



## Washington County

A proud partner of the American Job Center network

# OhioMeansJobs - Washington County

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

740•434•0758

## January 07, 2019

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

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

### USEFUL JOB SEARCH WEBSITES:

[www.ohiomeansjobs.com](http://www.ohiomeansjobs.com)

<http://careers.ohio.gov>

<http://federalgovernmentjobs.us>

[www.indeed.com](http://www.indeed.com)

<http://www.usajobs.gov>

<http://www.workforcewv.org>

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

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

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

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



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

**HER NAME IS ...**

**MIKKI FLANNERY**

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

## Administrative Assistant

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Where:

Washington County Engineer's Office  
Roger E. Wright P.E, P.S. - Washington County Engineer  
103 Westview Avenue  
Marietta, OH 45750

### JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for assisting the County Engineer in performing essential duties including but not limited to: correspondence, contracts, reports and grant writing, record keeping and filing, and human resource duties as assigned. Typical duties include answering telephone calls and routing inquiries to proper staff, scheduling, receiving the general public and providing general information, assist public with permitting, and maintain contract documentation. Assist the County Engineer with human resource duties for the department's approximately thirty employees. The Administrative Assistant should be able to do the following under the supervision of the County Engineer:

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Associates degree in Office Management or related field a Plus
- Minimum 3 years' experience in an office operation or equivalent combination of training and experience
- Must be computer proficient with a strong working knowledge in Microsoft Excel and Word
- Must possess a working knowledge of other Microsoft products and the ability to learn new computer software

#### EMPLOYMENT DETAILS

- Starting Salary contingent upon experience
- Must possess a high school diploma, and valid driver's license
- Excellent Benefit Package including medical and retirement
- Shall live within the approximate area of Washington County within 3 months of employment
- Limited out-of-county travel required
- Normal work week Mon-Thurs 7-5:30.

#### **Position Available Immediately, Applications Accepted until February 2, 2019**

To schedule an interview contact: Darci Combs

Email: [dcombs@wcgov.org](mailto:dcombs@wcgov.org)

Phone: 740-376-7430

#### **Children Services Case Manager**

Noble County Department of Job And Family Services

Ohio Means Jobs Job Number/Reference Code: 3798308

Desired Skills/Duties: Performs entry level case management duties for children services and adult protective services in Noble County. Investigates allegations of child abuse and neglect and provides protective and supportive case management services; ensures awareness of community resources; prepares and maintains records and documentation related to all reports and all on going cases. Serves as a liaison between the agency and the children, parents or guardians, court system, medical professionals, law enforcement and county prosecutor. Attends workshops and meetings may also be required to obtain adoption assessor certification. Will participate in a 24 hour on call rotation.

Mail Resume to: 46049 Marietta RD  
CALDWELL OH 43724

**Contact Name:** Mindy Lowe

Fax Resume to: (740)732-4108

E-mail Resume to: mindy.lowe@jfs.ohio.gov

## **Enrollment and Program Specialist**

Oriana House, Inc

We are looking for detailed and organized applicants who will be responsible for performing Medicaid enrollment functions for our clients in our Akron Facility. YOU MUST HAVE STRONG EXCEL SKILLS and a valid driver's license. Please review our website at OrianaHouse.org to see if this is a job for you.

**RESPONSIBILITIES:** Responsible for identifying client payer source, entering payer source information into electronic health records. Also responsible for maintaining related records, files, and performing administrative duties in the treatment department.

Essential functions of this job include, but are not limited to:

Checks identity and eligibility and accurately enters payer information into Electronic health record with appropriate enrollment date in a timely manner.

Determines and plans for collection of co-pays in an accurate and timely manner.

Works the GOSH system for ADM clients in an accurate and timely manner.

SHARES system for Cuyahoga, Franklin, and Hamilton County boards of MH/AOD.

Ensures accurate and timely Medicaid enrollment applications and reporting or feedback loop.

Conducts accurate coding quality assurance: QA on clinicians' schedules on a daily basis to review services and documentation before claim has begun for processing.

Works with Accounting Department regarding eligibility and historical claims in an effective manner.

Works problems with claims identified by the Accounting Department that need to be corrected by the clinicians (before the claims can be released for payment) in an accurate and timely manner.

Creates and runs reports in an accurate and timely manner. Disseminates same as directed by supervisor.

Assists clients with Medicaid applications in an effective manner.

Enters accurate billing information into the electronic health system to ensure clients' payer source is identified and properly billed.

Reviews, on weekly and as needed basis, all clients entering or engaged in treatment services to ensure they are receiving insurance benefits. Maintains accurate client logs to ensure all Oriana House, Inc., clients have the opportunity to enroll for Medicaid services.

Reconciles client logs and/or staff schedules to ensure that accurate and timely billings are being generated for each client.

Reviews status of Medicaid enrollment with clients so they can process documentation requests from the State in an accurate and timely manner. Documentation requests may include, but are not limited to: verification of income, verification of address, family size, etc.

Reviews, on a weekly basis, Self-Pay report for assigned area, enters the client's initial payer, and reports progress weekly to Care Logic Billing Supervisor.

Maintains effective communication with the Medicaid Administrator in the Accounting Department to ensure the work flow and billing information is understood by personnel in both departments. Works a flexible schedule in order to meet with clients who have various scheduling needs due to programming requirements and work schedules; this includes evenings as needed to ensure all clients are given access to enroller services.

Maintains contact with clients' Caseworkers and Counselors to help keep the flow of information regarding: enrollment, status of claims, needs from the clients, etc., moving forward.

Effectively schedules appointments in an accurate and timely manner for point of entry.

Effectively communicate with Caseworkers regarding enrollment status in an accurate and timely manner.

Initiates 'prior authorization' processes with insurers in an accurate and timely manner.

Maintains and monitors Vivitrol, pharmacy, orders, UDS requests, results, and supplies in an accurate and efficient manner.

**QUALIFICATIONS:** High School diploma or equivalent required. Clinical/program experience desired, but not required.

Strong computer skills including Microsoft Office Suite required. Must be willing to learn and become proficient with electronic health record system. Must possess strong organizational and accuracy skills. Reliable transportation, valid Ohio Driver's license, and a driving record that does not preclude the employee from being covered by Agency liability insurance. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

Pay rate: \$15.00 per hour

### **EMPLOYEE BENEFITS**

ANTHEM PPO plus prescription card

\$20,000 TERM-LIFE INSURANCE POLICY

LONG-TERM DISABILITY INSURANCE (60% of lost income on 91st day of disability).

VACATION HOURS - 80 hours (10 days) per year to a maximum of 600 hours.  
PERSONAL-SICK HOURS - 80 hours (10 days) per year to a maximum of 400 hours.  
HOSPITAL HOURS - 96 hours (12 days) per year to a maximum of 288 hours.

HOLIDAYS - eight paid holidays

TUITION REIMBURSEMENT PROGRAM (must be employed for one year).

EMPLOYEE ASSISTANCE PROGRAM (EAP)

RETIREMENT PLAN 403(b)

DENTAL PLAN (Employee paid)

FLEXIBLE SPENDING ACCOUNTS (FSA)

DISCOUNTED MEMBERSHIPS TO PROFESSIONAL ASSOCIATIONS

PUBLIC LOAN FORGIVENESS PROGRAM

WELLNESS PROGRAM – including FitThumb Wellness App

*Oriana House Inc., is an Equal Employment Opportunity Employer (including veterans, disabled, and other protected categories) and a Drug-free Workplace*

Job Type: Full-time

Salary: \$15.00 /hour

Experience:

Medicaid: 2 years (Required)

excel: 2 years (Required)

Education:

High school or equivalent (Required)

Indeed.com

## **E-Mail & Social Media Specialist**

Woodcraft Parkersburg, WV (26101)

Top of Form

Woodcraft

1177 Rosemar Road PO Box 1686

Parkersburg, WV 26102-1686

E-Mail & Social Media Specialist

Woodcraft Supply, LLC, a multi-channel retailer specializing in woodworking tools, supplies and knowledge is currently looking for a qualified applicant to join the digital marketing team. This position is full-time and is located in Parkersburg, WV. Woodcraft is interested in someone with a passion for social media, e-commerce marketing, and someone who can create engaging web content. We're excited to welcome a new member and look forward to hearing from you!

Requirements:

Associate degree or equivalent work experience in marketing, web design, communications, video production, online marketing, or graphic design

Strong knowledge of popular social networks

Competent in Microsoft Office Suite & Adobe CC Suite

Able to work in a team environment

Able to prioritize workload

Benefits:

Vacation, sick, and holiday pay

Health insurance

401k

Please e-mail your resume, portfolio/creative writing samples/links to social medial channel, profiles or websites to Tisha\_Schmidt@woodcraft.com by Monday, January 14, 2019.

<https://jobs.thejobnetwork.com/Job/74608986/digital-media-specialist-job-in-parkersburg-wv-26101>

## **Plant Worker**

Stericycle • Parkersburg, WV

Job Snapshot

Full-Time

\$0.00 - \$11.50 /Hour

Full Benefits, 401K

Manufacturing

Warehouse

Job Description

Position Description: We are currently seeking a Plant Worker to ensure all waste is unloaded from vehicles, the vehicles are decontaminated, and waste is properly staged for scanning and processing. The individual will perform the duties in a

safe and productive manner. Essential Duties and Responsibilities:

- \*Unload waste from incoming vehicles. Separates non-autoclavable waste to be incinerated.
- \*Stage waste on conveyor system or properly stack waste for scanning in the Biotrack system.
- \*Scan waste into the Biotrack system for proper recordkeeping purposes.
- \*Load autoclave bins or incinerator hopper with waste for processing.
- \*Place re-usable containers on tub wash line for decontamination.
- \*Operates tub wash unit insuring the wash unit is operating properly. Removes clean tubs from wash unit, inspects tubs and stacks for loading onto assigned vehicle for re-use.
- \*Operates tub wash sprayer for oversized reusable tubs insuring the unit is operating properly. Inspects tubs and stacks for loading onto assigned vehicle for re-use.
- \*Decontaminates vehicles cargo-carrying portion, reloads assigned re-usable tubs and insures cargo-carrying portion of vehicle does not have free liquid on the floor. Informs plant supervisor the vehicle is ready to be moved from dock area.
- \*Insures housekeeping issues, e.g., spills cleaned up, floor is dry, and debris not on floor, etc., are addressed immediately.
- \*Assists in other areas of the plant operation as directed.

Education and Experience Requirements: Education and Experience:

- \*High school diploma or equivalent (GED). One-year related experience or training or combination of experience and training, demonstrating strong communication skills and tact.
  - \*Position requires extensive lifting, walking, bending, and pushing. Must be able to lift up to 55 pounds and push and/or pull carts weighing as much as 500 pounds.
  - \*Demonstrates knowledge of barcode scanning and basic computer skills.
  - \*Demonstrates knowledge of Hazardous Materials and OSHA Regulations.
  - \*Demonstrates the ability to operate a powered industrial truck, e.g., forklift.
- [https://www.careerbuilder.com/job/j3m0tg622qzmpxhh37k?utm\\_source=pandologic&e=4&ccsrc=dll&utm\\_campaign=main tenance-and-repair-workers&siteid=sep\\_pand\\_&utm\\_medium=partner&uid=1546864056482jmlr632q0](https://www.careerbuilder.com/job/j3m0tg622qzmpxhh37k?utm_source=pandologic&e=4&ccsrc=dll&utm_campaign=main%20tenance-and-repair-workers&siteid=sep_pand_&utm_medium=partner&uid=1546864056482jmlr632q0)

## Copywriter

Clayman & Associates, Marietta, OH

Full Time

### Job Description

Clayman & Associates is now seeking a **Copywriter** to join our team! The Content Producer / Copywriter reports directly to Agency Principal and Senior Account Executive(s) and is responsible for creating pristine written text (known as 'copy') that works hand-in-hand with the visual concepts generated by the art director. All copy must be written in the tone suitable for the client and brand style and appropriate for many platforms, including: white papers, reports, manuals, brochures, print advertisements, blog posts, websites, videos, images, eBooks, blog posts and infographics for a wide range of clients comprised of both B2B and B2C. Additionally The copywriter needs to demonstrate command of the subject matter and is expected to work in close partnership with art directors and contribute significant input to the visual elements.

A copywriter needs a creative mind alongside an organized approach and the ability to think laterally and literally. The copywriter is expected to keep an eye on any changes to the media landscape that will influence concepts and make projects innovative and fresh. A professional outlook is also required to handle any copy amendments requested by the client, and meticulous research skills will ensure all copy is accurate and factual.

**Essential Job Duties and Responsibilities** include the following but are not limited to:

- Brainstorming visual and copy ideas with other members of the creative team
- Meeting with account Executives to discuss client's requirements and core messages
- Understanding the message that the client is seeking to express and translating this into written content
- Familiarization with product, target audience and competitor activities in the market
- Presenting initial ideas to creative director, some of which may be rejected or developed into workable concepts
- Providing various copy options, which may be presented to client as part of a story board
- Modifying content until client is satisfied
- Writing copy to engage the reader
- Carrying out amendments to client specifications
- Adhering to the tone-of-voice requested by the client
- Working with the art director to devise creative strategies
- Generating creative ideas to build innovative campaigns

### Qualifications

A bachelor's degree and three or more years of relevant work experience required.

Work within an agency setting; experience with InCopy, writing for SEO and /or technical and industrial applications also a plus.

Writing, editing, communication, investigative, research, awareness of social and cultural trends, command of the English language and an eye for detail.

### **Compensation**

Salary commensurate with experience

401K, Healthcare, Disability, Paid Vacation

Reports to office daily hours of 8:00 to 5:00 p.m.

<https://jobs.thejobnetwork.com/Job/73680955/copywriter-job-in-marietta-oh>

### **Police Officer**

City of Parkersburg, Parkersburg, WV (26101)

Parkersburg Police

Civil Service Commission

Entry Level Examination

\$10,000.00 Incentive Offered

Saturday, February 9, 2019

General Aptitude Test for Police Officers

The Parkersburg Police Civil Service Commission will be giving a general aptitude test of applicants for probationary police officers to establish a list of eligible candidates for the Parkersburg Police Department on Saturday, February 9, 2019, at 9:00 a.m. in the City Council Chambers, second floor, Municipal Building, One Government Square, Parkersburg WV 26101.

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

We are offering an incentive of \$10,000.00 to be paid after a one-year probationary period for fully certified police officers. Applications may be obtained from the Police Department on the third floor of the Municipal Building and must be returned to the third floor or mailed in before Wednesday, February 6, 2019.

The application is also available to download from our website at [www.parkersburgpolice.com](http://www.parkersburgpolice.com).

The mailing address is: Parkersburg Police Department (application), PO Box 1167, Parkersburg, WV 26102.

<https://jobs.thejobnetwork.com/Job/74608985/police-officer-job-in-parkersburg-wv-26101>

### **HR/PR Associate**

Woodcraft, Parkersburg, WV (26101)

Woodcraft

1177 Rosemar Road • PO Box 1686

Parkersburg, WV 26102-1686

HR/PR Associate

Woodcraft Supply, LLC is currently looking for a Human Resources/Payroll Associate with problem-solving skills and a desire to continuously improve processes and practices. Responsibilities include processing payroll, data entry into HRIS, and 401k administration.

Qualification and Education Requirements:

- Associates degree (A.A) or equivalent from two-year College or technical school or one or more years of related experience and/or training; or equivalent combination of education and experience
- 1+ years of HRIS experience
- 1+ years of Payroll and HR experience

Essential Functions of the Job:

- Handles employment application intake
- Performs HRIS data entry and personnel file maintenance
- Assists with new-employee orientations
- Maintains confidential personnel files and personnel actions
- Responds to reference checks and verifications of employment status
- Assists the manager with HR projects
- Assists with benefits administration
- Compile payroll data such as garnishments, vacation time, insurance and 401(k) deductions
- Process weekly transfer of payroll data to ADP
- Compile internal management reports from payroll system software
- Assists the manager with payroll projects

All qualified candidates will receive a response.

Please e-mail your resume to [Tisha\\_Schmidt@woodcraft.com](mailto:Tisha_Schmidt@woodcraft.com).

Responses must be received by Monday, January 14th.

<https://jobs.thejobnetwork.com/Job/74608987/human-resources-coordinator-job-in-parkersburg-wv-26101>

## **Unloading Rig Laborer - Belpre, Ohio at CRH Americas Materials**

City: Belpre

State: Ohio

Postal/Zip Code: 45714

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

### **Company Overview**

Headquartered in Thornville, Ohio (approximately 30 miles east of Columbus), The Shelly Company operates in 74 counties throughout the state and employs approximately 2,000 employees. The Shelly Company is divided into four divisions. The Southern, Northwest and Northeast Divisions supply aggregates, asphalt and paving services throughout their geographic areas. The ReadyMix Division is a supplier of concrete and operates locally as Smith Concrete, Medina Supply and All Ohio Ready Mix.

The Shelly Company currently has a need for an Unloading Rig Laborer at the Price Inland Facility in Belpre, Ohio.

### **SUMMARY**

The Unloading Rig Laborer will be responsible for assisting the crane operators in everyday tasks as well as general labor duties at Price Inland Terminal and other locations as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for the unloading of different types of material as well as preventative maintenance that needs to be done each day.

Responsible for setting up and organizing conveyer belt systems and watching over the unloading process.

Must perform clean up duties during the unloading as well as after the unloading is completed, which will include shovel work

Assists supervisor or operations manager with the daily operations and upkeep of the Price Inland facility.

Ability to maintain and safely and efficiently operate heavy equipment, including but not limited to; Frontend Loader and skid steer loader.

Other miscellaneous duties include but not limited to; general labor, shoveling, performing necessary equipment maintenance, assisting foreperson and/or crew members as needed.

May perform welding and fabrication duties as required.

Ability to detect safety hazards and equipment malfunctions and respond accordingly.

Ability to follow directions.

General understanding of OSHA & MSHA regulations.

### **OTHER REQUIREMENTS**

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

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

Must be willing to work nights and weekends when necessary.

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

Strict adherence to The Shelly Company Manual of Safety Practices & Procedures.

Strict adherence to The Shelly Company policies and procedures as outlined in the book of company policies.

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

### **PERSONAL PROTECTIVE EQUIPMENT**

Individuals are required to wear personal protective equipment in designated operations and production areas. Protective equipment that may be required, but not limited to, for this position: Coveralls, Fall Protection, Gloves, Welding Gloves, Hard Hat, Hearing Protection, Padlocks for Lockout/Tagout, Respiratory Protection, Safety Glasses, Safety (hard toe) Shoes, Welding Aprons, Welding Helmet, Welding Shield.

### **QUALIFICATION REQUIREMENTS**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job with or without reasonable accommodations, using some combination of skills and abilities.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively present information in one-on-one and small group situation to customers, clients and other employees of the organization.

#### **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical skills.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance at heights up to 60 feet from ground level.

The employee must occasionally lift and/or move up to 50 pounds. Must be able to frequently bend, stand, walk and reach. Must be able to occasionally kneel, squat, climb, sit, drive, use fine and repetitive motor skills.

### **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to existing weather conditions, fumes or airborne particles. The noise level in the work environment is usually loud.

Environment is occasionally hot or cold, frequently wet and continuously working with others. There is frequent exposure to noise and moving equipment.

*If you are looking for a company who values their employees and has opportunities for employee development and advancement, apply now. For more information about The Shelly Company and Oldcastle visit [www.shellyco.com](http://www.shellyco.com) and [www.oldcastle.com](http://www.oldcastle.com) If you're up for a rewarding challenge, we invite you to take the first step and apply today! Thank you for your interest in expanding your career with The Shelly Company/Oldcastle Materials!*

### **What Oldcastle Offers You**

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

Highly competitive base pay

Comprehensive medical, dental and disability benefits programs

Group retirement savings program

Health and wellness programs

### **About Oldcastle**

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

If you are looking for a company who values their employees and has opportunities for employee development and advancement,

apply now. For more information about The Shelly Company and Oldcastle

visit [www.shellyco.com](http://www.shellyco.com) and [www.oldcastle.com](http://www.oldcastle.com) If

you're up for a rewarding challenge, we invite you to take the first step and apply today! Thank you for your interest in expanding

your career with The Shelly Company/Oldcastle Materials!

Follow Oldcastle Careers on [Facebook](#), [Twitter](#), [Google+](#), [Pinterest](#), [WordPress \(Career Blog\)](#) and [LinkedIn!](#)

The Shelly Company is an Affirmative Action and Equal Opportunity Employer

EOE / M / F / Vet / Disability

The Shelly Company is part of the [Oldcastlecareers™](#) network.

[https://job-openings.monster.com/unloading-rig-laborer-belpre-ohio-belpre-oh-us-146705/204218286?WT.mc\\_n=sk\\_feed\\_wantedtech](https://job-openings.monster.com/unloading-rig-laborer-belpre-ohio-belpre-oh-us-146705/204218286?WT.mc_n=sk_feed_wantedtech)

## **Customer Service Representative**

Dimex LLC14 - Marietta, OH 45750

Dimex is a fast- paced growing company! We are looking for a Customer Service Representative to join our team.

The Customer Service Representative focuses on positive experiences for customers in accordance with Dimex standard operating procedures. They act as customer liaison to fulfill orders and resolve issues professionally and accurately. This is not a traditional customer service job where the CS Reps. spend a great deal of time on the phone, interacting with customers, and keying in orders. Most orders come in electronically. The CS reps are involved in processing orders once received, interacting with inventory, production, and shipping to ensure orders are processed timely, and providing tracking data to the customer.

Attention to detail, ability to adhere to timeliness of the order processing schedule, and ability to type quickly on both alphanumeric and numeric keypad are all imperative to be successful in this position. The successful candidate must be a

team player, willing to back up other CS representatives during peak periods and absences and able to work overtime when needed.

This is not intended to be a full job description. The full job description will be available for review for those selected for an interview.

Experience:

Education – High school diploma required.

Additional education or training in administrative/office related subjects is a plus, especially experience which includes quick paced data entry responsibilities.

Some previous experience in a customer service environment office type environment is required (not including work in retail or as a hostess) with preferred experience in a manufacturing environment.

Benefits:

Dimex provides a full benefit package after 30 days of employment and a matching 401K program after 6 months of employment.

*Dimex provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Dimex complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

Indeed.com

## **Guest Specialist**

Captain D's

What makes Captain D's a great place to work? It's our people. We've built a culture that is committed to developing and empowering our people. We understand that taking care of our team is the most valuable ingredient for success.

Captain D's hires employees with the potential for career advancement in mind. Whether you have years of experience as a cashier, server, cook, and prep cook, or no experience at all, we have an opportunity for you to develop a career in the restaurant industry.

As a Guest Specialist, you are the face of the company and are responsible for ensuring our guests enjoy their experience at Captain D's.

Sharpen your customer-service and teamwork skills, learn to make great food, and get ready to grow. We promote from within and are looking for the next generation of leaders to apply now.

Here are the qualities we are looking for in our Guest Specialists:

Guest focused

Enthusiastic and friendly

Desire to learn and grow

Ability to work in a fast-paced team setting

Indeed.com

## **Front Office Assistant**

MedExpress, Vienna, WV

General Position Description:

The Front Office Assistant will be responsible for greeting patients, activating patient files, and provide support to patients and medical staff.

MedExpress Core Responsibilities:

Has a contagious and positive work ethic, inspires others, and models the behaviors of Genuine, Caring, Friendly.

Demonstrates effective verbal and written communication that is clear, well-organized, and demonstrates an understanding of audience needs.

Through genuine and positive communication, makes each customer feel informed, understood, and special.

An effective team player who contributes valuable ideas and feedback and can be counted on to meet commitments.

Is able to keep up in the MedExpress environment by facing tasks and challenges with energy and passion.

Pursues activities with focus and drive, defines work in terms of success, and can be counted on to complete goals.

Adherence to standards of business conduct and compliance.

Principal Duties and Responsibilities:

Welcome all MedExpress patients and visitors by greeting them in person, answering inquiries, and directing them through the registration process.

Answering multi-phone lines, filing, faxing, scanning documentation, and completing daily patient callbacks.

Discharge patients, assist office and clinical staff, and close office at the end of the night.

Collect all insurance information, verify patient demographics, process payments, post patient balances, and complete phone sheets.

Maintain a neat and clean work environment and professional appearance, and adherence to relevant health and safety procedures.

Working Relationships:

Other center staff if applicable.

Qualifications:

1 year of prior customer service OR experience in a medical office setting required.

Ability to multi-task and work well under pressure.

Knowledge of basic computer software and the ability to learn Electronic Medical Records.

Communicates well with patients and medical staff.

Ability to follow OSHA/HIPAA guidelines.

Working Conditions:

Center-Based. Requires working in a clinical setting. The noise level is moderate and there is a potential for exposure to infectious diseases and blood-borne pathogens. Also requires: travel to other Centers, the ability to stand and sit for hours at a time, (with some bending and stooping), ability to use manual dexterity in relation to clinical requirements, and ability to lift 50 lbs.

[https://www.appone.com/maininforeq.asp?Ad=169612&R\\_ID=2277970&Refer=&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=169612&R_ID=2277970&Refer=&B_ID=44)

## **Dining Services Assistant**

Elmcroft

Our shifts for the kitchen are 6a to 2p, 11a to 7p and 4p to 7p. We need an applicant that would be available to cover any or all these shifts on any given day. Must also be available to work weekends and holidays as scheduled. This position is part-time around 20 hours a week, with the possibility of becoming full-time.

Position Summary

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

Essential Duties

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

Meets Elmcroft Standards established for the Dining Services department.

Reads, understands, and complies with State Regulations established for Food Service departments.

Washes and stacks dishes, pots and pans.

Keeps dishwasher, dishwashing area, pot and pan area, and dumpster area clean.

Glasses and cups shall be stored inverted in a sanitary manner.

Collects and places garbage and trash in designated containers. Empties all trash and cleans trash cans. Washes garbage/trash cans each day.

Sweeps and mops floor daily. Uses approved EPA cleaning products.

Assists cooks and CNAs upon request.

Cleans and presses linen tablecloths on tables for every meal. (May use substitution for breakfast.)

Pre-sets tables for every meal per guidelines in Dining Services Guide.

Makes sure that there are fresh flowers on the tables.

Places a bread basket of fresh bread with butter/margarine on each table before the meal is served.

Serves meals from the left and removes meals from the right.

Removes each course before the next meal is served.

Returns all soiled dishes directly to the dishwashing area.

Presents a clean and neat appearance, wearing aprons, hair nets, and other protective clothing as necessary.

Is fully knowledgeable of the fire evacuation and disaster policy of the community and participates as assigned in fire and disaster drills.

Demonstrates an understanding of compliance and ethics program policies and procedures.

Completes all mandatory compliance, HIPAA and state and federal regulatory training as required.

Maintains appropriate degree of confidentiality.

Performs other duties as assigned and which relate to the success of Elmcroft and the Care, Comfort, and Happiness of our residents.

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

Brand: Elmcroft

Address: 150 Browns Rd Marietta, OH - 45750

Property Description: Elmcroft of Marietta

Property Number: 517-8007

Indeed.com

## **Marietta Giant Eagle Now Accepting Applications**

Giant Eagle Inc., ranked 35th on Forbes Magazine's largest private corporations list, is one of the nation's largest food retailers and distributors with approximately \$9.6 billion in annual sales. Founded in 1931, Giant Eagle, Inc. has grown to be the number one supermarket retailer in the region with 417 retail locations throughout western Pennsylvania, north central Ohio, northern West Virginia and Maryland.

Team Members who work for our flagship banner, Giant Eagle, are continually redefining and improving the supermarket shopping experience. We're creating a destination where customers find high-quality foods and convenience-oriented services, along with some pleasant and unexpected surprises as we try new things and roll out new ideas. You will be part of a growing team that emphasizes building lifelong relationships with our customers by focusing on understanding and exceeding their needs.

### **Position Summary**

A "now hiring application" is for a variety of entry-level positions that Giant Eagle frequently hires. By submitting this application, you are expressing interest for this location. Giant Eagle Team Members work with enthusiasm and pride and are not afraid to take smart risks. We have fun and constantly inspire each other to go the extra mile. We are hiring full-time and part-time Team Members for a variety of positions and departments, including: Front End: Cashier, Lot Attendant, Customer Service, Eagles Nest Attendant Grocery: Stock Clerk Produce: Stock Clerk Meat, Seafood, Deli & Cheese: Sales Clerk Prepared & Gourmet Food: Sales Clerk Health/Beauty/Wellness: Stock Clerk Catering: Sales Clerk Floral: Sales Clerk GetGo & Fuel Station Attendant

### **Responsibilities**

#### **Job Responsibilities**

Provide amazing customer service by greeting customers and ensuring that orders and requests are fulfilled to meet their expectations

Greet customers in a friendly manner throughout the store

Become familiar with products to answer questions and make suggestions

Handle product and equipment in accordance to all safety guidelines to ensure a safe working and shopping environment

Maintain cleanliness of department and work area

Assist in other areas as assigned

<https://jobs.gianteagle.com/job/9013078/?codes=EXT-IND>

## **Loan Operations Vault Clerk**

Peoples Bank

### **Job Purpose**

This entry level position receives, verifies, sorts, and files loan documentation, vehicle titles, and mortgages. This team member will be responsible for the management of the loan vaults and tracking collateral exceptions. Additionally, this team member will provide extraordinary customer service to internal and external customers, answer calls and research questions regarding loans serviced by Peoples Bank. Other functions that support the above-mentioned processes will also be the responsibility of the position.

### **Job Duties**

Management of the loan vaults

Create and pull files

File loan documentation

Complete inventories

Track lien perfection efforts (titles, recorded mortgage/deed of trust, and final title opinions)

Answer calls and research questions from internal and external customers

Add and check back automatic transfers to IBS Insight

Complete service requests input through our Peoples One (P1) service system

Develop and update written procedures

Cross train with other positions within the Loan Operations department

Other projects and tasks as assigned

Normal hours are 8:00am to 5:00pm, Monday – Friday, some Saturdays 8:00am-12:00pm

### **Education, Experience and Job Skills**

High School Diploma required, Associates Degree preferred

Ability to work in a fast-paced environment with a high degree of accuracy and close attention to detail

Basic knowledge of Microsoft Word and Excel

Excellent verbal and written communication skills

Ability to prioritize and effectively manage time to meet deadlines

At least one year of banking experience preferred

Positive and professional attitude in an open, team environment

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=16c73aad-d909-4f4d-8ed3-2548ec1139b9&jobId=40658&source=IN>

## **Maintenance Worker**

Belpre Landing Skilled Nursing & Rehab

Continuing Healthcare Solutions has an immediate need for an experienced Maintenance Worker at their Belpre Landing location.

Belpre Landing is a state of the art facility specializing in short term to home rehabilitative care, including physical, occupational, and speech therapy. Belpre Landing also offers personalized services such as restaurant style dining and other amenities not currently found in the mid-Ohio valley.

*The mission of Continuing Healthcare Solutions is to provide our residents with exceptional care and treat them with the highest levels of dignity and respect.*

We are looking for a candidate, preferably with previous experience in the healthcare environment with knowledge of plumbing repairs such as, unplugging toilets, repairing washers and dryers, replacing broken pipes/water lines, maintain and replace light bulbs, electrical outlets and replace wiring in various equipment used by the facility.

We offer the following outstanding benefit packages and competitive wages to our full-time employees!

Competitive Compensation

Medical/Dental/Vision and Supplemental Insurance Programs after 30 days of employment

401-k with Employer Match on the first of the month following 30 days of employment

Voluntary Pet Insurance

Paid Holidays

Employee Recognition program with bonus potential

Tuition Reimbursement Program

Paid Time Off (PTO) Program

Advancement Opportunities

Fun, friendly work environment

Must have a valid driver license, high school education preferred, 1-2 years' experience in a related field, knowledge of plumbing, electrical, and carpentry is required!

If you feel you are qualified for this position, please apply through Indeed or visit us in person to 1915 Hill Street, Belpre, Ohio. Thank you for your interest in our growing company, we look forward to working with you!

Job Type: Full-time

Experience: Maintenance: 2 years (Required)

Education: High school or equivalent (Required)

License: Driver's License (Required)

Indeed.com

## **Housekeeping/Cleaner**

Washington-Morgan Counties Community Action

Cleans waiting room, break room, training and meeting rooms, restrooms, offices, classrooms, corridors and stairways.

Sweeps, scrubs, and mops floors.

Cleans rugs, carpets, upholstered furniture and draperies.

Dusts furniture.

Washes walls, ceiling and woodwork.

Washes windows, door panels, and sills.

Empties wastebaskets and trash containers and replenish liners.

Transports trash and waste to disposal area.

Clean and maintain housekeeping tools such as mop heads, sweepers etc.

Complete required job duties listed on janitorial checklist and return checklist to supervisor daily.

Provides light snow removal in walking areas immediately adjacent to building as needed.

Monitors levels of all supplies and ensures appropriate amounts are ordered in a timely fashion.

Replenishes supplies such as toilet paper and paper towels.

Job Type: Part-time

Salary: \$9.54 /hour

Experience: Cleaning: 1 year (Preferred)

License:

Driver's License (Required)

Indeed.com

## **SALES ASSOCIATE in MARIETTA, OH**

Dollar General

Dollar General (NYSE: DG) is a Fortune 200 company with more than 15,000 retail locations in 44 states, 15 distribution centers and 130,000 employees that embody our mission of *Serving Others* each and every day. We work in an energetic

atmosphere that embraces innovation, diversity and teamwork, all while keeping our customers and communities at the center of everything we do! At Dollar General, employees have numerous growth and development career opportunities through award-winning training and being part of one of America's fastest-growing retailers. Apply today and let's grow together!

#### Job Details

#### GENERAL SUMMARY:

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.

#### DUTIES and ESSENTIAL JOB FUNCTIONS:

Provide excellent customer service, greet and assist customers.

Operate cash register and scanner to itemize and total customer's purchase, collect payment from customers and make change, bag merchandise, and assist customers with merchandise as necessary.

Follow company merchandise processes; unpack, stock, restock, and rotate merchandise on shelves and build merchandise displays.

Clean the store, take out trash, dust and mop store floors, clean restroom and receiving room, and help set up sidewalk displays.

#### Qualifications

#### KNOWLEDGE and SKILLS:

Effective interpersonal and oral communication skills.

Understanding of safety policies and practices.

Ability to read and follow planogram and merchandise presentation guides.

Knowledge of basic cash handling procedures.

Basic mathematical skills.

Ability to perform cash register functions.

Ability to stock merchandise.

#### WORK EXPERIENCE and/or EDUCATION:

High school diploma or equivalent preferred.

#### WORKING CONDITIONS:

Frequent walking and standing

Frequent bending, stooping, and kneeling to run check out station, stock merchandise and unload trucks; which may also require the ability to push and/or pull rolltainers for stocking merchandise

Frequent handling of merchandise and equipment such as handheld scanners, pricing guns, box cutters, merchandise containers, two-wheel dollies, U-boats (six-wheel carts), and rolltainers

Frequent and proper lifting of up to 40 pounds; occasional lifting of up to 55 pounds

Occasional climbing (using step ladder) up to heights of six feet

Fast-paced environment; moderate noise level

Occasional exposure to outside weather conditions

*Dollar General Corporation is an equal opportunity employer.*

[https://retail-dollargeneral.icims.com/jobs/88506/sales-associate-in-marietta%2c-oh/job?iisc=Indeed.com\\_O&mobile=false&width=1713&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240](https://retail-dollargeneral.icims.com/jobs/88506/sales-associate-in-marietta%2c-oh/job?iisc=Indeed.com_O&mobile=false&width=1713&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240)

300&jun1offset=-240

### **Customer Service Representative/Teller**

First Mutual Bank - Belpre, OH

Provide excellent customer service by processing customer transactions; answers customer inquiries both in person and on the telephone; follows-up with customers as necessary.

Operates Teller window; maintains acceptable outages based on guidelines; maintains appropriate cash limits; follows policies and procedures to ensure compliance.

Opens and closes deposit accounts with accuracy and in accordance with applicable regulations.

Cross-sells bank's products and services by using insights gained about the customer's needs; provides investment mortgage, business banking referrals, follows up on referral opportunities.

Assist in performing back office duties which includes completing branch reports, balancing the ATMs, processing night/mail deposits, and filing.

Other duties as required.

Job Type: Full-time

Experience: sales: 1 year (Preferred)

Financial Services: 1 year (Preferred)

Customer Service: 1 year (Preferred)

Retail Banking: 1 year (Preferred)  
Education: High school or equivalent (Required)  
Work environment: Office  
Communication method(s) used: In person  
Indeed.com

## **Housekeeper**

### **The Galley**

Premier dining and entertainment venue seeks a Housekeeper to join the team! The Galley, The Adelphia Music Hall, and The Hackett (Hotel) are all posited at the epicenter of Historic Marietta, Ohio. The Galley is seeking hardworking individuals who enjoy detailed work and are self-motivated for Housekeeping duties at a restaurant, concert venue, and a boutique hotel.

Requirements Include:

2+ years of Housekeeping experience

Climbing multiple flights of stairs at a time, from 1st Floor to 3rd Floor. This is required numerous times a day in the course of cleaning Hackett Rooms.

Lifting and repositioning mattresses in the course of changing sheets and cleaning rooms.

Climbing onto a ladder in the normal course of cleaning rooms.

Lifting supplies in and out of storage closets. Some in excess of 25 pounds.

Carrying mop bucket with water up and down stairs numerous times a day.

Carrying full laundry basket up and down stairs numerous times a day.

Washing interior and exterior of tilt in windows; requiring lifting, reaching and stretching to accomplish this task.

