

CEOGC
Council for Economic Opportunity in Greater Cleveland
Workforce Development / Employment Services
2220 West 95th Street, 2nd floor, Cleveland, Ohio 44102
(216) 651-5188
August 23rd, 2010 JOB LEADS

Programmer Analyst

Job Closes: 8/25/2010

Duration: Full Time

Travel: No

Position Responsibilities:

Design, program, test, implement, document and support mission critical business applications for the Paint Stores Group. Gather business and operational data requirements for proposed applications. Create functional specifications and recommend industry best practices. Design scalable and highly available solutions for large databases with heavy transaction volume. Create detailed technical design specifications from business requirements. Code application programs, prepare test data and conduct tests to verify program reliability and data integrity. Prepare user and system documentation for operational and technical support. Must be able to work independently and in a team environment.

Experience Required:

In-depth knowledge of Java, Unix, Oracle databases and architecture. Minimum 3 years java programming. Solid understanding of Unix operating system and scripting. Unix/Solaris, J2EE, JSP/HTML, JBOSS and XML.

Experience preferred: SQL, relational database development, object oriented programming concepts.

Education:

4 year degree with 2-5 years Java programming experience or equivalent experience. Experience preferred: 4 year degree in Computer Science/IT with Business minor and 5+ years Java programming experience. Excellent communication skills.

Equal Opportunity Employer M/F/D/V

To Apply:

<http://careers.sherwin.com/resume/do/job/apply?requisitionID=11524>

HVAC/Building Engineer & General Maintenance

CB Richard Ellis has immediate job opportunities available to support two facilities in Cleveland (East side). HVAC/Building Engineer with a minimum of 2 years HVAC experience, including performing preventative maintenance on chillers and boilers as well as HVAC Certification are required. Experience with building automation systems is highly desired. Primary responsibilities include repairing HVAC units, plumbing and electrical repairs, fire/life safety procedures, performing preventative maintenance on equipment and responding to repair calls.

General Maintenance person with a minimum of 2 years experience in general building maintenance is required. Duties will include minor electrical, plumbing and carpentry repair, painting, bulb & ballast replacement, fire/life safety procedures and grounds upkeep. Must be able to respond quickly to emergency situations & customer concerns.

Both positions require computer literacy and are full-time, first shift, Monday through Friday. Benefits include health, dental, vision and LTD insurance. Please forward a

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resume via e-mail to: catherine.penko@cbre.com or Fax to 216-986-0996. NO TELEPHONE CALLS WILL BE ACCEPTED. EEO, M/F/D/V

HVAC TECH

Must be a cut above the crowd. Non-smoker. Hts. area resident. Ownership potential. 5-10 yrs exp. Call 216-973-0625

HVAC

Need Residential Service Tech & Installers. EXPD ONLY, MIN 3 YRS. Tiger Air. 216-407-0330

Foundry

Growing, stable foundry has several off-shift, full-time openings for candidates interested in operating production furnaces. Previous furnace experience preferred. Willingness to learn, strong work ethic required. Difficult work. Large, gas fired rotary furnaces and coreless induction electric furnaces to melt scrap metal. Temperatures get very hot. Will select candidates based on work experience, shift flexibility, right attitude. Need team players. Emphasis on safety. Company has worked nearly 750 consecutive work days without a lost-time accident. No phone calls please. Submit qualifications via email to: jobs@federalmetal.com Fax to: 440-232-8726 or fill out an application in person. Candidates calling to inquire are likely to be disqualified. Competitive pay and benefits. For more information about the company: www.federalmetal.com

HVAC Mechanic III

Our world-renowned health care network is anchored by our flagship facility, University Hospitals Case Medical Center. Located in Clevelands historic University Circle, this 947-bed academic medical center and tertiary-care hospital is ranked by U.S. News and World Report as one of Americas best hospitals in 13 medical and surgical specialties. It comprises three centers of excellence: Ireland Cancer Center, MacDonald Womens Hospital, and Rainbow Babies & Childrens Hospital; and The Center for Clinical Research, the largest medical research center in Ohio

Position Details: Maintains and repairs various major mechanical systems including but not limited to medical gas system, chillers, cooling towers, steam systems, chilled water, heating water, temperature control units, pneumatic control systems, fire and smoke dampers, exhaust fans and fume hoods Installs, remodels, or upgrades refrigeration systems including but not limited to medical gas systems, vacuum systems, potable water systems, and kitchen equipment. Performs preventive maintenance on all HVAC systems in the facility. Initiates and maintains

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positive relationships with patients/customers. Initiates and maintains positive relationships with co-workers. Takes responsibility for self-development and supports a learning environment. Displays commitment to the mission of the hospital and its values.

Position Requirements: 7-10 years experience at a journeyman type level in the craft. Specific experience in a large hospital is especially appropriate

Educational Requirements: High school degree or equivalent University Hospitals is proud to be an equal opportunity employer

<http://www.uhhospitals.org/tabid/6276/default.aspx?jobid=2054715&emid=7112>

Carpenter III

Our world-renowned health care network is anchored by our flagship facility, University Hospitals Case Medical Center. Located in Cleveland's historic University Circle, this 947-bed academic medical center and tertiary-care hospital is ranked by U.S. News and World Report as one of America's best hospitals in 13 medical and surgical specialties. It comprises three centers of excellence: Ireland Cancer Center, MacDonald Women's Hospital, and Rainbow Babies & Children's Hospital; and The Center for Clinical Research, the largest medical research center in Ohio

Position Details: Performs scheduled and unscheduled carpentry related maintenance and/or repair to equipment throughout the facility. Initiates work orders. Completes the purchasing including the paperwork for signature. Initiates and maintains positive relationships with patients/customers. Initiates and maintains positive relationships with co-workers. Takes responsibility for self-development and supports a learning environment. Displays commitment to the mission of the hospital and its values.

Position Requirements: 7 - 10 years at a journeyman type level in the craft. Specific experience in a large hospital is especially appropriate. Demonstrates strong interpersonal skills and excellent communication skills both written and verbal, as well as, exhibiting strong organizational skills and work ethic. Demonstrates a professional demeanor when responding to patients/customers

Educational Requirements: High School degree or equivalent

University Hospitals is proud to be an equal opportunity employer

<http://www.uhhospitals.org/tabid/6276/default.aspx?jobid=2054715&emid=7112>

ELECTRICIAN (COMMERCIAL)

Minimum 5 years experience. Fax resume to: 330-648-9988

LABORER

FLOORING DEMO WORK PICKING UP SCRAPS AND LEARNING HOW TO USE THE RIDING MACHINE. MUST BE NEAT AP. AND HAVE OWN TRANSPORTION. MUST BE

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ABLE TO WORK ANY SHIFT.

Requirements: apply at njflooring1@yahoo.com. Leave your name number I can reach you and what you want to get paid.

Printing ASSISTANT PRINTING PRESS OPERATORS

As a result of continued award-winning growth, Omni Systems Inc. has an immediate opening for Assistant Printing Press Operators. Experience on flexo printing presses or Mark Andy equipment is a plus. This is an excellent opportunity to apprentice under an experienced Press Operator and refine your skills.

For immediate consideration fax resume to: 216-377-5165,

email: callen@omnisystem.com

or mail to:

Omni Systems

Attn: Chris Allen

24400 Highland Rd.

Richmond Hts, OH 44143-2503

All applicants must have valid drivers license and successfully pass background screening and submit to hair follicle drug examination.

Mechanical Assembler for small parts.

Day-shift position with wages depending on your advancement and skill. West Side Company seeks dependable person to perform assembly of small parts and subassemblies, perform simple calibration procedures, ability to concentrate, manual dexterity, and mechanical aptitude are required. Prior work with manometers, primary flow elements, and D/P instruments a plus.

Position is at Meriam Process Technologies at Madison and Berea Rd in Cleveland.

