FIELD CREW AND FOREMAN JOB DESCRIPTIONS

Osmose Utilities Services, Inc., a nationwide leader in contract utility services, is a strong, diversified, growing company that has prospered since 1934. For close to 80 years, Osmose has offered both high quality products and contract services, establishing us as one of the best known and most respected brand names in the utility industry.

We are currently seeking candidates for Steel Transmission Tower Inspection/Repair Foreman and Crew positions in or around Eastern Pennsylvania and New Jersey. Must be willing to travel extensively.

**Foreman responsibilities for tower and pole inspections and repairs include, but are but not limited to:**

- Lead and develop a small crew in the safe, timely and quality inspections of steel tower foundations and legs including hand excavation, mechanical excavation, cleaning, inspection
- Take field materials tests and measurements
- Coating of steel tower and steel pole structural members
- Planning, scheduling and executing inspections per the direction of field area supervisors
- Lead and develop a small crew in the safe, timely and quality installation of mechanical and welded structural steel assemblies, concrete repair of tower foundations, hand excavation, cleaning, inspection and coating of steel tower and steel pole structural members

**Minimum Foreman Qualifications:**

- Must be familiar with the safe and correct operation of hand tools or shop machinery
- Must be able to identify safety risks and the precautions required to eliminate those risks
- Must be capable of reading and interpreting structural drawings, blueprints, and specifications to determine the scope of work: locations, quantities, and sizes of materials required
- Two years technical education or equivalent work experience
- Must be proficient with e-mail, spread sheets, and word processing
- Must be able to modify pre-fabricated steel members while in the field
- Must have good communication skills, work well under pressure, and be familiar with a production-related environment
- Must be willing and able to travel extensively
Must possess good math skills including addition, subtraction, multiplication, division and fractions

**Preferred Qualifications:**

Certified welder is a plus

Construction equipment operating experience

Concrete construction and repair experience

Experience in welding, light fabrication, and assembly. MIG/TIG/ARC

Required to stand, walk, bend and lift most of the day in field

Lift, carry and move up to 50lbs

Required at times to climb ladders, work off of platforms and man lifts, and may occasionally work in open areas using the appropriate fall protection requirements.

Must wear PPE at all times

Embrace core values of the company

Commitment to supporting all company policies

Osmose Utilities Services, Inc. offers a competitive compensation and benefits package and the opportunity for a stable career. Only qualified applicants should complete an application at [www.osmosehiring.com](http://www.osmosehiring.com) please mark the employee referral when asked how you learned about the position and enter my name, Vickie Braswell. If you have further questions you can contact me at 919 554 0999 or vbraswell@osmose.com

EOE M/F/D/V [www.osmoseutilities.com](http://www.osmoseutilities.com)
Warren

Service Technician - Class B CDL is a huge plus but not necessary. Strong computer skills, computer networking, mechanically inclined, electronic repairs. Hand tools- sockets, wrenches and screwdrivers. Company will supply heavy tools and they would receive a laptop. Typical Hours- 8:00am - 5:00pm but may start earlier. Some Saturdays and Sundays, possible holidays

Mechanical Engineer/Office - Experience as a mechanical engineer can be very minimal, at least a little background in it. “Jack of all trades”- Some days they may not do any engineering and would be required to do pricing, answering phones, making sales. Basic math skills. Some geometry will be involved- no formulas. Background in Solid Works is ideal (reading 3D modeling). Trouble shooting skills. MS Word/Excel. M-F 8:00 - 4:30 with a 1/2-hour lunch. May have to work some Saturdays

Fabricator - Full time, temp to hire, experience with stick/mig/flux-core welding, blueprints, stellar measurement skills, plasma cutting experience is a plus. M-F 7a-3: 30p

Driver - Full-time box truck driver, temp to hire, M-F 3:30/4:00am until deliveries are complete, paid weekly, they do not need a CDL but they will need a current DOT physical card

Boardman

Pipe Inspector – Must be able to work a rotating mill schedule, paid training. Steel-toed boots w/ metatarsal guards

Millwright/Electrician/Maintenance – Stick weld, fabricate, electrical maintenance, industrial maintenance, experience with PLCs a plus, a willingness to learn, swing shift

Installation Tech or Tech Helper - Good w/hand tools, good with customers (corporate and residential); electronic and/or wireless tech exp. construction exp. helpful

Service Tech – experience with hand tools, construction, basic wiring, installation and technical troubleshooting, ability to work directly with customers. Clean driving history. Full time, Monday through Friday, day shift. Benefits upon hire.

CNC & Manual Machinists - Entry-level or experienced, direct hire

Columbiana

General Labor – Full time, temp to hire, 1st shift. Forklift experience a plus. Steel-toed boots are required

Yard Driver - No CDL required, but must know how to back trailers into tight spaces. Temp to hire, 1st shift 7-5pm M-Sat

Press Operator – 3 full time, temp to hire positions. Must know how to read a tape measure and be able to work a swing shift. Steel-toed boots are required

Operations Tech - candidates must be detail orientated, have strong organization skills, have knowledge of agricultural operations and be proficient with computer data entry skills. Full time, temp to hire
General Labor – 1st and 2nd shift, full time, temp to hire. Steel-toed boots are required

Welder – 1st, 2nd or 3rd shift, temp to hire, mandatory OT, must have valid drivers license and steel-toed shoes

Press Operator - 1st, 2nd, or 3rd shift. Temp to hire. Steel-toed boots are required

General Labor - Must have steel-toed boots, prior manufacturing experience and proof of a HSD or GED. Able to work mandatory overtime including Saturday and Sunday, temp to hire

General Labor – Full time, temp to hire, 3rd shift 10pm-6am, must have steel-toed boots. Once hired in they will receive a pay increase and be eligible for insurance, 401K and vacation time

Small engine repair & maintenance – Full time, temp to hire, year round work. Looking for someone that is able to fix belts, repair and set up mowers. Will work M-Sat, 1st shift. Bonus available

Professional

Quality Specialist/Engineer – Full time, day shift. Supervise 2-6 QA and inspectors; BS or AS Degree in engineering. Requires ISO exp., root cause analysis, audit preparation

Human Resources Administrator – Direct hire position. A.S. Degree minimum; HR experience in a manufacturing environment required. Excellent computer and communication skills

Sr. Fire Investigator – Direct Hire. Will head up a new division/profit center. Requires a Bachelors Degree and CFI (IAAI) certification, 10+ yrs. of structural fire investigation experience

Manufacturing Support Assistant – Full-time, temp-to-hire, will assist Sr. Admin in the department with closing jobs, capture data for labor costs, materials, etc. prior to product shipment. Inventory, accounting related applications. Requires TrulinX software experience

Inside Repair Service Technician – start part-time 3 to 4 days per week, evolving to full time. Temp to hire, mechanical and technician skills/experience
Corporate Director of Marketing, Sales and Communication US-OH-Austintown
Responsibilities: Shepherd of the Valley Lutheran Retirement Services, Inc. is seeking an experienced individual to lead our corporate marketing, sales and communications functions. This is a full time salaried position. A minimum of five (5) years in a similar corporate position within the senior living/health care industry is required. A degree in marketing preferred. Shepherd of the Valley Lutheran Retirement Services, Inc. has been in existence since 1972. Since our formation our not-for-profit organization has grown with the development/acquisition of additional campuses as well as expanding into home health care services providing a full continuum of care. Collectively, we serve more than 600 residents in our campus-based settings and in the broader community in Trumbull, Mahoning & Columbiana Counties in Ohio. This position/individual supports the mission, vision and business Strategic Plan, and develops/implements a Corporate Marketing Plan with the Shepherd of the Valley team. In conjunction with the corporate and management team, works to focus the “message” of the organization through creative approaches to tell the Shepherd of the Valley Lutheran Retirement Services, Inc. story using multiple avenues, including corporate and home health websites, social media, publications, lead tracking, community events & promotional activities for the organization. Trains, supervises & evaluates staff on marketing & sales and takes overall responsibility for the marketing/sales program.

Dietary Aide US-OH-Niles & Howland All Shifts Part Time less than 30 hrs.
Dietary Aide US-OH-Poland & Boardman All Shifts Part Time less than 30 hrs.
Responsibilities: Assist cook in preparation of meals following federal, state and local regulations. Maintain cleanliness of equipment, utensils, and work areas. Assist in the preparation, meal delivery, serving, and clean up.

Dietary Cook US-OH-Poland All Shifts Part Time more than 30 hrs.
Responsibilities: Prepare and serve various foods and meals as directed by the dietician, following federal, state and local regulations. Direct activities of one or more assistants in preparing and serving meals. Maintain cleanliness of the kitchen, equipment and supplies. Organize and maintain coolers and dietary stock and supplies. Accurately follow prescribed diet and portion control guidelines.

