



## Washington County

A proud partner of the American Job Center network

# OhioMeansJobs - Washington County

1115 Gilman Ave., Suite B, Marietta, OH 45750

740•434•0758

## March 02, 2020

**“Like” us on Facebook**

**Ohio Means Jobs - Washington County**

***DISCLAIMER:** The following are “**this week’s**” highlight of job opportunities we collected from different sources for your quick reference. OhioMeansJobs – Washington County is not responsible for the hiring of these job opportunities. If you are interested in applying for any of these positions, refer to the actual posting from newspapers and web sites and follow their instructions given. This is **just a sampling of leads** we found in the surrounding area. For more listings or specific job interests, we strongly encourage you to stop by the center.*

*OhioMeansJobs center Staff is available to assist you in looking up additional job leads.*

### USEFUL JOB SEARCH WEBSITES:

[www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)  
<http://careers.ohio.gov>  
<http://federalgovernmentjobs.us>

[www.indeed.com](http://www.indeed.com)  
<http://www.usajobs.gov>  
<http://www.workforcewv.org>

[www.midohiovalleyjobs.com](http://www.midohiovalleyjobs.com)  
[www.ziprecruiter.com](http://www.ziprecruiter.com)  
[www.monster.com](http://www.monster.com)

# DO YOU NEED SOME PERSONAL, ONE-ON-ONE ASSISTANCE TO FIND A JOB?



- MAYBE YOU NEED SOME TIPS ON HOW TO LOOK FOR A JOB OR HOW TO SUCCEED IN A JOB INTERVIEW.
- MAYBE YOU NEED TO SPEAK WITH SOMEONE ABOUT FINDING THE RIGHT JOB FOR YOU.
- OR POSSIBLY YOU MAY NEED TO HAVE YOUR RESUME REVIEWED.
- WHATEVER THE CASE MAY BE ... WE HAVE A STAFF PERSON READY AND EAGER TO HELP YOU AT THE WASHINGTON COUNTY OHIO MEANS JOBS CENTER!

**HER NAME IS ...  
MIKKI FLANNERY**

**IF YOU WOULD LIKE TO MEET WITH MIKKI, PLEASE CALL  
740-434-0747 OR E-MAIL [Mikki.Flannery@jfs.ohio.gov](mailto:Mikki.Flannery@jfs.ohio.gov) TO  
SCHEDULE YOUR APPOINTMENT**

# CAREER CONNECT JOB FAIR

A COMMUNITY COLLABORATION TARGETING  
CAREER & EDUCATIONAL PATHWAYS

*Jobs | Networking | Internships*

**MARCH 19, 2020**

**9 a.m.-4 p.m.**

- ◆ Meet employers looking to hire
- ◆ Resume reviews
- ◆ Interview attire advice
- ◆ Career/educational coaching

## **DYSON BAUDO RECREATION CENTER**

215 5th Street  
Marietta, OH 45750

### **HOSTED BY**

- ◆ Marietta College
- ◆ Washington State Community College
- ◆ Building Bridges to Careers
- ◆ Washington County Career Center

### **FOR MORE INFORMATION**

**740-885-5667**

*CareerConnect@marietta.edu* | **CareerConnectMOV.org**

## **Scale Clerk - Belpre**

### **Shelly Materials, Inc. - Belpre, OH**

Posted: 2/19/2020 - Expires: 3/20/2020

Job ID: 216001443

Job Description

Job ID: 187219

The Shelly Company, a CRH company, is a vertically integrated supplier of aggregates, asphalt, ready mix concrete and paving services throughout the state of Ohio. Our commitment to quality drives us to use the most modern, efficient and environmentally friendly technology in our industry. The Shelly Company is known throughout the industry for innovation, quality and for our commitment to safety.

#### **Position Overview**

Assists with customer transactions and performs other duties while promoting a safe, team working environment.

#### **Key Responsibilities (Essential Duties and Functions)**

The duties and responsibilities include but are not limited to the following:

Assists with customer transactions and performs other duties while promoting a safe, team working environment.

Operates plant scales by weighing trucks

Creates, records, and tracks invoices

Completes specific computer tasks in a timely manner

Executes various offices duties

Demonstrates efficient customer service

Must have strong written and oral communication skills

Must have strong math skills

#### **Other Requirements:**

Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.

Must be willing to travel and work away from home when required.

Must be willing to work nights, weekends or overtime when necessary.

Must be able to work independently

Must be strong at multi-tasking, able to use CB radio, scanner and other electronic devices

Report to the assigned job site ready to begin work at the designated start time.

Strict adherence to safety requirements and procedures as outlined in the Manual of Safety Practices and Procedures.

Strict adherence to Shelly Company policies and procedures as outlined in the Company Book of Policies.

Willingness to work in a team environment and assist co-workers or supervisors with other duties as required.

Timely and regular attendance is an expectation of performance for all Shelly Company employees.

Employees will be held accountable for adhering to their workplace schedule.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

#### **Education and Experience**

High school diploma or general education degree (GED). Proficient with Windows, Excel, and Word.

#### **Language Skills:**

Ability to comprehend simple instructions, short correspondence and memos. Ability to speak effectively to customers or employees of organization.

#### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

#### **Reasoning Ability:**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.

#### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

Must be able to occasionally bend, kneel, squat, and climb. Must be able to frequently stand, walk, reach and use fine and repetitive motor skills. Must be able to sit continuously.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The work environment requires constantly interacting with other people.

*The statements included in this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### What CRH Americas Offers You

A culture that values opportunity for growth, development and internal promotion

Highly competitive base pay

Comprehensive medical, dental and disability benefits programs

Group retirement savings program

Health and wellness programs

### About CRH Americas

CRH Americas has a long and proud heritage as one of North America's largest corporations. We are a proud reflection of the hundreds of family businesses, local and regional companies and mid to large sized enterprises that together form the CRH Americas family. CRH Americas operates with a decentralized, diversified structure, letting you work in a small company environment while having the career opportunities of a large enterprise.

CRH Americas is a great place to grow! If you're up for a rewarding challenge, we invite you to take the first step and apply today! Please complete your online application and profile which will be sent directly to the appropriate Hiring Manager. Thank you for your interest in the CRH Americas family!

The Shelly Company is an Affirmative Action and Equal Opportunity Employer.

EOE/Vet/Disability

Equal Opportunity Employer—minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216001443&wdjobid=4238926838&sq=pg%3d10%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216001443&wdjobid=4238926838&sq=pg%3d10%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## Deputy Clerk for Washington County Probate Court

Status:	Exempt
Supervisor:	Court Administrator
Work Schedule:	8:00 am - 4:30 pm, Monday-Friday
Date Revised:	March 2, 2020
Salary:	\$16.00 - \$18.00/hr. – Depending on Experience

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**PURPOSE:** The primary purpose of this position is to process, maintain, and serve the public through clerical duties assigned by the Probate Court Clerk's office in accordance with all applicable federal, state and local standards, guidelines and regulations. Perform other functions as designated by the Court Administrator and/or Judge. Understands, adheres and enforces the policies and procedures of the Washington County Probate Court.

**DUTIES:** Duties include actions as Probate Clerk, Assignment Commissioner, Bailiff, and fill in for Fiscal Officer when needed.

### **ESSENTIAL JOB FUNCTIONS:**

Assists in the daily general operation of the Probate Court and work of other clerks through communication, general office operations, and organizational skills both verbal and written. Includes greeting and helping of public with questions and filing of pleadings, acceptance of financial payments, and oversight of court docket and daily operational functions. Maintain files and related documentation of each case file according to established case flow, records retention, and confidentiality policy including accepting, preparing, assembling, scanning and mailing of documents filed/received with/by the court.

Enter and maintain all required information in Court view. Operate courtroom recording equipment. Issue marriage licenses to couples regardless of sexual orientation.  
Establish and maintain viable and effective relationships with service providers and other agencies in order to facilitate the continued flow and exchange of information.  
Establish and maintain viable and effective relationships with the Court, jail, prosecutor's office, public defender's office and private attorneys.  
Maintain an atmosphere conducive to the Court philosophy and in regard to the dignity and rights of those served by the Court.  
Perform any other duties as required or assigned by the Court Administrator, and/or Judge.

**SPECIFIC REQUIREMENTS:**

Must be a proficient typist.  
Must possess knowledge of court procedures and functions.  
Must be able to complete paperwork neatly, precisely and in a timely manner.  
Must be able to make independent decisions when situations warrant such action.  
Must be able to effectively and efficiently manage time and organize workload.  
Must be able to accept direction and instruction from supervisor(s).  
Must possess working knowledge of Microsoft Office.  
Must be able to cope with the physical, mental and emotional stress of this position.

**MINIMUM QUALIFICATIONS:**

High School Diploma  
One year of experience working in a social service position and/or within the legal system, advanced computer skills, effective inter-personal communication skills and strong organization skills.  
Must hold and obtain a valid driver's license.

**ACKNOWLEDGMENT:**

Employees of the Court are at-will employees and serve at the pleasure of the Judge. They are not in the classified civil service system and are not members of bargaining units. Pursuant to Ohio Revised Code 2101.01, the Judge of the Court of Common Pleas, Probate Division shall have full charge of the employment, assignment and supervision of all personnel. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, status as a veteran or any other legally protected status. The Court affirms its commitment to provide equal employment opportunity as prescribed by the Civil Rights Laws.

The person selected must undergo and pass a background investigation.

**SUBMISSION OF APPLICATION:**

Applications, Resumes and References may be submitted in person at:

**Probate Court  
205 Putnam Street  
Marietta, OH 45750**

Or emailed to: [rward@wccgov.org](mailto:rward@wccgov.org)

<https://www.washingtongov.org/Jobs.aspx?UniqueId=98&From=All&CommunityJobs=False&JobID=Deputy-Clerk-Washington-County-Probate-C-67>

**Tobacco Prevention Coordinator**

Washington County Health Department - Marietta, OH

Posted: **2/27/2020** - Expires: **3/28/2020**

Job ID: 216276594

Job Description

**CLASSIFICATION TITLE: Public Health Program Manager I**

**WORKING TITLE: Tobacco Prevention Coordinator**

**DIVISION: Population Health**

**REPORTS TO: Administrator**

**EMPLOYMENT STATUS: Full-Time**

**FLSA STATUS: Non-Exempt**

**CAREER TIER: Tier 2 - Program Management/Supervisory Level**

**POSITION SUMMARY:**

Plans, implements, and evaluates strategies to prevent tobacco initiation and increase tobacco cessation in Washington County.

**ESSENTIAL DUTIES:**

Plans, implements, and evaluates all objectives outlined in grants  
Prepares and submits grant applications as required or directed  
Reports on progress and outcomes of grant objectives as required or directed  
Facilitates coalition meetings and other grant-related meetings  
Builds and maintains professional collaborations with local, federal and state entities  
Represents the Washington County Health Department and Population Health Section at public events, as needed  
Participates in local, regional, state or federal meetings, conference calls, webinars, trainings and conferences relating to local healthy communities as required by position or as directed by the Director of Population Health or Health Commissioner/Administrator

**QUALIFICATIONS:**

Education in an allied health field or other approved field with relevant work experience. Bachelor's degree preferred. Experience with public/health policy development, advocacy, and adoption preferred. Grant writing will be involved, grant writing workshop(s) will be provided after starting at the position.

**OTHER REQUIREMENTS:**

Achieves defined annual goals. Participates in the General Health District's emergency preparedness drills and responses to actual emergencies, as required. Completes other duties and trainings as required by supervisors.

**WORK ENVIRONMENT:**

Job duties include office work and field work, which may include some manual labor. In-state travel is required, and out-of-state travel may be required. Employee must have a valid Ohio driver's license and access to a personal vehicle.

**APPLY:**

**Submit cover letter and resume: Tobacco Prevention Coordinator**

**Via e-mail: [rcoffman@wcgov.org](mailto:rcoffman@wcgov.org)**

**Mail: Roger Coffman, 342 Muskingum Dr., Marietta, Ohio 45750**

**In person: 342 Muskingum, Marietta, Ohio 45750**

**By: 3/6/2020**

*The Washington County Health Department is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability in employment or the provision of services*

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216276594&wdjobid=4250819149&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216276594&wdjobid=4250819149&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

**Seasonal Help Wanted**

Front Desk Receptionist, Beverly, OH (45715)

at Lakeside Motel start April 1st through December 10th, 2020. No experience necessary must be neat in appearance.

Thursday through Sunday 2 p.m. To 10 p.m. Start pay is \$8.50 an hour.

740-984-2354

**provided by The Marietta Times**

<https://jobs.mariettatimes.com/job/211168548/guest-service-agent-job-in-beverly-oh-45715>

**Hospice Registered Nurse After Hours Coordinator - Weekends**

Amedisys Holding, LLC - Marietta, OH

Posted: **2/23/2020** - Expires: **5/23/2020**

Job ID: 216149831

Job Description

Hospice Registered Nurse After Hours Coordinator - Weekends (20001632)

What You Will Do:

As the after-hours coordinator and registered nurse for Amedisys hospice you will have a special opportunity to coordinate after hour care needs to hospice patients in their home when the care centers are closed. You will closely collaborate with the members of the patient care team to provide and maintain continuity of patient care by addressing the request telephonically using skilled assessment and interventions. You would also assign visits and make follow up calls to the on-call field staff as appropriate.

\* Answer all incoming calls in a manner appropriate to the nature of the call. Handle referrals and inquiries for services,

rapidly identifies the caller's needs and takes proper action to assure the caller's needs are handled.

- \* Assess physical, environmental and emotional factors telephonically to determine hospice needs.
- \* Utilize the health record, including the patient's plan of care, to develop recommendations.
- \* Provide palliative care recommendations, patient/caregiver education/instructions, and hospice support telephonically.
- \* Collaborate with pharmacies, DME vendors, and other agencies for effective patient management. Facilitate delivery of medication and/or equipment to meet patient needs.
- \* Assign pronouncements, visits, admissions, and follow-up calls to on-call field staff (nurses, aides, chaplain and social worker) as needed.
- \* Facilitate communication flow between the patient care staff, Intake and administrators after hours to coordinate activities and services and to maintain continuity of patient care.
- \* Communicate with the physician regarding the patient's needs and obtains physician orders as required.

#### Qualifications

##### Required:

- \* Current and unencumbered license to practice as a Registered Nurse specific to that state the employee is assigned to work by the Company.
- \* Minimum of one (1) year of experience as a registered nurse
- \* Current CPR certification
- \* Valid Driver's License and reliable transportation and agency required liability insurance for infrequent travel

##### Preferred:

- \* Bachelor of Science in Nursing (BSN) degree
- \* Previous home health or hospice experience
- \* Certified Hospice and Palliative Nurse (CHPN)

Amedisys is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, pregnancy, marital status, national origin, citizenship status, disability, military status, sexual orientation, genetic predisposition or carrier status or any other legally protected characteristic.

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216149831&wdjobid=4244347304&sq=pg%3d2%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216149831&wdjobid=4244347304&sq=pg%3d2%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## Maintenance Superintendent

Wood County Commission, Parkersburg, WV (26101)

The Wood County Commission is looking to hire a Maintenance Superintendent to oversee all duties of the Maintenance Department for the County. Experience in management of personnel required.

Should possess leadership skills to direct the work of the maintenance team. Must have the ability to work well with the Management of all County Departments.

Salary dependent on qualifications. Benefit package.

Resumes can be emailed to [seufer@woodcountywv.com](mailto:seufer@woodcountywv.com)

or sent to

Marty Seufer

County Administrator

#1 Court Square

Suite 203

Parkersburg, WV 26101.

NO PHONE CALLS PLEASE.

provided by The Parkersburg News & Sentinel

<https://jobs.newsandsentinel.com/job/210590349/maintenance-supervisor-job-in-parkersburg-wv-26101?source=9>

## SC General Labor-Cooler

DEAN DAIRY HOLDINGS LLC - Marietta, OH

Posted: **2/19/2020** - Expires: **3/21/2020**

Job ID: 216008572

### Job Description

Overview Broughton, a Dean Foods company, is excited to announce an opening for a SC General Labor-Cooler position! We offer excellent benefits and competitive pay with great growth opportunities! Rotating Shift: Schedule rotates between 1 week of days and 1 week of nights. 8:00 am-4:30 pm and 4:15 pm-12:45 am. Job Description & Requirements \* The General Labor positions performs general duties which may include unloading crates and pallets in case dock area; unloading materials and ingredients for plant use; packaging or stacking product under non-mechanical means and may



be assigned to one or more areas throughout the plant. \* Unloads cases, stacks, and places on conveyor in case dock area. \* Hand packing crates/boxes in production area \* Other functions in plant that are typically entry-level, unskilled in nature  
Job Requirements: \* High School Diploma or equivalent preferred. \* Experience preferred but not required. \* Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. \* Must be able to stand, walk, pull, push, reach, and bend virtually the entire shift. \* Must be able to lift up to 50 pounds and assist others when lifting is necessary. \* Must be able to work in a wet environment. \* May occasionally be exposed to cleaning chemicals. \* [Delete if not Ice cream plant: For ice cream plants: Exposure to nut allergens.] \* Must be willing to work flexible hours including overtime, weekends and holidays. \* Be able to effectively work in a team environment. \* Be able to legibly write entries for record keeping. \* Ability to work in a fast-paced environment. \* Must be able to pass all medical exams, drug and background checks (including criminal). EEO Statement Dean Foods considers marijuana (including medical marijuana) to be an illegal drug. Dean Foods will rescind offers of employment to applicants who test positive for marijuana (unless restricted from doing so by state or local law). Dean Foods is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status. California applicants click here for information regarding the data collection notice for California Consumer Privacy Act.

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216008572&wdjobid=4239118328&sq=pg%3d9%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216008572&wdjobid=4239118328&sq=pg%3d9%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## **Recreational Director**

Pleasants County Park, Saint Mary's, WV (26170)

Full Time

Pleasants County Recreational Director

General Description

\* Direct Pleasants County Park Activities including oversight of Aquatic Center, Recreational events/leagues, and staffing

\* Pleasants County Park Board along with the County Commission is seeking an individual with passion and organizational skills that can maintain current programs and enhance recreational activities throughout Pleasants County

\* Further Job Description Provided upon interview

\* Competitive Salary / Benefits

\* Full Time Salary Position

Requirements

\* Organizational Skills & Dependability Mandatory

\* Excellent Communication Skills

\* Passion for Youth

\* Visionary for future recreational growth and development encompassing the state and region

\* Parks / Recreational Bachelor's Degree or Equivalent Degree Preferred

\* 2 Years of Experience in Recreation Desirable

Send or drop off resumes with references to:

County Clerk's Office, Pleasants County

Courthouse,

301 Court Lane,

St. Mary's WV, 26170

Pleasants County

Commission is an Equal Opportunity Employer

provided by The Parkersburg News & Sentinel

<https://jobs.newsandsentinel.com/job/205635746/recreation-director-job-in-saint-marys-wv-26170?source=9>

## Apply Online Today!

2020census.gov/jobs

1-855-JOB-2020

(1-855-562-2020)

Federal Relay Service: (800) 877-8339 TTY / ASCII

www.gsa.gov/fedrelay

**\*\*\$18+ Hourly Pay\*\*\*\*\$.58 Reimbursement per mile\*\***

**\*\*Background Check is Required\*\***

**\*\*No Drug Screening!\*\***

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government.

The U.S. Census Bureau is an Equal Opportunity Employer

## Branch Manager

Peoples Bancorp Inc - Marietta, OH

Posted: **2/4/2020**

Job ID: 215599509

Job Description

Job Purpose

The candidate will lead the branch's efforts to pro-actively meet the client's financial needs through our sales process which focuses on a client centric, consultative sales approach whereby we work to uncover, identify and deliver products and services to satisfy the client's financial needs and exceed their expectations. These offerings will include our deposit and loan product lines, internet-banking and bill-pay as well as well our partner products and services such as investment offerings, insurance offerings, mortgages, etc.

Job Duties

As a retail branch manager your primary responsibilities will center on employee and business development. The selected candidate will be able to energize these development processes by conducting regular sales meetings and well-structured coaching sessions to provide balanced feedback with actionable items that ensure individual and branch success. With the assistance of the regional manager, the branch manager will set goals, monitor branch progress and make necessary adjustments to achieve exceptional results. Additional duties include, but are not limited to, managing the day-to-day branch activities; developing, retaining and recruiting high quality staff; building on and maintaining world class service levels; leading our efforts to initiate and build external business and community relationships; managing Community Re-Investment Act strategies; monitoring and working branch delinquency in conjunction with our collection group; CSR error and outage control; assisting CSR's in servicing clients and building a business focused on steady growth and consistent profit improvement.

Education, Experience and Job Skills

A successful candidate will be an energetic, enthusiastic team player with excellent communication, problem solving, customer service, cross selling and lending skills. The individual must be a decision-maker with well-developed interpersonal skills to represent the Bank positively in dealing with clients, employees and the community. This position requires strong leadership skills, great organizational skills and the ability to motivate and develop the branch team. The candidate will also have the aptitude and willingness to test and obtain (after an appropriate amount of time to study and at our expense) series 6/63/life licensing so that they can provide those services to the right customer base.

Years of Experience: 2+ to 5 Years

Level Of Education: 2 Year Degree

Peoples Bank is an Equal Opportunity Employer

Working Together. Building Success.

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215599509&wdjobid=4216373925&sq=pg%3d5%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215599509&wdjobid=4216373925&sq=pg%3d5%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## PHONE CUSTOMER SERVICE REP

Confidential Company, Marietta, OH (45750)

Full Time

## PHONE CUSTOMER SERVICE REP

at 40-year Marietta Distributor

### **Immediate Opening**

\*Full Time Employment

\*Mon.-Fri., 8 am- 5 pm

\*Excellent Pay/Benefits

### **Requirements:**

#### **\*\*Minimum 5 years' Experience**

\* Dependable 8am-5pm

\* Excellent Phone Skills in Customer Service

\* Product Selling Skills

\* Accurate Keyboard typing

\* Team Player /

Hard working

Please mail resume to:

Box DW0222

c/o The Marietta Times

700 Channel Lane

Marietta, OH 45750

**provided by The Marietta Times**

<https://jobs.mariettatimes.com/job/208502957/customer-service-representative-job-in-marietta-oh-45750?source=9>

## **Maintenance-HVAC Tech.**

Colonial Terrace, Marietta, OH (45750)

Full Time

Maintenance-HVAC Technician Position

(Marietta, Ohio)

Large apartment complex is now accepting applications/resumes for a full-time maintenance person. Duties include general maintenance of units and complete rehab of vacant units. Drywall, plumbing, electrical and painting experience preferred. HVAC certified required. Must carry pager once a month for after hour emergencies. Benefits available. M-F 8am-5pm.

Submit resume and references to:

200 Jefferson Square

Marietta, OH 45750

or fax to 740-373-4680

or email [info@colonialterracevillage.com](mailto:info@colonialterracevillage.com)

EOE

**provided by The Marietta Times**

<https://jobs.mariettatimes.com/job/208502951/hvac-technician-job-in-marietta-oh-45750?source=9>

## **Entry Level Service Technician**

Warren Comm. Water & Sewer Assoc, Inc, Marietta, OH (45750)

Full Time

Warren Community Water is accepting applications or resumes through **March 13, 2020** for

Entry Level Service Technician.

Candidate's must have some experience in operations of heavy equip., ability to use hand tools and other light equipment, ability to understand and follow directions, some heavy lifting which requires good physical condition and endurance.

Dependability is a must. Applicants cannot be related to or residing with any Employees or Trustees, be at least 18 years of age, have high school diploma or equivalent, and a valid Driver's License.

Please mail or drop off applications or resumes at 17300 State Route 550, Marietta, OH 45750.

Bottom of Form

<https://jobs.mariettatimes.com/job/207630805/maintenance-technician-job-in-marietta-oh-45750?source=9>

## **SERVERS**

Columbo's Restaurant, Parkersburg, WV (26101)

Full Time

Colombo's Restaurant

Applications being accepted for Kitchen help, Line work and Busser, experience helpful.

Apply in person:

1236 7th St.

Parkersburg, WV

Closed Mondays

provided by The Parkersburg News & Sentinel

## Production Operator

ProFusion Industries Marietta, OH, USA

Benefits Offered

401K, Life, Medical

Employment Type

Full-Time

## Production Operator

**ProFusion Industries**, a highly regarded manufacturer of extruded plastics and industrial films is seeking **Production Operators** to join our team in Marietta, Ohio. As a production operator you will be responsible for operating and/or supporting a wide range of manufacturing equipment in a three (3) shift production facility.

The successful candidates for these positions must have the following minimum qualifications:

- 1+ year of experience in a manufacturing, production or warehouse setting (preferred).
- Candidates with 2+ years of stable work experience in other occupations will also be considered.
- Candidates with schooling or certification in a technical field, chemical operations, manufacturing technology, etc. will be considered in lieu of work experience.
- Must be able to work any shift including ten (10-hour days) and weekends as necessary to support production needs.
- Must be able to work safely around manufacturing equipment in a drug free work site.

**ProFusion Industries** offers a starting pay of \$13.50 per hour. Upon completion of 950 hours worked, new associates will have their pay increased to \$15.23 per hour, receive a hiring bonus, and become eligible for full benefits. (Medical benefits are offered after 90 calendar days).

An Equal Opportunity Employer

About ProFusion Industries:

Profusion Industries represents outstanding value, a proven and reliable, trouble-free supply chain, with the resources to support the most demanding commercial challenges. With a 60+ year history of technological innovation, ProFusion Industries is unmatched in providing a combination of unique product performance attributes, applied scientific expertise, and engineering excellence. These capabilities are demonstrated over a wide range of commercial and industrial applications for customers across a diverse set of industries, including aerospace, agrichemical, environmental, transportation, construction, government, and safety.

[https://www.ziprecruiter.com/jobs/profusion-industries-46b178c1/production-operator-249ec148?job\\_id=9677a02bc4b7543a74fbc95980768ab4](https://www.ziprecruiter.com/jobs/profusion-industries-46b178c1/production-operator-249ec148?job_id=9677a02bc4b7543a74fbc95980768ab4)

## Veterinary Technician or Assistant

River City Pet Hospital Marietta, OH, USA

\$8.55 to \$15 Hourly

Employment Type

Other

Why Work Here?

*"Personal relationships with pet owners and pets is the center of our small veterinary clinic."*

Do you want to help pet owners and pets? Do you enjoy working in a collaborative busy team environment? The veterinary field is a challenging and rewarding place to build a career for the right person! We are hiring a veterinary technician and/or assistant. Full time or part time, depending on the skills you bring to our team. Pay will depend on experience. Duties will be varied, encompassing customer service, assisting the doctor in exams and surgery, animal restraint and care, cleaning, record keeping, laboratory testing, and other needs of a small veterinary medical clinic. Benefits include SIMPLE retirement option, vacation and holiday allowance, clothing, continuing education. Our clinic is open weekdays, some weeknights, and some Saturdays. Candidate must be reliable, self-motivated, cheerful, and physically able to lift up to 40 lbs., able to squat/kneel, and handle animals (some difficult ones too). Candidate must come

into clinic personally and fill out an application and sign consent for background check to be considered. Clinic address : River City Pet Hospital, 1206 Pike Street, Marietta, Ohio. No phone calls or FB messages please.

[https://www.ziprecruiter.com/jobs/river-city-pet-hospital-a8b64f04/veterinary-technician-or-assistant-39ed6846?job\\_id=03b2acab940de4ebe56afe8889ce3946](https://www.ziprecruiter.com/jobs/river-city-pet-hospital-a8b64f04/veterinary-technician-or-assistant-39ed6846?job_id=03b2acab940de4ebe56afe8889ce3946)

## Highway Worker

Noble County Highway Department - Caldwell, OH

Posted: **2/25/2020** - Expires: **3/9/2020**

Job ID: 216200403

Job Description

Entry level Highway Worker. Perform general labor activities (flagger, tree clearing, truck driver, patching, etc.). Must be at least 18 years old and have a current CDL. Must pass drug testing prior to employment. The Noble County Engineer's Office/Highway Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, gender identity, national origin, military status, disability, age, or sexual orientation in making employment-related decisions about an individual. Accepting resumes on or before March 9, 2020, at the Noble County Engineer's Office, 46003 Marietta Road, Caldwell, Ohio 43724.

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216200403&wdjobid=4247509545&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216200403&wdjobid=4247509545&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## Plant Operator

Mid-Ohio Valley Lime - Marietta, OH 45750

\$12 an hour

Mid-Ohio Valley Lime, Inc

We are currently looking to add an additional Full time Batch Mixer to our Marietta Ohio Plant Division.

Job Description & Requirements:

The Batch Mixing Operator is responsible for the Mixing of our product while following strict guidelines and to do so in an efficient and safe manner.

Job Type: Full-time

Job Duties:

Locate and transfer raw ingredients from storage to weighing zones while maintaining all safety, quality and sanitation standards

Complete necessary paperwork for production, quality, safety records and to maintain inventory levels.

Clean and maintain work area daily.

Act as replacement for any area to cover for vacancies or production demands.

Complete all essential training specific to job function.

Perform all other duties as assigned.

Education Required

High school diploma or equivalent experience

Skills and Qualifications Required

Must be willing to work overtime or alternate shift as required.

Must be able to read/comprehend written and oral instructions in English; read and comprehend safety rules, operating and maintenance instructions, procedure manuals and product recipes/material identifications.

Must be able to add, subtract, multiply and divide. Also, must have the ability to perform these operations using units of weight measurement, volume, temperature.

Must be able to effectively communicate in English one-on-one and in small group situations.

Must have manual dexterity sufficient to operate a wide variety of small hand tools, scales, hand trucks, utility knives, mixer/blender machinery.

Able to work effectively in a team environment.

Safety and Quality conscious.

Preferred Qualifications

1-2 years of previous experience, preferably in a manufacturing environment

CDL preferred but not required

Experience Required

Will train

Must be able to drive Standard shift.

## Physical Requirements

Ability to lift or move 50 .lbs.

Prolonged standing

Walking throughout plant regularly

Dexterity for manipulating work materials

Proficiency in the reading, writing and speaking of the English language

Work environment requires use of Personal Protective Equipment

Benefits:

Competitive Pay

Health Insurance

Vacation

401k

Weekly Bonus

Life Insurance

Some Probationary periods apply.

Job Type: Full-time

Salary: \$12.00 /hour

Additional Compensation:

Bonuses

Work Location: One location

Benefits:

Health insurance

Dental insurance

Vision insurance

Retirement plan

Paid time off

Typical start time: 7AM

Typical end time: 4PM

This Job Is Ideal for Someone Who Is:

Dependable -- more reliable than spontaneous

Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction

Autonomous/Independent -- enjoys working with little direction

This Company Describes Its Culture as:

Outcome-oriented -- results-focused with strong performance culture

Stable -- traditional, stable, strong processes

This Job Is:

A job for which military experienced candidates are encouraged to apply

Open to applicants who do not have a college diploma

Schedule:

Monday to Friday

Day shift

Overtime

8-hour shift

Other

Indeed.com

## **Secretary/Receptionist-Morgan County**

All well Behavioral Health Services - McConnellsville, OH 43756

Part-time

Under supervision of the Office Manager, schedules appointments, collects client fee payments, answers phone and relays messages; and files documentation.

*Responsibilities Include:*

Provide receptionist duties including greeting clients and monitoring reception area

Answer phone; make appointments; fill out client information; receive payments

File all reports, correspondence, hospital and lab reports in a timely manner

File and pull charts daily

Verify Medicaid eligibility monthly  
Make phone calls to clients  
Data Entry duties  
Type reports and correspondence  
Maintain inventory of office supplies  
Provide backup to office manager for intakes and financial updates  
Some evening hours possible

**Abilities/Skills:**

Good communication skills; organizational skills  
Ability to interact with general public  
Ability to multi-task  
Good typing skills and computer knowledge

**Education/Experience/Licensure:**

High school education or equivalent  
Office experience helpful  
Job Type: Part-time  
Education: High school or equivalent (Required)  
Work Location: One location

**This Job Is Ideal for Someone Who Is:**

Dependable -- more reliable than spontaneous  
People-oriented -- enjoys interacting with people and working on group projects  
Detail-oriented -- would rather focus on the details of work than the bigger picture  
Autonomous/Independent -- enjoys working with little direction  
Schedule: Monday to Friday

Indeed.com

### **Thomson's Landscaping**

We are looking to add the following to our team:

Landscape Laborer

Must love working outside

Will be required to operate skid loaders, forklifts, and crew trucks

Must have drive, leadership skills, attention to detail, and be able to be a positive representative of Thomson's Landscaping

Will assist the Landscape Foreman in completing the landscape job on time and correctly

Will be trimming, mulching planting, landscape cleanups, and landscape construction of walls, patios, etc.

Must be a team player

Works Monday – Friday

Pay depends on experience

Additional Details

**What to wear?**

Casual (come as you are, but please be presentable)

**Job location:**

Marietta, OH

**Who you will meet** Brian Walker

**Additional Information:** 740-374-9353

What are Open Interviews? **Open Interviews are a window of time where employers welcome job candidates to come in and interview for open positions.**

Indeed.com

### **Patrolman**

McConnelsville Police Department - McConnelsville, OH 43756 Posted: 2/25/2020 - Expires: 3/26/2020

Job ID: 216209693

Job Description Full Time Patrolman Position

The McConnelsville Police Department is currently taking applications for the position of full time K9 handler. The position includes a 6-week mandatory K9 handler course. Starting salary for the position is \$13.00 hour - \$19.00 hour and is based on experience. Applicant must possess current OPOTA certificate, driver's license, and have no Felony Offenses or

Misdemeanor offenses of violence. Applicants must pass a pre-employment drug test. Applications can be downloaded from our website at: <https://www.vomcc.com/formsapplications.html> under Police Application. The McConnellsville Police Department is currently taking applications for the position of full time K9 handler. The position includes a 6-week mandatory K9 handler course. Starting salary for the position is \$13.00 hour - \$19.00 hour and is based on experience. Applicant must possess current OPOTA certificate, driver's license, and have no Felony Offenses or Misdemeanor offenses of violence. Applicants must pass a pre-employment drug test. Applications can be downloaded from our website at:

<https://www.vomcc.com/formsapplications.html> under Police Application

### **Assistant Warehouse Supervisor**

AVI Food systems, Inc - Parkersburg, WV 26101

Part-time

#### **JOB DESCRIPTION**

Assist in overseeing the supervision of the warehouse team and effective operation of packing, shipping, receiving and inventory

Support the Warehouse Manager in safe, efficient and economic running of the Warehouse

Oversee and participate in the preparation of items for shipping, receiving, storing and inventory

Oversee and participate in incoming and outgoing shipping activities to ensure accuracy, completeness and condition of shipments, which includes lifting and carrying materials

Review records for accuracy and compliance with established procedures

Review shipping discrepancies as needed and work to rectify problems with relevant team members

Assist with inventory counts

Order warehouse supplies when needed

Assist in the selection, training, motivation and review of team members

Perform other related duties as assigned

#### **JOB REQUIREMENTS**

Outgoing personality with the skills to promote products

Ability to work both independently and as part of a team

Excellent organization and time management skills

Ability to speak effectively to customers and employees

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Benefits:

AVI is proud of its team members and appreciates the hard work, loyalty and committed service they provide every day, which is why we offer the following:

Flexible schedule with a work/life balance

A family culture and atmosphere

Competitive compensation

Health, dental, vision, and life insurance for full-time team members

401(k) with generous company match

Paid vacations and holidays

Free meals and snacks/beverages

Immense training and growth opportunities

We conduct pre-employment drug testing. EOE

<https://avi-foodsystems.jobs.net/en-US/job/assistant-warehouse-supervisor/J3T51P684N0GMH14396?idpartenaire=10024>

### **Bookkeeper/Office Manager**

Bird Watcher's Digest - Marietta, OH 45750

\$35,000 - \$40,000 a year

#### **Office Manager/Accountant General Job Responsibilities:**

Provides financial information to management by researching and analyzing accounting data; preparing reports; managing daily office functions, processing payroll.