Please Submit resume to:

Adalet Code MA %Meriam Process Technologies

4801 W 150th Street

Cleveland, OH 44135

Fax (216)-267-3219

EOE

PRESS OPERATORS

Single Hit Presses /Piece Work / Automatics

- EXPERIENCED -

Progressive Die Set-Up and Operator. 60 Ton - 400 Ton Coil Fed. Salary Range 12.64 - 16.41 +.50 for 2nd Shift. Excellent benefit pkg.

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Apply in person or send resume to: careers@eberhard.com
EBERHARD MFG. CO.
ATTN: H.R. DEPT.
P.O. BOX 368012
21944 DRAKE RD.
STRONGSVILLE, OH 44149
Fax: 440-572-2732
EEO/AAP

Manager Lorain County Community College Manager of Plant Operations
Physical Plant Operations

This position reports to the Director of Facilities/Construction Management. The Manager of Plant Operations is responsible for maintenance operations including planning, coordination and implementation of department activities. Assigns, supervises and coordinates the work of employees engaged in maintenance of college buildings, mechanical heating and ventilating systems, grounds, parking lots and related equipment. Assures the quality of work is in accordance with College standards and the facilities are clean, safe, comfortable and operating efficiently. Responsibilities include supervising full-time and part-time Plant Operations Workers, HVAC service workers, Maintenance Assistants, Custodial Workers, and Student Assistants. Incumbent is free to make decisions to plan work priorities and assign subordinates to accomplish objectives as he or she determines. Specific assignments to subordinates are in written or verbal form. Required qualifications include an Associate Degree, and a minimum of 7 years previous supervisory/management experience; Bachelor's Degree preferred, and a minimum of 7 years previous supervisory/management experience. The starting salary is competitive and commensurate with experience, and is supported by a comprehensive fringe benefits package. Qualified candidates should forward a cover letter, resume, the names, addresses and telephone numbers of three work-related references, unofficial college transcripts (official transcripts are required prior to employment), and the LCCC Employment Application (www.lorainccc.edu/employment). Incomplete files will not be considered. Deadline to apply is Wednesday, September 1, 2010 (Postmarked). Lorain County Community College is committed to promoting a culturally diverse environment. Minority candidates are strongly encouraged to apply. Candidate selected will be subject to appropriate background checks before hire. Forward all materials to:

The Human Resources Office
Lorain County Community College
1005 N. Abbe Road
Elyria, OH 44035

Visit our website at www.lorainccc.edu/employment

An Affirmative Action/Equal Opportunity Employer

Recognized as One of the Best Places to Work in Northeast Ohio.

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CNC EXPANDING CNC FACILITY

Machining Center/Boring Mill Req.

****Days Only****

Full Benefits

Monroe Tool & Mfg. 216-883-7360

ACME GRIDLEY

Local manufacturer seeks full time employees for trainee, operator, and set-up positions on Acme Gridley Screw Machines. We are looking for people who are hard working and mechanically inclined, including persons with skilled trade backgrounds who are interested in learning new skills. Excellent rate and benefits. Please respond to

Alco Manufacturing Corporation LLC

10584 Middle Ave.

Elyria, OH 44035.

CNC SWISS AND EMCO MACHINIST

We are a progressive company seeking individuals who can think and work independently. We have openings for QUALIFIED CNC Swiss operators and Emco Maier Twin Spindle/ Twin Turret operators. Our Swiss CNC department consists of new, state of the art CITIZEN C32, L32/25, L20 and HANWHA XD20 7-9 axis machines. We also operate several Emco Maier 420MC CNC Twin Spindle/ Twin Turret machines. Candidates must have at least 57 years experience on eNC Swiss type lathes or Emco Maier lathes. Experience with stainless steel and exotic alloys is a plus. Candidates should have knowledge of gaging, use of optical comparators, and experience in an 1509000 quality environment.

We are centrally located on Cleveland's west side, minutes from Interstate 71, off of West 150th Street.

We offer scheduled overtime when available. Our benefits include:

Health Insurance

Dental Plan

401K Plan

Uniform Program

Qualified individuals should only apply by mail, fax or email:

PRECISION PRODUCTION, INC.

15215 Chatfield Avenue

Cleveland OH 44111

FAX: 216 252-6056

jobs@precisionproduction.com

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Shipping Clerk

Heidtman Steel Products, a dynamic growing steel processing co. is looking for a Shipping Clerk for 2nd shift at our Cleveland, OH facility. The Shipping Clerk maintains quality and associated documents through the use of manual and PC systems, prepares bill of ladings, pick tickets and other related shipping paperwork including customs. The Shipping Clerk will also document, record and verify accuracy of all information regarding physical inventory, ensure material is logged and shipped w/proper identifying information, and verify accuracy with written documents and computer inventory. Communicate with production/ traffic regarding status of order/shipments. Verify accuracy of information at shipment.

Candidates must have prior shipping and receiving experience. High School Diploma required. Previous manufacturing experience is a plus.

We offer a competitive salary and benefits package. For consideration please submit a resume indicating the position you are interested in: fax 419-729-5268, email hsp.hr@heidtman.com or snail mail to:

Heidtman Steel Products
5601 Enterprise Blvd.
Toledo, OH 43612
Attn: HR
EOE

MACHINIST

Job shop exp. 10 yr. minimum. Lathe & HBM exp. Benefits/401K
Drabik Manufacturing
15601 Commerce Park Dr,
Brookpark, Ohio 44142

A-1 General SKILLED MACHINISTS

able to set up & operate CNC, screw machines, rubber extruders. Must have own transportation. Subject to drug & background check. Positions are temporary to hire. Call Nesco Resource at 440-243-8790

DAVENPORT SET UP/OPERATORS SECOND SHIFT

Strong experience in setup, operate & trouble-shooting Multi Spindle Davenports. 5-day workweek with the potential to earn up to \$20.75 per hr., plus overtime. Shift Differential Pay. Excellent benefits. APPLY IN PERSON OR SEND RESUME: careers@eberhard.com
EBERHARD MFG. CO.

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ATTN: HR DEPT.
21944 DRAKE RD
STRONGSVILLE, OH 44149
Fax: 440-572-2732
M/F/D/V

Machine Operators, Packers and Molding Technicians.

Injection Molding Company in Beachwood is looking for: Machine Operators, Packers and Molding Technicians. Apply in person Mon - Fri 9:00 am - 3:00 pm

The Noco Company
23200 Commerce Park
Beachwood, OH 44122

MACHINISTS

48 G & L, N.C. Vertical TURRENT LATHES NIGHT SHIFT (2) Positions Available
Horsburgh & Scott Co.
216-432-3788 (Fax) hrposts2010@gmail.com

Steel Workers

Worthington Steel - Cleveland is accepting resumes for various Steel Operation positions including Slitter Operators, Mill Operators & Overhead Crane Operators. Prior exp. in Steel Processing is preferred. Qualified individuals must have a valid Driver License and be able to work all shifts (11p-7a, 7a-3p and 3p-11p). Overtime will be required. Interested candidates should submit their resume

Worthington Steel - Cleveland
4310 East 49th Street
Cuyahoga Hts, OH 44125
Fax: 216-441-8313

We are proud to be an equal opportunity employer.

Tool Room Working Supervisor

Experienced hands-on working supervisor with ability to schedule work flow. Strong background in Supervisory skills, Tool Room functions & equipment including AutoCAD are required. Must have Tool & Die Certification with a background in Lean Manufacturing.

Trouble shooting skills a must! Excellent Benefits.

Send resume to: careers@eberhard.com
Eberhard Mfg. Co.

