



Employment Services – Job Leads

March 6, 2023

(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

FULL/PART-TIME SITTER – JOVIE – CLEVELAND

Jovie (formerly College Nannies + Sitters) and our families need your authentic love of children, sense of fun, joy, childcare know-how, and amazing skills to provide fun and reliable childcare for our families. Jovie has helped thousands of parents find childcare with full or part-time nannies, on-demand sitters, or emergency backup childcare. Pay: Competitive pay and work you can rely on (\$15.00-16.00/hour). What This Job Looks Like: Care for children between ages six weeks and 13 years (based on your experience); Have fun with age-appropriate games, crafts, and activities while you're with the kids; Put together meals and snacks for children during your time with them; Restore the kitchen and play areas after food and fun (with age-appropriate assistance from the kids); Work with and meet many different parents and kids as a sitter.

Published 3/6/23

<https://www.jovie.com/join-our-team/nanny-sitter-application/#learn-more>

RETAIL STORE ASSOCIATES AND STOCKERS – BIG LOTS – CLEVELAND

Part-time. Location: 14901 Lorain Ave., Cleveland, OH. Performs general store operational duties including cashiering, customer service, truck unloading, stocking, merchandise recovery, and light cleaning or maintenance as assigned. Job duties: Greets and assists customers as needed in order to maintain the highest level of customer service; Maintains and operates point-of-sale systems efficiently and accurately; Drives customer loyalty program participation, including sign ups and rewards processing at check-out; Participates in the freight flow process including truck unloading, stocking, merchandise presentation and recovery. Qualifications: Must be at least 16 years of age; Strong customer service and communication skills required; Ability to work a



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flexible work schedule including nights, weekends and holidays required; Prior retail experience preferred.

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https://careers.biglots.com/search/jobdetails/retail-store-associates-and-stockers---5458/a61b4d06-5dd9-4c45-90e6-12d61307ae56?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY-LEVEL OFFICE SPECIALIST – ENTRY LEVEL BUSINESS JOBS – CLEVELAND

Full-time. Our client, a major healthcare company with offices in Cleveland, is now hiring Business Admin Assistants! As a Business Admin Assistant, you will provide vital support directly to the Business Administrator, also known as the Business Director, who oversees the day-to-day operations of the business. Important responsibilities include administering the day-to-day operations of the office, managing client files, monitoring client portfolios for errors and omissions, obtaining signatures as needed, and implementing new office programs and procedures. Requirements: High school diploma or its equivalent; No experience necessary.

Published 3/6/23

https://entrylevelbusiness.com/careers/business-office-admin-cleveland/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RESTAURANT BUSSER – OUTBACK STEAKHOUSE – CLEVELAND

Full-time. Come join the Outback family as a Busser, where you will make each guest's day better with friendly, prompt, and attentive service. You'll be a team player and will be responsible for bussing, cleaning and properly resetting tables. The Busser is also responsible for: Executing Outback's standards on cleanliness and prompt service; Pre-bussing tables, as well as help to maintain floor and table sanitation; Assisting throughout the restaurant.

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https://careers.outback.com/restaurant-busser/job/23595250?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SANITATION WORKER – NORTHERN HASEROT – CLEVELAND

Full-time. Pay: \$15.00 - \$16.00 per hour. The hours for this position are Sunday-Thursday 7:30pm-4:00am. Responsibilities: Routine daily sanitation duties; Sweep isles; Clean spills both liquid and dry; Recoup damages. Requirements: Ability to stand for long hours; Ability to twist and stoop several times in the shift; Ability to lift up to 75 pounds. High school diploma or GED is NOT required.

Published 2/27/23

https://www.workstream.us/j/e53b2bf2/northern-haserot/cleveland-15793/sanitation-worker-ed37a1cf?utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply&referrer_source=https%3A%2F%2Fwww.google.com%2F

PATIENT DINING ASSOCIATE – COMPASS ONE HEALTHCARE – CLEVELAND

Full-time. Part-time. Pay: \$16.00 per hour. Location: 9500 Euclid Avenue (Cleveland Clinic). Patient Dining Associates work on assigned units in a healthcare facility, and provide services that include helping patients make menu selections, assemble, deliver and pick-up their meal trays. Qualifications: Ability to read, write and interpret documents in English; Basic computer and mathematical skills; Must be able to occasionally lift or move up to 100 pounds, as well as maneuver and push food delivery carts.

Published 2/27/23

https://www.linkedin.com/jobs/view/patient-dining-associate-dietary-aide-full-part-time-at-compass-one-healthcare-3491766112/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PART-TIME STOCK – RUE21 – CLEVELAND

Part-time. Location: 3495 Steelyard Drive, Cleveland, OH. The job purpose of the Stock person includes: Timely processing of shipment; Maintaining organization in the backroom; Maintain organization, cleanliness, and best practice standards for the stockroom; Prepare all shipment to be hung/folded (i.e., remove paper and packaging); Assist with cash wrap organization to include replenishing bags, removing hangers/sensors, and removing trash. Qualifications: A stockperson must have flexible availability based on the store's business needs and shipment volume; The stockperson is scheduled based on shipment delivery to store (i.e., if the truck arrives between 11-12 daily schedule stockperson in as early as 12:00 and must be scheduled early enough to process all freight received for the day); As a general rule, the stockperson is scheduled 5 days per week.

Published 2/27/23

https://jobs.smartrecruiters.com/rue21/743999746923891-part-time-stock-cleveland-oh?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TICKET SELLER – ASM GLOBAL – CLEVELAND

Part-time. ASM Global, the leader in privately managed public assembly facilities, has an immediate opening for a Ticket Seller to collect and sell tickets for public events held at the Huntington Convention Center of Cleveland. This position embraces an excellent customer service culture by frequently going above and beyond to courteously respond to inquiries from public show attendants. Qualifications: High School Diploma or equivalent required; A minimum of 6 months cash handling experience; 1-year experience in a customer service, retail, or hospitality preferred.

Published 2/20/23

https://www.linkedin.com/jobs/view/ticket-seller-at-asm-global-3437490432/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DOOR GREETER – FORMAN MILLS – CLEVELAND

Part-time. Location: Garrett Square, 11905 Superior Avenue, Cleveland, Ohio. The Door Greeter is responsible for ensuring that all customers entering the store are properly greeted and directed to the proper area. The Door Greeter will ensure that all bags are properly checked in and that no opened food or drinks are entering the store.

Published 2/20/23

<https://us63.dayforcehcm.com/CandidatePortal/en-US/Formanmills/site/CANDIDATEPORTALSTORES/Posting/View/1315>

COURIER DRIVER – RELAY EXPRESS – CLEVELAND

Full-time. Independent Contractor. Pay: \$750-\$1000 weekly, pending availability/mileage. Details: Monday-Friday 3 PM to 3 AM, available 3-4 days weekly. Medical specimen pickups in Cleveland with delivery to Newport, Kentucky. Relay Express is a local carrier in business since 1986 offering experienced Delivery Drivers/Independent Contractors consistent on demand delivery and routed delivery work to grow your business! Professionalism, Communication, Safety and Great Customer Service-that is us! Requirements: Professional, uniformed appearance; Reliable, personal vehicle (car, SUV, minivan type); 21 years of age or older; Smart phone; Valid driver's license; Proof of insurance on the vehicle being used.

Published 2/13/23

https://jobs.periodix.net/j/0EkPAoIBRZB4gUQRfUvt0722-courier-driver-with-car-suv-minivan-in-cleveland-oh-at-relay-express?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICE

CALL CENTER SALES REPRESENTATIVE – THE REVENUE GROUP – REMOTE

Full-time. Pay: \$14.00 per hour. Monday - Friday, 9:00am-5:30pm EST. As a telesales agent you will generate sales in a fast-paced environment. Telesales agents are responsible for influencing potential customers to buy products or services. You will need to understand the customer's requirements in a short time and present solutions that meet their needs. The ideal candidate will be patient and cool-tempered with all potential customers. Requirements: Experience in a sales, retail and or call center environment; Knowledge of customer service practices and principles; Excellent data entry and typing skills; High school diploma or equivalent.

https://jobs.wane.com/jobs/call-center-sales-representative-remote-cleveland-ohio/928915139-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE ASSOCIATE – WALGREENS – CLEVELAND

Part-time. Temporary. Location: 16803 Lorain Ave., Cleveland, OH 44111. Customer Experience: Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Operations: Provides customers with courteous, friendly, fast, and efficient service; Recommends items for sale to customer and recommends trade-up and/or companion items; Registers customer purchases on assigned cash register, collects cash and distributes change as requested; processes voids, returns, rain checks, refunds, and exchanges as needed. Qualifications: Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico); Requires willingness to work flexible schedule, including evenings and weekend hours; Prefer six months of experience in a retail environment.

https://jobs.walgreens.com/en/job/cleveland/customer-service-associate-temporary/1242/45009204320?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICE REPRESENTATIVE – PCS FOR PEOPLE – CLEVELAND

Full-time. Pay: \$16.00 - \$16.25 per hour. This position provides customer service support for our PCs for People customers. The primary responsibility of the Customer Service Representative is to provide a variety of customer service support to customers through front facing, email, and phone interaction. It is important to be as courteous, polite, and as helpful as possible to guests. Qualifications: High School Diploma or equivalent; Excellent verbal communication skills both written and oral; Excellent interpersonal and customer service skills; Basic understanding of administrative and clerical procedures and systems.

https://www.indeed.com/viewjob?jk=7cd5ebef844761d7&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SOCIAL MEDIA SPECIALIST – JOHN CARROLL UNIVERSITY

Full-time. Starting salary range: \$36,700 - \$48,600, commensurate with qualifications. The Social Media Specialist plans and executes a robust social media calendar that helps to further the mission of John Carroll University, primarily to support Undergraduate Enrollment. Responsibilities: Interacts on social platforms as John Carroll University with accounts that are part of the JCU ecosystem, and beyond. Interacts as JCU when responding to direct messages/comments and during crisis communication scenarios; Plan, write and execute a schedule of posts using Hootsuite and native apps. Research and do discovery among industry best in class, and trending approaches to enhance John Carroll's social media presence; Manage the social media calendar. Qualifications: Bachelor's degree in Communications, Marketing, Graphic Design or related field; Creative thinker; Fluency in social media networks -experience with the ideating and hands-on creative side of a brand's multi-media content for social media networks such as Facebook, Instagram, Twitter, LinkedIn, YouTube, TikTok, and Hootsuite; Experience with equipment and tools for creative content development -experience working with video and camera equipment a must.

<https://www.ziprecruiter.com/ojob/hfn4ozfyrehkEPCUIUJbBg.--MojSGe563?lvk=hfn4ozfyrehkEPCUIUJbBg.-->



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[MojSGe563&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply](https://www.stepforwardtoday.org/jobs/customer-service-specialist-1000-sign-on-bonus-cleveland-oh-2438798729-job.html?utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply)

CUSTOMER SERVICE SPECIALIST – MANPOWERGROUP - CLEVELAND

Full-time. Pay: \$17.00 - \$18.70 per hour (negotiable). \$1000 sign-on bonus for new team members! 8-hour shift: Monday - Friday (8:30 am to 5:30pm - Flexible). As a Customer Service Specialist, you will be responsible for associated copying tasks, sorting, hospitality, file services, some receptionist (back-up duties) distribute and handle incoming and outgoing mail/faxes. Qualifications: High School Diploma or equivalent; 1+ years of related work experience (customer service / administrative / hospitality background); Valid driver's license and personal vehicle.

https://www.nexxt.com/jobs/customer-service-specialist-1000-sign-on-bonus-cleveland-oh-2438798729-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

AT HOME CUSTOMER SERVICE REPRESENTATIVE – INCEPT

Full-time. Part-time. Pay: \$12 per hour. Incept is rapidly growing & looking to hire 30+ remote agents on behalf of our clients across the country. Applicants will be considered for a role as a Conversational Marketing Expert (CME), beginning as an Accounts Specialist. These roles require exceptional conversational skills while providing customer-focused and compassionate work to each individual you speak with. Requirements: Must be 18 years or older; High School Diploma or GED; 1-2 years client service experience; Demonstrated success in problem resolution, multi-tasking and attention to detail; Basic computer skills and working knowledge of how to navigate web browsers, websites and mobile applications; Preferred Qualifications: Previous experience working in a remote/ work from home environment; Advanced technical experience and the ability to navigate and toggle between multiple systems and screens with the



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ability to continue to service the client seamlessly over the phone.

<https://www.indeed.com/cmp/Incept-1/jobs>

CALL CENTER SUPPORT OPERATOR II – FAIRVIEW HOSPITAL

Full-time. Shift: Day/Evening/Night/Weekend. We are hiring a Call Center Support Operator II to answer and provide information for inbound and internal callers by accessing electronic alphabetical, geographical directories and transferring them to the appropriate destination. Responsibilities: Answer and process internal medical emergency events (codes) and follow prescribed protocols established by Critical Care Response Committee. Medical emergency event calls vary in code type (Code Blue, Rapid Response, Code Violet, Code Silver/Active Threat, etc.) and require operator to follow different steps depending on code. Steps may include paging critical response teams, alerting security and executing overhead pages; Answer inbound calls, search database or reference material to obtain needed information to transfer caller to appropriate destination within established metrics and productivity standards; Navigate through the QGenda on-call system to identify on-call provider. Process on-call via alpha page or phone call to the provider with patient details. Qualifications: High School Diploma or GED required; A Minimum of 1 year of call center or telephone operator experience; Or 2 years of customer service experience; Experience in Health care or a related field preferred.

https://jobs.clevelandclinic.org/job/17589099/call-center-support-operator-ii-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – GENESIS FINANCIAL SOLUTIONS – AKRON, OH (REMOTE)

Full-time. Genesis is the national leader in non-prime credit card. We serve millions of customers, and we're fair and transparent in all interactions. Responsibilities: Assist Retail Agents with Retail Partner Support application processing and review pended applications and determine final disposition; Resolve Partner/Customer escalations; Work hours that may include



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nights, holidays and weekends; Identify account holder and perform account verification.