Dusting and cleaning all high and low points of surfaces in Hackett, from sprinkler lines to base of cabinets.

Loading and unloading laundry into stackable washer and dryer on 2nd floor of building; requiring lifting, stretching and reaching.

Job Type: Full-time

Experience: housekeeping: 1 year (Preferred)

Indeed.com

## **Evening Janitor**

### **Kimco Services**

Job Requirements:

Ability to bend, stoop, walk, reach, and climb for extended periods of time

Ability to lift a minimum of 50lbs.

Use timekeeping system to document hours worked per day

As a Janitor with Kimco Facility Services, you will be important to our success. We are seeking candidates who take pride in their work, are reliable and who can work whether our customer locations are open or closed. You will be responsible for the cleanliness of some of the premium and highly visible locations. We will count on you to communicate professionally with the public and other Kimco Facility Services employees. If this sounds like an opportunity for you, we encourage you to apply with us TODAY! Must be able to pass background screen and E-verify.

Evening Cleaning Position

\$9.00 hr.

5 days a week 1.5 hrs. a clean

Monday, Wednesday, Thursday, Friday, Saturday

(1/2 shifts on Thursday, Saturday)

Essential Duties:

Maintain safety procedures by handling cleaning equipment and supplies according to company protocols

Clean floors by sweeping, mopping, scrubbing, or vacuuming

Gather and empty trash and replace trash bags

Cleaning and stocking restrooms, breakrooms, and other areas

Dust furniture, walls, machines, and equipment

Polish windows and other surfaces as assigned

Monitor building security and safety by performing such tasks as locking doors after operating hours and other duties as outlined in the scope of work

Other duties as assigned

<https://recruiting.adp.com/srccar/public/RTI.home?c=2167301&d=KIMCOExternalCareerSite&rb=INDEED&r=5000447795106#/>

## Shift Leader

Captain D's

What makes Captain D's a great place to work? It's our people. We've built a culture that is committed to developing and empowering our people. We understand that taking care of our team is the most valuable ingredient for success.

Captain D's hires employees with the potential for career advancement in mind. Whether you are a seasoned professional with years of experience or just starting your career, our excellent training and development programs will hone your leadership skills and provide you with the tools and skillset to achieve a lifetime of success.

As a Shift Leader, you will lead your team, assign responsibilities, and solve day-to-day challenges.

We promote from within and are looking for the next generation of leaders to apply today.

Here are the qualities we are looking for in our Shift Leaders:

1+ years of experience leading and motivating a team

Customer-first mentality

Enthusiastic and friendly

Desire to learn and grow

Ability to work in a fast-paced team environment

Attention to detail with capacity to juggle multiple tasks at once

Interest in mentoring more junior staff

Indeed.com

## Process Control Technician

The Chemours Company

As we create a colorful, capable and cleaner world through chemistry, we invite you to join our team to harness the power of chemistry to shape markets, redefine industries and improve lives for billions of people around the world.

This position is a key role in the Operations Manufacturing Technology team. The position provides hardware and software technical support for the DCS, PLC, and other process control systems. The role will be assigned to support a primary operating unit in the Washington Works facility. Individual unit operations include but are not limited to: distillation columns, compressors, pumps, refrigeration machines, multiple alloys, reactors, piping, tanks, thermal oxidizer, etc.

Core Job Responsibilities:

Ownership of the process control systems including Distributed Control Systems (DCS), Programmable Logic Controllers (PLCs), and associated devices.

Manage the DCS and PLC Systems, and associated infrastructure, including:

Logic Configuration

Console Graphic and Database Configuration

Data Structure Configuration

Leading upgrades and renewal efforts to ensure ongoing reliability

Preventative, Predictive Maintenance and Life-Cycle Management

Provide day to day trouble-shooting support to operations

Manage Windows Client Server Networking Environment

Manage IT Connections to the Process Control Systems

Monitor Programs for Alarm Management

Monitor Process Historian

In order to be qualified for this role, you must possess the following:

A minimum of a High School Diploma

3+ years' experience with instrument/electrical and control system applications

Excellent troubleshooting skills

The following skill sets are preferred by the business unit:

A Technical Diploma or greater is preferred

5+ years' experience supporting process control systems in a Chemical Plant

Familiarity with multiple variations of DCS/PLC software logic

Experience with installing and managing IT Networks, Servers, etc.

At Chemours, you will find sustainability in our vision, our business and your future. If you want to work on the leading edge of your field and have a desire to make a difference, join Chemours and discover what it means when we say "We Are Living Chemistry".

[https://chemours.wd5.myworkdayjobs.com/en-US/Chemours/job/US---WV---Parkersburg/Process-Control-Technician\\_JR2838](https://chemours.wd5.myworkdayjobs.com/en-US/Chemours/job/US---WV---Parkersburg/Process-Control-Technician_JR2838)

## UTILITY FIELD TECHNICIAN

Aramark @ Kraton Polymers Belpre \$12-\$14 hour

Description:

**SUMMARY:**

The Utility Field Technician shall perform general maintenance tasks including but not limited to minor vehicle repairs, moving furniture, painting, replacing light bulbs, weed trimming, shoveling snow, operating a forklift, trash handling, cleaning up spills, etc.

Safety is the number one priority. You are responsible for your safety and the safety of your co-workers. All work shall be performed safely and completed in a timely manner to customer's satisfaction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following.

Perform minor vehicle repairs

Installing shelves, window blinds, etc.

Laying or removing floor tiles

Clean up spills

Rearrange offices

Painting offices

Clean fire- fighting equipment

Change light bulbs

Assists with set-up and tear down of meeting rooms

Moving furniture

Assist with grounds maintenance projects such as trimming, mulching, planting trees and shrubs, etc.

Backfill for Utility Forklift Operator

Backfill for plant mail room

Perform audits

All other duties as assigned by the Supervisor and/or Facility Manager

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

Must be able to pass a background check & drug screen

Must have a valid driver's license

Must be able to use hand tools, such as hammers, screwdrivers, etc.

Must be able to use painting tools such as paint brushes, rollers, etc.

Must be able to use garden tools such as rakes and shovels

Must be able to use power tools such as drills, weed blowers, weed trimmers, snow blowers, etc.

Must be available for on-call assignments

**EDUCATION and/or EXPERIENCE:**

**Must have a high school diploma.**

Prior forklift experience is a plus

**LANGUAGE SKILLS:**

Must have good verbal and written communication skills

**MATHEMATICAL SKILLS:**

Must be able to understand and perform basic mathematical equations.

**REASONING ABILITY:**

Must be able to make sound decisions taking into consideration your personal safety as well as the safety of others.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid, state issued driver's license

Must have a current forklift operator's certificate (training is provided)

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

Must be able to ingress and egress vehicles without assistance

Must be able to lift 50 pounds

Must be able to climb a minimum of 25 stairs

Must be able to work outdoors year round

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

The work environment is a petro-chemical facility that manufactures polymer resins for use in numerous aftermarket products. The facility uses many hazardous chemicals in the manufacturing process.

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6771&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6771&keyword=&region_browse=&category=999)

## **SUPERVISORS**

Waterford Tank

\$28.00 per hour

Description:

Plant Supervisor,

Will be in charge of supervising up to 30 employees.

Normal hours 7:00- 5:00 Plus some Saturdays

2-4 years of supervising experience required.

Welding back ground a plus

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6769&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6769&keyword=&region_browse=&category=999)

## **Mechanic Technician for Tank Trailers**

Polar Service Centers, Marietta, OH, USA

### Compensation

\$12 to \$30 Hourly

### Benefits Offered

401K, Dental, Life, Medical, Vision

### Employment Type

Full-Time

### Why Work Here?

*“Steady employment, defined career path, pay increase reviews every 6 months and BONUS pay for good efficiency!”*

### **Pay Range: \$12.00 to \$30.00**

Starting pay rate is based on experience.

**Pay Rate Reviews Every 6 Months** until you reach top pay

Seeking a skilled technician with tank/trailer repair experience.

**Diesel Mechanics with a degree or experience and some welding knowledge are great candidates for this position.**

HM183 and DOT inspection experience is a big plus, be sure and list it in the application if you apply on line.

**Technicians are reviewed every 6 months for pay rate increases**

### **Job Requirements:**

At least 18 years of age

Be authorized to work in the United States

Cargo tank and/or trailer fabrication/repair experience

High School diploma or GED

Able to pass a drug test, background check and medical exam to make sure you are capable of performing the essential functions of the job.

### **Welding or Mechanical skills in one or more of the following areas:**

The ability to diagnose failures and make repairs on mechanical, electrical or other various systems on a trailer.

Tank service and repair

Knowledge of air brake systems and repairs

A working knowledge A.B.S. systems

TIG aluminum, stainless or carbon welding experience

Ability to effectively and efficiently inspect tanks and trailers to align with DOT standards (HM183, hazmat)

### **Physical Demands:**

Must regularly lift and/or move up to 50 pounds and, with assistance, occasionally lift and/or move up to 100 pounds.

**Must be able to fit through a 20-inch manhole and be able to work in confined spaces.**

**Polar offers competitive pay dependent on experience and knowledge. In addition, career advancement is built in at Polar!**

**Scheduled pay increase reviews every 6 months until you hit top pay!**

**The more skills you have the more money you make!**

### **Some of the perks of working at Polar include:**

Medical, Dental and Prescription Insurance

Disability and Life Insurance

Paid Time Off program

Holiday Pay

Flexible Spending Account (FSA)

Tool Purchase Program

401k (with Employer Match)

Scheduled reviews for pay increases

Career Advancement

Bonus Pay! based on team efficiency

About Polar Service Centers:

Polar Service Centers, a division of EnTrans International, is the largest nationwide commercial repair and parts supplier serving the tank truck market in the United States. We have close to 30 service centers throughout the U.S. and we are actively searching for more skilled individuals to join our team.

Company address: 30760 State Rt. 7, Marietta OH 45750

<https://www.ziprecruiter.com/jobs/polar-service-centers-98c80760/mechanic-technician-for-tank-trailers-f84b6aa1>

## **Copywriter**

Clayman & Associates Marietta, OH, USA

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Clayman & Associates is now seeking a **Copywriter** to join our team! The Content Producer / Copywriter reports directly to Agency Principal and Senior Account Executive(s) and is responsible for creating pristine written text (known as 'copy') that works hand-in-hand with the visual concepts generated by the art director. All copy must be written in the tone suitable for the client and brand style and appropriate for many platforms, including: white papers, reports, manuals, brochures, print advertisements, blog posts, websites, videos, images, eBooks, blog posts and infographics for a wide range of clients comprised of both B2B and B2C. Additionally The copywriter needs to demonstrate command of the subject matter and is expected to work in close partnership with art directors and contribute significant input to the visual elements.

A copywriter needs a creative mind alongside an organized approach and the ability to think laterally and literally. The copywriter is expected to keep an eye on any changes to the media landscape that will influence concepts and make projects innovative and fresh. A professional outlook is also required to handle any copy amendments requested by the client, and meticulous research skills will ensure all copy is accurate and factual.

**Essential Job Duties and Responsibilities** include the following but are not limited to:

Brainstorming visual and copy ideas with other members of the creative team

Meeting with account Executives to discuss client's requirements and core messages

Understanding the message that the client is seeking to express and translating this into written content

Familiarization with product, target audience and competitor activities in the market

Presenting initial ideas to creative director, some of which may be rejected or developed into workable concepts

Providing various copy options, which may be presented to client as part of a story board

Modifying content until client is satisfied

Writing copy to engage the reader

Carrying out amendments to client specifications

Adhering to the tone-of-voice requested by the client

Working with the art director to devise creative strategies

Generating creative ideas to build innovative campaigns

### **Qualifications**

A bachelor's degree and three or more years of relevant work experience required.

Work within an agency setting; experience with InCopy, writing for SEO and /or technical and industrial applications also a plus.

Writing, editing, communication, investigative, research, awareness of social and cultural trends, command of the English language and an eye for detail.

### **Compensation**

Salary commensurate with experience

401K, Healthcare, Disability, Paid Vacation

Reports to office daily hours of 8:00 to 5:00 p.m.

<https://www.ziprecruiter.com/jobs/clayman-associates-c3e94a0e/copywriter-2fef0d25>

## **Marketing Coordinator**

Job Responsibilities:

Continually develop & implement comprehensive marketing strategies for each store brand identity (multiple locations); oversee all marketing efforts, both internal and external.

Job Duties:

Planning, management and execution of multifaceted marketing strategies to meet aggressive sales goals

Continual development of store brand identities

Management of and engagement with digital marketing channels

Management and application of marketing budget

Event planning and execution

Develop and apply brand-compliant advertising material

Manage advertising co-op reimbursement funds  
Interface with advertising suppliers  
Manage brand compliance in all marketing efforts  
Ensure effectiveness of marketing efforts  
Prepare reports using sales & other data  
Manage promotional material inventory  
Requirements  
Strong interpersonal skills  
Strong analytical skills  
Photoshop/Design experience is a plus  
Career motivated  
Education requirements are flexible, based on experience & capability  
Job Type: Full-time  
Indeed.com

## **Scheduler**

Marietta Memorial Hospital

In an environment of continuous quality improvement, the Scheduler is responsible for quality patient care in which orders are received by phone, fax and by electronic lists through the EMR. Exhibits the MHS Standards of Excellence and exercises strict confidentiality at all times.

Job Requirements:

High School Diploma, GED, or equivalent required

Associate Degree in Medical Office Administration preferred

Minimum of 1- year experience in a medical practice environment with registration dealing with insurance issues and/or scheduling experience required

Minimum of 2 years' experience in hospital, medical office or clinic setting in registration dealing with insurance issues and/or scheduling experience preferred

Previous education in medical terminology, anatomy and physiology, or graduate/certification from medical office program preferred

Ability to read, write and do math as generally demonstrated by a high school diploma or GED

Typing, spelling, basic medical terminology, interpersonal skills and familiarity with computers

Ability to accurately gather and interpret data related to the patients scheduled testing and the registration process

Ability to communicate with patients and family members in stressful situations

Ability to professionally represent the hospital to patients, physician offices, and family members

Excellent communication skills in written and oral form

Job Functions:

1. Maintains knowledge of all modalities and scheduling exam/visits for Memorial Health System.
2. Schedules any of the modalities listed below: PT/OT, Speech, Infusion, Physician offices, Radiology, Vascular, Cath lab, Oncology, Sleep Lab, EMG.
3. Schedules appointments for patients as ordered from providers by incoming calls, faxed orders and from the electronic lists.
4. Schedules appointments appropriately based off of the order from the providers and according to the scheduling policies.
5. Accurately interprets written and verbal orders from providers.
6. Requests appropriate orders based on the requirements set forth in the Order Policy.
7. Uses electronic lists appropriately within those software based on policies/guidelines to determine when and how to send back to the provider for clarification.
8. Verifies insurance, copay or coinsurance, and properly pre-register patients when appropriate. Works with PFA's and the precertification department when certain guidelines are met.
9. Learns computer programs used in centralized scheduling.
10. Completes required competencies.
11. Handles all aspects of scheduling including but not limited to: scheduling office appointments, retrieving faxed referral forms, finding appointments, handling patient referrals, coordinating procedure scheduling.
12. Processes and files correspondences, reports, office notes, and same day scanned orders into patients EHR.
13. Assumes all other duties and responsibilities as necessary.

Clinic Offices:

1. Maintains office records and logs as directed by Clinic Coordinator.
2. Prepares and completes patient charts and schedule procedures (professional/technical).
3. Performs the duties as scheduler/receptionist to ensure the efficient management of the daily schedule and clinic schedule.

4. Handles all clerical functions including positive office image, communication, patient and office needs.
  5. Maintains files and provides supportive services to the overall efficient functioning of the medical practice.
- [https://www.healthcaresource.com/mmhospital/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=106512&fwkMethod=L&fwkKey=2005\\_8070\\_0\\_0\\_190102070120\\_1546430480198\\_4187&source=Indeed.com](https://www.healthcaresource.com/mmhospital/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=106512&fwkMethod=L&fwkKey=2005_8070_0_0_190102070120_1546430480198_4187&source=Indeed.com)

### **Office Coordinator**

PANHANDLE SUPPORT SERVICES - Vienna, WV 26105

Office Coordinator needed in our Vienna location. Job includes tasks such as billing, payroll, scheduling, training, and other office tasks. Attention to detail a must. Office experience preferred but not required.

Job Type: Full-time

Experience: Office: 1 year (Preferred)

Indeed.com

### **Customer Relations Specialist**

Big Sandy Superstore

Big Sandy Superstore Has Been Named The Fastest Growing Home Furnishings Retailer in 2017!

Our customer service representatives are an important piece of the overall success of Big Sandy Superstore as customers who are provided with an exceptional experience will not only return, they will refer us to their friends and family. Our customer service jobs are focused around helping customers with warranty issues, product concerns and processing their orders in a timely manner. The ultimate goal is to ensure a fully satisfied positive experience with their purchases and with our organization as a whole.

At Big Sandy Superstore, we allow our customer service team members the chance to gain a wide range of experience through job rotation throughout our customer service department and we offer flexible schedules to help support their work-life balance.

We have a great benefits package consisting of:

Health Insurance - Affordable health insurance with the 2 plan options: PPO 2000 or HSA 3000

Dental Insurance - Affordable dental insurance with NO waiting period

Vision Insurance - Quality vision coverage for very little cost.

Life Insurance - \$10,000 Life Insurance Policy paid in full by the company.

401K Plan - All administrative fees are paid by the company.

Paid Time Off - Competitive paid time off policies.

Employee Discount - Generous employee discount on ALL merchandise.

Essential Duties & Responsibilities:

Verifies all information related to orders is accurate; identifies and corrects discrepancies.

Completes all documentation in an accurate and efficient manner and processes information regarding cash balances, deliveries, sales orders, account balances in compliance within corporate guidelines.

Provides customer service support by answering phones, managing counter inquiries, processing payments, solving customer complaints/questions.

Completes and processes credit applications, payments and financing paperwork.

Communicates with internal and external personnel in a professional and timely manner.

Maintains accurate files and processes in order to maximize productivity.

Performs clerical support for store staff as needed.

Other duties as assigned.

Required Skills

Skills and Abilities:

Excellent verbal and written communication and listening skills.

Basic reading and comprehension skills.

Basic numerical reasoning skills.

Ability to complete paperwork in an accurate, neat and efficient manner.

Demonstrated knowledge of software, including Microsoft Office.

Excellent organizational skills.

Outstanding customer service skills

Physical Demands:

Ability to sit, stand, bend, stoop, and reach regularly.

Required Experience

Education and Experience:

High school diploma or equivalent combination of education and experience.

Previous clerical experience preferred

[https://bigsandysuperstore-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=162&company\\_id=17326&version=1&jobBoardId=3338](https://bigsandysuperstore-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=162&company_id=17326&version=1&jobBoardId=3338)

## **Backroom Support Specialist**

Big Sandy Superstore

Big Sandy Superstore, a Top 50 National Power Ranking Home Furnishings Retailer, Is Eagerly Expanding!

Our warehouse is the link between sales and delivery. Their handling and moving of the product is crucial to the ultimate customer experience. We want our team to treat each piece of furniture like they own it. We provide all the training necessary. Our warehouse is clean and our team is committed to safety

Essential Duties & Responsibilities:

Performs the unloading, loading, staging, and warehousing of merchandise.

Practices safe and secure material handling methods and distributes merchandise properly in accordance with product handling standards.

Verifies purchase order, location numbers, case pack quantities, and other information prior to receiving, picking or loading merchandise.

Practices safe and secure loading methods to utilize the maximum amount of trailer space and avoid damages.

Reports errors found on documents to supervisor.

Completes all documentation neatly and accurately.

Operates manual and mechanical equipment in a safe and efficient manner.

Maintains a safe and clean work environment.

Completes yearly scheduled safety and procedure training.

Other duties as assigned.

We have a great benefits package consisting of:

Health Insurance - Affordable health insurance with the 2 plan options: PPO 2000 or HSA 3000

Dental Insurance - Affordable dental insurance with NO waiting period.

Vision Insurance - Quality vision coverage for very little cost.

Life Insurance - \$10,000 Life Insurance Policy paid in full by the company.

401K Plan - All administrative fees are paid by the company.

Paid Time Off - Competitive paid time off policies.

Employee Discount - Generous employee discount on ALL merchandise

Required Skills

Skills and Abilities:

Excellent verbal and written communication and listening skills.

Basic reading and comprehension skills.

Basic numerical reasoning skills.

Ability to complete paperwork in an accurate, neat and efficient manner.

Ability to work independently.

Physical Demands:

Ability to bend, stoop, reach, stand, push, pull and lift cartons weighing approximately 50 – 100+ lbs. repetitively.

Required Experience

Education and Experience:

High school diploma or equivalent combination of education and experience.

Previous material handling experience preferred

[https://bigsandysuperstore-](https://bigsandysuperstore-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=161&company_id=17326&version=1&jobBoardId=3338)

[openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=161&company\\_id=17326&version=1&jobBoardId=3338](https://bigsandysuperstore-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=161&company_id=17326&version=1&jobBoardId=3338)

## **Sales Associate, Retail Part Time**

GNC

JOB SUMMARY

GNC is looking for dynamic sales associates that not only "Live Well" as a lifestyle, but have the desire to share that passion with others. If that describes you, then join the high energy, stores team at GNC. This outstanding opportunity is designed to help you reach your full earning potential. In addition to your base pay, you have the ability to earn additional cash through 2 programs that we offer:

Auto-Deliver & Save – This program lets you sell healthy, nutritional products to customers that can be automatically sent to them by way of a subscription service. Both the service and shipping are absolutely free. An additional benefit is that the customer saves 10%. Going forward, each time eligible items are automatically re-ordered and delivered, you have the potential to receive commission!

Promotional Money (PM). Money that is paid to you, above and beyond your base salary as an additional incentive on certain products.

The possibilities are endless!

If you are career minded, this opportunity provides you with the perfect springboard to full-time or managerial positions

Essential Duties and Responsibilities

What do we want?

A Sales Associate who enjoys interacting with customers and is committed to helping them choose the right products, as well as making recommendations based on your overall product knowledge and understanding of their needs

The ability for you to generate sales, not only for the benefit to the company and your store, but for you and your financial well-being.

The drive to achieve and exceed personal sales and productivity goals

Promote career growth by working with store management in the opening, closing and operating of a retail store. This includes cash handling, inventory count and deposits according to GNC procedures, as well as maintaining the appearance of the store

Display an awareness of all store communications including: product information, advertising, promotions and other marketing initiatives

Boost product knowledge by learning the features, advantages and benefits. Staying on top of nutritional, wellness trends

Job Specifications

Requirements:

Passion to *Live Well!*

Self-motivated

Strong communication and team building skills

Ability to work a flexible schedule (i.e. Holidays, weekends)

As a key holder, candidate must have the ability to work alone, due to scheduling.

Must be at least 18 years of age

Education:

High school diploma or GED preferred

Basic math skills

Benefits:

Employee discount

GNC has been a leading source of health and wellness products for more than 70 years and sets the standard in the nutritional supplement industry by demanding truth in labeling, ingredient safety and product potency, all while remaining on the cutting-edge of nutritional science. Since its foundation in the 1930's, GNC has prided itself on offering a challenging and rewarding work environment while delivering premium vitamins and other health supplements to our customers. GNC is an equal opportunity/affirmative action employer, which will consider all qualified applicants for employment without discrimination and takes affirmative action to employ and advance in employment individuals without regard to race, color, national origin, religion, age, protected veteran status or physical or mental disability. A notice describing these and other employment rights under federal law can be viewed online.

Equal Opportunity / Affirmative Action / Protected Veterans / Disabled Individuals Employer

[https://jobs.gnc.com/search/jobdetails/sales-associate-retail-part-time/80c37dd1-4050-4527-9ef9-](https://jobs.gnc.com/search/jobdetails/sales-associate-retail-part-time/80c37dd1-4050-4527-9ef9-6f9a440f46e8?s_cid=indeed&mode=job&iis=Job+Board+%E2%80%93+Indeed.com&iisn=Indeed.com)

[6f9a440f46e8?s\\_cid=indeed&mode=job&iis=Job+Board+%E2%80%93+Indeed.com&iisn=Indeed.com](https://jobs.gnc.com/search/jobdetails/sales-associate-retail-part-time/80c37dd1-4050-4527-9ef9-6f9a440f46e8?s_cid=indeed&mode=job&iis=Job+Board+%E2%80%93+Indeed.com&iisn=Indeed.com)

## **Entry Level Service Technician**

Matheny Motors, Mineral Wells, WV

The Entry Level Commercial Service Technician / Diesel Mechanic services and repairs medium and heavy gasoline and diesel-driven commercial vehicles as assigned by management following all established standards and procedures. He or she must be skilled in welding, hydraulics analysis and repair, and specialty tooling operations. In addition, he or she may be assigned to conduct pre-delivery service on new vehicles to ensure excellent working order for the customer. We deliver the highest quality service while maintaining the highest level of customer satisfaction.

### **RESPONSIBILITIES**

Diagnoses issues based on experience, analysis, and testing

Performs routine service inspections or tests and completes standard maintenance jobs

Repairs gasoline and diesel-driven vehicles and motorized equipment

Maintains cleanliness of vehicles while performing service or repairs

Ensures that required documentation is complete and is in compliance with regulations and standards

Follows all shop policy, procedure, safety, and environmental rules

Helps maintain shop appearance and safety standards and ensures the shop runs in an efficient manner by performing duties such as inventory stocking and other general functions

Attends all staff meetings, trainings, and educational classes as required

Performs other duties as assigned

## QUALIFICATIONS

High school diploma or GED required

Post-secondary automotive training or equivalent work experience

One year of dealer-level or large facility experience strongly preferred

ASE certification (or is willing to obtain certification)

Broad scope of automotive mechanical/electrical knowledge

Unrestricted driver's license and clean driving record

CDL preferred

Excellent communication, customer service, and problem-solving skills, including the ability to maintain composure under stress

Highly productive with minimal supervision

Highly professional and dependable

Safety and customer service oriented

Basic computer and internet skills

Able to bend, kneel, squat, stand, and lift heavy objects as needed

## BENEFITS

401(K)

Health

Holidays

Life Insurance

Personal Days

Vacation

<https://mathenymotors.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?enc=LpfAM4RT-vrV06cuO6vhOzGF-YyTu3kK1eBkY83lgRVVocqVBMLATNAaJN7VriT&tzi=Eastern%20Standard%20Time>

## Sales Associate / Key Sales

Piercing Pagoda - Grand Central Mall - Parkersburg, WV

Shine with Signet!

Piercing Pagoda is looking for dynamic, driven and creative individuals to join our team.

Are you ready to use your business and sales skills to begin a financially rewarding career? If you are the type of person that enjoys working with the best of the best and celebrating the successes of a strong team, then you should apply to Piercing Pagoda. Make the decision to build your career with a company that thrives on an outstanding customer experience, intense and continuous training and being able to make a difference in our customer's and employee's lives. If you have the drive and passion to succeed, apply with us today!

Key Sales Associate

Join our team as a Key Sales Associate and have a positive impact on many lives. Our Key Sales Associates are responsible for engaging customers in conversation to understand their needs and objections; presenting merchandise and detailed information on features and benefits; offering extended service plans and financing options; working with the entire sales team to provide a superior experience to all of our valued customers and meeting individual and team sales goals. May also assist the Store Manager and/or Assistant Manager with supervisory duties.

We value integrity, diversity, teamwork and opportunities for advancement maintaining our promotion from within philosophy. We provide training on sales techniques, product knowledge, and skills to take your career to the next level. In return, we ask that you bring your commitment to excellence, desire to grow and ability to provide a superior customer experience.

Job Requirements:

One year of sales, retail and/or jewelry experience is preferred, but not required.

A Sampling of our Total Rewards:

Base pay plus commission on sales

Benefits including Medical, Dental, Vision and Prescription Insurance (Full Time Team Members)

401 (k)

Paid Vacation and Paid Holidays (Full Time Team Members)

Tuition Reimbursement and DCA courses based on position

Training - Associate Training System, Management Training System, Career Development and more

Team Member Merchandise Discounts

Incentive Trips and Contests

Signet Jewelers operates mall-based Piercing Pagoda kiosks throughout the United States.

Signet Jewelers is an equal opportunity employer committed to promoting diversity of all levels of employees. Please know that while we appreciate every applicant's interest, we can only contact those selected for further consideration.

[https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales/job/Piercing-Pagoda---Grand-Central---Vienna-WV/Sales-Associate---Key-Sales---Piercing-Pagoda---Grand-Central\\_PP01465?source=APPLICANT\\_SOURCE-6-13](https://signetjewelers.wd1.myworkdayjobs.com/signetjewelryretailsales/job/Piercing-Pagoda---Grand-Central---Vienna-WV/Sales-Associate---Key-Sales---Piercing-Pagoda---Grand-Central_PP01465?source=APPLICANT_SOURCE-6-13)

## **Restaurant Crew Member**

Qdoba, Marietta, Ohio

Working at *Qdoba* is about more than just food. It's about cracking conversation, working with people you dig, and serving up awesome in everything you do. We're real people, serving real people. So, don't use a script, fake a smile, or pretend you are someone you're not. Just be you.

Dig in and...

Live for the flavor of life

Rally around helping our guests create rave-worthy orders and educate them about their options

Lend a hand in keeping a clean and inviting restaurant that would make anyone want to kick back and stay a while

The Finer Details:

Must feel life is about having fun and being curious

Must have a genuine desire to make others happy

Ability to communicate in English is required

Must be able to lift up to 50 lbs.

May be required to operate/access equipment at standard heights while walking and standing during entire shift

Age requirements may apply in order to remain in compliance with State and Federal laws

Job Type: Part-time

Indeed.com

## **Assistant Manager**

Qdoba, Marietta, Ohio

Qdoba Mexican Eats is now hiring experienced and talented restaurant managers to be part of our growth and success.

With more than 730 restaurant locations, we have a lot of exciting career opportunities to offer.

We're looking for people who share our passion for innovative flavors and fresh, handcrafted food, and are dedicated to creating a great experience through service that invites interaction with our guests. If we've just described you, apply today!

Our assistant restaurant managers are accountable for all aspects of food quality, cleanliness, labor, costs, production, maintenance and service of the restaurant and outside events as applicable.

QUALIFICATIONS:

A minimum of 1 year of recent supervisory and/or management experience in a restaurant environment required

Strong communication, organizational and computer skills required

Growth-driven & career-oriented outlook

Hands-on management style is essential

Must enjoy building relationships and developing people

Passion for great food & service

If you have the drive to grow your career as aggressively as Qdoba is growing, apply today!

WE OFFER:

A growth-oriented, financially stable company

A generous 2 weeks "Paid Time Off" immediate accrual schedule, \*3 weeks after 5 years

Competitive salaries

Aggressive bonus plans

Work/life balance

Thorough 8-week training program

Health, Dental, Prescription, and Life Insurance plan options

401(k) Plan with employer match

Health Care Flexible Spending Account

Child Care Flexible Spending Account

Equal Opportunity Employer

Job Type: Full-time

Required education: High school or equivalent

Required experience: Supervisor OR Management: 1 year

Required license or certification: Driver's License

Job Type: Full-time

Experience: Management: 1 year (Required)

Education: High school or equivalent (Required)

Location: Marietta, OH (Preferred)

License: Valid driver's license (Required)

Indeed.com

## **Customer Sales Representative (CSR)**

Rent-2-Own

Builds customer relationships to maximize sales and reach weekly goals. Will effectively communicate the program, terms of rental agreement, and features and benefits of products. Will also maintain a clean, safe, and attractive "Rent Ready" sales floor.

Reports directly to the Store Manager.

Traits you already have:

Friendly demeanor

Great communication skills

Motivation to be the best

Customer service skills

Fun personality – how do we know?

Things you will learn and be responsible for:

Completing ongoing online and classroom job training

Complete all customer documentation accurately

Efficiently discuss pricing and terms in rental agreement with customers

Provide outstanding customer service over the phone, at the counter, process

customer payments, and handle customer complaints professionally

Solicit new business by following company solicitation program

Learn features and benefits of new product

Maintain clean, safe, and attractive sales floor with product accurately priced

Hitting sales goals each week- the best get paid... more!

Satisfactory work record and attendance.

High school graduate or equivalent.

Strong verbal communication, presentation, writing, organizational, computer, internet and phone skills.

Good communication and problem- solving skills.

Willingness to work as a "Team Player".

Prior Sales, Retail, Customer Service experience.

Must be dependable, reliable and mature enough to handle all types of monetary transactions.

Willingness to work within the policies, procedures and ethics established by the company

Able to properly lift and repetitively maneuver all store products and equipment including but not limited to household furniture, appliances and electronics by using proper equipment and safe lifting techniques.

The ability to maintain and organize computer and paper files.

Indeed.com

## **Program Manager - Memory Care (non-exempt)**

Elmcroft of Marietta

Join a caring team working in our Heartland Village which is our memory care unit for our residents with Alzheimer's and Dementia.

Position Summary

The Heartland Leader (Program Manager-Memory Care) is responsible for the overall implementation, delivery, and coordination of the memory support neighborhood resident services, including health services and activities, at the community. Responsible for communicating and upholding the person-centered approach to caregiving and programming.

Supervisory Responsibilities

Directly supervises all associates of Heartland Village with final authority resting with the Resident Services Director. Is responsible for the overall direction, coordination, and evaluation of this department. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees in conjunction with the Resident Services Director; planning, assigning, and directing work; appraising performance in coordination with the Resident Services Director; rewarding and disciplining employees; addressing complaints and resolving problems.

Essential Duties

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

Regulations

Is completely familiar with the state regulations governing Assisted Living and memory support care, ensuring compliance in department by regularly reviewing regulations checklist.

Meets Elmcroft Standards established for the Activities and Heartland Village departments, as applicable.

Assists in the development and/or refinement of the dementia policies and procedures.

Reports regulatory compliance issues to Resident Services Director, Executive Director and Director of Memory Care.

Confers with the Resident Services Director/Executive Director regarding assessments of residents, admissions, and participates in discussions regarding resident discharge based on discharge criteria.

All charting is performed timely and in accordance with state regulations.

Oversee the Care Connect program in conjunction with the Community Relations Director to ensure each new resident makes a happy, healthy transition to the community.

#### Communication

Provides timely and honest communication with families in order to promote good relationships and keep them informed about resident's condition and community events; offers education, information, and support as needed.

Participates in monthly Heartland Village conference call and submits required monthly paperwork to Director of Training.

#### Marketing

Maintains outreach and education efforts throughout the community to promote the marketing effort.

Provide marketing support within the community by participating in tours, discussions with potential residents and their families, and possible referral source visits, if deemed necessary.

Provides assessments for potential residents to determine their eligibility for the Heartland Village, based on established admission and discharge criteria.

#### Programming

Confers with Resident Services Director/ Executive Director regarding assessments of residents, admissions, and participates in discussions regarding resident discharge based on discharge criteria.

Obtains appropriate Heartland Village admission paperwork prior to admission. Conducts mini-mental or other assessments as required or has it conducted through an outside source, in coordination with the Community Relations Director and the Resident Services Director.

Performs Program Quality Assurance audits using assessment tools provided.

Creates Resident Histories and Profiles with family involvement. Creates Bullet Cards with information from histories. Shares information with staff.

Manages expenses within given budget parameters utilizing spend-down sheets.

Plans a varied monthly activity calendar using the Daily Program Schedule and using Resident History and Profiles to determine resident interests.

Arranges for appropriate spiritual activities as reflected by resident preferences.

Participates in the planning and coordination of Family Nights.

Posts a community calendar monthly according to Elmcroft Standards.

Encourages all residents to participate in some or all of activities according to their abilities and preferences. Maintains record of resident attendance.

Work with the Community Relations Director and/or Healthy Lifestyles Director in planning and assisting with all community programs which involve residents/staff/family participation.

Works in collaboration with the Healthy Lifestyles Director to arrange for a variety of entertainment to be brought to the community for the entertainment of the residents.

Drives the community vehicle to transport residents on trips outside Elmcroft for shopping, entertainment, education, and/or to obtain medical or dental services, as assigned.

Arranges for a variety of exercise opportunities suitable for the elderly population to enhance resident's mobility, strength, bone mass, and social interaction.

Communicates with other department heads and staff in order to gain necessary participation in activities as necessary.

Keeps sufficient activity program and craft supplies on hand for in-house entertainment.

Facilitates, co-facilitates, or arranges monthly Alzheimer's support group for families and outside community.

#### Staffing/Training

Creates positive associate relations through staff appreciation programs, recognition of excellent performance, and retention through regular feedback systems and promotional incentive programs.

Observes and models appropriate caregiving, programming, and interaction skills with the direct care staff.

Provides appropriate guidance for associates by planning work schedules, assigning work duties while on shift, and directing the work on a daily basis.

Assures responsibilities for Daily Program assignments are clearly delineated.

Oversees, directs, and models appropriate caregiving, programming, and interaction skills with the direct care staff.

Lead in-depth Alzheimer's/dementia care staff training for new staff; provide training as needed and provide in-services as needed to keep staff abreast of current practices, if deemed appropriate.

Arranges for required and appropriate orientation, education, training, and in-services for staff in accordance with licensing requirements, state guidelines, and the needs of the community. Documents all training as required.

Maintains a high level of daily communication with staff and key personnel. Stays educated on Alzheimer's related topics (books, videos, conferences, etc.)

#### Miscellaneous

Provide on-call backup to community when not on duty, as assigned.

Participates in the Manager on Duty Program, as assigned.