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Attn: HR Dept.
21944 Drake Rd.
Strongsville, OH 44149
careers@eberhard.com
Fax: 440-572-2732
EEO / AAP

Freight Handlers

Regional Courier Service is looking for reliable people to sort freight in our warehouse. These part time positions may turn into full time. Must be 18 or older & able to pass a background check. If interested please apply at US Cargo, 4735 W 150th St. Cleveland OH 44135. M-F between 9 am & 4 pm or email : dhiller@us-cargo.com
EOE

2ND SHIFT Amada Turret and Amada Press Brake

Set-up and operate
Supervisor with exp. in sheet metal
Amada Turret Programmer
Quality Assurance
(control), 1 pm to 9 pm shift preferred.
Apply: Tool & Die Systems
38900 Taylor Parkway
North Ridgeville, OH 44039

MANUAL LABOR

We are looking for people for one of our production departments that make wire rope slings and assemblies. Please come in and talk with Keith Johnson, Plant Manager and fill out an application. Interviews are only available Mon-Fri, 9am until noon.
Samsel Supply Company
1285 Old River Rd
Cleveland, OH 44113

SHEETMETAL FABRICATOR

We are looking for qualified individuals with one or more of the following skills. Applicants will need to possess the necessary tools for measuring, welding helmets and other tools associated with the performance to there jobs. In addition, they must read & comprehend blueprints. Mig/tig welding on thin ga. aluminum, stainless and mild steel CNC Press Brake set up and operate CNC

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Turret Punch Machines, set up & operate. Manual shears and other miscellaneous fabricating equipment We offer shift premium, good salary, 401-K, vacation, profit sharing, & medical benefits. Flex hrs on 3 shifts. Call 216-663-3200 to schedule interview or email to: gt@tendon.com Resumes to Tendon Mfg. Inc, 20805 Aurora Road, Bedford, Ohio 44146

Mechanic

Vending/Appliance experience required. Refrigeration a plus. Apply in person @ Vendors Exchange, 8700 Brookpark Rd., Cleveland, or email Resume to HR@veii.com .

Mechanic and Maintenance Opening 2nd shift.

Must have own tools, be able to read prints, have experience with electrical circuitry, pipe fitting pneumatics, hydraulics, mechanical aptitude & ARC welding experience. Union after 90 work days. Great benefits. Apply in person only. Absolutely no phone calls. Map quest for directions: North Coast Container, 8806 Crane Ave., Cleveland OH 44105.

Warehouse Saturdays

Darice, the warehouse for Pat Catan's, located in Strongsville is hiring people to work just on Saturdays. The hours are 7:00 a.m. to noon. The individuals will pull orders for our stores. Individuals must be able to stand, bend and lift up to 70 pounds. Interested candidates should apply in person at Darice, M - F, 8:30 a.m. - 4:30 p.m. at:
13000 Darice Parkway,
Strongsville
located near the intersection of Foltz and Rt. 82 (look for the Human Resources sign).
Candidates may also fax a resume to 440-846-8374.
EOE

Shipping Clerk

Machine Shop looking for experienced Shipping Clerk. Data entry experience and solid math skills required. Pre-employment drug test and background check required.
Fax resume to: 216-941-8770
Red Seal Electric
3835 W.150th
Cleveland OH 44111

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Delivery Representative

The Cleveland Coca-Cola Bottling Co., Inc, is seeking Local Delivery Representatives. This position is responsible for delivering Coca-Cola products throughout Cuyahoga County. A Class A CDL is required. Qualified candidates must be able to deal effectively with people, have good organizational skills, good math skills and must be customer-service oriented. This position requires heavy lifting on a regular basis. Cleveland Coca-Cola, an Equal Opportunity Employer, offers competitive pay as well as benefits including: Medical, 401(k) and a pension. Interested persons may contact 216-690-2653, x 0 to set up an appointment to complete an application, stop in our Bedford Heights office (25000 Miles Road) between the hours of 8:30 am and 4 pm, fax a resume to 216-595-7980, or visit our web site (clevelandcoke.com) to complete an application.

CNC BORING MILL MACHINIST 2ND SHIFT

Position requires a min. 10 yrs. machining experience. Must be able to read blueprints, micrometers, and all applicable measuring instruments. Knowledge of G&L 800, 8000, or Fanuc controls a plus. 2nd shift start time is 5:00PM, averaging 55-60 hours per week. We offer job security, competitive wages, excellent working conditions including climate controlled facility, and numerous company benefits including: fully paid health, dental, life, matching 401K, retirement plan, and continuing education program. Please send resumes to, or apply in person between the hours of 10-4 M-F.

NO PHONE CALLS PLEASE!

THE KALT MANUFACTURING COMPANY

36700 Sugar Ridge Road

N.Ridgeville, OH 44039

Interviews will be scheduled after review of application and /or resume.

Maintenance Mechanical/Electrical

Seeking maintenance techs with mechanical and (or) electrical skills who prefer to work with little or no direct supervision and meets these min. qualifications:

All around troubleshooter with min. of 3 years mfg. experience in a heavy industrial setting. Ability to inspect, identify and repair complex mechanical and (or) electrical malfunctions. Ability to repair and maintain piping systems & assemble hoses w/fittings.

Basic fabrication with the ability to follow prints. Demonstrated experience in troubleshooting & maintaining hydraulic, pneumatic and lubrication systems. Ability to troubleshoot production machinery controls at board replacement level, including programmable controllers. Strong communication skills and familiarity with working in a team-based environment is

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preferred. We offer a safe, DRUG FREE workplace with competitive pay and an excellent benefits package including medical, 401(k), profit sharing and bonus opportunities. Qualified applicants may submit a resume for consideration:

Charter Steel

Attn: HRM

4300 E. 49th Street

Cuyahoga Hts, OH 44125

Email: careers@chartersteel.com www.chartersteel.com

An Equal Opportunity Employer

Dietary Aide/Cook

Rudwick Manor, is accepting applications for a part time Dietary Aide/Cook to join our dietary team. Food experience in a long term care setting preferred but not required. EOE.

Please apply in person at:

17322 Euclid Ave

Cleveland OH 44112

Or email resume to sammie.eaddy@saberhealth.com

DRIVER Class A CDL

Our Company FTA Cargo can professionally dispatch you and pay you 85% of the load. Must have own semi truck. We will assist you in getting your own authority and insurance.

Call: 440-826-9603

TOUR BUS DRIVER

Lakefront Lines, the largest motor coach company In North East Ohio, is seeking full time Tour Bus Drivers.

Qualified candidates should possess Current CDL class B or greater with passenger endorsement; Age 25 & over; Able to pass DOT drug screen/physical; Clean driving record w/no more than 4 pts; Willingness to make multi-day overnight & weekend trips

We provide: 2-3 full weeks of driver training; Great work environment; Bonus for full-time drivers; Health/ dental care plans available

Apply in person at 5308 West 130th (near Brookpark Rd) Parma, OH between 9am and 4pm, starting Mon, Aug 23 & Tues Aug 24. NO PHONE CALLS

MAINTENANCE TECHNICIAN

Parma Heights property is seeking a professional, courteous, experienced maint. tech to live/work onsite. Responsibilities inclu. general maint repairs and vacant suite prep. Exp or knowledge of Johnson h/c units, basic knowledge of plumbing and electrical required.

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Participation of on call rotation. Spacious apartment provided. Apply in person at Big Creek Apts. 11540 Apache Dr. Parma Heights between the hours of 11am & 4pm. EOE

BUS DRIVERS

School bus drivers needed at Villa Angela-St. Joseph High School. Current certification required. Please fax resume to 216-486-1035, attention Debbe Fischbach

Dietary Manager - Certified

Cedarwood Plaza, a 130 bed long term care facility has an opening for a full time, Certified Dietary Manager. Successful candidate will be a self starter in charge of day-to-day food ordering, preparation, production and service. ServSafe certification, sound knowledge of applicable State/Federal regulations and superior management / budgetary skills a must. Great benefits package and salary commensurate with experience.

