

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
7/16/2010	DAYS INN-WILLIAMSTOWN, WV	MAC	304-375-3730
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
VARIOUS	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
ONE OPENING FOR FRONT DESK AND 1-2 OPENINGS IN HOUSEKEEPING. APPLY AT THE DAYS INN.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
7/16/2010	RENO MOTEL	JEANETTE ROWE	740-374-6876
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
HOUSEKEEPING/CLEANING	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
PART TIME POSITION AVAILABLE FOR HOUSEKEEPING AND CLEANING OUT STORAGE BUILDINGS. CALL JEANETTE TO APPLY.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
7/16/2010	SEARS, ROEBUCK AND COMPANY	HUMAN RESOURCES	NA
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
SALES ASSOCIATE	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
ONE PART TIME POSITION AT 500 GRAND CENTRAL MALL; FLS-SEARS GRAND CENTRAL MALL, PARKERSBURG, WV 26101. MINIMUM ONE WEEKEND DAY PER WEEK. BENEFITS. FLEXIBLE HOURS. RESPONSIBLE FOR SELLING AND SERVICING CUSTOMERS. MUST BE WILLING AND ABLE TO HANDLE CUSTOMER ISSUES THAT MAY ARISE ON THE SALES FLOOR. THE ASSOCIATE WILL SPEND ALL OF THEIR TIME ON THE SALES FLOOR WITHIN IN ONE OR MORE DEPARTMENTS. THIS INDIVIDUAL WILL MAINTAIN KNOWLEDGE OF SEARS PRODUCTS AND USE THIS KNOWLEDGE TO ASSIST CUSTOMERS. COMMISSION EARNINGS AVAILABLE. REQUIRED: STRONG SELLING AND CUSTOMER SERVICE SKILLS. STRONG DRIVE FOR RESULTS. KNOWLEDGE OF PRODUCTS AND SERVICES OFFERED. EXCELLENT COMMUNICATION SKILLS. SEARS CONDUCTS PRE-EMPLOYMENT DRUG TESTS AND BACKGROUND CHECKS. THIS IS A SUMMARY AND IS NOT INTENDED TO DESCRIBE ALL RESPONSIBILITIES AND ESSENTIAL FUNCTIONS. E.O.E.			

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
6/29/2010	CORPORATION FOR OHIO APPALACHIAN DEVELOPMENT DIVISION	NA	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
INVENTORY CONTROL SPECIALIST	IMMEDIATELY

## **JOB DESCRIPTION**

COAD HAS AN OPENING FOR A FULL-TIME INVENTORY CONTROL SPECIALIST. THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE A WORKING KNOWLEDGE OF THE PROPER USAGE OF POWER TOOLS AND HEAVY EQUIPMENT. MUST BE WILLING TO TAKE INITIATIVE WITHIN A FAST-PACED ENVIRONMENT. MUST BE ABLE TO THRIVE IN A DETAIL-DRIVEN WORK ENVIRONMENT, WITH THE ABILITY TO PRIORITIZE MULTIPLE TASKS AND ASSIST CO-WORKERS.

THE IDEAL CANDIDATE WILL DEMONSTRATE EXPERIENCE IN EQUIPMENT MAINTENANCE, LOGISTICS AND BE WILLING TO WORK AS A TEAM MEMBER. MUST HAVE EXPERIENCE USING BASIC MICROSOFT OFFICE TOOLS, INCLUDING MICROSOFT WORD, OUTLOOK AND EXCEL. INDIVIDUAL SHOULD ALSO HAVE EXCEPTIONAL ORGANIZATIONAL, AND COMMUNICATION SKILLS.

PREFERENCE WILL BE GIVEN TO APPLICANTS WITH OSHA SAFETY TRAINING CERTIFICATIONS, EXPERIENCE MANAGING A WAREHOUSE SUPPLY CHAIN, OR PREVIOUS EXPERIENCE IN A NON-PROFIT ENVIRONMENT. SALARY RANGE IS \$10.00-\$10.50 PER HOUR. WE OFFER A COMPLETE BENEFITS PACKAGE. APPLICANTS MUST SUBMIT A COVER LETTER AND TYPED RESUME WITH 3 BUSINESS REFERENCES BY EMAIL OR MAIL, NOT BOTH, BY JULY 9, 2010 TO: NIKI MORRIS, OHIO WEATHERIZATION TRAINING CENTER MANAGER.

EMAIL: nmorris@coadinc.org

MAIL: COAD COMMUNITY DEVELOPMENT DIVISION  
1 PINCHOT LANE  
PO BOX 787  
ATHENS, OH 45701

COAD IS A NON-PROFIT, EQUAL OPPORTUNITY EMPLOYER. THIS POSITION CREATED BY AMERICAN RECOVERY REINVESTMENT ACT FUNDING.