Responsible to ensure a clean and guest ready environment at all times.  
Is fully knowledgeable of the fire evacuation and disaster policy of the community and participates as assigned in missing resident and fire and disaster drills.  
Demonstrates an understanding of compliance and ethics program policies and procedures.  
Completes all mandatory compliance, HIPAA and state and federal regulatory training as required.  
Maintains appropriate degree of confidentiality.  
Performs other duties as assigned and which relate to the success of Elmcroft and the Care, Comfort, and Happiness of our residents.

#### Qualifications

Education: Bachelor's Degree from a four-year college or university, or one to three years related experience and/or training in working with the Alzheimer's population; or equivalent combination of education and experience.  
Licenses: Assisted Living Activities certification, if required by State.  
Must be in possession of, or have the ability to obtain, a valid state driver's license.  
Travel may be required as needed.  
Bachelor's degree is not required but LPN licensure is preferred.  
A flexible schedule is required with some days, afternoons, nights and weekends as needed.

Brand: Elmcroft

Address: 150 Browns Rd Marietta, OH - 45750

Property Description: Elmcroft of Marietta

Property Number: 517-8007

Indeed.com

### **Resident Care Assistant**

Glenwood Community

The Pines Assisted Living at Glenwood - Once again! Voted Marietta Times Readers' Choice award for Best Assisted Living facility!

We currently have openings for PRN Resident Care Assistants.

Would you like to work in a *friendly community environment* as part of a supportive team? Have you served the skilled nursing or hospital community but are interested in a change? Have you considered working in Assisted Living?

Candidates must have or be willing to obtain CPR, AED and First Aid certification and love to work with the senior population.

Job Type: Part-time

License:

First Aid Certification (Preferred)

AED Certification (Preferred)

Indeed.com

### **Torque & Test Operator**

Allegheny Contracting, LLC - Marietta, OH 45750

\$17 - \$24 an hour

TKN Oilfield Services based in Marietta, Ohio is now hiring Torque and Test Operators to join their Torque and Test Division.

Brief Description of position:

Very competitive pay along with a company provided vehicle and fuel card.

Duties include but are not limited to:

Experience in torque and test, nipple up/nipple down operations.

Install, operate, observe and read pressure and temperature gauges and charts

Responsible for the familiarity with and comprehension of ANSI rating for all sizes of flanges and fittings.

Documents temperature and pressure readings; report any irregular reading to management.

Inspects all unit components and report defective parts to management

Maintains all gauges, charts and other related equipment for used testing

Examines process piping and vessels for surface defects such as dents, cracks, and burns.

Test elasticity of cylinder walls and roll cylinders to designated work area

Operates, calibrates and performs simple maintenance on hydro-static testing equipment

Removes valves from process piping and vessels using wrench or valve removal equipment after ensuring it is safe to depressurize the cylinder

Fills cylinder with water, seals cylinder

Operates hydro test and may read chart recorder to pressure test vessels and piping

Hydro test specific pressure retaining items

Completes all documentation and data entry associated with inspection and repair in a timely and accurate manner. This includes all inspection and repair documents.

Maintains work area and other areas in a clean and orderly condition

Observes and follows all company safety rules and policies

Drive and operate company truck and equipment to include generators, pumps, and hydraulically powered torque wrench.

Applicant must be able to operate gauges on pump/pressure system and be capable of moving large hoses and equipment.

Applicant required to drive from company yard to multiple locations.

Applicant must be able to properly complete time sheets, field tickets, and driver logbooks

Applicant will be required to check in by phone with dispatch for work requirements and reporting of job completion and accurate details.

Applicant will be responsible for completion of pre-trip and post-trip inspections on company equipment. Responsibilities also include ensuring equipment and driver meet DOT compliance at all times.

Applicant must be available to work a flexible schedule.

Applicant must be able to pass company background check and drug screenings.

Applicant must be willing to travel to various interstate work location.

Ideal Candidate will possess the following skills:

One (1) to two (2) years of experience using construction tools and equipment including air hammer, concrete saw, scaffolding, trench digging equipment, etc.

Working knowledge of Oil and Gas Industry

Ability to keep company proprietary information confidential

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

Ability to write legible routine correspondence and to speak effectively as well as coherently with management and other employees

Special Request, Comments, or Instructions:

Must be willing to work long hours

Must be willing to endure all weather conditions

Must be able to pass pre-employment drug screen testing

Indeed.com

## **Transporter**

Marietta Memorial Hospital, Marietta, Ohio

In an environment of continuous quality improvement, the Transporter is responsible for contributing to the customer's experience of excellent care by providing safe and timely transport between departments in the hospital or to their vehicles upon discharge. Exhibits the MHS Standards of Excellence and exercises strict confidentiality at all times.

Job Requirement:

High school diploma, GED or equivalent training and/or experience required

BLS certification required

Additional requirement for Student Transporter:

o Enrolled in college or adult technical training for the current/next semester required

Must be able to function independently with minimal supervision, good communication and interpersonal skills, good use of body mechanics, good time management skills, and the ability to work in an environment with changing priorities

Ability to read, write and do math as generally demonstrated by a high school diploma or GED

Job Functions:

1. Transports patients by assisting patients in and out of taxis, ambulances, cars, and helicopters; lifting patients on and off beds; moving them to and from special service and treatment areas, and operating rooms; using wheelchairs or moveable beds.
2. Comforts patients and their families by offering support and encouragement; being punctual and attentive to procedure schedules; demonstrating caring and cultural sensitivity.
3. Transports equipment and supplies, delivering them to assigned treatment areas and patient care areas.
4. Transports laboratory specimens by picking-up specimens and delivering them to specified laboratory and following all safety and exposure precautions.
5. Transports deceased patients by following protocols and delivering them to the morgue.
6. Rounding on department when not actively transporting to determine needs for and providing assistance as necessary.
7. Utilizes A.I.D.E.T. with all patient interactions.
8. Maintains compliance in RQI.
9. Assumes all other duties and responsibilities as necessary.

## **Patient Registration Clerk**

Marietta Memorial Hospital, Marietta, Ohio

In an environment of continuous quality improvement, the Patient Registration Clerk is responsible for greeting patients in a professional way and performing an orderly, efficient and complete registration. This process is completed by providing excellent customer service, promoting public relations of the hospital while maintaining confidentiality of records. Exhibits the MHS Standards of Excellence and exercises strict confidentiality at all times.

Job Requirement:

High school diploma, GED or equivalent required

Minimum of 2 years' experience in hospital, medical office or clinic setting in registration and/or scheduling preferred

Typing, spelling, basic medical terminology, interpersonal skills and familiarity with computers

Ability to accurately gather and interpret data related to the patient registration process

Ability to communicate with patients and family members in stressful situations

Ability to professionally represent the hospital to patients, physician offices, and family members

Job Functions:

1. Provides safe environment for care of patients.
2. Maintains strict confidentiality at all times.
3. Accurately interprets written and verbal orders from physicians.
4. Demonstrates appropriate use of AIDET when registering patients.
5. Enters new patient data and/or verifies patient records are up-to-date, confirms the completeness of the electronic health record (EHR), makes changes as necessary, and completes an accurate registration.
6. Verifies insurance eligibility and benefits on each patient.
7. Collects out-of-pocket liabilities from patients upfront and applies and reconciles daily point-of-service cash reports.
8. Refers patient accounts to financial counselors when further explanation/education is needed regarding out-of-pocket liabilities, payment plans, etc.
9. Assumes all other duties and responsibilities as necessary.

[https://www.healthcaresource.com/mmhospital/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=106515&fwkMethod=L&fwkKey=2005\\_8070\\_0\\_0\\_190102070114\\_1546430474839\\_4187&source=Indeed.com](https://www.healthcaresource.com/mmhospital/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=106515&fwkMethod=L&fwkKey=2005_8070_0_0_190102070114_1546430474839_4187&source=Indeed.com)

## **Sales Counselor/Marketing**

Glenwood Community

The Sales Counselor is responsible for implementation of the marketing plan and Independent and/or Assisted Living sales programs, to build and develop quality community occupancy in accordance with Federal, State and local standards, guidelines and regulations. Essential Functions Statement(s) \* Coordinate and conduct community marketing events \* Identify prospective residents by phone and in person \* Assist in developing advertising, communications and public relations strategies, if requested \* Conduct scheduled and non-scheduled presentations to interested people \* Educate prospective residents and their advisors about all aspects of the community (IL/AL/SNF, if applicable), including the continuum of living/care options. \* Understand and provide input to the marketing strategy and media planning \* Set appointments with prospective residents and their advisors; schedule regular follow-up communication with prospective residents and/or their advisors \* Qualify prospective residents according to age, health, financial and interest \* Document activity and maintain records with prospective residents and referral sources through the lead management system \* Assist in developing advertising, communications and public relations strategies, if requested \* Counsel with prospective residents, families, and their advisors about the reservation process and general questions about becoming a resident \* Provide marketing statistics and information as requested \* Prior to move-in, ensure scheduling of preliminary approval through interviews with appropriate community leadership members and Executive Director/Administrator \* Ensure the selection, documentation and signature of all options and custom features, special requests or special terms selected by the prospective resident are recorded \* Contact prospects by telephone who have been denied admission prior to mailing denial letters \* Help maintain community inventory (sold/available) residence records \* Work with residents who are not able to move into the selected residence due to health reasons and assist with the proper alternate options within the community (if applicable) \* Maintains confidentiality of prospect's and resident's personal, health and financial information \* Dementia Special Care Unit--Follows all appropriate safety and security guidelines, procedures and protocol for residents in these neighborhoods; participates in relevant educational and training activities as appropriate \* Thinks and acts calmly and logically to meet unusual occurrences of the job without being thrown off stride \* Performs all other duties as assigned or directed \* Serves as back-up support to the health care center admission team and complete health care admission agreements and documentation when necessary Education: Associate's Degree (two year college or technical school) Experience: Five (5) years or more of related senior living sales and marketing experience preferred Computer

Skills: Must be proficient at operating a computer, the Internet and general office equipment  
Certifications & Licenses: Must possess a valid driver's license; Must obtain and maintain mandatory, state and federal requirements and certifications for practice or occupation

Job Type: Full-time

Experience: Sales: 1 year (Preferred)

Indeed.com

### **Sales Counselor/Marketing**

MedExpress Urgent Care, Parkersburg, WV

The Sales Counselor is responsible for implementation of the marketing plan and Independent and/or Assisted Living sales programs, to build and develop quality community occupancy in accordance with Federal, State and local standards, guidelines and regulations. Essential Functions Statement(s) \* Coordinate and conduct community marketing events \* Identify prospective residents by phone and in person \* Assist in developing advertising, communications and public relations strategies, if requested \* Conduct scheduled and non-scheduled presentations to interested people \* Educate prospective residents and their advisors about all aspects of the community (IL/AL/SNF, if applicable), including the continuum of living/care options. \* Understand and provide input to the marketing strategy and media planning \* Set appointments with prospective residents and their advisors; schedule regular follow-up communication with prospective residents and/or their advisors \* Qualify prospective residents according to age, health, financial and interest \* Document activity and maintain records with prospective residents and referral sources through the lead management system \* Assist in developing advertising, communications and public relations strategies, if requested \* Counsel with prospective residents, families, and their advisors about the reservation process and general questions about becoming a resident \* Provide marketing statistics and information as requested \* Prior to move-in, ensure scheduling of preliminary approval through interviews with appropriate community leadership members and Executive Director/Administrator \* Ensure the selection, documentation and signature of all options and custom features, special requests or special terms selected by the prospective resident are recorded \* Contact prospects by telephone who have been denied admission prior to mailing denial letters \* Help maintain community inventory (sold/available) residence records \* Work with residents who are not able to move into the selected residence due to health reasons and assist with the proper alternate options within the community (if applicable) \* Maintains confidentiality of prospect's and resident's personal, health and financial information \* Dementia Special Care Unit--Follows all appropriate safety and security guidelines, procedures and protocol for residents in these neighborhoods; participates in relevant educational and training activities as appropriate \* Thinks and acts calmly and logically to meet unusual occurrences of the job without being thrown off stride \* Performs all other duties as assigned or directed \* Serves as back-up support to the health care center admission team and complete health care admission agreements and documentation when necessary  
Education: Associate's Degree (two year college or technical school)  
Experience: Five (5) years or more of related senior living sales and marketing experience preferred  
Computer Skills: Must be proficient at operating a computer, the Internet and general office equipment  
Certifications & Licenses: Must possess a valid driver's license; Must obtain and maintain mandatory, state and federal requirements and certifications for practice or occupation

Job Type: Full-time

Experience: Sales: 1 year (Preferred)

Indeed.com

### **Warehouse Associate - Full Time or Part Time Day Shift**

Your Linen Service, Parkersburg, WV

Come to work for a growing, successful regional family owned service company in Parkersburg, serving customers since 1934.

We are now seeking highly motivated, enthusiastic candidates with excellent organizational skills to help facilitate product flow of our warehouse.

Candidate will learn products, and customer base to help service established customers.

#### **RESPONSIBILITIES**

Assist existing Route Sales Drivers.

Facilitate product flow of our warehouse.

#### **QUALIFICATIONS**

Must have a high attention to detail.

Must be able to reach, squat, and bend  
ability to frequently lift up to 50 pounds.

#### **BENEFITS**

Group benefits package (Medical, Dental, Long- term Disability, Vision, Life Insurance, and 401k)

Paid Vacation

Indeed.com

## **96PKB Utility Position, 1st Shift, Full Time, \$13.00 an hour**

Scioto Services - Parkersburg, WV 26101

\$13 an hour

This is a first shift, full time position with an average of 40 hours a week, \$13 an hour. Scheduled days are Monday through Friday from 6:00 am until 2:30 pm. Basic job duties will include preventative maintenance to all mechanical equipment, troubleshooting and repairing mechanical systems, mowing, painting and other duties as assigned.

Interactions with customers must be positive and professional. Applicant must have reliable transportation as some travel may be necessary. Applicant must be 18 years of age to apply. A pre-employment drug screen and criminal background check are required.

Medical, dental and vision benefits are available to associates who work more than 30 hours a week.

Associates averaging 37.5 hours qualify for paid time off and holiday pay.

Scioto Services LLC, a Marsden Holding Company, is a facility services provider of commercial janitorial, building maintenance and specialty property services with operations serving customers throughout the United States. Scioto Services is a building services contractor known for its operational excellence and its ability to provide great services to small businesses and large multi-state or multi-regional companies alike. Scioto Services enjoys an unmatched reputation for maintaining property value and for helping business owners and property managers meet their objectives for their facilities. An industry-leading company of integrity, service dedication and innovation since it was founded in 1975, Scioto has succeeded by dedicating itself to providing customers with an ever-expanding array of cost-effective, superior-quality commercial property services.

Screenings: Drug Screen, Criminal Background Check

Scioto Services is an Affirmative Action, Equal Opportunity Employer. Scioto does not discriminate against any employee or applicant for employment because of race, age, sex, creed, ancestry, disability, sexual or affectional orientation, marital, or veteran status, color, religion, national origin, status with regard to public assistance or any characteristic protected under federal, state or local law.

Indeed.com

## **Roustabout**

Allegheny Contracting, LLC , Marietta Ohio

Brief Description of position:

The Roustabout position is responsible for supporting the oil and gas operations. The position is diverse and may vary on a daily basis. The Roustabout works with equipment he is qualified to operate such as backhoe, Caterpillar, maintainer, forklift, trencher, trucks and trailers, water trucks, picker truck, vacuum truck, and so forth.

Duties include but are not limited to:

Tank cleaning

Dig pits and lines

General cleanup

Set well equipment at well locations which includes cement pads and pumping units

Install and repair pipelines such as drisco, steel, and pvc

Haul pipe and rods

General yard maintenance of ground and buildings

Must be proficient with various types of hand tools

Ideal Candidate will possess the following skills but are not required:

Class A CDL License

PEC and/or Safe Land Card

Various Heavy Equipment Operating Experience

Special Request, Comments, or Instructions:

Must be willing to work long hours

Must be willing to endure all weather conditions

Must be willing to work a flexible rotating schedule

Must be able to pass pre-employment drug screen testing

Indeed.com

## **Overnight Closer**

Planet Fitness, Parkersburg, WV

Job Summary

The Overnight Closer (Member Services Representative) will be responsible for creating a positive member experience by providing a superior level of customer service to Planet Fitness members, prospective members and guests. The Overnight Closer will be responsible for creating a positive member experience by providing a superior level of customer service to Planet Fitness members, prospective members and guests. You will also be responsible for closing that day's shift for that business day as well as creating an accurate bank deposit.

### Essential Duties and Responsibilities

Greet members, prospective members and guests, providing exceptional customer service.

Handle all front desk related activities including:

Answer phones in a friendly manner and assist callers with a variety of questions.

Check members into the system.

New member sign-up.

Take prospective members on tours.

Facilitate needed updates to member's accounts.

Respond to member questions and concerns in a timely and professional manner and elevate to Assistant Manager or Manager as needed.

Assist in maintaining the neatness and cleanliness of the club.

Close shift for that business day.

Create a bank deposit for next day.

### Qualifications/Requirements

Customer service background preferred.

Basic computer proficiency.

A passion for fitness and health.

Upbeat and positive attitude!

Punctuality and reliability is a must.

Exceptional customer service skills; able to interact in a positive and professional way with members and co-workers, exceeding the member's expectations.

Strong listener with the ability to empathize and problem solve.

Demonstrate diplomacy in all interactions while using appropriate behavior and language.

High School diploma/GED equivalent required.

Must be 18 years of age or older.

### Physical Demands

Continual standing and walking during shift.

Continual talking in person or on the phone during shift.

Ability to work 3rd shift (overnights).

Must be able to occasionally lift up to 50 lbs.

Will occasionally encounter toxic chemicals during shift

Indeed.com

### Caregiver/Homemaker Aide

Central West Virginia Aging Services - Parkersburg, WV

\$9 - \$11 an hour - Part-time

Part-time caregivers needed to assist the elderly and disabled with personal care, light housekeeping, meal prep and transportation. Must be 18 years of age or older, have a valid driver's license, and transportation. Drug screen and background check required.

Please apply at [www.centralwvaging.org](http://www.centralwvaging.org)

Salary: \$9.00 to \$11.00 /hour

Job Type: Part-time

Indeed.com

### Freight Coordinator

The Buckle, Inc, Vienna, WV

The Freight Coordinator position's primary responsibility is to fulfill our mission statement, "to create the most enjoyable shopping experience possible for our Guests." Additionally, the Freight Coordinator performs a variety of operational tasks assigned by store management (e.g. receiving and unpacking of daily shipments, shipping merchandise, backroom maintenance, and routine cleaning of facilities).

#### Sales Generation and Guest Service

Compare and verify merchandise invoices to items received to ensure that shipments are correct.

#### Visual Merchandise Management

Hang and fold merchandise to be put on the sales floor and steam when necessary

#### Operations

Ability to work a flexible schedule, which may include mornings, evenings, and weekends, the day of/day after Thanksgiving and Christmas, all based upon store and business needs.

Receive freight boxes and store transfers through register.

Maintain all shipment related paperwork.

Consistently maintain a clean, organized, and shoppable store to fulfill Buckle's mission statement.

Competencies

Job Knowledge

Communication

Customer Service

Adaptability

Attendance / Punctuality

Planning / Organizing

Objective Qualifications

Must be 18 years of age or older.

Teammate Classifications

Full-time Teammates are those regularly scheduled to work 35 or more hours per week and are actively engaged in the business for a minimum of five (5) days per week on a regularly scheduled basis. Full-time Teammates may be eligible to participate in Buckle's full-time benefit programs. Many of the programs have a waiting period before the benefits become active.

Part-time Teammates are those who work less than 35 hours per week or are actively engaged in the business for less than five (5) days per week on a regularly scheduled basis. Part-time or Seasonal Teammates may experience fluctuations in scheduling based upon business needs, performance, seasons, and availability.

Equal Employment Opportunity

Buckle is committed to hiring and developing the most qualified Teammates from the available workforce in the communities we serve.

Equal employment opportunity has been, and will continue to be, a fundamental principle at Buckle, where employment is based upon personal capabilities and qualifications without discrimination and retaliation because of veteran status, uniformed service member status, race, color, national origin or ancestry, creed, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), age, physical or mental disability, genetic information (including characteristics and testing), or any other protected characteristic as established by applicable local, state or federal law. Teammates should refer to their State Law Supplement for applicable local or state law.

To view full job description click here

Buckle is an Equal Opportunity Employer dedicated to promoting a diverse workforce.

Brand: The Buckle

Address: 100 Grand Central Mall Ste 256 Vienna, WV - 26105

Property Description: 386 - Vienna WV

Property Number: 386

Indeed.com

## **Associate Customer Service Representative**

Highmark

**Job ID:** J137013

**Company:** Highmark Inc

**Location:** Parkersburg, WV, United States

**Full/Part Time:** Full time

### **Description**

Job Description

#### **GENERAL OVERVIEW:**

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

#### **ESSENTIAL RESPONSIBILITIES:**

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

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

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

Elevates issues to next level of supervision, as appropriate.

Maintains accurate records, including timekeeping records.

Other duties as assigned or requested.

#### **III. QUALIFICATIONS:**

Minimum

High School Diploma or GED required for all levels

1-2 years customer service experience in a call center preferred with healthcare customer service strongly preferred

Preferred

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

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

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

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

Strong written and verbal communication skills

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

Additional Information:

**Work Schedule:** Between 8:00 AM - 8:00 PM (40- hour work week) Open 7 days a week.

**Training Schedule:** 10 Week 8:15 AM to 5:00 PM M-F. Option to work from home after 1 year upon successful demonstration of job stability, performance, and in-house measures

**This job requires the ability to work as a team member. Additionally, this job requires the willingness and ability to report to work on a regular and timely basis and may require irregular work hours, holidays and/or weekends.**

Referral Type: Level 1

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

EEO is The Law

Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled/Sexual Orientation/Gender Identity

([http://www1.eeoc.gov/employers/upload/eeoc\\_self\\_print\\_poster.pdf](http://www1.eeoc.gov/employers/upload/eeoc_self_print_poster.pdf))

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

For accommodation requests, please call HR Services at 844-242-HR4U or visit HR Services Online

at [HRServices@highmarkhealth.org](mailto:HRServices@highmarkhealth.org)

<http://jobs.highmarkhealth.org/jobs/3347771-associate-customer-service-representative>

## Route Sales Representative

Pierce Food Company

Pierce Food Company is a wholesale distributor of snack foods from a variety of snack food manufacturers. These include Snyder of Berlin Potato Chips, Utz Potato Chips, Mission soft tortillas, and many other meat snacks nuts, etc.

Our company is dedicated to the sale, marketing, and delivery of these products in an assigned territory to established accounts. We have been in business for over 70 years and continue to grow throughout the Mid-Ohio Valley.

Candidates, hopefully, will have experience in selling to customers to build relationships, promote products, and increase sales by providing excellent customer service to all accounts. You will be responsible for selling, transporting, delivering, stocking and rotating products to customer locations on an assigned route. Must be able to process orders, delivery tickets and credit invoices using a handheld computer and printer

Job Type: Full-time

Salary: \$33,000.00 to \$42,000.00 /year

Experience: Sales Training: 2 years (Preferred)

Education:

High school or equivalent (Preferred)

Location: Parkersburg, WV 26104 (Preferred)

License: Valid clean driving record(Preferred)

Indeed.com

## Assembly

Mancan Staffing Solutions Coolville, OH, USA

Compensation

\$10 Hourly

Manufacturing company located in Coolville, Ohio is looking for qualified production help. This company is proud to provide the surrounding areas with custom windows at over the counter prices. Each window is custom built and fitted to their customer's specific needs.

If you are a hard- working individual with a great work ethic then you are who we are looking for. You must have a basic construction background and be knowledgeable with measurement.

This position will primarily work Monday - Friday and hours will fluctuate but this is a dayshift position. Pay starts at \$10.00/hr.

We do offer our temporary employees full benefits such as paid vacation, holidays, 401K, as well

as vision/dental/medical. Some of the best companies in the area use Mancan including Fortune 500 companies. It is a great opportunity for you to get your foot in the door with some of the area's top companies. If you have any questions or if interested in the positions please do not hesitate to call us at 740-592-9675

Mancan Temporary Employment Staffing Agency takes applications at 306 West Union Street, Athens. Please bring 2 forms of government ID and resume. Mancan is located at 306 West Union Street, Athens Ohio. Please feel free to call us at 740-592-9675 with any questions.

Apply online at [www.mancan.com/](http://www.mancan.com/) or come to our office at 306 West Union Street, Athens, Oh. Please bring 2 forms of government ID and resume with you. We are located at 306 West Union Street, Athens Ohio. Please call Mancan Temporary Employment Staffing Agency at 740-592-9675 with any questions.

#ZR2

You must login or register before applying for open positions.

About Mancan Staffing Solutions:

We are a recognized leader in the staffing industry for more than 40 years. Mancan has been building relationships locally and across the United States, based on performance, customer service, and our entrepreneurial spirit. Together we aid in fueling the global economy and improving the lives of everyone around us. What we do and how we work is what defines our company. It's about who we are and what we believe.

Established in 1976, Mancan has a long tradition of excellence and superior customer service. We offer short term employment, long term employment, temp to hire, direct hire, technical, professional, clerical, industrial employment, onsite services, recruitment outsource processing, weekend and holiday hours, as well as extended weekday hours. Whether you are a great employee looking for the perfect job or the perfect employer looking for a great employee, Mancan WILL make it happen.

<https://www.ziprecruiter.com/jobs/mancan-staffing-solutions-71ec1b92/assembly-ab6fe19c>

## **Laminator Support (12865)**

Novolex Caldwell, OH, USA

Novolex employs almost 7,000 people across the globe. From our iconic corporate headquarters in South Carolina to our 40 world-class manufacturing sites to our new state of the art professional center near Charlotte we strive to be the employer of choice in the global packaging industry. Novolex Careers include manufacturing, engineering, procurement, supply chain, finance, HR, product development, sales, marketing and an ever-expanding array of others to support our continuing rapid growth. Our team is rich in diversity and our culture encourages continuous personal growth and teamwork in all we do.

### **Job Title:**

Laminator Operator

### **Position Summary:**

The Laminator Operator is responsible for the production and quality of products run on the Laminator. Works with team members to ensure safety, productivity, reliability, and team engagement are focused on at all times. Success relies on the individual's motivation and determination to engage and participate in Continuous Improvement continuously.

### **Essential Functions & Key Responsibilities:**

Maintains awareness and practices personal and environmental safety guidelines at all times.

Measures work piece dimensions, using various measuring instruments to determine accuracy of machine operations.

Reviews work orders to determine set up procedure, machining sequence, and dimensions of finished work piece.

Utilizes appropriate PPE (personal protective equipment) at all times.

Cleans and stores rollers, quads and pans used in the production process, loads appropriate paper on paper stand.

Mixes ink and coatings to specifications on job order.

Monitors operation of unit and production details such as pressures, temperatures, roll size, job specifications, and oven settings, etc.

Mounts foil or film onto machine fixture or dispensing device, manually operating electric lift and/or overhead crane and hand tools.

Observes and listens to operating machines or equipment to diagnose machine malfunction and determine need for adjusting or repair.

Verifies materials are accurate regarding color, size, thickness and quantity, etc., to meet customer specification.

Adjusts controls to regulate speed, temperature, and pressure of laminating rollers.

Performs minor equipment and tool maintenance.

Maintains a clean and orderly machine and work area.

Inspects finished product per company guidelines to insure quality.

Collects data.

Completes shop floor reporting, laminator production reports and quality verification processes.

Communicates with other co-workers and shifts regarding job status in order to maintain quality and efficiencies of production.

Troubleshoots work related problems by evaluating issues, discussing with team and management

Maintains awareness of SDS sheets, as needed.  
Performs changeovers and communicates with maintenance as needed.  
Supports and leads 5S initiative in work area.  
Works safely and follows company safety policies and procedures at all times.

**Candidate Requirements:**

Qualifications include high school diploma or equivalent (GED) .Desire to learn new skills and work in a team environment  
Verbal and written communication skills.  
Basic Microsoft Office and PRMS Skills (Excel, Word)  
Lean/Continuous improvement oriented.  
Minimum of 6 months manufacturing and/or mechanical skills.  
Ability to lift 50 lbs.  
Strong knowledge of Laminating.  
Core Competencies: Customer Focus, Action Oriented, Decision Quality, Functional/Technical Skills, Integrity and Trust, Peer Relationships  
Other Competencies Required: Leading Others, Timely Decision Making, Listening, Written and Verbal Communication, Priority Setting and Drive for Results.

**About the Company**

Novolex is North Americas leader in packaging choice and sustainability.  
The leadership of Novolexs packaging brands sprouts from innovation, a diversity of products and markets, and a dedication to sustainability and quality.  
The family of historic Novolex brands includes Bagcraft Packaging, Hilex Poly, Fortune Plastics, Duro Bag, De Luxe Packaging, Burrows Paper, Novolex Custom Film & Bag, International Converter, General Packaging Products, and Heritage Bag.  
Each of the Novolex brands brings a unique sustainability and product story in plastic, paper, foil, recycling, or composting applications. The Novolex brands are unified by four common values: Manufacturing Innovation and Quality; Service; Packaging Choice; and Sustainability.  
Novolex is headquartered in Hartsville, SC and has 49 manufacturing facilities around the globe, including the worlds largest closed loop plastic bag recycling plant located in Indiana. The company has over 7,000 employees in the US, Canada, Mexico, Europe and Asia.  
Novolex focuses on customers within the retail, grocery, convenience store, deli, food service, hospitality, institutional, processor and industrial markets. The Novolex product portfolio and our engineered solutions are designed to meet customer packaging application needs in the areas of food contact, customer experience, resale items, checkout systems, can liners and packaging operations.  
The company rebranded under the name Novolex in November 2014. The change signifies a number of great companies coming together under a new name focused on delivering value to our customers, suppliers and employees through broader product categories and markets. Novolexs family of packaging brands creates value and synergies by covering the full spectrum of retailer and institutional companies packaging requirements.  
The Novolex name is based on the Latin NOVO for new and LEX a tip of the hat to Hilex Poly, the first brand to become part of the family. The blue and red of our logo represents the integration of both paper and plastic into our sustainability platform with red and blue being the legacy corporate colors of Hilex Poly and Duro Bag respectively.

**Our Mission**

Novolexs mission is to continue a tradition of leadership established by our historic brands in the areas of packaging choice, customer service, manufacturing innovation, quality, and sustainability.

**Our Vision Statement**

To be a leading provider of packaging solutions that are environmentally friendly, create value for the customer and Novolex, have excellent quality, and provide superior service.  
We want to accomplish this with an entrepreneurial culture which drives operational excellence and proactively creates ecological solutions.

**Our Environmental Mission**

Novolex's sustainability goal is to establish a viable environmental program and product line that:  
Reduces the impact of plastic and paper on the environment through recycling and increased recycled content  
Sets a high standard of industry leadership and corporate citizenship  
Creates meaningful benefits for the environment and the community  
Facilitates environmental action by retailers and the community

For more information on Novolex, visit our website at: [www.novolex.com](http://www.novolex.com)

*The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions and responsibilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

<https://www.ziprecruiter.com/jobs/novolex-64781d90/laminator-support-12865-50eff63c>

## Deck Hand/Laborer

Southern West Virginia Asphalt Inc

Job Requisition ID: 132292

Job Type: Laborers and Production Workers

Work Time: Seasonal

City: Parkersburg

State: West Virginia (US-WV)

Postal/Zip Code: 26101

Deck Hand/Laborer

*Tired of browsing the classifieds? Job searches unsuccessful? Look no further, West Virginia Paving, Inc. has the perfect career opportunity waiting for you!*

Job Description Summary

*A deck hand/Laborer is needed in the Parkersburg area. The qualified candidate will be responsible for running a loader and a skidsteer as well as decking and unloading aggregate from barges. Shoveling and hand brooming will also be required.*

Requirements

*Must partner with crew members per plan specifications, and if need be, perform tasks of other positions as instructed by crew foreman to ensure daily schedules/estimates are met.*

*Must be able to operate a loader and skidsteer.*

*Attendance required according to attendance policy to ensure crew ability to operate at a normal efficiency level.*

*Initiative to perform/assist with other positions for job completions.*

*Attitude/cooperation: always maintain courteous and professional manner with co-workers, customers, and the general public.*

*Must pass a drug screening and criminal background check.*

Education/Experience

*High school diploma or equivalent preferred, but not required.*

Southern West Virginia Asphalt Inc is an Affirmative Action and Equal Opportunity Employer

Southern West Virginia Asphalt Inc is part of the Oldcastlecareers™ network.

[https://jobs.oldcastle.com/job/Parkersburg-Deck-HandLaborer-WV-26101/459553901/?feedId=202101&utm\\_source=Indeed&utm\\_campaign=OldCastle\\_Indeed&jobPipeline=Indeed](https://jobs.oldcastle.com/job/Parkersburg-Deck-HandLaborer-WV-26101/459553901/?feedId=202101&utm_source=Indeed&utm_campaign=OldCastle_Indeed&jobPipeline=Indeed)

## Customer Service Representative - Full Time

Advance America

Job Locations US-OH-Marietta

**Requisition ID**

2018-8860

**Address**

707 Greene Street

**Category**

Operations Customer Service

**Position Type**

Regular Full-Time

Overview

707 Greene Street, Marietta, Ohio 45750

Advance America is a respected leader in the consumer financial and loan services industry. Helping people advance in life – with fast access to cash transfers, pre-paid debit cards, loans and tax services – is what we're all about. We are currently seeking highly-skilled, career-oriented individuals ready to be part of a growing company!

We offer:

Competitive Wages

Uncapped Bonus Potential

Life/Health Benefits

401(k) Savings Plan

Educational Assistance

Paid Vacation/Holidays

Great Schedules

Comprehensive Training

To learn more about Advance America visit <https://www.advanceamerica.jobs>

The Full Time Customer Service Representative (CSR) position is a performance based, hands-on, customer-focused role that is responsible for completing tasks associated with the center's daily operation. Job responsibilities are expected to be completed in a manner that complies with all federal and state regulations and adheres to company policies,

procedures, and practices. This position is responsible to perform an active role in meeting all performance goals and metrics for the center as defined by management. In order to do so, this position requires attention to detail, excellent customer service skills, and a passion for sales. This position is responsible to develop, assist, and participate in all marketing and collection efforts, both internally and externally.

#### Responsibilities

**Customer Service, Sales, & Marketing:** Actively assist in meeting the center's performance metrics as defined by management. Understand, recommend, and sell financial products and services to customers. Build strong relationships with current and prospective customers, in person and over the phone. Manage customer concerns, and actively participate in customer transactions. Deploy marketing efforts in the community to generate sales and customer growth, and complete marketing tracking sheets as required.

**Operations, Compliance, & Collections:** Assist in managing the P&L to meet all budgeted numbers and in meeting management's expectations related to center performance. Adhere to the Company's policies, procedures, Creed, and to all applicable state and federal regulations. Maintain accurate cash controls and ensure that security procedures are in line with Company and Loss Prevention (LP) Standards. Enter customer and transaction information accurately into the point of sales system and create and maintain accurate customer files with all required documentation. Perform and document collection calls, field visits, and any other approved collection activities. Complete other duties as assigned.

**Team & Leadership:** Work closely with and support others in a positive, team environment to enhance the customer experience.

#### Qualifications

**Equivalent Education Level Required:** High School Diploma or equivalent required; some college preferred.

**Experience Required:** Sales and/or customer service experience required, or equivalent experience. One year of experience in one or more of the following areas preferred: sales, retail, banking, or collections.

**Knowledge Required:** Strong math skills, including the ability to count cash; professional verbal communication by phone and in person; ability to read, write, evaluate, and apply complex and detailed information; may work alone; ability to interact professionally and exhibit appropriate social skills; ability to negotiate payment terms and effectively communicate loan requirements; ability to understand and ensure compliance with policies, procedures, and laws governing our industry/business and employees; ability to use computer programs required to process customer transactions; ability to maintain composure in stressful situations; ability to follow procedures in the normal course of business and in stressful situations; ability to develop and maintain business relationships.

**Physical Requirements:** Standing for long periods of time; sitting occasionally; walking, including extended distances; bending; squatting; kneeling; pushing/pulling; reaching; twisting; frequent lifting of less than 10 lbs., occasional lifting of up to 20 lbs.; driving and having access during the workday to an insured and reliable transportation in order to complete tasks including, but not limited to, banking, marketing, and providing staffing coverage within the division; exposure to outdoors limited to elements that the ordinary person would be exposed to at that time; typing; data entry; grasping; transferring items between hands and/or to another person or receptacle; housekeeping/cleaning (vacuuming, dusting, cleaning windows, bathroom, etc., including exposure to cleaning chemicals); use of office equipment to include computers; able to be physically present Monday through Saturday from 8am – 8pm; ability to travel to, be physically present at, and complete the physical requirements of the position at any center within the division (distance varies by division)

**Travel:** Must have a valid driver's license and access to insured, reliable transportation. Ability to travel within division for marketing, collections, staffing, special events, and banking responsibilities.

**Attire:** Professional business attire or Advance America logo apparel required.

**Other:** Must be 18 (except in AL where the age requirement is 19), eligible to work in the USA, and able to successfully complete all post offer screens, including a criminal background check, MVR, credit check if required by state law, reference check, and drug test. Regular and punctual attendance is required. Schedules may be changed as needed to accommodate business needs. Overtime may be required. Must meet all applicable state and local regulatory requirements. In some states, you may be required to become a notary upon request (at the Company's expense).

