



Community Resource & Employment Service

August 2, 2021

(216) 651-5188

www.stepforwardtoday.org

Step Forward compiles a list of jobs that are available in Greater Cleveland each week. The list below is arranged by industry. Each entry includes brief information about the position with a link to the job posting for more information and to apply.

CUSTOMER SERVICE

CUSTOMER SERVICE REPRESENTATIVE - REVENUE GROUP - CLEVELAND

Answer outbound calls for assigned lender relationships including assisting callers with questions regarding letters or charges for insurance; obtaining proof of coverage; etc. Check insurance websites for proof of coverage and printing proof for data entry. Contact agent to verify Break in Coverage (BIC) dates. High school diploma or equivalent is required. Associate Degree preferred. 1-2 years of client management experience in marketing, sales or retail preferred. Proven track record showing a strong commitment to client services.

https://www.indeed.com/viewjob?jk=f3f11f903fb8283&q=customer%20service%20representative&l=Cleveland,%20OH&tk=1fc1dlilltg0k801&from=ja,iaBackPress&alid=5ee79e5cda4a67353f174f1f&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fc1dlilltg0k801

CUSTOMER SERVICE REPRESENTATIVE/WORK FROM HOME - BLUE SKIES CLEANING SERVICES - CLEVELAND

Responsible to manage the calls, emails, strategy to help our clients execute their hiring and recruiting needs. You will be responding to emails, phone calls and correspondence with team members daily. Ability to work from home with a computer or laptop and no distractions. Proficient computer skills including google docs and spreadsheets and ability to learn our scheduling system. Full-time. \$400.00 - \$500.00 per week. Fully Remote

<https://app.careerplug.com/jobs/1379972/apps/new>

CUSTOMER SERVICE REPRESENTATIVE - THE KIRBY COMPANY - CLEVELAND



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Serve as the liaison between customers and the company and is responsible for taking product order requests, introducing brands & products, and assisting with fulfillment. Responsible for administrative functions, data entry, assisting with invoicing/reconciliation and receiving inbound calls. High School Diploma or equivalent required, Associates or Bachelor's Degree preferred. 2+ years' experience in customer relations, data entry or office management. Proven work experience in a cross functional environment with successful results. Advanced computer skills in Microsoft Office Suite. Full-time. \$26,900.00 - \$41,000.00 per year.

https://www.indeed.com/viewjob?jk=917b70e3e05e9a71&q=customer%20service%20representative&l=Cleveland,%20OH&tk=1fatbc5j8ub22800&from=ja,iaBackPress&alid=5ee79e5cda4a67353f174f1f&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fatbc5j8ub22800

CUSTOMER SERVICE ASSOCIATE/BAGGAGE AGENT - GREYHOUND - CLEVELAND

The Baggage Agent will perform activities in accordance with company standards to accomplish the Company objective of being the lowest cost and best provider of ground transportation by ensuring passenger luggage is loaded and unloaded in a timely, accurate and safe manner. Meets arriving buses to timely and safely remove baggage checked to local destination. Ability to handle packages/bags weighing up to 100 lbs. Bilingual candidates preferred based on local business needs.

https://careers.greyhound.com/jobs/vacancy/customer-service-associate---baggage-agent-32544/32788/description/?_channelid=334

CUSTOMER SERVICE REPRESENTATIVE - THE EUCLID CHEMICAL COMPANY - CLEVELAND

\$20 an hour. The Euclid Chemical Company is searching for both full-time and part-time individuals with strong communication skills and a service-orientation to join our team. The primary responsibility is providing a superior level of service to our customers, and strong sales support to our sales representatives and managers. Within defined territories/constant territories, this position manages all sales orders and plays a significant part in the company/customer relationships. College (4yr or 2yr) degree preferred, minimal required High School graduate.



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Experience in Customer Service, CRM, and/or a background in a high paced office environment preferable. Prior SAP or MRP experience preferable.

https://www.indeed.com/viewjob?jk=96b4ee39168c7e09&q=customer+service+representative&l=Cleveland,+OH&tk=1f9hdj0qhua24801&from=ja&alid=5ee79e5cda4a67353f174f1f&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1f9hdj0qhua24801

CUSTOMER SERVICE REPRESENTATIVE - SERCO - EUCLID

The Call Team Level 1 Agent will be on a dynamic team, supporting customers with processing their retirement pensions at our Euclid, OH location. Receive inbound participant phone calls and provide appropriate customer service support in accordance with defined PBGC and Serco guidelines. A High School diploma. At least six months to one (1) year of experience working in an office setting answering telephones, retail, etc., or in a similar setting, including demonstrated keyboard board skills, and verbal and written proficiency in English language to facilitate clear and accurate exchange of information to callers.

<https://careers-sercona.icims.com/jobs/39315/customer-service-representative-%28ohio%29/job?mode=view&mobile=false&width=1713&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

CUSTOMER SERVICE - WALGREENS - CUYAHOGA COUNTY

CUSTOMER SERVICE ASSOCIATE: Build personal connections and trust with customers. Discovers the customer's priorities. Simplify the customer experience. Ambassador for Walgreens Products, Services, and Technology.

PHARMACY TECHNICIAN: Provides the best care for patients and customers. Upholds industry standards and Walgreens pharmacy standard operating procedures. Champions Customer/Patient Experience. Delivers Optimal Health Outcomes

SHIFT LEAD: Build personal connections and trust with customers. Discovers the customer's priorities. Simplify the customer experience, proactively offer solutions, and anticipate needs.



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INVENTORY SPECIALIST: Responsible for executing, monitoring, and training. Supports pharmacy inventory management activities. Responsible for reviewing and coordinating the proper use of reports and system applications. Responsible for executing and maintaining front end and pharmacy asset protection techniques, and filing claims. One year of prior retail work experience with knowledge.

<https://jobs.walgreens.com/>

CUSTOMER SERVICE REPRESENTATIVES - PROVIDE A RIDE - CLEVELAND

\$12.00 per hour. Answer incoming calls. Interview customers; obtain pertinent information transportation needs. Input and document trip information. Ensure customers' personal data is accurate. Must have a High School Diploma or GED. Six months to a year related experience in a call center environment is required, or equivalent experience with customer service phone calls. Bilingual in Spanish preferred.

To apply: www.providearide.com/join-our-team. Click on 'Open Positions' or Contact our Human Resources Recruiter, Akilah Thomas at 216-475-1001 ext. 183.

CUSTOMER SPECIALIST - CARMAX - WARRENSVILLE HEIGHTS

Guide customers every step of the way, from sale or facilitating the appraisal to test drives and arranging financing applications. Conduct vehicle condition assessments. Communicate effectively with customers. You will manage a variety of diverse tasks, including vehicle sales, processing of sales paperwork, assessing vehicle condition for use in appraisals, and even managing repair orders. A valid driver's license is required. Sales and customer service experience, in an area such as retail, is preferred. Strong written and verbal communication skills

https://careers.carmax.com/us/en/search-results?keywords=customer%20specialist%20&p=ChIJhxPPZK_iMIgR9vEpw8zUMaI&location=Warrensville%20Heights,%20OH,%20USA



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OFFICE

ADMINISTRATIVE ASSISTANT - MCKEAN MACHINERY SALES - BROOK PARK

Manage the office administrative responsibilities of a small industrial sales firm. Tasks include managing incoming calls, general office administrative tasks, Inventory data entry, assist sales staff, and manage overall office operations. Experience dealing with all aspects of the operations of a small established company. Willing to work in a team environment. Strong computer skills. Experience with IBM iSeries a plus. Strong communication skills and ability to work with a sales team. Willing to learn all aspects of the firm's operations, from bill processing to inventory entry. Full-time. \$20.00 - \$25.00 per hour. High school or equivalent. Administrative Assistant: 3 years.

https://www.simplyhired.com/job/pCgCorh-RcDptZJvu5TijASdUO4qQdo1guvdVrkfKjO5Z8zRnQ3loA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fc3hm0o63ptm000

FRONT DESK RECEPTIONIST - THE PLUG APPLIANCES - CLEVELAND

This job requires heavy interaction with customers from answering phones to assisting them with questions on the show room floor. You will be required to input inventory into the computer, schedule deliveries and other sales driven functions. The ability to multi-task is a must! Must have at least 6 months' experience in a customer service driven position. High school diploma required. Full-time. \$12.00 - \$15.00 per hour.

https://www.simplyhired.com/job/kUXgK5dmNPY0CSRqIGO6ggEW4Hd9bANxJSS0F6ai4wagxlR7DOxwRA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fc3hm0o63ptm000

ADMINISTRATIVE ASSISTANT - BASF - BEACHWOOD

Responsible for providing a wide range of general administrative duties. Prepares purchase requests, resolves invoices and creates shipping documents within SAP. Ensures site procedures are updated and posted in Documentum. High School Diploma or GED with 10 years of



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administrative or customer service experience OR an Associate's Degree with 5 years of administrative or customer service experience Preferred qualifications: SAP experience or use of similar manufacturing programs preferred Experience with SharePoint and IBM notes is preferred 1 year of experience related to creation of shipping documents preferred.

https://basf.jobs/light_green_NA/job/Beachwood-Administrative-Assistant-OH-44122/695377401/?utm_source=Indeed

ADMINISTRATIVE ASSISTANT - NEIGHBORHOOD FAMILY PRACTICE - CLEVELAND

Full-time. \$28,000 - \$40,000 a year. The Administrative Assistant provides clerical and organizational support to departments of NFP through the direction of the Executive Assistant. Coordinates office operations and performs administrative duties to support the office of the President and Chief Executive Officer. Coordinates and assists with the scheduling of, preparing for and catering of meetings. Researches office purchases and conducts cost or pricing comparisons. Orders office equipment. High School Diploma or GED. Experienced in Microsoft Office applications. Typing speed of at least 50 wpm.

https://www.simplyhired.com/job/6UM-fblMp1fAsXw7jC_BQUwnX8hyoboXmm7IBSU68mTQYI7ndJAjog?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fbmnp6n7tfuh800

ADMINISTRATIVE ASSISTANT - ALUTIIQ - CLEVELAND

Full-time. Responsible for providing project-level administrative and clerical assistance by carrying out and coordinating all clerical and day-to-day administrative support activities for the NASA Agency's Communication Services Project (CSP). Work involves managing project operations, independently carrying out a variety of administrative and clerical support assignments, and assisting project customers with a variety of matters related to the mission of CSP. Associates Degree in Business, Communications, or equivalent. Minimum 5-7 years working in an office environment and event planning. Experience with Microsoft Office applications. Experience utilizing all functionality of Outlook Calendar application. Experience with SharePoint is required. Must have a good understanding of NASAs Correspondence



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Standards, document processes and procedures.

