



Employment Services – Job Leads

Aug 8, 2022

(216) 651-5188

www.stepforwardtoday.org

Step Forward compiles a list of jobs that are available in Greater Cleveland each week. The list below is arranged by industry. Each entry includes brief information about the position with a link to the job posting for more information and to apply. “Hot Jobs” are positions that will be posted in this section for 30 days or until filled.

HOT JOBS

DELI CLERK – BJ's WHOLESALE CLUB – MIDDLEBURGH HEIGHTS

Part-time. Must be available in the evenings 3p-930p. Job Summary: Slices, packages, weighs, and sells various deli products, including meats and cheeses. Maintains the presentation and cleanliness of the deli, including deli display cases. Provides assistance to Members in the deli department. Responsibilities: Receives and inspects deli shipments; Displays, stocks, rotate, and stores deli products following food safety, food freshness, and product handling policies and procedures; Ensures that all products are fresh and meet company quality standards; Checks for out-of-date products daily and follows appropriate product salvage policies and procedures. Qualifications: Work experience in a deli department preferred; Prior experience operating manual/power slicers and scales preferred; Knowledge of deli products preferred; At least 18 years of age.

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https://bjswholesaleclub.wd1.myworkdayjobs.com/en-US/BJsCareers/job/Middleburg-Heights-OH-0124/Deli-Clerk---Part-Time_R71488

CAREGIVERS – COMFORT EASE HOME CARE – CLEVELAND

Full-time, Part-time. We are **HIRING IMMEDIATELY!** We offer **FLEXIBLE SHIFTS** Part-time and Full-Time with great benefits! We are looking for professional Caregivers, Patient Care Aides (PCA's) and Direct Support Professionals (DSP's). Job Duties: Assistance with daily personal care and hygiene; Do necessary housekeeping to maintain clean environment; Support clients with transfers / ambulation / mobility; Transport clients to errands and appointments.

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https://www.talent.com/view?id=7ef485e95ff1&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CASE PICKER – LINEAGE LOGISTICS – OAKWOOD VILLAGE

Full-time. \$19.49 per hour - TRAINING PAY. Component pay after training - NO CAP ON PAY! Sunday - start at 10 AM, Monday to Friday - start at 12 PM. Use pallet jack equipment to assemble customer orders while following all regulatory and company safety standards, policies, and procedures. RESPONSIBILITIES: Perform pre-use inspection on pallet jack equipment; Mark materials with identifying information; Open boxes and other containers when necessary; Pick products and make sure it shows the correct selection of lot numbers/product codes. REQUIREMENTS: Basic math skills; Ability to understand instructions in Country's official language or as defined by Lineage Logistics; Ability to work in temperatures as low as -20 Fahrenheit/-25 Celsius in cold storage sites or up to 100 Fahrenheit/37 Celsius in dry storage sites while wearing company provided personal protective equipment and freezer gear.

Published 8/1/22

https://onelineage.wd1.myworkdayjobs.com/en-US/External/details/Selector_R0023761?Country=bc33aa3152ec42d4995f4791a106ed09&locationRegionStateProvince=41493c81d9214eb190fd14067c7d974d&jobFamilyGroup=98761c89148b1085b5af6f18c43419fd

EMERGENCY ROADSIDE TECHNICIAN – ROADSIDE DISPATCHERS – CLEVELAND

Full-time, Part-time, Contract. Salary: \$400 - \$1,000 a week. We are one of the biggest emergency roadside assistance companies in the country, and a Veteran owned business! We are looking for Technicians to work full-time or part-time shifts, which you can set your schedule around time with your family, another job, or just when you want to work. Our technicians help stranded motorists by performing one of the following services: Deliver fuel; Jump their car; Change their tire; Unlock their car. In order to work with us, you will need: Valid driver license; Valid personal auto insurance; Smartphone - we manage our requests through an app that simplifies and speeds-up the roadside assistance process. Basic tools you will need to be



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successful: A reliable vehicle; Gas Can; 2-ton floor Jack, Lug Wrench, and Air compressor; Jump box; Lockout Kit.

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<https://www.indeed.com/jobs?q=urgently%20hiring&l=Cleveland%2C%20OH&start=30&vjk=6698ac8f2627ad4f&advn=7634113476119476>

HOUSEKEEPER – FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION (FRDC)

Part-time. The Housekeeping Staff position is responsible for daily cleaning of FRDC's office building. **RESPONSIBILITIES:** Maintains building through daily cleaning activities; Cleaning activities include daily cleaning of floors, bathrooms, common areas, restocking of bathroom supplies, cleaning multipurpose room table/chairs, empty trash; Responsible for cleaning one floor of a four (4)-story building; Identifies areas requiring repair and communicates building issues to Senior Maintenance Staff and/or Facilities Manager. **REQUIREMENTS:** Minimum of two to three years' experience in the area of housekeeping; Excellent communication and customer service skills required; Must have the ability to work with a diverse group of building tenants.

Published 7/25/22

To apply, Email your resume to: gpowell@fairfaxdev.org or drop off your resume to: Ms. Gail Powell, Fairfax Renaissance Development Corporation, 8111 Quincy Avenue, Suite 100, Cleveland, OH 44104

STOCKER – ALDI – CLEVELAND

Part-time. Starting Wage: \$16.00 per hour. Average Hours: Fewer than 30 hours per week. Duties and Responsibilities: Stock shelves and rotate product properly to guarantee fresh product is available for the customer; Follow merchandising planograms to create excellently merchandised displays; Organizes new inventory, removes and breaks down empty boxes; Operates machinery and follows all safety procedures. Education and Experience: High School Diploma or equivalent preferred; Prior work experience in a retail environment preferred.



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<https://aldicareers.dejobs.org/cleveland-oh/part-time-stocker/EECF55AA228342F3AC988FE3FE64A976/job/?vs=1005237>

SERVER – HARRY BUFFALO – CLEVELAND

Part-time. We are looking for a server who will be responsible for the position is accountable for the following areas: take and deliver food and beverage orders to customers in a timely and efficient manner; respect and show courtesy towards customers; exceptional customer service to our customers; proper wear of uniforms and personal hygiene; complete all side work thoroughly and efficiently. Must be at least 19 years of age upon date of hire.

Published 7/25/22

https://lensa.com/server-jobs/cleveland/jd/115c2a95d6f3d6d1cd00d690d7fe3ab2?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic#description

CUSTODIAN – CITY OF SHAKER HEIGHTS

Full-time Union position. Hourly Rate: \$18.84. Hours of Work: 3:00 p.m. to 11:30 p.m., Monday-Friday. ESSENTIAL FUNCTIONS/TYPICAL TASKS: Cleaning buildings and facilities; Sweeps, mops, vacuums and dusts offices and buildings; Cleans windows, walls, woodwork, bathroom fixtures; mops floors; sanitizes surfaces as needed; Operates carpet shampooer; vacuums and cleans carpets; strips and waxes floors; Gathers and disposes of refuse, litter and trash; collects recyclables and transports to disposal area; Sets up buildings and rooms for activities and meetings. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS: Any combination of education and experience equivalent to graduation from high school; Prior custodial experience preferred.

Published 7/25/22

https://www.simplyhired.com/search?q=unskilled&l=cleveland%2C+oh&job=JGmqT-UXeU4xNRwbxb0eHIWvv_6C8ArO0Qt8xNt2D4yg1yX0oeOnNg



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PACKAGE HANDLER – UPS – MIDDLEBURGH HEIGHTS

Part-time. \$15 / hr. Shift: Sunrise (3:00 AM - 9:00 AM) Twilight (5:00 PM - 10:00 PM) Night (11:00 PM - 4:00 AM). Applying for this role online is quick and easy – and you could even schedule your first day of work within 30 minutes! So, what does it take to make it through a busy shift moving boxes and packages? The ability to lift up to 70 lbs.; Stamina – this is a workout like no other! Legal right to work in the U.S. An eye for detail; Reliability, responsibility, and a really good pair of work shoes.

Published 7/18/22

https://www.jobs-ups.com/job/-/-/1187/31433485600?utm_source=jobs2careers&utm_campaign=7_64%20-%20great%20lakes&p_uid=fxwejLHYBJ&utm_medium=jobad&p_sid=v60Mpcb&ss=paid&utm_content=pj_board&dclid=CjgKEAjwt7SWBhDU4qOftsX10VUSJABlibhfsAP54BnM1FqyygRqhLRZa7NqgdTNauqeCme3U2YFsPD_BwE

AUTOMOTIVE DETAILER – CARMAX – WARRENSVILLE HEIGHTS

Full-time. If you want to build a career in the auto industry, start with a company that's leading the way. As an Inventory Associate, you will learn about our business from the ground up, with a focus on giving our customers an exceptional experience. Responsibilities: Log and track deliveries and vehicle inventory; Move cars around the site so they are available for customers to view; Ensure our locations are always welcoming to customers; Build your skills in cleaning, vacuuming and reconditioning cars to the standards our customers deserve. Requirements: A high level of motivation; Possession of a valid driver's license; Good communication and teamwork skills; Work outdoors in all types of weather.

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https://careers.carmax.com/us/en/job/CARMUSJV075996/Automotive-Detailer?utm_source=jobs2careers&utm_medium=phenomfeeds&utm_campaign=bayard&source=BY-Jobs2Careers&ccid=1643210748270az4252tge



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CUSTOMER SERVICE

REMOTE CUSTOMER CARE REPRESENTATIVE – BREEZELINE

Full-time. The hourly rate of pay is \$15.00 with rewarding benefits! Customer Care Representatives are Breezeline’s personal experts on the other end of the phone line for our customers whether they have questions on their bill, have service issues or are looking to add digital cable, digital home phone or internet services. Responsibilities: Handle complaints concerning billing or services rendered, referring complaints of service failures to designated departments to seek resolution; Achieve proficiency in providing customer support for service complaints within a required time frame; Answer questions regarding services and products; receive telephone calls from cable customers to discuss billing questions and service concerns; Handle customer needs and promote cable services to existing and new customers with tact and courtesy. Requirements: High school diploma or general education degree (GED) necessary; One year call center/customer care or other related customer contact experience preferred; Basic computer/keyboarding skills; English/Ability to speak fluent Spanish.

https://jobs.valleycentral.com/jobs/customer-care-representative-remote-cleveland-ohio/673890890-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – NATIONAL GENERAL INSURANCE – CLEVELAND

Full-time. This position is responsible for handling moderate to complex inquiries, addressing various types of policies and billing inquiries from internal or external customers. Responsibilities: Resolve routine, complex, and unique questions/issues; Ensure facilitation of first call resolution and customer satisfaction on all transactions handled; Employs probing questions and actively listens to customer issues or questions, showing interest and compassion



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and displaying empathy for the caller's situation. Qualifications: High school diploma or equivalent experience; 2-3 years customer service experience preferred; May require a Property and Casualty license, based on business unit requirements.

https://builtin.com/job/operations/customer-service-representative/1105457?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER CARE SPECIALIST – GORJANC COMFORT SERVICES – MAYFIELD HTS.

Full-time. Pay Rate: \$18.00 - \$24.00/hr. Work Hours: Full-time: Monday through Friday, 8:00 am - 4:00 pm or 11:00 pm - 7:00 pm. Some overtime as needed. Occasional Saturdays with prior notice. Responsibilities: Your primary responsibility is to help clients schedule appointments for HVAC, Plumbing, and Electrical service; Ensure a company-wide commitment to quality and total customer satisfaction; Check with clients to be certain they are satisfied with our performance. Must possess superior communication and diplomacy skills necessary to fully resolve any customer concern or complaint and assure total customer satisfaction; Must have a minimum typing speed of 30 wpm; Intermediate to Advanced computer skill set; Intermediate MS Excel, Word, Outlook skill set.

https://www.ziprecruiter.com/c/Gorjanc-Comfort-Services/Job/Customer-Care-Specialist/-in-Cleveland,OH?jid=18f3641530839c8e&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY LEVEL CUSTOMER SERVICE AND CLAIMS – SEDGWICK – INDEPENDENCE

Full-time. Sedgwick is a leading provider of technology-enabled risk, benefits and integrated business solutions. Taking care of people is at the heart of everything we do.

RESPONSIBILITIES: Provide excellent customer service to external customers and internal support to an assigned team; Act as a liaison between customers and team members when necessary; Provide detailed notes on phone calls, and track and code documentation according to standard processes; Educate and inform customers about processes, timelines and status of



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inquiries via multiple communication channels. **QUALIFICATIONS:** Education & Licensing: High school diploma or GED required; **Skills:** Strong oral and written communication, computer literate – including Microsoft Office, organizational skills required; **Experience:** Clerical or customer service experience or equivalent combination of education and experience preferred.

<https://sedgwick.dejobs.org/independence-oh/entry-level-customer-service-and-claims-positions-training-program-and-career-growth/689EEE8D7D3C47D999974D7D223CEAF2/job/?vs=1001559>

CUSTOMER SPECIALIST – CARMAX, INC. - CLEVELAND

Full-time. 4900 Pointe Parkway, Warrensville Heights, Ohio, 44128. As a Customer Specialist, you will be empowered to provide an iconic experience for our customers by acting as a guide and offering support during every step of their CarMax journey, reinforcing our simple and seamless process. **Responsibilities:** Provide exceptional customer service by guiding customers every step of the way, from sale or facilitating the appraisal to test drives and arranging financing applications; Conduct vehicle condition assessments by collecting, recording, and communicating information to Buyers that will be used to perform customer appraisals; Check in and receive vehicles that are shipped to CarMax; complete the daily scanning and reconciliation of vehicle inventory; Perform cosmetic inspections and ensure that all vehicles meet CarMax Quality Standards. **Requirements:** High School Diploma, or equivalent; Sales and customer service experience, in an area such as retail, preferred; Valid Driver's License; Basic skills with Microsoft Office Suite.

https://getwork.com/details/7c5e372f5233f7f317f5ad44ca29d6e4?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RETAIL CUSTOMER SERVICE ASSOCIATE – FEDEX – CLEVELAND

Full-time. The Store Consultant consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. **Responsibilities:** Demonstrates consultative behaviors in a retail environment



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to understand each customer's individualized need; Provides customer expertise in printing, signs and graphics and shipping product lines and can recommend appropriate FedEx Office products and services; Provides an outstanding customer service experience by using consultative skills to anticipate customer needs, suggest alternatives, and find solutions to meet customer needs. Requirements: High school diploma or equivalent education; 6+ months of specialized experience; Excellent verbal and written communication skills.

<https://careers.fedex.com/office/jobs/RC529010?lang=en-US>

CALL CENTER AGENT – WINDOW NATION – CLEVELAND

Full-time. Window Nation is searching for an Outbound Call Center Agent to ensure the best quality experience for every customer that wants to begin their purchasing journey.

Responsibilities: Place a high volume of outbound calls to follow up on sales leads; Transition canvassed customers from our Field Marketing Agents to your set lead; Exercise judgment and make timely decisions to promote smooth workflow; Schedule and manage appointments for the sales team. Requirements: High School Diploma, GED, or equivalent; 1-3 in a food service or customer service-oriented field; Proficiency in Microsoft Office.

https://www.salary.com/job/window-nation-llc/call-center-agent/7e6c4482-3645-4213-9014-0ee2682f1fe4?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BAGGAGE SERVICE OFFICE AIRPORT AGENT – ENVOY AIR INC. - CLEVELAND

Full-time. NEW PAY RATE - \$14.57/HR! NO EXPERIENCE REQUIRED AND HIRING IMMEDIATELY! Responsibilities: Assists passengers with claims for lost/damaged luggage; May provide announcements to passengers explaining baggage procedures and offering assistance to disabled passengers at the baggage claim area; Remove unclaimed bags from carousel. Requirements: Minimum age: 18; High school diploma, GED, or international equivalent; Possess a valid, unexpired and unsuspended state driver's license; some license



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restrictions may prohibit a candidate from being considered for this role; Ability to work rotating shifts including days, overnights, weekends, holidays, and rotating days off.

<https://www.indeed.com/jobs?q=Immediate%20Hire&l=Cleveland%2C%20OH&start=10&redirected=1&vjk=3cd72215f961ca2d&advn=9104614018194215>

FLIGHT ATTENDANT – AMERICAN AIRLINES – CLEVELAND

Full-time. American Airlines serves the travel needs of our customers, both domestically and abroad as we care for people on life's journey. We are looking for individuals who are reliable, resilient, customer focused, and professional. Job Requirements: High school graduate or GED required; The passport must not expire within the next 6 months. The ability to travel in and out of the United States (including Canada) and the ability to travel to all current and future international destinations served by Frontier Airlines are required. Passport Cards are NOT acceptable as they do not permit air travel to and from the United States. Your passport must be a passport booklet; MUST BE 20 years of age to begin the interview process; 1 to 2 years of customer service experience preferred.

https://thecareerposting.com/job/flight-attendant-job-in-cleveland-american-airlines-careers/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER REPRESENTATIVE – DIAL AMERICA – MIDDLEBURGH HEIGHTS

Part-time, Full-Time Pay: After training, our top agents make an average of \$11-\$15 an hour. Specific duties for Call Center Representatives: Identifying and resolving customer issues using problem-solving skills. Upselling products and/or services to the customer. Continually maintaining a working knowledge of our clients' products, services and promotions. Putting the customer first and remaining polite and professional at all times. The attributes that make a great Call Center Agent include: Willingness to learn; Competitive spirit; Reliable Enjoy helping others; Able to communicate with all types of people.



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https://bizjournals.com/cleveland/jobposting/3165717858?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLIENT SERVICE SPECIALIST – SLICE LABS, INC. - CLEVELAND

Full-time. This is a remote position. This ROLE ensures quality service and support for agents, customers and policyholders, with a key focus on needs identification, technical instruction and problem solving. Responsibilities: Direct phone-based customer interaction and live chat to answer and resolve a wide variety of inquiries relating to both the products themselves as well as to Slice's cloud-based platform. Utilizing best-in-class communication techniques when responding to customers. Placing outgoing phone calls to complete follow-up on customer support requests as necessary. Requirements: A 2-year college degree or higher, or equivalent experience. 2 years of customer service experience, analyzing and solving customer problems. 2 years of Property & Casualty insurance industry experience, with knowledge of commercial insurance is an asset but not a prerequisite.

https://www.salary.com/job/slice-labs-inc/client-service-specialist/j202204150545467230814?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE

EVENT RECEPTIONIST – CLEVELAND CAVALIERS

Part-time. \$11.71 to \$15.13 per hour (estimate). The event receptionist is responsible for handling in-bound telephone calls at Rocket Mortgage FieldHouse and greeting visitors and team members as they enter the Administrative Offices. Responsibilities: Answers incoming calls to Rocket Mortgage FieldHouse switchboard; Takes accurate and complete messages; Transfers calls as required to the appropriate team or team member; Provide callers with information such as upcoming event information, directions and other related information. Requirements: Must be



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reliable, flexible and punctual Must possess a pleasant personality and a professional attitude/appearance; Must be a self-starter who requires minimal supervision.

https://www.salary.com/job/cleveland-cavaliers/event-receptionist-part-time/j202202221416107459099?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMUNITY SERVICE/LEADS COORDINATOR – SUMMIT COUNTY COMMON PLEAS COURT

Full-time. SALARY RANGE: \$43,326.40/\$20.83. DEPARTMENT: Adult Probation Department General Division. RESPONSIBILITIES: Interviews probationer referrals to the Community Service Program to establish background and determine program eligibility; resolves problems occurring during the interview process; Functions as a Terminal Agency Coordinator (TAC) for the Law Enforcement Automated Data System (LEADS) conducting record checks which may be required by the Adult Probation Department, Court of Common Pleas General Division, or may be required in the normal course of pretrial release activities; Prepares and maintains related records and reports and statistical data; prepares and maintains correspondence with judges and probation officers. QUALIFICATIONS: An associates or bachelor's degree in criminal justice, behavioral science or related discipline, or equivalent experience. LEADS (Law Enforcement Automated Data System) certification. Possession of a valid Ohio Driver's License and liability car insurance.