<https://careers-advanceamerica.icims.com/jobs/8860/customer-service-representative---full-time/job?mobile=false&width=1048&height=500&bqa=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

## Department Supervisor

The Home Depot- Vienna, WV 26105

#### Position Purpose:

Department Supervisors train, coach and develop associates in each department to ensure customers receive excellent service and can easily find the merchandise they need. In addition, they provide valuable input into merchandising decisions to the Store Management Team and Operations Team. Department Supervisors have strong product knowledge and the ability to lead and develop others. Specific store departments may include Building Materials, Décor, Electrical, Flooring, Gardening, Hardware, Kitchen & Bath, Lumber, Millwork, Paint, Plumbing, Pro Account Sales, Tool Rental, Front End, Freight, Receiving, Associate Support, Special Services, and Merchandising Execution.

<https://careers.homedepot.com/job/6959537/department-supervisor-vienna-wv/>

## **Assistant Manager Trainee**

Speedway LLC

Serves as a trainee for a specific duration with the intention to prepare for service as an Assistant Manager; learns essential aspects of the Assistant Manager job and demonstrates successful completion prior to being promoted; learns how to serve as the leader and to oversee the retail operation of a specific store, in conjunction with the General Manager; and learns how to help ensure that the store operates efficiently and in compliance with applicable Federal, State and local laws and Company policies

Position Responsibilities (the following are to be learned and practiced during the training period).:

Provides customer service leadership/direction, in conjunction with the General Manager, for entire store and team of employees working in that location

Monitors store activities to ensure that transactions are taking place in the proper manner, in order to provide maximum customer service

Demonstrates customer service as a priority; handles escalated customer concerns and emergencies in absence of the General Manager. Seeks appropriate resolution for the situation while observing Company guidelines and ensuring customer satisfaction

Trains, schedules and coaches all new and current store associates to ensure store positions are staffed to appropriately handle Customer Service needs

Ensures customer service is a priority by scheduling staff consistent with customer activity

Adheres to and trains employees on Federal, State and local regulations and ensures the sale of age restricted products are prohibited to individuals under the minimum age requirement

Helps ensure that employees follow all Company policies as detailed in the Operations Manual, and in compliance with Federal, State and local laws; including taking steps to ensure compliance with uniform, personal appearance, and customer service standards

Works in tandem with the General Manager to ensure Management/leadership is available to customers and employees at all times

Provides support to store as needed, often beyond regularly scheduled work times. If not available, ensures that a reliable back up has been provided

Assists in identifying qualified applicants, performing interviews as needed, and making employment decisions including but not limited to hiring, evaluating, scheduling, training and disciplining as needed

Ensures applications and staffing forecasts are forwarded to recruiting centers when applicable

Promotes an environment focused on customer service, satisfaction and store cleanliness

Maintains high staff retention by helping to develop leaders, empower employees and encourage increased employee productivity

Helps perform and supervise all minor maintenance tasks in order to eliminate inconvenience to the customer; supports procedures for additional repairs and maintains work orders

Responds quickly to all emergencies for the safety and security of customers and employees and notifies the appropriate individuals

Ensures proper execution of Company standards by maintaining knowledge in the following sales responsibilities: food focus, counts/inventory, vendor relations and selling point/engagement

Assists in implementing all merchandising, marketing and foodservice programs, which includes maintaining plan-o-gram integrity, appropriate sign placement and proper preparation and execution of foodservice products

Promotes store sales and selling initiatives and encourages the team to strive to reach goals/objectives. Provides suggestions for improving sales, margins and execution of all programs

Motivates and coaches store associates on proper upselling techniques. Reviews sales reports to ensure the store is on track to achieve selling point goals and promotions

Ensures promotional signage and displays are properly updated per guidelines

Provides training to store associates regarding food preparation procedures. Ensures proper preparation, presentation and maintenance of all stock levels

Ensures products are in-stock, in date and available for purchase; helps audit inventory on a regular basis and manages on-hand quantities, adding back stock to displays as needed

Demonstrates a high value for Health, Environment, Safety and Security (HES) issues, initiatives and programs in both personal and organizational responsibilities

Integrates HES into day-to-day job performance. Maintains a safe environment for all customers and employees

Ensures that employees are properly trained to order merchandise and products

Conducts area pricing surveys, at the request of the General Manager, reports the results and adjusts sales prices as directed

Follows and complies with all health and sanitation procedures and adheres to safe work practices

Ensures that all necessary store reports and paperwork are completed accurately and in a timely fashion

Completes other duties as assigned by Management

## Requirements

### Education Requirements:

High School Diploma or GED

### Experience Requirements:

Previous supervisory experience preferred

Retail experience a plus

Completion of required training program

### Skill Requirements:

Basic Computer Skills

Good understanding of SAP functions and navigation

Excellent communication skills and the ability to research and resolve issues

Good understanding of intra-department functions, store operations and corporate business plans

Good understanding of profit and loss statements and financial overview of the store

Knowledge of retail business management practices

Knowledge of all types of store transactions and related programs

Knowledge of ways to handle customer and employee injuries, incidents and accidents

Ability to perform repeated bending, kneeling, twisting and overhead reaching

Ability to stand for an entire shift

Ability to frequently lift between 5 to 20 pounds

Ability to occasionally lift up to 50 pounds

### Additional Requirements:

Available to work a variety of shifts and/or days of the week consistent with the demands of the retail environment which includes weekends, evenings and other high activity periods

Must have a valid Driver's License from the state in which Manager resides

Must maintain automotive liability insurance during course of employment

Must use personal vehicle to conduct area pricing surveys

### Preferred Managerial Attributes:

Exhibits strong leadership qualities and a desire to succeed

Serves as coach to employees by modeling appropriate workplace behavior

Interacts positively with employees by seeking input and providing appropriate feedback

Seeks opportunities for employees to develop skills

Identifies and attracts outgoing, customer focused individuals to build a customer driven workforce

Understands, actively demonstrates and promotes the principles of the customer service initiatives

Creates excitement around monthly selling promotions in order to drive sales goals

Empowers employees to make non-personnel related decisions in absence of immediate Manager

Fosters a work environment where good performance is recognized and rewarded

Demonstrates the required competencies needed to become a General Manager, and is willing and available to be promoted to any available location in the market area

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=74122970213&locale=en\\_US&applicationName=SpeedwayLLCNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=80547370008&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=74122970213&locale=en_US&applicationName=SpeedwayLLCNonReqExt&SEQ=postingLocationDetails&POSTING_ID=80547370008&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

## **Lead Customer Service Representative FT**

Speedway LLC - Marietta, OH

Specializes in providing outstanding service to customers while running a register and working on the sales floor; ensures that items meet the required stock levels and presentation standards; and that cleanliness and safety standards are met or exceeded; greets customers in a friendly manner and suggestively sells products to help increase sales; makes effort to ensure that customers leave with a good impression of the Company and are likely to return

### **Position Responsibilities:**

Provides positive, personalized customer service by greeting each customer in a friendly manner, assisting with purchases, suggestively selling and making sure products are available for purchase

Runs a Point of Sale (POS) system and monitors customer lines in order to expedite the sales process; interrupts all other activity when customer service is needed

Maintains knowledge of products and services offered by the Company and knows how to complete associated transactions

Adheres to Federal, State and local regulations and prohibits the sale of age restricted products to individuals under the minimum age requirement

Takes an active role in promoting programs introduced by the Company; ensures established standards are adhered to

Listens and responds to customer requests, follows immediate customer satisfaction guidelines to resolve customer concerns and forwards information to Management as needed

Cleans and maintains the store area including, but not limited to, cleaning counters, equipment, floors, cabinets and external areas. Performs light maintenance duties as assigned  
Helps ensure equipment is operating correctly. Communicates to Management when maintenance is needed  
Learns and follows applicable policies and procedures including, but not limited to, grooming, cleanliness, uniform policy, eating, drinking and smoking policy and overall professional appearance, as is outlined in the Company Operations Manual  
Integrates HES into daily job performance and assists in maintaining a safe environment for customers, employees and self  
Follows and complies with all health and sanitation procedures and adheres to safe work practices  
Helps ensure proper stock levels, dating and rotation of all food products and supplies  
Attends Company required training programs; assists in training fellow store associates on existing and new training programs as needed  
Provides suggestions for and actively participates in improving sales, margins and execution of Merchandising/Marketing programs  
Reports all time worked, on or off site, for appropriate compensation  
Completes other duties, including special projects, as assigned by Management

**Additional responsibilities for Lead Customer Service Representative:**

Available to work a variety of shifts and/or days of the week consistent with the demands of the retail environment, which includes weekends, evenings and other high activity periods  
Handles escalated customer concerns and emergencies in absence of the General Manager. Seeks appropriate resolution for the situation while observing Company guidelines  
Responds quickly to all emergencies for the safety and security of customers and employees and notifies the appropriate individuals  
Promotes store sales and selling initiatives and encourages the team to strive to reach goals/objectives  
Accurate and timely processing of Daily Sales Reporting in absence of General Manager  
Participates in the store's Cigarette Inventory Control as needed for physical and retail dollar value. Completes a full scan count of all packs and cartons once per month for BlueCube ordering accuracy

**Requirements**

**Education Requirements:**  
No requirement

**Experience Requirements:**

Customer service experience preferred

**Skill Requirements:**

Basic computer skills  
Exceptional customer service skills  
Good verbal and written communication skills  
Understanding of store functions and operations  
Capable of working in a fast-paced environment and ability to work as a member of a team  
Ability to model proper workplace behavior, including being respectful, honest and fair  
Ability to perform repeated bending, kneeling, twisting and overhead reaching  
Ability to work in intermittent temperature, e.g., outside by the pumps and in the cooler  
Ability to stand for an entire shift  
Ability to frequently lift between 5 to 20 pounds  
Ability to occasionally lift up to 50 pounds

**Note: Not authorized to drive for Company business**

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=74122969821&locale=en\\_US&applicationName=SpeedwayLLCNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=80547650357&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=74122969821&locale=en_US&applicationName=SpeedwayLLCNonReqExt&SEQ=postingLocationDetails&POSTING_ID=80547650357&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

**SALES FLOOR ASSOCIATE**

Dollar Tree

Summary of Position

Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties.

Assist in the merchandising of the store.

Fully cross-trained to assist with cash register operations, customer service and stock replenishment.

Principal Duties and Responsibilities

Handle all sales transactions while operating assigned cash register.

Maintains security of all cash.

Protects all company assets.

Maintains a high level of good customer service.

Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors.

Receives merchandise.

Assist with unloading trucks.

Works in a safe manner.

Adheres to and upholds policies and procedures.

Minimum Requirements/Qualifications

General math skills to allow for cash accounting.

Strong verbal communication skills to allow for proper interaction with customers.

High level of integrity and honesty; will be responsible for handling cash.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Dollar Tree is an equal opportunity employer.*

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=1307895&PartnerId=25600&SiteId=5477&Codes=Indeed#jobDetails=1307895\\_5477](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=1307895&PartnerId=25600&SiteId=5477&Codes=Indeed#jobDetails=1307895_5477)

## **Laborer**

Select Energy Services

St Mary's, WV 26170, USA Req #502

**Business Unit: Water Transfer**

### **Summary**

The primary duties of an Operator are to safely and satisfactorily perform the work assigned at the locations of the company.

### **Essential Duties and Responsibilities**

The essential job functions include, but are not limited to

Laying and picking up poly line, lay flat hose, running transfer pumps, and essential equipment for water transfer operations.

Loading and unloading pipe, field materials, and equipment onto trailers and trucks for safe transport

Observing machine operations, and gauges, and adjust controls to maintain specified conditions

Setting and servicing pumps and generators at job sites

Following all safety procedures and using proper PPE as required per specific job task

Assist in containment and spill clean ups

Communicating with other workers, using signals, radios, and telephones

Using common hand and power tools, such as hammers, hoists, saws, drills, and wrenches

Driving trucks and other vehicles to transport equipment, personnel and perform job task

Attending and successfully completing training as directed for DOT, OSHA and safety

Other duties as assigned by management or supervisors

Operators will report directly to a Supervisor. Difference between Operators at Levels 1, 2, 3 or 4 will be based on the employee's experience, driving qualifications, education, training, tenure, job performance and such other factors as the company determines to be relevant at a given time for such classification.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

One year of experience and/or equivalent training

Possess outstanding organizational and time management skills

Must be detail oriented due to the necessity of safety

Must possess excellent oral and written communications skills

Able to thrive in a team environment

High school diploma/ GED

Experience in energy industry a plus

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions

Knowledge of machines and tools, including their designs, uses, repair, and maintenance

### **Physical Demands**

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

Physical demands including sitting, standing, walking lifting materials (maximum 100lbs), carrying, pushing, pulling, repetitive write and hand movements, hearing, seeing (including depth perception and peripheral vision), ability of rapid mental coordination, and mentally alert for entire shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires 40 hours per week and the willingness to work additional hours when needed.

#### **Work Environment**

This position works outside in all weather conditions including extreme heat and cold. The company will supply adequate training and equipment to perform the functions of the job.

#### **Safety**

Each SES employee is responsible, professional, and accountable for conducting their job tasks in a safe and healthy manner. Employee responsibilities include: performing your job in accordance with Health Safety Security & Environmental (HSSE) philosophy, standards, programs, rules and permits. Each employee will work responsibly and take any necessary precautions to protect him/herself, as well as others in the work area from injury and health hazards. Employees are expected to immediately report all incidents to a supervisor or Person in Charge (PIC) and to the appropriate field HSE coordinator. In addition, employees are expected to actively participate in HSSE meetings and promptly correct unsafe acts and/or conditions. **A detailed listing of employee responsibilities can be found in the SES, LLC's Safety Handbook.**

#### **Disclaimer Clause**

*The job descriptions are subject to change and employees will be required to abide by job specific modifications. The above statements are intended to describe the general nature and level of the work being performed by the employee assigned to this position. There is no comprehensive list of all duties and responsibilities, knowledge, skills abilities, physical demands and working conditions associated with the position.*

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

<https://usr55.dayforcehcm.com/CandidatePortal/en-US/select/Posting/View/3608>

### **Career Opportunities: Laminator Support (12865)**

Caldwell, OH

Novolex™ employs almost 7,000 people across the globe. From our iconic corporate headquarters in South Carolina... to our 40 world-class manufacturing sites... to our new state of the art professional center near Charlotte... we strive to be the employer of choice in the global packaging industry. Novolex™ Careers include manufacturing, engineering, procurement, supply chain, finance, HR, product development, sales, marketing and an ever-expanding array of others to support our continuing rapid growth. Our team is rich in diversity and our culture encourages continuous personal growth and teamwork in all we do.

Job Title:

Laminator Operator

Position Summary:

The Laminator Operator is responsible for the production and quality of products run on the Laminator. Works with team members to ensure safety, productivity, reliability, and team engagement are focused on at all times. Success relies on the individual's motivation and determination to engage and participate in Continuous Improvement continuously.

Essential Functions & Key Responsibilities:

Maintains awareness and practices personal and environmental safety guidelines at all times.

Measures work piece dimensions, using various measuring instruments to determine accuracy of machine operations.

Reviews work orders to determine set up procedure, machining sequence, and dimensions of finished work piece.

Utilizes appropriate PPE (personal protective equipment) at all times.

Cleans and stores rollers, quads and pans used in the production process, loads appropriate paper on paper stand.

Mixes ink and coatings to specifications on job order.

Monitors operation of unit and production details such as pressures, temperatures, roll size, job specifications, and oven settings, etc.

Mounts foil or film onto machine fixture or dispensing device, manually operating electric lift and/or overhead crane and hand tools.

Observes and listens to operating machines or equipment to diagnose machine malfunction and determine need for adjusting or repair.

Verifies materials are accurate regarding color, size, thickness and quantity, etc., to meet customer specification.

Adjusts controls to regulate speed, temperature, and pressure of laminating rollers.

Performs minor equipment and tool maintenance.

Maintains a clean and orderly machine and work area.

Inspects finished product per company guidelines to insure quality.

Collects data.

Completes shop floor reporting, laminator production reports and quality verification processes.

Communicates with other co-workers and shifts regarding job status in order to maintain quality and efficiencies of production.

Troubleshoots work related problems by evaluating issues, discussing with team and management

Maintains awareness of SDS sheets, as needed.

Performs changeovers and communicates with maintenance as needed.

Supports and leads 5S initiative in work area.

Works safely and follows company safety policies and procedures at all times.

Candidate Requirements:

Qualifications include high school diploma or equivalent (GED) Desire to learn new skills and work in a team environment

Verbal and written communication skills.

Basic Microsoft Office and PRMS Skills (Excel, Word)

Lean/Continuous improvement oriented.

Minimum of 6 months manufacturing and/or mechanical skills.

Ability to lift 50 lbs.

Strong knowledge of Laminating.

Core Competencies: Customer Focus, Action Oriented, Decision Quality, Functional/Technical Skills, Integrity and Trust, Peer Relationships

Other Competencies Required: Leading Others, Timely Decision Making, Listening, Written and Verbal Communication, Priority Setting and Drive for Results.

About the Company

Novolex™ is North America's leader in packaging choice and sustainability.

The leadership of Novolex's packaging brands sprouts from innovation, a diversity of products and markets, and a dedication to sustainability and quality.

The family of historic Novolex™ brands includes Bagcraft® Packaging, Hilex Poly®, Fortune Plastics®, Duro Bag®, De Luxe® Packaging, Burrows Paper, Novolex Custom Film & Bag™, International Converter®, General Packaging® Products, and Heritage Bag®.

Each of the Novolex™ brands brings a unique sustainability and product story in plastic, paper, foil, recycling, or composting applications. The Novolex™ brands are unified by four common values: Manufacturing Innovation and Quality; Service; Packaging Choice; and Sustainability.

Novolex™ is headquartered in Hartsville, SC and has 49 manufacturing facilities around the globe, including the worlds' largest closed loop plastic bag recycling plant located in Indiana. The company has over 7,000 employees in the US, Canada, Mexico, Europe and Asia.

Novolex™ focuses on customers within the retail, grocery, convenience store, deli, food service, hospitality, institutional, processor and industrial markets. The Novolex™ product portfolio and our engineered solutions are designed to meet customer packaging application needs in the areas of food contact, customer experience, resale items, checkout systems, can liners and packaging operations.

The company rebranded under the name Novolex™ in November 2014. The change signifies a number of great companies coming together under a new name focused on delivering value to our customers, suppliers and employees through broader product categories and markets. Novolex's family of packaging brands creates value and synergies by covering the full spectrum of retailer and institutional companies packaging requirements.

The Novolex™ name is based on the Latin "NOVO" for new and "LEX" a tip of the hat to Hilex Poly, the first brand to become part of the family. The blue and red of our logo represents the integration of both paper and plastic into our sustainability platform with red and blue being the legacy corporate colors of Hilex Poly® and Duro Bag® respectively.

Our Mission

Novolex's™ mission is to continue a tradition of leadership established by our historic brands in the areas of packaging choice, customer service, manufacturing innovation, quality, and sustainability.

Our Vision Statement

To be a leading provider of packaging solutions that are environmentally friendly, create value for the customer and Novolex™, have excellent quality, and provide superior service.

We want to accomplish this with an entrepreneurial culture which drives operational excellence and proactively creates ecological solutions.

Our Environmental Mission

Novolex's sustainability goal is to establish a viable environmental program and product line that:

Reduces the impact of plastic and paper on the environment through recycling and increased recycled content

Sets a high standard of industry leadership and corporate citizenship

Creates meaningful benefits for the environment and the community

Facilitates environmental action by retailers and the community

For more information on Novolex™, visit our website at: [www.novolex.com](http://www.novolex.com)

<https://career8.successfactors.com/sfcareer/jobreqcareer?jobId=12865&company=NOVOLEX&username=>

## **Accounts Payable Processor**

Select Energy Services

St Mary's, WV 26170, USA Req #552

**Business Unit: Water Transfer**

### **Summary**

This position is on location and responsible for coordinating the field duties and Regional reports at the assigned site. This position interacts with people at all levels in the organization including customers and other external contacts. The Field Processor will provide support to the location by assisting with daily reporting of billable and non-billable hours worked. Requires the ability to work with and maintain confidential information. Responsible for the analysis of reports received to identify discrepancies; should understand business/accounting principles and practices. Reports are to be processed daily in a timely and accurate manner, which includes verifying location employees' hours, job costing numbers, and site locations. Ensure compliance with policy and process design and making process improvement suggestions. The Field Processor must be able to function effectively in a team environment. Position assists HR Department/ Accounting with various accounting, HR and payroll functions on a daily basis.

### **Essential Duties and Responsibilities**

Includes the following: (Other duties may be assigned)

Accurately and efficiently processes accounting data.

Process daily, weekly and monthly accounting reports and transmit to the corporate office; ensuring all deadlines are met.

Complete special projects at the request of Operations Manager.

Coordinate for and complete reports required daily, weekly, monthly or quarterly.

Provide administrative support to Managers/Supervisors as needed.

Enter data into spreadsheets or accounting system.

Scanning documents and e-mail to appropriate personnel.

Filing and copying documents.

Performance of other duties and responsibilities as requested by management.

### **Qualifications**

High School Diploma/GED.

2 - 5 years of office experience.

Exceptional phone skills and etiquette.

Must possess valid driver's license and be eligible to drive a company vehicle according to Select's insurance guidelines.

Must exhibit good verbal and written communication skills as well as excellent reading comprehension.

Strong organizational skills necessary to handle multiple tasks.

Attention to detail.

Ability to follow verbal and written instructions.

Strong knowledge of Microsoft Office.

Basic knowledge of MS Excel is required.

Knowledge of the oilfield industry is a plus.

Ability to work in a team environment.

Bi-Lingual (English and Spanish) is a plus.

Able to adapt effectively to new and changing environment.

Overtime may be required during critical periods, such as year-end and monthly closing.

### **Physical Demands**

Ability to lift 1-50 lbs.

Involves sitting at a desk for extended periods of time.

Manual dexterity to operate specialized equipment.

Need to have a high degree of concentration in a busy area.

### **Work Environment**

This position works inside a climate-controlled environment in an office. The Company will supply adequate training and equipment to perform the functions of the job.

Traditional work hours, Monday through Friday, 8 – 5 pm.

Over-time as required.

Some travel may be required.

### **Safety**

Safety is Select's #1 Priority. The employee's personal commitment to Safety must be reflected in their safety record. Each SES employee is responsible, professional, and accountable for conducting their job tasks in a safe and healthy manner. Employee responsibilities include: performing your job in accordance with Health Safety Security &

Environmental (HSSE) philosophy, standards, programs, rules and permits. Each employee will work responsibly and take any necessary precautions to protect him/herself, as well as others in the work area from injury and health hazards. Employees are expected to immediately report all incidents to a supervisor or Person in Charge (PIC) and to the appropriate field HSE coordinator. In addition, employees are expected to actively participate in HSSE meetings and promptly correct unsafe acts and/or conditions. **A detailed listing of employee responsibilities can be found in the SES, LLC's Safety Handbook.**

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

<https://usr55.dayforcehcm.com/CandidatePortal/en-US/select/Posting/View/3778>

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## **RETAIL STORE MANAGER**

GNC

**Address:** 221 CAPTAIN D SEELEY DRIVE, Marietta, OH

**Req. Number:** 2018-64143

Job Summary

We are looking for a dynamic Store Manager that embodies the "Live Well" spirit of GNC. If that describes you, then join the high energy, stores team at GNC. As the Store Manager you are accountable for the day-to-day retail operations of the GNC store in conjunction with the Regional Sales Director. This position has full accountability for the stores financial results, the overall leadership and development of the associates, by creating a positive work environment, displaying GNC brand loyalty, exceptional customer service and driving sales. The store manager should have the aptitude to provide advanced product knowledge, and to help promote GNC's "Live Well" brand.

What we are looking for in a GNC Store Manager is:

Essential Duties and Responsibilities

### **Job Description:**

A Store Manager who enjoys interacting with customers and is committed to helping them choose the right products, as well as making recommendations based on your overall product knowledge and understanding of their needs

One who displays a strong understanding and commitment of GNC's Vision and Values

The ability to achieve and exceed personal sales and productivity goals, while helping sales associates to realize their sales potential

Strong team building, leadership, and managerial skills, such as giving feedback to store associates regarding work performance on an on-going basis, recruiting, hiring, and performance management

The ability to learn new product trends, features, advantages and benefits, in addition to the training and development of associates with regard to product knowledge

Opening, closing and operating the retail facility. Including, but not limited to cash handling, inventory count and deposits according to GNC procedures.

Responsible for ordering merchandise and supplies to maintain appropriate inventory levels, according to GNC guidelines to maximize sales and maintain store appearance

Verify the delivery of all merchandise to the store.

Ensure full understanding of all store communications including product information, advertising, promotions and other marketing initiatives.

Ability to multi-task, coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner

Partner with Loss Prevention to ensure adherence to GNC's policies and procedures.

Job Specifications

### **Requirements:**

Education: Bachelor's degree preferred

Experience: 2+ years of retail sales and store management experience in a specialty retail environment.

Other Requirements:

Self-motivated

Strong communication and team building skills

Total compliance with all store operations policies

Manage work schedules within established budgets for optimal store coverage

Ability to work a flexible schedule (i.e. Holidays, weekends)

Benefits:

Medical, dental, vision and insurance benefits

Competitive rate of pay

Paid Time Off  
401(k) Plan  
Short-term disability benefits  
Employee assistance program  
Employee discount

GNC has been a leading source of health and wellness products for more than 70 years and sets the standard in the nutritional supplement industry by demanding truth in labeling, ingredient safety and product potency, all while remaining on the cutting-edge of nutritional science. Since its foundation in the 1930's, GNC has prided itself on offering a challenging and rewarding work environment while delivering premium vitamins and other health supplements to our customers. GNC is an equal opportunity/affirmative action employer, which will consider all qualified applicants for employment without discrimination and takes affirmative action to employ and advance in employment individuals without regard to race, color, national origin, religion, age, protected veteran status or physical or mental disability. A notice describing these and other employment rights under federal law can be viewed online.

*Equal Opportunity / Affirmative Action / Protected Veterans / Disabled Individuals Employer*

<https://jobs.gnc.com/search/jobdetails/retail-store-manager/27cdd90b-a123-45ea-b565-bcf2ba13ed25>

### **Unit Assistant (Full Time)**

Marietta Center - Genesis HealthCare- Marietta, OH 45750

**POSITION SUMMARY:** The Unit Assistant performs various nonprofessional services related to caring for the needs and comfort of the customers. Her/his function may not include any activity accorded to the Certified Nursing Assistant.

#### **RESPONSIBILITIES/ACCOUNTABILITIES:**

1. Assumes responsibility for specific customer tasks as assigned by the Charge Nurse. The Charge nurse and/or a nurse designee will supervise all Unit Assistant tasks.
2. Tasks related to admission of the customer:
  - 2.1 Mark personal items (clothing, glasses, other items as assigned)
  - 2.2 Complete an Inventory List of personal items
  - 2.3 Assist customer to hang or to place personal items in closets and drawers
3. Tasks related to transfer / discharge of customer:
  - 3.1 Pack clothing and other personal items
  - 3.2 Transport items to designated locations
  - 3.3 Remove name tags and other identifying items from room
  - 3.4 Strip the bed
4. Tasks related to meals:
  - 4.1 Transport customers to the Dining Room to designated seating assignment
  - 4.2 Deliver trays
  - 4.3 Prepare trays (open cartons, butter bread, cut meat, insert straws)
  - 4.4 After food percentages and/or I - O is completed by the CNA, remove the trays and return them to the tray cart
  - 4.5 Collect clothing protectors and table linens and place them in the appropriate soiled receptacle
  - 4.6 Transport customers from the Dining Room to appropriate activity/location
  - 4.7 Pass ice and fresh water
  - 4.8 Assist with Center's Hydration process / activities as assigned
5. Tasks relating to bed making:
  - 5.1 Make unoccupied beds as assigned
  - 5.2 Secure clean linen from the linen cart
  - 5.3 Deposit soiled linen in the soiled linen receptacle
6. Tasks related to transport: After the customer has been transferred to a wheelchair or gerichair by the CNA, transport:
  - 6.1 To activities
  - 6.2 To beauty / barber shop
  - 6.3 To therapy
  - 6.4 To dining room
7. Tasks related to personal appearance for assigned customers:
  - 7.1 Apply nail polish
  - 7.2 Assist with make-up
  - 7.3 Brush hair
8. Tasks related to customer service:
  - 8.1 Read to the customer (books, newspaper)
  - 8.2 Deliver mail; open and read to customer if requested
  - 8.3 Water customer's plants
  - 8.4 Report any unusual occurrence to the charge nurse

8.5 At the customer's request, help to organize and straighten contents of bed side cabinet, closets and drawers to provide a neat, orderly environment

9. Tasks related to cleaning. Does NOT clean blood or body fluids from surfaces:

9.1 Notify CNA or nurse if any blood or body fluid spills on any surface

9.2 Clean the unit pantry and other areas as assigned

10. Tasks related to Unit resource management:

10.1 Transport records, charts and other items as assigned

10.2 Obtain items from other areas in the Center as requested by nurse

10.3 Answer telephone and/or place calls as directed

10.4 Re-fill paper supplies; file paperwork

AU01

QUALIFICATIONS:

SPECIFIC EDUCATIONAL/VOCATIONAL REQUIREMENTS:1. Must be at least 16 years old.2. Must be able to read, write and understand the English language.3. High school diploma / equivalency preferred, but not essential.

[https://www.genesiscareers.jobs/jobs/288862?lang=en-](https://www.genesiscareers.jobs/jobs/288862?lang=en-us&rb=INDEED&rx_campaign=indeed0&rx_group=109398&rx_job=5000419658206&rx_source=Indeed)

[us&rb=INDEED&rx\\_campaign=indeed0&rx\\_group=109398&rx\\_job=5000419658206&rx\\_source=Indeed](https://www.genesiscareers.jobs/jobs/288862?lang=en-us&rb=INDEED&rx_campaign=indeed0&rx_group=109398&rx_job=5000419658206&rx_source=Indeed)

## **Customer Service Representative FT**

Speedway

Specializes in providing outstanding service to customers while running a register and working on the sales floor; ensures that items meet the required stock levels and presentation standards; and that cleanliness and safety standards are met or exceeded; greets customers in a friendly manner and suggestively sells products to help increase sales; makes effort to ensure that customers leave with a good impression of the Company and are likely to return

Position Responsibilities:

Provides positive, personalized customer service by greeting each customer in a friendly manner, assisting with purchases, suggestively selling and making sure products are available for purchase

Runs a Point of Sale (POS) system and monitors customer lines in order to expedite the sales process; interrupts all other activity when customer service is needed

Maintains knowledge of products and services offered by the Company and knows how to complete associated transactions

Adheres to Federal, State and local regulations and prohibits the sale of age restricted products to individuals under the minimum age requirement

Takes an active role in promoting programs introduced by the Company; ensures established standards are adhered to  
Listens and responds to customer requests, follows immediate customer satisfaction guidelines to resolve customer concerns and forwards information to Management as needed

Cleans and maintains the store area including, but not limited to, cleaning counters, equipment, floors, cabinets and external areas. Performs light maintenance duties as assigned

Helps ensure equipment is operating correctly. Communicates to Management when maintenance is needed

Learns and follows applicable policies and procedures including, but not limited to, grooming, cleanliness, uniform policy, eating, drinking and smoking policy and overall professional appearance, as is outlined in the Company Operations Manual

Integrates HES into daily job performance and assists in maintaining a safe environment for customers, employees and self

Follows and complies with all health and sanitation procedures and adheres to safe work practices

Helps ensure proper stock levels, dating and rotation of all food products and supplies

Attends Company required training programs; assists in training fellow store associates on existing and new training programs as needed

Provides suggestions for and actively participates in improving sales, margins and execution of Merchandising/Marketing programs

Reports all time worked, on or off site, for appropriate compensation

Completes other duties, including special projects, as assigned by Management

Requirements

Education Requirements:

No requirement

Experience Requirements:

Customer service experience preferred

Skill Requirements:

Basic computer skills

Exceptional customer service skills

Good verbal and written communication skills

Understanding of store functions and operations

Capable of working in a fast-paced environment and ability to work as a member of a team

Ability to model proper workplace behavior, including being respectful, honest and fair

Ability to perform repeated bending, kneeling, twisting and overhead reaching

Ability to work in intermittent temperature, e.g., outside by the pumps and in the cooler

Ability to stand for an entire shift

Ability to frequently lift between 5 to 20 pounds

Ability to occasionally lift up to 50 pounds

Note: Not authorized to drive for Company business

[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=74122970523&locale=en\\_US&applicationName=SpeedwayLLCNonReqExt&SEQ=postingLocationDetails&POSTING\\_ID=67399767980&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed](https://wfa.kronostm.com/index.jsp?LOCATION_ID=74122970523&locale=en_US&applicationName=SpeedwayLLCNonReqExt&SEQ=postingLocationDetails&POSTING_ID=67399767980&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed)

## **Shift Team Leader**

Solvay

Shift Team Leader - GBU007556

Solvay is a multi-specialty chemical company committed to developing chemistry that addresses key societal challenges.

We innovate and partner with customers in diverse global end markets. Technology Solutions is a global leader in specialty mining reagents, phosphine-based chemistry, and solutions for stabilization of polymers. We are also a major player in phosphorus derivatives. The portfolio includes world class, leading-edge technologies and unrivalled technical service and applications expertise that support our customers in developing tailored solutions.

The Shift Team Leader will be responsible for the following:

Reinforce and monitor performance to manufacturing plan and established safety, quality and productivity standards.

Correct any deviations from plan or standards or elevate for further support in a timely manner.

Actively engage in selected Department objectives.

Acting as the change agent for Solvay

Job Overview and Responsibilities

Responsibilities:

Lead site wide emergency response activities.

Communicate and enforce shift performance expectations to ensure HSE compliance and production schedule.

Communicate any deviations to the plan.

Ensure team resources (operations, maintenance, support personnel) are adequate to meet plan for the shift.

Support efforts to ensure team members are qualified and capable of meeting expectations.

Support/Lead area improvement teams to achieve site/departmental commitments.

Support maintenance activities, contractor oversight, and procurement of materials on the off-shift.

Champion advancement initiatives in the areas of Safety, Zero Defect, and Operations Improvement through utilization of a continuous improvement culture.

Education and Experience

Associate degree, military experience in a leadership role or at least five years in a manufacturing setting required.

Related chemical manufacturing experience is preferred with at least three in a supervisory role.

Skills

Lead a team to accomplish significant goals and objectives

Demonstrate follow through and commitment in pursuing objectives of a plan and/or the design and implementation of a process

Demonstrate resiliency in completing an assignment with significant time and resource constraints

Demonstrate poise and leadership in resolving an emergency situation

Achieve success as a leader in a union environment

Exercise tact and resolve in dealing with conflict, change, or emotionally tense situations

Demonstrate confidence and decisiveness in a high pressure and highly visible role

Understanding of WI manufacturing processes

Knowledge of Technology Solutions Improvement Models (HSE, Manufacturing Excellence, and Zero Defect).

Knowledge of WI human resource policies and procedures

Knowledge of WI safety and environmental standards

Knowledge of WI training and development programs Understanding of WI rewards and recognition practices

Additional Information \*LI-KC1 Solvay is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other legally protected characteristics.

Primary Location: USA-West Virginia-Willow Island, West Virginia

<https://solvay.taleo.net/careersection/ext/jobdetail.ftt?lang=en&job=GBU007556&src=JB-10120>

## **Administrative Assistant I**

2- year contract 7:30am to 4pm M-F \$14.81/hr. SAP EXPERIENCE REQUIRED Qualifications: Basic understanding of operation of computerized equipment and standard office equipment and utilizes basic skills in their operation. Education High School or GED preferred Discipline Responsibilities: Under direct supervision, this role provides entry-level clerical and administrative support to a management level(s), department or group of professionals. Performs limited variety of routine administrative and clerical duties. Follows established policies and procedures and detailed instructions in performance of duties with limited discretion.

Work is closely monitored and checked. Performs routine office duties such as: answering telephone calls and making appointments; composing routine correspondence; compiling and analyzing basic information and data for reports; answering routine inquiries; picking up and distributing incoming mail and faxes; faxing outgoing documents; maintaining and updating office supplies and assisting in maintenance of department files. Provides basic typing and word processing support. Uses computer software such as word processing, spreadsheets, and graphics to produce routine and simple reports, presentations or other documents.

Assist with paperwork completion (work with crews on completion and improvement) -Assist in setting up projects -Track down and complete unfinished SAP Projects (Showing TandM Charged) -Facilitate and manage ARCOS lists and overtime totals -Assist in updating AOC share point site -Set up audits on CandM Contractors (Restoration, Line Locating, and Leak Repairs) -Set up Leak Survey Audits -Conduct random inventory on warehouse and crew trucks -Review amount of material used and assist in raising and lowering reorder points to proper levels -Enter and track PM's on company vehicles -Report out on equipment changes for GMandR (meters, correctors, etc.) -Assist GMandR with fine tuning and development of SCADA system to incorporate High Lows -Assist in new service applications -Assist in permitting new services and service replacements with State Road and Land Department -Develop reports for FMS -Quote and Handle Capital Purchases for Supervisors -Assist in ordering of Stopple Equipment for in house crews -Track requested SAP Pipe Projects -Review billable damages to ensure Gas Loss properly reported

[http://jobstalker.net/JobDetail.aspx?JobOrderID=205156&utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed](http://jobstalker.net/JobDetail.aspx?JobOrderID=205156&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed)

## **Operations Account Liaison - Parkersburg WV**

Apria Healthcare - Williamstown, WV 26187

With over 300 locations across the US, Apria Healthcare's mission is to improve the quality of life for our 1.8 million patients at home by providing home respiratory services and select medical equipment to help them sleep better, breathe better, heal faster, and thrive longer. Additional information can be found at [www.apria.com](http://www.apria.com).