<https://alutiiq.hua.hrsmart.com/hr/ats/Posting/view/692/0>

RECEPTIONIST PEPPER PIKE OFFICE - OHIO REAL TITLE AGENCY - PEPPER PIKE

Full-time. \$23,000 - \$34,000 a year. Handle clients' questions, comments, and concerns on phone calls. Assist visitors with questions and concerns. Organize incoming mail and packages. Set up files for the office. Enter data into various company databases.

https://www.simplyhired.com/job/ZeQ_1164gn7LlKi-7zg3D2MaZFNhcU_ClxC452yih4SWYGmElw_MLQ?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fbhgql0ubp5800

ADMINISTRATIVE ASSISTANT - CLEVELAND DENTAL INSTITUTE - CLEVELAND

Preparing reports, memos, invoices, letters, and other documents. Answering phones and routing calls to the correct person or taking messages. Researching and conducting data to prepare documents for review and presentation by directors. Maintaining the relation with health insurance companies that includes credentialing, updating information, etc. Arrange corporate events inside or outside of the work place, such as fund-raising events and staff appreciation events, etc. Full-time, Contract. \$10.00 - \$20.00 per hour. High school or equivalent. Customer service: 1 year.

https://www.indeed.com/viewjob?jk=b617994c09a5d267&q=assistant%20director&l=cleveland,%20OH&tk=1falb1315uemj800&from=ja,iaBackPress&alid=5ffefac89b5d407cc00786ed&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1falb1315uemj800

ADMINISTRATIVE OFFICE CLERK - NORTHEAST OHIO NEIGHBORHOOD SERVICES, INC. - CLEVELAND



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Full-time. \$26,000 - \$34,000 a year. Responsible for providing ongoing reception and administrative support to the general administrative office staff at the Corporate Office. Maintain and enhance NEON's social media websites, Facebook, Twitter, Instagram. High School Diploma or GED is required. Minimum two years of work experience and/or additional education beyond high school. Excellent verbal and written communication skills including professional phone etiquette. Must have excellent technical skills.

https://www.simplyhired.com/job/I4n5nq1j0cTEbe0HWy_J5tmSFlyYwR9JWwCvZ8-yESlx5Jbu6Skgg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fag5quubudgj800

SECRETARY ASSISTANT - TENDER LOVING CARE TRANSPORTATION SERVICES - CLEVELAND

Secretary position is as follow. Office coordinating, maintaining medical records, billing, answering phones, dispatching. Full-time, Contract. From \$10.00 per hour. High school or equivalent. Microsoft Powerpoint: 2 years (Preferred). Administrative Experience: 2 years (Preferred).

https://www.simplyhired.com/job/W7vyqks9mUOkdkuEMn513KfRuR28E9FDwpfCyjkQzajMO7mSLs1nlw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f9rfia6uu8h2800

ADMINISTRATIVE ASSISTANT - URSULINE COLLEGE - PEPPER PIKE

Position is 25 hours/week. Manage the day-to-day office activities of the Athletic Department, including word processing, phones; maintaining fitness center access; assisting with fund raising events; making travel arrangements for teams; ordering supplies; working with dining services; and processing insurance claims for athletes. Involves regular tracking of student-athlete and staff completion of Departmental requirements and processing monthly expense reporting. High School graduate; Associate degree preferred; at least 2 years' office/clerical experience. Must be proficient in Microsoft Office, including Excel. \$12.00 - \$14.00 per hour.



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https://www.indeed.com/viewjob?jk=1e70a214814da7fa&q=assistant%20director&l=cleveland,%20OH&tk=1fa0h3ithu8fd803&from=ja,iaBackPress&alid=5ffefac89b5d407cc00786ed&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fa0h3ithu8fd803

FINANCE

BOOKKEEPER/ADMINISTRATIVE ASSISTANT - MULTI-FLOW DISPENSERS - INDEPENDENCE

\$40,000 - \$50,000 a year - Full-time. Multi-Flow Dispensers, a 50+ year old beverage company is hiring. As a beverage supplier to bars and restaurants we are adding to our workforce! Create standard month end reports, enter transactions and reconcile accounts on a monthly basis. Excellent computer skills, (Word, Excel, Outlook.) Create invoices for completed projects. Print checks, credit card reconciliations. Collect data from multiple sources and create reports.

[https://www.indeed.com/viewjob?jk=2245f8fe06d6c822&q=WORKFORCE%20\\$45,000&l=Cleveland,%20OH&tk=1fc20vgkdtg0k802&from=ja,iaBackPress&alid=60eca1095198012dd2706d1c&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fc20vgkdtg0k802](https://www.indeed.com/viewjob?jk=2245f8fe06d6c822&q=WORKFORCE%20$45,000&l=Cleveland,%20OH&tk=1fc20vgkdtg0k802&from=ja,iaBackPress&alid=60eca1095198012dd2706d1c&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fc20vgkdtg0k802)

ACCOUNTS RECEIVABLE CLERK - CITY OF BROADVIEW HEIGHTS

\$21.42 - \$26.98 an hour. Full-time. This position is responsible for managing the complete process of utility billing and securing revenue for all city accounts by verifying, depositing and posting all receipts in an automated office environment. Performs the City's banking functions; daily. Tracks grants, lease contracts, prisoner board and care payments and all agreements the City has entered into to ensure receipt of funds. BA/BS degree in Finance, Accounting or Business, or a commensurate level of directly related experience; Government experience is a plus. Proficiency in Microsoft Word and Excel, experience with Software Solutions Inc., (SSI) accounting and utility software a plus.

<https://www.indeed.com/viewjob?jk=41561bbc3864dc9f&q=assistant%20director&l=cleveland,%20OH&tk=1fbk77n6vua6s801&from=ja,iaBackPress&alid=5ffefac89b5d407cc00786ed&utm>



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[_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fbk77n6vua6s801](http://www.stepforwardtoday.org?campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fbk77n6vua6s801)

REGIONAL TELLER/CUSTOMER SERVICE REP I - THIRD FEDERAL SAVINGS & LOAN - CLEVELAND

Full-time. High school diploma or GED. We are looking for an experienced Customer Service Representative I/Teller to cover 4 different branch locations: Garfield Hts., Main Office (East 71st Street), Westtown and Ohio City. The qualified candidates will be proficient in all aspects of cash handling, managing and balancing a teller drawer and positively resolving customer issues.

Working with the bank's customers and handling financial transactions. Managing and balancing a teller drawer. One year of recent previous teller experience required. A minimum of 6 months' recent cash handling experience and one year of customer service experience in a face to face retail bank environment. High School diploma.

<https://recruiting.ultipro.com/THI1003TFSLA/JobBoard/3cffe15e-93d4-4b9e-a29a-fe881bdce36e/OpportunityDetail?opportunityId=c0b883bb-a6e5-41d4-bf34-e38dfbdf3055>

ACCOUNTS PAYABLE COORDINATOR - SYNTHOMER - BEACHWOOD

The Accounts Payable Coordinator will be responsible for full cycle accounts payable and general accounting. As well as providing high-level training to stakeholder and completing monthly and quarterly quality tasks or projects as assigned. Process vendor invoices. 3+ years of experience accounts payable experience. SAP Accounts Payable knowledge and experience - current user of SAP. Proficient in Microsoft Office software with high proficiency in Excel Continuous improvement mindset.

https://synthomer.wd3.myworkdayjobs.com/en-US/omnovacareers/job/US-OH-Beachwood/Accounts-Payable-Coordinator_R1724

BUSINESS ANALYST - BRITESKIES - CLEVELAND



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Proactively communicating and collaborating with customers to analyze information needs and functional requirements, and delivering full functional documentation. Collaboration with developers, project managers, and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs. A Business Administration, Finance, Economics, Management Information Systems, or related degree. Experience leading team-based activities and group projects. 3+ years ecommerce related experience.

<https://www.briteskies.com/business-analyst?hsCtaTracking=75ebce89-35db-47d9-80ab-69c30494d90c%7C68a12d45-1b92-4a48-a05c-f59501e10efd>

CUSTOMER SERVICE REPRESENTATIVE - CREDIT FIRST NATIONAL ASSOCIATION - BROOK PARK

\$16.50 an hour. Full-time. Handle inbound calls while meeting performance objectives. Support departmental projects or initiatives. \$16.50 plus \$.75 shift differential for closing shift. Taking payments. Status on new applications. Account balances. High School Diploma. Proven track record of professionalism and openness to coaching and feedback. Excellent communication skills, both written and verbal. Working knowledge of Microsoft Office.

https://www.bebriidgestone.com/en_us/job-details?id=2021_05852&source=Indeed

HEALTH

JOB OPENINGS - KOINONIA HOMES - CUYAHOGA COUNTY

Now offering \$1,000 Sign On/Retention Bonus for Direct Support Professionals & Supervisor Positions.

<https://koinoniahomes.hirecentric.com/jobsearch/>

MEDICAL RECORDS FILING CLERK - COMMUNITY ASSESSMENT & TREATMENT SERVICES - CLEVELAND



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Safeguards clients' record confidentiality and secure storage to meet HIPAA guidelines and standards. Compile, process, and maintain clients' records in a manner consistent with administrative, ethical, legal, and regulatory requirements of the Agency. Provides coding or data entry backup when indicated by departmental needs. Close and Scan files for Archiving purposes into medical records system. High School Diploma or Equivalent. One (1) to Three (3) years of job-related data entry / clerical experience. Full-time. \$13.00 per hour

https://www.indeed.com/viewjob?jk=645d60562e6830c1&q=medical%20office%20%22receptionist%22&l=cleveland&tk=1fae1vdou8bm801&from=ja,iaBackPress&alid=573d2a92e4b0f90143fc7de7&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fae1vdou8bm801

INTAKE COORDINATOR - LIFESTANCE HEALTH - BEACHWOOD

Full-time. The Intake Coordinator is responsible for assisting new patients or existing patients for new providers with initial assessment scheduling. Intake coordinators collect the necessary demographic information, insurance information, and clinical history. High school diploma or equivalent required. 2+ years of experience in a call center environment; previous experience in healthcare is preferred. Prior customer service experience in medical or mental health practices preferred.

https://www.indeed.com/viewjob?jk=64ea2c149b8099f8&q=customer%20service%20representative&l=Cleveland,%20OH&tk=1f8877a71u7dd809&from=ja,iaBackPress&alid=5ee79e5cda4a67353f174f1f&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1f8877a71u7dd809

JOB OPENINGS - R.E. PRUITT - CUYAHOGA COUNTY/LAKE COUNTY

DIRECT CARE PROFESSIONAL: Providing services/supports to individuals with developmental disabilities and/or elderly in the homes. Helping individuals stay in their homes, independent, be a part of their community and function to their full potential. Must have high school diploma or equivalent or enrolled in program. Reliable transportation and current insurance. Drivers' license with less than 5 points. \$10-\$12 hour. \$150 Sign-on bonus.