Letter of Interest and Resume must be sent via email in word/pdf format to:

hr@cpcourt.summitoh.net

EXECUTIVE ASSISTANT – FUTURI – CLEVELAND

Full-time. The CEO of Futuri is searching for a Cleveland-based, in-person Executive Assistant (EA) business partner to help coordinate the chaos of his professional world. **WHAT YOU'LL DO: Project Management:** Serve as an active member of the Leadership Team and attend meetings to capture, share, and track action items. Synthesize meeting information, outcomes,



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and action items so they may be shared with others who don't have full context. **Calendar & Priority Management:** Support the CEO with calendar and priority management across his businesses; Be prompt and responsive to email and calendar requests. When priorities change quickly, respectfully communicate to those affected and seamlessly move meetings. **Research, Reporting, & Presentations:** Prepare presentations. Example: the CEO may tell you he is doing a keynote at a conference. He sends you three outlines from previous presentations. Your job is to connect the dots from previous presentations to the upcoming keynote outcomes and draft an updated presentation outline. Qualifications: 3-5 years of experience as an Executive Assistant, Operations Manager, project management, or similar role in a fast-paced environment; Ability to work 8-5, Monday through Friday in-person in our office in the Cleveland metro area with the ability to be responsive after hours; Well versed in Microsoft Office 365 Suite.

https://boards.greenhouse.io/basehqresearch/jobs/6287995002?gh_src=26f3f0a32us

MARKETING COORDINATOR – JEWISH FAMILY SERVICE ASSOCIATION – PEPPER PIKE

Part-time. This is a part-time position and can be performed remotely (16 hrs./week). JFSA Cleveland seeks an enthusiastic, creative and resourceful individual to join our team of highly motivated marketing and development professionals. Duties: Assists with content creation for external communications; monitors agency social media channels and responds as directed; updates agency websites as directed; Assists in planning and producing agency/program video segments as needed, including research, scripting, taping, editing, and post-production activities. Manages external resources as appropriate. Requirements: Bachelor's degree in Marketing, Communications or a related field of study; At least 5 years of experience in fundraising and/or marketing or related field; At least 5 years digital marketing and website administration experience.

https://tarta.ai/j/UVy_238BUtwXGc8fFDXO-marketing-coordinator-in-cleveland-oh-at-jewish-family-service-association-of-cleveland?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ADMINISTRATIVE ASSISTANT II – KELLY – CLEVELAND

Full-time. We have 2 shifts available 5:30 am-1:30 pm or 1:30 pm -9:30 pm with a pay rate of \$18.00 per hour. Kelly is hiring an Administrative Assistant for one of the largest and most respected Higher Education Institutions in the Cleveland, OH / University Circle area. This is a Temporary role but may converted to permanent based on performance during the assignment! ESSENTIAL FUNCTIONS: Receive, transmit, and note all maintenance, parking and outside support agencies on multi-based radio communications; Receive, handle and/or transfer all calls (non-emergency); Gather and compile information for management use via Computer Aided Dispatch. QUALIFICATIONS: Experience: High School Diploma or GED Required; A minimum of 1 year customer service experience.

https://www.salary.com/job/kelly/administrative-assistant-ii/j202203121121415719315?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PROBATION INTAKE CLERK – CUYAHOGA COUNTY JUVENILE COURT

Full-time. Division/Department: Court Administration/Probation Services Salary: \$33,519.19. Essential Duties and Responsibilities: Greets and receives youth and families, probation staff and courtroom personnel and gathers information for the Intake process; Enters data as necessary via electronic task assignments for the processing of Judicial Orders, generating appointment notices, etc.; Updates the Information system as needed; Picks up, sorts and processes distribution material submitted to Probation Support Services to appropriate locations; Prepares case files for investigation assignments by entering necessary data into logs and preparing them for distribution to appropriate district offices and courtrooms. Qualifications: High school diploma or equivalent AND Six (6) months of experience in a clerical position; Candidate must have computer knowledge, be familiar with Microsoft Office and have strong data entry skills. Must also type 40 WPM with the ability to perform general clerical duties and operate office equipment.



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https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Probation-Intake-Clerk/-in-Cleveland,OH?jid=8d928eee2d27144c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

POSTAL MAIL PROCESSOR – USA LABOR SERVICE – CLEVELAND

Part-time. \$21.74 to \$38.62/hour. NO EXPERIENCE REQUIRED – PAID TRAINING PROVIDED – JOB SECURITY. The Postal Service is currently hiring and there are MANY different positions available. Mail Processor – Performs a variety of functions to accomplish the processing of mail. Functions may include the sorting and handling of mail and preparing mail for shipment to the next destination. To qualify for employment, you must be 18 years of age or older, have a high school diploma or a GED (NO college required) and be a U.S. citizen (or have a green card).

https://www.linkedin.com/jobs/view/postal-mail-processor-%2421-74-to-%2438-62-hour-at-explore-job-search-3165490253/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE ADMINISTRATOR/BILLING CLERK – AREA TEMPS – CLEVELAND

Part-time. The hours are Monday through Friday from 1 p.m. to 5 p.m. A local company is seeking an Office Administrator / Billing Clerk whose role is to ensure that incorrect billings are avoided. Responsibilities: Prepare all shipping orders for billing, ensure the quantities shipping are correct, and question any line-item left bank to make sure it has not already shipped; Print all packing lists with correct shipping method, identify all backordered, and verify all picking tickets are printed; Release all orders in Microsoft Dynamics for invoices.

https://www.talent.com/view?id=8d6986cc6959&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE ASSISTANT – ELIZA BRYANT – CLEVELAND

Full-time. Salary: \$13.00 per hour. Eliza Bryant Village is recruiting an experienced Office Assistant. The ideal candidate will be an enthusiastic team member who has the ability to follow through on assignments, pay close attention to detail and work well with people.

Responsibilities: Organizational and clerical support with a detailed, systematic understanding of office management procedures; Maintains office operations by receiving tenant rents, and tenant work order requests, customer communications; collecting and mailing correspondence; copying and filing information; Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items and delivering supplies to work stations. Requirements: Three years' necessary; Working in a leasing office, with seniors and families with low income is a plus; High School Diploma; an Associate's Degree is a plus; Driver's license.

https://www.salary.com/job/eliza-bryant-village/office-assistant/j202207080429014453193?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE ASSISTANT – BREAKTHROUGH SCHOOLS – CLEVELAND

Full-time. \$15 per hour commensurate with experience. Breakthrough Public Schools is seeking a highly collaborative, detail-oriented Office Assistant to join the school Operations team.

Essential Job Functions: Answer phones and respond to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues; Greet visitors (e.g., public, parents, students, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with policies regarding building security; Distribute mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.; Record messages left on the nightly voicemail system and distribute accordingly. Requirements: High school diploma or equivalent required; 2 years of office experience required (school office experience preferred).



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https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/Office-Assistant/-in-Cleveland,OH?jid=426722335d815cd2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLAIMS ADMINISTRATOR – NSM INSURANCE GROUP – CLEVELAND

Full-time. Remote position. \$20 per hour. Embrace Pet Insurance is seeking a Claims Administrator. A Claims Admin's main job is to gather documents and data for the claims team. They process incoming faxes and emails, set up claims, make calls to vet clinics for missing info and documents. The perfect candidate for this position; does not mind performing tons of similar tasks all day, can work these tasks at high speed, is happy in an office with dogs all over the place, can type at least 75-90 wpm, is very comfortable and wants to be part of a great company with great benefits.

https://www.ziprecruiter.com/c/NSM-Insurance-Group,-LLC/Job/Claims-Administrator/-in-Cleveland,OH?jid=0a16db7c29d35a9f&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ADMINISTRATIVE ASSISTANT – CLEVELAND STATE UNIVERSITY

Full-time. Estimated Salary: \$20 to \$28 per hour based on qualifications. Cleveland State University is Now Hiring an Administrative Assistant! Administrative Assistant Duties Include: Handling all forms of correspondence; Maintaining records; Performing Data Entry; Completing other clerical tasks as needed. Administrative Assistant applicants should have strong organizational, written, and verbal communication skills.

https://cleveland-oh.geebo.com/jobs-online/view/id/338071204-administrative-assistant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OFFICE ASSISTANT – CONRAD’S TIRE - CLEVELAND

Full-time, Part-time. Western Management is looking for a part-time office assistant to join our team in the Westpark/Kamm's Corners area of Cleveland. This entry level, part-time opportunity averages 20-25 hours per week. Flexible weekday hours! Essential duties include, but are not limited to: matching invoices, filing and assisting our Accounts Payable staff. We are a drug-free environment, background check and good driving record required.

https://www.salary.com/job/conrad-s-tire-express-and-total-car-care/office-assistant-full-time-and-part-time/j202205231822458916801?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FILE/RECORDS CLERK – CLEVELAND CLINIC

Full-time. Estimated Salary: \$20 to \$28 per hour based on qualifications. Responsibilities: The File / Records Clerk will accurately and efficiently verify, maintain, and update all Records and perform other clerical tasks as needed. Qualifications: File / Records Clerk applicants should be highly organized and detail oriented.

https://cleveland-oh.geebo.com/jobs-online/view/id/338071203-file-records-clerk-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE ADMINISTRATOR – BRANDSAFWAY – CLEVELAND

Part-time. We are looking for a part time Office Administrator for our Cleveland, OH location. Responsibilities: Answer all incoming phone calls and assist guests and visitors as they arrive. Prepare and deliver weekly reports. Complete departmental projects as assigned. Qualifications: Must be able to prioritize projects and work independently in a fast-paced environment. Must have advanced computer knowledge including Word and Excel programs. Associate degree or equivalent from two-year College or technical school or three to five years related experience and/or training; or equivalent combination of education and experience. Ability to communicate



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effectively in a multicultural, multinational environment.

https://tarta.ai/j/dgsinH8BUtwXGc8fie0--office-administrator-in-cleveland-oh-at-brandsafway?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE SERVICE COORDINATOR – MILLENIUMSOFT – CLEVELAND

Full-time. 12-month contract. Shift Timings: 8 AM - 4:30 PM. Level of Experience: Entry Level. This position will require someone willing to learn SAP operating systems. This position will work closely with other plant departments as well as product suppliers to develop production plans that meet our customers' requirements. Responsibilities: Enter purchase orders into the plant systems. Assist management and purchasing with product procurement. Arrange and schedule shipments to and from suppliers. Communicate customer requirements from plant production to product suppliers. Required Competencies: Education: High School Graduate or Equivalent. Skills: Office and PC Skills Required. Excellent Verbal and Written Communication Skills.

https://millenniumsoft.applicantstack.com/x/detail/a2pjxso6pmqi?pge=17&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RECEPTIONIST/GENERAL OFFICE – OHIO BASEMENT SYSTEMS – TWINSBURGH

Full-time. Ohio Basement Systems is growing rapidly and seeks a friendly and welcoming Receptionist/office admin to join our team. Job duties include, but are not limited to: 1. Answering phones. 2. Organizing files. 3. Making copies. 4. Scanning folders in the database. Qualified candidates will possess the following: 1. H.S. diploma or equivalent. 2. Customer service experience. 3. Proficient with Microsoft Office Suite (Word, PowerPoint & Excel).

<https://www.jobonom.com/jobs/receptionistgeneral-office-225507?utm-campaign=google-jobs-apply&utm-source=google-jobs-apply&utm-medium=organic>



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PART TIME MAIL PROCESSOR – AD-USA LABOR SERVICES – CLEVELAND

Part-time. Starting salary from \$19.47 to \$33.82/hour. The Postal Service is currently hiring and there are MANY different positions available. Responsibilities: Clerk - Clerks sell stamps, take incoming mail, sort and distribute the mail in addition to other clerical functions. This position also assists the public with general mailing needs, such as completing a change of address, mail holds, giving out post office box keys, etc.

https://cleveland-oh.geebo.com/jobs-online/view/id/859410516-part-time-mail-processor-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCE

PAYROLL CLERK – HCP HEALTHCARE – CLEVELAND

Full-time. We are currently offering remotely work from home online job where you can work from home in any location you reside. The Payroll Clerk will apply extensive payroll knowledge to accurately process company payrolls and provide exceptional service to our business partners and employees. Requirements: Most have a Car; Most have Computer; Most have Printer; Most have bank account;

Most be able to work 5-8Hours Daily; No Experience Needed! Qualifications: High school or equivalent (Preferred); Payroll: 1 year (Preferred).

https://www.salary.com/job/hcp-healthcare/payroll-clerk/j202205211733133326588?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SENIOR BILLING SPECIALIST – ADECCO – CLEVELAND

Full-time. Our client is currently seeking a full-time Senior Billing Specialist (40 hours/week) to join the Finance department in any of our following offices; Atlanta, Chicago, Cincinnati,



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Cleveland, Columbus, or Dayton. This position will primarily be responsible for managing all aspects of the billing process, including preparing complex multi-payor, consolidated, and split billing, for an assigned group of attorneys. Responsibilities: Prepare monthly and ad-hoc prebills for attorney review and approval, with an emphasis on accuracy and timeliness; Prepare and revise draft bills, processing attorneys' comments and revisions; Review prebills/draft bills to ensure matters are compliant with client outside counsel guidelines; Confirm that applicable rates and any fee arrangements are reflected properly on all matters. Qualified candidates will possess at least a high school diploma or GED. A Bachelor's degree, or equivalent experience in a Billing or financial capacity is preferred.

https://www.ziprecruiter.com/c/Adecco/Job/Senior-Billing-Specialist-in-Cleveland,OH?jid=d7c544661df40b8e&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BANK TELLER – CITIZENS BANK – CLEVELAND

Part-time. Starting Salary: \$16 / hour and up. Using your knowledge of our award-winning mobile app and online banking options, you'll simplify banking for your customers. You will confidently cash checks, process withdrawals and deposits. You pride yourself in giving every customer the level of care they deserve, including referring them to the right banker who can handle more complex requests. What you'll do: Be the face of Citizens; be professional, friendly and helpful with every interaction; Welcome customers when they walk into the branch; Talk with customers in the lobby — and the teller line — to understand the purpose of their visit. Qualifications: High School degree or GED required; Minimum of 1 year cash handling experience in a retail or banking environment; Minimum of 1 year demonstrated customer experience, recommending and referring products and services to customers.

https://jobs.citizensbank.com/job/cleveland/citizens-teller-part-time/288/28733917712?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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COMMERCIAL SURETY BOND UNDERWRITER – WEST BEND MUTUAL INSURANCE – CLEVELAND

Full-time. The Commercial Surety Bond Underwriter is responsible for meeting the Surety division's profitability and production objectives through the marketing and underwriting of new and renewal commercial bond business in an assigned territory. Responsibilities: Gather and analyze pertinent information in order to evaluate the acceptability of business risk within an assigned territory; Review and evaluate risk associated with bond forms and price risks appropriately in accordance with corporate rate filings; Build and maintain relationships with agents, brokers, and field sales staff to help achieve business goals. Preferred Experience and Skills; 1+ years' experience in commercial bond underwriting; Strong oral and written communication skills; Bachelor's degree in business, insurance, or related field preferred.

https://www.talent.com/view?id=ef72e6a96db2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LOAN OFFICER – CARDINAL CREDIT UNION – CLEVELAND

Full-time. Entry level. Cardinal strives to create a culture supporting ideas and innovation, and offers various opportunities for both personal growth and professional development. Role of Loan Officer: Our Loan Officers assist members and potential members with their Credit Union needs; Provide account information by phone or in person, as well as information on the full range of credit union products and services; Open accounts for members, interview, and professionally handle the member's daily needs; Responsible for interviewing and evaluating applicants for routine loans and processing loan applications. Requirements: Experience: Six months to two years of similar or related experience. Education: College degree preferred.

https://www.linkedin.com/jobs/view/loan-officer-at-cardinal-credit-union-3193264311/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ACCELERATED TAX ASSOCIATE – H&R BLOCK – EAST CLEVELAND

Part-time. The Accelerated Tax Associate will inspire people to make confident, informed decisions about their lives, careers, and money, and will build client relationships that will grow stronger each year. Day to day, you will... Conduct face-to-face tax interviews with clients; - Prepare complete and accurate tax returns; Generate business growth, increase client retention, and offer additional products and services; Provide IRS audit support. Qualifications: Previous experience in a customer service environment; Sales and/or marketing experience. Bilingual candidates are strongly encouraged to apply!

https://www.adzuna.com/details/3331583013?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BUDGET AND FINANCIAL ANALYST – UNITED CHURCH OF CHRIST – CLEVELAND

Full-time. The United Church of Christ, National Ministries has an opening for a Budget and Financial Analyst. Responsibilities: The Budget and Financial Analyst assists in the development of the NMUCC's overall budget, and at the departmental level; Provides advice and analysis to increase the efficiency of spending. The United Church of Christ, National Ministries embraces telework and allows employees to work a hybrid schedule as reviewed and approved by their supervisor.

https://www.salary.com/job/united-church-of-christ/budget-and-financial-analyst-ft/j202205261029188355865?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCE SPECIALIST – LUBRIZOL – WICKLIFFE

Full-time. Avg. Salary: \$28.00 - \$45.00/hour. Key Responsibilities Include, But Are Not Limited To: Provide timely customer service to internal and external customers; Work with Procurement staff to resolve issues and improve processes; Adhere to accounting controls and guidelines; Manage freight reconciliation process. Requirements: Strong analytical skills and problem-solving capabilities; Good written communication skills and the ability to professionally



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represent Lubrizol to outside vendors as well as internal customers; Very good organization skills and ability to multitask; Associates degree or working towards completion.

https://www.linkedin.com/jobs/view/3122874269/?trk=li_Upwarddotnet_Global_careers_jobsgtm_3b20945e-b74e-4bd3-a8b1-24315647cd34_job-dist&utm_medium=jobdist&mcid=6810586802156523524&utm_source=Upwarddotnet&ePP=CwEA AAGB90S1iN1x3p79YX5lnhg8ZwF2-P8cRro3BSuXftiSV-zRnkBN1f7fqCz8J6_zCHjTi5ld2DSpECAv5ljmSQw1MJHmdAmCJ5Jdcg&ccuid=40060170270

TREASURY ANALYST – CLEVELAND CLIFFS – CLEVELAND

Full-time. Lead the daily cash management process, including determining the daily cash position and performing daily reconciliation of prior day and current day activity. Responsibilities: Assist in gathering and analyzing data for the daily cash forecast by working closely with other internal departments; Monitor and update daily cash forecast and analyze/report on variances; Prepare daily treasury report provided to executive management. Ensure accurate maintenance of bank accounts, bank/treasury systems and bank services; Perform monthly bank fees analysis ensuring competitive and accurate pricing across all banks. Qualifications: Bachelor's in Finance, Accounting or Economics from an accredited institution; Proficient in Microsoft Excel, PowerPoint, etc.; Detail and quality oriented with the ability to work in a fast-paced environment.

https://www.salary.com/job/cleveland-cliffs/treasury-analyst/j202205281921102435473?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BRANCH BANKER – PNC FINANCIAL SERVICES GROUP – CLEVELAND

Full-time. As a Branch Banker in a Universal Branch, you will strengthen customer relationships with a defined sales process. Responsibilities: Acquires and deepens the branch customer base through a variety of proactive sales and service activities; Manages the customer experience by identifying opportunities to improve the customer's financial wellbeing.; Collaborates with ecosystem partners to grow customer's share of wallet.; Positions PNC solutions to drive new revenue and customer loyalty. Work Experience: Roles at this level typically do not require a



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university / college degree, high school diploma or GED, but do require related experience or product knowledge to accomplish primary duties. Typically requires 1+ years of related experience.

https://careers.pnc.com/global/en/job/R063076/Branch-Banker-Universal-Personal-Banker-MLO?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

INTERNAL AUDITOR – CLEVELAND CLINIC – INDEPENDENCE

Full-time. Plans, performs, and evaluates internal audits. Responsibilities: Assists with the development and implementation of audit plans to monitor and assess operations, policies and procedures of the organization's major functional areas; Evaluates and monitors third-party contracts for the purpose of determining compliance with organizational policies and procedures and government regulations; Analyzes all audit results to develop recommendations for resolving identified issues and to develop best practices. Requirements: Bachelor's of Science or BBA degree with specialization in Accounting, Business Administration or related field. Advanced degree preferred; Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred; Must be able to work in a stressful environment; A minimum of two years of public accounting or internal audit experience is preferred.

https://www.glassdoor.com/job-listing/internal-auditor-cleveland-clinic-JV_IC1145790_KO0,16_KE17,33.htm?jl=1007810569045&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ASSISTANT BOOKEEPER – PEASE CPAS – CLEVELAND

Full-time. Established in 1959, known as Northeast Ohio's Premier Landscape Development Corporation, we pride ourselves on providing award-winning landscapes for residential, commercial, and industrial properties throughout Northeast Ohio. We are looking for a detail-oriented self-starter that enjoys working in a fast-paced working environment monitoring the finances of our growing company. Responsibilities: Record financial transactions; Reconcile



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bank accounts; Manage bank feeds; Handle accounts receivable; Handle accounts payable. Requirements: Bachelor's degree in Accounting; Two years Bookkeeper Experience; Excellent written and verbal communication skills.

https://www.salary.com/job/pease-cpas/assistant-bookkeeper/j202202280918085636767?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

STUDENT FINANCIAL ASSISTANT ADVISOR – CCC – CLEVELAND

Full-time. Minimum salary \$52,678.00/annually. Monday-Friday 8:30-5pm. Some evenings and weekends required. The Student Financial Assistance Advisor ensures College goals are met by being the responsible partner for the overall management of financial aid services.

