



## Employment Services – Job Leads

September 26, 2022

(216) 651-5188

[www.stepforwardtoday.org](http://www.stepforwardtoday.org)

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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

#### HOUSEKEEPER – CLEVELAND CAVALIERS

Part-time. Under the direction of the Director of Housekeeping, Sr. Manager of Housekeeping, Manager of Housekeeping and Coordinator of Housekeeping, the housekeeper will be responsible for assigned duties in the cleaning and housekeeping maintenance of Rocket Mortgage FieldHouse. Duties & Responsibilities: Trash Attendant; Restroom attendant; Housekeeping; Post Event - Go to assigned area of the Rocket Mortgage FieldHouse and remove the debris from the seating area; Customer service - You will be able to assist in giving guests directions and customer service as necessary.

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[https://www.salary.com/job/cleveland-cavaliers/housekeeper/j202207152020103647315?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-cavaliers/housekeeper/j202207152020103647315?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### SEASONAL SALES ASSOCIATE – BATH & BODY WORKS – STEELYARD COMMONS

Seasonal. We’re looking for you to join our team as a seasonal sales associate for the holiday season. Job duties: Deliver exceptional in-store shopping experience; Build a highly satisfied and loyal customer base through engagement, uncovering needs, making product recommendations, and capturing customer information to support continued engagement with us; Support product replenishment activities that keep the store full and abundant. Qualifications: Demonstrated sales and customer service results in a fast-paced environment; Availability for varied weekly shifts including weekend, closing and peak hour shifts.

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[https://www.linkedin.com/jobs/view/seasonal-sales-associate-steelyard-commons-at-bath-body-works-3243546189/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/seasonal-sales-associate-steelyard-commons-at-bath-body-works-3243546189/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### COOK – CLEVELAND MEDICAL CENTER – CLEVELAND

Full-time. Morning Shift: Work Days of Week: M-F, Rotating Weekends \$1,000 Sign on Bonus. Responsibilities: Responsible for Cold and Hot Preparation of food, works as line cook; Quality inspection, preparation, storage, and distribution of food in a safe and timely manner; Provides the highest quality of service to internal and external customers at all times; Follows basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other foods for consumption in eating establishments. Qualifications: High School Equivalent / GED HS Diploma or GED preferred. Food Service Experience preferred.

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<https://careers.uhhospitals.org/job/16720057/cook-cleveland-medical-center-full-time-morning-shift-1-000-sign-on-bonus-cleveland-oh/#toggle-id-2>

### CAREGIVER – COMFORT EASE HOME CARE – CLEVELAND

Full-time, Part-time. Pay: \$12.50/hour. Flexible shifts, paid mileage, sign on bonus, benefits and more!! We are HIRING IMMEDIATELY! We are looking for professional Caregivers, Patient Care Aides (PCA's) and Direct Support Professionals (DSP's) who are compassionate, trustworthy, dependable, and passionate about caregiving. Job Duties: Assistance with daily personal care and hygiene; Do necessary housekeeping to maintain clean environment; Support clients with transfers/ambulation/mobility; Transport clients to errands and appointments; Prepare meals and provide companionship. Requirements: Authorized to work in the United States; Valid Driver's License & Auto Insurance (Preferred); Must have reliable transportation; Must have a High School Diploma/GED or High School/College Transcripts.



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[https://www.mycnajobs.com/job-listings/15226163/2/5/?v=gi34o&utm\\_campaign=zone%7CCleveland-Lorain-Elyria,%20OH&utm\\_medium=cpc&utm\\_source=neuvoo&utm\\_content=15226163-2-5&m=b-C3A276](https://www.mycnajobs.com/job-listings/15226163/2/5/?v=gi34o&utm_campaign=zone%7CCleveland-Lorain-Elyria,%20OH&utm_medium=cpc&utm_source=neuvoo&utm_content=15226163-2-5&m=b-C3A276)

### DELIVERY DRIVER I – SHERWIN WILLIAMS – MAYFIELD VILLAGE

Part-time. The individual selected for this role will be expected to work at Store #4372, located at: 761 Beta Drive-L, Mayfield Village, 44143. Responsibilities: Ensure deliveries are prepared to meet customer requirements in the most efficient manner; Load customer orders properly on the truck; Following designated routes and time schedules from a mobile device; Deliver products to customers from Sherwin-Williams paint store. Qualifications: Be 21 years of age or older; Be legally authorized to work in country of employment without requiring sponsorship for employment visa status, now or in the future; Have a valid and unrestricted driver's license, and an acceptable driving record from the State Bureau of Motor Vehicles; Be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. on a frequent basis, with or without reasonable accommodation; Be able to operate a computer and communicate via the telephone, with or without reasonable accommodation.

Published 9/19/22

<https://jobsearch.sherwin.com/en/job-description?jobNumber=22000KLB>

### BARISTA – JACK CASINO (STARBUCKS) - CLEVELAND

Full-time, Part-time. JACK Cleveland Casino is now accepting Part Time- and Full-Time applications for Baristas. Starbucks will be opening with the JACK Cleveland Casino in November of 2022. The position will pay \$15.00/hour + tips. Essential Functions: Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation; Engage with and understand our customers, including discovering and responding to customer needs through



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clear and pleasant communication; Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients. Requirements: Six months previous experience in related field preferred, but not required; Prior money/cash handling experience preferred but not required; Must be 21 years of age.

Published 9/19/22

Interested candidates can apply at [www.jackentertainment.com/careers](http://www.jackentertainment.com/careers), and select JACK Cleveland Casino to view the opportunity.

### **BASIC ASSEMBLY/PACKING - MIDWEST GLOBAL - WARRENSVILLE**

Full-time. \$14 to \$15 Hourly. Midwest Global is a full-service warehousing, distribution, trans-loading, and packaging services provider based in Cleveland, Ohio. This Position is for entry level and packaging. We handle mostly automotive glass (windshields) and associated components. The entry position would include the following job duties: Handling and Packaging of automotive glass, mostly windshields; Perform a quality inspection on the glass and components; Perform and cleaning and polishing process on the glass; Apply components, such as rubber moldings or other components to the glass; Package the glass for shipment into steel or wooden crates. Several opportunities for advancement and higher pay, based on performance.

Published 9/12/22

[https://www.ziprecruiter.com/c/MIDWEST-GLOBAL/Job/Basic-Assembly-Packing/-in-Warrensville-Heights,OH?jid=9112fe2d5daad283&tsid=122003167&utm\\_campaign=id-5apxIc%2BCpiYf95w3FlZYCD%2FBin3J1a36&utm\\_source=channel-1](https://www.ziprecruiter.com/c/MIDWEST-GLOBAL/Job/Basic-Assembly-Packing/-in-Warrensville-Heights,OH?jid=9112fe2d5daad283&tsid=122003167&utm_campaign=id-5apxIc%2BCpiYf95w3FlZYCD%2FBin3J1a36&utm_source=channel-1)

### **SECURITY OFFICER – ALLIED UNIVERSAL – CLEVELAND**

Full-time. The pay is \$15 / hour. As a Hospital Security Officer, you will serve and safeguard a high-profile healthcare customer. Responsibilities: Observe and remain vigilant for signs of crime, disorder, hazard, and unusual activity; Patrol on foot, bicycle, or via a vehicle to check for unsafe conditions, blocked entryways, security violations, mechanical problems, and



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unauthorized individuals; Orally and physically de-escalating individuals, as needed; Inspect all security devices and fire control equipment; Screen members, visitors, and client employees to expedite their admittance to the facility. Requirements: Prior work experience involving dealing with customers, troubleshooting, and/or managing stressful situations; Be at least 18 years of age for unarmed roles; 21+ years of age for armed roles; Possess a high school diploma or equivalent, or 5 years of verifiable experience.

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[https://www.snagajob.com/jobs/778632520?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.snagajob.com/jobs/778632520?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PORTER/DETAILER - SPITZER AUTOWORLD – CLEVELAND**

Full-time, Part-time. Pay: From \$10.00 per hour. Spitzer Kia of Cleveland wants YOU, as we continue to build a team of dedicated professionals striving to learn, grow and achieve more! **RESPONSIBILITIES:** Detail vehicles exterior and interior using cleaning solution, water, cloths and brushes; Shuttles customers to and from destination requested when their vehicle is in for service; Maintains new and used vehicle inventory appearance and performance by cleaning interior and exterior of vehicles; Places vehicle stock documentation in vehicles as requested; Keeps new and used inventory lots neat and orderly, moving cars as directed by the Service Manager and in accordance with dealership display standards. **QUALIFICATIONS:** Submit to and successfully complete MVR, background check and pre-employment drug screening; Valid driver's license with a good driving record; High School Diploma or equivalent; Reliable transportation and attendance.

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[https://www.glassdoor.com/job-listing/porter-detailer-urgently-hiring-spitzer-autoworld-JV\\_IC1145778\\_KO0,31\\_KE32,49.htm?jl=1008120480567&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.glassdoor.com/job-listing/porter-detailer-urgently-hiring-spitzer-autoworld-JV_IC1145778_KO0,31_KE32,49.htm?jl=1008120480567&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **FOOD SERVICE WORKER – FIRST ENERGY STADIUM (ARAMARK) – CLEVELAND**

Full-time. The Food Service Worker will assist the manager with food/meal preparation; maintain cash receipts and meal records. Assist manager in completing daily reports.

Responsibilities: Prepare quality food and baked goods according to a planned menu; Prepare a daily report that verifies transactions; Understand what is inclusive of a meal; Ensure storage of food in an accurate and sanitary manner; Serve food according to meal schedules, department policies and procedures; Use and care of kitchen equipment, especially knives. Qualifications: Food Service Certificate as needed; Sufficient education or training to read, write, and follow verbal and written instructions; Be able to work quickly and concisely under pressure.

Published 9/5/22

[https://www.linkedin.com/jobs/view/food-service-worker-first-energy-stadium-premium-services-at-aramark-3237708883/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/food-service-worker-first-energy-stadium-premium-services-at-aramark-3237708883/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **SCHOOL VAN DRIVER – COMMUNITY BUS SERVICES – CLEVELAND**

Part-time. From \$18 an hour. Community Bus Services is now hiring School Van Drivers at our Cleveland location with the possibility for advancement. Job Duties: Transport passengers in a safe and timely manner; Must possess knowledge of driving safety and courtesy; Maintain order amongst students during transport. Requirements: At least 21 years of age; Minimum 2 years U.S. driving experience; Valid Ohio Driver's License.

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<https://www.indeed.com/jobs?q=community+bus+services&l=Cleveland%2C+OH&vjk=b8447f5313f8aadd>



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### CUSTOMER SERVICE

#### CUSTOMER SUPPORT REPRESENTATIVE – BIG FIG MATTRESS, LLC – CLEVELAND

Part-time. Pay: \$14.00 to \$17.00 per hour. Our growing retail business is looking for a skilled problem solver to join our team as a part-time Customer Support Representative.

Responsibilities: Answer incoming customer calls and chats regarding product questions, financing options, delivery and service issues, product problems, and general concerns;

Responsible for resolving product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution;

Responsible for maintaining a high level of professionalism with customers and working to establish a positive rapport with every customer we help. Qualifications: Must be 18 years of age or older; High school diploma/GED required (Associate degree in a business-related field preferred); Ability to remain professional and courteous with customers at all times.

[https://jobs.centralillinoisproud.com/jobs/customer-support-representative-part-time-cleveland-ohio/716424986-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.centralillinoisproud.com/jobs/customer-support-representative-part-time-cleveland-ohio/716424986-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### CALL CENTER SUPPORT OPERATOR II – CLEVELAND CLINIC – FAIRVIEW

Full-time. 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. This role would be a 2nd or 3rd shift.

Responsibilities: Answer internal medical emergency calls, prioritize, determine type of response, and dispatch accordingly following prescribed protocols established by Critical Care Response Committee including providing non-life threatening medical instructions; and be able to relay information to and from emergency sites to all individuals or groups requiring notification; Answer and process request for crisis intervention team and other emergency codes using prescribed protocols in conjunction with the Emergency Management Team; Answer and process after hour patient emergency messages to physicians using prescribed protocols.

Requirements: High School Diploma or GED required; Emergency Medical Dispatch (EMD)



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certification preferred; A Minimum of 1 year of call center or telephone operator experience; Experience in Health care or a related field preferred.

[https://www.linkedin.com/jobs/view/call-center-support-operator-ii-at-cleveland-clinic-3248100951/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/call-center-support-operator-ii-at-cleveland-clinic-3248100951/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CUSTOMER SERVICE – MINUTEMEN OHIOCOMP – CLEVELAND**

Full-time. Pay: \$16.00 to \$17.00 per hour. Minutemen OhioComp is currently looking for a Customer Service Representative for our Cleveland office. This is a Monday-Friday position, dayshift, no weekends/ holidays. RESPONSIBILITIES: Contacts injured workers via phone to discuss current workers' compensation claim and assists with questions and solving problems related to the claim; Educates and informs injured workers of appropriate contacts and options; Collaborates with members of clinical team to submit requests to BWC for return-to-work corrections, ICD clarifications and Industry Code changes. Qualifications: High School Diploma; Spanish speaking, preferred; Computer and typing skills; Good organizational skills.

[https://jobs.8newsnow.com/jobs/customer-service-cleveland-ohio/716424744-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.8newsnow.com/jobs/customer-service-cleveland-ohio/716424744-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CALL CENTER/CUSTOMER SERVICE – HONDA – MIDDLEBURGH HEIGHTS**

Full-time. Honda of Middleburg Heights is hiring an Experienced Call Center/ Customer Service Representative. Responsibilities and Qualifications: Answer inbound calls from our own service customers and Set Appointments; Respond quickly to internet, phone and live chat inquiries using email, scripts and templates; Follow up with customers as needed to reset any missed appointments; Previous Customer Service experience a must! Excellent computer skills required; Valid Driver's License.

[https://jobs.kxan.com/jobs/call-center-customer-service-cleveland-ohio/709063377-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.kxan.com/jobs/call-center-customer-service-cleveland-ohio/709063377-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **CUSTOMER SUPPORT SPECIALIST TEAM SUPERVISOR – MATERION – CLEVELAND**

Full-time. The Customer Support Specialist Team Supervisor is responsible for leading a team of high performing Customer Support Specialists. In addition, the Customer Support Specialist Team Supervisor monitors all Customer Service order management functions including, but not limited to; order entry, issues with products, service inquiries, returns and credits.

Responsibilities: Manages the activities and overall performance of the Customer Support Specialists through goals and metrics; Assures team members are fully trained and continuously engages in professional development through coaching and counseling; Collaborates with cross-functional departments to align goals and metrics. Requirements: Bachelor's Degree in related field; or High School Diploma with 10+ years of related supervisory experience; Technical system proficiency, SAP experience strongly preferred; Manufacturing experience required, supervisory experience in metals industry preferred.

[https://materion.wd5.myworkdayjobs.com/en-US/Materion/details/Customer-Support-Specialist-Team-Supervisor\\_2022-R4248?locations=06be411f99cb01efb5f194b318019c60](https://materion.wd5.myworkdayjobs.com/en-US/Materion/details/Customer-Support-Specialist-Team-Supervisor_2022-R4248?locations=06be411f99cb01efb5f194b318019c60)

### **CUSTOMER SERVICE REPRESENTATIVE – AVIS BUDGET GROUP – CLEVELAND**

Part-time. Pay: \$16.00/hour Up to \$1,000 Retention Bonus Immediately hiring! What You'll Do: This is a combination role, where you will assist customers in different parts of the rental or return process. This may include, depending on location, checking cars entering information in a handheld device, processing rentals of our loyalty customers, assisting customers at our exit gates or checking-in our cars at return, while providing excellent customer service. What We're Looking For: High School Diploma (or equivalent) Valid Driver's License Basic computer skills (typing, data entry) Effective verbal communication skills Willingness to work outdoors Flexibility to work all shifts 6 months retail customer service experience in a fast-paced environment is a bonus!

[https://www.avisbudgetgroup.jobs/es/empleos/lelug8wylz/customer-service-representative-pt-budget/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.avisbudgetgroup.jobs/es/empleos/lelug8wylz/customer-service-representative-pt-budget/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **CUSTOMER SERVICE REPRESENTATIVE – PC'S FOR PEOPLE – CLEVELAND**

Full-time. Pay: \$16 to \$16 Hourly. Since 2008, PCs for People has been a driving force behind digital inclusion efforts across the US. As a 501(c)(3) non-profit organization, our mission is to provide access to technology that offers employment and educational opportunities to low-income individuals, families with children, and those with disabilities. 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. Responsibilities: Answer phone calls from customers and assisting with any questions; Assist clients, visitors, and guests with general questions regarding eligibility and PCs for People services. Desired Skills/Qualifications: High School Diploma or equivalent; Excellent verbal communication skills both written and oral; Excellent interpersonal and customer service skills.

<https://www.ziprecruiter.com/c/Pcs-For-People/Job/Customer-Service-Representative/-in-Cleveland,OH?jid=7043a6b3682bd9dc&lvk=DIqPF3ZPJwkwdOfHRYuag.--MbA4jF9sw>

### **CUSTOMER SERVICE REPRESENTATIVE – FRONTLINE CALL CENTER – CLEVELAND**

Part-time. Pay Rate: \$13.00 hourly. Frontline Call Center is now seeking qualified applicants to work from home - Exclusively! As a Customer Service agent, you will be responsible for supporting one of our dedicated accounts. This position entails handling inbound calls, email, or chat support for a single account. You will follow a guided process and log each call in Frontline Connection CRM (Customer Relationship Management). Job Requirements: Must be available to Train on weekdays; Training takes place during the daytime hours, approximately 6 am-4:30 pm (PST). Tech Requirements: Dual Monitor; A high-quality USB headset for training and live calls; A strong, reliable, and hardwired internet connection. Preferred Qualifications: Previous Call Center experience; Customer Service Experience.



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[https://www.ziprecruiter.com/c/Frontline-Call-Center/Job/Customer-Service-Representative-Part-Time/-in-Cleveland,OH?jid=f4064ff95f4c570b&lvk=OeH\\_r6\\_0VMRrCNel3b8Orw.--MbfhhHVNB](https://www.ziprecruiter.com/c/Frontline-Call-Center/Job/Customer-Service-Representative-Part-Time/-in-Cleveland,OH?jid=f4064ff95f4c570b&lvk=OeH_r6_0VMRrCNel3b8Orw.--MbfhhHVNB)

### **CUSTOMER SERVICE REPRESENTATIVE – CHECKSMART – EUCLID**

Full-time. Range from \$10 - \$20 / hour. We are hiring a Customer Service Representative who can provide excellent customer service, and who wants to grow the company. Responsibilities: Ability to always remain professional and courteous with customers; Verify customer information and process loans; Evaluate and process loan applications; Check cashing transactions after following verification procedures. Qualifications: Must be 18 years of age or older; High school diploma/GED required; Previous cash handling experience is preferred; Minimum 1 year experience in retail, financial or service industry.