Home Health Aide US-OH-Austintown Weekends & Evenings Part Time greater than 30hrs.
Responsibilities: Changes bed linens, washes and irons client's laundry, and cleans client's quarters. Purchases, prepares, and serves food for client and other members of family, following special prescribed diets. Assists clients into and out of bed, automobile, or wheelchair, to lavatory, and up and down stairs. Assists client to dress, bathe, and groom self. Entertains client, reads aloud, and plays cards or other games with client. Performs variety of miscellaneous duties as requested such as obtaining household supplies and running errands. Maintains records of services performed and of apparent condition of client.

Housekeeping US-OH-Howland First On Call

APPLY ONLINE NOW!
shepherdofthevalley.com
Shepherd of the Valley Lutheran Retirement Services, Inc.

**Janitorial Porter US-OH-Boardman Second Shift Part Time less than 30 hrs.**
Responsibilities: Cleans and polishes lighting fixtures, marble surfaces, and trim. Cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, and locker rooms and other work areas. Sweeps, scrubs, waxes, and polishes floor. Cleans rugs, carpets, upholstered furniture, and draperies. Transports trash and waste to disposal area. Replaces light bulbs. Transports small equipment or tools between departments. Sets up tables and chairs in auditorium or hall.

**Janitorial / Security US-OH-Howland Third 10pm – 6am Part Time less than 30 hrs.**
Responsibilities: Investigate concerns of residents. Respond to emergency calls in a timely fashion. Wash walls, shampoo carpets, wax floors, clean & maintain bathrooms, floors, lighting, empty trash etc. Ensure safety equipment and supplies are maintained and operate in a safe manner. Responsible for all outside maintenance and light painting. Make scheduled rounds of the premises checking the security of facility & each unit.

**Home Health Registered Nurse US-OH-Austintown First Perdiem**
Responsibilities: Assumes responsibility and accountability for the practice of professional nursing in accordance with the State Nurse Practice Act and standards for home health nursing. Performs comprehensive assessments of client status, including physical, psychosocial, and environmental parameters. Develops and/or follows an individualized Plan of Care that incorporates analysis of date and current scientific findings. Provides skilled interventions aimed at achieving realistic client outcomes within a specified time period. Reports changes and information necessary to modify and update the care plan to reflect progress towards goals (outcomes). Consistently demonstrates competency with technical nursing skills according to personal and legal scope of practice. Assessment skills as applied to the client, family/support system, and environment. Teaching skills according to the client's needs and within the context of the client's environment, value system, and physical/emotional status. Medication administrations. Practices nursing with respect for individual, cultural, and spiritual differences. Communicates effectively in accordance with agency requirements. Reports significant changes in client status to the physician and other members of the team in a timely manner consistent with client needs. Maintains client records showing systemic assessments, planning intervention, and evaluation. Documents legibly and according to agency documentation guidelines and standards. Initiates action to improve the quality of patient care. Takes appropriate actions independently and responsively in home care situation. Initiates referrals as needed to other health team members. Demonstrates safe practice in the use of equipment. Assess safety environment and takes initiative to help prevent accidents and promote safety. Participates in ongoing, professional self-development. Identifies needs for personal professional growth. Participates in all mandatory education per agency guidelines. Demonstrates competency in areas of assignment or identifies the needs for additional training (infusion, specialized equipment, etc.) Participates in the development, implementation and evaluation of Quality Improvement Program and pertinent activities. Supervises applicable home care team members. Be available for on-call rotation as needed. Performs other duties and responsibilities as assigned.

**Residential Assistant (RA)-US- OH-Howland Part-time less than 30hrs.**
**Residential Assistant (RA)-US- OH-Niles AL Part-time less than 30hrs.**
Responsibilities: Answers telephone, signal lights, bells, or intercom system to determine residents' needs. Assists with laundry & specific needs involving their activities of daily living. Oversees residents meal preparation in their rooms. Assists residents with self-administration of medications. Changes bed linens, runs errands, directs visitors.

**APPLY ONLINE NOW!**
shepherdofthevalley.com
Licensed Practical Nurse (LPN) US-OH-Poland All Shifts Part Time less than 30 hrs.
Licensed Practical Nurse (LPN) US-OH-Boardman All Shifts Part Time less than 30 hrs.
Licensed Practical Nurse (LPN) US-OH-Niles All Shifts Part Time less than 30 hrs.

Responsibilities: Interviews resident to determine medical problem/condition and documents in chart for physician. Supervises direct care workers. Assists RN with resident examination as needed. Coordinates care with other disciplines. Must document all services performed. Observes residents and reports adverse reactions to medication or treatment to medical personnel in charge. Charts & documents all resident care according to state regulations. Administers specified medication as directed. Updates nursing staff & doctors with changes in any resident conditions and how to proceed with care. Reviews physician’s orders, lab requests, or follow-up needs with resident. Assures that physician orders are being followed. Required to mentor and train employees, and communicate with residents and families as needed. Required to perform nursing procedures within their scope of practice. Maintains supplies, including stocking & ordering new supplies and disposing of expired or damaged supplies. May be required to assist in directing & monitoring nursing assistants and help resolve any staff problems.

Maintenance Assistant US-OH-Howland First Full time

Responsibilities: Assumes responsibility for supervision of the department in the absence of the maintenance director. This position involves being on-call. Receives written work orders or verbal instructions from supervisor. Cuts grass and trims weeds on organization’s property. Cleans internal areas of buildings, including buffing, dusting, sweeping, and mopping. Washes windows. Empties trash cans and consolidates trash for weekly pickup. Paints interior and exterior walls and trim. Repairs parking lot and sidewalks with asphalt, cold patching materials, and concrete. Operates snow removal equipment to maintain parking lots and sidewalks. Maintains and repairs buildings' plumbing and electrical systems, including replacing worn or defective parts such as switches and fuses. Repairs or replaces building brick, stone, and concrete.

Nurses Aide (STNA) US-OH-Boardman Third Shift Part Time less than 30 hrs.
Nurses Aide (STNA) US-OH-Howland & Howland AL All Shifts Part Time less than 30 hrs
Nurses Aide (STNA) US-OH-Niles All Shifts Part Time less than 30 hrs

Responsibilities: Answers signal lights, bells, intercom system to determine residents' needs. Bathes, dresses & undresses residents. Serves /collects food trays and feeds residents requiring help. Transports / assists residents to walk. Turns /repositions bedfast residents, alone or with assistance, to prevent bedsores. Takes /records temperature, blood pressure, pulse /respiration rates, food /fluid intake /output, as directed. Cleans, sterilizes, stores, prepares, issues dressing packs, treatment trays, other supplies.

APPLY ONLINE NOW!
shepherdofthevalley.com
Registered Nurse (RN) US-OH- Howland 7a-7p Shift Part Time greater than 30hrs.
Registered Nurse (RN) US-OH- Boardman 11p-7:30a Shift Part Time less than 30hrs

Responsibilities: Explains procedures and treatments to residents to gain cooperation, understanding, and allay apprehension. Maintains awareness of comfort and safety needs of resident. Communicates with family members regarding the progress of the resident. Charts all required and necessary information regarding the residents. Required to observe and direct the nurse aide staff and assist in orientation of new staff. Observes resident, records significant conditions and reactions to drugs, treatments, and significant incidents. Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of resident. Responds to life saving situations based upon nursing standards, policies, procedures, and protocol. Initiates a resident education plan according to the individualized needs of the resident, as prescribed by facility policy including resident and family instruction. Participates in department or unit quality improvement activities. Directly supervises staff members in the Nursing Department and may be responsible for nursing care in a particular unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Social Service Director US-OH-Howland First Full time

Responsibilities: Works in close collaboration with physicians and other health care personnel in resident evaluation and treatment to further their understanding of significant social and emotional factors underlying resident's health problem. Coordinates discharge planning process. Helps resident and family through individual or group conferences to understand, accept, and follow medical recommendations. Coordinates and actively participates in weekly interdisciplinary care plan meetings. Provides service planned to restore resident to optimum social and health adjustment within resident's capacity. Prepares resident histories, care plans, and reports. Participates in planning for improving health services by interpreting social factors pertinent to development of program. Provides general direction and supervision to Social Service Designee (if applicable). Directly supervises the Social Service Designee (if applicable). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Shepherd of the Valley Lutheran Retirement Services, Inc.

June 13, 2014

APPLY ONLINE NOW!
shepherdofthevalley.com
WKBN Posting:

Category: Sales

Position/Title: Sales Assistant

Details:

JOB SUMMARY:

Provides various office support activities. Principal Duties & Responsibilities: • Identify, enhance, and follow specific processes and procedures to maximize the efficiencies of the business to which the support is being provided. • Ensure the correct functioning of facilities, office and/or business support services. • Prepare reports; meeting deadlines. • Acquire, distribute, and store supplies. • Analyze internal processes and recommend changes for improvement. • Monitor records retention & destruction. • Oversee the maintenance and repair of equipment and systems. Specialized Knowledge/Skills/Abilities: • Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures. • Ability to assess needs of clients/team members in order to meet the needs of the business. • Problem-solving and deductive reasoning is required to accomplish tasks. • Clear and concise communications both through writing & presentation skills. • Effective use of time is very important in this position. • Excellent customer service skill.