RESPONSIBILITIES: Determines the packaging of student financial aid awards in accordance with applicable regulations, statutes and policies; Monitors, interprets and implements federal regulations pertaining to student loan, grant, and scholarship eligibilities and formulates or recommends changes to college policies and procedures to comply with regulatory changes; Serves as an information resource to address any issues relating to compliance and financial aid.

QUALIFICATIONS: Bachelor's degree; Three (3) years of professional financial aid experience in a college financial aid office; Experience supporting student success in financial aid advising and financial planning.

https://www.glassdoor.com/job-listing/student-financial-assistance-advisor-cuyahoga-community-college-JV_IC1145778_KO0,36_KE37,63.htm?jl=1007678491134&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TREASURY MANAGEMENT ADVISOR III – HUNTINGTON NATIONAL BANK – CLEVELAND

Full-time. The Treasury Management Advisor III acquires and develops new profitable and quality treasury management relationships. Responsibilities: Sales Prospecting Product pricing and structuring Customer proposals; Proactively builds internal relationships with regional



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partners and relationship managers to drive TM opportunities Cross sells other bank products, and stays current on competitor offerings to suggest product improvements; Proactive management of Banker relationship, including routine 1:1's, development and execution of relationship plans, pipeline reviews, pre-call plans, partner plans, and joint calling.

Qualifications: Seven or more years of experience in Management in Banking; Bachelor's Degree in Business or related field, or Treasury Management experience; Preferred

Qualifications: Exceptional Verbal and Written Communication Skills Three or more years experience in selling or servicing Commercial, Business Banking or Treasury products.

https://www.salary.com/job/the-huntington-national-bank/treasury-management-advisor-iii/j202206021127400260780?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BOOKKEEPER – CREATIVE CIRCLE – CLEVELAND

Full-time. \$36,000+ annually (starts at \$17.50 per hour). A higher pay level depends on experience. We are looking for a bookkeeper to join our team whether working in the office or working from home. Duties include, but are not limited to: Perform monthly accounting / bookkeeping functions for assigned clients utilizing QuickBooks Online; Prepare Sale and Use Tax Returns Prepare Form 1099s and Personal Property Tax Returns; Demonstrate excellent time management skills and use of current technology and tools to enhance the effectiveness and efficiency of service; Assist with other accounting projects as needed; Review incoming client information and assess for completeness. Qualifications: Have worked in a public accounting firm; Associates or Bachelor's degree in accounting preferred; Experience with QuickBooks Online required.

https://jobsearcher.com/j/bookkeeper-at-creative-circle-in-cleveland-oh-4oQEqb2?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ACCOUNTANT – CLEVELAND CLINIC – BROOKLYN

Full-time. \$20.00 – \$28.00 an hour. The Cleveland Clinic is looking for an analytical-thinking individual with working computer knowledge and an education in Accounting or Finance.



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Responsibilities: The Accountant will assist with planning and preparation of general accounting processes for Cleveland Clinic. This includes general ledger entries, monthly closing processes, and financial report analysis as requested.

https://cleveland-oh.geebo.com/jobs-online/view/id/345212946-accountant-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BANK TELLER – KEYBANK – CLEVELAND

Full-time. \$20 - \$28 per hour. KeyBank, a national bank based in Downtown Cleveland, is looking to hire Bank Tellers! Job Description: Assist clients with bank transactions. Uncover client financial needs. Cross-sell appropriate banking products. Deliver excellent customer service. Balance the cash drawer.

https://cleveland-oh.geebo.com/jobs-online/view/id/338443250-bank-teller-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEALTH

HOME HEALTH AIDE – LIZZIE'S HOUSE – CLEVELAND

Full-time. \$10 to \$14 Hourly. Lizzie's House Senior Home Care LLC in Cleveland, OH is looking for one home health aide to join our 17-person strong team. We are located at 17325 Euclid Avenue Suite 4003. Responsibilities: Supervise physical and mental patient health; Effectively communicate any dietary or medical needs to family and staff; Administer prescribed medications as directed; Maintain records and documents of patients cared for. Qualifications: Proven work experience as a health aid; Exceptional customer service skills; Strong verbal and written communication skills.

<https://www.ziprecruiter.com/c/Lizzie%E2%80%99s-House-Senior-Home-Care-LLC/Job/Home-Health-Aide-at-Lizzies-House-Senior-Home-Care-LLC/-in->



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[Cleveland,OH?jid=e40ba5bc03584427&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.stepforwardtoday.org/jobs/Cleveland,OH?jid=e40ba5bc03584427&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

PHLEBOTOMIST – CSL PLASMA – CLEVELAND

Full-time. Responsible for the efficient and effective collection of plasma from donors by performing venipuncture, monitoring the pheresis process and following Standard Operating Procedures (SOPs). Requirements: High school diploma or equivalent required; Minimum twelve (12) months experience in a medical or health care environment preferred or equivalent combination of education and experience; Ability to complete routine forms or conduct routine oral communications; Ability to understand, remember and apply oral and/or written instructions.

https://www.linkedin.com/jobs/view/phlebotomist-at-csl-plasma-3200893650/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PHARMACIST – WALGREENS – CLEVELAND

Full-time. Sign On Bonus Available! Store Address: 16803 LORAIN AVE, CLEVELAND, OH. Job Objectives: Provides pharmacy consulting services to customers regarding the effective usage of medications, awareness with drug interactions and offering preventive healthcare services such as immunizations. Responsibilities: Engages customers and patients by greeting them and offering assistance with products and service; Resolves customer issues in a timely manner and answers questions to ensure a positive customer experience; Counsels patients and answers their questions regarding usage of medicine, side effects, interactions, and contraindications. Qualifications: BS in Pharmacy or Pharmacist Degree from an accredited educational institution; Current pharmacist licensure in the states within the district; Experience performing prescription dispensing activities that demonstrate a strong working knowledge of applicable state and federal controlled substance laws; Certified Immunizer or willing to become an immunizer within 90 days of hire.

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=26336&siteid=5014&jobid=990646#jobDetails=990646_5014



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REMOTE PATIENT OBSERVER (ON-SITE) - UNIVERSITY HOSPITAL – CLEVELAND

Full-time. Hours: 36hrs/week. Details: 12-hour shifts. Shifts: Rotating 1st and 3rd shift (additional shift differential for 3rd shift). Schedule: 4–6-week rotation (1st shift 7am-7pm; 3rd shift 7pm-7am). Responsibilities: Maintains continuous observation of patient: Maintains patient safety by: direct supervision, reorienting and redirecting confused patient, following safety standards (i.e., fall prevention, suicide precautions); Communicates with nurse any changes in patient behavior or condition; Communicates effectively with patient and family; Demonstrates technical skills in care delivery that result in safe practice and positive care outcomes. Qualifications: High School Equivalent / GED; STNA Certification preferred (not required); 1-3 years of acute care hospital direct patient care experience OR 1-3 years of patient observation experience.

https://careers.uhhospitals.org/job/15768461/remote-patient-observer-on-site-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic#toggle-id-2

CARE COORDINATOR – ST. VINCENT CHARITY MEDICAL CENTER – CLEVELAND

Full-time. 8:00am - 4:30pm. The Care Coordinator is responsible for supporting and coordinating the mental and physical health care of an assigned patient caseload with the patient's medical provider and, when appropriate, other mental health providers. Other Duties: Responsible for conducting assessments, providing brief interventions and coordinating referrals to treatment as indicated; Counsel individuals and family members on available community assistance, and use an array of evidenced-based interventions to engage individuals in care; Educate medical center staff, caregivers, individuals and families on the program, and ensure the program assists individuals with accessing services internally and externally to the organization and all other duties as assigned. REQUIREMENTS: Bachelor's and/or Master's degree in Social Work, Counseling, Nursing or related field; License to provide required services (LSW/LISW, PC/PCC, RN, etc.), Supervision credentials are not required; Previous experience in inpatient and outpatient behavioral health settings preferred; Valid Driver's License.

<https://pm.healthcaresource.com/cs/sistersofcharityhealth#/job/11085>



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HEALTH INFORMATION SPECIALIST – UNIVERSITY – HOSPITAL – CLEVELAND

Full-time. Accurately maintains patient charts, and ensures HIS applications are properly updated. Responsibilities: Accurately maintains patient charts, and ensures HIS applications are properly updated; Seeks assistance from senior co-workers or supervisor when needed; Accurately pulls and or copies medical records for authorized users i.e., physicians, clinicians, auditors, etc.; Assists physicians with HIS related activities; Picks up discharges' charts from patient care divisions for scanning. Qualifications: Minimum of six months clerical and or hospital experience required; An Associates or Bachelor's degree in HIS will be accepted in lieu of work experience.

https://www.salary.com/job/university-hospitals-careers/health-information-specialist-uhc-cancer-program-admin-support-49003/j202112140132184087720?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CHART RETRIEVAL SPECIALIST – CIOX HEALTH – CLEVELAND

Part-time. We are hiring responsible, trustworthy individuals to join the Ciox team for a specialized, part-time role as a Chart Retrieval Specialist. Be available normal business hours, Mon - Fri 8-5 for scheduling. Most Chart Retrieval Specialists work an average of 20-28 hours each week. Following your successful completion of a paid training program, you will be assigned to a support team in your geographic area. Each week, you will receive a list of appointments at local Healthcare Facilities. You will arrive at scheduled times and scan/upload the assigned medical records using Ciox equipment and processes. Requirements: High school diploma or GED; Must be at least 18 years of age; 1+ years' experience in a customer-focused service role preferred; Experience with technology systems-PC, scanners, smartphones (company supplied tool kit); Reliable transportation to scheduled appointments/sites for retrievals.

https://www.linkedin.com/jobs/view/chart-retrieval-specialist-at-ciox-health-3166133789/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PHARMACY TECHNICIAN/PHARM TECH APPRENTICESHIP – WALGREENS – SOUTH EUCLID

Part-time. As a Walgreens Pharmacy Technician or Pharmacy Technician Apprentice, you'll be front and center – interacting with our customers and developing strong patient relationships. Responsibilities: Performs duties as assigned by Pharmacy Manager, Staff Pharmacist and Store Manager including utilizing pharmacy systems to enter patient and drug information, ensuring information is entered correctly, filling prescriptions by retrieving, counting and pouring pharmaceutical drugs, verifying medicine is correct, and checking for possible interactions; Assists pharmacists in scheduling and maintaining work flow. Qualifications: Prefer six months of experience in a retail environment; Prefer to have prior work experience with Walgreens; Prefer good math skills so they can fill prescriptions accurately, including counting, measuring and weighing medications; Prefer good computer skills.

<https://walgreens.dejobs.org/south-euclid-oh/pharmacy-technician-pharm-tech-apprenticeship/FF786065A88B4416B5F65E9B7B3BFE3C/job/?vs=1001559>

WELLNESS CONSULTANT – WEST PARK YMCA - CLEVELAND

Part-time. Available Hours: 10-15 hours. Wellness Consultants are responsible for assisting in membership growth and retention through leadership and continuous follow through with members. Responsibilities: Creates and maintains a member-focused atmosphere to build personal and meaningful relationships with YMCA members, participants, volunteers, guests and donors; Greets all members and guests in a professional and friendly manner, using their names whenever possible, and offering to assist them with workout needs within the Consultant's certified scope of practice; Intentionally introduces members to one another and encourages conversation to promote relationship building among members. QUALIFICATIONS: Education: High School Diploma or GED required. Associate degree preferred. Experience: Experience in sales and service preferred. Experience in health and wellness strongly preferred.



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https://www.salary.com/job/west-park-family-ymca/wellness-consultant/j202202232021317183271?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT CARE ASSIST – SOUTHWEST GENERAL HOSPITAL – MIDDLEBURG HTS.

Part-time. Southwest General seeks a caregiver that is responsible for providing or assisting with patients' care, transporting, maintaining a safe and clean environment, monitoring equipment function and responsible for documenting on appropriate forms. **QUALIFICATIONS:** Education: High school diploma or equivalent required; Required length and type of experience: Six (6) months previous experience in a healthcare setting preferred. STNA and basic Life Support Certificate preferred; Required licensure, certification or registry: Must maintain certification in CPR and be able to provide basic life support (may obtain within 90 days of hire).

https://www.ziprecruiter.com/c/Southwest-General/Job/PATIENT-CARE-ASSIST-ACUTE-REHAB/-in-Cleveland,OH?jid=df7e86b2569f93e6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PHARMACY TECHNICIAN – CVS HEALTH – CLEVELAND

Full-time. \$12 an hour. As a Pharmacy Technician in one of our retail stores, you'll use your knowledge and skills to help thousands of people in your community get the medications they need to live healthier lives. Responsibilities: As the first point of contact for our patients and their caregivers, you'll have the opportunity to shape their customer experience and make each interaction outstanding; Demonstrates compassion and care by proactively identifying and resolving potential problems; Communicates among a number of individuals, including patients, co-workers, insurance companies, and prescribers. Qualifications: Must be at least 16 years of age; Licensure requirements vary by state; Near vision; ability to see details at close range to perform activities such as: transcribing, viewing a computer terminal, reading, visual inspection involving small parts.



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https://jobsearcher.com/j/pharmacy-technician-at-cvs-health-in-cleveland-oh-ePGWR20?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT SERVICE CENTER AGENT – NEIGHBORHOOD FAMILY PRACTICE – CLEVELAND

Full-time. The Patient Service Center Agent supports patients, providers, nurses and patient advocates with telephonic support. **RESPONSIBILITIES:** Manages high volume of inbound calls based on predetermined performance metrics with first call resolution; Responsible for accurate and timely scheduling of medical including nurse visits, behavioral health, midwifery and dental appointments; Completes mini registration including patient demographics and insurance information; Informs patients of all financial assistance and payment options available and refers patients to appropriate financial support staff. **QUALIFICATIONS:** High school diploma or GED; Computer proficiency: Application of EMR and related functional software. Excellent customer service skills including the ability to speak clearly and concisely with a pleasant telephone voice; Ability to read and understand oral and written instructions.

https://www.salary.com/job/neighborhood-family-practice/patient-service-center-agent/j202205250642037656788?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT REGISTRATION – LEGACY STAFFING – CLEVELAND

Full-time, Part-time, Contract. \$18 - \$19 an hour. Legacy Staffing has partnered with #1 Healthcare System in Cleveland who is seeking immediate help in Patient Registration! Position Requirements: Interviews patients to gather demographic and financial data; establishes a patient record and medical record number if necessary; Obtains certification and referrals from insurance companies as required; accurately screens all applicable Medicare tests for complete orders and screening the diagnosis for medical necessity; Analyzes patient's financial



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responsibilities and attempts to collect at the time of service. Requirements: Current 1 step TB; COVID vaccine required at this time.

