and their careers.

Join over 12,000 employees worldwide who build our heritage of integrity and innovation. At Lennox International, we make your home, your businesses, and your work, a better place.

Job Description:

Requirements

This position requires the following:

- High school diploma or GED;
- Ability to solder/weld/braze and perform minor field fabrication;
- Ability to work overtime/night/weekend hours as required;

- Must have the ability to be part of a team; must work with and assist other co-workers as needed; and
- Must be able to pass a background check, drug-screen, and MVR driving record check.

Skills Required:

Other Critical Skills - Why does this position exist?

Benefits:

Lennox International offers an excellent salary and benefits package including competitive retirement plans. Our health benefits include medical, dental and vision insurance. Lennox International also offers employees basic life and AD&D insurance, a scholarship program and employee tuition reimbursement. NO PHONE CALLS PLEASE
Lennox International Inc. is an Equal Opportunity Employer

<http://www.indeed.com/rc/clk?jk=e9645a29d3ee6aff>

Furniture Installer Office Furniture Installation Technician Hiring experienced office furniture installers **call Jim at 216-459-2630**

INSTALLATION TECHS Exp voice/ data techs wanted. Applicants should have a minimum of 1 yr exp as a lead installer or 4 yrs installation exp Send resume hrinfo@cablers.com

HVAC -Installation Technician 97 Year old Westside company is looking for a quality oriented installer of residential and light commercial HVAC equipment. We are a Drug Free Workplace. Call Jim or Joe at Lakewood Furnace Co. 216-221-2036 or email: info@lakewoodfurnace.com

Carpet and Flooring Installers - Cleveland area - Empire Today, LLC, a leading home improvement and home furnishing shop-at-home company, is seeking experienced, full-time carpet, flooring, laminate, hardwood, vinyl, and ceramic tile installers. Must have a reliable enclosed vehicle and good communication skills. Must have General Liability & Workers Compensation Insurance. Our contractors are working year round, 6 days/week and we need more contractors NOW! We offer consistent work and weekly pay. We will keep you and your crews BUSY.

An Empire installer is a sub-contractor who represents our company.

Council for Economic Opportunities in Greater Cleveland
Workforce Development/Placement Program
1849 Prospect Avenue, Suite 200, Cleveland, Ohio 44115 – (216) 651-5188
CEOGC Job Leads Listings – June 27th, 2011

If you are interested please call Andrea at (866) 588-0130 ext 4501
Or apply online today!

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=J8B0WF728MXCYR9197C

Mechanic A Richfield, OH - based company is looking for an experienced Truck Mechanic / Crane Installer. Must be able to perform PM and repairs on booms, electrical systems, hydraulic systems, brakes and other vehicle and equipment components. Full-time, first shift. Drug-free environment. EOE Send resume to: **Box 1552 The Plain Dealer 1801 Superior Avenue Cleveland, Ohio 44114 or fax to 216-642-7632**

Roofer - Installer / Laborer Sears authorized contractor now hiring. Call Brad 330-604-3978

APG Office Furnishing Cleveland, OH



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Job Description:

Immediate need for full time, entry level office furniture installers.

DCT Workplace Interiors is a dynamic and growing organization **seeking reliable team players who consistently provide excellent customer service.**

First shift with some O.T. and weekend work for our Furniture Installers

Pre-employment background, drug and motor vehicle screening required.

Full benefits package for our Installers

Furniture Installers uncrate, assemble, install and repair furniture and office equipment in customers' homes or offices: Uncrates and assembles items, using hand tools.

PG has been in business since 1969 representing a variety of office furniture manufacturers, and is one of the largest Herman Miller Certified Network dealers. APG has offices and showrooms in Cincinnati, Dayton, Cleveland, Akron Ohio and Memphis Tennessee. Our experienced staff provides space planning, design, project management services and product solutions to help our customers meet their business objectives. Other

services include — but are not limited to — warehousing and installation, asset management, financing/leasing options, custom built furniture, recycling and refurbishing services and state-of-the-art upholstery cleaning and protection products.

Project team: Our Sales and Design Team consult with each customer to make certain they are getting what they want, on time, and in budget.

Purchasing team: Our Purchasing Team processes and audits the customer's order and will track it with the manufacturer.

Installation team: Our Installation Team coordinates all schedules to meet delivery expectations. APG's experienced team of certified installers deliver and install the project exactly as planned.

Customer Satisfaction Manager (CSM): Our CSM contacts the customer after the project has been installed to clear up any open issues that may have occurred. The CSM visits the site and performs a detailed walk-through to make sure everything is installed per APG's high standards.

APG Customer Satisfaction Survey: After the project is completed, our Customer Satisfaction Manager sends the customer a Customer Satisfaction Survey via e-mail.

With APG representing over 200 different manufacturers, we are focused on providing the right product for the right solutions. Our clients have achieved their business results by maximizing the use of key business resources implemented through APG's solutions. Because of this, APG is a leader in Customer Satisfaction. We go above and beyond the rest of the competition to make sure that our client's wants and needs are not only met but exceeded.

If you have experience in customer service, as a delivery driver or in office furniture installation, please call today!

Call Chris @ 877-369-3911 M-F 7am – 4 pm.

DCT Workplace Interiors is an Opportunity Employer.

NOTE: CEOGC is not responsible for non-responsive clients, follow the ads, accordingly.