Requirements: High School diploma or GED; Have appropriate remote work set-up - such as quiet space, stable internet connection, and a back-up location in case of issues with the primary location. While the position is primarily remote, you may be asked to come onsite for additional training or other business needs; Have access to a wired internet; Be prepared to work full-time hours on a rotating schedule (including weekends and holidays).

https://www.linkedin.com/jobs/view/3-20-2023-customer-service-representative-work-from-home-at-genesis-financial-solutions-3477623343/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE REPRESENTATIVE – CIGNA – WORK AT HOME

Full-time. Pay: \$17.00 - \$21.00 per hour depending on relevant factors, including experience and geographic location. Training will occur Monday – Friday from 9:00 am – 5:30 pm EST for the first 6 weeks of employment. Digital Customer Advocates Serve a wide customer base including members, brokers, and providers to assist with website troubleshooting, incentive inquiries, registration, and navigation. Job Duties: Assist inbound callers with questions about Cigna's websites; Be an advocate for the digital experience, making it easy for customers to use various digital channels to access their plan benefits, view claim status, refill prescriptions, and access resources to support their whole-person health; Assist providers with web portal access, conduct website access manager validation, and support questions around provider portal navigation, login, and issue resolution. Requirements: High School Diploma or equivalent required, Associates or Bachelor's degree preferred; 1 years of customer service experience analyzing and solving customer problems required; Prior experience successfully working remotely from home preferred; Local high speed internet connection of greater than 10 Mbps download and 5 Mbps upload speed.

https://www.salary.com/job/cigna/customer-service-representative-work-at-home/j202301290418084325100?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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CUSTOMER SERVICES REPRESENTATIVE – RECEPTIONIST – CHN HOUSING PARTNERS – CLEVELAND

Full-time. Pay: \$31,640 to \$39,428 per year (estimated). CHN is a highly seasoned, nonprofit affordable housing developer, housing service provider and residential mortgage lender that works with its partners to solve major housing challenges for low-income people and underserved communities. Position Summary: This position is responsible for providing exceptional customer service to clients, guests, and CHN colleagues. This includes interacting with clients and CHN colleagues in person, on the phone, and via written communication. Requirements: High School Diploma or Equivalent; 1-3 years' experience as a customer service representative (or similar role) in a professional environment; Proficient in Microsoft Office & Adobe programs.

https://www.salary.com/job/chn-housing-partners/customer-services-representative-receptionist/j202212091715187775790?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TRANSPORTATION SECURITY OFFICER – DEPT. OF HOMELAND SECURITY – CLEVELAND

Full-time. The current starting hourly rate for this position is \$19.40. Transportation Security Officers (TSOs) provide security and protection of air travelers, airports and aircraft in a courteous and professional manner. This includes: Operating various screening equipment and technology to identify dangerous objects in baggage, cargo and on passengers, and preventing those objects from being transported onto aircraft; Performing searches and screening, which may include physical interaction with passengers (e.g., pat-downs, search of property, etc.), conducting bag searches and lifting/carrying bags, bins, and property weighing up to 50lbs.; Controlling terminal entry and exit points; Interacting with the public, giving directions and responding to inquiries. Requirements: Must be a U.S. Citizen or U.S. National and at least 18 years of age; Pass a drug screening, medical evaluation, and background investigation; Have a high school diploma, General Educational Development (GED), High School Equivalency Test



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(HiSET), or Test Assessing Secondary Completion (TASC) credential OR at least one year of full-time work experience in the security industry, aviation screening, or as an X-ray technician.

https://www.usajobs.gov/job/588892400?PostingChannelID&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CALL CENTER REPRESENTATIVE – PROGRESSIVE INSURANCE – CLEVELAND

Full-time. Remote. Compensation: - \$19.50 or \$21.00/hour depending on the role you are selected for. This is a remote position; you'll be provided computer equipment and in-depth training. Preferred candidates will live within the state of OH. If you enjoy helping others and flourish in a fast-paced environment, then you might be a fit for Progressive's call center team. You'll be taking inbound sales calls from our customers—no cold calling! Training starts: November and December 2022, January 2023 Schedule: Most schedules will include a weekend day and evening hours after completion of training Work from home office requirements. Qualifications: Two years of post-secondary education or higher; Instead of the above, two years of relevant work experience; Property & Casualty license; if you're not already licensed, you'll have an opportunity to gain it during training (and must remain compliant with licensing requirements as an employee).

https://www.salary.com/job/progressive-insurance/call-center-representative/j202204180022159588866?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE

ADMINISTRATIVE ASSISTANT – AC ELECTRIC – CLEVELAND

Full-time. Pay: \$17.00 - \$23.00 per hour. Office is located at: 5169 Fowler Ave. Cleveland, OH 44127. Schedule: M-F 10:00am-6:30pm. Alternating Saturdays 8am-2pm. Small office in need of one administrative assistant. Job duties include: Answering multiple line phones; Customer service; Transferring calls to technicians on the field; Scheduling using CRM software



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(Dispatch); Sending emails to customers and others. Requirements: Microsoft Office knowledge (Outlook, Word); Able to take orders both verbal and written; Able to work well under pressure; Computer and typing skills.

https://www.glassdoor.com/job-listing/administrative-assistant-ac-electric-JV_IC1145778_KO0,24_KE25,36.htm?jl=1008495387394&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OFFICE MANAGER – NATIONWIDE HOME HEALTH CARE – CLEVELAND HEIGHTS

Full-time. Pay: \$20.00 per hour. **JOB SUMMARY:** The Office Manager is responsible for the daily operations of the office. Coordinates services, programs, and activities. Ensures that agency policies and processes are adhered to. **QUALIFICATIONS:** High school diploma (minimal requirement); Has office experience (preferably in a healthcare setting; Has experience with Microsoft Office (Word and Excel).

https://www.ziprecruiter.com/jobs/nationwide-home-health-care-688e0bd0/office-manager-7fe4bb2c?lvk=rnNHRbKQ8gmyfiyJ4WJPIQ.--Mppox4i63&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

DATA ENTRY SPECIALIST –MANPOWER GROUP – PARMA

Full-time. We work closely with different hiring teams from the most prestigious and biggest companies across The United States with the main purpose of finding the best talents in the market. Come and join our talent community WorkMyWay! On behalf of our partners, we are looking for candidates for different positions in Parma, Ohio such as: Data entry specialist.

<https://manpowergroup.dejobs.org/parma-oh/data-entry-specialist/3EC95680350D411F9F0FF8785EA89C2E/job/?vs=1001559>



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RECEPTIONIST – BEST CENTERS OF AMERICA HOLDINGS INC – CLEVELAND

Full-time. Pay: \$24,500 - \$31,000 a year is Indeed's estimated salary. Hours are Monday through Friday, 8:00-4:30. Monday, Wednesday, Thursday and Fridays are at the Lyndhurst location. Tuesdays require travel to a Westlake location. The Receptionist performs a variety of tasks and serves as a front-line point of contact to patients, prospective patients, and visitors. Essential duties include providing excellent service to patients in person and via phone.

https://www.indeed.com/viewjob?jk=6fc63ebdf4da3e99&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CLERK – KELLY – CLEVELAND

Part-time. Temporary. Pay rate: \$15.00/hr. We're seeking a Clerk to work at a prestigious University in Cleveland, OH. With us, it's all about finding the job that's just right. As a clerk you'll be scanning and indexing employee records into enterprise document imaging system. Requirements: Have a High School Diploma or equivalent; Want to work part time, days and hours flexible (20 hours a week); Are organized, accurate and detailed.

https://www.mykelly.com/job/8791290-clerk-cleveland-oh-united-states/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RECEPTIONIST – LEGACY HEALTH SERVICES – CLEVELAND

Full-time. The primary purpose of the Receptionist is to offer clerical support in an efficient manner in accordance with established procedures, and as directed by your supervisor. Qualifications: High school diploma or equivalent required; Must have at least 12-month(s) experience in a clerical position, or have successfully completed a secretarial science program from an accredited school/college; Excellent customer services and organizational skills required; Must be able to handle a very busy reception desk with a switchboard phone system.



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https://www.linkedin.com/jobs/view/receptionist-at-legacy-health-services-3485232277?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CUSTOMER SERVICE-RECEPTIONIST – CHN HOUSING PARTNERS – CLEVELAND

Full-time. This position is responsible for providing exceptional customer service to clients, guests, and CHN colleagues. This includes interacting with clients and CHN colleagues in person, on the phone, and via written communication. Qualifications: The ideal candidate for this role will have 1-3 years' experience as a customer service representative (or similar role) in a professional environment and will be proficient in Microsoft Office & Adobe programs; The ideal candidate will also be proficient in web-based tools and applications, have exceptional verbal and written communication skills.

https://www.salary.com/job/chn-housing-partners/customer-services-representative-receptionist/j202212091715187775790?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENTRY LEVEL MAIL CLERK – EXELA TECHNOLOGIES – BEACHWOOD

Full-time. Pay: \$12.00 - \$13.00 per hour. Job Description: Perform various Mail Center activities (sorting, metering, folding, inserting, delivery, pickup, etc.); Lift heavy boxes, files, or paper when needed; Maintain the highest levels of customer care while demonstrating a friendly and cooperative attitude; Demonstrate flexibility in satisfying customer demands in a high-volume, production environment. Qualifications: Keyboarding and windows environment PC skills required (Word, Excel, and PowerPoint preferred); Experience running mail posting equipment a plus; Lifting up to 55 lbs. with or without accommodations.

https://www.indeed.com/viewjob?jk=28ddd9c86020ed57&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ADMINISTRATIVE ASSISTANT – NORTHWEST NEIGHBORHOODS CDC – CLEVELAND

Part-time. Pay: \$15.00 per hour. Northwest Neighborhoods is seeking an Administrative Assistant for our Property Management Division. The Administrative Assistant is responsible for greeting visitors and ensuring a positive overall experience and for assisting staff with many office tasks including document preparation, mailings, etc. No prior property management experience is necessary but some office experience and the desire to learn is vital to success. Preferred Qualifications: Administrative experience; Experience working with housing, social services, or related field.

https://www.indeed.com/viewjob?jk=70fbfda569729d1c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DATA ENTRY SPECIALIST – RICOH – PARMA

Full-time. New Ricoh Employees will be eligible for a \$350 Sign on Bonus!! We are looking for talented, inspired individuals to join us to help drive high-performance team and our commitment to excellence. RESPONSIBILITIES: Responsible for accurate high-speed (15,000 KS per hour) of hardcopy documents into the Unibase Data Entry Software; Analyze automated document classification exceptions of digital documents and make corrections as necessary; Analyze automated extracted data exceptions (low confidence level) from data and make corrections as necessary. QUALIFICATIONS: High school diploma or equivalent: Requires minimum of 2 years of related work experience; Familiarity with personal computers required.

https://www.ziprecruiter.com/ojob/kdNgIvv_AnqHfdw-55zw1Q.--MhFBJaYPF?lvk=kdNgIvv_AnqHfdw-55zw1Q.--MhFBJaYPF&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply



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MAIL CLERK – VOCATIONAL GUIDANCE SERVICES – CLEVELAND

Full-time. Pay: \$15.00 - \$16.20 per hour. Responsible for all phases of mail production and distribution within the instructed guidelines and timeframes of the IRS. This includes sorting, researching and delivering the mail to designated mail stops. Qualifications: Must have a clean criminal background check in order to pass IRS federal clearance; Preferred one year experience in related field; Preferred experience working in a mail center; High School diploma or GED; Must be able to work on routine and repetitive tasks for long periods with minimum supervision.

https://www.salary.com/job/vocational-guidance-services/mail-clerk-downtown-cleveland-m-f-8-00am-4-30pm/j202212010918565795842?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FILL-IN FRONT DESK CLERK – EDEN, INC. - CLEVELAND

Part-time. This position fills in for permanent employees, and is a part-time position. All shifts are 8-hours. Front Desk Clerks provide a friendly, supportive presence and connection for tenants, visitors and service personnel while monitoring the building for problems and any safety concerns. Duties include observing all incoming and outgoing building traffic, enforcing the visitor sign-in-process, participating in fire and evacuation training, preparing incidents reports, working with on-call staff in event of a crisis, completing a written report at the end of each shift, and more. Qualifications: High school diploma or GED; Reliable transportation; Experience working with homeless and low-income individuals.

[https://www.ziprecruiter.com/c/EDEN-Inc/Job/Fill-in-Front-Desk-Clerk-\(Part-time\)/-in-Cleveland,OH?jid=48c043713a6bb4a6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.ziprecruiter.com/c/EDEN-Inc/Job/Fill-in-Front-Desk-Clerk-(Part-time)/-in-Cleveland,OH?jid=48c043713a6bb4a6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

ADMINISTRATIVE ASSISTANT – CLEVELAND STATE UNIVERSITY

Full-time. Job Summary: Assists Chair with administrative tasks. Serves as liaison with students, potential students, Chair, faculty, and CSU Departments. Administers departmental budget.



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Processes and updates course schedule and registration procedures. Qualifications: Associate's degree in business administration or a related field or a minimum of five years of previous secretarial/administrative work experience without a degree; Three years of previous secretarial/administrative work experience required with a degree; Six months of database or spreadsheet management.

https://www.linkedin.com/jobs/view/administrative-assistant-at-cleveland-state-university-3398276113/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FINANCE

ACCOUNTS PAYABLE CLERK – ROBERT HALF – SHAKER HEIGHTS

Full-time. Contract / Temporary to Hire. Pay: \$19.95 - \$23.00 per hour. Based out of the Shaker Heights, Ohio area, the Accounts Payable Clerk will be a long-term contract / temporary to hire opening. Key responsibilities: Handle the vendor calls for assigned companies; Handle the administrative needs of the AP/Finance Department; Manage the process of verifying, logging, and processing payment; Research and resolve invoice discrepancies and issues timely. Requirements: Working knowledge of Excel spreadsheets and databases; AA or BS/BA degree in Accounting, Business or similar preferred; Prior experience in an A/P role required; Able to be detailed, flexible, and organized.

https://www.roberthalf.com/job/shaker-heights-oh/accounts-payable-clerk/03310-0012606297-usen?keywords=medical+billing+specialist&location=ohio&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BENEFITS ANALYST – JONES DAY – CLEVELAND

Full-time. This position offers a hybrid work schedule with 3 days in the office and 2 days remote. Jones Day is a global law firm with 42 offices in major centers of business and finance throughout the world. Summary: The Benefits Analyst is responsible for overseeing the day-to-



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day benefit administration and performing audits to ensure compliance. The Benefits Analyst will assist Benefits Managers in directing and reviewing all Jones Day health and welfare benefit plans; evaluate proposed benefit contracts and renewals; assist in the implementation and administration of new benefit programs; prepare and maintain benefits documentation, including, but not limited to internal plan documents, original and plan amendments with carriers and benefit plan renewals. Qualifications: Bachelor's degree or combination of relevant education and experience, including minimum of five years of benefit experience working with information and data relevant to health and welfare benefit plans; Previous lead or supervisory experience preferred; Law firm experience preferred.

https://jobs.wane.com/jobs/benefits-analyst-cleveland-ohio/905935802-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PAYROLL ADMINISTRATOR – HIRELEVEL – CLEVELAND

Full-time. Pay Rate: \$45,000-\$60,000 per year. HireLevel is hiring a Payroll Administrator for an Energy company in Cleveland, Ohio! The Payroll Administrator will be responsible for managing and administering payroll and processing weekly contractor payroll hours. The position includes a wide range of payroll functions, including 3rd party sick pay, processing wage attachment orders, and benefit deductions. Requirements: 3-5 years of payroll processing experience, multi-state preferred; Knowledge in the utilization of an HRIS resource; Paylocity preferred; Professional in Human Resources (HRIC-PHR) or Certified Professional (SHRM-CP) designations a plus; Four-year degree (Business, Human Resources) preferred.

https://jobs.hirelevel.com/jb/Payroll-Administrator-Jobs-in-Cleveland-OH/8611423?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FINANCE STAFF ACCOUNTANT - JOURNEY CENTER FOR SAFETY AND HEALING – CLEVELAND

Finance Staff Accountant – Payroll – Full-time. Salary: Exempt, starting salary \$40,000 per year. Schedule: Monday- Friday, Flexible hybrid work environment after 90 days. Journey Center is seeking a full time Finance Accountant with a focus of Payroll to work within the Finance Department. The staff Accountant is responsible for conducting bookkeeping activities with respect to the maintenance of general accounting records including, but not limited to, payroll, client billing, grant reporting, and preparation of grant reimbursement requests. Qualifications: Minimum of high school diploma with thorough knowledge of bookkeeping or accounting required; Experience working in general accounting department required; Bachelor's Degree in Accounting or Finance preferred; Experience working in a non-profit setting with knowledge of government and foundation grants or medical billing office preferred.