The Operations Account Liaison is responsible for managing the relationship between Durable Medical Equipment (DME) and Apria Healthcare.

Assists branches with orders and locates lost equipment when necessary.

Resolves issues by identifying problems and coordinating appropriate solutions.

Troubleshoots with the medical groups and any relevant on-site departments if issues arise.

Assists medical groups and/or other provider groups regarding products and services available under the contract.

Coordinates with physicians and medical groups.

Assists with billing issues and forwards to appropriate person.

Makes follow-up calls to patients that are awaiting special order items.

Facilitate equipment deliveries to Hospitals.

Assists DME with questions, concerns and patient history.

Performs other related duties as directed by supervisor.

Minimum Required Qualifications

Education or experience equivalent to a high school diploma is required.

At least one-year related experience is required.

Must be 21 years of age or older.

### **PHYSICAL DEMANDS**

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

The position requires regular sitting, standing, walking, kneeling, and stooping.

The position requires the constant use of hands to write, use computers, and manipulate papers.

The position requires constant talking and hearing.

The position requires specific vision abilities to include close vision, peripheral vision, and the ability to adjust focus.

The position requires occasional lifting and/or moving up to 25 pounds.

### **EEO Statement**

As an EOE/AA employer, Apria Healthcare is committed to providing all applicants and employees with equal access to employment opportunities, regardless of sex, race, age, color, national origin, disability, pregnancy, religion, genetic information, sexual orientation, transgender status, gender identity, marital status, veteran status, or any other

characteristic protected by federal, state, or local law. Apria Healthcare shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities. AA/EOE, M/F/Disability and Vet <https://careers-apria.icims.com/jobs/4777/operations-account-liaison---parkersburg-wv/job?mode=job&iis=Job+Board&iisn=Indeed.com&mobile=false&width=909&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

### **Truck Assembly Workers**

Manpower in Parkersburg is NOW HIRING Truck Assembly Workers for Hino Motors in Mineral Wells, WV. Qualified candidates must be able to work Mon-Fri from 6am - 2:30pm (with some weekend and overtime shifts), be at least 18 years of age, have reliable transportation and be able to pass pre-employment background/drug testing. Pay starts at \$12/hour Register with us at [Manpower.com](http://Manpower.com)

### **Clerk**

Walker Cat - Parkersburg, WV

#### **DESCRIPTION:**

Performs usual clerical office work under routine supervision involving the use of various office machines such as a computer and telephone. Assignments may include typing, tabulation, filing, checking, sorting, copying, distributing mail, etc. Duties require moderate judgment, with the ability to follow instructions according to established procedures.

#### **REQUIREMENTS:**

High school diploma or equivalent  
Ability to read, write, speak, and understand English  
Good verbal and interpersonal skills  
Two years clerical experience preferred  
Experience using all types of office equipment

#### **ESSENTIAL FUNCTIONS:**

Posts information to records, files records and reports and maintains files  
Makes arithmetic calculations and completes routine forms  
Answers telephone; answers questions within delegated authority  
Researches discrepancies as necessary and ensures they are correct according to standards and procedures  
Enters data information in computerized system

<https://www.walkercathiring.com/jobDesc.asp?JobID=64>

### **Process Control Technician**

Chemours

US - WV - Parkersburg

As we create a colorful, capable and cleaner world through chemistry, we invite you to join our team to harness the power of chemistry to shape markets, redefine industries and improve lives for billions of people around the world.

This position is a key role in the Operations Manufacturing Technology team. The position provides hardware and software technical support for the DCS, PLC, and other process control systems. The role will be assigned to support a primary operating unit in the Washington Works facility. Individual unit operations include but are not limited to: distillation columns, compressors, pumps, refrigeration machines, multiple alloys, reactors, piping, tanks, thermal oxidizer, etc.

Core Job Responsibilities:

Ownership of the process control systems including Distributed Control Systems (DCS), Programmable Logic Controllers (PLCs), and associated devices.

Manage the DCS and PLC Systems, and associated infrastructure, including:

Logic Configuration

Console Graphic and Database Configuration

Data Structure Configuration

Leading upgrades and renewal efforts to ensure ongoing reliability

Preventative, Predictive Maintenance and Life-Cycle Management

Provide day to day trouble-shooting support to operations

Manage Windows Client Server Networking Environment

Manage IT Connections to the Process Control Systems

Monitor Programs for Alarm Management

Monitor Process Historian

In order to be qualified for this role, you must possess the following:

A minimum of a High School Diploma

3+ years' experience with instrument/electrical and control system applications

Excellent troubleshooting skills

The following skill sets are preferred by the business unit:

A Technical Diploma or greater is preferred

5+ years' experience supporting process control systems in a Chemical Plant

Familiarity with multiple variations of DCS/PLC software logic

Experience with installing and managing IT Networks, Servers, etc.

At Chemours, you will find sustainability in our vision, our business and your future. If you want to work on the leading edge of your field and have a desire to make a difference, join Chemours and discover what it means when we say, "We Are Living Chemistry".

[https://chemours.wd5.myworkdayjobs.com/en-US/Chemours/job/US---WV---Parkersburg/Process-Control-Technician\\_JR2838](https://chemours.wd5.myworkdayjobs.com/en-US/Chemours/job/US---WV---Parkersburg/Process-Control-Technician_JR2838)

## PLANT SUPERVISORS

Waterford Tank 203 SR 83 Beverly Oh \$40,000 plus year

Description:

Production Supervisor Job Duties:

Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.

Maintains staff by recruiting, selecting, orienting, and training employees; developing personal growth opportunities.

Maintains work flow by monitoring steps of the process; setting processing variables; observing control points and equipment; monitoring personnel and resources; studying methods; implementing cost reductions; developing reporting procedures and systems; facilitating corrections to malfunctions within process control points; initiating and fostering a spirit of cooperation within and between departments.

Completes production plan by scheduling and assigning personnel; accomplishing work results; establishing priorities; monitoring progress; revising schedules; resolving problems; reporting results of the processing flow on shift production summaries.

Maintains quality service by establishing and enforcing organization standards.

Ensures operation of equipment by calling for repairs; evaluating new equipment and techniques.

Provides manufacturing information by compiling, initiating, sorting, and analyzing production performance records and data; answering questions and responding to requests.

Creates and revises systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change.

Maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures.

Maintains working relationship with the union by following the terms of the collective bargaining agreement.

Resolves personnel problems by analyzing data; investigating issues; identifying solutions; recommending action.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Production Supervisor Skills and Qualifications:

Supervision, Coaching, Managing Processes, Process Improvement, Production Planning, Controls and Instrumentation, Strategic Planning,

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6750&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6750&keyword=&region_browse=&category=999)

## Handler(Warehouse)-Day Shift-\$13.00 Hr.

FedEx Express Parkersburg, West Virginia 26101 USA

Compensation

\$13 Hourly

**Company:** FedEx Express

**Job Title:** Handler(Warehouse)-Day Shift-\$13.00 Hr.

**Job Requisition Number:** RC100220

**Category:** Operations

**Job Family:** FXE-US: Handler/Dockworker

**Time Type:** Part Time

**Compensation:** \$0

**Locations:**

Parkersburg, West Virginia

\*\*\*Monday -Friday 6:30 AM-11:00 AM\*\*\* To Provide Movement of Packages, Documents, Dangerous Goods and/or Supply Support in A Timely, Safe and Efficient Manner, Through Effective Scan/Load Methods.

Ability to Lift 75Lbs. Able to maneuver Packages of Any Weight Above 75Lbs. With Appropriate Equipment and/or Assistance from Another Person. Able to Successfully Complete All Basic And recurrency Training. The Ability to Communicate Both Timely and Effectively in A Noisy Operations Environment, Is Required. Requires Medical Exam in Accordance with Fhwa Or Faa Regulations. Must Meet Qualifications as Outlined in Section 391 Of the Federal Motor Carrier Safety Regulations. Must Possess a Valid Driver's License. Note: There Are Specific Requirements for Any Employee That Operates a Company Vehicle. Please Refer to Policy 4-48 For Exact Job Requirements.

FedEx Express is an EEO/AA employer and prohibits discrimination and harassment against any applicant or employee on the basis of race, color, religion, national origin, citizenship, genetic information, age (except for bona fide occupational qualifications), sex, pregnancy (including childbirth or a related medical condition), disability, sexual orientation, gender identity, gender expression, marital status, military leave or service, status as a disabled veteran or other covered veteran status, participation in EEO protected activity, any other status protected by federal, state, or local law, or association with a person on the basis of one or more of the foregoing.

FedEx Express is an AA/EEO/Veterans/Disabled Employer.

Applicants who require reasonable accommodations to complete a profile or to submit responses to qualifying questions may contact Reginald Stewart at 1-866-730-1021.

If you are applying in Philadelphia, PA, you can click below to learn about Philadelphia's fair chance hiring law.

<http://www.phila.gov/HumanRelations/DiscriminationAndEnforcement/Pages/BantheBoxLawAtAGlance.aspx>

Pursuant to the San Francisco Fair Chance Ordinance FedEx Express will consider for employment qualified applicants with arrest and conviction records.

[https://www.ziprecruiter.com/ojob/2ba0ddf63c72ea70d53602e2aeb6e378?u=eDejC8SMUDI9M8Ek6h2RgFjv2iuAHZmvVRzCDe-yPYtDJYc5wy64jUDHFGV74t199E7QN\\_hR-I-7GBNCuo1bzJHwr906jisovoFf4H65Ovno1x15vNviF-SORT8Fkxbwehc\\_PGQyYjAlqC\\_XzNLKAZhOeJZ-FuXW5lwp-gZLVRwPVf3xJ9\\_vAYrTFZzq4mCHUHAKzP8MMI8OUUX9C6tJJdbVpceUIOvbPqQBmQSojMzei7GxrzOoC\\_sw1NOZ5V\\_Kr0Sh\\_-1kbSV5O5X7SI-nPSUFIESi-4xbulLCRCc41FUQqKiAlvGmOT7-x8p6x4g4LTgC5OCVRKuuFEcjOqU-8F5T6EXFb8f8tQ5MKIGI5wN0URSWKgon67xorMVFDM1gJrt1\\_LclRaVVYKCOpDOZMLPDLsnvhKiTo45F0q0QVzbqSDiYArk7XJIPh9rTxZpDXWxcSK7KpT5hJa0jpUi7oQU3jO9X4oLqOUx5\\_YUi-kdFFh7Cjdb0H\\_D-6FEomNEReqEXE1y8N2zWP-wWGyzCooEJj3LLq5rgrL66htMINgJtI04L90T\\_p31Ge7ebN6Mzmo\\_sMSLGRamAzX8ZBwW4yWWF939CzcTv--QZpjST7VCAA-i24mBOakqK0MsFSutQIY6jab8A\\_puAYTXbvfHIHZE3aNt9e-26UuHujl7ldh\\_q5a0foElhk6s1YWQvb-QrShOd3pnTCbgYseuLyX7LGamBXw5EvOrnIA4LiDklJ6H0eaxbnSEXQTBPoK740twxuUkBUcuTiTSnnRwo4ptOEh8o8AYctslDjxpQ\\_jhTiUPmYgSAB05udK7x9\\_3AEh5KTrckui2mvSP4yELqzvm-V-3LfkXpBpA09V2eO5XasWQC5qecWDmFnZxQ\\_9TYkRbYI9x8xvoXaJffyVrLwxzJRRSZCgltsqVqKUdodldJ26fcCifg\\_ZtuirTSJQFvOZIR3mKVN2kkVNqV4BtLfupGyNkY5fGo9ymZreFRtUD1f8\\_zGrmmuHsPOgJBSjT](https://www.ziprecruiter.com/ojob/2ba0ddf63c72ea70d53602e2aeb6e378?u=eDejC8SMUDI9M8Ek6h2RgFjv2iuAHZmvVRzCDe-yPYtDJYc5wy64jUDHFGV74t199E7QN_hR-I-7GBNCuo1bzJHwr906jisovoFf4H65Ovno1x15vNviF-SORT8Fkxbwehc_PGQyYjAlqC_XzNLKAZhOeJZ-FuXW5lwp-gZLVRwPVf3xJ9_vAYrTFZzq4mCHUHAKzP8MMI8OUUX9C6tJJdbVpceUIOvbPqQBmQSojMzei7GxrzOoC_sw1NOZ5V_Kr0Sh_-1kbSV5O5X7SI-nPSUFIESi-4xbulLCRCc41FUQqKiAlvGmOT7-x8p6x4g4LTgC5OCVRKuuFEcjOqU-8F5T6EXFb8f8tQ5MKIGI5wN0URSWKgon67xorMVFDM1gJrt1_LclRaVVYKCOpDOZMLPDLsnvhKiTo45F0q0QVzbqSDiYArk7XJIPh9rTxZpDXWxcSK7KpT5hJa0jpUi7oQU3jO9X4oLqOUx5_YUi-kdFFh7Cjdb0H_D-6FEomNEReqEXE1y8N2zWP-wWGyzCooEJj3LLq5rgrL66htMINgJtI04L90T_p31Ge7ebN6Mzmo_sMSLGRamAzX8ZBwW4yWWF939CzcTv--QZpjST7VCAA-i24mBOakqK0MsFSutQIY6jab8A_puAYTXbvfHIHZE3aNt9e-26UuHujl7ldh_q5a0foElhk6s1YWQvb-QrShOd3pnTCbgYseuLyX7LGamBXw5EvOrnIA4LiDklJ6H0eaxbnSEXQTBPoK740twxuUkBUcuTiTSnnRwo4ptOEh8o8AYctslDjxpQ_jhTiUPmYgSAB05udK7x9_3AEh5KTrckui2mvSP4yELqzvm-V-3LfkXpBpA09V2eO5XasWQC5qecWDmFnZxQ_9TYkRbYI9x8xvoXaJffyVrLwxzJRRSZCgltsqVqKUdodldJ26fcCifg_ZtuirTSJQFvOZIR3mKVN2kkVNqV4BtLfupGyNkY5fGo9ymZreFRtUD1f8_zGrmmuHsPOgJBSjT)

## Business Office Manager

Gardant Management Solutions Parkersburg, WV 26101 USA

### Summary Description

Under the direct supervision of the Administrator, the Business Office Manager manages all accounts receivable, accounts payable, payroll, and other assigned duties. He/she ensures that the financial system is accurate, efficient, and in accordance with professional accounting practices and government regulations.

### Essential Position Functions

The Business Office Manager performs or supervises collection of accounts receivable, including calculation of monthly fee arrangement and payment collection at time of move-in, monthly and at discharge.

Maintains records of residents' current status with Medicaid approval process.

Inputs billing information to IDPA and the handling of turnaround documents for the billing of Medicaid including the collection and processing of LINK cards.

Collection of accounts payable invoices and processing them for payment by calculating time on time cards.

Collecting time worked information, and the processing of payroll.

Assists in the general orientation of new employees including the initiation of personnel and health records.

Maintains personnel files and facilitates other Human Resource support functions such as: new hire/termination paperwork, benefit enrollment and payroll set up.

Maintains documentation for resident files and oversight of resident financial files.

Performing duties as a member of the Marketing Team.

Maintain a safe working environment and adhere to facility safety program at all times.

Other duties as assigned.

### Work Environment

In accordance with the minimum necessary standards, workforce member may only access Protected Health Information

(PHI) to perform specific position duties as listed in the position description. In accordance with the minimum necessary standard this workforce member will be authorized to have access to Resident Name, Demographics and Scheduling Information and Entire Resident Billing Record.

#### Qualifications

##### Education/Experience:

Any combination of education and experience providing the required skill and knowledge for successful performance.

Typical qualifications would be equivalent to:

Two years' experience as full charge bookkeeper;

Four years accounting degree or two years accounting degree with two years' experience

Valid driver's license and driving record in good standing as determined by Insurance carrier.

##### Skill:

Planning, organizing, and completing assigned work; meeting deadlines; proficient in the use of 10-key adding machines by touch; accuracy under narrow time limitations; communication with employees, residents, families, and home office personnel; supervise receptionist, accounts receivable clerk, accounts payable clerk, and payroll clerk if positions exist; satisfactory oral and written communication skills; familiar with proper telephone etiquette; able to resolve conflicts and problems; and meet health assessment requirements – including a two-step Mantoux test.

[https://www.ziprecruiter.com/ojob/f978a61354db5282acb159a92f64880b?u=MidPZXAgKYOEEsOe9iOkn5RYkp\\_inyJ6YK\\_W8AGwljSYvOirGa7bGoyNAGLqGpm1LrlsBs-PjtZqHWxWbscC8J6O1u\\_Ru9w8TN6cD5BRHkBLNs7uhzojbHE-EhEI4cLtE2oFh5XJy\\_Yt9kQHHRUm3NA-HEFG71wCoWYwjhCJkxVlknLxV2XZW0zriTURxsf4AcKI19HY848jE7Rnk\\_bIXQsabFas-2c6-L2iDiVmLSLDiNeldunyFhTu6P4E79em1o6cBsjbliiSHVo3iB8sgKKVgEZRfJ0Pamz8\\_NpF2zBA-uvYuFhpAF0FMijPBhF-LrrTfjNw08BC7RDdv1tqgsjup-tzwDX4XK\\_hFGbcc9VfjAKZjx9eeB1Rww5pMatr7RJ1xaTi5HW2C0D1I96-m7AgZUn2QznMyi5v-iFXY\\_fLntPYPzVajiO3VhMh4ib2xcjivo9dB2-5UHNMivEG2XbaGJkRxdJSmkUIMpqP1CPEZVIONifZuveX42DugHw1bqmLQm0hZqVQgv\\_xC4rHgsRXeZUQVODHz5MxH4MRSOYvaavynnODQL1kWltPMH-Z3nbb0SSKvc6WqrDaaxxHdjsZW0QSTHcd\\_ad4d2jL8jKBVUAHZK5j7\\_S1gACU0Q4I5HXhIkMz4-1BZtGTH5PThTisC-SoYhhSEqe8VsW3rmk\\_8YHwnm5dspNwCNT50bD8YBWePOpEifrKkTds7eS6gjV5i6QqrG8tsJxXM5NkXN5UHEnZQdpjpyQCBRsMOUp1Ar8w7ffpoOmRpfSuudkH4749B1cIblRQWgy\\_xEo7A5X1cNw9VlijlBXXRmdzJy9kVZY\\_99gS8Y0pSbbO5Dal9ALiaWyYMSlrWr01V74Sp0C\\_OaxdZy9ShaqtasZCJk-7bYUUnDMTeIPKsVI8CpswIETinU5Rg02qY8\\_Sm96IU2EFdMLV\\_wT3jI8Zn8lYXVgydEsm7Rm0xEcEL32ulQbyj-xzw0ZfBqpnPYrgiVg7drtu3\\_ry\\_JE3piI2CaLCY6WAM0o4q7R2W4220AqUqQX0SC63Xp3u6tAvbJkHrFwCBDNPehEOYcND89dLbOlq](https://www.ziprecruiter.com/ojob/f978a61354db5282acb159a92f64880b?u=MidPZXAgKYOEEsOe9iOkn5RYkp_inyJ6YK_W8AGwljSYvOirGa7bGoyNAGLqGpm1LrlsBs-PjtZqHWxWbscC8J6O1u_Ru9w8TN6cD5BRHkBLNs7uhzojbHE-EhEI4cLtE2oFh5XJy_Yt9kQHHRUm3NA-HEFG71wCoWYwjhCJkxVlknLxV2XZW0zriTURxsf4AcKI19HY848jE7Rnk_bIXQsabFas-2c6-L2iDiVmLSLDiNeldunyFhTu6P4E79em1o6cBsjbliiSHVo3iB8sgKKVgEZRfJ0Pamz8_NpF2zBA-uvYuFhpAF0FMijPBhF-LrrTfjNw08BC7RDdv1tqgsjup-tzwDX4XK_hFGbcc9VfjAKZjx9eeB1Rww5pMatr7RJ1xaTi5HW2C0D1I96-m7AgZUn2QznMyi5v-iFXY_fLntPYPzVajiO3VhMh4ib2xcjivo9dB2-5UHNMivEG2XbaGJkRxdJSmkUIMpqP1CPEZVIONifZuveX42DugHw1bqmLQm0hZqVQgv_xC4rHgsRXeZUQVODHz5MxH4MRSOYvaavynnODQL1kWltPMH-Z3nbb0SSKvc6WqrDaaxxHdjsZW0QSTHcd_ad4d2jL8jKBVUAHZK5j7_S1gACU0Q4I5HXhIkMz4-1BZtGTH5PThTisC-SoYhhSEqe8VsW3rmk_8YHwnm5dspNwCNT50bD8YBWePOpEifrKkTds7eS6gjV5i6QqrG8tsJxXM5NkXN5UHEnZQdpjpyQCBRsMOUp1Ar8w7ffpoOmRpfSuudkH4749B1cIblRQWgy_xEo7A5X1cNw9VlijlBXXRmdzJy9kVZY_99gS8Y0pSbbO5Dal9ALiaWyYMSlrWr01V74Sp0C_OaxdZy9ShaqtasZCJk-7bYUUnDMTeIPKsVI8CpswIETinU5Rg02qY8_Sm96IU2EFdMLV_wT3jI8Zn8lYXVgydEsm7Rm0xEcEL32ulQbyj-xzw0ZfBqpnPYrgiVg7drtu3_ry_JE3piI2CaLCY6WAM0o4q7R2W4220AqUqQX0SC63Xp3u6tAvbJkHrFwCBDNPehEOYcND89dLbOlq)

## MAINTENANCE TECH

Waterford Tank 203 SR 83 Beverly Oh \$40,000 plus

#### Description:

Industrial Maintenance Mechanic

Maintains production and quality by ensuring operation of machinery and mechanical equipment.

Industrial Maintenance Mechanic Job Duties:

Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.

Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.

Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.

Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.

Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.

Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance.

Fabricates repair parts by using machine shop instrumentation and equipment.

Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.

Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.

Provides mechanical maintenance information by answering questions and requests.

Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.

Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.

Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

Maintains safe and clean working environment by complying with procedures, rules, and regulations.  
Contributes to team effort by accomplishing related results as needed.

Industrial Maintenance Mechanic Skills and Qualifications:

Equipment Maintenance, Technical Understanding, Basic Safety, Power Tools, Attention to Detail, Flexibility, Supervision, Job Knowledge, Productivity

[https://midohiovalleyjobs.com/job\\_view.php?jobid=6751&keyword=&region\\_browse=&category=999](https://midohiovalleyjobs.com/job_view.php?jobid=6751&keyword=&region_browse=&category=999)

## **Material & Supply Yard Assistant**

UNICON International, Inc. - Marietta, OH

We are currently accepting resumes for a Material & Supply Yard Assistant in Marietta, OH.

The selected candidate will perform the following duties:

Under semi-direct supervision, be responsible for material accountability (receive, identify, inspect, cycle count, record), unloading and/or shipping materials and supplies in the operation of the RDC and storage yards

Pick up, haul and deliver materials and operating Company automotive equipment such as cars and trucks

Check received material for quantity; make visual inspection for identity, breakage, and condition; unload and put away material, document irregularities and abnormal conditions, Identify, sort and record material returned, prepare and pack material for shipment or storage, operate material handling equipment such as forklift trucks, or any other equipment as required

Operate heavy machinery, such as Frontend Loader and Telehandler (JLG), rearrange or change of bins and racks, and make material location changes in laydown yards, assist employees of equal or higher classification, perform duties in accordance with Company safety rules, operating regulations, and practice

Keeping accurate inventory of all inbound and outbound shipments, checking the packing slips with the material that has arrived. Will be required to load, unload, stage and package all project material

Required Skills and Experience:

High School Diploma or GED

Operating heavy equipment such as Frontend loaders, Telehandlers, All-Terrain Vehicles, and Forklifts

Repetitive lifting and carrying items up to 70 lbs.

Flatbed trucks are the standard form of transit, and will be required to safely load and package material for open air transport

Must be self-motivated, direct supervision will not always be on site

Licenses/Certifications: Must meet all vehicle operation requirement as designated by federal and/or state law. Must possess a state driver's license

These are additional expectations for the job and could include specific work experience, license / certifications, preemployment testing, expectations about travel, shift work, etc.

A Physical Ability Test (PAT) test

Must be able to operate stores material handling equipment and road vehicles

Must be able to safely lift and handle materials and equipment weighing up to 70 pounds

Preferred Skills and Experience:

Warehouse or staging yard experience

UNICON International, Inc. is an Equal Opportunity Employer.

If you are interested in working for an organization where honesty, integrity and quality are among the core principles then click apply today!

Keywords: forklift, material handling

<http://www.bosmaxhire.net/cp/?E85F6A361D43515B7D521B2F77561A6A0729334B51&AspxAutoDetectCookieSupport=>

[1](#)

## **Custodian/Freight Associate**

Stage Stores - Marietta, OH

Depending on your location your responsibilities will be ensuring merchandise is processed in a timely manner and/or ensuring store is cleaned and maintained on a regular schedule.

RESPONSIBILITIES:

Alert management when shipments arrive and accompany management in receiving/unloading freight. Prepare receiving area.

Assist management with scanning in all freight on the Palm Pilot and identify damaged/tampered boxes.

Assist freight carrier driver with properly staging cartons by colored label.

Stage and sort merchandise.

Determine with store management what merchandise is a priority to be processed.

Perform merchandise processing techniques (i.e., batch processing, speed hanging, flip and clip)

Relay merchandise to the sales floor based upon store management direction and the Twenty Minute Rule.

Pick up hangers/sensors tags from cash wraps as needed.  
Remove sensor tags received on Store-to-Store Transfers that are inappropriate for store.  
Process outgoing Store-To-Store Transfers, Recalls and Damages.  
The receiving associate must achieve company merchandise processing standards by completing 10 cartons per hour.  
Aid management in moving fixtures and other floor moves when needed.  
Help assemble, or breakdown new/old fixtures as needed.  
Aid in hanging outside banners or in-store signs.  
Vacuum and spot-clean carpet.  
Clean restrooms, store entrance, associate break room, Team-One area and fitting rooms, Trash pickup/disposal outside.  
Sweep and mop floors where and when appropriate.  
Dust in high, out of reach areas.  
Replace light bulbs as needed. Identify ballasts in need of repair to management.  
Maintain and organize sign holders/signs.  
Maintain cleaning supply dock.  
Clean all interior/exterior glass and windows.  
Check exterior sidewalk for cleanliness daily.  
Schedule- The start time for the Custodian associate is generally one hour prior to store opening. The Custodian is to vacuum and perform other major cleaning before customers begin entering the store.  
Aid in hanging outside banners and in-store signs.  
[https://wfa.kronostm.com/index.jsp?LOCATION\\_ID=51302033413&locale=en\\_US&applicationName=SpecialtyRetailersNonRegExt&SEQ=postingLocationDetails&POSTING\\_ID=46224062527&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeedcom](https://wfa.kronostm.com/index.jsp?LOCATION_ID=51302033413&locale=en_US&applicationName=SpecialtyRetailersNonRegExt&SEQ=postingLocationDetails&POSTING_ID=46224062527&source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeedcom)

## **Driver**

Pizza Hut - Marietta, OH 45750

Buckle up, hit the open road and start making hungry people happy as a delivery driver for Pizza Hut®. That's right, we'll pay you to cruise around in your mobile office – your car – listening to your own tunes and delivering great pizza – and pasta. What more could you want? Independence, good music and great food – with tips! Sound good?

### **Requirements**

Besides your smile, energy and reliable set of wheels, here's what you'll need for this job:

#### **Job skills/requirements:**

A clean driving record: If you're on a first name basis with the people at traffic court, this probably isn't the right job for you. Safety is our priority. You'll also need a valid driver's license, insurance and reliable vehicle.

Friendly demeanor: Smile, tell a joke – treat our customers like you would your family and friends. Think of it this way - a smile and a kind word can mean the difference between a wallet full of tips and just some extra change for your cup holder.

Keen sense of direction: You should know how to read a map and find your way around your delivery area. Think of all of the short cuts you'll learn!

Age restrictions: Our delivery drivers need to be at least 18 years old.

Dress the part: We'll provide you with a uniform. We just ask that you keep it clean and come to work wearing it.

Just a few more things: You'll need some basic math skills, the desire to work as part of a team and enthusiasm for learning.

<https://my.peoplesmatter.com/mja/PPP0000338/jobapp/GetStarted?sourceCode=IndeedOrganic&jobOpenings=99cc400e-74b9-4b24-a8ae-a60300fe71c2&referrerUrl=https://www.indeed.com/>

## **Receptionist**

H&R Block - Marietta, OH

Seeking talented individuals to join our network of professionals, serving clients with diverse tax needs.

We offer competitive pay, flexible schedules available, and career advancement opportunities.

H&R Block is the industry's largest consumer tax services provider<sup>1</sup> and we have been focused on client service for over 60 years.

Apply today using any device at [www.hrblock.com/careers](http://www.hrblock.com/careers) > Tax Office Jobs

### **Receptionist duties include:**

Greeting clients in a personalized, friendly, and inviting manner

Matching clients with the best-suited tax professional for their needs

Scheduling clients how they would like to be scheduled

Handling client exits by ensuring all current and future needs are met

Maintaining office cleanliness and organization of resources with team members

Other duties as assigned

**Required Skills & Experience:**

High School Diploma or equivalent  
Experience working in a fast-paced environment  
Previous experience in a customer service environment

**Preferred Skills & Experience:**

Sales and/or marketing experience  
Previous experience in a customer service environment  
Ability to multi-task  
Strong organizational and time-management skills  
Knowledge of cash registration operations is helpful  
Knowledge and experience with a Windows based computer system preferred  
Bilingual candidates strongly encouraged to apply!  
1 Based on annual revenues for sales of tax preparation products and services.  
H&R Block is an equal opportunity employer.

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&noback=0&partnerid=25515&siteid=5616&jobid=2716029&codes=INT-INDEED#jobDetails=2716029\\_5616](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&noback=0&partnerid=25515&siteid=5616&jobid=2716029&codes=INT-INDEED#jobDetails=2716029_5616)

**Hand/Laborer**

CRH-Oldcastle - Parkersburg, WV 26101  
Southern West Virginia Asphalt Inc  
Job Requisition ID: 132292  
Job Type: Laborers and Production Workers  
Work Time: Seasonal  
City: Parkersburg  
State: West Virginia (US-WV)  
Postal/Zip Code: 26101  
Deck Hand/Laborer

*Tired of browsing the classifieds? Job searches unsuccessful? Look no further, West Virginia Paving, Inc. has the perfect career opportunity waiting for you!*

**Job Description Summary**

*A deck hand/Laborer is needed in the Parkersburg area. The qualified candidate will be responsible for running a loader and a skidsteer as well as decking and unloading aggregate from barges. Shoveling and hand brooming will also be required.*

**Requirements**

*Must partner with crew members per plan specifications, and if need be, perform tasks of other positions as instructed by crew foreman to ensure daily schedules/estimates are met.*

*Must be able to operate a loader and skidsteer.*

*Attendance required according to attendance policy to ensure crew ability to operate at a normal efficiency level.*

*Initiative to perform/assist with other positions for job completions.*

*Attitude/cooperation: always maintain courteous and professional manner with co-workers, customers, and the general public.*

*Must pass a drug screening and criminal background check.*

**Education/Experience**

*High school diploma or equivalent preferred, but not required.*

Southern West Virginia Asphalt Inc is an Affirmative Action and Equal Opportunity Employer

Southern West Virginia Asphalt Inc is part of the Oldcastlecareers™ network.

[https://jobs.oldcastle.com/job/Parkersburg-Deck-HandLaborer-WV-26101/459553901/?feedId=202101&utm\\_source=Indeed&utm\\_campaign=OldCastle\\_Indeed&jobPipeline=Indeed](https://jobs.oldcastle.com/job/Parkersburg-Deck-HandLaborer-WV-26101/459553901/?feedId=202101&utm_source=Indeed&utm_campaign=OldCastle_Indeed&jobPipeline=Indeed)

**Assistant Store Manager - Coolville**

Company Name FAMILY DOLLAR STORES®, Inc. Company Location Coolville, OH, US

**General Summary:** As a Family Dollar Assistant Store Manager you will responsible for providing exceptional service to our customers. A key priority includes assisting the Store Manager in the daily operation of the store. Under the direction of the Store Manager, you will also be responsible for maintaining inventories, store appearance and completing daily paperwork. **Principle Duties & Responsibilities:**

- Greets and assists customers in a positive, approachable manner. Answers questions and resolves customer inquiries and concerns.
- Maintains a presence in the store by providing excellent customer service.
- Ensures a clean, well-stocked store for customers.

- At the direction of the Store Manager, supervises, trains, and develops Store Team Members on Family Dollar operating practices and procedures.
- Assists in unloading all merchandise from delivery truck, organizes merchandise, and transfers merchandise from stockroom to store.
- Assists Store Manager in ordering merchandise and record keeping including payroll, scheduling and cash register deposits and receipts.
- Supports Store Manager in loss prevention efforts.
- Assumes certain management responsibilities in absence of Store Manager.
- Follows all Company policies and procedures. **Position Requirements: Education:** Prefer completion of high school or equivalent. Ability to read, interpret and explain to others operational directives (e.g., merchandise schematics, etc.). **Experience:** Prefer store management experience in retail, grocery, or drug store environments. **Physical Requirements:** Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. **Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays. **Skills & Competencies:** Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

Seniority Level

Entry level

Industry

<https://familydollar.taleo.net/careersection/9/jobdetail.ftl?job=ASM08022001>

### **General Labor/Plant Worker (7:30AM to 4PM) 3804**

CorTech, LLC - Parkersburg, WV 26104

\$11.50 an hour - Contract

\$11.50/Hour M-F, 7:30am-4pm 1 Month Contract\*Must be available to start working ASAP once drug and background screenings are cleared! We are currently seeking a Plant Worker to ensure all waste is unloaded from vehicles, the vehicles are decontaminated, and waste is properly staged for scanning and processing. The individual will perform the duties in a safe and productive manner. Essential Duties and Responsibilities: -Unload waste from incoming vehicles. Separates non-autoclavable waste to be incinerated. Stage waste on conveyor system or properly stack waste for scanning in the Biotrack system. -Scan waste into the Biotrack system for proper recordkeeping purposes. -Load autoclave bins or incinerator hopper with waste for processing. Place re-usable containers on tub wash line for decontamination. Operates tub wash unit insuring the wash unit is operating properly.

Removes clean tubs from wash unit, inspects tubs and stacks for loading onto assigned vehicle for re-use. Operates tub wash sprayer for oversized reusable tubs insuring the unit is operating properly. Inspects tubs and stacks for loading onto assigned vehicle for re-use. Decontaminates vehicles cargo-carrying portion, reloads assigned re-usable tubs and insures cargo-carrying portion of vehicle does not have free liquid on the floor. Informs plant supervisor the vehicle is ready to be moved from dock area. Insures housekeeping issues, e.g., spills cleaned up, floor is dry, and debris not on floor, etc., are addressed immediately. Assists in other areas of the plant operation as directed. Education and Experience: High school diploma or equivalent (GED). One-year related experience or training or combination of experience and training, demonstrating strong communication skills and tact. Position requires extensive lifting, walking, bending, and pushing. Must be able to lift up to 55 pounds and push and/or pull carts weighing as much as 500 pounds. Demonstrates knowledge of barcode scanning and basic computer skills. Demonstrates knowledge of Hazardous Materials and OSHA Regulations. Desired but not required: -Demonstrates the ability to operate a powered industrial truck, e.g., forklift.

[http://jobstalker.net/JobDetail.aspx?JobOrderID=195184&utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed](http://jobstalker.net/JobDetail.aspx?JobOrderID=195184&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed)

### **Production Line Operator**

Magnum Manufacturing

Marietta, OH, US

#### **Nature of Work:**

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

#### **Examples of Work:**

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

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

Complete required paperwork according to Company guidelines.

Select and moves components to weighing area or dumping station.

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

Samples product according to Quality Control procedures.

Maintain equipment.

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

Cleans equipment on a regular basis and as needed.  
May operate forklift to move and store raw materials and finished goods.  
Perform regular safety inspections and makes recommendations for improvement.  
Recommend improvements to product appearance and flow.  
Assists mechanic as required.  
Performs other duties assigned by management.

**Required Knowledge, Skills and Abilities:**

Attention to detail skills.  
Ability to operate packaging equipment and computers.  
Ability to accomplish multiple tasks.  
Ability to become a licensed forklift operator.  
Ability to communicate well with other employees, particularly regarding production issues.  
Ability to establish and maintain effective working relationships with others.  
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.  
Ability to follow all safety rules and regulations.  
Ability to write routine correspondence and complete production paperwork.  
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.  
Ability to work in a fast-paced, deadline driven environment.  
Ability to work extended hours as needed.

**Minimum Qualifications:**

**Training:** High School education or equivalent.

**Experience:** Six months related experience preferred.

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=27f3eeb6-88fe-4a5f-972d-2b30e1d222cd&jobId=53042&source=IN>

**Class A required with Tanker Endorsement & Class B strongly preferred**

Fountain Quail Energy Services

Ohio Means Jobs Order #3703203

**\$2000 SIGN ON BONUS**, 120 hours of paid PTO per year, 9 paid holidays! \$21-\$23 per hour starting pay

Local routes home every night.

Flexible schedule options

Very little changeovers on location

Vision, Dental, and Health insurance options

Hands-free Blue Parrot provided by the company

Uniforms provided

Flex spending account option

Exceptional safety program

Training regardless of experience

Intermittent bonuses

Bereavement pay for family deaths

Employee appreciation dinners/cookouts

Minimum Requirements:

CDL license required - Class A required with Tanker Endorsement & Class B strongly preferred

Requires a minimum of one-year CDL driving experience & Clean driving record

Valid Medical Card, & Tanker Endorsements

Hazmat Experience is a strong plus

Must be able and willing to work in adverse weather conditions, shift work, nights, weekends, holidays, and overtime when necessary

Must be a self-motivated individual who can work independently

Must possess good communication skills and ability to work well with others

Must be a highly safety minded individual

Washington, Morgan, and Noble County Ohio Means Jobs Centers have applications.