[https://www.salary.com/job/checksmart-community-choice-financial/customer-service-representative/j202204211922488840800?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/checksmart-community-choice-financial/customer-service-representative/j202204211922488840800?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CALL CENTER OPERATOR II – CLEVELAND CLINIC - FAIRVIEW**

Full-time. Schedule 3:30pm-12:00am/11:30pm-8:00am. Responsibilities: Answers and provides information to inbound and internal callers by accessing electronic alphabetical, geographical directories and transfers to appropriate destinations; Answers and processes after hour patient and emergency internal calls to physicians using prescribed protocols and procedures. Qualifications: High School Diploma or GED required; Speak English; A Minimum of 1 year of call center or telephone operator experience; Or 2 years of customer service experience.

[https://www.salary.com/job/cleveland-clinic/call-center-support-operator-ii/j202204201022066054995?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-clinic/call-center-support-operator-ii/j202204201022066054995?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **SECURITY – CLEVELAND CONVENTION CENTER**

Full-time. Part-time. Security: \$15/HR, and we prefer some experience. We have part-time and full-time opportunities. ASM Global, the leader in event and facilities management, has an excellent and immediate opening for a Full-Time Security Officer at the Huntington Convention Center of Cleveland. Responsibilities: Patrol Service Corridors and employee break rooms; Patrol Mechanical and electrical rooms to ensure doors are locked; Patrol Event Halls and Pre-function Areas; Control flow of truck and vehicular traffic during move in and move out on loading dock. Requirements: High School Diploma/equivalent required; Minimum 6 months security experience preferred; OPOTA Certification is beneficial but not required; Maintain a valid drivers' license or have willingness and ability to obtain for required equipment operation.

[https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Security-Guard\\_R11611-001-2](https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Security-Guard_R11611-001-2)

### **REFERRAL OFFICE LIAISON – METROHEALTH SYSTEMS – BROOKLYN, OH**

Full-time. Shift: Mon - Fri 8:00am to 4:30pm/10:00am to 7:30pm. The Referral Office Liaison telephonically enrolls, registers, and schedules appointments for primary care patients into The MetroHealth System (MHS). Responsibilities: Processes prescription refill requests; Provides general telephone-based support to MyChart users; Obtains feedback for providers, and sends patient requests to clinics throughout MHS. Qualifications: High School Diploma or passage of a high school equivalency exam; 1 year of experience with any of the following: call center support, patient registration, scheduling, assisting health care professionals and patients, and/or utilizing phones and computers to perform customer service duties in a high-volume environment; Demonstrated PC proficiency, including the ability to enter data into a PC while talking on the phone.

[https://www.linkedin.com/jobs/view/referral-office-liaison-call-center-center-inbound-at-the-metrohealth-system-cleveland-oh-3228036742/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/referral-office-liaison-call-center-center-inbound-at-the-metrohealth-system-cleveland-oh-3228036742/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **ENTRY LEVEL SALES & CUSTOMER SUPPORT REPRESENTATIVE – ASPIRE – CLEVELAND**

Full-time. \$40,500 - \$47,500/Year. An Entry Level Sales & Customer Support Representative will act as a liaison, provide product/services information and resolve any emerging problems that our customer accounts might face with accuracy and efficiency. Responsibilities: Manage large amounts of incoming calls; Generate sales leads; Identify and assess customers' needs to achieve satisfaction; Build sustainable relationships and trust with customer accounts through open and interactive communication. Requirements: Proven customer support experience or experience as a client service representative; Track record of over-achieving quota; Strong phone contact handling skills and active listening; Familiarity with CRM systems and practices.

[https://www.careerbuilder.com/job/JD715K70RQM56CMMFYV?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.careerbuilder.com/job/JD715K70RQM56CMMFYV?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CUSTOMERS SERVICE REPRESENTATIVE – XPO LOGISTICS – CLEVELAND**

Full-time. Pay starts at \$19.16/hour. XPO is a top ten global provider of transportation services, with a highly integrated network of people, technology and physical assets. As the Customer Service Representative, you will provide professional customer service to both internal and external customers. Responsibilities: Bill shipments pursuant to applicable tariffs and pricing agreements; Recognize and resolve documentation errors; Assist customers with inquiries, including tracing shipments, rate quotes, tariff discrepancies and billing and invoicing questions; Perform general clerical duties as assigned, including answering and directing phone calls, filing, data entry and billing. Requirements: 2 years of customer service experience; Strong computer, typing and 10-key skills; Experience with Microsoft Office; Availability to work a variety of shifts, including days, evenings, nights and weekends.

[https://www.ziprecruiter.com/c/XPO-Logistics/Job/Customer-Service-Representative/-in-Cleveland,OH?jid=95d5df177de1dc7e&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/XPO-Logistics/Job/Customer-Service-Representative/-in-Cleveland,OH?jid=95d5df177de1dc7e&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **FLEXIBLE CUSTOMER SERVICE ASSOCIATE – HERTZ – CLEVELAND**

Full-time. The starting wage for this position is \$15.25/hr. Sign-on bonus: \$1,500 (\$500 after 30 days and \$1,000 after 90 days). Responsibilities: The Flexible Customer Service Associate consults with customers on their Hertz rental; Maximizing revenue opportunities by actively offering products and services and overcoming customer objections; Ensures that the customer receive world class customer service and sales support. The responsibilities also include shuttling customers. This position also ensures vehicles are prepared for customer pick-up, which includes cleaning vehicles. assessing damage, fueling, and refilling all fluids. Qualifications: Strong oral and written communication skills; Must have the ability to build relationships with customers. This position requires strong multitasking; The ability to upsell and overcome customer objections; Display a high level of ownership, accountability, and initiative. All employment is contingent on the successful completion of a background screen.

[https://jobs.wkrg.com/jobs/flexible-customer-service-associate-cleveland-ohio/677109208-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.wkrg.com/jobs/flexible-customer-service-associate-cleveland-ohio/677109208-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CUSTOMER SERVICE REPRESENTATIVE – NATIONAL GENERAL INSURANCE – CLEVELAND**

Full-time. This position is responsible for handling moderate to complex inquiries, addressing various types of policies and billing inquiries from internal or external customers. Responsibilities: Resolve routine, complex, and unique questions/issues; Ensure facilitation of first call resolution and customer satisfaction on all transactions handled; Employs probing questions and actively listens to customer issues or questions, showing interest and compassion and displaying empathy for the caller's situation. Qualifications: High school diploma or equivalent experience; 2-3 years customer service experience preferred; May require a Property and Casualty license, based on business unit requirements.

[https://builtin.com/job/operations/customer-service-representative/1105457?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://builtin.com/job/operations/customer-service-representative/1105457?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### OFFICE

#### COURT ADMINISTRATIVE RECEPTIONIST – CUYAHOGA COUNTY JUVENILE COURT

Full-time. Legal Salary: \$36,954.90. This position is the first point of contact to greet staff, guests, visitors, and callers, in person and over the telephone, providing department-related information and/or directing them to appropriate offices or staff members. Responsibilities: Performs diverse clerical duties for the Senior Executive Secretary, Court Administrator and/or Deputy Court Administrator(s); Answers telephone, screens and refers calls, takes messages, schedules meetings, training, hearings and prepares weekly schedules. Requirements: High School diploma Required; Associates in related field such as a court setting is preferred. Three (3) years of customer service, clerical or receptionist work in an office setting. Prior administrative duties preferred. Knowledge of Microsoft Word and Microsoft Excel; ability to learn and effectively utilize any required PC programs or software.

[https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Court-Administrative-Receptionist/-in-Cleveland,OH?jid=d29df72d262b3184&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Court-Administrative-Receptionist/-in-Cleveland,OH?jid=d29df72d262b3184&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### INFORMATION SERVICES – REGIONAL INCOME TAX AGENCY – BRECKSVTLLE

Full-time. Pay: \$23.10 per hour. The purpose of this position is to provide general administrative and technical support to the IS management team. Responsibilities: Serves as an IS admin/power-user for enterprise business systems (HR, Financial, time accounting, etc.): Prepares purchase requisitions, invoice requests and reconciles equipment receipts, etc.: Coordinates with vendors regarding delivery of materials and products: Prepares, coordinates and manages the IS RFP, RFQ, Bid, and Quote processes: Assists with tracking of software licensing and hardware maintenance contracts to ensure compliance. Requirements: Bachelor's degree with three (3+) plus years of administrative management experience. Seven plus (7+)



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years of experience in lieu of Bachelor's degree: Proficiency in Microsoft Office (i.e., Outlook, Word, Excel): Working knowledge of Office Equipment (i.e., Printer, Scanner, Multi-System Phone).

[https://jobs.myarklamiss.com/jobs/information-services-administrative-coordinator-brecksville-ohio/716427179-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.myarklamiss.com/jobs/information-services-administrative-coordinator-brecksville-ohio/716427179-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **OFFICE SUPPORT PROFESSIONAL – CINTAS - CLEVELAND**

Full-time. Cintas is seeking an Office Support Professional to support numerous office functions. Responsibilities include accounts receivable, accounts payable, data entry, receptionist, faxing, filing, photocopying, managing incoming and outgoing mail and creating letters, memos and proposals. Requirements: High School Diploma/GED: Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and intranet/internet: Administrative experience, preferably in a similar environment: Experience answering phones and transferring calls.

[https://jobs.cintas.com/cleveland-oh/office-support-professional/B54B9A0654F740C5ABE64068A2117A64/job/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.cintas.com/cleveland-oh/office-support-professional/B54B9A0654F740C5ABE64068A2117A64/job/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **MAIL CLERK – UNITED HEALTH GROUP – CLEVELAND**

Full-time. This position is full-time, Monday - Friday. Employees are required to work our normal business hours of 8:00am – 5:00pm. It may be necessary, given the business need, to work occasional overtime or weekends. Our office is located at 6701 Carnegie Ave, Suite 500 Cleveland, OH 44103. Responsibilities: Sort, distribute and process incoming mail and packages; Researches and routes unidentified and generic mail; Identify high priority correspondence and coordinate pickup/delivery; Maintain postage machine & supplies; Process all postage requests. Qualifications: High school diploma / GED (or higher) OR equivalent experience; Proficient with using Microsoft Office; Ability to work an 8-hour shift Monday-Friday from 8:00am to 5:00pm.



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[https://www.salary.com/job/unitedhealth-group/mail-clerk-cleveland-oh/j202207201219249224789?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/unitedhealth-group/mail-clerk-cleveland-oh/j202207201219249224789?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **OFFICE ASSISTANT – GREENSPACE – CLEVELAND**

Full-time. Pay: From \$18.00 per hour. Monday - Friday, 9am - 5pm. Office assistant to the Office Manager and Owner of a growing, multi-faceted construction company. General office duties include copying and scanning documents, filing paperwork, creating vendor and client folders, data entry, and receipt reconciling. Required Skills: Proficient in MS Word and Excel - knowledge of Publisher and Google Docs/Sheets preferred, but not required. Multi-tasking and time management capabilities. Job Requirements: High school diploma; 1+ year(s) of working in an office/administrative setting.

[https://jobs.krqe.com/jobs/office-assistant-cleveland-ohio/707596232-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.krqe.com/jobs/office-assistant-cleveland-ohio/707596232-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **FRONT DESK RECEPTIONIST – ROCKY RIVER GARDENS – CLEVELAND**

Full-time. Rocky River is seeking a full-time Receptionist. Monday through Friday. Daily Pay is Here - Work today, get paid today! When you join North Olmsted Nursing and Rehabilitation, you can control the timing of your pay. Responsibilities: Welcome visitors by greeting them, in person or on the telephone; Answer inquiries or direct questions to appropriate departments; Maintain employee and department directories; Perform other clerical duties such as filing, copying, collating, faxing, etc. Qualifications: Motivated and able to work independently; Strong organizational skills; Team Player.

[https://www.salary.com/job/rocky-river-gardens/front-desk-receptionist/j202112140032585736801?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/rocky-river-gardens/front-desk-receptionist/j202112140032585736801?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **UNIT SECRETARY – THE VILLAGE AT MARYMOUNT – GARFIELD HEIGHTS**

Full-time. Day Shift (8:00am - 4:30pm), Monday – Friday. The purpose of this job position is to assist the Unit Manager, Charge Nurse and Nursing Staff with clerical support of the unit: Schedule appointments and procedures for patients; Greet patients; Answer phones; Various clerical tasks. REQUIREMENTS: Must possess, as a minimum, a High School Diploma/GED; Must have a medical background with basic working knowledge of medical practices and terminology; Excellent Computer literacy skills; Previous secretarial experience.

[https://www.salary.com/job/the-village-at-marymount/unit-secretary/j202202250618072346196?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_obs\\_apply&utm\\_medium=organic](https://www.salary.com/job/the-village-at-marymount/unit-secretary/j202202250618072346196?utm_campaign=google_jobs_apply&utm_source=google_jobs_obs_apply&utm_medium=organic)

### **EXECUTIVE ASSISTANT – CLEVELAND MUNICIPAL SCHOOL DISTRICT**

Full-time. Compensation: \$ 45,900. - \$ 64,260. Provides administrative support to a Deputy Chief or Chief. Responsibilities: Exercise proactive leadership to promote the vision and mission of CMSD and work collaboratively with other departments to address cross-functional issues; Provide targeted and timely administrative support for the Deputy Chief/ Chief including scheduling, telephone management, record-keeping, and meeting coordination. Set up conferences/workshops, travel, budget, and payroll; Receive calls and/or greet visitors, represent the Deputy Chief/Chief at meetings, relay messages, respond to requests for information, and provide information or direct callers/visitors to appropriate individuals. Qualifications: High School Diploma or GED required; Bachelor's Degree preferred; A personal sense of accountability around the ultimate success of CMSD transformation; Previous executive administrative leadership experience, including the ability to manage the many details and decisions necessary for meeting project deadlines; strong problem-solving and implementation skills.

[https://www.salary.com/job/cleveland-metropolitan-school-district/executive-assistant/j202204070224108001839?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_obs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-metropolitan-school-district/executive-assistant/j202204070224108001839?utm_campaign=google_jobs_apply&utm_source=google_jobs_obs_apply&utm_medium=organic)



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### **INFORMATION SERVICES CLERK – CUYAHOGA COUNTY PROSECUTOR’S OFFICE**

Full-time. Salary: \$44,000. Hours: 8:30 AM – 4:30 PM M-F. The purpose of this classification is to perform specialized and complex clerical work in support of the Prosecutor’s Office, including receiving, entering, filing, and recording court case information and/or legal documents, imaging documents, providing general information and assistance to County Court staff, attorneys, and the public. **RESPONSIBILITIES:** Processes various court records and documents; receives and/or gathers documents; sorts and indexes documents; organizes documents, and files documents in designated order; retrieves/replaces files; Processes court records, law enforcement reports and records, and evidence for digital imaging; sorts and prepares documents; validates documents; reviews documents for completeness and accuracy; scans documents into digital imaging system. **MINIMUM EDUCATION, TRAINING AND EXPERIENCE:** High school diploma or equivalent with six (6) months of clerical experience; or an equivalent combination of education, training, and experience; Proficiency in computer skills including: Microsoft Windows and other Microsoft products (Word/Excel), and database experience.

[https://www.salary.com/job/cuyahoga-county-prosecutor-s-office/information-services-clerk-file-room-clerk/j202204211924175717577?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cuyahoga-county-prosecutor-s-office/information-services-clerk-file-room-clerk/j202204211924175717577?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **OFFICE SUPPORT SPECIALIST – CINTAS – CLEVELAND**

Full-time. Cintas is seeking an Office Support Professional to support numerous office functions. Responsibilities include accounts receivable, accounts payable, data entry, receptionist, faxing, filing, photocopying, managing incoming and outgoing mail and creating letters, memos and proposals. Requirements: High School Diploma/GED; Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and intranet/internet; Administrative experience, preferably in a similar environment; Experience answering phones and transferring calls; Experience with data entry, proofreading and editing documents.



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[https://www.ziprecruiter.com/c/Cintas/Job/Office-Support-Professional/-in-Cleveland,OH?jid=ae4c64aaa44d3069&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Cintas/Job/Office-Support-Professional/-in-Cleveland,OH?jid=ae4c64aaa44d3069&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **COMMUNITY SERVICE/LEADS COORDINATOR – SUMMIT COUNTY COMMON PLEAS COURT**

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

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

[hr@cpcourt.summitoh.net](mailto:hr@cpcourt.summitoh.net)

### **MARKETING COORDINATOR – JEWISH FAMILY SERVICE ASSOCIATION – PEPPER PIKE**

Part-time. This is a part-time position and can be performed remotely (16 hrs./week). JFSA Cleveland seeks an enthusiastic, creative and resourceful individual to join our team of highly motivated marketing and development professionals. Duties: Assists with content creation for external communications; monitors agency social media channels and responds as directed; updates agency websites as directed; Assists in planning and producing agency/program video segments as needed, including research, scripting, taping, editing, and post-production activities.



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Manages external resources as appropriate. Requirements: Bachelor’s degree in Marketing, Communications or a related field of study; At least 5 years of experience in fundraising and/or marketing or related field; At least 5 years digital marketing and website administration experience.

[https://tarta.ai/j/UVy\\_238BUtwXGc8fFDXO-marketing-coordinator-in-cleveland-oh-at-jewish-family-service-association-of-cleveland?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://tarta.ai/j/UVy_238BUtwXGc8fFDXO-marketing-coordinator-in-cleveland-oh-at-jewish-family-service-association-of-cleveland?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **ADMINISTRATIVE ASSISTANT II – KELLY – CLEVELAND**

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

[https://www.salary.com/job/kelly/administrative-assistant-ii/j202203121121415719315?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/kelly/administrative-assistant-ii/j202203121121415719315?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PROBATION INTAKE CLERK – CUYAHOGA COUNTY JUVENILE COURT**

Full-time. Division/Department: Court Administration/Probation Services Salary: \$33,519.19. Essential Duties and Responsibilities: Greets and receives youth and families, probation staff and courtroom personnel and gathers information for the Intake process; Enters data as necessary via



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electronic task assignments for the processing of Judicial Orders, generating appointment notices, etc.; Updates the Information system as needed; Picks up, sorts and processes distribution material submitted to Probation Support Services to appropriate locations; Prepares case files for investigation assignments by entering necessary data into logs and preparing them for distribution to appropriate district offices and courtrooms. Qualifications: High school diploma or equivalent AND Six (6) months of experience in a clerical position; Candidate must have computer knowledge, be familiar with Microsoft Office and have strong data entry skills. Must also type 40 WPM with the ability to perform general clerical duties and operate office equipment.