Finance Staff Accountant – Account Payable - Full-time. Salary: Exempt, starting salary \$40,000 per year. Schedule: Monday- Friday, Flexible hybrid work environment after 90 days. Journey Center is seeking a full time Finance Accountant with a focus on Accounts Payable to work within the Finance Department. The staff Accountant is responsible for conducting bookkeeping activities with respect to the maintenance of general accounting records including, but not limited to, accounts payable, payroll, client billing, grant reporting, and preparation of grant reimbursement requests. Qualifications: Minimum of high school diploma with thorough knowledge of bookkeeping or accounting required; Experience working in general accounting department required; Bachelor's Degree in Accounting or Finance preferred; Experience working in a non-profit setting with knowledge of government and foundation grants or medical billing office preferred.

To apply visit Journey Center website www.journeyneo.org

OPEN BANK TELLER POSITIONS

PNC – Shaker Heights:

https://careers.pnc.com/global/en/job/R131879/Teller?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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DOLLAR BANK – Part-time. Richmond Heights: https://www.glassdoor.com/job-listing/part-time-teller-richmond-dollar-bank-JV_IC1145778_KO0,25_KE26,37.htm?jl=1008440701143&pos=101&ao=1136043&s=321&guid=000001865b2cd51da5190fd89e6a80f5&src=GD_JOB_AD&t=NS&vt=w&ea=1&cs=1_bf46c328&cb=1676566910385&jobListingId=1008440701143&cancel=true&from=smart-apply&ctt=1676566919784

NEW YORK COMMUNITY BANK – Beachwood: https://www.salary.com/job/new-york-community-bank/teller/j202207082124543850969?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

BOOKKEEPER – JREI – CLEVELAND

Part-time. Pay: \$17.00 to \$19.00 per hour. Our company is currently seeking a Bookkeeper Part Time to join our team! You will be responsible for Account Receivables, Account Payable and Payroll. Hours 10:30 to 4:30 M – F. Qualifications: Previous experience in accounting, finance, or other related fields; Fundamental knowledge of Quickbooks, Microsoft products.

https://www.ziprecruiter.com/jobs/jrei-611e5e2a/bookkeeper-part-time-e7e21248?lvk=w0sr4T8cc2r02n0EYfaMcg.--MmKRQqoi-&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

PAYROLL SPECIALIST – LAKELAND COMMUNITY COLLEGE – WILLOUGHBY

Full-time. Pay: \$17.30 per hour. JOB DESCRIPTION: Prepare college payroll; perform calculations; schedule deductions and tax and/or benefit accruals in accordance with college policies; enter data into a computerized payroll system; maintain records and reports.

QUALIFICATIONS: Associate's degree in accounting and three years' current experience processing payroll for an organization with 200+ employees, using an integrated management information system; An equivalent combination of education and experience which provides the knowledge, skills, and abilities is acceptable.



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https://www.ziprecruiter.com/ojob/N9oOpoq9IldB2XhKgvGXaA.--Mnc1ym8TF?lvk=N9oOpoq9IldB2XhKgvGXaA.--Mnc1ym8TF&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

CITIZENS TELLER – CITIZENS BANK – CLEVELAND

Part-time. Pay: \$17.00 per 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. 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://www.ziprecruiter.com/ojob/ICvWHrdRvJ2mfVwN5JGtoQ.--MnPfUFYDV?lvk=ICvWHrdRvJ2mfVwN5JGtoQ.--MnPfUFYDV&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

CERTIFIED PUBLIC ACCOUNTANT (CPA) - KUHNS AND ASSOCIATES – CLEVELAND

Full-time. Pay: \$60,000 - \$100,000 a year. We are looking for not just a CPA with experience, but one with the desire to become a partner and eventual owner of the firm. The responsibilities include a high level of taxation services, including business and personal tax preparation and planning for Federal, State and Local agencies. Also compiling annual and interim books and financial statements from multiple software programs and computer systems. Requirements: The successful candidate must be a CPA or candidate with at least 4-5 years of experience in accounting and taxation; This person also must have a sincere desire to be a partner within 3-5 years. Peak tax season not to exceed 65-hour workweeks.



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https://www.simplyhired.com/job/Ba3SWnmFn-sLYcWZV1coEilzxxpnQmgZVfONkduaS0kC48_rJU5JeA?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LEAD ANALYST-BENEFITS ACCOUNTING – EATON – BEACHWOOD

Full-time. Eaton's Corporate Sector is currently seeking a Lead Analyst - Benefits Accounting to join our team. This position is based at our Beachwood, OH location. Flexible hybrid work schedule available. This position is responsible for coordinating, analyzing, and processing all accounting, forecasting and profit planning requirements for Eaton's various benefit and compensation programs which include Eaton's US and Canadian health and welfare plans. Qualifications: Bachelor's Degree in Accounting, Finance, Business or Economics from an accredited institution; Minimum of 3 years of progressive accounting/finance experience; Certified Public Accountant (CPA) and/or Graduate degree in business, finance, or accounting from an accredited institution (preferred); Prior experience with benefits and healthcare plans (preferred).

https://jobs.eaton.com/jobs/135099?lang=en-us&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TELLER – DOLLAR BANK – MAPLE HEIGHTS

Full-time. As a Teller, you are part of a team whose primary focus is to provide exceptional customer service. You will assist customers with banking transactions (deposits, withdrawals, loan payments, etc.) on all retail and business accounts. You will be given the resources needed to identify referral opportunities to expand customer relationships. Qualifications: High school diploma or GED required; College degree or a minimum of six months cash handling experience required. Will also consider related administrative experience such as accounts payable, bookkeeping, or budgeting; Proficient computer skills and math aptitude required.



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https://www.ziprecruiter.com/ojob/6Yx3lAiJ0SWCNiVJKIIMDg.--Mm-15Idqo?lvk=6Yx3lAiJ0SWCNiVJKIIMDg.--Mm-15Idqo&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

HEALTH

STNA STAFFING – ADDUS HOMECARE – CLEVELAND

Full-time. Part-time. NOW OFFERING A \$400 SIGN-ON BONUS AND FREE TRAINING! FIRST PAYOUT OF \$200 AFTER YOUR FIRST SHIFT WORKED! Arcadia has immediate need for State Tested Nursing Aides (STNA) throughout Northeast Ohio! We are offering virtual job interviews in addition to in-person interviews for your convenience and safety. Apply today and learn more about our current opportunities! Requirements: Experience providing personal care for others is preferred but not required; Reliable transportation (if a personal vehicle, a driver's license and car insurance); The desire to work and be a compassionate caregiver!

GREAT ATTENDANCE is required.

https://www.addusjobs.com/job/state-tested-nursing-assistant-stna-staffing-certified-nursing-assistant-cleveland-oh-1171_stna-ce8e8f1f/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – CLEVELAND CLINIC

Full-time. As a Medical Assistant, you will utilize your medical assisting skills to provide care to diverse populations of patients under the supervision of a physician or nurse. A Medical Assistant in this role is familiar with performing health screenings, collecting specimens, administering medication, updating health records, keeping medical supplies stocked, maintaining examination areas, and monitoring, recording, and communicating patients' conditions. Requirements: Must be a graduate from an approved Medical Assisting Program. (As



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designated by the Enterprise MA Steering Committee); Military training as a Hospital Corpsman (HM), Combat Medic (68W) or Medical Service Technician (4N0X1) will be considered; Current demonstrated clinical proficiency; Completion of a clinical externship. (Extensive clinical experience may be considered in lieu of formal clinical externship).

https://www.linkedin.com/jobs/view/medical-assistant-at-cleveland-clinic-3497799468/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL BILLER – UNIFYWORK – CLEVELAND

Full-time. Pay: \$37,090.00 - \$49,880.00 per year. Job Summary: The Medical Biller compiles, computes, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepares billing invoices for services rendered or for delivery or shipment of goods. Requirements: Associate's Degree Preferred; 1-2 years of Related Experience.

https://www.glassdoor.com/Job/cleveland-oh-billing-specialist-jobs-SRCH_IL.0,12_IC1145778_KO13,31.htm?jl=1008501668673&srs=JV_APPLYPANE

MEDICAL RECORDS CLERK – EUCLID BEACH NURSING AND REHABILITATION

Part-time. Location: 16101 Euclid Beach Blvd, Cleveland, OH. Euclid Beach Nursing and Rehabilitation is currently seeking a part-time Medical Records Clerk to join our team (20 hours per week). Responsibilities: Receive and process requests for patient health information and maintain electronic medical records and/or in-house charts according to company and facility policy; Maintain confidentiality and safeguard patient records, ensuring consistent application of medical privacy regulations and HIPAA standards; Ensure that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, company policy and HIPAA regulations; Ensure medical records are accurate, complete, and assembled in standard order. Requirements: High School Diploma or GED; Must be 18 years of age or older; Basic computer proficiency; Strong data entry skills; Knowledge of ODH and OBRA regulations relevant to medical records.



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https://www.ziprecruiter.com/c/Euclid-Beach-Nursing-and-Rehabilitation/Job/Medical-Records-Clerk/-in-Cleveland,OH?jid=e7b22c7293bcba95&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL RECEPTIONIST – NOMS HEALTHCARE – CLEVELAND

Part-time. Pay: \$25,000 - \$31,600 a year (estimated). Job Summary: Responsible for greeting patients, providing information, communicating with departments, and scheduling appointments as required. Conveys a positive image of the medical office. Education and Work Experience: High school graduation or GED; Typing ability and Word processing/computer skills; Minimum of one-year experience in a customer service setting,

https://www.indeed.com/viewjob?jk=a7888ccf62cd7258&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PATIENT TRANSPORTER – CLEVELAND MEDICAL CENTER

Full-time. Evening shift. Job duties: Provides safe efficient transport of patients, equipment, and miscellaneous supplies.; Performs transport duties as needed and assist in training new hires. Communicates with other departments to assess their transport needs.; Required to interact with patients and customers to ensure patient/Customer needs are met. Requirements: High School Equivalent / GED required; BCLS - Basic Cardiac Life Support.

https://www.ziprecruiter.com/c/CMC_Operations/Job/Patient-Transporter-Cleveland-Medical-Center-Full-Time-Evening-Shift/-in-Cleveland,OH?jid=1c6d14ed7084566e&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HOME HEALTH AIDE – ANGELLCARE HOMECARE SERVICES – CLEVELAND

Full-time. Part-time. Pay: \$12.00 - \$14.00 Per Hour (estimated). We are currently hiring caring, reliable individuals to join our team to help aging senior remain comfortably in their own homes by assisting with (ADL'S) activities of daily living. License/Certification: Driver's License (Preferred); CNA/ HHA or STNA Certificate (Preferred).

https://www.glassdoor.com/job-listing/home-health-aide-1-year-experience-required-angellicare-homecare-services-JV_IC1145778_KO0,42_KE43,72.htm?jl=1008349063574&pos=101&ao=1136043&s=321&guid=000001865fe99bf59ef652f663ff1a64&src=GD_JOB_AD&t=NS&vt=w&ea=1&cs=1_2ee52f3b&cb=1676646390885&jobListingId=1008349063574&cancel=true&from=smart-apply&ctt=1676646416277

TRAVEL MEDICAL TECHNOLOGIST – SKYBRIDGE HEALTHCARE - CLEVELAND

Contract. SkyBridge Healthcare is currently seeking Technician with experience for a 13-week contract in OH. SkyBridge Healthcare is a premier staffing firm dedicated to matching outstanding talent with exceptional opportunities. Our commitment to excellence and our consultative approach has helped us become a leader in the Healthcare staffing industry. Whether you are an experienced traveler, or this is your first travel position, SkyBridge Healthcare puts our Nurses first and ensures a seamless travel experience. Minimum Requirements: 1-year full time TECH experience within the last 2 years.

<https://career.skybridgehealthcare.com/jobs/110451>

PATIENT CARE ASSISTANT – SOUTHWEST GENERAL HOSPITAL – MIDDLEBURGH HEIGHTS

Full-time. Days, 6:30a - 7:00p. Position summary: 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.



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QUALIFICATIONS: Education: High school diploma or equivalent required; Six (6) months previous experience in a healthcare setting preferred. STNA and basic Life Support Certificate preferred.

<https://swgeneralcareers.hctsportals.com/jobs/1373982-patient-care-assistant>

PHARMACY TECHNICIAN – BUCKEYE HEALTH CENTER – CLEVELAND

Full-time. Shift: Monday- Friday 8a-530p. Under the direct supervision of a pharmacist, performs a wide variety of duties in the delivery of pharmaceutical care to patients in the ambulatory pharmacies. Meets various departmental standards, including but not limited to prescription turnaround times and medication dispensing accuracy. Upholds the mission, vision, values, and customer service standards of The MetroHealth System. Qualifications: Required: High School Diploma or passage of a high school equivalency exam; 18 years of age or older with no felony convictions, per Ohio Revised Code 4729.42; Registered as a Pharmacy Technician with the Ohio State Board of Pharmacy; Maintains registration throughout the course of employment; Willing and able to travel to external satellite locations, including having access to reliable transportation. Possess a current/valid driver's license.

<https://metrohealthprod-lm01.cloud.infor.com:1444/lmghr/CandidateSelfService/controller.servlet?dataarea=lmghr&webappname=CandidateSelfService&context.session.key.HROrganization=MHS&context.session.key.JobBoard=EXTERNAL#>

HEALTHCARE BILLING SPECIALIST – ALLIANT – CLEVELAND

Full-time. Pay: \$18.00 - \$25.00 per hour. A busy Cleveland addiction recovery healthcare organization has immediate opening for experienced full-time Billing Specialists. Duties: Coordinating patient intake; Following up with payer sources for unpaid claims; Verification of all benefits eligibility including Medicare and Private Insurance Checking for Additional Documentation Requests; Compilation of Medicare and Medicaid billing data and preparation of claims Compilation of private insurance billing data and preparation of insurance claims; Monitoring of all payments and following up with payer sources on outstanding claims. Required



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Skills: Prior billing experience. Behavioral Health, Recovery/ Rehabilitation Services, or Healthcare billing preferred; Attention to details. Knowledge and/or experience with data entry; Strong computers skills (Word processing, Excel spread sheets, etc.); Strong math and analytical skills.

https://www.simplyhired.com/job/k_ELzAr1aTRIwbGQkMiRXf9rtn4LPC1LfPN6UMD7cLfnRiKVcZrOKA?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PHYSICIAN ASSISTANT – U.S. DEPT. OF VETERAN AFFAIRS – CLEVELAND

Full-time. The VA Northeast Ohio Healthcare System is recruiting for Physician Assistants. This announcement will remain open until November 22, 2023. The position calls for excellent interpersonal and leadership skills and offers input into projects pertaining to the development of the clinic. Will provide comprehensive primary care services to a defined panel of patients. Duties include history taking, physical examination, ordering laboratories and diagnostic studies, diagnosis and formulation of treatment plans for acute and chronic conditions within the scope of Medicine practice. Requirements: Graduate of a training program which is accredited by the Accreditation Review Commission on Education of PA (ARC-PA) or one of its predecessor organizations. Additionally, candidates must meet one of the following: Master's degree in any discipline; OR Bachelor's degree in any discipline with one year of experience as a PA. Certification. Must have successfully passed the PA National Certifying Exam (PANCE).

https://www.linkedin.com/jobs/view/physician-assistant-primary-care-at-u-s-department-of-veterans-affairs-3418003316/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PHLEBOTOMIST – BPL PLASMA – CLEVELAND

Full-time. The Phlebotomist is responsible to perform venipuncture on donors for plasmapheresis and is primarily responsible for the safety and care of the donor during the plasmapheresis process. Qualifications: Must possess high school diploma or equivalent required. Phlebotomist



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certification preferred, but not required; Minimum one-year Phlebotomy experience, in a customer service environment, such as a medical office, retail, blood or plasma collection center preferred; Consistent work history in other industries acceptable as skills will be trained on-the-job.

https://www.ziprecruiter.com/c/BPL-Plasma,-Inc./Job/Phlebotomist/-in-Cleveland,OH?jid=4ca6ebfca3fc90bb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

RESIDENT ASSOCIATE – JOSEPH AND MARY’S HOME – CLEVELAND

Part-time. Joseph's Home and Mary's Home are Ministries of the Sisters of Charity Health System. The Resident Support Associate (RSA) position maintains a safe, clean environment conducive to the health and well-being of residents and staff, and provides support and coaching to the residents related to the objectives on their integrated health care plan. Qualifications: High School graduate or equivalent; Excellent interpersonal and communication skills, self-starter, responsible, and compassionate; Experience working with homeless individuals, individuals struggling with mental health and substance abuse issues.

