

**The Council for Economic Opportunities JOB LEADS List**

**June 1, 2020**

**(216) 651-5188**

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

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The Council for Economic Opportunities 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 - PUBLIC STORAGE - PARMA**

Makes sure you customer service skills translate into a positive move-in experience; get customer reviews that will make you proud! Recommend storage solutions and assist customers with their storage needs. Perform cleaning and maintenance such as sweeping, mopping, picking up trash and wiping windows. Make customer calls to answer questions about their account and collect payments. Conduct daily physical storage unit inspection; confirm inventory availability and ensure spaces are secure and/or ready to rent. Manage, audit, balance cash drawer; prepare and make daily deposits. Hourly rate of \$10.00.

[https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e0&from=ja%2CiaBackPress&jk=c23ce91e9aae94ba&l=cleveland%2C%20ohio&q=customer%20service%20retail&rgtk=1e9lik83j2sgv803&tk=1e9lik83j2sgv803&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e0&from=ja%2CiaBackPress&jk=c23ce91e9aae94ba&l=cleveland%2C%20ohio&q=customer%20service%20retail&rgtk=1e9lik83j2sgv803&tk=1e9lik83j2sgv803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**CUSTOMER SERVICE REPRESENTATIVE - CARDINAL HEALTH - CLEVELAND**

Responsible for providing outsourced services to customers relating to medical billing, medical reimbursement, and/or other services by acting as a liaison in problem-solving, research and problem/dispute resolution. Offer professional and timely service as a representative of Cardinal Health at-Home. Support an inbound call queue, providing assistance in placing orders, searching products, processing returns, responding to order inquiries, providing delivery updates, and answering questions.

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[https://jobs.cardinalhealth.com/search/jobdetails/customer-service-representative/9e4438e4-22d7-4c65-9689-73e2427f67ff?utm\\_campaign=jobalerts&utm\\_source=Activate&utm\\_medium=email](https://jobs.cardinalhealth.com/search/jobdetails/customer-service-representative/9e4438e4-22d7-4c65-9689-73e2427f67ff?utm_campaign=jobalerts&utm_source=Activate&utm_medium=email)

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**<strong>TELESALES WORK AT HOME POSITIONS AVAILABLE - REVENUE GROUP</strong>**

Full-Time Permanent Position's. Must live in the Cleveland area. Hours: Monday – Friday 9:00 am-5:30 pm-possible shift from 10:00 am-7:0 pm in late summer. \$12.00 per hour plus an Uncapped Monthly Bonus Potential. Communicate with residential or commercial customers to explain the benefits of our clients’ energy products and services. Achieve and exceed daily performance goals to meet monthly production goals. Utilize your confident and persuasive personality, exceptional product knowledge, high standards of production and call quality to ensure customer satisfaction. MUST have your own PC or Laptop AND high-speed internet. MUST have Call Center/Sales experience.

Please apply and download your resume. Call Rebecca Conway at 216-763-2629 to schedule a phone interview.

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**<strong> CUSTOMER SERVICE REPRESENTATIVE - SPLASH FINANCIAL - CLEVELAND</strong>**

We are seeking a dynamic, high-energy Customer Service Representative who will play a vital role in building the relationship with our loan re-fi applicants and customers. The Splash Financial Customer Service team fields inbound customer inquiries, performs outbound calls and texts to loan re-fi applicants, and processes loan applications. In this role, you will make outbound contact to loan re-fi applicants who contact Splash and provide information on the application process.

<https://splashfinancial.bamboohr.com/jobs/view.php?id=32>

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**<strong> CALL CENTER SALES MANAGER - NATIONAL SALES PARTNERS - CLEVELAND</strong>**

Candidates MUST have minimum of 2 years' operating or managing a call center staff. All others please do not apply. Cleveland based company that retails for top brands such as DIRECTV, AT&T, Hughes, ADT, and more is expanding. Must be able to run and oversee all areas of operations from sales to staffing and growth to the facility. Ideal candidates will be able to manage several people and processes. Click the link below to apply.

<https://www.indeed.com/jobs?q=customer%20service%20representative&l=Cleveland%2C%20OH&advn=2040638230184200&vjk=7366c18deae2a6fa>

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**<strong>CUSTOMER SERVICE PROFESSIONAL/WORK FROM HOME - REVENUE GROUP - CLEVELAND</strong>**

Revenue Group has an energetic team with a great work environment and many different perks and incentives. We have monthly meetings to celebrate employee achievements and communicate company growth and goals. Answer outbound calls for assigned lenders 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. Call Rebecca Conway at 216-763-2629 to schedule a phone interview.

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

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**<strong>CUSTOMER SERVICE REP - U-HAUL - CLEVELAND</strong>**

As a Customer Service Representative, you will interface with U-Haul customers to identify what they are looking for so that you can recommend the best moving supplies or storage solutions for their moving needs. A Customer Service Representative will assist customers inside

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the U-Haul Center by educating them on our products and services, answering questions, and preparing rental invoices. Attention to detail in order to promote positive customer interactions. Valid driver's license. High School Diploma or equivalent

[https://uhaul.wd1.myworkdayjobs.com/en-US/UhaulJobs/job/Cleveland-Hts-Ohio/customer-service-rep\\_R66423?r2r](https://uhaul.wd1.myworkdayjobs.com/en-US/UhaulJobs/job/Cleveland-Hts-Ohio/customer-service-rep_R66423?r2r)

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<strong>CUSTOMER SERVICE REPRESENTATIVE/WORK FROM HOME - TTEC CLEVELAND</strong>

We're hiring and are looking to connect with you to help us deliver exceptional customer service experiences as a Work from Home Customer Service Representative. Accepting digital applications for your protection and the protection of our employees: Apply online to connect with us.

<https://ttec.taleo.net/careersection/10020/jobdetail.ftl?job=02MER&lang=en&src=JB-16062>

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<strong>WORK FROM HOME/CUSTOMER SERVICE REPRESENTATIVE - SITEL - SOLON</strong>

A virtual employee-based team supporting global fortune 500 companies in the insurance, travel & leisure, sport and telecommuting industries, just to name a few. Prior customer service experience. Prefers working in virtual self-management/self-motivated environment. Excellent verbal and listening skills. Professional and articulate voice. Home office that is noise & distraction free.

[https://sitel.harver.com/app/landing/5c337cece165b519df0c1a6e/login?vacancy\\_id=75351&utm\\_source=Indeed&utm\\_medium=Job\\_Boards](https://sitel.harver.com/app/landing/5c337cece165b519df0c1a6e/login?vacancy_id=75351&utm_source=Indeed&utm_medium=Job_Boards)

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**<strong>2020 CENSUS JOBS - CUYAHOGA COUNTY 2020 CENSUS TEMPORARY JOBS AVAILABLE NOW! </strong>**

Cuyahoga County has more than 6,000 temporary positions available, which include census takers, recruiting assistants, office staff and supervisory staff. The pay for census takers in Cuyahoga County is \$18.50 per hour. Have a valid Social Security number. Be a U.S. citizen. Be available to work flexible hours, which can include days, evenings, and/or weekends.