[https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Probation-Intake-Clerk/-in-Cleveland,OH?jid=8d928eee2d27144c&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Cuyahoga-County-Juvenile-Court/Job/Probation-Intake-Clerk/-in-Cleveland,OH?jid=8d928eee2d27144c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## **POSTAL MAIL PROCESSOR – USA LABOR SERVICE – CLEVELAND**

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

[https://www.linkedin.com/jobs/view/postal-mail-processor-%2421-74-to-%2438-62-hour-at-explore-job-search-3165490253/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/postal-mail-processor-%2421-74-to-%2438-62-hour-at-explore-job-search-3165490253/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **OFFICE ASSISTANT – ELIZA BRYANT – CLEVELAND**

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

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

[https://www.salary.com/job/eliza-bryant-village/office-assistant/j202207080429014453193?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/eliza-bryant-village/office-assistant/j202207080429014453193?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **OFFICE ASSISTANT – BREAKTHROUGH SCHOOLS – CLEVELAND**

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

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



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[https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/Office-Assistant/-in-Cleveland,OH?jid=426722335d815cd2&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Breakthrough-Public-Schools/Job/Office-Assistant/-in-Cleveland,OH?jid=426722335d815cd2&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### FINANCE

#### CONTROLLER – ELIZA BRYANT VILLAGE – CLEVELAND

Full-time. SUMMARY - Applies principles of accounting to analyze financial information and prepares financial reports by performing the following duties: Monitors on a daily basis cash flow forecasts and responsible for all banking transactions; Reviews and authorizes payment of invoices prior to check issuance to verify proper support documents, authorization and general ledger coding; Analyzes financial information to prepare entries to accounts while performing monthly reviews of general ledger accounts, including preparation of monthly bank reconciliations, and prepares internal financial statements and shares the monthly financial results with the finance committee and quarterly meetings of the Board of Trustees.

QUALIFICATIONS: Bachelor's Degree in accounting or finance plus three years accounting experience or 10 years of accounting or finance experience. Must have knowledge of Medicaid payment and billing systems.

[https://www.salary.com/job/eliza-bryant-village/controller/j202207080429013528199?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/eliza-bryant-village/controller/j202207080429013528199?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### REGIONAL BANKER/TELLER - PNC BANK – EUCLID

Full-time. As a Regional Banker/Teller you will engage in proactive sales and customer service activities including teller transactions, selling bank products and developing referral opportunities. Job Description: Manages the customer experience by identifying opportunities to improve a customer's financial wellbeing and create loyalty while increasing share of wallet; From a variety of customer interactions, participates in proactive sales and service activities and identifies referral opportunities; Collaborates with ecosystem partners to grow customer's share



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of wallet. Positions PNC solutions to drive new revenue and customer loyalty. Work Experience: Roles at this level typically do not require a university / college degree, high school diploma or GED, but do require related experience or product knowledge to accomplish primary duties. Typically requires 1+ years of related experience. In lieu of a degree, a comparable combination of education and experience (including military service) may be considered.

[https://careers.pnc.com/global/en/job/R113793/Regional-Banker-Teller?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.pnc.com/global/en/job/R113793/Regional-Banker-Teller?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CLIENT SERVICE ASSOCIATE – LINCOLN FINANCIAL ADVISORS – BEACHWOOD**

Full-time. Salary: \$50,000 to \$70,000 per year. The role of the Client Service Associate is to develop and grow key client and business relationships while supporting the Financial Professionals to achieve annual goals and objectives. Responsibilities: Provide high-touch client service by communicating via phone, email and written correspondence; Initiate, process and monitor all new accounts ex. Investments, Insurance, 401(k); Process and monitor all asset transfers and funding into new accounts; Facilitate the onboarding of new clients; Prepare and process client service requests including account maintenance requests, money movement (check requests, withdrawals, transfers, etc.) and account inquiries. Requirements: 4 Year/Bachelor's degree or equivalent work experience (preferably in business or finance); Minimum three years' prior administrative experience (preferably working in the financial services industry); Life/Health Insurance licensed (or willing to obtain upon onboarding); Experience working with Microsoft Office Suite (Outlook, Word, PowerPoint and Excel).

[https://jobs.ksnt.com/jobs/client-service-associate-beachwood-ohio/709767129-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.ksnt.com/jobs/client-service-associate-beachwood-ohio/709767129-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PURCHASING CLERK – JACK CASINO – CLEVELAND**

Full-time. This position will be responsible for supporting the JACK Entertainment Purchasing team with execution of various purchases, running reports, preparing credit applications and



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other administrative activities associated with purchasing. Essential Functions: Create purchase orders from approved purchase requisitions; Assist with curing the variance queue on a daily basis; Assist in evaluating existing suppliers vs the need to develop new suppliers for particular company needs; Create and submit IT setup forms, expense reports and other administrative paperwork; Maintain AX system and assist users as needed. Education and Experience: High School Diploma or general education degree (GED) required; 1 years' experience in an office role preferred; Knowledge to purchasing, supply chain and line of supply procedures and practices preferred; Demonstrated ability in maintaining consistent, high quality service levels. Excellent interpersonal, customer service, communication, team-building, and problem-solving skills are required; Must be at least 21 years of age.

[https://www.salary.com/job/jack-cleveland-casino-llc/purchasing-clerk/j202204230533193860219?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/jack-cleveland-casino-llc/purchasing-clerk/j202204230533193860219?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## **AP/PAYROLL ASSISTANT – CENTERS FOR DIALYSIS CARE – SHAKER HEIGHTS**

Full-time. The Centers for Dialysis Care is an unparalleled presence in Northeast Ohio's dialysis community. We are currently looking for an AP/Payroll Assistant. Responsibilities: Accounts Payable (50%): Print out, stamp, code and scan to Onbase all invoices in AP inbox and delivery to appropriate AP staff member; Code any invoice that does not load automatically into Onbase; Hand out all invoices to proper AP Staff person. Payroll (50%): Audit and assist with timecard signoff; Assist with entering payroll information including time sheets adjustments; Accurately assist Payroll Administrator enter bi-weekly payroll batches including data from Kronos Time & Attendance; Process employment verifications as needed. Requirements: High School Diploma; Minimum of 2 years office experience preferred; Strong working knowledge of Excel, Word, and Outlook; Experience using ADP Workforce Now and reporting software helpful; Experience in Kronos helpful.

[https://www.healthjobsnationwide.com/job/ap-payroll-assistant-7763275?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.healthjobsnationwide.com/job/ap-payroll-assistant-7763275?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **FINANCIAL ANALYST – JUDSON SENIOR LIVING – CLEVELAND**

Full-time. Judson Senior Living in Cleveland, Ohio is seeking a Financial Analyst. Currently hiring for a Full-Time position with our Judson Park retirement community located in historic Cleveland Heights. As a Financial Analyst, supporting the Judson mission will include the following responsibilities: Assist Senior Financial Analyst with Updating Projections Including Scenario Planning; Coordinate Annual Budget Template Distribution with Judson VPs; Maintain Monthly and Quarterly Financial Reports; Complete Cost Report Requests from Accounting Firm Annually; Assist with Audit Requests. Qualifications: 1-3 years of experience in Accounting or Finance required; Proficiency with Microsoft Excel and a working knowledge of financial systems; Prior experience with financial analysis preferred.

[https://www.linkedin.com/jobs/view/financial-analyst-at-judson-senior-living-3264799131/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/financial-analyst-at-judson-senior-living-3264799131/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **ENTRY LEVEL FINANCIAL ADVISOR – MUTUAL OF OMAHA – MAPLE HEIGHTS**

Full-time. At Mutual of Omaha, we're not afraid to step outside the box and release the potential for ultimate success. In the field, our Advisors provide sound professional advice helping their customers pursue their financial goals by developing a personalized plan based on the customer's unique financial situation. Qualifications: Being a leader; You are driven to be the best and foster the same motivation in your teammates; Entrepreneurial skills.

[https://jobs.wfla.com/jobs/entry-level-financial-advisor-maple-heights-ohio/683086384-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.wfla.com/jobs/entry-level-financial-advisor-maple-heights-ohio/683086384-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PURCHASING MANAGER – GREATER CLEVELAND FOOD BANK**

Full-time. Salary: \$55,000-\$65,000 based on Experience. This position manages and organizes the acquisition of grocery products to ensure product availability, suitability, quality, and cost meet food bank goals. RESPONSIBILITIES: Oversees forecasting, planning, and purchasing of grocery products for distribution to member agencies (dry, frozen, refrigerated); Manages the



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overall list of products offered to member agencies to meet distribution, nutrition, culturally appropriate, and financial goals; Participate in periodic reviews of purchased products with Agency Services, Programs, and Operations to ensure suitability for distribution to member agencies; Conduct annual pricing surveys to establish local retail/wholesale baseline for product costs. Qualifications: Bachelor's degree (B. A.) from four-year college or university; and four to six years food industry business experience and/or training; or equivalent combination of education and experience. Previous purchasing experience required.

[https://www.salary.com/job/greater-cleveland-food-bank/purchasing-manager/j202205180234575300593?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/greater-cleveland-food-bank/purchasing-manager/j202205180234575300593?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **FINANCIAL ANALYST I – STERIS – MENTOR**

Full-time. The IT Financial Analyst is responsible for the day-to-day analysis and maintenance of the Information Technology Department's financial accounts and capital project details. Responsibilities: Completes the month, quarter and year-end financial close process for the IT department; Creates and submits all IT department journal entries in support of the close process; Creates and forwards journal entries and supporting documentation to Accounting; Discuss reports with IT Management and the Accounting department, document changes and gather backup documentation for adjusting journal entries. Required Experience: Bachelor's Degree in Accounting or Finance; 0 -2 years of financial accounting, analysis and reporting; Knowledge and/or demonstrated use of business reporting and financial systems (i.e., Oracle, Excel, Informatica, Cognos, LongView or Hyperion consolidation systems etc.).

[https://careers.steris.com/job/Mentor-Financial-Analyst-I-OH-44060/903221400/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.steris.com/job/Mentor-Financial-Analyst-I-OH-44060/903221400/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **EXECUTIVE ASSISTANT/BOOKEEPER - CLEVELAND POLICE FOUNDATION**

Part-time. \$24 to \$25 Hourly. Office Schedule: 7-hour shift - Day shift: Monday, Wednesday, Friday. Cleveland Ohio-based, non-profit advocacy organization currently is seeking qualified applicants for a part-time Executive Assistant position to join our dedicated team. The role of



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Executive Assistant is to assist the Executive Director and program administrators of the organization. Responsibilities: Basic bookkeeping; Post entries to computer system from such source documents as invoices to customers, cash receipts, AP/AR, and supplier invoices; Coordinate arrangements for meetings, maintain meeting minutes, attendee communication and scheduling; Maintain executive Director's electronic contacts and scheduling. Requirements: 5 to 7 years' experience in an administrative assistant / bookkeeping role with strong communication skills; Proficiency with Microsoft Excel and Word; Bookkeeping skills; Excellent verbal and written skills.

[https://www.ziprecruiter.com/c/Cleveland-Police-Foundation/Job/Executive-Assistant-Bookkeeper/-in-Cleveland,OH?jid=922ade3094c18f1a&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Cleveland-Police-Foundation/Job/Executive-Assistant-Bookkeeper/-in-Cleveland,OH?jid=922ade3094c18f1a&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## **FISCAL OFFICER – CUYAHOGA COUNTY BOARD OF ELECTIONS**

Full-time. Salary: \$51,396.80 (\$28.24/hr.). Hours: 8:30 a.m.– 4:30 p.m. Monday–Friday\*

\*Hours/Days will vary depending upon the needs of the department. We are looking for someone with accounting and budget management skills. Must have experience using Microsoft Excel and other business software applications. A typical day may include: advising management on budget development and preparation by conducting research and analysis to plan and project future expenditures; monitoring and auditing agency budgets, on a frequency basis, to ensure accuracy of transactions; preparing journal entries, as appropriate, to maintain accurate financial records. Requirements: Associate's degree in office administration, accounting or a related field and a minimum of three (3) years related experience including office administration and customer service or a related field, or an equivalent combination of education, training and experience.

[https://www.salary.com/job/cuyahoga-county-board-of-elections/fiscal-officer/j202207080525120917762?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cuyahoga-county-board-of-elections/fiscal-officer/j202207080525120917762?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **FINANCIAL AID ADVISOR – BRYANT & STRATTON – PARMA**

Full-time. Bryant & Stratton College is seeking a Financial Aid Advisor for its Parma Campus. **RESPONSIBILITIES:** Interpret regulatory criteria, standards, policy and procedures to meet compliance requirements; Develop a working knowledge of all student financial aid programs administered by the Financial Aid Office; Responsible for developing and maintaining working relationships with other departments on campus to achieve enrollment and retention goals; Manage financial aid document retention and archives. **EDUCATION AND EXPERIENCE:** Bachelor degree required in a related field; Knowledge of Federal Title IV highly preferred; Experience in collegiate athletics as an administrator, coach or athlete preferred; Skills in planning, prioritizing, problem solving, scheduling, evaluating, and organizing.

[https://www.ziprecruiter.com/c/Bryant-&-Stratton-College/Job/2022-Financial-Aid-Advisor/-in-Cleveland,OH?jid=6978fc68107f3d84&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Bryant-&-Stratton-College/Job/2022-Financial-Aid-Advisor/-in-Cleveland,OH?jid=6978fc68107f3d84&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **BUDGET AND FINANCIAL ANALYST – UNITED CHURCH OF CHRIST – CLEVELAND**

Full-time. The United Church of Christ, National Ministries has an opening for a Budget and Financial Analyst. **RESPONSIBILITIES:** Assists by conducting various surveys, research, data analysis, cost-benefit analyses, and expenditure and revenue forecasting; Works directly with the Senior Leadership Team (SLT) to develop and prepare the annual budgets and will also provide regular analytic review of revenue and spend with SLT and Team Leaders to manage the Actual vs Budget on an ongoing basis; Assists with projecting future financial needs and collaborates with the financial staff to prepare budget and financial reports; Makes recommendations to improve the NMUCC's fiscal efficiency based on interpretation and organization of financial information. **QUALIFICATIONS:** Bachelor's degree in Finance, Budgeting, Accounting, or related field; At least 5 years of experience involving analytical research and reporting of complex financial data or any combination of relevant experience and education; Excellent verbal and written communication skills; Proficient in accounting software and Microsoft Office Suite or related software; Thorough understanding of accounting and budgeting principles and practices, statistical methodology, generally accepted accounting principles, and generally accepted auditing standards; Thorough understanding of the principles of financial analysis and economics.



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[https://www.appone.com/MainInfoReq.asp?R\\_ID=4264106](https://www.appone.com/MainInfoReq.asp?R_ID=4264106)

### **LEAD SPECIALIST – BANKRUPTCY – MANPOWERGROUP - CLEVELAND**

Full-time. Location: 4910 Tiedeman Road - Brooklyn, Ohio 44144. This position is a combination of work from home and in the office. Typical work schedule is Mon-Fri 8:00-5:00. The Lead Bankruptcy Initiations Specialist serves as the primary resource for receiving and processing new bankruptcy notifications into the Bankruptcy department. Essential Job Functions: Maintain a comprehensive technical and working knowledge of all bank systems including, but not limited to, CACS/CAS, MPS/BK, Hogan, ALS, Oracle, CLS, TSYS, KER, KVD, Outlook and Excel; Time management and working within strict deadlines to achieve service level agreements (SLA) on a daily basis to affect Bankruptcy Stay; Update sensitive client data on internal and external client accounts in accordance with corporate policies; Sort, open and distribute physical and electronic mail and prepare outgoing correspondence. Required Qualifications: High School Diploma or equivalent; Ability to adhere to attendance guidelines; Excellent problem resolution skills; Quality focused with the ability to work in a team environment.

[https://www.nexxt.com/jobs/lead-specialist-bankruptcy-cleveland-oh-2274633694-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](https://www.nexxt.com/jobs/lead-specialist-bankruptcy-cleveland-oh-2274633694-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)

### **BANK TELLER – CITIZENS BANK – CLEVELAND**

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



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experience in a retail or banking environment; Minimum of 1 year demonstrated customer experience, recommending and referring products and services to customers.

[https://jobs.citizensbank.com/job/cleveland/citizens-teller-part-time/288/28733917712?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.citizensbank.com/job/cleveland/citizens-teller-part-time/288/28733917712?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## HEALTH

### CAREGIVER DAY SHIFT – COMFORCARE HOME HEALTH CARE – CENTRAL CUYAHOGA COUNTY

Full-time. At ComForCare, we like to celebrate successes and have fun while building meaningful relationships. Responsibilities: Assist with daily activities to help clients stay independent and in their own homes; Provide assistance with personal care; Assist with mobility, transfers and range of motion exercises; Handle meal planning, preparation and feeding. Qualifications: High school diploma or G.E.D. certificate; Access to reliable transportation; Previous experience as an at home caregiver or in senior communities is a bonus.

[https://www.salary.com/job/comforcare-home-health-care-central-cuyahoga/caregiver-day-shift/j202209200947014591063?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/comforcare-home-health-care-central-cuyahoga/caregiver-day-shift/j202209200947014591063?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### ENTRY MEDICAL CLAIMS ASSISTANT – ENTRY LEVEL HEALTHCARE JOBS – CLEVELAND

Full-time. 40 hours per week. If you are looking for a medical office position in Cleveland, our client, a well-known healthcare company located in Cleveland, is now hiring Medical Billing Specialists! Responsibilities: Enter patient data into administrative systems; Translate healthcare services rendered into requests for payment from insurance companies using appropriate medical billing codes; Create medical billing reports to obtain payment from clients and/or insurance



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companies; Submit billing data to the appropriate insurance providers. Requirements: No experience necessary. Qualifications: No qualifications necessary.

[https://entrylevelhealthcare.com/careers/entry-medical-claims-assistantcleveland/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://entrylevelhealthcare.com/careers/entry-medical-claims-assistantcleveland/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **COMMUNITY HEALTH WORKER – UNITED HEALTH GROUP – CLEVELAND**

Full-time. \$1,500 Sign on Bonus for External Candidates. As a Hybrid (Telephonic and Field) Community Health Worker (CHW), you will act in a liaison role with Medicaid members to ensure appropriate care is accessed as well as to provide home and social assessments and member education. Responsibilities: Create a positive experience and relationship with the member; Help member set goals and develop a care plan to achieve those goals; Proactively engage the member to manage their own health and healthcare; Support the members to improve their wellbeing by staying out of the hospital, and attend regular visits to their primary physician. Qualifications: High School Diploma / GED (or higher); Knowledge of culture and values of community; Familiarity with the resources available in the community; Ability to comply with UHG Telecommuting Policy and have a designated workspace inside the home with access to high-speed internet availability; Must have resided in the local community; Reliable transportation and the ability to travel locally, up to 50% of the time.

[https://careers.unitedhealthgroup.com/job/16138100/community-health-worker-oh-columbus-oh/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.unitedhealthgroup.com/job/16138100/community-health-worker-oh-columbus-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **MEDICAL ASSISTANT – BROADVIEW HEIGHTS URGENT CARE**

Full-time. This position is responsible for performing basic Medical Assistant duties. Facilitates unit operation, managing patient flow. Assist with front desk duties specific to department, including scheduling patients, collecting and verifying patient payor information and other patient documentation.

Qualifications: Graduate of an accredited Medical Assistant program with 0–1 years of experience.