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ADMINISTRATIVE ASSISTANT: Managing filing system, recording information, updating paperwork, performing general office clerk duties and errands, maintaining supply inventory, and aiding with client reception. Computer literate with knowledge of word processing software programs. Part Time. \$10.00- \$11.00 per hour.

Email your resume to repruittservices@gmail.com or

Fill out our online application -(click here) <https://hipaa.jotform.com/201906093078153>

DIRECT SUPPORT PROFESSIONALS - WILLING HANDS - CLEVELAND

Willing Hands, Inc. is currently looking for motivated and caring individuals to work closely with individuals who have developmental disabilities. Candidates must be at least 18 years of age with a high school diploma or GED and have a clear background.

Please fax resumes to 216-441-9127 or email them to whcareercenter@yahoo.com. Applicants can also apply in person at 3707 E. 71st Street Cleveland, Ohio 44105.

PATIENT CONCIERGE - UNIVERSITY HOSPITALS - CLEVELAND

Primarily responsible for increasing the number of referrals to hospital specialists, programs and testing by enhancing referral relationships and streamlining access. Manages calls to triage and provide customer with appropriate resolution. Coordinating appointments. Minimum of 5 years' experience in healthcare or a related position required. Healthcare scheduling experience strongly preferred. High School diploma or GED required. Degree or progress towards degree preferred. Demonstrated ability to use Microsoft Office suite and general office equipment.

https://careers.uhhospitals.org/job/12611992/patient-concierge-highland-hills-cleveland-oh/?utm_medium=%2522mcloud%252Djobads%2522&utm_campaign=&utm_content=Patient%2520Concierge%2520%252D%2520Highland%2520Hills&utm_term=210000LG

MULTIPLE OPENINGS - ELIZA BRYANT VILLAGE - CLEVELAND



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PERSONAL CARE ASSISTANT (HOMECARE)-PRN: 13.00 hr. Perform a variety of supportive client care duties. Assists residents with activities of daily living. Reports any changes in client's condition/appearance/function to nurse supervisor or manager. Assist client to maintain optimal nutritional and hydration status by meal planning, grocery shopping and helping client to eat. Must meet the Ohio Department of Aging education, training, and experience requirement.

STNA- ALL SHIFTS: 13.00 hr. This position is responsible for a variety of supportive resident care duties and provides related services that promote comfort, safety and meet the resident personal needs. Participate in resident care assessments. Minimum of High School diploma or G.E.D. equivalent. Preferred a minimum of one (1) year of nursing experience in a setting serving the same age/type of resident population served by this facility. Completion of State Tested Nursing Assistant program.

<https://elizabryant.applicantstack.com/x/openings>

ADMINISTRATIVE ASSISTANT II - CLEVELAND CLINIC - CLEVELAND

Performs a variety of duties to support assigned health care professionals such as scheduling, handling phone calls, greeting customers and correspondence. Assists with special projects and management functions. High School Diploma or GED. Three years' office experience. Experience using Microsoft Office Suite products (Outlook, Word, Excel or Power Point).

<https://jobs.clevelandclinic.org/search-jobs/administrative%20assistant/27575/1>

MULTIPLE POSITIONS - NEON - CLEVELAND

COMMUNITY HEALTH WORKER (MOMS AND BABIES FIRST PROGRAM): Responsible for providing ongoing outreach services to at least 24-33 African American high risk pregnant women in the specified geographic locations. High School Diploma or GED is required. Bachelor's degree in Social Work or related field is preferred. 1-2 years of outreach, case management, or home health care experience. Dependable transportation is required. Proficient in the use of Microsoft Office applications, and Outlook.



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APPOINTMENT SPECIALIST: Responsible for day-to-day scheduling of all appointments, confirmation, cancellation, general registration, welcomes all new HMO patients, makes same day appointments, and sends reminder letters or faxes to patients when needed. High School graduate or equivalent.

OFFICE MANAGER: The Office Manager provides administrative support to the health center. High School Graduate or equivalent; 2 years of patient registration or related experience. Demonstrated knowledge and understanding of insurance plans/benefits and the verification processes. Working knowledge of HIPAA guidelines and medical terminology.

COVID-19 DOOR SCREENERS: Under the general supervision of the Director of Nursing Affairs or Assistant Directors, the COVID-19 Door Screener will greet staff, patients, and visitors, having them complete the Screening Questionnaire and Restricted Access forms. High school diploma or GED. Strong verbal and written communication skills.

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

JOB OPPORTUNITIES - KEMPER HOUSE – STRONGVILLE/HIGHLAND HEIGHTS

No experience in long term care needed. If you have a caring heart, a positive outlook on life, and a desire to help others, experience the Kemper difference. Kemper House provides all of the training needed to be successful in your new career. We have a selection of departments, hours, and shifts to meet both the needs of our homes and our staff.

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=1F180E231B43391B4DE52CC273F67767>

CAREGIVER/HOME HEALTH AIDE - COMFORT KEEPERS - CLEVELAND

Duties include skin care, ambulation, bathing, dressing, nail care, oral care, exercise, feeding, toileting, positioning, and transfers. The applicant must have one of the following certifications: STNA. HHA. CNA. DSP. Worked under nurse supervision for 1 year. Valid driver's license and reliable transportation. Ability to pass a state background check. Federal background check



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required if you have not lived in the State of Ohio for the last 5 years. Must be 18 years of age. One-year professional experience as a caregiver or home health aide.

<https://www.comfortkeepers.com/offices/ohio/greater-cleveland/careers/jobs/jazz>

JOB OPPORTUNITIES - MENORAH PARK - BEACHWOOD

\$12 an hour. The staff person will be Receptionist for the Stone Gardens Administrative team. This position will be responsible for the switchboard; nurse call paging system; all secretarial/clerical duties (typing, copying, filing, etc.); assisting residents, families and visitors; scheduling transportation and performing some marketing tasks as needed. Excellent computer skills and proficient in Microsoft Office.

<https://www.menorahpark.org/employment/current-openings>

FOOD/HOSPITALITY/CLEANING

DISHWASHER - LUNA BAKERY & CAFE - CLEVELAND HEIGHTS

Full-time | Part-time \$12 - \$14 an hour 15 hours ago. We close at 4pm daily so perfect for someone looking to get out of the late night restaurant grind. Wash dishes, take out garbage, bus tables, clean cafe and kitchen. Provide amazing customer service to our guests.

https://www.simplyhired.com/job/VITpv1OoVVNMYmFcBxca2Krqfb4TRFbPgwsNgUkNledpAswOE77yfw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fc3hm0o63ptm000

MULTIPLE JOB OPENINGS - THE RED VELVET CAKE - BEACHWOOD

The Red Velvet Cake is a small business that has provided delicious cupcakes and cakes to Northeast Ohio since the late 1990s. We are seeking to employ a qualified candidate who enjoys serving customers. Dependable, ability to manage self and others, ability to balance funds, operate POS, chrome book, laptop, printer, and basic computer skills. Will receive on the job



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training. Must be available on weekends and holidays. Driver(s) must have a valid Ohio Driver's License • Driver(s) must carry valid auto insurance. Driver(s) must carry workers' compensation. Driver(s) must have their own reliable and clean transportation. (Preferred late model SUV or Hatch back.) Salary range sales associate rates \$10.00 - \$12.00 manager rates \$12.00 - \$17.00 per hour driver rates are determined by runs per day (\$50 base rate per run) Preferred candidate: High School Diploma, college student, significant work experience, associates degree in business management, hospitality, or customer service.

TO APPLY 1. Go to www.theredvelvetcakeus.com 2. From the Services Page print out application 3. Email to thervcemploy@gmail.com 4. Drop off: The Red Velvet Cake – Beachwood Place Mall 26300 Cedar Rd., Beachwood, Ohio 44122, Monday through Saturday (3:00 PM – 5:00 PM).

TRAVELING MERCHANDISER - SASR WORKFORCE SOLUTIONS

\$13-\$15/per hour. Travel incentive pay. Hotel provided. Weekly pay. It's a perfect fit for those who love to travel and stay on the road! It's a perfect fit for those who love the specialized part of retail—setting planograms, building and moving counters and more! It's a perfect fit for those who love creating the perfect looking store. It's a perfect fit for those with concurrent retail experience of at least 1 year. If they worked at least 1 retail job for a full year doing the specialized work, they tend to work through the entire assignment. It's a perfect fit for those who enjoy working the night shift. It's a perfect fit for those seeking to earn \$14- \$15 per hour and more!

https://jobs.sasrlink.com/?qs_search_job=refine.state%3doh

HIRING OPENING 8/26/21 - TJ MAXX - WOODMERE STORE CHAGRIN BLVD

TJ Maxx will be opening their new store in Woodmere off of Chagrin and RT 271. They rebuilt a new store in the same shopping center. They are interviewing for a Customer Service Coordinator, Sales, Stockers and cashiers. They are looking to hire up to 30 people.

<https://jobs.tjx.com/>



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CASHIER PARKING SERVICES - HILTON CLEVELAND DOWNTOWN - CLEVELAND

Full-time. Weekend Availability Required. The Valet Cashier is responsible for securing guest vehicle keys and accurately collecting and reconciling revenue while providing exceptional hospitality services in an attentive and friendly manner.

https://townepark.wd5.myworkdayjobs.com/en-US/ext/job/Cleveland-OH/Cashier--Hotel-Parking-Services--Weekend-Availability-Required-_REQ21-38841?source=IndeedOrganic

ROOMS INSPECTOR - THE WESTIN CLEVELAND

Full-time. The Rooms Inspector ensures associates promptly clean public areas and guest rooms are maintained, cleaned and inspected to standard for resale to incoming guests. Responsible for training associates on customer service. Inspects rooms and assigned areas for cleanliness and maintenance. Supervise, coach, counsel and train Public Area Attendants, Room Attendants and Linen Runners. High school education or equivalent experience. Experience required by position is from one to two years of employment in a related position with this company or other organization(s). Requires supervisory skills.

