

“CEOGC”

Council for Economic Opportunities in Greater Cleveland
Workforce Development/Employment Services Programs
2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188
Job Leads Listings January 4th, 2010

Upcoming Job Fairs

1.)

Meet companies hiring in your home town at our Cleveland Job Fair.

Wednesday February, 10, 2010

11:00 AM to 2:00 PM

Doubletree Hotel Cleveland South

6200 Quarry Lane

Independence, OH 44131

2.)

Cleveland State University
Career Services Center

31st Annual Spring Career Fair
Friday, February 26th, 2010 9am to 2pm

Welcome To csucareerfair.com!

3.)

Cleveland Job Fair

Date: January 26, 2010

Time: 1:00 PM - 4:00 PM

Facility: Ohio Technical College / PSI PowerSport Institute

21210 Emery Road

North Randall, OH 44128

PROFESSIONAL CDL A DRIVERS

1 year OTR Experience & Good Driving Record Required Call 1-800-326-8889

www.gaineycorp.com

AUTO TECHNICIANS

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Due to increased business, Sunnyside Toyota is looking for experienced technicians. Toyota experience not required but doing quality work at a fast pace is a requirement. Flat rate pay and benefits await the right individual. Call Ed Stein, service manager to schedule your confidential interview.

SUNNYSIDE TOYOTA

440-777-9911

www.mysunnysidetoyota.com

Drivers

Opportunities for OH Drivers! REGIONAL FLEET

3 Pay Raises in the 1st Yr. Great Pay & Full Benefits Class A CDL + 1 Yr. OTR Exp.

1-800-539-8016

www.landair.com

CDL A Drivers

2 yrs min exp. good MVR. Looking for OTR Drivers with HazMat or will allow 30 days to apply for HazMat. 2500+ miles/wk. Also need Local w/HazHat

Call Char: 216-622-0900

FLATBED DRIVERS

We're here to help!

We have immediate Driving jobs for you!

*Competitive Pay

*Great Benefits

*Regional / OTR

CALL US TODAY:800-762-3776 www.systemtrans.com

DRIVERS WANTED

GREAT PAY, GREAT BENEFITS

Solos, teams & contractors \$5,000 team sign-on bonus.

\$1,000 contractor sign-on bonus

Dedicated runs available in some areas.

Requires CDL A and 6 months OTR experience. CDL Grads Wanted. 888-808-6045

Drivers

CLASS A CERTIFIED DRIVERS

Class A Drivers wanted for local hauling.

Shuttle run, drop & hook. Mon-Fri daytime operation. Home nights & weekends. Great pay w/benefits. Call: 330-785-9815

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AUTO TECHNICIANS

Rick Case Euclid & Bedford is seeking automotive techs. Hyundai/ Mitsubishi Import experience is preferred. We are offering a \$2000 signing bonus for a (Hyundai or Mitsubishi factory trained & certified) tech.

Must be able to pass background check and drug screening. Ohio driver's license with clean driving record required. Must have tools. Please call: (440) 667 -9191 or (216) 374 7389

Elevator Constructor Apprenticeship Opportunity

The International Union of Elevator Constructors Local 17 Joint Apprenticeship Program located at: 2435 Superior Avenue, Cleveland, Ohio 44114, will be accepting applications for entrance into its 4-year Apprenticeship Program on the following dates:

February 3, 2010 from: 8:00am to 12:00pm

February 5, 2010 from: 12:00pm to 4:00pm

February 8, 2010 from: 8:00am to 12:00pm

February 10, 2010 from 12:00pm to 4:00pm

February 12, 2010 from: 8:00am to 12:00pm

February 15, 2010 from: 12:00pm to 4:00pm

Requirements:

Application must be made in person

Possess valid photo identification

Bring copy of High School diploma or GED

Applicant must be at least 18 years of age

Aptitude Exam (\$25 nonrefundable fee due at time of exam)

Interview

Drug Test

The Elevator Constructors are an Equal Opportunity Employer. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination based on race, color, religion, national origin, age or sex.

The International Union of Elevator Constructors Local 17 Joint Apprenticeship Committee and the National Elevator Industry Educational Program are not responsible for mail delivery failures by the U.S. Postal Service

Customer Service Representative

Requisition # 116661BR

United States - Ohio - Garfield Heights

Posting Job Time Warner Cable is seeking motivated, friendly, dependable professionals to

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2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

Description consult with our customers regarding billing, general requests, addition of products and services and basic technical questions.

Our goal is to consistently provide a positive, all-inclusive customer experience.