<https://pm.healthcaresource.com/CS/sistersofcharityhealth/?source=Indeed.com#/job/11165?source=Indeed>

MEDICAL ASSISTANT – CLEVELAND CLINIC MAIN CAMPUS

Full-time. Join Cleveland Clinic’s Neurological Institute and become a part of one of the most respected healthcare organizations in the world. As a Medical Assistant, you will work under the supervision of a physician or nurse where you will assist with performing health screenings and treatments, collecting specimens, performing tests, administering medications, documenting patient care, keeping medical supplies stocked, maintaining examination areas, and monitoring, recording, and communicating patients’ conditions. Qualifications: Must be a graduate from an approved Medical Assisting Program. (As designated by the Enterprise MA Steering Committee); Completion of a clinical externship (Extensive clinical experience may be



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considered in lieu of formal clinical externship); Has strong computer and communication skills; Utilizes medical and administrative skills to provide clinical support.

https://jobs.clevelandclinic.org/job/16962020/medical-assistant-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DENTAL ASSISTANT – EXCEPTIONAL SMILES @ LANDERBROOK – CLEVELAND

Full-time. Pay: \$16 to \$19 Hourly (plus commission). Our growing General Family Dental Practice is hiring! Our mission is providing exceptional, long-lasting, predictable, and personalized dental care for our patients. We are seeking a new Dental Assistant to join our team. Your role will be to prepare patients for dental treatment by welcoming and comforting them, sterilizing and disinfecting instruments, setting up instrument trays, preparing materials, and assisting with dental procedures. Qualifications: We unite around a common cause that brings the team together and ensures everyone is working toward the same goal; Our teams act on the passion to create a better world that will impact the lives of others.

https://www.ziprecruiter.com/c/Exceptional-Smiles-@-Landerbrook/Job/Dental-Assistant/-in-Cleveland,OH?jid=ab44fdda796898b5&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MEDICAL ASSISTANT – NORTHEAST OHIO NEIGHBORHOOD – CLEVELAND

Full-time. Part-time. Work Schedule Options: Monday - Friday 8:30 to 5:30 per building operation hours. Monday - Friday 12 p.m. to 9:00 p.m. per building operation hours. Saturday/ Sunday- Weekend Hours Available. General duties: The Medical Assistant is responsible for assisting with all basic examination of patients; This individual will arrange for any subsequent laboratory testing of the patient, order supplies for the treatment areas, and perform other duties as requested. Requirements: High school diploma or GED; Completion of an accredited Medical Assistant Program; Must have the flexibility to allow for work schedule at all NEON Health Center locations.



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https://www.ziprecruiter.com/c/Northeast-Ohio-Neighborhood/Job/Medical-Assistant/-in-Cleveland,OH?jid=47db7ffe24e4accc&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

HEALTH INFORMATION ASSOCIATE – METROHEALTH MEDICAL CENTER – CLEVELAND

Full-time. Biweekly Hours: 32.00. Shift: 8:00 am - 4:30 pm. Supports others in the provision of high-quality clinical care by assisting with compiling, processing, providing and maintaining the medical records of The MetroHealth System (MHS) in a manner consistent with medical, administrative, ethical, legal and regulatory requirements. Responsibilities include: medical record functions with hard copy, electronic and microfilmed medical records for all patient visit types; Provides office coverage for the Health Information Management Department according to schedule. Requirements: Associates Degree in a related field or 2 years of experience in health information management, comparable physician office, clinic or hospital business office, or healthcare customer service/office setting; Medical terminology training or experience; Proficiency with computers and commonly used software applications, including Microsoft Office, internet, electronic health record and document scanning systems.

https://www.salary.com/job/metrohealth-medical-center/health-information-associate-prn-file-room-scanning/j202111262032190590198?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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



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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 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



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FOOD/HOSPITALITY/RETAIL/CLEANING

RETAIL SALES ASSOCIATE - OLD NAVY – CLEVELAND

Full-time. Location: Steelyard Commons. You will engage and connect with our customers by providing excellent customer service. You will be an expert in product and use this expertise to educate, inform, inspire and outfit the customer. You will offer information to the customer on current merchandise assortment, store promotions and events, and execute operational processes effectively and efficiently. Qualifications: Good communicator with the ability to utilize technology effectively and engage with customers and your team to meet goals; Problem solver with a focus on continuous improvement, who is always learning, open to feedback and takes action as required; Able to handle customer interactions and potential issues/concerns courteously and professionally.

https://www.linkedin.com/jobs/view/retail-sales-associate-steelyard-commons-at-old-navy-3508901642/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LEAD LINE COOK – URBAN KITCHEN & DELI - CLEVELAND

Full-time. Salary/Hourly (Based on Experience). Location: 9751 Chester Ave, Cleveland, OH. Urban Kitchen and Deli is located in Cleveland, Ohio. We are looking for a key team member to help us continue our 40% growth from 2022 by providing valuable support to our Chef and existing kitchen team. Job description: Develop sanitation schedule and ensure cooks, and/or food service workers adhere to the assigned schedule; Oversee cleaning of kitchen. In addition, oversees washing of kitchen utensils and equipment according to sanitary methods; Properly receive and store food and food related items; Requisition supplies and equipment to maintain stock levels. Qualifications: High school education or equivalent experience preferred; Minimum one-year prep work or food service-related work; Knowledge of food prep, proper knife handling, temperature control, and sanitation is a must; Must be able to use a computer.

https://culinaryagents.com/jobs/453753-Lead-Line-Cook?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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ASSISTANT CUSTODIAN – CLEVELAND MUNICIPAL SCHOOL DISTRICT

Full-time. Pay: \$19.28 per hour. Location: 1111 Superior Ave E Ste 1800, Cleveland, OH. Under the immediate supervision of custodian, performs miscellaneous unskilled and semi-skilled tasks in the care and operation of public schools; and performs related work as required.;

Responsibilities: Keeps building and grounds, including sidewalks, driveways and play areas neat and clean at all times; Monitors heating, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity; Operates boilers, pumps and related equipment under the supervision of the custodian. Qualifications: High School diploma or GED required; Valid High Pressure Boiler Operators License issued by the State of Ohio; Successful completion of Civil Service Examination.

https://www.indeed.com/viewjob?jk=ac57737001ed1f5c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

APARTMENT CONCIERGE – MILLENNIA HOUSING MANAGEMENT – CLEVELAND

Full-time. Pay: \$15.00 - \$17.00 per hour. Millennia Housing Management is seeking motivated Building Concierge. SUMMARY: Responds in a professional and courteous manner to arriving and departing guests and tenants, while managing both external and internal calls, and communicating messages. Monitors security cameras and informs management as needed.

QUALIFICATIONS: High school diploma or equivalent; One to two years related experience or equivalent preferred; General knowledge of security procedures/methods and fire safety; CPR and First Aid Training preferred.

https://www.indeed.com/viewjob?jk=920689270655a40d&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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HOUSEKEEPING – CLEVELAND MEDICAL CENTER

Part-time. Location: University Hospital. Position Summary/Essential Duties: Ability to clean patients' rooms, public spaces and the collection of trash and bio hazardous material; Familiar with using: Vacuum, wide vacuum, mop, wringer, burnisher, ladder, extractor; Ability to assist family members and patients of all ages; Ability to identify and/or perform light maintenance requests. Qualifications: 1 year of cleaning experience preferred; Experience in a hospital setting preferred; High school diploma or GED equivalent preferred.

<https://careers.uhhospitals.org/job/17763324/housekeeping-cleveland-medical-center-part-time-day-shift-cleveland-oh/#toggle-id-2>

RETAIL STORE MANAGER – PETSMART – CLEVELAND

Full-time. Location: 13923 Cedar Rd. As a Retail Store Manager with PetSmart, you'll oversee all aspects of our retail store-from head to tail. From hiring & training knowledgeable associates to executing on strategic merchandising initiatives, you'll set the standard of success within our stores. Applicants must be over the age of 18.

https://careers.petsmart.com/jobs/60168217350-34798879933?lang=en-us&utm_source=ziprecruiter

HOUSEKEEPER – DRURY HOTELS – CLEVELAND

Full-time. Incentives - Quarterly bonuses up to \$1600/year (we succeed together!) based on hotel results. Location: 1380 East Sixth Street - Cleveland, Ohio 44114. As an essential team member at Drury Hotels, you will work on a team with other friendly customer focused team members completing daily duties such as vacuuming, changing linens and making our bathrooms shine. Requirements: No previous cleaning experience required; 2 years of high school required.



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https://www.monster.com/job-openings/housekeeper-cleveland-oh--6340b978-bb15-4e0d-9e5d-30b80fd75c9a?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SALESPERSON – ADVANCE AUTO PARTS – CLEVELAND

Part-time. Pay: \$13.50 per hour. SHIFT: 7:30AM or 8:00AM start, 8 hours long, Weekends, Nights, Flexible Schedule. The role has expert knowledge of store systems, advanced automotive system knowledge and part knowledge. Qualifications: 18+ years old; High school diploma; Can lift 50+ lbs.; Provide excellent selling experience for DIY customer & phone calls.

<https://www.workstep.com/featured/cleveland-oh/advance-auto-parts/salesperson-m66g5/>

HOUSE CLEANING PROFESSIONALS – SUNNY CLEANING CLEVELAND

Independent contractor position. You can set your own hours. Pay: \$25.00 per hour. \$150 Signing Bonus. Weekly pay. Sunny Cleaning Cleveland is a local house cleaning company looking for professional housekeepers immediately. We operate in Cleveland and surrounding cities (Lakewood, Brooklyn, Cleveland Heights, Seven Hills, etc.). We're looking for high-quality independent house cleaners who: Have previous cleaning experience; Take pride in and are dedicated to their work; Are reliable, responsive, and professional; Own a reliable vehicle and their own cleaning supplies and equipment. Our top active cleaning professionals make \$1200 per week (\$25 per hour on average!)

https://www.salary.com/job/sunny-cleaning-cleveland/house-cleaning-professionals-25-hr-paid-weekly/j202204070224355502367?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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FOOD SERVICE MANAGER-CORRECTIONS – ARAMARK – CLEVELAND

Full-time. The Food Service Manager is a management position responsible for developing and implementing dining solutions to meet customer needs and tastes. Oversees and manages dining operations where customers order prepared foods from a menu. Qualifications: Requires at least 1 year of experience; Requires at least 1 year of experience in a management role; Bachelor's degree or equivalent experience preferred.

https://aramarkcareers.com/UnitedStates/job/Cleveland-Food-Service-Manager-Corrections-OH-44103/985582300/?feedId=244200&utm_source=ZipRecruiter&utm_campaign=J2W_ZIP

CUSTODIAN – CLEVELAND JOB CORPS

Full-time. Pay: From \$15.00 per hour. Job Summary: Performs general maintenance and landscaping duties on Center grounds and surrounding areas. Duties: Performs necessary skilled or unskilled work in one or more areas of plumbing, heating, carpentry, painting and minor construction as needed; Paints interiors or exteriors of Center buildings or any other surfaces with hand brush or spray gun. Requirements: High School Diploma or GED Certificates, Licenses, Registrations: Valid State Driver's License.

https://www.simplyhired.com/search?q=unskilled&l=cleveland%2C+oh&job=nT0PC8vo4vX_Befab5IOH22wfPoTBOPLhPdAcgkNaJM--HbP7DH-g

LUXURY CONCIERGE – VILLAGE GREEN – CLEVELAND

Part-time. This position is to satisfy resident's requests, questions and needs, and serve as a liaison to the Management office. RESPONSIBILITIES: Greet residents and guests in a courteous and friendly manner as they enter the building; Become familiar and provide recommendations to residents on community attractions and local amenities when requested; Provides brochures, floor plans and other collateral to clients; Completes guest cards, provides mini tours, and acts on leasing behalf during off hours. REQUIREMENTS: Ability to apply good common sense when assisting residents and their guests; Must have the availability to work a flexible schedule any day of the week; Ability to resolve minor problems while maintaining a



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friendly and professional manner.

https://www.ziprecruiter.com/ojob/Y1KSruuxzGFI7kxU2zZUUg.--MlvFiXfEN?lvk=Y1KSruuxzGFI7kxU2zZUUg.--MlvFiXfEN&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

FOOD SERVICE WORKER – AVI FOODSYSTEMS, INC. - CLEVELAND

Part-time. Pay: \$13.50 per hour. AVI Foodsystems is looking for an energetic and optimistic team member to fill the role of Part-time Food Service Worker at one of our education accounts in Cleveland, OH. Responsibilities: Assist in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage; Set up stations with entrées, soups, salads, breads, condiments, other food products and utensils; Interact with guests in the serving, retail and dining areas; Follow proper guest service procedures whenever interacting with others by smiling, making eye contact and greeting guests. Requirements: Previous food service experience preferred; Strong work ethic; Ability to communicate with other team members and other departments with professionalism and respect.