<https://sagehospitality.jobs/cleveland-oh/rooms-inspector/9C0965C0E83B457BBD8A196DE5109C40/job/>

COLLEGE FOOD SERVICE - NORMANDY CATERING - SOUTH EUCLID

\$13 - \$20 an hour. Full-time. Normandy Catering at Notre Dame College is hiring all positions for the upcoming school year. Chefs, line cooks, pizza maker, deli, cashier, grill cook and dishwashers. Please send resume today!

https://www.indeed.com/viewjob?jk=7f8b7e432e6ddd38&q=%22cashier%22&l=cleveland&tk=1fa0phqjc3pa8001&from=ja,iaBackPress&alid=573d2a92e4b0ca9c4d4840e7&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fa0phqjc3pa8001



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CUSTOMER SERVICE SALES/\$15.00 HR. - MARRIOTT INTERNATIONAL - SOLON

Handle incoming contacts for a variety of Marriott brands and assist customers with their booking needs. Responsibilities include processing reservation requests and support of basic loyalty and customer care requests. This role will identify guest reservation needs and follow sales techniques to maximize revenue. Provide customer support through assistance and guidance in issue resolution, and an open communication with Marriott properties, related company contacts, and third parties. Speak with others using clear and professional language; answer telephones using appropriate etiquette.

<https://jobs.marriott.com/corporate/jobs/21064518?lang=en-US>

HOTEL TELEPHONE OPERATOR - RENAISSANCE CLEVELAND - CLEVELAND

\$25,000 - \$33,000 a year. The Telephone Operator's main responsibility is to respond to incoming calls in a timely manner and direct caller to appropriate destination; ensuring efficient communication within to and from the hotel while maintaining attentive courteous and efficient customer service. High School diploma or equivalent and/or experience in a hotel or related field preferred. Must be able to work with and understand financial information and data and basic arithmetic functions.

https://www.simplyhired.com/job/AHHvsW1YhmkmYT_P2YQ3gi8Px7Y6961wmmuZi1SVTOOW7FIibjbCA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f9ehqrqp3p1q000

JOB OPENINGS - K&D - CUYAHOGA COUNTY

K&D is currently recruiting for the following open positions: Leasing & Sales Associates, Maintenance Technicians, and Custodial Technicians. All interview is either with our Vice President of Human Resources through Zoom Cloud Meetings or FaceTime Video. Interviewees are able to interview from the comfort of their home simply by phone, tablet, or any other video conferencing capable device.

<https://www.kandd.com/careers.aspx>



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Email your resume to kdresumes@KandD.info or Fax your resume to the HR department: 440-946-8763. Applications may also be obtained from the Property Locations or Human Resources.

CAREER OPPORTUNITIES - FOREMAN MILLS - CLEVELAND

As one of America's fastest-growing regional retail companies, Forman Mills is constantly seeking the best and brightest talents to drive the continued growth of the company. If you have a passion for excellence, an unwavering focus on delivering value for the customer, and a drive to be the best, Forman Mills can be your springboard to incredible career growth. Forman Mills has employment opportunities available at Store, Distribution Center, and Corporate level. Department Lead, Front End Manager – Part Time, Department Lead, Customer Service/Cashier, Assistant Manager, Maintenance, and Back End Supervisor.

<https://apply.jobappnetwork.com/forman-mills/en?category=Distribution%20Center&category=Retail&city=Cleveland&keywordsFilter=#Career-Opportunities>

CREW MEMBERS - AUNTIE ANNE'S/CINNABON - CLEVELAND AIRPORT

Hiring crew members for all shifts and all positions. We are looking for friendly, outgoing people who can help keep Auntie Anne's and Cinnabon at the top of our industry by having fun at work and by giving our guests a positive experience. We offer excellent starting wages, flexible hours and a fun-loving team environment. Food or restaurant experience is preferred, but not required. These positions also offer the opportunity for advancement into key holder, shift leader, assistant manager and store manager positions. Minimum of \$12.00 per hour starting wage. Minimum age is 16 years old and we have no educational requirements - only a teachable spirit and a willingness to learn.

<http://www.twistnroll.com>

HOUSEKEEPER/ROOM CARE - HAMPTON INN CLEVELAND - CLEVELAND



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Part-time. \$18,000 - \$27,000 a year. Responsible for: cleaning and servicing assigned guest rooms in a timely and organized manner, following procedures and hotel standards. Keeping an organized linen cart that is neat, well stocked and organized. Report any areas within guest rooms that need attention, such as fixtures, door locks, televisions, HVAC, etc.

https://www.simplyhired.com/job/nvklBSqRmZWW9STH8Zfx47mG-5NlRXPg6vIyzPT3tl6p_ngx-E-zNg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f6f8n2p93pib000

TEAM MEMBERS/BAKERS - BRUEGGER'S BAGELS - CLEVELAND AIRPORT

Baker: 35 to 40 hours a week. Starting rate \$13.00 to \$14.00. Experience is a plus. Prepare and bake bagels and other bake items. Shift starts at 2:30 am. Take and prepare orders for guest. Help in the preparation of the bakery for the next shift. Team Member: 35-40 hours per week Starting rate \$12.00 to \$13.00. Experience is a plus. Take and prepare orders from guests. Help in preparing baker for next shift. Shift starts at 5:00 AM.

Erik Gholson, General Manager

Work: 216-862-7505 Cell: 216-695-5534

Brueggersclevelandairport@gmail.com

CUSTOMER SERVICE ASSOCIATE INMOTION - MARSHALL RETAIL GROUP - CLEVELAND AIRPORT

\$11/hour + Bonus and SPIFF Opportunity. 18 years of age. HS Degree or GED.

Please use my contact information for all resumes/applicants. Bmarsh@marshallretailgroup.com
<https://marshallretailgroup.mua.hrdepartment.com/hr/ats/Posting/view/542>

COOKS - PANINI'S BAR & GRILL - CLEVELAND AIRPORT



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Looking for cooks: basic cooking and cleaning duties, setting up stations for success and preparing meals that are ordered from other staff members. Pay Rate: Based on experience but starting at 13/hr. with review after 90 days. Minimum age: 18 years old.

Contact: Mark Kothari 440-212-1278

KITCHEN HELP - CURRITO BURRITO - CLEVELAND AIRPORT

Looking for Cashier, Front shift leaders, Kitchen grill, and Kitchen prep. \$10-\$15/hr. - based on experience. Minimum age 16. GED/Diploma.

Contact: Ming Tang mingquan1983@hotmail.com

CREW MEMBER - HOT CHICKEN TAKEOVER - CUYAHOGA COUNTY

Full-time. ****NOW OFFERING A \$250 SIGN ON BONUS****

We work hard to give our team members significant opportunities to grow, regardless of previous experience or education. We've worked with our team to establish benefits supporting both personal and professional success. \$14+ per hour • Quick promotion opportunities • Flexible scheduling • Shift meals - our chicken is really good, too • Matched savings - for things like cars, education, and housing • Cash advances.

<https://hotchickentakeover.com/our-story/our-mission/>

JOB OPPORTUNITIES - B2B POLISHING - CLEVELAND

MOBILE POLISHING TECHNICIAN: Must know or willing to learn steps of what each polishing compound are used for and mix compounds: Polishing large tankers, rims, fenders, steps etc. Clean area after work. Must have own transportation. \$16.00 per hour.

MOBILE WASHING TECHNICIAN: Help set up Berm, supplies, machine, mix compound then pressure wash trucks. Clean area after work. Must have own transportation. \$13.00 per hour.



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MOBILE PAINTER & SANDBLASTER TECHNICIAN: Sep-up machines to paint and sandblast and mix compound. Some experience is helpful, but we will train interested persons. Take final assessment of completed assignment to be sure it has been done professionally and quickly. Must have own transportation. \$18.00 per hour.

MOBILE LIGHT TECHNICIAN: Responsible for changing any light, that is out on semi-trucks replacing them with new ones. Must have own transportation. \$18.00 per hour.

MOBILE GRUNT-MAN: Helps Pressure Washer, be a gofer, such as carry supplies, materials help with equipment, Clean area after work. Must have own transportation. \$10.00 per hour.

MOBILE CLEANING TECHNICIAN: Will be responsible for cleaning inside of Cabs ONLY, sanitizing and giving Cabs professional service. Must have own transportation. \$11.00 per hour.

PART TIME OFFICE ASSISTANCE: 2 hours a day. Must have own transportation. \$9.00 per hour.

EMPLOYER WILLING TO NEGOTIATE PAY WAGES!

Contact us about any of these positions

Linda D. Holmes and Cuyler L. Holmes

B2B Polishing Com., LLC

216-760-4065 Office

JOB OPENINGS - CEDAR POINT - SANDUSKY

LIFEGUARD POSITIONS: No experience required. Paid training. \$15/hr.

FOOD TEAM MEMBER: Ability to maintain consistent standards & exceptional guest service under pressure. Ability to learn menu items, portion size, receipt adherence and garnishing. \$15/hr.

HOUSEKEEPING POSITIONS: \$15/hr.



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SEASONAL LANDSCAPERS: If you LOVE to be OUTDOORS & are NOT afraid to get your hands DIRTY, then this is the JOB for YOU! NO Experience Needed Start IMMEDIATELY 40 Hours/Week Valid Drivers' License Union Seasonal Position. \$13/hr.

www.Cedarpoint.com/jobs

JOB OPENINGS - CLEVELAND CLOTHING CO. - CLEVELAND

We're always looking for fun, outgoing, and hardworking individuals that love Cleveland as much as we do! Paper applications are also available at any of our store locations.

Van Aken District - Part Time Key Holder; Summit Mall - Part Time Key Holder;

E4th Street Downtown - Part Time Sales Associate. We are looking for 2-3 individuals

with flexible weekday and weekend availability. Crocker Park - Part Time Sales Associate

We are looking for 1-2 individuals with Thursday - Sunday afternoon/evening availability.

Lakewood Part Time Fulfillment Assistant.

To submit a completed application or to make an inquiry regarding positions within Team CLE, please contact Jamie Boyer at jamie@cleclothingco.com.

TEAM MEMBER - PANERA BREAD - CUYAHOGA COUNTY

As a Team Member, you will work in a clean, fun, fast-paced environment, with many opportunities for growth and advancement. We are looking for full time or part time team members and offer flexible scheduling! Must be over 16 years old to apply. Pay range: \$9-\$12 per hour. Our turnpike stores are in the greater need of staff and we have a summer bonus program for these locations.

They can apply online at www.panerabread.jobs

JOB OPPORTUNITIES - MITCHELLS ICECREAM - CLEVELAND AREA



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SHOP TEAM MEMBERS: Take care of guests and help keep the Shop clean and organized. The following are our Shop locations: Avon, Westlake, Rocky River, Ohio City, SouthPark Mall, Strongsville, Uptown, Solon, Van Aken, and Beachwood.