#### **Office Manager/Accountant General Skills and Qualifications:**

Experienced in QuickBooks, accounting, small business finance. This role requires excellent reporting skills, attention to detail, deadline-oriented work style, familiarity with SFAS Rules, loyalty and confidentiality, excellent time management, independent work ethic, and positive team contribution. Must be both a people-person and a numbers-person. Must be



able to perform sales and customer service functions along with office management and accounting functions. Must be adept at finding creative solutions, problem-solving, and meeting challenges head-on. Experience with data entry, accounts payable and receivable, management of multiple projects, and payroll. Will manage our staff and business insurance plans. Must be able to work well with various management styles and understand the support role of finance in a small, privately-owned company. Must be positive, upbeat, maintain a healthy work-life balance, practice stress management, and exercise flexibility, and adaptability. Our ideal candidate prefers a non-corporate, non-traditional, high-performance, friendly, relaxed working environment.

Any life, education, or work experience related to bird watching, birding travel, eco-tourism, retail sales, event management, publishing, and or marketing is a plus.

Qualified entry-level and experienced candidates are welcome to apply.

Job Type: Full-time

Salary: \$35,000.00 to \$40,000.00 /year

Pay may depend on skills and/or qualifications

Experience:

office management: 1 year (Preferred)

Education: Bachelor's (Preferred)

License: Driver's License (Required)

Work authorization: United States (Required)

Work Location: One location

Multiple locations

Schedule: Monday to Friday

Indeed.com

### **Administrative Assistant**

Community Bank of Parkersburg - Parkersburg, WV 26101

Brokerage Services/Marketing Assistant

The main function of the Administrative assistant is to assist the Investment Executive and the Marketing Director in the day to day activities of the departments. The ideal candidate will possess a professional demeanor, phone etiquette, and a detail-oriented nature.

Responsibilities:

Maintain customer files

Maintain compliance logs

Maintain schedule for Senior Executive

Assist in calling prospective and existing clients to schedule appointments

Communicate with providers to maintain customer information

Maintain and review records of all transactions for accuracy and completeness

Assist Marketing Director with projects, mailings, research, etc.

Qualifications:

Previous experience and successful use of Microsoft (Word, Excel, Outlook) in a professional environment.

Administrative, time management and organizational skills.

Should be able to adjust quickly to different work situations and remain composed under pressure.

Attention to detail is a priority.

Must be able to respond sensitively to the needs of the client.

Education and Special Requirements:

Minimum of Associates Degree in business administration, finance or a related field. Related experience will be considered.

1+ years of administrative experience in a professional environment.

This job requires skills needed in a typical office environment. This includes computer skills as well as utilization of office equipment.

Must be proficient in Microsoft office applications including Word and Excel.

Community Bank supports a diverse workforce and is an Equal Opportunity Employer who does not discriminate against individuals on the basis of race, gender, color, religion, national origin, age, sexual orientation, disability, veteran status or other classification protected by law.

Job Type: Full-time

Experience:

Administrative: 1 year (Required)

Education: Associate (Preferred)

Work Location: One location

Benefits:

Health insurance

Dental insurance

Retirement plan

Paid time off

Setting: Other

Ergonomic Workspace:

No

This Job Is Ideal for Someone Who Is:

People-oriented -- enjoys interacting with people and working on group projects

Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction

Detail-oriented -- would rather focus on the details of work than the bigger picture

Schedule:

Monday to Friday

Indeed.com

### **Concrete Pump Operator**

Tri State Concrete Pumping Inc - Belpre, OH 45714

\$15 - \$18 an hour

Looking for a career, or just another job?

Tri-State Concrete Pumping, Belpre, Ohio, is looking to hire motivated individuals to operate concrete pumps in Ohio, West Virginia and Kentucky. The premier pump company in the Tri-State area has been in business since 1980 and will train employees to become American Concrete Pumping Association certified. If you are looking to join the exploding construction market in a highly specialized trade, then Tri-State Concrete Pumping is the place for you. Excellent pay. A career choice that could change your life!

Concrete Pump Operator:

Job candidates must have a Class B CDL license. Driving experience is an advantage and mechanical aptitude is a plus. Tri-State Concrete Pumping will teach the skills necessary to safely operate a concrete pump and provide ample training to give the experience needed to handle different job site situations.

The construction industry in this area is weather-dependent. Peak times are seasonal. Guaranteed year-round employment. Candidate must be able to work in various weather environments and cope with an irregular schedule. This is not a 7:30 to 3:30 job.

Starting wage is \$15 per hour with increase available after 90-days probation. Regular hourly increases based upon performance review. After one year a properly trained individual that demonstrates operator as well as safety qualifications can be placed on permit as an Operating Engineer with full union wages (currently \$30 plus and benefits).

"Build with The Best."

Job Type: Full-time

Salary: \$15.00 to \$18.00 /hour

Experience: concrete pumping: 1 year (Preferred)

License: Class B CDL (Preferred)

Work Location: Multiple locations

This Job Is:

A job for which military experienced candidates are encouraged to apply

Open to applicants who do not have a high school diploma/GED

Open to applicants who do not have a college diploma

Schedule: Monday to Friday

Weekends required

Indeed.com

### **Disaster Clean-up Laborer**

Washington-Morgan Counties Community Action - Marietta, OH 45750

\$13.50 an hour - Part-time, Temporary

Urgently hiring

Disaster Clean-up Laborers for Washington, Morgan and Noble Counties

Applicants must meet displaced or dislocated work eligibility standards as required by the grant. Must be able to work to clean-up brush and other debris obstructing the area waterways thereby reducing future possibility of flooding.

Temporary positions: 38 hours per week. Starting wage \$13.50. No benefits. Could be up to one year.

Applications will be accepted until February 18, 2020.

Applications may be obtained at our Marietta Office, 218 Putnam St. or our Morgan County Office at 50 Third Street, Malta. One can also request an application by calling 740-373-3745 ext. 404.

Job Types: Part-time, Temporary

Indeed.com

### **AT&T Retail Sales Associate**

Slayton Wireless - Marietta, OH 45750

Full-time, Commission

Be an early applicant

Slayton Wireless is looking for a Retail Sales Associate who finds motivation in working for generous commissions and who loves helping customers find solutions that will improve their lives. Our Retail Sales Associates serve the customer by demonstrating AT&T's products, services and entertainment options. When you work for us, you become part of a growing company with endless possibilities! Our retail opportunities are among the best, offering you great pay, strong benefits, advancement potential and a work environment full of fast-paced fun.

Working for us comes with many rewards. Start with the paycheck: Base plus commission. Our current full-time Retail Sales Associates earn an average of \$40,562 in total compensation (base + commission) in the first year when successfully meeting or exceeding sales goals. As you learn and succeed, you'll be eligible for new opportunities and financial rewards.

What You'll Love About Us:

Generous amount of Paid Time Off (PTO)

Discounts on AT&T service plans

Discounts on accessories and additional AT&T products and services

401(k)

Health/Dental/Vision

Employer Paid \$50k Life Insurance

Employer Paid Employee Assistance Program (EAP)

Employer Paid Long Term Disability

Optional Short-Term Disability and Added Life Insurance

Uncapped Commissions and SPIFFS

Paid Training

What does a Retail Sales Associate do?

Sell and explain all products and services to new and existing customers.

Explain billing procedures and equipment usage to customers.

Work as a team player.

Achieve and exceed sales goals.

Maintain superior product knowledge.

Create the ideal customer experience with each customer interaction.

Minimum Qualifications:

Must be 18 years of age and obtained a high school diploma or GED.

Must be flexible to work evenings, weekends and holidays if necessary.

Must maintain a positive attitude and focus on customer satisfaction.

Experience in retail sales or customer service background is a plus, but not required.

Indeed.com

### **Delivery/Truck Driver**

**State Electric Supply Company Parkersburg, USA**

**Skills Required:**

Deliver material to customers in both a timely and courteous manner

Distribute and collect appropriate paperwork

Load and unload delivery trucks

Assemble customer orders from stock

Sort and place materials on racks, shelves or in bins

**Knowledge, Skills, and Abilities:**

Excellent Driving Record  
 Good Customer Service Skills  
 Strong Work Ethic  
 Operate a forklift for loading and unloading delivery trucks  
 Ability to obtain a DOT medical card required

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position will require the ability to lift, pull, push, and pass a DOT physical.

**Position Type/Expected Hours of Work:**

This is a full-time position, and hours of work and days are Monday through Friday, 7:00am-4:00pm.

**Required Education and Experience:**

HS Diploma  
 Minimum 2-5 years of experience in a related role  
 Valid in-state driver's license  
 DOT Medical Certification

**Preferred Education and Experience: Additional Eligibility Qualifications: AAP/EEO Statement:**

State Electric Supply Co. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Qualifications Behaviors****Preferred**

**Detail Oriented:** Capable of carrying out a given task with all details necessary to get the task done well

**Enthusiastic:** Shows intense and eager enjoyment and interest

**Leader:** Inspires teammates to follow them

**Motivations****Preferred**

**Goal Completion:** Inspired to perform well by the completion of tasks

[https://www.ziprecruiter.com/ojob/1a38cbde97a900b23ffc888ed9d810b8?u=OgwxrMjT9La17aShCHiVD2d2MfCrKAbUW XQIQ2ThGIXaDbTVJk4aspTLRP3IK9yzPFDAQoh8RE2W9N6fiVRz30C5q01fC5zmkVUpOIIIXVI3YT-M24bV9211IBbDsG2eXwVfRKVpUptMUHB8drWRv9PJEEnKnyeRYv2t7w5bSpe3qjZvEGMWA5DyP6HpB8HMr00bOGalRvXyYCKy0EK9i1d19jT3j4Bn5aftHu87jBO0nfY7x0etyYMM3CAjBsSYOmQT0Mp\\_Y4I5QsaQ9izLV9sM1x4aKugKJYNfHN L6lOqKTsofzSqY3TvWPW4ZvxEGoBbdA2PHOWptHPy7bUNFZJRNyQy0r7ZrPW9iwIB\\_y9yTXZ\\_tnkKEUglj6evVXyfZ70Mc6OUndPHCBccBAL87-NrRRTKbLo5tiOt79YQwY2ADeEY46roNkCwLy3sufWajxjCJBZPXHEYHOINEm1Uvc8yQVsNjne47Hb7Ppc47XB688zCSibjKDEB8ctrqWlctwq\\_EKxGeD5LYjI8ZNHr1pB24ehmijmkn-QyJc8lckyZnRULdrO0I8os2FADq0htYnlqNIFxoCDDGSy4NOZ-iZ1Ww5fM3yXZwVWz3c4VE3mRSHKhitxh5riuzudl5ZK\\_5nQJTIGMpYAyFEfVuuO78kvRstdabYrbuljAgyzgnVbawvkyk-3WSPrsEB\\_DdV6PsX-cWhY1\\_4A83v\\_nQonTF6uOC2K2bWbOinB9DjwYcjpU6\\_KLNtXIYDc7zI4VFULPLj0FdAC9nMq-Thly\\_lrks8r0iihn10b7IEBNwSDNCv3WtKcN5PBLuTx9PfEM8ELRaZburrmCY0NcxH4\\_iBrEqK8PGVSWdWroilCZLdW-lyBcybZz6mPH1Uj5qXRilyDrnP\\_J4d\\_imizFcJdiG\\_krLXpTqiyoxgpeXN8FInDpODIkou1OGwo1XVtzipXG-aV-TJ7iMAU-h3tKPoyVU1Op7HTv6qwPE6OJ8\\_7gWCvSncxJ1P7gUhzNnjFWoKfQps-HTI0i0e69sSodCpDmR7UxE6X8dCy-dMMzQBEtBbJ-ANhyR7tQkz8No2blPUkjTZedEUYYkZQ27EaCdjALJjc0\\_y9Q](https://www.ziprecruiter.com/ojob/1a38cbde97a900b23ffc888ed9d810b8?u=OgwxrMjT9La17aShCHiVD2d2MfCrKAbUW XQIQ2ThGIXaDbTVJk4aspTLRP3IK9yzPFDAQoh8RE2W9N6fiVRz30C5q01fC5zmkVUpOIIIXVI3YT-M24bV9211IBbDsG2eXwVfRKVpUptMUHB8drWRv9PJEEnKnyeRYv2t7w5bSpe3qjZvEGMWA5DyP6HpB8HMr00bOGalRvXyYCKy0EK9i1d19jT3j4Bn5aftHu87jBO0nfY7x0etyYMM3CAjBsSYOmQT0Mp_Y4I5QsaQ9izLV9sM1x4aKugKJYNfHN L6lOqKTsofzSqY3TvWPW4ZvxEGoBbdA2PHOWptHPy7bUNFZJRNyQy0r7ZrPW9iwIB_y9yTXZ_tnkKEUglj6evVXyfZ70Mc6OUndPHCBccBAL87-NrRRTKbLo5tiOt79YQwY2ADeEY46roNkCwLy3sufWajxjCJBZPXHEYHOINEm1Uvc8yQVsNjne47Hb7Ppc47XB688zCSibjKDEB8ctrqWlctwq_EKxGeD5LYjI8ZNHr1pB24ehmijmkn-QyJc8lckyZnRULdrO0I8os2FADq0htYnlqNIFxoCDDGSy4NOZ-iZ1Ww5fM3yXZwVWz3c4VE3mRSHKhitxh5riuzudl5ZK_5nQJTIGMpYAyFEfVuuO78kvRstdabYrbuljAgyzgnVbawvkyk-3WSPrsEB_DdV6PsX-cWhY1_4A83v_nQonTF6uOC2K2bWbOinB9DjwYcjpU6_KLNtXIYDc7zI4VFULPLj0FdAC9nMq-Thly_lrks8r0iihn10b7IEBNwSDNCv3WtKcN5PBLuTx9PfEM8ELRaZburrmCY0NcxH4_iBrEqK8PGVSWdWroilCZLdW-lyBcybZz6mPH1Uj5qXRilyDrnP_J4d_imizFcJdiG_krLXpTqiyoxgpeXN8FInDpODIkou1OGwo1XVtzipXG-aV-TJ7iMAU-h3tKPoyVU1Op7HTv6qwPE6OJ8_7gWCvSncxJ1P7gUhzNnjFWoKfQps-HTI0i0e69sSodCpDmR7UxE6X8dCy-dMMzQBEtBbJ-ANhyR7tQkz8No2blPUkjTZedEUYYkZQ27EaCdjALJjc0_y9Q)

**Machinist – Mechanic**

Dimex

Due to retirement, we are looking for a Machinist to join our team.

The successful candidate for this position will set up and operate a variety of machine tools to produce precision parts and instruments. He/she may also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. In addition, the machinist will function as a member of the overall maintenance team and will be expected to participate in other maintenance work as time permits or as assigned by the Maintenance Manager.

Pay Rate: Depend on experience with the range from \$ 15 for entry level up to \$ 26, or more, for a highly experienced candidate capable of training others and participating in a wider range of activities within the maintenance department. Schedule: This position normally works straight days from 7:00 am – 3:30 pm but scheduled overtime and call in work may be required.

Qualifications: This position requires a high school diploma or GED and either additional education and/or comparable years of experience, preferably in an industrial environment.

Successful candidate must be willing and able to pass a background check and a pre employment physical that includes a drug screen.

(This is not intended to be a full job description. A full job description will be available for anyone selected to interview and a more in-depth job description is available on our job posting, see below.)

To Apply: <https://dimexcorp.com/about-us/#careers>

## **TITLE ABTRACTOR / RESEARCHER**

2020-02-23 Confidential Mid-Ohio Valley

Description:

**Full-time salaried position as a title abstractor available immediately with title company.**

**Is a title abstractor the same as an oil & gas abstractor?** No. Usual differences between local oil & gas abstractors and our title abstractors are:

Local oil & gas abstractors are typically independent contractors that experience a high rate of layoffs. They typically utilize a personal vehicle for travel, track mileage for reimbursement, and use their own equipment (computer, printer, scanner) and supplies (paper, printer ink, pens, etc.). They often do not receive paid days off or vacation.

Title Abstractors with our company are salaried employees in a much more stable employment environment. They complete a comprehensive paid training program, have a company vehicle for travel, have an advanced expense account that is reimbursed weekly, receive a fuel card and do not track mileage, and use company equipment and supplies. They receive paid vacation, sick days, and other benefits that independent contractors do not receive.

**What does a title abstractor do?** A title abstractor provides research of public records that is used for real estate transactions, such as purchases, refinances, foreclosures, and more.

**Where does a title abstractor work?** The members of our title abstractor team travel to county courthouses, usually visiting several courthouses in a single day. Some members operate out of a company office location, while others operate out of a home office, dependent upon their location and area covered.

**What are the hours of a title abstractor?** This position is Monday - Friday with most normal banking holidays observed. Members of the title abstractor team typically arrive in their first assigned courthouse when they open, then travel to other assigned courthouses as they complete assigned research. Team members rotate areas covered daily, so the ability to adapt to a rotating schedule is a must.

**What experience or skills are needed to be a title abstractor?** No prior experience necessary, as our title company offers a comprehensive paid training program. Useful skills include time management, attention to detail, and a willingness to learn.

**Is there opportunity for advancement?** Most employees on our title abstractor team are only title abstractors. However, management is interested in cross training the right individual for real estate closings. Such an individual would need to be eligible to become a West Virginia notary and exhibit both professional demeanor and attire. If interested in cross-training, please add a note in your resume submission. Cross-trained employees are more valuable and therefore receive a salary commensurate with those skills.

### **REQUIREMENTS:**

Valid driver's license

High school diploma or equivalent

Ability to pass background check

**The ideal candidate will have the following:**

Attention to detail

Ability to adapt to changing schedules

Excellent communication skills

Willingness to travel throughout West Virginia (no overnights)

When applying, please list your wage requirements in a salaried form (weekly, monthly, or yearly). Salary is commensurate with skills and experience, but is above minimum wage

Please email a resume with any additional notes, including wage requirements, by using the apply link below.

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6847&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6847&keyword=&region_browse=&category=999)

## **LOAN OFFICER**

2020-02-19 Settlers Bank 115 Third Street

Description:

Settlers Bank has a full-time position available for a Loan Officer.

Primary duties will include originating consumer and residential loans, in addition to maintaining and servicing existing loan portfolio and calling on current and potential customers. We are looking for an individual who has knowledge of regulations regarding all areas of lending as well as strong computer skills and proficiency in Microsoft Word and Excel. This full-time position offers excellent benefits, paid vacation/holidays, medical/life insurance, 401-K retirement and offers a chance to grow within the company.

If interested, please send resume and cover letter to:

Human Resource Officer

Settlers Bank PO Box 755

Marietta, Ohio 45750

Do not contact this company in solicitation of any product or service.

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6843&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6843&keyword=&region_browse=&category=999)

## **Laborer**

Northwest Pipe Company - Washington, WV 26181

Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values of Accountability, Commitment and Teamwork (ACT). Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career minded people who can make a difference and will immediately contribute towards taking our company to the next level. We currently have two openings for a Laborer at our Parkersburg manufacturing facility. *There are no relocation funds or employment sponsorship available for this position.*

**SUMMARY OF JOB PURPOSE:**

The Laborer is responsible for assisting with coating and lining machines, hand blasting, hand patching, cleaning pipe, and mixing paint.

**ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:**

Assists in testing pipe.

Assists in prepping pipe.

Assists in operation of expander.

Assists in operation of beveller.

Operates crane.

Operates small forklift.

Other duties may be assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

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

Ability to write routine reports and correspondence.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

**WORK HOURS / SHIFT:**

Work hours vary, or change based on operational needs.

Must be able to work overtime as required.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to stand; use hands to touch; reach with hands and arms; and talk or hear.

The employee frequently is required to walk and stoop, kneel, crouch, or crawl.

The employee is occasionally required to sit, climb or balance, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Project timelines and work volume/deadlines may often require working outside of standard hours, weekend or evening work, and travel to complete essential duties of this job.

Ability to carry out instructions furnished in written, oral, or diagram form and to solve problems involving several variables.

Personal Protective Equipment is required when in the Plant, Yard or Construction Areas.

HOW TO APPLY: If you are interested in applying please use the link below to directly apply.

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1812203583>

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?rnd=AEP&ShowJob=1812203583>

## **Industrial Maintenance Technician**

Mondo Polymers - Marietta, OH 45750

\$15 - \$18 an hour

Urgently hiring

Maintains production and quality by ensuring operation of machinery and mechanical equipment. Completes preventative maintenance requirements on motors, engines, granulators, extruders, conveyors, fork trucks and other production equipment. Troubleshooting malfunctions. Performs heavy mold changes. Controls downtime by informing production workers of routine preventive maintenance and repairs. Fabricates repair parts when possible. Maintain, repair, program and replace electronic/electrical equipment such as ac/dc motors, drives, plc etc.

Valid Driver's License and Reliable Transportation Required

Experience Preferred:

Welding/Torching

Plasma Cutting

Fabrication

Electrical 110ac-480 3~,24Vdc

Mechanics

Hydraulics/Pneumatics

Robotics

Milling/Lathe

Must be able to work unsupervised after training.

Must have own hand tools. (everything standard up to 1 1/4" and some metric)

Must be able to work nights and weekends.

Must be drug free and be willing to be drug tested.

Must have a valid driver's license and reliable transportation.

\$15.00 - \$18.00 per hour to start/ pay based on experience

Job Type: Full-time

Salary: \$15.00 to \$18.00 /hour

Experience: Maintenance: 1 year (Required)

Education: High school or equivalent (Required)

License: Driver's License (Required)

Application Question: Do you have your own tools?

Work Location: One location

Benefits:

Health insurance

Retirement plan

Typical start time: 7AM

Typical end time: 7PM

Pay Frequency: Weekly

This Job Is Ideal for Someone Who Is:  
Dependable -- more reliable than spontaneous  
Schedule: Weekends required  
Holidays required  
Overtime  
12-hour shift  
Indeed.com

### **Hotel Maintenance/Utility**

Fairfield Inn & Suites by Marriott Marietta - Marietta, OH 45750

Part-time

Be an early applicant

Maintenance/Utility Technician

Fairfield Inn & Suites by Marriott Marietta is currently accepting applications for part time Maintenance/Utility Technician. You must provide outstanding customer service and have excellent communication skills. You need to have the ability to work independently with little to no supervision; as well as the ability to prioritize work activities. This position is 30-40 hours per week, and you must be available to work holidays and weekends. Shift hours may vary.

Maintenance Duties:

Respond and attend to guest repair requests

Perform preventative maintenance

Maintain inventory of maintenance supplies

Requirements:

1-year hotel maintenance experience

Must pass pre-employment criminal background check

Knowledge of plumbing, electrical, painting, pools

Must possess basic knowledge hand/power tool operation

Apply today to join our team!

Job Type: Part-time

Indeed.com

### **Branch Office Administrator**

Edward Jones - Marietta, OH 45750

With you here, our business can multiply.

IT ALL ADDS UP.

As an important member of the team at Edward Jones, you can play a major role in our continued success, while experiencing a career that is satisfying and rewarding. Take this opportunity to apply your specialized skills, have broad impact within your community, do meaningful work, and enjoy an engaging, supportive culture.

Make the most of your abilities and join our multitalented team as a:

**BRANCH OFFICE ADMINISTRATOR**

You will create deep, trusted client relationships and empower the financial advisor (FA) within your assigned branch to focus on delivering customized, solutions-based advice to clients with exceptional service. People who thrive in this position generally demonstrate strengths in one or more of these professional roles:

Building the business/network for the FA by updating prospect/client records, executing direct-mail programs, planning seminars, making follow-up calls for appointments, recognizing new-business opportunities and facilitating branch business planning.

Conveying a welcoming presence while answering the phone, responding to client questions, greeting guests, and carrying out responsibilities that ensure a consistent appointment process.

Creating and meeting business plans, overseeing appointment-setting/schedules, and expanding client relationships.

Using our technology to make it easy for our clients to do business with us.

Supporting business and marketing activities to consistently grow the business and the opportunity to work with the FA and with Edward Jones while continuously improving the client experience and branch processes.

Investing in You

The BOA Opportunity at Edward Jones offers a competitive reward program and a unique culture that promotes a long-term career, contributes to your financial security, and encourages the well-being of you and your family. Our firm is committed to respecting individuals and their contributions, fostering an environment of continuous improvement and sharing the success of the firm with those who create it.



## Position Requirements

What We'll Expect of You

Exceptional client service focus

Critical thinking capabilities

Influential team member who can also work independently

Proactive self-starter

Excellent written and verbal communication skills

Exceptional attention to detail and accuracy

Willingness and ability to learn and understand the financial services industry

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=26235&siteid=5374&PageType=JobDetails&jobid=762896&codes=OJBIN#jobDetails=762896\\_5374](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=26235&siteid=5374&PageType=JobDetails&jobid=762896&codes=OJBIN#jobDetails=762896_5374)

## Administrative Assistant

Jim Leach, LC - Parkersburg, WV 26101

Urgently hiring

Our legal team has an opening for an administrative assistant with strong communication skills and high-level clerical skills. This team member must have a demonstrated ability to professionally and personally manage, direct and respond to phone calls and other communications from clients, insurance companies and other law offices. As important is the ability to accurately and efficiently maintain a variety of physical & digital files to keep them updated and correctly indexed for quick reference. The third major area of responsibility is to assist in routinely reconciling medical costs to ensure accurate processing of insurance payments (health/auto), to identify any unpaid/outstanding balances and to verify accurate reimbursement of medical expenses at case resolution.

To be considered, applicants MUST have demonstrable proficiency-and be willing to skill test-in the use of the Microsoft Office suite (primarily Word, Excel, and Outlook). Strong internet skills and the ability to train to accurately use legal-specific case management software is also required. A background in medical or insurance billing is preferred but not required for candidates with demonstrated aptitudes in the other job skill areas. Finally, the ability to correctly operate multi-function office equipment such as copiers, scanners, printers, postage meters and the related computer software is necessary.

We are looking for a team member who is an outgoing, detail-oriented critical thinker capable of working with minimal supervision, who can work who work well with others, who can meet deadlines, and who can manage a sometimes-stressful work environment with grace under fire.

If you meet our qualifications and are looking for a challenging career that focuses on helping people who are often in the most difficult situation of their lives, then we would like to talk to you. We are seeking a long-term team member, and, for our part, we offer a competitive salary and benefit package including merit raises and bonuses, health insurance and a 401(k)-retirement plan.

Job Type: Full-time

Education: High school or equivalent (Preferred)

Work Location: One location

Benefits:

Health insurance

Retirement plan

Setting: Legal

Schedule: Monday to Friday

Indeed.com

## LIVE-IN DIRECT SUPPORT PROFESSIONAL

Havar, Inc. - Marietta, OH 45750

\$14.38 an hour ++

Be an early applicant

Havar, Inc. Live-In Direct Support Professional

Hours/Work 40 hours a week: Sunday-Fri; Exempt Overnight Required

Compensation Range: hourly; \$14.38/hour, plus benefits (sick, vacation, personal pay) More info available upon request

Health, Dental, Vision, Life, Disability available after completion of an introductory period

SIGN-ON BONUS AT 90 AND 180 DAYS

Primary Function and Description of Work:

Candidate is responsible for direct supervision of individuals with developmental disabilities in their home and community. Based on needs of the individual employee may be required to assist with;

cleaning  
transportation  
personal hygiene  
shopping  
cooking

Any duties outlined in the individual's plan.

Minimum Qualifications:

Must be 18 years of age or older

Have High School Diploma/GED

Valid Ohio Drivers' license and good driving record (less than 6 points)

Satisfactory background check

Satisfactory drug test

Complete certification requirements of regulatory or licensing agencies as necessary

Be eligible for employment in the United States

Possess Clear and supportive communication skills

To learn more about Havar, Inc. please visit our website: [www.havar.org](http://www.havar.org)

Indeed.com

## **Mechanical Operator**

TekWissen - Willow Island, WV

\$16 an hour - Contract

Be an early applicant

Performs preventative maintenance and mechanical repairs on blending, processing, and other plant equipment, and for the blend plant facility.

**POSITION RESPONSIBILITIES:**

Repair, replace, install, and maintain plant equipment and facilities.

Read, understand, and complete with SOPs and cGMP's

Conduct daily, weekly, monthly, and yearly preventative maintenance on equipment – which includes pumps, fans, blowers, gearboxes, rotary valves, compressors, air dryers, electrical systems, blenders, stretch wrappers, and robots.

Perform work with metal fabrication, piping, mechanical and electrical troubleshooting, and equipment repair as required.

Maintains replacement parts inventory and maintenance supplies.

Maintains files of vendors, suppliers and equipment service records.

Assists blend plant manager in assuring plant meets OSHA standards, while also responsible for conformity to safety procedures.

Oversee and maintain facility buildings and grounds.

Actively participate in all capital projects.

Maintain flexibility to work the necessary hours to keep the facility running, including night and weekend shifts as necessary.

**EDUCATION AND EXPERIENCE:**

High School education or equivalent and minimum 3 years related experience; five years preferred. Trade school education desirable.

**TECHNICAL SKILLS REQUIREMENTS:**

Applicants must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Working experience in a Dust Hazard environment

Experience working in an FDA regulated facility is preferred.

Knowledge and the ability to read/understand P&ID drawings and schematics.

Demonstrated troubleshooting skills; ability to troubleshoot equipment when inoperable

Demonstrated PLC programming and troubleshooting skills, including ladder logic

Experience with pneumatics, hydraulics, and scaling equipment

Working knowledge of electrical, both electronics and electrical systems.

Working knowledge and experience with weigh hoppers, baghouses, dust collection systems

Working knowledge of Robotics and Dust Collection systems is a plus

Experience with developing Preventative maintenance plan for plant equipment

Ability to manage multiple tasks effectively

Strong interpersonal and communication skills; ability to communicate well with other employees relative to production issues

Excellent attention to detail and recordkeeping skills

Ability to routinely lift and/or move up to 55 pounds.

Ability to access all areas of the manufacturing facility.

Job Type: Contract

Salary: \$16.00 /hour

Experience:

mechanic: 3 years (Required)

License:

driver's license (Required)

Work authorization:

United States (Required)

Contract Length:

7 - 11 months

Full Time Opportunity:

Yes

Schedule: Monday to Friday

Indeed.com

### **Construction Inspector**

TRC SOLUTIONS INC - Marietta, OH

Posted: **2/1/2020**

Job ID: 215538534

TRC is a global consulting firm providing environmentally advanced and technology-powered solutions for the oil and gas, power and infrastructure industry.

We are looking a Construction Inspector to work on a long-term project with the Ohio Department of Transportation in ODOT District 10. The work will be throughout Monroe County (Woodsfield, OH) reporting to Marietta, OH. The ideal candidate must have at least 18 months of transportation construction experience including bridges, highways and roadways along with either an Associate degree or NICET III. TRC will pay for to become ODOT certified and additional certifications. This is a full-time, direct hire role with full benefits and the opportunity to advance with an established, growing company.

#### Responsibilities

Provide daily site inspections to verify compliance with approved plans, specifications and codes

Measure and record pay quantities

Prepare daily reports

Review the Contractor's schedule

Review and provide input on potential change order issues

Maintain project records

Manage project photographic records

#### Requirements

Eighteen (18) months of construction project technical experience/ experience with bridges, roadways and or highways is required.

Associate Degree in Civil Engineering Technology, Construction Engineering Technology or Construction Management or degrees that exceed these requirements

OR

National Institute for Certification in Engineering Technologies (NICET) Highway Construction Level II

Desired not Required:

OHIO DOT certifications

Familiarity with federally funded documentation procedures and ability to prepare reports using Excel, ODOT Mobile Inspector, GoFormz, and Site manager, or OTHER project management software.

Join our growing Construction Engineering Inspection division and advance your career by learning from industry proven experts. Our team core values include: Safety, Teamwork, Quality, and Reliability.

TRC offers advancement potential and a competitive compensation and benefits package including a 401k plan with a company match. For more information please visit our website at:

About TRC:

Backed by 50 years of design know-how, we combine science and applied technology with sound business strategy to solve complex transportation infrastructure challenges for today and tomorrow. Our assignments include small and medium-sized bridges, culverts, railroad grade separations, viaducts, and major water crossings in both rural and urban environments.

TRC's 5,000 professionals work with a broad range of commercial, industrial and government clients and the communities they serve. We deliver breakthrough solutions that address local needs -- so our clients can better succeed in an ever-changing world.

Working at TRC means tackling interesting, meaningful projects. We pride ourselves on our collaborative spirit, entrepreneurial zeal and agile corporate structure. We recognize that the expertise of our staff is our strongest asset, so we generously reward employees for successful performance and invest in their careers through training and the development of new skills and certification.

TRC is ranked #20 on ENR's list of the Top 500 Design Firms in the United States.