<https://avi-foodsystems.jobs.net/jobs?keywords=food+service&location=44118>

RETAIL SALES ASSOCIATE – MIKE THE HATTER – CLEVELAND

Full-time. Part-time. Pay: \$11.00 - \$15.00 per hour. Position(s) would be part-time with possibility for full-time advancement for the right candidate. Mike the Hatter is a family-owned and operated, men's & women's fashion retail establishment in the city of Cleveland since 1937. After 40 years in downtown Cleveland, we moved to Broadview Heights in 2012 and now we're back downtown and looking to expand our current sales force! We are seeking candidates that are able to complement and create a store environment that is fun and exciting for our customers and other team members. Prior cash-handling, retail, phone/website sales & service and in-store customer service experience is a plus. Flexible schedules are a must and able to work weekends and early evenings. Knowledge of head-wear helpful, but not mandatory. Qualifications: Ability to work as a team player in a fast-paced environment, handling multiple priorities and quickly



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learning new procedures; Ability to work a flexible schedule, including morning, early-evening and some weekends; Fundamental computer skills; Packaging/Shipping experience is a plus for internet-based sales.

https://www.salary.com/job/mike-the-hatter/retail-sales-associate/j202202011532555895824?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCE ASSOCIATE – HEINENS – PEPPER PIKE

Part-time. Founded in 1929, Heinen's is a premier grocery store chain noted for its quality products and outstanding customer service. Responsibilities: Prioritize daily work based on varying business needs; Acquire and share knowledge of produce; Maintain a clean and safe work environment for all customers and associates; Culls department for quality control, scans and records shrink; Take and fill special orders for customers. Qualifications: Possess the ability to work in temperatures ranging from 0 to 50 degrees; Must be willing to work the number of hours required to meet company objectives, with the understanding that occasionally business needs will require additional time; Must be willing to work the non-traditional five-day work schedule, including Saturday, Sunday and evenings.

https://apply.jobappnetwork.com/clients/19145/posting/7845679/en?utm_source=ziprecruiter

HOTEL ROOM INSPECTOR – GEIS HOSPITALITY GROUP – CLEVELAND

Full-time. Pay: \$16.00 to \$18.00 per hour. The Rooms Inspector is responsible for inspecting the cleanliness and physical condition of hotel guest rooms meeting rooms hallways and public areas. RESPONSIBILITIES: Prepare inspection report with the status of all guest rooms at the beginning of the shift. This includes all guest requests out of order rooms and show rooms for the day; Inspect all guest check-out rooms for cleanliness appropriate guest amenities and the correct working condition of all guest room equipment. QUALIFICATIONS: Typically requires a high



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school diploma and 1 to 2 years of related experience and/or training; or equivalent combination of experience and education; Housekeeping supervisory or related job experience is preferred.

https://www.ziprecruiter.com/c/Geis-Hospitality-Group/Job/Hotel-Room-Inspector/-in-Cleveland,OH?jid=4e80e1b4a09dea7d&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DISHWASHER – BOB EVANS RESTAURANTS – INDEPENDENCE

Full-time. Pay: Up to \$18.00 per hour depending on restaurant concept experience.

Responsibilities: Responsible for keeping the dish tank area maintained and seeing that cleaned dishes are available for service; Follows food safety guidelines for washing, drying, and storing dishware and utensils; Removes cardboard and grease, and maintains the cleanliness of the parking lot; Maintenance and cleanliness of property around the restaurant (i.e., foyer, front porch, sidewalk etc.). Knowledge: Strong knowledge of commonly used concepts, practices, and procedures in a restaurant; Relies on experience and good judgment to plan and accomplish goals; General knowledge of commercial dishwashing is preferred, but not required.

<https://www.ziprecruiter.com/c/Bob-Evans-Restaurants/Job/Dishwasher/-in-Independence,OH?jid=205621b96429a3a7&lvk=aJd9Rkd6rK4cSuHgQr0V3g.--MjdCsJDV3>

CUSTODIAL WORKER – CATHOLIC CHARITIES – CLEVELAND

Part-time. Catholic Charities, Diocese of Cleveland is seeking a dedicated person to join our Fatima Family Center as a Custodial Worker. This is a part-time position that offers 20 hours per week and includes some benefits. Responsibilities: May maintain outside property, including: removing snow and ice; cutting edging and watering the lawn, trash removal; May perform minor building maintenance: painting, repair leaking faucets, light switch etc.; Clean the interior of the building, including: hallways, floors and restrooms. Sweep, vacuum, and mop hallways and offices.



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https://www.salary.com/job/cat1012cacsc/custodial-worker-urgent-need-apply-today/j202210080725508422547?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PART-TIME SALES ASSOCIATE – JOURNEYS – BEACHWOOD

Part-time. Journeys is a leader in the teen specialty retail scene, with more than 800 stores in all 50 states, Puerto Rico and Canada. Journeys is always looking for great people to join our team! Sales Associate - Job Description: Meet and exceed personal sales goal and standards of performance; Be aware of store sales goal; Provide a fun, full-service experience to all customers; Complete all point-of-sale functions as required. Requirements: Prior retail sales experience preferred; Ability to multi-task in a fast-paced environment; Excellent interpersonal and customer service skills; Must be at least 16 years of age. Age requirement for part time employment may vary based on state.

<https://www.linkedin.com/jobs/view/3288496283>

SPORTSBOOK CASHIER – JACK CASINO & JACK THISTLEDOWN RACINO

Full-time, Part-time. JACK Cleveland Casino and JACK ThistleDown Racino are now accepting Part-Time and Full-Time applications for Sportsbook Cashiers. The Sportsbook will be opening up at both JACK Cleveland Casino and JACK ThistleDown Racino in January 2023. The Sportsbook Cashier is responsible for supporting the retail sportsbook operation to consistently provide betJACK customers with an outstanding experience that exceeds expectations. Essential Functions: Ensure strict compliance of all OCCC regulations and federal IRS requirements; Write, verify and finalize payment on sports wagers; Maintain accurate cash bank; Answer questions relating to sports betting wagers and/or betJACK sportsbook app. Requirements: Must be 21 years of age; Previous cash handling experience required; Will be required to successfully complete a basic math skills assessment; Sportsbook/Casino experience preferred.

Interested candidates can apply at www.jackentertainment.com/careers, and select either JACK Cleveland Casino or JACK ThistleDown Racino to view the opportunity.



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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
Day Drive	Every Friday!	Bakery Clerks;	44129



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	1:00 PM – 4:00 PM	Prepared Food Clerks	Apply at: https://bit.ly/35URPB3
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SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

SOURCING RECRUITER – GIANT EAGLE – CLEVELAND

Full-time. Job Summary: As a Field Recruiter, you will use various channels to look for potential candidates - contacting passive candidates and building talent pipelines for future hiring needs. You will be responsible for sourcing, attracting and interviewing high quality applicants through a variety of resources, focusing on brand awareness with our customers and within our communities. Qualifications: Experience Required: 1 to 3 years; Experience Desired: Applicant Tracking System, digital sourcing, high volume full cycle recruiting and networking experience; Education Desired: High school diploma or equivalent plus 18 months to 3 years of additional training; Travel Required: Regional - Daily, more than 50%.

https://jobs.ksnt.com/jobs/sourcing-recruiter-cleveland-ohio/931997354-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ENGAGEMENT PROJECT MANAGER – CUYAHOGA COMMUNITY COLLEGE

Contract. Part-time. Pay: Based on a 1-year service contract: Terms - 20hrs of destined work per week: \$72,000.00 (\$75.00 x 20hrs x 4 x 12months) Totaling a monthly base pay of \$6,000.00. Proposed Service Dynamics: Work in partnership with Tri-C's Ohio Options Program leadership team to assist facilitate inclusive planning and development of action plans to help leverage existing and new community relationships to help improve program operations and implementation of education services delivered at underserved community hubs (e.g., PNC Fairfax Connection). Services would entail providing (1). talent recruitment support, (2).



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assistance with candidate screening and interviewing. Helping to eliminate bottlenecks that could lead to the loss of hiring promising candidates needed for program operations.

To apply call 216-987-4830.

OPEN POSITIONS – STELLA MARIS – CLEVELAND

Barista – Part-time. Pay: \$15.00 per hour. As a Barista, you will be responsible for assisting the flow of daily kitchen operations. Duties include cooking, cleaning, taking inventory, and any other tasks assigned by the Kitchen Manager. Qualifications: High School Diploma or GED; Familiarity with prep and cooking.

Residential Technician – Full-time, Part-time. Pay: \$15.00 per hour. The Residential Technician provides guidance and support for all clients within the Stella Maris Residential Program assisting with holding clients accountable during their journey of change while striving to complete treatment. The Residential Technician is responsible for ensuring the environment is safe and stable at all times. **QUALIFICATIONS:** A CDCA or Peer Support certification is strongly preferred; Prior CPR certification is preferred, although there will be a requirement to immediately receive this certification after hire; Ability to work effectively with a diverse community.

Detox Nurse – Full-time. Salary: \$24.00 - \$32.00 per hour. **BASIC FUNCTION:** Provides direct patient care to patients who are chemically impaired, following established standards of practice, department guidelines and existing policies and procedures.

QUALIFICATIONS/CREDENTIALS: Current Ohio Licensure as a Licensed Practical Nurse or Registered Nurse; Current CPR certification; One year experience in the Behavioral Health care field.

IOP Counselor – Full-time. Salary: \$19.00 - \$24.00 per hour. **BASIC FUNCTION:** Outpatient counselors provide individual and group counseling services in the outpatient program (IOP and Non-Intensive program). The counselor completes a comprehensive bio-psychosocial assessment when necessary, formulates a treatment plan and maintains appropriate documentation of all services. The counselor will provide IOP and non-IOP individual therapy, group therapy and case management services. **QUALIFICATIONS/CREDENTIALS:** Minimum of an LCDC II, LSW, or equivalent, in State of Ohio required; Excellent oral and written communication skills



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and computer competency required; Three years' experience, preferred; Bachelor's Degree in counseling, social work, or related field preferred.

Mental Health Counselor – Full-time. Salary: \$25.00 - \$27.00 per hour. SUMMARY: The Specialty Services Counselor is an advocate for trauma-informed care and family therapy. This person will be responsible for developing and maintaining services, and ensuring that programming is relevant to the needs of Stella Maris clients. QUALIFICATIONS: Minimum of one year experience working with chemical dependency, trauma, and family therapy; Minimum of a Bachelor's degree; preferably in the field of psychology, social work, or a similar field of study; Minimum credentials of LSW; LCDC III, LICDC, and LISW or higher preferred; Understanding of standards of care established by Ohio Department of Mental Health & Addiction Services, Joint Commission, etc.

<https://www.indeed.com/jobs?q=stella+maris&l=Cleveland%2C+OH&from=searchOnHP&vjk=a37a68e7cc370b5e>

CLOSING SCHOOL AGE TEACHER – THE KIDDIE COMPANY ENRICHMENT CENTER – LYNDHURST

Part-time. Pay: \$12.00 - \$13.00 per hour. Monday through Friday 2pm-6pm. The Kiddie Company is looking to fill a part time closing school age teacher position. We are looking for an individual who will engage, enrich, and encourage the children at our center. REQUIREMENTS (these are not negotiable): High school diploma or equivalent; Must have a current physical (within the last 12 months); Must be able to pass FBI and BCI background check; NO misdemeanors or felonies-Must provide at least three professional references; Must have reliable transportation.

https://www.indeed.com/viewjob?jk=699378ff491557e8&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

Trauma Therapist – Full-time. Salary range: \$46,000 - \$51,000. Journey Center is seeking a full time Therapist to provide individual, group, and telehealth therapy services to adult or child victims of child abuse and/or domestic violence. This position is office/community based. Qualifications: Master's Degree in Social Work or Counseling required; Must have LSW or LPC; LISW or LPCC preferred.

Community Advocate – Trauma Services – Full-time. Pay: Starting Hourly rate \$18.26. Journey Center is seeking a full time Community Advocate within our Therapy department to work with clients receiving services or on the waitlist with Journey's Services Department. The Community Advocate- Trauma Service provides case management, safety planning, and advocacy. This position is office/community based. Qualifications: Bachelor's Degree or equivalent experience in the areas of domestic violence, child abuse or social work; Must have and maintain a valid Ohio driver's license and appropriate insurance coverage; Must maintain appropriate driving record.

Community Advocate – Prevention and Community Engagement (PACE) - Full-time. Pay: Starting Hourly rate \$18.26. Journey Center is seeking a full time Community Advocate within our Therapy department to work with clients receiving services or on the waitlist with Journey's Services Department. The Community Advocate- Trauma Service provides case management, safety planning, and advocacy. This position is office/community based. Qualifications: Bachelor's Degree or equivalent experience in the areas of domestic violence, child abuse or social work; Must have and maintain a valid Ohio driver's license and appropriate insurance coverage; Must maintain appropriate driving record; 2 years' experience working with domestic violence and/or child abuse, trauma, case management preferred.

Community Advocate – Domestic Violence Housing First Initiative (DVHFI) - Full-time. Pay: Starting Hourly rate \$18.26. Journey Center is seeking a full time Community Advocate within our DVHFI program to work with survivors' access to Rapid Rehousing. The Community Advocate- DVHFI provides case management, safety planning, and advocacy. Assists clients in achieving goals to increase safety, maintain safe housing and build self-sufficiency. The Community Advocate-DVHFI will work collaboratively with EDEN, Frontline, Jewish Family Services and Catholic Charities. This position is office/community based. Qualifications: Bachelor's Degree or equivalent experience in the areas of domestic violence, child abuse or social work; Must have and maintain a valid Ohio driver's license and appropriate insurance



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coverage; Must maintain appropriate driving record; 2 years' experience working with domestic violence and/or child abuse, trauma, case management preferred.

To apply visit Journey Center website www.journeyneo.org

FIREFIGHTER/PARAMEDIC ENTRANCE EXAMINATION – FAIRVIEW PARK

The Fairview Park Civil Service Commission will hold a written examination for the position of full-time Firefighter/Paramedic on Wednesday, March 29, 2023 at 6:30 PM in the Fairview Park Senior Center, 20769 Lorain Road, Fairview Park, OH 44126. Check in will begin at 5:45 PM. Candidates are required to show proper identification at check in. TO APPLY: Applications will be available at the Fairview Park Building Department during normal business hours-Monday through Friday from 8:00 AM to 4:00 PM and at www.fairviewpark.org starting Monday, February 13, 2023. Applications must be typed or printed legibly in ink, signed by the applicant's own hand, and notarized where required. Complete applications must include a copy of both applicant's valid driver's license and high school diploma or its equivalent.

<https://www.fairviewpark.org/job-openings/>

FORENSIC INTERVIEWER – CANOPY CAC – CLEVELAND

Full-time. The Forensic Interviewer position conducts sensitive and thorough forensic interviews with alleged child and youth victims of sexual and physical abuse. **ESSENTIAL JOB FUNCTIONS:** Conducts child centered forensic interviews as part of a multidisciplinary investigations and treatment program; Completes comprehensive assessments of alleged abuse reports through forensic interviews; Supports families in identifying crisis situations and/or potential crisis situations that may threaten safety; Uses a trauma informed approach to work with children, teens and families. **REQUIRED QUALIFICATIONS:** Bachelor's Degree in Social Work, Psychology, Counseling or Criminal Justice. Master's Degree in these concentrations preferred; 2 years' experience working with children and teens in the area of child abuse, child development, crisis intervention and/or the criminal justice system; Experience and knowledge of Child Advocacy Center model, child abuse issues and investigative interviews strongly preferred.



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<https://www.canopycac.org/employment>

OPEN POSITIONS – POSITIVE EDUCATION PROGRAM – CLEVELAND

1-1 Aide (SPANISH INTERPRETER} - Location: Hopewell (11500 Franklin Blvd, Cleveland, OH 44102).