OHIO CITY KITCHEN TEAM MEMBERS: Team Members who work at the Mitchell's Kitchen in Ohio City help with ice cream making, baking, food prep, cleaning and sanitizing.

SHOP MANAGERS AND ASSISTANT MANAGERS: Shop Managers are responsible for all aspects of the shop's performance.

DELIVERY TRUCK DRIVERS: Delivery truck drivers load and deliver ice cream using 16 ft. freezer trucks. A Commercial Driver's License is not required. View job description.

<https://mitchellshomemade.com/jobs>

HIRING PROGRESSIVE FIELD - DELAWARE NORTH SPORTS SERVICE - CLEVELAND

WE ARE HIRING CULINARY & CONCESSIONS STAFF AT PROGRESSIVE FIELD.

We offer various discounts, free uniforms, paid training and free parking! We are hiring: Suites Admin., Food Prep, Culinary Cooks, Kitchen Supervisors, Utility/Dishwashers, Food Runners & Concessions Supervisors. All positions are event-driven and allow for flexible scheduling. Applicants must be 18 years of age and have a valid form of I.D.

<https://careers.delawarenorth.com/progressive-field-jobs>

JOB OPENINGS - BURGER KING - CUYAHGO COUNTY

Burger King is currently hiring for our restaurants. We offer flexible scheduling, weekly pay, excellent advancement opportunities and a fun work environment. Welcomes the customer, takes accurate orders and manages their payments operating a cash register. Serves our sizzling burgers to hungry customers. Restrooms, dining area and kitchen all need to be kept clean and meet safety and health standards. Must be at least 16 years old. Lifting and carrying up to 20 pounds. Ability to communicate and read.



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Apply at: www.carrols.com and select the closest restaurant to you!

JOB OPENINGS - MARRIOTT INTERNATIONAL, INC - CLEVELAND

No matter what position you are in, there are a few things that are critical to success – ensuring a safe workplace, following company policies and procedures, maintaining confidentiality, upholding quality standards, and ensuring your uniform, personal appearance, and communications are professional.

<https://jobs.marriott.com/marriott/jobs?page=1&lat=41.509341299999996&lng=-81.6801947&stretchUnit=MILES&stretch=10>

MULTIPLE OPPORTUNITIES - BURLINGTON - CLEVELAND AREA

RETAIL SALES ASSOCIATES: are important ambassadors of the Burlington brand, at the front lines in our mission to provide world-class service to our customers. You'll be responsible for greeting and assisting customers, maintaining a neat, organized and clean sales floor, and supporting the management team with day-to-day store operations.

CASHIER ASSOCIATE: are at the heart of Burlington's success! By always maintaining a positive and professional attitude and working to deliver excellent customer service that addresses all the customer's needs while getting them through the check-out process quickly and easily, our cashiers are key in helping us provide a world-class shopping experience to our customers.

<https://burlingtonstores.jobs/jobs/?location=Cleveland%2C+OH&r=25&coords=41.481809%2C-81.662901>

JOB OPPORTUNITES - LOWES - CLEVELAND AREA

Find an opportunity near you and apply to join our team today. We have one mission: Together, we deliver the right home improvement products, with the best service and value, across every



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channel and community we serve. Learn more about our culture and how we bring our mission to life.

<https://corporate.lowes.com/careers/search-apply>

HIRING NEEDS - DAVES MARKETS - CLEVELAND AREA

Hiring for Bagger/Clerk, Baker, Bakery Apprentice, Bakery Salesclerk, Cake Decorator, Cashier, Deli/Hot Food/Seafood Associates, Front End Manager, Grocery Associate, Frozen Food Dairy Associate, Meat Clerk, Journeyman Meat Cutter, Office Clerk, Porter, Product Associate, Scan Coordinator, and Receiver.

<https://www.davesmarkets.com/employment.shtml>

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION
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SOCIAL SERVICE SUPERVISOR - DIVISION OF SENIOR AND ADULT SERVICES - CLEVELAND

\$58,635 - \$69,000 a year - Full-time. This is a first-line supervisory classification with responsibility for supervising a unit of social services workers and overseeing the delivery of social services within a framework of defined policies, procedures, regulations, and guidelines. Requires occasional public contact and is responsible for ensuring that customers are provided with appropriate and immediate services in a tactful and diplomatic manner. Bachelor's degree in social work with three (3) years of social work experience; or any equivalent combination of training and experience. Valid Ohio driver, proof of automobile insurance, and a reliable vehicle

[https://www.indeed.com/viewjob?jk=8f43542efe955ea2&q=WORKFORCE%20\\$45,000&l=Cleveland,%20OH&tk=1fc20vgkdtg0k802&from=ja,iaBackPress&alid=60eca1095198012dd2706d1c&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fc20vgkdtg0k802](https://www.indeed.com/viewjob?jk=8f43542efe955ea2&q=WORKFORCE%20$45,000&l=Cleveland,%20OH&tk=1fc20vgkdtg0k802&from=ja,iaBackPress&alid=60eca1095198012dd2706d1c&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fc20vgkdtg0k802)



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4-H YOUTH PROGRAM COORDINATOR - THE OHIO STATE UNIVERSITY EXTENSION - CUYAHOGA COUNTY/CLEVELAND

The 4-H Program Coordinator for the Youth Advocacy and Leadership Coalition researches and implements appropriate curricula and related learning activities both a regional and county-wide basis for youth 13-18 years old; performs regular site visits to provide technical assistance and guidance in the implementation of activities; assists 4-H Educator in managing 4-H staff with the development, implementation, and evaluation of project curricula and hands-on activities; coordinates all project activities among various program meeting sites; assist youth in identifying and carrying out community-based service-learning opportunities. College (4yr) degree required. Experience working with youth from all socioeconomic backgrounds preferred. \$38,800.

https://osu.wd1.myworkdayjobs.com/en-US/OSUCareers/job/Satellite-Campus/Youth-Advocacy-and-Leadership-Coalition-Program-Coordinator--4-H_R21718-2

COMMUNITY HOUSING AGENT - EDEN INC - CLEVELAND

Full-time. \$17.44 an hour. This position is responsible for marketing EDEN's subsidized housing programs and recruitment new landlords in the private sector to work with the Rapid Re-Housing program as well as our rental subsidies and clients associated with EDEN. Cultivate strong business relationships with Property Owners/Landlords. Improve marketing materials. Develop and Implement a portal on the EDEN, Inc. website. Track the number of new landlords recruited. Revise the Units Available List. Investigate complaints related to participants and property owners.

https://www.simplyhired.com/job/BZ7roD_iaWWz-Ff7cBXgjqC0STUzi_viHvRuXURacslxnRJG53_RkA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fb4mf2fvtfvu800

COMMUNITY EDUCATION AND ACTIVITIES COORDINATOR - LINKING EMPLOYMENT, ABILITIES AND POTENTIAL (LEAP) - CLEVELAND

We are looking for a qualified individual, with education/recreation experience, to develop and oversee skill development/recreational activities and coordinate educational programming for



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LEAP. Supervisory experience a plus. Bachelor's degree in social services/human services or related field; Two years' experience working with persons with disabilities. Excellent communication skills and ability to build partnerships; 2 years' supervisory experience. Full-time. Bachelor's. Working with persons with disabilities: 2 years (Preferred). Driver's License.

https://www.indeed.com/viewjob?jk=d44e6604f56b512d&q=development%20coordinator&l=Lorain,%20OH&tk=1fb0d3ikbuaeb80b&from=ja,iaBackPress&alid=60637f81df2158632ec274f2&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fb0d3ikbuaeb80b

INTAKE ASSISTANT - HOSPICE OF THE WESTERN RESERVE - CLEVELAND

Collects data pertaining to patients' diagnosis and prognosis, history, family supports, insurance and treatment/service needs. Reviews each referral with physician for diagnosis and prognosis. Accurately inputs data. Monitors flow of plan of treatment, certification of terminal illness and takes appropriate action, if needed, to assure timely preparation. Consults in regards to treatment plans and goals. Assigns cases to Assessment/primary RN. Participates in audit review, quality assurance, and other meetings. Assists in developing relationships with new referral sources.

https://www.indeed.com/viewjob?jk=940d3e4958489157&q=assistant%20director&l=cleveland,%20OH&tk=1fa8bb6vruamn800&from=ja,iaBackPress&alid=5ffefac89b5d407cc00786ed&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1fa8bb6vruamn800

HEALTHY HOMES COORDINATOR - DETROIT SHOREWAY - CLEVELAND

\$42,000 a year. The Coordinator works in neighborhoods to connect and build trust with residents and landlords, linking them to resources, education, and training. Actively working others to determine which areas of neighborhoods have the most need, and develop goals for each. Connecting residents with resources and track results. A High school diploma or GED is required. One year of experience in community building, engagement, or serving clients in a social service environment; OR One year of paid experience in building or remodeling, contracting, building construction estimating, building inspection or building/real estate management. A valid State of Ohio Driver's License is required. Reliable transportation.



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Proficiency in Spanish.

To apply, candidates should electronically submit as a single PDF file a cover letter and resume to bkentmarquez@dscdo.org. No phone calls please

MULTIPLE JOB OPENINGS - FRONTLINE SERVICES - CLEVELAND

FrontLine Service is always seeking qualified individuals who embody our values of community service. If you're ready to reach out, resolve crises, and change lives, we'd love to hear from you. Outreach Worker, Program Manager, Employment Specialist.

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

JOB OPENINGS - PROVIDENCE HOUSE - CLEVELAND

Childcare Providers are assigned up to 5 children, 0-12 years of age. Each Childcare Provider is primarily responsible for all aspects of the children's care, including providing developmentally appropriate educational enrichment activities and bathing/toileting/hygiene needs. 21 years of age or older; High school diploma or GED equivalent required. One to two years of direct paid childcare experience at minimum. Valid State of Ohio driver's license. \$13 to \$15 per hour.

<https://www.provhouse.org/jobs?page=1>

YOUTH CARE WORKER - OCEC FOUNDATION - CLEVELAND

Responsible to work with our youth clients, male and female, ages 12 to 18. The Youth Care Worker will help to provide a safe and therapeutic environment for emotionally traumatized youth. Supervise residents in their care. Plans and organizes activities. Complete all required documentation. Ability to physically restrain clients whose ages, heights and weights vary. Driver's license with safe driving record in accordance with agency policy. Must be at least 21 years of age and must have completed high school or its equivalency. A Bachelor's degree in a social service field and experience working with the adolescent population is preferred. Full-time, Part-time. \$12.00 per hour.



