



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 16, 2020

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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://careers.ohio.gov>
<http://federalgovernmentjobs.us>

www.indeed.com
<http://www.usajobs.gov>
<http://www.workforcewv.org>

www.midohiovalleyjobs.com
www.ziprecruiter.com
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 TO
SCHEDULE YOUR APPOINTMENT**

NOW HIRING!!

(Corrections Officers and Nurses)

The Washington County Sheriff's Office is actively recruiting qualified applicants to fill positions within our ranks. If you have a passion for public service and want to help others, this may be the career for you.

MINIMUM REQUIREMENTS

<i>Must be 21 years of age</i>	<i>US Citizen</i>
<i>Valid Operator's License</i>	<i>Drug screen</i>
<i>High School diploma or GED</i>	<i>Good moral character</i>
<i>Pass agility test</i>	<i>Pass State required exam for Corrections</i>
<i>Pass intense background check</i>	<i>Officers</i>

Pay Scale

Corrections Officer

Starting \$15.99
w/experience \$17.67

Nurse

Starting \$17.67

Challenge Yourself • Make a Difference • Serve Your Community

****Preference is given to OPOTA certified officers and honorably discharged veterans****

Applications are being accepted for the positions of **Corrections Officer** and **Nurse**. Current positions offered are being assigned in the Washington County Jail.

Apply online at <https://washingtoncountysheriff.org/employment/>.

If not completing the application online, it must be turned in at the Sheriff's Civil Office in the Washington County Courthouse.

The Washington County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation.

Retail Sales Associate

Sprint by iMobile - Marietta, OH 45750

Responsibilities:

Retail Sales Associates are accountable for achieving monthly sales targets, set by their store manager. The Retail Sales Associates must display, have knowledge of and participate in store promotions, programs, and products. Retail Associates must stay well-informed of the current trends of key competitors in the wireless industry. Above all, retail sales associates must have the ability to connect and build rapport with prospective and current customers in order to provide superior customer service. Sales associates will perform other miscellaneous duties as assigned, but the primary function is providing customers with a fantastic experience and meeting their wireless needs with knowledge of our products and solutions. Other responsibilities include:

Build consumer confidence with knowledge of core programs, products and solutions

Retain knowledge and ability to describe merchandise, explain functionality, and features

Assists with and participates in marketing efforts to solicit new business, including but not limited to outbound calling, social media, and promoting the brand inside and outside the store/retail location

Maintains the aesthetic appeal of the store, including the back room, restrooms and individual work areas according to compliance guidelines

Process transaction through store point of sale system

Remain current on sales and promotions, policies regarding payment and exchanges and security practices

Complete training as requested by the company to enhance or supplement sales efforts, product knowledge and promotional efforts

Follow company code of ethics and compliance with every transaction.

Qualifications:

The desired candidate must possess the following qualifications and attributes:

High School Diploma or equivalent

Professionalism

Previous sales experience a plus

Self-reliance to perform on an incentive based compensation structure

Excellent communication skills

Enthusiastic, energetic, personable and friendly disposition

Ambitious, hardworking and passionate about the wireless industry

Good listening skills to utilize for selling and training

Organized with great follow-up skills

Willing to work evenings, weekends and holidays

Bilingual in Spanish and English is a plus

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d4613171-103a-42ae-8df5-701900ff3125&jobId=310439&lang=en_US&source=TW&rb=INDEEDe

Automotive Detailer

McClinton Auto Group - Parkersburg, WV 26101

About Us:

For over 100 years, McClinton Auto Group has called the Mid-Ohio Valley home. Now in our fourth generation of family ownership, we are growing and looking for candidates to help our Detail Team.

We have a fun and laid-back environment.

We want you to grow with us!

Benefits:

After sixty (60) days of employment:

- \$10,000 life insurance policy at no cost to the employee.

- Benefits offered through payroll deduction

- Two Health Insurance options

- Reimbursement Account (HRA) funded yearly by the owner. (\$750)

- American Fidelity Insurance options available, including Disability, Cancer, Accident, Life, and Flex, paid via payroll deduction.

- Paid Weekly

- Paid Holidays (Christmas, New Year's Day, Thanksgiving, Memorial Day, Labor Day, Independence Day.)

- New/Pre-owned vehicle purchase plan for employees.

After one year of employment

- One Week Paid Vacation
- Five personal days
- Retirement plans available
- 401K-Owner Matched 2%

Job Duties:

- Maintain inventory appearance and performance by cleaning interior and exterior of vehicles.
- Buff and wet sand vehicles.
- Keep workstation neat and orderly.
- Retrieve and deliver vehicles from property locations.
- Perform other duties as assigned.

Qualifications:

- Able to work flexible schedules and some weekends
- Positive attitude, can-do mentality, confident, outgoing personality eagerness to improve
- High school diploma or equivalent
- Professional attitude and the ability to deliver best-in-class customer service
- Reliable transportation to and from work every single day
- Valid driver's license and clean driving record
- Previous detail and buffing experience preferred
- Maintain a neat & clean appearance.
- Maintain customer goodwill by greeting and acknowledge all customers in the parts department or elsewhere.
- Must be a team player and a McClinton Auto Group Brand Ambassador.
- Good Organizational Skills.
- Must be able to lift at least 50 pounds.

McClinton Auto Group is an equal opportunity employer.

Job Type: Full-time

Experience:

detail: 1 year (Preferred)

Additional Compensation: Store Discounts

Work Location: One location

Benefits:

Health insurance

Retirement plan

Paid time off

Shop Type: Dealership

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

This Company Describes Its Culture as:

Stable -- traditional, stable, strong processes

Company's website: www.mcclintonchevy.com

Indeed.com

Pharmacy Delivery Driver

Scott Courier Services, LLC - Parkersburg, WV 26104

\$20 - \$22 an hour - Part-time, Contract

Pharmacy Delivery Driver Positions Available

Picking up prescriptions / Packages and delivering them to final destinations, locally.

Routes Run Monday thru Friday only between 8 PM and 8 PM

To qualify for a contract:

You must be experienced with using a mobile delivery application for smartphones.

You must have at least 2 Years actual delivery driver experience on your resume.

You MUST be dependable, punctual, reliable, good nature, positive and happy attitude and have an excellent work ethic.

This is a minimum 1 Year contract, with automatic renewals.

YOU MUST HAVE:

A Smartphone with reliable and constant service, you will use an app on your phone for the routes.

A reliable, well-kept and fuel efficient car, you will use your vehicle for deliveries

An email that you link to your phone and check on a regular basis
YOU MUST HAVE NO CRIMINAL HISTORY,
YOU MUST HAVE A CLEAN DRIVING HISTORY, no dui's no at fault accidents involving drugs or alcohol.
You must be available during all days and times that the route in your area runs
You must be diligent and attentive
You must have a GPS
Dress code is business casual, no open toe shoes. No shorts or cut offs, now low-cut tops.
Professional and Smiling is a MUST. Compassionate and caring people wanted only
Do not contact us through our website, nor call. We screen and hire through Facebook and Indeed ONLY.
Job Types: Part-time, Contract
Salary: \$20.00 to \$22.00 /hour
Experience:
delivery driver: 2 years (Required)
Driving: 3 years (Required)
delivery driver mobile app: 2 years (Required)
Education: High school or equivalent (Required)
Location: Parkersburg, WV 26104 (Required)
License: driver's (Required)
Language: English (fluently) (Required)
Work authorization: United States (Required)
Shifts:
Morning (Required)
Mid-Day (Required)
Evening (Required)
Working Days:
Monday (Required)
Tuesday (Required)
Wednesday (Required)
Thursday (Required)
Friday (Required)
Application Question:
Can you commit to a contract without call offs or vacations?
Contract Length: More than 1 year
Additional Compensation: Tips
Work Location: Multiple locations
Benefits: None
Trucking payment:
Per trip
Hours per week:
20-29
30-39
This Job Is:
A job for which military experienced candidates are encouraged to apply
A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
A good job for someone just entering the workforce or returning to the workforce with limited experience and education
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: Monday to Friday
Indeed.com

NCI Correction Officer

State of Ohio Jobs - Caldwell, OH 43724

\$18.59 an hour

Primary Location: United States of America-OHIO-Noble County

Work Locations: Noble Correctional Institute 15708 McConnellsville Road Caldwell 43724

Organization: Rehabilitation & Correction - Noble Correctional Institution

Classified Indicator: Classified
Bargaining Unit / Exempt: Bargaining Unit
Schedule: Full-time
Compensation: 18.59
Unposting Date: Ongoing
Job Function: Corrections
Agency Contact Name: Nicole Anderson
Agency Contact Information: Nicole.Anderson@odrc.state.oh.us
NCI Correction Officer
(200001T3)
Job Duties

Who We Are...

Guided by a single mission "To reduce recidivism among those we touch," the Ohio Department of Rehabilitation and Correction believes that everyone is capable of positive change. Our staff embrace these core values and serves as role models for pro-social behavior conveying an attitude of dignity and respect in the treatment of others.

What We Do...

The Ohio Department of Rehabilitation and Correction has been tasked with front line crime reduction through rehabilitative treatment and programming efforts provided in a safe, secure and humane correctional environment and effective community supervision. Our goal is to protect the public through helping individuals turn away from crime and become productive, contributing members of our communities, ensuring a safer Ohio for all Ohioans now and in the future.

To learn more about our agency, please visit our website at www.drc.ohio.gov

Are You Ready?

We are thrilled to see that you are interested in beginning your career with the Ohio Department of Rehabilitation and Correction! Without a doubt, this will be the most rewarding and meaningful work you'll ever find with a work family that is second to none!

The Correction Officer responsibilities include:

Maintaining control of the institution to provide for safety and security of the facility, inmates, staff, and general public by enforcing rules/regulations/policies and procedures

Supervise and direct inmate activity in assigned areas of the facility/institution

Assuring assigned area is clean, safe, and secure

Monitoring and operating security controls, equipment, and computers

Operation of automotive vehicles in perimeter security and the transportation of inmates

Conducting inmate counts, security rounds, and searches

Completes required reports and serves on committees

Prevents escapes or incidents which threaten security

When necessary, uses physical force, unarmed self-defense, firearms, or other force to detain or secure inmates

Helpful Tips

Application Procedures:

In order to be considered for this position, you must apply on-line through this posting website. (We no longer accept paper applications.)

When completing your on-line Ohio Civil Service Application, be sure to clearly describe how you meet the minimum qualifications outlined on this job posting.

We cannot give you credit for your qualifications, experience, education and training in the job selection process if you do not provide it in your on-line application.

You can check the state of your application by signing into your profile on this website.

We will communicate with you through the email you provided in your profile and job application. Be sure to check your email often.

If you require a reasonable accommodation for the application process, please contact the Human Resources Office so proper arrangements can be made. Otherwise, you will be given specific instructions on requesting an accommodation if you are invited to an assessment.

Qualifications

High school diploma or G.E.D.; must have valid driver's license for positions assigned to transportation section &/or requires commercial driver's license to drive vehicles qualifying as commercial.

Applicants for positions in Ohio Department of Rehabilitation & Correction must also successfully pass correction officer assessment or have successfully completed assessment within past 24 months; or applicants must be current employees with Ohio Department of Rehabilitation & Correction who have previously been certified in position of correction officer. Probationary period is 365 days.