TRC is an equal opportunity employer: disability/veteran. We celebrate diversity and are committed to creating an inclusive environment for all employees.

#LI-DU1

Additional Locations

Columbus, OH, Woodsfield, OH, Cleveland, OH - CLE, Cincinnati, OH - CNC, Akron, OH, Dayton, OH - DTN

Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215538534&wdjobid=4211434517&sq=pg%3d2%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215538534&wdjobid=4211434517&sq=pg%3d2%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## **Route Sales Representative**

Frito-Lay North Americas - Belpre, OH 45714

Full-time, Part-time

The Route Sales Representative is a full-time position that is responsible for selling and merchandising Frito-Lay's complete line of quality products at local stores including convenience stores, gas stations, and large grocery stores. As a Route Sales Representative, you would drive a small Frito-Lay truck which requires a regular driver's license and insurance. Hours per week average approximately 50 hours and include weekend and/or holiday work in all weather conditions.

Some of the more frequent tasks you would perform include:

Driving to assigned locations

Check-in with store decision maker, check-in delivery, obtain signatures, collect proof of delivery

Using equipment (e. g. carts, pallets, etc.) to unload products and move throughout the store

Merchandising cases from the back room to the sales floor, filling display units or shelves with products such as Doritos, Classic Lays, Tostitos, Smartfood Popcorn, etc.

Ensuring back-room inventory reaches the sales floor and organizing/maintaining back-room inventory in proper location

Rotating products and removing defective and out-of-date products and process returns and credits with receiver

Tidying up shelves and displays, knocking down boxes and disposing of any waste

Assembling and disassembling of promotional materials such as signs, banners, and cardboard displays

Ordering, scanning and logging backstock using handheld device

Safely maximizing sales and minimizing waste

This is a physical job. We transform store aisles, end caps, and displays into works of art, from the lowest shelf to the highest shelf. Start times typically begin between three o'clock and seven o'clock in the morning. Hours per week average 50 to 60 hours and include weekend and/or holiday work in all weather conditions.

Our diverse team strives for perfection, and you should feel comfortable working under minimal supervision. We are proud to set industry standards in terms of pay and benefits. In addition to our generous starting wage found at the top of this listing, you will also enjoy unbeatable benefits including, but not limited to:

Health care benefits (including dental and vision)

Retirement savings benefits such as a pension and 401(k)

Education advising and tuition reimbursement

Best-in-class discounts at retailers across the country

Paid vacation

Paid parental leave for new mothers and fathers

RSRs who come to work with us have a wide variety of experience. Team members have honed their skills with success in prior roles including sales jobs, retail jobs, restaurant jobs, and customer service jobs. We all pride ourselves on the quality of our work, but we do have some minimum requirements in common:

Ability to climb, push, pull, bend, stoop, and kneel for extended periods of time, with or without reasonable accommodation

Ability to lift 40 lbs. with or without reasonable accommodation (examples: a microwave; a cinder block)

This position also requires a review of your driving history.

People often ask what kind of characteristics will make them successful in this position. Here is an idea of what our managers are looking for:

**Strong Work Ethic:** as an RSR, you are trusted to represent Frito-Lay values to your colleagues, customers, and the public. You accurately report your time using your company-issued device and you are comfortable working without a manager monitoring your day-to-day activities.

**Flexibility:** you are able to adapt to changing situations, new tasks and priorities as changes occur; you will encounter challenges and resolve them by yourself

**Customer Focus:** when you are in the stores with our customers, you help them find what they need and deliver service that exceed their expectations

**Attention to Detail:** our RSRs are meticulous when it comes to checking dates on chips, tidying shelves, and arranging products; you are also responsible for accurately completing daily paperwork (e.g. DOT logs)

**Communication:** you will be working closely with other Frito-Lay team members and it's important to communicate regularly; good communication also includes checking in and out with the store manager

**Positive Attitude:** you will be part of a sales team that relies on one another to build professional relationships and attend to customer needs while following Frito-Lay and store procedures, work rules and safety policies

**Tech Savvy:** you are very comfortable using multiple technology devices each day to accomplish your goals

**Conscientious:** you are organized, task driven, comfortable following direction and adhering to a specific schedule

**Initiative:** our RSRs often describe their routes as their business. You have a deep understanding of your role within the sales team and you constantly strive to achieve and exceed sales growth targets

Does this sound like you?

The way it works is simple: we provide the information and tools to empower you to take charge of your career. At Frito-Lay, it's pay for performance all the way, and we will give you the training to flourish as the newest member of our exceptional team.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an Equal Opportunity Employer: Female / Minority / Disability / Protected Veteran / Sexual Orientation / Gender Identity

Our Company will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Fair Credit Reporting Act, and all other applicable laws, including but not limited to, San Francisco Police Code Sections 4901 - 4919, commonly referred to as the San Francisco Fair Chance Ordinance; and Chapter XVII, Article 9 of the Los Angeles Municipal Code, commonly referred to as the Fair Chance Initiative for Hiring Ordinance.

If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law & EEO is the Law Supplement documents. View PepsiCo EEO Policy.

Please view our Pay Transparency Statement.

[https://pepsicoglobalpontoon.avature.net/careers/JobDetail/United-States-Route-Sales-Representative/259983?rx\\_c=rsr3&rx\\_campaign=reach25&rx\\_group=116919&rx\\_job=259983&rx\\_medium=cpc&rx\\_r=cpa&rx\\_source=reach-glassdoor&rx\\_ts=20200206T094654Z&source=Recruitics%20Reach&rx\\_viewer=44b5f92d3ec411ea8de4a17eefe758bee01c1f8fc40b40209650c40787e02958](https://pepsicoglobalpontoon.avature.net/careers/JobDetail/United-States-Route-Sales-Representative/259983?rx_c=rsr3&rx_campaign=reach25&rx_group=116919&rx_job=259983&rx_medium=cpc&rx_r=cpa&rx_source=reach-glassdoor&rx_ts=20200206T094654Z&source=Recruitics%20Reach&rx_viewer=44b5f92d3ec411ea8de4a17eefe758bee01c1f8fc40b40209650c40787e02958)

## **Mechanical Operator**

Compunnel Inc. - Willow Island, WV

\$13.58 - \$16.60 an hour - Contract

Be an early applicant

Job Summary

\*\*\*Hours are somewhat flexible. 3rd shift is 8 pm- 4:30 am, on Monday – Thursday, and 2nd shift is on Friday 2:00pm – 10:30pm.\*\*\*

Performs preventative maintenance and mechanical repairs on blending, processing, and other plant equipment, and for the blend plant facility.

**POSITION RESPONSIBILITIES:**

Repair, replace, install, and maintain plant equipment and facilities.

Read, understand, and complete with SOPs and cGMP's

Conduct daily, weekly, monthly, and yearly preventative maintenance on equipment – which includes: pumps, fans, blowers, gearboxes, rotary valves, compressors, air dryers, electrical systems, blenders, stretch wrappers, and robot. Perform work with metal fabrication, piping, mechanical and electrical troubleshooting, and equipment repair as required. Maintains replacement parts inventory and maintenance supplies. Maintains files of vendors, suppliers and equipment service records. Assists blend plant manager in assuring plant meets OSHA standards, while also responsible for conformity to safety procedures. Oversee and maintain facility buildings and grounds. Actively participate in all capital projects. Maintain flexibility to work the necessary hours to keep the facility running, including night and weekend shifts as necessary.

**EDUCATION AND EXPERIENCE:**

High School education or equivalent and minimum 3 years related experience; five years preferred. Trade school education desirable.

**TECHNICAL SKILLS REQUIREMENTS:**

Applicants must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Working experience in a Dust Hazard environment

Experience working in an FDA regulated facility is preferred.

Knowledge and ability to read / understand P&ID drawings and schematics.

Demonstrated troubleshooting skills; ability to troubleshoot equipment when inoperable

Demonstrated PLC programming and troubleshooting skills, including ladder logic

Experience with pneumatics, hydraulics, and scaling equipment

Working knowledge of electrical, both electronics and electrical systems.

Working knowledge and experience with weigh hoppers, bag houses, dust collection systems

Working knowledge of Robotics and Dust Collection systems is a plus

Experience with developing Preventative maintenance plan for plant equipment

Ability to manage multiple tasks effectively

Strong interpersonal and communication skills; ability to communicate well with other employees relative to production issues

Excellent attention to detail and recordkeeping skills

Ability to routinely lift and/or move up to 55 pounds.

Ability to access all areas of the manufacturing facility.

AB1902TU2

Job Type: Contract

Salary: \$13.58 to \$16.60 /hour

Experience:

FDA regulated facility: 1 year (Required)

mechanic: 1 year (Required)

Robotics and Dust Collection systems: 1 year (Required)

PLC programming: 1 year (Required)

pneumatics, hydraulics, and scaling equipment: 1 year (Required)

preventative maintenance: 1 year (Required)

mechanical repairs on blending, processing: 1 year (Required)

Dust Hazard environment: 1 year (Required)

Education:

High school or equivalent (Required)

Location:

Willow Island, WV (Preferred)

License:

driver's license (Required)

Work authorization:

United States (Required)

Contract Length:

7 - 11 months

Indeed.com

## Delivery Driver

Home City Ice - Vienna, WV

Posted: **2/5/2020**

Job ID: 215626177

Job Description

**Driver Positions** - (Load trucks with ice on pallets with electric pallet jack. Take ice loads with Class B / CDL trucks to designated routes that are 8 hr. shifts. No sales involved. Offer routes with CDL not being required. A good driving record is required.)

FT & PT positions available. Pay based on experience. Bonus options included.

Day shift, home by evening.

Dependent on total hours worked, offers Health Insurance, (medical, dental & vision); Life Insurance; 401k

Contact via phone or email.

(304)428-8268 ext. 4901 or ext. 4902

Applications and info also available at: [www.homecityice.com](http://www.homecityice.com)

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215626177&wdjobid=4218350133&sq=pg%3d1%26rad%3d20%26rad\\_units%3dmiles%26q%3dhome%2bcity%2bice%26qt%3dphrase%26sid%3d68%26zip%3d45750&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215626177&wdjobid=4218350133&sq=pg%3d1%26rad%3d20%26rad_units%3dmiles%26q%3dhome%2bcity%2bice%26qt%3dphrase%26sid%3d68%26zip%3d45750&saved=false)

## Production

Home City Ice - Parkersburg, WV

Posted: **2/5/2020**

Job ID: 215624984

Job Description

Job availability:

**Production** - (Take ice, that comes off a conveyor belt and into 7 lb. or 22 lb. bags; place on wooden pallets, plastic wrap pallet with ice, and organize on the warehouse floor with electric pallet jack.)

\*\*\*No experience required.

FT & PT positions available starting at \$10.50/hr.

Offer day or night shifts

Dependent on total hours worked, offers Health Insurance, (medical, dental & vision); Life Insurance; 401k

(\*\*option for future advancement for Class B truck driver training, based on driver history)

Contact via phone or email.

(304)428-8268 ext. 4901 or ext. 4902

Applications and info also available at: [www.homecityice.com](http://www.homecityice.com)

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215624984&wdjobid=4218348594&sq=pg%3d1%26rad%3d20%26rad\\_units%3dmiles%26q%3dhome%2bcity%2bice%26qt%3dphrase%26sid%3d68%26zip%3d45750&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215624984&wdjobid=4218348594&sq=pg%3d1%26rad%3d20%26rad_units%3dmiles%26q%3dhome%2bcity%2bice%26qt%3dphrase%26sid%3d68%26zip%3d45750&saved=false)

## Office Assistant

2020-01-31 Lamp Pestproof & Wildlife Control 905-B Grand Central Avenue, Vienna, WV

Description:

The Mid-Ohio Valley's Largest Locally Owned Termite and Pest Control Company is growing.

We are looking for friendly, dedicated, hard-working people who possess good customer service skills.

We offer hourly wage, paid holidays, paid vacation, company supplemented health insurance, a retirement plan and other benefits.

**Office Assistant:**

Duties will include: Answering calls, providing customers with information and pricing, scheduling appointments, data entry and general office work.

Must be very familiar with Parkersburg and surrounding areas and have impeccable spelling and grammar skills.

Applicants who submit a high school transcript will have top priority

**To Apply:**

Please send resume to: [service@lapppestproof.com](mailto:service@lapppestproof.com); Please put "Office Assistant - MOV Jobs" in subject line.

No Phone Calls, Please.

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6841&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6841&keyword=&region_browse=&category=999)

## Industrial Cleaner

District Council 53 International Union of Painters and Allied Trades - Marietta, OH 45750

Posted: 1/31/2020 - Expires: 3/1/2020

Job ID: 215518362

Job Description WORK OPPORTUNITY!!! Currently looking to hire over 100 people for industrial cleaning work inside industrial plants. This is seasonal work with the opportunity for full time work. Start out pay is \$15/hour - will pay more for experience Must be able to pass pre-employment drug test and random drug screens Must be willing to travel in state and out of state Hotel and per diem provided when traveling Transportation will be provided - just need to meet up at a designated location Must be able to work long hours (7 days a week, 12 hour days/nights at times) Work is to start beginning of March 2020, possibly before

Please Text ONLY (no phone calls at this time) 304-380-5635 your name, Phone number, and city you live closest to.

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215518362&wdjobid=4210152307&sq=pg%3d1%26q%3d215518362%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215518362&wdjobid=4210152307&sq=pg%3d1%26q%3d215518362%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## Production Line Operator

Magnum Magnetics Corporation - Marietta, OH 45750

Nature of Work:

This position performs general utility duties associated with the production and finishing of magnetic products.

Examples of Work:

Operate production equipment such as punch press, strip line equipment, Mark Andy, RF Welder, etc.

Package product into containers, label containers, and prepare for shipment.

Complete required paperwork according to Company guidelines.

Select and moves components to weighing area or dumping station.

Examine in-process materials to determine compliance with quality standards.

Samples product according to Quality Control procedures.

Maintain equipment.

Responsible for cleanliness of work area and adherence to OSHA regulations.

Cleans equipment on a regular basis and as needed.

May operate forklift to move and store raw materials and finished goods.

Perform regular safety inspections and makes recommendations for improvement.

Recommend improvements to product appearance and flow.

Assists mechanic as required.

Performs other duties assigned by management.

Required Knowledge, Skills and Abilities:

Attention to detail skills.

Ability to operate packaging equipment and computers.

Ability to accomplish multiple tasks.

Ability to become a licensed forklift operator.

Ability to communicate well with other employees, particularly regarding production issues.

Ability to establish and maintain effective working relationships with others.

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

Ability to follow all safety rules and regulations.

Ability to write routine correspondence and complete production paperwork.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to work in a fast-paced, deadline driven environment.

Ability to work extended hours as needed.

Minimum Qualifications:

Training:

High School education or equivalent.

Experience:

Six months related experience preferred.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=27f3eeb6-88fe-4a5f-972d-2b30e1d222cd&cclid=19000101\\_000001&jobId=53042&source=IN&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=27f3eeb6-88fe-4a5f-972d-2b30e1d222cd&cclid=19000101_000001&jobId=53042&source=IN&lang=en_US)



## **Floor Staff**

Regal- Vienna, WV 26105

Full-time, Part-time

Summary: Floor Staff team members are classified based on individual theatre needs, and/or employee availability, as either variable hour, part-time fixed, part-time regular or full-time hourly employees whose primary responsibility is ensuring our guests receive exceptional service. Floor Staff may be scheduled to work in the Box Office, Concession Stand, or as an Usher. Floor Staff employees must act as a representative of Regal in a way that is consistent with our mission statement and policies; including

Regular and consistent attendance

Handling of emergency situations when called upon to do so

General cleaning duties; and

Compliance with our company dress code.

Essential Duties and Responsibilities for each position include, but are not limited to, the following:

**Box Office**

Operating POS system, including the proper handling of and responsibility for accuracy of cash drawer, credit cards, travelers' checks, gift cards and redeemed discount tickets, passes and coupons

Up selling/suggestive selling of Premium Viewing Experience (3D, RPX, IMAX).

Promoting the Regal Crown Club program

Ensuring tickets are sold in accordance with the MPAA rating system and company policy

Responding to phone calls and questions from guests in a manner that is consistent with our guest service philosophy

**Concession**

Operating POS system, including the proper handling of and responsibility for accuracy of cash drawer, credit cards, travelers' checks, gift cards and redeemed coupons as well as concession stock inventory.

Promoting the Regal Crown Club program

Operating, preparing and cleaning of all concession related equipment

Up selling/Suggestive selling

Complying with all local, state and federal food safety laws.

Abide by all federal and state laws with regards to breaks and/or meal periods.

Ensure required alcohol certification and training are current where applicable.

If the theatre sells alcohol and your assigned duties will include the selling/serving of alcohol, you must be of legal age to sell or serve alcohol according to state or local laws.

Required to read and understand training materials that will cover subjects such as sexual harassment and discrimination.

**Usher**

Tearing tickets, collecting and depositing appropriate stub, and directing patrons to their auditoriums.

Inspecting backpacks and packages when applicable.

Managing crowd control and assisting guests in finding seats in auditoriums when necessary

Enforcement of MPAA rating system

Conducting in theatre inspections to monitor picture and sound quality, watch for film and content theft, and help maintain a safe quality environment within the auditoriums

Reporting to the management any problems, discrepancies or unusual situations that arise at the theatre.

Perform in-auditorium concession auxiliary sales as directed by management

Cleaning auditoriums at the end of scheduled shows and maintaining clean restrooms, lobby area, hallways and other areas outside of the auditorium

Monitoring the cleanliness and operation of theatre vending equipment

Assisting with all opening and closing duties as assigned by management

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Completion of cast certification program as a cast member and as box office cashier or progress towards completion required.

If the theatre sells alcohol and your assigned duties will include the selling/serving of alcohol, it is your responsibility to complete any legally required state or local training and obtain the required certificate. In addition, you must complete the Regal Responsible Beverage Server training on Regal Online University.

**Language Ability:**

Possess good public speaking, listen effectively and respond clearly and directly.

**Math Ability:**

Perform calculations with speed and accuracy and identify and correct errors.

**Reasoning Ability:**

Identify problems, gather relevant data and note possible causes of problems. Evaluate relevant information, recognize alternatives and reach conclusions based on evidence. Take action beyond what is necessarily called for. Perform under pressure and/or opposition.

**Personal Skills:**

Possess excellent communication skills with customers, co-workers and management. Establish goals, budget time, and set priorities to achieve desired objectives.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee may occasionally be required to lift up to 60 pounds. The vision requirements include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

<https://recruiting.ultipro.com/REG1000REGAL/JobBoard/1bbca4e6-7b2d-4f4f-bb34-681fc9385364/OpportunityDetail?opportunityId=f48a29b1-4219-44e5-b71a-17c6a9a7aaa8>

**MIG Aluminum Welders/Fabricators**

Rhodes Trailers & Truck Bodies - Parkersburg, WV 26101

Rhodes Trailers & Truck Bodies, a manufacturer of custom truck trailers and bodies in Parkersburg, WV is seeking applications for experienced MIG aluminum welders/fabricators.

These are full-time positions. Applicants must have a minimum of 1-year work experience MIG welding/fabricating aluminum.

Position Summary: The Welder has primary responsibility of MIG welding/fabricating aluminum parts.

Job Duties and Responsibilities (including but not limited to):

MIG welding/fabricating aluminum

Create quality welds according to blueprints (weld symbols) and dimensions

Self-Inspect work performed to ensure that work meets quality requirements and specifications

Prepare products to be welded by grinding, drilling, and cutting aluminum parts

Ensure all equipment is properly set-up and used in a safe manner and that all safety devices are in use

Operate overhead electric crane, if required

Monitor equipment being used and request maintenance when required

Maintain high level of accuracy, efficiency, safety, and quality

Efficiency with various tools (i.e. grinder, drill, circular saw, reciprocating saw, die grinder, general hand and layout tools, calipers, tape measures, etc.)

Other job-related duties as may be necessary to carry out the responsibilities of this position

Requirements/Qualifications:

High School Diploma or equivalent required

Minimum of one year of work experience MIG welding/fabricating aluminum

Demonstrated knowledge of welding methods

Ability to read and understand engineering drawings

This position is year-round, full-time, and includes benefits such as:

Health Insurance reimbursement

Life and AD&D Insurance

Prescription safety glasses and steel toe shoe reimbursement

Weekly perfect attendance bonus

401(k) with match

Paid vacation and holidays

Competitive wage scale

Good working environment – indoors

Monday-Friday 7am-3:30pm work hours (with overtime opportunities)

Starting pay rate is based on demonstrated experience via the layout/weld test  
Applicants must be authorized to work in the U.S., and will be subject to a tape measure, layout, and MIG aluminum weld test, a pre-employment background check and drug screen

Rhodes Trailers & Truck Bodies is an equal opportunity employer.

Job Type: Full-time

Job Type: Full-time

License:

Drivers (Required)

Work authorization:

United States (Required)

Additional Compensation:

Bonuses

Work Location:

One location

Pay Frequency:

Weekly

This Job Is Ideal for Someone Who Is:

Dependable -- more reliable than spontaneous

Detail-oriented -- would rather focus on the details of work than the bigger picture

Autonomous/Independent -- enjoys working with little direction

Indeed.com

\*\*\*\*HIRING EVENT\*\*\*\*

**The Blennerhassett Hotel & Spa, 320 Market Street, Parkersburg, West Virginia.**

**Open Interviews on March 5<sup>th</sup> from 1:30-3:30pm.**

**Hiring for ALL Restaurant & Lounge positions!**

### **Guest Service Representative**

The Blennerhassett Hotel & Spa - Parkersburg, WV 26101

Part-time

This position is responsible for greeting and receiving hotel guests, processing front desk, check-in/check-out functions, providing general customer services duties for all guests with an emphasis on the ensuring the exceptional begin to end hotel stay experience for guests. The incumbent provides guest relations activities, responding to guests' requests for housekeeping, general hotel and local tourist information, hotel services and in-room service requests, addresses, assists and adjusts any reservation and billing questions and concerns and overall ensures the guests receive the best and superior customer service available. The incumbent is expected to ensure superior hotel standards are maintained, policies and processes are followed.

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

Primarily responsibility for overall guest reservations/relations front desk duties

Provides exception front-desk, check-in/check-out processing functions

Ensures all aspects of the lobby/reception areas, ensuring a superior guest experience

Works closely with co-workers to provide greeting/valet/check-in (luggage) experience, readiness of guest rooms, timely and well-presented welcome gifts and other guest deliveries, coordination of guest transportation, luggage delivery to rooms and vehicle, valet service, etc.

Works closely with co-workers to ensure guest requests for housekeeping, food and beverage inquiries, reservations and in-room food services

Provides guests with concierge services, ensuring updated knowledge of local and tourist activities, places to visit, shopping, etc...., makes appropriate and knowledgeable suggestions for guests for local area activities and events (arts, entertainment, food, etc....)

Assists guests with scheduling the hotel's restaurant, spa, Special Events Coordinator and other requests

Effectively and professionally addresses guests' complaints, tactfully and courteously handling and resolving concerns, ensuring quick resolution and guest satisfaction; documenting and bringing them to the attention of the Supervisor, involving the Supervisor as appropriate

Accurately and timely processes guest accounts, ensuring balancing of daily revenues

Maintains professional working relationships with co-workers, vendors and the general public

Conducts routine inspections of public spaces for cleanliness and exceptional appearance,

Working with all management, ensures overall safety of guests, employees and general public

Other projects and duties as assigned

Regular and routine attendance and punctuality is required

Availability and willingness to work evenings, weekends and holidays

Travel Requirements if Applicable:

As needed and assigned

Position Requirements and Qualifications:

High School Diploma or Equivalence

2-3 years' work experience in Hotel/Hospitality, as a Customer Service Representative or in a Business-Related capacity

Demonstrated above-average knowledge of Hotel/Hospitality related operations

Demonstrated computer skills, preferably working with Microsoft Office products, Hotel Systems and programs and the ability to successfully navigate and maintain current knowledge and skills working with technology

Demonstrated customer service experience working with the general public and the ability to tactfully and professionally address public concerns and complaints

Demonstrated ability to establish and maintain effective work relationships with other employees, exercising tact and professionalism in all matters

Demonstrated professional demeanor and excellent oral and written communication skills

Demonstrated ability to apply strategic business logic while making sound decisions under pressure

Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependable

The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to speak, hear, see, stand for long periods of time, walk frequently and use full reach and range of motion in arms, hands and fingers, with continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills, to bend, stoop, kneel and lift (floor to waist – up to 25 lbs., waist to shoulders – up to 20lbs.), carry, push, pull and frequently climb stairs

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.

[https://www.appone.com/maininforeq.asp?Ad=706507&R\\_ID=2871471&Refer=https://www.indeed.com/&B\\_ID=91](https://www.appone.com/maininforeq.asp?Ad=706507&R_ID=2871471&Refer=https://www.indeed.com/&B_ID=91)

## **Crew Leader**

D&M Constructing Inc. - Parkersburg, WV

### **Immediately Openings**

D&M Contracting, Inc. is a family owned business for over 30 years, we make great efforts in making our employees feel like a part of our family. We encourage you to come join our growing family that strives to empower our employees daily. We are seeking individuals that want to make an impact and enhance a career in the Plastic Gas Line industry.

D&M Contracting, Inc. has an excellent opportunity for you in the **Western Pennsylvania area!** We are currently hiring for a **full-time Crew Leader.**

### **In this role you will (but not limited to):**

Responsible for office paperwork (time sheets, production, as-builts, safety), gas company paperwork, DIMP paperwork

Manage, direct and motivate crew's production daily

Train crew members in accordance with company safety procedures

Observe that the work is being done properly.

Utility laborer gas line installation

Work safety around machinery in ditches; shovel around utilities

Any labor required with pipe work in ditches

Must be able to perform various tasks that require physical labor

Must be willing to work outside in all weather conditions and work as part of a team.

### **Qualifications:**

5+ years of experience in the Gas Industry

50% travel

Valid driver's license with physical card

Certified in gas utility work; in Peoples, Dominion, Columbia, Equitable gas etc.

### **Skills:**

Good communication and numeracy skills

Customer-services skills and interpersonal skills

Work independently

Must be able to labor in ditch lines etc.

**As a D&M Contracting, Inc. employee you are offered:**

Pay based on experience with overtime availability

Premium Health Benefits with multi-tiered options

401 (k)

Weekly Pay

Throughout the D&M Contracting, Inc. organization you will find people who are uncompromising in their commitment to quality, join today!

**EOE: D&M Contracting, Inc.** is an Equal Opportunity Employer, M/F/D/V

Job Type: Full-time

**Indeed.com**

**Pipe Layer/Laborer**

D&M Constructing Inc. - Parkersburg, WV

**Immediately Openings**

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We are seeking individuals that want to make an impact and enhance a career in the Plastic Gas Line industry.

D&M Contracting, Inc. has an excellent opportunity for you in the **Western Pennsylvania area!** We are currently hiring for a **full-time Pipe Layer/ Laborer.**

**In this role you will (but not limited to):**

Work & Communicate with job foreman (crew leader), on any needs or problems that may arise

Cut pipes to required lengths

Digging, spreading and shoving dirt and gravel using pick and or shovel

Cleans tools, materials and work areas

Utility laborer gas line installation

Work safety around machinery in ditches; shovel around utilities

Any labor required with pipe work in ditches

Must be able to perform various tasks that require physical labor

Must be willing to work outside in all weather conditions and work as part of a team.

**Qualifications:**

Must have experience in the Gas Industry

Valid driver's license

**Skills:**

Good communication and numeracy skills

Customer-services skills and interpersonal skills

Work independently

Must be able to labor in ditch lines etc.

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**EOE: D&M Contracting, Inc.** is an Equal Opportunity Employer, M/F/D/V

Job Type: Full-time

**Indeed.com**

**Operator**

D&M Constructing Inc. - Parkersburg, WV

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We are seeking individuals that want to make an impact and enhance a career in the Plastic Gas Line industry.

D&M Contracting, Inc. has an excellent opportunity for you in the **Western Pennsylvania area!** We are currently hiring for a **full-time Operator.**

**In this role you will (but not limited to):**

Operate excavator installing gas lines in street; fields; yard; and steep slopes.

Trench around utilities with excavator, back fill with compaction with excavator, and operate skid- steer

Must be able to perform various tasks that require physical labor

Must be willing to work outside in all weather conditions and work as part of a team.

**Qualifications:**

Must have experience in the Gas Industry

1-3 years of experience preferred

Valid driver's license with physical card; good driving history – Required

**Skills:**

Good communication and numeracy skills

Customer-services skills and interpersonal skills

Work independently

Must be able to labor in ditch lines etc.

**As a D&M Contracting, Inc. employee you are offered:**

Pay based on experience with overtime availability

Premium Health Benefits with multi-tiered options

401 (k)

Weekly Pay

Throughout the D&M Contracting, Inc. organization you will find people who are uncompromising in their commitment to quality, join today!

**EOE: D&M Contracting, Inc.** is an Equal Opportunity Employer, M/F/D/V

Job Type: Full-time

**Indeed.com**

**Food Service Supervisor I**

WVU Parkersburg - Parkersburg, WV 26104

\$13.13 an hour

West Virginia University at Parkersburg Position Vacancy

Food Service Supervisor I

Position #20-021

Summary:

This position coordinates the food preparation, presentation and delivery for the Center for Early Learning and various catered events.

Duties:

- Coordinate food preparation, presentation and delivery for the Center for Early Learning (CEL) and various catered events.
- Assist production personnel in daily preparations to ensure operating procedures are properly followed.
- Assist with determining the most cost-effective choice for purchase regarding the CEL and catered events.
- Interpret, implement, and assure compliance with established policies and procedures as well as standard practices and methods within the food industry and county school policies.
- Coordinate with CEL Director and Food Service Manager to ensure proper implementation and nutrition.
- Maintain compliant workplace in accordance with county, state, and federal regulations.
- Assist Manager with accounting for product inventory.
- Report and document all orders for products regarding CEL and catered events.
- Assist in daily cafeteria operations as assigned.
- Serve in absence of Food Service Manager as assigned.
- Perform other duties as assigned.

Education/Knowledge:

· Bachelor's degree in food service, hotel management, nutrition, hospitality, or related field; OR any equivalent combination of knowledge, experience, or training.

Current WV food handlers permit upon employment.

SERV Safe certification (to be obtained within 60 days of employment).

Experience:

- One year of current Commercial food service operation.

Skills:

Basic computer skills.

Supervisory skills.

Ability to work a flexible schedule.

Demonstrated knowledge of methods and procedures used in a commercial food service operation.

Ability to perform basic mathematical calculations.

Ability to use standard commercial kitchen equipment.

Interpersonal and Customer Service Skills including electronic, verbal, written, and oral skills.

Ability to plan, organize, and set priorities on a continual basis.

Rate of Pay:

Non-exempt, Full-time (37.5 hours), benefits eligible, pay grade 3, \$13.13/hr.

Posted: January 31, 2020 Deadline to Apply: February 14, 2020

To Apply:

Submit an Employment Application Packet and an unofficial copy of your college transcripts (if applicable). A cover letter and résumé may also be included. The Employment Application packet is available via the Employment Opportunities section at [www.wvup.edu](http://www.wvup.edu).

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to Debbie Richards, Special Assistant to the President, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

Job Type: Full-time

Salary: \$13.13 /hour

Indeed.com

## **Laborer**

Select Energy Services Saint Mary's, WV Full-Time

Water Transfer Laborer

Want an outdoor job that allows you to get your hands dirty? Like working on a team? Want to work in the oilfield? Keep reading.

What you will do.

As a Water Transfer Laborer, you'll lay down heavy hose that will be used to move water from a source to a customer job site. Most of the time, motorized equipment will be used to do this, and you'll be on foot following it. But there may be times where the equipment can't handle the terrain and you'll have to throw the hose over your shoulder and haul it yourself. When you get to the end of a section of hose, you'll use powered hand tools to connect it end-to-end to the next section. Once you get all the hose laid out and connected and water starts moving through it, you'll use state of the art equipment to monitor water tank levels and adjust how much water is flowing through it. When the job is done, you'll pick it all up and move on to the next job site and do it again.

What you need to know.

You're going to work...a lot. There will be long days and some weekend work. This is outdoor work and that means you're probably going to get dirty. Being outdoors means you're going to be hot in the summer and cold in the winter. You'll also be working on a team, so you need to be able to get along with other people. But we have found that all these things are exactly what our Water Transfer Laborers like about the job!

Why you want this job.

Whether you are just getting started in the oil patch or you have been in it for years, Water Transfer is a great place to be. You will be working with a team so there is always someone that you can learn from or that can learn from you. You get the fulfillment of physical work outdoors while using a variety of equipment.

#CB

Select Energy Services participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, Select is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you,

including terminating your employment. Select only uses E-Verify once you have accepted a job offer and completed the Form I-9.

[https://www.careerbuilder.com/job/J3S7WQ65YTCJQCYH4CT?utm\\_source=pandologic&e=4&ccsrc=dll&utm\\_campaign=construction-laborers+-+AOTEST2&siteid=sep\\_pand\\_&utm\\_medium=aggregator&uid=15785067479202wlyskbox](https://www.careerbuilder.com/job/J3S7WQ65YTCJQCYH4CT?utm_source=pandologic&e=4&ccsrc=dll&utm_campaign=construction-laborers+-+AOTEST2&siteid=sep_pand_&utm_medium=aggregator&uid=15785067479202wlyskbox)

## **Administrative Assistant**

**Parkersburg-Marietta Contractors Association Parkersburg, WV, USA**

Compensation

\$33,000 to \$37,000 Annually

Benefits Offered

401K, Dental, Medical

Employment Type

Full-Time

Why Work Here?

*“One of a kind career opportunity for the right person to work in a friendly business environment.”*

We are seeking an Administrative Assistant to join our team! You will perform clerical and administrative functions in order to drive company success.

### **Responsibilities:**

Draft correspondences and other formal documents

Plan and schedule appointments and events

Greet onsite guests and assist them with plan room needs

Answer inbound telephone calls

Manage and enter daily accounting of receivables and payables

Perform other office tasks

### **Qualifications:**

Previous experience in office administration or other related fields

Ability to prioritize, multitask, and work independently

Excellent written and verbal communication skills

Strong attention to detail

Strong organizational skills

Experience with Microsoft Office and Quick books

Salary will be commensurate with experience, and benefits negotiable based upon individual needs. A company matching IRA will be included with the compensation package.

