

JOB OPENINGS

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

1/12/2012

Bunn Enterprise Inc.

Kevin Bunn

740-678-8430

POSITION TITLE

Owner/Manager

JOB START DATE

IMMEDIATELY

JOB DESCRIPTION

Heavy Equipment Mechanic. 40 hours plus a week. \$30.00 (approximate) per hour plus benefits. Complete application at 13589 State Route 550, Fleming, OH 45729. Welding a plus also.

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

12/19/2011

BD Oil Gathering

Ina Young

800-993-9355

POSITION TITLE

truck driver

JOB START DATE

IMMEDIATELY

JOB DESCRIPTION

Need to have CDL Class A with Hazmat license. Position is 40 hours a week plus overtime. Starting wage is \$13.50 per hour. Benefits are health insurance, vacation, IRA/401K. Hours vary. Need to contact 1-800-993-9355 to set up an interview.

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

11/16/2011

Norwood Greene

Alice

POSITION TITLE

Maintenance worker

JOB START DATE

IMMEDIATELY

JOB DESCRIPTION

They are looking for a maintenance/cleaning man. Maintenance test required. 20 hours a week at \$10.00 per hour. Need to complete an application at Norwood Greene, 315 Colegate Dr., Marietta, Ohio. No phone calls. Background check required.

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

11/16/2011

Woodcrafter's Warehouse

Candy Nelson

373-5513 ext. 157

POSITION TITLE

distribution worker

JOB START DATE

IMMEDIATELY

JOB DESCRIPTION

Looking for workers to work in their distribution center. Include lifting (30 to 40 lbs), stocking, filling orders and miscellaneous duties. Hours are 4 days a week (32 hours) from 8 am to 4:30 pm (no weekends). Rate of pay is \$7.85 hour and paid bi-weekly. Anyone wanting to apply needs to contact Candy Nelson at 373-5513 ext. 157 or stop in the agency to complete an application.

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
11/2/2011	Medi Home Health Agency	Susie	740-401-0230

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
Personal Care Aide/Home Care Aide	IMMEDIATELY

JOB DESCRIPTION

Provides support services, under the supervision of the appropriate professional staff, which assist the client or family in the achievement of physical and emotional comfort. Home visits daily. Periodic office meetings and in-services. Must have reliable transportation and agency-related liability insurance. Starting Rate of Pay is \$8.25 per hour. Need to have successfully completed the written competency exam and skills demonstration evaluation required for home care aide certification by the agency. Good communication skills. Please send resume to Unit 103, 809 Farson St., Belpre, OH 45714.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/26/2011	C & C Chrysler Dodge Jeep Toyota Scion	Amanda Stollar	740-373-2928

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
Car Wash Guy	IMMEDIATELY

JOB DESCRIPTION

Duties are washing and cleaning cars. Starting rate of pay is \$7.40 per hour. Hours are Monday thru Friday 8 am - 5 pm, Saturday 8 am - 4 pm (rotating). Must be able to pass a drug test, have a good driving record and be at least 21 years of age. Applications available at Washington Co. Job & Family Services, 1115 Gilman Ave., Marietta, OH between the hours of 7:30 am - 4 pm.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/26/2011	C & C Chrysler Dodge Jeep Toyota Scion	Amanda Stollar	740-373-2928

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
Service Technician	IMMEDIATELY

JOB DESCRIPTION

Repair and service cars and light duty trucks, both gasoline and diesel engines, ASE certification and prior dealership experience preferred. Must have at least 2 years mechanical experience. Must be able to pass a drug test, have a good driving record and be at least 21 years of age. Starting wage is \$10.00 - \$20.00 (depending on experience). Hours are Monday thru Friday 8 am - 5 pm and Saturday 8 am - 4 pm (rotating). Please send your resume to C & C or go to their dealership to complete an application. Anyone wanting to pickup an application can do so at our agency between the hours of 7:30 a.m. - 4:00 p.m..