Knowledge of custody, safety & security measures for detention of adult felons or consumers who are criminally insane in controlled environment*; institution regulations governing custody operations*; addition & subtraction. Basic skill in operation of personal computer & computerized security & surveillance equipment, restraining devices, safety equipment, firearms & riot control equipment*; operation of transport vehicles; unarmed self-defense*. Ability to deal with problems involving several variables within familiar context; complete routine forms; demonstrate basic computer knowledge; demonstrate physical fitness. (*)Developed after employment.

You Also Need to Know

The Ohio Department of Rehabilitation and Correction is a tobacco-free workplace.

The Ohio Department of Rehabilitation and Correction is *prohibited* from hiring:

Individuals under a federal or state weapons disability. This position requires firearms certification/recertification and use; Individuals who have engaged in sexual abuse in a prison or other confinement facility; have been civilly or administratively adjudicated, or convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, implied threats of force, or if the victim did not or was unable to consent;

Individuals convicted of soliciting or providing support for an act of terrorism, terrorism, or money laundering to support terrorism;

Individuals who have been convicted of or pled guilty to a felony where a direct correlation exists between the position and prior criminal behavior. (example: individuals convicted of a felony involving fraud, deceit, or theft from holding a position that has substantial management or control over the property of a state agency.)

Background Check Information

Pre-Employment Background Investigation:

The final applicant selected for the position will be required to undergo a criminal background check. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

Pre-Employment Drug Testing:

The final applicant selected for this position will be required to submit to urinalysis prior to an appointment to test for illegal drug use. The State will decline to extend a final offer of employment to any applicant with a verified positive test result. Also, an applicant with a positive test result will not be considered for any position with the State of Ohio for a period of one year. "Not applicable to current state employees".

This position is also subject to Federal Alcohol, Tobacco and Firearms (ATF) regulations that prohibit someone to carry, transport, or otherwise possess firearm(s) and/or ammunition from consuming marijuana, including medical marijuana.

Medical marijuana is prohibited as a valid medical explanation for a positive drug test for final applicants in this position.

https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=200001T3&tz=GMT-05:00&tzname=America/Chicago

General Laborer

Hucks Pallets - Vincent, OH 45784

\$10 - \$12 an hour

Laborer duties include but not limited to, using Saws, Nail Guns, Equipment, stacking/cutting lumber, and building pallets.

Job Type: Full-time

Salary: \$10.00 to \$12.00 /hour

Application Question: Do you have experience with using Saws and or Nail Guns?

Work Location: One location

Pay Frequency: Weekly

This Job Is Ideal for Someone Who Is:

Dependable -- more reliable than spontaneous

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

Achievement-oriented -- enjoys taking on challenges, even if they might fail

High stress tolerance -- thrives in a high-pressure environment

Schedule: Monday to Friday

Day shift

Overtime

Indeed.com

Fiber Analyst

Orion Engineered Carbons - Belpre, OH 45714

Fiber Analyst

Location: Belpre, OH

The Fiber Analyst is primarily responsible for running a higher level of applications test for production and supporting the Quality lab with test optimization, statistical studies, equipment maintenance, procurement of supplies and development of testing plans, etc.

Responsibilities:

- Accurately analyze and process carbon black samples for key properties including pressure filter value and fiber delta p, as defined by the Quality Manager.
- Accurately and promptly report to production, and log results in proper locations; write reports on test, testing and test studies as needed.
- Support Belpre lab as needed ensure instruments are properly functioning, calibrated, maintained, and giving proper results. Monitor and maintain inventory of lab supplies.
- Back up Quality Manager (QM) for coordinating lab work schedules, vacations, and time sheets; SAP entries and quality system workflows, COA, and approvals of product.
- Become expert on key test run by the Belpre QA techs. Serve as training lead for QA Tech, troubleshooting expert and keep test methods up-to-date. Complete as needed & support statistical studies on analytical methods.

Requirements:

- Bachelor's degree in chemistry or other physical science or, Bachelor's degree plus 2 years lab experience in an industrial chemical laboratory.
- Must be able to write clearly, coherently and correctly using the correct technical terms that are part of the ink and adhesives industry.
- Must have good communication skills.
- Ability to work independently and take charge of an assignment by planning, executing, reporting findings and communicating to the appropriate people by means of a written technical reports.
- Must be disciplined and timely.

EOE AA M/F/VET/Disability

All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, religion, color, national origin, sex, protected veteran status, disability, or any other basis protected by federal, state or local laws.

Job Type: Full-time

Experience:

Laboratory: 2 years (Preferred)

Education: Bachelor's (Required)

Work authorization: United States (Required)

Work Location: One location

Benefits:

Health insurance

Dental insurance

Vision insurance

Retirement plan

Schedule:

Monday to Friday

Indeed.com

Administrative Coordinator

Marietta College, Marietta, OH (45750)

Full Time

Marietta College

Administrative Coordinator

Marietta College seeks qualified applicants for the position of Administrative Coordinator in Auxiliary Services.

All applications/resumes must be submitted online through the Marietta College Employment Web Site.

Go to www.marietta.edu and click on Employment at the bottom of the page to view job posting details and to apply.

Marietta College is an equal opportunity educator and employer that values diversity. The College seeks to enhance the diversity of its faculty and staff. People of color, women, veterans, and persons with disabilities are strongly encouraged to

apply. Marietta College does not discriminate on the basis of age, race, color, national or ethnic origin, disability, sex, gender identity, gender expression, sexual orientation, or religious affiliation.

Location/Region: Marietta, OH (45750)

<https://jobs.mariettatimes.com/job/218823628/administrative-coordinator-job-in-marietta-oh-45750?source=9>

Truck Driver

Brown Asphalt - Parkersburg, WV

Posted: 3/12/2020 - Expires: 4/11/2020

Class A or B CDL

2 years driving experience needed

Clean driving record

Able to pass drug and background check

Benefits (insurance, 401K, Profit Sharing, Pension) available after probationary period

Monday - Friday (weekends rarely)

Apply In-Person at:

Brown Asphalt

1340 Staunton Turnpike, Parkersburg, WV 26104

Monday-Friday 8 am - 5 pm

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216671881&wdjobid=4270935012&sq=pg%3d2%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

CUSTOMER SERVICE REPRESENTATIVE

Family Dollar Marietta, USA

General Summary

As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.

Principle Duties and Responsibilities:

Provides customer engagement in positive and approachable manner.

Assists in maintaining a clean, well-stocked store for customers during their shopping experience.

Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor.

Independently stocks shelves and recovers merchandise in the store.

Accurately handles customer funds and processes transactions using the POS system.

Remains constantly aware of customer activity to ensure a safe and secure shopping environment.

Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Position Requirements:

Education: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.

Experience: Prefer experience working in retail, hotel, restaurant, grocery or drug store environments.

Physical Requirements: Ability to regularly lift up to 40lbs. (and occasionally, to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling and repetitive lifting, with or without reasonable accommodation .

Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Skills and Competencies: Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

https://www.ziprecruiter.com/ojob/52b206726c9eb724b0312ac9bb2db83c?u=CX6_tQCvuTN4UhyCxJ9weZj9zwutNNIlgJ24m63DyW1NTgyehbvAYjhublVYaZQDJIMCCNXxEKUSA3x0XL_4J_412hf63L3phLIXO4x6kMoEdWJEKq25zJR0Sncx-8KDD8TxN0FWKCF9A2NRGuWE2thClmsQtHNHM6PjNfgkw5aeTIKr26Eg9IOWnZ4UwrTnBJ66ffSxx2j1PPNLwRjhBJYM_oUwvBpyCvIHwEJrr1noIVTynbGtYqM3o2eEBhK1PdM_jbLKOKTrv2omKp3MfWkMGTQ7IUnPVqW98JX5bqODzDKz7kz_Jx1LhkioUQC6xRwovhKVWioFvlqSGXZu0CndHDjkZFZcl7ZoISrloX0fl4J6KpQBe22ixyxiV65iYQOIxxPwf8Iz9IWLzayauyF_KZQvDCYMDE2QbZ78MzG8bbzq0jWw4glclp2S7vMoxlAhNqy9XM6b3K45RGPcTmCY9CzF7F4Y1r8gcME0F8PFRFsGlb_BdHtNYsSmGFyBX0WZvwnd0iTgPmiXxCo_mlANslziLyn_CKTQFPT-1E17CI-LjL3tAD8UBmYnN2_cjX6ZYQmi3CCD88dvGXh8hcul7FgPC1d12KqWTWsfwgaXxKRxVmoSUTxrXIJ2sY0Xw6JZSCF2SD6sA6ytmAkOUhATJBFrm9Hzmiv5O698ne6raxbVD0G24KH-OzscxBWJV2LNLpsijN-b-Dkdc0U8_Og80yncEu0B1eTq4VAZSAc6xZGBV8mnisom3qTq5evzuA9fxdC2RiEvk_1XPTnJm6xkbFzFje_qzf_33Td2YM-

[LLRxdIYNrhKAJVI-v4BDoxonVv84YhMLq7xjmPXrIJMnJ0S6RgURq3zR5VLQBIEKSFhUhCiDo6xd1QScXesLFGyIYZI9GJDz2VNUUJaMG8SBnxWaV3ItxFZYsyGcCZjouzc-E2YzgLmbs0aWT0pO8awN4e9jvDM2UoflwsXpYNbCfUiSR5t0SQacokjNEsWPzH75xv66j259UPAaH2K_9ynewHq1afkOKxd7oiYvqpWrm921SwP-D_vk1_cs-yBKr6TiKpF5V4wDeARCoZuEQ7UNabxxCY-bzGzvvnrJPYdLTHukO2eX8jNCsvPjF-0PgNbxSZ7H-J2InCoGMz9XeP8wL0pqJUoc2Oj83l_9fInYg](https://www.ziprecruiter.com/jobs/LLRxdIYNrhKAJVI-v4BDoxonVv84YhMLq7xjmPXrIJMnJ0S6RgURq3zR5VLQBIEKSFhUhCiDo6xd1QScXesLFGyIYZI9GJDz2VNUUJaMG8SBnxWaV3ItxFZYsyGcCZjouzc-E2YzgLmbs0aWT0pO8awN4e9jvDM2UoflwsXpYNbCfUiSR5t0SQacokjNEsWPzH75xv66j259UPAaH2K_9ynewHq1afkOKxd7oiYvqpWrm921SwP-D_vk1_cs-yBKr6TiKpF5V4wDeARCoZuEQ7UNabxxCY-bzGzvvnrJPYdLTHukO2eX8jNCsvPjF-0PgNbxSZ7H-J2InCoGMz9XeP8wL0pqJUoc2Oj83l_9fInYg)

Traffic Clerk - 4025 - Washington WV NCRC (Washington, WV)

DHL International Washington, USA

Rotating 12-Hour Shift Opening

6am-6pm and 6pm-6am

Traffic Clerk/Dispatcher Position

Role Purpose:

Responsible for scheduling truck deliveries and pick ups

Works closely with customer service, client representatives, and representatives and drivers of trucking firms to achieve and maintain high service levels

Coordinates drivers, equipment, and freight

Ensures that all shipping and receiving documents and functions are completed accurately and on time

Key Accountabilities:

Schedule inbound and outbound freight to comply with warehouse operations and capacities.