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https://www.simplyhired.com/job/hWmuaZf6lMYJdRTJt7cweLibSHruCtovbQXcWkl4OFNGY6m8Fb4uw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f6f8n2p93pib000

INSTRUCTIONAL AIDE - ACCEL SCHOOLS – CLEVELAND

The Instructional Aide provides assistance to instructional programs by assisting the teacher in achieving educational objectives by working with individual students or small groups to help them achieve the skill levels of the class as a whole. Supports lessons taught by the teacher. Helps plan classroom activities. Assists with school activities, including. Performs clerical duties. High School Diploma or equivalent; Associate Degree preferred. Two years of college coursework or the passage of the Para Professional's Exam. Proficiency in MS Office. High quality written and verbal communication skills.

https://boards.greenhouse.io/accelschools/jobs/4527103003?gh_src=1099bcf33us

JOB OPENINGS - CMHA - CUYAHOGA COUNTY

CMHA has been recognized as one of the top 20 organizations in Northeast Ohio for its progress in creating, enhancing and sustaining diversity and inclusion strategies. The Cuyahoga Metropolitan Housing Authority (CMHA) owns and manages property and administers rent subsidy programs to provide eligible low-income individuals and families quality, safe, affordable housing in Cuyahoga County. The mission of the Cuyahoga Metropolitan Housing Authority is to create safe, quality, affordable housing opportunities and improve the quality of life for the communities we serve.

<https://www.cmha.net/application/index>

JOB OPENINGS - NORTHERN OHIO RECOVERY ASSOCIATION - CLEVELAND

FAMILY ADVOCATE: Ensure that a trusted and collaborative process is implemented in each family. Recognize and identify each family's risk and protective factors. Maintain an accurate



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and complete documentation of services to families. 1 year of experience in social work or a similar environment. Bachelor's degree in Social Services, Social Work or related field.

LIFE COACH: They support goal-setting and personal growth, and behavior modification of their clients. Provide support and job coaching. Contribute to the formulation and implementation of the participant's problem solving and social skills training. 1 year of experience in social work or a similar environment.

CASE MANAGER: Act as the primary patient advocate, keeps abreast of progress, and coordinates all services delivered to the patient both internally and through external referral. Two years' experience in chemical dependency treatment. Must have Chemical Dependency Counselor Assistant Certificate or higher licensure.

PEER RECOVERY SUPPORT SPECIALIST: Promotes a recovery-based approach to client care with an emphasis on respect, self-direction and empowerment by providing peer support, personal assistance, education on community resources, and other supportive services for individuals with a substance abuse problem. Must have a State of Ohio Peer Specialist Certification.

Jeanette Haynes-Gordon, Human Resource Manager

Northern Ohio Recovery Association

1400 E 55th Street

Cleveland, OH 44103

216-391-6672 ext. 129

JOB OPPORTUNITIES - HORIZON EDUCATION CENTERS - CLEVELAND AREA

TEACHER ASSISTANT: 10.75 to \$13.50. Require a minimum a High School Diploma along with a CDA or level 3 in OCCRRA; the hours would currently be full time Monday through Friday.

CLASSROOM AIDE: \$10.25/hr. Responsible for the care and supervision of children in the classroom. Provide functional classroom support. Assist in documentation for services provided, progress reports and attendance. High School diploma: the hours would currently be 10:30am to 6pm or 6:30am to 3:00pm Monday through Friday.



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MAINTENANCE ASSISTANT: \$11.25 an hour. Provide maintenance and janitorial support to facilities and property. Works at multiple locations. High School Diploma or GED. Driver's license with 4 points or less. Basic plumbing, electric, assembly and carpentry skills. Ability to operate and maintain basic landscaping equipment. Ability to operate and maintain basic cleaning tools and equipment, such as commercial vacuums and floor scrubber.

FOOD SERVICE SPECIALIST: \$10.75. Prepare, operate and close meal service. Order supplies. High School diploma. Familiarity with Child Care Center environment.

DRIVE; \$10.75-\$13.00. High School diploma: the hours would currently be 7am to 9am and 2pm to 4pm Monday through Friday. Driving 14 passenger school bus and/or 6 passenger minivans (No CDL required). Must be 21 and over and have a clean driving record to drive vehicles.

<https://www.horizoneducationcenters.org/apply-now?hsCtaTracking=7f8d6cc0-4fa3-4ab8-b947-30c4f60c2adc%7C134c7082-d1c5-49f1-a076-57145d8f32f7>

MANUFACTURING/TRADES/GENERAL LABOR

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

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

More information please call Diane Linston 216-410-8555

PLANT ATTENDANT - CITY OF LAKEWOOD OHIO

Full-time. \$22.86 - \$24.55 an hour. Driver's License. High school diploma or GED. This is a full time AFSCME Bargaining Unit position with an hourly rate of \$22.86 – \$24.55 plus shift premium. Must have the ability to lift and/or pull 50 lbs. Must be able to work in all weather conditions; must be able to work around chemicals, using prescribed safety equipment; must



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have the ability to read and legibly record readings from various meters and perform basic math functions; must have the mechanical abilities to remove debris from process equipment and perform minor repairs. Must possess a High School Diploma or GED. Must have a valid Ohio Driver License with less than eight (8) points. Must obtain an Ohio EPA Class I Wastewater Operator's certification within 36 months of appointment.

ONLY QUALIFIED interested applicants should submit a resume AND an application either on-line (at www.lakewoodoh.gov) or to the City of Lakewood, Office of Human Resources, 12650 Detroit Avenue, Lakewood, OH 44107. Application deadline is Friday, August 6th by 4:00pm.

MULTIPLE OPENINGS - CLIFTON STEEL - MAPLE HEIGHTS

BURNER: \$14.05 to \$18.35 per hour. Day and afternoon shift. Previous experience operating a burning machine is preferred. Tow motor experience is preferred. Overhead crane experience is preferred.

LATHE/CNC OPERATOR: \$17.45 to \$18.35 per hour. Working knowledge of a PC & Microsoft Windows is mandatory. Demonstrate knowledge of Hand Held Inspection tools required. Ability to read production prints. Individual must physically demonstrate a tool touchdown, offset, change & drill. Previous experience on Vertical & Horizontal CNC's required. Must have past experience with CNC operations & Certificate of CNC course (schooling) completion.

GRINDER: \$12.55 per hour. This position requires a person to be able to read inspection tools: tape measure, micrometers, hardness tester, calipers, and read customer specifications, work orders, and inspection sheets. This position requires a person to have the ability to operate lift trucks, overhead cranes, and pack materials. This position requires operator to be able to operate hand grinder efficiently and maintain a level of acceptable part quality per internal and customer part specifications/drawings.

STOCK HANDLER / MATERIAL HANDLER: \$12.55 to \$18.35 per hour. This position requires a person to be able to read inspection tools - Tape measure, micrometers, hardness tester, calipers, and read customer specifications, work orders, inspections sheets. This position requires a person to have the ability to operate lift trucks and overhead cranes including



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inspection of equipment, slings, and completion of proper records. Proper stacking methods must be adhered to.

PRESS BRAKE OPERATOR: \$16.30 per hour. Must be able to read blue prints and use various measuring tools. Sets up machine to meet the requirements of each specific job. Operates overhead cranes, tow motors and other material handling devices. High School Diploma or GED. us experience. Knowledge of the use of measuring tools. Must be able to lift 50lbs. Tow motor and Overhead Crane experience.

QUALITY ASSURANCE TECHNICIAN: \$30,000 to \$40,000 per year. Must be able to read and accurately use multiple gages including calipers, micrometers, taper gages, tape measures, radius gages, angle gages, Brinell hardness testers, etc. while maintaining internal gaging validation records against NIST standards. 2-year Associate's degree, preferably in a Technical/Engineering discipline. 2+ years of applicable manufacturing work experience, preferably in a Quality Inspection and/or Quality-related role. Must be able to read engineering drawings. Proficiency in Microsoft Office package.

<https://cliftonsteelcareeropportunities.easyapply.co/>

OPEN INTERVIEWS - ID IMAGES - BRUNSWICK

Day and evening shifts available. ID Images is a leading label manufacturer and provides team members with growth and development opportunities as well as competitive benefits package including 401k, tuition reimbursement, new hire bonus and paid time off.

Open Interviews July 22nd 7 – 11am & 2 – 6pm. 2991 Interstate Parkway, Brunswick, OH 44212. If you are not able to join us, email your resume to hiring@idimages.com and we will call you.

JOIN OUR TEAM - ORLANDO BAKING COMPANY - CLEVELAND

We Knead You To Join Our Team! Career Opportunity Showcase. Looking to fill positions from Entry Level to Technical. Production, Supervisory Positions, Packaging, Maintenance, Quality, Driving, Shipping/Receiving, and Machine Operators. Signing Bonus Available! Please don't forget to wear a mask.



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

GENERAL LABORER - STANLEY STEEMER INT. INC. - CLEVELAND

No Experience Required! This position is specifically intended as a training position for our new team members. You will receive all the necessary training/skills for a future Lead Cleaning Technician position with our team. You will be evaluated after 30 days of employment for a Lead Cleaning Technician role. Our Lead Cleaning Technicians can earn an average of \$15-\$18/HR once they are eligible for commissions on additional sales/services. Full-time. \$16.00 - \$18.00 per hour. Driver's License.

https://www.simplyhired.com/job/5rIayifmmgvN7gITt677zI1_PCxb8uOPsFF3I_Qqig7qEoHz15nCOw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fa5t4fjfu871800

LUMBER YARD WORKER - MANUFACTURERS WHOLESALE LUMBER, CO. - INDEPENDENCE

Responsible for operating a forklift, to move, locate, relocate, stack, and count lumber. The operator is accountable for the safe and efficient operation of the vehicle within the shipping yard. Load and unload lumber. Operates forklift. Keeps lumber yard clean, well-organized and safe. Full-time. From \$18.00 per hour.

https://www.simplyhired.com/job/7WNDIzL945JL80ffzkA5qQFGspkXGqgekutcbtdey13p8I2b-cH2ag?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fa5t4fjfu871800

COMMERCIAL ROOFERS AND ROOFING LABORERS - CAREY ROOFING - CLEVELAND



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Seeking experienced Commercial Roofers (Flat roof/no shingles) and roofing laborers. Required to go onto a roof to work. Willing to accept felons or workers with a record. A driving license is not required.