Vacancy Type: Full Time

Date Posted: 6/13/2014

Closing Date: 9/13/2014

City: Youngstown - 44512

State: Ohio

URL: http://www.wkbn.com

Experience: EDUCATION/EXPERIENCE:

Associate’s degree, vocational school or equivalent experience required. Minimum 3
years previous work-related experience.

TRAINING/EQUIPMENT:

Desktop computers, MS Office to include: Word, PowerPoint, Excel, Adobe, And Outlook.

Requirements:
WORK ENVIRONMENT/MENTAL/PHYSICAL REQUIREMENTS:

This position requires a cooperative, pleasant attitude, and a willingness to take on additional responsibilities and challenges. May work in a high stress environment with deadline pressures. NOTE: This job description contains the basic requirements for the position and is NOT intended to be a complete list of responsibilities; other duties may be assigned.

Contact:
If you want to apply for this position go to wkbn.com under jobs and apply for the job: Admin Services KBN104

EOE/MINORITIES/FEMALES/VET/DISABILITY

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
Seeking Experienced CNAs, Home Health Aides & STNAs for positions throughout Trumbull County

Requirements

Driver’s License    Transportation
Auto Insurance      HS Diploma/GED
Drug Screen         Clean Background

We offer
Flexible Scheduling  Local Assignments  PTO

Apply On-line – www.youngstowncomfortkeepers.com
Email – Brenda@youngstowncomfortkeepers.com

OPEN INTERVIEWS
6/6/14 & 6/19 at the Trumbull County One Stop
Call Center Positions Available

Our Warren office is expanding and we are in need of full and part time phone sales reps.

Must Have:
  Positive Attitude
  Good Phone Voice
  Willingness to Learn

Hourly wage + Bonus's

Very Flexible Schedule – can accommodate your class schedules

Contact us today for a brief phone interview:  330-394-1555

Progressive Business Publications
5000 E. Market St, Warren OH 44484
RESPONSIBILITIES

A.) Receiving purchase orders from Kings Company customers and overseeing the manufacturing and delivery of the orders from our suppliers to our customers.

- Receive customer orders by phone, fax or email and determine if the order is a full truckload, call the appropriate supplier and workout a proposed full load of what percent needs cut to equal one load. Also, find out from supplier what delivery date is best. Call the customer back with details concerning amounts ordered and a firm delivery date.

- Give order to Kimberly to enter into computer.

- After order is given back – check order to make sure all sizes and quantities are correct.

- Fax or mail order to the appropriate supplier.

- Keep the pink copy of the purchase order.

- Pink copy is placed into supplier book filed in order by delivery date.

- If there are any problems, they should be discussed with David or Jayson.

- On Thursday or Friday, a schedule for our mills needs to be made out. Schedule accordingly around holidays.

- Call mills daily or as needed to discuss orders.

- Two days prior to the completion of each order, trucking needs to be arranged.

- Call or email truck companies, negotiate freight rate and schedule pick up and confirm delivery of all orders (each load must have a firm delivery charge).

- Fax or email confirmation sheet to trucking company.

- The trucking information (pick update, delivery date and amount of freight rate) is written on the pink copy in the supplier book.
The customer is also called, letting them know if their load is on schedule and the delivery date. A phone call or email is also placed the day the load is delivered to make sure it was received and that everything was okay with their lumber.

Each load is followed either mentally or with telephone calls from order to delivery. The status of each order is to be known or able to be called up quickly in order to eliminate mix-ups in orders, late deliveries, and problems and the mills. The immediate recalling of order status also gives the office credibility when the supplier, trucker or customer calls with questions and/or changes.

B.) Responsible for answering telephone and handling situations or informing appropriate person of situation immediately.

C.) If needed, call or email customer to get their purchase order number for Lisa when a load delivers.
EMPLOYMENT OPPORTUNITY: ASSISTANT PROJECT ENGINEER
Roma Designs Construction, LLC is seeking an Assistant Project Engineer to join our staff!

ROMA Designs Construction was founded in Cleveland, Ohio in 2004 by Perry Williams. ROMA Designs is a Minority Business Enterprise that specializes in general contracting services for commercial, industrial and institutional construction. ROMA Designs Construction offers a large range of professional services in construction including pre-construction estimating, project engineering and project management. We are affiliated with the United Brotherhood Of Carpenters And Joiners Of America Local 21, Iron Workers Local 17 and the United Union of Roofers Waterproofers & Allied Workers Local 44. As a sub-contractor, Roma Designs Construction has expertise in self-performing rough and finish carpentry, doors, frames and finish hardware installation, and miscellaneous metal installation.

Job Description:
Under supervision of a Project Engineer or Project Superintendent, prepares plans and estimates for construction projects. Performs professional field engineering work and supervises construction projects to insure the contractor’s compliance with appropriate plans and specifications. Administers construction projects by completing necessary forms, pay vouchers, field books, and correspondence and performs related work as required. Performs public relations work with contractors and the public.

Requirements:
- Bachelor’s degree in Construction and/or Engineering
- Proficient in Microsoft Office, Primavera 6, and other related construction software
- Knowledge of developing scopes of work and ability to provide value engineering to control or decrease project costs
- Knowledge of BIM, On Screen Take Off and Plan Grid software
- OSHA 30 hour safety training
- Knowledge of the Health Care and/or Educational Construction helpful

Please send resumes to JMidcalf@romadesignsconstruction.com or PWilliams@romadesignsconstruction.com or fax to 216.431.0301.
JOB NOTICE

COUNSELOR - LISW

MERIDIAN COMMUNITY CARE, one of northeast Ohio’s largest non-profit behavioral healthcare agencies, seeks an energetic, team oriented Counselor to work full-time in our Co-Occurring Treatment Program. Duties to include assessments, individual and group counseling, case management, electronic documentation, etc. Competitive salary and benefits. For more information on our Agency, please visit www.MeridianCommunityCare.org

QUALIFICATIONS: Master’s Degree and LISW required (applicants that will become an LISW in the near future will be considered). Competency or training in chemical dependency treatment preferred.

APPLICATION PROCEDURE: Send resumes to the attention of S. Bancroft, at the address listed below, by e-mail at sbancroft@MeridianCommunityCare.org or by FAX at 330-259-1353. In lieu of resumes, applications may be obtained from the receptionist at the address listed below.

MERIDIAN IS A DRUG-FREE WORKPLACE

05/18/14
LOT ATTENDANT

Full time incl. some Saturdays & evenings as scheduled. Must have valid driver's license & able to drive manual trans.

Apply in person at:
APOSTOLAKIS HONDA
3156 Elm Road
Cortland, OH
2 mi. N of Super Walmart or at:
www.apostolakis honda.com
No phone calls please.
JOB NOTICE

PREVENTION EDUCATOR

Meridian Community Care is searching for an energetic detail-oriented individual to provide comprehensive programming, education, and training services in the schools and community. Full-time with benefits. Occasional evenings, overnight stays and weekends.

QUALIFICATIONS: BA/BS in Social Sciences required; OCPS Certification preferred. Experience working with youth preferred. Proficiency in MS Office.

APPLICATION PROCEDURE: Forward resume to M. Fortner at the address listed below, or email megfortner@MeridianCommunityCare.org, or by FAX at 330-797-9148. In lieu of resumes, applications may be obtained from the receptionist at the address listed below or at MeridianCommunityCare.org.

MERIDIAN COMMUNITY CARE IS A DRUG-FREE WORKPLACE

5/16/2014
JOB NOTICE

CASE MANAGER (VETERAN’S PROGRAM)

MERIDIAN COMMUNITY CARE, one of northeast Ohio’s largest non-profit behavioral healthcare agency seeks an energetic, detail oriented individual to provide case management; client advocacy; outreach; life skills/education groups; etc. at our residential veteran’s center. Full-time with benefits; Competitive salary.

QUALIFICATIONS:  Bachelor’s Degree and LSW or CDCA preferred.

APPLICATION PROCEDURE:  Send resumes to the attention of J. Lenyk at the address listed below, by e-mail at jlenyk@MeridianCommunityCare.org or by FAX at 330-746-3476. In lieu of resumes, applications may be obtained from our website or at the address listed below.

MERIDIAN COMMUNITY CARE IS A DRUG-FREE WORKPLACE

5/9/2014
My name is Todd Blazsek and operate a small land surveying company in Trumbull County. Currently looking for summer help. Work duties would include field work for land surveys, must like the outdoors. Possible office work, this would include cad drawings of survey maps. Some travel, always return the same day. Work is in Northeast Ohio and northwest PA. An asset, would be someone that is currently pursuing a career in the engineering field. Advanced math skills would be helpful. Conventional survey equipment as well as, GPS equipment is used on a daily basis. Small firm, looking for someone part-time for the summer. Anyone interested, contact myself by cell phone.
Thanks,
Todd

- T.L. Blazsek Land Surveying, Inc.
- 4790 St. Rt. 82
- Newton Falls, OH 44444
- 330-647-2682
Cortland Banks Job
Posting

The following position(s) is currently open. If interested in applying for this position, please email your resume to dmack@cortland-banks.com.