For more information or help applying, please call 1-855-JOB-2020.

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<b>OFFICE</b>
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**<strong>FRONT DESK ASSOCIATE - FX FITNESS - BROADVIEW HEIGHTS</strong>**

We are looking for someone who has full availability (Monday-Sunday 5am-11pm) on a schedule and on call as needed. Front Desk Associates are the first point of contact for current members and prospects walking into the club and first impressions are key. The front desk is the epicenter for all phone calls, questions, concerns, and purchases and this position requires proficiency in how to direct traffic for anything a member or prospect may need. Front Desk Associates must be friendly and greet all members and prospects with a smile and handle any of their questions directly or by directing them to another staff member who is suited to address their need.

[https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e0&from=ja%2CiaBackPress&jk=10b6bfca6fda6ab0&l=cleveland%2C%20ohio&q=customer%20service%20retail&rgtk=1e9b967p43hjm802&tk=1e9b967p43hjm802&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e0&from=ja%2CiaBackPress&jk=10b6bfca6fda6ab0&l=cleveland%2C%20ohio&q=customer%20service%20retail&rgtk=1e9b967p43hjm802&tk=1e9b967p43hjm802&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**<strong>RECEPTIONIST CASHIER - GANLEY AUTO GROUP - MAYFIELD HEIGHTS</strong>**

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Ensure all calls and customers are greeted in a timely and welcoming fashion to initiate positive visits; Accurately file receipts and permits to maintain an accurate record keeping process to ensure quick data retrieval. Ensure maximum productivity, customer service and cost control. High school diploma or the equivalent, preferred. One year of reception experience in a retail facility is desirable. Working knowledge of Outlook and Microsoft Office applications. One year of customer service experience.

<https://ganleyautojobs.com/job/receptionist-cashier-ganley-nissan/>

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<strong>FULL-TIME ADMINISTRATIVE ASSISTANT - SKYLIGHT FINANCIAL GROUP – CLEVELAND</strong>

\$30,000 to \$32,000 Annually. Answer incoming phones calls and handle appropriately. Schedule and confirm client appointments. Greet clients for in-office meeting. Manage client files, contact information and CRM database. Prepare and process client related paperwork. Schedule non-client meeting for the financial planner. Previous experience in customer service, sales, or other related fields.

[https://www.ziprecruiter.com/c/Skylight-Financial-Group/Job/Full-Time-Administrative-Assistant-in-Cleveland,-OH/-in-Cleveland,OH?jid=Qd1a4ef67-310307bf&job\\_id=6bb117d71cb90079c050d07cf0420311](https://www.ziprecruiter.com/c/Skylight-Financial-Group/Job/Full-Time-Administrative-Assistant-in-Cleveland,-OH/-in-Cleveland,OH?jid=Qd1a4ef67-310307bf&job_id=6bb117d71cb90079c050d07cf0420311)

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<strong>SALES ASSOCIATE / RECEPTIONIST – LASIKPLUS - INDEPENDENCE</strong>

Responsible for greeting patients and providing quality patient care, excellent communication and customer service care and provide high patient excitement and drive and generate leads towards laser vision correction surgery. Verifying schedule times with patients. Preparing charts. Handling pre-admission and consent forms. Counseling patients on their insurance and payment options. Receiving and securing payments from patients. All Associates are expected to cross-train in multiple functions, including working as an Ophthalmic Technician or Surgical Technician. Excellent verbal and written communication, and strong interpersonal and presentation skills, as well as strong computer skills.

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<strong>INSERTER OPERATOR - MIDWEST DIRECT - CLEVELAND</strong>

\$9.00 - \$9.50 an hour. Inserting various pieces of mail into envelopes. Sorting pieces of mail to postal regulations while ensuring that the inserts and matching of pieces are correct. Must be able to work overtime if needed to meet clients' needs. Must have basic computer skills. Must be able to work in a fast-paced environment. Experience 1 year (Preferred).

<https://www.mw-direct.com/careers/insertor-operator/>

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<strong>METER OPERATOR - MIDWEST DIRECT - CLEVELAND</strong>

\$9 an hour. Busy Lettershop in need of a meter operator. Willing to train if no experience operating a meter machine. Metering clients' mail using various rates and kept separate by their departments. Ensuring the correct postage is applied. Must have basic computer skills. High school or equivalent (Preferred).

<https://www.mw-direct.com/careers/meter-operator/>

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<strong>ADMINISTRATIVE ASSISTANT - MCGOWAN AND COMPANY - FAIRVIEW PARK</strong>

Full-time: \$25,000 - \$34,000 a year. Seeking an entry level Administrative Assistant to provide confidential, high level administrative and secretarial support to the CEO and to support branch

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offices in travel, purchasing, and other administrative functions. Must be computer proficient and have good interpersonal, verbal, writing and time management skills.

[https://www.simplyhired.com/job/aFZBupO1nUgWsRqscIZ1yCXUyeQ-Dqsf6qCRgsui9ZQ2VS4Yg9fKpA?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dv8vghhj2fut801](https://www.simplyhired.com/job/aFZBupO1nUgWsRqscIZ1yCXUyeQ-Dqsf6qCRgsui9ZQ2VS4Yg9fKpA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dv8vghhj2fut801)

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<b>FINANCE</b>
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**CUSTOMER SERVICE REPRESENTATIVES – KEYBANK - BROOKLYN**

KeyBank is Now Hiring Full Time Customer Service Representatives in Brooklyn! Join the KeyBank Customer Service Team! Employee and candidate health is a top priority. All interviews and onboarding are being conducted virtually at this time. Customer Service Representatives receive paid training, PTO, a generous benefits package 401(k) and more! Virtual Interviews, Virtual Onboarding and Work from Home Opportunities. High school diploma or GED equivalent. 1-2 years' customer/client services experience.

<https://hiring.lpages.co/brooklyn-reps/>

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**TELLER/CUSTOMER SERVICE REP I/OHIO CITY BRANCH - THIRD FEDERAL SAVINGS & LOAN - CLEVELAND**

We are looking for an experienced Teller/ Customer Service Rep. The qualified candidates will be proficient in all aspects of cash handling, managing and balancing a teller drawer and positively resolving customer issues. Handling financial transactions and problem resolution in a professional and friendly manner. 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.