To accomplish this, our customer care and sales associates must:

Build customer relationships

~Own™ every customer™s experience to drive satisfaction and first contact resolution

Understand and achieve sales and retention and goals and objectives

Responsibilities:

Ensure Customer Satisfaction “ Internal and External

Work independently and in teams to ensure the success of Time Warner Cable

Understand customer needs and expectations on every call to ensure an exceptional customer experience

Receive and respond to a high volume of telephone inquiries from customers and provide expert advice and solutions through consultative selling and problem resolution

Provide all pertinent information to the customer and document it using the appropriate call-tracking system to ensure first contact resolution

Develop and maintain a strong product and customer service knowledge base on a continuous basis via internal training opportunities, external sources, and self-education

Provide Billing and Technical Care

Support customers who have questions about their bill, existing services or potential service enhancements and ensure that expectations have been met prior to ending the call

Work with customers who have accounts that are in past due status to ensure that they understand their options and do not experience any disruption in service

Provide basic technical support over the phone and if necessary schedule service calls to resolve customer issues

Educate customers as to how to solve similar billing and technical issues in the future

Listen to customer concerns and diffuse frustration by providing options and solutions

Drive Value, Awareness and Sales

Provide value-added service by introducing and selling products and services not currently in the customer™s home that might enhance the customer™s overall experience

Initiate customer education opportunities regarding existing products and services to drive awareness and thus increased value

Work with customers in past due status to negotiate a solution that enables uninterrupted service

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Job Leads Listings January 4th, 2010

Document all pertinent information using the appropriate call-tracking system
Develop and maintain a strong product and customer service knowledge base on a continuous basis via internal training opportunities, external sources, and self-education

Demonstrate understanding and appreciation of customer priorities and seek out long-term solutions

Required Skills:

Excellent verbal and written communication skills

Customer service experience (call center or otherwise)

Proven problem solving, analytical and decision making skills.

Ability to negotiate to the best outcome for the customer and company

Solid work experience, history and references

Experience in a fast paced work environment (call center or otherwise)

Ability to multi-task and prioritize

Ability to work in a windows environment and learn additional programs as needed

Sales experience and/or marketing experience is a plus

High school diploma required, Bachelors degree is a plus

Shift:

Must be flexible, the call center is open 7 days a week, 24 hours a day.

** Start date for the position is January 11, 2010 **

** Training will be conducted in Akron, OH **

We do not accept unsolicited resumes or telephone calls. All qualified applicants must apply online at www.timewarner.com/careers.

HVAC Service Technician

Solon heating and cooling company is in need of an HVAC service technician.

3 years experience servicing HVAC. Certification a plus. Clean driving record.

Must have own hand tools. Good customer service skills.

Apply in person at 31635 Aurora Rd. Solon OH.

Home Systems Manager

Responsibilities include but are not limited to:

Supervising daily operations of homes serving adults with disabilities, ensuring appropriate staffing levels in each setting, conduct annual performance reviews, conduct disciplinary & merit reviews, new employee screening and selection, on-site training of employees, ensure all home

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Job Leads Listings January 4th, 2010

documentation is in accordance with rules, provides direct support services as part of the home schedule, provides on call support for caseload, doctor appointments, communication with outside entities. This position requires the ideal candidate to work direct service hours within the home they supervise. Direct service hours include grocery shopping, assistance with daily living skills, doctor appointment, accessing community outings, assistance with light cleaning. The Systems Manager would not only supervise but mentor and model the skills that RMS is looking for in direct service positions.

This position requires flexibility in work schedule. The expectation is to work various daytime, evening and weekend hours. The ideal candidate is trustworthy, dependable, punctual, reliable, self motivator, strong supervisory skills, good communication skills, ability to train and mentor direct support staff. It is also necessary to be patient and understanding with the individuals we serve.

If you believe you have the qualities needed to be successful in this position please contact:

Melanie Carnes, Director mcarnes@teamrms.com

Please include your resume, high light your supervisory experience and why you are pursuing this opportunity. www.teamrms.com

Requirements:

Minimum Qualifications: 1 year of management experience, including supervision of multiple employees. Experience working with individuals with disabilities preferred. High school diploma required, degree preferred. Current auto insurance, valid driver's license, reliable vehicle, clean background check, less than 6 points on driver's license.