Meet or exceed all service and efficiency standards for shipping and receiving.

Ensure accuracy of all shipping and receiving (B.O.L.) documents.

Handle all customers and customer representatives at the dispatch window.

Gather and maintain all data and records relative to shipping and receiving activities.

Maintain legible and accurate records and logs as required.

Assist in training new associates.

Assist in maintaining facility security.

Maintain the facility dock door control board to be accurate at all times.

Conduct operations in a manner that promotes safety and report unsafe conditions that can't be self -corrected to the warehouse supervisor.

Maintain a clean, neat, and orderly work area in accordance with company standards of housekeeping.

Conduct yourself in a polite and service-oriented manner towards customer representatives and fellow associates.

Required Education and Experience:

1-year experience

High School Diploma or Equivalent, preferred

Our Organization is an equal opportunity employer.

https://www.ziprecruiter.com/ojob/e52c7ac778141bafcb8908da453be828d?u=Hc_deD6XpdRDGya537NaF-Pb6ksn1Qkk3h5Q1LbIW3CiZs3c31I1nLtKqEAuT_lvqAv_zbFZix9I4YQ0-sYrzV4HpYWUGJFzOOTEyJzN99QpX5cfbZhtgmPhu3SHDdUG_dXh9GpmWIXuM1c3hoIQYDt9dLZAe5QUKhZocKxIhoF0LrqVhOUm2MjIlsnJbHyO2xeaUYmSbRcOo2pHk9NuLqllsvEwYheCaJYvc9aSRWfnGHwYcJEWEFxfIkVtS7CD4sb3evNZA8h5W8utbMldkrtS-1ytlK-x5-l6ysw5RuENPnCLiGy0sa1f3wnLxh4AGdJvdhPEI5WUoLGYi97RGhj7w4NhTZzeLvmJyoO6af0zNpLYUCjXiBXZLcVTEXB BAYExtqbn6586gvgaQYAM5eqrHObMVcgHs0vzUjttrFM5ArvsBKI8aeXcc81VyTjrl_X_2gmVtcxM603Lu6-0mBGEIkKoMlws3J6tiYITP8UYukqyRFgy8uiZWkGtP1cScpIC9fMHzVn8MDUqIsCI4iCk7_VKki5V3dg-ELeeHzh_fAQpFU9VGmSmOCI_JYkjRgAij5Z3U3-8JekQaRvwzJ98kmjDFukRJgcojRQGPWbyNSR3PqGjLpcsLKcwqERV6ppEChhd0gvCQj5xfn1POjYiqzD3UQjEZE4D5KS75xcmhIX6Q6C8j8ag0wxOgdA6ulLSFk7AsgY8dVoQnhjpekQpAhDgyfxii58P66PjU71YXjAIOg648eFeCAVSW_48PMhh0YgGqBclaG8RntKcAjZ0DjFQOCW6esNR8DoI0M53g6hp3vRqhtY_2hstxTt-C0EUOz1aAN6YxdZ2B5R3dFqDkgBP05NhdqvFuk_Qnl0m5g_uBU61aE4wa6hhXh_yw8cMMZI6vkUHWt3ET3s-e6O2A4i-1pbHJgwLvQIDonZe4zHLP4uYkSA65PKkVE9iHznWEVvSPrcPmQvKa0gbx7qToDcye9rwFLNsdCUUTBYoiQ8uRf3SBpldonotls

Operations Superintendent

Valid Registration - Belpre, OH

Posted: **3/5/2020** - Expires: **4/4/2020**

Job ID: 216428409

Job Description

Operations Superintendent

Belpre, OH

Contract to permanent opportunity

Job Summary:

The Sr. Operations Manager at the Plant is responsible for the performance of one large production unit or two medium production units at the facility. The site has four world-scale styrene block copolymer production units and utilities/support systems required for operation. The Sr. Operations Manager is expected to provide leadership to the staff and hourly production employees to achieve targets and develop plans and actions to drive improvement.

Job Responsibilities:

- * Assure full compliance with all laws and corporate requirements.
- * Provide direction and leadership to employees in areas of responsibility
- * Set and achieve stretch targets in key performance areas including HSE, Quality, Production, and Cost
- * Build a highly effective operating team
- * Integrate and align area of responsibility with the Site and Business objectives
- * Coach and develop people to achieve optimum performance

Job Qualifications:

- * 5 - 7 years' of operations management experience, including 2-3 years' as a Production Operations Manager
- * 10-15 years' of chemical industry experience with some background in polymers
- * Strong leadership skills
- * Excellent communication skills
- * Strong team player
- * Lean Six Sigma experience
- * Operations experience

Education Requirements:

- * Bachelor's degree in Chemical Engineering Master's degree preferred

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

Employer's Job# BBBH5208

Please visit job URL for more information about this opening and to view EOE statement.

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216428409&wdjobid=4259439078&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

Analyst - Wet Lab

Microbac Laboratories, Inc - Marietta, OH

Posted: **3/4/2020** - Expires: **6/2/2020**

Job ID: 216399327

Job Description

ABOUT MICROBAC

Microbac serves our clients with the utmost expertise and respect for their market requirements, constraints and challenges. We embody a company-wide commitment to exceptional customer experience, which has been refined over nearly 50 years of trusted, analytical and measurement experience.

Through our network of laboratories, offices, and field services, we have the flexibility to meet the unique requirements for each client, project and scope.

As a privately held third-party testing company, Microbac operates with a commitment to safety, quality and compliance. Our diverse work portfolio includes broad accreditation offerings and tested insights across the environmental, food and nutrition and life science markets.

JOB SUMMARY

The Analyst I, working in an accredited commercial laboratory located in Marietta, OH, provides a variety of routine scientific tasks under close supervision. Receives specific and detailed instructions as to required tasks and results expected.

ESSENTIAL FUNCTIONS

Following established SOP's and adhering to state, federal and other accrediting body requirements, prepare and process samples, and collect information about the composition of substances to support the analytical testing needs of clients, for such purposes as quantitative analysis, and product development

Prepare necessary standards, solutions, reagents, media, and samples for sample analyses

Utilize specialized laboratory equipment and instrumentation to process and analyze samples
Perform equipment and instrumentation set up
Accurately record observations and data and basic interpretation of data
Maintain the integrity of procedures and record professional activity for peer review
Monitor and address sample backlog issues
Maintain accurate, up to date logs, notebooks and equipment records
Perform necessary laboratory administrative functions such as filing paperwork, photocopying, reviewing of data, and entering data into computerized LIMS
Comply with and promote Safety, and Quality programs

MINIMUM REQUIREMENTS

Bachelor's degree with a major in an applied science from a four-year college or university; or two to three years related experience; or equivalent combination of education and experience.

Basic knowledge of principles, terminology, practices, techniques and instrumentation commonly used in a laboratory setting

Ability to effectively prioritize work and manage time to meet deadlines and rush orders

Computer literacy

Ability to work with delicate laboratory equipment

Ability to communicate effectively in both written and verbal formats

WORKING CONDITIONS AND 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.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to stand, walk, and sit.

The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Working Conditions:

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to fumes or airborne particles and toxic or caustic chemicals

The noise level in the work environment is usually moderate

Microbac is an Equal Opportunity Employer - Minorities/Females/Veterans/Disability/Sexual Orientation/Gender Identity
Veteran Friendly Employer

Job Location

Marietta, Ohio, United States

Position Type

Full-Time/Regular

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

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216399327&wdjobid=4258461691&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

Metering/Substation Technician

Washington Electric Cooperative, Marietta, OH (45750)

Full Time

Washington Electric Cooperative, Inc., seeks candidates for the full-time position of metering/substation technician.

Position handles all aspects related to the co-op's automated metering system, maintains the co-op's substation assets, and assists members with service-related requests for inspections and information.

Visit www.weci.org/

metertech for additional details, requirements, and application instructions.

provided by The Marietta Times

<https://jobs.mariettatimes.com/job/215118073/substation-technician-job-in-marietta-oh-45750?source=9>

Journeyman Line worker

Washington Electric Cooperative, Marietta, OH (45750)

Full Time

Washington Electric Cooperative, Inc., seeks candidates for the position of journeyman lineworker. Performs tasks related to construction, removal, maintenance, and repair of electric transmission and distribution lines. Assists in construction, removal, maintenance, and repair of substations, reclosers, sectionalizers, and other related outside line equipment.

Visit www.weci.org/

journeyman lineman for additional details, requirements, and application instructions.

provided by The Marietta Times

<https://jobs.mariettatimes.com/job/215118068/craftsman-job-in-marietta-oh-45750?source=9>

Quality Administrator

Microbac Laboratories, Inc - Marietta, OH

Posted: 3/3/2020 - Expires: 6/1/2020

Job ID: 216383041

Tracking Code

1202-899

Job Description

ABOUT MICROBAC

Microbac Laboratories, Inc. is a premier commercial laboratory testing firm that partners with clients worldwide, offering laboratory solutions to the life science, food and nutrition, and environmental industries and serves our clients with the utmost expertise and respect for their market requirements, constraints and challenges. We embody a company-wide commitment to exceptional customer experience, which has been refined over nearly 50 years of trusted, analytical and measurement experience.

Through our network of laboratories, offices, and field services, we have the flexibility to meet the unique requirements for each client, project and scope.

As a privately held third-party testing company, Microbac operates with a commitment to safety, quality and compliance. Our diverse work portfolio includes broad accreditation offerings and tested insights across the environmental, food and nutrition and life science markets.

The Quality Associate is responsible for supporting the overall quality assurance program by screening laboratory test results and reviewing data to ensure accuracy. The position is responsible for ensuring tests and analyses are properly documented, and for verifying the performance of testing methods and the analyses of samples to ensure high quality data is generated.

ESSENTIAL FUNCTIONS

- * Provide technical and troubleshooting assistance and support to routine and non-routine testing issues
- * Assist the Quality Assurance Manager with audits, data evaluations and statistical reviews
- * Ensure applicable data is collected and documented as required
- * Assist in identifying non-conformances, performing root cause analysis and developing corrective actions
- * Reviews and assists in the revision of SOP's in accordance with ISO 17025, NELAC, EPA methods and requirements
- * Writes technical and quality system reports
- * Maintains documentation as required
- * Other duties as assigned

MINIMUM REQUIREMENTS

- * Associate's degree in Environmental Science or a related field of study or equivalent combination of work and/or education in lieu of degree
- * Minimum 1 year of experience
- * Technical familiarity with environmental testing methodologies
- * Ability to read and interpret technical data
- * Ability to detect inaccuracies in documentation
- * Basic understanding of laboratory testing methodologies used in an environmental testing laboratory
- * Ability to communicate effectively in both written and verbal formats

Microbac is an Equal Opportunity Employer - Minorities/Females/Veterans/Disability/Sexual Orientation/Gender Identity

Veteran Friendly Employer

Required Experience

Job Location

Marietta, Ohio, United States

Position Type

Full-Time/Regular

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

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216383041&wdjobid=4258461125&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

ASSOCIATE CUSTOMER SERVICE REP

Job ID: J159216

Company: Highmark Inc

Location: Parkersburg ,WV,US

Full/Part Time: Full time

Posted Date: March 3, 2020

JOB SUMMARY

This job handles customer inquiries by telephone and/or email and/or in person from individual members, groups, providers and brokers in a customer service center. Troubleshoots and resolves customer complaints. Ensures that responses to inquiries are completed timely and according to established service and quality standards.