POSITION TITLE: Marketing Assistant
POSTING NUMBER: #2013-13
SUPERVISOR: Marketing Director

JOB GRADE: 04B
DEPARTMENT: Marketing
STATUS: PART TIME

Work Hours:
25 hours per week

Work Days:
Monday through Friday
Saturdays (as assigned)

Job Objective (Purpose of the Position):
The Marketing Assistant will perform duties with supervision from the Marketing Director. The Marketing Assistant will assist the marketing director in completing projects, tracking, daily tasks, research, communicating with branches, media and sponsors, and miscellaneous projects as assigned. Results are expected to be consistent, accurate and on time.

Essential Job Functions (Function essential to attaining job objectives):
1. Execute reports (daily, weekly and monthly) created by the marketing director that are both accurate and complete.
2. Receive and organize community sponsorships from the branches, and maintains communication with accounting and compliance (for CRA).
3. Maintaining communications with the Retail, Commercial, Mortgage and Investment Groups throughout promotions to insure information submitted is accurate, complete and on time for reporting.
4. Conducting market research under the direction of the marketing director for projects requiring market comparisons.
5. Rate submissions weekly to the requesting media sources.
6. Assisting with Marketing-Related Projects (i.e. new products, website, etc.)
7. Misc. projects as assigned.

Non-Essential Functions (Marginal tasks performed by incumbent of this position):
1. Maintaining Marketing Inventory.
2. Collecting information to be used in the Bank Newsletter.
3. Updating e-mail address database for e-mail blasts.
4. Trade Show set-up and prep assistance.
5. CRM system: User, updating and reporting.
6. Ad pricing collection from media sources for review by marketing director.
7. Marketing Committee Minutes.
8. Returning phone calls (e.g. sponsorship requests, advertising requests).
10. CRA Event prep assistance.
Cortland Banks Job Posting

11. Assistance with editing press releases and commercials created by the marketing director.

Accountabilities and Goals:
Responsible for assisting the Marketing Director to complete tasks as assigned for the benefit of the Bank, Cortland Bancorp, CSB Mortgage and the Cortland Investment Group. Possess excellent communication skills for external and internal communications. Assisting the Marketing Director in ensure that all advertising and promotional activities are consistent with the strategic objectives of the Bank, Bancorp, CSB and CIG. Acknowledging and following all policies and procedures in accordance to policies and strategic objectives established by Executive Management and/or the Board of Directors consistent with all applicable regulations and laws.

General Description (A descriptive account of how this job is done to someone who has never done it):
Assist the Marketing Director in the coordination of marketing for the Bank, Bancorp, CSB Mortgage Company, Inc. and Cortland Investment Group (about 70%). Working with outside vendors and projects (about 20%). Attending committee and management meetings and other duties as assigned (about 10%). Sitting, about 70%, standing, about 10% and walking about 20%.

Job Standards (Minimum qualifications needed to perform essential job functions):
1. Marketing (or related field) Major or Degree in Marketing (or related field)
2. 1-2 years of experience (or equivalent education), which should include collaborative teamwork
3. Good communication skills
4. Experience with Word, Excel and PowerPoint

Job Location (Place(s) where work is performed):
Main office and all branch locations, Monday through Friday. Some weekend and extra hours may be required as needed. Travel to locations outside the bank may be required as needed.

Equipment (Machines, devices, tools, etc., used in job performance):
1. Computer
2. Copier
3. Fax Machine
4. Calculator

Critical Skills Experience (Needed for this job specifically):
1. Computer skills – Above average to excellent computer skills – Excel will be used often.
2. Calculator skills – Average to above average calculator skills.
Cortland Banks Job Posting

3. Communication and reasoning skills – Above average to excellent communication and reasoning skills. Possesses the ability to work in a collaborative environment.

4. Organizational skills – Average to above average organizational skills.

5. Analytical skills – Average to above average analytical skills.

6. Basic CRM system knowledge.

7. Highly organized.

8. Good communication skills.

9. Good analytical skills.

10. Good multi-tasking skills.

Profile:

1. The successful candidate must be optimistic, articulate, loyal, reliable, patient, accurate, tactful, systematic, diplomatic and thorough.

2. The candidate must be a problem solver, decision maker, goal oriented, assertive, and possess good communication skills.

3. Also must be helpful, courteous, able to concentrate, tenacious, calm and an excellent listener, detail oriented, careful and logical.

The Bank retains the right to change the terms and conditions of the position(s) at any time.

Director of Human Resources: Lance A. Morrison
CAD Designer/ Machinist

About the Job

Designing using CAD, CNC & manual machining, writing NC Code, Blueprint reading, basic electrical knowledge is a plus.

Requirements:

- Education minimums Associates degree in applied science
- 2+ years of experience in CNC machining
- Proficient use of AutoCAD
- Ability to work with others in a team environment
- Strong communication and computer skills
- Dependable transportation
PLC Field Service Technician

About the Job

Designing, programming, servicing, and installing machine control systems for various types of machines using PLCs, VFDs, computers and other hardware. Will be required to perform field service and startups in Northeast Ohio.

Requirements:

- Education minimums Associates degree in applied science
- Knowledge of PLC programming
- Proficient use of AutoCAD
- Demonstrate excellent ability to problem solve, debug, troubleshoot, repair and test machine control software and hardware
- Ability to work with others in a team environment
- Strong communication and computer skills
- Dependable transportation
Currently seeking a Chemical Dependency Counselor/Tobacco Treatment Specialist, for our NewStart program affiliated with Humility of Mary Health Partners. Please find the job description and requirements below. Interested candidates should visit HMHP.org for position number 168564.

Job Accountabilities:

Under the direction of the Manager of New Start, assumes responsibility for the case management of those clients assigned by the Manager. This includes assessment, treatment planning, case review, discharge planning and crisis intervention. Provides direct service to clients through individual, group, family counseling and delivery of continuing care services. The counselor is responsible for the ongoing follow-up and data collection for clients discharged from New Start Treatment Center at 3 months, 6 months and 1 year. The Counselor is also responsible for utilization and review of those clients assigned. Provides education to community through lectures on substance abuse and chemical dependency. Provides consultation to health care systems and judicial systems. The Tobacco Treatment Specialist is a professional who possesses skills, knowledge and training to provide effective, evidence-based interventions for tobacco dependence across a range of intensities. Under the direction and supervision of the Program Manager of New Start, assumes responsibility for the case management of those clients assigned by the Program Manager. Includes assessment, education, documentation, treatment planning, pharmacotherapy, case review and discharge planning. Provides direct service to clients through the assessment, 5A’s intervention, individual and group counseling and administration of pharmacotherapy. The Tobacco Treatment Specialist is responsible for collaboration and education to primary care clinicians within the HMHP system as well as data collection.

Education:

License in Chemical Dependency is required or equivalent; LCDC III. Masters Degree or above in the Human Services or Health Care field with one year of full time counseling or health care experience, OR a Bachelors in Human Services or Health Care field with two years of full time counseling or health care experience. Must complete training approved by Ohio Dept. of Health and pass certification test before providing tobacco treatment services. Certifications must be maintained. All Tobacco Treatment Specialists must be non-users of any tobacco products. Basic Life support or American Heart Assoc. Heart Saver AED mandatory.

Experience:

A minimum of 5 years of supervisor work experience in a treatment center where the primary responsibilities were related to case management and providing direct service. Experience in an addiction treatment setting is desirable. (Educational experiences will be evaluated and may be substituted for work experience).
JOB NOTICE

ADMINISTRATIVE ASSISTANT

MERIDIAN COMMUNITY CARE, one of the area’s largest behavioral healthcare agencies, is searching for an Administrative Assistant to work in our men’s residential treatment center. Duties to include answering phones, data entry, maintaining client charts, client intakes, interacting with clients, etc. Full-time with benefits.

QUALIFICATIONS:  Must be proficient in Microsoft Word, Excel, and Outlook. Must have good communication skills, pay attention to detail, be assertive and be able to multi-task.

APPLICATION PROCEDURE:  Send resumes to the attention of Julie Lenyk at the address listed below, by e-mail at jlenyk@meridiancommunitycare.org or by FAX at 330-259-4684. In lieu of resumes, applications may be obtained from the receptionist at the address listed below.

MERIDIAN IS A DRUG-FREE WORKPLACE

04/22/14
JOB NOTICE

CASE MANAGER

MERIDIAN COMMUNITY CARE seeks an energetic, detail oriented individual to join our Assessment Team. Will provide case management services including client advocacy, outreach, referrals and linkage, data collection, etc. Full-time with benefits; Competitive salary.

QUALIFICATIONS: Bachelor’s Degree and LSW or CDCA required.

APPLICATION PROCEDURE: Send resume to the attention of Molly Van Steenberg, at the address listed below, by fax at 330-797-9148, or e-mail at mvansteenberm@MeridianCommunityCare.org. In lieu of resumes, applications may be obtained from our website or the receptionist at the address listed below.