Send resume to:

Larry White, Administrator

Cedarwood Plaza

12504 Cedar Road

Cleveland Heights, OH 44106

216-371-3600 Fx: 216-371-6766

lwhite@lhshealth.com

EOE

Custodial

Custodial needed for Cleveland Hts. area. Duties incl. but not limited to general cleaning of common areas, preparing suites for move in & housekeeping. Pre-employment drug screening required. Please fax resume to: 216-291-1917.

Maintenance Instrument Technician (Process Control Technician)

Lubrizol, Avon Lake Facility, a leading manufacturer of Specialty Chemicals, has an excellent opportunity for a Maintenance Instrument Technician. This individual will install, configure and calibrate a variety of transmitters and instruments (pressure, temperature, flow and level) used in Process Manufacturing and Laboratory areas. This position would be responsible for installation, repair and calibration of control valves, actuators, pneumatic or electric positioners, electronic scales, process feeder systems, and metal detectors. Troubleshoot & repair electrical control systems, variable speed motor drives, etc. Test and troubleshoot control loops, tune and calibrate controllers. Configuration & hardware maintenance on DCS and PLC systems.

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The ideal candidate will have six (6) years of industrial instrumentation background and excellent computer proficiency in software related to the instrumentation trade. Must be available for off-shift emergencies as required. A journeyman in Electronic Instrumentation would be preferred. But equivalent experience and education will be considered.

Recently named One of the 99 Best Places to Work in Northeast Ohio, Lubrizol offers an excellent salary/ benefits pkg, a stimulating environment & growth potential with a major industry leader. For prompt, confidential consideration, please apply to our Process Control Technician job via our careers page at www.lubrizol.com.

An Equal Opportunity Employer M/F/D/V

Maintenance Superintendent

Maintains physical condition of entire property. Qualified candidates must have hands-on experience in janitorial cleaning, plumbing, electrical, HVAC, carpentry and strong painting skills and the make-ready of apartments. They must also possess excellent customer service skills. Individuals must be able to work with vendors and meet deadlines. Position also requires to live on site and on-call responsibilities. If you are a hardworking individual that enjoys responsibility and can work independently, then this position is for you!

For an appointment call Diana Samson at 216-291-8821.

Professionally managed by Millennia Housing Management, Ltd.

Cook

University Hospitals Ahuja Medical Center is named in honor of Monte Ahuja, Chairman, UH Board of Directors, and his family, whose generous donation is helping to fulfill the promise of the UH Difference. This health care campus will include both a hospital and medical office building serving Cleveland's eastern and southeastern suburban populations. Primary and secondary care services will include general medical and surgical care, minimally invasive surgery, cardiology, neurology, orthopaedics, gastroenterology, pediatric outpatient surgery, state-of-the-art diagnostics and emergency care for adults and children, with tertiary care support from UH Case Medical Center. The first phase of the UH Ahuja Medical Center is a 144-bed hospital and a 60,000-square-foot medical office building. As patient volume increases, second and third phases may be added, with the hospital ultimately growing to 600 beds.

The hospital complex, designed with input from physicians, nurses, patients, employees and community leaders, ensures a patient-, family and staff-friendly healing environment for the delivery of personalized, efficient services. The structure will feature eco-friendly materials and processes that minimize energy costs and impact on the environment. As part of the environmentally sensitive design, grounds surrounding the UH Ahuja Medical Center will feature bioswales to filter, collect and redistribute water to the site.

Position Details: Preparation of food served in all areas of the hospital

Oversees patient tray assembly, catering food service.

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Initiates and maintains positive relationships with patients/customers

Initiates and maintains positive relationships with co-workers

Takes responsibility for self-development and supports a learning environment

Displays commitment to the mission of the hospital and its values.

Position Requirements:

Minimum one (1) year food preparation experience required.

Hospital food preparation preferred

Strong customer service skills, in depth knowledge of food preparation & food safety and operations of kitchen equipment

Ability to read, understand & modify recipes

Demonstrates strong interpersonal skills and excellent communication skills, as well as, exhibits a strong work ethic and the ability to work independently

Educational Requirements:

High School diploma or equivalent

University Hospitals is proud to be an equal opportunity employer

<http://www.uhhospitals.org/tabid/6276/default.aspx?jobid=2047840&emid=7112>

Dispatcher 1- Lakeside

121774BR

United States - Ohio – Cleveland

Engineering/Technical Operations

Operations/General

Full Time

Brief Job Description:

Communicate with the field personnel and monitor progress for timely completion of assigned work to ensure quality customer service.

Responsibilities:

- Track progress and check work status of installation repair technicians and preventive maintenance technicians to ensure the timely servicing of customers orders.
- Answer and monitor technical communications including text messages.
- Answer telephones and receive requests from service installers, installation/repair technicians, and preventive maintenance technicians.
- Monitor PC for outage situations and report to appropriate supervisory personnel.
- Coordinate all underground installation routes and check-in all work.
- Prepare various written reports and logs regarding fieldwork.
- Work with installation/repair technicians, preventive maintenance technicians and contractors on no-answer home terminals and modem problems.
- Perform other duties as assigned.

Required Skills:

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- * High school education or equivalent is required.
 - * Previous experience or technical training dealing with telephones and/or radios preferred.
 - * Good telephone skills when dealing with customers.
 - * Excellent written, verbal, and interpersonal communication skills.
 - * Ability to operate a computer, printer, telephone, and two-way radio.
- The OST group is a 24/7/365 operation. Employees must be willing and able to work rotating and/or non-standard work shifts, including evenings, overnight, holidays, weekends, and on-call.

<http://www.timewarnercable.com/corporate/about/careers/default.html>

Vinyl Siding Installer Trainee

Siding Installer experienced or trainee: Full Time, any experience helpful. Must be Drug Free with Drivers License and transportation. \$10-\$17.50 per hour plus benefits including health insurance, pension, vacation.

Reply to cking@astar1.com

Director of Maintenance

Wingspan Care Group

Location: 22001 Fairmount Blvd., Shaker Hts., OH 44118

This individual will supervise the maintenance program and perform related work as required. Duties include - hiring, evaluating and supervising other maintenance personnel; performing repairs; coordinating inspections; providing and coordinating emergency on-call coverage; maintaining current trainings, certifications and licensures in accordance with applicable licensing and accreditations regulations and standards.

Requirements:

Requires Bachelor's Degree (or equivalent experience) with a strong background in preventive/corrective maintenance and supervisory experience. Minimum 5 years experience in a similar position. Must have excellent oral and written communication skills, as well as effective interpersonal skills. Basic computer skills are also required.

Schedule will be full time, Monday thru Friday, variable hours.

Qualified candidates should submit their resume to hr@wingspancg.org.

MAINTENANCE PERSONNEL

Beachwood Community Seeking Full-Time On-site Maintenance Employee. 2-3 years experience. HVAC experience a plus. Competitive salary and benefits.

Pre-Employment drug screen, criminal background & credit check required.

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Inquire @The Hamptons Apts
27040 Cedar Road
Beachwood, OH 44122

HOUSEKEEPING POSITION

Beachwood Community Seeking Full-Time Housekeeper
Great Salary and benefits.
Pre-Employment drug screen, criminal background & credit check required.
Inquire @The Hamptons Apts
27040 Cedar Road
Beachwood, OH 44122

Restaurant McDonald's

Is now accepting applications for newly built store opening soon in Parma. Offering exciting pace and growth opportunities. Apply online at www.mcohio.com/2015

DENTAL FRONT DESK

Orthodontic Office in Brecksville. 3 full days (Mon., Tues., Thurs.). Scheduling, Insurance paperwork, etc. Experience preferred. Fax resume to 440-526-7546 or email resume to smiles@mcluckieortho.com No Phone Calls, Please

Dietary Cook-Part-time Evenings

Parkside Villa has a position open for a part-time dietary cook to work one evening during the week and every other weekend. Responsibilities include but are not limited to preparing evening meals & supervising dietary staff. Experience as a cook in a long term care setting preferred. If interested, please fill out application at:

Parkside Villa
7040 Hepburn Road;
Middleburg Hts., OH 44130
fax (440) 260-5957 or email resume to nspanower@lhshealth.com
NO PHONE CALLS PLEASE.