About Parkersburg-Marietta Contractors Association:

PMCA is a non-profit association of general and specialty contractors, as well as construction support businesses. We offer many services related to the representation of signatory contractors to the building trades unions. Additionally, we offer plan-room services to allow member contractors to access construction projects for bidding purposes.

[https://www.ziprecruiter.com/jobs/parkersburg-marietta-contractors-association-0c505c4a/administrative-assistant-0e1de997?job\\_id=46cb5418a3c9d3d0d603f2a80da7aaf6](https://www.ziprecruiter.com/jobs/parkersburg-marietta-contractors-association-0c505c4a/administrative-assistant-0e1de997?job_id=46cb5418a3c9d3d0d603f2a80da7aaf6)

## **Sign Installer**

Discount Signs and Awnings Marietta, OH, USA

Compensation

\$14 to \$16 Hourly

Employment Type

Full-Time

We are seeking a Sign and Awning Technician to become a part of our team! You will assist with the manufacture, installation and repair of various signs, awnings, and lighting equipment.

### **Responsibilities:**

Assist with the installation and repair of signs, awnings and lighting equipment

Construct and install awnings (training provided)

Complete site surveys provided detailed measurements, descriptions, and pictures for clients

Maintain a safe and clean work environment

Perform routine preventative maintenance

Track all equipment and supplies

Perform other duties as assigned



**Qualifications:**

Previous experience in electrical, construction, maintenance, or other related fields

Attention to detail is a must!

Ability to troubleshoot and problem solve

Familiarity with maintenance tools and equipment

Ability to handle physical workload

Ability to work well in teams

Ability to prioritize and multitask

Ability to work at heights greater than 50 feet (with appropriate safety equipment)

Willingness to work overtime (more than 8-hour shift, and occasionally weekends) to meet customer's deadlines

Clean driving record and the ability to pass a DOT physical

Drug and alcohol-free workplace

**Preference given to candidates with:**

Prior sign, awning, or vehicle wrapping experience

Experience operating a bucket truck or man-lift

[https://www.ziprecruiter.com/jobs/discount-signs-and-awnings-c7ec88f6/sign-installer-73a8bd5a?job\\_id=ef2febdd8e80135828429442c7ffca22](https://www.ziprecruiter.com/jobs/discount-signs-and-awnings-c7ec88f6/sign-installer-73a8bd5a?job_id=ef2febdd8e80135828429442c7ffca22)

**TITLE ABTRACTOR / RESEARCHER**

2020-03-01 Confidential Mid-Ohio Valley

Description:

**Full-time salaried position as a title abstractor available immediately with title company.**

**Is a title abstractor the same as an oil & gas abstractor?** No. Usual differences between local oil & gas abstractors and our title abstractors are:

Local oil & gas abstractors are typically independent contractors that experience a high rate of layoffs. They typically utilize a personal vehicle for travel, track mileage for reimbursement, and use their own equipment (computer, printer, scanner) and supplies (paper, printer ink, pens, etc.). They often do not receive paid days off or vacation.

Title Abstractors with our company are salaried employees in a much more stable employment environment. They complete a comprehensive paid training program, have a company vehicle for travel, have an advanced expense account that is reimbursed weekly, receive a fuel card and do not track mileage, and use company equipment and supplies. They receive paid vacation, sick days, and other benefits that independent contractors do not receive.

**What does a title abstractor do?** A title abstractor provides research of public records that is used for real estate transactions, such as purchases, refinances, foreclosures, and more.

**Where does a title abstractor work?** The members of our title abstractor team travel to county courthouses, usually visiting several courthouses in a single day. Some members operate out of a company office location, while others operate out of a home office, dependent upon their location and area covered.

**What are the hours of a title abstractor?** This position is Monday - Friday with most normal banking holidays observed. Members of the title abstractor team typically arrive in their first assigned courthouse when they open, then travel to other assigned courthouses as they complete assigned research. Team members rotate areas covered daily, so the ability to adapt to a rotating schedule is a must.

**What experience or skills are needed to be a title abstractor?** No prior experience necessary, as our title company offers a comprehensive paid training program. Useful skills include time management, attention to detail, and a willingness to learn.

**Is there opportunity for advancement?** Most employees on our title abstractor team are only title abstractors. However, management is interested in cross-training the right individual for real estate closings. Such an individual would need to be eligible to become a West Virginia notary and exhibit both professional demeanor and attire. If interested in cross-training, please add a note in your resume submission. Cross-trained employees are more valuable and therefore receive a salary commensurate with those skills.

**REQUIREMENTS:**

Valid driver's license

High school diploma or equivalent

Ability to pass background check

**The ideal candidate will have the following:**

Attention to detail

Ability to adapt to changing schedules

Excellent communication skills

Willingness to travel throughout West Virginia (no overnights)

When applying, please list your wage requirements in a salaried form (weekly, monthly, or yearly). Salary is commensurate with skills and experience, but is above minimum wage

Please email a resume with any additional notes, including wage requirements, by using the apply link below.

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6847&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6847&keyword=&region_browse=&category=999)

## **RURAL CARR ASSOC/SRV REG RTE**

United States Postal Service - Marietta, OH 45750

\$18.56 an hour

*External Publication for Job Posting 10404114*

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

*Branch*

Ohio Valley District

*Job Posting Period*

02/28/2020 - 03/06/2020

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

*Job Title*

RURAL CARR ASSOC/SRV REG RTE

*Facility Location*

MARIETTA

275 FRONT ST

MARIETTA, OH 45750-2937

CONTACT INFORMATION: Jodi Clark | [jodi.l.clark@usps.gov](mailto:jodi.l.clark@usps.gov) | (740) 373-0737

*Position Information*

Title: RURAL CARR ASSOC/SRV REG RTE

FLSA Designation: Non-Exempt

Occupation Code: 2325-07XX

Non-Scheduled Days: VARIES

Hours: VARIES

RCAs must be available to work on an as needed basis.

DRIVING REQUIRED: Applicants must have a valid state driver's license, a safe driving record, and at least two years of unsupervised experience driving passenger cars or larger. The driving must have taken place in the U.S. or its possessions

or territories or in U.S. military installations worldwide.

\*A personal vehicle suitable for use is required for this position\*

**BENEFIT INFORMATION:**

This is a non-career position, which may lead to a career position. RCAs are immediately eligible to enroll in the USPS Health

Benefits Plan with a Postal Service premium contribution. After completing one year without a break in service of more than 5

days, RCAs may also be eligible for: health insurance under the Federal Employees Health Benefits Program (FEHB); dental

and vision insurance through the Federal Employees Dental and Vision Insurance Program (FEDVIP); flexible spending accounts program through FSAFEDS and long-term care insurance through the Federal Long-Term Care Insurance Program

(FLTCIP). May receive Wounded Warrior leave provided eligibility criteria are met.

SALARY RANGE: \$18.56 per hour paid bi-weekly

FINANCE NUMBER: 384907

*Persons Eligible to Apply*

All U.S. Citizens, lawful permanent resident aliens, citizens of American Samoa or other territory owing permanent allegiance

to the United States. Applicants entitled to veterans' preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position. Applicants must apply online at [www.usps.com/careers](http://www.usps.com/careers) to be considered for this

employment opportunity. You must have a valid email address to apply as communication regarding employment opportunities, examinations (when applicable), and background checks will be sent by email. Please add the following email

domain addresses to your contact list to allow all correspondence to be received - @usps.gov; @jobtryout.net; @psionline.com; @geninfo.com; @uspis.gov. EXAM: If an exam is required and you are invited to take the test, instructions

regarding the exam process will be sent to you via email. Please ensure you can receive email messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity. SCREENINGS: You may

receive multiple requests for background checks in regard to this employment opportunity. Respond to all requests quickly as we anticipate filling our vacancies quickly and nonresponses may result in disqualification for this opportunity.

#### *Background Check*

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S.

government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or

as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background

check because of residency outside the United States, such individuals will be ineligible for Postal employment.

#### *Functional Purpose*

Cases, delivers, and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

#### **DUTIES AND RESPONSIBILITIES**

1. Sorts mail in delivery sequence for the assigned route.

2. Receives and signs for accountable mail.

3. Loads mail in vehicle.

4. Delivers mail to customers along a prescribed route and on a regular schedule by a vehicle; collects monies and receipts

for accountable mail; picks up mail from customers' roadside boxes.

5. Sells stamps, stamped paper and money orders; accepts C.O.D., registered, certified, and insured mail and parcel post;

furnishes routine information concerning postal matters and provides requested forms to customer.

6. Returns mail collected, undeliverable mail, and submits monies and receipts to post office.

7. Prepares mail for forwarding and maintains records of change of address information.

8. Prepares a daily trip report and maintains a list of the customers on the route.

9. Conducts special surveys when required.

10. Maintains an inventory of stamps and stamped paper as needed to provide service to customers on the route.

11. Provides for mail security at all times.

Rural Carrier Associates are non-career employees who provide customers along a rural route a variety of services including

delivering and collecting mail and selling stamps, supplies and money orders. Desirable candidates may be required to have

a vehicle suitable for use and live within easy commuting distance of the facility location.

The job is physically demanding. Work is performed indoors and outdoors in all types of weather. Carriers may be required

to load and unload trays and containers of mail and parcels weighing as much as 70 pounds. Work is available usually on Saturdays, then on an as needed basis to cover the absence of the carrier.

#### **SUPERVISION**

Manager, Customer Services; Supervisor, Customer Services; or Postmaster

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

*Requirements*

1. DOCUMENT DATE: March 16, 2019

**FUNCTION**

Cases, delivers and collects mail along a prescribed rural route using a vehicle; provides customers on the route with a variety of services.

**DESCRIPTION OF WORK**

See the Standard Position Description for the Occupation Code given above.

**REQUIREMENTS**

There are no separately evaluated knowledge, skill, or ability requirements for this position.

**EXAMINATION REQUIREMENTS**

Applicants must successfully complete the Virtual Entry Assessment – MC (474).

**TRAINING/EXAMINATION REQUIREMENTS**

Individuals who qualify and are selected under this standard will be required to complete prescribed training satisfactory to demonstrate, through testing and/or practical demonstration, possession of knowledge, skills and abilities (KSAs) required for

the job. Failure to demonstrate any KSA is disqualifying. KSAs include Postal Service driving policies, safe driving practices,

and skills associated with specific job duties.

**PHYSICAL REQUIREMENTS**

Applicants must be physically able to efficiently perform the duties of this position, which require arduous exertion involving

prolonged standing, walking, bending and reaching, and may involve handling heavy containers of mail weighing up to the allowable maximum mailing weight.

**ADDITIONAL PROVISIONS**

Rural Carriers are required to provide service to the public. They must maintain a neat and professional appearance and demeanor in such interactions.

Applicants must have a valid state driver's license and demonstrate and maintain a safe driving record.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement

to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement

to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

**IMPORTANT INFORMATION:**

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or

selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This

request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

**SPECIAL NOTE:** Current career Postal Service employees are ineligible to apply to this posting.

<https://wp1->

[ext.usps.gov/sap/bc/webdynpro/sap/hrrcf\\_a\\_posting\\_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9MDA1MDU2QUU1QTNCMUVEQTK2QjFDNUY5OTU0NEQzQjUmY2FuZF90eXBIPUVYVA%3d%3d&sap-theme=Custom\\_tradeshaw\\_2&sap-client=010&sap-language=EN#](https://wp1-ext.usps.gov/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9MDA1MDU2QUU1QTNCMUVEQTK2QjFDNUY5OTU0NEQzQjUmY2FuZF90eXBIPUVYVA%3d%3d&sap-theme=Custom_tradeshaw_2&sap-client=010&sap-language=EN#)

**Customer Service Representative**

Magnum Magnetics Corporation - Marietta, OH 45750

Nature of Work:

The primary responsibilities of Customer Service Representative I include providing service to customer accounts; including receiving and entering sales orders, arranging shipping, documenting and answering customer complaints, and providing support/coordinating communication between the customer and Account Manager. Additionally, proactively identifying opportunities to improve processes, leading Policy Deployment initiatives and assisting in ongoing data process training are key responsibilities for this role.

**Examples of Work:**

- Receives, enters, and processes customer orders.
- Enters and maintains customer information in the Sales systems.
- Leads, participates and follows up with continuous improvement/kaizen events.
- Follows up on order status to communicate progress to customer upon request.
- Assists customers with routing and shipping information, including freight estimates.
- Answers incoming calls.
- Leads Policy Deployment projects.
- Communicates Late Pay Customers, Credit limits with Account Managers, and follows through to resolution.
- Electronic routing to arrange shipments, record late shipments, and track specific customer shipping data.
- Documents and investigates customer complaints, partnering with the Account Managers.
- Releases product from warehouses.
- Acts as a back-up for the management of the Sample room and Office Manager as needed.
- Monitors inventory levels and requests purchase orders for product to ensure availability. (Stock and Hold)

**Required Knowledge, Skills and Abilities:**

- Solid knowledge of Customer Service systems.
- Product knowledge (all Magnum Magnetics materials, processes, applications, etc.)
- Effective communication skills both orally and in writing, internal and external.
- Proficient with math skills.
- Excellent problem-solving skills.
- Superior organization skills.
- Strong computer skills: MS Office.
- Strong attention to detail.
- Ability to write routine correspondences and reports.
- Ability to work in a fast-paced, deadline driven environment.
- Ability to establish and maintain effective working relationships with others, both internal and external.
- Ability to read and interpret documents such as sales orders, procedure manuals, inventory reports, etc.

**Minimum Qualifications:**

**Training/Education:**

Bachelor's Degree in business, Communications, Marketing, or similar degree is preferred.

**Experience:**

Two (2) years of experience in a customer service role.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=27f3eeb6-88fe-4a5f-972d-2b30e1d222cd&cclid=19000101\\_000001&jobId=326587&source=IN&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=27f3eeb6-88fe-4a5f-972d-2b30e1d222cd&cclid=19000101_000001&jobId=326587&source=IN&lang=en_US)

## **Retail Sales Representative - Parkersburg, WV**

Nestle USA - Parkersburg, WV

At Nestlé, we pride ourselves in providing training programs that prepare employees for the ever-changing business world. As the largest Nutrition, Health and Wellness Company in the world, we offer an environment that is diverse, challenging and supportive, including hands-on experience and real-world responsibilities that would serve as the springboard for a successful career. It's because of our collaborative and open business environment that we have been ranked as the number one consumer food products company, in Fortune magazine's annual survey of the World's Most Admired companies, for eight consecutive years. Come join our hardworking extraordinary team and thrive in a dynamic and supportive culture.

**What to Expect**

The Retail Sales Representative owns and delivers sales for their overall territory by developing relationships with store managers/personnel to achieve directed short and long-term performance objectives. This is achieved with a focus on delivering the overall value of retail to include Sales, Displays, New Items and Core Distribution. Along with assigned broker merchandiser, leads the overall Nestle relationship at the retail level to include store deployment and execution. Activities center on wall-to-wall sales coverage of Nestlé items, including systemic problem solving related to out of stocks, new item speed to shelf, share of shelf, price compliance, promotion selling and providing direction to dedicated

broker partners. Responsible for overall territory business planning to ensure meeting and exceeding client objectives.

Major Responsibilities

Selling Incremental Volume (55% of the time)

Selling Incremental Volume

Sell promotional surveys for displays

Sell incremental quantities for display and obtain maximum support for promoted product

Sell additional product based on opportunities observed

Collaborates with targeted store-level/district-level Retail Operations personnel to create and execute business reviews that drive volume

Leads expenditure of financial resources in a fiscally responsible manner

May sell new items and promotions at indirect accounts.

Selling Improved Store Pricing (10% of the time)

Ensures compliance to pricing guidelines at retail level

Reports competitive price changes and promotional support and resolves competitive pricing issues

Selling Improved Inventory and Retail Shelf Conditions along with dedicated Broker Merchandiser (20% of the time)

Identify and correct voids

Ensure new items are available

Merchandise products to obtain schematic compliance

Pack out shelves, rotate products, handle unsellable product

Resolve systemic problems related to out-of-stocks and voids

Monitors shelf to ensure share of shelf

Communications with Store Personnel (15% of the time)

Develops and maintains proper relations with department/store level personnel within territory in order maximize sales results

Communicates market insights from the retail level to management

Working Relationships:

Reports to the Regional Retail Sales Manager and works with Retail Store Managers and Personnel, Retail Sales Director, Merchandisers, and other RSRs.

Key Measures of Success:

Achievement of scorecard objectives weighted against peer results

Sales volume

Expanded distribution

Traited Distribution

In-stock

Promotion sales

New item speed to shelf

Compliance with directed store call procedures.

Job Qualifications / Functional Skills (Ability, Knowledge)

General:

Ability to learn the role and responsibilities of the position.

Strong communications skills, both oral and written.

Ability to work with minimal supervision.

Interpersonal skills and the ability to influence others.

Detail oriented and able to work in a fast-paced environment.

Specific:

You will have the opportunity to solve common problems experienced in a retail environment.

Excellent selling skills.

Proficient computer skills utilizing Microsoft Office applications (Excel, Power Point, Word and Access and Outlook).

Knowledge of retail customer operations.

Ability to analyze financial, inventory, retail conditions and/or other data to adapt appropriate selling approach.

Ability to learn and utilize customer technology in everyday job functions.

Ability to handle tasks in a time conscious manner achieving coverage goals.

Ability to run within a financial budget.

BS/BA desired; or equivalent

0-2 years sales related and/or consumer product goods experience preferred

Other Requirements:

Valid Driver's License

Some overnight travel required – 1 or 2 nights per month on average

Varied work week may include evenings and/or weekends

Ability to lift and carry 55 pounds

Certification on customer technology where applicable

**The Nestlé Companies are equal employment and affirmative action employers and looking for diversity in qualified candidates for employment.**

[https://www.nestleusacareers.com/job/10595334/retail-sales-representative-parkersburg-wv-parkersburg-wv/?utm\\_medium=%2522mcloud%252Djobads%2522&utm\\_campaign=Default%2520Campaign&utm\\_content=Retail%2520Sales%2520Representative%2520%252D%2520Parkersburg%252C%2520WV&utm\\_term=19007214](https://www.nestleusacareers.com/job/10595334/retail-sales-representative-parkersburg-wv-parkersburg-wv/?utm_medium=%2522mcloud%252Djobads%2522&utm_campaign=Default%2520Campaign&utm_content=Retail%2520Sales%2520Representative%2520%252D%2520Parkersburg%252C%2520WV&utm_term=19007214)

**Admissions Counselor, #20-026 and #20-027**

WVU Parkersburg - Parkersburg, WV 26104

\$15.13 an hour

Responded to 75% or more applications in the past 30 days, typically within 1 day.

West Virginia University at Parkersburg Position Vacancy

Admissions Counselor

Position #20-026 and #20-027 (Two positions)

Summary:

Plan and implement enrollment management and student services programs, on and off campus.

Duties:

Recruiting and Admissions

- Represent WVUP and disseminate information to potential students, including serving as first contact to prospective and returning students and initiating correspondence with prospective students, parents, and community members.
- Answer questions regarding enrollment management policies and procedures, remaining current on admission requirements curriculum development, financial aid requirements and regulations concerning the release of student information.
- Coordinate, implement, and attend recruiting activities, and programs including but not limited to college days/fairs and high school visits.
- Maintain inventory of recruiting materials.
- Responsible for Trade Adjustment Act and Workforce Investment Act programs and contracts.

Academic Advising

- Serve as initial admissions advisor as assigned.
- Assist in the development and delivery of “best practices” workshops for faculty in the area of admissions advising.
- Refer to other offices as necessary.

Enrollment Services

- Serve as host for new students who do not have an appointment for enrollment services by determining admission status and assisting with the applications process using the approved checklist.
- Plan or participate in special programs and events including new student orientation, open houses and Convocation.
- Conduct outbound calling per approved checklist and analyses results as requested.

Other

- Maintain cross-training knowledge in order to provide for backup across the Student Services division.
- Represent WVUP on committees and task forces as assigned.
- Participate in conferences, workshops, and meetings at the regional and state level.
- Assist supervisor with public speaking assignments to promote WVUP.
- Maintain membership in state and national advising and admissions professional organizations.
- Other duties as assigned.

Education/Knowledge:

- Bachelor's Degree in communications, counseling education, marketing or related field, or equivalent combination of education and/or experience.

Experience:

- 6 months experience in an educational environment advising or counseling students.

Skills:

- Communication skills (written, oral and interpersonal)
- Ability to prioritize a varied workload.

- Ability to communicate with a diverse audience.
- Basic computer skills.

Rate of Pay:

Non-exempt, Full-time (37.5 hours), benefits eligible, pay grade 4, \$15.13/hr.

Posted: February 28, 2020 Deadline to Apply: March 13, 2020

To Apply:

Submit an Employment Application Packet and an unofficial copy of your college transcripts (if applicable). A cover letter and résumé may also be included. The Employment Application packet is available via the Employment Opportunities section at [www.wvup.edu](http://www.wvup.edu).

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact the Human Resources Office at (304) 424-8290 if you need assistance or reasonable accommodation with the application or hiring process.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action institution and does not discriminate on the basis of race, sex, gender identity, marital status, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to Debbie Richards, Executive Director, Policy & Compliance, 304-424-8201, WVU Parkersburg, 300 Campus Drive, Parkersburg, WV 26104.

Job Type: Full-time

Salary: \$15.13 /hour

Indeed.com

## **Housekeeping Agent**

The Blennerhassett Hotel & Spa - Parkersburg, WV 26101

This part-time position is responsible for all cleaning and stocked supplies for the guest rooms and other areas of the hotel as assigned; and for all laundry functions of the hotel. The position ensures an exceptionally clean and stocked guest room for the guest's hotel stay experience. The incumbent responds to guests' requests for general cleaning services, with an emphasis on ensuring an exceptional begin to end hotel stay experience for guests; ensuring the guests receive the best and superior customer service available. The incumbent is expected to ensure superior hotel standards are maintained, policies and processes are followed.

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

Primarily responsibility for guest room housekeeping, stocking and laundry.

General cleaning of guest rooms and other assigned areas of the hotel, including but not limited to the following job functions: vacuuming, trash removal, bathroom cleaning, spot cleaning walls/baseboards, carpets, lighting fixtures, etc.; surface cleaning, such as table top dusting, cleaning mirrors, etc....; removal, replacement and laundering of soiled linens, towels, washcloths, wash towels, etc.

Strips and re-makes guest beds to required standards

Replenishes and maintains inventory of guest room supplies (soaps, shampoos, hand lotions, other hygienic supplies, towels, toilet paper, clean guest robes, etc.), ensuring each room has proper amounts of guest courtesy supplies, coffee/water/ice, etc.

Primarily responsible for washing, drying, folding, re-stocking and inventory of soiled laundry.

Inspects soiled laundry prior to washing for tears and stains, in order to discard or pre-treat, folds and stocks, inventories all laundry on routine basis as directed

Works closely with co-workers to provide greetings to guests and ensuring exceptional customer service response for cleaning, stocking and delivery of guest supplies

Works closely and in support with co-workers to ensure guests have timely and accurate ice delivery, packages and luggage, etc.

Provides exceptional services to guests, such as greetings, opening doors, offering assistance as needed, and ensuring all aspects of guest rooms cleaning and appearance, ensuring a superior guest experience

Effectively and professionally addresses guests' complaints, tactfully and courteously handling and resolving concerns, ensuring quick resolution and guest satisfaction; documenting and bringing them to the attention of the Supervisor, involving the Supervisor as appropriate

Maintains professional working relationships with co-workers, vendors and the general public

Conducts routine inspections of guest rooms for cleanliness and exceptional appearance, bringing issues and concerns (broken, torn/worn, destroyed or otherwise equipment, furnishings, supplies, etc.) to the attention of the Supervisor



Working with all management and the Security Guard(s) to address safety or threats and ensures overall safety of guests, co-workers and general public

Other projects and duties as assigned

Regular and routine attendance and punctuality is required

Availability and willingness to work evenings, weekends and holidays

Travel Requirements if Applicable:

As needed and assigned

Position Requirements and Qualifications:

High School Diploma or Equivalence

1-2 years' work experience in Hotel/Hospitality, as a Housekeeper, prior experience in Laundry or Dry Cleaning, Customer Service Representative or in a Public Relations capacity

Demonstrated knowledge of Hotel/Hospitality related operations

Demonstrated customer service experience working with the general public and the ability to tactfully and professionally address public concerns and complaints

Demonstrated ability to establish and maintain effective work relationships with other employees, exercising tact and professionalism in all matters

Demonstrated professional demeanor and satisfactory oral and written communication skills

Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependable

The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to speak, hear, see, stand for long periods of time, walk frequently and use full reach and range of motion in arms, hands and fingers, with continual use of manual dexterity and

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## **Bartender/Server**

The Blennerhassett Hotel & Spa - Parkersburg, WV 26101

Part-time

This position is primarily responsible for the guest beverage and dining experience. The incumbent is responsible for the Restaurant(s) (fine or casual dining), Lounge, Event/Banquets/Catering and other assigned guest meal events. The position ensures an exceptional dining experience for guests with primary responsibility for the preparation and serving of legal beverages, however, is cross-functional in that the position acts in a Server capacity as needed. The position provides Coffee Bar services, making and serving hot beverages, ensuring a superior product and service experience for guests. This position works closely with co-workers (Server/Host, Busser/Dishwasher) to ensure a clean, safe and inviting environment. The incumbent is responsible for maintaining a high quality of service and atmosphere for the guests.

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

Primary responsibility for greeting and serving guests, providing a superior experience, ensures the highest standards of quality and service for the Dining Room/Restaurants/Lounge/Banquets and Events to include catering as assigned Ensures guests are treated with the utmost and timely respect and professional courtesy, from the start (Reservation or Walk-in) to the end of the service (Payment of bill and thanking them for choosing us as their dining experience)

Regardless if fine or casual dining, takes guests' beverage orders, treating them with exceptional customer service (Example: Immediate offering of beverages and appetizers, offering the highlights of the daily menu, checking back to ensure satisfaction in beverages quality and as needed will act in the capacity of Server, ensuring food orders are taken, delivered, table is cleared, take-away left-overs are boxed in the kitchen, and desserts are marketed and presented)

Serves banquets/corporate and private events/parties/meetings, etc....

Works with Dining Room Supervisor to maintain legal beverages inventory, prepare Purchase Orders for re-stock, maintains orderly stocked shelves and mixing supplies, equipment and organization of the Bar and stock room. Ensures security for the stockroom during working shifts

Assists Dining Room Supervisor with suggestions for weekly and special occasion beverage menus

Performs cross-functional duties of co-workers, (Server/Host, Busser/Dishwasher), for exceptional service and coverage during absences

Works closely with the Kitchen to ensure only the highest quality food is delivered and presented to guests

To courteously address with tact and professionalism all customer complaints, concerns and issues, and bringing to them to the attention of the Supervisor

Maintains knowledge and the appropriate food handling and health/safety training and permits and continuously maintains current on proper, hygienic and safe food handling practices

Follows strict protocols, legal requirements and policies on all legal beverages (liquor, beer, wine, spirits), addressing and maintaining strict control of Age 21 protocols for guests and public; addresses problems and liability related to customers' excessive drinking by taking appropriate steps such as persuading customers to stop drinking and/or by ordering taxis or other transportation for patrons, brings concerns to the immediate attention of the Supervisor

Assists and supports the Supervisor in the responsibility for following strict inventory control and protocols regarding the requirements for all legal beverages (liquor, beer, wine, spirits)

Maintains an exceptionally clean environment through general cleaning and is responsible to ensure a clean Dining Room/Restaurant/Lounge/Banquet and Event experience for guests

Ensures proper payment policies, processes and controls are followed

Maintains and practices safe and healthy practices for food handling and preparation and the current required food handling permits

Other projects and duties as assigned

Regular and routine attendance and punctuality is required

Availability and willingness to work evenings, weekends and holidays

The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to speak, hear, see, stand for long periods of time, walk frequently and use full reach and range of motion in arms, hands and fingers, with continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills, to bend, stoop, kneel and lift (floor to waist – up to 25 lbs., waist to shoulders – up to 20lbs.), carry, push, pull and frequently climb stairs

Travel Requirements if Applicable:  
As needed and assigned

Position Requirements and Qualifications:

High School Diploma or Equivalence

1-2 years' work experience working as a Bartender, with an emphasis in Hotel/Hospitality, Restaurant/Bar-Lounge Customer Service or other related public service

Demonstrated above-average knowledge of Food and Beverage, Legal Beverages and Bar/Lounge, restaurant, Hotel/Hospitality related operations and working experience with policies and standards in accordance with state laws

Demonstrated above-average knowledge of Legal Beverages (liquor, beer, wine, spirits), with regards to brands (for customer suggestions/pairings with food), stocking/inventory needs, costs vs. sales/profits, and security controls of the products

Demonstrated knowledge of Food and Beverage services handling practices and food handling safety training, and possession and maintenance of current food handling permit.

Basic computer skills, preferably working with Microsoft Office products, Hotel Systems and programs and the ability to successfully navigate and maintain current knowledge and skills working with technology.

Demonstrated customer service experience working with the general public and the ability to tactfully and professionally address public concerns and complaints

Demonstrated ability to establish and maintain effective work relationships with other employees, exercising tact and professionalism in all matters

Demonstrated professional demeanor and above-average oral and written communication skills

Ability to maintain confidentiality and use discretion in dealing with sensitive information, exercising considerable discretion and good judgment, demonstrated conscientious and dependable

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description. <#

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## **Dishwasher**

The Blennerhassett Hotel & Spa - Parkersburg, WV 26101

Part-time

Job Title: Dishwasher

Job Grade/Classification: Non-Exempt

Reporting Structure: This position reports directly to the Executive Chef, Sous Chef(s)

Supervisory Responsibilities if Applicable (List any Direct Reports): None

Job Summary:

This position is responsible for the cleaning of dishes and other areas of the kitchen as assigned. The position ensures exceptionally dishes, pans, and another kitchen dishware. The incumbent ensures the kitchen is maintained and responds to requests for general cleaning services related to guest dining, with an emphasis on ensuring exceptional cleaning

services of all dining/lounge and other food service spaces. The incumbent is expected to support efforts to ensure superior hotel standards are maintained, policies and processes are followed.

**Responsibilities, Duties & Accountabilities:**

The core, critical and essential work duties, functions and responsibilities of the position are as follows:

Primarily responsibility for the dish-washing area and maintaining a clean and organized process for dishwashing

General cleaning of the kitchen, replenishes and organizes clean dishes for the kitchen's use

Primarily responsible for washing, drying, stacking and organizing of dish, pans and utility ware.

Sorts and removes trash, placing in designated pick-up areas on a routine basis

Unloads incoming truck loads, assists in unloading, inventory and stocking of incoming supplies

Conducts routine inspections of dishware for cleanliness and exceptional appearance, bringing issues and concerns (broken, torn/worn, destroyed or otherwise equipment, dishware supplies, etc.) to the attention of the Chef and Sous Chefs

Brings cleaning supplies needs to the attention of the Chef and Sous Chefs prior to needing replenished

Provides exceptional services to ensure clean kitchen appearance in order to ensure a clean and sanitary environment

Maintains professional working relationships with co-workers, vendors and the general public

Other projects and duties as assigned

Regular and routine attendance and punctuality is required

Availability and willingness to work evenings, weekends and holidays

**Position Requirements and Qualifications:**

High School Diploma or Equivalence

Must be at least 18 years of age

1-2 years' work experience as a Restaurant Dishwasher, preferably in a Hotel/Hospitality setting

Demonstrated knowledge of Kitchen-related operations and the ability to safely operate industrial machinery, and carry loads of 20-25 lbs.

Demonstrated ability to establish and maintain effective work relationships with other employees, exercising tact and professionalism in all matters

Demonstrated professional demeanor and satisfactory and ability to maintain confidentiality and use good judgment, demonstrated conscientious and dependable

The following physical demands are requirements and must be met in order for the successful performance of the job position: This position requires the incumbent to speak, hear, see, stand for long periods of time, walk frequently and use full reach and range of motion in arms, hands and fingers, with continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills, to bend, stoop, kneel and lift (floor to waist – up to 25 lbs., waist to shoulders – up to 20lbs.), carry, push, pull and frequently climb stairs

May work near moving or mechanical parts and/or work in extreme hot or cold conditions

May come into contact with toxic/caustic chemicals used in cleaning, with fumes or airborne particles

This job description is not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.

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## MID-OHIO VALLEY EMPLOYMENT

### *“Make the MOVE”*

If interested in jobs below please apply in person at MOVE, 197 Front Street, Marietta Ohio or online at: <https://movestaffing.com/>

#### **Type set:**

Location: Marietta, OH

This position requires someone that has EXCELLENT spelling and grammar skills. The perfect person would be someone that enjoys reading and being in a quit atmosphere. Must be able to lift 50lb and be detail oriented.

#### **Landscapers:**

Location: Vienna, WV

A landscaping business in Vienna, WV is looking for hardworking laborers. MUST have a driver's licenses.

#### **Small Engine Mechanic:**

Location: Marietta, OH

Looking for someone that enjoys working with their hands and good at it!

A local landscaping business has an opening for a small engine mechanic; light truck, bobcats, lawn mowers, etc. If you have your own tools that is a plus.

#### **Bookkeeper:**

Location: Marietta, OH

Provides accounting and bookkeeping services to the Chamber. Provides assistance with annual budgets and events/program budgets as requested. Full time – 40 hours per week.

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Become familiar with the business policies and procedures.
2. Perform all accounting procedures and bookkeeping functions through the CRM program Master and QuickBooks, including but not limited to: cash receipts and disbursements, journals, accounts payable, accounts receivable, general ledger, preparation of tax forms and payroll to be reviewed by the President and/or Treasurer.
3. Manage various separate bank accounts, including monthly reconciliation of all bank accounts.
4. Be responsible for petty cash and postage stamp security.
5. Assist in the preparation of all financial records and reports including the annual budget and monthly board reports.
6. Assist in the preparation of the Council financial records and reports including the annual budget and monthly board reports.
7. Report financial position to the President, the Treasurer and Assistant Treasurer on a monthly basis.
8. Processes membership payments, including invoices and past due billings.
9. Processes all event billings and registrations, including invoices and past due billings.
11. Assists at all events.

#### **OTHER RESPONSIBILITIES:**

Perform other duties as assigned from time to time by President or Board of Directors.