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[https://www.ziprecruiter.com/c/University-Hospitals/Job/Medical-Assistant-Broadview-Heights-Urgent-Care/-in-Broadview-Heights,OH?jid=dcabb7adfb8e7eed&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/University-Hospitals/Job/Medical-Assistant-Broadview-Heights-Urgent-Care/-in-Broadview-Heights,OH?jid=dcabb7adfb8e7eed&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **NON-CERTIFIED STERILE PROCESSING TECHNICIAN – CLEVELAND CLINIC**

Full-time. As a Sterile Processing Technician, you will be the key part of how our operating rooms care for our patients. Surgery would not be possible if it were not for Sterile Processing Technicians. Your primary duties include: Assembling, sterilizing, organizing, packing, and wrapping all surgical instruments; Standing and lifting for extended periods of time; Understanding the importance of the decontamination process; Monitoring and controlling the surgical instrument inventory. Education: HS diploma or equivalent GED required. Certifications: If hired after 1/1/2018 Sterile Processing Distribution certification (CRST) by IAHCMM or CBSPD required within 2 years following completing new hire period.

[https://jobs.centralillinoisproud.com/jobs/non-certified-sterile-processing-technician-cleveland-ohio/711163920-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.centralillinoisproud.com/jobs/non-certified-sterile-processing-technician-cleveland-ohio/711163920-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PHLEBOTOMY TECHNICIAN – CLEVELAND CLINIC – FAIRVIEW**

Full-time. Cleveland Clinic is offering a \$1,000 sign on bonus (external new hires). As a phlebotomist, you will work with patient services to perform blood collection and related tasks. Responsibilities: Performs blood collection procedures and related tasks; Verifies order requests and identifying information prior to drawing blood or collecting the specimen/kit to be tested by analytical staff; Labels all specimens collected and delivers them to the appropriate processing area; Follows venipuncture procedures and maintains appropriate log sheets; Greets patients warmly and professionally at check in or when they present to outpatient lab desks or when entering a patient's room and completes test request entry and specimen receipt using lab computer. Education: High School Diploma or GED. Certifications: Formal phlebotomy certification preferred.



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[https://jobs.yourerie.com/jobs/phlebotomy-technician-1000-sign-on-bonus-cleveland-ohio/703252244-2/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.yourerie.com/jobs/phlebotomy-technician-1000-sign-on-bonus-cleveland-ohio/703252244-2/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **HEALTH INSURANCE SPECIALIST – OAK STREET HEALTH – CLEVELAND**

Full-time. Title: Patient Relations Manager. Patient Relations Managers (PRMs) are an integral part of our team. They are the insurance experts at each clinic. They advocate for our patients by helping them navigate through insurance options and bills. Core Responsibilities: Learn the ins and outs of Medicare and use knowledge to assist patients with navigating insurance issues; Serve as internal resource in the clinic on insurance questions for physicians and staff; Assist patients in navigating the healthcare system, help patients resolve medical bills inside and outside of Oak Street Health (advocate for the patient); Build and maintain trusting relationships with Oak Street Health patients in an effort to properly advise them in their healthcare coverage. We're looking for motivated individuals with: A problem-solving orientation and a flexible and positive attitude; Sales background preferred, but not required; Bachelor's degree preferred, or equivalent education and work experience; Proficient PC skills; Fluency in Spanish, Polish, Russian, or other languages commonly spoken by people in the communities we serve preferred, where necessary.

[https://www.ziprecruiter.com/c/Oak-Street-Health/Job/Health-Insurance-Specialist/-in-Cleveland,OH?jid=165fe811fd8b45b9&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Oak-Street-Health/Job/Health-Insurance-Specialist/-in-Cleveland,OH?jid=165fe811fd8b45b9&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **MEDICAL OFFICE BILLING ASSISTANT – OHIO PROFESSIONAL GROUP – CLEVELAND**

Full-time. Our client, a well-known company located in Cleveland, is now hiring Medical Billing Specialists! Responsibilities: Translate healthcare services rendered into standardized medical billing codes; Create medical billing reports to request payment from clients and/or insurance companies; Communicate directly with patients to discuss payment options and create payment plans; Work with insurance companies to obtain payments. Requirements: High school diploma or its equivalent; Knowledge of medical terminology, current medical billing/coding procedures, and current medical billing software desired, but not required.



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[https://ohioprofessionalgroup.com/careers/medical-billing-cleveland/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://ohioprofessionalgroup.com/careers/medical-billing-cleveland/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### DIALYSIS TECHNICIAN TRAINEE – CENTERS FOR DIALYSIS CARE – CLEVELAND

Pay range: Starting pay \$15.34/hour. Centers for Dialysis Care offers a FREE comprehensive dialysis training program! We pay YOU to train in dialysis! Training Program Overview: 16 week paid formal training program; Weeks 1-4 – Clinical introduction to unit; Weeks 5-10 – Classroom and onsite clinical instruction; Weeks 11-16 – Onsite clinical training with preceptor. Responsibilities: Prepare hemodialysis machine for treatment; Obtain pre-treatment vital signs; weight, blood pressure, temperature, etc... on patients; Monitor and record patients vital signs and machine data throughout treatment; Troubleshoot patient and machine complications. Qualifications: High School Diploma or its equivalent; Successful completion of college level English, Mathematics, and Science – Associate degree or Bachelor's degree is a plus.

How to apply: Go to [www.cdcare.com](http://www.cdcare.com)

### HIM TECHNICIAN – CLEVELAND CLINIC – LAKEWOOD

Full-time. As an HIM Technician, you will: Compile, process and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system; Process, maintain, compile and report patient information in accordance with health requirements and standards. Education: High School Diploma or GED required; Associate or Bachelor Degree in an Allied Health program is preferred. A minimum of one year of health information management experience, including experience dealing with the public in person and/or via the phone is required.

[https://www.salary.com/job/cleveland-clinic/him-technician/j202208241017456866484?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-clinic/him-technician/j202208241017456866484?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **LABORATORY ASSISTANT II – FAIRVIEW HOSPITAL – CLEVELAND**

Part-time. Shift: Evenings Schedule 12:00pm-8:30pm. Laboratory Assistant performs various laboratory procedures including performing routine maintenance, performing quality assurance activities, transporting and storing specimens and conducting inventory management.

Qualifications: Education: High School Diploma or GED; Certifications: None required; Work Experience: Requires three months on-the-job training to learn department laboratory procedures, instrumentation and CCF policies.

[https://www.salary.com/job/fairview-hospital/laboratory-assistant-ii/j202111251539368380217?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/fairview-hospital/laboratory-assistant-ii/j202111251539368380217?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **NURSE PRACTITIONER – RECOVERY RESOURCES – CLEVELAND**

Part-time. Works closely with the Agency Medical Director, and other agency staff, to provide high quality psychiatric care to outpatients. Essential Functions: Provides comprehensive behavioral health services for adults with mental illness, substance abuse problems, or dual diagnoses; Performs psychiatric and mental status examinations and preventive health measures within prescribed guidelines in collaboration with the physician; Orders, interprets, and evaluates diagnostic tests to identify and assess patient's clinical problems and health care needs; Develops a diagnosis by analyzing and synthesizing collected data. Education and Experience: BSN, MSN; Ohio Nursing and Advanced Nurse Practitioner License; Psychiatric/Mental Health Nurse Practitioner; Prescriptive authority in Ohio; Minimum 1-2 years' experience in psychiatric/mental health setting.

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=13340&clientkey=F4F077D7246143D58912428BA0711FBA>



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### REGISTERED NURSE HOME CARE – UNIVERSITY HOSPITAL – WARRENSVILLE HEIGHTS

Part-time. This position is eligible for a \$6000 sign-on bonus to eligible candidates. Description: Provides safe efficient age specific nursing care to patients and families using the nursing process in order to assist them to attain, maintain, regain, and sustain optimal health status; Implements the nursing process by delivering effective relationship-based nursing care; Demonstrates technical skills in care delivery that result in safe practice and positive care outcomes; Demonstrates clear communication and effective collaboration to optimize patient care and clinical operations. This position will cover Eastern Cuyahoga County. Qualifications: Associates Degree in Nursing, ADN; RN – Registered Nurse; Bachelor of Science in Nursing (BSN) from accredited program preferred.

[https://careers.uhhospitals.org/job/16400653/registered-nurse-home-care-east-cuyahoga-county-6k-sign-on-bonus-warrensville-heights-oh/?utm\\_medium=%22mcloud%2Djobads%22&utm\\_campaign=Home%20Care&utm\\_content=Registered%20Nurse%20Home%20Care%20East%20Cuyahoga%20County%20%246K%20SIGN%20ON%20BONUS%21%21%21%21&utm\\_term=22000BIA&utm\\_source=ZipRecruiter#toggle-id-2](https://careers.uhhospitals.org/job/16400653/registered-nurse-home-care-east-cuyahoga-county-6k-sign-on-bonus-warrensville-heights-oh/?utm_medium=%22mcloud%2Djobads%22&utm_campaign=Home%20Care&utm_content=Registered%20Nurse%20Home%20Care%20East%20Cuyahoga%20County%20%246K%20SIGN%20ON%20BONUS%21%21%21%21&utm_term=22000BIA&utm_source=ZipRecruiter#toggle-id-2)

### HOME HEALTH AIDE – LIZZIE'S HOUSE – CLEVELAND

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

[https://www.ziprecruiter.com/c/Lizzie%E2%80%99s-House-Senior-Home-Care-LLC/Job/Home-Health-Aide-at-Lizzies-House-Senior-Home-Care-LLC/-in-Cleveland,OH?jid=e40ba5bc03584427&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Lizzie%E2%80%99s-House-Senior-Home-Care-LLC/Job/Home-Health-Aide-at-Lizzies-House-Senior-Home-Care-LLC/-in-Cleveland,OH?jid=e40ba5bc03584427&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **PHARMACIST – WALGREENS – CLEVELAND**

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

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

### **WELLNESS CONSULTANT – WEST PARK YMCA - CLEVELAND**

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



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[https://www.salary.com/job/west-park-family-ymca/wellness-consultant/j202202232021317183271?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/west-park-family-ymca/wellness-consultant/j202202232021317183271?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PATIENT CARE ASSIST – SOUTHWEST GENERAL HOSPITAL – MIDDLEBURG HTS.**

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

[https://www.ziprecruiter.com/c/Southwest-General/Job/PATIENT-CARE-ASSIST-ACUTE-REHAB/-in-Cleveland,OH?jid=df7e86b2569f93e6&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Southwest-General/Job/PATIENT-CARE-ASSIST-ACUTE-REHAB/-in-Cleveland,OH?jid=df7e86b2569f93e6&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PATIENT SERVICE CENTER AGENT – NEIGHBORHOOD FAMILY PRACTICE – CLEVELAND**

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



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[https://www.salary.com/job/neighborhood-family-practice/patient-service-center-agent/j202205250642037656788?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/neighborhood-family-practice/patient-service-center-agent/j202205250642037656788?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PATIENT REGISTRATION – LEGACY STAFFING – CLEVELAND**

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

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

### **NURSING HOME SCHEDULER – EUCLID BEACH NURSING AND REHABILITATION**

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



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[https://www.salary.com/job/euclid-beach-nursing-and-rehabilitation/nursing-home-scheduler/j202205030129088105619?location=Cleveland,+OH&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/euclid-beach-nursing-and-rehabilitation/nursing-home-scheduler/j202205030129088105619?location=Cleveland,+OH&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### HOUSE COORDINATOR RESIDENTIAL – SIGNATURE HEALTH – EUCLID

Full-time. The House Coordinator, Residential Services coordinates the daily operations of the residential treatment facility. You will coordinate the direct care support services provided to clients. Responsibilities: Oversee the execution of daily objectives and tasks of the residential treatment facility; Ensure that all materials and supplies needed for the facility are ordered and available; Assist in conducting residential orientation for all new residents, and new staff members conducting services in the residential treatment facility; Organize social/recreational activities for clients in residential care; Perform other job duties as required to include, but not be limited to, daily participation in mealtime and personal care programs, transporting/escorting individuals to pertinent appointments and activities. Requirements: High School Diploma or equivalent required; 2+ years of experience working in a food service, residential facility or health care setting required; Knowledge of safety and sanitary procedures required; Must have knowledge of meal preparation and menu planning and food services ordering

[https://www.monster.com/job-openings/house-coordinator-residential-euclid-oh--0534838f-773b-4bcb-bf7b-b985f3bc2b5e?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.monster.com/job-openings/house-coordinator-residential-euclid-oh--0534838f-773b-4bcb-bf7b-b985f3bc2b5e?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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

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

**Qualified Intellectual Disabilities Professional (QIDP)** full-time salary starting at \$45,000. **JOB SUMMARY:** Develops and implements individualized service plans and programs which meet the needs of individuals with Developmental Disabilities and help them to live the fullest



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life possible. Serves as house manager and directs team of DSPs. Must be flexible in schedule to manage and be on call. **QUALIFICATIONS:** B.S./B.A. in Psychology, education, special education, or related field, required. Minimum 2 years working with Developmentally Disabled individuals. Excellent written and oral communication skills. Working knowledge of Medicaid/Licensure rules and regulations. Working knowledge of Word, Excel and other related computer programs.

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

### OPEN POSITIONS – PATIENT-CENTERED CARE STAFFING AGENCY – CLEVELAND

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

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

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



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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](mailto:patientcentered@pccstaffing.com)

### **FOOD/HOSPITALITY/RETAIL/CLEANING**

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#### **ROOM SERVICE SERVER – HILTON DOWNTOWN CLEVELAND**

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

[https://jobs.hilton.com/emea/en/job/HOT08MAN/Room-Service-Server?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.hilton.com/emea/en/job/HOT08MAN/Room-Service-Server?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### **FOOD SERVICE AIDE – SELECT SPECIALITY HOSPITAL – CLEVELAND FAIRHILL**

Full-time. Pay: \$14.50 - \$17.23 per hour. Competitive shift differentials for nights and weekends. \$500 Sign on Bonus. At Select Specialty/Regency Hospitals, a division of Select Medical, we



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care for chronically and critically ill or post-ICU patients who require extended hospital care. Responsibilities: You will perform a variety of patient food services, dining room services and dish room services; Being timely and efficient when preparing food; Providing high quality food preparation and service; Operating equipment and performing related duties in a safe manner. Qualifications: High school diploma or equivalent preferred; Previous healthcare food service preferred.

[https://www.monster.com/job-openings/food-service-aide-500-sign-on-bonus-cleveland-oh--488eb0a1-5d5d-46f6-9e03-0e40364fa49b?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.monster.com/job-openings/food-service-aide-500-sign-on-bonus-cleveland-oh--488eb0a1-5d5d-46f6-9e03-0e40364fa49b?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **FRONT DESK AGENT – PYRAMID GLOBAL HOSPITALITY – WARRENSVILLE HEIGHTS**

Full-time. Pay: \$13.00/hr. \*\$200 Sign on Bonus\* This position is 3pm-11pm with availability for all days of the week required. Responsibilities: Greet customers immediately with a friendly and sincere welcome; Complete the registration process by inputting and retrieving information with routine difficulty from a computer system, confirming pertinent information including number of guests and room rate; Close guest accounts at time of check out and ascertain satisfaction. In the event of dissatisfaction, negotiate compromise, which may include authorizing revenue allowances. Qualifications: High school diploma preferred. No prior experience required. Prior hospitality experience preferred.

[https://www.linkedin.com/jobs/view/front-desk-agent-at-pyramid-global-hospitality-3254168776/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/front-desk-agent-at-pyramid-global-hospitality-3254168776/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **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



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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](http://www.jackentertainment.com/careers), and select either JACK Cleveland Casino or JACK ThistleDown Racino to view the opportunity.

### HOUSEKEEPER – CLEVELAND CAVALIERS

Part-time. The housekeeper will be responsible for assigned duties in the cleaning and housekeeping maintenance of Rocket Mortgage FieldHouse. These duties involve the daily and nightly cleaning of all FieldHouse events, year-round condition, and support for approximately 175 to 200 events per year. Responsibilities: Trash Attendant - Remove waste trash and recyclables from designated areas. Once trash is removed, separate recyclables from trash and dispose of each in their proper locations; Restroom attendant - during events you will clean restrooms that are assigned to you. You will sweep, mop, wipe off sinks and stock paper products as necessary; Housekeeping - Monitor the concourses between your assigned rest rooms by sweeping with broom and caddy all debris on the floor or tables in your assigned location. Respond to Radio Central Housekeeping calls on your radio for spill (dry and wet) taking care of the issue asap and calling Radio Central back to report the completion of the task.

[https://www.glassdoor.com/job-listing/housekeeper-cleveland-cavaliers-JV\\_IC1145778\\_KO0,11\\_KE12,31.htm?jl=1008008074599&pos=106&ao=1136043&s=153&gu\\_id=000001831ea01702b3682d86ccc8d1ca&src=GD\\_JOB\\_AD&t=FJ&vt=w&cs=1\\_a07adcb9&cb=1662666151919&jobListingId=1008008074599&jrtk=3-0-1gcfa05q3gfpe801-1gcfa05qhghrg800-7a8400bae9ee254f-&ctt=1662666176461](https://www.glassdoor.com/job-listing/housekeeper-cleveland-cavaliers-JV_IC1145778_KO0,11_KE12,31.htm?jl=1008008074599&pos=106&ao=1136043&s=153&gu_id=000001831ea01702b3682d86ccc8d1ca&src=GD_JOB_AD&t=FJ&vt=w&cs=1_a07adcb9&cb=1662666151919&jobListingId=1008008074599&jrtk=3-0-1gcfa05q3gfpe801-1gcfa05qhghrg800-7a8400bae9ee254f-&ctt=1662666176461)

### INVENTORY ASSOCIATE – RGIS – CLEVELAND

Part-time. Starting Wage: \$17.00 per hour. Paid hours depend on your availability and business needs; the more you are available, the more you can earn! This WIS Team provides inventory



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solutions to a broad array of retail, grocery and specialty customers across the nation. You will scan the barcodes for the current inventory at Customer locations to provide them with proper inventory information that will assist them in making better business decisions and better supporting their customers! Team Requirements: No previous inventory experience necessary, we are looking for awesome people like you to Come Count with Us! Access to reliable transportation; Ability to work varied, traditional and non-traditional hours, including flexible schedules.

[https://www.ziprecruiter.com/c/RGIS/Job/Inventory-Associate/-in-Cleveland,OH?jid=871443e2a654255d&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/RGIS/Job/Inventory-Associate/-in-Cleveland,OH?jid=871443e2a654255d&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### SCA FOOD SERVICE WORKER – SODEXO – CLEVELAND

Full-time. The Service Contract Act (SCA) Food Service Worker (Cafeteria Worker) serves as a cafeteria and/or delicatessen/bakery worker helping in the preparation, presentation, and serving of specialty meats, delicacies, preserved foods, cheeses, salads, breads, and sweets to patrons. Responsibilities: Reads recipes and/or product directions; Estimates food requirements; Operates a variety of kitchen utensils to weigh, measure, mix, wash, peel, cut, grind, stir, strain, season, and knead foodstuffs for cooking, serving and storing; Assists in the preparation of hot and/or cold foods, and properly stores food, utilizing knowledge of temperature requirements and spoilage. Requirements: High School diploma, GED, or equivalent experience; No previous work experience required; Must comply with any dress code requirements.