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
6/28/2010	CORPORATION FOR OHIO APPALACHIAN DEVELOPMENT COMMUNITY DEVELOPMENT DIVISION IN ATHENS, OH	NA	NA
	<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>	
	ADMINISTRATIVE ASSISTANT	IMMEDIATELY	

## **JOB DESCRIPTION**

FULL TIME ADMINISTRATIVE ASSISTANT IS NEEDED FOR COAD.

### **DUTIES/RESPONSIBILITIES:**

\*\*DEMONSTRATE HIGH QUALITY ADMINISTRATIVE SKILLS AND PROFESSIONALISM IN A FAST-PACED OFFICE. MUST THRIVE IN A DETAIL-DRIVEN WORK ENVIRONMENT, WITH THE ABILITY TO PRIORITIZE MULTIPLE TASKS AND ASSIST CO-WORKERS. THE IDEAL CANDIDATE WILL DEMONSTRATE EXPERIENCE IN PLANNING, SCHEDULING AND LOGISTICS. MUST BE SKILLED IN DEVELOPING AND USING MICROSOFT WORD AND EXCEL DOCUMENTS. INDIVIDUAL MUST ALSO HAVE EXCEPTIONAL ORGANIZATIONAL, TELEPHONE & COMMUNICATION SKILLS.

### **QUALIFICATIONS:**

\*\*PREFERENCE GIVEN TO FORMAL EDUCATION IN SECRETARIAL STUDIES, 2 YEARS SECRETARIAL EXPERIENCE. DEMONSTRATED EXPERIENCE IN A NON-PROFIT ENVIRONMENT.

EXCELLENT FRINGE BENEFIT PACKAGE

RESUMES WITH COVER LETTER MUST BE RECEIVED BY EMAIL OR MAIL, NOT BOTH, BY JULY 9, 2010 TO:

EMAIL: KPITTS@COADINC.ORG

MAIL: COAD COMMUNITY DEVELOPMENT DIVISION  
1 PINCHOT LANE  
PO BOX 787  
Athens, OH 45701

COAD IS A NON-PROFIT, EQUAL OPPORTUNITY EMPLOYER. THIS POSITION FUNDED IN PART BY THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA).

# **JOB OPENINGS**

**DATE  
POSTED**

6/28/2010

**COMPANY**

CORPORATION FOR OHIO APPLACHIAN DEVELOPMENT  
FINANCE DEPARTMENT

**CONTACT NAME**

NA

**PHONE**

NA

**POSITION TITLE**

CLERICAL SPECIALIST

**JOB START DATE**

IMMEDIATELY

**JOB DESCRIPTION**

COAD HAS AN OPENING FOR A FULL-TIM CLERICAL SPECIALIST. THE SUCCESSFUL CANDIDATE MUST DEMONSTRATE HIGH QUALITY ACCOUNTING SKILLS AND PROFESSIONALISM IN A FAST-PACED OFFICE. MUST BE ABLE TO THRIVE IN A DETAIL-DRIVEN WORK ENVIRONMENT, WITH THE ABILITY TO PRIORITIZE MULTIPLE TASKS AND ASSIST CO-WORKERS.

THE IDEAL CANDIDATE MUST DEMONSTRATE EXPERIENCE IN NON-PROFIT ACCOUNTING, ALLOCATING COSTS AND GRANT AND PAYROLL REPORTING REQUIREMENTS. MUST BE SKILLED IN THE USE OF MICROSOFT WORD, EXCEL AND ACCOUNTING SOFTWARE. INDIVIDUAL SHOULD ALSO HAVE EXCEPTIONAL ORGANIZATIONAL, AND COMMUNICATION SKILLS.

PREFERENCE WILL BE GIVEN TO APPLICANTS WITH THE FORMAL EDUCATION IN ACCOUNTING AND EXPERIENCE WORKING IN A NON-PROFIT ENVIRONMENT. WE OFFER A COMPLETE BENEFITS PACKAGE. APPLICANTS MUST SUBMIT A COVER LETTER AND TYPES RESUME WITH 4 BUSINESS REFERENCES BY EMAIL OR MAIL TO MONA CRAIG, FINANCE DIRECTOR BY 4:30PM JULY 9, 2010.

EMAIL: MCRAIG@COADINC.ORG

MAIL: COAD FINANCE DIRECTOR  
1 PINCHOT LANE  
PO BOX 787  
ATHENS, OH 45701

COAD IS A NON-PROFIT, EQUAL OPPORTUNITY EMPLOYER. THIS POSITION CREATED BY AMERICAN RECOVERY REINVESTMENT ACT FUNDING.