DENTAL ASSISTANT

PT-FT Mon-Fri. Unique short term opportunity. Radiology certified dental assistant. Excellent starting pay. Downtown Cleveland location. Mail or fax resume: MMS, 5621 Broadview Rd, #1, Cleveland, OH 44134; fax 216-749-1077

PERSONAL TRAINERS

The YMCA of Greater Cleveland is recruiting for personal trainers and fitness/ group exercise instructors with a nationally recognized certification to become a part of our health and wellness team. The following branches have immediate openings Hillcrest, Euclid, and Lakewood. The French Creek location is currently hiring staff to begin in February 2010. Upcoming openings at Southeast, West Shore, West Park, Downtown and Geauga.

Send resume along with a copy of national certification to hrdepartment@clevelandymca.org or fax to 216-344-0146. EEO Employer.

Direct Care Worker

West side locations. No experience necessary - we train. Interesting work assisting persons with mental retardation. Full time and part time positions available. \$9.50 per hour plus generous benefits package includes medical/life insurance, 401K, vacation and sick time. Must have valid Ohio driver's license with 4 points or less. Call North Shore Job Line at 440-427-9898 Ext. 2

“CEOGC”

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Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

NURSING ASSISTANTS

F/T and P/T State Tested Nursing Assistants

Skilled rehab/nursing facility seeking f/t and p/t STNAs for all shifts. Must have demonstrated commitment to patient care. Excellent benefits and compensation, including health, dental, 401k, life, paid time off for vac, sick and holidays. Send resume or come in for application at:

Staff Development Broadview Multi-Care Center

5520 Broadview Road

Parma, OH 44134

Tel.: 216-749-4010

Fax: 216-398-4988

brvjobs@lhshealth.com

Medical Assistant

Assists the physician and/or provider by facilitating patient and information flow through numerous phases of the patient visit. Maintains exam rooms. Maintains patient flow to and from exam rooms. Greets and escorts patient and family to exam room. Obtains purpose of visit, vital signs (blood pressure, pulse, temperature, and measurements) and documents appropriately.

Informs the physician and/or provider of abnormal readings or significant deviations from prior visits. Prepares patients for physical exams. Assists physician and/or provider with office procedures involving direct patient care.

Performs diagnostic tests such as EKGs and spirometry. Assists with diagnostic procedures and examinations, such as pelvic examinations, flexible sigmoidoscopies, and lumbar punctures.

Obtains specimens and performs screenings, such as venipunctures for lab work and blood glucose monitoring, urine specimens and specific gravities, throat and sputum cultures.

Administers immunizations and injections under direct supervision of the physician.

Conducts physical testing such as; audiometry, urine drug screens, and titmus vision testing.

Cleans exam rooms after each patient visit. Inventories and stocks supplies and equipment for exam rooms. Schedules procedures. Instructs patients and families regarding preparation for procedure and post procedure needs. Obtains medical record charts and notifies patients of normal test results. Alerts physician and/or providers to patient flow problems.

Maintains patient care equipment and notifies supervisor of repair requirements.

Performs all duties in compliance with all federal and state regulations.

Assists front desk and/or billing as needed. One to three years of experience as a Medical Assistant. Ability to type 40 wpm. Basic working knowledge of medical terminology, and an understanding of third party reimbursement requirements, CPT and ICD-9 coding.

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. Proficient computer skills. High School diploma Completion of an accredited Medical Assistant program

<http://www.uhhospitals.org/jobs>

State Tested Nursing Assistant

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Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

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

- Demonstrates awareness and respect to the patient and/or significant other as an individual and family unit.
- Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- Serves as an advocate for patients, family/significant other in regard to decisions affecting the Plan of Care.
- Verbalizes the process for resolution of ethical dilemmas in the facility.
- Demonstrates appropriate responsibility in the collection and reporting of patient data in accordance with the hospitals standard.
- Collaborates with the patient care team in the implementation of the patients Plan of Care.
- Recognizes and reports signs and symptoms of abuse and neglect.
- Prioritizes and assists patient care activities based on accurate patient observation and unit/clinic activities.
- Utilizes restraints when indicated and documents with regard to patient safety.
- Communicates and documents in an accurate and timely manner the patient's care and the response to that care.
- Demonstrates an awareness of responsibility and accountability for completion of assignment and delivery of safe, effective and appropriate care in a timely and accurate manner.
- Provides education/explanation in terms easily understood by patient/family.
- Assesses, collaborates and coordinates the patient's discharge planning needs and readiness for discharge with other members of the healthcare team

Requirements:

- Valid STNA (State Test Nursing Assistant) Certification
- Ability to lift 50+ pounds.
- Candidate must be flexible, organized and function well in stressful situations.
- Current BCLS certification.
- Must successfully complete background check and drug screen.