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<https://recruiting.ultipro.com/THI1003TFSLA/JobBoard/3cffe15e-93d4-4b9e-a29a-fe881bdce36e/OpportunityDetail?opportunityId=7cbfe419-1e51-4848-b85e-ed39c3489c70>

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**QUALITY CONTROL UNDERWRITER - CROSSCOUNTRY MORTGAGE - CLEVELAND**

The Quality Control Underwriter is responsible for conducting daily pre-funding reexaminations of a percentage of internally active loan files which include the areas of credit report, appraisal, occupancy, red flags, underwriting and decision logic, underwriting conditions/stipulations and compliance. The Quality Control Underwriter works closely with the QC Manager to identify and remedy individual and group trends and assist in providing the individual Underwriter with individual loan level guidance and coaching as needed.

<https://crosscountrymortgage.com/about-us/careers/apply/>

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**BILLING SPECIALIST - SIEVERS SECURITY - CLEVELAND**

\$18 an hour. The position supports our business/finance office by daily billing of service tickets resulting from the work of 14 field service technicians. At least 2yrs. of experience working in billing; we will consider an Associate's Degree in a related field, if you have experience in billing. Must have minimum 2 years work experience in a billing role. Proven working knowledge of Microsoft Office Suite, specifically Excel. Working knowledge of Microsoft Office, specifically Excel.

[https://www.indeed.com/viewjob?adid=12022723&cmp=Sievers-Security&from=iaBackPress&jk=aa718bfe58af312f&pub=e4ea14867e765046&sjdu=QwrRXXKrqZ3CNX5W-O9jEvaUhGNHe2Onm\\_UnXUZLnbwpp0hSIz7uayRo6DinsJB\\_L\\_fA\\_z7k9LLiHMnpyTrpsDA&t=Billing%20Specialist&tk=1dpjavci8ni79805&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?adid=12022723&cmp=Sievers-Security&from=iaBackPress&jk=aa718bfe58af312f&pub=e4ea14867e765046&sjdu=QwrRXXKrqZ3CNX5W-O9jEvaUhGNHe2Onm_UnXUZLnbwpp0hSIz7uayRo6DinsJB_L_fA_z7k9LLiHMnpyTrpsDA&t=Billing%20Specialist&tk=1dpjavci8ni79805&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**HEALTH**

**DENTAL OFFICE FRONT DESK RECEPTIONIST - DOWNTOWN DENTAL SERVICES - CLEVELAND**

\$14 - \$18 an hour. You will provide a variety of services in the office, such as answering phones professionally, coordinating patient care, processing dental insurances, and presenting financial arrangements. 4 day work week with great benefits (Holiday pay, PTO, etc). No evening or weekend hours. Please submit a cover letter and a resume with references, which are mandatory. Potential candidates will be invited to complete an employment application and an on-site interview.

[https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=79fe57f41a8af9b8&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1e9m11uce2sur800&tk=1e9m11uce2sur800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=79fe57f41a8af9b8&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1e9m11uce2sur800&tk=1e9m11uce2sur800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**FRONT OFFICE - DENTAL OFFICE - GROWING SMILES CHILDREN'S DENTISTRY - BEACHWOOD**

We are offering an immediate, full-time position to join our growing team as one of our Front Office staff. The required job duties entail greeting patients with a smile, answering a high volume of phone calls, scheduling patients, confirming patients and doing miscellaneous clerical work. Professional and able to communicate with patients, doctor and other offices in person, by phone, and email. Exceptional written and verbal communication skills. Computer skills Customer Service: Minimum 2 years or more. Must have previous dental front office experience. Previous dental billing experience a plus.

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

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**FRONT DESK RECEPTIONIST - DREAS HEALTHCARE - CLEVELAND**

\$13 an hour. Dreas Healthcare specializes in chiropractic adjustments, massage therapy, physical therapy, and auto accident rehabilitation and they are looking for their next Front Desk Receptionist to join their team at their location in Cleveland, Hts, OH!!! Experience in answering phones, scheduling patients, taking messages, patient orientation, patient history, organizing files, using excel, word, and Microsoft systems, scripting. Minimum one year in an office/administrative/ receptionist role. High School Diploma or GED Required. Two- or Four-Year Degree Preferred but not required if experienced.

[https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=6b3095e6def5ee72&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1e71m6vif0e46002&tk=1e71m6vif0e46002&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=6b3095e6def5ee72&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1e71m6vif0e46002&tk=1e71m6vif0e46002&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**PERSONAL CARE ASSISTANT (PCA) - VILLAGE OF THE FALLS - OLMSTED FALLS**

\$26,000 - \$38,000 a year. Identify special resident problems and report them immediately to your supervisor. Assist residents when getting out of and getting into chairs or wheelchairs. Assist with passing water pitchers and trays in dining room. Remind residents of all mealtimes and assist to dining room as needed. Assist with keeping rooms neat. Report changes in residents' conditions to supervisor or nurse assigned. A high school diploma or G.E.D. is preferred. Candidates should have the ability to pass STNA certification course. Proficient in basic computer programs. Employees are required to complete monthly on-line education courses to keep our team members knowledgeable on the latest information and regulations.

[https://www.simplyhired.com/job/reI3GIYgfYwfq0J\\_nV5bWWkTUbDPaK-u4KrEP-T6dSgmyW29VMweSg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e7i5ln3k287t800](https://www.simplyhired.com/job/reI3GIYgfYwfq0J_nV5bWWkTUbDPaK-u4KrEP-T6dSgmyW29VMweSg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e7i5ln3k287t800)

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**RECEPTIONIST/PRN - 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.

[www.menorahpark.org/employment](http://www.menorahpark.org/employment)

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**HOME HEALTH AIDE - PURPLE HEART HEALTHCARE - CLEVELAND**

We are looking for a compassionate Home Health Aide to provide assistance in daily living and personal care services in patient's homes in accordance with an established care plan. Provide health care services in patient's residences. Perform domestic and household tasks. Transport and accompany patients to doctor's office or to hospital. Maintain patients care records and document provided services. Proven working experience as home health aide. Familiarity with basic nutrition and personal hygiene standards. Current CPR certificate. First Aid training. Valid driver's license. High school degree.

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

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**HHAS, CNAS AND STNAS - ADDUS HOME HEALTH CARE - INDEPENDENCE**

\$19,000 - \$24,000 a year. An Addus HHAs, CNAs and STNAs serves a vital function in support of seniors and people with disabilities living independently in their homes, but who need assistance with daily tasks. There is frequent person-to-person contact in this job, and an HHA, CNA and STNA becomes very important to their client. While physical activity is not constant, a HHA, CNA and STNA needs to be in good physical condition to perform the duties of the position. The need for HHA, CNA and STNA is great, so employment is steady, and hours can

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be flexible to accommodate personal/family needs. An HHA, CNA and STNA is a great entry level position with opportunity for growth in one of the fastest growing industries in the United States.