Maggie Bourgault, Carey Roofing
2695 East 55th St, Cleveland, OH 44104
216-881-1999

BOTTLER/3RD SHIFT - GREAT LAKES BREWING CO. - CLEVELAND

Full-time. \$13.75 an hour. Hours: 11:00pm-7:30am, Sun - Thurs nights Salary: \$12.50 per hour. General cleanliness of packaging area. Set up and teardown of packaging equipment. Move bottles onto conveyor line by hand. Lifting/ Stacking and Palletizing 34 lbs. boxes. Stuffing carriers into case boxes while operating machinery. Manually shrink wrapping pallets/labeling and positioning pallets for tow motor pick up. PREFERRED QUALIFICATIONS: Tow motor certification.

https://www.simplyhired.com/job/T5rIO5MzWTaAiiNHoTogpW5X6RsCPheL_vXsKhV7K-o_UoZfi_lQZA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f99a3jhfue3v800

PRODUCTION OPERATOR - NOVAGARD - CLEVELAND

Full-time. \$26,000 - \$37,000 a year. Responsible for unloading foam logs and sheets and properly packaging product for shipment. Operator will maintain machine gage lengths for foam rolls and sheet orders. Must be able to understand work order instructions. Must be able to remove completed logs and or sheets from the line. Must be able to package logs and or sheets into gaylords. Must be able to operate tow motor. Days and hours of work are Monday through Friday, 3rd shift - 11:00 pm - 7:00 am pm. High School diploma or GED. Basic computer skills. NetSuite experience preferred. Manufacturing experience is a plus.

https://www.simplyhired.com/job/aa_uURpbsUhQLoPN1HFY_ZBCZD8MMU8nYhjWZ-GWpn_yO9zF-



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[Q7eIw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f8n949ktu82m800](http://www.stepforwardtoday.org/Q7eIw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f8n949ktu82m800)

MAINTENANCE ASSISTANT - RIVERVIEW POINTE CARE CENTER - OLMSTED FALLS

Up to \$15 an hour. Full-time. Riverview Pointe Care Center is currently seeking a Full Time Maintenance Assistant to ensure the building operates as expected. The successful candidate will be experienced in facility maintenance, be dedicated to ensuring the facility maintenance schedule is adhered to as well as ensuring that all facility machinery and systems are operating as expected. The successful candidate will also exhibit behaviors such as excellent communication skills, ability to assist the Maintenance Director and a knowledge of systems and machinery related to an established nursing facility.

https://www.indeed.com/viewjob?jk=db4081097cb30edb&q=assistant%20director&l=cleveland,%20OH&tk=1f8aeoddiua7h801&from=ja,iaBackPress&alid=5ffefac89b5d407cc00786ed&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1f8aeoddiua7h801

HIRING MULTIPLE POSITIONS - SWAGELOK - SOLON

Swagelok interview day! We're a leading manufacturer of tube fittings and valves. Because we're growing so fast, we have immediate needs. Assemblers, operators, technicians, warehousing associates, and welders all contribute to delivering high-quality, reliable products to customers around the world. \$1,000 sign-on bonus for experienced machinists. No experience necessary for assemblers.

<https://jobs.swagelok.com/go/View-All-Job-Listings/4532900/>

PRODUCTION SUPERVISOR 2ND SHIFT - WELCH PACKAGING - VALLEY VIEW

Full-time. Manage machine center teams. Execute daily production lineup / schedule with machine center crews; ensure crews are informed of production / lineup schedule changes and



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staffed accordingly. Manage employee schedules. Provides coaching to production team. Functioning user of Amtech operating system. Ability to use Excel, Power Point and email communication. Needs to be able to communicate effectively. Ability to navigate and edit attendance and time software Working knowledge of all machine centers - corrugated industry experience preferred.

https://www.indeed.com/viewjob?jk=933b7e790f9783a2&q=development%20associate&l=Cleveland,%20Ohio&tk=1f7ls5sfr3p99005&from=ja,iaBackPress&alid=5ffef9400311dd33c0672bae&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1f7ls5sfr3p99005

JOB OPENINGS - T. MARZETTI - BEDFORD HEIGHTS

PACKERS: Perform inspection and a variety of packing duties required for all products. This includes slotting of bread, indexing of bread (bagged or not), stacking of bread slices, packing finished product in cases, stacking of finished cases on pallets, feeding of bread slices; check weighing of finished cases, area cleanup as required. All Shifts (3am-11am, 11am-7pm, 7pm-3am). Sunday-Friday. \$10.31/hour to start.

SANITORS: Cleans and sanitizes the entire processing and packaging area and all production machinery. Ensures the entire plant is kept in a clean and neat condition. Must work the weekly down day every Saturday 12:15am through 10 am. All Shifts (11pm-7am, 7am-3pm, 3pm-11pm). 6 Days/Week. \$10.13 to start with opportunity for a \$1.12 raise after first 90 Days.

https://careers-marzetti.icims.com/jobs/search?ics_geolocation=Bedford%20Heights%2C%20Ohio%2C%20US

MULTIPLE OPENINGS - CARVANA - EUCLID

FULL TIME LOT ATTENDANT: Focused on maintaining the cleanliness and appearance of the vehicles. The qualifying candidate must love helping people and possess the drive to achieve superior customer satisfaction. Must be 18 years of age and have a valid driver's license. Ability to multitask. Excellent interpersonal and leadership skills.



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INVENTORY CONTROL SPECIALIST: Full time. Responsible for tracking and managing inventory. Conducting onsite lot counts and maintaining our inventory control systems. Be able to track down missing or misplaced inventory and reconcile discrepancies. Must be 18 years of age and have a valid driver's license. Excellent computer skills required & able to learn systems quickly. High School Diploma or equivalent.

<https://carvana.jobs.net/join?joinpath=Exportablejoin>

JOB OPENINGS - NATURAL ESSENTIALS - CLEVELAND AREA

FILL ROOM PRODUCTION ASSOCIATE: responsible for completing production work orders for manufacture. Use internal systems to START/STOP jobs, pull product and or sub assembly components and manufacture from start to finish completed parts. This position is to ensure an uninterrupted supply of zero defect products. Located in Aurora, OH. High school diploma or equivalent required.

PRODUCTION ASSOCIATE/MANUFACTURING: A Production Associate is assigned to a particular production line within our manufacturing facility. Tasks are assigned by production leadership, based on the production schedule and line availability. High school diploma or equivalent required. Ability to lift upwards of 50 pounds occasionally as needed

<http://www.naturalesentialsinc.com/careers.html>

GENERAL LABOR - EXPERT RECLAIM INC - SOLON

Manufacturing experience a plus, training provided. Must be able to stand for 8-hour shift and lift up to 301bs. We are flexible with Job Share if part-time is what you're looking for i.e., full-time job split between two individuals. **Production Team Manager:** Manage a production team in constructing wall and roof panels for commercial and residential buildings. **Production Team Member:** Member of production team in constructing wall and roof panels for commercial and residential buildings.

Valerie Evans

Career Development & Placement Strategies



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Expert Reclaim, Inc.

3631 Perkins Ave. Cleveland, OH 44114

PH: 216-881-5866 Email: valevans@risingabove-oh.org

PRODUCTION PACKER - ARROW INTERNATIONAL, INC. – CLEVELAND

High school diploma or GED. Pack products according to established packing procedures; inspect for quality. Check labels or tags for accuracy; insert literature. Exercise proper care in the use of tools, equipment, and materials. Must be able to lift 30 lbs. comfortably and regularly.

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

FULL-TIME VEHICLE DETAILERS - PROVIDE A RIDE - CLEVELAND

Maintains the cleanliness of our entire fleet of vehicles. Washes vehicle exteriors using cleaning solution, water, cloths, and brushes. Vacuum's interiors of vehicles to remove loose dirt and debris. Cleans upholstery, rugs, dashboard, doors, windows, and other surfaces, using cleaning agents, applicators and cleaning devices.

To apply: www.providearide.com/join-our-team. Click on 'Open Positions' or Contact our Human Resources Recruiter, Akilah Thomas at 216-475-1001 ext. 183.

FULL-TIME PORTER TECHNICIAN - PROVIDE A RIDE - CLEVELAND

\$12.50 per hour. Must have a valid Ohio Driver's License and a clean driving record. We operate non-emergency programs using wheelchair accessible as well as standard passenger vehicles under contracts with agencies operating work commute, ADA Paratransit programs, school routes and more. Maintain cleanliness of company fleet and facility. Minor repair and maintenance of vehicles and equipment. Paint, remodel, refurbish areas as needed. Change of all filters for HVAC as required. Performs plumbing repairs. Replace and repair building finishes such as ceiling tiles, door hardware, and paint walls. High school diploma or GED.



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To apply: www.providearide.com/join-our-team. Click on 'Open Positions' or Contact our Human Resources Recruiter, Akilah Thomas at 216-475-1001 ext. 183.

LANDSCAPERS - GREEN THUMB LANDSCAPING - CLEVELAND

A growing company looking for landscapers who are leaders, self-motivated and dependable with a clean professional appearance. Landscape experience, valid driver's license and clean driving record are desired... a good work ethic is very important. Must be available to work from 8:30am to 6:00pm Monday - Friday with a few Saturday's (Spring -- early Summer) depending on weather. Overtime hours likely. Currently looking for seasonal help... also year round employment is available, as we also provide complete snow services with winter pay bonus. Mechanically inclined is a plus. Competitive wages (starting \$12 - \$18 per hour based on experience).

PLEASE CALL... Adam or Ken at 216-941-8353.

Applications and interviews are in person at 11515 Lorain Ave, Cleveland 44111

APPRENTICE - ASEITY FLOORING - CHAGRIN FALLS

Assist your journey men carpenter. Learn and practice essential installation skills on the job. Maintain a safe work environment. Set up and maintain tools for your supervising carpenter. High school diploma, math skills, familiarity with common power and hand tools, experience in construction, and physical strength and stamina.

Contact Drew (775) 291 - 7028

JOURNEYMEN - ASEITY FLOORING - CHAGRIN FALLS

We are looking for a detailed oriented floor technician Hardwood, LVP and Tile. Who will be responsible for the safe installation of flooring projects and refinishing. Analytical thinking abilities. Reading and interpreting plans and work orders. Determining the type and amount of material required for projects. Transporting equipment and materials to work site. Inspecting the integrity of subfloor and surfaces. Training and managing apprentice's and subordinates. HS



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Diploma or GED. Drivers' License. 3 yrs. exp. as a carpenter.

Contact Drew (775) 291 – 7028

MACHINE OPERATOR - ITW - BEDFORD HEIGHTS

Operate draw machines including weld, point, & string up of coils. Must be able to properly use a micrometer. Understand dies & tolerances incl. opening & polishing dies.

Recognize/differentiate between steel heat, grades, & sizes. Must have working knowledge of N/C system. Identify scale, smut, rust, & other visual defects. High School diploma or the equivalent required; Associates degree preferred. Prior experience operating cold header and/or thread rolling machines.