MERIDIAN COMMUNITY CARE IS A DRUG-FREE WORKPLACE

4/23/2014
JOB NOTICE

CASE MANAGER

MERIDIAN COMMUNITY CARE is seeking an energetic, detail oriented individual to provide case management services; client advocacy; outreach; life skills/education groups; data collection; data entry; etc. Primary focus will include working with clients in our adult residential treatment facilities. Full-time with benefits; Competitive salary.

QUALIFICATIONS: Bachelor’s Degree and LSW and/or CDCA required.

APPLICATION PROCEDURE: Send resume to the attention of Julie Lenyk at the address listed below, by e-mail at jlenyk@MeridianCommunityCare.org or by FAX at 330-259-4684. In lieu of resumes, applications may be obtained from the receptionist at the address listed below.

MERIDIAN COMMUNITY CARE IS A DRUG-FREE WORKPLACE

4/22/2014
BUILDING ASSEMBLER (9)

Legacy Measurement Solutions is looking for an Assembly to be a part of our cutting edge team focused on developing and maintaining the next generation of award winning measurement solutions. In this role the Assembly assembles individually finished parts that result in a completely assembled product. This position also performs the hydrostatic testing, preservation and final inspection of the product before it moves to the next process. Must possess High School Diploma or equivalent with one year of experience.

**Essential Duties and Responsibilities:** *may include any or all of the following. Other duties may be assigned.*
- Ability to use hand tools and shop equipment to assemble, lift/move and hydrostatically test product.
- Able to read, interpret and follow drawings to assemble product correctly and test at specified pressures and duration.
- Able to read pressure gauges, recording charts and fill out proper documentation.
- Qualified to drive a forklift.
- Observe and follow all company safety rules and regulations.

MATERIAL HANDLER (1)

The major duty of a material handler is handling and managing all stock items, receiving deliveries into the warehouse, filling orders given to him by the different departments, and handling highly confidential information or items such as money. It is the material handler’s responsibility to ensure the stable flow of materials in the supply chain. Must have High School Diploma or equivalent with one year of experience.

**Essential Duties and Responsibilities:** *may include any or all of the following. Other duties may be assigned.*
- Load and unload materials in warehouses and storage facilities. Some materials are moved by transport equipment like trucks and trains.
- Material handlers are the ones who load and unload these shipments. When materials are delivered, it is the handler’s task to ensure accuracy of the delivery through comparing the invoice and the actual items.
- Material handlers also prepare the materials for shipping.
- Weigh, pack, and stamp them and choose the shipment method as according to shipping procedures, routes, and rates. Material handlers participate in routing, counting, and inspecting items while loading and unloading trucks. They also prepare necessary shipping forms such as bills of lading.
- Duties may include providing on the job training to lower level employees and resolving problems regarding shipping, receiving, and stock operations.
WELDER (9)

CODE WELDERS

Fabricate and assemble various steel parts per company drawings/specifications using ASME approved and qualified welding procedure specifications. Use and maintain related shop equipment for welding and product movement. Candidate must have 6-G Vessel or Spool experience required. Associate’s degree (A.A.) or equivalent from two-year of college or technical school and 6 months to 1 year related experience and/or training; or equivalent combination of education and experience.

Essential Duties and Responsibilities: may include any or all of the following. Other duties may be assigned.

- Read and interpret company drawings and specifications
- Ability to pass weld test meeting ASME requirements
- Communication with outside inspection agencies
- Operate and maintain welding equipment efficiently
- Observe and follow all company safety rules and regulations

PAINTER & BLAST (1)

Under limited supervision, this position is responsible for the surface preparation, paint mixing, and painting of various fabricated units and manufactured components as per the customer’s specifications and the quality standards provided by engineering. Duties include the use and maintenance of all related equipment necessary to complete the painting. High school diploma or equivalent and 4 + years of related experience.

Essential Duties and Responsibilities: may include any or all of the following. Other duties may be assigned

- Responsible for surface preparation such as grinding, buffing, washing with a high pressure washer, application of undercoating, and tapering/covering areas or components that should not be painted. Erects various types of scaffolding, staging, ladders, and planks to reach surfaces of work area
- Operates compressors, striping machines, sandblasters, spray equipment, and other small power equipment, including brushes, and/or paint rollers
- Responsible for the identification, safe handling, and appropriate disposal of paints, stains, preparatory and undercoating materials, and other hazardous materials
- Selects premixed paints, or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors and quality standards. Duties may require auto-body repair including dent removal, body puttying, sanding, and blocking as well as commercial grade auto painting/finishing
- Applies coats of paint, varnish, stain, enamel, or lacquer to embellish and protect interior or exterior surfaces, and fixtures of various fabricated units and manufactured components as per specifications and the quality standards provided by engineering
SUMMER PRODUCTION OPENINGS
FOR COLLEGE STUDENTS

“EARN and LEARN!”

- Excellent Wages – $11.00/hr. with overtime available
- Exposure to continuous improvement techniques, 5S projects and teamwork in action
- Comprehensive Safety Program
- Paid break and lunch periods
- Must be available to work any shift
- Must be capable of heavy lifting and able to work at a fast and steady pace
- Uniforms provided with full laundry service

COME JOIN OUR TEAM!

Apply in person at Hexpol Compounding – Burton Rubber Processing
Human Resources Department
14330 Kinsman Road, Burton, OH 44062
8:00 AM – 5:00 PM
**JOB DESCRIPTION**

**Job Title:** Customer Service Representative I  
**Department:** Retail  
**Reports To:** Banking Center Manager/Banking Center Officer  
**Status:** Non-Exempt  
**Pay Grade:**

**Job Summary:**
Provide prompt, efficient, accurate and friendly service to each customer of the Bank. Put service first by doing more than our customer expects.

**Job Duties:**
- Responsible for processing customer transactions that include deposits, withdrawals, loan payments, cashing checks, etc. while providing an unsurpassed client experience.
- Project friendly, positive and professional bank image.
- Know and adhere to Personnel and Operations policies and procedures.
- Maintain the highest level of confidentiality with regard to customer/employee information.
- Promote and cross-sell the Bank’s products and services to new and existing clients, assuring proper servicing and referrals with the appropriate team member.
- Identify customer needs and establish and maintain professional, courteous relationships with customers.
- Organize teller procedures and work area for neat and efficient operation and control.
- Work cooperatively with all Bank employees.
- Perform other projects and duties as requested.

**Required Knowledge/Skills/Abilities:**
- High School Diploma or equivalent.
- Experience with computers and customer contact.
- Cash handling experience is highly preferred.
- Excellent customer service skills and a positive attitude.
- Good communication skills essential.
- Basic computer knowledge.
- Ability to handle confidential information professionally.
- Ability to occasionally lift/ or move up to 25 pounds.
- Capable of standing for long periods of time.
- Detailed –oriented and strong organizational skills.
- Willingness to learn.
- Ability to identify and recognize opportunity for referrals.
- Must act and dress in a professional, courteous manner to employees, co-workers, business contacts, and all other individuals with whom this position comes in contact.

**General Working Conditions:**
This position entails standing for long periods of time. While performing the duties of this job, the employee is required to communicate effectively with other, sit, stand, walk, and use hands to handle keyboard, telephone, paper, files, and other equipment and objects. The employee is occasionally required to reach with hands and arms. This position requires the ability to review detailed documents and read computer screens. The employee will occasionally lift and/or move up to 25 pounds. The work environment requires appropriate interaction with others. The noise level in the work environment is moderate. Occasional travel to different locations is required.

_July 26, 2011_  
G. Cortner
This classification description is intended to indicate the general kinds of tasks and levels of work difficulty that are required of positions given this title and should not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of the employees under her/his supervision. The use of a particular expression or illustration describing duties shall not exclude other duties not mentioned that are of a similar kind or level of difficulty.

July 26, 2011
G. Cortner
Job Announcement:

VEC, Inc. is seeking a full-time Purchasing Assistant. Successful candidate will have the ability to complete data entry tasks in our accounting system and perform data entry on other platforms such as Word and Excel. Outlook experience preferred. Must be highly organized, detail oriented and able to meet deadlines. Purchasing background helpful.

Resumes can be submitted to ldurbin@vecohio.com.

Lisa Durbin
Human Resources Support

VEC INC.
977 Tibbetts Wick Rd II Girard, OH 44420
Office: 330.539.4044 x1121
www.vecohio.com
We are currently seeking long-term dedicated employees. Opportunities for advancement exist. Experience is not required. Applicants must be at least 18 years old to be considered. Below are basic job descriptions for positions that we are currently looking to fill. I have also attached an application for anyone who may be interested. He/She may return it by mail, email (HR@cortlandhardwood.com), or in person.

1 - Machine Operators – Immediately
1 - Accountant/Financial Advisor – Immediately
1 – Finish Specialist – Possible Opening
1 - Inside Sales Person – Possible Opening
1 - Outside Sales Person – Possible Opening

**Machine Operator – Starting $8.00- $12.00/ Hr Depending on experience**

**Responsibilities:**
- Operate various types of machinery in the millwork manufacturing industry such as, but not limited to: planers, rip saws, re-saws, moulders, grinders, glue line, and shapers.
- Maintain a safe, clean, and organized work environment.
- Ensure proper quantity and quality of input and output of your machine.
- Ensure all basic maintenance is completed for your area of responsibility.