ESSENTIAL RESPONSIBILITIES

Resolve customer inquiries and complaints via written, telephonic and face-to-face communication in a timely and accurate manner.

Prepare adjustments for services not properly processed, either systematically, or by forwarding to the appropriate area for follow up and resolution.

Meet all production, quality, and adherence standards. Attends all required training classes.

Elevate issues to next level of supervision, as appropriate.

Maintain accurate records, including timekeeping records.

Other duties as assigned or requested.

EDUCATION

Required

High School Diploma or GED

Substitutions

None

Preferred

None

EXPERIENCE

Required

1 year of customer service experience in a call center preferred with healthcare customer service strongly preferred

Preferred

None

LICENSES or CERTIFICATIONS

Required

None

Preferred

None

SKILLS

Knowledge of principles and processes for providing customer service, including customer needs assessment and meeting standards.

Ability to handle many tasks simultaneously and respond to customers and their issues promptly and professionally.

Ability to take direction and to navigate through multiple systems simultaneously.

Ability to maintain composure under stressful and fast-paced conditions.

Strong written and verbal communication skills

Ability to communicate complex information in a simple, customer facing way

Language (Other than English):

None

Travel Requirement:

0% – 25%

PHYSICAL, MENTAL DEMANDS and WORKING CONDITIONS

Position Type

Office-based

Teaches/Trains others regularly

Rarely

Travels regularly from the office to various work sites or from site-to-site

Does Not Apply

Works primarily out-of-the office selling products/services (Sales employees)

Does Not Apply

Physical Work Site Required

No

Lifting up to 10 pounds

Rarely

Lifting 10 to 25 pound

Rarely

Lifting 25 to 50 pounds

Rarely

Disclaimer: The job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

Compliance Requirement: This job adheres to the ethical and legal standards and behavioral expectations as set forth in the code of business conduct and company policies.

As a component of job responsibilities, employees may have access to covered information, cardholder data, or other confidential customer information that must be protected at all times. In connection with this, all employees must comply with both the Health Insurance Portability Accountability Act of 1996 (HIPAA) as described in the Notice of Privacy Practices and Privacy Policies and Procedures as well as all data security guidelines established within the Company's Handbook of Privacy Policies and Practices and Information Security Policy.

Furthermore, it is every employee's responsibility to comply with the company's Code of Business Conduct. This includes but is not limited to adherence to applicable federal and state laws, rules, and regulations as well as company policies and training requirements.

Highmark Health and its affiliates prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, national origin, sexual orientation/gender identity or any other category protected by applicable federal, state or local law. Highmark Health and its affiliates take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, sexual orientation/gender identity, protected veteran status or disability.

EEO is The Law

Equal Opportunity Employer Minorities/Women/ProtectedVeterans/Disabled/Sexual Orientation/Gender Identity
(http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf)

We endeavor to make this site accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact number below.

For accommodation requests, please contact HR Services Online at HRServices@highmarkhealth.org

[California Consumer Privacy Act Employees, Contractors, and Applicants Notice](#)

<https://careers.highmarkhealth.org/job/10804361/associate-customer-service-rep-parkersburg-wv/>

Parts Specialist 2 - Ohio Peterbilt - Marietta

OHIO MACHINERY CO. - Marietta, OH

Posted: **3/11/2020** - Expires: **4/10/2020**

Job ID: 216648818

Job Description

JOB DESCRIPTION SUMMARY:

The parts salesperson will be responsible for excellent customer service. Extending the optimal customer care and concern is a priority. This position will be required to complete tasks at the parts counter such as receiving parts calls, greeting and assisting walk in customers, completing all paperwork and processing of it accordingly, handling cash, check and credit card transactions. They will be expected to perform all related warehouse duties, including accurate counting, receiving and shipping of parts, receiving stock, accounting for warranty items, and building hose. This person is expected to perform all necessary tasks surrounding contamination control and have a strong focus on safety.

COMPETENCIES LIST AND DESCRIBE:

This individual must be highly motivated, with excellent communication skills and customer interaction abilities. Also possess good computer skills. It's important that the candidate is very competent and accurate with details.

JOB QUALIFICATIONS:

High School Diploma or equivalent. Ability to handle multiple tasks in a fast-paced environment and have an excellent team work ethic.

PHYSICAL REQUIREMENTS:

Lifting/Carrying 40 lb. Lift/Carry and 50lb+ pulling

Standing/Sitting Up and down stairs, standing, sitting and climbing into machines. Dexterity Normal

Repetitive Motions Frequent movement requiring hands, wrists and fingers. The noise level in the work environment is usually quiet in office settings and moderate to loud in other situations, with both constant and sudden loud noises possible.

EEO, Veterans & Disabled Employer and VEVRAA/503 Federal Contractor.

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216648818&wdjobid=4269647288&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

Security Officer

G4S SECURE SOLUTIONS(USA)INC. - Waterford, OH

Posted: **3/11/2020** - Expires: **6/9/2020**

Job ID: 216647915

Job Description

PLEASE CLICK APPLY OR TEXT "JOBS" TO 561-660-9797 FROM YOUR SMARTPHONE!

The world's leading private security organization, G4S, has an immediate job opportunity for a Traditional Security Officer (TSO). As a Traditional Security Officer, you will conduct unarmed foot and/or vehicle patrol (interior and/or exterior), control access and egress, monitor CCTV and alarm systems, compose reports, deter criminal activity and misconduct, and perform other duties as specified in post orders.

G4S is a security provider for the United States government, fortune 500 companies, nuclear power plants, oil and gas companies, airport, ports, banks, hospitals, factories, warehouses, commercial facilities, residential communities and much more.

As a full time employee of G4S, you will be entitled to the following benefits:

Major Medical, Dental and Vision

Paid vacation

401K

Opportunities for additional training to aid in your professional development

As an employee you will also be able to participate in the Promote Me! Community. Promote Me! is available to interested current employees as a way to express interest in further advancement, as well as gain information and encourage professional development.

Further, as a current employee you will be eligible to participate in large group rates for the following benefits:

Critical Illness

Accident Insurance

Whole Life Insurance

Individual Short-Term Disability

Pre-Paid Legal Services

Identity Theft Services

Pet Insurance

In addition, G4S provides benefits that are automatically available to all full or part-time employees, whether you enroll in a G4S insurance plan or not. And with no premiums to pay!

RxCut Pharmacy Discount Program

Doctor on Demand

Qualsight LASIK Savings

Perks at Work: G4S Employee Discount Program

Alliant Credit Union

Purchasing Power

Active & Fit: G4S Fitness Center Membership

FinFit: Financial Wellness Program

DailyPay: Access your pay when you need it

G4S offers job security, excellent pay and benefits, and career opportunities. We offer entry level careers, management

careers, sales careers and executive careers across the United States and internationally.

Specific Duties and Essential Functions

Perform security patrols of designated areas on foot or in vehicle

Watch for irregular or unusual conditions that may create security concerns or safety hazards

Sound alarms or calls police or fire department in case of fire or presence of unauthorized persons

Warn violators of rule infractions, such as loitering, smoking or carrying forbidden articles

Permit authorized persons to enter property and monitors entrances and exits

Observe departing personnel to protect against theft of company property and ensures that authorized removal of property is conducted within appropriate client requirements

Investigate and prepare reports on accidents, incidents, and suspicious activities; maintain written logs as required by the post

Provide assistance to customers, employees and visitors in a courteous and professional manner

Education, Licenses and Certifications Required

Must possess a high school diploma or equivalent

Must have a valid and current driver's license

Must pass any State-required training or other qualifications for licensing

Type and Length of Specific Experience Required

If previously employed, meaningful and verifiable work history

Skills Required

Proficient computer skills including Microsoft Office

Effective oral and written communication skills

Active listening skills

Ability to assess and evaluate situations effectively

Ability to identify critical issues quickly and accurately

Attention to detail

Other

Must be at least 18 years old or the minimum age required by the state, if higher

Must be a U.S. citizen or a foreign citizen authorized to legally work in the United States

Must be able to work flexible schedules

Must have access to reliable transportation

Must be able to successfully complete all training required for the position

Must be able to operate radio or telephone equipment and/or console monitors

Must have demonstrated ability to interact cordially and communicate with the public

Subject to a drug screen to the extent permitted by law

Must be able to provide, upon job offer, a DD214 discharge document with discharge status indicated, if prior military

Physical Requirements and Environment

Environment: Indoor and outdoor, temperature ranges from moderate to extreme cold and heat.

Major activity: Walking, standing, speaking, listening, observing

Physical efforts to carry out job duties: Standing and walking up to 4 hours continuously. Some sitting. Minimal to no stooping or kneeling.

Number of Positions: 1

Closing Date: 2020-04-11

EOE Minority/Female/Disabled/Veteran/Sexual Orientation/Gender Identity

G4S is an Equal Opportunity/Affirmative Action Employer

and an Alcohol- and Drug-Free Workplace

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216647915&wdjobid=4269647256&sq=pg%3d1%26zip%3d45750%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

Employment

Landscape / General Laborers, Landscape Foreman, Mow Foreman ,Irrigation Technician, Mechanic

Greenleaf Landscapes, Inc. - Marietta, OH 45750

Urgently hiring

Greenleaf Landscapes

Seasonal / Fulltime

Applications at: www.greenleaflandscapes.com

Apply in Person: 414 Muskingum Drive, Marietta, OH 45750

No Phone Calls

Drug Free Workplace / EEO

Job Type: Full-time

Work Location:

One location

Benefits:

Health insurance

Dental insurance

Retirement plan

Paid time off

This Company Describes Its Culture as:

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

Team-oriented -- cooperative and collaborative

Indeed.com

Warehouse & Delivery Worker

Architectural Interior Products, Inc. - Parkersburg, WV 26104

Work in warehouse loading and unloading trucks, receiving material, making deliveries, Some heavy lifting. competitive wages and good benefits.

Indeed.com

Customer Service - Field

QC Energy Resources - Washington, WV 26181

Terminal Operations

CUSTO02239

Posted: March 11, 2020

Full-Time

QCI

Washington, WV 26181, USA

Job Details

Description

COME JOIN THE TEAM!

QCI is seeking an experienced Customer Service Representative (CSR) to join our growing team in Parkersburg WV Quality Carriers, Inc. (QCI) is the largest bulk transportation company in the continent of North America, combining the largest fleet of stainless-steel tanks with the industry's broadest and most complete terminal network. Quality is not only our name; it is our method of operation.

As one of Quality's CSR's, you will be responsible for managing the relationship with an assigned group of customers. The CSR is required to make decisions specific to the acceptance of freight and when capacity is limited which freight should and should not be accepted from customers. This decision should be driven by consignee locations (to ensure drivers' needs are met) and rate concerns, always working to generate maximum revenues.