[https://www.simplyhired.com/job/aYjK7b8rCJU15J7tZRT\\_J2RyHaOCxU-OwPbBU9drojiyQiHp719O\\_A?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e0i5srgbo45u801](https://www.simplyhired.com/job/aYjK7b8rCJU15J7tZRT_J2RyHaOCxU-OwPbBU9drojiyQiHp719O_A?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e0i5srgbo45u801)

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**MULTIPLE POSITIONS - METROHEALTH MEDICAL CENTER - CLEVELAND**

The MetroHealth System.

<https://www.metrohealth.org/careers>

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**MEDICAL ASSISTANT/RECEPTIONIST - ASSOCIATES IN CARDIOLOGY, INC. - CLEVELAND**

\$13 - \$18 an hour. Medical receptionist to work in a cardiologist office. 2 years' experience and EPIC EMR experience a plus. 2 years' receptionist or medical receptionist or medical assistant preferred.

[https://www.indeed.com/viewjob?adid=238170883&cmp=Associates-In-Cardiology%2C-Inc.&from=iaBackPress&jk=395a22a635e5cd28&pub=e4ea14867e765046&sjdu=QwrRXKrqZ3CNX5W-O9jEvbIz9WNS0a2CaZUdGYDNxfsEgYnS02PXU2BHcjYSCDppM8Z6zwo9MRjVeXypQms8dUmCeQ355p\\_ni4\\_4LuQn284&t=Medical%20Assistant%20Receptionist&tk=1dlfrvtf3o68801&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?adid=238170883&cmp=Associates-In-Cardiology%2C-Inc.&from=iaBackPress&jk=395a22a635e5cd28&pub=e4ea14867e765046&sjdu=QwrRXKrqZ3CNX5W-O9jEvbIz9WNS0a2CaZUdGYDNxfsEgYnS02PXU2BHcjYSCDppM8Z6zwo9MRjVeXypQms8dUmCeQ355p_ni4_4LuQn284&t=Medical%20Assistant%20Receptionist&tk=1dlfrvtf3o68801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**JOB OPPORTUNITIES - UNIVERSITY HOSPITALS - CLEVELAND**

Registers patients in a courteous and efficient manner. Obtains accurate and complete registration information to ensure prompt billing and reimbursement. Answers telephones in professional and courteous manner to ensure positive communication with providers, patients and customers. Schedules patient appointments at the time of check-out. Collect co-payments and outstanding balances at the time of service. Perform secretarial, general office duties and other tasks assigned to support daily operations.

<https://careers.uhhospitals.org/career-areas/>

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**FOOD/HOSPITALITY/CLEANING**

Cashier (Full-Time) - Goodwill Industries of Gr. Cleveland & East Central Ohio - Cleveland

Come join our Goodwill team at the North Olmsted Store in North Olmsted, OH as a full time Cashier and help make. The Cashier (clerk/processor) represents the Agency to the general public by actions and friendliness and is in a key position to develop on-going positive customer relations. This person handles customer transactions, maintains store merchandise, and keeps accurate records using a point-of-sale system.

<https://www.applicantpro.com/openings/goodwillgoodskills/jobs/1410501-3248>

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**HOUSEKEEPING ATTENDANT - RHM REAL ESTATE GROUP - RICHMOND HEIGHTS**

\$11 - \$13 an hour. Responsible for the upkeep of the model suite, leasing office, common areas, community amenities and make readies. Keep the leasing office clean and orderly at all times. Clean / touch up the models on a daily basis. Clean make-readies on a daily basis. Clean fitness center, mail center, recreation center, sky deck and other common areas, etc., on a daily basis.

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Must be able to lift up to 75 pounds. Operate vehicle and drivers' license optional but not required according to community needs. Demonstrate strong communication skills.

[https://www.simplyhired.com/job/1RaddqJa4-D9mELTqH9bVewpB632\\_QjMKhca3hC3MqbWEYTyUFB7Gw?utm\\_source=jobseeker\\_email&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e8bvk5t43820800](https://www.simplyhired.com/job/1RaddqJa4-D9mELTqH9bVewpB632_QjMKhca3hC3MqbWEYTyUFB7Gw?utm_source=jobseeker_email&utm_medium=email&utm_campaign=job_alerts&jatk=1e8bvk5t43820800)

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<strong>HOTEL FRONT DESK CLERK - TRAVELODGE - LAKEWOOD</strong>

\$9.25 - \$10.00 an hour - Full-time, Part-time. Accommodating guests' needs, answering phones, learning computer system. Experience: hotel front desk, customer service: 1 year, hospitality: 1 year (Preferred).

[https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e7&from=ja%2CiaBackPress&jk=761e0f5a6f783ca2&l=cleveland&q=%22cashier%22&rgtk=1e84rr43j32b0801&tk=1e84rr43j32b0801&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e7&from=ja%2CiaBackPress&jk=761e0f5a6f783ca2&l=cleveland&q=%22cashier%22&rgtk=1e84rr43j32b0801&tk=1e84rr43j32b0801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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<strong>CONCIERGE - MILLENNIA HOUSING MANAGEMENT - CLEVELAND</strong>

The Concierge's primary responsibility is to ensure that the finest personal service is delivered to our tenants and guests while focusing on the highest quality services and value. Experience in the luxury sector or premium retail/service businesses serving an affluent client base. Knowledge of current trends. Knowledge of the art and music scene. Collects all data needed to report and assess the success of the program, including attendance records, guest registers, traffic and usage reports, tenant feedback and tenant profiles. Manages all aspects of amenity space rentals. 1 to 5 years of experience as a concierge in an office building or hotel or equivalent experience in retail, sales or service industry. Strong knowledge of Cleveland Ohio.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b4b0649d-3f21-4a73-b5be-92d4b252e4ce&ccId=19000101\\_000001&jobId=361064&source=IN&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=b4b0649d-3f21-4a73-b5be-92d4b252e4ce&ccId=19000101_000001&jobId=361064&source=IN&lang=en_US)

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**<strong>JOB OPPORTUNITIES - RAISING CANE'S - VARIOUS LOCATIONS</strong>**

Must have excellent communication & customer service skills. An outgoing and positive attitude. Able to work under pressure & at a fast pace. Must have reliable transportation. Must be able to frequently lift up to 50 lbs.