1-1 Aide - Location: Phoenix (6470 Pearl Rd, Parma Heights, OH 44130) Temporary. Aide assigned to a designated student in the areas of academic instruction and Mental Health Day Treatment services. Responsibilities: Align practice and work with the agency mission, vision, guiding principles, the trauma-informed Sanctuary Model®, the Neurosequential Model and the Re-ED philosophy; Support the delivery of mental health related services and the social-emotional curricula in partnership with the Associate Teacher-Counselor and Team Associate. Qualifications: Minimally high school graduate, preferably bachelor's degree; Experience working with behaviorally/emotionally challenged children/youth preferred; Communicate accurately and effectively, both written and orally.

Intensive Home-Based Treatment Therapist - Job purpose: Provide Intensive home-based treatment (IHBT) for child/adolescent and his or her family that integrates community psychiatric supportive treatment (CPST) service or health home service, mental health assessment service, mental health crisis response, behavioral health counseling and therapy service, and social services with the goal of either preventing out-of-home placement or facilitating a successful transition back to home. Qualifications: Bachelor's or Master's degree with mental health licensure in counseling, social work or therapy; Knowledge and understanding of mental health diagnoses, symptomatology and treatment programming of children/youth; Flexible work schedule with availability to provide services during nontraditional work hours accommodating client/family needs; Experience working with behaviorally/emotionally challenged children/youth and knowledge to address transitional needs for ages 16-22.

<https://pepcleve.org/careers/employment-opportunities/?all=1>



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PHILANTHROPIC COORDINATOR, LEADERSHIP DEVELOPMENT INTERN – CLEVELAND FOUNDATION

Full-time. The **Philanthropic Coordinator** provides high-level administrative and technical support to the Philanthropic Services team to provide outstanding donor and fund services as well as event experiences that align with the mission of the Foundation. Responsibilities: Assist with the scheduling and coordination of meetings, events, and appointments; Working with staff and the community to create a welcoming, inclusive environment for TCF guests; Create customized fund and stewardship reports and professional looking presentations for prospective donors; Prepare handbooks, supporting documents and gifts to newly established donors. Essential Qualifications: High school diploma or equivalent and three to five years of experience working in a customer service, administrative and/or development environment; Associate's or bachelor's degree in a related field welcome; Exceptional interpersonal, organizational, grammatical, and proofing skills; Demonstrated customer service orientation and an ability to interact confidently and effectively with people of diverse cultural and socio-economic backgrounds; Commitment to diversity, equity and inclusion across all work.

Leadership Development Intern Temporary, part-time, nonexempt, paid. The Leadership Development Intern will report to the Program Director for Leadership Development to assist with planning and implementation of the Cleveland Foundation Public Service Fellowship, outreach and management of the Summer Internship Program, data collection on programs, research assistance for ongoing initiatives and coordination of leadership development events. Essential Qualifications: Non-profit management, urban development, education, or other relevant major being pursued at the junior or senior undergraduate level, graduate level preferred; Freshman and sophomore level students welcome to apply as well; Excellent interpersonal skills with the ability to interact with a diverse group of staff and external constituents. The ability to work in a complex environment requiring flexibility and collaboration; Commitment to diversity, equity and inclusion across all work.

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/1519137>



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OPEN POSITIONS – LUTHERAN METROPOLITAN MINISTRIES – CLEVELAND

Maintenance Technician – Full-time. Pay: \$16.00 per hour. The Maintenance Staff Person is responsible for the general maintenance & up-keep of multiple building sites. This includes some exterior duties as well as interior building duties. Qualifications: Our ideal candidate has a high school diploma or GED, required; Previous training or experience with facility maintenance helpful, knowledge of basic building maintenance preferred.

Security/Monitor - Full-time. Pay: \$16.00 per hour. The Monitor in a low demand shelter is responsible for the overall functioning of the shelter, including maintaining a peaceful, safe, supportive, and orderly environment. The position serves single adults who are homeless and includes basic orientation (services, rules, & policies), assistance with basic immediate needs, de-escalating conflict, and being a stable, welcoming presence. Qualifications: Our ideal candidate has a high school diploma or equivalent; some experience working with the homeless, chemically dependent, or mentally disabled individuals; and effective communication and crisis intervention skills.

Youth Intervention Specialist - Full-time. Pay: \$16.00 per hour. The Youth Intervention Specialist provides 24-hr supervision/guidance to program participants while assisting in their daily activities. The Youth Intervention Specialist assists in the implementation of the residents' Individual Service Plans and program objectives. Qualifications: Our ideal candidate has a High School Diploma or GED; Associate Degree preferred, including a minimum of two years' experience working with at-risk youth; The candidate must also complete training requirements (CPR, First-Aid, Restraint, etc.), have a valid driver's license and provide proof of insurance.

Custodian - Full-time. Pay: \$16.00 per hour. The Custodian is responsible for the general maintenance & up-keep of multiple building sites. This includes some exterior duties as well as interior building duties. Qualifications: Our ideal candidate has a high school diploma or GED, required; Previous training or experience with facility maintenance helpful, knowledge of basic building maintenance preferred.

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=EE17343AE8794C77AB182878909DA66B>



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INTAKE SPECIALIST HEAP UTILITIES – FAIRFAX RENAISSANCE DC – CLEVELAND

Full-time. The Intake Specialist HEAP Utilities is primarily responsible for processing utilities assistance applications (HEAP, PIPP, LIWAP, PRC, and Fuel Fund) thru an electronic database. **RESPONSIBILITIES:** Conduct utility assistance intake for clients which entails; determining eligibility for multiple utility programs; following program guidelines; collecting and entering data, computing financial budgets; and verifying eligibility documentation(s); Resolve customer concerns regarding the HEAP process; Prepare and accurately maintain program files and all correspondence, summaries, and reports. **Qualifications:** Minimum 2 years of face-to-face customer service experience; Excellent communication skills and the ability to work in a fast-paced hectic environment; Outstanding customer service skills required including telephone skills, public speaking skills and the ability to work with disgruntled customers; The ability to maintain a level of professionalism at all times; Proficient computer skills, specifically data entry, Microsoft Word, and internet navigation.

Send resumes to: TPowell@fairfaxdev.org or mail to Tamela Powell at: Fairfax Renaissance Development Corporation 8111 Quincy Avenue, Suite 100, Cleveland, Ohio 44104

BRANCH SERVICES ASSISTANT – CUYAHOGA COUNTY LIBRARY – S. EUCLID

Full-time. Under moderate supervision, provides reference, reader advisory, outreach, and program services to the public and assists patrons in the use of library resources and equipment. Provides service support to Librarians and other professional staff for various functions, including collection development and use, and program promotion. **Duties:** Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality; Provides direct library services to patrons such as reference, technology related guidance and reader advisory, and provides services to meet the needs of a specific age group which may include children, adolescents, adults or other group depending upon training and assignment. **Requirements:** Bachelor's degree from an accredited college or university in a related field; At least six months of customer service experience; A valid driver's license, reliable personal transportation and in-force automobile insurance required.



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https://www.salary.com/job/cuyahoga-county-public-library/branch-services-assistant-adult/j202208060746168241683?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COUNSELOR – COMMUNITY ASSESSMENT AND TREATMENT – CLEVELAND

Full-time. Pay: \$38,000 to \$52,000 per year. Description: Provide clinical recovery services to individuals with substance abuse/mental health issues; Lead clients through the full cycle of treatment management; Provide treatment for adult males struggling with substance abuse disorders; Conduct individual assessments on new clients to create a personalized treatment plan. Requirements: Bachelor's degree in a human services or related discipline; Two or more years of professional experience in counseling or social work settings; LSW or LPC with Chemical Dependency focus; LCDC certification (or be registered with the Ohio Credentialing Board as a candidate for CDC certification).

https://www.ziprecruiter.com/ojob/VYdOhtYGVzvxI28JgoJMkQ.--MblHN8JGR?lvk=VYdOhtYGVzvxI28JgoJMkQ.--MblHN8JGR&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

OPEN POSITIONS – FRIENDLY INN – CLEVELAND

Wraparound Specialist - The Wraparound Specialist is a direct service provider who provides guidance, direct services and support to children and their families in a variety of settings. Responsibilities: Along with the Facilitator and Parent Partner, takes part in the Engagement process and conducting the strengths-based discovery and assessment with the child and family; Participates in Child and Family Team meetings and takes part in the development, implementation, review and evaluation of the Child and Family Plan of Care; Forms relationships with the child and family and assists them in meeting their goals. Qualifications: Must have a BSW degree in Social Work/ B.A. degree in a related field. Master's Degree preferred; Licensed or licensed eligible preferred with at least 2 years of experience working with the target population; Previous experience providing Wraparound highly desirable; Must be



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able to work a flexible and varied schedule which may include evenings, and weekends, as necessary; Must possess a valid Ohio driver's license and be able to drive.

Community Health Worker – Part-time. Provide ongoing home visiting, assessment, education and support to at least 15 women at risk of a poor birth outcome. Responsibilities: Provide community-based outreach and participant recruitment to high-risk pregnant women in need of perinatal and infant health care and supportive services; Assist participants to develop individualized service plans; Carry out case management activities including: monthly home visitation, risk assessment, service referral and follow-up, resource distribution, timely documentation, and case file maintenance. Required qualifications: Associate Degree in Social Work or related field Knowledge of community health and social service resources; Two years' experience in outreach, case management or home health care; Ability to use a computerized data system; Valid driver's license, active full coverage insurance and dependable transportation.

<https://friendlyinn.org/employment-and-volunteer-opportunities/>

COLLEGE ADMISSIONS (GUIDANCE) COUNSELOR – ST MARTIN DE PORRES HIGH SCHOOL – CLEVELAND

Full-time. Saint Martin de Porres High School is seeking a dynamic, energetic and self-driven College Admissions (Guidance) Counselor to be part of an innovative college-prep and career readiness high school experience. Responsibilities: This is a general representation of the key duties and responsibilities required of this position. Other duties may be assigned as needed. Co-facilitate weekly college readiness courses for Senior and Junior students Guide students through all aspects of the college, financial aid (including FAFSA) and scholarship application processes; Manage a College Counseling advisory load of approximately 40-50 seniors. Requirements: Master's degree in Higher Education, College Admission Counseling, or a related field required; Bachelor's degree and 3+ years of experience in higher education or college admission counseling will be considered in lieu of Master's degree requirement.

https://www.k12jobspot.com/Job/3176253?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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LICENSED INDEPENDENT SOCIAL WORKER – GOTHAM ENTERPRISES LTD.

Part-time. Full-time. Pay: Earn up to \$65,000/year based on part time hours. Earn up to \$100,000 based on full time hours. We are hiring Licensed Independent Social workers for part-time telehealth roles with one of the largest online therapy platforms in the country. This fully remote opportunity allows you to work whenever and wherever you want. Your schedule is flexible to fit your desired caseload and your preferred client demographics. The typical client on the platform has low acuity, suffers from anxiety, depression, ADHD, OCD, relationship issues, weight disorders, or is in need of grief counseling. Qualifications: Master's degree or doctorate in social work, counseling, psychology, or related field; You must have a valid LPCC, LIMFT, LISW, Psychologist license without any disciplinary actions; Stable and reliable internet connection and PC/Mac/laptop (no tablets).

https://www.gothamenterprisesltd.com/job/licensed-independent-social-worker-lisw/all-specialties/12479884/licensed-independent-social-worker?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

TODDLER ASSISTANT TEACHER – CHILDREN FIRST OF CLEVELAND

Full-time. Pay: \$22,859 - \$31,179/year. Responsible for care and education of children 2 to 3 years old. Ensure the safety of the group and direct learning activities. Wages based on Career Pathways Level (CPL) on OCCRRA. Background and health checks required. Must have a verifiable high school diploma. High school or equivalent (Required).

https://www.gigzio.com/toddler-assistant-teacher-cleveland-ohio-3549630348893479493?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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JOB PLACEMENT AND SUPPORT SPECIALIST – THE CENTERS – CLEVELAND

Full-time. The Individualize Placement and Support (IPS) Specialist carries out the services of the IPS Supported Employment program by assisting clients to obtain and maintain employment and/or academic standing that is consistent with their vocational, educational, and career advancement goals following the principles and procedures of IPS supported employment.

Responsibilities: Assesses clients' vocational and/or academic skills and preferences on ongoing basis utilizing background information and employment and/or academic experiences; Provides follow-up contact with clients, as well as behavioral health staff and significant others, to ensure coordination of care. Qualifications: Associate's Degree in mental health, social services, or business from an accredited school; Knowledge of the worlds of work and academia; Valid Ohio driver's license with less than three points, and proof of insurance.

<https://us63.dayforcehcm.com/CandidatePortal/en-US/thecenters/Posting/View/4669>

INTERVENTIONIST – EUCLID CITY SCHOOLS

Full-time. Salary: \$44,367 - \$65,441 a year. Provide instructional services for students within the district. Duties: Implements Euclid City Schools Board of Education and administrative policies, rules, regulations, and directives; Ensure safety of students; Assess the students using district assessments; Prepare clear and timely lesson plans. Qualifications: Criteria as set by State Certification Authorities; HQT status required; Knowledge of academic area and teaching methodology; Basic knowledge of all other subject matter.

<https://www.indeed.com/jobs?q=INTERVENTIONIST+%E2%80%93+EUCLID+CITY+SCHOOLS&l=Cleveland%2C+OH&from=searchOnHP&vjk=6d5a7ab4b77a4927>

SOCIAL WORKER MOBILE CRISIS TEAM – FRONTLINE SERVICE – CLEVELAND

Full-time. Pay: \$50,000.00 per year. Scheduled hours are typically four 10-hour shifts that may include some evenings and weekends. As part of the Mobile Crisis Team (MCT), provides phone and community-based crisis response to adults presenting with urgent mental health needs. Services include: answering the crisis hotline; providing resource information and linkage to



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community providers; completing crisis assessments in community or hospital settings; and safety/disposition planning. Requirements: Must have an LSW, LPC, LISW, or LPCC with a minimum of one year professionally supervised work in the delivery of mental health, chemical dependency and/or social services to be considered; Must have a valid Ohio driver's license with good driving record and proof of insurance.

https://www.salary.com/job/frontline-service/social-worker-mobile-crisis-team/j202202030636069452917?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

MANUFACTURING/TRADES/GENERAL LABOR

STEEL MILL LABORER – MINERALS TECHNOLOGIES – CLEVELAND

Full-time. Pay: \$37,000 - \$46,900 per year (estimated). Minerals Technologies Inc. (MTI) is a resource- and technology-based company that develops, produces and markets worldwide a broad range of specialty mineral, mineral-based and synthetic mineral products and related systems and services. Major Duties & Responsibilities: Apply material (product) and use all relevant equipment as required; Follow all standard operating procedures regarding equipment and applications of product; Operate equipment and perform basic maintenance. Qualifications: Education: High School Diploma or Equivalent.