Essential Functions:

Receive orders from customers to provide orders for all drivers available for a work assignment via Phone, Email, Fax or EDI And accurately enter them into the TMW Order Management System

Solicit Freight from customers as directed by TM and or terminal Planner and/or for all available capacity both domiciled and foreign, in the area of responsibility

Work with customers on changes to scheduled loading and delivery times, to ensure coverage, updating TMW and notifying terminal personnel as needed of all changes

Work with Planners, Drivers, and other terminal personnel to ensure all Customer requirements are met

Track all loads in TMW/Peoplenet/Trip alert to proactively identify service concerns

Work with other departments as necessary to secure proper locations, correct commodity codes and proper credit approvals for all customers, ship locations and consignee locations.

Ensure all data entry is accurate and that orders get updated properly to hand off to the terminal billers

Ensure all service issues get properly documented in the NCR system

Minimum special knowledge and skills required:

High School Diploma or GED

Strong skills in MS Office (Excel, Word, PowerPoint, Access)
Experience with Google Apps preferred
Familiarity with transportation software such as EDI, TMW and PeopleNet a plus
Ability to function as part of a team at a high level
Critical thinker
Strong communication skills (both verbal and written)
We offer competitive wages and employee benefits (Flexible spending accounts, generous Paid Time Off/Holiday Schedule, On-site Dry-Cleaning Pickup and Delivery, in addition to Medical, Dental and Vision plans).
Quality Distribution Inc. provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Qualifications
Skills Preferred:
Billing
Some Knowledge
Customer Service
Intermediate
Teamwork
Intermediate
Microsoft Word
Intermediate
Microsoft Excel
Intermediate
Time Management
Intermediate
Interpersonal
Some Knowledge
Communication
Intermediate
Google Apps Suite
Intermediate
Behaviors
Preferred
Team Player: Works well as a member of a group
Enthusiastic: Shows intense and eager enjoyment and interest
Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well
Motivations
Preferred
Growth Opportunities: Inspired to perform well by the chance to take on more responsibility
Work-Life Balance: Inspired to perform well by having ample time to pursue work and interests outside of work
Education
High School or better.
Experience
Preferred
Prior experience in Administrative / Office Support
Customer Service
Familiarity with transportation software such as EDI, TMW and PeopleNet
<https://recruiting.ultipro.com/QUA1004QDI/JobBoard/23e4081f-b0bc-4266-8b54-dad0343effeb/OpportunityDetail?opportunityId=02238ca6-308a-443c-82e2-45c00902ffd5>

Night Auditor

Fairfield Inn & Suites - Marietta, OH

Part-time

Be an early applicant

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. We are currently hiring for this Night Auditor to work 2-3 days a week from the hours of 11PM - 7AM.

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.

Job Type: Part-time

Experience: Night Auditing: 1 year (Required)

Hotel Front Desk: 1 year (Required)

Education: High school or equivalent (Required)

Typical start time: 11PM

Typical end time: 7AM

Indeed.com

Flagger 1 (Parkersburg, W.V.)

RoadSafe Traffic Systems, Inc. - Parkersburg, WV 26101

ESSENTIAL FUNCTIONS:

Work with the Traffic Control Department at work sites to direct motorists by flagging them away from worker activities, moving equipment, oncoming traffic and perform duties listed below.

Set-up signs, cones, etc. around work areas to divert traffic

Follow all safety rules and regulations and wear proper safety equipment (work boots – 6 inch with safety toe, hard hat and safety vest)

Adhere to all Company Policies and Procedures

Generally, works under the Supervision of Project Manager, TCT, TCS, or Flagger II or maybe assigned to work independently

This is a Non-driving position

All other duties as assigned

OTHER RESPONSIBILITIES:

Complete daily paperwork accurately and timely

Operate 2-way radio

Work well in a team environment

Provide highest level of customer service to all customers

Excellent attendance required, dependable transportation, good work ethic

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS:

Regularly exposed to outside weather conditions; moving equipment and machinery parts; moving traffic, and fumes and airborne particles

Noise level of the work environment is usually moderate/loud

Regularly required to stand/walk; reach with hands and arms; for up to 14 hours a day

Occasionally lift and/or move more than 50 pounds

REQUIREMENTS:

Pass a drug test

Ability to participate and pass Flagger certification

We are an Equal Employment Opportunity Employer Minority/Female/Disability/Veteran

https://www.appone.com/maininforeq.asp?Ad=695545&R_ID=2938014&Refer=https://www.indeed.com/&B_ID=83

Experienced Fundraisers

Group Consultants, Inc - Parkersburg, WV

\$9 - \$16 an hour

Why work in a call center, when you can work from home? We are currently hiring experienced fundraisers. Fill out application at www.groupconsultants.org Apply today and start tomorrow.

Job Type: Full-time

Salary: \$9.00 to \$16.00 /hour

Experience: fundraising: 1 year (Required)

Work Location: Fully Remote

Benefits: Paid time off

Paid Training: No

Management: Shift Lead

Typical start time: 8AM

Typical end time: 11PM

This Job Is Ideal for Someone Who Is:

Dependable -- more reliable than spontaneous

This Company Describes Its Culture as:

Stable -- traditional, stable, strong processes

Company's website:

www.groupconsultants.org

Indeed.com

QC Manager

Somerville Manufacturing, Inc. - Marietta, OH 45750

Job Description

Title: QC Manager Dept.: Manufacturing

Reports to: Shop Foreman Status: Non-Exempt

Position Summary:

The primary responsibility of the Quality Control Manager is the assurance of the quality in welds and assembly work of the fitters and welders.

Essential Functions:

Inspect all welds and holes to ensure quality standards are met

Monitor the layout and fitting, compare to drawings for accuracy

Examine and measure work pieces for defects to ensure conformance with specifications

Report all non-conforming material to the Shop Foreman

Inspect lay-out, welding positions and alignment

Comply with Company Quality Control standards and the company Procedure Manual

Coordinate efforts on non-compliant pieces with Shop Foreman

Assist in scheduling the delivery times of projects to meet customer deadlines

Maintain a positive working relationship with coworkers, vendors and customers

Partner with shop foreman to maintain all OSHA and company set safety regulations, policies and procedures

Knowledge/Skills: **

Ability and willingness to give directions, as well as the ability to work independently

Good verbal communication skills, and team-oriented approach
Possess a solid understanding of welding equipment and welding processes
Read a tape measure, level, and square
Read and interoperate shop fabrication drawings
Safely operate overhead cranes, forklifts, and other shop equipment
Support company motto "Where Quality is our Character"
Partner with management and be able to have confidential conversations
"Where Quality is Our Character"*
Job Type: Full-time
Salary: \$0.00 /hour
Experience:
quality control: 1 year (Preferred)
supervisory: 1 year (Preferred)
Work Location: One location
Benefits:
Health insurance
Dental insurance
Vision insurance
Retirement plan
Paid time off
Other
Schedule:
Monday to Friday
Day shift
Benefit Conditions: Waiting period may apply
Indeed.com

Peer Recovery Support Specialist

St. Joseph Recovery Center - Parkersburg, WV 26101

\$12 - \$15 an hour

MUST HAVE HISTORY OF SUBSTANCE ABUSE AND 2+ YEARS OF ACTIVE SOBRIETY and COMPLETION OF A SUBSTANCE ABUSE TREATMENT PROGRAM

Using life experience with behavioral health issues and/or substance abuse recovery, Peer Recovery Support Specialists guide, coach, and mentor others who are working towards recovery. Use personal experience of recovery to help SJRC clients. Share coping strategies, wellness tools and other resources. Work on a residential treatment unit helping clients to achieve recovery goals by reinforcing the care plan, maintaining order within the unit, developing positive life skills, and new coping strategies to maintain long term sobriety. Assist therapists and providers in helping members to identify socio-economic issues that affect their overall health and develop health/social management plans and goals. Suggest approaches that encourage patients to participate in wellness and recovery activities at a pace that is comfortable for them.

Background Experience:

Exceptional communication, organizational and interpersonal skills, with attention to detail required.

2-3 years' experience in community/residential/outpatient setting working with members in a mental health or substance use setting is preferred but not required.

Experience using a computer and strong keyboard navigation skills including the use of MS Office Suite.

If not certified, completion of a Certified Peer Support Training Program is required within 3 months from start date

Peer Support Specialist Certification through WV DHHR is preferred.

High School Diploma or G.E.D.

Additional Job Information:

Ability to work effectively with a wide range of clients from diverse backgrounds.

Ability to educate health care providers as needed to adjust interventions based on member's cultural, ethnic, or religious preferences.

Knowledge of formal and informal community agencies and resources. Working knowledge of multi-system outreach programs related to health care delivery, clinical education, and health-related services.

Ability to work collaboratively in a team and manage multiple priorities, utilizes effective time management skills, and exercise sound judgment.

Job Type: Full-time

Salary: \$12.00 to \$15.00 /hour

Job Type: Full-time

Salary: \$12.00 to \$15.00 /hour

Experience:

Active Recovery r/t Substance Abuse: 2 years (Required)

Work Location:

One location

On the road

Benefits:

Health insurance

Dental insurance

Vision insurance

Paid time off

This Job Is Ideal for Someone Who Is:

Dependable -- more reliable than spontaneous

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

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

Schedule:

Monday to Friday

8-hour shift

Benefit Conditions:

Waiting period may apply

Only full-time employees eligible

Indeed.com

Instrumentation and Electrical Technician

Albanese Solutions - Belpre, OH

Urgently hiring

Job Duties

Maintain, repair and calibrate instruments & controls.

Maintain and repair electrical systems.

Perform routine & preventative maintenance on the process control systems. Install, troubleshoot, repair and perform preventive maintenance on electrical equipment, instrumentation and analytical equipment, following electrical code, manuals, procedures, schematic diagrams, P&ID's, blueprints and other specifications.

Install new instruments & controls, and new electrical systems.

Ability to install conduit and electrical circuitry from point A to point B and keeping system up to electrical codes.

Troubleshoot electrical problems and repair.

Instrumentation Technician Duties

Qualifications

High school diploma or GED required.

E&I Technician Training a Plus

Electrical license a Plus

Experience with National Electrical code guidelines required.

Experience with safe electrical practices and safe hot work practices

Associates Degree in Electronics/Automation and/or work experience/training

Chemical Plant or Refinery experience required

Job Type: Full-time

Salary: \$135,000.00 to \$145,000.00 /year

Job Type: Full-time

Salary: \$135,000.00 to \$145,000.00 /hour

Experience:

instrumentation: 3 years (Required)

electrician: 3 years (Required)

e&i: 3 years (Required)

technical field engineering: 3 years (Required)

Work Location:

One location

Benefits:

Health insurance

Dental insurance

Vision insurance

Tuition reimbursement

Company's website:

<http://albanesesolutions.com>

Indeed.com

Mortgage Loan Processor

Community Bank of Parkersburg, WV (26101)

Full Time

The main function of the Mortgage Loan Processor is the preparation and processing of new real estate loans, auditing loan files for missing collateral and documentation, and the completion of loan closing documents.

Key Responsibilities -

New Loan Processing:

Prepare distribution tickets for new mortgage loans

Prepare early disclosures and loan closing documents, set up new loan files.

Serve as back-up for typing and booking consumer loans.