Housekeeper

Senior Independent Living Community located in Mayfield Heights, Ohio is seeking a part time housekeeper to fill a 24 hour per week position.

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This position will primarily be responsible for cleaning common areas in our senior building. The hours are listed as follows: Tue, Wed, Thurs, Saturday 11:30 to 5:30 pm.

No phone calls please.

Requirements:

Prior experience in housekeeping as well as working with seniors is helpful, but not required. Must be able to work required schedule as listed above.

Contact Information

Contact: Kathy Mayes

Phone: 440-461-2010

Fax: 440-461-5949

Address: 6759 Mayfield Road
Mayfield Heights, Ohio 44124
United States

EAST CLEVELAND PUBLIC LIBRARY POSITIONS OPEN:

PART-TIME ONLY

CIRCULATION ASSISTANT- (20 HOURS) Hourly Rate \$11.50

Charges library materials in and out on an automated system, assist with collection maintenance and processing materials and provides assistance to library customers. High School diploma or equivalent library experience preferred. Must possess excellent customer service skills, including but not limited to tact, courtesy and the ability to multi-task at a busy circulation desk. Basic computer skills are a must. Must be available to work evenings and week-ends.

LIBRARY ASSOCIATE- (20 hours)

Hourly Rate \$15.63

Provide reference, readers' advisory and bibliographic instruction to library customers. Assists with programs and program planning as needed. Bachelor Degree with relevant library experience. Strong computer skills. Must possess excellent customer service skills, including but not limited to enthusiasm, courtesy, flexibility, and patience. Prefer a self-starter with the ability to multi-task at a busy reference desk. Must be available to work evenings and weekends.

POSITION WILL REMAIN OPEN UNTIL FILLED.

SUBMIT RESUMES TO:

MS. E. HAWKINS,

EAST CLEVELAND PUBLIC LIBRARY,

14101 EUCLID AVENUE, EAST CLEVELAND, OH 44112

NO PHONE CALLS PLEASE. AN EQUAL OPPORTUNITY EMPLOYER

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Assistant Controller / Cost Analyst

Cleveland-based company has an immediate opening for a motivated individual with strong analytic, audit, and interpersonal skills. This is a challenging opportunity for the right person to work in a dynamic maritime environment on the near west side of Cleveland. Responsibilities include preparing and analyzing cost reports for current and prospective projects; business segment financial reporting; and, providing management with daily, weekly and monthly variance, project status and estimate-to-complete reports. Position requires a background in finance, cost accounting, financial analysis, and job-cost systems. Must be self-starter and be able to quickly learn the marine industry. Minimum 2 yrs exp. in cost accounting & financial analysis. Must be proficient in MS Office. Competitive salary with an excellent benefits package. Email resume to: cjo@thegreatlakesgroup.com AAP/EOE Employer

Communications/Administrative Support Specialist II

NOACA, the metropolitan planning organization for Northeast Ohio, is seeking a full-time communications/administrative support specialist to assist with agency communications and execute key administrative functions. The successful candidate will possess excellent writing, editing and proofreading skills. Graphics, layout, Web and new media experience a big plus. Communications responsibilities include newsletter articles, Web publishing, proofreading, and editing of technical materials. Writing samples welcome. Proficiency in Microsoft Office is essential. Administrative responsibilities include compiling and finalizing complex planning documents, managing the review and editing process for documents, recording meeting minutes, assisting with the budgeting process, and discreetly providing administrative support to division directors. Must be highly organized and detail-oriented. Must be able to proactively drive administrative processes, monitor deadlines and manage multiple projects simultaneously. Bachelor's degree in relevant field with two years experience required. Full job description available at www.noaca.org. Send resume by September 3 to Jonathan Giblin, associate director of division services: jgiblin@mpo.noaca.org

Accounting/Office Assist.

Beachwood Real Estate Management office seeking part-time reliable, detail-oriented individual with pleasant telephone manner. Expanded duties include general accounting and payroll tax reporting. Quickbooks a must. Knowledge of property management software preferred. Fax resume to 216-595-1804 or Email to: commpk123@yahoo.com

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Bookkeeper Data Entry Specialist-

Need 2-3 yrs exp. References a must. Secretary with 5 yrs. exp or more.
STNA's 11-7
Apply with in
2940 Noble Rd. #201
Cleveland Hts, Ohio 44121

OFFICE PERSONNEL

P/T office work. Some computer exp necessary Fax resume to Medical Transcription Mgmt.
440-248-2614

Accounting Assistant / Bookkeeper

We are seeking a high energy addition to our team with experience in construction accounting to work directly with the Controller. Minimum 4 years experienc. Must be proficient in Excel. Computer Ease accounting system experience a plus.
Email resume to: marianne@nerone.biz
For additional info call 216-662-2235 ask for Marianne.

PARALEGAL

Downtown boutique litigation firm seeks exp'd paralegal. The successful candidate will be self-motivated, experienced, organized and willing to assume immediate responsibility for a variety of paralegal tasks.
Send cover letter and resume to Lisa Abood, Office Manager,
McLaughlin & McCaffrey LLP
1111 Superior Avenue, Suite 1350, Cleveland, OH 44114. Or e-mail to
labood@paladin-law.com

Technology Manager

University Hospitals (UH) is a community-based health care system which serves patients at more than 150 locations throughout Northern Ohio, including seven wholly owned and four affiliated hospitals. Committed to advanced care and advanced caring, UH encompasses the regions largest network of primary care physicians, outpatient centers and hospitals. The network also offers specialty care physicians to treat almost every disease and condition, skilled nursing, elder health, rehabilitation and home care services, and occupational health and wellness. University Hospitals is the second largest private sector employer in Northeast Ohio and is within the top five largest private sector employers in the state of Ohio

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This position is responsible for managing all aspects of the implementation related to the planning, acquisition, and installation of the hardware and software components of the EHR. In-depth knowledge involving hardware and software deployment methodologies, industry best-practices, and a history of success in implementing mission-critical hardware and software applications is essential

Duties will include the following:

Administrative Requirements

- 1) Lead and Coordinate Hardware and Software strategy and deployment, as pertaining to the EHR
- 2) Provide guidance and expert advice to management or other groups on technology installation
- 3) Communicate and coordinate resource requirements with the broader project teams, departmental and/or subject matter experts to support deployment efforts
- 4) Meet with Project Leadership Team and vendors to coordinate planning and implementation
- 5) Supervise and mentor assigned analyst(s)

Project Management

- 1) Development and implementation of Hardware/Software Methodology and tools to ensure systems meet both UHHS patient care and EHR quality standards in alignment with the project budget
- 2) Develop and maintain team workplan and resource estimates in support of EHR projects, identifying milestones, dependencies, and areas of risk
- 3) Monitor progress of device deployment schedules against project timelines
- 4) Planning, scheduling and coordinating multiple work streams with a variety of timetables
- 5) Prepare status reports to communicate completion of activities during each phase of technology deployment
- 6) Prepare and deliver both written and oral presentations to provide overview of status and issues
- 7) Lead technology team at project level

Hardware/Software Deployment

- 1) History of success in hardware selection and deployment as well as significant experience in interviewing and inventorying techniques, processes, and industry-wide best practices
- 2) Establish, document, and manage overall EHR device selection and deployment methodology, tools, and databases
- 3) Lead the evaluation, selection, and implementation of hardware to support the EHR
- 4) Establish and improve best practices and standards for related processes, procedures, and documentation
- 5) Review and evaluate requirement and design documents for impact on overall hardware installation timelines and resources
- 6) Development of hardware and software deployment plans in conjunction with project team members that define scope, responsibilities, schedule, requirements, objectives and ensure coverage and release quality
- 7) Responsible for the integrity of the device inventory and deployment floor plans