Apply Directly w/ Resume, Call Kim @ Legacy Med Staff - 216-630-2800 or Apply IN Person Daily - Ask for Sandy. Legacy Staffing, 9511 Vista Way, Garfield Hts, OH 44125, 216-587-5510

NURSING HOME SCHEDULER – EUCLID BEACH NURSING AND REHABILITATION

Full-time. Gardens of Euclid Beach is now Euclid Beach Nursing and Rehabilitation, a 150-bed facility providing long-term care, skilled rehabilitation, intensive outpatient care, and memory care. We are currently seeking a full-time experienced Scheduler/Recruiter. The Scheduler/Recruiter will help with scheduling, orientation, and assisting the current HR director with various projects. The optimal candidate should have some experience as a scheduler specifically in the nursing home field. Must be a team player with good multi-tasking skills. Requirements: Must have at least two (2) years of experience in health care; Must have one year of scheduling experience; High School equivalent education, Bachelor's degree preferred.

https://www.salary.com/job/euclid-beach-nursing-and-rehabilitation/nursing-home-scheduler/j202205030129088105619?location=Cleveland,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOUSE COORDINATOR RESIDENTIAL – SIGNATURE HEALTH – EUCLID

Full-time. The House Coordinator, Residential Services coordinates the daily operations of the residential treatment facility. You will coordinate the direct care support services provided to clients. Responsibilities: Oversee the execution of daily objectives and tasks of the residential treatment facility; Ensure that all materials and supplies needed for the facility are ordered and available; Assist in conducting residential orientation for all new residents, and new staff members conducting services in the residential treatment facility; Organize social/recreational activities for clients in residential care; Perform other job duties as required to include, but not be limited to, daily participation in mealtime and personal care programs, transporting/escorting individuals to pertinent appointments and activities. Requirements: High School Diploma or



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equivalent required; 2+ years of experience working in a food service, residential facility or health care setting required; Knowledge of safety and sanitary procedures required; Must have knowledge of meal preparation and menu planning and food services ordering

https://www.monster.com/job-openings/house-coordinator-residential-euclid-oh--0534838f-773b-4bcb-bf7b-b985f3bc2b5e?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL RECORD ADMINISTRATOR – US ARMY RECRUITING BATTALION

Full-time. \$26,000.00 to \$56,000.00 annually. ****THIS JOB REQUIRES ENLISTING/JOINING THE U.S. ARMY**** This is an entry-level position with no experience necessary. When you enlist into the Army as a Medical Records Administrator, you become a part of a team of Soldiers. Job Duties: Compile data and prepare required statistical reports; Initiate correspondence pertaining to medical records, medical board proceedings, line of duty investigations; and other records and reports pertaining to patient administration; Apply knowledge of medical terminology as it applies to anatomy and physiology. Maintain a medical record tracking system within the medical treatment facility; Attend Basic and Advanced Training (paid). Basic Qualifications: Age - 17 to 34 years old; Education - Current Senior in High School (HS), HS Diploma, GED, GED equivalent, or higher education level completed Citizenship - U.S. Citizen/Permanent Resident; Submit to background and medical screening Receive a passing score on the ASVAB.

https://www.snagajob.com/jobs/715448615?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – NORTHEAST OHIO NEIGHBORHOOD – CLEVELAND

Full-time. The Medical Assistant is responsible for assisting with all basic examinations of patients. Job duties: Arrange for any subsequent laboratory testing of the patient, order supplies for the treatment areas, and perform other duties as requested. Must demonstrate knowledge of the principles of growth and development over the lifespan (or receive cross-training) to provide age-specific care to all patient age groups, i.e. infant, child, adolescent, adult and geriatric



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patients. Education: High school diploma or GED. Completion of an accredited Medical Assistant Program.

https://www.salary.com/job/northeast-ohio-neighborhood/medical-assistant/j202204021724172085431?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRACTICE SUPPORT SPECIALIST – METROHEALTH – CLEVELAND

Full-time. Shift: 8:30-5PM. The Practice Support Specialist enhances the operational flow of the assigned practice/medical service at the main campus satellites, and affiliated community partners. Performs a variety of duties to support the department and assigned faculty members. Requirements: High school graduate or passage of a high school equivalency exam. Minimum three years of relevant experience. Proficient PC skills with Word, Excel, Access, Adobe Acrobat, PowerPoint and the Internet. Excellent writing and interpersonal skills.

https://www.salary.com/job/metrohealth-medical-center/practice-support-specialist-medical-specialties-admin/j202203190521581770725?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

NEW AVENUES TO INDEPENDENCE – URGENTLY HIRING!!!! – CLEVELAND

Direct Support Professional (DSP) part-time and full-time hourly beginning at \$12.00 per hour. Hiring for all shifts. Spend your time with us enriching the lives of others and reap the immediate benefits of knowing you made a difference. Assist disabled individuals with daily living skills, personal care, cooking, and simply enjoying leisure activities. You will need to be at least 18 years old, have a HS Diploma or GED, and Driver's license (preferred).

Qualified Intellectual Disabilities Professional (QIDP) full-time salary starting at \$45,000. **JOB SUMMARY:** Develops and implements individualized service plans and programs which meet the needs of individuals with Developmental Disabilities and help them to live the fullest life possible. Serves as house manager and directs team of DSPs. Must be flexible in schedule to manage and be on call. **QUALIFICATIONS:** B.S./B.A. in Psychology, education, special education, or related field, required. Minimum 2 years working with Developmentally Disabled



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individuals. Excellent written and oral communication skills. Working knowledge of Medicaid/Licensure rules and regulations. Working knowledge of Word, Excel and other related computer programs.

Please upload resume to online application at: <https://jobs.jobvite.com/newavenuescareers>

OPEN POSITIONS – PATIENT-CENTERED CARE STAFFING AGENCY – CLEVELAND

Full-time \$35 - \$45 per hour. Seeking a Registered Nurse (RN) that can perform within various healthcare organizations. Some of the daily duties and responsibilities an RN should be able to perform in any healthcare establishment include: Patient assessment, recommend treatments for patients, gather diagnostic samples and administer medications as prescribed, monitor patient progress, develop and implement patient care plans. **Skills and Qualifications Required:** Multitasking, excellent communication skills, knowledge of patient care, time-management skills

Full-time \$30 - \$40 per hour. We seek a Licensed Practical Nurse (LPN) to provide essential medical attention to patients and assess their wellbeing as part of a larger medical team. Duties and responsibilities include but are not limited to: Monitor and record patient's vitals, assist nursing and medical staff with basic medical tasks, update patient records, evaluate the patient's wellbeing. **Skills and Qualifications required:** Strong communication skills, excellent teamwork and collaboration skills, knowledge of primary health care procedures, knowledge in measuring and administering medication.

Full-time \$18 - \$26 per hour. We are seeking a State-Tested Nursing Assistant (STNA) to assist patients with their day-to-day care. STNA duties include: Taking patients' vital signs, reporting any changes to the nurse, supporting the nurse with their patient duties, assisting patients with performing basic tasks such as eating, dressing, toileting, and transfers. **Skills and Qualifications include:** Communication skills, excellent observation skills, basic knowledge of patient care, the ability to work well within a team.

Full-time \$15 - \$17 per hour. We seek a Resident Treatment Specialist/Assistant (RTS/RA) to help residents complete daily living and independent activity daily living tasks. No Licensure required CPR certification is required. Duties include overseeing activities for residents, assisting



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residents with eating, bathing, completion, chores, providing companionship, and maintaining care records for facilities.

Full-time \$16 - \$19 per hour. We are seeking a Medical Assistant (MA) to assist doctors and nurses in providing care for their patients. Duties include recording and updating medical histories and contact information in patient files, scheduling patient appointments and performing standard care procedures like drawing blood, checking vitals, or collecting lab samples.

Send your resumes to patientcentered@pccstaffing.com

FOOD/HOSPITALITY/RETAIL/CLEANING

BELL PERSON – MARRIOTT HOTEL – CLEVELAND

Part-time. The Cleveland Marriott Downtown at Key Tower is looking for an experienced Bell person to heighten our guest experience. Responsibilities include but are not limited to: Greeting guests promptly and professionally; Assisting guests with luggage to and from guest rooms; Providing exceptional guest service for all customer needs. This is a weekend position.

https://www.linkedin.com/jobs/view/bell-person-at-pyramid-global-hospitality-3204898705/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FRONT DESK GUEST EXPERIENCE – RITZ-CARLTON - CLEVELAND

Full-time. \$750 Sign on Bonus. Location The Ritz-Carlton Cleveland, 1515 West Third Street, Cleveland, Ohio. Our Guest Experience Experts take the initiative to deliver a wide range of services that guide guests through their entire stay. They are empowered to move about their space and do what needs to be done. Guest Experience Experts will be on their feet and moving around (stand, sit, or walk for an extended time) and taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance).



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https://www.ziprecruiter.com/c/The-Ritz-Carlton/Job/Front-Desk-Guest-Experience/-in-Cleveland,OH?jid=28dd7547d730afed&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PART-TIME EVENING CLEANERS – CLEAN TEAM – MIDDLEBURGH HEIGHTS

Part-time. Monday, Wednesday, Friday and Saturday. Flexible Scheduling. 1.5 hrs. daily
At Clean Team Inc. we strive to provide our Cleaning Associates with in-depth training, an employee reward program and opportunities for advancement. We currently have immediate openings for Cleaning Associates in the Middleburg Heights area. Responsibilities: Cleaning restrooms; Restocking products; Sweeping and mopping; Pulling trash. All applicants must be at least 18 with valid identification, have reliable transportation, a valid driver's license and be able to pass a background check.

https://www.ziprecruiter.com/jobs/clean-team-f12d26e8/part-time-evening-cleaners-middleburg-heights-548fc3bd?enc_campaign_id=e594ebb5&tsid=122218579&utm_campaign=7622072826150322219

SERVICE PERSON IV – CUYAHOGA METROPOLITAN HOUSING AUTHORITY

Full-time, Part-time. \$15.56/Hour. Under the general supervision of a higher classified employer, the Service Person IV performs basic and major maintenance, repair, and construction and all alterations of CMHA buildings, facilities, and equipment. No supervisory responsibilities; may serve as lead worker for lower classified employees when so designated. Qualifications: High School Diploma or equivalent is required. Some course work in one or more of the vocational skill areas is preferred; Two (2) to three (3) years of progressively more responsible experience in maintenance work; Possession of a valid Ohio vehicle operator's license and insurability under agency policies.

<https://www.cmha.net/application/jobdetails?jobID=914>



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ROOM SERVICE SERVER – HILTON – DOWNTOWN CLEVELAND

Full-time. A Room Service Server is responsible for delivering and serving food and beverage items to guests in a timely, friendly and efficient manner in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards: Set up room service trays and tables to prepare for incoming orders; Retrieve checks, set tables according to specifications, retrieve food and beverage orders from the kitchen and bar and deliver food to guest rooms and meeting rooms; Serve meals to guests, collect guest trays and respond to guest requests in a timely, friendly and efficient manner; Present checks to guests and obtain payment.

https://www.linkedin.com/jobs/view/room-service-server-at-hilton-3178758696/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MERCHANDISER – PEPSICO – TWINSBURGH

Full-time/Rotating Shifts. Pay Rate is \$17.50 per hour. Position is responsible for product merchandising within large volume stores (Grocery, etc.). **PRIMARY ACCOUNTABILITIES:** Merchandise store shelving, coolers and displays with products in assigned accounts; Rotate products in the backroom and on the shelf; Transport products to and from backroom to shelf location; Use equipment to transport products (e.g., U Boats, hand trucks, pallet jacks, etc.); Display promotional material such as signs and banners in accounts. **BASIC QUALIFICATIONS:** 18 years or older; Pass the physical capabilities test (if applicable); Must have car or personal transportation to access multi-store locations within assigned shift; Valid driver's license; Proof of insurance.

<https://recruiting.adp.com/srccar/public/RTI.home?c=2161213&d=ExternalCareerSite&r=5000862844106#/>



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FOOD SERVICE WORKER LEAD – ARAMARK – CUYAHOGA COMMUNITY COLLEGE

Full-time, Part-time. The Food Service Worker Lead will establish and maintain systems and procedures for the ordering, receiving, storing, preparing, serving and payment of food and related products within a specific food production and service area. Responsibilities: Lead all aspects of and assist in preparation of food items for the day and dating products; Coordinate and assist in setting up and breaking down stations designated by the manager; Cook and otherwise prepare foods according to recipes and directions; Responsible for use of accurate portions when preparing and serving items on the line; Maintain daily temperature logs. Qualifications: Serve Safe Certification; Great customer service and interpersonal skills; Strong Leadership and supervisory skills.

<https://aramark.dejobs.org/cleveland-oh/food-service-worker-lead-cuyahoga-community-college/B69F61A10D4045DCB91C52D1D7490BD8/job/?vs=1005237>

RETAIL SALES ASSOCIATE – STAPLES – MAYFIELD HEIGHTS

Full-time, Part-time. As a Sales Associate, you will be collaborative and inclusive in helping our customers while being part of a fun, team-oriented retail culture. Responsibilities: Multitask on cashier, sales and merchandising responsibilities; Respond quickly and resourcefully to customer requests and concerns; Create a positive, inviting environment for customers; Understand and use basic selling skills to engage and present solutions. Qualifications: Able to work a flexible schedule (including nights and/or weekends); Must be able to engage and speak to customers and understand their needs; Collaborate and work with other team members; Ability to lift/move materials in the 10–50-pound range, climb ladders, stand and walk continuously; Basic computer skills.

<https://staplescareers.dejobs.org/mayfield-heights-oh/retail-sales-associate/0A593E2F034647F7873E00F8D35EA8BD/job/?vs=1005237>

HOTEL FRONT DESK AGENT – UPSHIFT – CLEVELAND

Full-time, Part-time. Upshift is looking for Guest Service Associate for flexible shifts. Pick when and where you want to work. Create your own schedule - work as much or as little as you want.



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For all experience levels! Easy to apply - no resumes, no interviews. As a guest service associate, you'll be playing an instrumental role in the hotel operations by providing front desk services to guests, processing guest payments and acting as an information source on various matters. Responsibilities might include: Monitor all check-in of guests and process all complaints and requests; Manage special requests, provide wake-up calls to all guests; Greet all customers on phone and transfer call to appropriate department; Perform housekeeping duties such as cleaning room suites.

https://jobs.fox46.com/jobs/hotel-front-desk-agent-hiring-now-cleveland-ohio/643734776-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

STOCKING & UNLOADING – WALMART – CLEVELAND

Full & Part Time. Stocking, backroom, and receiving associates work to ensure customers can find all the items they have on their shopping list. Duties and Responsibilities: Unload trucks; Sort products in the backroom; Stock products on shelves; Ensure aisles are neat and area is clean; Engage vendors and drivers with a positive attitude.

https://careers.walmart.com/us/jobs/052021192SU-stocking-unloading?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HOTEL CLUB LOUNGE ATTENDANT – AIMBRIDGE HOSPITALITY – CLEVELAND

Full-time. The Complimentary PM Attendant is responsible for providing the highest quality of service possible to guests in an efficient and courteous manner within the complimentary evening/dinner area of a hotel. RESPONSIBILITIES: Approach all encounters with guests and employees in an attentive friendly courteous and service oriented manner; Maintain regular attendance in compliance with Aimbridge Hospitality standards as required by scheduling which will vary according to the needs of the hotel; Maintain high standards of personal appearance and grooming which include wearing the proper uniform and name tag when working; Comply at all



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times with Aimbridge Hospitality standards and regulations to encourage safe and efficient hotel operations. **QUALIFICATIONS:** Ability to perform job function with attention to detail speed and accuracy; High School diploma or equivalent and/or experience in a hotel or a related field preferred; Must be willing and have the ability to work a varied schedule that may include evenings, nights, weekends and holidays; Must meet the legal age to serve alcoholic beverages and satisfactorily pass responsible serving course such as TIPs as required by property.

https://www.ziprecruiter.com/c/Aimbridge-Hospitality/Job/Hotel-Club-Lounge-Attendant-PM-shift/-in-Cleveland,OH?jid=cf5871d87342233&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MULTIPLE POSITIONS – STANDS AT THE WESTSIDE MARKET

STANDS ARE CURRENTLY HIRING!

Sales Associate Christiano's, Stand # 48/50 440.444.5099	Sales Associate Reilly's Irish Bakery, Stand C-11 440.915.2854
Sales Associate The Nature Uncut Company Stands 35, 37, 40 636.980.6806	Cook, Dishwasher, Waitress, Assistant Manager West Side Market Cafe 216.579.6800
Sales Associate Mena Produce, Stands 43,45 440.381.6326	Sales Associate Full time, Part time Full time Sausage Maker, Inventory Stocking
Bakery Clerk Full time, Part time, Seasonal Vera's Bakery, Stands F-10,11 440.429.6552	DW Whitaker Meats Stands E-8,9,10 F-8 216.241.5764
Counter/Stock Worker Mediterranean Imports, Stand H-1 216.771.4479	



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HOUSEKEEPER – DRURY HOTEL - CLEVELAND

Full-time, Part-time. Pay up to \$20/hr. Maintain a clean and happy environment for guests and teammates. Responsibilities: Perform various hotel housekeeping services to maintain clean guest rooms according to established standards; Visually inspect rooms to help identify maintenance items needed; Assist guests by providing linens, terry, amenities, or information as requested. Qualifications: Thorough knowledge of cleaning procedures and supplies; Ability to work independently (without direct supervision) and follow directions (verbal and written) Positive, can-do attitude.

https://www.nexxt.com/jobs/housekeeper-cleveland-oh-2223109544-job.html?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic&aff=2ED44C72-8FD2-4B5D-BC54-2F623E88BE26&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FOOD PREP WORKER – ARAMARK - CLEVELAND ZOO

Full-time. The Food Prep Worker prepares, and portions food items and performs various duties in accordance with production requirements and Aramark sanitation standards. Responsibilities: Prepares all food items using prep lists and standard Aramark recipes; Follows proper food handling procedures; Maintains accurate rotation of food to assure top quality and freshness; Manages leftover foods correctly; cover, label, date, and accurately store according to Aramark standards; Maintains clean and orderly refrigerators and work areas. Qualifications: Minimum one-year prep work or food service-related work preferred; Knowledge of food prep, proper knife handling, temperature control, and sanitation is helpful; Must be able to read and write to facilitate communication with others; Mathematical ability required.



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https://www.linkedin.com/jobs/view/food-prep-worker-cleveland-zoo-at-aramark-3073289382/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FOOD SERVICE ASSISTANT – THE CITY MISSION – CLEVELAND

Full-time. Serves residents and staff attractive and nutritious meals; teaches, trains and supervises residents assigned to the kitchen and strives to run a safe and effective operation in the kitchen. Essential Job Functions: Supports the core beliefs and vision of The City Mission. Responsible for daily cleaning and sanitizing work areas, equipment and utensils. Maintain cleanliness in the kitchen. Cooks and prepares foods according to recipes, directions and menus. Qualifications: Experience in food-related position or proven record in directing kitchen staff and multi-tasking. Team Player.

https://www.salary.com/job/the-city-mission/food-service-assistant/j202205041530312609509?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SALES ASSOCIATE – DOLLAR GENERAL – CLEVELAND

Full-time. The Sales Associate acts as a point of contact for our customers. The duties of the Sales Associate include assisting customers in locating and purchasing merchandise, operating the cash register, stocking merchandise, recovering merchandise, cleaning the store, and performing other duties as assigned by the Store Manager to maximize store profitability and customer satisfaction while protecting company assets. High school diploma or equivalent preferred.