Customer Service:

Process line of credit advances make entries and notify the customer as appropriate.

Support walk-in customers with special requests, i.e. notarize documents.

Quote payoffs

Answer customer questions, update/correct customer files.

Other:

As part of the overall team of bank employees, this position may be requested to assist in the support of other bank activities.

This position requires a basic knowledge of other job duties within the department and serve as a backup as needed.

Qualifications:

Adaptability: Be able to adjust to different work situations and remain composed under pressure and in stressful situations. Be able to work in a fast-paced environment.

Attention to Detail: Regard for important details to assure accuracy in every transaction performed, detect errors and follow through on corrections and details.

Customer Orientation: Respond sensitively to the needs and priorities of the customer; recognize and take appropriate action to meet their needs and establish an effective working relationship with customers to gain their respect and loyalty.

Team Player: Must view oneself as part of an overall team. This includes supporting others throughout the entire bank to achieve the overall goals of the bank.

Organization: Must be able to prioritize tasks and have the ability to meet deadlines.

Resourceful: Have the ability to ask questions and find answers.

Focused: Be able to focus on the task to completion.

Supportive: Provide positive support to the loan officer and customer.

Education and Special Requirements:

High School Diploma or equivalent

More than one year of administrative experience.

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

Community Bank offers a competitive salary and benefits package.

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.

<https://jobs.marieattimes.com/job/213697737/loan-processor-job-in-parkersburg-wv-26101>

Police Officer Testing

City of Parkersburg, Parkersburg, WV

PARKERSBURG
POLICE CIVIL
SERVICE
COMMISSION ENTRY LEVEL EXAMINATION
SATURDAY, APRIL 4, 2020
\$10,000.00
INCENTIVE OFFERED

GENERAL APTITUDE TEST FOR POLICE OFFICERS

The Parkersburg Police Civil Service Commission will begin testing of applicants for probationary police officers to establish a list of eligible candidates for the Parkersburg Police Department on Saturday, April 4, 2020, at 9:00 a.m. in the City Council Chambers, second floor, Municipal Building, One Government Square, Parkersburg WV 26101.

Applicants must be US citizens, be between the ages of 18 and 40 at the time of application, and possess a valid driver's license.

We are offering an incentive of \$10,000.00 to be paid after a one-year probationary period for fully certified police officers. Applications may be obtained from the Police Department on the third floor of the Municipal Building, and must be returned to the third floor or mailed in before Wednesday, April 1, 2020.

The application is also available to download from our website at

www.parkersburg

police.com.

The mailing address is Parkersburg

Police Department

(application)

PO Box 1167

Parkersburg, WV 26102

provided by The Parkersburg News & Sentinel

<https://jobs.newsandsentinel.com/job/214012370/police-officer-job-in-parkersburg-wv-26101>

FT - Delivery Driver - Day

Lowes

Job ID 1863000BRDate posted 03/01/2020

Location Parkersburg, West Virginia

Full time Employment

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 customers need. As a Delivery Driver, this means:

- Being friendly, professional, and responding quickly to customer and associate needs.
- Verifying that merchandise is in good condition, accurately accounted for, and delivered to customers on-time.
- Inspecting delivery vehicles and ensuring the safety and security of the loading and unloading process.

The Delivery Driver plays a critical role in ensuring on-time, accurate, and safe deliveries, while providing exceptional service to our customers in their homes. This associate has the opportunity many times each day to leave a final positive impression with our customers and the purchasing experience. This associate builds positive relationships with customers every day and ensures their needs are met. Most of this associate's day is spent driving, inspecting, loading and unloading merchandise, and assisting with installation.

The Delivery Driver contacts customers to confirm delivery details, determines placement of merchandise, follows safety and lifting protocols during deliveries, and conducts safety reviews. Additionally, this associate must follow DOT and CDL regulations, including DOT physicals, to keep themselves and others safe while driving.

Travel Requirements: This role requires frequent traveling between stores and customer sites within the district; at times may need to travel outside of district.

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 morning, afternoon and evening availability any day of the week.
- Requires travel between stores and customer sites within the district to deliver merchandise; at times may need to travel outside of district.
- 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

- Valid Class A or Class B license (with airbrake endorsement).
- Ability to read, write, and perform basic arithmetic (addition, subtraction).
- Must be 21 years of age.
- Ability to comply with DOT and CDL regulations.
- Valid medical certificate or ability to obtain one upon employment.
- Ability to pass MVR screen in accordance with company requirements.

Preferred Qualifications

- 3 months of experience operating a forklift or Moffett onloading/offloading a vehicle.
- 1 year of experience driving a semi-truck/trailer OR certification from a driving school.
- 6 months of experience performing in-home delivery OR retail customer service.

If the state or local municipality requires a salesperson license for this position, you must either be licensed or pass the requisite licensing exam within sixty (60) days of starting employment in this position.

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.

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://jobs.lowes.com/job/parkersburg/ft-delivery-driver-day/1627/15467807>

Driller

Cascade Environmental

Marietta, OH

Benefits

Did you play in the dirt as a kid? Does working with your hands sound like the most appealing part of a career? Is one of your goals to travel around the United States?

Look no further! Come join an amazing team of close to 900 employees dedicated to providing Excellence on Every Level!

This position is in charge of ensuring drilling operations are in accordance with the drilling plan from implementation, completion and abandonment of drill sites. The Driller works with the crew in preparing the equipment and site for the drilling operation setup and breakdown of drilling sites, which includes repetitive bending, lifting and climbing, may be done on a daily basis. This individual promotes safety, reports safety problems, incidents, accidents, or irregularities. Acts as a team leader for drilling crews.

ESSENTIAL FUNCTIONS

Includes knowledge and ability to perform the Driller Assistant and Driller, Sr roles and to backfill if necessary.

Ability and knowledge to operate drill rig and drilling equipment

Ability to stand for long periods of time

Ability to maneuver in small areas

Assures safety training is current and logged

Maintains daily drilling reports

Checks and maintains equipment in good and safe repair

Performs preventative maintenance tasks as assigned by supervisors and prepares documentation

Performs miscellaneous maintenance duties in field or shop as directed by supervisors

Is a crew leader, training and mentoring employees while maintaining a safe environment.

Approve employee timesheets

Complete well logs, logbook, repair orders, DVIR inspection sheet and tailgates

Maintain positive relationship with client

Manage the work site activity

Continuous study of MSDS, CEU's and JSA's

Maintain all certifications

Complete other duties and projects as assigned

Train crew members as needed

JOB REQUIREMENTS AND QUALIFICATIONS

High School Diploma or GED

3-5 years' experience in the drilling industry

One year of experience as a driller with a variety of rigs

Driller license as required in applicable state(s)

Ability to lift up to 50 pounds throughout the day

CDL – Class A

Knowledge of safety policies, regulations, and a demonstrated record of excellent safe work habits

HAZWOPER certified

Possess valid driver's license and maintain clean driving record with no DUIs, excessive or major violations

Submit to and pass, without restrictions, a pre-placement physical exam and drug and alcohol screening

This is field position and requires travel to job sites throughout the region, and sometimes the country, on a full-time basis

Cascade Environmental, LLC, and our subsidiaries is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies with regard to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits, and termination. EEO is the Law.

Cascade is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (425) 527-9700.

Who is Cascade?

From our roots as a Northwest regional drilling company, we have grown into a national, full-service environmental services company offering innovative solutions to our customers. We believe in excellence at every level and that includes hiring employees who are the best at what they do. We firmly believe our employees are the most critical component of our long-term success. At Cascade, we provide a career, not just a job.

Cascade's core purpose is to be the essential business partner that contributes to our clients' success and advancement in tackling even the most challenging environmental and geotechnical problems, to contribute to our industry and the betterment of our employee's careers and the communities we serve.

What does Cascade offer?

Comprehensive training and flexible career paths

Encouragement to pursue new roles nationwide, explore a variety of projects, and work with mentors and experts who help shape the industry

Comprehensive Medical/Prescription Drug/Dental/Vision

401(k) Retirement Savings Plan with Company Match

Company-paid Basic Life Insurance / Short- and Long-Term Disability

Health Reimbursement Account and Flexible Spending Account

Sick Leave / Holiday / Vacation Pay

License Bonuses / Tuition Reimbursement

Charitable Donation Match

We are proud to provide a full range of benefits programs that help our employees and their families plan for today and their future. The benefits we offer are competitive and allow flexibility and choice to meet the individual needs of our employees and their families.

Who are you?

Hard-working, talented, and career-minded

Challenge-seeking

Strong desire to contribute to a stable, diverse organization

Work hard, play hard mindset

Open to continued learning and development

Collaborative, team player

Customer service minded

To learn more about our exciting career opportunities at Cascade, check out our Careers site at <http://www.cascade-env.com/careers>.

Interested in learning more about Cascade and how we provide Excellence on Every Level? Click here to learn more <https://www.youtube.com/watch?v=WwzxUvjbHC0>.

[https://www.glassdoor.com/Job/marietta-construction-jobs-](https://www.glassdoor.com/Job/marietta-construction-jobs-SRCH_IL.0,8_IC1146121_KO9,21.htm?jl=3442864557&guid=00000170aab09c73b4f56c6d6752aee8&pos=101&pao=10)

[SRCH_IL.0,8_IC1146121_KO9,21.htm?jl=3442864557&guid=00000170aab09c73b4f56c6d6752aee8&pos=101&pao=10](https://www.glassdoor.com/Job/marietta-construction-jobs-SRCH_IL.0,8_IC1146121_KO9,21.htm?jl=3442864557&guid=00000170aab09c73b4f56c6d6752aee8&pos=101&pao=10)

District Manager

MyEyeDr. - Parkersburg, WV 26101

About MyEyeDr. How do you see yourself today? Are you looking for that unique opportunity where you can make a difference in the lives of the patients you serve on a daily basis? MyEyeDr. is a high-growth, premier healthcare company: a total vision care concept with a unique retail experience. Our trusted community doctors and knowledgeable teams are all focused on helping our patients live their best lives by delivering an exceptional, personalized experience to each of our patients in every interaction. Our business model is unlike others in the industry: we make healthcare accessible by welcoming all insurance and providing a great selection of stylish eyewear that meets the diverse needs of our patients. You are unlike others at this point in your career. You are looking to build a profession with an organization that is purposeful and whose values drive actions – from prioritizing care of our associates and our patients, to connecting the knowledge of our talented teams to our patients' needs, and doing so in a fun, inclusive environment, working as one collaborative team. We are in search of that unique individual who is inspired by a career focused on helping others and providing quality care while continuously growing professionally and improving MyEyeDr. in meaningful ways. If this is you, we encourage you to apply so you can get your journey started with MyEyeDr. where you can help people see, look, and be their very best.

Job Summary

The District Manager is responsible for overseeing business operations and patient service throughout all offices within their assigned district. The DM is responsible for providing the tools, support, and leadership necessary to deliver incremental revenue improvements; maximum office contributions through control of labor costs and COGS; and a first-class patient experience. The DM will deliver these results by building a positive and professional work environment that emphasizes accountability, integrity, and professional growth.