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Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

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. Regency Hospital Company is an EOE.

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

STNA/Resident Assistant

The Harbor Court Retirement Community

22900 Center Ridge Road, Rocky River

We have an immediate opening for a part-time STNA/Resident Assistant to join our staff.

Previous experience in an assisted living or nursing related setting preferred.

Competitive wages and benefits. Family owned and operated facility with friendly staff and residents. EOE

Call (440) 356-2282 for more information and/or a complete job description.

Fax your resume to (440) 356-0031

DISPATCHER

City of Parma

Open competitive exam to establish an eligible list for the position of Dispatcher for the City of Parma 911 Office will be held on January 20, 2010. Applicants must possess ability to enter into a data entry program; utilize computer terminals and related skills. Must be able to work rotating shifts, weekends and Holidays. Applicants will be required to pass a written exam, computer skills exam and/or 911 simulation, background check, and polygraph exam.

Parma is an Equal Opportunity Employer and a Drug Free Workplace. Applications and further information obtainable at the Civil Service Office located in Memorial Hall directly behind Parma City Hall, 6617 Ridge Rd. Parma (access off Ridgewood Dr.) 440-885-8060 or the Cleveland Branch NAACP, 2131 Stokes Blvd., Cleve, OH 216-231-6260 Completed applications must be returned to the Parma Civil Service Office, 6617 Ridge Rd. Parma, Ohio.

Deadline for filing is January 15, 2010. There is a \$10.00 non refundable fee to take the exam to be paid at time of filing application. Said fee will be waived with proof of financial hardship.

By order of Parma Civil Service Commission

John L. Thomas Jr., Chairman

George Oryshkewych

Timothy Boyko

An Equal Opportunity Employer

CHILD CARE

Solon Creative Playrooms Montessori & Child Care Center seeking teachers (PT & FT).

Experience req'd. Call 440-248-3100 or apply at 32800 Solon Rd.

“CEOGC”

Council for Economic Opportunities in Greater Cleveland

Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

Software Developer

We are a software development / trade-show company in need of an entry level developer qualified to create & maintain stand-alone & web based software apps using RDMS, C# or VB.NET, ASP.NET, SQL Server, IIS, HTML/CSS, JavaScript/jQuery. Must be able to learn new technologies & hold a bachelors degree in comp. science or equivalent job exp.

Check us out at www.marketgate.com . All resumes to: tvelardo@ithumbprint.com

INFORMATION TECHNOLOGY PROFESSIONALS

If you are frustrated, or would like to optimize your job search, you are not alone. RLStevens & Associates, Inc. has helped information officers make successful career moves for 27 years.

Are you generating quality interviews and getting results?

Can you uncover ideal career opportunities before they are posted?

Pursue higher quality IT executive leads

Target opportunities and decision makers

Position your talents to employers' needs

Target growth opportunities and company research

We do charge a fee for our services. Before any obligation exists for you or RLS, a careful evaluation will be completed to establish the exact work to be done for you in accordance with your career goals. Learn more about our guarantees and how we can bring your job search to a successful conclusion.

Explore the marketplace beyond job postings <http://www.ExecutiveJobOffers.com/cleveland/>
keywords: Information Systems, IS, Information Technology, IT, Chief Information Officer, CIO, Chief Technology Officer, CTO, Software, Hardware, Networking

Developer / Programmer

Advance Payroll Funding

We are an entrepreneurial, business and financial services company located in Beachwood, Ohio. We provide short-term receivables financing and back-office outsourcing services to small and medium sized companies around the country.

Our employees are team players willing to go the extra mile for our clients. We pride ourselves on our integrity, our attention to detail, and our dedication to continual process improvement. We reward individual and team performance through compensation and recognition.

Our I.T. Team is responsible for providing state of the art I.T. solutions in a complex environment requiring accuracy, efficiency, and a high level of security.

We seek one highly skilled developer with experience in the desktop environment. This position is responsible for partnering with internal customers to design, maintain, and enhance applications written by and for us.

We offer the opportunity to work in a growing, progressive environment for a company

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Workforce Development/Employment Services Programs
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Job Leads Listings January 4th, 2010

committed to attracting and developing top talent.

Other responsibilities include:

- Providing assistance to users in using applications and tracing through real and perceived problems with the applications.
- Documenting application development progress and user manuals.
- Developing custom reports for both internal and external clients in a sustainable and manageable fashion.
- Providing assistance with client data conversions.
- Providing general IT assistance to users and clients as needed and within scope of knowledge.