<https://retail-dollargeneral.icims.com/jobs/114685/sales-associate-in-cleveland%2C-oh-s14637/job>



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OPEN INTERVIEWS – GIANT EAGLE – MULTIPLE POSITIONS

GIANT EAGLE STORE	OPEN INTERVIEWS/HIRING DAY	OPEN POSITIONS	KEYWORD SEARCH
Southland	Every Tuesday! 2:00 PM – 5:00 PM	Overnight maintenance; Deli Clerks; Overnight Stock Clerk; Prepared Foods Clerks	Middleburgh Apply at: https://bit.ly/3890G2L
Broadview Heights	Every Tuesday! 2:00 PM – 4:00 PM	Deli Clerks; Personal Shopper; Prepared Food Clerks; Starbucks Baristas; Cashiers; Produce Clerks	274491 Apply at: https://bit.ly/3v61XAI
Watertown	Every Tuesday! 2:00 PM – 5:00 PM	Cashiers; Deli Clerks; Bakery Clerks; Meat/Seafood Clerks; Prepared Food Clerks; Overnight Stock Clerks; Curbside Personal Shoppers	Watertown Apply at: https://bit.ly/3tZwuzH
Berea	Every Monday! 2:00 PM – 4:00 PM	Cashiers; Bakery Clerks; Prepared Foods Clerks; Grocery/Produce Clerks	Berea Apply at: https://bit.ly/3EC8S80



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Day Drive	Every Friday! 1:00 PM – 4:00 PM	Bakery Clerks; Prepared Food Clerks	44129 Apply at: https://bit.ly/35URPB3
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FOOD SERVICE WORKER – MORRISON COMMUNITY LIVING – CLEVELAND

Full-time. Pay: \$10.00 - \$13.00 per hour. Food Service Worker needed for Long Term Care Facility. Vaccination required.

https://www.glassdoor.com/job-listing/food-service-worker-morrison-living-JV_IC1145778_KO0,19_KE20,35.htm?jl=1007574399829&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLEANER PART-TIME EVENINGS – CRYSTAL CLEAR BUILDING SERVICES – CLEVELAND

Part-time. Rate of Pay: \$13.00/hr. M-F 6p-9:30p. A general cleaner is needed in the Ohio City area. Duties include but are not limited to high/low dusting, vacuuming, mopping, emptying trash, cleaning restrooms, lunch room and other duties as assigned. If you have a previous background in fast food or retail or environmental services you would be a perfect match for this job. Clean criminal background and reliable transportation. You must be 18 years of age minimum.

https://www.salary.com/job/crystal-clear-building-services/cleaner-part-time-evenings/j202204060330270903428?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MULTIPLE POSITIONS – RED ROBIN – NORTHEAST OHIO

JOB TITLE	LOCATION
Hosts/Hostesses	Independence; Fairview Park; North Olmstead
Line Cook/Cook	Independence; Fairview Park; North Olmstead
Server/Servers	Independence; Fairview Park; North Olmstead
Burger Maker	Independence; Fairview Park; North Olmstead
Waiter/ Waitress	Independence; Fairview Park
Bartender	Independence

<https://map.redrobin.jobs/>

MULTIPLE POSITIONS – BURLINGTON STORES – NORTHEAST OHIO

JOB TITLE	REFERENCE CODE
Store Associate – Shortage Control	2022-173441; 2022-173350; 2022-172978; 2022-173280; 2022-173363
Cashier Associate	2022-170912; 2022-170491; 2022-170836; 2022-170925; 2022-171024
Retail Sore Supervisor	2022-174117; 2022-173697; 2022-174041; 2022-174130; 2022-174228
Retail Sales Associate	2022-171753; 2022-172572; 2022-171332;



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	2022-171677; 2022-171766; 2022-171864
Retail Receiving Associate	2022-172168; 2022-172501; 2022-172584; 2022-172681

Enter reference code number in “search” box to apply for position at specific store location.

<https://burlingtonstores.jobs/jobs/?r=25&q=2022-173350>

MULTIPLE JOB OPENINGS - THE RED VELVET CAKE - BEACHWOOD

The Red Velvet Cake is a small business that has provided delicious cupcakes and cakes to Northeast Ohio since the late 1990s. We are seeking to employ a qualified candidate who enjoys serving customers. Dependable, ability to manage self and others, ability to balance funds, operate POS, chrome book, laptop, printer, and basic computer skills. Will receive on the job training. Must be available on weekends and holidays. Driver(s) must have a valid Ohio Driver’s License Driver(s) must carry valid auto insurance. Driver(s) must carry workers’ compensation. Driver(s) must have their own reliable and clean transportation. (Preferred late model SUV or Hatch back.) Salary range sales associate rates \$10.00 - \$12.00 manager rates \$12.00 - \$17.00 per hour driver rates are determined by runs per day (\$50 base rate per run) Preferred candidate: High School Diploma, college student, significant work experience, Associate's degree in business management, hospitality, or customer service.

TO APPLY 1. Go to www.theredvelvetcakeus.com 2. From the Services Page print out application 3. Email to thervcemploy@gmail.com 4. Drop off: The Red Velvet Cake – Beachwood Place Mall 26300 Cedar Rd., Beachwood, Ohio 44122, Monday through Saturday (3:00 PM – 5:00 PM).

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

VOCATIONAL REHAB COORDINATOR – RECOVERY RESOURCES – CLEVELAND

Full-time. This position is responsible for counseling people with severe mental illness who are seeking vocational rehabilitation services. Essential Functions: Evaluates eligible clients referred



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to by the ORSC to determine types of services necessary to assist clients in reaching vocational goals. Reviews skills, interests, abilities, and previous work history with clients and their referring sources to assist in developing employment goals and vocational plans. Minimum Qualifications: Minimum Bachelor's degree in a related field (i.e., rehabilitation counseling, counseling, social work, psychology, sociology, special education, speech and hearing, or rehabilitation teaching).

https://www.ziprecruiter.com/c/RECOVERY-RESOURCES/Job/VOCATIONAL-REHAB-COORDINATOR/-in-Cleveland,OH?jid=4b3d4165914faa61&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

JR. HIGH ELA TEACHER – OUR LADY OF MOUNT CARMEL – CLEVELAND

Full-time. Our Lady of Mount Carmel School in Cleveland is seeking an enthusiastic Junior High Reading and ELA teacher to join our amazing faculty! Applicants must have an active teaching license and complete an FBI and BCI background check along with Virtus training. Our school offers smaller class sizes and a tight-knit community of educators who embrace their vocation of teaching the Catholic faith.

https://www.linkedin.com/jobs/view/jr-high-ela-teacher-at-our-lady-of-mount-carmel-cleveland-3199619428/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

JOB COACH – CLEVELAND SIGHT CENTER

Full-time. Pay Rate - \$15.00 - \$17.00 per hour. On Call (hours will vary). We are looking for Job Coaches to help clients enhance their strengths and improve their job skills. Responsibilities: Demonstrates skills in a broad range of job search skills and pre-employment activities and services; This includes helping clients create cover letters, refine a resume, complete applications, and development of interview skills in addition to addressing employment related barriers or providing job retention services; Uses structured intervention techniques to help the



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client learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be a successful worker at the job site and in related community contacts; Provides client with immediate feedback, assistance, and follow-up from the support person. Required Skills and Experience: Education: High School graduate. Experience: Minimum of one-year previous experience working with people with disabilities; prefer experience working with people with blindness or visual impairment. Skills: Excellent oral and written communication skills in working with diverse populations; Ability to read a variety of written materials aloud to client; Demonstrated skill in giving and receiving verbal instructions and information.

https://www.salary.com/job/cleveland-sight-center/job-coach-on-call-hours-will-vary/j202207050020220946323?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MARKETING AND OUTREACH SPECIALIST – ACCEL SCHOOLS – CLEVELAND

Full-time. ACCEL Schools is seeking a results-driven Marketing and Outreach Specialist to join our team. The Marketing and Outreach Specialist will generate leads that result in new student enrollments. Responsibilities: **Lead Generation/Strategy Development and Execution:** Supports the Marketing Managers in leading the outreach and partner relationship management efforts to ensure an ongoing pipeline of new leads; **Enrollment Process Management:** Ensures that a high level of customer service is consistently provided to prospective families, staff, internal/external partners and stakeholders. Qualifications: Bachelor's degree or equivalent work experience preferred; 1-3 years of student recruitment, sales, or customer service experience; Passionate belief in the mission of ACCEL Schools; Have transportation and be willing/able to travel across Northeast Ohio daily.

https://www.linkedin.com/jobs/view/marketing-and-outreach-specialist-at-accel-schools-3192650792/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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RESIDENT ASSOCIATE – CIRCLE OF CARE – CLEVELAND

Full-time. Pay: \$15 hourly. Our Residential Associate provides support services to residents of Cardinal House as part of the sober living program. Responsibilities: Establishes and maintains good rapport and working relationships with residents; Aids and encourages residents to meet established goals of their service plans; Encourages resident decision-making; Reports problems and behavioral changes to supervisor. Qualifications: High school diploma required; Minimum one-year prior work experience with the adult mental health population; Associates degree or better in Social Work.

Apply in person. Contact person: Sierra Crawford. Phone number: 202-717-7746

Email: admin@circleofcarebh.org

MID-LEVEL CAD TECHNICIAN – AECOM – CLEVELAND

Full-time. The Transportation Business Line of AECOM is actively seeking a highly talented and self-motivated Civil Drafter/ Designer for immediate employment. Responsibilities: This position will be responsible for serving as primary departmental resource for CAD drafting at the project level; CAD drafting will be performed in a manner which adheres to accepted engineering practices and standards, as well as company standards; Prepare and issue all associated design/drafting packages in coordination with IT support staff; Assist in the development, implementation and deployment of CAD drafting and survey standards on a departmental level, as directed; Assume primary responsibility for providing a quality work product by checking the work product of associates and assuming both schedule and quality measures. Requirements: HS + 2 years of experience or demonstrated equivalency of experience and/or education; Valid Driver's License; Proficient in Microsoft Office programs; Experience with AutoCAD, Microstation, and/or InRoads (preferred).

https://aecom.jobs/cleveland-oh/mid-level-cad-technician/7C064B4F10EF42C38C570C6503754BC3/job/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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COMMUNITY LIAISON – FRONTLINE RESOURCE MANAGEMENT – RICHMOND HEIGHTS

Full-time. Richmond Heights Place is seeking a passionate, creative, and detail-oriented Community Relations Liaison to manage inquiry activity and meet budgeted apartment occupancy. **RESPONSIBILITIES:** Responsible for creating positive and memorable experiences for potential customers and referral sources; Conducts in-home visits with prospective residents, makes direct inquiry follow-up calls and initiates follow-up letters; Ensures that meaningful tours are provided and coordinates admissions process through completion; Participates in the development and implementation of the quarterly business development plan.

REQUIREMENTS: High School Diploma or GED required; One to three years of inside sales experience, preferably in the Senior Care field; Willingness to enhance professional growth and development through continuing education; Must possess a strong desire to work with the elderly.

https://www.salary.com/job/frontline-resource-management/community-liaison/j202205270228490777644?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RESIDENT SUPERVISOR – ORIANA HOUSE – CLEVELAND

Full-time. \$15.00/hour with HS Diploma or GED. \$16.00/hour with Bachelor's Degree. **\$500 hiring bonus after 6 months of employment**. Community Corrections Professionals are responsible for the direct supervision of clients in the facility. Essential Job Functions: Supervises the daily activities of clients while in the facility to include, but not limited to: clean up, signing in and out of the facility, recreation, visitation, and meal times; Accurately accounts for the whereabouts of each client by conducting and documenting facility whereabouts three (3) times per shift in accordance with Agency policy and procedures; Maintains an active presence on the floor (common and dorm areas) by conducting frequent circulations of the facility at a minimum 60-minute interval; Conducts alcohol testing and collects urine specimens in accordance with Agency policy and procedure.

<https://recruiting.ultipro.com/ORI1005ORIH/JobBoard/9c612edc-0163-4cc2-b9e9-6cff2b3f9796/OpportunityDetail?opportunityId=347fdc1f-c9e7-48ec-82be-1ccd07c97d7e&postingId=42cea00b-177c-4906-89ae-e685b5853e9f>



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K-12 INTERVENTION SPECIALIST – CONSTELLATION SCHOOLS

Full-time. Constellation Schools is offering a sign-on bonus up to \$5000 for qualifying applicants- apply now! The Intervention Specialist plans, organizes and implements an appropriate instructional program in keeping with the mission of Constellation Schools that guides and encourages students to develop and fulfil their academic potential. Qualifications: A four-year degree from an accredited college; K-12 Intervention Specialist certificate/license issued by the State of Ohio; Work diligently towards acquiring the necessary hours for license renewal; Experience with behavior issues required. Qualifying applicants must: Submit an application and all required materials between July 7 and July 31, 2022 to be considered.

https://www.k12jobspot.com/Job/2916731?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMUNITY ENGAGEMENT SPECIALIST – OHIOGUIDESTONE – CLEVELAND

Full-time. The Community Engagement Specialist is responsible for building strong community support and collaborative partnership to help students overcome barriers of completing the program and employment. Essential Functions: Case management- working with clients to remove barriers during programming; This position does NOT have productivity hours. Staff will document all barriers removed for the clients; Meets regularly with clients to maintain a consistent approach to supporting student during programming; Completes assessments to determine barriers and updates client's individual opportunity plan as needed. Qualifications: Must be at least 21 years of age and minimum educational level of a Bachelor's degree* in Social Work, Human Services, or a related field; Experience with low-income participants, and experience working with young adults; Must have a valid Ohio Driver's License with a safe driving record and valid insurance; Must have reliable transportation and the ability to transport clients.

https://www.salary.com/job/ohioguidestone/community-engagement-specialist/j202202250321548389340?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SENIOR MENTAL HEALTH COUNSELOR – METROHEALTH – ROCKY RIVER

Full-time. Location: Rocky River/Hybrid Remote. Shift: 8AM-5PM. \$2,000 sign on bonus. Summary: Provides mental health evaluations and treatments for patients in an assigned area, including the Emergency Department, inpatient medical units, child or adult outpatient clinics (including satellite offices), and Cuyahoga County Corrections (jail). Qualifications: Required: Master's degree in Social Work, Counseling, or other Behavioral Health-related field of study from an institution accredited by the Council on Social Work Education, or other similar accrediting body; Currently licensed by the State of Ohio as a Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC).

https://www.adzuna.com/details/2581622744?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEAD OF SCHOOL – CLEVELAND METROPOLITAN SCHOOL DISTRICT

Full-time. Location: Cleveland School of the Arts. The Head of School is both the administrative and instructional leader for the high school. Responsibilities: Hire, train and develop a high-quality faculty; Recruit/retain enthusiastic teachers with subject-area expertise and the ability to work with high school aged students; Support the ongoing development of teacher effectiveness that supports academic improvement, expects measurable results, and rewards achievement Deliver professional development to all staff; Oversee the school's programming and institute support to ensure both academic and artistic models are met with equal fidelity. Qualifications: The successful candidate will bring a demonstrated track record of results in a high school leadership role and experience working with similar student populations; Preference will be given to candidates who have experience with a model driven school, with strong academic achievement data; A commitment to the model of linking academic and experiential learning with strong mentoring programs in the fine and performing arts for student success is essential; Proven success in a leadership role at the high school level, preferably in an urban setting.

https://www.salary.com/job/cleveland-metropolitan-school-district/head-of-school/j202203291618205399758?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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OPEN POSITIONS – JOURNEY CENTER FOR SAFETY AND HEALING – CLEVELAND

Director for Prevention and Trauma Services- Full Time. Salary range \$60,000-\$68,000. Work hours are Monday - Friday, 10am-6pm. Some non-traditional work hours and ability to tailor work hours to meet the needs of families. Journey Center is seeking a full time Director for Prevention and Trauma Services to provide clinical leadership for a team of treatment providers including social workers, counselors, case managers, and interns. Duties include but not limited to: · Coordinate Services with other agencies; Program planning and development; Oversee supervision and operations of Trauma Services Department that includes child and adult therapy and Prevention & Community Engagement; Responsible for maintaining and renewal of agency accreditation; including CARF and OMAS. Qualifications: Licensed Independent Social Worker (LISW) or Licensed Professional Clinical Counselor (LPCC) required, licensure with supervisory (“S”) status required; 3-5 years of direct service experience required; 3-5 years of administrative/supervisory experience required; Must have and maintain a valid Ohio driver’s license and appropriate insurance coverage. Must have appropriate driving record and personal vehicle.

Trauma Services Manager – Full-time. Salary range \$50,000-\$55,000. Work hours are Monday - Friday, 10am-6pm. Journey Center is seeking a full time Trauma Services Manager to provide clinical leadership for a team of treatment providers including social workers, counselors, case managers, and interns. Duties include but not limited to: Coordinate Services with other agencies; Program planning and development; Supervise therapists, student interns and volunteers; Provide mental health services including diagnostic assessments, individual behavioral health therapy, group behavioral health therapy, and telehealth therapy. Qualifications: Licensed Social Worker (LSW) or Licensed Professional Counselor (LPC) required, Independent license preferred; 2+ years of direct service experience required; Minimum 1 year of administrative/supervisory experience required; Must have and maintain a valid Ohio driver’s license and appropriate insurance coverage. Must have appropriate driving record and personal vehicle.

Shelter Services Manager – Full-time. Starting salary \$50,000. Work hours are Monday – Friday, 1st and 2nd shift. Evening hours are required. Journey Center is seeking a full-time Shelter Manager for our confidential shelter. The Shelter Manager is responsible for overseeing all direct client services at Journey Center’s Emergency Shelter. Duties include but not limited to: Provide direct supervision and support to Shelter Coordinators and Advocates; Oversee delivery of services and programming; Ensure services are utilizing evidence-based modalities;



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Trauma Informed Care and The Housing First Model; Participate in shelter leadership team; Qualifications: Bachelor’s Degree in Social Work, Public Health, Psychology, or related field; Minimum 3 years’ experience working with victims of domestic violence and child abuse or equivalent combination of education and experience; Experience in a Residential Setting; Must have and maintain a valid Ohio driver’s license and appropriate insurance coverage; Must maintain appropriate driving record.

To apply visit Journey Center website www.journeyneo.org

COMMUNITY RESOURCE NAVIGATION SPECIALIST – UNITED WAY – CLEVELAND

Full-time. Rate of pay starting at \$18.00/hour. Mon-Fri 12:00pm-8:00pm (Remote). The 2-1-1 Navigation Specialist is responsible for assisting the public, social service agencies, health providers and or other agencies in identifying resources within health and human services. Responsibilities: 2-1-1 Navigation Information and Referral; Responds to inquiries using established policy and procedures provides assistance and information for obtaining health and human services; Uses exceptional customer service techniques for handling multi-channel communication inquiries; phone calls, emails, text, chat) to collect information, assess needs, and provide information about resources available. Qualifications: Minimum High School diploma or equivalent; 1 years of project administration support or other relevant experience; Previous experience in Health and Human Services field preferred.

https://www.salary.com/job/united-way-of-greater-cleveland/community-resource-navigation-specialist-full-time/j202204180310147741603?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SCHOOL SOCIAL WORKER – BREAKTHROUGH PUBLIC SCHOOLS – CLEVELAND

Full-time. Compensation: \$52,000 - \$65,000-- Commensurate with years of experience. Breakthrough Public Schools is seeking to hire a dedicated and experienced School Social Worker for the 2022-2023 school year. Responsibilities: Participate in special education assessment meetings as well as Individual Educational Planning Meetings including a social or



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developmental history on a child with a disability and develop and support goals and intervention strategies to address the identified needs; Maintain an ongoing counseling schedule and caseload (group, individual, and/or family) focusing on identified socio-emotional growth goals, including anger management, conflict resolution, social interactions, and other areas of development; Work collaboratively with school-based leadership to identify the needs of students and staff in guiding the current SEL Programming and mental health needs. **SKILLS AND QUALIFICATIONS:** Strong understanding Trauma-Informed Practices, Culturally Responsive Teaching, and Restorative Practices; Organizational and analytical skills; Close attention to detail coupled with the ability to exercise good judgment; Exceptional oral and written communication skills, and interpersonal skills; Ability to work well independently as well as collaboratively.

https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/School-Social-Worker/-in-Cleveland,OH?jid=afb655614df63c09&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

IT APPLICATION LEAD SYSYTEMS ANALYST – CC ADMINISTRATIVE CAMPUS

Full-time. “Hybrid work in Ohio” – This position is a partial (up to 80%) remote work opportunity. You will join an exciting project team that will shape patient care in the telehealth arena at the Cleveland Clinic. Responsibilities: Leads IT projects, including planning, obtaining customer input and projecting resource requirements. Reviews system requirements with customers and translates requirements into specific functions or deliverables. Analyzes flow chart processes and recommends ways to reduce steps and increase efficiency through use of technology. Requirements: Bachelor's degree in Information Technology/Computer Science, Health Sciences, Healthcare Admin or related field. Offset: High School Diploma / GED or equivalent and 9 years of experience. Offset: Associates Degree and 7 years of experience. 6 years of system implementation experience, including directing, planning and scheduling a major information system project.

https://www.salary.com/job/cc-administrative-campus/it-application-lead-systems-analyst/j202203310918171240825?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DEVELOPMENTAL SPECIALIST – BOARD OF DEVELOPMENTAL DISABILITIES

Full-time. Salary range: \$47,048.00/Yr. - \$65,344.00/Yr. The Cuyahoga County Board of Developmental Disabilities is seeking two Floating Developmental Specialists (assignments detailed below), to coach, assess, promote, and encourage learning by enhancing routines in partnership with parents/families, and team members that invite play, movement and active exploration in natural environments; assess development in a natural environment. The nature of work of the Developmental Specialist will include, but is not limited to, the following: Perform developmental evaluations/assessments in the home or in a community setting of the family choice. Perform and document the routines-based interview (RBI) in collaboration with the family and/or Core Team members. Work collaboratively with transdisciplinary Core Team members, including parents, service coordinators and therapists in the development and implementation of the IFSP. Develop IFSP outcomes with family, within their everyday routines and activities identified as important by the parent/primary caregiver. Qualifications: Bachelor's degree in Early Childhood Education or Special Education or related field; Eligibility for State Department of DD Early Intervention Certification with certification occurring within state statute time lines AND in order to accept an Evaluator assignment, the candidate must already hold an additional license as outlined in the Ohio Early Intervention Rule under the definition of a Qualified Personnel.

http://www.jobscincleveland.com/job/detail/66377069/Developmental-Specialist?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

THERAPIST – ADULT SERVICES – OHIOGUIDESTONE – CLEVELAND

Part-time. The Community Counseling department is seeking a passionate and empathic therapist to provide Assertive Community Treatment (ACT) to adult clients with diverse mental health diagnoses. This role will start part time but has the ability to move to full time. Qualifications: Minimum educational level is a Bachelor's degree* in social work with an Ohio LSW. A Master's degree, clinical experience LPC, MFT, LISW or LPCC or IMFT is preferred. Must have a valid Ohio Driver's License and safe driving record. Licenses & Certifications: Required: MFT, LPC, LSW.