**If interested, please call Mike Bailey TODAY at (740)525-6569**

## We Staff Better LLC

### GRASSROOTS STAFFING DONE BETTER



#### Parkersburg, West Virginia Area

As part of our continued effort to best serve our Customers and Associates,

To apply today, visit [www.westaffbetter.com](http://www.westaffbetter.com) or call us at (304) 489-7272.

[https://www.indeedjobs.com/we-staff-better-llc/\\_hl/en\\_US](https://www.indeedjobs.com/we-staff-better-llc/_hl/en_US)

We Staff Better, LLC has several immediate positions to fill in Ravenswood, WV and Marietta, OH for general laborer and plant positions. Applicants can email their resume to [westaffbetter@gmail.com](mailto:westaffbetter@gmail.com) or apply on Indeed.

For immediate consideration come in to process in We Staff Better, LLC office located at 58 Fox Run Road Mineral Wells, WV. Open Monday-Friday 9-3:30pm.

Applicants must bring in two forms of ID. (Driver's License or State Issued ID and Social Security or Birth Certificate).

Google Maps Mineral Wells PSD, it will bring you to the Fox Run Business Plaza. Located off of Route 21 in Mineral Wells.

#### Customer Service Representative Stockport Ohio

Family Dollar - Stockport, OH 43787

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

**Principle Duties & Responsibilities:**

Provides customer engagement in positive and approachable manner.

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

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

Independently stocks shelves and recovers merchandise in the store.

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

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

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

**Position Requirements:**

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

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

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

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

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

Job Level: Entry Level

Education Level: High School Diploma/GED (±11 years)

Shift: Variable

Drug Screen Required: Yes

<https://familydollar.taleo.net/careersection/9/jobdetail.ftl?job=564543&src=JB-10960>

## **RT Assistant**

Acuren- Marietta, OH

With 90 locations throughout North America, Acuren Inspection, Inc. is the leader in Nondestructive Testing (NDT). Providing a wide range of services in many industries including: Oil and Gas, Petrochemical, Pipeline, Power Generation, Pulp and Paper, Construction, Fabrication, Automotive, and Aerospace. Inspection is our history and our focus for growth. We are a Rockwood company, the worldwide leader in NDT service and technology with over 3,000 technical professionals in Acuren, Hellier NDT Training, and Sperry Rail Service -- NDT firms run by NDT people!

### **Position Summary**

Set up and utilize Nondestructive Test equipment

Assist Radiographers in the calibration of NDT equipment

Assist Radiographers to conduct tests to ensure quality or detect discontinuities (defects) using NDT methods of inspection

Record results of inspections

Assist performing NDT procedures, carrying equipment and other operations

Perform other job-related tasks as assigned by management

Will be performing field radiography at customer sites in PA, WV and OH.

### **Education and Experience**

High School Diploma or equivalent

40 hours radiation safety

Technical background desired

IRRSP Card or State Carded Radiographer preferred.

Must be able to have experience, credentials and history to be certified as Trustworthy & Reliable to comply with federal and state regulations, as determined by a thorough background check

Motor Vehicle Driving record must meet company standards to drive company vehicles

### **Desired Competencies**

Strong work ethic

Dependable

Exceptional safety and quality awareness

Mechanical aptitude

Adaptable to changing schedules

Exceptional attention to detail

### **Team work**

Ability to follow directions and procedures

Willingness to routinely travel overnight

Must be flexible and able to respond to work assignments with minimal notice

### **Physical Demands and Work Conditions**

Climbing. Frequent Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms up in excess of heights of 100 feet.

Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.

Stooping. Bending body downward and forward by bending spine at the waist.

Kneeling. Bending legs at knee to come to a rest on knee or knees.

Crouching. Bending the body downward and forward by bending leg and spine.

Reaching. Extending hand(s) and arm(s) in any direction.

Standing. Upwards of 95% of workday.

Walking. Moving about on foot to accomplish tasks.

Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

Lifting. Raising objects in excess of 100 pounds from a lower to a higher position or moving objects horizontally from position to position.

Fingering. Picking or pinching or otherwise working with fingers rather than with the whole hand as in handling.

Grasping. Applying pressure to an object with the fingers and palm.

Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking. Expressing or exchanging ideas by means of the spoken word accurately, loudly and quickly.

Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction and to make discriminations in sound.

Repetitive motion. Substantial movements of the wrists, hands, and/or fingers.

Able to perform very heavy work (exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of

force frequently, and/or in excess of 20 pounds of force constantly to move objects).  
Ability to perform visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measuring devices; and/or assembly of fabrication parts at distances close to the eyes.  
Ability to operate motor vehicles and/or heavy equipment.  
Ability to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.  
Able to perform in both inside and outside environmental conditions.  
Able to perform in extreme cold (Temperatures below 32 degrees for periods of more than one hour).  
Able to perform in extreme heat (Temperatures above 100 degrees for periods of more than one hour).  
Ability to withstand loud noise.  
Able to perform in and near hazards to include proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places in excess of 100 feet, exposure to high heat, extreme cold, or exposure to chemicals.  
Able to perform in conditions that affect the respiratory system or the skin such as fumes, odors, dust, mists, gases, or poor ventilation.  
Ability for frequent mobility in close quarters, crawl spaces, shafts, small enclosed rooms, line pipes, and other areas that could cause claustrophobia.  
Able to function in narrow aisles or passageways.  
Able to work long workdays of up to 16 consecutive hours in one day.  
Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled  
<https://recruiting.adp.com/srccar/public/RTI.home?c=1163051&d=External&rb=INDEED&r=5000397113006#/>

### **Clayton Homes Sales Representative**

Clayton Homes - Belpre, OH

\$24,000 a year - Full-time, Commission

Sales Representative

Compensation

Average earnings for our first-year Sales Representatives - \$39,990

Average earnings for Sales Representatives companywide - \$67,218

Average earnings for the top 1/3 of all Sales Representatives - \$107,601

As a Sales Rep with Clayton Homes, you will receive a \$24k base salary plus a lucrative commission plan

We offer a paid training program and a progressive New Hire sales incentive to help you build your business

Unlimited career and earning potential as a Sales Pro!

Benefits

Performance Perks – we offer incredible rewards for our top performers – Cruises, Resort Trips, etc.

Comprehensive Benefit Package - Medical, Dental, Life, Vision and 401k with aggressive employer match for all Sales Reps

A Berkshire Hathaway Company - an integrity-based organization offering unlimited career growth

Home Centers are closed on Sundays – we believe in offering a balanced working environment

Training/Sales Professional Development – we offer online educational opportunities and training seminars to all Sales Reps

Requirements

Previous sales, retail or customer service experience

At least 6 months of relationship driven business to consumer sales preferred

Strong verbal communication skills

Ability to excel and contribute to a team environment

Possess solid phone skills

Must be reliable and dependable

Strong organizational and time management skills

Professional demeanor and appearance

General understanding of the retail environment

All Sales Reps must pass criminal background check and post offer drug screen

Ability to learn business and finance mortgage concepts

Ability to obtain appropriate manufactured home sales licensing

Ability to move and lift furniture, promotional items, etc. (up to 75 lbs.)

Job Responsibilities

Clayton Ambassador – as a Sales Rep, you will protect the Clayton Homes branding and assets by maintaining a high level of integrity throughout the sales process

Constant Learner – develop expertise in areas such as finance mortgage concepts, product, sales acumen, sales presentation skills and your local market

Customer Follow-up – maintain customer files and provide timely follow-up with prospective buyers via the company's CRM system

Merchandising – assist manager by helping select inventory, decorate models and maintain appearance of the homes

Personal Prospecting – develop, refine and execute a strategic sales and marketing plan to increase home center traffic

Product Demonstration – show prospects display homes, demonstrate features and benefits to create added value

Set Appointments – set home center visits utilizing prospect database and by converting ad calls and web leads

Sales – sales reps will facilitate the buying process by building trust, meeting needs and converting prospects to satisfied homeowners

Team Contributor – be a positive team member and assist in the development of other Clayton Homes Team Members

Training– sales reps will participate in all sales meetings, training opportunities and other company sponsored functions

World Class Customer Service – provide a great home buying experience by exceeding the customer expectations and honoring commitments

Clayton Homes, a Berkshire Hathaway company and one of the nation's leading housing provider, is a vertically integrated housing company that builds, sells, and insures affordable housing.

As a New Home Sales Representative with Clayton Homes, you will create a world class home buying experience by assisting prospects to identify a floor plan, select options, and coordinate the construction process.

To be successful in this role, New Home Sales Reps must possess an ability to create an initial rapport, establish trusting relationships and provide a high degree of leadership that allows prospects to have the confidence to select Clayton Homes as their housing solution.

Our commitment to creating a World Class Customer Experience is unparalleled in the housing industry; we take pride in ensuring that all Clayton homeowners receive a high level of customer service from the time they visit one of our Home Centers all the way through to the time they take ownership of their new home.

You will find much more information about Clayton Homes by visiting our website at:

[www.claytonhomes.com](http://www.claytonhomes.com)

[https://careers.claytonhomes.com/en-US/job/clayton-homes-sales-representative-belpre-oh/J3S76Y6GSQ0XWRKGT5V?electronic\\_referral=indeed](https://careers.claytonhomes.com/en-US/job/clayton-homes-sales-representative-belpre-oh/J3S76Y6GSQ0XWRKGT5V?electronic_referral=indeed)

## **SALES FLOOR ASSOCIATE**

Dollar Tree - Marietta, OH

Summary of Position

Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties.

Assist in the merchandising of the store.

Fully cross-trained to assist with cash register operations, customer service and stock replenishment.

### **Principal Duties and Responsibilities**

Handle all sales transactions while operating assigned cash register.

Maintains security of all cash.

Protects all company assets.

Maintains a high level of good customer service.

Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors.

Receives merchandise.

Assist with unloading trucks.

Works in a safe manner.

Adheres to and upholds policies and procedures.

### **Minimum Requirements/Qualifications**

General math skills to allow for cash accounting.

Strong verbal communication skills to allow for proper interaction with customers.

High level of integrity and honesty; will be responsible for handling cash.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position.*

*This is not to be considered a complete list of job duties, which appear in the job description for this position, and which may be amended from time to time at the discretion of Dollar Tree. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor. Dollar Tree is an equal opportunity employer.*

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25600&siteid=5477&PageType=JobDetails&jobid=1307895&Codes=Indeed#jobDetails=1307895\\_5477](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=25600&siteid=5477&PageType=JobDetails&jobid=1307895&Codes=Indeed#jobDetails=1307895_5477)

## **Manager**

Par Mar stores - Williamstown, WV

**Purpose of Position:** Direct the day-to-day operation of an assigned Par Mar Store in a manner which exceeds Company Goals and Expectations of Total Quality Service to our Guests. Direct and maintain the store in a manner which is above and beyond Par Mar Stores Image Standards. The Store Manager is the primary person of responsibility, providing support and guidance to the employees to ensure the best customer service.

**1. Availability:** The Store Manager must be available at all times to react to emergencies, customer concerns and any incidents that occur at the location. If the Store Manager is not physically at the location, they must be available by phone. When training a new Assistant Manager, the Store Manager must be flexible enough to work evenings or weekends with that individual to ensure proper on-the-job training on different shifts.

**2 Driving on Company Business:** Consistently maintain and provide a current valid driver's license and proof of insurance on a vehicle you will be using to drive for company purposes including but not limited to: banking, gas surveys, or other company duties. To be considered for or remain in the Store Manager position you must have the items required above in addition to a signed "Statement of Understanding" recognizing that you are aware of said requirements.

**3. Safety:** Actively practice and enforce all safety measures to ensure a safe work environment is maintained in a manner which protects company assets, employees and Guests. In the event of an employee or guest injury, ensure that an Incident Report is immediately and properly filled out, typed then communicated with Supervision and Human Resources so that a claim can be reported in a timely manner.

**4. Guests:** Greet and Welcome each Guest to Par Mar with the proper greeting: "Good (morning, afternoon or evening)", "Welcome to Par Mar". Acknowledge a Guest leaving the store by using an exit statement such as: "Thank you, please come again, have a nice day." Set the example and ensure that all employees are doing the same.

Ensure a high standard of Guest satisfaction is maintained at all times through prompt, courteous and knowledgeable service in all areas of the store, not exclusive to the check-out area. Respond quickly with courtesy and professionalism when resolving guest complaints at your location. Make it your goal to resolve customer issues at store level and communicate with your Supervisor any complaints that require their attention to resolve.

**5. Image:** Maintain a Store Atmosphere which is consistent with the Company Standards for Professionalism, Image and Total Quality Guest Service, Above and Beyond. Immediately address any employee who is not in proper dress code, including but not limited to: name badge, proper attire, apron, gloves, hat, footwear, Jewelry (facial or otherwise per Brand) or general appearance in violation of company Policy.

Observe the Assistant Manager and Lead CSA's to ensure they are holding employees accountable for any infractions. Develop and maintain a professional image as a member of the company management team, supporting the Company Image, in actions and words at all times.

Display a consistent team-oriented demeanor at all times by maintaining clear channels of communications with Supervision, employees and Guests in compliance with Company policies.

Ensure all decisions regarding employees, company issues, Guest Service, laws, rules, regulations and safety are made from an objective analysis of the situation and the stated position of the Company.

**Store Exterior:** Daily maintain a clean and attractive exterior of the store location by directing employees to consistently wipe down dispensers, removing excessive signage from windows, cleaning windows, keeping counter areas, which can be viewed from the outside neat and orderly and sweeping the lot on a daily basis.

**Store Interior:** Maintain the interior of the store in a clean and attractive manner, daily by directing employees to complete all tasks on the shift duty checklist. Ensure the office is neat, clean, organized and all confidential information is secured at all times.

Maintain all island supplies and keep debris out of customers view with trash being emptied every shift.

**6. Training:** Maintain and increase personal knowledge base by completing approved online and other available training applicable to this position and the company direction.

Train and retrain store level employees in a manner consistent with Par Mar Goals, Policies, Procedures and Image.

Assign the Assistant Manager or Lead CSA to train new employees and follow-up to ensure the accuracy and consistency of the training program.

Train and direct store employees to meet daily expectation in all operations of the store in a manner which will meet all federal, state, local and industry laws, rules and regulations, such as in the sale of alcohol, tobacco and lottery, etc.

Utilize the "Manager's Redbook" according to company policy. Train and direct employees in utilizing and maintaining the "Manager's Redbook" that controls daily shift functions and acts as communication tool for all employees.

**7. Employee Development:** Set goals for employees which will encourage long term growth and promote career opportunities with the company. Be a positive example.

Assist and encourage employees in meeting goals for the purpose of increasing store growth and personal growth within the Company. Review employee's performance in an accurate, timely and objective manner consistent with company policies. Arrange promotions for those employees who meet company standards and go Above and Beyond for the level of performance demanded by the position which is open.

**8. Compliance:** Ensure compliance with all laws, applicable rules, regulations and necessary controls, including but not limited to: lottery, alcohol, tobacco, health, fuel regulations, etc. Follow, promote and enforce the Company Policies and Procedures at all times in a manner which supports the Company Mission Statement and Image Standards. Follow-up with employees to ensure they are complying with Policy. **Smoking:** It is the policy of Par Mar Stores to support its employees in complying with all federal, state and local laws and regulations regarding the sale and use of tobacco and tobacco products. Smoking any form of tobacco products including e cigarettes and hookahs are prohibited in Par Mar Stores including in front of ANY Par Mar Store entrance. It is not permitted according to Local, State and Federal Laws and Regulations. Set the expectation in your store in regard to break times and procedures. Enforce any violations of this

Policy.

**Alcohol:** It is the policy of Par Mar Stores to support its employees in complying with all federal, state and local laws and regulations regarding the sale and use of alcoholic beverages. Enforce any violations of this Policy.

**9. Loss Prevention:** Effectively control loss prevention by following company policies and procedures and practice honesty in the workplace at all times and reporting all dishonest findings to the Manager. Complete the proper accountability documentation per Policy. Responsible for completion of Full Cigarette/Tobacco/Lottery Counts and Cost Food Inventory per Policy. If these counts are delegated to the Assistant Manager or Lead CSA, follow up to ensure accurate completion. Complete paperwork in an accurate, neat and timely manner which exhibits a high level of expertise. Look for discrepancies by observing loss trends utilizing reports and viewing video. Ensure the accurate handling of company assets, including but not limited to: cash over/shorts, inventory shrink, merchandise handling, store profitability, minimizing controllable store expenses, labor costs and Guest service in accordance with Company Standards. Investigate and hold employees accountable for all dishonest findings.

**10. Par Mar Store Promotions:** Support and promote with all employees Par Mar Stores Special Promotions, Events, Facebook and branded Fuel Promotions at store level. Promote good will on behalf of Par Mar Stores by attending community events including any Loyalty Program set by the Company.

**11. Food Service:** Maintain an attractive image in the food service area and ensure accurate handling of the Food Service Department including but not limited to: preparation, inventory, scheduling, profitability, Guest Service, training, hiring, marketing, brand standards and providing the quality of food in accordance with Company Standards. Comply with, train and direct all employees to meet daily expectations with State, Local and Federal laws and regulations of the governing Health Department. Secure a food handlers card where applicable by the State when prepared foods are present.

**12. Receiving Merchandise:** Properly receive all merchandise and accurately complete all invoices pertaining to the merchandise in a manner which maximizes inventory control as stated in the Company Standards.

**13. Vendor Procedures:** Ensure proper vendor procedures are followed at all times to protect Company assets and merchandise the store in a manner which will supports Company Guest satisfaction policies and Image Standards.

#### PHYSICAL/MENTAL ESSENTIAL FUNCTIONS OF THE JOB

**Position:** Store Manager

**Reports to:** District Supervisor

1. Must be able to stand up to an eight (8) to ten (10) hour shift on a hard surface floor in order to perform all type of job duties and responsibilities.
2. Must be able to lift, push and/or pull up to 50 pounds up to 3 feet high without the aid of another person, in stocking the store.
3. Must be able to lift items onto a dolly and maneuver dolly into position.
4. Must be able to work in a cold environment in stocking the coolers and freezers.
5. Must be able to push and/or pull a mop/broom or shovel in order to clean floors, parking areas and sidewalks.
6. Must be able to tolerate chemicals such as gasoline, cleaning agents, and other products necessary for customer service or cleaning the facility.
7. Must be able to maintain balance and climb up to eight (8) feet on a step ladder or climb into the attic in order to stock and arrange coolers and shelves, replenish cups, ice, etc., in the fountain area and changing signs.
8. Must be able to bend, twist and reach in order to perform various job functions such as washing windows and gas pumps, stocking shelves, coolers and fountain areas and picking up trash.
9. Must be able to handle a variety of shapes, sizes, and textures. Items handled include, but are not limited to: stock items, money, credit cards, supplies and paper work.

**10. Must be able to use fingers bilaterally and unilaterally:**

- A. The fingers are used bilaterally to count money, unload boxes, operate machines/equipment and to perform various other job functions.
- B. The fingers are used unilaterally to punch in prices on the cash register and computer.

**11. Must be able to have corrected hearing to listen to:**

- A. The needs and direction from management;
- B. The needs of customers; and
- C. The environment to be aware of surroundings.

**12. Must be able to have corrected vision to:**

- A. Be aware of surroundings and location of products and customers;
- B. Identify colors and descriptions of automobiles at gas pumps; and
- C. Count money, read price tags, cash register and gas pumps and perform job duties.

**13. Environmental conditions:** must be able to work around various odors, dust and fumes in a mostly moderate temperature, except for extreme cold below 40 degrees in refrigerator/coolers or the drive-in winter conditions.

14. Must be able to have dexterity to perform repetitive tasks and force in the use of deli meat slicers and knives in a safe manner which meets company standards.

15. Must be able to understand and use all safety equipment when using a slicer and cleaning machinery.
16. Must be able to perform tanks inventory by reading the fuel tanks manually by lifting the 20-30pound lids off the tank by using a screwdriver then "sticking" the tanks or by inserting the tool into the lid and accurately reading the measurement.
17. Must not be short-tempered and must be slow to anger and able to respond in a calm demeanor in stressful situations such as dealing with customers who may be dissatisfied or emergencies.
18. Must be alert and able to identify a hazard in order to avoid it by reporting immediately, or if necessary, take immediate corrective measures.
- 19. Must not be impaired in anyway due to:**
- A. the use of drugs (legal or illegal),
- B. alcohol use, or
- C. in any other way,
- which may affect the employee's ability to act and/or react in a manner that will ensure their safety, the safety of other employees, customers and the assets of the company.
20. Must be able to physically react in an immediate manner to emergencies such as fires, fuel spills, robberies or other life-threatening situations.
- 21. Driving on Company Business:** Consistently maintain and provide a current valid driver's license and proof of insurance.

<https://my.peoplesmatter.com/mja/parmaroilco/jobapp/GetStarted?sourceCode=Indeed&jobOpenings=09eba367-33bc-42ed-83ef-a92c012b5025&jobPostId=b1f627eb-00ac-45fa-b08f-a92d0083d611&refererUrl=https://www.indeed.com/>

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### **Laundry Aide - FT/PT**

CommuniCare Health Services - Parkersburg, WV

Full-time, Part-time

Laundry Aide - Full Time and Part Time Positions Available

Worthington Nursing & Rehabilitation, a premier provider of long term and short-term care, is currently seeking full time and part time laundry aides. Long term care experience and experience with industrial size machines is preferred.

The laundry aide position's responsibilities include to gather, sort, launder, fold and distribute personal clothing and facility linens.

Our employees enjoy a warm and friendly work environment, competitive wages, paid time off, and an outstanding benefits package for full time employees.

Apply now via e-mail or at our facility for a chance to join a world class team of professionals!

Experience using industrial size washers and dryers preferred.

Nursing home experience strongly preferred.

Must be flexible with availability.

Physical ability to sit, stand, bend intermittently throughout shift and to lift 50 lb.

Criminal background and drug testing required.

[https://www.appone.com/maininforeq.asp?Ad=234790&R\\_ID=2063925&Refer=https://www.indeed.com/&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=234790&R_ID=2063925&Refer=https://www.indeed.com/&B_ID=44)

### **Assistant General Manager**

Taco Bell | Charter Foods, Inc. - Marietta, OH

"You are applying for work with a franchisee of Taco Bell, not Taco Bell Corp. or any of its affiliates. If hired, the franchisee will be your only employer. Franchisees are independent business owners who set their own wage and benefit programs that can vary among franchisees."

The Taco Bell Assistant General Manager supports the Restaurant General Manager by running great shift and meeting Taco Bell/Charter Foods standards. You take ownership and responsibility to solve problems with a smile, seek help when needed and are willing to help and guide others. Key responsibilities include making sure Teams Members and Shift Managers complete all assigned duties, inventory management, and financial accountability and serve safe, quality food in a friendly manner. You'll also ensure that the restaurant is a safe place for all employees and customers. A successful candidate will have a positive attitude and good communication skills. If you want to build a great career, be part of a winning team, and learn valuable leadership skills, Taco Bell/Charter Foods is the place to learn, grow and succeed!!

Job Requirements and Essential Functions

High School Diploma or GED, College or University Degree preferred

1-3 years supervisory experience in either a food service or retail environment, including Profit and Loss responsibility

Basic personal computer literacy

Must be at least 18 years old

Must have reliable transportation

Basic business math and accounting skills, and strong analytical/decision-making skills

Able to sweep and mop floors, dust shelves and lift and carry out trash containers and place in an outside bin

Able to clean the parking lot and grounds surrounding the restaurant  
Able to tolerate standing, walking, lifting up to 50 lbs. and stooping during 80% of shift time  
The company and/or Upper Management may change or add to these job duties and responsibilities at any time with or without prior notice.

Brand: Taco Bell

Address: 342 Pike St Marietta, OH - 45750

[https://secure.jobappnetwork.com/apply/c\\_tbl/en/Assistant-Store-Manager-job-Marietta-OH-US-2021296t19.html?src=indeed&dt=0718&codes=IND#s](https://secure.jobappnetwork.com/apply/c_tbl/en/Assistant-Store-Manager-job-Marietta-OH-US-2021296t19.html?src=indeed&dt=0718&codes=IND#s)

## **Maintenance Person**

McDonald's of McConnelsville - McConnelsville, OH

Maintenance Person - McDonald's® company-owned and independent Owner-Operator restaurants are staffed by great people, and right now we're looking for more of them. People with lots to offer. People like you. If you're interested (and we sure hope you are), let's get together. The Maintenance Person assists management in achieving and maintaining outstanding interior and exterior restaurant cleanliness and maintaining restaurant equipment. As a member of the Maintenance Team, your restaurant will support you with the tools and training needed to succeed.

The Maintenance Person's responsibilities may include, but are not limited to:

Filtering oil fryers daily

Maintaining outside grounds

Clean equipment, inside and outside windows, stock rooms and restrooms

Unload delivery truck 2 times a week

Take out and empty trash compactor

Change light bulbs

Clean HVAC/Exhaust units and roof of debris

<https://my.peoplematter.com/mja/USMCD1000891911/jobapp/GetStarted?sourceCode=Indeed&jobOpenings=71d71069-3da9-4c4a-bfe8-a6b401372925&jobPostId=d132da07-f0cd-40bf-bd00-a9180083d610&refererUrl=https://www.indeed.com/>

## **Auto Parts Delivery Driver (Full-Time)**

AutoZone-US- Marietta, OH

AutoZone's Full-Time Auto Parts Delivery Driver performs work in the operation of a vehicle to assure safe delivery of parts to and from commercial customers. In addition, this AutoZoner will be required to perform duties inside our stores, driving, and at our customers' place of business. Drivers are responsible for ensuring maximum productivity in a safe environment, increasing commercial sales, and ensuring compliance with company procedures in accordance to AutoZone's expectations. The incumbent will exceed customer's expectations by delivering WOW! Customer Service to all AZ Commercial accounts.

**POSITION RESPONSIBILITIES:**

Utilizes ZNET to help customers locate merchandise or find suitable alternatives

Adheres to AutoZone dress code

Follows all company policies, procedures and management direction, including all fleet and safety policies

Ensures commercial products are delivered on time and in excellent condition

Drives delivery vehicle to transport parts to Commercial customers, including the loading and unloading of parts

Maintains a safe driving and working environment, including PPE (Personal Protective Equipment)

Picks up parts from nearby stores and outside vendors

Ensure appropriate delivery documentation is generated and issued for each delivery, then appropriately filed at the AutoZone store

Follows proper accident procedures

Properly maintains vehicle(s) and takes the necessary steps to report vehicle maintenance issues

Ensures that assigned company vehicle is kept clean and presentable

Builds long term professional relationships with the customers

Handles cash transactions, charge transactions, and core/part returns per company policy and guidelines

Inspects, protects, and maintains company assets, merchandise, and vehicles

Assists DIY customers between deliveries by performing the following duties:

Utilizes OBDII to read codes from customer's automobiles

Practices GOTTCChA and assists with the installation of wipers blades, batteries and light bulbs

Maintains product knowledge and current promotions through AutoZone systems and information sources

Maintains store appearance and merchandising standards as directed

**Position Requirements**

High School Diploma or equivalent

Basic knowledge of automotive parts is required

Excellent communication and decision-making skills

Ability to lift, load, and deliver merchandise

Ability to work a flexible schedule to meet the business needs, including holidays, evenings and weekend shifts

Valid driver's license and ability to meet AutoZone's driving requirements

Drivers – 21 years or older

<https://careers.autozone.com/jobs/auto-parts-delivery-driver-full-time-60214?src=JB-10144>

## **Cash Advance Supervisor**

First Cash Financial Services - Marietta, OH

\$15 - \$16 an hour

At Cashland and Payday Advance, we take pride in our coworkers because they are talented, considerate individuals who are passionate about building trusted relationships with each other, our customers, and our community. Our unwavering commitment to provide an environment of integrity and fairness is only equaled by our desire to develop and empower each person to reach their full potential. We are a fully diverse organization built on the uniqueness of our customers and our coworkers. We've discovered it pays to be different! Will you come join us?

Cash Advance Supervisors have responsibility and accountability for carrying out the day-to-day operation of a Cash Advance location, including leadership and development of all store personnel, meeting or exceeding all financial goals and profitability and developing the location within the local business community. The Supervisor oversees all aspects of running a store including customer service, sales and marketing, meeting or exceeding performance objectives, and all other duties that support the growth and overall operation of the store as assigned by his/her Market Manager.

Supervisors must comply with all Company policies and procedures and must ensure proper company standards of quality in all areas of running the business.

The starting typical hourly pay range is \$15.00 - \$16.00 with potential monthly bonus incentive.

General Duties and Responsibilities:

Create and promote a customer-friendly atmosphere in the store by greeting and meeting each customer in a friendly and helpful manner. Assist customers with loan process, including without limitations, answer all customer questions and concerns in person as well as over the phone.

Manage all administrative processes and procedures within the store, including without limitations, auditing, reminder calls, local store marketing, store presentation, cash drawer balancing, daily banking procedures, store opening and closing activities, store systems, security checks, daily reports, and all other duties as assigned.

Review store's daily operating, production, and performance reports, communicating results to staff and setting goals for associates that will maximize store profits. Make any necessary changes in operations that maximize the use of store assets, control loan balance, and generate new business through the use of local marketing.

Satisfy or exceed goals for each area of responsibility: Financial (including loan balance, collections, and profitability), Customer Relations, Store Standards, and Human Resources (recruit and retain quality associates).

Provide security (without limitation) for confidential data maintained at the store. Insure cabinets remain securely locked as required by company operating standards. When appropriate, properly destruct documents by following designated company operating procedures.

Develop and implement store marketing plan, sales strategies, and marketing objectives. Implementation includes but not limited to; developing marketing relationships with local businesses, posting marketing materials at nearby establishments and developing and retaining a viable customer base.

Source and recruit associates, ensuring each individual employed is the best available talent for the store.

Train associates to insure the development needs meet prescribed Company standards.

Lead and direct associates to accomplish performance and marketing goals and objectives.

Evaluate performance of associates, giving each individual consistent and fair feedback on his/her performance on an ongoing basis.

Implement, test, and maintain internal controls for store including security, audit procedures, and cash controls.

Provide clear and concise communication to store coworkers so that all coworkers understand store's mission and profit objectives. Communications should take on the form of meetings, memos, and general bulletin board postings.

<https://recruiting.adp.com/srccar/public/RTI.home?c=1212301&d=ExternalCareerSite&rb=INDEED&r=5000281444206#/>

## **Client Service Specialist**

Rea & Associates - Marietta, OH

Rea & Associates is a Top 100 Accounting firm in the country and is committed to being the dominant firm in our markets. We are focused on the well-being of our staff and their professional development. Our culture respects a work-life balance for our team. We also provide a competitive compensation and robust benefit plan.

We are looking for an energetic and enthusiastic Client Service Specialist/Bookkeeper to work in our Marietta, Ohio office location. This is an outstanding opportunity to join a team who continues to grow and support The Rea Advantage, our strategic plan.

This Client Service Specialist/Bookkeeper has the exciting opportunity to succeed and support the firm's cornerstones, Our People, Our Clients, Our Growth and Our Firm while exhibiting the following skills:  
Preparing monthly, quarterly, and annual financial statements including cash flows for multiple clients and industries  
Preparing bank reconciliations, monthly and quarterly sales, use and CAT tax returns  
Understanding payroll preparation and monthly transaction entry  
Relating to year-end information; ability to review accounts and calculate retained earnings  
Assisting clients with accounting, payroll and basic software issues  
Assisting tax/accounting and audit departments with obtaining/providing annual adjusted client trial balance  
Carrying out the internal bookkeeping function for clients such as entering or paying bills and invoicing from their software  
Calculating bonus payments and appropriate deductions from bonus checks  
Calculating and/or processing payroll tax deposits and payments, as require.  
Preparing quarterly and year-end payroll tax returns  
Qualifications and Requirements:  
High School Diploma or GED is required; Associates or bachelor's degree in accounting or comparable accounting and bookkeeping experience is beneficial  
Knowledge of general accounting concepts  
Knowledge of Microsoft Office applications with advanced skills in Word and Excel required  
Experience with QuickBooks & Accounting CS preferred  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2967&clientkey=68369D7B463FAEC0E7A596672590F59A>

### **Service Writer**

Polar Service Centers - Marietta, OH

**ROLE AND RESPONSIBILITIES:** Assure quality customer service; support through in person, phone, or e-mail. This often includes quoting service work, selling additional services, updating the customer in a timely manner, contacting the customer when quotes and/or work is completed with final pricing.  
Support the service team by maintaining complete job files, including correspondence relative to approvals, etc., which tie back to more prompt payment(s).  
Technician time keeping and review on a daily basis; submittal to payroll bi-weekly.  
Creation of repair orders to include customer concerns, contact info, unit info, etc.  
Prepare repair orders review for service manager; finalize shop invoicing; mailing and filing of same.  
Maintain job files with all pertinent correspondence to each job.  
Daily yard checks and logs  
Daily/weekly customer correspondence of unit updates/progress.  
Update daily key performance indicators (electronic and printed) to be posted in the shop.  
PowerPoint, Excel  
Interact with service management team, and technicians.  
**QUALIFICATIONS AND EDUCATION REQUIREMENTS:**  
High School Diploma required; Associates or Bachelor's degree a plus  
**PREFERRED SKILLS:**  
Must be a self-starter and possess analytical/planning skills.  
Must be organized and be competent in Microsoft Office applications.  
Must have a real eye for detail.  
Prefer at least 5+ years' experience in a similar role.  
**ADDITIONAL NOTES:** We operate Karmak Fusion as our business system; experience a plus, but will train as needed.  
<https://recruiting2.ultipro.com/ENT1007/JobBoard/f656bd2d-005d-40b0-9d0a-8d18b8ba81b4/OpportunityDetail?opportunityId=f6593ef2-a26c-47a5-b5a5-fe8ac7b1158e>

### **Warehouse/Driver**

Polar Service Centers - Marietta, OH

Polar Service Centers, a division of Polar Corporation, is the largest nationwide commercial repair and parts supplier serving the tank truck market in the United States. We have over 30 service centers throughout the U.S. and we are actively searching for more skilled individuals to join our team.  
Currently, we are seeking a motivated individual with a clean driving record and at least a Class C driver's license to be a Warehouse Associate and Parts Driver.  
Job Requirements:  
Must have a clean driving record  
Certified or able to be certified to drive a forklift  
Must be at least 18 years of age  
Able to pass all pre-employment screens

Be authorized to work in the United States  
Demonstrate a positive, driven attitude  
Proven ability to problem solve and quickly obtain and apply knowledge  
Basic computer skills  
Strong verbal communication skills  
Ability to efficiently perform routine tasks and work well with others  
Previous parts delivery experience is preferred  
Previous warehouse/inventory experience is a plus  
Job Responsibilities:  
Pick, pack and ship parts orders out  
Receive and put away parts  
Operate forklift  
Write parts tickets for walk in customers  
Oversee inventory consignment at local customers  
Drive delivery truck to make local deliveries to customers  
Order parts from suppliers as needed for customer orders  
Research new potential customers and assist with sales initiatives  
Other projects and duties as assigned  
Physical Demands: The employee must regularly lift and/or move up to 50 pounds and, with assistance, occasionally lift and/or move up to 100 pounds.  
Competitive pay dependent on experience and knowledge along with a superior benefits package including:  
Medical, Dental and Prescription Insurance  
Disability and Life Insurance  
Paid Time Off program  
401k (with Employer Match),  
To learn more about our company visit us at [www.polarservicecenters.com](http://www.polarservicecenters.com)  
<https://recruiting2.ultipro.com/ENT1007/JobBoard/f656bd2d-005d-40b0-9d0a-8d18b8ba81b4/OpportunityDetail?opportunityId=5403280a-5a42-4ded-8813-8c74ed45b1f0>

### **Lot Maintenance Associate**

Par Mar Stores - Mineral Wells, WV  
Position: Lot Maintenance Associate  
Reports to: Store Manager

Purpose of Position: To serve Guest needs and wants at all times in a manner which exceeds Company Goals and Expectations of Total Quality Service to our Guests.