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/26/2011	J. D. Love Trucking & Excavating	Cindy	740-585-2787

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
dump truck drivers	IMMEDIATELY

JOB DESCRIPTION

Dump Truck Drivers needed (no over the road driving). CDL required. Background check and clean driving record required. 40 hours a week and starting at \$11.50 per hour. Anyone interested in applying needs to send their resume to Candy Nelson at Washington Co. Job & Family Services, 1115 Gilman Ave., Marietta, Ohio. Fax number is (740) 373-7694.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/18/2011	Allstate	Candy Nelson	373-5513 ext. 157

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
Customer Service Representative	IMMEDIATELY

JOB DESCRIPTION

Provides customer service to assigned policyholders. Assists customer with problems, complaints and other issues. Notifies agent/office manager of problems occurring from support area and recommend solution. Work retention list for assigned policyholders, includes pre-renewal lists, post renewal list, annual reviews. Process all P&C endorsements; following proper procedures outlined in office procedure manual. Follow-up on all endorsements on ALSTAR work status as outlined in the office procedure manual. Offers cross-sell P&C products at every opportunity. Provides quotes for existing customers for all P&C (non-commercial) lines. Aids in preparing annual review appointments. Updates information in IMPACT system, e.g., contact information, e-mail addresses, current phone numbers, etc.. Takes claim reports as described in office procedure manual. Works follow-ups on claims as outlined in office procedure manual. Reports all claims problems to agent/office manager and recommends a solution to satisfy the customer. Takes and receipts payment accurately. Answers phone if receptionist is unavailable. Reviews monthly pay/cancel list and sends cancellation postcards weekly, Calls customer prior to cancel date. Always asks for referrals and thanks customers for their business. \$8.50 per hour to start. 30-35 hours a week. No insurance licenses required. Please send resume to Candy Nelson at 1115 Gilman Ave., Marietta, OH 45750.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/18/2011	Allstate	Candy Nelson	373-5513 ext. 157

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
Sales Producer	IMMEDIATELY

JOB DESCRIPTION

Requires a P&C license. A life & health license would be required to advance to Senior Sales Producer. Duties are: Solicits and writes new P&C policies from both inside and outside the BOB. Follows consistent sales process for aspects for prescreening, quoting, sales track, application completion, follow-up (all outlined in agency procedure manual). Thoroughly understands and follows all underwriting and rating plans. Ensures that all required documents are signed, filed and faxed (when required) appropriately. Follows all compliance guidelines and procedures. Maintains knowledge of new products. Actively solicits expiration dates from new customers. Asks all customers for referrals. Develops agency relation with existing customers. Meets the production requirements and goals assigned by the agency/office manager, etc.. Many more duties. Anyone interested in applying needs to submit a resume to Candy Nelson at 1115 Gilman Ave., Marietta, OH 45750. \$8.50 to start, 30 - 35 hours a week. Would have to have P&C Licenses.

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/7/2010	SPAGNA'S ITALIAN RESTAURANT & HARMAR TAVERN	NA	NA
	<u>POSITION TITLE</u>	<u>JOB START DATE</u>	
	COOK, SERVER	IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
BOTH ESTABLISHMENTS IS IN IMMEDIATE NEED OF A COOK AND SERVERS. IF APPLICANT WORKS OUT, HOURS COULD BE FULL TIME BETWEEN BOTH ESTABLISHMENTS. IF COOK HAS MORE EXPERIENCE THAN A SHORT ORDER COOK, PAY COULD BE \$8/HR. IF INTERESTED, PLEASE COMPLETE AN APPLICATION AT THE HARMAR TAVERN.			

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	DAYS INN-WILLIAMSTOWN, WV	MAC	304-375-3730
	<u>POSITION TITLE</u>	<u>JOB START DATE</u>	
	VARIOUS	IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
ONE OPENING FOR FRONT DESK AND 1-2 OPENINGS IN HOUSEKEEPING. APPLY AT THE DAYS INN.			

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	EXTRAS	NA	304-485-5200
	<u>POSITION TITLE</u>	<u>JOB START DATE</u>	
	VARIOUS	IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
Applications taken at 1217A Garfield Ave., Parkersburg, WV.			