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https://www.glassdoor.com/job-listing/therapist-act-program-ohioguidestone-JV_IC1145778_KO0,21_KE22,36.htm?jl=1007783693507&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



We are looking for dedicated men and women to join our team who are committed to excellence in health and human services and believe in our core values: Dignity of Person, Concern for the Poor, Justice, Hope, and Stewardship.



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Featured Positions

Clinical Supervisor



Catholic Charities, Migration and Refugee Services is seeking a motivated, mission-driven, and knowledgeable Clinical Supervisor to oversee the Ohio Center for Survivors of Torture program (OCST). OCST provides holistic, strengths-based, trauma-informed treatment for Survivors of Torture that focuses on medical, psychological, social, and legal needs.

Social Worker/Therapist, School-Based and Telehealth Services

Catholic Charities, is seeking a motivated, knowledgeable, and compassionate Social Worker/Therapist to join our team. The School-Based Family Services department provides assessment and counseling to children and their families to sustain youth in the school setting with therapeutic support or through telehealth options.



Residential Assistant



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Catholic Charities, Diocese of Cleveland is seeking a Residential Assistant (RA) at our Matt Talbot for Women site - a residential recovery center in Cleveland and Lakewood, Ohio. RA's work as part of a treatment team to facilitate daily living activities in support of clients' recovery journey. RA's work to ensure clients' safety and model and promote positive recovery behaviors.

Click on link to view current openings:

<https://recruiting.ultipro.com/CAT1012CACSC/JobBoard/41d1a852-e913-429a-93ff-1d024bc3206d/?q=&o=postedDateDesc>

OPEN POSITIONS – CLEVELAND CHRISTIAN HOME – CLEVELAND

Youth Residential Treatment Specialist

Full-time. 1st, 2nd, 3rd Shift. Pay: \$14.00 – \$15.00 per hour. Under general supervision, the Residential Treatment Specialist provides supervision and management of assigned children in the daily living routines that comprise the therapeutic milieu of the residential treatment program of Cleveland Christian Home. Responsibilities: Supervise clients in his or her charge assuring that a safe and therapeutic environment is maintained for all clients, 24 hours a day, 365 days a year (this includes weekends, holidays). Develop and consistently implement predictable routines for daily functioning, including wake-up, hygiene, meals, and bedtime. Plan and organize activities and educational groups for residents which promote change and growth in areas identified on their Individual Service Plans. Qualifications: High school diploma or GED required; additional education and/or training desirable. A minimum of one (1) year experience working with at-risk youth in a residential environment. Must have the ability to physically restrain clients of varying age/height/weight. Must have experience with moderately to severely emotionally disturbed children who have been unable to function effectively in a home setting.

RN/LPN

Full-time (40 hours a week); Part-time: Alternating weekends; Shift (12 hours shift) 8am to 8pm, holidays; PRN: On-Call as needed may include holidays. Under direction, the RN Supervisor provides medical and health services to children served at the Cleveland Christian Home and work supervision to the agency's nursing staff. **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:** · Recording medical history and symptoms. Conduct physical examinations. Administering medications and treatments. Monitoring patients' health.



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MINIMUM QUALIFICATIONS: 1. Education, Training, and/or Experience: A minimum of Associates Degree in Nursing; A minimum of three (3) years' experience in pediatric and/or public health nursing. 2. Licensure: A licensed RN/LPN. Must be fully vaccinated.

<https://cchome.org/careers/>

OPEN POSITIONS – ACHIEVEMENT CENTERS FOR CHILDREN – HIGHLAND HILLS, WESTLAKE

Achievement Centers for Children is a Cleveland, Ohio based non-profit organization that is nationally recognized for its excellence in helping children with disabilities and their families achieve and thrive.

Office Manager Westlake location

We are actively seeking a highly qualified, part-time (20-30 hrs/week) Office Manager to execute various ongoing administrative functions that result in an efficiently run office. Job Responsibilities include: Communication with NCTA Director, staff, clinical supervisor, district personnel as well as other departments that interface with supporting NCTA functions; Perform payroll, which includes processing therapist billing twice-monthly, and using payroll portal to enter data to generate reports; Process monthly invoicing, posting and processing payments, making journal entries and balancing monthly bank statements. Requirements and Qualifications: HS Diploma or GED with minimum of 3 years of experience in an office or administrative setting; 1 year of previous experience with billing and payroll processing (highly preferred); Outstanding organizational skills, including a strong attention to detail.

Administrator Coordinator – Therapy Department

Full-time. We are currently seeking an Administrative Coordinator to support the Therapy Services Department staff. Responsibilities: Performs administrative coordinator duties for the Therapy Services Department. Schedules client appointments. Facilitates completion of intake paperwork. Creates and maintains client files. Enters client data into client database and runs/sends out routine reports. Requirements and Qualifications: High School diploma or GED. Ability to work at both Highland Hills and Westlake locations. Must demonstrate and respect confidentiality regarding clients/families, staff and program operations. Ability to manage a multi-line phone system. 3-5 years of professional experience in Office Administration/Program Support.



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Summer Maintenance Assistant Camp Cheerful, Strongsville

The Details: Starting at \$12 an hour, may increase dependent on experience. Must be 18 years of age or older. Must have valid driver's license with less than 2 citations in the past 5 years.

Flexible start date within early May through August. Position is full time, first shift with some flexibility. If you have any questions about the position, please email Jessica Potts, Manager of Camp Program, at jessica.potts@achievementctrs.org.

Teaching Assistant-Autism Classroom Westlake location

We are currently seeking a Teaching Assistant to join our team. Bring your talents and enthusiasm to our innovative K-8 school for children diagnosed with Autism Spectrum Disorder. Responsibilities: Providing support to the teacher and other classroom team members.

Maintaining daily operation of the classroom program. Assisting students with instructional and non-instructional tasks as assigned by the teacher. Requirements and Qualifications: Associates degree in Education, Child Development, Psychology or other related field. Experience working with students with special needs in a classroom setting. Excellent organizational, interpersonal and communication skills. Ability to consistently respond to children in respectful and supportive ways. Training and experience of 1-2 years with students with Autism Spectrum Disorder preferred.

Early Childhood Clinician/Therapist Community based

The ideal candidate is an experienced Social Worker who has clinical, community-based experience working with young children and their families. Responsibilities: Provide home and community-based behavioral health services for infants and children up to age 6 and their families. Complete comprehensive behavioral assessments. Build partnerships with parents, young children and an interdisciplinary team to address relationship and behavioral challenges at early ages. Advocate with and on behalf of clients and their families. Requirements and Qualifications: Bachelor's degree in Social Work, LSW or LPC license and related clinical experience. Master's degree in Social Work and LISW or LPCC license preferred DC:0-5 training a plus, along with the ability to identify social-emotional and developmental challenges within infants and toddlers. Knowledge of early childhood development and family dynamics.

Additional positions (regular and seasonal) are listed on our website where people can go to apply at www.achievementcenters.org



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OLIVET HOUSING & COMMUNITY DEVELOPMENT – IMMEDIATE OPENINGS

The OHCDC has internal employment opportunities! We have an immediate need for an outreach coordinator and an employment specialist. These are part-time positions that we need to fill NOW!

The **Outreach Coordinator** is responsible for establishing and maintaining relationships with a variety of organizations including city representatives, community-based organizations, and the public to recruit potential student and applicant in the various training programs sponsored in the Access Center. Responsibilities: Helping to create and maintain a calendar of all outreach activities, recruitment strategies, and community marketing, including community events, workshops, appearances, and other communication opportunities. Supporting new and old relationships with collaborative partners by working alongside staff to identify potential partner agencies, advocate for community resources, and provide follow up to initial collaborative meetings. Requirements: High school diploma, bachelor's degree in communications, public service, or similar area a plus, preferred experience of 3-5 years within non-profit fundraising or outreach activities, friendly, enthusiastic, and positive attitude, strong knowledge of social media and the community and other basic marketing platforms.

The **Employment Specialist** will be responsible for assisting the organization's staff with matching job program applicants to a specific job skills training or employment opportunity that best suits their education, skills, and interests. Responsibilities: Matching program participants and graduates of job skills training to available job openings and opportunities. Assisting with monitoring job retention rate for all partnering agencies and employers. Working with employers to understand their organizational needs and job requirements. Working with candidates to assess and analyze their skill set to determine skills training and professional development needs. Requirements: High School Diploma or GED equivalent. Strong written and verbal communication skills. Very strong organizational skills. Effective resume, skills, and education assessment skills.

For more information call us at 216-862-7350 or email info@olivetcdc.org.



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REHABILITATION SPECIALIST II – VOCATIONAL GUIDANCE SERVICES – CLEVELAND

Part-time. We are currently seeking to hire a Rehabilitation Specialist II to assist individuals referred from CCBDD and Medicaid funding sources to meet their vocational goals. Hours are during the day primarily between 8am - 2pm with opportunities also available between 12:30pm - 8:00pm. Employer sites are located throughout Cuyahoga County including E. 55th St., Warrensville Heights, Brooklyn, Solon, etc. These options are based on current needs and the interest of the candidate. The Rehabilitation Specialist II will be responsible for performing the following duties: Provide services to adults in vocational programming to aid them in working towards competitive employment while putting an emphasis on staying focused and on task, improving efficiency and quality, attendance and dressing appropriately for the workplace. Assist individuals in engaging in programming designed to increase daily living skills and personal and social adjustment. Shape personal and social behaviors of individuals through coaching, modeling, and demonstration. Maintain a caseload of up to 5-12 individuals including case notes, ISP revision dates, documentation, recommendations for transition to next opportunities, etc. and keep supervision up to date regarding individual progress. Maintain a positive work atmosphere by behaving and communicating in a professional manner that gets along with customers, vendors, individuals, co-workers, and supervisors. Qualifications: GED or high school diploma is required. At least 6 months of experience of working with people with disabilities preferred. Experience with Microsoft Word and Outlook preferred. Strong communication skills, both verbal and written, are required.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=26933&clientkey=778043B1CE4AA507708892A597F9A39D>



Cleveland Job Corps Center

13421 Coit Rd, Cleveland, Ohio

(216) 541-2500



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<https://cleaveland.jobcorps.gov>

Funded by the U.S. Department of Labor – Operated by Serrato Corporation

Career Opportunities

<p>Academic Instructor: Requirements: Minimum of one to two years related experience in education. Bachelor’s degree in education from a four-year college or university and/or equivalent combination of education and experience. Certified to teach in state in which center is located. Valid State’s Driver’s License. Responsibilities: Prescribes individual and/or group lessons designed to assist students in overcoming specific difficulties in mathematics and reading. Provides instruction to students enrolled in Reading, Mathematics, Workplace Communications, Career Success Standards (CSS), Health Education, Driver’s Education or HSD/HSE. Conducts and manages academic classes.</p>	<p>Academic Department</p>
<p>Accounting Clerk: Requirements: Minimum of one to two years accounting/finance or related experience. High school diploma or equivalent. Valid State Driver’s License. Responsibilities: Performs clerical duties in support of the finance department and in compliance with government regulations and corporate policies and procedures.</p>	<p>Finance Department</p>
<p>Admissions Counselor: Requirements: Bachelor’s Degree in human services, psychology, education, social science, business, communications, or closely related field; or Associate’s degree and two years related experience required. Responsibilities: Responsible for providing community outreach to local partners, businesses, and other agencies, as well as providing assistance for potential enrollees in compliance with government and management</p>	<p>Outreach and Admissions</p>
<p>Cook: Responsibilities: Prepares meals in accordance with established menu plans, ensuring that adequate amounts are available for the number being served and that safety and sanitation regulations are met. Accurately records food usage, maintains equipment, assists in inventory of supplies, and monitors Leisure Time and Work Based Learning Students. Requirements: High School Diploma or GED, one year of experience in high volume or institutional cooking and the ability to follow written and oral instructions and perform basic math.</p>	<p>Food Service</p>



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<p>Custodian: Requirements: High School Diploma or equivalent required. Three to six months of related experience preferred. Valid State Driver’s License. Responsibilities: Performs general maintenance, housekeeping, and landscaping duties on Center building, grounds, and surrounding areas using environmentally friendly cleaning products while maintaining a healthier place for students and staff</p>	<p>Maintenance Department</p>
<p>Driver: Requirements: High School Diploma or equivalent required. Minimum of one-year of driving multiple passengers experience. Valid State Driver’s License. Responsibilities: Transports students to various cities by bus for recreational and educational purposes, transports students/staff to various medical Centers, transports students for other various reasons.</p>	<p>Safety/Security/Transportation</p>
<p>Maintenance Worker: Requirements: High School Diploma or equivalent required. Minimum of one to two years’ experience in building maintenance. Valid State Driver’s License. Responsibilities: Monitor, supervise and instruct student facility maintenance staff, while performing all required job duties to ensure our facility is well maintained.</p>	<p>Facilities Department</p>
<p>MIS Coordinator/ IT: Requirements: Bachelor’s Degree preferred or related network certification. Directly related technical experience in systems analysis may be considered in lieu of formal education requirements. Responsibilities: Monitor data communications to ensure that network is available to all system users and resolves communication problems. Analyze and support computer operations by providing first line support services for operational problems.</p>	<p>Administration Department</p>
<p>Student Records Clerk: Requirements: High School Diploma or equivalent. Associate’s degree preferred. Minimum of six months experience in administrative support, data entry, records management, or related experience. Responsibilities: Provide support for the student records function to ensure that students receive the support services and benefits necessary for successful participation in the Job Corps program while ensuring the maintenance of a uniform systems to account for and document the participation and achievement of program participants.</p>	<p>Records Department</p>
<p>Registered Nurse: Engage in providing health services for all students and follows departmental programs and standards that meet all DOL, PRH, Center and Serrato Corporation requirements. Assist the Wellness Department the delivery of health services, support, and education that will enhance student employability and help students maintain a healthy</p>	<p>Wellness Department</p>



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<p>lifestyle. Responsibilities: Assist in ensuring the quality health services are delivered in a professional, caring, and cost-effective manner. Assist the Wellness Department with focusing on wellness and disease prevention. Assist with ensuring students with disabilities receive planned accommodations. Deliver quality health services in a professional, caring, and cost-effective manner.</p> <p>Requirements: Must obtain a valid Certified Nursing License</p>	
<p>Recreation Specialist: Requirements: Associates Degree, or one year of related experience working with youth. Valid Commercial Driver’s License Class B CDL with passenger endorsements. Responsible for developing, conducting, and supervising/chaperoning a wide variety of leisure-time activities for all students</p>	Social Development
<p>Residential Counselor:</p> <p>Responsible for working with Residential Living team to provide students on respective dormitory with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success. Responsibilities: Oversee respective dorm area and uses proper judgment and discretion to resolve student and staff issues and concerns. Provides individualized case management to maintain student enrollment and success in the program. Works in partnership with Residential Living, Recreation and Safety and Security staff to effectively supervise and manage the student population. Ensures strict confidentiality of sensitive information and integrity of student data.</p>	Social Development
<p>Secretary/Residential: Requirements: One-year secretarial or related experience. High school diploma or equivalent. Associates Degree preferred. Valid State Driver’s License. Responsibilities: Provides clerical support and related assigned duties to the Social Development Department</p>	Social Department
<p>Security Officer: Requirements: High School Diploma or equivalent required. Associates Degree preferred. Two years security, law enforcement, military, or related experience. Safety related training preferred. At least one year in a residential living setting and background in youth programs preferred. Valid State Driver’s License. Responsibilities: Responsible for planning, developing, implementing, overseeing, and integrating safety and security programs for the Center. Must be available to work any shift and day of the week due to a 24/7 operation</p>	Security Department



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<p>Substance Abuse Counselor/Part-time: Requirements: Bachelor’s Degree in related field and/or equivalent combination of education and experience Minimum of one-year experience in drug/alcohol counseling or related field required. Experience with working with youth preferred. Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification</p> <p>requirements to practice in the state where the center is located. Valid State Driver’s License. Responsibilities: Develops and implements Trainee Employee Assistance Program, which includes assessment, intervention, counseling, relapse prevention and education. Educates and counsels on safe and healthy lifestyles</p>	Wellness Department
<p>VPN – Practical Nurse: Requirements: High School Diploma or equivalent (GED) and diploma from an accredited Practical Nursing Program One year of related experience and/or training is necessary. Current LPN license from the State, current BLS/CPR certification. Valid State Driver’s License Responsibilities: Assists the Health and Wellness Manager in planning, implementing, and evaluating an efficient wellness program consistent with the students’ needs and Job Corps goals and objectives. Provide nursing services.</p>	Wellness

Apply today! All interested applicants must apply online at www.serratocorp.com and select “Careers”. Cleveland Job Corps Center is an equal employment opportunity and affirmative action employer which prohibits employment discrimination based on race, color, religion, sex or national origin. Serrato is an Equal Opportunity Employer, Vets and Disability Employer.