[https://www.linkedin.com/jobs/view/3222960540/?refId=YwP%2FkK6ISotZD%2BKlfvG7nQ%3D%3D&trackingId=YwP%2FkK6ISotZD%2BKlfvG7nQ%3D%3D&midToken=AQH\\_NQadyeaGjg&midSig=19hBTsixeNQgo1&trk=eml-email\\_jobs\\_viewed\\_job\\_reminder\\_01-similar\\_jobs-50-similar%7Ejob%7Etitle%7Emercado&trkEmail=eml-email\\_jobs\\_viewed\\_job\\_reminder\\_01-similar\\_jobs-50-similar%7Ejob%7Etitle%7Emercado-null-9mo33m%7E17s8lZq0%7E6c-null-jobs%7Eview](https://www.linkedin.com/jobs/view/3222960540/?refId=YwP%2FkK6ISotZD%2BKlfvG7nQ%3D%3D&trackingId=YwP%2FkK6ISotZD%2BKlfvG7nQ%3D%3D&midToken=AQH_NQadyeaGjg&midSig=19hBTsixeNQgo1&trk=eml-email_jobs_viewed_job_reminder_01-similar_jobs-50-similar%7Ejob%7Etitle%7Emercado&trkEmail=eml-email_jobs_viewed_job_reminder_01-similar_jobs-50-similar%7Ejob%7Etitle%7Emercado-null-9mo33m%7E17s8lZq0%7E6c-null-jobs%7Eview)

### AREA FOOD SUPERVISOR – CLEVELAND METROPOLITAN SCHOOL DISTRICT

Full-time. Compensation: \$ 49,980. - \$ 69,972. Under the direct supervision of the Director of Operations, the individual in this position assists with the objectives, functions, policies, and



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operation of School Nutrition. RESPONSIBILITIES: Supervising the day-to-day activities of School Nutrition staff in assigned buildings including food ordering, production, food serving and kitchen/cafeteria cleaning activities; Supervising the performance of assigned staff through regular observation and evaluation; collaborating with staff as needed to improve performance; Supervising and maintaining the established quality control program designed to ensure continuous production and service of products consistent with established standards for breakfast and lunch specifications and a la carte food items. QUALIFICATIONS: Bachelor's degree or equivalent educational experience with academic majors in the areas or a state-recognized certificate for school nutrition or a minimum of three (3) years' experience in school nutrition; ServSafe Certification required; Possess and effectively utilize experience in task areas associated with the position.

[https://www.salary.com/job/cleveland-metropolitan-school-district/area-food-supervisor/j202204021724315054382?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-metropolitan-school-district/area-food-supervisor/j202204021724315054382?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

## HOUSEKEEPER – CLEVELAND CONVENTION CENTER

**Part-time** Housekeeping/Set-Up: \$13/HR and up to 30 hours a week (a.m. 6:00a – 2:30pm, 2:30pm – 11pm). **Full-time** Housekeeping/Set-Up (afternoon shift only, 2:30pm – 11pm): \$15/Hr. ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Part-Time Housekeeper / Set-Up Team Member at the Huntington Convention Center of Cleveland. Responsibilities: Perform various event related tasks efficiently before, during and after events including but not limited to the setting/striking of tables, chairs, staging, air walls, barricades, pipe and drape, dance floor and other event related inventory as needed; Sweep, mop, scrub, wax, vacuum, clean all surfaces, empty trash and operate trash and recycling compactors as directed. Requirements: High School Diploma or equivalent required; 6 months' experience within housekeeping or custodial; Maintain a drivers' license or have willingness and ability to obtain for required equipment operation.

[https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Housekeeper\\_R11329-001-2](https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Housekeeper_R11329-001-2)



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### **RETAIL STORE ASSOCIATE – CVS HEALTH – CLEVELAND**

Full-time, Part-time. Pay Range: The typical pay range for this role is: \$15 - \$18 per hour. Location: 4240 Pearl Rd. Essential Functions: Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues; Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed; Accurately perform cashier duties – handling cash, checks and credit card transactions with precision while following company policies and procedures. Required Qualifications: At least 16 years of age; High School diploma or equivalent.

[https://jobs.cvshealth.com/job/13249463/retail-store-associate-cleveland-oh/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.cvshealth.com/job/13249463/retail-store-associate-cleveland-oh/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CASHIER/RECEPTIONIST - SPITZER AUTOWORLD – CLEVELAND**

Part-time. URGENTLY HIRING! Pay: From \$11.00 per hour. This is a part time position working some evenings from 4:00pm to 8:00 pm and weekends. Spitzer Kia in Cleveland is looking for passionate team members who want to deliver a high level of service to our customers, while growing their career at a top regional employer. RESPONSIBILITIES: Greets customers at the cashier window in a pleasant and professional manner; Answers incoming calls in a prompt, polite and professional manner; Receives cash, checks and credit card payments from customer; receipts amount received; Ensures all monies are deposited into safes and verified locked at close every night; Stocks in all new vehicles into the dealer management system (CDK). QUALIFICATIONS: High school diploma or equivalent; At least 1-2 years' office experience required; Computer literate - proficient with Microsoft Office applications and windows-based programs.



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[https://www.salary.com/job/spitzer-autoworld/cashier-receptionist-urgently-hiring/j202206080242069554546?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/spitzer-autoworld/cashier-receptionist-urgently-hiring/j202206080242069554546?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **MERCHANDISING AND STOCKING ASSOCIATE – SAM'S CLUB – BROOKLYN**

Full-time, Part-time. Location: 10250 BROOKPARK RD, BROOKLYN, OH. Our merchandising & stocking associates connect all of the dots to make sure members can find everything they have on their shopping list. Depending on the shift you work, your job could include moving inventory in the backroom, unloading trucks, fulfilling club pick-up orders or helping members while stocking shelves. There are no minimum or preferred qualifications.

[https://careers.walmart.com/us/jobs/WD128781-merchandise-and-stocking-associate?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.walmart.com/us/jobs/WD128781-merchandise-and-stocking-associate?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **BELL PERSON – MARRIOTT HOTEL – CLEVELAND**

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

[https://www.linkedin.com/jobs/view/bell-person-at-pyramid-global-hospitality-3204898705/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/bell-person-at-pyramid-global-hospitality-3204898705/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **FRONT DESK GUEST EXPERIENCE – RITZ-CARLTON - CLEVELAND**

Full-time. \$750 Sign on Bonus. Location The Ritz-Carlton Cleveland, 1515 West Third Street, Cleveland, Ohio. Our Guest Experience Experts take the initiative to deliver a wide range of services that guide guests through their entire stay. They are empowered to move about their space and do what needs to be done. Guest Experience Experts will be on their feet and moving



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around (stand, sit, or walk for an extended time) and taking a hands-on approach to work (move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance).

[https://www.ziprecruiter.com/c/The-Ritz-Carlton/Job/Front-Desk-Guest-Experience/-in-Cleveland,OH?jid=28dd7547d730afed&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/The-Ritz-Carlton/Job/Front-Desk-Guest-Experience/-in-Cleveland,OH?jid=28dd7547d730afed&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CUSTODIAN – CITY OF SHAKER HEIGHTS**

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

[https://www.simplyhired.com/search?q=unskilled&l=cleveland%2C+oh&job=JGmqT-UXeU4xNRwbxb0eHIWvv\\_6C8ArO0Qt8xNt2D4yg1yX0oeOnNg](https://www.simplyhired.com/search?q=unskilled&l=cleveland%2C+oh&job=JGmqT-UXeU4xNRwbxb0eHIWvv_6C8ArO0Qt8xNt2D4yg1yX0oeOnNg)

### **HOUSEKEEPER – FAIRFAX RENAISSANCE DEVELOPMENT CORPORATION (FDRC)**

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



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customer service skills required; Must have the ability to work with a diverse group of building tenants.

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

### **SERVICE PERSON IV – CUYAHOGA METROPOLITAN HOUSING AUTHORITY**

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

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

### **ROOM SERVICE SERVER – HILTON – DOWNTOWN CLEVELAND**

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



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[https://www.linkedin.com/jobs/view/room-service-server-at-hilton-3178758696/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/room-service-server-at-hilton-3178758696/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **HOTEL CLUB LOUNGE ATTENDANT – AIMBRIDGE HOSPITALITY – CLEVELAND**

Full-time. The Complimentary PM Attendant is responsible for providing the highest quality of service possible to guests in an efficient and courteous manner within the complimentary evening/dinner area of a hotel. **RESPONSIBILITIES:** Approach all encounters with guests and employees in an attentive friendly courteous and service oriented manner; Maintain regular attendance in compliance with Aimbridge Hospitality standards as required by scheduling which will vary according to the needs of the hotel; Maintain high standards of personal appearance and grooming which include wearing the proper uniform and name tag when working; Comply at all times with Aimbridge Hospitality standards and regulations to encourage safe and efficient hotel operations. **QUALIFICATIONS:** Ability to perform job function with attention to detail speed and accuracy; High School diploma or equivalent and/or experience in a hotel or a related field preferred; Must be willing and have the ability to work a varied schedule that may include evenings, nights, weekends and holidays; Must meet the legal age to serve alcoholic beverages and satisfactorily pass responsible serving course such as TIPs as required by property.

[https://www.ziprecruiter.com/c/Aimbridge-Hospitality/Job/Hotel-Club-Lounge-Attendant-PM-shift-in-Cleveland,OH?jid=ccf5871d87342233&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Aimbridge-Hospitality/Job/Hotel-Club-Lounge-Attendant-PM-shift-in-Cleveland,OH?jid=ccf5871d87342233&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **FOOD PREP WORKER – ARAMARK - CLEVELAND ZOO**

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



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knife handling, temperature control, and sanitation is helpful; Must be able to read and write to facilitate communication with others; Mathematical ability required.

[https://www.linkedin.com/jobs/view/food-prep-worker-cleveland-zoo-at-aramark-3073289382/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/food-prep-worker-cleveland-zoo-at-aramark-3073289382/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **FOOD SERVICE ASSISTANT – THE CITY MISSION – CLEVELAND**

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

[https://www.salary.com/job/the-city-mission/food-service-assistant/j202205041530312609509?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/the-city-mission/food-service-assistant/j202205041530312609509?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **SALES ASSOCIATE – DOLLAR GENERAL – CLEVELAND**

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



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

**OPEN INTERVIEWS – GIANT EAGLE – MULTIPLE POSITIONS**

<b>GIANT EAGLE STORE</b>	<b>OPEN INTERVIEWS/HIRING DAY</b>	<b>OPEN POSITIONS</b>	<b>KEYWORD SEARCH</b>
Southland	Every Tuesday! 2:00 PM – 5:00 PM	Overnight maintenance; Deli Clerks; Overnight Stock Clerk; Prepared Foods Clerks	Middleburgh Apply at: <a href="https://bit.ly/3890G2L">https://bit.ly/3890G2L</a>
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: <a href="https://bit.ly/3v61XAI">https://bit.ly/3v61XAI</a>
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: <a href="https://bit.ly/3tZwuzH">https://bit.ly/3tZwuzH</a>



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Berea	Every Monday! 2:00 PM – 4:00 PM	Cashiers; Bakery Clerks; Prepared Foods Clerks; Grocery/Produce Clerks	Berea Apply at: <a href="https://bit.ly/3EC8S80">https://bit.ly/3EC8S80</a>
Day Drive	Every Friday! 1:00 PM – 4:00 PM	Bakery Clerks; Prepared Food Clerks	44129 Apply at: <a href="https://bit.ly/35URPB3">https://bit.ly/35URPB3</a>

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

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

[https://www.salary.com/job/crystal-clear-building-services/cleaner-part-time-evenings/j202204060330270903428?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/crystal-clear-building-services/cleaner-part-time-evenings/j202204060330270903428?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

#### CASE MANAGER – SIGNATURE HEALTH – MAPLE HEIGHTS

Full-time. The Qualified Mental Health Specialist (QMHS) will be key in the development and execution of client treatment plans. Responsibilities: Diligently develop, prepare and present treatment program work material to clients; Plan, coordinate, and provide reliable transportation to clients to access identified resources as part of their treatment plans; Maintains clear communication and professional boundaries with all clients; Act as a subject matter expert and provide support in accessing and developing a sober support network. Requirements: High School Diploma or equivalent required; Valid unencumbered Ohio driver's license and proof of driver's insurance required; American Heart Association (AHA) Basic Life Support (BLS) certification required; Bachelor's Degree in related social services field preferred.

[https://www.ziprecruiter.com/c/Signature-Health,-Inc./Job/Case-Manager/-in-Maple-Heights,OH?jid=85067f17d869a394&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Signature-Health,-Inc./Job/Case-Manager/-in-Maple-Heights,OH?jid=85067f17d869a394&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### TALENT ACQUISITION SPECIALIST – CUYAHOGA COMMUNITY COLLEGE

Full-time. Location: Jerry Sue Thornton Center. Work Schedule: Monday-Friday 8:30am to 5:00pm. Manages College-wide Talent Acquisition functions tailored to the needs of specified employee groups to attract and retain top employee talent. ESSENTIAL FUNCTIONS: Partners with assigned client base to meet talent needs by managing the entire hiring process to achieve optimal results including creating recruitment plans, sourcing applicant pools, proactively recruiting applicants, screening and assessing candidates, negotiating offers and on-boarding; Builds relationships with leadership and employees to proactively address Talent Acquisition needs as they relate to the employees of the College. EDUCATION AND EXPERIENCE/TRAINING: Bachelor's degree (Significant related experience may substitute for education); Minimum of five (5) years HR experience, with at least three years in Talent Acquisition; Demonstrated experience effectively making decisions that have major implications on the management and operations within a department.



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[https://www.ziprecruiter.com/c/Tri-C/Job/Talent-Acquisition-Specialist/-in-Cleveland,OH?jid=c40d68d77b463d86&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Tri-C/Job/Talent-Acquisition-Specialist/-in-Cleveland,OH?jid=c40d68d77b463d86&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### SOFTWARE ENGINEER – CONTROLSOFT, INC. - CLEVELAND

Full-time. Due to ongoing business growth, ControlSoft, Inc. has an immediate opening for Software Engineers in Cleveland, Ohio and Houston, Texas. Location: Highland Heights, OH or Houston, TX. Responsibilities: Our current docket of development projects include applications such as: multi-threaded software modules and components in Client/Server data architectures; Web-based user interfaces and mobile applications; OPC Data Client/Server and OPC Historian Client/Server drivers. Education and Qualifications: BS or MS degree in either Computer Science or Computer Engineering with good academic performance; Knowledgeable and experienced with these programming languages and technologies: o Languages: C; C++; C#; Visual Basic; FORTRAN; HTML; PHP; JavaScript; o Technologies: Windows API; OPC DA; OPC HDA; MS SQL, SQLite; AJAX; o Techniques: Real-time; Parallel processing; Client/Server architectures.

[https://www.linkedin.com/jobs/view/software-engineer-at-controlsoft-inc-3285339785/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/software-engineer-at-controlsoft-inc-3285339785/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### MATH TEACHER – CLEVELAND HEIGHTS/UNIVERSITY HEIGHTS SCHOOL DISTRICT

Full-time. Location: Cleveland Heights High School. Minimum Qualifications: Ohio Teaching License - High School Math; Integrated Math 7-12 & other areas, i.e., Algebra, etc. Preferred Qualifications: Previous successful teaching experience; Previous successful experience working in a multicultural environment.

<https://www.ziprecruiter.com/c/Cleveland-Heights-University-Heights-City-School-District/Job/Math-Teacher/-in-Cleveland,OH?jid=5b6d0ac78d7ce2a4&lvk=hasUq0DHES-veb5GfoxK0w.--MceIWN-g>



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### URBAN AGRICULTURE AND NATURAL RESOURCES EDUCATOR – THE OHIO STATE UNIVERSITY EXTENSION – CLEVELAND

Full-time. Salary \$30,000+, Commensurate with experience. The Urban Agriculture and Natural Resources (ANR) Extension Educator in Cuyahoga County works collaboratively with county, regional and state teams of The Ohio State University (OSU) Extension, and with local leaders and volunteers to provide needs-based programming. Job duties: Provides guidance to the Program Coordinators for the Master Gardener Volunteer and Summer Sprout Community Gardening programs; The Educator will convene and facilitate the Urban Farmer Network, and actively participate with local coalitions, committees, etc. as appropriate. Required Education: An earned Bachelor's or Master's degree at the time of hire is required. Preference will be given to candidates with a degree in agriculture or natural resources or other educationally-related area (examples: food science, biology, science education). Required Qualifications: The successful candidate will have strong written and oral communication skills and experience in working with diverse clientele and organizations. Demonstrated success in working as part of a team and initiating collaborative partnerships is sought.

[https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/details/Urban-Agriculture-and-Natural-Resources-Educator\\_R50094-1?locations=819c1ab743bd0121bdd09a006501a7b6](https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/details/Urban-Agriculture-and-Natural-Resources-Educator_R50094-1?locations=819c1ab743bd0121bdd09a006501a7b6)

### INTERIM EXECUTIVE DIRECTOR – METANOIA PROJECT, INC. - CLEVELAND

Full-time, Temporary. Metanoia Project is seeking an experienced Executive Director who is well respected as a leader and has a passion for ensuring our unhoused neighbors experiencing homelessness have access to quality emergency shelter services. The Executive Director will be responsible for and must have strong skills and knowledge in the following: **Leadership/Vision:** Engage the Board, staff, volunteers, and other stakeholders in refining, developing, and implementing the organization's vision and mission through the strategic planning process. **Human Resource Leadership:** Oversee Human Resource responsibilities ensuring that employees and guests are treated fairly and equitably; Attract qualified staff, develop, and retain top staff. **Administration:** Manage day-to-day operations effectively, oversee staff responsibly, and encourage growth opportunities. Qualifications: Education: Bachelor's degree or 5 years of relevant experience; Experience: Direct supervisory experience, program development,



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coordination, and evaluation experience; Experience in providing advocacy and an understanding of the needs of the homeless population.