#### **JOB QUALIFICATIONS:**

- Familiarity and experience with accounting software and general office bookkeeping procedures.
- Ability to enter data proficiently and accurately.
- Basic understanding of office procedures.
- General knowledge of the use of office equipment, especially computer hardware and software.

This job description does not list all the duties of the job. You may be asked to perform other duties. The President, Chairman or Board of Directors has the right to revise this job description from time to time. The job description is not a contract for employment, and either you or the business may terminate employment at any time, for any reason.

### **Collections Rep.:**

Location: Marietta, OH

We are currently looking for energetic call center Customer Service/Account Representatives with a strong emphasis on customer service, for third-party medical receivables collections. Our Account Representatives responsibilities include handling inbound and outbound calls and negotiating payment of outstanding debt. Full time schedule Monday through Friday includes 3 days from 8:00am - 5:00pm, 2 days from 9:00am - 6:00pm. The training schedule is Monday-Friday, 8:00am - 5:00pm for a minimum of 5 days.

A high school diploma is required, but some higher education is ideal.

Must be able to pass a background check.

Qualifications include the following:

Having strong communication and listening skills, an ability to analyze situations and problem-solve, typing and strong computer experience, working as a team player, being goal-oriented, possessing an aptitude for multi-tasking and working in a fast-paced environment.

Hourly rate and incentive.

Benefits after 90 days.

Please submit a Resume and employment references. To MOVE!

OUR COMPANY HAS BEEN IN BUSINESS FOR 35+ YEARS!

LET US KNOW IF YOU WANT TO JOIN OUR TEAM.

Job Type: Full-time

Salary: \$9.00 to \$10.00 /hour

Education:

High school or equivalent (Preferred)

Additional Compensation:

Commission, Bonuses, Other forms

Benefits:

Retirement plan, paid time off

### **Human Resource:**

Location: Vincent, OH

Part time HR person to work Monday, Wednesday and Friday. SOME EXP required. Will be working 3 days a weekday shift, 8-5. Must be able to work in a dirty atmosphere with tons of activity and little training!

This is with the intent to hire perm.

### **Laborer:**

Location: Marietta, OH

Need a laborer for wash bay. Must be able to stand for long periods. Pay \$10 - \$13 an hour.

### **Extruder Operator:**

Marietta, OH

Do you have at least 3 years' experience operating an extruder, preferably in a profile or calendaring line environment?

Are you interested in a new opportunity? If so, we would like to talk to you!

Mid-Ohio Valley Employment is currently hiring experienced operators who can come in and quickly learn the specifics of our operation and make a positive impact on the floor, helping to train junior operators and possibly able to step into a lead role as they are available.

\$\$ We will be paying above our normal starting rate for these positions, commensurate with your experience! \$\$

A full benefit package is available after 30 days of employment. The company pays for your uniforms, and generally provide other perks such as King's Island and Cedar Point tickets, a summer picnic, an adult and children's Christmas party, etc.

#### Examples of Key Activities:

- Follow all applicable safety policies – lead by example, all the time!
- Sets up, starts up and operates all machinery including product packaging.
- Monitors all production and equipment to ensure safe and efficient operation.
- Troubleshoots equipment and processing issues.
- Weighs ingredients to meet recipe specification and loads into machinery, or ensures the correct ingredients are delivered to the work area and loads pre-blended materials into machinery.
- Examines materials visually or physically to ensure conformance with established standards.
- Completes and maintains all required system inputs/transactions. Responsible for data integrity
- Documents work completed as required including logs, data reports, procedures, etc.
- Participates in training, meetings and continual improvement processes and methods
- Performs all required machine and tooling cleaning.
- Maintains plant housekeeping standards
- Follows and complies with all safety and work rules and regulations
- Train and mentor junior level employees
- Other duties as assigned.

#### Required Experience:

- For this hiring event, we have a limited number of positions we are hoping to fill with experienced operators.
- We are looking for a minimum of three years of verifiable work experience operating extrusion lines – the more experience the better!
- Experience training and mentoring more junior employees
- Successful candidates must pass a pre-employment physical which includes a drug screen and a background check.

#### Required Technical Competencies:

- Must be able to read/comprehend written and oral instructions in English; read and comprehend safety rules, operating and maintenance instructions, procedure manuals and product recipes/materials.
- Must have mathematical skill to add, subtract, multiply and divide and apply these skills to weights, measures of volume, speed and distance.
- Must be able to effectively communicate in English one-on-one and in small group situations.
- Must be able to work collaboratively in fast paced team environment.
- Must be competent in computer and PC data entry.
- Must have problem solving skills and some mechanical aptitude.
- Must have manual dexterity sufficient to operate a wide variety of small hand tools, scales, calipers, tape measure, hand trucks, utility knife and computer equipment.

**If interested in jobs above please apply in person at MOVE, 197 Front Street, Marietta Ohio or online at: <https://movestaffing.com/>**

#### **Personal Injury Paralegal**

Jan Dils, Attorneys at Law - Parkersburg, WV 26101

\$15.00 - \$20.79 an hour

Our firm has been helping our clients fight for disability benefits since 1994. We're a mission-driven team who work tirelessly to represent each of our clients with care. We're dedicated to continuous growth to improve our client service. Our firm is seeking an energetic, dependable individual to join our Case Management team.

A Personal Injury Case Management Specialist is responsible for assisting new and existing Personal Injury clients with their claim both in person and over the telephone. The position requires a compassionate individual to help clients understand the requirements and status of their legal case. A Case Management Specialist must be able to build client loyalty and trust by providing high quality technical services in a high-volume environment. This client-centered position requires effective communication skills and a high level of accountability.

*PI experience is not required but preferred. Paralegal certification preferred.*

Responsible for setting up client files after intake including but not limited to sending letters of representations to the adverse and plaintiff's insurance companies, requesting police reports and photos, requesting medical records and bills from medical providers.

Responsible for regularly speaking with and meeting with clients.

Responsible for preparing, coding and sending invoices to the accounting department.

Responsible for speaking with insurance providers.

Responsible for notifying lien holders (including Medicare, Medicaid and private health insurers) of representation and obtaining and negotiating final lien amounts.

Responsible for review and analysis of medical records and settlement demand preparation.

Responsible for drafting legal documents.

Responsible for sorting, naming and filing all mail in the Personal Injury scan folder into the appropriate files.

Responsible for assisting with leads and intake when there is an overflow in calls.

Job Type: Full-time

Salary: \$15.00 to \$20.79 /hour

Experience: personal injury: 1 year (Preferred)

paralegal: 2 years (Preferred)

Work Location: One location

Benefits: Health insurance

Dental insurance

Vision insurance

Retirement plan

Paid time off

Schedule:

Monday to Friday

No weekends

Day shift

8-hour shift

Indeed.com

### **Transportation Specialist**

Hopewell Health Centers, Inc.4- Belpre, OH 45714

Part-time

**Hopewell Health Centers, Inc. has an opening for a part time (25-29 hours per week) Transportation Specialist at our REACH, Washington Co location.**

**Transportation Specialist, Part time:** 25-29 hours per week. Person will transport designated clients to and from the REACH facility as needed, maintain a record of mileage, time and names of clients transported each trip, arrange for agency vehicle maintenance, operate the agency vehicle in accordance with agency and state of Ohio law and safety regulations and policies.

**Candidates must:** Demonstrate the skills, ability and motivation to communicate and work with persons experiencing a crisis; work in a cooperative manner with team members in assessment, problem solving and delivery of services; be willing to learn and follow standards of care as outlined by agency policies and procedures; have the ability to work under supervision, recognize need for assessment of dangerousness to self or others and take appropriate action and communicate effectively both in writing and verbally; have a valid driver's license, proof of insurance and a safe driving record.

**Excellent benefits including paid vacation and sick leave, holidays, 401k retirement plan, and more. Hopewell Health Centers, Inc. is an Equal Opportunity Employer.**

Job Type: Part-time

License:

Driver's License and Clean Driving Record (Preferred)

BLS/CPR (Preferred)

Auto Insurance (Preferred)

Benefits:

Retirement plan

Paid time off

Indeed.com

### **Wash Bay Attendant**

Astorg Motors - Parkersburg, WV 26101

Astorg Motor Company is seeking a new Wash Bay Attendant for our Dodge Chrysler Jeep dealership in Parkersburg, WV.

The ideal candidate is someone with experience washing and preparing cars for sale. Candidate must possess a great worth ethic, enjoy working in a fast pace environment and have high attention for detail.

Responsibilities include:

washing vehicles, maintaining vehicle appearance, wash service vehicles for customers, vacuum, clean windows and detail used cars.

This is a great entry level position to get your foot in the door to the auto industry. We offer training, competitive pay, health insurance, etc. Advancement opportunities are available.

Job Type: Full-time

Experience:

car wash / detailing: 1 year (Preferred)

washing and detailing: 1 year (Preferred)

Additional Compensation:

Store Discounts

Work Location: One location

Benefits:

Health insurance

Dental insurance

Retirement plan

Indeed.com

## **Client Service Associate**

United Bank - Parkersburg, WV 26101

The primary function is to support the Institutional Services Group of the Wealth Management Division and designated Relationship Managers/Advisors in day-to-day client contact, relationship management, trust and investment account administration, sales, marketing, compliance requirements, and other functions as required to maintain excellent relationships with clients, prospects, external professional advisors and internal business partners.

**RESPONSIBILITIES MAY INCLUDE:**

Support in the administration of trust, investment, retirement accounts.

Daily transaction processing, securities transfers, cash and check requests, gifts, deposits, routine client information requests and updating client information

Monitor and review daily reports for accuracy, action items, resolution and follow-up.

Assist with account opening, asset transfer, account terminations, and special asset management.

Responsible for performing daily account administration and client service activities such as processing checks, generating daily reports, reviewing cash balances and processing of trade instructions.

Respond to Audit and internal compliance requests as necessary.

Responsible to handle certain routine to moderately complex client matters and undertake research or take needed action to resolve.

Serve as direct back-up to other team/office support professionals to provide team-based coverage. Coordinate client meetings, including scheduling, dining arrangements, travel, security and other related activities.

Prepare client meeting materials; assist with the preparation of presentation materials for meetings in collaboration with relationship teams or other departments to ensure deadlines are met.

Assist in the completion of expense reports and other related requirements for professionals.

Review pertinent account information on the trust accounting system daily to identify overdrafts and resolve other issues with the Account Officer(s).

Review accounts monthly and prepare the annual account reviews. Review and organize the account file, ensure statements and distributions are set up and tax documentation is in order. Responsible for clerical and administrative support such as data entry, email, updating reports, faxes, appointment scheduling, travel coordination, and sales support.

Develop a strong knowledge of Wealth Advisory functions, policies, procedures and best practices.

Participate in special projects and identify process improvements.

**Qualifications**

High school diploma or equivalent is required. Bachelor's degree is highly desired.

Minimum of two (2) years of working experience in a professional related position is required or requirement may be substituted with a bachelor's degree in a related field such as business administration or finance and prior work or educational experience in analyzing and interpreting financial and investment concepts.

Advanced level proficiency in Microsoft Office products (Microsoft Word, Excel, and PowerPoint) required

Prior banking or wealth management-related experience is highly desired

FINRA licenses (S7, S66, Life & Health) or ability to obtain is highly desired



Expected to become familiar with and learn Wealth Management/Brokerage products

Excellent written and verbal communication skills required

Strong organizational skills required

Ability to multi-task and work both in team settings and independently in a fast-paced environment to meet deadlines required

Ability to interact in a professional demeanor with all levels of staff, including Executive Management, and customers required

Strong focus on customer service skills required

**KEY COMPETENCIES:**

Professionalism

Microsoft Office Proficiency

Detail oriented

Customer service-focused

Self-motivated and reliant

**Essential Functions:**

Sitting for extended periods of time

Sufficient dexterity of hands and fingers to efficiently operate a computer keyboard, mouse, and other computer components

Ability to converse and exchange information with all levels of staff within organization

Ability to observe, perceive, identify, and translate data

**Company Profile**

With over 175 years of experience, United Bank is one of the region's premier banks with locations in West Virginia, Virginia, Washington, DC, Maryland, Ohio, and Pennsylvania. A subsidiary of United Bankshares, Inc., with dual headquarters in Washington, DC and Charleston, WV, we are a full-service financial institution with over \$19 billion in assets.

At United Bank, our people are our greatest asset. Our company is a perfect fit for hard-working, driven individuals as we provide a culture that is entrepreneurial, efficient, relationship-based and service-oriented. United is proud of our record of growth and our commitment to service - not only to our customers, but also to the communities in which we live and work. United encourages our employees to become involved in the community and in professional activities, and we provide continued training and other support to help all employees achieve their full potential.

[https://careers.bankwithunited.com/UnitedBank/job/Parkersburg-Client-Service-Associate-WV-26101/621513200/?feedId=256200&utm\\_source=Indeed&utm\\_campaign=UnitedBank\\_Indeed&referrer=90](https://careers.bankwithunited.com/UnitedBank/job/Parkersburg-Client-Service-Associate-WV-26101/621513200/?feedId=256200&utm_source=Indeed&utm_campaign=UnitedBank_Indeed&referrer=90)

## **Banquet Server**

Lafayette Hotel, Inc. - Marietta, OH 45750

Full-time, Part-time

Duties include setting patron tables and buffet areas for service. During service, a Banquet Server accommodates all guests and is responsible for replenishing buffet food, refilling beverages, removing dirty dishes from tables and assist in additional tasks to help facilitate a smooth and efficient service.

Job Types: Full-time, Part-time

Additional Compensation:

Tips

Work Location:

One location

This Job Is:

Open to applicants who do not have a high school diploma/GED

A job for which all ages, including older job seekers, are encouraged to apply

Open to applicants who do not have a college diploma

Schedule:

Weekends required

Holidays required

Day shift

Night shift

Indeed.com

## **Server**

Elmcroft | Eclipse Senior Living  
Marietta, OH 45750

### **Position Summary**

Sets up dining room and assists residents with food service. Washes dishes, pots and pans. Takes out garbage. Keeps kitchen clean and sanitary.

### **Essential Duties**

Meets Elmcroft Standards established for the Dining Services department.  
Reads, understands, and complies with State Regulations established for Food Service departments.  
Washes and stacks dishes, pots and pans.  
Keeps dishwasher, dishwashing area, pot and pan area, and dumpster area clean.  
Glasses and cups shall be stored inverted in a sanitary manner.  
Collects and places garbage and trash in designated containers. Empties all trash and cleans trash cans. Washes garbage/trash cans each day.  
Sweeps and mops floor daily. Uses approved EPA cleaning products.  
Assists cooks and CNAs upon request.  
Cleans and presses linen tablecloths on tables for every meal. (May use substitution for breakfast.)  
Pre-sets tables for every meal per guidelines in Dining Services Guide.  
Makes sure that there are fresh flowers on the tables.  
Places a bread basket of fresh bread with butter/margarine on each table before the meal is served.  
Serves meals from the left and removes meals from the right.  
Removes each course before the next meal is served.  
Returns all soiled dishes directly to the dishwashing area.  
Presents a clean and neat appearance, wearing aprons, hair nets, and other protective clothing as necessary.  
Is fully knowledgeable of the fire evacuation and disaster policy of the community and participates as assigned in fire and disaster drills.  
Demonstrates an understanding of compliance and ethics program policies and procedures.  
Completes all mandatory compliance, HIPAA and state and federal regulatory training as required.  
Maintains appropriate degree of confidentiality.  
Performs other duties as assigned and which relate to the success of Elmcroft and the Care, Comfort, and Happiness of our residents.

### **Qualifications**

Education: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Indeed.com**

## **CATERING & MARKETING MANAGER**

The Galley, Marietta, OH

### **DESCRIPTION**

Premier dining and entertainment venue seeks a Catering & Marketing Manager to join the team! The Galley and The Adelphia Music Hall are located at the epicenter of Historic Marietta, Ohio. We are seeking a full-time marketing and catering professional to manage inquiries, booking, detailing and planning of catered events in our growing business. The Galley offers full-service catering, both on and off-site. Additional duties include managing social media, marketing to local businesses to secure new business opportunities and cold calling accounts to build business relationships.

### **Responsibilities:**

Research, develop, and grow leads by using marketing initiatives (including sales calls), self-motivation, and networking.  
Ability to build and maintain solid business relationships with perspective clients  
Providing exceptional hospitality to guests and ensuring client satisfaction  
Must be responsible, trustworthy and have excellent customer service skills  
Follow up with clients to ensure details of service are correct, gather feedback on the success of the event and provide thank you's for their business.

### **Qualifications:**

Minimum 2 years Catering and/or Marketing experience  
Experience in planning of large-scale events  
Ability to manage multiple events at one time  
Strong communication skills  
Computer skills are required

POS system experience is preferred

CaterEase or other catering software experience is preferred

Successful candidates will be able to build strong business ties. Additionally, candidates should be able to show creativity in planning and executing private catered events. Communication to various departments is crucial, the ability to create a vision of the day's events is also critical to the success in this position. The Catering and Marketing manager will communicate all details of the events to the Culinary team, the service staff and the management team.

The Catering and Marketing manager should have a detailed working knowledge of food preparation, food presentation and food safety. They will be responsible for the professional handling of all inquiries for services and constantly communicate the needs of the customer to the management team. Organizational skills are required. A working knowledge of social media posting and promoting is a plus. They should have an understanding of management techniques and knowledge of proper food service steps. They should be able to think on their feet, make decisions and use good judgement when managing events. The Catering and Marketing manager will visit clients to deliver new menus, solicit future business and build strong relationships using solid interpersonal skills.

Job Type: Full-time

Experience:

Catering: 2 years (Preferred)

Marketing: 2 years (Preferred)

Education: High school or equivalent (Preferred)

<https://www.itjobslist.com/catering-marketing-manager-jobs-in-marietta-and-oh-45750-ind-b23de96c782435e9>

## **LOAN OFFICER**

2020-02-29 Settlers Bank 115 Third Street

Description:

Settlers Bank has a full-time position available for a Loan Officer.

Primary duties will include originating consumer and residential loans, in addition to maintaining and servicing existing loan portfolio and calling on current and potential customers. We are looking for an individual who has knowledge of regulations regarding all areas of lending as well as strong computer skills and proficiency in Microsoft Word and Excel. This full-time position offers excellent benefits, paid vacation/holidays, medical/life insurance, 401-K retirement and offers a chance to grow within the company.

If interested, please send resume and cover letter to:

Human Resource Officer

Settlers Bank PO Box 755

Marietta, Ohio 45750

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6843&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6843&keyword=&region_browse=&category=999)

## **Dietary Aide/Cook Part-Time**

Riverside Landing Nursing & Rehabilitation McConnelsville, OH, USA

When you join the CHS team, you have a unique opportunity to make a difference in the lives of our resident's. Our mission is to provide our residents with exceptional care and treat them with the highest level of dignity and respect. This demands a commitment to building and maintaining a reputation as a preferred provider of healthcare services, to hiring, training and retaining quality healthcare professionals and being a leader in our chosen communities.

CHS provides a flexible, fun and friendly work environment where we recognize your commitment and dedication to our residents and families. We look forward to your long-term employment with our organization. Thank you for choosing us to pursue your career in healthcare.

Responsible for meal service, assisting in preparation of food, care and cleaning of food service equipment, setting up try and dining room tables.

Ability to ensure the delivery of meals and customer service for a positive dining experience. Follow all applicable policies and procedures as well as current federal, states and local guidelines and regulations that govern long-term care.

The Cook is responsible for the preparation of food in accordance with current applicable federal, state, and local standards, guidelines and regulations, with our established policies and procedures.

Previous experience working in a dietary department is required preferably in a healthcare setting.

### **Benefits:**

401-K with Employer match after 30 days of employment.

Cell Phone Discounts available

Christmas Club Savings Account

### **Daily Pay**

WOW! Employee Recognition Program  
Advancement Opportunities  
Fun and friendly work environment!

<https://www.ziprecruiter.com/jobs/riverside-landing-nursing-rehabilitation-20875241/dietary-aide-cook-part-time-e6c1ca9c?mid=29699&source=cpc-realmatch-test10>

### **State Tested Nursing Assistant (STNA) Full-Time (12 Hour Shifts)**

#### **Muskingum Skilled Nursing & Rehabilitation Beverly, OH, USA**

When you join the CHS team, you have a unique opportunity to make a difference in the lives of our resident's. Our mission is to provide our residents with exceptional care and treat them with the highest level of dignity and respect. This demands a commitment to building and maintaining a reputation as a preferred provider of healthcare services, to hiring, training and retaining quality healthcare professionals and being a leader in our chosen communities.

CHS provides a flexible, fun and friendly work environment where we recognize your commitment and dedication to our residents and families. We look forward to your long-term employment with our organization. Thank you for choosing us to pursue your career in healthcare.

STNA's are responsible for providing assigned residents with routine daily nursing care in accordance with established nursing care procedures as directed by the Charge Nurse, RN/LPN. Must be a State Tested Nursing Assistant. Must possess as a minimum, a high school diploma or equivalent.

<https://www.ziprecruiter.com/jobs/muskingum-skilled-nursing-rehabilitation-b3d13632/state-tested-nursing-assistant-stna-full-time-12-hour-shifts-24d2a42f?mid=29699&source=cpc-realmatch-test10>

### **Office Cleaner**

Confidential Posting - Marietta, OH

Job ID: 215003154

#### **Office Cleaner - Full Time**

Local employer seeking Full Time Office Cleaner - Evening Shift

Monday-Friday with an occasional weekend

**Email resume to:** [lisa.button@jfs.ohio.gov](mailto:lisa.button@jfs.ohio.gov)

Clean, stock and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)

Carry out heavy cleansing tasks and special projects

Notify management of occurring deficiencies or needs for repairs

Stock and maintain supply rooms

Follow all health and safety regulations

Paid holidays and vacation time available. Eligible for retirement plan immediately. No health insurance. Candidates will be subject to a background check and drug testing

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215003154&wdjobid=4179015363&sq=pg%3d4%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215003154&wdjobid=4179015363&sq=pg%3d4%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

### **Mover**

Confidential Posting - Marietta, OH

Job ID: 215003782

Job Description

#### **Mover (Commercial & Residential)**

Full time

Marietta and Parkersburg area

Monday-Friday First shift

Email resume to: [lisa.button@jfs.ohio.gov](mailto:lisa.button@jfs.ohio.gov)

- Loads and unloads vehicles by hand or by use of hand truck or dolly.
  - Wraps furniture with blankets to prevent damage.
  - Wraps dishes and fragile items in packing paper and packs them into containers.
  - Pads, stacks, and secures items in position on truck to prevent damage during shipment.
  - Delivers and stacks shipment on customer's premises.
  - Collects or picks up empty containers, packing materials.
- Must have valid driver's license and reliable transportation

Candidates subject to Background Check and Drug Testing

Paid holidays and vacation time available and eligible for retirement plan immediately

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215003782&wdjobid=4179015354&sq=pg%3d4%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215003782&wdjobid=4179015354&sq=pg%3d4%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## **Mill Operator I**

Northwest Pipe Company - Washington, WV 26181

Northwest Pipe Company (NASDAQ: NWPX) is a North American leader in the manufacturing of welded steel pipe and tube. With over 50 years in the business, we provide the highest quality products, at competitive prices, with top-notch support. Becoming part of the Northwest Pipe team means embracing and demonstrating our core values, which include Accountability, Commitment and Teamwork. Employee safety, customer satisfaction and manufacturing quality products are our highest priorities.

NWP is looking for dynamic, energetic and career-minded people who can make a difference and will immediately contribute to an organization positioned for growth. We currently have an opening for a Mill Operator at our Parkersburg, WV Manufacturing Facility.

### **SUMMARY OF JOB PURPOSE:**

The Mill Operator is responsible for operating various mill equipment for steel pipe production. Assists in the departmental housekeeping and safety efforts and works collaboratively with other members of the department and production counterparts to ensure production workflow. Under ongoing supervision, operates spiral mill, counts and marks lengths of pipe, splices coil and completes proper documentation.

### **ESSENTIAL FUNCTIONS AND MAJOR RESPONSIBILITIES:**

Follows all safety and company policies / procedures and promotes a safe culture.

Complies with all OSHA safety requirements, work rules and regulations.

Wear all required personal protective equipment.

Operator various mill equipment.

Grinds welds and splice pipe.

Break down coils.

Performs size control on mill.

Performs length and pipe count.

Complete mill reports.

Inspects, cleans and performs basic preventative maintenance on machines and equipment.

Maintain housekeeping within all production, storage and waste areas.

Properly identify (mark) pipe with the use of spray paint.

Follows all work instructions, procedures, and job safety analysis (JSA's).

Reading of drawings.

Identify and report any unsafe working conditions or equipment.

Effectively communicate issues to management.

### **SECONDARY RESPONSIBILITIES:**

Safely operate machinery certified to use – overhead crane, forklift.

Propose standard operating procedures (SOPs) and job safety analysis (JSAs).

Other duties may be assigned as necessary.

### **KNOWLEDGE, SKILLS, ABILITIES:**

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence.

Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

### **EDUCATION/EXPERIENCE:**

High school diploma or equivalent; or one to three years related experience and/or training; or equivalent combination of education and experience.

One-year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

FCAW/Semi Welding test  
Welding machines (wire & stick)  
Grinders  
Arc gouging equipment  
Torches  
Overhead crane  
Lock-out Tag-out  
Small forklift certification  
Shear

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.

The employee frequently is required to walk and climb or balance.

The employee is occasionally required to sit.

Lifting and or retrieving items of 0-50 pounds without assistance; 50–100 pounds with assistance and 100+ pounds with mechanical assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.

The employee is occasionally exposed to outside weather conditions.

Employees in this position are exposed to a wide range of varying degree of moderate to excessive noise levels.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOW TO APPLY:**

If you are interested in and qualified for this position, please click on the link and complete the application process:

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?ApplyToJob=1812201602>

Our organization maintains a drug-free workplace. Except where prohibited by state law, all offers of employment are conditioned upon successful passing of a drug test and background check.

Northwest Pipe Company is committed to equal employment opportunity and affirmative action. Minorities, females, veterans, and individuals with disabilities are encouraged to apply.

\*If candidates are not identified in applications received by 02/20/2020 – position will remain open until filled but may be closed at any time on or after 02/20/2020 with or without notice.

<https://prd01-hcm01.prd.mykronos.com/ta/6079263.careers?rnd=KIO&ShowJob=1812201602>

**Cashier**

Eatn Park Hospitality Group

**DATE POSTED:** January 2, 2020

Parkhurst Dining at Marietta College, Parkhurst Dining Location 7580

Marietta, OH, 45750, US

**JOB SUMMARY**

Responsible for ensuring that guests are cordially attended to, from the time they enter our restaurant to the time they leave and utilizes the Hospitality Imperatives.

**ESSENTIAL FUNCTIONS**

Acknowledge the presence of our guests IMMEDIATELY, with a friendly greeting.

Learn menu and daily specials, keeping in close communication with management.

Handle all register transactions ethically and according to company policies, including all To-Go, Walk-up, and Cater Trax orders.

Follow company safety and sanitation policies and procedures.

Follow the uniform dress code and maintain proper personal hygiene.

Follow all guest satisfaction procedures and hospitality imperatives.

Work well with others and assist fellow team members as needed.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.

Standing and/or walking - 100% of time.

Occasionally lifting up to 40 lbs.

Frequently lifting to 20 lbs.

[https://secure.jobappnetwork.com/apply/c\\_eatn/l\\_en/Parkhurst--Cashier-job-Marietta-OH-US-3721197.html#s](https://secure.jobappnetwork.com/apply/c_eatn/l_en/Parkhurst--Cashier-job-Marietta-OH-US-3721197.html#s)

### **Entry Level Auto Technician/Customer Service Representative**

Valvoline Instant Oil Change NC

Marietta, OH 45750

Full-time, Part-time

Interested in a rewarding career with great pay, outstanding benefits and the opportunity to grow? Valvoline Instant Oil ChangeSM (VIOC), a division of ValvolineTM, is hiring Entry Level Automotive Technicians. Whether you're looking for a part-time job with flexible hours or a full-time career with excellent advancement potential, you'll find it all at VIOC. With an award-winning training program and fair and honest values, we're here to help you reach every milestone and have some fun in between.

What you'll do

As an Automotive Technician you will help drive the continued success of VIOC by providing reliable and impeccable preventive maintenance service. Through face-to-face interactions, you will act as a trusted advisor to our customers, evaluating their needs and performing maintenance to keep their vehicle serviced and safe on the road.

Evaluate customers' needs, working quickly and efficiently

Contribute to a fun team atmosphere

Master products, services and company knowledge

Perform automotive preventive maintenance such as changing oil, checking and refilling other vehicle fluids, replacing filters, and inspecting and replacing lights and wipers

Maintain a clean and safe workplace

How you'll succeed

You are friendly and ready to work as part of a customer-focused team

Have an eagerness to learn

You can lift up to 50 pounds

Have full mobility and the ability to work with your hands above your head

Can stand for extended periods of time and climb stairs

Why choose a career with VIOC?

For over 30 years, we've been bringing the convenience of fast, friendly maintenance service to busy people. Today, we operate over 1,100 locations across the U.S. and growing. We're passionate about cars, but we're really in the business of taking care of people. We live by the policy of promoting from within and maintaining an unwavering dedication to hiring, developing and supporting the best talent in the world. Isn't it time you aligned your career to your needs? Join us today!

Benefits include:

Retention Bonus: Anyone hired between 11/1-12/31/ 2019, will receive a \$300 retention bonus if continuously employed through 7/31/ 2020 and receives Senior Technician Certification

Competitive pay & flexible work schedule

On-the-job training

We promote from within— a commitment we are passionate about

No late evenings

Medical, dental, vision, and 401(k) savings plans\*

*Terms and conditions apply, and benefits may differ depending on location*

*Valvoline is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, or protected veteran status and will not be discriminated against on the basis of disability*

[https://www.appone.com/maininforeq.asp?Ad=676852&R\\_ID=2829357&Refer=https://www.indeed.com/&B\\_ID=91](https://www.appone.com/maininforeq.asp?Ad=676852&R_ID=2829357&Refer=https://www.indeed.com/&B_ID=91)

### **Warehouse Associate - Full Time or Part Time Day Shift**

Your Linen Service

Parkersburg, WV 26101

Full-time, Part-time

Apply Now

Come to work for a growing, successful regional family owned service company in Parkersburg, serving customers since 1934.

We are now seeking highly motivated, enthusiastic candidates with excellent organizational skills to help facilitate product flow of our warehouse.

Candidate will learn products, and customer base to help service established customers.

#### RESPONSIBILITIES

Assist existing Route Sales Drivers.

Facilitate product flow of our warehouse.

#### QUALIFICATIONS

Must have a high attention to detail.

Must be able to reach, squat, and bend  
ability to frequently lift up to 50 pounds.

#### BENEFITS

Group benefits package (Medical, Dental, Long- term Disability, Vision, Life Insurance, and 401k)

Paid Vacation

Indeed.com

### **Caregiver/Home Health Aide**

RES-CARE, INC. - Marietta, OH

Posted: **1/14/2020**

Job ID: 215082159

About this Career Opportunity:

Join a team of passionate and caring people who make a difference in people's lives. We are now hiring for Caregivers to provide kindly care to those with intellectual and developmental disabilities. Our Caregivers are the STARS of our organization who provide caregiving to the people we support in their homes as opposed to assisted living facilities. Provide various personal caregiving services in accordance with an established plan of direct care. Provide for the personal needs and comfort of people in their own homes.

Assist patients with activities of daily living including bathing, dressing, grooming and toileting

Preparing meals and special diets

Performing general housekeeping activities

Provide transportation assistance to and from activities

Provide compassionate companionship to patients

Other duties as assigned.

Position Requirements

Must be 18 years of age or older.

Ability to communicate both verbal and written.

Capable of working responsibly with confidential information.

Must be able to work independently.

Ability to work in a home-like setting.

Additional Information

Must have one year of verifiable experience or be an STNA.

Benefits

ResCare offers a comprehensive benefits package to full-time employees including medical, dental, vision, paid time off, disability, life, and tuition reimbursement. All employees age 21 and older are eligible to participate in the 401(k)-retirement savings plan.

All Ways Caring also offers a PayOUT program that allows employees to set their own pay day. to learn more about this program.

About Our Company

Join us in transforming peoples' lives and their communities! BrightSpring / ResCare is a one-of-a-kind human services company offering services for people with intellectual and developmental disabilities, home care for seniors, as well as education, vocational training, and job placement for people of all ages and skill levels. Right now, we have an exciting opportunity for you to join our team as a Caregiver/Home Health Aide.

About this Line of Business

ResCare Homecare is becoming All Ways Caring. Our new name reinforces that our flexible, innovative services are designed to fit each client's needs and preferences. We are always there when clients need us - ready to provide care in all ways.



While our name is changing, we are still providing expert care in the comfort of home. From a team our clients trust. As one of the industry's largest providers, All Ways Caring / ResCare HomeCare offers care for more than 20,000 individuals across the country. We deliver quality, compassionate and highly individualized in-home care and support that helps seniors stay at home - all while maximizing their dignity, privacy and independence. Whether our clients are recovering from illness, injury or surgery, living with a chronic disability or dealing with the natural process of aging, our services are tailored to meet the individual needs of people of all ages, physical conditions and cognitive abilities.

All Ways Caring / ResCare HomeCare include personal care and homemaking programs, professional nursing, geriatric care management, Alzheimer's/dementia care, respite care and other programs, as well as differentiated offerings in home monitoring with Rest Assured Telecare that help reduce hospital visits and keep people in their homes longer.

How our Caregivers make a difference in people's lives:

Res-Care, Inc., dba BrightSpring Health Services ("ResCare"), is an Equal Opportunity Employer. ResCare does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, age, veteran status, gender identity or sexual orientation in admission, treatment, or participation in its programs, services and activities, or in employment, or on the basis of gender in its health programs and activities.

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215082159&wdjobid=4186163803&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=215082159&wdjobid=4186163803&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

## **Front Office Assistant**

MedExpress Urgent Care

Vienna, WV 26105

Part-time

General Position Summary:

At MedExpress, we seek considerate and driven individuals in our neighborhood medical centers to exceed patient expectations every day. Having energized and friendly front office assistants is essential to delivering quality care and creating success in our centers. As a front office assistant, you will be responsible for greeting patients, activating patient files, and providing support to medical staff. If you're a team player with a warm and welcoming attitude, excellent interpersonal skills, and the ability to multi-task, we'd love for you to join our team!