[http://www.caniaccareers.com/featured\\_careers.cfm](http://www.caniaccareers.com/featured_careers.cfm)

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**<strong>NIGHT BAKER - PANERA - LAKEWOOD</strong>**

Full-time: \$21,000 - \$29,000 a year. This is a third shift position! You must be available to work between 9pm - 6am. Reliable transportation (Valid Driver's License & Insurance a Plus!) Must be able to pass Drug Screen and Background check

[https://www.simplyhired.com/job/GnFm0p9Rf7YXsW9nHvYs2SV8WCfETUiPeR9ynlN72LyTdkqIv2xp5g?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e4vp2g1i3h28800](https://www.simplyhired.com/job/GnFm0p9Rf7YXsW9nHvYs2SV8WCfETUiPeR9ynlN72LyTdkqIv2xp5g?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e4vp2g1i3h28800)

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**<strong>HIRING NEEDS - ALDI - VARIOUS LOCATIONS</strong>**

Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. pay increase within the first year of employment. Processes customer purchases, performs general cleaning duties, and stocks shelves and displays neatly to maximize visibility and sales. High School Diploma or equivalent and prior work experience in a retail environment preferred.

<https://careers.aldi.us/>



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**<strong>HIRING NEEDS – MARRIOTT - CLEVELAND AREA</strong>**

Marriott believes in a career that flourishes with you. We also believe that wider experiences often provide a more enriching experience. We offer professional development, mentoring and training to help you get to where you want to go.

<https://jobs.marriott.com/marriott/jobs?page=1>

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**<strong>HIRING NEEDS - DAVES MARKETS - CLEVELAND AREA</strong>**

It is satisfying to work for a company that is passionately devoted to its customers, associates, and to the communities it serves. It is equally rewarding to work for a company like Dave's that is committed to the city of Cleveland and its residents. Hiring for Bagger/Clerk, Baker, Bakery Apprentice, Bakery Sales Clerk, 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>

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<b>SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION</b>
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**<strong>INFANT/TODDLER TEACHER - FAMILY FIRST CHILDCARE CENTER - CLEVELAND</strong>**

Full-time\$10 - \$15 an hour7 days ago. Early Childhood Education. Preschool Experience. Associate's Degree. Planned curriculum based on each child's individual needs by using a child-centered curriculum model (Creative Curriculum). Conducted bi-annual parent/teacher conferences based on running observations and assessments of each child. Maintained a well-

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organized classroom by continually restoring and enhancing the environment suitable for young infants.

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

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**<strong>HQS INSPECTOR - EDEN INC - CLEVELAND</strong>**

\$14.87 an hour. The Housing Quality Standards (HQS) Inspector inspects units subsidized by state and federal programs to ensure that they meet minimum criteria established by the Department of Housing and Urban Development (HUD)-as well as any local standards that EDEN is charged with enforcing-necessary for the health and safety of occupants of housing assisted through rental subsidies.

[https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840f1&from=ja%2CiaBackPress&jk=ef9a50075ecd9c7b&l=cleveland%2C%20Ohio&q=%22urban%20development%22&rgtk=1e7tmh3tf2g23803&tk=1e7tmh3tf2g23803&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840f1&from=ja%2CiaBackPress&jk=ef9a50075ecd9c7b&l=cleveland%2C%20Ohio&q=%22urban%20development%22&rgtk=1e7tmh3tf2g23803&tk=1e7tmh3tf2g23803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**<strong>YOUTH MENTAL HEALTH SPECIALIST - BELLEFAIRE JCB - SHAKER HEIGHTS</strong>**

\$27,000 - \$34,000 a year. Bellefaire JCB is looking for full and part time Youth Mental Health Specialists for our Residential Treatment program working with severely emotionally disturbed children and adolescents. Shifts include 2nd and 3rd shifts. Days of the week will vary based on Agency needs at the time. A minimum of a High School diploma is required. An Associate or bachelor's degree in Psychology, Mental Health or related field preferred. Experience working with emotionally disturbed youth required. Must be at least 21 years old. Residential experience a plus.

[https://www.appone.com/MainInfoReq.asp?R\\_ID=2971276&B\\_ID=44&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=9413&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=2971276&B_ID=44&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=9413&CountryID=3&LanguageID=2)

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**DIRECT SUPPORT SPECIALIST - OUR LADY OF THE WAYSIDE - CLEVELAND**

\$14 an hour. The Direct Support Specialist is a float position that covers open shifts as needed to support individuals with disabilities in community-based residential homes. All Direct Support Specialists assist individuals with a variety of tasks, including personal care, medication administration, activities of daily living, communication and behavioral development, and community involvement. Possess a valid Ohio Driver License and maintains a driving record in accordance with Agency Policy. Two (2) years of licensed driving experience. High School Diploma or equivalent. A minimum of 2 years' experience working in the field of Developmental Disabilities is required.

[https://www.indeed.com/viewjob?adid=56411592&cmp=Our-Lady-of-the-Wayside&from=iaBackPress&jk=5669abb7931a1db9&pub=e4ea14867e765046&sjdu=QwrRXKrqZ3CNX5W-O9jEvVAIMnz4z5TB5Bjc\\_3zaRpAX7jHHl0C1EIErck4Ye4wp4fw\\_KKKb97X2KWTFg5HXK P8pCIP0SyAr9Tn2TcfCV8Y&t=Direct%20Support%20Specialist&tk=1e5t0e1bh3sno803&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?adid=56411592&cmp=Our-Lady-of-the-Wayside&from=iaBackPress&jk=5669abb7931a1db9&pub=e4ea14867e765046&sjdu=QwrRXKrqZ3CNX5W-O9jEvVAIMnz4z5TB5Bjc_3zaRpAX7jHHl0C1EIErck4Ye4wp4fw_KKKb97X2KWTFg5HXK P8pCIP0SyAr9Tn2TcfCV8Y&t=Direct%20Support%20Specialist&tk=1e5t0e1bh3sno803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**RESIDENTIAL TREATMENT SPECIALIST - CLEVELAND CHRISTIAN HOME - CLEVELAND**

\$10.30 - \$12.09 an hour. Providing treatment for at-risk males ages 6-17 located in Cleveland. Interested candidates should have a minimum 1 year of experience working with at-risk youth in a residential environment and hold a valid driver's license. Supervise clients. Develop and consistently implement predictable routines for daily functioning. Plan and organize activities. High school diploma or GED required. Must have the ability to physically restrain clients of varying age/height/weight. Must have experience with moderately to severely emotionally disturbed children who have been unable to function effectively in a home setting.