**Qualifications:**
- Capacity to work under pressure while observing high quality standards.
- Can easily complete basic math tasks.
- Capable of using tape measure, ruler, calipers, and scales.
- Capable of working with others or individually.
- Must have a valid driver’s license.
- Forklift experience would be beneficial.

**Accountant/Financial Advisor – Hourly/Salary Options Available**

**Responsibilities:**
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Prepares payments by verifying documentation, and requesting disbursements
- Reconciles financial discrepancies by collecting and analyzing account information.

**Qualifications:**
- Accounting background a must.
- Excellent reporting skills.
- Capable of confidentiality.
- Must have general math skills.
- Demonstrates strong attention to detail.

**Finish Specialist-Hourly - Depending on experience**

**Responsibilities:**
- Finish products for multiple applications and equipment.
Equipment
Conventional hand finish methods.
HVLP/conventional air systems.
Airless/air assisted airless.
Filtration systems.

Application
Staining-Penetrating/Wiping/Gel Stains.
Finishing-Poly’s/Lacquer/H2O/Oils-Finish
Painting-Oils/Latexes

Knowledge
Possess working knowledge of woods and wood finishing processes and preparation.
Maintain a safe, clean, and organized work environment.
Ensure proper quantity and quality of input and output of the finish department.
Ensure all basic maintenance is completed for your area of responsibility.

Qualifications:
• Capacity to work under pressure while observing high quality standards.
• Can easily complete basic math tasks.
• Capable of using tape measure, ruler, calipers, and scales.
• Capable of working with others or individually.
• Must have a valid driver’s license.
• Forklift experience would be beneficial.

Inside Sales — Starting $8.00- $12.00/ Hr Depending on experience

Responsibilities:
• Ensure customer satisfaction.
• Answer the phone.
• Help walk in customers with plans and designs.
• Assist outside sales personnel.
• Do quotes & estimates.
• Do print take-offs.
• Ensure all take-offs & estimates are complete and accurate.
• Be knowledgeable in all product & services we carry.
• Pull orders and put stock away.
• Load & unload trucks when necessary.

Qualifications:
• Must be friendly, helpful and cooperative.
• Can easily complete basic math tasks.
• Capable of using tape measure, rulers, and scales.
• Capable of using a computer for email, Word, Excel, and other programs.
• Capable of working with others or individually.
• Must have a valid driver’s license.
• Experience in building industry would be beneficial.
Outside Sales—Starting $20,000 - $30,000/ Yr Depending on experience + Commission

Responsibilities:

• Meet with customers at jobsites & customer offices.
• Attend trade shows and networking events.
• Ensure customer satisfaction.
• Obtain new customers through daily interactions & prospecting.
• Do print take-offs.
• Take field measurements.
• Introduce new products to the customers.
• Deliver some small orders to customers.
• Be knowledgeable in all product & services we carry.

Qualifications:

• Must be friendly, helpful and organized.
• Must have a complete understanding of building practices and construction industry.
• Capable of using tape measure, rulers, and scales.
• Capable of using a computer for email, Word, Excel, and other programs.
• Must have a valid driver’s license and vehicle to be used for job.
• Outside Sales Experience in building industry is required.
ANTICIPATED VACANCY NOTICE: 7-12 Mathematics Teacher

EFFECTIVE: 2014-2015 School Year
POSTING DATE: April 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

• Ohio Licensure: High School Mathematics (7-12)
• Master’s Degree preferred
• Experience with Project Lead the Way preferred
• Excellent evaluations and performance reviews
• Can articulate and demonstrate understanding and implementation of the Common Core State Standards (CCSS) and/or Ohio’s New Learning Standards
• Experience with the College Board preferred
• Documented and proven ability to teach in a blended or flipped learning environment
• Previous experience/training with a learning management system (LMS). Blackboard preferred
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Training and experience in using cooperative learning, problem-based learning, thematic instruction, integrated planning, simulations, and other models of teaching that promote student’s engagement in their learning
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Has strong background in positive behavior management and can relate to the at-risk with families, parents, courts and social agencies that provide services to students
• Has a strong background in positive classroom management and can deescalate negative situations; familiarity with learning styles and multiple intelligences
• Willingness to work as a member of a team-oriented faculty
• Commitment to improving student performance as measured by the Ohio Achievement Assessments, Ohio Graduation Test, ACT, and other performance-based end of course exams

A COMPLETED APPLITRACK APPLICATION, CURRENT RESUME AND TWO LETTERS OF RECOMMENDATION MUST BE RECEIVED ONLINE. CANDIDATES WILL NOT BE CONSIDERED WITHOUT A COMPLETED APPLICATION. PAPER APPLICATIONS, RESUMES OR TRANSCRIPTS WILL NOT BE ACCEPTED. SUBSTITUTE TEACHERS PLEASE USE THE EXTERNAL LINK ON APPLITRACK.

http://www.applitrack.com/wooster/onlineapp
Quality Control Supervisor

Northeast Ohio Manufacturer, a United States Government Engineering Contractor, has an opportunity for a Quality Control Supervisor. Applicant must possess the ability to read and interpret blueprints, be able to use a wide range of inspection tools and gauges, and determine the proper methods of inspection. Responsibilities include supervising 4 Quality Control Inspectors, setting priorities, establishing schedules and supervising shipping, receiving and storeroom activities. Individual will also be responsible for 1st article inspections at our vendor’s facilities. Prior supervisory experience, machining background, knowledge of non-destructive testing, and experience with CMM is helpful, but not required. Company will provide training to a qualified individual. A great opportunity for an individual looking for a career, not just a job. Hours are Monday thru Friday 6 A.M. to 5 P.M. Periodically, Saturday and Sunday work is required.

We offer an aggressive wage and incentive compensation package, competitive health and dental programs, educational reimbursement, and a shared cost professional fitness program. In addition to industrial capabilities, we are a United States of America Government contractor and therefore the successful candidate will have to pass a United States Government directed background check.

We are an Equal Opportunity Employer.

Interested candidates should send resumes to: tdria@huntvalve.com
Great Expectations Learning Center

Our centers currently has three openings available. We are searching for two positions at our two Hubbard, Ohio locations. 
1. After School teacher- 2:30/3:00 to 6:00 Monday thru Friday. This position is an extensions of our young children's school day. We plan hands-on activities to enhance their learning. Our students work on a variety of projects that allow them to work with other children to accomplish their goals. Position can develop into full time hours during the summer months.
2. We are searching for a part-time teacher who will work in our preschool location. Work will encompass all ages, from birth to 5 years of age. We are currently applying for Step Up to Quality, so Early Childhood Edu. is a must. Again, we are searching for a teacher that will plan hands-on activities for our young children so they can learn and experience. This position has flexible hours. Will train. Current certifications required. Competitive wage. Call 330-534-5562 for an interview.

Our Warren location is looking for a part-time toddler teacher, with the possibility of developing into a full time position. Candidate must love working with young children and be able to work with The Creative Curriculum. We will train. We are looking for a fun individual who will work along with the young children in our center. Competitive wage. Call 330-841-1230 for an interview.
Hiring for Infant/Toddler Lead and Associate Teachers

The Child Development Center in Youngstown is looking to add enthusiastic educators to their team. Our program hours are M-F 6:45 am to 6:00 pm. We are a Four Star Step Up to Quality rated center that uses Creative Curriculum.

Our Infant/Toddler program includes ages 6 weeks to 36 months with a ratio of 1:4 for ages 6 weeks to 18 months with a group size being no bigger than 8. The ratio for ages 18 months to 36 months is 1:5 with a group size being no bigger than 10.

**Infant/Toddler Lead Teacher Qualifications:**

The person selected for this position must be professionally prepared as a teacher of young children, especially in the field of early childhood education or development, with a minimum of an associate’s degree. Person must be able to move with ease from the floor to a standing position and vice versa and lift at least 45 pounds.

**Infant/Toddler Lead Teacher Responsibilities:**

- Planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the center
- Being responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom
- Conducting parent conferences on children’s school adjustment, development and classroom behavior
- Managing the ongoing evaluation procedures needed to assess the developmental levels of the children
- Interacting with children on the child’s level. Sitting on the floor, holding a child, nurturing a child, and being actively involved in a child’s learning
- Ensuring newsletter items and lesson plans are completed in a timely manner
- Evaluating classroom environment using the ERS and developing an improvement plan based on collected data
- Participating in recommended training programs, conferences, courses, and other aspects of professional growth. Must take 15 hours of SUTQ every year.
Infant/Toddler Associate Teacher Qualifications:

The person selected for this position must be professionally prepared as a teacher of young children, especially in the field of early childhood education or development, with a minimum of a Child Development Associate Credential and be able to meet the requirements of the licensing agency. This person must be able to move with ease from the floor to a standing position and vice versa and be able to lift at least 45 pounds.