MedExpress Core Responsibilities:

Has a contagious and positive work ethic, inspires others, and lives our values of being *Genuine, Caring, Friendly*. Demonstrates effective verbal and written communication that is clear, well-organized, and shows an understanding of audience needs.

Make each customer feel informed, understood, and special through genuine and positive communication. Acts as an effective team player who contributes valuable ideas and feedback and can be counted on to meet commitments.

Embraces the MedExpress environment by facing tasks and challenges with energy and passion.

Pursues activities with focus and drive, defines work in terms of success, and can be counted on to complete goals.

Major Responsibilities:

Assist in opening and closing the center, locking and unlocking the doors, and maintaining a clean waiting area.

Welcome all MedExpress patients and visitors by greeting them with a friendly demeanor.

Assist in patient care coordination, such as answering any questions and directing them through the registration process.

Answer multi-phone lines and direct patients accordingly, whether that is answering questions or transferring to management or clinical staff.

Perform callbacks to past patients for follow-up and ensure a positive patient experience.

Collect all insurance information, verify patient demographics, process payments, and post-patient balances.

Assist with clerical duties such as filing, faxing, and scanning documentation.

Discharge patients verify their information and provide them with anything needed to leave such as discharge papers, prescription, or work/school excuses.

Collect payment for medications and distribute those once filled (if applicable).

Maintain a neat and clean work environment and professional appearance and adhere to relevant health and safety procedures.

Working Relationships:

This role will interact with employees of the Field Operations Teams and other center staff employees on a regular basis.

Knowledge, Skills, Abilities and Other Qualifications:

High School Diploma or equivalency (GED) required.

1 year of prior customer service OR experience in a medical office setting required.

Though not required, an understanding of occupational medicine and insurance verification is helpful.

Ability to multi-task and work well under pressure.

Knowledge of basic computer software and the ability to learn electronic medical records required.  
Excellent communication skills – must be able to communicate with patients as well as medical staff.  
Ability to follow OSHA and HIPAA guidelines.

**Working Conditions:**

This role is center-based and requires working in a clinical setting. The noise level is moderate and there is a potential for exposure to infectious diseases and blood-borne pathogens. It requires the ability to stand and sit for hours at a time (with some bending and stooping), ability to use manual dexterity in relation to clinical requirements, and ability to lift 50 lbs. Hours may vary based on location, patient volume, and business needs.

[https://www.appone.com/maininforeq.asp?Ad=169612&R\\_ID=2827996&Refer=https://www.indeed.com/&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=169612&R_ID=2827996&Refer=https://www.indeed.com/&B_ID=44)

**Sales Associate/Clerk**

Smoker Friendly | Smoker Friendly West Virginia

Marietta, OH 45750

Apply Now

**Job Title: Sales Associate/Clerk**

Date: January 2019

Job Grade/Classification: Clerical/Non-Exempt

Reporting Structure: This position reports directly to the Store Assistant Manager or Manager

**Job Summary:**

This position works in a fast-paced, customer-oriented environment. The position serves the company in the role of sales and service and provides an exceptional service experience for the Smoker Friendly Customer. The position assists the customer with specific location and knowledge of products and supports them in selections and purchases. The position is responsible for but not limited to receiving customer payments for products, stocking product, cleaning and organizing.

**Responsibilities, Duties & Accountabilities:**

The core, critical and essential work duties, functions and responsibilities of the position are as follows;

Identify sales opportunities, through customer interaction and engagement

Support the customer experience and increase sales through product knowledge and suggestions to the customer

Offer alternative product ideas or suggestions for customers

Support the sales goals for the store

Competently operate a cash register and other point of sale (POS) equipment

Ability to count money, customer change, make monetary transactions such as debit/credit cards

Maintain an orderly appearance in the store, such as cleaning, organizing and accurately stocking product

Maintain quality control

Assist and supports the management in unloading, receiving, inventorying and placing product

Assist with store security and inventory control and report any concerns

Attend company, team and training sessions as required

Present welcoming atmosphere for customers, work well with other team members and management

Follow all store and company policies and procedures

Maintain appropriate appearance and hygiene and satisfactory/required attendance, punctuality and ability to work flexible schedules,

Performs other duties as assigned

**Position Requirements and Qualifications:**

Must be at least 21 Years of Age

High School Diploma or General Education Degree (GED)

At least one (1) year of retail sales or customer service experience

Must be able to lift at least 30 LBS. and stand for long periods of time, with, or without an accommodation

Ability to perform multiple duties at once

Ability to work well individually and within a team setting

Above-average communication skills and problem-solving skills

Regular and routine attendance is required.

This job descriptions are not designed to provide a comprehensive listing of duties and activities, which may change within the timeframe of the job description.

Indeed.com

**Receiver/Stocker**

Lowe's. – Marietta, OH

### **What You Will Do**

All Lowe's associates deliver quality customer service while maintaining a store that is clean, safe, and stocked with the products our customers need. As a Receiver/Stocker, this means:

- Being friendly and professional, and responding quickly to customer and associate needs.
- Unloading and stocking merchandise in an accurate and timely manner.
- Following safe lifting procedures while moving and placing merchandise.

The Receiver/Stocker helps provide the right products to our customers by unloading merchandise from incoming freight, moving it to the sales floor, and stocking departments. This associate handles hazardous materials, replaces damaged shelving, ensures equipment is charged, and keeps the backroom organized. The Receiver/Stocker typically works evenings, overnight, or early mornings to prepare for store opening.

*Travel Requirements: This role does not require regular travel; however, this role may need to travel on occasion to meetings, trainings, or to support neighboring stores.*

### **What We're Looking For**

- Hourly Full Time or Part Time: Generally scheduled 39 to 40 or up to 25 hours per week, respectively; more hours may be required based on the needs of the store.
- Requires late evening, night-time, and early morning availability any day of the week.
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.
- Minimally must be able to lift 25 pounds without assistance; may lift over 25 pounds with or without assistance.

### **What You Need To Succeed**

#### *Minimum Qualifications*

- Ability to read, write, and perform basic arithmetic (addition, subtraction).

#### *Preferred Qualifications*

- 3 months of experience operating forklift/power equipment such as lifts, order pickers, and similar equipment.
- 6 months of experience in a warehouse performing inventory handling and stocking.

Lowe's is an equal opportunity affirmative action employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics or any other category protected under applicable law.

<https://www.careerarc.com/job-listing/lowes-jobs-receiver-stocker-31252064>

## **Fairfield Inn & Suites – Night Auditor**

Title:	Hotel Night Auditor
ID:	4000094
Company:	Fairfield Inn & Suites by Marriott (Marietta)
Location:	Marietta, Ohio
Job Status:	Part time

### Night Auditor

Fairfield Inn & Suites by Marriott Marietta has an opening for a part time Night Auditor! Candidates must be able to work all shifts; nights, weekends and holidays.

#### Night Auditor Duties:

Guest Check-In and Check-Out

Cash and Credit Card/Debit Card transactions

Provide excellent customer service

Operate front desk equipment including but not limited to: Switchboard and PMS

Maintain accurate guest and room status information by completing thorough reviews as assigned

Maintain consistent communication with all departments  
Complete necessary shift paperwork and ensure accuracy on shift checklist, logbook, courtesy call back log, and all other forms or checklists assigned  
Research and attempt to resolve customer complaints or problems within established guidelines  
Reservations - Guest Rooms and Meeting Rooms  
Assist with cleaning the Lobby and monitoring the Breakfast Bar  
Produce two potential sales leads through internet research each week  
Performs all other duties as may be assigned

Required:

Maintain professional attitude to all Guests, Vendors and Staff  
Follow all company safety policies and procedures  
Must have excellent verbal and written communication skills

Basic Math

Basic Computer Skills/Keyboard/Typing Skills

Operate a 10-key Calculator

Prioritize work activities; use time efficiently

Ability to Work Independently, with little or no Supervision

Ability to complete multiple tasks simultaneously

Night Audit Basic accounting skills/training

1-year experience front desk at hotel

Pre-employment background check required.

<https://gms.applicantstack.com/x/detail/a2cn4ca8hq0k>

## **General Laborer**

Certified Pressure Testing, LLC Marietta, OH, USA

**Benefits Offered**

401K, Dental, Life, Medical, Vision

**Employment Type**

Full-Time

**Why Work Here?**

*"Advancement opportunities. Growing company."*

### **Summary:**

Under direct supervision of Crew Leader and or Shop Supervisor, this individual will be responsible for various duties including but not limited to the operational integrity, maintenance (preventive maintenance), repair and documentation of high-pressure flow iron equipment. The ultimate objective of this entry level position is to ensure that all flow equipment remain in a safe, working condition and complies with all manufacturing specifications.

Must perform all duties in a safe manner, observing safe work practices, including proper use of personal protective equipment, at all times

Operate Forklifts to move equipment or materials to and from storage/repair area, load and unloading semi- truck trailers

Will be on call on an as needed basis, travel out of town is expected when needed

Communicate well with Shop Supervisor, Crew leader and with fellow team members

Perform hands on mechanical functions; grinding, cleaning, repairs, valve rebuilding

Completely understands and follows operating and safety procedures

### **Requisites:**

Must be able to read and write clearly

Must promote a positive, safe work environment and be a team player

Very good hands on mechanical abilities

Knowledge of how to rebuild high pressure flow iron and valves preferred

Welding experience is not required but is beneficial

Computer skill is not required but is beneficial

Must pass background check

Must be able to pass urine analysis drug test.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to stand and be mobile around all areas of the shop. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job; the employee is regularly exposed to fumes or airborne particles; vibration from operating air tools and can experience outdoor weather conditions often. Most of all work will be indoors but the employee can still be exposed to wet or humid conditions (non-weather); work near and maneuver very heavy pieces of equipment. The noise level in the work environment is usually very loud.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Education Experience:** High School Diploma/ GED Preferred

**Employment Experience:** Entry Level to Experienced (1-3 Years)

**Required Travel:** Frequent

About Certified Pressure Testing, LLC:

Company website: <https://www.certifiedholdingsllc.com/>

Company address: 2019 State Route 821, Marietta, OH 45750

[https://www.ziprecruiter.com/jobs/certified-pressure-testing-llc-639bf95/general-laborer-8a61257e?job\\_id=69eae680df7fd1539c040fce5026c674](https://www.ziprecruiter.com/jobs/certified-pressure-testing-llc-639bf95/general-laborer-8a61257e?job_id=69eae680df7fd1539c040fce5026c674)

**Maintenance Technician**

Novolex Holdings, LLC - Caldwell, OH 43724

Position Summary:

Responsible for maintaining facility and industrial maintenance. Maintaining, repairing and rebuilding various production machines and equipment. Responsible for the set up and use of tools and equipment before production use in order to ensure the optimum level of safety. Familiar with a variety of the production floor's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Essential Functions & Key Responsibilities:

Provide general facility maintenance and repair.

Provide repairs and modifications to plant equipment.

Research repair parts.

Responsible for reading, understanding and interpretation of blueprints, sketches and drawings.

Responsible for calibrating, maintaining, repairing and troubleshooting instrumentation and equipment for laboratory and manufacturing plant to ensure conformance to establish calibration standards.

Troubleshooting and repairing industrial ovens, HVAC systems and air compressors.

Maintain computer-controlled motion of equipment during maintenance process, applying knowledge of program controls.

Modifies sketches or computer-generated designs of machine components, such as hydraulic system and drive mechanism, applying knowledge of shop mathematics, hydraulics, and mechanics, utilizing computer and software programs.

Candidate Requirements:

Associates degree in area of specialty or completion of a Technical School program preferred.

3 years' experience in a manufacturing environment.

Must be able to lift 50 lbs.

Basic computer skills with MS Excel, Word and Outlook Email.

Strong Electrical and Mechanical Skills.

Experience with 3 phase and high voltage electrical systems.

Working knowledge of PLC's.

Experience working with AC and DC drives.

Core Competencies: Customer Focus, Action Oriented, Decision Quality, Functional/Technical Skills, Integrity and Trust, Peer Relationships

Other Competencies Required: Organization/Time Management

Following GMP in compliance with all food safety requirements.

Novolex does not publicly post salary information on job boards.

*Novolex™ is committed to providing equal employment opportunity in all employment practices, including but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, pregnancy, sexual orientation, gender identity, religion, handicap or disability, genetics, citizenship status, service member or veteran status, or any other category protected by federal, state, or local law. Any individual, who because of his or her disability, needs an accommodation in connection with an aspect of the Company's application process should contact Jamie Wells at 800-845-6051.*

[https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-43724/575750900/?feedId=279500&utm\\_source=Indeed&utm\\_campaign=Novolex\\_Indeed&jobPipeline=Indeed](https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-43724/575750900/?feedId=279500&utm_source=Indeed&utm_campaign=Novolex_Indeed&jobPipeline=Indeed)

## **Accountant / Bookkeeper / Tax Preparer**

Astorg & Jones CPAs AC INC Parkersburg, WV, USA

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Astorg & Jones is part of a growing 8 office network of offices located in several states. We are currently looking to add qualified tax preparer for our Parkersburg West Virginia Office. We are currently seeking a candidate who desires to work in a company environment that encourages a work/life balance. This could be a great opportunity for a motivated individual as we are looking for a long-term relationship with the right person.

### **Qualifications:**

CPA preferred with a minimum of 2+ years of experience in tax preparation in a public accounting firm

Communicates effectively, with both written and oral skills, to maintain current client relationships and build new business

Can multi-task, stay organized and take ownership of projects to see them through to completion

Excellent tax preparation skills

Proficient in use of computers

### **Responsibilities:**

Provide personal attention, timely service and high-quality work that exceeds our client's expectations

Prepare complex individual, corporate, partnership, fiduciary, exempt organization, estate and gift tax returns

Analyze information by developing spreadsheets to verify and reconcile account balances

Respond to notices and requests for information from government authorities

Research and interpret complex tax issues for clients

Assist in year-end tax planning and strategy sessions

Keep current on all accounting and tax legislation

We offer a competitive compensation package including above average salary, health/disability and life insurance, 401(k) plan and company paid training.

<https://www.ziprecruiter.com/jobs/astorg-jones-cpas-ac-inc-3ccdfde8/accountant-bookkeeper-tax-preparer-cb667bb7?source=cpc-realmatch-priority&mid=7097>

## **Assembly Technician**

Terra Sonic International Marietta, OH, USA

Benefits Offered

401K, Dental, Life, Medical, Vision

Full-Time

Due to growth, Terra Sonic International is seeking an **Assembly Technician** to join the team! The Rig Assembly Tech assembles components, sub-assemblies, products, or systems according to blueprints, relative to various TERRA SONIC Drilling Rig series. Provides customer service to customers regarding use, maintenance, and repair of drilling rigs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Reads work orders, follows production drawings and sample assemblies, or receives verbal instructions regarding duties to be performed.

Discusses errors in diagrams or production order with supervisor or engineer to clarify production problems.

Crimps, screws, bolts, rivets, welds, solders, cements, press fits or performs similar operations to join or secure parts in place.

Designs, measures, marks and lays out chassis and holes to be drilled per blueprints.

Mounts assembled components, such as control panels, electric drive motors and other electrical components, on chassis panel.

Assembles and attaches hardware, such as caps, clamps, knobs and switches, to assemblies.

Drills and taps holes in specified locations for mounting control units.

Operates saw and shear.

Removes burrs, sharp edges, rust or scale from workpiece.

Performs preventive maintenance such as oiling machines, dies or workpieces.

Able to perform basic machine operation, e.g., operator drill press, engine lathes, vertical mills, iron worker, etc.

Able to operate machines such as shears, press break and welder, as required.

Discusses errors in diagrams or production order with supervisor to clarify production problems.

Repairs products by dismantling, straightening, reshaping and reassembling parts.

Demonstrates advanced hydraulic and pneumatic skills as well as advanced water flow knowledge (i.e., making hydraulic hoses)

Demonstrates functional knowledge of electric over hydraulic controls

Demonstrates programming, diagnostic, and technical abilities related to digital master control systems (e.g., IQAN System)

Able to operate and test drilling rigs when assembly completed

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and/or Experience**

High school diploma or general education degree (GED); or

One or more years of assembly experience in a manufacturing environment; or equivalent combination of education and experience

#### **Certificates, Licenses, and/or Registrations**

CDL A preferred

Forklift operator certificate preferred

About Terra Sonic International:

Terra Sonic International is a leading manufacturer and supplier of sonic drilling rigs, tooling and support equipment, located in Marietta, Ohio USA. Staffed by an experienced team, many with over 20 years of rig design, production, and service experience.

Company address: 27825 State Route 7, Marietta, OH 45750

<https://www.ziprecruiter.com/jobs/terra-sonic-international-585334f9/assembly-technician-7b30d4a5?source=cpc-realmatch-priority&mid=7097>

#### **Journeyman Carpenter**

Gillmann Services Inc. Saint Mary's, WV, USA

Compensation

\$18 to \$20 Hourly

Benefits Offered

401K, Dental, Medical, Vision

Employment Type

Temporary

Why Work Here?

*"Veteran owned, national firm finding skilled tradesmen quality jobs."*

Gillmann Services is now hiring Journeyman Carpenters to assist with the remodel conversion of Rite Aid to Walgreens located on N. Pleasants HWY in St. Mary's.

This job starts this Sunday March 1st. and will last until Friday March 6th but could last longer 40 hrs. with possible overtime. We pay \$18-\$20/hr. (depending on experience)

**For immediate consideration/job placement call 304-252-4510 Ask for Ellen.**

**MUST HAVE AT LEAST 3 YEARS OF ON THE JOB CARPENTRY EXPERIENCE**

**MUST BE RELIABLE**

**MUST OWN TOOLS**

**MUST PASS DRUG TEST**



About Gillmann Services Inc.:

Gillmann Services is a skilled labor staffing company that specializes in providing qualified skilled trades employees to commercial, industrial, mining, manufacturing, and marine construction companies. We are dedicated to supplying quality craftsmen to help our customers complete their projects in a timely and cost-effective manner. "We Work for You" is our motto as well as our pledge to every client and employee.

[https://www.ziprecruiter.com/jobs/gillmann-services-inc-6f34c375/journeyman-carpenter-fdb24194?job\\_id=badb1cb09a3e36ac38e8992a57a7e5ca](https://www.ziprecruiter.com/jobs/gillmann-services-inc-6f34c375/journeyman-carpenter-fdb24194?job_id=badb1cb09a3e36ac38e8992a57a7e5ca)

## TITLE ABSTRACTOR / RESEARCHER

2020-02-23 Confidential Mid-Ohio Valley

Description:

**Full-time salaried position as a title abstractor available immediately with title company.**

**Is a title abstractor the same as an oil & gas abstractor?** No. Usual differences between local oil & gas abstractors and our title abstractors are:

Local oil & gas abstractors are typically independent contractors that experience a high rate of layoffs. They typically utilize a personal vehicle for travel, track mileage for reimbursement, and use their own equipment (computer, printer, scanner) and supplies (paper, printer ink, pens, etc.). They often do not receive paid days off or vacation.

Title Abstractors with our company are salaried employees in a much more stable employment environment. They complete a comprehensive paid training program, have a company vehicle for travel, have an advanced expense account that is reimbursed weekly, receive a fuel card and do not track mileage, and use company equipment and supplies. They receive paid vacation, sick days, and other benefits that independent contractors do not receive.

**What does a title abstractor do?** A title abstractor provides research of public records that is used for real estate transactions, such as purchases, refinances, foreclosures, and more.

**Where does a title abstractor work?** The members of our title abstractor team travel to county courthouses, usually visiting several courthouses in a single day. Some members operate out of a company office location, while others operate out of a home office, dependent upon their location and area covered.

**What are the hours of a title abstractor?** This position is Monday - Friday with most normal banking holidays observed. Members of the title abstractor team typically arrive in their first assigned courthouse when they open, then travel to other assigned courthouses as they complete assigned research. Team members rotate areas covered daily, so the ability to adapt to a rotating schedule is a must.

**What experience or skills are needed to be a title abstractor?** No prior experience necessary, as our title company offers a comprehensive paid training program. Useful skills include time management, attention to detail, and a willingness to learn.

**Is there opportunity for advancement?** Most employees on our title abstractor team are only title abstractors. However, management is interested in cross-training the right individual for real estate closings. Such an individual would need to be eligible to become a West Virginia notary and exhibit both professional demeanor and attire. If interested in cross-training, please add a note in your resume submission. Cross-trained employees are more valuable and therefore receive a salary commensurate with those skills.

### **REQUIREMENTS:**

Valid driver's license

High school diploma or equivalent

Ability to pass background check

**The ideal candidate will have the following:**

Attention to detail

Ability to adapt to changing schedules

Excellent communication skills

Willingness to travel throughout West Virginia (no overnights)

When applying, please list your wage requirements in a salaried form (weekly, monthly, or yearly). Salary is commensurate with skills and experience, but is above minimum wage

Please email a resume with any additional notes, including wage requirements, by using the apply link below.

Do not contact this company in solicitation of any product or service.

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6847&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6847&keyword=&region_browse=&category=999)



## **Purchasing Agent / Inventory Control**

Terra Sonic International Marietta, OH, USA

### **Benefits Offered**

401K, Dental, Life, Medical, Vision

### **Employment Type**

Full-Time

Terra Sonic is looking to add to our growing team! The Purchasing Agent/Inventory Control position supports the manufacturing team through purchasing, production support, and inventory management. Successful candidates will possess a combination of purchasing knowledge, computer skills, and an inclination for hands-on involvement in a manufacturing organization.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Familiarity with navigating ERP systems to ensure the supply of purchased components and raw materials support the production plan.

Proficiency purchasing machined components, direct materials, and indirect supplies.

Interpret TSI technical drawings, materials, and specifications to identify suitable suppliers.

Cultivate supplier relationships.

Negotiate price and terms.

Ensure supplier quality shortcomings receive priority attention.

Maintain accurate inventory levels.

Issue materials to work orders, facilitate stock transfers, and perform cycle counts.

Manage the flow of products with outside operations and document inventory items maintained at supplier locations.

Participate in production planning to ensure timely delivery of products to our customers.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Minimum 3-years of purchasing and inventory control experience

Relevant experience working with ERP, MRP, or similar systems

Associate degree preferred

About Terra Sonic International:

Terra Sonic International is a leading manufacturer and supplier of sonic drilling rigs, tooling and support equipment, located in Marietta, Ohio USA. Staffed by an experienced team, many with over 20 years of rig design, production, and service experience.

<https://www.ziprecruiter.com/jobs/terra-sonic-international-585334f9/purchasing-agent-inventory-control-af629cdb?source=cpc-realmatch-priority&mid=7097>

## **Maintenance Technician**

Novolex Holdings, LLC - Caldwell, OH 43724

Position Summary:

Responsible for maintaining facility and industrial maintenance. Maintaining, repairing and rebuilding various production machines and equipment. Responsible for the set up and use of tools and equipment before production use in order to ensure the optimum level of safety. Familiar with a variety of the production floor's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

**Essential Functions & Key Responsibilities:**

Provide general facility maintenance and repair.

Provide repairs and modifications to plant equipment.

Research repair parts.

Responsible for reading, understanding and interpretation of blueprints, sketches and drawings.

Responsible for calibrating, maintaining, repairing and troubleshooting instrumentation and equipment for laboratory and manufacturing plant to ensure conformance to establish calibration standards.

Troubleshooting and repairing industrial ovens, HVAC systems and air compressors.

Maintain computer-controlled motion of equipment during maintenance process, applying knowledge of program controls.

Modifies sketches or computer-generated designs of machine components, such as hydraulic system and drive mechanism, applying knowledge of shop mathematics, hydraulics, and mechanics, utilizing computer and software programs.

**Candidate Requirements:**

Associates degree in area of specialty or completion of a Technical School program preferred.

3 years' experience in a manufacturing environment.

Must be able to lift 50 lbs.

Basic computer skills with MS Excel, Word and Outlook Email.

Strong Electrical and Mechanical Skills.

Experience with 3 phase and high voltage electrical systems.

Working knowledge of PLC's.

Experience working with AC and DC drives.

Core Competencies: Customer Focus, Action Oriented, Decision Quality, Functional/Technical Skills, Integrity and Trust, Peer Relationships

Other Competencies Required: Organization/Time Management

Following GMP in compliance with all food safety requirements.

Novolex does not publicly post salary information on job boards.

*Novolex™ is committed to providing equal employment opportunity in all employment practices, including but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, pregnancy, sexual orientation, gender identity, religion, handicap or disability, genetics, citizenship status, service member or veteran status, or any other category protected by federal, state, or local law. Any individual, who because of his or her disability, needs an accommodation in connection with an aspect of the Company's application process should contact Jamie Wells at 800-845-6051.*

[https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-](https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-43724/575750900/?feedId=279500&utm_source=Indeed&utm_campaign=Novolex_Indeed&jobPipeline=Indeed)

[43724/575750900/?feedId=279500&utm\\_source=Indeed&utm\\_campaign=Novolex\\_Indeed&jobPipeline=Indeed](https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-43724/575750900/?feedId=279500&utm_source=Indeed&utm_campaign=Novolex_Indeed&jobPipeline=Indeed)

## **Sorting Room Worker**

The Salvation Army - Parkersburg, WV 26101

The Salvation Army, an internationally recognized non-profit, faith-based organization, has a job opening for Full-Time Thrift Store Sorting Room Worker located in Parkersburg, WV.

Job Summary

Receives, sorts, prices and prepares donated items for display in the store; determines suitability and pricing of items based on established standards; assists in maintaining the orderliness and cleanliness of the warehouse area.

Knowledge, Skills and Abilities

Ability to sort items in accordance with established categories. Ability to determine the condition of items in accordance with established standards. Ability to follow instructions and work independently. Ability to select items suitable for store display and distributes same to appropriate area for further sorting and/or pricing; discards items in accordance with established procedures. Ability to tag items with specially coded tickets and/or prices in accordance with established procedures. Hangs clothes on hangers and places same on clothes racks. Packs items in boxes and marks boxes accordingly; assists in transporting boxes to appropriate storage area. Prepares non-suitable clothes for the bailer. Lifts and carries items to the appropriate destination for further processing, storage or displaying in store. Maintains warehouse area in a neat and orderly manner; cleans floors, tables and work areas.

Education and Experience

High School diploma or G.E.D. and experience working in a retail store preferred, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Licenses and Certifications

Approved Background Check

Physical Requirements and Working Conditions

Ability to meet attendance requirements. Ability to communicate the English language. Physical ability to lift and carry and/or push/pull light objects (less than 25 lbs.). Moderate mobility: duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis. Distance of travel is usually within the same building. Work is performed in a warehouse environment where there are physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.

Additional Information

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please select the "Apply Now" icon at the bottom of this posting.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis

of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

<https://usr57.dayforcehcm.com/CandidatePortal/en-US/tsa/Posting/View/26113?source=indeed>

### **Building Maintenance Worker**

The Salvation Army - Parkersburg, WV 26101

The Salvation Army, an internationally recognized non-profit, faith based organization, has a job opening for Building Maintenance Worker located in Parkersburg, WV.

#### **Job Summary**

Performs routine repairs and maintenance of buildings, equipment, and vehicles; performs routine grounds keeping work to ensure the beautification of the landscape; performs minor plumbing and carpentry repair work.

#### **Knowledge, Skills and Abilities**

Knowledge of general building and grounds maintenance practices and procedures. Ability to learn by method of on-the-job training including ability to follow instructions. Ability to perform routine and minor repair and maintenance activities of buildings and grounds. Ability to use and maintain maintenance equipment and tools effectively and in a safe manner.

#### **Education and Experience**

Two years course work from a technical or vocational school in construction and air conditioning as well as plumbing and electronics, and three years of experience performing maintenance and repair work for commercial building and grounds or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

#### **Licenses and Certifications**

Valid State Driver's License.

#### **Approved Background Check and Motor Vehicle Request**

#### **Physical Requirements and Working Conditions**

Ability to meet attendance requirements. Ability to read, write, and communicate the English language. Ability to perform strenuous, heavy work involving the lifting and carrying of heavy objects. Ability to perform continuous walking, stooping, standing, and some climbing. Work requires driving a vehicle and working outdoors daily with exposure to physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt, and the like.

#### **Additional Information**

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

To apply, please select the "Apply Now" icon at the bottom of this posting.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

<https://usr57.dayforcehcm.com/CandidatePortal/en-US/tsa/Posting/View/26111?source=indeed>

### **Hydroblaster**

Vadakin - Marietta, OH

Posted: **10/4/2019**

Job ID: 214115085

#### **Job Description**

Must be willing to travel out of town for extended periods of time. Laborer position. Willing to train. Work well with others.

Must be able to lift 50 to 100 lbs. Have the ability to work at heights exceeding 100' on a safety guarded metal grate. Have the ability to work within a confined space. Pre-employment drug testing. Apply online:

<http://www.vadakininc.com/employment-application>

[https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=214115085&wdjobid=4122278006&sq=pg%3d1%26q%3dvadakin%26zip%3d45750%26sid%3d68%26rad%3d20%26rad\\_units%3dmiles&saved=false](https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=214115085&wdjobid=4122278006&sq=pg%3d1%26q%3dvadakin%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false)

### **Production Machine Operators(at least 1-year experience running mixing and compounding lines)**

DIMEX

Shifts: Our mixer and compound operators work 12- hour shifts. These shift works approximately 14 days a month in 3 or 4 day per week shifts with a long break (7 days) once a month. These positions can be either at our main office location in Reno or at our off- site location in the Wetz buildings on Rt 7 between Marietta and Belpre.

Pay rate: Starting rate depends on experience with significant growth opportunities as you learn our equipment and processes.

In addition to competitive pay and great growth opportunity, we offer the following:

Quarterly bonus program

Healthcare benefit package after 30 days of employment! Medical coverage with *reasonable employee contributions and we still have office visit and prescription drug co-pays*; dental; vision; company provided life insurance and optional employee and dependent life insurance.

Matching 401K program after 6 months of employment! We match 100% of your first 3% contribution and 50% of your next two, so you contribute 5% and we contribute 4%! That is a 4% pay increase over your regular wages.

This year we provided Kings Island or Cedar Point tickets to all employees to say "Thank You" for your hard work – we appreciate you!

100% company paid uniform program

Company sponsored safety shoe and prescription safety glass program

Qualifications:

1-year experience operating blending/mixing or compounding lines.

Troubleshooting and general problem- solving skills.

High School Diploma or GED is preferred

Fork truck experience

Basic Computer skills

Successful candidates must pass a post offer pre-employment physical which includes a drug screen and a background check.

A successful candidate for this position must be able to work in temperatures from 0 – 110 degrees, be comfortable in loud and dusty environments, and capable/willing to wear required PPE while working. It is also necessary to have manual dexterity sufficient to operate a wide variety of small hand tools, scales, calipers, tape measure, hand trucks, utility knife and computer equipment.

HELPFUL HINTS:

It is to your advantage to submit a resume but if you don't you must fill in the application blanks and put in a comment explaining your experience with either extruders or calendar lines. Not making your experience evident will move your resume to the end of the list.

Watch your email for information requests because we do sometimes reach out to ask for more information during the resume review process.

Is your resume current?

Is your phone and email address correct?

\*\*Now available - lobby kiosk set up for applications to be completed for those without online access. No resume needed. Stop by normal office ours 8:00 AM - 5:00 PM Monday through Friday at 28305 State Route 7, Marietta.\*\*

AAP/EEO Statement

*Dimex provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Dimex complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

<https://newton.newtonsoftware.com/career/JobIntroduction.action?clientId=8a7883d0657e4ecf0165b5c929535127&id=8a7885ac6dcbf35f016de035860f3604&source=Company%20Website&code=&fromAggregate=false>

## **Commercial Brick/Block Mason Laborer**

Lang Masonry & Restoration Contractors

### PRIMARY PURPOSE:

Laborers are responsible for keeping the job moving. It is their job to make sure the Masons do not run out of supplies such as block/brick, mortar, wire, and control joint. The Laborers are also responsible for letting the Operators and/or Superintendent know when they are running low on supplies, so the Operator can have it to them before they run out.

### ROUTINE DUTIES:

Mix mortar, grout, manually or using machines, according to standard formulas.

Erect scaffolding.

Cut materials to specified sizes for installation, using power saws.

Modify material moving, mixing, grouting, grinding, polishing, or cleaning procedures, according to installation or material requirements.

Provide assistance in the preparation, installation, repair, of block/brick, or stone surfaces.

Locate and supply materials to masons for installation, following numbered sequences.

Arrange or store materials, machines, tools, or equipment.  
Clean installation surfaces, equipment, tools, work sites, or storage areas.  
Move or position materials such as marble slabs, hoists, or dollies.  
Remove excess grout or residue from block/brick joints, using sponges or trowels.  
Remove damaged block/brick, or mortar, and clean or prepare surfaces, using pliers, hammers, chisels, drills, or wire brushes.  
Be proactive in asking for help and/or what to do next.  
And other assigned duties.

**BENEFITS:**

Competitive pay  
Leave time  
Paid holidays  
Health/Vision/Dental Insurance  
Life Insurance  
401K match

Flexible Spending Account

<https://jobs.ourcareerpages.com/job/471868?source=LangMasonryRestorationContractors&jobFeedCode=LangMasonryRestorationContractors>

**Food Service Worker/Kitchen Helper/Dietary Aide**

Healthcare Services Group - Marietta, OH 45750

Part-time

Overview

Healthcare Services Group (HCSG) typically services long term care and nursing facilities and is now hiring a Dietary Aide in your area! HCSG has a custom, state of the art training program!

Position Summary

The Dietary Aide assists the Cook in the preparation and service of meals.

Places prepared food on plates/trays in accordance with tray tickets in line with our established policies and procedures, and, as may be directed by the Food Services Director/Manager or Cook, to ensure that quality food service is provided at all times.

Prepares and delivers food and trays, washes dishes and cleans and sanitizes kitchen according to health standards.

The Dietary Aide must be detail-oriented, well-groomed, act professionally and must be a team player who works well with others.

The Dietary Aide consistently embodies the characteristics necessary to drive the Company's Purpose, Vision, Values, and DNA.

Qualifications

A high school diploma or equivalent is required. Specialized training in foodservice is desirable. May be required to successfully complete an approved sanitation and safety course.

Ability to read, speak and understand English, follow directions and complete tasks.