[https://www.indeed.com/viewjob?jk=1d6f881397658ab9&advn=6996073320720440&adid=397830144&ad=-6NYlbfkN0DWtRa9NJfjQIs4MWRRqD4F41esfMsK79cV24t80VXfzRKFVO1HOwhLYbnCtV85il\\_TkPhv68AonPZwalVQ3JMUBBBHAHw8zfCxMCiJSa0Z24SuFHsUJ5GzCCstuTGavCeJyhzEhgAd3P-aGUGjWSsZBE5C5sO5Em941NwzynSghdEXVWkh7pVEjzRv\\_vMpleUBm\\_PIONQLzMMFmjIP1L3ShyXPIGWX91GRlzaT6qpqtGYtVJJszmcgU55LqJ-5tQOzAindnLtekvOPdSpJK3gQ-G2mY-wy7yT56jx1t01ZdShd\\_2GFHQhcSOEKc1iFSUZAz0ctaQXFB-Kt7jkBNpwwj2aLo9orwt-beRTRqyfmol7GQsHGgs9\\_&from=web&from=mobRdr&tk=1gcpavj0tj4id801&utm\\_source=%2Fm%2F&utm\\_medium=redir&utm\\_campaign=dt](https://www.indeed.com/viewjob?jk=1d6f881397658ab9&advn=6996073320720440&adid=397830144&ad=-6NYlbfkN0DWtRa9NJfjQIs4MWRRqD4F41esfMsK79cV24t80VXfzRKFVO1HOwhLYbnCtV85il_TkPhv68AonPZwalVQ3JMUBBBHAHw8zfCxMCiJSa0Z24SuFHsUJ5GzCCstuTGavCeJyhzEhgAd3P-aGUGjWSsZBE5C5sO5Em941NwzynSghdEXVWkh7pVEjzRv_vMpleUBm_PIONQLzMMFmjIP1L3ShyXPIGWX91GRlzaT6qpqtGYtVJJszmcgU55LqJ-5tQOzAindnLtekvOPdSpJK3gQ-G2mY-wy7yT56jx1t01ZdShd_2GFHQhcSOEKc1iFSUZAz0ctaQXFB-Kt7jkBNpwwj2aLo9orwt-beRTRqyfmol7GQsHGgs9_&from=web&from=mobRdr&tk=1gcpavj0tj4id801&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt)

### SOCIAL WORKER – MAGNOLIA CLUBHOUSE – CLEVELAND

Full-time. Pay: \$38,000.00 - \$45,000.00 per year. Magnolia Clubhouse is currently looking for a skilled mental health professional to work on their Administrative Unit. You will spend your days providing mental health interventions while working with the members of the Clubhouse to operate our resale shop. You will help members coordinate pick-ups and deliveries of items, research and price donations for resale, and encourage creativity, independence and leadership in the members you work with. Qualifications: Licensed Social Worker with experience in the Mental Health field, along with experience with Medicaid billing and documentation (preferred); Bachelor's degree in social work or related field is required; Candidates must demonstrate an excellent ability to multitask and work in partnership with Clubhouse members and staff, possess strong leadership and computer skills, a driver's license, and an excellent driving record.

[https://www.salary.com/job/magnolia-clubhouse/social-worker/j202208310217476643739?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/magnolia-clubhouse/social-worker/j202208310217476643739?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### CHILDCARE PROVIDER – PROVIDENCE HOUSE – CLEVELAND

Full-time, Part-time. Starting rate of pay: \$13 to \$15 per hour commensurate with experience. Providence House is looking for compassionate childcare professionals who can use their strengths to support children experiencing trauma and provide a safe and loving environment.



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Each Childcare Provider is primarily responsible for all aspects of the children's care, including providing developmentally-appropriate educational enrichment activities and bathing/toileting/hygiene needs. Qualifications: 21 years of age or older; High school diploma or GED equivalent required; One to two years of direct paid childcare experience at minimum Valid State of Ohio driver's license; CPR/First Aid certifications a plus.

<https://provhouse.applytojob.com/apply/iG9LqdOgjj/Childcare-Provider?source=Our%20Career%20Page%20Widget>

### OPEN POSITIONS – JOURNEY CENTER FOR SAFETY AND HEALING – CLEVELAND

**Chief Program Officer**- Full Time. Salary range: \$80,000-\$95,000. Journey Center is seeking a full time Chief Program Officer to serve the agency and clients by ensuring high quality comprehensive services to survivors of domestic violence and child abuse that offer safety and healing; and, prevent and break cycles of abusive relationships. Duties include but not limited to: Oversee operations of programs within departments of Prevention and Community Engagement, Trauma Therapy, Latina DV Project, Helpline, Shelter, and DV Housing First Initiative; Supervise managers within departments; Lead implementation of programmatic goals in agency strategic plan; Develop and manage community partnerships. Qualifications: Master's degree or equivalent experience in nonprofit, behavioral health, public health, residential, housing, prevention, or government fields; Experience in the field of child abuse, domestic violence, behavioral health, prevention education, or public health; Strong interpersonal, writing, data, organizational, and leadership skills; Collaborative, transparent, and affirming leadership and management style; Must have and maintain a valid Ohio driver's license and appropriate insurance coverage; Must maintain appropriate driving record.

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



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1 year of administrative/supervisory experience required; Must have and maintain a valid Ohio driver's license and appropriate insurance coverage. Must have appropriate driving record and personal vehicle.

To apply visit Journey Center website [www.journeyneo.org](http://www.journeyneo.org)

### **INSTRUCTOR – BRIDGEPORT GROUP – CLEVELAND**

Full-time. Supply Chain/Logistics Technology/Warehouse Operations Instructor wanted. The instructor is responsible for teaching classes in the Supply Chain/Logistics/Warehouse field. Responsibilities/Duties: Assess students' skill level and determine the appropriate instructional method to optimize student learning and skill building; Provide hands-on instruction and practical training to create an engaging learning environment; Evaluate students' progress towards learning technical skills and demonstrated competencies and provides appropriate feedback; Prepares, maintains and submits accurate attendance records, reports, class rosters and grades established by institutional policy. Qualifications: Two-five plus years' experience in supply chain logistics, warehousing, and distribution; One or more years with supervisory experience; Some adult teaching experience in a structured environment; Associates degree or higher with two to five years of on-the-job experience in Supply Chain/Logistics Technology/Warehouse & Distribution (preferred).

[https://www.linkedin.com/jobs/view/instructor-at-bridgeport-group-3206862707/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/instructor-at-bridgeport-group-3206862707/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **HUMAN RESOURCE MANAGER, LABOR RELATIONS – NEORS – CLEVELAND**

Full-time. **JOB SUMMARY:** As a subject matter expert in labor relations, this role supports the Senior HR Manager – Relationships, the HR Business Partners team, and District Leaders in creating a positive workplace environment. **ESSENTIAL FUNCTIONS:** HR Policies - Designs, develops and delivers the District's HR policies, code of conduct and Employee Handbook; Negotiation of Collective Bargaining Agreements (CBAs) – Acts as the primary HR lead for CBA negotiations; Labor/Management Meetings – Supports a collaborative relationship by



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managing productive Labor/Management meetings; Investigations, Employee Relations - Advises management and HR Business Partners to ensure a positive and consistent approach to employee relations and discipline. **JOB REQUIREMENTS;** Candidate must possess a bachelor's degree, preferably in Business Administration, Human Resources, Labor Relations or a related field of study; Five (5) years of progressively responsible experience in facilitating and/or managing relationships between employers and employees as they relate to workplace decisions, grievances, conflicts, problem resolutions and issues of collective bargaining.

[https://www.salary.com/job/northeast-ohio-regional-sewer-district/human-resource-manager-labor-relations/j202203291618202743519?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/northeast-ohio-regional-sewer-district/human-resource-manager-labor-relations/j202203291618202743519?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **INTAKE SPECIALIST HEAP UTILITIES – FAIRFFAX RENAISSANCE DEVELOPMENT CORPORATION - CLEVELAND**

Full-time. The Intake Specialist HEAP Utilities is primarily responsible for processing utilities assistance applications (HEAP, PIPP, LIWAP, PRC, and Fuel Fund) through 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; Attend required agency meetings/functions and trainings. **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.

Send resumes to: [TPowell@fairfaxdev.org](mailto:TPowell@fairfaxdev.org) or Mail to Tamela Powell at: Fairfax Renaissance Development Corporation 8111 Quincy Avenue, Suite 100, Cleveland, Ohio 44104



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### **COSMETOLOGY INSTRUCTOR – REMINGTON COLLEGE – MAPLE HEIGHTS**

Part-time. Are you a dedicated and enthusiastic cosmetologist ready to make a difference by educating students who are eager to train in cosmetology? We're seeking cosmetology and beauty industry professionals to join the academic team on a full-time/part-time basis. As a full-time/part-time instructor, you will: Instruct and evaluate students in your area of specialty; Keep up-to-date with and effectively use technology and media in the classroom; Track student attendance and post assignment feedback in a timely manner; Attend faculty/staff and in-service meetings. Requirements include: An associate's degree in cosmetology, business, or a related discipline; At least four (4) years of experience working as a licensed cosmetologist; Must have a current cosmetology instructor's license issued in the state of campus location.

[https://www.adzuna.com/details/2805606383?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.adzuna.com/details/2805606383?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PROGRAM COORDINATOR – ADOPTION NETWORK – CLEVELAND**

Full-time. Starting Salary: \$36,000-\$39,500. Telework: Partially Remote Available. The Program Coordinator directly serves and supports families and youth through creating and implementing impactful family programs and often being the first point of contact providing support and needed resources. Responsibilities: Leads in the design and implementation of support services and educational opportunities for families and youth; Coordinates, plans, and facilitates Family Ties parent, caregiver and youth programming; Co-leads the Parent Advisory Team, recruiting and supporting leadership within the group; Co-facilitates the annual completion of the Standards of Quality for Family Strengthening & Support: Program Self-Assessment; implementing the action items for the program; Coordinates and plans events and outings for families. Qualifications: Bachelor's Degree in social work or related field with a minimum of three years' experience required in social services, preferably in family and youth programs/services; Knowledge of trauma-informed care theories, principles and practices, and methods and techniques for effective program administration; Experience providing services to families/youth who have experienced varying levels of stress and/or trauma.



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TO APPLY: Send Resume and Cover Letter to [HR-Dept@AdoptionNetwork.org](mailto:HR-Dept@AdoptionNetwork.org). First consideration given to applicants who apply by Tuesday, August 23, 2021.

### **CLINICAL SUPPORT SPECIALIST – WESTERN RESERVE AGENCY ON AGING – CLEVELAND**

Full-time. The Western Reserve Area Agency on Aging (WRAAA) is seeking a Clinical Support Specialist. Responsibilities: Process requests and applications for Medicaid Waiver programs, Home Choice and Nursing Facility (NF) Placements; Monitor, communicate and advocate for consumers who are pending enrollment or NF placement, and documents in the appropriate system; Facilitate and process referrals, approvals, enrollments, and denials for WRAAA administered programs; Assist with review and data entry into the Ohio Benefits Workers Portal and/or MITS (Medicaid Information Technology System); Provide assistance with State Hearings as needed; Assist with scheduling/rescheduling assessments and interpreters.

Qualifications: Minimum requirement of Associates degree or equivalent with at least two years of experience in home care, geriatrics, home health care, medical/insurance processing and/or human services/health care or related training; Basic knowledge of major chronic illnesses, disease processes, normal aging, and medical terminology; Excellent verbal and written interviewing and skills; Ability to communicate in a collaborative, effective manner with others to establish and maintain good working relationships.

[https://www.linkedin.com/jobs/view/clinical-support-specialist-at-western-reserve-area-agency-on-aging-3210218887/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/clinical-support-specialist-at-western-reserve-area-agency-on-aging-3210218887/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **VOCATIONAL REHAB COORDINATOR – RECOVERY RESOURCES – CLEVELAND**

Full-time. This position is responsible for counseling people with severe mental illness who are seeking vocational rehabilitation services. Essential Functions: Evaluates eligible clients referred to by the ORSC to determine types of services necessary to assist clients in reaching vocational goals. Reviews skills, interests, abilities, and previous work history with clients and their



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referring sources to assist in developing employment goals and vocational plans. Minimum Qualifications: Minimum Bachelor's degree in a related field (i.e., rehabilitation counseling, counseling, social work, psychology, sociology, special education, speech and hearing, or rehabilitation teaching).

[https://www.ziprecruiter.com/c/RECOVERY-RESOURCES/Job/VOCATIONAL-REHAB-COORDINATOR/-in-Cleveland,OH?jid=4b3d4165914faa61&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/RECOVERY-RESOURCES/Job/VOCATIONAL-REHAB-COORDINATOR/-in-Cleveland,OH?jid=4b3d4165914faa61&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **JOB COACH – CLEVELAND SIGHT CENTER**

Full-time. Pay Rate - \$15.00 - \$17.00 per hour. On Call (hours will vary). We are looking for Job Coaches to help clients enhance their strengths and improve their job skills. Responsibilities: Demonstrates skills in a broad range of job search skills and pre-employment activities and services; This includes helping clients create cover letters, refine a resume, complete applications, and development of interview skills in addition to addressing employment related barriers or providing job retention services; Uses structured intervention techniques to help the client learn to perform job tasks to the employer's specifications and to learn the interpersonal skills necessary to be a successful worker at the job site and in related community contacts; Provides client with immediate feedback, assistance, and follow-up from the support person. Required Skills and Experience: Education: High School graduate. Experience: Minimum of one-year previous experience working with people with disabilities; prefer experience working with people with blindness or visual impairment. Skills: Excellent oral and written communication skills in working with diverse populations; Ability to read a variety of written materials aloud to client; Demonstrated skill in giving and receiving verbal instructions and information.

[https://www.salary.com/job/cleveland-sight-center/job-coach-on-call-hours-will-vary/j202207050020220946323?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-sight-center/job-coach-on-call-hours-will-vary/j202207050020220946323?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **RESIDENT ASSOCIATE – CIRCLE OF CARE – CLEVELAND**

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

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

Email: [admin@circleofcarebh.org](mailto:admin@circleofcarebh.org)

### **MID-LEVEL CAD TECHNICIAN – AECOM – CLEVELAND**

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

[https://aecom.jobs/cleveland-oh/mid-level-cad-technician/7C064B4F10EF42C38C570C6503754BC3/job/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://aecom.jobs/cleveland-oh/mid-level-cad-technician/7C064B4F10EF42C38C570C6503754BC3/job/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### COMMUNITY LIAISON – FRONTLINE RESOURCE MANAGEMENT – RICHMOND HEIGHTS

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

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

[https://www.salary.com/job/frontline-resource-management/community-liaison/j202205270228490777644?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/frontline-resource-management/community-liaison/j202205270228490777644?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### RESIDENT SUPERVISOR – ORIANA HOUSE – CLEVELAND

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

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



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### THERAPIST – ADULT SERVICES – OHIOGUIDESTONE – CLEVELAND

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

[https://www.glassdoor.com/job-listing/therapist-act-program-ohioguidestone-JV\\_IC1145778\\_KO0,21\\_KE22,36.htm?jl=1007783693507&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.glassdoor.com/job-listing/therapist-act-program-ohioguidestone-JV_IC1145778_KO0,21_KE22,36.htm?jl=1007783693507&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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



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## Featured Positions

### Clinical Supervisor



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

### Social Worker/Therapist, School-Based and Telehealth Services

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



### Residential Assistant



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

Click on link to view current openings:

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

### **OPEN POSITIONS – CLEVELAND CHRISTIAN HOME – CLEVELAND**

#### **Youth Residential Treatment Specialist**

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

#### **RN/LPN**

Full-time (40 hours a week); Part-time: Alternating weekends; Shift (12 hours shift) 8am to 8pm, holidays; PRN: On-Call as needed may include holidays. Under direction, the RN Supervisor provides medical and health services to children served at the Cleveland Christian Home and work supervision to the agency's nursing staff. **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:** · Recording medical history and symptoms. Conduct physical examinations. Administering medications and treatments. Monitoring patients' health. **MINIMUM QUALIFICATIONS:** 1. Education, Training, and/or Experience: A minimum of



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

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

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

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

#### **Administrator Coordinator – Therapy Department**

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

#### **Teaching Assistant-Autism Classroom Westlake location**

We are currently seeking a Teaching Assistant to join our team. Bring your talents and enthusiasm to our innovative K-8 school for children diagnosed with Autism Spectrum Disorder. Responsibilities: Providing support to the teacher and other classroom team members. Maintaining daily operation of the classroom program. Assisting students with instructional and non-instructional tasks as assigned by the teacher. Requirements and Qualifications: Associates degree in Education, Child Development, Psychology or other related field. Experience working with students with special needs in a classroom setting. Excellent organizational, interpersonal and communication skills. Ability to consistently respond to children in respectful and supportive ways. Training and experience of 1-2 years with students with Autism Spectrum Disorder preferred.

#### **Early Childhood Clinician/Therapist Community based**



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

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



**Cleveland Job Corps Center**

13421 Coit Rd, Cleveland, Ohio

(216) 541-2500

<https://cleveland.jobcorps.gov>

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

**Career Opportunities**

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



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various reasons.	
<b>Maintenance Worker: Requirements:</b> High School Diploma or equivalent required. Minimum of one to two years' experience in building maintenance. Valid State Driver's License. <b>Responsibilities:</b> Monitor, supervise and instruct student facility maintenance staff, while performing all required job duties to ensure our facility is well maintained.	Facilities Department
<b>MIS Coordinator/ IT: Requirements:</b> Bachelor's Degree preferred or related network certification. Directly related technical experience in systems analysis may be considered in lieu of formal education requirements. <b>Responsibilities:</b> Monitor data communications to ensure that network is available to all system users and resolves communication problems. Analyze and support computer operations by providing first line support services for operational problems.	Administration Department
<b>Student Records Clerk: Requirements:</b> High School Diploma or equivalent. Associate's degree preferred. Minimum of six months experience in administrative support, data entry, records management, or related experience. <b>Responsibilities:</b> Provide support for the student records function to ensure that students receive the support services and benefits necessary for successful participation in the Job Corps program while ensuring the maintenance of a uniform systems to account for and document the participation and achievement of program participants.	Records Department
<b>Registered Nurse:</b> Engage in providing health services for all students and follows departmental programs and standards that meet all DOL, PRH, Center and Serrato Corporation requirements. Assist the Wellness Department the delivery of health services, support, and education that will enhance student employability and help students maintain a healthy lifestyle. <b>Responsibilities:</b> Assist in ensuring the quality health services are delivered in a professional, caring, and cost-effective manner. Assist the Wellness Department with focusing on wellness and disease prevention. Assist with ensuring students with disabilities receive planned accommodations. Deliver quality health services in a professional, caring, and cost-effective manner.  Requirements: Must obtain a valid Certified Nursing License	Wellness Department



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<p><b>Recreation Specialist: Requirements:</b> Associates Degree, or one year of related experience working with youth. Valid Commercial Driver’s License Class B CDL with passenger endorsements. <b>Responsible</b> for developing, conducting, and supervising/chaperoning a wide variety of leisure-time activities for all students</p>	<p>Social Development</p>
<p><b>Residential Counselor:</b>  Responsible for working with Residential Living team to provide students on respective dormitory with a safe, clean and structured living environment that fosters student retention, satisfaction, achievement and success. <b>Responsibilities:</b> Oversee respective dorm area and uses proper judgment and discretion to resolve student and staff issues and concerns. Provides individualized case management to maintain student enrollment and success in the program. Works in partnership with Residential Living, Recreation and Safety and Security staff to effectively supervise and manage the student population. Ensures strict confidentiality of sensitive information and integrity of student data.</p>	<p>Social Development</p>
<p><b>Secretary/Residential: Requirements:</b> One-year secretarial or related experience. High school diploma or equivalent. Associates Degree preferred. Valid State Driver’s License. <b>Responsibilities:</b> Provides clerical support and related assigned duties to the Social Development Department</p>	<p>Social Department</p>
<p><b>Security Officer: Requirements:</b> High School Diploma or equivalent required. Associates Degree preferred. Two years security, law enforcement, military, or related experience. Safety related training preferred. At least one year in a residential living setting and background in youth programs preferred. Valid State Driver’s License. <b>Responsibilities:</b> Responsible for planning, developing, implementing, overseeing, and integrating safety and security programs for the Center. Must be available to work any shift and day of the week due to a 24/7 operation</p>	<p>Security Department</p>
<p><b>Substance Abuse Counselor/Part-time: Requirements:</b> Bachelor’s Degree in related field and/or equivalent combination of education and experience Minimum of one-year experience in drug/alcohol counseling or related field required. Experience with working with youth preferred. Active, unrestricted substance abuse license or certification that meets minimum state licensing or certification requirements to practice in the state where the center is located. Valid State Driver’s License. <b>Responsibilities:</b> Develops and implements Trainee Employee Assistance Program, which includes assessment, intervention, counseling, relapse prevention and education. Educates and</p>	<p>Wellness Department</p>



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counsels on safe and healthy lifestyles	
<b>VPN – Practical Nurse: Requirements:</b> High School Diploma or equivalent (GED) and diploma from an accredited Practical Nursing Program One year of related experience and/or training is necessary. Current LPN license from the State, current BLS/CPR certification. Valid State Driver’s License <b>Responsibilities:</b> Assists the Health and Wellness Manager in planning, implementing, and evaluating an efficient wellness program consistent with the students’ needs and Job Corps goals and objectives. Provide nursing services.	Wellness

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

**MULTICULTURAL INFORMATION SPECIALIST – OCECD – NORTHEAST OHIO**

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

- 1.) Parent/ Assistance/Training for Spanish Speaking Families:** Assists parents by phone and/or in person to understand special education rules. Assists parents by providing information/resources (emailing/ mailing). Assists parents with contacting school personnel to assist in child receiving appropriate services. Assists parents by referrals and locating services to support their children’s education. Assists parents by attending in person, virtual, or conference calls parent meetings, IEP meetings, evaluation review (ETR) meetings, administrative reviews, resolution sessions, mediations, and other meetings, as necessary to provide information/support to families for the educational advancement of their children with disabilities, or at risk. **2.) Workshops/Presentations:** Conducts workshops for parents (individual or groups) and professional groups on IEP’s, Rights, Section 504, ETR, IEP Clinics, and all other OCECD topics, when requested.
- 3.) OCECD Representative:** Research/Outreach the assigned Ohio Region organizations and agencies to build a collaborative relationship to support the mission of the Coalition. High school diploma required.