Infant/Toddler Associate Teacher Responsibilities:

- Assisting lead teacher in planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the center
- Ensuring classroom is stocked with needed supplies and equipment
- Acting as Lead in the absence of the Lead Teacher
- Participating in recommended training programs, conferences, courses, and other aspects of professional growth. Must take at least 15 SUTQ hours a year
- Support the Lead Teacher in ways deemed necessary by the Lead and/or Director
Fortune 500 Company

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Seeking College Students
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Recruiting Specialist

**Location:** Niles, OH  
**Division:** West Business Solutions  
**Department:** Human Resources  
**Full-Time**

**Description**

Responsible for performing various day-to-day tasks to assist in the high-volume operational recruiting, testing and hiring process of prospective employment candidates; review applications to ensure completeness and eligibility for hire or rehire; meet with the hiring manager before each class and determine a recruitment strategy, and also present analysis of the previous class recruiting efforts; ensure that the company has adequate applicant flow to meet their hiring goals which includes identifying/executing supplemental sources of outreach; conduct interviews for open positions while identifying the best job match for the applicant; ensure all paperwork and data entry is accurately completed; comply with applicable Federal, State and Local employment laws at all times during the process.

**Qualifications**

Applicants for this job will be expected to meet the following minimum qualifications.

**Education**  
* High school diploma or GED required.  
* Some post-secondary course work in business, human resources, or related field preferred

**Experience**  
* Minimum one year general office or customer service experience required  
* Minimum one year human resources experience preferred  
* Basic knowledge of Microsoft Word, Excel, and Outlook  
* Experience with Affirmative Action Plan Preferred

If you are interested in this position and meet the minimum requirements, apply online today! Applications will be accepted through 4/3/2014.  
WestEmployment.com  
AAP/EEO Employer

West Corporation and its subsidiaries participate in E-Verify, a service of the Department of Homeland Security and the Social Security Administration. For additional information go to: [http://www.west.com/west_everify.pdf](http://www.west.com/west_everify.pdf)

**How to Apply**

If you meet the above qualifications, please complete an Internal Job Application Form located beside the bulletin board in the break room and submit to Brock Ketterman. Responses will be accepted through 4/3/14.  
brketterm@west.com

West is an Equal Opportunity/Affirmative Action Employer. It is our policy to administer all interviewing, employment, transfer, promotions, and separation procedures on the basis of merit and the qualifications of the applicant. West will not discriminate against any individual on the basis of race, color, religion, sex, national origin, Armed Forces veteran status, mental or physical handicap, or any other factor not related to job requirements.
SEASONAL JOBS

AT MOSQUITO LAKE STATE PARK

1439 STATE ROUTE 305/CORTLAND, OH 44410

(330) 637-2856

CUSTODIAL and/or MAINTENANCE POSITIONS

$7.95/hour

MUST be 18 and have a VALID Driver's License

MUST be able to work **WEEKDAYS, WEEKENDS** and **HOLIDAYS**.

CALL the Park Office for details or **STOP IN** for an application.
ANTICIPATED VACANCY NOTICE: K-12 INTERVENTION SPECIALIST - Mild/Moderate or Moderate/Intensive

EFFECTIVE: 2014-15 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

• Ohio Licensure: Intervention Specialist (Mild to Moderate) or (Moderate to Intensive)
• Master’s degree preferred
• Familiarity with the Common Core State Standards and/or Ohio’s New Learning Standards
• Excellent evaluations and performance reviews
• Is proficient with positive behavioral supports and has documented evidence of intensive and moderate research-based interventions.
• Demonstrated ability to develop well-written IEPs with evidence of standards-based instruction
• Ability to consistently plan and execute lessons to accommodate the needs of students as prescribed by the IEP
• Experience with inclusion instructional model and highly qualified in all four (4) major content areas preferred
• Is proficient with positive behavioral supports and has documented evidence of intensive and moderate research-based interventions.
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Willingness to work closely with special and regular education teachers to assure that students with special needs are taught in the least restrictive environment
• Demonstrated ability to keep accurate records of progress toward IEP goals and objectives
• Ability to develop rapport with students, parents, teachers, and administrators
• Ability to work cooperatively in teams and participate in TBTs, RTI meetings, placement meetings, IEP conferences, and parent conferences
• Training and experience with the use of computers and other educational technology as teaching tools
• Familiarity with learning styles and multi-modal teaching strategies
• Willingness to work as a member of a team-oriented staff

GENERAL DESCRIPTION: This teacher will provide intervention and support to students with disabilities in a cross-categorical, resource, or inclusion classroom setting as needed.

A COMPLETED APPLITRACK APPLICATION, CURRENT RESUME AND TWO LETTERS OF RECOMMENDATION MUST BE RECEIVED ONLINE. CANDIDATES WILL NOT BE CONSIDERED WITHOUT A COMPLETED APPLICATION. PAPER APPLICATIONS, RESUMES OR TRANSCRIPTS WILL NOT BE ACCEPTED. SUBSTITUTE TEACHERS PLEASE USE THE EXTERNAL LINK ON APPLITRACK.
http://www.applitrack.com/wooster/onlineapp
ANTICIPATED VACANCY NOTICE: K-12 Music Teacher

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

• Ohio Licensure: Music (K-12)
• Master’s Degree preferred
• Excellent evaluations and performance reviews
• Can articulate and demonstrate implementation of Ohio’s New Fine Arts/Music Learning Standards
• Is proficient with positive behavioral supports and has documented evidence of intensive and moderate research-based interventions
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Uses rubric-based evaluations and a variety of assessment techniques including constructed written response
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Willingness to work as a member of a team-oriented staff
• Familiarity with Student Learning Objectives
• Commitment to enhancing student experience with music
• Commitment to promoting our music program through concerts, community events and other co-curricular experiences

A COMPLETED APPLITRACK APPLICATION, CURRENT RESUME AND TWO LETTERS OF RECOMMENDATION MUST BE RECEIVED ONLINE. CANDIDATES WILL NOT BE CONSIDERED WITHOUT A COMPLETED APPLICATION. PAPER APPLICATIONS, RESUMES OR TRANSCRIPTS WILL NOT BE ACCEPTED. SUBSTITUTE TEACHERS PLEASE USE THE EXTERNAL LINK ON APPLITRACK.

http://www.applitrack.com/wooster/onlineapp
ANTICIPATED VACANCY NOTICE: Guidance Counselor – Elementary

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:
- Ohio Certification: School Counselor
- Master’s Degree Preferred
- Excellent evaluations and performance reviews
- Ability to communicate and implement Positive Behavior Intervention Supports (PBIS) and a school wide approach to common expectations
- Familiarity with implementing safe crisis intervention plans
- Candidates must have experience and/or training to carry out the functions of the counseling position including, but not limited to: information services, pupil appraisal and testing, group guidance services, consultative services, parent conference skills, resource coordination, individual counseling and referral
- To administer and interpret group tests and proficiency tests
- Familiarity with special education requirements including, but not limited to, response to intervention assistance teams, multifactor evaluations, handicapping conditions, individual education plans, identification, placement and behavior assessments
- Candidates must demonstrate proficiency with the use of computers and other educational technology as guidance tools
- Implement Response to Intervention (RTI)
- Ability to work closely with others to implement special programs and building projects

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ANTICIPATED VACANCY NOTICE: Online 7-12 Mathematics Teacher

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

• Ohio Licensure: High School Mathematics (7-12)
• Master’s Degree preferred
• Excellent evaluations and performance reviews
• Can articulate and demonstrate understanding and implementation of the Common Core State Standards (CCSS) and/or Ohio’s New Learning Standards
• Experience with the College Board preferred
• Documented and proven ability to teach in an all online environment
• Documented and proven ability to teach in a blended or flipped learning environment
• Previous experience/training with a learning management system (LMS). Blackboard preferred
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Training and experience in using cooperative learning, problem-based learning, thematic instruction, integrated planning, simulations, and other models of teaching that promote student’s engagement in their learning
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Has strong background in positive behavior management and can relate to the at-risk with families, parents, courts and social agencies that provide services to students
• Has a strong background in positive classroom management and can deescalate negative situations; familiarity with learning styles and multiple intelligences
• Willingness to work as a member of a team-oriented faculty
• Commitment to improving student performance as measured by the Ohio Achievement Assessments, Ohio Graduation Test, ACT, and other performance-based end of course exams

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ANTICIPATED VACANCY NOTICE: K-12 Physical Education/Health

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

- Ohio Licensure: Physical Education (K-12); Health Education (K-12)
- Master’s degree preferred
- Experience as an physical education teacher is preferred
- Excellent evaluations and performance reviews
- Can articulate and demonstrate successful implementation of Physical Education and Health Academic Content Standards and/or Ohio’s New Learning Standards
- Full understanding and awareness to implement Ohio’s new (SB210) Physical Education evaluation and reporting system
- Training and experience with a wide variety of physical activities including, but not limited to, lifetime sports, rhythm and movement, physical conditioning, and aerobics
- Training and experience with the use of educational technologies as teaching tools
- Training and experience with portfolio and authentic assessment
- Ability to design and implement effective classroom management and discipline plans for the entire classroom
- Ability to design and implement behavior management strategies for individual students
- Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
- Strong interpersonal communication skills
- Willingness to work cooperatively as a member of the faculty
- Ability to work closely with others to implement special programs, thematic units, integrated curricula, and other building projects