<https://www.indeed.com/jobs?q=laborer&l=Cleveland%2C+OH&vjk=28e642bbf3c6e3f2>

CARPENTER-RESIDENTIAL – KARLOVEC & COMPANY – SHAKER HEIGHTS

Full-time. Pay: \$16.00 - \$22.00 per hour. For 25+ years, homeowners of Shaker Heights have entrusted the Karlovec & Company team to deliver inspired design, master craftsmanship, professional project management, and Guild Quality customer service. The Carpenter will have demolition and construction experience, be eager to learn, have great communication skills, be organized, have a professional demeanor, and work safely. Some tasks may include framing,



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finish carpentry, cabinet installation, millwork installation, and other construction tasks. Requirements: 2+ years of carpentry experience; High School Diploma or GED; Valid driver's license; Finish carpentry a plus.

https://www.linkedin.com/jobs/view/carpenter-residential-construction-at-clickjobs-io-3510711001/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

UTILITY LABORER – JBT CORPORATION – CLEVELAND

Full-time. JBT Diversified Food & Health is a prime solutions and equipment provider within the fruit and vegetable industry segment. We have a fantastic opportunity for a Utility Laborer to join our team! Responsibilities: Assist in the router room - load & unload plastic sheets from router, deburr finished parts and edit router programs; Cross trained in the silk-screening department; Assist in the die department - deburr paper-based insulators; Sand blast, polish & wash stainless steel machined parts. Qualifications: High school diploma or equivalent required; Valid Driver's License; Ability to work independently with minimal supervision and supervise others.

https://careers.jbtc.com/jobs/10368?lang=en-us&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PACKING TEAM MEMBER – CLEVELAND KITCHEN – CLEVELAND

Full-time. Pay: \$15.25 per hour. Now Hiring! Packing Team Member Hours: 7:30 am 4:00 pm, Monday thru Friday. Cleveland Kitchen is an emerging, fast-growing fermented-foods manufacturer based in Cleveland, Ohio. We have a strong and nimble team who believes in the power of naturally fermented foods. Job Summary: Work as a team to safely handle packaged food in clean area packaging in a fast-paced environment standing for long periods of time. Must be able to follow set guidelines to assure safety and production requirements are met. Qualifications: Be able to lift 40 lbs. Daily; Be comfortable in production areas with hot water,



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food contact, etc.; Operate packing line equipment; Follow OSHA and food safety program regulations for chemical handling, food contact, etc.

https://www.ziprecruiter.com/c/Cleveland-Kitchen/Job/Packing-Team-Member/-in-Cleveland,OH?jid=bd0fd78ebf0efdee&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

OPEN POSITIONS – 4 SEASONS LAWNCARE – BEREA

Landscape Team Member - The Landscape Team member is responsible for assisting 4 Season's Lawncare in providing excellent customer service to our clients and working unified under the supervision of the Team Leader. **RESPONSIBILITIES:** 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; Operate all mower types and two-cycle equipment including stick edgers, hedge trimmers, and various other maintenance equipment. **REQUIREMENTS:** Must have a valid driver's license and current auto insurance coverage; If no driver license a State ID is required; Must be self-motivated with strong communication skills and ability to multitask; Must be professional in appearance and actions.

Landscape Team Leader - The Landscape Team Leader is responsible for assisting 4 Season's Lawncare in leading a landscape team of up to 5 members to implement landscape projects throughout our service area. **RESPONSIBILITIES:** Must be willing to Monitor and Manage the day-to-day activity of 2-3 team members on commercial, residential and HOA properties; Operate all mower types and two-cycle equipment including stick edgers, hedge trimmers, and various other maintenance equipment; Complete and submit all paperwork at end of current day; 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; Must be self-motivated and possess strong leadership skills; Must be professional in appearance and actions; Must be detail oriented and quality driven; Must be well organized with strong communication skills and ability to multitask.



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To Apply: Call 440-488-1209 leave a voicemail with your contact information. Email interest in position to lmizer4seasonslawncare@gmail.com. Visit our website at 4seasonlawncare.com. Visit our Facebook page at 4 Seasons Lawncare.

GENERAL FACTORY/MANUFACTURING EMPLOYEE – ARCHITECTURAL FIBERGLASS, INC. - CLEVELAND

Full-time. Location: 8300 Bessemer Ave, Cleveland, OH 44127. Architectural Fiberglass, Inc. (AFI) is one of the premier fiberglass manufacturers leading the industry for over 20 years in design and manufacture of custom fiberglass in our state-of-the-art manufacturing facility in Cleveland, OH. AFI is looking to hire General Factory/Manufacturing Employee to help our business continue to grow. Some responsibilities may include working with fiberglass molds, sealing, waxing, buffing and possibly some sanding. Qualifications: This is a unique position that requires NO EXPERIENCE. WE WILL TRAIN ALL ASPECTS OF THIS JOB. All that is needed to become an AFI employee is the willingness to learn and the desire to put forth your best efforts.

https://jobs.ksnt.com/jobs/general-factory-manufacturing-employee-cleveland-ohio/916381975-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION LABORER/HANDYMAN - ALLTRADES HOME REMODELING – CLEVELAND

Full-time. Part-time. Pay: \$20.00-\$25.00 per hour or more based on experience. Schedule would be Monday-Friday with occasional Saturdays. In need of laborers and construction workers/handyman to assist in the remodeling and fixing of houses and units. Responsibilities: Cleaning up job sites; Assist carpenters and painters; Handle materials (loading and unloading); Use power tools. Qualifications: Driver's License.

https://www.simplyhired.com/job/gTnVK7oAhBwAr6FODQjgt8Ekb6LyrHib6Sw-uMFxuj3qoOYIIs30RA?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MACHINE OPERATOR – MICELI DAIRY – CLEVELAND

Full-time. Pay: \$17.00 - \$20.00 an hour. We are looking for a skilled Machine Operator to set up, maintain and operate machinery. You'll ensure the interminable and efficient running of production. Responsibilities: Set up machines (calibration, cleaning etc.) to start a production cycle; Control and adjust machine settings (e.g., speed); Feed raw material or packaging to semi-automated machines; Inspect parts with precision and measuring tools. Skills: Proven experience as a machine operator; Working knowledge of diverse high-speed machinery; Understanding of production procedures; High school diploma or equivalent; technical degree is a plus.

https://www.simplyhired.com/job/4UJWnbkr5PyM3XH-D8rHIG9VCCTd0EtNV_U2Z7NQIZ451sEx_yhJwQ?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

FACILITY GENERAL LABORER – SHERWIN-WILLIAMS – GARFIELD HEIGHTS

Full-time. The role of the General Laborer is to contribute to facility efficiency through ensuring an exceptional customer experience, assisting with warehousing duties, and supporting our color blending production team. Duties: Follow designated loss prevention, security and safety practices according to policy and correct or report noncompliance of appropriate procedures/policies; Troubleshoot and resolve customer problems with spray equipment; Operate all material handling, color matching, tinting, mixing and lab testing equipment as required and in a safe manner. Qualifications: 18 years of age; Legally authorized to work in the country for which you are applying for employment without now or in the future needing sponsorship for employment visa status; Ability to retrieve material from shelves and lift and carry up to 50lbs frequently and up to 100 lbs. on occasion with or without reasonable accommodation.

https://www.ziprecruiter.com/c/Sherwin-Williams/Job/Facility-General-Laborer/-in-Cleveland,OH?jid=7e71b446ac7fa2d0&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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WELDER/FABRICATOR - LINCOLN ELECTRIC – CLEVELAND

Full-time. Pay: Estimated: \$39,000 - \$48,000 a year. Responsible for general sheet metal and structural fabrication. Primarily 1st shift schedule, could include 2nd, 3rd, split shifts, weekends, holidays, 12-hour shifts. REQUIREMENTS: High School education or equivalent; Must have a basic knowledge and experience in all types of welding processes including Stick, Mig, Tig, Innershield, Sub Arc, Oxy-acetylene, hard surfacing, Plasma, and Carbon Arc Gouging (Air Arc); Must have a basic knowledge and experience reading mechanical drawings; Must have a basic knowledge and experience in various fabrication techniques; Must have a basic knowledge and experience in proper welding procedures.

https://www.simplyhired.com/job/duel5WaRUCYUlcMOPG3UcBCf2O7OHEcgKy3n5jHWz-YhNN74lnoD4w?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DRYWALL INSTALLER – ULG SKILLED TRADES – CLEVELAND

Full-time. Pay: \$20.75 - \$24.75 an hour. We are currently looking for experienced drywall finishers. Job Duties: Prior experience as a Drywall Finisher on commercial projects; Be able to prepare panels for painting by taping or finishing joints; Smooth out imperfections; Work with ceiling tile installers to build walls; Read blueprints and designs. Experience: drywall finishing: 3 years (Required).

https://www.indeed.com/viewjob?jk=c981e13e740421c2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCTION – MINUTEMEN STAFFING – NORTH RANDALL

Full-time. Temporary. Pay: \$15.00 per hour. 1st shift: 8 am - 4:30 pm. Monday – Friday.

Description: GENERAL LABOR: Assisting operators, load/unload product, move product, and any other task requested by a supervisor. Requirements: Personal Protective Equipment (PPE) And dress code: - closed toe shoes - Clothes may not have rips, holes or frayed edges - no shorts



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or offensive imagery. Innoplast Inc. will consider hiring in associates that have demonstrated dedication and high standard of personal conduct after 90 days.

<https://minutemen.securedportals.com/jobportal/jobs/Result.aspx?jobid=197343>

CONSTRUCTION FOREMAN – BUILT FOREVER CONSTRUCTION – CLEVELAND

Full-time. Pay: \$17.00 to \$27.00 per hour. Built Forever Construction is seeking individual with construction experience in the Cleveland, Akron, Canton, and surrounding areas. Pay will depend on experience. This is a 40 hours per week, Monday-Friday with overtime available on the weekends. Construction Foreman with experience in installing windows, doors, framing, drywall, painting, light electrical, plumbing, water proofing, and demo. Foreman should be able to lead a team of 3-4 workers in remodeling a home for resale. Requirements: Must have valid driver's license and working smart phone with data. Must have ability to travel to above listed areas (Akron, Canton, Cleveland).

https://www.ziprecruiter.com/jobs/built-forever-construction-b7dcde69/construction-foreman-23-25-per-hour-334a2512?lvk=UrKTLUzmFDO-rk43gv-5ww.--MjcwPGfRc&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

GENERAL LABOR WORKERS – EAST-WESTERN, LLC. - EUCLID

Full-time. Pay: Pay: \$15-\$16/hr. East Logistics needs General labor/Warehouse Associates in our Euclid, OH Warehouse Facility! Primary Duties: May include sorting, repacking and labeling; Maintain an organized and clean work area; Maintain proper safety procedures and operations. Must be 18+ to apply!

https://www.indeed.com/viewjob?jk=69dcafa72e42a445&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MULTIPLE OPEN POSITIONS – REESE PHARMACEUTICAL – CLEVELAND

If you would like to work for a company that is trusted and respected to serve the entire USA, lives and breathes teamwork, and would like to see your hard work represented on the shelves of grocery stores and pharmacies across the country, then we would like you to apply to join our team. Operating since 1907, our fourth-generation family-owned company is always evolving and looking for new, talented, energetic individuals who are willing to roll up their sleeves and meet the challenges of our industry head-on. We are currently searching for our next:

<https://reese pharmaceutical.com/join-our-team/>

WAREHOUSE & FACTORY WORK – GREAT WORK EMPLOYMENT – EUCLID

Full-time. Pay: \$20.00 per hour. We're hiring on all shifts for various long-term warehouse and factory openings in Cleveland, Euclid, and the surrounding areas. We are seeking: Machine Operators, Warehouse Associates, Assemblers/Packers, Production Workers, Forklift Operators/Material Handlers. Reply with your updated resume or contact information and we will reach out right away to discuss the best long-term match for you.

https://www.greatwork.cc/euclidhotjob.html?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

ELECTRICIAN – PRESRITE CORPORATION – CLEVELAND

Full-time. Estimated pay: \$42,526 to \$55,447 per year. Presrite Corporation is currently seeking qualified candidates to join our Production Team at our forging facilities! We have an immediate opening for a full-time Electrician at our forging production facility in Cleveland, Ohio.

Responsibilities: Maintain all facilities electrical equipment in proper working order; Troubleshoot machines for both AC/DC troubles; Run, install, rewire and repair any AC or DC control panel or circuitry in the facility. **QUALIFICATIONS:** Minimum of 2 years advanced electrical maintenance experience; Ability to utilize special testing and inspection equipment (oscilloscope, flukes, amp probes, etc.); Ability to read, understand, correct or modify electrical schematics and prints.



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https://www.salary.com/job/presrite-corporation/electrician/j202205250521446517637?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

CONSTRUCTION LABORER – LLK GREENHOUSE SOLUTIONS – CLEVELAND

Full-time. Estimated pay: \$33,000 - \$42,200 a year. This position will be responsible for, but not limited to: Clearing and preparing the construction site ensuring it is free from all debris and hazards to ensure safety at all times; Providing assistance to the site supervisors as needed.

QUALIFICATIONS: Ability to travel overnight and stays for an extended period of time; Ability to work extended hours outdoors in a variety of climates, exposure to wet and/or humid conditions, fumes or airborne particles; Seventeen years of age; 2 years' experience in construction related industry.

https://www.indeed.com/viewjob?jk=2fada24206db6353&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

GENERAL LABOR CONSTRUCTION – AREA TEMPS – CLEVELAND

Full-time. Pay: \$18 per hour. Thompson, OH company is looking to hire an experienced or entry-level full-time General Labor Worker/Construction Industry. We offer excellent benefits, including medical (\$400 deductible), dental vision, a 401(k) plan with up to a 4.5% match, paid holidays including some roving holidays, 100%-company-paid life insurance, 100% company-paid short- and long-term disability, significant employee discounts for all products we sell, weekly pay, and more!

https://www.postjobfree.com/job/pnxih9/general-labor-construction-cleveland-oh?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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MAINTENANCE MECHANIC – PRESRITE – CLEVELAND

Full-time. The Maintenance Mechanic is responsible for troubleshooting, and repairing all mechanical, electrical, pneumatic, and hydraulic equipment in the plant without direct supervision. **RESPONSIBILITIES:** Responsible for troubleshooting mechanical/electrical problems and recommend solutions; Troubleshoot and repair all equipment in the plant; Disassemble and assemble equipment as needed; Follow proper procedures for lockout/tagout of any equipment to be worked on. **QUALIFICATIONS:** High school education or equivalent plus a minimum of 3 years progressive mechanical maintenance experience; Experience operating lift truck, overhead crane and hoists; Ability to lift 50 lbs. safely and correctly; Ability to use hand and power tools required for the job.