Essential Duties and Responsibilities

1. Drive patient loyalty and patient satisfaction to deliver maximum value
2. Drive incremental revenue improvements
3. Control expenses to maximize office contributions
 - a. Control and efficiently manage labor resources
 - b. Ensure Cost of Goods Sold are minimized
4. Develop team within the district that is fully aligned and can deliver to company goals and expectations

TASKS

1. Drive patient loyalty and patient satisfaction to deliver maximum value

Ensure that offices in their district are delivering customer service that exceeds the patient's expectation;

Demand that offices proactively address patient feedback concerns in an immediate, professional manner;

Monitor and react to Patient Loyalty results and align office teams to the critical goal of retaining patients for the long-term health of the company;

Respond with urgency to any examples of inadequate service being delivered to our patients;

Reward and recognize great examples of service within the district

Work in cooperation with the Customer Service Department to resolve any outstanding patient concerns to the patient's satisfaction.

2. Drive incremental revenue improvements

Working closely with assigned General Managers and the Regional Manager, execute a plan to growth office revenues by maximizing each appointment;

Provide guidance and functional support to the locations to ensure that they achieve sales and patient service related goals; primarily measured through key performance indicators (KPIs) results;

Reinforce the appropriate in-office behaviors that drive both KPI performance and long-term patient loyalty;

Take appropriate actions to address office performance that detracts from revenue growth.

3. Control expenses to maximize office contributions

Control and efficiently manage labor resources

Ensure Cost of Goods Sold are minimized

Use the P&L (profit and loss statement) for the offices to make smart business decisions; analyze trends within the P&L to proactively plan actions;

Confirm that all office work schedules match budgetary expectations and patient service needs on a daily and weekly basis;

Proactively plan labor allocations within the district to maximize revenue; react to changes in business trends to reallocate

resources effectively;

Control payroll costs by monitoring reports and reviewing actual payroll results;

Work in cooperation with Professional Services team to ensure OD is providing maximum value and service to patients;

Work in cooperation with Professional Services team to ensure that OD is aware of COGS impact on profitability and supports office efforts to improve profitability;

Ensure proper pricing and effective selling techniques are used to maximize revenue while controlling cost of goods (COGs);

Ensure all locations are in compliance with company policies and standard operating procedures (SOPs) monthly reporting and auditing each office's performance and records and implementing corrective actions plans, where appropriate, to address non-compliant situations;

Complete District Manager monthly audit to provide updates to the Director of Retail Operations on all findings and corrective actions needing to be taken;

Report all associates concerns or questions to ensure that they are addressed in a timely fashion and routed to the correct individual for resolution; Follow up/through on matters until completed or closed;

Proactively coordinate personnel-related matters, including recruiting requirements, disciplinary actions, terminations, etc. with the human resources department and location general manager;

4. Develop team within the district that is fully aligned and can deliver to company goals and expectations

Build a team of associates committed to achieving increased revenue results, building office contributions through labor and COGS focus, and delivering top tier patient service every day.

Ensure that General Managers are supporting the development of associates through new hire training and companywide training initiatives;

Consistently demonstrate behavior and communication styles that effectively communicate the organizational expectations for professionalism and performance while leading by example;

Communicate daily with assigned offices to reinforce the values and the mission of the company; confirm understanding of company direction and ensure that in-office behaviors align to that message.

Work Experience

3 - 5 years of retail management experience, at least one of which in a high performance, high volume environment (Optical experience preferred; multi-unit management preferred)

Education

Undergraduate degree in business or related field strongly preferred; additional, related work can substitute for formal degree

Job Skills, Knowledge, Abilities

Demonstrated success in providing direction and tactical support in achieving desired business results.

Strong communication skills (oral and written) with the proven ability to manage multiple priorities in a fast paced, entrepreneurial environment.

Experience in developing and supporting (mentoring) sales and professional staff to maximize their potential and abilities.

Demonstrated ability to understand and control confidential information with absolute discretion. • Ability to multi-task, set priorities and ensure that deadlines are met.

Strong planning and organizational skills with attention to detail and the ability to make abrupt changes or decisions as warranted.

Strong computer proficiency with Microsoft Office to include Word, Excel, Power Point, etc.

Working Conditions

This position is performed in a traditional retail office environment.

This position requires the ability to communicate and exchange information, utilize equipment necessary to perform the job, and move about the office.

Daily Local Travel Required – Must be able to move from location to location within the same day, as needed, in an efficient and effective manner.

Out of town travel of meetings may be required on periodic basis

Indeed.com

Sales Associate/Clerk

Smoker Friendly | Smoker Friendly West Virginia - Williamstown, WV 26187

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

Brand: Smoker Friendly

Address: 211 A Highland Avenue Williamstown, WV - 26187

Property Description: Smoker Friendly 39 - 211 A Highland

Property Number: 39

Indeed.com

Seasonal Agronomy Office Associate

Heritage Cooperative - Waterford, OH 45786

Full-time, Temporary

Heritage Cooperative is always looking for friendly, outgoing, customer-service driven employees. Our people are our greatest asset, and we are constantly thinking outside of the box for new ways to make working at Heritage Cooperative attractive to our current and prospective employees. If this sounds like you, apply today and join the team!

ESSENTIAL JOB FUNCTIONS

Serve as a positive representation of Heritage Cooperative's Core Values

Provide Superior Customer Service

Highest Standards of Integrity and Trust

Continuous Improvement

Being a Good Partner

Abide by all safety regulations to ensure safety of oneself, coworkers and customers

Answer incoming phone calls and direct them in a polite and professional manner.

Assist and direct walk-in customers in a polite and professional manner.

Learn and keep up to date on the proper procedure for invoicing agronomy products and services.

Keep an accurate set of records for all sales, invoice tickets, receivers and transfers for the branch.
Maintain a complete and accurate inventory record of all agronomy products
Maintain and monitor agronomy supply contracts
Maintain a set of current agronomy price lists
Maintain a file for customer records as it relates to sales and purchases
Have a good understanding of agronomy software and be able to assist with inputting, changing and monitoring work orders
Ensure ODA recordkeeping and reporting requirements are met in an accurate and timely manner
Other duties as assigned

PREFERRED QUALIFICATIONS

High School Diploma or Equivalent
2+ years of experience in an office environment
Proficiency utilizing Microsoft Office
Previous Agronomy Experience

If you see yourself as a future Agronomy Office Associate with Heritage Cooperative, apply TODAY at www.heritagecooperative.com/Careers!

DISCLAIMER

The job description is not intended to cover or describe all tasks, duties and responsibilities the employee may be required to be asked to perform. Heritage Cooperative retains the right to change or add new tasks, duties and responsibilities at any time, with or without notice to the employee.

WORK AUTHORIZATION

Evidence of work authorization upon employment is required in compliance with the Immigration Reform and Control Act of 1986. Completion of USCIS form I-9 will be required in order to verify employment eligibility within 3 business days of the first day of employment.

AAP/EEO STATEMENT

Heritage Cooperative 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, Heritage Cooperative 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.

Heritage Cooperative expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Heritage Cooperative's employees to perform their job duties may result in discipline up to and including termination.

Job Types: Full-time, Temporary

Experience:

Agronomy: 1 year (Preferred)

Education: High school or equivalent (Preferred)

License: Driver's License (Preferred)

Indeed.com

Front Desk Associate

Fairfield Inn & Suites_ - Marietta, OH

Part-time

Fairfield Inn & Suites Marietta has part-time openings for Front Desk Associates. Hours are 3 pm to 11 pm and 11 pm to 7 am. Candidates must be able to work weekends and holidays.

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 Computer Skills/Keyboard/Typing Skills

Prioritize work activities; use time efficiently

Ability to Work Independently, with little or no Supervision

Ability to complete multiple tasks simultaneously

1-year experience front desk at hotel

Pre-employment background check required

Apply today to join our team!

EOE

Job Type: Part-time

Experience: Hotel Front Desk: 1 year (Required)

Education: High school or equivalent (Required)

Indeed.com

Experienced Server

The Galley - Marietta, OH 45750

\$10 - \$13 an hour - Full-time, Part-time

Premier dining and entertainment venue seeks Experienced Servers to join the team! The Galley, The Adelpia Music Hall, and The Hackett (Hotel) are all located at the epicenter of Historic Marietta, Ohio. The perfect candidate must enjoy a fast-paced atmosphere and provide excellent customer service.

We are looking for friendly, dependable and outgoing people that understand the keys to customer satisfaction. The ideal candidate will have excellent communication and people skills, ability to maintain professional working relationships with other co-workers and remain composed under stress. Don't miss your chance to be a part of the team that delivers the best food and fun to the Valley!

Job Types: Full-time, Part-time

Salary: \$10.00 to \$13.00 /hour

Experience:

Server: 1 year (Preferred)

Restaurant: 1 year (Preferred)

Work Location:

One location

Indeed.com

Deckhand

Valley Gem Sternwheeler / Riviera at the Valley Gem - Marietta, OH 45750

\$9 - \$12 an hour - Full-time, Part-time

The Valley Gem Sternwheeler is currently seeking a number of people to work as Deckhands and Banquet Servers aboard our boat. Experience is a plus, but we are more than willing to train the right person. You will be subject to the United States Coast Guard required random drug testing program so being to pass a drug test is an absolute requirement. Hours are day and evening with weekends and some holidays.

Job Types: Full-time, Part-time

Salary: \$9.00 to \$12.00 /hour

Experience: inland marine: 1 year (Preferred)

Additional Compensation: Tips

Work Location: Multiple locations

Schedule: Weekends required

Holidays required

Day shift

Night shift
Indeed.com

Administrative Assistant

Witten Farm market & Greenhouse

We are looking for a friendly, energetic person to join our small but mighty office team.

In this full-time role, you will be responsible for performing general bookkeeping/clerical duties for The Witten Farm.

Weekly duties will include:

- Process employee payroll in a timely and accurate manner
- Assist all employees with any payroll related information they need promptly and accurately
- Assist with administrative tasks for multiple supervisors
- Greet and direct visitors
- Assist with incoming business calls
- Create & maintain Excel spreadsheets
- Data Entry
- Word Processing
- Inventory/Order Office Supplies
- Filing
- Other duties as assigned

To be considered for this exciting opportunity, we would like you to meet the following qualifications:

- Associates Degree preferred but not required
- Organizational skills and time management skills required
- Excellent verbal and written communication skills are required
- Must have experience in: Google Applications, Apple iOS Operating System and Microsoft Office
- Multi-task abilities with attention given to detail and urgency
- Must exhibit confidentiality and thoroughness in completing required tasks
- Must exhibit good self-motivation and problem-solving skills
- Align with The Witten Farm core values: Family, Honesty, Teamwork, Quality, and Hard Work
- Great attitude is highly valued

Location: Beverly, OH

Hours: Monday thru Friday, 8am – 4:30pm. Some Saturdays might be required during peak season.

Email resumes to Nicki Vannoy at wfmnicki@gmail.com

Food Server

Valley Gem Sternwheeler / Riviera at the Valley Gem - Marietta, OH 45750

\$8.55 an hour - Full-time, Part-time

The Valley Gem and the Riviera have immediate openings for experienced servers to work table service and buffet banquets for lunch, dinner and special events. Food service experience required. Preferred candidates will have experience in fine dining and banquet service. Must be willing to work evenings and weekends on both the Valley Gem and the Riviera and be able to pass a drug test. Must be 18 or older. Pay is \$8.55 per hour plus tips.