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8) Liaison with business and clinical community to ensure requirements are agreed upon and the vendor solution meets the needs of the users

9) Participate in Business Requirement, Functional Design, and Technical Specification reviews and provide recommendations

* Position requires 7-10 years of related experience, preferably in the healthcare field. Prefer 2+ years of supervisory or management experience

Evaluates strengths and weaknesses of alternative solutions, conclusions or approaches to problem resolution

* Prepares evaluations of software and hardware, submits recommendations to management for review

* Expertise in managing the evaluation and placement of a variety of hardware/software across a variety of locations and business units

* Strong written and verbal communication skills

* Strong project management and people skills

* Strong analytical skills with an ability to organize and communicate thoughts clearly

* Prior experience implementing large information systems

* Building and maintaining team and organization relationships

* Building and maintaining vendor relationships

* Staff development and mentoring

* Ability to work effectively in an ambiguous, dynamic environment

* Ability to recognize the need for and maintain security of confidential information; exercise judgment, tact, and discretion in handling sensitive or confidential information or situations

* Ability to exercise independent judgment and personal initiative, and accept responsibility for decisions and actions

* Strong skills in MS Office suite, particularly use of Excel

Expertise in management of hardware/software systems

Bachelors degree in Information Systems or related field required

University Hospitals is proud to be an equal opportunity employer

<http://www.uhhospitals.org/tabid/6276/default.aspx?jobid=2042669&emid=7112>

INSURANCE OFFICE

Full time, salary position. State Farm Agent in Pepper Pike looking for licensed staff assistant. 1-2 years exp. Email resume to: bill@billlamb.net>bill@billlamb.net

CLERICAL

The Sherwin-Williams Company has an opportunity avail for a part time (approx 29hrs per week) clerical position in our Brunswick Credit Office. Excellent interpersonal & telephone skills are required, along with proven advanced computer knowledge in Excel, PowerPoint, & Word. A basic understanding of accounts receivable is preferred. Interested applicants apply in person (no phone calls) on Friday and Monday, 8:30AM to 4PM.

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The Sherwin Williams Company
Area Credit office
1321 N Industrial Pkwy, #1000
Brunswick, OH 44212
eoe m/f/h/v

ACCOUNTING/CUSTOMER SERVICE

Fast-paced chemical distributor's office is seeking a high energy, detail oriented addition to our office.

A/P & ADP payroll

experience required. Also, ability to reconcile tax information with related general journal accounts.

Ability to multi-task

and handle some customer service. Knowledge of MS office, Excel & Access.

Benefits available.

Minimum education Associated Degree with specialty in Business/
accounting with a minimum of 3 years experience.

Please email resume:

cheryl@chem-materials.com>cheryl@chem-materials.com

Payroll Specialist

Full-time Medina County Health Department

Responsibilities include all Payroll transactions, vacation and sick leave requests, personnel changes, and general office duties. Public agency experience in accounts payable preferred to back-up accounts payable functions. Assist with issuing of birth and death records.

Prefer Associates Degree, or minimum of 5 years experience in all functions of payroll processing and reporting. Computer skills essential. Excellent benefit package.

Check website www.medinahealth.org for job description.

Submit Resumes by 9/10/10 to:

Human Resource, MCHD,

4800 Ledgewood Dr.,

Medina, OH 44256;

Fax (330) 723-9659; email: mchd@bright.net .

EOE

Accounting Assistant

A leading Regional Deep Discounter has an immediate FT Accounting Assistant Position available.

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Requires strong Excel experience, ten-key skills, capability of learning other computer applications, good communication & organizational skills. Basic Bookkeeping a plus.

Send resume to

Human Resources

Attn: B.W.

P.O. Box 30040

Middleburg Hts., OH 44130

or Fax to 216-267-0088

Attn: B.W.

ADMIN/RECEPTIONIST

Woodmere: Part-time person needed for clerical activities of a real estate office. Attention to detail important. Must have computer and office experience; Real estate experience helpful.

Email resume: kbaggerly@remax.net

OFFICE ASSISTANT/CLERK

Full/part time office assistant/clerk needed for community association management firm.

Individual must be self-motivated, organized, people and service oriented capable of multi-tasking, proficient in Microsoft Office, computer. Familiar with the operation/use of standard office equipment. Background & drug screening required. \$11.00 per hour.

Email resume to: CPMJob@aol.com No recruiters & no phone calls please!

Human Resources Coordinator

Our growing, dynamic Westlake headquarters is seeking a Human Resources Coordinator. This position is responsible for assisting all members of the Human Resources team on any and all projects necessary. Exceptional customer service to all Hyland employees is the primary focus. This position involves varied tasks and requires a solid ability to balance responsibilities from many sources.

Hyland Software, established in 1991, is a software developer dedicated to enabling a broad spectrum of organizations to become operationally more efficient and effective. For more than a decade, we have accomplished this by developing and marketing OnBase®, our award-winning enterprise content management (ECM) software.

Hyland Software, Inc. provides a dynamic, fast-paced environment. We have been named to the Inc. 500, Deloitte & Touche Technology Fast 500, and Weatherhead 100. Hyland Software recognizes that employees are our greatest asset. Onsite amenities include: child daycare, hair and massage salon, diner, dry cleaning services.

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Responsibilities:

Assist all members of the Hyland Resources department as needed for projects, data entry and audits

Order and maintain sufficient stock of supplies for office supplies, grocery items, business cards, gift cards and life event gifts

Assist Minister of Culture with employee social and wellness events

Create weekly power point presentation with company wide information for display in main Atrium area

Schedule regular interdepartmental meetings and update department calendars with necessary appointments

Solicit and maintain discount offers from area businesses specific to Hyland Software employees

Coordinate Lunch & Learn speakers as requested; solicit additional speakers as needed

Create and track purchase orders for departmental expenses

Maintain schedules for Hyland service providers such as barber, masseuse and car wash attendant

Craft company-wide email communications as requested

Requirements:

Associates degree or equivalent experience

Sharp , fast learner with a technology curiosity and aptitude

Excellent written and verbal communication skills

Highly organized and experience in multi-tasking

Ability to work in a flexible, fast-paced environment

Ability to provide exceptional follow through and be customer-service driven

Advanced interpersonal skills

Strong understanding of confidentiality and discretion

Ability to work independently and in a team environment

Experience in Microsoft Office; particularly Microsoft PowerPoint

For consideration, please apply online for Human Resources Coordinator at <http://jobs.hyland.com> or fax resume to 440.788.4511. Online applications are preferred: please do not mail hard copy resumes.

To apply now click here: <https://jobs.onbase.com/Jobs/default.aspx?jobid=360>

*An Equal Opportunity Employer

www.hyland.com

Paralegal

Jackson Lewis is a nationwide law firm dedicated to representing management exclusively in

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workplace law and related litigation. With 45 offices and 600 attorneys, Jackson Lewis is seeking a Paralegal for the Cleveland office.

Duties and Responsibilities:

- Assist with various stages and components of discovery
- Assist with deposition and trial preparation
- Provide subpoena service
- Provide information retrieval, reasearch and analysis
- Draft and monitor budgets
- Manage docketing function

Requirements:

Skills and Educational Requirements:

- Certified paralegal and bachelor degree preferred or equivalent experience
- Minimum of 5 years of litigation experience with Ohio State and Federal Courts
- Well versed in trial preparation
- Strong verbal and written communication skills
- Strong attention to detail
- Strong analytical skills
- Team orientation skills

Please forward your resume to ClevelandRecruiting@jacksonlewis.com.

Jackson Lewis is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status or marital status.

Please see our web-site for more information on Jackson Lewis – www.jacksonlewis.com.

Office (General) / Customer Service

Part time developing to full time

Available immediately - starting pay \$9.50/Hr. Benefits available after 90 days. Drug Free workplace.