Ability to follow time schedules for meal preparation and serving.

Maintains a neat, clean, well-groomed appearance.

Dependable, with experience working in facilities utilizing quantity food production methods.

General knowledge and understanding of nutrition.

Ability to read and accurately apply requirements of food tray cards.

Ability to maintain records and complete reports as required.

Written and oral communication skills.

Knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.

Ability to interact positively with residents, client and other personnel and the public.

Additional Requirements:

Must be able to lift/carry a maximum of 30 pounds, push/pull a maximum of 50 pounds, stand, sit, bend and walk for extended periods of time.

Must be able to work around food and cleaning products.

Must live in service area. No relocation costs.

*Healthcare Services Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law*

requirements, Healthcare Services Group, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

<https://jobs-hcsgcorp.icims.com/jobs/50795/food-service-worker-kitchen-helper-dietary-aid/job?mode=job&iis=Job+Board&iisn=Indeed&mobile=false&width=932&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

## Receiving Clerk

Hi-Vac Corporation Marietta, OH, USA

Compensation

\$13 to \$16 Hourly

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Why Work Here?

*"Opportunity for growth through Career Path, Competitive Salary and full-benefits package!"*

Hi-Vac Corporation is seeking a Receiving Clerk to become an integral part of our team! You will help coordinate incoming and outgoing shipment activities.

**Technical Responsibilities include but are not limited to:**

Load and unload material, parts or products onto or from pallets, skids, conveyors or trucks.

Capable of reading orders and shipment documents and effectively communicate with team and Supervisors.

Operate forklift or use hand truck to move, convey or hoist shipments from shipping and receiving platform.

Insert items into containers and load onto trucks.

Post weight and shipping charges, and affix postage.

Create and affix shipping labels and coordinate exporting and required documentation

Unpack and examine incoming shipments, reject damaged items, record shortages and correspond with Supervisor to rectify damages and shortages.

Maintain inventory of shipping and receiving materials and supplies.

Possess basic computer skills, able to enter numbers, codes, dimensions, address track shipments and receivables, run reports.

Receive and invoice all in-house fabricated parts for use in work order or sales order shortages.

Assist other employees where needed, ability to do repetitive work and effectively use hand tools.

Perform other administrative duties as assigned

**Qualifications:**

2+ years previous experience in shipping, logistics, or other related fields

Ability to handle physical workload, able to lift 25 pounds and occasionally up to 50 pounds

Ability to multitask and prioritize

Ability to thrive in fast-paced environment

Strong organizational skills

HS diploma or GED

About Hi-Vac Corporation:

Hi-Vac Corporation - Environmental Products for a Cleaner World

At Hi-Vac Corporation, focusing on the environment and sustainability are not simply words or slogans but are the foundation of our livelihood and business. For over 40 years Hi-Vac has provided products and systems that tackle some of the toughest infrastructure, maintenance and clean-up challenges in the world. From the largest metropolitan city to the most critical power plant, Hi-Vac products are at work behind the scenes maintaining the infrastructure, improving air quality, non-destructively excavating, recycling, cleaning and maintaining the environment.

[https://www.ziprecruiter.com/jobs/hi-vac-corporation-4b0adb50/receiving-clerk-e9b9d976?job\\_id=fe6887e7e5118de54592c0a44821605d](https://www.ziprecruiter.com/jobs/hi-vac-corporation-4b0adb50/receiving-clerk-e9b9d976?job_id=fe6887e7e5118de54592c0a44821605d)

## Maintenance Technician

Novolex Holdings, LLC - Caldwell, OH 43724

Responsible for maintaining facility and industrial maintenance. Maintaining, repairing and rebuilding various production machines and equipment. Responsible for the set up and use of tools and equipment before production use in order to ensure the optimum level of safety. Familiar with a variety of the production floor's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

**Essential Functions & Key Responsibilities:**

Provide general facility maintenance and repair.

Provide repairs and modifications to plant equipment.

Research repair parts.

Responsible for reading, understanding and interpretation of blueprints, sketches and drawings.

Responsible for calibrating, maintaining, repairing and troubleshooting instrumentation and equipment for laboratory and manufacturing plant to ensure conformance to establish calibration standards.

Troubleshooting and repairing industrial ovens, HVAC systems and air compressors.

Maintain computer-controlled motion of equipment during maintenance process, applying knowledge of program controls.

Modifies sketches or computer-generated designs of machine components, such as hydraulic system and drive mechanism, applying knowledge of shop mathematics, hydraulics, and mechanics, utilizing computer and software programs.

**Candidate Requirements:**

Associates degree in area of specialty or completion of a Technical School program preferred.

3 years' experience in a manufacturing environment.

Must be able to lift 50 lbs.

Basic computer skills with MS Excel, Word and Outlook Email.

Strong Electrical and Mechanical Skills.

Experience with 3 phase and high voltage electrical systems.

Working knowledge of PLC's.

Experience working with AC and DC drives.

Core Competencies: Customer Focus, Action Oriented, Decision Quality, Functional/Technical Skills, Integrity and Trust, Peer Relationships

Other Competencies Required: Organization/Time Management

Following GMP in compliance with all food safety requirements.

Novolex does not publicly post salary information on job boards.

*Novolex™ is committed to providing equal employment opportunity in all employment practices, including but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, pregnancy, sexual orientation, gender identity, religion, handicap or disability, genetics, citizenship status, service member or veteran status, or any other category protected by federal, state, or local law. Any individual, who because of his or her disability, needs an accommodation in connection with an aspect of the Company's application process should contact Jamie Wells at 800-845-6051.*

[https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-43724/575750900/?feedId=279500&utm\\_source=Indeed&utm\\_campaign=Novolex\\_Indeed&jobPipeline=Indeed](https://careers.novolex.com/InternationalConverter/job/Caldwell-Maintenance-Technician-OH-43724/575750900/?feedId=279500&utm_source=Indeed&utm_campaign=Novolex_Indeed&jobPipeline=Indeed)

**Cook (Full-Time)**

Arcadia Valley Skilled Nursing Coolville, OH, USA

When you join the CHS team, you have a unique opportunity to make a difference in the lives of our resident's. Our mission is to provide our residents with exceptional care and treat them with the highest level of dignity and respect. This demands a commitment to building and maintaining a reputation as a preferred provider of healthcare services, to hiring, training and retaining quality healthcare professionals and being a leader in our chosen communities.

CHS provides a flexible, fun and friendly work environment where we recognize your commitment and dedication to our residents and families. We look forward to your long-term employment with our organization. Thank you for choosing us to pursue your career in healthcare.

The Cook is responsible for the preparation of food in accordance with current applicable federal, state, and local standards, guidelines and regulations, with our established policies and procedures.

**Benefits:**

401-K with Employer Match after 30 days of employment

Medical, Dental, Vision after 30 days of employment

Supplementary Insurance after 30 days of employment

Pet Insurance

Cell Phone Discounts available

Christmas Club Savings Account

Perfect Attendance Bonus

Paid Holidays  
Paid Time Off (PTO Program)  
PTO Donation Policy  
Tuition Reimbursement Program  
WOW! Employee Recognition Program with bonus potential

**Daily Pay**

EAP Program  
Opportunity for advancement  
Flexible, fun work environment!

[https://www.ziprecruiter.com/jobs/arcadia-valley-skilled-nursing-b065d11b/cook-full-time-f58a64fa?job\\_id=94529a036e78382df84dbf8c8586a172](https://www.ziprecruiter.com/jobs/arcadia-valley-skilled-nursing-b065d11b/cook-full-time-f58a64fa?job_id=94529a036e78382df84dbf8c8586a172)

**STNA Full-Time**

Arcadia Valley Skilled Nursing Coolville, OH, USA

When you join the CHS team, you have a unique opportunity to make a difference in the lives of our resident's. Our mission is to provide our residents with exceptional care and treat them with the highest level of dignity and respect. This demands a commitment to building and maintaining a reputation as a preferred provider of healthcare services, to hiring, training and retaining quality healthcare professionals and being a leader in our chosen communities.

CHS provides a flexible, fun and friendly work environment where we recognize your commitment and dedication to our residents and families. We look forward to your long- term employment with our organization. Thank you for choosing us to pursue your career in healthcare.

Shifts available:

Nightshift 10p-6am and Afternoon 2p-10p.

CHSJ0BS

STNA's are responsible for providing assigned residents with routine daily nursing care in accordance with established nursing care procedures as directed by the Charge Nurse, RN/LPN. Must be a State Tested Nursing Assistant. Must possess as a minimum, a high school diploma or equivalent.

**Benefits:**

401-K with Employer Match after 30 days of employment  
Medical, Dental, Vision after 30 days of employment  
Supplementary Insurance after 30 days of employment  
Pet Insurance  
Cell Phone Discounts available  
Christmas Club Savings Account  
Perfect Attendance Bonus  
Paid Holidays  
Paid Time Off (PTO Program)  
PTO Donation Policy  
Tuition Reimbursement Program  
WOW! Employee Recognition Program with bonus potential

**Daily Pay**

EAP Program  
Opportunity for advancement  
Flexible, fun work environment!

[https://www.ziprecruiter.com/jobs/arcadia-valley-skilled-nursing-b065d11b/stna-full-time-dc51594e?job\\_id=61b07e298ebbc819ddcbeeee939d1730](https://www.ziprecruiter.com/jobs/arcadia-valley-skilled-nursing-b065d11b/stna-full-time-dc51594e?job_id=61b07e298ebbc819ddcbeeee939d1730)

**Sales Representative - Facility Services**

Cintas - Mineral Wells, WV 26150  
Requisition Number: 58975

Job Description

Cintas is seeking a Sales Representative to focus on new business-to-business account development in our Facility Services Division. Responsibilities include prospecting, cold calling, setting appointments with prospects, presenting programs and meeting a sales quota. Sales Representatives will also transport samples of products for presentations. Cintas provides a thorough sales training program, which includes product knowledge, mentorship, sales process and business development strategies.



**Key Responsibilities:**

Generating revenue and meeting sales targets  
Developing and qualifying leads within respective territory to drive additional sales opportunities through cold-calling and lead generation campaigns  
Gathering and utilizing business intelligence on prospects to support sales calls, product presentations and driving new business

**Our Sales Representatives enjoy:**

Solid base salary and commission potential  
Extensive car package (lease/gas/insurance/maintenance allowance)  
Monthly/Quarterly performance bonuses & incentives  
Comprehensive 12-week sales training program  
Mentorship program  
Tablet & AirCard  
Annual recognition events

**Skills/Qualifications**

**Required**

Minimum of 1 year outside sales experience or successful completion of a Cintas sales training program

Valid driver's license

High School Diploma/GED; Bachelor's Degree preferred

**Preferred**

New business-to-business (B2B) sales experience

Hunter sales mentality - goal driven and self-motivated

Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), intranet/internet and Contact Management System

Our employee-partners enjoy:

Competitive Pay

401(k)/Profit Sharing/ESOP

Medical, Dental and Vision Insurance Package

Disability and Life Insurance Package

Paid Time Off and Holidays

Career Advancement Opportunities

Headquartered in Cincinnati, Cintas is a publicly held company traded over the Nasdaq Global Select Market under the symbol CTAS and is a component of both the Standard & Poor's 500 Index and Nasdaq-100 Index.

Cintas Corporation helps more than 900,000 businesses of all types and sizes get READY™ to open their doors with confidence every day by providing a wide range of products and services that enhance our customers' image and help keep their facilities and employees clean, safe and looking their best. With products and services including uniforms, mats, mops, restroom supplies, first aid and safety products, fire extinguishers and testing, and safety and compliance training, Cintas helps customers get Ready for the Workday®.

To support our growth across North America, we're seeking driven professionals with ambition to move up within our company. Our professional culture, our dedication to our employee-partners and limitless career opportunities—these are just a few benefits we're proud to offer. Our employee-partners know every job is critical, and that teamwork drives innovation. Let's talk about how you'll fit into our team and how your hard work will be recognized through competitive pay, world-class benefits and ongoing career development. Are you Ready™ for limitless opportunities at Cintas?

Cintas Corporation is an EEO/Affirmative Action Employer and will make all employment-related decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

Job Category: Sales

Organization: Rental

Employee Status: Regular

Schedule: Full Time

Shift: 1st Shift

[https://careers.cintas.com/job/Mineral-Wells-Sales-Representative-Facility-Services-WV-26150/624643000/?feedId=32300&utm\\_source=Indeed&utm\\_campaign=Cintas\\_PaidMedia](https://careers.cintas.com/job/Mineral-Wells-Sales-Representative-Facility-Services-WV-26150/624643000/?feedId=32300&utm_source=Indeed&utm_campaign=Cintas_PaidMedia)

**Duchess Team Member**

Englefield, Inc. - Marietta, OH 45750

Part-time

The Cashier is responsible delivering and maintaining the company's customer service standards and handling money in the stores using scanners, and cash registers. The Cashier processes cash and credit or debit card transactions.

#### ESSENTIAL FUNCTIONS

Receive payment by cash, and credit/ debit cards,

Greet customers and provide positive customer experience.

Provide customer service by greeting and assisting customers.

Respond to customer needs, questions, and complaints.

Maintain clean and orderly checkout areas. Complete other general cleaning duties, such as mopping floors and emptying trash cans.

Inspect facility and equipment routinely to determine if repairs or maintenance are needed.

Stock shelves, and mark prices on shelves and items.

Assist with duties in other areas of the store, such as outdoor lot and gas pumps.

#### COMPETENCIES

Entrepreneurial Orientation - Ability to take initiative, to recognize and create opportunities.

Customer Focus - Ability to quickly and effectively solve customer problems.

Communication - Strong written/verbal communication skills; interpret, summarize and articulate complex information for general use among a variety of internal and external stakeholders.

Teamwork - Ability to demonstrate interest, skill, and success in getting groups to learn to work together.

Loss Prevention - Ability to administer systems and programs to reduce loss and maintain inventory control.

#### REQUIRED EDUCATION AND EXPERIENCE

High school degree required

1+year experience in a fast-paced retail environment delivering exceptional customer service, preferred.

Serve Safe certified.

Experience in cash handling, and POS systems, lottery, and customer service

<https://recruiting.adp.com/srccsh/public/RTI.home?r=5000279952406&c=1160251&d=ExternalCareerSiteEnglefieldDuchess&rb=INDEED>

### **Business Development Manager**

ECO USA - Parkersburg, WV 26101

Oversee business development of silicone recycler: develop and manage marketing and sales initiatives by analyzing silicone market, trends and other data and locating and identifying potential customers; develop pricing strategies based upon sales and market data; and formulate optimal methods of waste collection; and analyze silicon market and trends, customer feedback and sales revenue to guide product development and customer retention and acquisition.

Evaluate current marketing strategy based upon knowledge of ECO USA's objectives, silicon market trends and characteristics and cost/markup factors; work with marketing manager and executive management to develop new/modify existing marketing/sales initiatives and strategies; and, conduct analyses to measure effectiveness of marketing/sales initiatives and strategies.

Analyze silicone market & trends, customer feedback, and sales revenue to generate analytical reports as indicators for better product development and customer acquisition and retention.

Conduct market studies to identify industrial/commercial venues where ECO USA can display recycling technologies (such as tradeshow) and product lines for increase brand awareness; coordinate participation/attendance at events and tradeshow.

Develop and manage sales team to sell final product (polydimethylsiloxane and its variants) across the United States and worldwide; participate in hiring/firing, promoting and performance evaluations of sales staff.

Develop and manage purchasing team to procure silicone rubber scrap, expired silicone goods, as well as wide spec silicone fluids and sealants to be use as feedstock in the ECO USA recycling facility.

Develop distribution and pricing strategies: analyze silicone waste streams to optimally collect and sell silicone scrap at best prices; plan/setup strategically located distribution centers for shipping final products and collection centers for aggregating silicone raw material that require processing into silicone fluids; develop pricing strategies.

Study customer feedback and other market and sales data to identify need for logistics improvements; and identify strategic logistics partners to move ECO USA's final product and other raw materials efficiently, punctually, and economically to increase customer retention and acquisition.

Engage in auditing silicone product manufacturers to formulate optimal methods of waste collection, definition of silicone raw materials that can be recycled, and make quotations and recommendations based on material specifications, quality, and silicone fluid contents.

Maintain relations with other silicone recycling entities to discuss best practices for silicone recycling.

Requirements: Bachelor's degree in business, management or related field and 3 years of experience in the job offered\*. Travel: Less than 10% travel to meet with customers and silicone product manufacturers to procure raw silicone materials. Worksite: 516 Camden Street, Parkersburg, WV 26101  
TO APPLY: Reference Job Code 402 and send resumes electronically to [ecorecycling.jobs@gmail.com](mailto:ecorecycling.jobs@gmail.com) OR mail to: ECO USA LLC dba ECO USA, One Bridge Plaza North, Suite 275, Fort Lee, NJ 07024.  
Indeed.com

### **Auto Parts Delivery Driver (Full-Time)**

AutoZone - Marietta, OH 45750

#### **POSITION SUMMARY:**

AutoZone's Full-Time Auto Parts Delivery Driver performs work in the operation of a vehicle to assure safe delivery of parts to and from commercial customers. In addition, this AutoZone will be required to perform duties inside our stores, driving, and at our customers' place of business. Drivers are responsible for ensuring maximum productivity in a safe environment, increasing commercial sales, and ensuring compliance with company procedures in accordance to AutoZone's expectations. The incumbent will exceed customer's expectations by delivering WOW! Customer Service to all AZ Commercial accounts.

#### **POSITION RESPONSIBILITIES:**

Provides WOW! Customer Service

Utilizes ZNET to help customers locate merchandise or find suitable alternatives

Adheres to AutoZone dress code

Follows all company policies, procedures and management direction, including all fleet and safety policies

Ensures commercial products are delivered on time and in excellent condition

Drives delivery vehicle to transport parts to Commercial customers, including the loading and unloading of parts

Maintains a safe driving and working environment, including PPE (Personal Protective Equipment)

Picks up parts from nearby stores and outside vendors

Ensure appropriate delivery documentation is generated and issued for each delivery, then appropriately filed at the AutoZone store

Follows proper accident procedures

Properly maintains vehicle(s) and takes the necessary steps to report vehicle maintenance issues

Ensures that assigned company vehicle is kept clean and presentable

Builds long term professional relationships with the customers

Handles cash transactions, charge transactions, and core/part returns per company policy and guidelines

Inspects, protects, and maintains company assets, merchandise, and vehicles

Assists DIY customers between deliveries by performing the following duties:

Utilizes OBDII to read codes from customer's automobiles

Practices GOTTChA and assists with the installation of wipers blades, batteries and light bulbs

Maintains product knowledge and current promotions through AutoZone systems and information sources

Maintains store appearance and merchandising standards as directed

#### **Position Requirements**

High School Diploma or equivalent

Basic knowledge of automotive parts is required

Excellent communication and decision-making skills

Ability to lift, load, and deliver merchandise

Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts

Valid driver's license and ability to meet AutoZone's driving requirements

Drivers – 21 years or older

<https://careers.autozone.com/jobs/USA0789S173?lang=en-us&src=JB-10144&jid=090719&src=JB-10144>

### **Parts Counterperson**

McMahon Trucks Marietta - Marietta, OH

This is an exciting career with a company that has doubled in size in the last year and will provide you with a stable career and the opportunity for a bright future. As a Parts Counter Salesperson you will be counted on to ensure that the parts experience for customers is positive and handled in a timely manner. McMahon Truck Centers definitely believes in investing in their employees and wants to see them as successful as possible. If you have previous parts experience and strong technical skills, you owe it to yourself to check out this great career today! Benefits \* Medical, Dental & Vision

Insurance

401K Plan + Match

FSA – Flexible Spending Account

Paid time off and vacation

Company Paid Short/Long Term Disability

Company Paid Life Insurance

Additional Voluntary Life Insurance

Growth opportunities

Paid Training

Family owned and operated

Responsibilities \* Oversee the parts sales process from start to finish.

Communicate with staff and customers in a friendly and professional manner.

Converse effectively regarding customer parts status.

Be able to read and understand the parts catalog when looking up parts.

Answers phone calls, providing price quotes and other information.

Reviews body shop estimates to be sure the parts that are ordered are correct and all pricing is in line with the estimate.

Provides high level service to internal and external customers.

Pulls and fills orders from stock.

Maintain a weekly bin checks to ensure accuracy of stock.

Notifies parts manager of out-of-stock parts or shop materials that need immediate attention.

Locates out-of-stock parts from outside source and submits an emergency order, if necessary.

Make sure all internal requests for parts are billed on service repair order.

Receives payment from retail customers or obtains credit authorization.

Set up orders for daily shipment, delivery, or pick-up.

Qualifications\* Possess a High School Diploma or equivalent

Prior parts sales experience preferred

Ability to work and thrive in a fast-paced work environment

Strong organizational and time management skills

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

Valid driver's license and clean driving record

Willing to submit to pre-employment drug screen and background check

<https://careers.hireology.com/mcmahontrucks/marietta/330083/description?ref=indeed.com>

## **Crane Rigger**

Warren Drilling - Dexter City, OH 45727

Primary Duties and Responsibilities include, but are limited to:

Attach loads to crane rigging appropriately for lifting and placing drilling rig components and associated equipment. Assist in controlling load with use of tagline. Utilize safe working practices in general and specifically around suspended loads.

Signal/communicate with crane operator using proper hand signals and or radio.

Assist in rigging up and down crane.

Assist crane operator with the inspection of crane. Inspect rigging and associated equipment for condition and documentation.

Must comply with all company, customer, and industry policies and procedures. To include all PPE requirements, safety policies, and safe work practices. No exceptions.

Must be dependable, trustworthy, have a positive attitude and work well with others.

Must be drug-free and pass pre-employment, random, and job location spot tests.

Must have valid driver license and be insurable in company vehicle.

Must be willing to work flexible hours meeting a demanding schedule.

Qualifications and Experience:

Crane rigger and signal person certificates/cards.

1-2 years crane rigging experience preferred.

Oil and gas industry/drilling rig experience preferred.

Oil and gas industry training a plus, i.e. Safeland, Fall Protection training, OSHA, Equipment Operator cards, H2S awareness, First Aid/CPR and other related certifications/education and or training.

Pay and Benefits:

Good hourly pay and overtime.

Expense allowance.

Health insurance.

401K.

About Warren Drilling

Warren Drilling provides services to the oil and gas industry since 1944. We specialize in trucking and rig moving.

Indeed.com

### **Community Corrections Professional (2nd Shift)**

Oriana House, Inc. - Marietta, OH 45750

\$12

Responded to 75% or more applications in the past 30 days, typically within 1 day.

Be an early applicant

*Resident Supervisors are responsible for the direct supervision of clients in the facility.*

Shifts available:

1st (6am-2pm)

2nd (2pm-10pm)

3rd (10pm-6am)

**\*\*TIERED PAY RATE\*\***

\$12.00/hour with HS Diploma or GED

*Opportunity for \$1 increase with each tier*

Essential functions of this job include, but are not limited to: *(please visit our website at [www.orianahouse.org](http://www.orianahouse.org) for the complete job description)*

Supervises the daily activities of clients while in the facility to include, but not limited to clean up, signing in and out of the facility, recreation, visitation, and mealtimes.

Accurately accounts for the whereabouts of each client by conducting and documenting facility whereabouts three (3) times per shift in accordance with Agency policy and procedures.

Maintains an active presence on the floor (common and dorm areas) by conducting frequent circulations of the facility at a minimum 60- minute interval.

Consistently adheres to, enforces, and effectively implements Agency and program policies and procedures and keeps current of any changes in policies and procedures.

Completes scheduled activities including, but not limited to intakes, random alco-sensor tests, urine drug screens, dorm searches, pat downs, and emergency drills (fire, tornado, etc.) in accordance with established policies and procedures.

Conducts alcohol testing and collects urine specimens in accordance with Agency policy and procedure.

Full Time Benefits Package includes:

Medical Insurance and Prescription Card

Paid Hospital Days

Eight Paid Holidays

Life Insurance

Dental Insurance

10 Vacation Days per year

10 Personal-Sick Days per year

Tuition Reimbursement

Long-term Disability Insurance

403(b) Retirement Plan

Wellness Program and Incentives, including FitThumb Wellness App.

Public Service Loan Forgiveness

*Oriana House Recruiters may reach out to applicants via text messaging.*

*Oriana House Inc., is an Equal Employment Opportunity Employer (including veterans, disabled, and other protected categories) and a Drug-free Workplace*

Job Type: Full-time

Salary: \$12.00 to \$13.00 /hour

Experience:

relevant: 1 year (Preferred)

Indeed.com

## Laundry Worker

Healthcare Services Group - Marietta, OH

Overview

**Healthcare Services Group (HCSG) typically services long term care and nursing facilities and is now hiring a Laundry Worker in your area! HCSG has a custom, state of the art training program!**

Position Summary

Laundry Workers perform a variety of tasks on varying shifts, including collecting and sorting soiled linen, loading and unloading machines, and folding clean linen.

Operates computer-operated washers and dryers.

Responsibilities include counting and recording the linen processed each day, making proper deliveries to units and, cleaning and sanitizing the work area including; machines, worktables and sorting area.

Performs laundry activities within well established guidelines to ensure that quality standards, safety guidelines and customer service expectations are met.

Delivers personal clothing to the appropriate resident.

The overwhelming majority of the laundry worker's job is performed while standing, walking and bending.

The laundry worker is responsible for satisfactory and timely completion of assigned linen, etc. according to schedule.

Reports equipment/cleaning product needs and or malfunctions to supervisor in a timely fashion.

Is responsible for the safe and proper use of detergents and adheres to all safety precautions.

Work involves pulling and pushing, carrying weight up to 50 pounds, twisting, bending and reaching from floor to waist height and from waist to chest level.

Represents HCSG in a positive manner; is able to follow oral and written instructions, is pleasant, tactful and courteous and cooperative with supervisor, co-workers, residents and client staff.

The laundry worker consistently embodies the characteristics necessary to drive the Company's Purpose, Vision, Values, and DNA.

Qualifications

A high school diploma or equivalent is preferred.

Experience preferred, but on-site training is provided.

Ability to follow oral and written instructions.

Must be able to be at work on time.

Must be able to read, write, and speak English as to be understood effectively by another individual.

Ability to recognize hazards and follow appropriate protective equipment measures, read and understand MSDS sheets, and communicate with coworkers as to such.

Personal cleanliness.

Pleasant, tactful, courteous.

Must be able to fully understand and complete all In-Services.

Must be able to be at work on time.

Additional Requirements:

Must be able to lift/carry a maximum of 50 pounds, push/pull a maximum of 50 pounds, stand, sit, bend and walk for extended periods of time.

Must be able to work around food and cleaning products.

Must live in service area. No relocation costs.

*Healthcare Services Group, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Healthcare Services Group, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.*

<https://jobs-hcsgcorp.icims.com/jobs/42604/laundry-worker/job?mode=job&iis=Job+Board&iisn=Indeed&mobile=false&width=932&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

## Admissions Coordinator - Long Term Care

CommuniCare Health Services - Parkersburg, WV 26104

Are you an energetic professional with previous Long-Term Care experience?

*Worthington Healthcare Center* is currently seeking the right professional individual to fill the full-time position of Admissions Coordinator.

The Admissions Coordinator will coordinate the administrative aspects of admissions to our long-term care facility. The successful candidate for the Admissions Coordinator position will have at least 3 years previous experience in Long Term

Care, preferably in the Admissions department. Excellent customer service skills, basic computer skills, initiative, and a thorough understanding of Medicaid, Medicare, Managed Care and long-term care are needed for this position. The Admissions Coordinator is expected to maintain a professional appearance and demeanor and a high level of confidentiality in all matters of the job.

Duties will include but are not limited to insurance pre-certifications, tours of the facility, and administrative paperwork. The Admissions Coordinator is a full-time position in a fun, team environment! At Mount Vernon, you will enjoy competitive wages and PTO plans. We offer you a menu of benefit options from life and disability plans to medical, dental and vision coverage, from quality benefit carriers. We also offer 401(k) with employer match and Flexible Spending Accounts. If you meet the requirements for Admissions Coordinator, and you would like to be part of a World Class team of professionals, respond to this ad with your resume and salary history for confidential consideration.

H.S. Diploma or G.E.D. Equivalent.

3 years previous experience in a long-term care environment required. Admissions experience preferred.

Must have thorough understanding of Medicaid, Medicare and Managed Care and VA requirements and procedures, as well as laws, regulations, and guidelines that pertain to long-term care.

Must have excellent customer service skills and good organizational skills.

Must be respectful and a team player

Must maintain a professional appearance and demeanor

Must maintain a high level of confidentiality in all aspect of the job

Must be able to deal tactfully with team members, other staff, residents, and family members, visitors, government agencies, and the general public.

Must have the ability to make independent decisions when circumstances warrant such action.

Must possess basic computer skills.

[https://www.appone.com/maininforeq.asp?Ad=234790&R\\_ID=2642941&Refer=https://www.indeed.com/&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=234790&R_ID=2642941&Refer=https://www.indeed.com/&B_ID=44)

## **Graphics Designer**

Matheny Motors - Parkersburg, WV 26101

The Graphics Designer Marketing Assistant will work with the Marketing Director in developing marketing concepts for the organization and with marketing projects. Applicant should be good with working under deadlines and be detail-oriented. Excellent communication skills and the ability to work with several departments within an organization are also beneficial. Applicant needs to possess written and design skills with knowledge of graphic design software, as writing and designing marketing materials is important to this position.

### **RESPONSIBILITIES**

The ideal candidate will have prior experience supporting an executive with confidential and sensitive matters. Additional desired traits include excellent verbal and written communication skills, strong analytical skills, the ability to remain calm under pressure in a chaotic environment, ability to juggle multiple conflicting priorities and understand how to prioritize action items, and a knack for meeting deadlines without sacrificing the quality of work.

### **QUALIFICATIONS**

Skilled in Adobe Creative Suite: Photoshop, InDesign, & Illustrator

A keen eye for detail and design

Actively contribute ideas and suggestions

A professional approach and demeanor

Strong interpersonal skills

Takes initiative to communicate with various parties

Ability to meet tight deadlines

Familiar with social media outlets and how to use them in a professional setting

Basic web design and/or website maintenance and updates

### **BENEFITS**

Great work hours

Health

Life Insurance

401(K)

Holidays

Personal Days

Vacation

[https://mathenymotors.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?enc=uNIFLA2Lx1tbZpa8gKhueH9AEx8tamaFizWP0VdaGEk0DOENk\\_IRa4fPtyVFona7&tzi=Eastern%20Standard%20Time](https://mathenymotors.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?enc=uNIFLA2Lx1tbZpa8gKhueH9AEx8tamaFizWP0VdaGEk0DOENk_IRa4fPtyVFona7&tzi=Eastern%20Standard%20Time)

## Maintenance Technician

Novolex Holdings, LLC Caldwell, OH, USA

At Novolex, we take pride in supporting over 10,000 families across the globe. Our team is rich in diversity and our entrepreneurial culture encourages continuous personal growth and teamwork. Our careers include manufacturing, engineering, procurement, supply chain, finance, HR, product development, sales, marketing and an ever-expanding array of others to support our continuing rapid growth.

**Job Title:** Maintenance Technician

### Position Summary:

Responsible for maintaining facility and industrial maintenance. Maintaining, repairing and rebuilding various production machines and equipment. Responsible for the set up and use of tools and equipment before production use in order to ensure the optimum level of safety. Familiar with a variety of the production floor's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

### Essential Functions & Key Responsibilities:

Provide general facility maintenance and repair.

Provide repairs and modifications to plant equipment.

Research repair parts.

Responsible for reading, understanding and interpretation of blueprints, sketches and drawings.

Responsible for calibrating, maintaining, repairing and troubleshooting instrumentation and equipment for laboratory and manufacturing plant to ensure conformance to establish calibration standards.

Troubleshooting and repairing industrial ovens, HVAC systems and air compressors.

Maintain computer-controlled motion of equipment during maintenance process, applying knowledge of program controls.

Modifies sketches or computer-generated designs of machine components, such as hydraulic system and drive mechanism, applying knowledge of shop mathematics, hydraulics, and mechanics, utilizing computer and software programs.

### Candidate Requirements:

Associates degree in area of specialty or completion of a Technical School program preferred.

3 years & rsquo; experience in a manufacturing environment.

Must be able to lift 50 lbs.

Basic computer skills with MS Excel, Word and Outlook Email.

Strong Electrical and Mechanical Skills.

Experience with 3 phase and high voltage electrical systems.

Working knowledge of PLC & rsquo;s.

Experience working with AC and DC drives.

Core Competencies: Customer Focus, Action Oriented, Decision Quality, Functional/Technical Skills, Integrity and Trust, Peer Relationships

Other Competencies Required: Organization/Time Management

### Following GMP in compliance with all food safety requirements.

Novolex does not publicly post salary information on job boards.

*Novolex&trade; is committed to providing equal employment opportunity in all employment practices, including but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, pregnancy, sexual orientation, gender identity, religion, handicap or disability, genetics, citizenship status, service member or veteran status, or any other category protected by federal, state, or local law. Any individual, who because of his or her disability, needs an accommodation in connection with an aspect of the Company&rsquo;s application process should contact Jamie Wells at 800-845-6051.*

[https://www.ziprecruiter.com/jobs/novolex-holdings-llc-dc39e9a5/maintenance-technician-b9087724?job\\_id=f61976541a991e38ce6cf855876e38d5](https://www.ziprecruiter.com/jobs/novolex-holdings-llc-dc39e9a5/maintenance-technician-b9087724?job_id=f61976541a991e38ce6cf855876e38d5)

## Compressor/Facility Operator

ShalePro Energy Services Saint Mary's, WV, USA

### Company Overview

ShalePro Energy Services, LLC is a natural gas service company. ShalePro Energy Services offers a full suite of best-in-class oil and natural gas field services spanning the Appalachian Basin - Marcellus/Utica shale play, as well as basins across the US. We have more than 23 years of production and midstream industry experience and currently provide well



hook-up services, operate and maintain more than 2,000 wells, hundreds of compressors and associated facilities, hundreds of miles of gathering system pipelines, and are available nationwide.

#### Facility Operator

Operate and maintain natural gas compressor stations and associated midstream equipment.

Operation and maintenance of natural gas compressor stations, dehydration equipment, and pipelines.

Requires a minimum of 2 years' experience for with Compression Operations, Pipeline Operations, Well Operating and/or Mechanic work.