Job Types: Full-time, Part-time

Salary: \$8.55 /hour

Job Types: Full-time, Part-time

Salary: \$8.55 /hour

Experience: Food Service: 1 year (Preferred)

Education: High school or equivalent (Preferred)

Additional Compensation: Tips

Work Location: One location

Schedule: Weekends required

Day shift

Night shift

Indeed.com

Field Staff Manager/HR Specialist

Comfort Keepers - Marietta, OH

\$37,000 - \$49,000 a year

Job Summary:

Under the direction of the COO, is responsible for hiring and on-boarding all field staff as well as managing a team of field staffers. Performs Human Resource duties and functions for the company. Is responsible for compliance with HR laws, policies, and procedures. Is responsible for preventing and handling all Unemployment Claims and Workers' Comp Claims. Provides telephone customer service to potential clients, existing clients, and field staff. Communicates and follows up on all customer service activities with appropriate actions and documentation. Participates in the on-call rotation. Is responsible for weekly reporting of key performance indicators.

Qualifications:

Must possess above average human relations, customer service, problem solving, dispute resolution, organizational skills, good follow through and a positive professional, business image.

Must have a good working knowledge of HR.

Must be computer literate and have good oral and written communication skills.

Attention to details, confidentiality, and discretion are essential.

Must be a team player willing to share information and work cooperatively with other members of the office and field teams.

Essential Functions:

Responsible for recruitment activities including employment advertising.

Responds to potential employment inquiries received via phone and/or the web. Sells our employment opportunities to potential employees.

Manages the process of screening, hiring, and on-boarding new employees.

Conducts interviews and orientations. On-boards new employees by coaching, mentoring, briefing and debriefing them.

Conducts background checks and annual rechecks including references, drug screenings, criminal investigations, credential verification, driving record and insurance verification.

Administers our training program and coordinates staff meetings.

Oversees all performance feedback and disciplinary actions.

Conducts terminations and resolves employee disputes.

Actively guides handling of employee issues for entire staff to prevent Unemployment and Workers' Comp claims.

Responds to, disputes and actively manages all claims.

Maintains employment records.

Manages a team of field staffers. Provides coaching and performance feedback for assigned Field Staffers.

Must follow all communication protocols.

Participates in management of field ops resolving client issues, directing staff, and coordinating care. Assists with filling shifts as needed.

Attends periodic management meetings and participates in continuous process improvement.

Participates in on-call rotation. Covers shifts in the event that a field staffer cannot be located.

Assists the other members of the management team as needed.

Working Environment: Primarily an office setting but occasionally includes various client homes or hospital/facility care.

Indeed Hire and Comfort Keepers are working together to find the best candidate for this job.

By applying, you agree to be contacted by our agent, Indeed Hire, and receive updates via text and phone about your application.

Job Type: Full-time

Salary: \$37,000.00 to \$49,000.00 /year

Experience:

Management: 3 years (Required)

recruiting: 1 year (Required)

Human Resources: 1 year (Required)

Job distance:

Marietta, OH: Between 31 and 40 miles (Preferred)

Benefits:

Retirement plan

Paid time off

Indeed.com

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

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

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

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

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

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

SERVERS

Columbo's Restaurant, Parkersburg, WV (26101)

Full Time

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

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 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

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=216409923&wdjobid=4259354712&sq=pg%3d1%26q%3dpatrolman%26zip%3d43756%26sid%3d68%26rad%3d20%26rad_units%3dmiles&saved=false

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>

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

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-XQIQ2ThGIXaDbTVJk4aspTLRP3IK9yzPFDAQoh8RE2W9N6fiVRz30C5q01fC5zmkVUpOIIxVI3YT-M24bV9211IBbDsG2eXwVfRKVpUptMUHB8drWRTv9PJEnKnyeRYv2t7w5bSpe3qjZvEGMWA5DyP6HpB8HMr00bOGalRvXyYCKy0EK9i1d19jT3j4Bn5aftHu87jBOOnfY7x0etyYMM3CAjBsSYOmQTOMp_Y4I5QsaQ9izLV9sM1x4aKucKJYNfHNL6lOqKTsofzSqY3TvWPW4ZvxEGoBbdA2PHOWptHPy7bUNFZJRNYQy0r7ZrPW9iwIB_y9yTXZ_tnkKEUgljf6evVXyfZ70Mc6OUndPHCbccBAL87-NrRRTKbLo5tiOt79YQwY2ADeEY46roNkCwLy3sufWajxjCJBZPXEXHOINEm1Uvc8yQVsNjne47Hb7Ppc47XB688zCSibjKDEB8ctrqWlctwq_EKxGeD5LYjI8ZNHr1pB24ehmijmkn-QyJc8lckyZnRULdrO0l8os2FADq0htYnlqNIFxoCDDGSy4NOZ-tZ1Ww5fM3yXZwVWz3c4VE3mRSHKhitxh5riuZudl5ZK_5nQJTIGMpYAyFEFvuuO78kvRstdabYrbuljAgyzgnVbawvkyk-3WSPrsEB_DdV6PsX-cWhY1_4A83v_nQonTF6uOC2K2bWbOinB9DjwYcjpU6_KLNtXIYDc7zI4VFULPLj0FdAC9nMq-Thly_Irks8r0iihn10b7IEBNwSDNCv3WtKcN5PBLuTx9PfeM8ELRaZburrmCY0NcxH4_iBrEqK8PGVSWdWroilCZLdW-lyBcybZz6mPH1Uj5qXRilyDrnP_J4d_imizFcJdiG_krLXpTqiyoxqpeXN8FlnDpODlkou1OGwo1XVtZpXG-aV-TJ7iMAU-h3tKPoyVU1Op7HTv6qwPE6OJ8_7gWCvSncxJ1P7gUhzNnjFWoKfQps-HTI0i0e69sSodCpDmR7UxE6X8dCy-dMMzQBEtBbJ-ANhyR7tQkz8No2blPUkjTZedEUYYkZQ27EaCdjALJjc0_y9Q

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=®ion_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=®ion_browse=&category=999

Administrative Assistant

Jim Leach, LC - Parkersburg, WV 26101

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 ++

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

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

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

<https://www.glassdoor.com/job-listing/office-assistant-lamp-pestproof-wildlife-control-vienna-wv-jid-IQ1c1f8fc40b40209650c40787e02958.html?source=Recruitics%20Reach&viewer=44b5f92d3ec411ea8de4a17eefe758bee01c1f8fc40b40209650c40787e02958>

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@lamppestproof.com; Please put "Office Assistant - MOV Jobs" in subject line. No Phone Calls, Please.

https://midohiovalleyjobs.com/job_view.php?jobid=6841&keyword=®ion_browse=&category=999

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

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>

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!

EEO: 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

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 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.

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!

EEO: 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

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 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

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.

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

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=®ion_browse=&category=999

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

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.

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

https://www.appone.com/maininforeq.asp?Ad=706507&R_ID=2871478&Refer=https://www.indeed.com/&B_ID=91

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. <#

https://www.appone.com/maininforeq.asp?Ad=706507&R_ID=2871480&Refer=https://www.indeed.com/&B_ID=91

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.

https://www.appone.com/maininforeq.asp?Ad=706507&R_ID=2860693&Refer=https://www.indeed.com/&B_ID=91



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/>

NOW HIRING

Lipscomb Construction

is now hiring residential construction workers

- We are a residential construction company based out of Cutler, Ohio. We build houses and log homes in the Mid Ohio Valley.
- We work Monday thru Friday, locally.

We are currently hiring 1-2 people

Applicants must:

- Be drug free, and have reliable transportation to and from job site.
- Have knowledge of residential construction
- Have references from past employment
- Not be afraid of heights

Starting pay is \$15/hr (but can be adjusted for right applicant)

Wages and raises will be based on experience, references and performance.

Contact

Mike Lipscomb 740-989-2910

Steve Lipscomb 614-915-9676

or email

mikelipscombconstruction@gmail.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

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

Dietary Aide/Cook Part-Time

Riverside Landing Nursing & Rehabilitation McCannelsville, 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>

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

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

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

- 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

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

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

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

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

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

Lowes. – 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>

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

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>

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.

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

https://midohiovalleyjobs.com/job_view.php?jobid=6847&keyword=®ion_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

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

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-aide/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

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

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

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

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

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.

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 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 GOTTCChA 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

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

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

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 ’ 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://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

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

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

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

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

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

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

Employer Details: Landscaper

Location: Marietta, Oh

Hourly Rate: \$10-12 / hr. Weekly Pay

Job Summary: Local company has immediate openings for landscapers. Landscaping Experience is a preferred but not required. The qualified candidate must have a valid driver's license, reliable transportation, and be able to lift up to 50 lbs.

Shifts Available: Varies

Minimum Exp: NA

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: 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

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

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: 1st, 2nd, & 3rd

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

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, 1st 2nd & 3rd

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

Employer Details: Landscaper

Location: Marietta Oh

Hourly Rate: \$10.00/hr. Weekly Pay

Job Summary: Local company seeking temp to perm employees for a landscaper position. The candidate must have prior landscaping experience and have a valid driver's license.

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: YES

Drug test Required: YES

Employer Details: Forklift Operator

Location: Davisville, WV

Hourly Rate: \$15.00/hr. Weekly Pay

Job Summary: Local company seeking an experienced forklift operator to join their team. The qualified candidate must have a valid driver's license and reliable transportation. A drug screen and background check must be completed. This is a temporary position that could possibly lead to a full-time position. Previous warehouse experience and being safety oriented is required.

Shifts Available: Days

Minimum Exp: 1 year

Education Level: No Requirement

Benefits: raise upon hire

Display Job Salary to Job Seeker: YES

Background Check Required: YES

Background Friendly: YES

Drug test Required: YES

Employer Details: Customer Service/ Call Center Representative

Location: Marietta OH

Hourly Rate: \$9.00 - 10/hr. Weekly Pay

Job Summary: This is a position with a great company, 35 years in business, temp to perm with benefits. Candidates should have good customer service skills and be able to troubleshoot situations in order to provide professional feedback and guidance. Basic Computer skills are a must.

Shifts Available: Days

Minimum Exp: 1 year

Education Level: No Requirement

Benefits: raise upon 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

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/mcmahontrucks/marietta/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

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.

Sample product according to Quality Control procedures.

Maintain equipment.

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

Clean 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

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

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

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

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

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

Material & Supply Yard Assistant

UNICON International, Inc. - Marietta, OH

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-4pm1 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

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 7th 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.geneshihcc.com/Parkersburg>

Willows Center

723 Summers St Parkersburg, WV (304) 428-5573 <http://www.geneshihcc.com/Willows>

Worthington Nursing and Rehabilitation Center

2675 36th 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

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OhioMeansJobs - Noble County

46049 Marietta Road, Caldwell, OH 43724
740•732•2392 x116

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OhioMeansJobs - Morgan County

155 East Main Street, McConnelsville, OH 43756
740•962•2519

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OhioMeansJobs - Monroe County

100 Home Ave., Woodsfield, OH 43793
740-472-1602

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