<https://jobs.smartrecruiters.com/ITW/743999737341133-machine-operator?trid=35ab2906-b356-4a56-8472-f60d30d2e2f0>

HIRING FOR SELECT JOBS - PETITTI GARDEN CENTERS - OAKWOOD VILLAGE

Now hiring | managers & associates - apply today for select roles available at our Oakwood Village garden centers.

<https://bit.ly/2lX6PqI>

JOB OPENINGS - AMERICAN SUGAR REFINING, INC.- CLEVELAND

Hiring Maintenance Technicians, Packers, Machine Operators, Shipping and Receiving, and Custodian Staff

https://careers.fcc-asrgroup.com/search/?createNewAlert=false&q=&locationsearch=cleveland&optionsFacetsDD_department=&optionsFacetsDD_facility=&optionsFacetsDD_shifttype=



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TRANSPORTATION/WAREHOUSE/DISTRIBUTION

DELIVERY HELPER - LEVIN FURNITURE & MATTRESS EXTERNAL CAREERS - BEDFORD HEIGHTS

Full-time. \$17 an hour. High school diploma or GED. \$1000 SIGNING BONUS. NON-CDL Delivery Drivers and Helpers. Performs the unloading, loading, setting up merchandise in compliance with product handling standards in a safe, accurate, and efficient manner in a retail and customer facing environment. Performs ad-hoc delivery, service and warehousing needs.

https://www.simplyhired.com/job/z8i1L5RfVsL8OHXINT4ZnVWF4pv-LmGZ_Cp4RL6i-fL6iX9eo3ITQ?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fc3hm0o63ptm000

WAREHOUSE ORDER SELECTOR - PENSION INNOVATIONS & CONSULTING, LLC - CLEVELAND

Selects orders assigned by operations clerk, and loads onto the proper route. Performs other job functions as assigned by supervisors. Prefer High School or GED. Frequent lifting of a product up to 50 lbs. during the shift, infrequent lifting up to 80 lbs. Regularly bend, squat, push, and pull. Full-time. \$710.00 - \$760.00 per week.

https://www.simplyhired.com/job/cijQwf21N1Kd0CcRL5-H0jYY5mvSyzA3-dDTEYPfMKIs7SMBfvJUMA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1fag5quubudgj800

DELIVERY/LOGISTICS COORDINATOR - AMERIGAS PROPANE, INC.- CLEVELAND

The Delivery Coordinator (DC) will be responsible for optimizing the distribution of propane and the scheduling and routing of drivers. Oversee and quality check system generated delivery routes for completeness to drive efficiencies and meet key objectives. Monitor the automatic reassignment of undelivered orders from previous day/week's routes. Lead weekly productivity planning calls. Knowledge of Microsoft office products, such as PowerPoint, Word and, Excel. Required 3 Years of experience in routing or logistics and High School diploma required.



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<https://careers.ugicorp.com/AmeriGas/job/Cleveland-Delivery-Coordinator-OH-44101/719563400/?feedId=339600&jobPipeline=Appcast>

PACKAGE HANDLER - UPS - CLEVELAND/MIDDLEBURG HEIGHTS LOCATIONS

In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. and get the drivers cars loaded before they leave. You'll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week, depending on the volume of packages in our summer season. The position pays \$14.50 per hour. There is also an attendance bonus of \$100 for our Preload and Twilight shift, depending on location. (Shift pay rate includes a weekly attendance bonus based on a 20-hour work week, must work all scheduled days.) Eligible for benefits after 9 months of employment.

For more information and how to apply to go <https://www.jobs-ups.com/>

WAREHOUSE ORDER SELECTOR - SYSCO - CLEVELAND

This is a warehouse position responsible for operating an electric pallet jack, or forklift, to select the correct products, labeling product using Sysco Order Selection (SOS) label technology, palletizing product to build customer orders and delivering the product to the dock safely and efficiently. This position requires working 6:00 p.m. until end-of-shift with all products accurately selected and loaded. High school diploma or General Education Development (GED) or equivalent. 3 months' warehouse experience preferred.

https://careers.sysco.com/jobs/R25116?lang=en-us&source=Indeed+Organic&utm_source=Indeed+Organic&utm_medium=Bayard-Organic&utm_campaign=All+Other&jobPipeline=Indeed&jobpipeline=Indeed

WHEELCHAIR VAN DRIVERS - PROVIDE A RIDE - AKRON/CANTON, CUYAHOGA COUNTY, LAKE/GEAUGA COUNTY, MAHONING/TRUMBULL COUNTY, LORAIN COUNTY



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\$13.00 per hour. DRIVERS WANTED IMMEDIATELY! At least 23 years old. Valid Ohio Driver's License with a clean driving record. High School Diploma or GED. Provide door-through-door pick-up and drop-off for all customers. Ensure client's wheelchair has been safely tied down and secured.

To apply: www.providearide.com/join-our-team. Click on 'Open Positions' or Contact our Human Resources Recruiter, Akilah Thomas at 216-475-1001 ext. 183.

WAREHOUSE TEAM MEMBER - INTERSTATE MCBEE - CLEVELAND

Full-time. \$13 - \$17 an hour. High school diploma or GED. The primary requirements for the Warehouse Team Member is to perform a wide variety of tasks involved in the shipping and/or receiving of materials, supplies and equipment. Loads and unloads materials. Retrieves stock to fulfill orders. Ensures that orders are accurately shipped. Minimum 1 year' warehouse experience within a distribution environment. Experienced forklift, packaging, and pallet jack.

https://www.simplyhired.com/job/VFvOSZw6vgpCvODKS94XWXeJNbZLSWeGsKHIV9Knl-7WZAsCBwbAnA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1f21sob7fuc7f800

JOB OPENINGS - ABARTA COCA-COLA BEVERAGES - CLEVELAND

We are currently recruiting for a few openings in Cleveland, Ohio – below is the list of postings. Candidates can apply using the link provided. The pay rate information will be provided at the time of a phone screen if the Candidate meets all the requirements. Part Time Merchandiser, Driver Merchandiser Probationary, Maintenance Mechanic, and Reset Representative Seasonal.

https://conaservices.jobs2web.com/abarta/go/Warehouse_A/8598200/

DELIVERY VAN DRIVER - LANCE GLOBAL LOGISTICS - BEDFORD



Community Resource & Employment Service

August 2, 2021

(216) 651-5188

www.stepforwardtoday.org

As a licensed Amazon delivery service partner (DSP), we provide last mile delivery of Amazon packages to homes and businesses within northeast Ohio. Load and unload packages to be delivered. Safely drive cargo van to deliver Amazon packages to customers. Must be 21 years of age. Valid Driver's License - No CDL required. \$15.00 per hr.

www.lancegloballogistics.com

COMMUNITY RESOURCES

EL BARRIO WORKFORCE DEVELOPMENT - VIRTUAL TRAININGS - CLEVELAND

FREE programs that are open to anyone 18+ (no high school diploma required and felony friendly) that provides preparation services to help individuals looking for employment to find a meaningful career. Our training tracks offer the opportunity to earn third-party industry certifications, connections with more than 100 corporate partners who teach, provide career assistance, and offer many opportunities to meet with hiring managers at job fairs and hiring events right in our virtual classrooms.

Specialized trainings tracks include:

- Pharmacy Technician (16 weeks)
- Child Development Associate (12 weeks)
- Customer Service – Banking, Call Center and Retail (4 weeks)
- Hotel and Guest Services (4 weeks)
- General Job Readiness both in English and Spanish (2 weeks)

Connect with us through our website <https://thecentersohio.org/services/training-and-job-search/> or CALL us (216) 325WORK

YOUTH OPPORTUNITIES UNLIMITED (Y.O.U.) YOUNG ADULT OPPORTUNITIES PROGRAM - TRAINING - CLEVELAND

These free programs are open to young adults 18-24 years old, not currently in high school or college, and residents of Cuyahoga County. All receive direct supportive services for up to one year after completion of program, incentives for completion, and job coaching and retention services. Programs include: Virtual 3-week Job Readiness Training - 4-week Work Experience.



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Credential Training: Customer Care, IT, State-tested Nurse Aid (STNA), and Construction

For more information or to enroll, call 216-973-0037 or visit our website at <https://www.youthopportunities.org/young-adult-opportunities-program>.

THE TRIO EDUCATIONAL OPPORTUNITY CENTER AT CUYAHOGA COMMUNITY COLLEGE - CLEVELAND

Offers Free Virtual Workshops and Virtual Assistance with:

- Applications to any college, training or certificate program of your choice
- Financial aid applications (FAFSA) and scholarship applications
- Personal & Career Counseling & Transfer Advising Information
- Resolving Student Loan Default
- Information on Enrollment and/or Completion: High School Equivalency (HSE) General Education Diploma (GED) or Adult Diploma Program (ADP)
- Financial & Economic Literacy Counseling
- Preparation to pass the Tests of Adult Basic Education (TABE) as a requirement for paid training and job placement.

PLUS, receive information on community resources and much more! GET STARTED TODAY

To schedule an appointment with an advisor, email or call:

Dr. Elijah Scott, Program Manager

elijah.scott@tri-c.edu or (216) 987-0291 *please leave voicemail*

JACK ENTERTAINMENT OHIO'S GAMING COMPANY

Put on your game face! JACK Entertainment is excited to announce that we are hiring for multiple positions throughout our two properties. Are you looking for a fun work atmosphere and the opportunity for a new career? Then JACK Entertainment is the place for you. We are currently looking for new faces to join our Team.

We are hiring for the following positions below:



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Positions:

- Buffet Cashier Host
- Buffet Stocker
- Food Court Cashier
- Food Server
- Cook
- Stewards
- Beverage Server
- Valet Cashier
- EVS Attendant- FT & PT
- Table Game Dealer *
- Cage Cashier *
- Security *

* The following position requires you to obtain an Ohio Casino Control Commission gaming license. JACK will assist you in the process of obtaining this license for employment.

Participants must be 21 years of age. High School Diploma or equivalent required

Some positions require a Gaming License through the State of Ohio

Full Time team members are eligible for medical, dental, and vision benefits.

PTO (Paid Time Off) PTO is eligible to PT and FT Team Members after 6 months

Education Reimbursement: Provided to eligible TMs for tuition reimbursement for course related work the mission. Must relate to a career with JACK Entertainment. Must be with the company for at 6 months to be eligible.

Free Parking for team members. Discount Program that ranges city wide

Please visit <https://www.jackentertainment.com/careers> and select the property you are interested in or email CLEjobs@jackentertainment.com for more details.



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