1. Consistently follow the daily work schedule by reporting prepared and ready to work at the scheduled time, in the proper uniform, as per company procedures.
2. Record time worked in a timely and accurate manner according to Company Timekeeping Policy.
3. Guests: Greet and Welcome each Guest to Par Mar with the proper greeting: Good (morning, afternoon or evening), Welcome to Par Mar. Acknowledge a Guest leaving the store by using an exit statement such as: Thank you, please come again, have a nice day.
4. Greet Guests by their personal names by observing their name on their credit card or personal check.
5. Meet daily expectation in all operations of the store in a manner which will meet all federal, state, local and industry laws, rules and regulations, such as in the sale of alcohol, tobacco and lottery, etc.
6. Ensure the accurate handling of company assets, including but not limited to: cash over/shorts, inventory shrink, cleanliness of the facility, Guest service in accordance with Company Standards.
7. Store Exterior: Maintain a clean and attractive exterior of the store location by consistently:
  - A. Wiping down dispensers
  - B. Removing excessive signage from windows
  - C. Cleaning windows
  - D. Replenishes fuel dispenser paper and ensures amenity units are filled with wiper fluid and paper towels at all times
  - E. All trash receptacles are monitored and replaced when needed (restrooms, in-store, exterior and amenity units)
  - F. Keeps dumpster area clear of debris and keeps dumpster doors closed; any out buildings are clean and organized
  - G. Makes sure lot is swept and clear of trash, cigarette butts, and debris
  - H. When required, applies salt and shovels snow on sidewalks and customer walk areas
  - I. Complete assigned duties to maintain Par Mar's clean and safe exterior / interior image
8. Store Interior: Maintain a clean and attractive interior of the store location by consistently:
  - A. Keeping counter areas which can be viewed from the outside neat and orderly
  - B. Maintain a clean and stocked coffee/fountain area
  - C. Ensures restrooms are clean and stocked with paper products

9. Maintain Coffee/Cappuccino Fountain Bar by keeping all products stocked, cleaned and accessible to Store Guests at all times in a manner which promotes the Par Mar Image standards.
10. Smoking: Smoking is prohibited in Par Mar Stores including in front of ANY Par Mar Store entrance. It is not permitted according to Local, State and Federal Laws and Regulations.
11. Par Mar Store Promotions & Loyalty Programs: Support and promote Par Mar Stores Special Promotions, Loyalty Programs and Events at store level. Promote good will on behalf of Par Mar Stores by attending community events including any Loyalty Program set by the Company.
12. Loss Prevention: Effectively control loss prevention by following company policies and procedures and practice honesty in the workplace at all times and reporting all dishonest findings to the Manager and/or Supervisor.
13. Follow the Company Policies and Procedures in a manner which supports the Company Mission Statement and Image Standards including, dress code, merchandise handling, Guest Service and minimizing controllable store expenses.
14. Maintain a Store Atmosphere which is consistent with the Company Standards for Professionalism, Image and Total Quality Guest Service, Above and Beyond.
15. Display a consistent team-oriented demeanor at all times by maintaining clear channels of communications open with upper management, fellow co-workers, employees and Guests in compliance with Company policies.
16. Safety: Actively practice all safety measures to ensure a safe work environment is maintained in a manner which protects company assets, employees and Guests. Informs manager of any possible safety hazards inside or outside the facility
17. Ensure all decisions regarding company issues, Guest Service, laws, rules, regulations and safety are made from an objective analysis of the situation and the stated position of the Company.
18. Maintain and increase personal knowledge base by completing approved online and other available training applicable to this position and the company direction.

My signature indicates my ability and commitment to perform this position. **PHYSICAL/MENTAL ESSENTIAL FUNCTIONS OF THE JOB**

Position: Lot Maintenance Associate

Reports to: Store Manager

1. Must be able to stand up to an eight (8) to ten (10) hour shift on a hard surface floor in order to perform all type of job duties and responsibilities.
2. Must be able to lift, push and/or pull up to 50 pounds up to 3 feet high without the aid of another person, in stocking the store.
3. Must be able to lift items onto a dolly and maneuver dolly into position.
4. Must be able to work in a cold environment in stocking the coolers and freezers.
5. Must be able to push and/or pull a mop/broom or shovel in order to clean floors, parking areas and sidewalks.
6. Must be able to tolerate chemicals such as gasoline, cleaning agents, and other products necessary for customer service or cleaning the facility.
7. Must be able to maintain balance and climb up to eight (8) feet on a step ladder or climb into the attic in order to stock and arrange coolers and shelves, replenish cups, ice, etc., in the fountain area and changing signs.
8. Must be able to bend, twist and reach in order to perform various job functions such as washing windows and gas pumps, stocking shelves, coolers and fountain areas and picking up trash.
9. Must be able to handle a variety of shapes, sizes, and textures. Items handled include, but are not limited to: stock items, money, credit cards, supplies and paper work.
10. Must be able to use fingers bilaterally and unilaterally:
  - A. The fingers are used bilaterally to count money, unload boxes, and operate machines/equipment and to perform various other job functions.
  - B. The fingers are used unilaterally to punch in prices on the cash register and computer.
11. Must be able to have corrected hearing to listen to:
  - A. The needs and direction from management;
  - B. The needs of customers; and
  - C. The environment to be aware of surroundings.
12. Must be able to have corrected vision to:
  - A. Be aware of surroundings and location of products and customers;
  - B. Identify colors and descriptions of automobiles at gas pumps; and
  - C. Count money, read price tags, cash register and gas pumps and perform job duties.
13. Environmental conditions: must be able to work around various odors, dust and fumes in a mostly moderate temperature, except for extreme cold below 40 degrees in refrigerator/coolers or the drive-in winter conditions.
14. Must be able to have dexterity to perform repetitive tasks and force in the use of deli meat slicers and knives in a safe manner which meets company standards.
15. Must be able to understand and use all safety equipment when using a slicer and cleaning machinery.

16. Must be able to perform tanks inventory by reading the fuel tanks manually by lifting the 20-30-pound lids off the tank by using a screwdriver then "sticking" the tanks or by inserting the tool into the lid and accurately reading the measurement.
17. Must not be short-tempered and must be slow to anger and able to respond in a calm demeanor in stressful situations such as dealing with customers who may be dissatisfied or emergencies.
18. Must be alert and able to identify a hazard in order to avoid it by reporting immediately, or if necessary, take immediate corrective measures.
19. Must not be impaired in anyway due to:
  - A. the use of drugs (legal or illegal),
  - B. alcohol use, or
  - C. in any other way,
 which may affect the employee's ability to act and/or react in a manner that will ensure their safety, the safety of other employees, customers and the assets of the company.
20. Must be able to physically react in an immediate manner to emergencies such as fires, fuel spills, robberies or other life-threatening situations.
21. Driving on Company Business: Consistently maintain and provide a current valid driver's license and proof of insurance.

My signature indicates my ability and commitment to perform this position.

<https://my.peoplematter.com/mja/parmaroilco/jobapp/GetStarted?sourceCode=Indeed&jobOpenings=7f01ec33-c1be-4124-84a6-a8a90187ac2e&jobPostId=c792e91a-d282-4d3b-abf4-a9260083d60f&refererUrl=https://www.indeed.com/>

## **ASST STORE MGR PERISHABLES in VINCENT, OH**

Dollar General - Vincent, OH

### Company Overview

Dollar General (NYSE: DG) is a Fortune 200 company with more than 14,500 retail locations in 44 states, 15 distribution centers and 130,000 employees that embody our mission of Serving Others each and every day. We work in an energetic atmosphere that embraces innovation, diversity and teamwork, all while keeping our customers and communities at the center of everything we do! At Dollar General, employees have numerous growth and development career opportunities through award-winning training and being part of one of America's fastest-growing retailers. Apply today and let's grow together!

### Job Details

#### GENERAL SUMMARY:

Reporting to and under the general supervision of the Store Manager, manage the Perishable and Food Direct Store categories including perishable products in the coolers and freezers and other food direct ship items. Supervise store employees in the absence of the Store Manager. Assist the Store Manager in ensuring efficient and effective inventory management, appealing and profitable merchandise presentation and quality customer service. Assist the Store Manager in ensuring a safe working environment and providing protection for company assets according to required procedures. Assist the Store Manager in ensuring employee and store compliance with all food handling rules and regulations. Provides support to other key carriers as directed by the Store Manager.

#### DUTIES and ESSENTIAL JOB FUNCTIONS:

Open the store a minimum of two days per week; close the store a minimum of two days per week.

Authorize and sign for refunds and overrides; count register; deposit money in bank.

Assist in ensuring the financial integrity of the store through strict cash accountability, key control, and adherence to company security practices and cash control procedures.

Manage store in Store Manager's absence.

Assist Store Manager, if directed, with: scheduling employees; ensuring adequate scheduling coverage; entering payroll information into computer; assessing work completion and following up with employees regarding performance.

Assist Store Manager, if directed, in providing training for employees.

At Store Manager direction, order drop-shipments and other areas of store.

Assist Store Manager in following prescribed ordering practices to ensure the meeting or exceeding of in-stock targets; assist the Store Manager in reviewing ordering plan, seasonal direction and inventory management issues on a weekly basis.

Assist with the efficient staging, stocking and storage of merchandise; unload trucks.

Ensure that merchandise is presented according to established practices and Store Manager direction; utilize merchandise fixtures properly including presentation, product pricing and signage.

At Store Manager direction, assist in plan-o-gram implementation and maintenance.

At Store Manager direction, assist in maintaining accurate inventory levels by controlling damages, markdowns, scanning, paperwork, and facility controls.

If directed by Store Manager, conduct safety meetings; assist Store Manager in maintaining a clean, well-organized store and facilitating a safe and secure working and shopping environment.

Provide superior customer service leadership.

Follow company policies and procedures as outlined in the Standard Operating Procedures manual, Employee Handbook, and company communications. Assist Store Manager in ensuring employee compliance.

Assist Store Manager, as directed, in completing all paperwork and documentation according to guidelines and deadlines. Perishable departments and processes specialized areas include;

Maintain correct perishable stock levels based on store volume using the following tools:

Current Ads/Planners

Direct Vendor Order Guide

Assist Store Manager in training assigned employees in the proper presentation, freshness and pricing standards for all perishable areas.

Assist Store Manager in training assigned employees in the proper and safe handling of food in compliance with rules and regulations.

Assist Store Manager in training assigned employees in the proper execution of hourly recovery standards to model store standards.

Train assigned employees in the proper stocking and rotation of Perishable products.

Receives the Direct Vendor deliveries and checks in Drop Ship Delivery perishable food product vendors.

Record Perishable Markdowns, while analyzing causes and taking corrective action to prevent recurrences.

Assist Store Manager in training assigned employees in the proper grading standards in produce to minimize markdowns and ensure product freshness.

Accurately record inventory levels as requested by the Store Support Center and as directed by Store Manager.

Assist Store Manager in ensuring compliance with sanitation standards and training employees assigned in the Perishable departments using the Cleaning Schedule.

Qualifications

**KNOWLEDGE and SKILLS:**

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

Ability to perform mathematical calculations such as addition, subtraction, multiplication, division, and percentages.

Ability to learn and perform IBM cash register functions to generate reports.

Ability to review Operating Statements and identify business trends (including sales, profitability and turn) expense control opportunities, shrink and errors.

Knowledge of cash handling procedures including cashier accountability and deposit control.

Knowledge of cash, facility and safety control policies and practices (deposits, store keys, SAFE program, etc.)

Knowledge of inventory management and merchandising practices.

Ability to read and follow plan-o-gram and merchandise presentation guidance.

Knowledge of and willingness to comply with company policies and procedures as outlined in the Standard Operating Procedures manual, Employee Handbook, and company communications.

Effective interpersonal oral and written communication skills.

Good organization skills with attention to detail.

Ability to solve problems and deal with a variety of situations where limited standardization exists.

Understanding of safety policies and practices.

Ability and willingness to obtain required certifications in food handling.

**WORK EXPERIENCE and/or EDUCATION:**

High school diploma or equivalent strongly preferred.

One year of experience in a retail environment and six months supervisory experience preferred.

Previous lead experience and/or grocery store experience preferred.

Attainment of required local and state food handling certifications, if applicable.

Dollar General Corporation is an equal opportunity employer.

[https://retail-dollargeneral.icims.com/jobs/169418/asst-store-mgr-perishables-in-vincent%2c-oh/job?iisc=Indeed.com\\_O&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240](https://retail-dollargeneral.icims.com/jobs/169418/asst-store-mgr-perishables-in-vincent%2c-oh/job?iisc=Indeed.com_O&mobile=false&width=960&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240)

## **Home Health Aide / HHA - Full Time**

Interim HealthCare - McConnelsville, OH

Full-time, Part-time

Job Description

**CAREER OPPORTUNITIES FOR STNAs and HHAs, APPLY TODAY!!**

Are you looking for an exciting new career in healthcare? A career where you can make a difference in the lives of people in need.

Interim HealthCare can offer you that career opportunity and so much more. So, don't delay, stop by and apply today!

Interim HealthCare of McConnelsville is hiring Home Health Aides, STNAs and CNAs for home care cases throughout

Morgan and Perry Counties. Full-time, Part-time and Per Diem assignments and hours available. Employees can earn up to \$250 in gift cards as work recognition bonuses through our AVA Rewards Program. Requirements include:

Candidate must be state-tested or have at least a year of documented experience.

Candidate must have a clean criminal background

Candidate must have reliable transportation

Candidate must be drug free Benefits:

Locally Owned and Operated

Free Education Courses

Flexible Assignments to fit your needs

Competitive Salary & Benefits

Paid Time Off

Paid Holidays

Flexible Scheduling and Assignments

Weekly Pay with Direct Deposit

Career Growth Opportunities

Salary: \$8.50 - \$9.00 per hour

Interim HealthCare is America's leading provider of home care, hospice and healthcare staffing. We offer one of the most comprehensive selections of career opportunities in the industry ranging from per diem to full-time.

If you're looking for a stable career opportunity, look no further. We offer the freedom of a flexible work schedule combined with the security of working for an established company. Nationally, Interim HealthCare has been providing great jobs to great people for 50 years and there are more than 300 offices across the country. That kind of stability combined with our commitment to integrity makes us your perfect career partner.

Interim HealthCare® is an equal opportunity employer who does not discriminate against applicants, employees or clients on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability, veteran status or any other category protected by the law, or patients' decisions regarding advance directives. Each Interim HealthCare office is independently owned and operated. Not all services are available at all

Requirements include:

Candidate must be state-tested or have at least a year of documented experience.

Candidate must have a clean criminal background

Candidate must have reliable transportation

Candidate must be drug free Company Overview

Interim HealthCare is America's leading provider of home care, hospice and healthcare staffing. We offer one of the most comprehensive selections of career opportunities in the industry ranging from per diem to full-time.

If you're looking for a stable career opportunity, look no further. We offer the security of working for an established company. Nationally, Interim HealthCare has been providing great jobs to great people for over 45 years and there are more than 300 offices across the country. That kind of stability combined with our commitment to integrity makes us your perfect career partner. Interim HealthCare is an Equal Opportunity Employer. Each Interim HealthCare location is independently owned and operated. ©2018 Interim HealthCare Inc.

<https://www.liquidcompass.com/interim/job/8741145/home-health-aide>

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## **Laborer/Swamper (FT)**

Warren Drilling in Dexter City, OH is looking for a Full-time Laborer/Swamper.

Assist in loading and unloading equipment from haul trucks, including chaining/strapping (securing loads) and unchaining/unstrapping.

Work with Bed trucks and or Pole trucks attaching and detaching bridle/rigging to equipment.

Signal/communicate and spot equipment and trucks.

Assist operators with equipment inspections.

Must comply with all company, customer, and industry policies and procedures including all PPE requirements, safety policies, and safe work practices. No exceptions.

Qualifications and Experience:

Must be dependable, trustworthy, have a positive attitude and work well with others.

Must be drug-free and pass pre-employment, random, and job location spot tests.

Have valid driver license and be insurable in company vehicle a plus.

Must be willing to work flexible hours meeting a demanding schedule.

Oil and gas industry/drilling rig experience preferred.

Safeland or equivalent training preferred. Additional oil and gas industry training a plus, i.e. Fall Protection, OSHA, Equipment Operator cards, H2S awareness, First Aid/CPR and other related certifications/education and or training.

Compensation:

Good hourly pay and overtime.

Expense allowance.

About Warren Drilling

Warren Drilling provides services to the oil and gas industry since 1944. We specialize in trucking and rig moving.

<https://warrendrilling.betterteam.com/laborer-swamper>

## **Security Officer**

G4S,- Beverly, OH

Job Introduction

PLEASE CLICK APPLY OR TEXT "JOBS" TO 561-660-9797 FROM YOUR SMARTPHONE! The world's leading private security organization, G4S, has an immediate job opportunity for a Traditional Security Officer. G4S is a security provider for the United States government, fortune 500 companies, nuclear power plants, oil and gas companies, airport, ports, banks, hospitals, factories, warehouses, commercial facilities, residential communities and much more.

G4S offers job security, excellent pay and benefits, and career opportunities. We offer entry level careers, management careers, sales careers and executive careers across the United States and internationally.

Main Responsibilities

Specific Duties and Essential Functions

Perform security patrols of designated areas on foot or in vehicle

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

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

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

Permit authorized persons to enter property and monitors entrances and exits

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

Investigate and prepare reports on accidents, incidents, and suspicious activities

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

The Ideal Candidate

Education, Licenses and Certifications Required

Must possess a high school diploma or equivalent

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

Must successfully complete a State licensing test if driving a company-owned or client-provided vehicle

Type and Length of Specific Experience Required

If previously employed, meaningful and verifiable work history

Skills Required

Ability to operate radio or telephone equipment and/or console monitors

Ability to interact cordially and communicate with the public

Effective oral and written communication skills

Active listening skills

Ability to assess and evaluate situations effectively

Ability to identify critical issues quickly and accurately

Attention to detail

Other

Must be at least 18 years old or the minimum age required by the State

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

Must have access to reliable transportation

Must not use illegal drugs. Must submit to a pre-employment drug test.

Must submit to an extensive background check, including criminal history, personal references, employment and education verifications, and Department of Motor Vehicle and credit checks if applicable

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

Upon acceptance of a job offer, must successfully complete the following:

MMPI - Psychological testing, if armed or otherwise required

Physical exam, if armed or required by client contract

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

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

Physical efforts to carry out job duties: Standing, walking, and sitting. Minimal to no stooping or kneeling.

About the Company

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

G4S is an Equal Opportunity/Affirmative Action Employer

and an Alcohol- and Drug-Free Workplace

If you have any questions regarding Equal Employment Opportunity, Affirmative Action or Diversity and Inclusion, or have difficulty using the online system and require an alternate method to apply, please contact our Corporate Human Resources Department at (800) 506-6265.

To receive an update on your application status, please contact our local office by following this link:

<http://www.g4s.us/en-US/Site%20Tools/Contact%20us/>

<https://community.g4s.com/members/modules/job/detail.php?record=118266&jobboard=Indeed&c=organic>

## **Commercial Banker - Corporate Banking Administration**

WesBanco Bank, Inc. - Parkersburg, WV

Responsible for the management of borrowing and depository relationships with commercial clients, with a primary focus in C&I Lending. In addition, the solicitation of new commercial clients through direct sales calls. The development of community and business relationships is necessary to facilitate sales referrals to our sales partners (trust, insurance, treasury management, retail, mortgage partners) and to maintain knowledge of local business conditions. This commercial banking officer must also support the Bank's CRA lending initiatives.

### **INTERPERSONAL SKILLS:**

Willingness to provide a high level of professional service which will clearly differentiate us from our competitors.

Employee must be willing to become familiar with and promote bank products and services.

Professional demeanor in appearance, interpersonal relations, work ethic and attitude.

Possess clear, concise, effective written and oral communication skills to effectively express thoughts, ideas and concepts to bank employees, bank customers and prospects.

Must be willing to work as part of a team.

Must possess a high degree of leadership skills.

Possess ability and commitment to develop business relationships with business borrowers.

Ability to work under pressure.

### **EMPLOYEE SKILLS:**

Ability to originate and manage lending and deposit relationships with middle market as well as larger commercial customers.

Ability to maintain and effectively manage an individual commercial portfolio in all respects.

Ability to analyze financial statements and customer profiles to support the needs of existing and potential customers.

Ability to work with other bank departments, such as CRM and BBS to effectively manage the credit process.

Able to provide training, oversight and mentoring and daily direction of administrative assistants in carrying out an effective work environment.

Ability to work on multiple complex projects simultaneously, and successfully.

Work closely with the Special Asset Unit in the collection of past due loans and workout of problem credits.

Actively participates in community and civic organizations. Leverages both community development and external relationships in order to meet bank growth and community development goals.

Cross sells banking services to existing and prospective commercial customers.

Assist with the coordination of CRA lending initiatives within the corporate lending department.

Supports the bank's sales culture. Originates, develops and maintains relationships with commercial customers for their financial needs through direct and ongoing sales calls and referrals.

Provide loan structures to meet customer needs and ensure that appropriate documentation exist in order to adequately protect the bank. Adheres to bank policy.

Originates new business opportunities through outside business development sales calls to centers of influence and prospective customers.

Follows up all internal and external customer referrals. Actively supports all internal business units by providing quality referrals through development of community and business relationships.

Responsible for the sales management of assigned accounts.

### **OTHER:**

Banking is a highly regulated industry and you will be expected to acquire and maintain a proficiency in the bank's policies and procedures, and adhere to all laws, rules and regulations that are applicable to your conduct and the work you will be performing. You will also be expected to complete all assigned compliance training in a timely manner.

Travel required for training, meetings and to meet with clients and prospects.

Bachelor's Degree (B.S.) degree or equivalent from four-year College or university.

5 to 10 years related experience and/or training; or equivalent combination of education and experience to include the management of both Commercial Real Estate and Commercial & Industrial (C&I) relationships.

Equal Opportunity Employer Minorities/Women/Protected Veterans/Disabled

<https://recruiting.adp.com/srccar/public/RTI.home?c=1145507&d=ExternalCareerSite&rb=INDEED&r=5000373937506#/>

## **Restaurant Maintenance**

Taco Bell | Charter Foods, Inc. - Marietta, OH

## HVAC/R Maintenance

Our maintenance technicians provide year round ongoing preventative maintenance and repair of kitchen equipment and HVAC/R within our restaurants.

Experience: 3-5 years

Minimum Education: Technical School Graduate or Degree

Certifications: Universal EPA

HVAC/R, Kitchen Equipment, Ice Machines, and Basic Maintenance Skills

Skills-System Size: 1 - 20 Tons

Skills-Manufacturers: American Standard; Carrier; Johnson Controls; Lennox; Ruud; Trane; York; Delfield; Pitco; Henny Penny; Manitowoc; Cornelius; Scotsman; Taylor Freeze; Electro Freeze; BEV Air

Skills-Equipment: Air Dist. Equipment; Air Handlers; Boilers; Forced Air Systems; Furnace; Gas; Heat Pumps; HVAC Equipment; Oil; Package Units; Propane; Rooftop Units; Split Systems; Variable Speed Equipment; VAV

Skills-Parts and Accessories: Coils; Condensers; Electric Motors; Fans; HVAC Parts

Skills-Applications: Commercial; Light Commercial; Refrigeration (Walk in Coolers, Freezers); Restaurant Kitchen Equipment

Skills-Computer Related: Must have basic computer skills.

Skills-Physical: Must be able to lift 50 lbs. and able to climb ladders.

Skills listed above are not an all-inclusive

The company and/or Upper Management may change or add to these job duties and responsibilities at any time with or without prior notice.

Brand: Taco Bell

Address: 342 Pike St Marietta, OH - 45750

Property Description: 031443 - Pike St - Marietta, OH

Property Number: 031443

[https://secure.jobappnetwork.com/apply/c\\_tbl/en/Restaurant-Maintenance-Tech-job-Marietta-OH-US-2021903t13.html?src=indeed&dt=0618&codes=IND#s](https://secure.jobappnetwork.com/apply/c_tbl/en/Restaurant-Maintenance-Tech-job-Marietta-OH-US-2021903t13.html?src=indeed&dt=0618&codes=IND#s)

## Plug Hand

Nine Energy Service LLC - Marietta, OH

### PURPOSE:

The Plug Hand is responsible for delivering and picking up plugs for the Completion Tools Department as assigned by the Regional Manager.

### QUALIFICATIONS:

Education – High School Diploma or equivalent

Communication – Written and verbal communication skills with the ability to read, write and comprehend correspondence, instructions and memos

Mechanical – Demonstrated ability to build and maintain oilfield related equipment

Presentation – Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of Nine Energy Service

Mathematics – Ability to add, subtract and multiply in all units of measure

### POSITION RESPONSIBILITIES:

Deliver and pick up plugs

Ensure job tickets are signed accordingly

Manage plug inventory

Serve as Plug Hand when requested by customer

Assemble oilfield tools

Maintain shop and setting equipment upkeep

Interact professionally and regularly with customers and consultants

Keep accurate logs for driving

### SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibility

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee will work outside for moderate periods of time and is frequently exposed to oil and gas operational hazards e.g. H2S, noise, chemicals, hazardous energy, exposed and moving mechanical equipment and driving. Personal protective equipment (PPE) is required in certain areas.

Travel requirements for this position could range between 50-80% of the time.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to handle/feel objects, tools or controls and reach with hands and arms. Occasionally it may be required to climb, balance, stoop or kneel.

Must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include vision, peripheral vision, depth perception and the ability to adjust focus.

This position requires that you will walk on the job site, climb ladders, climb stairs and walk on uneven ground.

This position will require the employee to spend a small amount of their time on drilling sites.

#### HEALTH, SAFETY AND ENVIRONMENT:

Health, Safety and Environmental (HSE) requirements shall be met in all activities. Nine Energy Service is responsible for provided a safe and healthy work environment for its employees, contractors and visitors. As an employee of Nine Energy Service, you are responsible for ensuring that you are working safely, have the appropriate tools and equipment for the job and that you protect the environment and fellow employees. This responsibility shall be taken seriously, and work should always be made towards continual improvement.

*Nine Energy Service does not discriminate for employment based on race, color, creed, religion, national origin or ancestry, sex, age, disability, genetic information, veteran status or any other legally protected status under local, state or federal law.*

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=c5af9dad-083a-4d44-90e7-2df16add434&jobId=199624&source=IN>

### Full Time Sales Associate

Great American Cookies | The Cookie Place, Inc. - Parkersburg, WV

Would you like to Share the Fun of Cookies by working for a dynamic and growing company? Then Great American Cookies is the place for you! We are looking for a talented Full Time Associate who is a highly motivated team player. This position is responsible for supporting the sales and production efforts and servicing all customers.

As a Full Time Associate, we are looking for candidates who possess the following skills:

Ensuring sales transactions are completed accurately and promptly

Maintaining accurate work orders and requests

Displaying product according to company standards

Taking customers orders

Great product knowledge

Ensure displays are according to company standards

Maintain store cleanliness

Basic Qualifications:

Must be at least 18 years of age

Must have reliable transportation

Must be legally authorized to work in country of employment without sponsorship for employment via status

Minimum Qualifications:

High school diploma or comparable certification (e.g. GED)

Preferred Qualifications:

Prior experience in a sales or customer service position

Customer service skills, including problem solving and handling customer complaints

Good written and verbal communication skills

If you possess these skills and requirements and you are interested in applying for the position, we would be glad to have you complete an application and assessment. We strive to promote within and are looking for applicants who are willing to grow with our company.

Brand: Great American Cookies

Address: 100 Grand Central Ave Unit 267 Parkersburg, WV - 26101

Property Description: 5720-Grand Central Mall-Parkersburg, WV

Property Number: 5720

[https://secure.jobappnetwork.com/apply/c\\_tcp/l\\_en/Full-Time-Sales-Associate-job-Parkersburg-WV-US-1465966t33.html?src=indeed&dt=0518#s](https://secure.jobappnetwork.com/apply/c_tcp/l_en/Full-Time-Sales-Associate-job-Parkersburg-WV-US-1465966t33.html?src=indeed&dt=0518#s)

### Production Worker

Quanex Building Products - Parkersburg, WV

Looking for highly motivated and hardworking candidates to fill full-time, Day/Swing shift positions. You could be a part of fast pace production team in our Parkersburg, WV facility which is focused on safety, efficiency and customer service.

Only applicants with good attendance and safety record need to apply.

[http://jobs.jobvite.com/careers/quantex/job/oyWS5fwb?\\_jvst=Job%20Board&\\_jvsd=Indeed](http://jobs.jobvite.com/careers/quantex/job/oyWS5fwb?_jvst=Job%20Board&_jvsd=Indeed)

## **Immediate Shipping/Receiving Worker Position Available in Parkersburg, WV!**

Kelly Services - Parkersburg, WV

Temporary, Contract

Job Description

Warehouse employee needed immediately to assist with loading/unloading trucks, processing equipment, and repackaging hardware and supplies for distribution. Employee should have computer experience as well. Employees may use computer system to log, track, test devices, and prepare products for shipment. Position is located in Parkersburg, WV.

Requirements

High School Diploma Required. Candidates must be able to lift 50 lbs. without accommodation. Background and drug screens will be conducted.

Highlights

Monday through Friday schedule. Shift is 8am-5pm.

Why Kelly®?

At Kelly Services®, we work with the best. Our clients include 95 of the Fortune 100™ companies, and more than 70,000 hiring managers rely on Kelly annually to access the best talent to drive their business forward. If you only make one career connection today, connect with Kelly.

About Kelly Services®

As a workforce advocate for over 70 years, we are proud to directly employ nearly 500,000 people around the world and have a role in connecting thousands more with work through our global network of talent suppliers and partners. Revenue in 2017 was \$5.4 billion. Visit [kellyservices.com](http://kellyservices.com) and connect with us on Facebook, LinkedIn and Twitter.

Kelly Services is an equal opportunity employer including, but not limited to, Minorities, Females, Individuals with Disabilities, Protected Veterans, Sexual Orientation, Gender Identity and is committed to employing a diverse workforce. Equal Employment Opportunity is The Law.

[https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000000UWTq&source=Indeed&utm\\_campaign=Indeed&utm\\_medium=cpc&utm\\_source=Indeed&rx\\_c=kcn&rx\\_campaign=indeed30&rx\\_group=101401&rx\\_job=US6361MB\\_25392529&rx\\_source=Indeed&rx\\_medium=cpc](https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000000UWTq&source=Indeed&utm_campaign=Indeed&utm_medium=cpc&utm_source=Indeed&rx_c=kcn&rx_campaign=indeed30&rx_group=101401&rx_job=US6361MB_25392529&rx_source=Indeed&rx_medium=cpc)

## **Sales Representative Rental**

Walker Cat - Parkersburg, WV

DESCRIPTION:

To professionally manage an assigned territory in order to aggressively market all products represented by the company to achieve sales, profit, and market share objectives. Promotes rentals and the rental concept to customers, educating them in proper equipment applications along with technology advancements that enable greater productivity.

REQUIREMENTS:

Bachelor's degree or equivalent industry experience

Sales/Marketing experience in the construction machinery industry with a thorough understanding and knowledge of products, applications, and markets

Excellent communication, organizational, and presentation skills

Good working knowledge of computers, spreadsheets, and word processing programs

Must be easily accessible by customers and staff as needed

Must be perceived by customer as a problem solver, handling follow-up calls and customer problems effectively

ESSENTIAL FUNCTIONS:

Create, develop, and close new and used rental deals within assigned territory and achieve sales volume, profit, and market share objectives

Cover assigned territory by achieving established call standards

Improve the company's market coverage by prospecting for and developing new customers

Establish and maintain excellent customer relationships through professional and ethical business conduct

Develop and maintain knowledge on products, applications, industry, selling skills, and product support to enhance and achieve required sales performance

Develop a database of customers, company, and project information

<https://www.walkercathiring.com/jobDesc.asp?JobID=74>

## **Production Assembler**

Kelly Services - Marietta, OH

Job Description

Participates in a one-piece-flow assembly operation to produce products requiring attention to details and focus on work duties.

Assembles products according to blueprints and sequence sheets by identifying production needs, pulling materials, etc. Bolts, clips, screws, cements, braze, or otherwise fastens parts together by hand, or using hand tools or portable power

tools.

Cleans and finishes assembly products using approved cleaners/chemicals and tools according to PSS book and refers to MSDS to insure safe handling and proper PPE equipment is utilized.

Inspects product to verify that optional/custom equipment changes have been made according to customer order.

Tests assembled component to insure that quality and workmanship meets standards before moving piece to next stage of production.

Order and retrieve supplies/materials such as cardboard, bags, warehouse items, etc., using paper and SAP documents.

Requirements

Must have prior assembly experience with hand tools

Highlights

Weekly Electronic Pay

Equal Opportunity Employer

Never a Fee

Why Kelly®?

At Kelly Services®, we work with the best. Our clients include 95 of the Fortune 100™ companies, and more than 70,000 hiring managers rely on Kelly annually to access the best talent to drive their business forward. If you only make one career connection today, connect with Kelly.

About Kelly Services®

As a workforce advocate for over 70 years, we are proud to directly employ nearly 500,000 people around the world and have a role in connecting thousands more with work through our global network of talent suppliers and partners. Revenue in 2017 was \$5.4 billion. Visit [kellyservices.com](http://kellyservices.com) and connect with us on Facebook, LinkedIn and Twitter.

Kelly Services is an equal opportunity employer including, but not limited to, Minorities, Females, Individuals with Disabilities, Protected Veterans, Sexual Orientation, Gender Identity and is committed to employing a diverse workforce.

Equal Employment Opportunity is The Law.

[https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000000UJEL0&source=Indeed&utm\\_campaign=Indeed&utm\\_medium=cpc&utm\\_source=Indeed&rx\\_c=kcn&rx\\_campaign=indeed30&rx\\_group=101401&rx\\_job=US6361JC\\_24985292&rx\\_source=Indeed&rx\\_medium=cpc](https://kelly.secure.force.com/CandidateExperience/CandExpJobDetails?id=a7V80000000UJEL0&source=Indeed&utm_campaign=Indeed&utm_medium=cpc&utm_source=Indeed&rx_c=kcn&rx_campaign=indeed30&rx_group=101401&rx_job=US6361JC_24985292&rx_source=Indeed&rx_medium=cpc)

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- ✓ Temporary Positions

Are you up for the challenge?

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OHIO \$15.50-\$21.00 based on locale

Help us get the word out about 2020 Census jobs. Call on local organizations to request assistance in providing information about jobs to the people they serve. Answer questions from the public about jobs, qualifications, and how to apply. Conduct formal and informal presentations about 2020 Census jobs.

Apply Online Today!  
**2020census.gov/jobs**  
**1-855-JOB-2020**  
*(1-855-562-2020)*

Federal Relay Service: (800) 877-8339 TTY / ASCII  
[www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

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

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

Form D-490  
September 2018



## **Gun Loader**

Nine Energy Service LLC - Marietta, OH 45750

Summary:

Assists Lead Gun Loader in building perforating guns, by performing the following duties.

Essential Duties and Responsibilities:

Include the following. Other duties may be assigned.

Reads and interprets work orders

Documents explosives used for building by type, name, net explosive weight and date shift code

Constructs perforating guns using and connecting gun bodies, detonator cord, charges, igniters, switches and wires

Strips wire for building purposes as needed

Checks perforating guns for proper current and usability

Documents Load Out & Usage Forms for use in the field and for creation of DOT Transport Form

Breaks down used perforating guns

Load carriers as specified by procedure

Inventories materials, tools, and supplies as needed

Cleans work area, tools, and equipment

Performs other routine duties as assigned by your supervisor

Must maintain compliance with all applicable ATF rules and regulations

Must maintain compliance with all applicable ATF rules and regulations

Observes safety and security procedures, reports potentially unsafe conditions, uses tools and equipment properly and stops any unsafe work

Position Requirements:

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

High school diploma or general education degree (GED)

Ability to read and comprehend simple instructions, short correspondence, and memos

Ability to write simple correspondence

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

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

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

Ability to deal with problems involving a few concrete variables in standardized situations

Demonstrates attention to detail, accuracy and thoroughness.

Work Environment:

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

Regularly exposed to explosives

Moderate noise level

Required to wear PPE

Physical Demands:

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

Standing for extended periods, bending, stooping, and reaching

Frequent lifting up to 100 pounds

Occasional lifting over 100 pounds

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

Manual dexterity sufficient to operate gun building tools

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=c5af9dad-083a-4d44-90e7-2df16add434&jobId=206082&source=IN>

## **Maintenance**

Par Mar Oil Company - Marietta, OH

Job Title: Maintenance Technician

Reports to: Director of Maintenance

Purpose of Position: Provide general repairs and maintenance support to assigned locations.

1. Availability: A Maintenance Technician is required to work 50 hours per week and must maintain an open availability in the event of maintenance issues requiring immediate attention.

- 2 Driving on Company Business: Consistently maintain and provide a current valid driver's license and proof of insurance. To be considered for or remain in the Maintenance technician position you must have the items required above in addition to a signed "Statement of Understanding" recognizing that you are aware of said requirements. A maintenance vehicle will be provided for travel between locations and transport of tools and supplies.
3. Safety: Follow safety practices and procedures at all times including proper lifting techniques, utilizing the right equipment or tool for tasks and maintaining a safe and clean work environment. In the event of an injury, ensure that an Incident Report is completed immediately. The Incident Report is to be sent to Director of Maintenance and Human Resources so that a claim can be reported in a timely manner.
4. Basic Functions: A Maintenance Technician must have a basic working knowledge of carpentry, plumbing, glass replacement, painting, masonry, pest management; appliance repair, electrical wiring, grounds keeping including sprinkler systems, maintenance of hand tools and gas-powered equipment. Use standard practices and tools needed in the maintenance and repair of building facilities.  
Work with regulatory agencies to maintain compliance of fueling equipment and maintain fuel equipment by troubleshooting, repairing, cleaning and maintaining gasoline dispensers and related equipment.  
Provide preventive maintenance and testing of the fuel system(s). Maintain gas dispensers by changing nozzles, hoses, splashguards, filters and electronic circuit boards.  
Must be able to work independently, staying focused for the timely completion of tasks.
5. Image: Develop and maintain a professional image as a member of the company maintenance team, supporting the Company Image, in actions and words at all times.
6. Compliance: Ensure compliance with all laws, applicable rules, regulations and necessary controls, including but not limited to those set by: EPA, OSHA, state Weights and Measures, fuel regulations, etc.
1. Must be able to stand up to an eight (8) to ten (10) hour shift on a hard surface floor in order to perform all type of job duties and responsibilities.
  2. Must be able to lift, push and/or pull up to 50 pounds up to 3 feet high without the aid of another person.
  3. Must be able to lift items onto a dolly and maneuver dolly into position.
  4. Must be able to work in various weather conditions.
  5. Must be able to push/pull and/or maneuver a mop, broom, shovel, power washer, pallet jack or dolly.
  6. Must be able to tolerate chemicals such as gasoline, cleaning agents, and other products necessary for cleaning a facility.
  7. Must be able to maintain balance and climb up to eight (8) feet on a step ladder.
  8. Must be able to bend, twist and reach in order to perform various repair functions.
  9. Must be able to handle a variety of shapes, sizes, and textures. Items handled include but are not limited to: hand/power tools, wiring and various fasteners.
  10. Must be able to use fingers bilaterally and unilaterally:
    - A. The fingers are used bilaterally to load and unload boxes, and equipment, operate machines/equipment and to perform various other job functions.
    - B. The fingers are used unilaterally to operate computer key pads.
  11. Must be able to have corrected hearing to listen to:
    - A. The needs and direction from Supervision;
    - B. The needs of customers; and
    - C. The environment to be aware of surroundings.
  12. Must be able to have corrected vision to:
    - A. Be aware of surroundings and location of products and customers;
    - B. Identify colors of wiring.
    - C. operate tools, read gas pumps and perform job duties.
  13. Environmental conditions: must be able to work around various odors, dust and fumes and extreme temperatures.
  14. Must be able to have dexterity to perform repetitive tasks and force in the use of tools and equipment in a safe manner which meets company standards.
  15. Must be able to understand and use all safety equipment when operating machinery.
  16. Must not be short-tempered and must be slow to anger and able to respond in a calm demeanor in stressful situations such as dealing with customers who may be dissatisfied or emergencies.
  17. Must be alert and able to identify a hazard in order to avoid it by reporting immediately, or if necessary, take immediate corrective measures.
  18. Must not be impaired in anyway due to:
    - A. the use of drugs (legal or illegal),
    - B. alcohol use, or
    - C. in any other way,
 which may affect the employee's ability to act and/or react in a manner that will ensure their safety, the safety of other employees, customers and the assets of the company.
  19. Must be able to physically react in an immediate manner to emergencies such as fires, fuel spills, robberies or other life-threatening situations.