Compensation and Benefits

We offer competitive pay and benefits including:

- Medical
- Dental
- 401(k)
- Paid Holidays
- Paid Time Off
- Life and AD&D
- Short-term disability

EOE

No recruiters, please.

Requirements:

Ideal candidate will have the following skills and experience:

- College degree or High School diploma / equivalent and five year's experience in related field.
- 3 or more years experience with VB.Net 2005 or higher (prefer experience with VB.Net 2008) and/or C# plus TSQL required.
- Database architecture (MS SQL Server 2000 or higher) experience.

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Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

- Skills in Microsoft Office 2003 or higher, data conversion and software implementation required.
- ASP, ASP.net, JAVA experience a plus.
- Experience with documentation, general accounting, workflow experience, reporting tools.
- Must be detail oriented, customer focused, proactive and able to work under pressure.
- Excellent organizational and time management skills.
- Excellent oral and written communication and interpersonal skills.
- Ability to use multiple types of software including MS Office and proficiency in basic office equipment.

This is a full time, non-supervisory exempt position. Typical work hours are Monday thru Friday 8:30 am to 5:00 pm, however hours may be adjusted and / or extended to meet business needs, particularly during critical times such as testing or holiday weeks,. Weekend hours may be required.

Key Words: VB.net, C #, Desktop Environment, TSQL, Microsoft Office, Data Conversion, Software Implementation, Programmer, Developer, MS SQL Server, ASP, ASP.net, JAVA

Web Developer

Listener Driven Radio (listenerdrivenradio.com), a startup founded by an experienced team in the digital media / radio business, has an immediate opening for a full-time developer. LDR combines the power of crowdsourcing with the reach of broadcasting, allowing audiences to take over a radio station using their mobile phones and/or web browsers. We call it “crowdcasting.”

Responsibilities include: PHP, Javascript, code-cleanup, and optimization of the LDR platform. This developer will be responsible for working with our existing team to implement new features on the LDR platform (we have a significant roadmap for future features!).

Launched in 2009, Listener Driven Radio has already received exceptional market response and significant press coverage, including a recent article in the Wall Street Journal. LDR is a fast-paced and demanding startup environment, and our team is energetic and focused. The company is based in Cleveland, Ohio.

How to Apply: Please send your resume and cover letter to Daniel Anstandig, Co-Founder of Listener Driven Radio, at daniel@listenerdrivenradio.com.

“CEOGC”

Council for Economic Opportunities in Greater Cleveland

Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

Requirements:

Knowledge and experience in PHP, Javascript, and Database Programming is a must. An understanding of Drupal and/or Flash is a plus. Solid interpersonal and communication skills are essential.

Software Installer

Hyland Software is searching for a Software Installer to join their global Installations Services department. This position is responsible for the design, configuration and the documentation pertaining to the deployment of customers OnBase® ECM Solution. This position requires collaboration with both the customer’s technical staff and business users along with others in the Hyland Software, Inc Professional Services Groups.

About Hyland Software, Inc.

Hyland Software, Inc. provides a dynamic work environment and is consistently recognized as a rapidly-growing employer of choice in the Cleveland area. Hyland Software has been named to the:

- North Coast 99 (Top 99 Companies to work for in Northeast Ohio)
- Crain's Cleveland Business "Coolest Places to Work"
- Inc. 500
- Deloitte & Touche Technology Fast 500
- Weatherhead 100

We also recognize that employees are our greatest asset. Thus, we strive for all employees to reach their maximum professional and personal potential by maintaining a healthy work-life balance. To promote this balance, Hyland Software offers many on-site amenities at our modern headquarters including: Daycare, Diner, Hair Salon, Massage Salon, Car Detailing / repair drop-off and Dry Cleaning / Tailoring services.

Position Responsibilities:

- Implementing solutions that meets and/or exceeds customer’s expectations based on requirements defined by business unit owners and staying within budgeted estimates
- Conduct and document business discovery with customer stakeholders to determine functional requirements for the implementation of their OnBase® solution
- Implement customers OnBase® solutions based on the documented business discovery

“CEOGC”

Council for Economic Opportunities in Greater Cleveland

Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

- Provide knowledge transfer to customers appointed OnBase® System Administrator and customer’s business users
- Collaborate with other OnBase® professionals, transferring expertise in delivering and supporting OnBase® solutions
- Maintain a high degree of proficiency with OnBase® modules and their appropriate application to ECM requirements
- Diagnose and troubleshoot operational issues impacting deployed OnBase® solutions; work collaboratively with other OnBase® professionals to resolve issues
- Identify and document best practices and challenges associated with configuring OnBase® solutions
- Complete all mandatory Certification requirements within the expected time frame
- Follow all procedures relevant to your responsibilities and properly escalate inconsistencies found in procedures to your manager