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

### **SENIOR OUTREACH COORDINATOR-NEON HEALTH SERVICES**

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

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

### **JOIN AMERICORPS AND MAKE A DIFFERENCE**

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

Interested applicants should submit their resume to Sandra Buckner, Program Manager at [sbuckner@universitysettlement.net](mailto:sbuckner@universitysettlement.net)

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### MANUFACTURING/TRADES/GENERAL LABOR

#### HVAC TECHNICIAN II – CLEVELAND CLINIC – MAIN CAMPUS

Full-time. Shift – 2:30pm to 11pm. As an HVAC Temperature Controls Technician II, you'll help maintain the safety and efficiency of equipment throughout our large main campus.

Responsibilities: Documents and maintains records of inspections and work performed pursuant to departmental policies and warranty/vendor requirements: Performs maintenance on HVAC equipment and systems such as chiller systems, reheat systems, variable frequency drives (VFD), air handling units (AHU), humidifiers, dampers, heating and cooling coils, cooling towers, and pumps throughout the facility: Inspects and maintains all temperature, humidity, and data logging devices including meters and gauges. Requirements: High School Diploma or GED required: Valid driver's license and insurable driving record: Minimum of three (3) years of experience with one or more of the following systems: chiller systems, reheat systems, variable frequency drives (VFD), air handling units (AHU), humidifiers, dampers, heating and cooling coils, cooling towers and pumps throughout the facility.

[https://www.linkedin.com/jobs/view/hvac-tech-at-cleveland-clinic-3259990747/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/hvac-tech-at-cleveland-clinic-3259990747/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

#### GENERAL LABOR – NESCO RESOURCE – CLEVELAND

Full-time. Starting pay \$13/hr. Hours 6am-2:30pm or 2:30pm-11pm M-F. Position Would Regard: Prepping returnable cardboard boxes for overseas: Oriented correctly per the work instructions: Label boxes accordingly with placards. Quality Assurance: Day Shift & Afternoon shift available: Quality Assurance position, background with inspection of automotive parts is a big plus: Dependable: Basic numerical skills.

[https://www.linkedin.com/jobs/view/general-labor-two-shifts-available-at-nesco-resource-3281688373/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/general-labor-two-shifts-available-at-nesco-resource-3281688373/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### OPEN POSITIONS – CITY OF MAPLE HEIGHTS

Pay rates are commensurate with experience.

**LABORER**, full time – Service Department. Preferred experience and skills include: Operate dump trucks, snow plows, front-end loaders, chainsaws, jackhammers and related equipment; Cutting grass, filling chuck holes, loading and unloading asphalt, gravel, dirt, cold patch streets, carry or lift lumber and other related duties. Ability to understand and follow oral and written instructions, prepare reports, perform heavy manual work for extended periods under varying climatic conditions seasonally; Ability to lift and move objects weighing up to one hundred pounds. Valid CDL Class B driver's license required. Must be available for emergency (call in) work.

**MECHANIC**, full time – Service Department. Must have thorough knowledge of and familiarity with engine and chassis units, and general repair practices of the trade; good knowledge of diesel engines and air conditioning and electrical systems; ability to make repairs and adjustments to light and heavy equipment; ability to assess equipment through observation; mechanical aptitude; initiative and resourcefulness in handling repair problems; ability to learn; ability to work well with others and perform essential job functions. Some journeyman experience in repairing automotive equipment in a general garage or automotive service station and completion of a standard high school or trade school course; preferably supplemented by Automotive Service Excellence (ASE) certification and Emergency Vehicle Technician I (EVT) or any equivalent combination of experience and training including the required knowledge, skills and abilities. Valid CDL Class B driver's license required. Must be available for emergency (call in) work.

**MECHANIC ASSISTANT**, full time – Service Department. Duties include repairing and performing preventive maintenance for the City's automobiles, trucks, heavy equipment, fire equipment, and ambulances. Applicants should have experience in welding and fabrication; knowledge of gas & diesel engines. Must have valid CDL Class B driver's license and your own tools. Must be available for emergency (call in) work.



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**POLICE PATROL OFFICERS AND FIREFIGHTERS** (Lateral Transfer), full time. The Maple Heights Police and Fire Department will be accepting applications for lateral transfers of Police Patrol Officers and Firefighters. Candidates for Lateral Transfer Selection as a Patrol Officer shall possess an OPOTA Certificate, have worked as a Patrol Officer within the past two (2) years, and have at least one (1) year full time experience or 2080 hours of part time work as a Patrol Officer. Candidates for Lateral Transfer Selection as Firefighter shall possess an active Paramedic License, an active Firefighter I and II Certification, have worked as a Firefighter within the past two (2) years, and have at least one (1) year full time experience or 2080 hours of part time work as a Firefighter. Police applications may be submitted at the Police Department, and Fire applications may be submitted to the Fire Department.

Information and applications are available at [www.citymapleheights.com](http://www.citymapleheights.com), and applications/resumes are accepted at City Hall 5353 Lee Road, Maple Heights, OH 44137, or e-mail to: [HR@mapleheightsohio.com](mailto:HR@mapleheightsohio.com).

## SERVICE ELECTRICIAN – ROGERS ELECTRIC – CLEVELAND

Full-time. Rogers is the largest self-performing electrical, data and lighting contractor in the United States. We are currently looking for a Service Electrician with previous commercial experience to join our team! Responsibilities: Manage the completion of various electrical tasks; Troubleshooting electrical issues; Electrical break and repair; Read blueprints, run conduit, and wire/terminate devices. Requirements: 5 years' previous service/maintenance experience; Working knowledge of installing electrical systems; Good computer skills; Possession of reliable transportation and basic hand tools; Must hold a valid driver's license.

[https://www.salary.com/job/lin-r/service-electrician/j202209101019372508040?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/lin-r/service-electrician/j202209101019372508040?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **GENERAL LABOR – SW-JASON B – CLEVELAND**

Full-time. Rate: \$15–17 per hour depending on experience + .75 shift diff for 3rd shift + bonus every 6 months. Two shifts available: 10am – 10pm and 10pm to 10am. Staffworks Group is looking for General Labor for a manufacturer of PVC and TPU products in Walton Hills. This position will perform a variety of tasks on a production line and in the plant working with a broad range of rigid PVC sheets, flexible PVC, and TPU (Polyurethane) sheets from the highest quality resin compounds. Responsibilities: Follows instructions given by production lead person; Counts out and sorts materials; Follows safety guidelines and regulations. Requirements: Previous experience in a production/manufacturing environment a plus but not a requirement; Tow motor driving experience a plus; High school diploma/GED minimum.

[https://www.ziprecruiter.com/c/SW-Jason-B/Job/General-Laborer/-in-Cleveland,OH?jid=d3ffb87ddf4d885c&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/SW-Jason-B/Job/General-Laborer/-in-Cleveland,OH?jid=d3ffb87ddf4d885c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CARPENTER – PEOPLE READY SKILLED TRADES – CLEVELAND**

Temporary. Hourly rate: \$23.00 - \$28.00/hr. PeopleReady Skilled Trades is seeking carpenters for a short-term project. The carpenters will be assembling and installing fitting room kits. Must have reliable transportation and tools, including cordless impact.

[https://skilled.peopleready.com/job/carpenter-6/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://skilled.peopleready.com/job/carpenter-6/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CONSTRUCTION LABORER – NORTH COAST COMMUNITY HOMES – CLEVELAND**

Full-time. Pay: \$26.50 / Hr. (Non-exempt). The role of the Construction Laborer is to lead and assist in the execution of accessibility modification projects according to plans and specifications and as directed by the Lead Superintendent. Responsibilities: Assist in client site demolition activities; Actively participates in construction activities as directed by the Lead Superintendent (Carpentry, Painting, etc.); Manages client projects independently on assigned projects and must be able to self-direct and ask questions to insure high quality workmanship; Manages their time



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to achieve project goals. Qualifications: Experience in basic construction or home remodeling projects; Must have high school diploma or equivalent; Ability to calculate figures and amounts such as measurements, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry; Must have valid driver's license.

[https://www.linkedin.com/jobs/view/construction-laborer-at-north-coast-community-homes-3240345468/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/construction-laborer-at-north-coast-community-homes-3240345468/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PCB ASSEMBLER – LEGACY STAFFING – SOLON**

Full-time. \$18-\$22 per hr. (based on experience). M-F 6am –230pm. Legacy Staffing has partnered with an industry leader in Medical Device manufacturing who is seeking experienced production technicians in Solon, OH! Responsibilities: Work with a team to assemble entire products or components; Rotate through tasks for specific production processes; Conduct quality inspections on products and parts; Prepare finished products for shipment. Qualifications: Previous experience in manufacturing, assembly, or other related fields; Familiarity with assembly tools and equipment; Ability to handle physical workload; Ability to work well in teams.

[https://www.ziprecruiter.com/c/Legacy-Staffing/Job/Immediate-Start!-PCB-Assembler-Needed-up-to-\\$23-per-hr/-in-Solon,OH?jid=2ca6224ded836d37&tsid=122003167&utm\\_campaign=id-5apxIc%2BCpiYf95w3FlZYCD%2FBin3J1a36&utm\\_source=channel-1](https://www.ziprecruiter.com/c/Legacy-Staffing/Job/Immediate-Start!-PCB-Assembler-Needed-up-to-$23-per-hr/-in-Solon,OH?jid=2ca6224ded836d37&tsid=122003167&utm_campaign=id-5apxIc%2BCpiYf95w3FlZYCD%2FBin3J1a36&utm_source=channel-1)

### **SHOP WELDER – ULG SKILLED TRADES – CLEVELAND**

Full-time. \$20.00 - \$24.00 per hour. 50+ hours a week. A shop welder needed for immediate openings in the Cleveland area. Will need to have experience with MIG and TIG welding mainly. Experience with FLUC Core is a plus. Will also need to have experience with fabrication as well.



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[https://directlyapply.com/jobs/ulg-skilled-trades/6307cb6718f84c468bb0aedd?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://directlyapply.com/jobs/ulg-skilled-trades/6307cb6718f84c468bb0aedd?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### ENTRY LEVEL MANUFACTURING – KELLY – CLEVELAND

Full-time. \$17.50/hr. Immediate Openings – 2nd Shift 11am - 7:30p. Kelly® Professional & Industrial is seeking Material Handlers to work at Kennametal in Cleveland, OH. All starting positions are temp to hire. Job Duties: Executes pick ticket orders from warehouse staff and management and physically pulls inventory from the shelves to ensure accurate delivery of warehouse products; Manages pick ticket orders; Pulls warehouse items from the shelves based on number, size, quantity, and quality requirements; Ensures that orders are accurate; Stages items correctly for delivery; Operates handling equipment and ensures safety regulations are followed. Requirements: 6 months of warehouse / order picker experience preferred; Basic computer skills required; High School Diploma/GED required.

[https://www.linkedin.com/jobs/view/entry-level-manufacturing-at-kelly-3246349145/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/entry-level-manufacturing-at-kelly-3246349145/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### ENTRY LEVEL GENERAL LABOR – TRUGREEN – CLEVELAND HEIGHTS

Full-time. \$17.00 an hour. Position title: Lawn Specialist. Our Lawn Specialists provide service to residential or commercial customers by making timely lawn, landscape, and/or irrigation applications, diagnosing and correcting customer problems through service calls and other communications, and selling/up-selling services to new and existing customers, resulting in growth of our customer base. Some positions may require a valid driver's license and/or appropriate state/local licensing.

<https://www.ziprecruiter.com/c/TruGreen/Job/Entry-Level-General-Labor-Weekly-Pay-+-Benefits/-in-Cleveland->



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[Heights,OH?jid=5b0ece91fa3a2089&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.stepforwardtoday.org/jobs/heights-oh?jid=5b0ece91fa3a2089&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **DISTRIBUTION TEAMMATE EQUIPMENT OPERATOR – OWENS & MINOR – CLEVELAND**

Full-time. Our mission is to empower our customers to advance healthcare, and our success starts with our teammates. Responsibilities: Unloads pallets and cases from inbound trailers and/or containers manually and/or using MHE to include manual pallet jack, motorized pallet jack, sit down or standup forklift, and standing reach truck; Moves cases of product from the inbound dock to storage locations in the warehouse using a standing reach truck or stock picker; Selects bulk items from warehouse racking using a stock picker and Voice Pick Technology and/or RF scanner; Uses RF scanner to ensure that totes, pallets, and carts are loaded correctly onto trucks for customer delivery. Requirements: Operates various MHE and follows general sequencing and process procedures; General knowledge of a variety of basic topics (math, reading, basic accounting, typing, etc.); Prior experience working in a warehouse/distribution center a plus.

[https://www.linkedin.com/jobs/view/distribution-teammate-equipment-operator-at-owens-minor-3025672093/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/distribution-teammate-equipment-operator-at-owens-minor-3025672093/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **MAINTENANCE TECHNICIAN – CLEVELAND CONVENTION CENTER**

Full-time. ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for a Facilities Technician I. Responsibilities: Supervises the Facilities Maintenance Technician II's; Completes all required documentation generated from the Computerized Maintenance; Management System for each assigned task; Responsible for the operation, inspection, and testing of all the HVAC Systems, Building Automation Systems, Pumping Equipment, Lighting System Equipment, Emergency Generator, Fire Pumps, and Sewage Ejection Equipment. Requirements: High School Diploma or equivalent required; Technical college, course completion, or degree in engineering or maintenance beneficial but not required; 3 -- 5 years' experience within maintenance or facilities maintenance; Maintain a



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drivers' license or have willingness and ability to obtain for required equipment operation.

[https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Maintenance-Technician\\_R12471-2](https://asmglobal.wd1.myworkdayjobs.com/en-US/careers/job/Cleveland-OH/Maintenance-Technician_R12471-2)

### **HELPER – SIFCO INDUSTRIES – CLEVELAND**

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

<https://www.linkedin.com/jobs/view/helper-at-sifco-industries-inc-3171934735/>

### **GENERAL LABOR – GALAXY BALLOONS, INC. – CLEVELAND**

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

[https://www.salary.com/job/galaxy-balloons-inc/general-labor/j202202092034564567333?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/galaxy-balloons-inc/general-labor/j202202092034564567333?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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

Full-time. Averaging 40-50 hrs./week. Starting Wage - \$20.00 up to \$23 – bump to Process Technician II. We are looking for: Motivated individuals with little to no experience in industrial operations or water treatment technologies. We will train. We also provide health and safety training and forklift certification. This opportunity places individuals on a career path with marketable skills and experience in an industrial work environment. Essential Duties and Responsibilities: **Etch Line Management:** The etch line process involves tanks of acids, bases, and rinse waters for etching aluminum forged parts. Concentrations within the tanks are maintained within specified ranges. Employees must collect samples and perform basic analytical testing using onsite testing equipment to determine the percent acid/caustic at each of the etch lines for quality purposes. **Environmental Sampling and Technical Support:** Environmental sampling and technical support as required by client including, but not limited to, the collection of water (storm water, wastewater, process water, etc.) samples, completing labels, and sample documentation and reporting. Requirements: Graduated High School or equivalent; Valid Ohio Driver's License; Must be an American Citizen as that is a requirement from the company; Willing to do a background check and drug test; Willing to work with hazardous chemicals (we train); Experience working with metal wastewater would be great however not required.

To apply, contact with resume: Emily Gareis, [emilyg@affinityconsultants.com](mailto:emilyg@affinityconsultants.com)

### BUSINESS SERVICE II MECHANIC – EAST CLEVELAND SCHOOL DISTRICT

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



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4. Physically able to perform tasks required for the job function (i.e., lifting heavy objects, doing repairs, etc.)

[https://www.ziprecruiter.com/c/East-Cleveland-City-Schools/Job/Business-Service-II-Mechanic/-in-Cleveland,OH?jid=de5bfe7c1bcb1202&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/East-Cleveland-City-Schools/Job/Business-Service-II-Mechanic/-in-Cleveland,OH?jid=de5bfe7c1bcb1202&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**DRIVER-MOVER – BELLHOP – CLEVELAND**

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

[https://www.getbellhops.com/movers-and-drivers/?utm\\_source=gmblisting&utm\\_medium=organic](https://www.getbellhops.com/movers-and-drivers/?utm_source=gmblisting&utm_medium=organic)

**LABORER/FACTORY WORKER – AREATEMPS – CLEVELAND**

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



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to use a hammer and scrapper; Must be able to push, pull, and constantly clean-up to alleviate safety hazards; Must be safety conscious.