## Production Assembler

CorTech LLC - Marietta, OH

**Job Duties and Responsibilities:** Participates in a one-piece-flow assembly operation to produce products requiring attention to details and focus on work duties. Prepares components and assembles product following diagrams with emphasis on quality. Assembles products according to blueprints and sequence sheets by identifying production needs, pulling materials, etc. Bolts, clips, screws, cements, braze, or otherwise fastens parts together by hand, or using handtools or portable power tools. Inserts and tightens setscrews to secure components to housing. Cleans and finishes assembly products using approved cleaners/chemicals and tools according to PSS book and refers to MSDS to insure safe handling and proper PPE equipment is utilized. Inspects product to verify that optional/custom equipment changes have been made according to customer order. Reads PSS/blueprints to determine position of unit and component parts. Utilizes SAP system shared plant-wide to accomplish production goals. Tests assembled component to ensure that quality and workmanship meets standards before moving piece to next stage of production. Tests assembled units, using proper equipment such as recorders, meters, temp probes, RPM testers, etc., according to specifications to insure quality. Completes quality inspection process during sub-assembly and at key points at designated and completes appropriate internal control documents. Utilizes Electric Static Discharge PPE equipment when needed to insure safety. Inspects assembly components for leaks by connecting gas/water/air and performing specified process and listen for or observe results. Order and retrieve supplies/materials such as cardboard, bags, warehouse items, etc., using paper and SAP documents. Work in an assembly area that requires adjustments to work process based on identifying product, customer, etc., to determine customized assembly needs. Assembles and braze components throughout assembly process. Assembles components, tests, cleans, boxes/packs (foam), label, load to pallet, and designates readiness to move to warehouse. Troubleshoots work-related problems by applying knowledge and experience toward resolution and taking appropriate steps for assistance. Calibrates circuit boards as designated by PSS in conjunction with referencing product specifications on-line. Enters product related data into computer system to track component serial numbers, scan bar codes, production rates (percent good), track physical location, etc. Reads electrical wiring diagrams to accomplish accurate assembly and high-quality results. Aligns components, and bolts, screws, or rivets them together, using hand tools or portable powered tools. Evacuates and charges unit/compressors by pumping gases as specified by documented specifications. Perform paint touch-up when needed to maintain quality and customer satisfaction. Adjusts assembly process to obtain specified clearances, allowances, etc., and uses gauges, test instruments, and hand tools to accomplish job specifications. Positions production pieces using hoist, and bolts stationary parts in place, using impact wrench and hand tools. Works with 120-220V in order to test equipment and participate in related safety/quality training and certification. Fastens lift chain around components and operates controls of hoists, lifts, etc., to navigate and move production pieces as needed. Moves assembly to storage area using electric crane or caster based carts, etc. Lays out and marks reference points onto components, using template, rule, square, compass, scale, etc. Removes burrs and rough spots from parts with hand file and portable pneumatic grinder. Removes small quantities of metal, using hand files or portable grinders, to clean parts or to produce close fit between parts. Inserts shims and turns setscrews to set clearance between parts, and verifies clearance, using scale and fixed gauges. Installs moving parts, such as shafts, levers, or bearings, and works them to test free movement by following job guidelines and drawings. Joins coils, plates, hairsprings, and other parts, connects and solders wires, using hand tools, tweezers, and soldering iron. Tends assembly-related machines, such as riveting machine, porta-power, etc. to perform force fitting or fastening operations on assembly line. Operates machines in other areas of production throughout training process, such as punch press, form roll and drill press, etc. Completes documents such as Final Inspection Sheets, Total Quality Control sheets, etc., as determined by process guidelines. Holds and maintains fork lift certification when asked to do so. Perform all job duties in a safe manner and obey all safety policies and procedures Perform all job duties consistent with the Code of Ethics and the 4-I Values Perform all job duties within ISO standard sWork on Continuous Improvement and support all PPI, Keys and Lean Projects Perform other duties and cross training as assigned.

[http://jobstalker.net/JobDetail.aspx?JobOrderID=182795&utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed](http://jobstalker.net/JobDetail.aspx?JobOrderID=182795&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed)

<b>Title:</b>	<b>Security Officer</b>
ID:	804-Marietta
Job Classification:	Security Officer
Job Type:	Full Time
Hourly Rate:	\$9
Locations:	Marietta, OH

**\$300.00 Sign on Bonus After 90 days of successful employment\***

**No experience required!**

**IS THIS JOB FOR YOU?**

Thank you for your interest in working with U.S. Security Associates, Inc. (USA). Before taking the time to complete the application and interview process, we request that you read the following information, so you will have a clear understanding of what USA requires of all security officers, as well as what your duties would include if you were hired.

Everyone USA hires must meet the following minimum requirements:

**Be able to obtain a Local or State Guard Card (where applicable).** This includes having a criminal background evaluation, being able to show valid identification, and be able to pay the State Security License fee that is required. Some clients may require specific pre-employment background checks and/or annual background checks. **USA does not make the decisions regarding issuing security licenses.**

Be at least 18 years of age (21 for some positions)

Have a reliable means of communication (i.e. home phone, cell phone)

Have a reliable means of transportation to and from work

Effectively speak, read and write English

Must comply with USA appearance standards:

Your hair must be neatly cut and groomed. Hair will be cut short enough or styled sufficiently to prevent it from standing out when the uniform cap or hat is worn or from extending below the top of the shirt or jacket collar.

Refrain from wearing earrings, necklaces or jewelry worn in the nose, eyebrows, lips, tongues, or other extremities by men or women while on duty.

Your face must be clean-shaven except that neatly trimmed mustaches may be worn unless there is a client requirement prohibiting them (such as interfering with the wearing of special safety masks, etc.). Reasonable accommodation based on race, religious belief or for disability will be considered on a case-by-case basis.

All uniformed security officers must furnish their own black shoes (plain toed, suitable for wearing with a uniform) and furnish their own black socks. All shoes must be maintained in good condition.

As a USA security officer, you may be expected to perform one or more of the following essential job functions with or without a reasonable accommodation:

Be able to work overtime and on various shifts as needed; including weekends and holidays. Reasonable accommodation based on religious beliefs or disabilities will be considered on a case-by-case basis.

Be able to maintain accurate records

Effectively comprehend numerous policies, procedures, and concepts in order to respond appropriately to various situations

Communicate effectively with others

Walk up and down stairs

Stand for long periods of time sometimes in excess of eight hours

Work outside in a variety of weather conditions depending on the assignment

USA does not discriminate based on an applicant or employee's disability and will engage in an interactive process to determine whether there is a reasonable accommodation available. If you have questions regarding an appropriate reasonable accommodation, please contact the Human Resources department at 770-625-1500.

USA thrives on our security guards being customer service oriented to ensure that we exceed our clients' expectations. Satisfied clients are the reason for our existence. It is up to each and every security guard to ensure that our clients are pleased with the service they receive.

**JOB SUMMARY:**

Under direct supervision, the Security Officer position patrols assigned areas to ensure protection of clients, visitors, property and equipment. Responsibilities include:

Watches for irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel as required.

Remains alert for the presence of unauthorized persons and/or security code violators; approaches suspicious person and/or notifies police as appropriate; may confront and detain violators, as required, until police arrive.

Patrols assigned area on foot, on bicycle, or in motor vehicle, as assigned, to ensure personal, building, and equipment security

Examines doors, windows, and gates to ensure security; uses client keys to open and close buildings; monitors closed buildings for unauthorized persons and/or suspicious activities.

Prepares routine, standardized reports.

Provides escorts as necessary

Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.

May provide specialized security in complex operational areas, requiring specific knowledge of the operating environment.

Performs periodic checks of emergency call boxes and/or street lights to ensure proper functioning; reports all malfunctioning as required.

Performs miscellaneous job-related duties as assigned.

**JOB SKILLS AND RESPONSIBILITIES:**

High School Diploma or equivalent required.

Must have a valid state security officer license, if applicable.

Ability to communicate effectively with others both orally and in writing.

Ability to walk and climb stairs.

Ability to walk extended periods of time.

Ability to work outside in extreme weather conditions.

Ability to see and hear accurately in both day and nighttime conditions.

Ability to comprehend numerous policies, procedures, concepts and to be able to respond using discretion and interpretive judgment based on general and specific policies.

Ability to retain knowledge, information, and directions on an ongoing basis and communicate effectively with others.

Ability to maintain accurate records.

Ability to react appropriately in emergency situations.

Knowledge of cardiopulmonary resuscitation and first aid.

Knowledge of portable fire extinguishers and their locations.

Knowledge of the geography of the site to which assigned.

Skill in operating portable radio devices.

**REQUIRED COMPETENCIES:**

He/she must be customer service oriented.

The successful candidate will pay close attention to detail.

He/she must embody U.S. Security Associates' values as a highly visible representative of the branch and set high standards for him/her and others.

**ENVIRONMENT:**

Position based in Field Operations. Requires the ability to work in a fast-paced, multi-faceted environment

**DISCLAIMER:**

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

**U.S. Security Associates is an Equal Opportunity Employer (Minorities/Females/Vets/Disabled)**

<https://ussa804.applicantstack.com/x/detail/a2i5hqona1wf>

**Front Office Assistant**

MedExpress Urgent Care Vienna, WV

**General Position Description:**

The Front Office Assistant will be responsible for greeting patients, activating patient files, and provide support to patients and medical staff.

**MedExpress Core Responsibilities:**

Has a contagious and positive work ethic, inspires others, and models the behaviors of Genuine, Caring, Friendly. Demonstrates effective verbal and written communication that is clear, well-organized, and demonstrates an understanding of audience needs.

Through genuine and positive communication, makes each customer feel informed, understood, and special.

An effective team player who contributes valuable ideas and feedback and can be counted on to meet commitments.

Is able to keep up in the MedExpress environment by facing tasks and challenges with energy and passion.

Pursues activities with focus and drive, defines work in terms of success, and can be counted on to complete goals.

Adherence to standards of business conduct and compliance.

**Principal Duties and Responsibilities:**

Welcome all MedExpress patients and visitors by greeting them in person, answering inquiries, and directing them through the registration process.

Answering multi-phone lines, filing, faxing, scanning documentation, and completing daily patient callbacks.

Discharge patients, assist office and clinical staff, and close office at the end of the night.

Collect all insurance information, verify patient demographics, process payments, post patient balances, and complete phone sheets.

Maintain a neat and clean work environment and professional appearance, and adherence to relevant health and safety procedures.

**Working Relationships:**

Other center staff if applicable.

**Qualifications:**

1 year of prior customer service OR experience in a medical office setting required.

Ability to multi-task and work well under pressure.

Knowledge of basic computer software and the ability to learn Electronic Medical Records.

Communicates well with patients and medical staff.

Ability to follow OSHA/HIPAA guidelines.

**Working Conditions:**

Center-Based. Requires working in a clinical setting. The noise level is moderate and there is a potential for exposure to infectious diseases and blood-borne pathogens. Also requires: travel to other Centers, the ability to stand and sit for hours at a time, (with some bending and stooping), ability to use manual dexterity in relation to clinical requirements, and ability to lift 50 lbs.

[https://www.appone.com/maininforeq.asp?Ad=169612&R\\_ID=1929806&Refer=https://www.indeed.com/jobs&B\\_ID=44](https://www.appone.com/maininforeq.asp?Ad=169612&R_ID=1929806&Refer=https://www.indeed.com/jobs&B_ID=44)

**Delivery Driver-** Marietta, OH

Advance Auto Parts

Job Description

***We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age national origin, religion, sexual orientation, gender identity, status as a veteran and basis of disability or any other federal, state or local protected class.***

Entry level store position capable of supporting delivery of parts to commercial customers. The role has the responsibility to deliver parts to our commercial customers and assist with task and inventory processes in the store. This position can be part time or full time and must be MVR certified.

**Primary Responsibilities**

Safely deliver parts to customers as needed

Pick and stage parts for customer orders

Pick up returns and cores

Drop off weekly / monthly sales flyer

Daily collection of credit accounts

**Secondary Responsibilities**

Store Cleanliness including floors, bathrooms, facing, dusting, parking lot

General stocking including truck stocking and back stock

**Success Factors**

Basic driving and navigation ability

Ability to use delivery board system

Friendly communication

Ability to locate and stock parts

Safety knowledge and skills

Operating inventory systems (Back stock) and store equipment

**Essential Job Skills Necessary for Success as a Driver**

Speak and write English (Spanish a plus); communicate effectively and build strong relationships with customers, peers and management

Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals

Use basic math accurately: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Ability to work an assortment of days, evenings, and weekends as needed

**Prior Experience that Sets a Driver up for Success**

Automotive parts experience is preferred

**Education**

High school diploma or general education degree (GED)

**Certificates, Licenses, Registrations**

Must have a valid driver's license and be fleet safety certified

**Physical Demands**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee will predominantly be walking or standing. The employee is required to be able to talk and hear and use hands and fingers to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or

move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodation. While performing the duties of this job, the employee is usually working inside; however, they will occasionally be outside and exposed to various weather conditions while performing such tasks as installing batteries and wiper blades. The employee is also occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; explosives; and vibration. The noise level in the work environment is usually moderate.

### **Job Requirements**

***We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age national origin, religion, sexual orientation, gender identity, status as a veteran and basis of disability or any other federal, state or local protected class.***

[https://www.advanceautoparts.jobs/en-US/job/delivery-](https://www.advanceautoparts.jobs/en-US/job/delivery-driver/J3Q3QH6HRNZHMZJM2GX?source=Scrape&sourceType=INDEED)

[driver/J3Q3QH6HRNZHMZJM2GX?source=Scrape&sourceType=INDEED](https://www.advanceautoparts.jobs/en-US/job/delivery-driver/J3Q3QH6HRNZHMZJM2GX?source=Scrape&sourceType=INDEED)

### **Housekeeper & Laundry Assistant**

Trilogy Health Services- McConnelsville, OH

#### **Responsibilities**

Our Environmental Services Assistant / Housekeeping & Laundry Assistant will perform day-to-day housekeeping/ laundry functions as assigned. Must be able to work a flexible schedule and must be able to read, write and follow written and verbal instructions.

#### **Here are a few of the daily responsibilities of a Housekeeper & Laundry Assistant:**

Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in resident rooms, recreational areas, etc., daily as instructed

Clean, wash, sanitize, and/or polish bathroom fixtures. Ensure that water marks are removed from fixtures

Clean windows/mirrors in resident rooms, recreational areas, bathrooms, and entrance/exit ways

Clean floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc.

Clean hallways, stairways, etc.

Discard waste/trash into proper containers and reline trash receptacle with plastic liner. Discard infectious wastes into appropriate containers

Clean vacant rooms as assigned

#### **Qualifications**

#### **You would be a great fit for our team if you have the following:**

High School diploma or equivalent

Prior experience in housekeeping/ laundry

Prior experience in Long-Term Care/Healthcare is preferable

#### **Overview**

Founded in December 1997, **Trilogy Health Services, LLC** is a customer service focused provider of senior living and long-term healthcare services including independent and assisted living, memory care, skilled nursing and rehabilitative services. These services are delivered by staff specially trained to honor and enhance the lives of our residents through compassion and a commitment to exceeding customer expectations. Our goal is simple: to be the Best Healthcare Company in the Midwest!

We offer a competitive compensation and benefits package including:

Competitive Salaries

Weekly Pay

Professional Growth

Generous Benefits

Innovative Training Programs

Tuition Reimbursement

And much more!

<https://trilogycareers-trilogyhs.icims.com/jobs/44854/housekeeper-%26-laundry-assistant/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=820&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

### **Night Maintenance at Cracker Barrel Old Country Store, Inc.**

Mineral Wells, WV

The Night Maintenance employee performs guest service by providing Cracker Barrel with a building and equipment that are ready for guests. The appearance of a clean building in the public areas, and a sanitized, clean food preparation area ensure guest satisfaction and safety.

Responsibilities and essential job functions include but are not limited to the following:

Responsible for making sure that guest health is protected by always using the highest standards of cleanliness in all areas of the store

Follows Cracker Barrel Old Country Store operational policies and procedures, including those for safety and security, to ensure the safety of all employees and guests during each shift

Maintains a clean and organized workspace

Maintains regular and punctual attendance

Responsibilities

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies of safety and security, with or without reasonable accommodation

Available to perform many different tasks within the store during each shift

Qualifications

Stand for long periods of time

Reach and lift overhead up to 25 pounds

Work in hot and cold temperature extremes subject to fluctuations for long periods of time.

Work in environment where smoke, fumes, steam, and other airborne particles are present

Work around, handle, operate, and control hot equipment and products in a safe manner

Work at a pace consistent with changing business volume and demands

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills, ability to work as part of a team

Ability to build relationships

<https://job-openings.monster.com/Night-Maintenance-Mineral-Wells-WV-US-Cracker-Barrel-Old-Country-Store-Inc/31/b9c56818-27c9-4480-b739-8a58dc0665f3>

## **Cash Advance Supervisor**

FIRST CASH FINANCIAL SERVICES - Marietta, OH

At Cashland and Payday Advance, we take pride in our coworkers because they are talented, considerate individuals who are passionate about building trusted relationships with each other, our customers, and our community. Our unwavering commitment to provide an environment of integrity and fairness is only equaled by our desire to develop and empower each person to reach their full potential. We are a fully diverse organization built on the uniqueness of our customers and our coworkers. We've discovered it pays to be different! Will you come join us?

Cash Advance Supervisors have responsibility and accountability for carrying out the day-to-day operation of a Cash Advance location, including leadership and development of all store personnel, meeting or exceeding all financial goals and profitability and developing the location within the local business community. The Supervisor oversees all aspects of running a store including customer service, sales and marketing, meeting or exceeding performance objectives, and all other duties that support the growth and overall operation of the store as assigned by his/her Market Manager.

Supervisors must comply with all Company policies and procedures and must ensure proper company standards of quality in all areas of running the business.

The starting typical hourly pay range is \$15.00 - \$16.00 with potential monthly bonus incentive.

### **General Duties and Responsibilities:**

Create and promote a customer-friendly atmosphere in the store by greeting and meeting each customer in a friendly and helpful manner. Assist customers with loan process, including without limitations, answer all customer questions and concerns in person as well as over the phone.

Manage all administrative processes and procedures within the store, including without limitations, auditing, reminder calls, local store marketing, store presentation, cash drawer balancing, daily banking procedures, store opening and closing activities, store systems, security checks, daily reports, and all other duties as assigned.

Review store's daily operating, production, and performance reports, communicating results to staff and setting goals for associates that will maximize store profits. Make any necessary changes in operations that maximize the use of store assets, control loan balance, and generate new business through the use of local marketing.

Satisfy or exceed goals for each area of responsibility: Financial (including loan balance, collections, and profitability), Customer Relations, Store Standards, and Human Resources (recruit and retain quality associates).

Provide security (without limitation) for confidential data maintained at the store. Insure cabinets remain securely locked as required by company operating standards. When appropriate, properly destruct documents by following designated company operating procedures.

Develop and implement store marketing plan, sales strategies, and marketing objectives. Implementation includes but not limited to; developing marketing relationships with local businesses, posting marketing materials at nearby establishments and developing and retaining a viable customer base.

Source and recruit associates, ensuring each individual employed is the best available talent for the store.

Train associates to insure the development needs meet prescribed Company standards.

Lead and direct associates to accomplish performance and marketing goals and objectives.

Evaluate performance of associates, giving each individual consistent and fair feedback on his/her performance on an ongoing basis.

Implement, test, and maintain internal controls for store including security, audit procedures, and cash controls.

Provide clear and concise communication to store coworkers so that all coworkers understand store's mission and profit objectives. Communications should take on the form of meetings, memos, and general bulletin board postings.

<https://recruiting.adp.com/srccar/public/RTI.home?c=1212301&d=ExternalCareerSite&rb=INDEED&r=5000281444206#/>

## **Sales Associate**

First Cash Financial Services - Marietta, OH

At First Cash, Inc. (First Cash Pawn, Cash America Pawn, Cashland, & other brands), we take pride in our employees because they are talented, considerate individuals who are passionate about building trusted relationships with each other, our customers, and our community. Our unwavering commitment to provide an environment of integrity and fairness is only equaled by our desire to develop and empower each person to reach their full potential. We are a fully diverse organization built on the uniqueness of our customers and our employees. We've discovered it pays to be different! Will you come join us?

Our sales associates ensure high levels of customer service on both the lending and retail side by greeting, engaging, and interacting with customers to process sales, loans, and transactions. Our associates work with all levels of jewelry and general merchandise, as well as all financial solutions offered to our customers.

All associate positions offer an hourly wage and earn commission based on productivity.

Your application may be considered for all sales associate levels including:

### **Sales Associate (Pawnbroker)**

This is an entry-level sales position in our pawn store locations nationwide. The associate partners with the entire staff by greeting, engaging and interacting with customers in a positive, professional manner. Previous cash handling experience is required. Knowledge of jewelry, tools, and electronics is preferred.

### **Cash Advance Associate/Teller**

This is an entry-level position in our Cashland and Payday Advance store locations in Ohio, Indiana, Texas and California. This associate carries out the day-to-day operations of a payday advance location and assists the Supervisor in all aspects of running the store. Must have a valid driver's license, proof of auto liability insurance, and access to a motorized vehicle during working hours for store to store coverage, marketing, meetings and banking purposes. This associate must be able to find new customers to increase store's local market share.

### **General Duties and Responsibilities:**

(This is a representative list of the general duties the sales associate position may be asked to perform and is not all-inclusive; other duties may be assigned as needed.)

All Sales Associate positions work directly or indirectly to:

Greet and interact with all customers to determine their individual needs and recommend appropriate financial solutions

Perform non-management open/close procedures

Keep sales floor clean and stocked; maintain display of merchandise

Perform sales and loan transactions

Handle all cash and negotiable items in accordance with established policies, procedures and practices

Answer incoming calls per company standards

Effectively communicate to customers the legal aspects of pawn and buy transactions

Communicate effectively with fellow employees and managers, display respect, and use effective communication tools

Partner

<https://recruiting.adp.com/srccar/public/RTI.home?c=1212301&d=ExternalCareerSite&rb=INDEED&r=5000281444006#/>

## **Customer Care Representative I - PT**

Peoples Bank

### **Job Purpose**

The Customer Care Representative I will work directly with the customers to offer our superior, timely customer service.

This person should be a team player and have excellent communication skills.

### **Job Duties:**

Primary responsibility is to assist both external and internal clients by phone, to provide information and resolve problems.

Provide accurate information to the customer. Explain products and policies so the customer can understand. When follow-up is required, doing so within the timeframe committed to the customer.

Actively coach and be coached with other associates to provide positive feedback to ensure office success.

Deliver superior customer service by providing customer satisfaction with a friendly demeanor, a can do attitude, and willingness to help at all times.

Have knowledge of /or willing to learn the following systems: CeB/CST (Consumer Online Banking and Bill Pay), IBS, FIS (Debit Card), FIS (FXD), Harland Clarke (Check Orders), Image Centre, Lotus Notes (Customer Care Requests Database, P1 Service Center), Mitel Ignite (Phone).

Responsible for customer voicemail messages, CeB secure messages, emails

Must have an understanding of Consumer e-banking Products and Services offered by the bank and Voice Banking.

Must be able to setup and maintain assigned E-Banking services. Responsible for regular check and deposit orders.

Hours assigned on a rotating schedule to provide coverage for the operation of the department between 8:00 a.m. – 7:00 p.m. Monday-Friday and 8:00am – 5:00pm Saturdays, this includes Bank holidays as well with the exception of Christmas, Thanksgiving, and Easter. Must be willing to stay when needed for special projects.

#### **Education, Experience and Job Skills:**

High school degree, GED or foreign equivalent required

Must be able to perform data entry and have computer skills.

Excellent telephone communication skills are essential.

Need to have flexibility in scheduling.

Call center and/or customer service is strongly preferred

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=16c73aad-d909-4f4d-8ed3-2548ec1139b9&jobId=40520&source=IN>

### **Credit Card Reconciliation Auditor**

Par Mar oil Company, Marietta, Ohio

Reports to: Accounts Receivable / Cash Management / Auditing Team Supervisor

Purpose of Position: Under the direction of the Supervisor, reconcile daily credit card payment receipt files (from the processor) against the order management system report file and resolve any discrepancies in an accurate manner on a daily basis. Resolve all discrepancies after the file is received. Interact with supervisor frequently during each work period.

1. Under the direct of the Supervisor, reconcile all credit card processor file receipts against order management system transactions utilizing internal and/or processor provided software programs.

2. Resolve all reconciliation variances in an accurate manner, on a daily basis

3. Record all shortage and overages in an accurate and timely manner.

4. Report large issues to the Supervisor along with the necessary documentation.

5. Provide processor file payment summary report to supervisor on a daily basis.

6. Identify and research all processor file overpayments from the prior business date(s).

7. Maintain credit card issues spreadsheet and update database on a regular basis.

8. Maintain clear channels of communications between all levels of employees for the purpose of resolving credit card auditing issues.

7. Prepare in an accurate and timely manner reports as required by management.

8. Ensure all company information is held in confidence and used to support the company position.

9. Maintain a professional and neat appearance daily according to company policy.

#### **PHYSICAL/MENTAL ESSENTIAL FUNCTIONS OF THE JOB**

Position: Credit Card Reconciliation Auditor

Reports to: Accounts Receivable / Cash Management / Auditing Team Supervisor

1. Must be able to sit for up to eight (8) hours in order to perform all type of job duties and responsibilities.

2. Must possess adequate vision to assure accuracy in the tasks and duties of this position.

3. Must be able to speak in a manner to properly communicate with management, staff and customers.

4. Must be able to receive and place telephone calls in a professional manner, according to company policy.

5. Must be able to physically maneuver throughout the general office areas to perform the tasks and duties of the position.

6. Must be able to concentrate for long periods of time, paying attention to details.

7. Must be able to use fingers bilaterally and unilaterally.

8. Must be able to have corrected hearing to listen to:

A. The needs and direction from management;

B. The needs of employees; and

C. The environment to be aware of surroundings.

9. Must not be short-tempered and must be slow to anger and able to respond in a calm demeanor in stressful situations such as dealing with co-workers and customers who may be dissatisfied or in case of emergencies.

10. Must not be impaired in anyway due to:

A. the use of drugs (legal or illegal),

B. alcohol use, or

C. in any other way,

which may affect the employee's ability to act and/or react in a manner that will ensure their safety, the safety of other employees and the assets of the company.

<https://my.peoplematter.com/mja/parmaroilco/jobapp/GetStarted?sourceCode=Indeed&jobOpenings=69456aac-607e-41fe-b4f2-a350009c3147&jobPostId=ada2f4df-e17e-413c-8c5d-a8800083de7c&refererUrl=https://www.indeed.com/>

## **Hydroblasting Laborer**

Vadakin

### **Ohio Means Jobs**

Desired Skills/Duties: Travel required maybe for an extended period Must be able to pass a drug test Typically work 12-hour shifts Build a Job into a Career with Vadakin, Inc. If you've just graduated from high school or college, finished your time in the military or are making a career change, consider employment with Vadakin, Inc. One of America's most successful, high pressure cleaning companies for over five decades, Vadakin, Inc., offers you more than a job. The skills, training and certifications you can acquire as a Vadakin employee will provide you with a strong foundation for a long-term, successful career. You can build that career with us, or with many other companies in related fields. A job with us is an opportunity for you to develop and enrich your professional skills and increase your value in the work force. Competitive Compared to other entry-level jobs, Vadakin, Inc., offers higher hourly pay rates and important benefits for full-time employees, including: Health Insurance Life Insurance 401K Paid Training Daily Travel Pay Paid Accommodations Subsistence Rewarding Good work, safety and dedication are valued at Vadakin, Inc. Bonus rewards and other monetary recognition are part of our culture. In addition to monetary rewards, we offer you the opportunity to advance to management and supervisory roles within the company. Valuable Earn and learn with us. We don't believe in dead-end jobs. We want people who are excited about learning and committed, to becoming a more valuable employee resource. That is why we invest in you by offering the following as part of your employment experience: Mechanic Training Manager Training OSHA Training Fork Lift Training CDL Training Employment with Vadakin gives you experience that will benefit you throughout your career with us, or anywhere you decide to go! Please view the website at: [www.vadakininc.com/employment](http://www.vadakininc.com/employment)

## **Trimmer/Climber with DL**

Nelson Tree Service, LLC - 460

Parkersburg, WV 26101

Trims and/or removes trees by climbing with the aid of a ladder, safety belt, climbing line, powered trimmer lift truck, or works from the ground using gasoline, air, and hand-powered saws, pruner, etc. He/she cuts branches or trunk sections and drops or lowers them to the ground with lines.

Uses wedges, sledges, and chain saws in felling trees or trimmed trunks and in cutting and splitting logs into manageable pieces.

Sprays stumps and brush with hand-spraying equipment to prevent further growth.

Loads and unloads trucks with logs, stumps, brush, and debris and/or feeds brush into a wood chipper.

Repairs slight damage to lawns, fences, and walks caused by tree trimming.

Services gasoline, air, and hand-powered tools and other equipment.

Relays hand-signals, directs traffic, drives, and operates trucks and equipment, as assigned and keeps trucks and work area clear and orderly, as well as helps train new employees.

Performs other related work, as assigned by superiors.

Safeguards employees and public from hazards in and around work area. Cooperates with customer, police, and fire departments when blocking street or driveways. Sets up barriers, warning signs, flags, markers, etc. to protect employees and public. Trained to perform tree and bucket rescue.

Assumes responsibility for the inspection and proper working conditions of tools, truck, and other work equipment. Requests repair or replacement, when necessary. Maintains good housekeeping on truck and at work locations.

Works around hazardous equipment

Works in close proximity to energized power lines

Works in all temperatures, weather, and will be exposed to nature i.e., irritating plants and biting or stinging insects, and dust.

Works around excessive noise from machines, chain saw, wood chipper and other equipment, with hearing protection.

Work will be performed at varying heights above ground.

Works on unlevel terrain.

Works will be performed at varying heights while secured.

Works around falling limbs.

Exposure to traffic hazards.

### **Minimum Requirements**

Due to the inherently dangerous nature of the industry and requirements to work with or around hazardous equipment, employees must be able to maintain attention and concentration for extended periods of time.

Must be able to wear necessary PPE as per task assigned.

Must be able to safely drive an approved company vehicle.

Must be able to enter and exit a vehicle numerous times a day.

Must be able to withstand exposure to all kinds of weather while completing work assignments, i.e. rain, heat, sun, cold.

Must be able to traverse various terrains.

Must be able to write, read and comprehend written and verbal job instructions/information.

Must be able to work with hands above head for extended periods of time.

Must be able to walk, climb, and work from ladders, or at various heights, on uneven and slippery surfaces, performing mentally/physically demanding work under unfavorable weather conditions while handling equipment or material.

Must have no fear of heights.

Must have own transportation to and from the show up location.

Must be able to lift, move and maneuver heavy weights up to 50 pounds on an infrequent basis, but up to 10 pounds on a frequent basis.

Must have endurance necessary to perform these duties throughout a standard eight or ten-hour day. Must be able to work long hours and overtime during holidays, emergencies, weekends, etc. Subject to call out work.

Must have sufficient eye sight to judge distances and coordination to get and use the appropriate equipment and tools.

Must be able to operate and service all required tools and equipment.

Must have good hand-to-eye coordination.

Must have transportation to and from the start up location.

Must have a valid driver's license.

Must pass a background and/or MVR check.

Must pass a pre-employment drug test.

<http://jobs.ourcareerpages.com/job/290636~Primary?source=Indeed>

### **Home Health Aides**

Cambridge Home Health Care

Must be able to read and write, high school diploma or GED. A minimum of one-year experience as aide/personal care assistant in a health care setting or completion of a training program with a minimum of 75 hours instruction is required.

Demonstration of competency by written exam and successful completion of skills performance test for Home Health Aide certificate. Possess the ability to transfer, maneuver, and lift incapacitated clients in the home setting. Provides quality personal care and supportive care services to patients in their homes according to agency policies and procedures. Follows the instructions of the written care plan in providing patient care. Performs homemaking tasks as assigned and/or as authorized under the state waiver programs. Performs accurate and thorough personal care as assigned. Observes and reports any significant observations or noted change in client's condition to the IHP

Manager/Director. Observes and reports any safety hazards found in patient's home. Provides instruction and education, when appropriate to patients and caregivers on techniques for personal care to facilitate progress toward self-sufficiency. Records accurately the tasks performed for each patient. Records pertinent and meaningful observations in the comments of the HHA flow sheet. Attends/completes required in-services in a timely fashion. Attends staff meetings.

Displays a willingness to learn new skills and/or knowledge. Participates in the Quality Improvement Program: Participates in data collection for the Quality Improvement activities as evidenced by participation records.

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Mail resume to: 109 Scammel Street, Marietta, Ohio 45750

E-mail: [Rebeccadaniels@cambridgehomehealth.com](mailto:Rebeccadaniels@cambridgehomehealth.com)

Call: 740-568-9320 Fax: 740-568-9326

## **EMPLOYERS**

### **MARIETTA MEMORIAL HOSPITAL**

401 Matthew St Marietta, OH (740) 374-1400 <http://www.mhsystem.org/career>

### **CAMDEN CLARK MEDICAL CENTER**

800 Garfield Ave Parkersburg, WV (304) 424-2111 <http://wvumedicine.org/camden-clark/>

### **GENESIS HEALTHCARE/MARIETTA CENTER**

117 Bartlett St Marietta, OH (740) 373-1867 <http://www.geneshcc.com/Marietta>

### **Arbors at Marietta**

400 N 7<sup>th</sup> St Marietta, OH (740) 373-3597 <http://arborsatmarietta.com/>

### **Heartland of Marietta**

5001 OH-60 Marietta, OH (740) 373-8920 <http://www.heartland-manorcare.com/Marietta>

### **Elmcroft Marietta**

150 Browns Road Marietta, OH (740) 373-9600 <https://www.elmcroft.com/community/elmcroft-of-marietta-ohio/>

### **Parkersburg Care Center**

1716 Gihon Road Parkersburg, WV (304) 485-5511 <http://www.geneshcc.com/Parkersburg>

### **Willows Center**

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

### **Worthington Nursing and Rehabilitation Center**

2675 36<sup>th</sup> St Parkersburg, WV (304) 485-7447 <http://www.worthingtonnf.com/>

### **Ohio Valley Health Care**

222 Nicolette Road Parkersburg, WV (304) 485-5137 <http://www.ohiovalleyhealthcare.com/>

### **Cedar Grove**

110 Nicolette Road Parkersburg, WV (304) 424-6023 <http://cedargrove-wv.com/>

### **The Wingate Senior Living**

1 Wingate Drive Parkersburg, WV (304) 428-2004 <http://www.wyngateparkersburg.com/>

## **HELPFUL JOB SEARCH TIPS**

**Be Positive** Most of all; do not feel ashamed or guilty. If you have lost your job, you are not alone.

**Make A Plan** A successful job search requires planning and time.

**Use Online Job Boards** Register on OhioMeansJobs.com, Indeed.com, Monster.com and others.

**Network, Network, Network** Talking to everyone you know is key.

**Polish Your Resume** When you apply for a job, your resume is often

**Brush Up Your Interview Skills** Use the "Practice Interview Center" in your ohiojobs.com.

**Use the FREE Assistance Available from Your Local OHIOMEANSJOBS Centers!**

## **OhioMeansJobs - Washington County**

1115 Gilman Ave., Suite B, Marietta, OH 45750  
740•434-0758

A proud partner of the  network

## **OhioMeansJobs - Noble County**

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

A proud partner of the  network

## **OhioMeansJobs - Morgan County**

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

A proud partner of the  network

## **OhioMeansJobs - Monroe County**

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

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