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ANTICIPATED VACANCY NOTICE: Preschool – Grade 3 Teacher

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:
• Ohio License: Early Childhood (P-3) or Elementary (1-8)
• Reading Endorsement or a Master’s Degree in Reading is preferred
• Excellent evaluations and performance reviews
• Can articulate and demonstrate implementation of the Common Core State Standards (CCSS) and/or Ohio’s New Learning Standards
• Experience as an elementary teacher preferred
• Is proficient with positive behavioral supports and has documented evidence of intensive and moderate research-based interventions
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Uses rubric-based evaluations and a variety of assessment techniques including constructed written response
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Has a documented record for positive student growth measures
• Training and experience in using cooperative learning and other models of teaching that promote students’ active participation in their learning
• Training and experience with the use of educational technology as a teaching tool
• Training and experience in using manipulatives
• Training and experience with hands-on science methods
• Ability to design and implement behavior management strategies for individual students
• Ability to plan and execute lessons to accommodate the needs of students of all ability levels (remedial and enriched)
• Strong interpersonal communication skills
• Training and experience in goal setting, consensus building and collegial decision making
• Willingness to work cooperatively as a member of the elementary staff

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ANTICIPATED VACANCY NOTICE: Online SCIENCE Teacher (7-12)

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:
• Ohio Licensure: AYA Integrated Science (7-12)
• Master’s Degree preferred
• Excellent evaluations and performance reviews
• Can articulate and demonstrate understanding and implementation of the Common Core State Standards (CCSS) and/or Ohio’s New Learning Standards
• Experience with the College Board preferred
• Documented and proven ability to teach in an all online environment
• Documented and proven ability to teach in a blended or flipped learning environment
• Previous experience/training with a learning management system (LMS). Blackboard preferred
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Training and experience in using cooperative learning, problem-based learning, thematic instruction, integrated planning, simulations, and other models of teaching that promote student’s engagement in their learning
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Has strong background in positive behavior management and can relate to the at-risk with families, parents, courts and social agencies that provide services to students
• Has a strong background in positive classroom management and can deescalate negative situations; familiarity with learning styles and multiple intelligences
• Willingness to work as a member of a team-oriented faculty
• Commitment to improving student performance as measured by the Ohio Achievement Assessments, Ohio Graduation Test, ACT, and other performance-based end of course exams

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ANTICIPATED VACANCY NOTICE: Online SOCIAL STUDIES TEACHER (7-12)

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:

• Ohio Licensure: Social Studies (7-12)
• Master’s Degree preferred
• Excellent evaluations and performance reviews
• Can articulate and demonstrate understanding and implementation of the Common Core State Standards (CCSS) and/or Ohio’s New Learning Standards
• Experience with the College Board preferred
• Documented and proven ability to teach in an all online environment
• Documented and proven ability to teach in a blended or flipped learning environment
• Previous experience/training with a learning management system (LMS). Blackboard preferred
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Training and experience in using cooperative learning, problem-based learning, thematic instruction, integrated planning, simulations, and other models of teaching that promote student’s engagement in their learning
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Has strong background in positive behavior management and can relate to the at-risk with families, parents, courts and social agencies that provide services to students
• Has a strong background in positive classroom management and can deescalate negative situations; familiarity with learning styles and multiple intelligence
• Willingness to work as a member of a team-oriented faculty
• Commitment to improving student performance as measured by the Ohio Achievement Assessments, Ohio Graduation Test, ACT, and other performance-based end of course exams

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ANTICIPATED VACANCY NOTICE: SPANISH TEACHER (7-12)

EFFECTIVE: 2014-2015 School Year
POSTING DATE: March 10, 2014
APPLICATION DEADLINE: Until Filled

QUALIFICATIONS:
• Ohio Licensure: Spanish (K-12)
• Master’s Degree preferred
• Familiarity with the Ohio World Language Standards
• Excellent evaluations and performance reviews
• Experience with the College Board is preferred
• Ability to prepare students for the Advanced Placement Exam
• Ability to teach in a blended or flipped learning environment
• Ability to interact with students and parents in a variety of educational online mediums
• Previous experience/training with a learning management system (LMS), Blackboard preferred
• Demonstrated success with standards-based instruction
• Strong knowledge of the use of assessment data to improve student performance
• Training and experience in using cooperative learning, problem-based learning, thematic instruction, integrated planning, simulations, and other models of teaching that promote student’s engagement in their learning
• Proven ability to design and deliver instruction for ALL learners, especially students with exceptionalities
• Shows evidence of frequent progress monitoring with proficiency in analyzing data to drive individualized, differentiated instruction
• Has a strong background in positive classroom management and can deescalate negative situations; familiarity with learning styles and multiple intelligences
• Willingness to work as a member of a team-oriented staff
• Familiarity with Performance Based Assessments and End of Course Exams
• Familiarity with Student Learning Objectives

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NineSigma Job Description

Job Title: Help Desk Specialist, Part-Time
Department: Operations
Reports To: Manager, Technology Solutions
Location: Cleveland Office (no relocation is available for this position)
Compensation: Commensurate with experience

WHO IS NINESIGMA?
We are the world’s leading global Innovation Company. Established in 2000, a two-time Weatherhead 100 Winner, NineSigma partners with our clients to accelerate innovation by connecting them with breakthrough technologies that address their most difficult challenges. Our clients include F500 companies from most major sectors: Automotive, Apparel, Building Products, Chemicals, Consumer Products, Electronics, Financial Services, Food, Materials, Medical Devices, Mining, Pulp & Paper, and many others. We are headquartered in Cleveland, Ohio, and have offices in Europe, Japan, Korea, Australia, South Africa and Brazil. Check out www.ninesights.com, to learn about NineSigma’s innovation community and the challenges that we are currently hosting for our clients. Learn more about our services at www.NineSigma.com.

OUR CULTURE
NineSigma is for innovators! We are curious, motivated people who value the freedom to try new ideas every day. We’re the kind of place where you can say “I was thinking that we should try...” and moments later you are in charge of making it happen. People have tremendous flexibility in shaping how they achieve their goals and the opportunity to pursue their ideas and passions. Because our business innovates at the cutting edge of innovation, you can grow by taking on more responsibility, more projects, or by creating an entirely new approach. This position is an opportunity to be an important liaison to a highly technical community of experts and problems solvers, while having flexibility to deploy existing tools and new approaches. People at NineSigma have a high degree of professional pride, so we treat each other with mutual respect and trust. We think this word balloon tells you all you need to know about us!

Learn more about our team at http://www.ninesigma.com/careers.

JOB DESCRIPTION
Help Desk Specialists are responsible for providing technical and informational assistance to the Solution Provider community in an Open Innovation environment. The Help Desk Specialist responds to emails and phone inquiries for assistance with proprietary computer platform navigation and issues, NineSigma processes, and general questions regarding current Open Innovation projects.

The ideal candidate is computer savvy, able to interact with customers and clients, has a sense of urgency around technical issues and resolving problems, and can apply knowledge of NineSigma processes to solve issues and answer questions from the Open Innovation community.

This position requires 15 – 20 hours per week, and can be performed offsite once proficiency is achieved. Self-management is an essential quality for this position. Additional time spent in the office may be requested for training, meetings, and other specific tasks. Working under the direction of a Technical Associate Team, as well as NineSigma Program Managers, Help Desk Specialists often require the ability to interact with all levels of business within NineSigma. Strong communication and collaboration skills are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:
- Responding to queries either via email or over the phone.
- Communicating with Technical Teams within NineSigma to provide accurate information.
- Assist in developing project associated keywords and search strategies
- Other related activities as assigned.

EDUCATION AND/OR EXPERIENCE, COMPUTER/TECHNICAL SKILLS:
A background in a scientific discipline is preferred (education or experience in chemistry/biology/physics/ medicine, electrical/mechanical/polymer/chemical engineering, food science, polymer/materials science, etc. BA, BSc or B.Sc. in any of the above stated disciplines is desired, but experience and acquired skills will be considered.

Candidate must be an above average user of Microsoft software (Word, Excel, PowerPoint, Outlook), have the ability to quickly learn new and custom software platforms. Must be internet savvy and have very good search engine knowledge and user experience. Must be familiar with database usage and queries.
PERSONAL QUALIFICATIONS:
An individual suited for this position will possess many of the following characteristics:

- Clear, effective communication skills when interacting with technical and non-technical audiences
- Driven to resolve technical issues in a timely manner
- Effective organizational skills with the ability to prioritize workload
- Self-directed and able to work in a self-disciplined environment
- Creative and quick learner
- Comfortable working in multiple disciplines at the same time and outside core areas of expertise
- Strong analytical skills / attention to detail / meticulous
- Above average written and oral communication skills, particularly in scientific disciplines

Candidate must be authorized to work in the United States.

Employment is contingent on drug screening and a background check.

Please submit your resume by e-mail to: tracht@ninesigma.com for Pamela Semanik