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	INTERIM HEALTH CARE	SHANNON	740-373-3800
	<u>POSITION TITLE</u>	<u>JOB START DATE</u>	
	HOME HEALTH AIDES	IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
Immediate openings for Home Health Aides for the following areas: McConnelsville, Lowell, Marietta, and Woodsfield. Must be flexible and willing to work every other weekend. Must have high school diploma or equivalent and be State Tested in Ohio or have at least one year of proven home health experience in a facility within the past two years. Must pass background check and drug screening. Please apply online at www.interimhealthcare.com or call Shannon at 740-373-3800.			

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	MANCAN	NA	740-373-9675
<u>POSITION TITLE</u>		<u>JOB START DATE</u>	
VARIOUS		IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
Applications taken at 116 Putnam St., Marietta, OH or email resume to: jberger@mancan.com.			

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	MANPOWER	NA	304-485-0088
<u>POSITION TITLE</u>		<u>JOB START DATE</u>	
VARIOUS		IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
Applications taken at 1047 Emerson Ave., Parkersburg, WV.			

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	MARIETTA NURSING AND REHABILITATION	NA	NA
<u>POSITION TITLE</u>		<u>JOB START DATE</u>	
NURSE ASSISTANTS		IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
Looking for State Tested Nursing Assistants. All shifts full-time and part-time. Pay is based on experience. Apply in person at 117 Bartlett St., Marietta, OH.			

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	MEDI-HOME HEALTH	NA	NA
<u>POSITION TITLE</u>		<u>JOB START DATE</u>	
S.T.N.A./CERTIFIED HOME HEALTH AIDE		IMMEDIATELY	
<u>JOB DESCRIPTION</u>			
Part-time State Tested Nurse Assistants or Certified Home Health Aide needed. Dayshift, hours may vary. Pay is based on experience. Apply in person at 1206 Pike St., Marietta, OH 45750.			

JOB OPENINGS

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COMPANY

CONTACT NAME

PHONE

10/1/2010

P.S.A. - PROFESSIONAL SERVICES OF AMERICA

ANDREW

304-485-1282 EXT. 1026

POSITION TITLE

JOB START DATE

IMMEDIATELY

JOB DESCRIPTION

Accepting applications or resumes for secretarial, data entry, and customer service representative positions. Must have a GED or high school diploma. Must pass a background check and drug test.

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

10/1/2010

PAR MAR

NA

NA

POSITION TITLE

JOB START DATE

CLERK/CASHIER

IMMEDIATELY

JOB DESCRIPTION

Hiring at different locations throughout Washington County. Apply for clerk and cashier positions at any Par Mar store or online at www.parmarstores.com.

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

10/1/2010

PERSONNEL TEMPORARY SERVICE

NA

304-428-0177

POSITION TITLE

JOB START DATE

VARIOUS

IMMEDIATELY

JOB DESCRIPTION

Applications taken Monday-Friday 8:30am-11:00am and 1:30pm-3:00pm at 3702 Emerson Ave., Parkersburg, WV.

**DATE
POSTED**

COMPANY

CONTACT NAME

PHONE

10/1/2010

PROFESSIONAL SERVICES OF AMERICA, INC.

NA

304-485-1282

POSITION TITLE

JOB START DATE

VARIOUS

IMMEDIATELY

JOB DESCRIPTION

Applications taken at 601 Avery St., Suite 500, Parkersburg, WV.