[https://www.salary.com/job/areatemps-com/laborer-factory-worker/j202206031823378802863?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/areatemps-com/laborer-factory-worker/j202206031823378802863?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### CONSTRUCTION SUPERVISOR – ARMCORP – CLEVELAND

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

DUTIES AND RESPONSIBILITIES, including, but not limited to: Actively managing and completing projects; Monitoring job sites to ensure safety compliance and quality control measures are followed; Validating schedule progression; Coordinating on-site inspections; Self-performing work as required.

Interested candidates please send resume to Kirsten Schmitz at: [kirsten@armcorpinc.com](mailto:kirsten@armcorpinc.com)

### MULTIPLE JOB OPENINGS – JR WHEEL – NORTON, OH

Full-time. We offer 3 shifts: 1st 7am – 3pm; 2nd 3pm – 11pm; 3rd 11pm – 7am. \$12.50 per hour 1<sup>st</sup> shift; \$13.50 per hour 2<sup>nd</sup> and 3<sup>rd</sup> 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.



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

### **GENERAL LABOR/STEEL INDUSTRY – AREA TEMPS – CLEVELAND**

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

For an immediate interview, please call 440-788-4151 or submit your resume to [mayfield@areatemps.com](mailto:mayfield@areatemps.com).

### **LABORERS – TWO MEN AND A TRUCK – BROOKPARK**

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

[https://careers.twomenandatruck.com/jobs/oh/brook-park/laborers?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.twomenandatruck.com/jobs/oh/brook-park/laborers?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **INDUSTRIAL PAINTERS – RAK INDUSTRIES – CLEVELAND**

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

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

### **WAREHOUSE ORDER SELECTOR – PIERRE'S ICE CREAM – CLEVELAND**

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

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



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**MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS**

<b>Position</b>	<b>Shift</b>	<b>Compensation</b>				
<b>Bevel Machine Operator</b>  <a href="https://gethired.com/a/ec317573-a0e6-4d3d-a5a9-30691685b597">https://gethired.com/a/ec317573-a0e6-4d3d-a5a9-30691685b597</a>	<table border="1"> <tr> <td></td> <td></td> </tr> <tr> <td>3pm-11pm</td> <td></td> </tr> </table>			3pm-11pm		\$15.00/hour
3pm-11pm						
<b>Grinder</b>  <a href="https://easyapply.co/a/ca972806-ef1e-4101-b92c-bbd79d372c74">https://easyapply.co/a/ca972806-ef1e-4101-b92c-bbd79d372c74</a>	3pm-11pm	\$15.00/hour				
<b>Burner</b>  <a href="https://easyapply.co/a/f6a9275c-67da-4d17-ae2f-70b08da77aba">https://easyapply.co/a/f6a9275c-67da-4d17-ae2f-70b08da77aba</a>	3pm-11pm	\$16.50/hour				
<b>Stock Handler</b>  <a href="https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c">https://easyapply.co/a/69a6facc-2d57-4021-996d-b20d4479357c</a>	7am -3pm & 3pm-11pm	\$15.00/hour				
<b>Plant Maintenance Technician (Non-Union role)</b> <a href="https://gethired.com/a/7d4820d4-1e39-4c87-8ba1-130856d12a66">https://gethired.com/a/7d4820d4-1e39-4c87-8ba1-130856d12a66</a>	3pm-11pm	Negotiable				
<b>Engineering Technician/CAD Drafter (Non-Union role)</b> <a href="https://gethired.com/a/3b3fe30b-2a1d-4bba-96f3-d10f3c75c13c">https://gethired.com/a/3b3fe30b-2a1d-4bba-96f3-d10f3c75c13c</a>	8am-5pm	Negotiable				
<b>Wheelabrator Operator</b>  <a href="https://gethired.com/a/f08b3067-0d70-">https://gethired.com/a/f08b3067-0d70-</a>	7am-3pm & 3pm-11pm	\$15.55/hour				



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<a href="#">45c8-bf97-921f52f31509</a>		

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

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

More information please call Diane Linston 216-410-8555

**TRANSPORTATION/WAREHOUSE/DISTRIBUTION**

**AUTO PARTS DELIVERY DRIVER – AUTOZONE – CLEVELAND**

Full-time. Our commercial delivery driver position is responsible for the delivery of parts to our commercial customers. You don't have to use your own vehicle; you can work full or part time and no Commercial Driver's License is required. Responsibilities: Provides WOW! Customer Service: Drives delivery vehicles to transport parts to commercial customers, including the loading and unloading of parts: Picks up returns, cores and parts from nearby stores or outside vendors. Requirements: Must be at least 18 years old and have a valid driver's license and able to meet AutoZone's driver requirements: Ability to lift loads and deliver merchandise: Ability to work a flexible schedule including holidays weekends and evenings.

[https://www.monster.com/job-openings/auto-parts-delivery-driver-full-time-cleveland-oh--6be46653-eb1b-4148-8bcb-340307793d2a?mstr\\_dist=true&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.monster.com/job-openings/auto-parts-delivery-driver-full-time-cleveland-oh--6be46653-eb1b-4148-8bcb-340307793d2a?mstr_dist=true&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **WAREHOUSE ASSOCIATE – FRITO-LAY – CLEVELAND**

Full-time, Part-time, Seasonal. Frito-Lay is seeking Warehouse Associates to help prepare delicious snacks for distribution across the country. Full-time, part-time and seasonal positions are available covering 24 / 7 shifts whether you have experience or not. Job duties: Load and unload pallets and individual cases to and from trailers; Pick appropriate cases according to order; Load trailers via carts or stack cases on the floor of a truck trailer; Receive and distribute product and assist in weekly product inventory.

[https://www.talent.com/view?id=cda80a633643&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.talent.com/view?id=cda80a633643&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **CAR SERVICE DRIVER – RED SPARROW TRANSPORTATION – CLEVELAND**

Full-time. Well established company seeking drivers to drive clients to their various destinations by pre-set appointment, people skills required. Opening doors for clients and loading luggage is a must. Must be able to operate GPS or map app. We provide the vehicle, but you should have a clean background check/driving record and driver's license. Our vehicles are mostly SUV, like Suburban or Escalade. The majority of trips are from the airport to downtown Cleveland. Must be available evenings and weekends.

[https://jobs.cleveland.com/company/red-sparrow-transportation-282641/job/car-service-driver-in-cleveland-oh-378vx7qmq54p08krgvpkcxo58p7ncn/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.cleveland.com/company/red-sparrow-transportation-282641/job/car-service-driver-in-cleveland-oh-378vx7qmq54p08krgvpkcxo58p7ncn/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **LOGISTICS COORDINATOR – CURTIS-WRIGHT CORPORATION – MIDDLEBURGH HEIGHTS**

Full-time. First shift. Location: Middleburg Heights, OH. The Logistics Coordinator will be responsible for handling incoming and outgoing shipments, along with coordinating all domestic



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and international shipping. Responsibilities: Works to help the flow of shipments both inbound and outbound in the manner that is most cost effective; Routes outbound delivered loads and inbound back-hauls. Utilizes logistics software; Manages load utilization. Coordinates common carrier activities; Maintains customer delivery time windows. Manages communications associated with logistics distribution of material. Maintains customer database network system. Requirements: High School Diploma or equivalent required; 1-3 years of logistics experience in a manufacturing environment; Must have experience with LTL and international shipments.

[https://www.linkedin.com/jobs/view/logistics-coordinator-at-curtiss-wright-corporation-3111367753/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/logistics-coordinator-at-curtiss-wright-corporation-3111367753/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PARTS DELIVERY DRIVER – CLEVELAND MACK SALES AND SERVICE**

Full-time. Pay: \$13.00 - \$15.00 per hour. We are seeking a Parts Delivery Driver to join our team! Employees needed to do parts deliveries. Knowledge of the Cleveland area a huge plus! Responsibilities: Work in parts warehouse for stocking, sorting, and general labor needs; Deliver products to customer locations in a timely manner; Load and unload vehicle; Collect on unpaid orders and shipments. Qualifications: Experience in delivery driving, customer service, or other related fields; Clean driving record; Pass drug screening test; Will need to obtain USDOT medical card (company will pay for physical/exam).

[https://www.salary.com/job/cleveland-mack-sales-and-service/parts-delivery-driver/aeb987b9-7cb4-43b0-882e-a6e77c996fab?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/cleveland-mack-sales-and-service/parts-delivery-driver/aeb987b9-7cb4-43b0-882e-a6e77c996fab?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **HIGHWAY TECHNICIAN I – OHIO DEPARTMENT OF TRANSPORTATION – DISTRICT 12**

Full-time. Winter Seasonal. Compensation: \$19.15/hour. The Ohio Department of Transportation - District 12 is currently accepting applications for our Winter Seasonal Highway Technicians in Cuyahoga County. The locations are Euclid, Cleveland (off of Pershing Ave.), Riveredge (by the airport), and Warrensville Hts. You MUST have a valid CDL Class "A" or Class "B" to be considered. What You Will Do: Operate basic equipment related to snow and ice removal, and



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roadway maintenance; Perform emergency response, clean-up, and traffic control; Serve the public and work to make the roads in Ohio safer. Qualifications: Formal education in arithmetic that includes addition & subtraction & decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 months training or 3 months exp. in operation of basic equipment; Note: Applicant must have valid Commercial Driver's License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by section 4506 of Ohio Revised Code.

[https://dasstateoh.taleo.net/careersection/oh\\_ext/jobdetail.ftl?job=2200078Q&tz=GMT-04%3A00&tzname=America%2FNew\\_York](https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=2200078Q&tz=GMT-04%3A00&tzname=America%2FNew_York)

### **FROZEN WAREHOUSE SELECTOR – GIANT EAGLE – CLEVELAND**

Full-time. Rate of Pay: \$16.50 per hour. Freezer Premium \$3.50/hour plus Shift Differential Premium of .75/hour. Weekend premium \$1.00/hour. \$1000 New Hire Bonus! Ask Human Resource Representative for details. Warehouse Selectors are responsible for the safe, accurate and efficient selection of damage-free products. You will help fill our stores' orders, meet delivery schedules, and promote customer satisfaction. Job Responsibilities: Must have the ability to count; Accurately select product by matching slot numbers and product descriptions using a voice-activated warehouse management system; Lift and carry cases of up to 100 lbs. from pick slots and place them onto pallets; cases must be lifted from floor level, shoulder level and overhead; Meet and maintain established productivity standards. Education Required: No High School diploma required.

[https://jobs.gianteagle.com/us/en/job/275463/Frozen-Warehouse-Selector?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.gianteagle.com/us/en/job/275463/Frozen-Warehouse-Selector?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **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



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

### **DRIVER, PICKUP, AND DELIVERY – UNITED RENTALS – CLEVELAND**

Full-time. Reliable Onsite Services, a division of United Rentals, the largest equipment rental company in the world, is offering an excellent opportunity for a portable sanitation Pick-Up & Delivery Driver. We are searching for qualified and ambitious individuals to pick-up and deliver portable restrooms and other sanitation equipment in a safe, timely, and courteous manner. Responsibilities include: Safely completing daily pick-up and delivery routes in sequence as determined by Dispatch personnel; Pick-up and deliver portable restrooms, holding tanks, fresh water systems, hand wash stations, and restroom-shower trailers as needed. Requirements: Superior customer service, willing and able to provide this to each customer; Diligent attention to safety; A valid driver's license and safe driving record; High School Diploma or equivalency; One (1) year of truck driving experience preferred (CDL license is preferred, but not required), DOT medical card must be obtained prior to commencing employment.

[https://jobs.unitedrentals.com/search/jobdetails/driver-pickup--delivery/188aab27-f823-4be2-ac82-93afa6f5a142?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://jobs.unitedrentals.com/search/jobdetails/driver-pickup--delivery/188aab27-f823-4be2-ac82-93afa6f5a142?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

### **PART-TIME DRIVER – ASSIST SERVICES – CLEVELAND/AKRON**

Work part-time, 5-20 hours per week during the school year. Earn above-average wages in pay per route, plus potential additional amounts for how long and far you drive. At Assist Services, we eliminate transportation as a barrier to children's success. Our drivers transport many school-age students who are experiencing homelessness, living in foster care, living with mental or emotional special needs, or other circumstances that make traditional yellow school buses a poor



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transportation option. We are looking for responsible, purpose-driven drivers who believe all children have the right to safe and reliable access to their education. Your Role as a Driver: Drive K-12 students safely and reliably to and from school; Create a positive, kind, and welcoming environment for children; Communicate consistently with parents, caregivers, and school staff; Be available from 6:00-9:30am and 1:00-4:30pm 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://web.fountain.com/assist-services/apply/cleveland-ohio-part-time-driver-for-school-age-children?utm\\_source=qrcode\\_a&utm\\_medium=fountain](https://web.fountain.com/assist-services/apply/cleveland-ohio-part-time-driver-for-school-age-children?utm_source=qrcode_a&utm_medium=fountain)

### **GENERAL WAREHOUSE – BROADBEAN – EUCLID**

Full-time. Euclid Chemical is an integrated provider of specialty construction products including concrete treatments, restoration materials, sealants, coatings, sealers, and decorative products. Responsibilities: Read orders to determine what products are to be pulled and put on pallets. Receive incoming materials, verifying amount received against packing slip, manifests, invoices or orders and noting any shortages; Prepare product/materials for shipment- supporting the continuous retrieving of material and staging at designated locations along the production line. Qualifications and Previous Experience: High School Diploma, General Education Degree (GED) or equivalent combination of education and experience; At least 1-year previous experience/certification for sit down forklift, stand up forklift, and electric pallet jack- and ability to demonstrate proficiency on equipment; IT Proficiency with Microsoft Office packages- ability to maintain inventory records electronically.

[https://www.ziprecruiter.com/c/Broadbean/Job/General-Warehouse-Reach-High-Lift-Operator/-in-Cleveland,OH?jid=e14380a12167487c&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Broadbean/Job/General-Warehouse-Reach-High-Lift-Operator/-in-Cleveland,OH?jid=e14380a12167487c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **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>

### **PRODUCTION & PACKING ASSOCIATE – ORLANDO BAKING COMPANY – CLEVELAND**

Full-time. \*\*\*\$1,000 Sign On Bonus\*\*\*. Sunday-Friday varied schedule. 5-6 days per week. Must be able to work any shift. Saturday's scheduled as needed along with additional overtime. Job Summary: While in Production activities include but not limited to straightening of dough on pans or boards, feeding bread or bun pans on conveyors, feeding, retrieving or stacking empty pans to put back into system(s). While in Packaging activities include but not limited to feeding baked products into conveyor slots for slicing prior to bagging, placing finished packaged product in bread trays or corrugated box depending on packaging line. Bread racking and or palletizing. Possible re-wrapping of product and or labeling product. Preferred Education and/or Experience: High School diploma or equivalent; 2-5 years' experience preferred in production and or packaging facility.

<https://www.orlandobaking.com/default.php?pinx=31>



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

Full-time. The ACE Supply Chain Analyst will support AmeriGas in delivering a flawless customer experience to all ACE customers in the most efficient manner possible.

Responsibilities: Ongoing evaluation of ACE customer delivery schedules, storage capacities and changing circumstances to determine optimal schedules and inventory requirements; Evaluate all new ACE customer locations to determine the most effective and efficient delivery schedules and storage capacity; Deploy supply chain solutions to improve or rectify service failures for ACE customers. Help build a distribution partnership with key ACE customers; Identify, measure, and report on seasonal needs and schedules. Ensure customer needs are met. Qualifications: Bachelor's degree in Operations Management, Supply Chain, Mathematics, Statistics, Finance, or a related field; 5 years of experience with a minimum of 3-5 years of experience that is related to the duties and responsibilities specified; Ability to analyze complex problems, interpret customer needs and operational constraints, and develop creative solutions

[https://www.salary.com/job/amerigas-propane-inc/ace-supply-chain-analyst/j202207252121128915748?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.salary.com/job/amerigas-propane-inc/ace-supply-chain-analyst/j202207252121128915748?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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### **DISTRIBUTION/LOGISTICS/TOW MOTOR OPERATOR – LINCOLN ELECTRIC**

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

[https://lensa.com/distributionlogistics-tow-motor-operator-jobs/cleveland/jd/5845d035928cd5595002e9479cc7c188?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://lensa.com/distributionlogistics-tow-motor-operator-jobs/cleveland/jd/5845d035928cd5595002e9479cc7c188?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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

Full-time. At Owens & Minor, we are a critical part of the healthcare process. As a Fortune 500 company with 50+ facilities across the US and 18,000 teammates in over 90 countries, we provide integrated technologies, products and services across the full continuum of care.

**RESPONSIBILITIES:** Unloads pallets and cases from inbound trailers and/or containers manually and/or using MHE to include manual pallet jack, motorized pallet jack, sit down or standup forklift, and standing reach truck; Moves cases of product from the inbound dock to storage locations in the warehouse using a standing reach truck or stock picker; Selects bulk items from warehouse racking using a stock picker and Voice Pick Technology and/or RF scanner; Prepares sortation area by setting up pallets and carts for product. **EDUCATION & EXPERIENCE:** General knowledge of a variety of basic topics (math, reading, basic accounting, typing, etc.); Prior experience working in a warehouse/distribution center a plus; Warehouse/Operations certification a plus.

[https://www.ziprecruiter.com/c/Owens-&-Minor/Job/Distribution-Equipment-Operator/-in-Cleveland,OH?jid=0e9c7e7dff6ebbf&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/Owens-&-Minor/Job/Distribution-Equipment-Operator/-in-Cleveland,OH?jid=0e9c7e7dff6ebbf&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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

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

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



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### **PRODUCTION/PACKAGING SUPERVISOR – ORLANDO BAKING CO. - CLEVELAND**

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

[https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland,%20OH&from=mobRdr&utm\\_source=%2Fm%2F&utm\\_medium=redir&utm\\_campaign=dt&vjk=93cd439fa65c75ca&advn=1684460376329821](https://www.indeed.com/jobs?q=High%20Hot&l=Cleveland,%20OH&from=mobRdr&utm_source=%2Fm%2F&utm_medium=redir&utm_campaign=dt&vjk=93cd439fa65c75ca&advn=1684460376329821)

### **BUS OPERATOR – GCRTA – CLEVELAND**

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

[https://www.glassdoor.com/job-listing/bus-operator-greater-cleveland-regional-transit-authority-JV\\_IC1145778\\_KO0,12\\_KE13,57.htm?jl=1007336103851&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.glassdoor.com/job-listing/bus-operator-greater-cleveland-regional-transit-authority-JV_IC1145778_KO0,12_KE13,57.htm?jl=1007336103851&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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### **WAREHOUSE AND IN-STORE SHOPPERS – AMAZON – CLEVELAND**

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

[https://www.careerseekeronline.com/jobs/55170428-amazon-warehouse-and-in-store-shoppers-at-amazon?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.careerseekeronline.com/jobs/55170428-amazon-warehouse-and-in-store-shoppers-at-amazon?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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