Administrative Assistant / Customer Service / General Office

Phones, filing, A/R, A/P, Shipping, and Sales support.

Requirements:

Apply via email to HR@AcmeSpiral.com or fax resume to 216-267-5540

Well organized, fast learner, able to work well with others

3 years previous office experience a must

TELLER/CASHIER

Friendly, motivated with excellent customer service skills. Bilingual Spanish/ English a plus. Good benefits. You'll love working at CASH STOP.

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Apply at:
655 Prospect Ave.,
Downtown, OR 815 N. Rocky River, Berea

SOCIAL SERVICES COMMUNITY POSITIONS

PSYCHIATRIC SUPPORT TREATMENT (CPST)

Seeking qualified professional to provide community support services to adult and/or children with mental disabilities. Bachelor's in psychology, social work or counseling or related field. 2 yrs or more exp. preferred. Current auto insurance and a valid driver's license required. Fluent in Spanish language preferred for our Westside location only. Responsibilities include community outreach and school based services. Some weekend and evening hours may be required.

CLINICAL SUPERVISOR

Seek qualified professional with experience in Adult or Children Outpatient Mental Health Facility. Masters in social work, psychology, or counseling. Must be State of Ohio licensed LISW, LPCC, or Psychologist.

COUNSELOR FOR PARTIAL HOSPITALIZATION PROGRAM

Facilitate Psycho-education and Therapy groups with SMD adult clients. Require excellent oral/written communication skills, a min of one year of Mental Health exp, BA in Social Services or related field - M.A. preferred, and a valid OH DL and auto insurance.

Murtis Taylor Human Services System

Attention: HR

13422 Kinsman Road, Cleveland, OH 44120

Fax: (216) 491-8162

Email: HumanResources@murtistaylor.org

EOE

Collection Management

Are you a person with drive and determination? Are you able to inspire and motivate top performers? Do you have the skills to train and develop collectors to perform at the highest levels?

If so, MB&W may be the next step in advancing your career in collections management. We are currently hiring highly motivated Team Leader / Supervisors with experience in collections, preferably third party commercial collections. The proven ability to be successful in a leadership position is a requisite.

Our expectation is for our staff to be the top performer on every portfolio we handle - it's how we've grown to be the 3rd largest Commercial Agency in the country.

East and West Side Office locations - Hours: M-F 8:30 - 5:00 (no weekends) - Casual Work Environment

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To apply forward your resume to:
Donald Wash
donald.wash@mbandw.com
(440) 735-5100 X 2255

Security

WBNX TV seek a: SECURITY GUARD

Full time. Person must be extremely flexible with hours and duties. Minimum wage, no benefits. EOE. WBNX-TV P.O. Box 91660 Cleveland, OH 44101

Attn: Human Resources. No phone calls please.

CUSTOMER SERVICE

NO GAS COST!

NO TRAFFIC!

Work from the Comfort of Your Own Home!

Infocision ranked as Top Workplace 2010 in Northeast Ohio

Min. Requirements include:

A Computer with High Speed Internet

Land Line Phone

Make calls for Nonprofit Organizations!

Full and Part Time Evening Shifts

Set Schedules

Weekly Pay and Bonus

Incentives!

Call Today to Start Your Career!

1-888-237-5647, EXT 5183 Apply online at: jobs.infocision.com

Child Care Cook

Full time cook needed for Westlake Montessori & Child care. ServeSafe certificate required.

Must enjoy working with children. Good hourly rate & benefits. Please call 440-835-5858 or apply at 26830 Detroit Rd.

SECURITY

Hiring for full & part time positions in Bedford. Start at \$9.00/hr. Must be avail. to work any shift, security & or military exp. preferred. Must have clean police record and driving record and high school diploma or equivalent. Please apply online at www.bestguards.com or in

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person at Industrial Security Service, Inc. 4525 W. 160th St, Cleveland, OH 44135.

COLLECTORS

If you're the best collector in your shop....stay there! On the other hand, if you're an up and comer and feel blocked from advancement by co-workers with more tenure, call us! NCC Business Services in North Olmsted will soon be moving nearby into a spacious, state-of-the-art office and we're looking to staff that expansion. If you can follow directions and adapt to change, we want to talk to you about joining our team. EOE.

888-880-6022

Departmental Assistant III

The Office of Residential Education/Office of Conference Services in the Division of Student Life and Services invites applications for the position of Departmental Assistant III. This is a full-time, 12-month Administrative Assistant position reporting to the Director of Residential Education and Director of Business Operations and supervised by the Assistant Directors of Residential Education and Conference Services. All Administrative Assistant positions in the Office of Residential Education/Conference Services serve as members of the staff team supporting the general, overall operation of the office.

Responsibilities: The incumbent will have general responsibility for providing administrative support to the Office of Residential Education and Conference Services and its programs and activities, applying a narrow range of para-professional knowledge and skills, and understanding of established techniques and methods. Specific duties include, but are not limited to, the following:

Essential Job Functions:

Residential Education:

Answer questions or provide appropriate referral for inquiries from faculty, staff, students and outside clients for information about the Office of Residential Education, Conference Services and ID Card Programs, greet guests, answer telephone, respond to email and fax inquiries.

Assist the Office of Residential Education with early arrivals, opening, closing, and commencement by entering data, preparing invoices, performing cash audits, and making ID cards for students, faculty, and staff.

Participate in the maintenance and archiving of office and departmental files, both public and confidential.

Conference Services:

Prepare for review conference documents including client contracts, summer dining hall schedule, and bed list information planning.

Attend client meetings to document information pertinent to client needs.

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Maintain Conference Programmer database system to complete job functions including updating client information, processing client invoices, and documenting verbal and written client correspondence.

Coordinate scheduling of facilities for non-college sponsored campus facilities during the academic year and all summer facility usage.

Create client marketing packets and brochures; proofread and edit correspondence, which requires knowledge of College and office procedures; make recommendations for improvement of operation of the Program.

Assist with the Conference Assistant, Resident Assistant, and Resident Director selection processes: create applicant spreadsheet, schedule interviews, send correspondence to applicants, and coordinate payroll information for student staff; participate in student training sessions; assist in the coordination of student worker projects during the academic year.

Obie Dollars:

Understand Blackboard ID Card system and be able to enter data, produce reports and trouble shoot problems referring to other staff as appropriate.

Prepare weekly deposits according to traditional bank teller/bookkeeping practices for audit by Supervisor. Balance payment log and card balance log. Post weekly Obie Dollar deposits to individual student's ID Cards.

Prepare weekly Value Transfer Student deposits for audit by Supervisor.

Prepare bi-monthly disbursements to on-campus departments and town merchants for audit by Supervisor.

Prepare and reconcile monthly reports account for audit by Supervisor.

Prepare negative balance correction report for audit by Supervisor. Process funds collection as needed.

Prepare Guest Copy Cards; program cards as needed and delete unused cards. Prepare annual usage audit for audit by Supervisor.

Prepare Student Organization Copy Cards; prepare annual usage audit, delete unused cards and prepare annual reconciliation report.

Twice yearly prepare graduating senior and withdrawn report for audit by Supervisor.

Include disbursement memo and card removal from ID card system.

Perform annual ID Card System clean-up procedures.

ID Cards:

Prepare ID cards for faculty, staff, students, alumnae/I, and guests.

Prepare weekly deposits according to traditional bank teller/bookkeeping practices for ID card fees and winter term meal plans for audit by Supervisor. Balance payment log and student term bill log/card balance log. Post Winter Term Meal totals to individual student's ID Cards.

Set up and remove all new faculty, staff and family members in Blackboard ID Card System.

Maintain updated records of Multiple Updates, Queries, Reader Location Inventories and Operators.

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Marginal Job Functions:

Be cross-trained to program of BB Laundry Readers, BB Access Readers, BB POS Readers when needed.