<https://www.indeed.com/viewjob?adid=306217012&cmp=Cleveland-Christian-Home&from=iaBackPress&jk=bd63badfe000d198&pub=e4ea14867e765046&sjdu=QwrRXKrq>

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[Z3CNX5W-O9jEvR5GaLVh7Hz0TfSv\\_6LghE8ir-GJy3I3goXESJnIZvWnrz6ZXPzFyZxWAIXOAKB5D19gFCnw3T2Iom7t5RsFeoQ&t=Residential%20Treatment%20Specialist&tk=1e5nrssbb3ivp800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.simplyhired.com/job/eDR7pQItm8ixRaskxiEsUInA-pHfLUfMrd3BFy-SFcqf86T8LI085w?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dq4cq0bt39tr800)

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**<strong>DIRECT CARE-DAY PROGRAM - PHOENIX RESIDENTIAL - WARRENSVILLE HEIGHTS</strong>**

Full-time \$10 - \$12 an hour. Excellence through Teamwork! Grand Manner is a social service Agency, serving individuals with Intellectual and/or Developmental Disabilities in Cuyahoga County. Are you looking for a unique opportunity to make a difference in the lives of others? No experience necessary-we train! Our day program staff provides transportation services, as well assist people with disabilities with daily living skills. Group home/healthcare background, and Job coaching experience is a plus. We require: 18 years of age and older, H.S. Diploma or GED, Clean criminal background, Valid Ohio Driver's License with 4 points or less.

[https://www.simplyhired.com/job/eDR7pQItm8ixRaskxiEsUInA-pHfLUfMrd3BFy-SFcqf86T8LI085w?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dq4cq0bt39tr800](https://www.simplyhired.com/job/eDR7pQItm8ixRaskxiEsUInA-pHfLUfMrd3BFy-SFcqf86T8LI085w?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dq4cq0bt39tr800)

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**<strong>EDUCATION TRAINER & FACILITATOR - YOUTH OPPORTUNITIES UNLIMITED - CLEVELAND</strong>**

\$45,000 - \$56,000 a year. Education Trainer & Facilitators take full responsibility and ownership of the planning, teaching, facilitating, and coordinating several classes and training sessions. Classes focus on job readiness, life skills, workforce development training, and encouraging career exploration. Bachelor's Degree in Education, Learning & Development, Communications, or another related field. At least 2 years of teaching at-risk youth and young adults.

[https://www.simplyhired.com/job/hU25PiTyPX57iSyfrCA32PS0L0-9wj4dj4DYv9Wn2N9Z\\_QCp34HeGg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dlk35to23d5j801](https://www.simplyhired.com/job/hU25PiTyPX57iSyfrCA32PS0L0-9wj4dj4DYv9Wn2N9Z_QCp34HeGg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dlk35to23d5j801)

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**<strong>CHILD CARE ADMINISTRATOR - TINY FOOTPRINTS CHILD ENRICHMENT CENTER - CLEVELAND</strong>**

\$10 - \$12 an hour. Child Development Associate Certification. Professional Development Assistance. 2 or more years' experience. Ability to schedule, manage staff. Associate or CDA level 4 and up.

[https://www.simplyhired.com/job/PUgWMQrZHvW8ENrDq-ukdVfMo7y2Icp0yz9uDZMkFREJf4fPNDTTiw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dl1vileh3d35800](https://www.simplyhired.com/job/PUgWMQrZHvW8ENrDq-ukdVfMo7y2Icp0yz9uDZMkFREJf4fPNDTTiw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dl1vileh3d35800)

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<b>MANUFACTURING/TRADES/GENERAL LABOR</b>
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**<strong>AUTO DETAILER - NATHAN'S AUTOMOTIVE DETAILING LLC - BROOK PARK</strong>**

\$13 - \$14 an hour. Looking for a detailer who would work from various dealerships in Brook Park and North Olmsted, OH. Nathan's Automotive Detailing, one of Cleveland's premier detailing companies, is offering an immediate, year-round, full-time position as an Automotive Detailer within our impressive team of energetic self-starters. We are seeking an Automotive Detailer who will clean, refurbish and detail vehicles for our dealership locations. Will provide training for the right entry-level candidate. You must have a VALID, INSURABLE driver's license!!!! MUST have reliable transportation.

[https://www.simplyhired.com/job/vtRTt6Yghw6t4eJnNaU-bcSE8IeCQcWJ44bbpAEDX0vaWqFgybajGg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e86pgjhr3dap800](https://www.simplyhired.com/job/vtRTt6Yghw6t4eJnNaU-bcSE8IeCQcWJ44bbpAEDX0vaWqFgybajGg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e86pgjhr3dap800)

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**CNC OPERATOR - BULA FORGE & MACHINE, INC. - CLEVELAND**

\$16 - \$20 an hour. Operate CNC mills & lathes. Read blueprints. Measure with standard inspection equipment. Adapts easily to changes in duties and will work in other departments as needed. Manufacturing: 1 year (Preferred). CNC: 1 year (Preferred).

[https://www.simplyhired.com/job/Oh\\_dYL3OpJIA2BJyrMgaFQ3dhH5aoLo0Wr1HX0hROQprBEVUj-hi8w?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e86r37003dap800](https://www.simplyhired.com/job/Oh_dYL3OpJIA2BJyrMgaFQ3dhH5aoLo0Wr1HX0hROQprBEVUj-hi8w?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e86r37003dap800)

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**CNC MACHINIST- 2ND SHIFT - HP MANUFACTURING - CLEVELAND**

\$15 - \$25 an hour. HP Manufacturing is looking for an experienced candidate that has the desire and ability to grow with the company in continuous improvement and operational excellence. Set up and operate CNC mills & lathes. Manual lathes, drill presses, milling machines, and saws. Understand G&M codes. Ability to make minor program edits. Able to read and understand customer prints, with GDT. Can use micrometers, calipers, to check parts to the print. Required to understand and complete documents in an ISO setting. High School diploma or GED. Minimum 1 year of CNC machining experience.

[https://www.indeed.com/viewjob?adid=338361818&cmp=HP-Manufacturing&from=iaBackPress&jk=0c7004bb547a4851&pub=57059a68c9d0a200d8143196d702e8c90cace3277f6b99df&sjdu=QwrRXKrqZ3CNX5W-O9jEvU36iHpgUS\\_ZqxKwvYH8\\_oSjkuR2JIGgB1RkKVdSUbyMIRwYryU14BO0IUTvtrtuwTSuG9xzWcDtUwU5sZZAg5hdNS8z1yRT3jnjiZjbICks&t=CNC%20Machinist&tk=1e5pgts6lp84u800](https://www.indeed.com/viewjob?adid=338361818&cmp=HP-Manufacturing&from=iaBackPress&jk=0c7004bb547a4851&pub=57059a68c9d0a200d8143196d702e8c90cace3277f6b99df&sjdu=QwrRXKrqZ3CNX5W-O9jEvU36iHpgUS_ZqxKwvYH8_oSjkuR2JIGgB1RkKVdSUbyMIRwYryU14BO0IUTvtrtuwTSuG9xzWcDtUwU5sZZAg5hdNS8z1yRT3jnjiZjbICks&t=CNC%20Machinist&tk=1e5pgts6lp84u800)

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**1ST SHIFT PACKAGING MACHINE OPERATOR - GRIFFITH FOODS - AVON**

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Responsible for the packaging of finished goods into cartons, pails and/or cups and palletize according to specifications. Read and interpret production schedules. Erect and place labels on cartons. Set-up, operate, and maintain Taper and Code Dater. Stack cartons on pallets in correct tier configuration and layer count. Record yield data. Provide employee training as needed. Ensure Food products meet safety, quality and legal requirements. GED Preferred; one-month related experience or training and/or equivalent combination of education and experience.