MULTICULTURAL INFORMATION SPECIALIST – OCECD – NORTHEAST OHIO

Full-time. Salary is commensurate with experience The Ohio Coalition for the Education of Children with Disabilities (OCECD) is seeking a Bilingual (Spanish/English) Multicultural Information/Trainer Specialist to join our team. Responsibilities:

1.) Parent/ Assistance/Training for Spanish Speaking Families: Assists parents by phone and/or in person to understand special education rules. Assists parents by providing information/resources (emailing/ mailing). Assists parents with contacting school personnel to assist in child receiving appropriate services. Assists parents by referrals and locating services to support their children’s education. Assists parents by attending in person, virtual, or conference calls parent meetings, IEP meetings, evaluation review (ETR) meetings, administrative reviews, resolution sessions, mediations, and other meetings, as necessary to provide information/support



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to families for the educational advancement of their children with disabilities, or at risk. 2.) **Workshops/Presentations:** Conducts workshops for parents (individual or groups) and professional groups on IEP's, Rights, Section 504, ETR, IEP Clinics, and all other OCECD topics, when requested.

3.) **OCECD Representative:** Research/Outreach the assigned Ohio Region organizations and agencies to build a collaborative relationship to support the mission of the Coalition. High school diploma required.

Interested applicants should send a cover letter, their resume, and any copy of transcripts (unofficial) to the Executive Director, Dr. Lisa Hickman at lisah@ocecd.org.

PEER RECOVERY SUPPORTER – PEOPLE PLACES AND DREAMS - CLEVELAND

Full-time, Part-time \$18.00 per hour. People Places and Dreams, a holistic agency with peer empowerment, mental health, and substance abuse focus. We are seeking talented, highly motivated professional individuals to join our team of dynamic Peers Recovery Supporters. We are looking for Peer Recover Supporters who understand and respect the importance of self-directed paths to recovery, recognize the transformative power of hope and encouragement through sharing lived experiences, and most importantly, is able to model and advocate health and wellness through implementation of the eight dimensions of wellness and supporting clients on their journey to recovery. Duties: Support individuals with substance use and or mental health diagnosis on their road to recovery. Collaborate and contribute to treatment team meetings and plans. Utilize electronic documentation system and software to record contacts with clients; Ability to meet documentation deadlines; 48 hours turnaround time. Qualifications: Minimum of a high school diploma, GED, or equivalent educational status mandatory. Higher education desired. Lived experience in the areas of mental health and substance use recovery Valid State Driver's License and Proof of current car insurance; reliable transportation Currently, active Peer Support Certification issued by OMHAS. Pass a background check (BCI) Ability to use the internet and basic computer (Windows and Microsoft Office Suite)

To apply please send your resume to: jobs@peopleplacesanddreams.com



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SENIOR OUTREACH COORDINATOR-NEON HEALTH SERVICES

Under the supervision of the Director of Social Services & Special Programs, the Seniors Outreach Coordinator will develop and implement initiatives and programs geared towards the senior population. The Seniors Outreach Coordinator will work to develop strategic partnerships within the community to strengthen referral relationships. The Coordinator will focus on providing seniors with advocacy, support, education, and resources within the community and NEON Health Centers. The Coordinator will identify, train, supervise, and oversee volunteers who provide customer service support to NEON staff. The Coordinator's overall efforts will connect new users to NEON with an emphasis on residents without a medical home, the uninsured, and the underinsured.

<https://www.neonhealth.org/employment-opportunities>

JOIN AMERICORPS AND MAKE A DIFFERENCE

NEO Skill Corps is currently recruiting for full and part-time Member Service positions. We NEED individuals who are service oriented and ready to rise to the challenge of addressing the financial literacy, workforce development and adult literacy crisis in Northeast Ohio. Duties include: assess client's financial knowledge, instruct financial literacy curriculum, coach clients on limited financial matters, arrange guest speakers from financial industry and local businesses. A minimum two-year college from accredited college, Bachelor's Degree preferred proficient with Microsoft Office software, especially Word, Excel and PowerPoint

Interested applicants should submit their resume to Sandra Buckner, Program Manager at sbuckner@universitysettlement.net

MANUFACTURING/TRADES/GENERAL LABOR

RESIDENTIAL ELECTRICIAN – WORK WITH YOUR HANDZ – CLEVELAND

Full-time. Pay ranges from \$26 - \$31/hour! We are a family-owned and operated company serving residential customers in the Cleveland, Ohio area. As an experienced Electrician you



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will: Diagnose and repair residential electrical systems, consult customers on their needs and wants, advise customers on safety concerns regarding their homes' electrical systems and lead customers to informed and confident decisions. Requirements: State certified journeyman (or in school to become) with knowledge of local electrical codes and ability to make on-the-job applications; Proven track record in electrical techniques including electrical hardware, junction boxes and circuit breaker units, trace lines, and reading wiring diagrams; Maintaining continued education and training on a yearly basis.

https://www.monster.com/job-openings/residential-electrician-cleveland-oh--2c6b2592-b8d0-4af8-a54c-7d7e73f74296?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HELPER – SIFCO INDUSTRIES – CLEVELAND

Full-time. \$21.41 - \$22.91 Hourly. SIFCO Industries is a premier supplier to the aerospace industry. We have immediate openings for equipment Helpers. These individuals assist the Hammer Operator synchronize the operation of forging. Responsibilities: Maintaining stock of bars or billets in forging furnace. Delivering bars at proper heat to operator, removing scale from dies, returning stock to the furnace or trim press and hot trimming the forging. Qualifications: High School Diploma/ general education degree (GED); Previous forging experience is a plus, but not required; Previous experience as a Hammer Operator strongly desired.

https://ceogc608-my.sharepoint.com/:w:/r/personal/cbenn_stepforwardtoday_org/_layouts/15/Doc.aspx?sourcedoc=%7B57AB3FE1-22A1-4A99-B43F-E9576EB1AF26%7D&file=Aug%208%2C%202022%20Step%20Forward%20Employment%20Services%20-%20Job%20Leads.docx&action=default&mobileredirect=true



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GENERAL LABOR – GALAXY BALLOONS, INC. – CLEVELAND

Full-time. Starting salary: \$15.00. Galaxy Balloons is an award-winning company that provides its customers with fun and innovative products like balloons, sport balls, cheering accessories, pet products, inflatables, drinkware and holiday ornaments. We are currently hiring printers, packers and other general labor positions. We are accepting applications for these positions and work hours would be from 2:45 pm- 11:15 pm.

https://www.salary.com/job/galaxy-balloons-inc/general-labor/j202202092034564567333?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCTION/LABOR/MANUFACTURING - NESCO RESOURCE – CLEVELAND

Full-time. The pay is \$17/hour. Nesco Resource is looking to fill first shift (7am-3:30pm) production positions in Cleveland, Ohio (44102). Duties/Responsibilities: Organize inventory in an easy-to-access process; Monitor the efficiency of the production line to ensure timely load and shipment. Education / Experience: High School education or GED equivalent is preferred. No prior experience or training is required. Experience working in assembly of small components, keyboarding, checking, for manual dexterity preferred. Please reply to the posting with your resume, or you can apply in person Monday-Friday between the hours of 9 am and 3 pm at 7263 7550 Lucerne Dr. Suite 105, Middleburg Heights, OH 44130.

https://www.linkedin.com/jobs/view/production-labor-manufacturing-at-nesco-resource-3193689334/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PIPE LAYER – SUPERIOR SKILLED TRADES – CLEVELAND

Full-time. PAY: \$20- \$28 hourly. HOURS: 40- 50 hours weekly. SCHEDULE: Monday to Friday start time 7am- end time 3-6pm depending on workload per day. START: ASAP. Waterproofing company looking for good men to hire ASAP! Needing experience with pipelaying and waterproofing! RESPONSIBILITIES FOR LEAD PIPELAYER: Lay pipe for



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storm or sanitation sewers, drains, and water mains. Perform any combination of the following tasks: grade trenches or culverts, position pipe, or seal joints; Waterproofing.

QUALIFICATIONS FOR LEAD PIPELAYER: A valid driver's license; 3+ years' experience is a must; Must be able to pass drug screen.

https://www.ziprecruiter.com/c/Superior-Skilled-Trades/Job/Pipe-Layer/-in-Cleveland,OH?jid=05ed2db57f1eb856&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL LABOR – PEOPLEREADY – CLEVELAND

Full-time. Entry level. Pay Rate for this Job is \$12.00/Hour - \$17.00/Hour. PeopleReady of Cleveland, OH is now hiring General Laborers! Apply today and you can start as soon as tomorrow. No resume or interview required. We work hard every single day to find jobs so each employee has opportunity and variety in their work. Duties: Perform general site clean-up; Move, load, or unload materials; Assist in light construction if necessary; Remove debris and trash from work site; Some specialized tasks may require on-the job training.

https://www.linkedin.com/jobs/view/general-labor-at-peopleready-3182055604/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PROCESS TECHNICIAN 1 – WATER TREATMENT (ENTRY LEVEL) - AFFINITY CONSULTANTS - CLEVELAND

Full-time. Averaging 40-50 hrs./week. Starting Wage - \$20.00 up to \$23 – bump to Process Technician II. We are looking for: Motivated individuals with little to no experience in industrial operations or water treatment technologies. We will train. We also provide health and safety training and forklift certification. This opportunity places individuals on a career path with marketable skills and experience in an industrial work environment. Essential Duties and Responsibilities: **Etch Line Management:** The etch line process involves tanks of acids, bases, and rinse waters for etching aluminum forged parts. Concentrations within the tanks are



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maintained within specified ranges. Employees must collect samples and perform basic analytical testing using onsite testing equipment to determine the percent acid/caustic at each of the etch lines for quality purposes. **Environmental Sampling and Technical Support:** Environmental sampling and technical support as required by client including, but not limited to, the collection of water (storm water, wastewater, process water, etc.) samples, completing labels, and sample documentation and reporting. Requirements: Graduated High School or equivalent; Valid Ohio Driver's License; Must be an American Citizen as that is a requirement from the company; Willing to do a background check and drug test; Willing to work with hazardous chemicals (we train); Experience working with metal wastewater would be great however not required.

To apply, contact with resume: Emily Gareis, emilyg@affinityconsultants.com

BUSINESS SERVICE II MECHANIC – EAST CLEVELAND SCHOOL DISTRICT

Full-time. General Description / Specific Performance Indicators: 1. Responsible for the district-wide maintenance in technical or trades field. a. Maintain a safe working environment and observes good housekeeping in the assigned warehouse space. b. Develop and prepare an ongoing program for improving, maintaining, repairing and updating equipment. c. Recommend to the Facility and Operations Manager the needs in the area of supplies, materials, equipment, and repairs. Requirements: 1. Minimum of five (5) years of experience in automotive or heavy-duty mechanics, which may include fleet experience. 2. High school diploma or equivalent. 3. Valid State of Ohio License with CDL Endorsement and Restrictions S: School Bus 4. Physically able to perform tasks required for the job function (i.e., lifting heavy objects, doing repairs, etc.)

https://www.ziprecruiter.com/c/East-Cleveland-City-Schools/Job/Business-Service-II-Mechanic/-in-Cleveland,OH?jid=de5bfe7c1bcb1202&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DRIVER-MOVER – BELLHOP – CLEVELAND

\$24 an hour. We're seeking Mover/Drivers to join the Bellhop team and help us deliver world-class moving experiences to our customers! Requirements: Be at least 21 years old; Be willing to drive a 26' box truck on a move; Own a smartphone with an active plan; Reliable transportation - moves can be 30 miles + away.

https://www.getbellhops.com/movers-and-drivers/?utm_source=gmblisting&utm_medium=organic

LABORER/FACTORY WORKER – AREATEMPS – CLEVELAND

Full-time. Cement/Masonry/Production Line Worker – 20 needed. A manufacturing and supply company is seeking individuals who will be working the cement production line outdoors, setting-up forms that are 300 feet long. There are openings Monday through Friday from 6 a.m. to 5:30 p.m.; however, you must be flexible on start times and end times, as you could work up to 12 hours a day. Job Duties: Set-up forms, pour, and finish concrete for curing overnight; Once concrete is cured, you will strip the forms from the concrete, utilizing various tools and equipment; Once this process is complete, you will start all over again; Stripping the cured concrete is done early in the morning; late morning or afternoon is when you set-up and pour the next form so it can set for the night. Qualifications: Must be mechanically inclined; Must be able to use a hammer and scrapper; Must be able to push, pull, and constantly clean-up to alleviate safety hazards; Must be safety conscious.

https://www.salary.com/job/areatemp-com/laborer-factory-worker/j202206031823378802863?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ASSEMBLY LINE WORKER – VOLT WORKFORCE SOLUTIONS – CLEVELAND

Full-time. Estimated Salary: \$20 to \$28 per hour based on qualifications. The Assembly Line Worker will be responsible for the following: Picking and packaging products off of the assembly line; Counting and packing products into appropriate boxes; Shrink wrapping products.

https://cleveland-oh.geebo.com/jobs-online/view/id/341035936-assembly-line-worker-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

AUTOMOTIVE TECHNICIAN – MR. TIRE – LAKEWOOD

Full-time. Pay depends on experience could start at \$15/hour or \$20/hour with much experience. The technician is responsible for the efficient, diagnosis, repair and maintenance of Guest's vehicles. The Automotive Technician position is a great way to start your career at Monro. Responsibilities: Perform brakes, suspension, tire installation, scheduled maintenance, and all manner of automotive repairs and maintenance, that you are qualified to perform; Secure our guests approval to perform the work as a result of the diagnosis; and always maintain a clean, neat work area. Qualifications: High school or GED equivalent; 2+ years of automotive technician experience; Valid Driver License; Own a basic set of automotive tools or participate in tool purchase program.

<https://www.smartrecruiters.com/MonroInc/743999828181244>

CONSTRUCTION SUPERVISOR – ARMCORP – CLEVELAND

Full-time. Pay: From \$50,000.00 per year. Armcorp Construction is seeking an experienced Construction Superintendent. The candidate will be responsible for the overall construction of the projects assigned. The successful candidate must possess the knowledge, experience, and confidence to engage and professionally interact with the design professionals and client representatives while successfully working with the project manager, subcontractors, suppliers, estimating teams, and other construction-related personnel in planning, coordinating, and safely executing the work in accordance with the contractual obligations, schedule, and budget.

DUTIES AND RESPONSIBILITIES, including, but not limited to: Actively managing and



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completing projects; Monitoring job sites to ensure safety compliance and quality control measures are followed; Validating schedule progression; Coordinating on-site inspections; Self-performing work as required.

Interested candidates please send resume to Kirsten Schmitz at: kirsten@armcorpinc.com

MULTIPLE JOB OPENINGS – JR WHEEL – NORTON, OH

Full-time. We offer 3 shifts: 1st 7am – 3pm; 2nd 3pm – 11pm; 3rd 11pm – 7am. \$12.50 per hour 1st shift; \$13.50 per hour 2nd and 3rd shift. **We are second chance friendly.** We have numerous positions available... Machine operators, polish operators, Inspectors these are entry level positions and we offer all on the job training. We also have skilled positions available currently, including... Maintenance Mechanic, Building Maintenance, CMM Layout Tech. **We work with Minute Men Staffing and provide transportation to and from our facility to their offices:** 1829 East 55th Street, Cleveland, OH 44103, 4852 Northfield Rd, North Randall, OH 44128.

To apply, contact Briana Hogston at 330-825-1565 ext. 126

GENERAL LABOR/STEEL INDUSTRY – AREA TEMPS – CLEVELAND

Full-time. \$14.00 per hour. 5 needed immediately! A large steel company is seeking individuals, who has experience in the Steel Industry, to load and unload, lift up to 50 pounds, sort products, and perform other duties as needed. Work hours are Monday through Friday from 6:30 a.m. to 2:30 p.m.; however, occasional Saturday hours may be needed. Qualified candidates must have prior experience within the Steel Industry, must have the ability to perform physical labor and lift up to 50 pounds, and must be safety-conscious. Only candidates that can pass a background check and drug screen will be considered. Any candidate that has blueprint reading experience is preferred. This company offers advancement within the company.

For an immediate interview, please call 440-788-4151 or submit your resume to mayfield@areatemps.com.



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OPEN POSITIONS – LIGHT MANUFACTURING – CLEVELAND

Full-time. Pay up to \$23 depending on experience and position. There is a \$1.50 shift differential for 2nd shift. We are currently looking for experienced Machine Operators to join our team who can excel in our fast-paced, high performing team-oriented environment. This is an opportunity to join an innovative, rapidly growing company within the flexible packaging industry.

POSITIONS AVAILABLE: Digital Press Operator, Pouch Assistant, Pouch Machine Operator, Quality Control Coordinator, Lamination Operator, Slitting Operator. **ESSENTIAL**

FUNCTIONS AND RESPONSIBILITIES: Ensure personal compliance with all company Quality System, Operational, and Human Resource policies, procedures, and practices, including Safety and completes required documentation accurately and timely; Maintains communication within production team members ensuring smooth shift transitions, etc.; Identifies and ensures that proper materials are used for production. **EXPERIENCE AND EDUCATION:** Experience working in a manufacturing environment is preferred; High School Diploma or equivalent; Must be flexible in work schedule; Willing to work overtime, based on business need.

https://lensa.com/light-manufacturing--machine-operators-jobs/cleveland/jd/fa954615acf9ad5b2ca63738c933c6bd?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

AUTOMOTIVE DETAILER/CAR WASHER – ENTERPRISE – CLEVELAND

Full-time, Part-time. \$15-\$18.50 / hour. Enterprise Holdings is seeking responsible, dedicated people to join our team as Automotive Detailers. We are hiring now for immediate openings. Responsibilities include: Clean and sanitize vehicle interior per Complete Clean Pledge standards; Vacuum and prepare vehicle interior per Complete Clean Pledge standards; Wash, clean and dry the vehicle's exterior - this might include cars of different sizes, as well as vans and trucks; Check fuel level and warning lights; inspect windshield for damage; factory reset/restore vehicle setting to clear prior customer data; check for customer items and place anything of value in Lost & Found; verify that registration is present, current and matches the license plate.

Qualifications: Must be at least 18 years old; Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years; No drug or alcohol related conviction on driving record in the past 5 years.



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https://www.snagajob.com/jobs/741527042?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ELECTRICIAN – FORD MOTOR COMPANY – CLEVELAND ENGINE PLANT

Full-time. The pay rate for this position is \$35.855 per hour. Qualifications: Candidates must have completed a bona fide apprenticeship, or have 8 years of previous experience, or have a combination of previous work experience and training equivalent to a bona fide apprenticeship program. Willingness and ability to work on an assigned schedule, change shifts periodically, work more than 8 hours per day and/or work overtime, while maintaining good attendance. Proficiency in reading hardware and ladder logic prints, troubleshooting electrical and robotic systems and equipment (e.g. Fanuc, ABB, Kawasaki) + Familiar with servos and drives, variable frequency drives and CNCs.

https://www.jobonom.com/jobs/skilled-trade---electrician---cleveland-engine-plant-64133?utm_campaign=google-jobs-apply&utm-source=google-jobs-apply&utm-medium=organic

LABORERS – TWO MEN AND A TRUCK – BROOKPARK

Full-time. MOVERS EARN \$16 PER HOUR PLUS TIPS! Train to become a driver and earn \$18.00 + PER HOUR PLUS TIPS! TIPS earned daily! (Top performers average \$250 - \$500 per week!). Work five to six days per week (Off Sundays). REQUIREMENTS: Must be 18 years or older; Ability to lift heavy items (100 lbs. or more).

https://careers.twomenandatruck.com/jobs/oh/brook-park/laborers?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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GENERAL LABOR – PLASMAN – CLEVELAND

Full-time. Plasman, Cleveland Manufacturing - 3000 West 121st Street, Cleveland, Ohio 44111 is immediately seeking a new member to join our team as general labor. Responsibilities: Performing job duties in compliance with the detailed instructions as outlined in the job specific Advanced Product Quality Plan Manual (APQP) books line side, display boards and work instructions. Ensuring all work stations are clean and organized at all times (loading, unloading, sanding, buffing, labeling, etc.). Must be able to adapt to multiple shift rotations within the established team; must be committed to the team for its entire duration. Work in compliance with Quality and Business Operating Systems and all relevant health and safety and environmental legislation and guidelines. Requirements: Completion of Grade 12 or equivalent. Have the ability to communicate effectively both written and verbal. Have the ability to be trained for the above-mentioned responsibilities and authorities.

https://www.ziprecruiter.com/c/Plasman/Job/General-Labor/-in-Cleveland,OH?jid=379cf0b38028519f&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CONSTRUCTION WORKERS NEEDED



<https://app.blurecruit.us/dashboard>



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INDUSTRIAL PAINTERS – RAK INDUSTRIES – CLEVELAND

Full-time. Immediate need! Compensation is commensurate with your experience. RAK Industrial Services is known to offer extremely competitive salaries and bonuses. RAK Industrial Services is a third generation, family-owned business and a full-service industrial maintenance company specializing in industry leading carbon fiber repairs and industrial infrastructure support. Your day may include: Sand blasting anything from steel girders to industry tanks, working within an enclosed or tight environment applying chemicals to seal an industrial leak, utilizing state of the art techniques within the following industries: Steel, Power Generation, Water Treatment, Chemical Process in addition to many others. Qualifications: Experience in industrial equipment painting and process piping. Experience with blasting and all types of blasting media; sand, black beauty, glass bead, etc. Ability to gauge millage application and document with the use of a millage tester.