Perform other related duties as assigned.

Cover the main office when necessary.

Compensation: This pay group 5 position provides an annual salary of \$36,794.99 (\$3,066.25 monthly) or the appropriate transfer rate, and includes a generous benefits package.

To Apply: Interested persons must submit a cover letter, résumé, current Oberlin College employment application form and take required keyboarding test at the Department of Human Resources, Service Building, 173 West Lorain Street, Oberlin, Ohio 44074, by 4:30 p.m. on September 2, 2010.

Requirements:

High school diploma, minimum of 5 years experience or equivalent (including college) in an office with a high volume of public contact; demonstrated ability to function effectively, efficiently and appropriately in a rapid-paced environment, including the ability to work pleasantly with co-workers and others; high level of customer service experience; demonstrated ability to perform detailed work with a high degree of accuracy, and the ability to respond to pressures, deadlines and changes in priorities and schedules; excellent oral and written communication skills; experience demonstrating initiative and good judgment; minimum keyboarding skill of 40 wpm with emphasis on accuracy (test at time and place of application); demonstrated proficiency in Microsoft Word, Excel, and multi-level database management systems and working knowledge of balancing spreadsheets with collected and deposited funds; favorable references.

Note: Any offer made to an external candidate will be contingent upon satisfactory completion of a background investigation and completion of a confidentiality statement.

Hours for this position are Monday through Friday 8:30 a.m. – 5:00 p.m. during the academic year and 7:30 a.m. – 4:00 p.m. during the summer. Heaviest workload is during the summer months and vacation may be limited during this time. It may be necessary to work occasional evening or weekend hours.

Desired Qualifications: Bachelor's degree; bookkeeping and accounting experience preferred.

Note: Candidates chosen for interview will be asked to take Microsoft Word and Excel, and Proofreading tests in the Department of Human Resources prior to the scheduling of interviews. Candidates must pass all tests in order to be eligible for an interview.

STNA

Company Overview:

Regency Hospitals are national centers of clinical excellence, where we care for critically ill

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Council for Economic Opportunity in Greater Cleveland
Workforce Development / Employment Services
2220 West 95th Street, 2nd floor, Cleveland, Ohio 44102
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patients. How do we do it? We are committed to educating and training the most dedicated staff in a challenging and rewarding environment.

We are a long-term acute care hospital company dedicated to giving people their lives back. We achieve this by having outstanding, caring physicians and nurses who love what they do and who practice aggressively with quality and compassion. Our solutions for patients also include providing the most technologically advanced equipment available, and by creating an environment where there is hope and a desire to get well.

It's our mission to give people their lives back when they thought they might never have the chance to live again. We are a different kind of hospital with a different kind of culture. And it shows in everything we do. Here at Regency, you'll rediscover what it was you loved about caring for people.

Duties and Responsibilities:

Prioritizes and performs patient care activities based on accurate patient observation and need in a timely and effective manner; communicates and documents care information accurately

Takes initiative and responsibility to ensure that all patient needs are appropriately met and works collaboratively with the clinical staff

Properly utilizes restraints when indicated and documents with regard to patient safety

Shows respect to the patient and his/her family members and visitors

Recognizes and reports signs and symptoms of abuse and neglect.

Provides excellence in customer service to patients, family members, physicians and co-workers.

Requirements:

High School Diploma or GED required

Valid STNA (State Test Nursing Assistant) Certification

Current BLS (Basic Life Support for Healthcare Providers) certification

Ability to lift 50+ pounds.

Candidate must be flexible, organized and function well in stressful situations.

Must successfully complete pre-employment background/reference check and drug testing

Our generous benefits plan, to include full medical, dental, employer paid short and long term disability and more, are highly regarded within the business and health care community as a model many try to emulate but very few can match.

<http://www.regencyhospital.com/>

State Tested Nursing Assistant (STNA)

Judson at University Circle, a nationally recognized campus providing care for older adults, invites you to join our team in our Nursing Center. We have Full Time and PRN positions available as a:

STNA

2nd Shift (2:30 PM to 11:00 PM)

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Great Benefits Including:

On-site Health Club with Pool,
403(B), and Free Parking

For consideration, please submit cover letter and resume to

Judson at University Circle

Human Resources Department

2181 Ambleside Drive

Cleveland, OH 44106

Fax (216) 791-2481

Email: Recruiting@judsonsmartliving.org

Temporary Sr. Mortgage Underwriter

AmTrust Bank is seeking Temporary Sr. Mortgage Underwriters. We offer a flexible schedule, work part time, full time, weekends, any time! These positions are temporary with potential to go to Regular Full Time

A Senior Mortgage Underwriter, works under limited supervision and renders credit decisions by evaluating residential mortgage customer applications. Underwrites loans at all complexity and loan amount levels. Ensures compliance with appropriate company and Agency guidelines.

- Examines overall loan documentation to ensure accuracy and completeness.
- Reviews loan-to value ratio, credit reports, applications, etc., to ensure each loan meets company standards.
- Analyzes applicants' financial status, credit and property evaluation to determine feasibility of granting loan.
- Provides an underwriting decision to either approve or deny loans within agency, investor and bank guidelines.
- Re-negotiates loans and provides others with assistance in the re-negotiation process based on lending guidelines.
- Clears all prior to close conditions by collecting required documentation to close conditions and complete the loan file.

Requirements:

· Bachelor's degree in related field preferred or equivalent relevant experience.

Minimum of 3 to 5 years experience as a Mortgage Underwriter to include automated underwriting experience

Go to AmTrust web site to apply on line

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Sea Bird Publications is hiring Advertising Account Executives for our Middleburg Hts. Area Office. Now is the best time to earn what you're worth by selling the best news story ads in the best publication, nationwide. If you are a money-motivated, goal oriented over achiever, you are reading the right ad. We offer the highest payscale in the industry, bonuses, benefits, health, medical, dental, optical, 401-K, incentives, ongoing training, advancement opportunities and much more. Forward resume to: Seabird@cinci.rr.com
Or fax resume to : 513-869-2333

Customer Service Representative

The Customer Service Rep., reporting to the Sales and Customer Service Manager is a growth role responsible for making sure the interaction between our company and the customer is a positive one. This position will often be the first contact a customer has with the company. The successful candidate will answer the incoming phone calls, process incoming and outgoing mail. This position will be responsible for all order entry. This position communicates with production on a daily basis to get accurate shipping dates. This position will also be the backup for the Logistics Clerk.

The successful candidate will have....

Experience with manufacturing software, preferably Visual.

Strong customer service skills.

Ability to prioritize and multi-task.

Desire to differentiate him/herself from peers.

Great data entry speed and accuracy.

The accomplished individual will possess...

The ability to remain courteous, polite, and calm when faced with customer problems.

Ability to listen carefully to customers, and seek ways to solve their problems.

Desire to work in a fast paced, energetic environment

Ability effectively multitask

Desire to work in a team environment

Ability to work equally well with entry level production employees and sales team

Computer literacy in basic Office packages and internet research

Strong verbal and written communication skills

Ability to work on multiple transactional tasks with no set daily pattern

Ability to be self motivated

Strong orientation for detail

Proven ability for maintaining accuracy

Pyrotek Inc. offers major medical, dental, vision, 401k, life insurance, short and long term disability. Please submit your resume, cover letter and salary requirements to:

SolonHR@pyotek-inc.com

or mail to:

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Workforce Development / Employment Services
2220 West 95th Street, 2nd floor, Cleveland, Ohio 44102
(216) 651-5188
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Human Resources - CSR
Pyrotek Inc.
31935 Aurora Road
Solon, OH 44139
or fax to: 440-349-8829

NOTE: Please apply accordingly to request of AD, CEOGC is not responsible for non-responsive employers.

Preparer: Frank DeSantis, Business Development Specialist
CEOGC, Workforce Development/Employment Services