[https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=76688ab17690bbf5&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1e49ja0ll2tie802&tk=1e49ja0ll2tie802&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=76688ab17690bbf5&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1e49ja0ll2tie802&tk=1e49ja0ll2tie802&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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<strong>PRODUCTION TECHNICIAN - NORTH COAST COMPOSITES - INDEPENDENCE</strong>

\$13 an hour. · High School Education. A good job for someone just entering the workforce or returning to the workforce with limited experience and education. Looking for a fresh/new start or career in a new field? North Coast Composites (NCC) is a rapidly growing company in the Aerospace industry. We are in immediate need of self-motivated individuals willing to learn the necessary skills to enter the world of Composites. Have mechanical aptitude. Are able to read and follow written and verbal directions. Have excellent communication skills. Have good manual dexterity. Are able to use basic hand tools.

[https://www.simplyhired.com/job/KLUgHII6ykhIKWiu4vDMmBv20LnDt3dGm-evJJ7GZIO4XmpVR28PIQ?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dr86q13l3gr1800](https://www.simplyhired.com/job/KLUgHII6ykhIKWiu4vDMmBv20LnDt3dGm-evJJ7GZIO4XmpVR28PIQ?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dr86q13l3gr1800)

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<strong>CONSTRUCTION TRAFFIC CONTROLLER/ENTRY LEVEL - AREA WIDE PROTECTIVE – INDEPENDENCE</strong>

10.50/HR. Part-time. Facility is located in Bedford, but you will be required to work in the surrounding areas around where you are located. Set up a safe work zone. Use stop and slow

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paddles to control the flow of traffic. Driver's License required with a motor vehicle report that meets AWP company guidelines to be considered for promotions. Comfortable standing 8-12 hours and lifting 40-60lbs. Comfortable working around a high volume of fast-moving traffic. This is an outdoor position and you will work in all weather conditions.

[https://www.simplyhired.com/job/6QWsFFq6cI-EIRPa9nvaDYrnkBzPJd0n4x0wz7NUxxp8mc-ESlfwWw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dq1itic0390k800](https://www.simplyhired.com/job/6QWsFFq6cI-EIRPa9nvaDYrnkBzPJd0n4x0wz7NUxxp8mc-ESlfwWw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dq1itic0390k800)

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<strong>PRODUCTION WORKER - BNEXT DESIGN AND AWNING - CLEVELAND</strong>

\$8 - \$11 an hour. NO experience required. Flexible schedule. Good job for someone just entering the workforce or returning to the workforce with limited experience and education. to applicants under 18 years old, provided it is legally allowed for the job and location.

[https://www.simplyhired.com/job/FTqnFDcVyaSW-ckeF2R\\_RGVVu4mEjyIs4mc3Gu438bXOtf5Z1Nkaw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1djeit3lgnvum800](https://www.simplyhired.com/job/FTqnFDcVyaSW-ckeF2R_RGVVu4mEjyIs4mc3Gu438bXOtf5Z1Nkaw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1djeit3lgnvum800)

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<strong>EXPERIENCED DOUBLE DISC GRINDER/ MACHINIST - UNIVERSAL GRINDING CORPORATION – CLEVELAND</strong>

\$15 - \$18 an hour. Immediate opening for EXPERIENCED double disc (disk) rotary grinder (preferably a Gardner or Besly). No less than 2 years' experience, as this is not a training position. Operator must be able to set up the machine and be comfortable shop math. Candidate will be drug tested for hiring process. Full-time: \$15.00 to \$18.00 /hour.

[https://www.simplyhired.com/job/eRBLPMfEtzwyWnaFj1EDBEC\\_PhWJTE4nr8AU8oq5mcfFE2-ZSZfFdg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dj9apv8h2te1800](https://www.simplyhired.com/job/eRBLPMfEtzwyWnaFj1EDBEC_PhWJTE4nr8AU8oq5mcfFE2-ZSZfFdg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dj9apv8h2te1800)



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**TRANSPORTATION/WAREHOUSE/DISTRIBUTION**

<strong>DELIVERY DRIVER - KINGSHIP LOGISTICS - EUCLID</strong>

Full-time | Part-time \$15 an hour. Delivery Driver Experience. Heavy Lifting. KingShip Logistics LLC is hiring for delivery drivers with AMAZON in Euclid, Ohio. KingShip Logistics is seeking part-time and full-time delivery associates to our fast growing team. Associates will be responsible for safe handling of packages, equipment, as well as timely delivery to businesses and residential customers. Must be at least 21 years of age. Must be available for 7-9 hour days. Will require night driving.

[https://www.simplyhired.com/job/QmkTiPKN-fHIkG0feKGPzyPsbRLqJ5o9lzKFlnjfrarOS\\_StsYsqBw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e8rgqnu73a1k800](https://www.simplyhired.com/job/QmkTiPKN-fHIkG0feKGPzyPsbRLqJ5o9lzKFlnjfrarOS_StsYsqBw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e8rgqnu73a1k800)

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<strong>INVENTORY SPECIALIST - CUSHMAN & WAKEFIELD - EUCLID</strong>

Manage inventories of all maintenance repair parts. Coordinate with the Maintenance Planner and maintenance/production supervisors to forecast and ensure required parts and consumables are in stock for scheduled maintenance actions. Create purchase order requisitions. Prepares reports and analysis as required. Must have High School education or equivalent. Must have 3 to 5 years' experience in parts ordering, storing, and inventory control position(s). Must have strong computer skills and experience in analyzing data.