To Apply: Submit your resume to Joe Cianciolo at Joe@RAKCorp.com in Microsoft Word format. All resumes received are held in confidence. This is an immediate need, and all qualified candidates will be responded to promptly. Questions can also be directed to Joe@RAKCorp.com

WAREHOUSE ORDER SELECTOR – PIERRE'S ICE CREAM – CLEVELAND

Full-time. Pierre's Ice Cream Company has immediate openings for experienced order selectors to work in the freezer warehouse on second shift. Candidates must have the ability to efficiently and accurately pull product to fulfill customer orders using Voxware voice pick software; operate an electric pallet jack; and move and lift up to 50 pounds repetitively. Qualifications: High school diploma or GED required. Good math aptitude. Basic computer skills. Ability to withstand cold temperatures (-20 degrees F).

<https://pierres.com/contact/careers/>

LANDSCAPER - 4 SEASONS LAWNCARE - BEREA

The Landscaper Team member is responsible for assisting 4 Season's Lawncare in providing excellent customer service to our clients and working unified under the



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supervision of the Team Leader. Will exhibit pride and quality workmanship. Job Duties and Responsibilities include: mowing, edging, weed whacking & blowing of clippings, weeding and mulching landscape beds, trimming small trees, hedges, and shrubs, removing unwanted, dead, or damaged trees, planting shrubs, flowers, and trees, operating all mower types and two-cycle equipment including stick edgers, hedge trimmers, and various other maintenance equipment, utilize instructions and guidance from Operations Director and office to ensure that all jobs are being completed to the expectations of the clients' Requirements: Must have a valid driver's license and current auto insurance coverage If no driver license a State ID is required.

To Apply: Call 440-488-1209 to schedule an appointment to fill out the application and have your same-day interview. Our shop is located at 720 W. Bagley Rd., Berea, Oh 44017. You can also contact us through our Facebook page 4 Seasons Lawncare.

MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

Position	Shift	Compensation
Bevel Machine Operator https://gethired.com/a/ec317573-a0e6-4d3d-a5a9-30691685b597	 7am-3pm & 3pm-11pm	\$15.00/hour
Grinder https://easyapply.co/a/ca972806-ef1e-4101-b92c-bbd79d372c74	3pm-11pm	\$15.00/hour
Burner https://easyapply.co/a/f6a9275c-67da-4d17-ae2f-70b08da77aba	7am-3pm & 3pm-11pm	\$16.50/hour
Stock Handler	7am-3pm	\$15.00/hour



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https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c		
Master Welder https://easyapply.co/a/8de0fee7-78b0-4834-ac54-a94a4d88d278	7am-3pm	\$20.00/hour
Quality Assurance Technician (Non-Union Role) https://easyapply.co/a/31f260fd-b799-4801-bc1c-b75b2b6a952e	8am-5pm	\$15.00-\$19.23/hour
Wheelabrator Operator https://gethired.com/a/f08b3067-0d70-45c8-bf97-921f52f31509	7am-3pm & 3pm-11pm	\$15.55/hour
Shipper / Packer https://gethired.com/a/39f13a40-3eae-49b3-ae2b-1a8c8e6b42ae	3pm-11pm	\$15.00/hour

SEAMSTRESS & CUTTERS - CLEVELAND CUT & SEW MANUFACTURING COMPANY - CLEVELAND

We are looking for part-time professional seamstress & Cutters. Must have knowledge of sewing machine. Pattern making. Cutting skills. People person. Part time position 4-5 hours.

More information please call Diane Linston 216-410-8555



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TRANSPORTATION/WAREHOUSE/DISTRIBUTION

WAREHOUSE ASSOCIATE – AEROTEK – CLEVELAND

Full-time. Pay: \$16.00/HR - \$19.00/HR. Shift: 9:30 AM - 6:30 PM / 10:30 AM - 8:00 PM. Location: Mayfield, OH. Typical Day: Prepare orders for shipment in accordance with customer's orders; Check inventory to verify availability of needed stock / maintain stock in work area; Receive and unload incoming material and verify accuracy of shipment; Sort, count, package, label, and inspect shipments that are received; Stock shelves with inventory in the warehouse. Qualifications: 1+ years' warehouse/packaging experience; Basic computer skills.

https://www.ziprecruiter.com/c/Aerotek/Job/Warehouse-Associate/-in-Cleveland,OH?jid=846eed602d418360&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVER – CLEVELAND CLINIC – CLEVELAND

Full-time, Estimated Salary: \$20 to \$28 per hour based on qualifications. Essential responsibilities of the Delivery Driver include: Performing scheduled deliveries and pickups; Maintaining company delivery vehicles; Documenting all items that are picked up and delivered.

https://cleveland-oh.geebo.com/jobs-online/view/id/346277455-delivery-driver-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL WAREHOUSE – BROADBEAN – EUCLID

Full-time. Euclid Chemical is an integrated provider of specialty construction products including concrete treatments, restoration materials, sealants, coatings, sealers, and decorative products. Responsibilities: Read orders to determine what products are to be pulled and put on pallets. Receive incoming materials, verifying amount received against packing slip, manifests, invoices or orders and noting any shortages; Prepare product/materials for shipment- supporting the continuous retrieving of material and staging at designated locations along the production line. Qualifications and Previous Experience: High School Diploma, General Education Degree



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(GED) or equivalent combination of education and experience; At least 1-year previous experience/certification for sit down forklift, stand up forklift, and electric pallet jack- and ability to demonstrate proficiency on equipment; IT Proficiency with Microsoft Office packages- ability to maintain inventory records electronically.

https://ceogc608-my.sharepoint.com/:w:/r/personal/cbenn_stepforwardtoday_org/_layouts/15/Doc.aspx?sourcedoc=%7B57AB3FE1-22A1-4A99-B43F-E9576EB1AF26%7D&file=Aug%208%2C%202022%20Step%20Forward%20Employment%20Services%20-%20Job%20Leads.docx&action=default&mobileredirect=true

PACKAGE DELIVERY DRIVER – BLACKLINE LOGISTICS – CLEVELAND

Full-time. Pay range: \$17.25-\$19.00/hr. Physical location: Amazon delivery center Blackline Logistics, 1 American RD, Cleveland OH. Brief description of duties: Package delivery drivers are required to drive a company owned cargo van and deliver packages to residences and a small number of businesses; Drivers are required to make approx. 130-150 stops daily (usually in very close proximity); Must be able to lift up to 50 pounds; Must be able to operate a smartphone without assistance. Required: pass background check, drug screening (no THC screening) and motor vehicle report must be in good standing; Can't have 4 points or more on license.

<https://www.indeed.com/m/viewjob?jk=57cec50dcffc4d2>

ACE SUPPLY CHAIN ANALYST – AMERIGAS PROPANE, INC. - CLEVELAND

Full-time. The ACE Supply Chain Analyst will support AmeriGas in delivering a flawless customer experience to all ACE customers in the most efficient manner possible. Responsibilities: Ongoing evaluation of ACE customer delivery schedules, storage capacities and changing circumstances to determine optimal schedules and inventory requirements; Evaluate all new ACE customer locations to determine the most effective and efficient delivery schedules and storage capacity; Deploy supply chain solutions to improve or rectify service failures for ACE customers. Help build a distribution partnership with key ACE customers; Identify, measure, and report on seasonal needs and schedules. Ensure customer needs are met.



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Qualifications: Bachelor's degree in Operations Management, Supply Chain, Mathematics, Statistics, Finance, or a related field; 5 years of experience with a minimum of 3-5 years of experience that is related to the duties and responsibilities specified; Ability to analyze complex problems, interpret customer needs and operational constraints, and develop creative solutions

https://www.salary.com/job/amerigas-propane-inc/ace-supply-chain-analyst/j202207252121128915748?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DISTRIBUTION/LOGISTICS/TOW MOTOR OPERATOR – LINCOLN ELECTRIC

Full-time PURPOSE: Responsible for duties specific to Material handling and distribution of material. Responsibilities: Maintains stock of material in a safe, orderly, and accessible manner; Utilizes handheld RF Scan guns or Computer to perform required transactions in SAP; Follows proper stock replenishment methods; Maintains proper stock rotation and housekeeping requirements. REQUIREMENTS: High School Diploma or equivalent preferred, but previous background in material handling or equivalent experience is acceptable. Excellent safety and attendance record.

https://lensa.com/distributionlogistics-tow-motor-operator-jobs/cleveland/jd/5845d035928cd5595002e9479cc7c188?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DISTRIBUTION EQUIPMENT OPERATOR – OWENS & MINOR, INC. - CLEVELAND

Full-time. At Owens & Minor, we are a critical part of the healthcare process. As a Fortune 500 company with 50+ facilities across the US and 18,000 teammates in over 90 countries, we provide integrated technologies, products and services across the full continuum of care. RESPONSIBILITIES: Unloads pallets and cases from inbound trailers and/or containers manually and/or using MHE to include manual pallet jack, motorized pallet jack, sit down or standup forklift, and standing reach truck; Moves cases of product from the inbound dock to



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storage locations in the warehouse using a standing reach truck or stock picker; Selects bulk items from warehouse racking using a stock picker and Voice Pick Technology and/or RF scanner; Prepares sortation area by setting up pallets and carts for product. EDUCATION & EXPERIENCE: General knowledge of a variety of basic topics (math, reading, basic accounting, typing, etc.); Prior experience working in a warehouse/distribution center a plus; Warehouse/Operations certification a plus.

https://www.ziprecruiter.com/c/Owens-&-Minor/Job/Distribution-Equipment-Operator/-in-Cleveland,OH?jid=0e9c7e7dff6ebbf&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COMMERCIAL BAKERY DOUGH CHOPPER/DIVIDER - STONE OVEN WHOLESAL BAKERY – CLEVELAND

Full-time. Pay: \$17.00 - \$18.00 per hour. 3rd shift. Want to be a part of the top wholesale Artisan Bread Bakery in NEO? We are now hiring a third shift mixer/baker. This is an active position that requires the ability to lift 50-pound bags of flour. It is a fast-paced, team-oriented environment. You'll work hard and at the end of the shift you'll see/smell the results: delicious, beautiful bread!

If you're interested, send an email with your work history and personal statement to James at: james@stoneovenwholesalebakery.com

PARTS DELIVERY – O'REILLY AUTO PARTS – CLEVELAND

Full-time, Part-time. O'Reilly is now hiring Parts Delivery drivers. Our parts delivery team members are responsible for the safe and efficient delivery of parts to our professional customers. Essential Job Functions: Drive company vehicle to deliver parts and products to customer and pick up customer returns; Maintain all necessary documents, such as daily trip sheets, driver log-book, driver return slips, mileage log, etc.; Responsible for payments collected on daily deliveries. Qualifications: Must have a valid driver's license with an acceptable motor vehicle record (MVR) per department standards; Ability to provide outstanding, friendly, and professional customer service; Ability to quickly match alphanumeric sequences; Good interpersonal communication skills.



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<https://oreillyauto.dejobs.org/cleveland-oh/parts-delivery/67F0670967DD45288F94978DDDC1AF96/job/?vs=1001559>

WHEELCHAIR VAN DRIVER – PHYSICIANS AMBULANCE SERVICE, INC. - CLEVELAND

Full-time, part-time. \$12.25 - \$17.50 an hour. Provides transportation service for patients who require wheelchair assistant. Follows standardized protocols for patient loading and unloading. Educational/Minimal Requirements: High School Graduate; Training in CPR and First Aid (within 60 days of date of hire); Valid OH Driver's License and acceptable driving record history, as determined by our insurance carrier.

<https://www.physiciansambulance.com/cleveland>

SUPERMARKET RECEIVER – DAVE’S MARKETS – CLEVELAND

Part-time. This opening is for the Harvard & Lee Plaza location of Dave's Markets, located at 16820 Harvard Avenue, Cleveland 44128. Shifts usually start at 6am. Work on Monday, Tuesday, Thursday, Friday, and Saturday. SUMMARY; Responsible for facilitating, recording and verifying deliveries and returns of products to the store. Responsibilities: Receive, check and verify all merchandise delivered to the store; Accurately account for and verify all invoices to include: items received are of good quality, quantity, item description, size, price and pack are correct; Follow strict adherence to all Dave’s Receiving policies and procedures; Properly communicate scanned vendor information into corporate for easy payment of invoices (including exceptions). Requirements: High School Diploma (or GED/ High school equivalence Certificate) or equivalent experience required; 1-year minimum work experience required; Work experience in a grocery or retail environment preferred; Ability to successfully navigate and operate a computer.



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https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland%2C%20OH&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=5d562b7538947ae1&advn=2630589881063444

MEDICAL COURIER DRIVER – ASSOCIATED COURIERS – CLEVELAND

Full-time. Associated Couriers is offering a \$500 Hiring Incentive after 45 days! Associated Couriers is looking for a dependable and professional Medical Courier Driver to deliver radiopharmaceuticals and medical supplies to hospitals/health systems within Cleveland, OH, and surrounding areas. Routes are available Monday - Saturday with pickups between 3am to 12pm. Please be advised that majority of our clients REQUIRE you are fully vaccinated against COVID-19. This may affect route assignments.

Requirements/Qualifications: Valid and current driver's license. Drivers must be able to consistently lift 100lbs. Interest in contracting work at least 5 days per week Some weekend availability; 1099 Independent Contractor delivery experience preferred but not required.

https://www.salary.com/job/associated-couriers-llc/medical-courier-driver/j202205230024531024762?location=Cleveland,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCTION/PACKAGING SUPERVISOR – ORLANDO BAKING CO. - CLEVELAND

Full-time. \$65,000 per year. Hands on supervision of the packaging and / or production activities including the operation of standard or specialized designed equipment to package bread and rolls products. This is a first line packaging supervisory position and generally supervises a crew of 15 to 20 workers on a shift. Responsibilities include training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Qualifications: High school diploma or GED required; College degree preferred; Minimum 2 years related work experience; Basic computer skills and working knowledge of MS Office Suite – Excel, Word, Outlook; Basic math skills; Ability to carry out instructions furnished in written, oral, or diagram form.



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https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland,%20OH&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=93cd439fa65c75ca&advn=1684460376329821

BUS OPERATOR – GCRTA – CLEVELAND

The Greater Cleveland Regional Transit Authority (GCRTA) is currently seeking candidates for Part-Time and Full-Time Bus Operators. Training Wage: \$16.00. Wage Rate after training: \$18.00+ hourly, plus wage rate increases up to \$30.00+ after five years of full-time equivalent services. DUTIES: Functions as a Customer Service Ambassador for RTA by providing safe, efficient, and quality transportation service to customers. Transports customers by operating any type of revenue vehicle during regularly scheduled routes and special service routes while observing route time schedules, safety rules and regulations, and State and municipal traffic laws. Provides exceptional customer service by responding to customer inquiries and assisting customers with various routing information. MINIMUM REQUIREMENTS: Applicants must have a high school diploma or G.E.D. equivalent. Applicants must be at least 19 years of age, have a minimum of three (3) years driving experience and at least two (2) years of customer service experience.

https://www.glassdoor.com/job-listing/bus-operator-greater-cleveland-regional-transit-authority-JV_IC1145778_KO0,12_KE13,57.htm?jl=1007336103851&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ASSEMBLY LINE WORKER – VOLT WORKFORCE SOLUTIONS – CLEVELAND

Full-time. \$20.00 –\$28.00 an hour. Responsibilities: The Assembly Line Worker will be responsible for the following: Picking and packaging product off of the assembly line. Counting and packing products in to appropriate boxes. Shrink wrapping products.

https://cleveland-oh.geebo.com/jobs-online/view/id/341035936-assembly-line-worker-/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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WAREHOUSE AND IN-STORE SHOPPERS – AMAZON – CLEVELAND

Full and Part-time positions available. Compensation: \$15 to \$20 Hourly. Amazon has Immediate openings available now. Amazon is hiring for the following types of roles in your area: Delivery Stations – Amazon’s delivery stations are the final stop before an order head out for delivery to the customer’s door. In this active job you sort packages into delivery routes. DELIVERY STATIONS (Heavy Bulky) – This is the final stop for larger items, like large screen TVs, furniture, and refrigerators, before they head out for delivery to the customers’ doors. PRIME NOW WAREHOUSES – Prime Now is Amazon’s super-fast (2 hours or less) delivery service. AMAZON FRESH WAREHOUSES (2 Hour or Less Delivery) - Amazon Fresh is our grocery delivery service. Become a part of Amazon’s super-fast (2 hours or less) delivery service. We offer fresh, frozen, and packaged groceries, so you’ll work in varying climates from room temperature to freezer environments. PRIME PANTRY WAREHOUSES - Prime Pantry brings items like cereal, snacks, baby products, and household supplies right to customers’ doors. REQUIREMENTS: High school, GED, or equivalent diploma. Candidates must be 18 years or older. Must be able to read and speak English for safety purposes.

https://www.careerseekeronline.com/jobs/55170428-amazon-warehouse-and-in-store-shoppers-at-amazon?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE SELECTOR – HEINEN'S – CLEVELAND

Full-time. We are looking for a Grocery Warehouse Selector. The shift for this position is 4:00am-12:00pm. Responsibilities: Accurately select product by matching slot numbers and product descriptions using a voice-activated warehouse management system. Reading and identifying merchandise and stock location tickets. Ability to work within various warehouse environments of fluctuating temperatures which could include dry, cooler, and freezer areas. Meet and maintain established productivity standards. Operate an electric pallet jack or forklift to transport product. Qualifications: High school diploma or equivalent preferred. Able to meet or exceed minimum efficiency levels established through production standard. Must be production



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driven with the ability to work at a constant pace, in a fast-paced environment. Lift and carry cases of up to 50 pounds from pick slots.

https://lensa.com/warehouse-selector-grocery-jobs/cleveland/jd/f43ae2ce58ccb8be237fc799bc3b08f2?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic