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	PUBLIC DEBT	NA	304-480-6144

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
VARIOUS	IMMEDIATELY

JOB DESCRIPTION

If you are interested in applying for the Parkersburg, WV location you may apply online at www.publicdebt.treas.gov/oa/oafedemp.htm or by calling the above number and listen to the employment hot line for all positions available for hire.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	QUALITY OF LIFE HOMECARE LTD.	NA	374-8005

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
VARIOUS	IMMEDIATELY

JOB DESCRIPTION

Several positions open for RNs, LPNs, and Home Health Aides. Must have valid drivers license, Social Security card, and proof of current auto insurance. Home health aides do not need to be certified. However, must have at least one year of experience working in home health or nursing home facility. Apply at 409 Second St., Marietta, OH.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	SELECTIVE STAFFING	NA	800-548-6178, 304-428-8028

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
VARIOUS	IMMEDIATELY

JOB DESCRIPTION

Applications taken at 3901 Briscoe Rd., Parkersburg, WV.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	SUBWAY	NA	NA

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
VARIOUS	IMMEDIATELY

JOB DESCRIPTION

All 3 locations in, Marietta, OH is hiring for all positions and shifts.

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	THERMO FISHER SCIENTIFIC	NA	NA

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
WELDER	IMMEDIATELY

JOB DESCRIPTION

ACCEPTING APPLICATIONS FOR FULL TIME WELDER. CANDIDATES MUST BE ABLE TO WORK ANY SHIFT. APPLICATIONS WILL BE DISTRIBUTED VIA THE CAREER CENTER, ADULT TECHNICAL TRAINING UPON SUCCESSFUL COMPLETION OF A SCREENING PROCESS USING WORKKEYS. SUCCESSFUL WORKKEYS CANDIDATES WILL BE CONSIDERED FOR EMPLOYMENT AND ENTER THERMO FISHER SCIENTIFIC'S APPLICATION PROCESS. THERE IS AN ASSESSMENT FEE THAT EACH APPLICANT IS REQUIRED TO PAY IN ADVANCE OF THE ASSESSMENT. PREVIOUS WORKKEYS RESULTS IN APPLICABLE AREAS WILL BE ACCEPTED AND VALIDATED THROUGH THE CAREER CENTER.

STARTING RATE OF PAY IS \$12.50 PER HOUR WITH A BENEFIT PACKAGE. SHIFT DIFFERENTIAL APPLIES IF HIRED AND SCHEDULED ON 2ND OR 3RD SHIFT.

MINIMUM REQUIREMENTS/QUALIFICATIONS FOR THE POSITION ARE AS FOLLOWS:

- A. EDUCATION REQUIREMENTS: HIGH SCHOOL DIPLOMA OR G.E.D.
- B. EXPERIENCE/TRAINING REQUIREMENTS: MINIMUM ONE TO THREE YEARS EXPERIENCE OR TRAINING IN TIG WELDING IS REQUIRED. ONE TO THREE YEARS EXPERIENCE OR TRAINING IN MIG WELDING IS DESIRED.
- C. PHYSICAL DEMANDS:
 1. ABILITY TO LIFT, POSITION, MOVE, BEND, FLIP PARTS IN ORDER TO ACCOMPLISH PRODUCTION GOALS THAT REQUIRE LOADING, ADJUSTING, TURNING, AND REMOVING SMALL AND LARGE PARTS UP TO 60 LBS.
 2. ABILITY TO OCCASIONALLY LIFT GREATER THAN 75 LBS WITH ASSISTANCE.
 3. ABILITY TO STAND FOR EXTENDED PERIODS OF TIME, BEND, KNEEL, REACH, LIFT, SIT, IN HOT, COLD, DUSTY ELEVATED, NOISY AREA WHERE FOOT AND AUTOMATED EQUIPMENT MOVEMENT, AIRBORNE, DUST/FUMES AND ULTRAVIOLET LIGHT ARE PRESENT.
 4. STANDS, BENDS, STRETCHES, REACHES, LIFTS REPETITIVELY TO ACCOMPLISH WELDING AND OTHER COMPANY-WIDE PRODUCTION GOALS.

COMPUTER EXPERIENCE: ABILITY TO MAINTAIN BASIC KNOWLEDGE OF AS400 OPERATING SYSTEM AND WINDOWS OPERATING SYSTEM.

INDIVIDUALS WHO WOULD LIKE TO BE CONSIDERED FOR HE POSITION SHOULD CONTACT OR BE REFERRED TO THE CAREER CENTER, ADULT TECHNICAL TRAINING BY CALLING 1-800-648-3695 OR 740-373-6283. THEY ARE LOCATED AT 21740 SR 676, MARIETTA, OH 45750 - 3 MILES WEST OF MARIETTA ON SR 676.

ALL INDIVIDUALS WHO WISH TO BE CONSIDERED FOR THIS POSITION MUST GO THROUGH THE ABOVE PROCESS. WE WILL ACCEPT APPLICANTS FOR THE ABOVE POSITION THROUGH AUGUST 11, 2010.

THERMO FISHER SCIENTIFIC IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER AND SEEKS TO FILL THE OPEN POSITION WITH THE MOST QUALIFIED CANDIDATE.

JOB OPENINGS

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	VALLEY HOME CARE SOLUTIONS	NA	740-732-5800

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
HOME HEALTH AIDES	IMMEDIATELY

JOB DESCRIPTION

HOME HEALTH AIDES NEEDED IMMEDIATELY IN MARIETTA. CALL FOR MORE INFORMATION AT 740-732-5800 OR 1-888-441-8427.

<u>DATE POSTED</u>	<u>COMPANY</u>	<u>CONTACT NAME</u>	<u>PHONE</u>
10/1/2010	WASHINGTON-MORGAN COUNTY COMMUNITY ACTION	MARY LEE SYME	373-3745

<u>POSITION TITLE</u>	<u>JOB START DATE</u>
SENIOR AIDE	IMMEDIATELY

JOB DESCRIPTION

CURRENTLY LOOKING FOR INDIVIDUALS AGE 55 AND ABOVE RESIDING IN WASHINGTON AND MORGAN COUNTIES WHO WANT TO RETURN TO THE WORKFORCE. THE SENIOR AIDE PROGRAM PARTICIPANTS SERVE THEIR COMMUNITIES WHILE GAINING VALUABLE ON-THE-JOB TRAINING THROUGH PAID TEMPORARY ASSIGNMENTS WITH LOCAL NON-PROFIT AND GOVERNMENT ORGANIZATIONS INCLUDING: SCHOOLS, LIBRARIES, SOCIAL SERVICE AGENCIES, SENIOR CENTERS AND MUSEUMS. THE SENIOR AIDE PROGRAM HELPS OLDER WORKERS BUILD THE EXPERIENCE AND CONFIDENCE THEY NEED TO FIND PERMANENT EMPLOYMENT.

ENROLLEE'S, OVER 55 YEARS OF AGE, WITHIN CERTAIN INCOME GUIDELINES ARE TRAINED OR RETRAINED FOR TODAY'S WORKFORCE. OUR GOAL IS TO BUILD AND DEVELOP SENIOR'S SKILLS AND CONFIDENCE LEADING TO PERMANENT EMPLOYMENT.

PARTICIPANTS RECEIVE 20 HOURS PER WEEK OF PAID WORK EXPERIENCE FOR THE SERVICES THEY PROVIDE THE HOST AGENCY.

IN EXCHANGE FOR THE PARTICIPANT'S SERVICES OF THE HOST AGENCY, THE HOST AGENCY PROVIDES A SUPPORTIVE ENVIRONMENT, SUPERVISION AND THE USE OF NEW WORKPLACE TECHNOLOGY. THIS ENVIRONMENT SUPPORTS THE CRITICAL TRAINING COMPONENT.

THE RECRUITING, TRAINING AND PLACEMENT OF OLDER WORKERS IN COUNTLESS ASSIGNMENTS DEMONSTRATES THEIR ABILITY, RELIABILITY, DEPENDABILITY AND ENTHUSIASM TO ENTER OR RETURN TO THE WORKFORCE.

CONTACT: WASHINGTON/MORGAN COUNTY COMMUNITY ACTION
MARIETTA: 740-373-3745 EXT 321, 218 PUTNAM ST., MARIETTA, OH
MORGAN COUNTY: 740-962-3827, 50 THIRD ST., MALTA, OH

VETERANS AND THEIR SPOUSES ARE ENCOURAGED TO APPLY.