[https://careers.cushmanwakefield.com/global/en/job/CUWAGLOBALR93557ENGLOBALCWSERVICES/Inventory-Specialist?utm\\_source=indeed&utm\\_medium=phenom-feeds](https://careers.cushmanwakefield.com/global/en/job/CUWAGLOBALR93557ENGLOBALCWSERVICES/Inventory-Specialist?utm_source=indeed&utm_medium=phenom-feeds)

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<strong>STORE DRIVER - ADVANCE AUTO PARTS - BEDFORD</strong>

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\$21,000 - \$28,000 a year. Entry level store position capable of supporting delivery of parts to commercial customers. The role has the responsibility to deliver parts to our commercial customers and assist with task and inventory processes in the store. Safely deliver parts to customers as needed. Pick and stage parts for customer orders. Operating inventory systems (Back stock) and store equipment. Read and interpret documents such as safety rules, operating and maintenance instructions, parts catalogs, and procedure manuals. Automotive parts experience is preferred. Must have a valid driver's license and be fleet safety certified

<https://www.advanceautoparts.jobs/en-US/job/-/J3S0NH5YK96BSRJVLCT>

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**<strong>ROUTE SALES REPRESENTATIVE - FRITO-LAY NORTH AMERICA - CLEVELAND</strong>**

\$48,828 a year - Full-time, Part-time. The Route Sales Representative is a full-time position that is responsible for selling and merchandising Frito-Lay's complete line of quality products at local stores including convenience stores, gas stations, and large grocery stores. As a Route Sales Representative, you would drive a small Frito-Lay truck which requires a regular driver s license and insurance. Hours per week average approximately 50 hours and include weekend and/or holiday work in all weather conditions.

[https://pepsicoglobalponton.avature.net/careers/JobDetail/United-States-Route-Sales-Representative/266950?rx\\_campaign=indeed0&rx\\_group=115295&rx\\_job=266950&rx\\_r=none&rx\\_source=Indeed&rx\\_ts=20200408T140302Z&source=Recruitics+Indeed&rx\\_viewer=86d10d2074f811eaafab2fb54a65aca7fb5270e660ed411a948e1dc6d9f0c67b](https://pepsicoglobalponton.avature.net/careers/JobDetail/United-States-Route-Sales-Representative/266950?rx_campaign=indeed0&rx_group=115295&rx_job=266950&rx_r=none&rx_source=Indeed&rx_ts=20200408T140302Z&source=Recruitics+Indeed&rx_viewer=86d10d2074f811eaafab2fb54a65aca7fb5270e660ed411a948e1dc6d9f0c67b)

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**<strong>ROUTE SERVICE REPRESENTATIVE - UNIFIRST - BROOKLYN HEIGHTS</strong>**

The Route Service Representative will make daily visits delivering and picking up customer products on an assigned route. Routes are serviced daytime hours Monday through Friday

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because in the UniFirst culture, we believe nights and weekends should be reserved for personal and family time. Provide exceptional service and customer satisfaction on your assigned route. High school diploma or GED, some college is a plus. 21 years of age. Valid driver's license & reliable transportation. Physically capable of lifting up to 50 pounds. Basic computer proficiency.

<https://jobs.unifirst.com/job/-/7729/14719979?ss=paid>

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**WAREHOUSE STAFF/FORKLIFT OPERATOR - C&Y GLOBAL INC. -- BRATENAHL**

Entry Level Position. \$24,000 - \$33,000 a year. We currently have a physically demanding position in our Warehouse which requires physical labor and handling of metal materials, as well as Bobcat and Forklift proficiency and the ability to withstand the elements. Verifies items. Inspects condition of items. Physically Load and Unload scrap metal materials. Sort scrap metal materials. Operate forklift and bobcat. High School Diploma or Equivalent, plus minimum 2-3 years Construction experience.

[https://www.simplyhired.com/job/rMM83KFWQ9OSnG7ggOIWuAr37NPNbn1ls6yHl-wy89d\\_7JzqPvqmFg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1e0aep7qe2sjl800](https://www.simplyhired.com/job/rMM83KFWQ9OSnG7ggOIWuAr37NPNbn1ls6yHl-wy89d_7JzqPvqmFg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1e0aep7qe2sjl800)

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**WAREHOUSE ORDER SELECTOR - HARVEST SHERWOOD FOOD DISTRIBUTORS - MAPLE HEIGHTS**

Full-time: \$21,000 - \$30,000 a year. High School Diploma or GED. As an entry level employee at Harvest-Sherwood Food Distributors your primary job responsibilities will be reading order labels and picking orders assigned to you by your supervisor. You will be trained and certified to operate stand-up tow motors and pallet jacks. Select pallets, cases and/or bags of dry or frozen goods to fill customer orders from multi-level rack storage systems. Manually load items on pallets, move to the loading dock staging area with an electric pallet jack, shrink wrap and label items. Label and ready the order for shipment.

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[https://www.simplyhired.com/job/A66MCj6sB-bH4wbxYXSro36cWabKXJ-sRXBVKGht8maXpDBgXT-ALw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dumupsud390k800](https://www.simplyhired.com/job/A66MCj6sB-bH4wbxYXSro36cWabKXJ-sRXBVKGht8maXpDBgXT-ALw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dumupsud390k800)

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**<strong>BUS OPERATOR/FULL & PART-TIME - RTA - CLEVELAND</strong>**

Functions as a Customer Service Ambassador for RTA by providing safe, efficient, and quality transportation service to customers. Must have a high school diploma or G.E.D. equivalent. Applicants must be at least 19 years of age, have a minimum of three (3) years driving experience and at least two (2) years of customer service experience. Applicants who successfully pass the selection process who do not have a permanent or temporary CDL may be offered a position, contingent on obtaining the temporary CDL permit during training. Training Wage \$12.50; Wage Rate after training: \$17.21 hourly, plus wage rate increases up to \$28.68 after six years of full-time equivalent services.

<http://www.riderta.com/careers>

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**JOB FAIRS/RECRUITMENTS/HIRING EVENTS**

**<strong>OFFICE & IN-FIELD POSITIONS - US CENSUS 2020</strong>**

**JOIN THE 2020 CENSUS TEAM**

For more information or help applying, please call 1-855-JOB-2020.

Federal Relay Service: 1-800-877-8339 TTY/ASCII | [www.gsa.gov/fedrelay](http://www.gsa.gov/fedrelay)

The U.S. Census Bureau is an Equal Opportunity Employer.

**APPLY ONLINE!**

[2020census.gov/jobs](http://2020census.gov/jobs)

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Cuyahoga County**  
A proud partner of the  
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**YOU'RE INVITED!**

# **VIRTUAL CAREER FAIR**

**JOBS MATCHING EVENT**

**In response to the re-opening of Cuyahoga County from COVID-19 we are holding a jobs matching event for employers and job seekers. Interview with employers on the spot!**

**Free Home Desktop Computer and Internet Access**

**If you need a home computer and internet access to apply for employment opportunities, we may be able to help.**

**Pre-registration required call (216) 319-5993 to determine eligibility.**



**When:**

**June 15th thru June 19th 2020**

**9:00 a.m. - 4:00 p.m.**

**Register For The Event At**

**Registration will be open throughout the event.**

**[WWW.OMJCC.US](http://WWW.OMJCC.US)**

**For Questions Call (216) 777-8255**

**This event sponsored by:**



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Supporting  
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