Requirements:

- Experience working with and configuring Windows OS
- General working knowledge of relational databases and Transact-SQL
- General understanding of Document Scanning or Multi-Function Devices
- Demonstrated ability to work effectively both independently or in a group
- Ability to work both evenings and/or weekends as required
- Excellent written and verbal communication skills
- Ability to work in a flexible, fast-paced environment
- Provide exceptional follow through and be customer-service driven
- Advanced interpersonal skills
- Ability to work independently and in a team environment

Optional Requirements:

- Experience with managing, documenting and deploying a software solution
- Hands on experience with PC/Server Hardware components

Travel Expectations:

- 60-80% travel to domestic and international customer sites on a project basis
- Ability to travel on weekends if project requires

For consideration, please apply online for Software Installer at <http://jobs.hyland.com> and reference Job Code SI10CLE 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=113> <http://www.onbase.com/>

SALESPERSON/ROUTE SALES

New Year, new job? The window of opportunity is open for those who want it.

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Workforce Development/Employment Services Programs

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Job Leads Listings January 4th, 2010

Cleveland area Wholesale Florist looking for experienced In-Store and Route Salespeople to sell fresh flowers and supplies to retail florists in Northeast Ohio. Competitive pay plus full-time benefits package including health insurance, paid vacations, sick days, 401K etc. Our customers are looking for dependable, motivated, high-energy people to service them. Clean driving record required. If you have experience in the florist business, a positive attitude, good social skills, and want to work for a progressive company that is a leader in the industry, apply in person:

Nordlie, Inc.,
9550 Granger Rd.
Garfield Hts

AUTOMOTIVE SALES

IMMEDIATE OPENINGS!

Will Train or Experienced

Immediate openings for career minded and energetic professionals. Great pay plan with one of the most recognized names in automotive retailing. EOE Drug free environment.

Call Jim at 216-322-3128

GANLEY OF MIDDLEBURG HEIGHTS

6780 Pearl Rd.

Middleburg Hts. Ohio, 44130

Kiosk Sales

EARN \$200-300 A DAY SELLING AT OUR PROMOTIONS SITES! We are a growing national company marketing/promoting home delivery of The Plain Dealer with **Kiosk Sales** pros. BARDEN CIRCULATION, INC THE STRONGEST FORCE IN THE CIRCULATION INDUSTRY Locations in: Lake Co, Lorain Co, Portage Co, and Trumbull Co WE NEED: Driven go-getters who are great with the public. An ideal candidate will be ready to meet our high standards, can contribute to a winning environment and will grow fast with our company. Professionalism a must. *Must have reliable transportation THIS OPPORTUNITY OFFERS: • Solid Income Opportunity • Complete Training • Rapid Advancement • Flexible Hours/Scheduling • Contests and Prizes • Energized and Fun Atmosphere *Paid Weekly! SECOND INCOME SEEKERS WELCOME. TO SET UP AN INTERVIEW PLEASE CALL: Shawn Swinehart @ 216-573-6801

Skyline Event Services

Cleveland, OH

www.skylinees.com

“CEOGC”

Council for Economic Opportunities in Greater Cleveland

Workforce Development/Employment Services Programs

2220 West 95th Street, 2nd Floor, Cleveland, Ohio 44102 / (216) 651-5188

Job Leads Listings January 4th, 2010

www.skyline.com

Sales Position available in Northeast Ohio market consulting with clients to provide solutions to their trade show and event marketing plans.

Requirements:

Minimum requirements:

Between 1 and 5 years of sales or sales related experience

Entrepreneurial attitude

A creative mind and ability to listen

Excellent verbal, written and presentation skills

Ability to manage multiple projects on tight deadlines

Strong organizational and time management skills

Desire to constantly learn new things

Ability to work with little supervision

Compensation package includes base plus commission with 401k and health benefits.

Email your resume and cover letter explaining what qualifies you for the position to kjones@skylinees.com.