<https://recruiting.paylocity.com/recruiting/jobs/Details/1143982/Presrite-Corporation/Maintenance-Mechanic>

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



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MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

Position	Shift	Compensation
Bevel Machine Operator https://gethired.com/a/ec317573-a0e6-4d3d-a5a9-30691685b597	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	3pm-11pm	\$16.50/hour
Stock Handler https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c	7am -3pm & 3pm-11pm	\$15.00/hour
Plant Maintenance Technician (Non-Union role) https://gethired.com/a/7d4820d4-1e39-4c87-8ba1-130856d12a66	3pm-11pm	Negotiable
Wheelabrator Operator https://gethired.com/a/f08b3067-0d70-45c8-bf97-921f52f31509	7am-3pm & 3pm-11pm	\$15.55/hour



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TRANSPORTATION/WAREHOUSE/DISTRIBUTION

VEHICLE DELIVERY DRIVER – CARMAX – WARRENSVILLE HEIGHTS

Full-time. Part-time. As a Vehicle Delivery Driver, you will need more than just driving skills. You will be responsible for loading and unloading a customer's vehicle, delivering paperwork for signature, and probably the most gratifying part of the process, handing over a set of keys to customers to enjoy their new car! Responsibilities: Operating a two-car hauler for customer vehicle deliveries. In most states, a Class A, B, or C commercial driver's license is not necessary. See qualifications and requirements for more details; Load, transport and off-load CarMax vehicles at various locations to ensure the right vehicle is in the right place at the right time for our CarMax teams and customers; Facilitate the completion of Home Delivery and Appraisal Checkout transactions. Requirements: Must be 21 years of age or older; Valid state-issued driver's license; Commission as a notary public may be required for some states; Additional Licensing and Endorsement requirements may apply for select states.

https://jobs.myarklamiss.com/jobs/vehicle-delivery-driver-cleveland-ohio/928910160-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE/MATERIAL HANDLER – FRITO-LAY – CLEVELAND

Part-time. Pay: \$16.00 - \$35.00/hr. Hiring immediately, apply now. Work Schedule: 4-5 days per week, 25 hours per week average. Warehouse/Material Handlers are responsible for a variety of warehouse duties. A key component of PepsiCo's success, Frito-Lay has been making the very best snacks for over 80 years. Requirements: No experience required.

https://www.adzuna.com/details/3959596624?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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BUS DRIVER – SHAKER HEIGHTS SCHOOL DISTRICT

Full-time. Pay: \$21.00 - \$29.97 per hour. The district seeks Bus Drivers to support the mission, vision, aspirations, and core values of the Shaker Heights City Schools. We offer free training to obtain the proper licensing and will assist in obtaining your endorsement. Paid training, Requirements: No experience required.

<https://www.schoolspring.com/job.cfm?jid=4010614>

DISTRIBUTION COORDINATOR – GIANT EAGLE – CLEVELAND

Full-time. Job Summary: In addition to the essential functions of the front office, the Distribution Coordinator's job responsibilities include coordinating the scheduling of incoming freight, ownership of the transportation maintenance schedule and coordinating with customers. Qualifications: Experience Required: 6 months to 1 year. Education Desired: High school diploma or equivalent; Travel Required: Regional - Daily, less than 10%; Lifting Requirement: Up to 10 pounds.

https://jobs.gianteagle.com/us/en/job/308607/Distribution-Coordinator?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE WORKER – EVENT SOURCE – CLEVELAND

Full-time. Pay: \$15.00 per hour. Schedule: Days: Monday Friday. Shift time: 7:30am 4:00pm. Possible Evenings / Weekends depending on workload. At Event Source, our associates are more than promoters of our exceptional products & service. Position Summary: The Warehouse Worker will be working in our Equipment Prep Production Department and is responsible for expediting the turnaround of rental equipment/items such as but not limited to chairs, tables, furniture, grills, deep fryers, refrigerators and freezers. In this role, you will clean, repair and maintain our inventory items to ensure that equipment/items meet company standards for client orders. Requirements: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and



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experience; Tow motor and pallet jack experience is a plus, but will train; General knowledge of basic math skills; fractions, percentage and ratios.

https://www.ziprecruiter.com/jobs/event-source-d7923634/warehouse-worker-8f84ab67?lvk=qv9qzHfpJKdTRc46O6Mn5Q.--Mp-GpZLHB&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

SHIPPING WORKER-REFRIGERATED WAREHOUSE – BORDEN DAIRY – CLEVELAND

Full-time. Location: 3068 West 106th St., Cleveland, OH 4411. Performs any combination of receiving, storing, and distributing tasks to assist in the manufacture and/or distribution of product. Responsibilities: Manual or vehicular transfer of finished product; Loads/unloads, stacks, and moves items (ingredients/product) as assigned; May sort, bundle, and fill containers or place in assembled units. Qualifications: High School diploma or GED equivalent; Must be able to work weekends, and varying shifts (days, evenings, nights); Ability to work extended periods in a cold, damp environment; Must maintain a valid forklift certification issued by the company.

https://www.ziprecruiter.com/ojob/4bC3La689572o93qSabq_g.--Mh1wD6Hds?lvk=4bC3La689572o93qSabq_g.--Mh1wD6Hds&utm_campaign=google_jobs_apply&utm_medium=organic&utm_source=google_jobs_apply

ORDER PICKER/WAREHOUSE - MALLEY'S CHOCOLATES – CLEVELAND

Full-time. Pay: Starting at \$ 14.00 per hour. Hours: Monday – Friday and Saturdays during peak seasons. Summary: Under the general direction of the Warehouse Supervisor, responsible for picking finished goods for store orders, moving pallets to proper workspace, storage bin, or shipping area. Requirements: High school diploma or GED; Perform basic visual quality inspections on products; Maintaining the production pace of the production line.



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https://www.salary.com/job/malley-s-chocolates/order-picker-warehouse/j202209170917566156215?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

LAST MILE DELIVERY DRIVER – UST LOGISTICAL SYSTEMS – CLEVELAND

Full-time. Contract. Pay: \$2,800.00 - \$3,300.00 per week. UST is seeking to contract with Non-CDL Independent Owner Operators in multiple market areas. This is an opportunity for 26' box truck operators with home delivery experience of bulky items like appliances and furniture. While exact opportunities may vary based on the operation, we expect to have routes available regularly. Qualifications: Box truck.

https://www.simplyhired.com/job/qOfi0It3D0sVHd_rqoQ-JNA7_eaWLTlydDNEluqJqW1sFofafsp0KA?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SUPPLY PLANNING COORDINATOR – PPG – CLEVELAND

Full-time. As a Customer Planning Coordinator – Entry Level, you will be responsible for customer service, order servicing, production planning, material procurement and inventory management of customer finished good products. Responsibilities: Support numerous customer plant accounts and/or suppliers accounts in a fast-paced office environment; Exercise excellent customer service, production planning, purchasing, logistics and inventory management techniques; Timely respond to and resolve customer and field complaints, including root cause analysis and implementation of effective corrective actions. Qualifications: Bachelor's degree in Business, Supply Chain, Operations, or similar is preferred; Equivalent experience of an Internship, CO-OP, or roughly 1 year of experience in business, operations, or production planning; APICS Certification is desired but not required; Excellent Organizational Skills, Customer Service Skills, Attention to Detail, and Time-Management Skills; Proficient computer skills; excel, word, outlook.



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https://www.linkedin.com/jobs/view/supply-planning-coordinator-at-ppg-3431964613/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DRIVER – CLEVELAND JOB CORPS

Full-time. Part-time. Pay: From \$17.00 per hour. Primary Position Objectives: 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. Qualifications: Valid State Driver's License – Class CDL or willingness to obtain CDL; High School Diploma or equivalent required; Minimum of one year experience; Proficiency with advanced Microsoft Office applications including Word, Power Point and Excel.

<https://www.indeed.com/q-Easy-l-Cleveland,-OH-jobs.html?vjk=3a026fea7b074b7a&advn=2581573600354166>

TRANSPORTATION LOT ASSISTANT – RELENTLESS RECOVERY – CLEVELAND

Full-time Our Transportation Lot Assistant will help with the organization and running of the daily administrative operations of the company. Relentless Recovery is a high-volume Collateral Recovery Agency servicing all of Ohio. Responsibilities: Assist the Transportation Lot Manager, Senior Lot Technicians and Lot Technicians in ways that optimize recovery procedures; Assist with the process of Qualifying Cars; Complete reporting for Appointments, Transportation Process and Audits; Create and update records ensuring accuracy and validity of information. Requirements: Excellent knowledge of word processing tools and spreadsheets (MS Office Word, Excel etc.); Working knowledge of office equipment and computer hardware and peripheral devices; Good command of English both oral and written and customer service skills; Great attention to detail; High school degree or equivalent.

https://jobs.smartrecruiters.com/Ziebro/99399554-transportation-lot-assistant?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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SHOPPER – SHIPT – CLEVELAND

Contract: Shipt is a membership-based marketplace that helps people get the things they need, like fresh produce and household essentials, from stores they trust. Help people save time, and have fun while you're at it – there's never been a better time to join Shipt. As a Shipt Shopper, you will: Use the app to accept, shop, and deliver orders to Shipt members in your area; Interact with the people who make your community special; "Bring the magic" with every delivery to ensure the best customer experience. Requirements: Be at least 18 years old; Have access to reliable transportation (car year of 1997 or newer) and car insurance coverage; Have a current U.S. driver's license; Have knowledge about picking fresh produce; Provide your own insulated cooler bag.

https://directlyapply.com/jobs/shipt/63c72bc7f8f758b719b5b4ce?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE ASSOCIATE – CAPSTONE LOGISTICS – CLEVELAND

Full-time. Pay: Potential to earn over \$800 paid weekly! Shift: 1st shift. 5:30am-Finish. Monday-Friday schedule. Join our growing team! We are looking for motivated individuals who want to further their career in warehousing with Capstone Logistics. Our Warehouse Associates load and unload both by hand and with equipment. Associates are paid by the truck. The harder you work, the more you earn! Requirements: High-energy individual with a strong work ethic, the work is fast paced and very physical; Lift and carry a minimum of up to 25-75lbs, materials handled vary; Prior warehouse and/or equipment experience is preferred but we are willing to train the right candidate; All candidates should be over the age of 18 and will have to undergo a pre-employment drug test and background check.

https://www.capstone.jobs/en-US/job/warehouse-associate/J3W6GK65FGVQ7KFJXJJ?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic



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PART-TIME DRIVER – ASSIST SERVICES – CLEVELAND

Part-time. Pay: \$500 to \$2,400 Monthly. Urgently Hiring! We are looking for responsible, purpose-driven drivers who believe all children have the right to safe and reliable access to their education. Job Description: Part-Time Driver for School-Age Children. Work part-time, 5-20 hours per week during the school year. Responsibilities: Drive K-12 students safely and reliably to and from school; Create a positive, kind, and welcoming environment for children; Be available from 6:30-9:30am and 1:30-4:30pm on weekdays. Requirements: You are at least 18 years old with a valid driver's license and safe driving record; You have at least 1 year of meaningful caregiving experience; You have an insured four-door vehicle in good condition and a smartphone.

https://www.ziprecruiter.com/c/Assist-Services,-LLC/Job/Cleveland,-Ohio-Part-Time-Driver-for-School-Age-Children/-in-Cleveland,OH?jid=f1d4ed73d022e4e7&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

PRODUCTION ASSOCIATE – TARKETT – CHAGRIN FALLS

Full-time. Pay: \$18.76/hr. starting pay + overtime and double-time. \$2,000 Sign-On Bonus. Night Shift (6 pm - 6 am) 4 days on, 4 days off with ability to work overtime. Tarkett has a great opportunity for a Production Associate. Our Chagrin Falls plant manufactures vinyl wall base for our customers. Wall Base is that special area between the wall and the floor that brings the whole space together. Qualifications: High School diploma or GED preferred but not required; Ability to perform duties safely; Ability to learn new skills and repeat a process as instructed to produce quality products.

https://www.ziprecruiter.com/jobs/tarkett-45dcf5d0/production-associate-6d418425?lvk=KwBE3O2fZ_DCDyxmqSqT-g.--MibrrP6wk



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DELIVERY DRIVERS – GIGSMART – CLEVELAND

Contractor: Depending on the shift, the pay rate ranges from \$15 to \$25 per hour. You can apply to work as many shifts as you want. GigSmart is immediately seeking reliable Delivery Drivers on behalf of its clients in the Cleveland, OH area. Duties: Be prompt with arrival to pick up items; Be prompt to deliver items to customers; Communicate delivery status between the company and customers. Qualifications: Can provide your own transportation; Organized; Strong customer service skills.

https://gigsmart.com/find-work/cleveland-oh/get-gigs-jobs-delivery-drivers/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

COURIER DRIVER – RELAY EXPRESS – CLEVELAND

Full-time. Weekly Pay Settlements: \$750-\$1000 weekly, pending availability/mileage. Details: Monday-Friday 3 PM to 3 AM, available 3-4 days weekly. Medical specimen pickups in Cleveland with delivery to Newport, Kentucky. Requirements: Professional, uniformed appearance; Reliable, personal vehicle (car, SUV, minivan type); 21 years of age or older; Smart phone; Valid driver's license.

https://www.salary.com/job/relay-express/courier-driver-with-car-suv-minivan/j202206280323193787092?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

SHIPPING CLERK – ELECTRONIC MERCHANT SYSTEMS – CLEVELAND

Full-time. Pay: From \$16 an hour. 8-hour shift. Overtime. Monday to Friday. Job duties: Package all equipment for shipment; Process all shipments in UPS World Ship and other companies as needed; Send emails about equipment orders and supply needs when running low;



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Communicate with all agents and inside sales reps as needed. Qualifications: Microsoft Word and Excel experience; Ability to lift 50 lbs or more; Strong written & verbal communication skills.

https://www.indeed.com/viewjob?jk=c8b5ac8529d8addb&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

WAREHOUSE ASSISTANT – ADVACARE SYSTEMS – CLEVELAND

Full-time. Pay: \$15 Hourly. AdvaCare Systems is a leading provider of Durable Medical Equipment to hospice organizations and skilled-nursing facilities throughout the Midwest. The Warehouse Assistant is responsible for the cleaning, maintenance, and testing of durable medical equipment. Job Duties: Cleaning and disinfecting of durable medical equipment; Restocking cleaned and disinfected equipment. Requirements: Preferred candidates will have up to one year experience working in a warehouse/stock room environment, as well as strong mechanical aptitude; All Candidates must pass a National Criminal Background Check.

https://www.ziprecruiter.com/c/AdvaCare-Systems/Job/Warehouse-Assistant/-in-Cleveland,OH?jid=9a60f01de5b20121&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

DELIVERY DRIVERS – LOGISTICAL RESOURCE GROUP – CLEVELAND

Part-time. Pay rates are 17.25/hr. for an Amazon driver, \$18/hr. for a FedEx personal vehicle driver, \$18.50/hr. for FedEx Ground Van driver. Logistical Resource Group - We employ delivery drivers for FedEx Ground and Amazon Routes. Our FedEx drivers work out of the Richfield and Twinsburg Terminals, our Amazon Drivers work out of the Brooklyn, OH terminal, we however operate under a different name for Amazon. For Amazon we are coastal logistics. Job duties include driving either a large van (both FedEx and Amazon) or a Personal Vehicle (FedEx), and making deliveries. Hours vary per position but everyone is hired part time. Requirements: You need to be 21 or older (this is because there are occasional alcohol deliveries), both companies require background checks, MVRs run for driving records, and a passed drug screen.



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<https://logisticalrg.com/careers/>

WAREHOUSE WORKER – TOWNTASKS – CLEVELAND

Full-time. Pay: \$18 to \$22 / Hour. Urgently Needed! We are looking to hire individuals as a Warehouse Associate in Cleveland, who are eager to develop and apply their skills in ways that make a positive impact to communities. Responsibilities: Picking and Packing orders from Cleveland warehouse; Pick orders that come through the app, pack the order and hand off to our drivers; Inventory and Spoilage Management. Stock receivables and manage inventory, including shelf life; Warehouse Organization. Clean and organize the warehouse. Qualifications: You're self-motivated, positive, and a team player able to work in multiple shift; You're able to be on your feet and handle Cleveland warehouse duties including lifting up to 40 pounds (with or without accommodations); You have a high school diploma or GED equivalent.

https://towntasks.com/job/warehouse-associate-jobs-in-cleveland-ohio-44130/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic

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=57cec50dcffcf4d2>