It's an exciting time to join ShalePro Energy Services! We are a growing company and need to add qualified talent. The goal of ShalePro Energy Services is to exceed customer expectation with on time service, workmanship and innovative problem solving. If you fit our culture and are looking for a new position, with opportunities to advance and grow with a reputable, stable company, look no further!

ShalePro Energy Services is a drug-free environment and all candidates will be subject to pre-employment drug testing, background and MVR checks as well as random drug testing.

#### Benefits and Perks

Medical, Dental and Vision insurance

401(k) with Generous Company Match

Company-paid Disability Insurance

Company-paid Life Insurance

Additional Supplemental coverages available

Paid Holidays

Paid Vacation

Salary commensurate with experience

ShalePro Energy Services, LLC is an equal opportunity employer. To learn more about ShalePro Energy Services please visit our website at [www.shalepro.com](http://www.shalepro.com)

EOE/Veterans/Minorities/Women/Disabled/Military Friendly Employer

Job Type: Full-time

<https://www.ziprecruiter.com/jobs/shalepro-energy-services-240c8b70/compressor-facility-operator-2887ff73?mid=29699&source=cpc-realmatch-test10>

## **We Staff Better, LLC has several openings:**

**Employer Details:** Truck Assembly

**Location:** Mineral Wells WV

**Hourly rate:** \$12.50/hr. Weekly Pay

**Job Summary:** Build trucks while you build your career! This is your chance to work for a nationally recognized company dedicated to teamwork and continuous improvement.

**Shifts available:** Day Shift 6am – 230pm

**Minimum Exp:** Entry Level

**Education Level:** No Requirement

**Benefits:** Temp to Perm Full Time/ 6 Paid Holidays / Boot Allowance

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** YES / Some Restrictions apply

**Drug Test Required:** YES

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**Employer Details:** Concrete Worker Entry Level

**Location:** Williamstown WV

**Hourly rate:** \$12 - \$12.75 Weekly Pay

**Job Summary:** Are you looking for a career? Established and growing company is seeking motivated entry-level workers to join our team. Potential applicants must be able to read a tape measure and use basic hand tools.

**Shifts available:** 2 Shifts

**Minimum Exp:** Entry Level  
**Education Level:** No Requirement  
**Benefits:** Temp to Perm Full Time  
**Display Job Salary to Job Seeker:** YES  
**Background Check Required:** YES  
**Background Friendly:** YES  
**Drug Test Required:** YES

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**Employer Details:** Production/Assembly

**Location:** Parkersburg WV

**Hourly rate:** \$11.50/hr. Weekly Pay

**Job Summary:** Local Company in Parkersburg, WV seeking a fast-paced assembler. Must be able to stand for 8,10,12hrs a day. Must be able to perform repetitive motions without restrictions.

**Shifts available:** Days 8/10/12 hr. shifts

**Minimum Exp:** Entry Level

**Education Level:** No Requirement

**Benefits:** Temp to Perm Full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** YES / Some Restrictions apply

**Drug Test Required:** YES

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**Employer Details:** Thread Spooler

**Location:** Parkersburg WV

**Hourly rate:** \$9.25/ hr. Weekly Pay

**Job Summary:** Local Company: seeking a winding associate to finish their specific product. Spooling thread onto spools, labeling, and packing.

**Shifts available:** Days 730am – 4pm

**Minimum Exp:** Entry Level

**Education Level:** No Requirement

**Benefits:** Temp to Perm Full Time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug Test Required:** YES

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**Employer Details:** Warehouse Stocker/ Picker/ Unloader

**Location:** Parkersburg WV

**Hourly Rate:** \$9.00/ hr. Weekly Pay

**Job Summary:** Local company is seeking a Stocker, Picker, and truck unloader. Part -time, 32 hours until hired on full-time.

**Shifts Available:** Days Part Time 32 hrs. / 4 days a week

**Minimum Exp:** Entry level

**Education Level:** No Requirement

**Benefits:** Temp to Perm Full Time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

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**Employer Details:** Machine Operator

**Location:** Reno OH

**Hourly Rate:** \$12 / Hr. Weekly Pay

**Job Summary:** - Local growing company is seeking associates for temp-to-perm positions. Two shifts available.

**Shifts Available:** 2 – 12 hour Shifts Available

**Minimum Exp:** Entry level

**Education Level:** No Requirement

**Benefits:** Temp to Perm Full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** YES

**Drug test Required:** YES

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**Employer Details:** Traveling Service Technician

**Location:** Reno, Oh

**Hourly Rate:** \$14-16 / hr. Weekly Pay

**Job Summary:** Will travel primarily in the US and Canada performing equipment preventative maintenance, repairs, calibrations, and performance validations to documented standards. Traveling times are typically 75%-100% of a month depending upon the backlog of work. Traveling schedules generally have the employee home for weekends, with rare requests for traveling weekends.

**Shifts Available:** Varies

**Minimum Exp:** 1 Year Minimum

**Education Level:** No Requirement

**Benefits:** Temp to Perm Full Time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

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**Employer Details:** Shipping Receiving Associate

**Location:** Marietta Oh

**Hourly Rate:** \$11.50/ hr. Weekly Pay

**Job Summary:** Local Company seeking temp to perm employees for keeping records of all products shipped and received. Packaging products in shipping containers, developing mailing labels, shipping documents, and ensuring that all orders have been filled correctly. MUST have experience.

**Shifts Available:** varies

**Minimum Exp:** 1 year

**Education Level:** No Requirement

**Benefits:** raise upon hire, temp to perm full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

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**Employer Details:** Assembly / Machine Operator

**Location:** Reno Oh

**Hourly Rate:** \$10 / Hr. Weekly Pay

**Job Summary:** Local company is seeking experienced assemblers and machine operators for temp to perm position.

**Shifts Available:** Days M- F /730am to 4pm

**Minimum Exp:** 6 months

**Education Level:** No Requirement

**Benefits:** Raise upon hire, Temp to Perm full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

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**Employer Details:** Foundry worker

**Location:** Belpre Oh

**Hourly Rate:** \$12 / Hr. weekly pay

**Job Summary:** Local company is seeking temp to perm employees for hire. Monday through Thursday shift schedule. Generous bonus structure upon hire. BG friendly.

**Shifts Available:** Days M – Th / four 10hr shifts

**Minimum Exp:** Some Experience preferred

**Education Level:** No Requirement

**Benefits:** Bonus Program/ Temp to perm full time hire

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** YES

**Drug test Required:** YES

---

**Employer Details:** Plastic Milling Associate/Machine Operator

**Location:** Belpre Oh

**Hourly Rate:** \$12 / Hr. Weekly Pay

**Job Summary:** Local facility is looking for temp to perm employees to work First, Second, or Third shift in a plastic milling facility.

**Shifts Available:** 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup>

**Minimum Exp:** some warehouse experience preferred

**Education Level:** No Requirement

**Benefits:** Temp to Perm full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** YES

**Drug test Required:** YES

---

**Employer Details:** Foundry Worker

**Location:** Marietta Oh

**Hourly Rate:** \$10-11 / Hr. Weekly pay

**Job Summary:** Local company is looking for an employee to join their permanent team. Generous pay incentives and bonus structure with permanent hire.

**Shifts Available:** Days M – F

**Minimum Exp:** Some Experience preferred

**Education Level:** No Requirement

**Benefits:** Raise upon hire, temp to perm full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

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**Employer Details:** Shop Technician

**Location:** Marietta Oh

**Hourly Rate:** \$15-\$17 / Hr. Weekly Pay

**Job Summary:** Stock/clean/organize trailers, perform inspections blueprints, field jobs, inventory, forklift. One to three months of related experience and CDL preferred.

**Shifts Available:** Days

**Minimum Exp:** Some experience preferred

**Education Level:** No Requirement

**Benefits:** Temp to perm full time

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

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**Employer Details:** Janitorial/ Maintenance

**Location:** Marietta Oh

**Hourly Rate:** \$10-11

**Job Summary:** Local Company seeking applicants that can take on a variety of tasks including but not limited to, janitorial, cleaning services, pest control, maintenance, floor refinishing.

**Shifts Available:** 3 Shifts Available, 1<sup>st</sup> 2<sup>nd</sup> & 3<sup>rd</sup>

**Minimum Exp:** Entry level

**Education Level:** No Requirement

**Benefits:** Temp to full time hire

**Display Job Salary to Job Seeker:** YES

**Background Check Required:** YES

**Background Friendly:** NO

**Drug test Required:** YES

We Staff Better, LLC

58 Fox Run Drive Suite 3  
Mineral Wells, West Virginia 26150  
[westaffbetter@gmail.com](mailto:westaffbetter@gmail.com)  
Office: (304) 489-7272  
Office Cell: (304) 488-4988 monitored 24/7  
<http://www.westaffbetter.com/jobseekers.htm>

### **Body Shop Technician**

McMahon Trucks Marietta - Marietta, OH  
\$20 - \$26 an hour (Indeed estimate)

We are looking to expand our growing team at our Marietta, OH location and we need quality employees to help us do so. If you're looking for a career path and opportunity to grow, submit your application today! Benefits\* Medical, Dental & Vision Insurance

Competitive wages  
401K Plan + Match  
FSA – Flexible Spending Account  
Paid time off and vacation  
Company Paid Short/Long Term Disability  
Company Paid Life Insurance  
Additional Voluntary Life Insurance  
Growth opportunities  
Paid Training  
Family owned and operated

Responsibilities\* Identify and resolve parts required for repair; review repair orders, work order, and Body Shop Managers estimate notes; follow warranty guidelines; notify supervisor of any repair add-ons.

Adjust, replace, and repair all series of truck and trailer equipment (e.g., sheet metal repairs, fiberglass/ panel repairs, fabrication and structural welding, installation and alignment of truck cab body components, electrical and mechanical repairs, etc.).

Road test vehicles when necessary to ensure quality repair.

Maintain current knowledge of job and technical skills including truck manufacturer's repair process.

Perform work as outlined on repair estimates with efficiency and accuracy in accordance with dealership and factory standards.

Teardown and inspect for additional or hidden repairs.

Advise body shop estimator of additional damage or supplemental needs or if repairs will not be completed on time.

Lead work of any apprentice technicians and maintain ASE certifications.

Qualifications\* Welding, suspension, framework experience a plus but not required

ASE Certifications a plus but not required

Valid driver's license and clean driving record

We are an equal opportunity employer and prohibit discrimination/harassment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

<https://careers.hireology.com/mcmahontrucksMarietta/263249/description?ref=indeed.com>

### **Direct Care Workers**

West Virginia/s Choice

Part time with option to pick up extra hours. \$8.75 for initial training period. Must pass background check and drug test. 2-day training in CPR and First Aid.

E-mail [mcornell@westvirginiaschoice.com](mailto:mcornell@westvirginiaschoice.com)

### **Production Line Operator**

Magnum Magnetics Corporation - Marietta, OH 45750

This position performs general utility duties associated with the production and finishing of magnetic products.

Examples of Work:

Operate production equipment such as punch press, strip line equipment, Mark Andy, RF Welder, etc.

Package product into containers, label containers, and prepare for shipment.

Complete required paperwork according to Company guidelines.

Select and moves components to weighing area or dumping station.  
Examine in-process materials to determine compliance with quality standards.  
Samples product according to Quality Control procedures.  
Maintain equipment.  
Responsible for cleanliness of work area and adherence to OSHA regulations.  
Cleans equipment on a regular basis and as needed.  
May operate forklift to move and store raw materials and finished goods.  
Perform regular safety inspections and makes recommendations for improvement.  
Recommend improvements to product appearance and flow.  
Assists mechanic as required.  
Performs other duties assigned by management.  
Required Knowledge, Skills and Abilities:  
Attention to detail skills.  
Ability to operate packaging equipment and computers.  
Ability to accomplish multiple tasks.  
Ability to become a licensed forklift operator.  
Ability to communicate well with other employees, particularly regarding production issues.  
Ability to establish and maintain effective working relationships with others.  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.  
Ability to follow all safety rules and regulations.  
Ability to write routine correspondence and complete production paperwork.  
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.  
Ability to work in a fast-paced, deadline driven environment.  
Ability to work extended hours as needed.  
Minimum Qualifications:  
Training: High School education or equivalent.  
Experience: Six months related experience preferred.  
<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=27f3eeb6-88fe-4a5f-972d-2b30e1d222cd&jobId=53042&source=IN>

## **Shift Manager**

McDonalds, PIKE ST (05863) - MARIETTA, OH

### **Description:**

Shift Manager - McDonald's® company-owned and independent Owner-Operator restaurants are staffed by great people, and right now we're looking for more of them. People interested in satisfying careers with competitive benefits. People interested in growing and advancing. People with lots to offer. People like you. If you're interested (and we sure hope you are), let's get together.

### **Requirements:**

Managers lead shifts every week, making sure customers get a fast, accurate, friendly experience every visit. A Shift Manager provides leadership to crew and other managers during a shift to ensure great Quality, Service and Cleanliness to customers. Shift Managers perform a variety of tasks, which may include planning for each shift, monitoring performance during the shift, acting to ensure the team is meeting McDonald's standards, monitoring safety, security, and profitability, and communicating with the next Shift Manager to help prepare him/her to run a great shift, too. Shift Managers may also be responsible for meeting targets during their shifts and for helping their assigned Departments meet their goals. As a Shift Manager, you may be responsible for: • Food Safety • Internal Communication • Inventory Management • Daily Maintenance and Cleanliness • Managing Crew • Quality Food Production • Exceptional Customer Service • Safety and Security • Scheduling • Training

### **Additional Info:**

This job posting is for a position in a restaurant owned and operated by an independent franchisee, not McDonald's Corporation or McDonald's USA, LLC. This means the independent franchisee, and not McDonald's Corporation or McDonald's USA, LLC, is alone responsible for all employment related matters in the restaurant including, among other things, setting any requirements for this job and all decisions concerning hiring, firing, discipline, supervisions, staffing and scheduling. McDonald's Corporation or McDonald's USA, LLC will not receive a copy of any application you submit for this job posting and will have no control over whether you receive an interview and/or are ultimately hired, does not control

and is not responsible for the employment policies and practices of independent franchisees, and does not employ independent franchisees' employees. If you are hired for this job posting, the independent franchisee, and not McDonald's Corporation or McDonald's USA, LLC, will be your employer. This job posting contains some general information about what it is like to work in a McDonald's restaurant, but is not a complete job description. People who work in a McDonald's restaurant perform a number of different tasks every day, and this posting does not list all of the essential functions of the job.

[https://my.peoplematter.com/mja/USMCD1000890666/jobapp/GetStarted?jobOpenings=2d9a32f0-6920-4f41-bf44-a6b8017b0072&refererUrl=https://jobs.ohiomeansjobs.monster.com/Search.aspx?pg=3&zip=45750&sid=68&rad=20&rad\\_units=miles](https://my.peoplematter.com/mja/USMCD1000890666/jobapp/GetStarted?jobOpenings=2d9a32f0-6920-4f41-bf44-a6b8017b0072&refererUrl=https://jobs.ohiomeansjobs.monster.com/Search.aspx?pg=3&zip=45750&sid=68&rad=20&rad_units=miles)

### **Lab Technician 2503**

CorTech, LLC - Willow Island, WV 26134

\$20 an hour

\$17.00-20.00/Hour 6 Month Contract The duties of this position include: -Receives and prepares samples for analytical testing and initiation of stability studies including division and repackaging.-Performs physical testing of routine and non-routine samples without supervision including but not limited to raw materials, in process testing, finished good release and stability testing.-Supports the site quality, safety and production needs and goals compliantly.-Works within cross-functional teams.-Completes all activities following site cGMP requirements and Standards.-Conducts laboratory activities related to experiments, studies, and projects in support of production, laboratory, or other groups: understands and follows GMP/GLP regulations. OData maintenance and record keeping are in accord with GMP and SOPs-Supports laboratory operations using technical ability to run routine samples with limited supervision. Recognizes abnormal results and/or instrument problems and reports them to supervision.-Performs routine tests and experiments following compendial or standard procedures-May be assigned to projects dealing with special samples needing method modifications, with close supervision.-Sets up, adjusts and operates laboratory equipment such as balances, pH meter, HPLC, ovens and other laboratory equipment.-Maintains and follows Standard Operating Procedures dealing with their work area.-Records tests results on standardized forms and prepares reports describing procedures used. Prepares charts and graphs to assist in evaluation and interpretation of data. Completes investigations into aberrant data and generation of summary reports. -Maintains a safe and clean working area and assists others in same. -Will work with Technicians, Analysts and Management staff on a routine basis for the receipt and preparation of QC Test Samples and Stability study samples. -Follows good documentation practices. EDUCATION AND EXPERIENCE: -High School degree or equivalent with approximately 3 to 5 years lab experience, preferably in an FDA regulated environment; or 2-year degree or B.S. degree in a related scientific field. TECHNICAL SKILLS REQUIREMENTS: -Excellent attention to detail. -Ability to use general laboratory equipment such as pH meter, balances, sieve analysis and vacuum oven. -Knowledge of HPLC, UV, GC and other instrumental techniques. -Ability to Summarize and present data when necessary. -Ability to communicate with-in department.

May contact vendors and/or external customers for administrative and technical information. -Shift is M-F day shift 40hrs per week. -PC literate with the following applications: MS Excel, Word, Access-Ability to utilize application software such as: Empower, Track wise, SAP.

[https://jobstalker.net/JobDetail.aspx?JobOrderID=214940&utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed](https://jobstalker.net/JobDetail.aspx?JobOrderID=214940&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed)

### **Warehouse Clerk**

Polar Service Centers - Marietta, OH 45750

Job Responsibilities:

Pick, pack and ship parts orders out

Receive and put away parts

Operate forklift

Write parts tickets for walk in customers

Order parts from suppliers as needed for customer orders

Research new potential customers and assist with sales initiatives

Other projects and duties as assigned

Job Requirements:

Certified or able to be certified to drive a forklift

Must be at least 18 years of age

Previous warehouse/inventory experience

Previous Shipping and Receiving experience



Able to pass all pre-employment screens  
Be authorized to work in the United States  
Demonstrate a positive, driven attitude  
Proven ability to problem solve and quickly obtain and apply knowledge  
Basic computer skills  
Strong verbal communication skills  
Ability to efficiently perform routine tasks and work well with others  
Physical Demands: The employee must regularly lift and/or move up to 50 pounds and, with assistance, occasionally lift and/or move up to 100 pounds.

<https://recruiting2.ultipro.com/ENT1007/JobBoard/f656bd2d-005d-40b0-9d0a-8d18b8ba81b4/OpportunityDetail?opportunityId=a1acdc5c-f79d-416f-87ac-73bb2d2c8320>

## **Senior Equipment Associate in Marietta, Ohio**

United Rentals

### **Requirements:**

All candidates should have 1-2 years of experience in a customer service environment and strong analytical ability. We also look for individuals with strong communication skills, the capability to multitask, and a working knowledge of Microsoft Office applications. A high school diploma and valid Driver's License is required.

### **What's in it for you?**

Best in class benefits package which includes medical, dental & vision, 401(k) or RRSP, DPSP, paid time off, comprehensive training and development, and career growth opportunities.

United Rentals, Inc. is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities.

[https://ur.jobs/marietta-oh/senior-equipment-associate/211EC47E6C1C4EDEAEB6C90292C3376A/job/?utm\\_medium=NLX&utm\\_campaign=Wanted-OH.xml&vs=1399&utm\\_source=Wanted-OH.xml-DE](https://ur.jobs/marietta-oh/senior-equipment-associate/211EC47E6C1C4EDEAEB6C90292C3376A/job/?utm_medium=NLX&utm_campaign=Wanted-OH.xml&vs=1399&utm_source=Wanted-OH.xml-DE)

## **Merchandiser - Marietta, OH**

The Scotts Miracle-Gro Company - Marietta, OH 45750

At Scotts Miracle-Gro we think people are like plants....in the right place you will grow and flourish. Are you an advocate of making the world a more beautiful place by inspiring others, championing new ideas and being intellectually curious? Are you not afraid to roll up your sleeves and get your hands dirty? If so, then we want you as part of our Scotts family...the world's largest marketer of branded consumer lawn and garden care products!

We are looking for seasonal Merchandisers who will be a key part of our success in our peak Spring season.

The Merchandiser will report directly to the Sales Manager and work within our big box retailers, such as Home Depot and Lowe's. As part of the day-to-day responsibilities the Merchandiser will execute merchandising directives and re-sets, establish a positive rapport with store personnel and customers, and relay information to Scotts Sales team regarding inventory opportunities.

In this role you will:

Merchandise products inside and outside stores

Provide customers and store associates with product knowledge on Scotts brands

Ensure product is stocked and presentable at all times

Assist in identifying opportunities for solution selling and incremental space

Provide support to Sales Manager and store employees as needed

Work effectively and independently to perform all tasks assigned

What we do for our associates:

Competitive retirement program with up to 7% 401K match

Provide valuable, hands-on experience within merchandising, retail and customer service

Provide a competitive hourly wage

Paid on-the-job training including in-depth product knowledge on the Scotts products

Fast tracked career advancement opportunities for high performing associates

Compensation for commuting expenses

The ideal person will have:

High school diploma or equivalent years of experience

Experience in retail, merchandising and/or stocking

Problem solving and service-oriented attitude

Ability to lift, push and pull 45 pounds while climbing ladders  
Ability to work a flexible schedule, including holidays and weekends  
Ability to operate company provided technology  
Current, valid driver's license and reliable transportation  
Ability to tolerate work in an outdoor environment (heat, cold, rain, etc.)  
Must be at least 18 years of age

**COME GROW WITH US, WHERE THE GRASS REALLY IS GREENER!**

The Scotts Miracle-Gro Company (NYSE: SMG) is the world's largest marketer of branded consumer lawn and garden products, with a full range of products for professional horticulture as well. Scotts Miracle-Gro has helped to grow the nearly \$7 billion global consumer lawn and garden market through product innovation, industry-leading advertising efforts and its trusted brands.

The brands and products within our company include Scotts, Miracle-Gro, Tom Cat, Ortho, Round Up, Bonnie Plants, Osmocote, Earthgro and Fafard.

Scotts is an EEO Employer, dedicated to a culturally diverse, drug free workplace.

EEO/AA Employer/Minority/Female/Disability/Veteran/Sexual Orientation/Gender Identity

Notification to Agencies:

Please note that the Scotts Miracle-Gro company does not accept unsolicited resumes from recruiters or employment agencies. In the absence of a signed Master Service Agreement, and specific approval to submit resumes to an approved requisition, the Scotts Miracle-Gro company will not consider or approve payment regarding recruiter fees or referral compensations.

<https://www.candidatecare.com/srccsh/RTI.home?r=2000016206910&d=scotts.candidatecare.com&rb=INDEED&z=45750>

**Bob Evans has several openings in Marietta, Ohio**

Team Member-Grill Cook

Key Supervisor

Assistant Manager

Team Member-Bus person

Team Member-Kitchen Preparation

Team Member-Server

Team Member-Carryout

Team Member-Dishwasher

Team Member-Host/Cashier

Apply online: [http://careers.bobevans.com/?\\_ga=2.212148180.1996719595.1549550665-8911772.1549550665](http://careers.bobevans.com/?_ga=2.212148180.1996719595.1549550665-8911772.1549550665)

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**Front Office Assistant**

MedExpress, Vienna, WV

The Front Office Assistant will be responsible for greeting patients, activating patient files, and provide support to patients and medical staff.

MedExpress Core Responsibilities:

Has a contagious and positive work ethic, inspires others, and models the behaviors of Genuine, Caring, Friendly. Demonstrates effective verbal and written communication that is clear, well-organized, and demonstrates an understanding of audience needs.

Through genuine and positive communication, makes each customer feel informed, understood, and special.

An effective team player who contributes valuable ideas and feedback and can be counted on to meet commitments.

Is able to keep up in the MedExpress environment by facing tasks and challenges with energy and passion.

Pursues activities with focus and drive, defines work in terms of success, and can be counted on to complete goals.

Adherence to standards of business conduct and compliance.

Principal Duties and Responsibilities:

Welcome all MedExpress patients and visitors by greeting them in person, answering inquiries, and directing them through the registration process.

Answering multi-phone lines, filing, faxing, scanning documentation, and completing daily patient callbacks.

Discharge patients assist office and clinical staff, and close office at the end of the night.

Collect all insurance information, verify patient demographics, process payments, post patient balances, and complete phone sheets.

Maintain a neat and clean work environment and professional appearance, and adherence to relevant health and safety procedures.

Working Relationships:

Other center staff if applicable.

Qualifications:

1 year of prior customer service OR experience in a medical office setting required.

Ability to multi-task and work well under pressure.

Knowledge of basic computer software and the ability to learn Electronic Medical Records.

Communicates well with patients and medical staff.

Ability to follow OSHA/HIPAA guidelines.

Working Conditions:

Center-Based. Requires working in a clinical setting. The noise level is moderate and there is a potential for exposure to infectious diseases and blood-borne pathogens. Also requires travel to other Centers, the ability to stand and sit for hours at a time, (with some bending and stooping), ability to use manual dexterity in relation to clinical requirements, and ability to lift 50 lbs.

[https://www.appone.com/maininforeq.asp?Ad=169612&R\\_ID=2277970&Refer=&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=169612&R_ID=2277970&Refer=&B_ID=44)

### **Administrative Assistant I**

2- year contract 7:30am to 4pm M-F \$14.81/hr. SAP EXPERIENCE REQUIRED Qualifications: Basic understanding of operation of computerized equipment and standard office equipment and utilizes basic skills in their operation. Education High School or GED preferred Discipline Responsibilities: Under direct supervision, this role provides entry-level clerical and administrative support to a management level(s), department or group of professionals. Performs limited variety of routine administrative and clerical duties. Follows established policies and procedures and detailed instructions in performance of duties with limited discretion.

Work is closely monitored and checked. Performs routine office duties such as: answering telephone calls and making appointments; composing routine correspondence; compiling and analyzing basic information and data for reports; answering routine inquiries; picking up and distributing incoming mail and faxes; faxing outgoing documents; maintaining and updating office supplies and assisting in maintenance of department files. Provides basic typing and word processing support. Uses computer software such as word processing, spreadsheets, and graphics to produce routine and simple reports, presentations or other documents.

Assist with paperwork completion (work with crews on completion and improvement) -Assist in setting up projects -Track down and complete unfinished SAP Projects (Showing TandM Charged) -Facilitate and manage ARCOS lists and overtime totals -Assist in updating AOC share point site -Set up audits on CandM Contractors (Restoration, Line Locating, and Leak Repairs) -Set up Leak Survey Audits -Conduct random inventory on warehouse and crew trucks -Review amount of material used and assist in raising and lowering reorder points to proper levels -Enter and track PM's on company vehicles -Report out on equipment changes for GMandR (meters, correctors, etc.) -Assist GMandR with fine tuning and development of SCADA system to incorporate High Lows -Assist in new service applications -Assist in permitting new services and service replacements with State Road and Land Department -Develop reports for FMS -Quote and Handle Capital Purchases for Supervisors -Assist in ordering of Stopple Equipment for in house crews -Track requested SAP Pipe Projects -Review billable damages to ensure Gas Loss properly reported

[http://jobstalker.net/JobDetail.aspx?JobOrderID=205156&utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed](http://jobstalker.net/JobDetail.aspx?JobOrderID=205156&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed)

### **Material & Supply Yard Assistant**

UNICON International, Inc. - Marietta, OH

The selected candidate will perform the following duties:

Under semi-direct supervision, be responsible for material accountability (receive, identify, inspect, cycle count, record), unloading and/or shipping materials and supplies in the operation of the RDC and storage yards

Pick up, haul and deliver materials and operating Company automotive equipment such as cars and trucks

Check received material for quantity; make visual inspection for identity, breakage, and condition; unload and put away material, document irregularities and abnormal conditions, Identify, sort and record material returned, prepare and pack material for shipment or storage, operate material handling equipment such as forklift trucks, or any other equipment as required

Operate heavy machinery, such as Frontend Loader and Telehandler (JLG), rearrange or change of bins and racks, and make material location changes in laydown yards, assist employees of equal or higher classification, perform duties in accordance with Company safety rules, operating regulations, and practice  
Keeping accurate inventory of all inbound and outbound shipments, checking the packing slips with the material that has arrived. Will be required to load, unload, stage and package all project material

Required Skills and Experience:

High School Diploma or GED

Operating heavy equipment such as Frontend loaders, Telehandlers, All-Terrain Vehicles, and Forklifts

Repetitive lifting and carrying items up to 70 lbs.

Flatbed trucks are the standard form of transit, and will be required to safely load and package material for open air transport

Must be self- motivated, direct supervision will not always be on site

Licenses/Certifications: Must meet all vehicle operation requirement as designated by federal and/or state law. Must possess a state driver's license

These are additional expectations for the job and could include specific work experience, license / certifications, preemployment testing, expectations about travel, shift work, etc.

A Physical Ability Test (PAT) test

Must be able to operate stores material handling equipment and road vehicles

Must be able to safely lift and handle materials and equipment weighing up to 70 pounds

Preferred Skills and Experience: Warehouse or staging yard experience

UNICON International, Inc. is an Equal Opportunity Employer.

<http://www.bosmaxhire.net/cp/?E85F6A361D43515B7D521B2F77561A6A0729334B51&AspxAutoDetectCookieSupport=>

[1](#)

### **General Labor/Plant Worker (7:30AM to 4PM) 3804**

CorTech, LLC - Parkersburg, WV 26104

\$11.50/Hour M-F, 7:30am-4pm 1 Month Contract\*Must be available to start working ASAP once drug and background screenings are cleared! We are currently seeking a Plant Worker to ensure all waste is unloaded from vehicles, the vehicles are decontaminated, and waste is properly staged for scanning and processing. The individual will perform the duties in a safe and productive manner. Essential Duties and Responsibilities: -Unload waste from incoming vehicles. Separates non-autoclavable waste to be incinerated. Stage waste on conveyor system or properly stack waste for scanning in the Biotrack system. -Scan waste into the Biotrack system for proper recordkeeping purposes. -Load autoclave bins or incinerator hopper with waste for processing. Place re-usable containers on tub wash line for decontamination. Operates tub wash unit ensuring the wash unit is operating properly.

Removes clean tubs from wash unit, inspects tubs and stacks for loading onto assigned vehicle for re-use. Operates tub wash sprayer for oversized reusable tubs ensuring the unit is operating properly. Inspects tubs and stacks for loading onto assigned vehicle for re-use. Decontaminates vehicles cargo-carrying portion, reloads assigned re-usable tubs and ensures cargo-carrying portion of vehicle does not have free liquid on the floor. Informs plant supervisor the vehicle is ready to be moved from dock area. Ensures housekeeping issues, e.g., spills cleaned up, floor is dry, and debris not on floor, etc., are addressed immediately. Assists in other areas of the plant operation as directed. Education and Experience: High school diploma or equivalent (GED). One-year related experience or training or combination of experience and training, demonstrating strong communication skills and tact. Position requires extensive lifting, walking, bending, and pushing.

Must be able to lift up to 55 pounds and push and/or pull carts weighing as much as 500 pounds. Demonstrates knowledge of barcode scanning and basic computer skills. Demonstrates knowledge of Hazardous Materials and OSHA Regulations. Desired but not required: -Demonstrates the ability to operate a powered industrial truck, e.g., forklift.

[http://jobstalker.net/JobDetail.aspx?JobOrderID=195184&utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed](http://jobstalker.net/JobDetail.aspx?JobOrderID=195184&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed)

### **EMPLOYERS**

#### **MARIETTA MEMORIAL HOSPITAL**

401 Matthew St Marietta, OH (740) 374-1400 <http://www.mhssystem.org/career>

#### **CAMDEN CLARK MEDICAL CENTER**

800 Garfield Ave Parkersburg, WV (304) 424-2111 <http://wvumedicine.org/camden-clark/>

#### **Arbors at Marietta**

400 N 7<sup>th</sup> St Marietta, OH (740) 373-3597 <http://arborsatmarietta.com/>

**Heartland of Marietta**

5001 OH-60 Marietta, OH (740) 373-8920 <http://www.heartland-manorcare.com/Marietta>

**Elmcroft Marietta**

150 Browns Road Marietta, OH (740) 373-9600 <https://www.elmcroft.com/community/elmcroft-of-marietta-ohio/>

**Parkersburg Care Center**

1716 Gihon Road Parkersburg, WV (304) 485-5511 <http://www.genesishcc.com/Parkersburg>

**Willows Center**

723 Summers St Parkersburg, WV (304) 428-5573 <http://www.genesishcc.com/Willows>

**Worthington Nursing and Rehabilitation Center**

2675 36<sup>th</sup> St Parkersburg, WV (304) 485-7447 <http://www.worthingtonsnf.com/>

**Ohio Valley Health Care**

222 Nicolette Road Parkersburg, WV (304) 485-5137 <http://www.ohiovalleyhealthcare.com/>

**Cedar Grove**

110 Nicolette Road Parkersburg, WV (304) 424-6023 <http://cedargrove-wv.com/>

**The Wingate Senior Living**

1 Wingate Drive Parkersburg, WV (304) 428-2004 <http://www.wyngateparkersburg.com/>

**HELPFUL JOB SEARCH TIPS**

**Be Positive** Most of all; do not feel ashamed or guilty. If you have lost your job, you are not alone.

**Make A Plan** A successful job search requires planning and time.

**Use Online Job Boards** Register on OhioMeansJobs.com, Indeed.com, Monster.com and others.

**Network, Network, Network** Talking to everyone you know is key.

**Polish Your Resume** When you apply for a job, your resume is often

**Brush Up Your Interview Skills** Use the "Practice Interview Center" in your ohiojobs.com.

**Use the FREE Assistance Available from Your Local OHIOMEANSJOBS Centers!**

**OhioMeansJobs - Washington County**

1115 Gilman Ave., Suite B, Marietta, OH 45750

740•434-0758

A proud partner of the  network

**OhioMeansJobs - Noble County**

46049 Marietta Road, Caldwell, OH 43724

740•732•2392 x116

A proud partner of the  network

## **OhioMeansJobs - Morgan County**

155 East Main Street, McConnelsville, OH 43756  
740•962•2519

A proud partner of the  network

## **OhioMeansJobs - Monroe County**

100 Home Ave., Woodsfield, OH 43793  
740-472-1602

A proud partner of the  network