Correspondence Clerk-Medical Records

Job Type: 0H14

Location: Cleveland, OH

<http://www.uhhospitals.org/jobs>

Description: Coverage for release of information. Performs quality assurance activities. Serves as a resource to staff for questions and issues. Monitors RAC and MIC requests for timeliness and completeness. Tracks outcomes of third party payor reviews. Acts as a liason to the Law Department. Coordinates daily operations of RAC and MIC requestsCopies requested records ensuring all requested documents are present and readable.Data entryEnsures that the established turn around times are met.Serves as a resource to staff for questions and issues related to ROIActs as a liason to the Law Department regarding ROI issuesWork with patients of various age groupsOther duties as assigned Position requirements and duties updated Nov. 6.Three to five years experience in medical records preferably in release of information area. Excellent verbal and written communication skills. Proven customer service skills. Personal computer and Microsoft Office software. RHIT required or currently enrolled in RHIT program and near completion.

Receptionist

Infinity Home Health Services is looking for a bright, energetic individual to perform receptionist and general office support FT. M-F. Benefits. Fax resume to: 440-614-0149

Office Assistant

Home care background preferred. Must be detail- oriented with excellent

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organizational, computer and writing/composition skills. Will perform staffing & scheduling duties, prepare claims for billing and maintain patient & employee files.

Email resume to: legacy-h-c@sbcglobal.net or call: 216-702-5105

RECEPTIONIST

Appt setting/sales exp. Call Ace Tutors 440-232-1330 or Fax 440-232-1362

Reports Analyst, Electronic Medical Records Team

Job Type: 0L00

Location: Cleveland, OH

Description: Responsible for meeting end users' requirements for extracting data from the Eclipsys Sunrise Clinical Manager data base; a fundamental knowledge of the SCM data base and clinical information process flow is essential. This position will be a key participant in the design and implementation of a Clinical Analytics product that will provide data base querying tools to high level end clinical, quality and research end users.

Duties will include the following:

Function as an active participant on the EHR implementation team; attend training to learn the functionality of the core Eclipsys modules

Assist the implementation team in an enterprise design which will represent the data collection needs of the research, quality and education, and clinical end users Interpret end users' data retrieval requirements, documenting same

Using standard Microsoft products, write reports and extract data in the media and format required by the end user

Verify the integrity and reasonability of each report before turning over to the requestor. 5+ years in data extraction processes, preferably with healthcare emphasis.

Excellent communication skills and presentation skills.

Detail-oriented with strong organizational skills.

Ability to exercise independent judgment and maintain confidentiality.

Must be able to communicate with a wide variety of end users, with varying skill levels and function effectively in a fast-paced environment and meet deadlines. Excellent analytical and problem solving skills required.

Strong oral, written & interpersonal communication skills a must.

Strong skills in MS Office suite, Knowledge of SQL data bases and SQL Query tools.

Bachelors degree in a Health related or Information Systems field required.

<http://www.uhhospitals.org/jobs>

Accounting Services Representative

Beachwood, Ohio

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COMPANY PROFILE

Summary

Advance is an entrepreneurial, financial services company located in Beachwood, Ohio. We provide short-term receivables financing and back-office outsourcing services to small and growing companies around the country.

Employees

Our employees are team players willing to go the extra mile for our clients. We pride ourselves on our integrity, our attention to detail, and our dedication to continual process improvement. We reward individual and team performance through compensation and recognition.

Our Team

We seek a high-energy, results-oriented addition to our team with an understanding of accounting principles such as payroll, payroll taxes, a/p, a/r and cash posting who loves numbers.

The Accounting Services Representative will be responsible to:

Review payroll data for accuracy. This requires checking critical details such as accuracy of taxing locales and balancing figures from multiple databases.

Review client invoicing for accuracy. This requires checking critical details such as supporting payroll information.

Finalize payroll and print checks.

Finalize invoicing and print invoices.

Prepare packets for shipment to customers

Assist with other functions within department such as invoicing and customer service.

Balance payroll and invoicing to accounting statement for accuracy.

Other duties as assigned.

This is a nonexempt, non supervisory position.

Will consider FT or PT applicants.

Full time hours are a 10 hour, 4 day work week. On holiday weeks, work schedules revert to a 5 day work week. This position requires the ability to stay until all work requirements are completed at the end of the day. Some overtime may be required. Work schedules are subject to change depending upon department needs.

If applying for part time hours, must be able to work Tuesday through Thursday from 12 pm to 6 pm.

Benefits

Advance offers very competitive benefits to all eligible employees, including:

Medical

Dental

401(k)

Paid Holidays

Paid Time Off

Life and AD&D

Short-term disability

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Advance is an Equal Opportunity Employer.

No Recruiters Please.

www.advancepayroll.com

Requirements:

We seek the following skills, training and experience:

Associates Degree in accounting or High School diploma/equivalent and 2 years' equivalent work experience.

Understanding of basic accounting principles including payroll, payroll taxes, A/P, A/R, and cash posting a plus.

Must be detail oriented, customer focused, proactive and able to work under pressure.

Excellent organizational and time management skills.

Excellent oral and written communication and interpersonal skills.

Ability to use multiple types of software including MS Office and proficiency in basic office equipment.

Key Words: Accounting, Payroll, Numbers, Accounts Receivable, Balancing

Administrative Assistant/Executive Secretary

MAKE IT A GREAT NEW YEAR!

Financial Planning firm in Strongsville has immediate opening for a motivated Executive Secretary/Administrative Assistant. The ideal candidate will have 5 years experience in a key support role in the financial services industry. **Only Series 6 or 7 license holders will be considered.** Ohio life insurance license also required.

Solutions based thinking, proficient in Microsoft Office and CRM applications, along with a good working knowledge of investment concepts, mutual funds, etc., will light up your resume and get you noticed.

A competitive benefits package and generous Profit Sharing Plan could be yours! If your New Year's Resolution is a new career opportunity, submit qualifications and salary requirements.

Contact Information

Contact: Brenda Fairchild

Phone: 4405723533

Address: 10950 Pearl Road A6
Strongsville, Ohio 44136

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AUTOMOTIVE OFFICE PERSONEL

Kia of Bedford on the Bedford Auto Mile is currently looking for additional office personnel including general automotive accounting person and an evening and weekend receptionist/cashier. Please apply by Fax (440-735-4905) by e-mail at lbraddock@kiaofbedford.com or by mail 18180 Rockside Rd, Bedford, Ohio 44146. Please do NOT apply in person. Thank You.

Billing Coordinator

The law firm of Thompson Hine has a rich history, a rewarding present and a promising future. Founded in 1911, Thompson Hine has grown from a small office in Cleveland to a firm of over 380 lawyers in seven cities. We pride ourselves on our ability to deliver extraordinary legal services through a partnership dedicated to the principles of professionalism, teamwork and collegiality.

We are seeking candidates for a full-time position located within our office in downtown Cleveland.

The primary responsibilities for this position will be:

- processing all client bills for Cleveland office
- answering questions, solving problems and providing assistance to secretaries when requested
- researching pending invoice reports periodically throughout the month
- acting as back up for other billing coordinators
- utilizing electronic billing systems
- answering the Billing Help Line and e-mail account
- assisting in the filing of client bills for the entire firm

Requirements:

The ideal candidate will possess a high school diploma or equivalent and five years billing experience in a professional service firm, preferably in the legal arena. Experience working with the Elite financial system is also preferred, but not required.

In addition, ideal candidates will possess excellent customer service skills with strong listening, verbal and written communication skills as well as be detail oriented, accurate and able to work independently.

Thompson Hine offers a great work environment and also a competitive compensation and

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benefits package, commensurate with experience.

For confidential consideration, please send resume and salary requirements to Thompson Hine LLP, Attn: Human Resources, 3900 Key Center; 127 Public Square; Cleveland, OH 44114-1291 or e-mail to HR@ThompsonHine.com.

Activities Coordinator

Gates Mills Club, a Senior Independent Living Community, located in Mayfield Heights, Ohio is seeking a full time 36 hours per week Activities Coordinator.

This position involves planning events, outings, games and exercises for residents. This position will also involve supervising the activities to ensure residents participate safely as much as they are able.

This position requires driving our van/bus to scheduled outings as needed when the regular driver is not available. This is mandatory and a good driving record is required.

Experience working with Senior Adults in the activity area is helpful but not required.

This position is 36 hours per week Monday through Friday. The rate of pay for this position is \$14 per hour.

Send all resumes to jkiehl@roadrunner.com. No phone calls please.

Legal Assistant/Secretary

Subrogation law firm seeking full-time Legal Assistant/Secretary position for two attorneys.

Salary requirements must accompany resume in order to be considered.

Benefits: health, dental, 401k.

Requirements:

Legal Assistant/Secretary will be responsible for daily secretarial duties, including typing, calling clients and courts.

Legal Assistant/Secretary must possess knowledge of Word.

Must have 3 years Legal Assistant/Secretary experience and type a minimum of 70 wpm.

Contact Information

Contact: Nancy Berardinelli

Phone: 216.241.4100

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Fax: 216.771.3100

Address: 55 Public Square, Suite 800
Cleveland, Ohio 44113
United States

NOTE: CEOGC is not responsible for non-responsive employers.

Preparer: Frank DeSantis Business Development Specialist
Workforce Development Program, Employment Services