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
6/28/2010	THERMO FISHER SCIENTIFIC	NA	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
PRODUCTION ASSEMBLER	

## **JOB DESCRIPTION**

FULL TIME POSITION. CANDIDATES MUST BE ABLE TO WORK ANY SHIFT. APPLICATIONS WILL BE DISTRIBUTED VIA THE WASHINGTON COUNTY 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 WILL BE 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 \$11.50 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 REQUIREMENTS: ONE TO THREE YEARS EXPERIENCE IN MANUFACTURING, CONSTRUCTION MAINTENANCE OF INDUSTRIAL SETTING
- C. PREVIOUS EXPERIENCE WITH MULTIPLE COMPONENT MANUFACTURING PRODUCTION ASSEMBLY IS PREFERRED.
- D. PHYSICAL DEMANDS:
  - 1. ABILITY TO FREQUENTLY LIFT ITEMS UP TO 50 POUNDS INDIVIDUALLY AND OCCASIONALLY LIFT GREATER THAN 50 POUNDS WITH ASSISTANCE OF A HOISE, LIFT, ETC. TO SAFELY POSITION, MOVE AND STACK, PRODUCTION ITEMS.
  - 2. ABILITY TO MANEUVER ASSEMBLY COMPONENTS BY HAND IN A REPETITIVE MANNER CONDUCIVE TO EFFICIENCY, JOB SPECIFICATIONS, SAFETY, AND QUALITY GOALS.
  - 3. ABILITY TO FREQUENTLY STAND, BEND, KNEEL, STRETCH, REACH, LIFT, SIT REPETITIVELY TO ACCOMPLISH ASSEMBLY PRODUCTION GOALS USING EYE-HAND COORDINATION AND MANUAL DEXTERITY WHILE INTERMITTENTLY BEING EXPOSED TO NOISE, FUMES, DUST AND DIRT DURING ASSEMBLY OF PRODUCTS.
  - 4. ABILITY RECOGNIZE COLOR CODES (WIRING) THROUGHOUT ASSEMBLY PROCESSES TO INSURE THAT WIRING AND OTHER CODED PROCEDURES SUCH AS REFRIGERATION WIRING, MEET SAFETY/QUALITY GUIDELINES.

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

INDIVIDUALS WHO WOULD LIKE TO BE CONSIDERED FOR THE 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 BEGINNING THURSDAY, JUNE 24, 2010 THROUGH THURSDAY JULY 1, 2010.

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

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
6/25/2010	CORPORATION FOR OHIO APPALACHIAN DEVELOPMENT COMMUNITY DEVELOPMENT DIVISION	NA	NA
	<b>POSITION TITLE</b>	<b>JOB START DATE</b>	
	DEPUTY DIVISION DIRECTOR FOR EXTERNAL PROGRAMS	IMMEDIATELY	

## **JOB DESCRIPTION**

COAD HAS THE FOLLOWING FULL TIME POSITION AVAILABLE IN THEIR CLEVELAND AREA OFFICE:

### DUTIES/RESPONSIBILITIES:

\*\*RESPONSIBLE FOR ASSISTING WITH ALL DIVISION PROGRAM OPERATIONS, INCLUDING INDIVIDUAL PROGRAM POLICIES, RESEARCH AND PREPARATION OF FUNDING REQUESTS, RECORDS MAINTENANCE, REPORT PREPARATION, BUDGETING, HIRING, SUPERVISION AND EVALUATION OF STAFF, OVERSIGHT OF THE DAY TO DAY OPERATIONS OF THE NORTHERN OHIO WEATHERIZATION TRAINING CENTER AND EXPANSION OF SOCIAL ENTREPRENEURIAL OPPORTUNITIES FOR THE CORPORATION.

### QUALIFICATIONS:

\*\*MUST POSSESS A BACHELOR'S DEGREE IN A RELATED FIELD AND AT LEAST SEVEN (7) YEARS OF SUCCESSFUL EXPERIENCE IN TWO OR MORE OF THE FOLLOWING AREAS (AN ADDITIONAL 3 YEARS OF RELEVANT EXPERIENCE MAY BE SUBSTITUTED FOR THE DEGREE REQUIREMENT):

- \*GRANT WRITING
- \*BUDGETING
- \*MID OR UPPER LEVEL MANAGEMENT
- \*PROGRAM ADMINISTRATION

\*\*MUST HAVE 5 YEARS DEMONSTRATED EXPERIENCE WITH COMMUNITY DEVELOPMENT RELATED PROGRAMS (WEATHERIZATION, UTILITY BASELOAD PROGRAMS, TRAINING, ETC).

\*\*MUST HAVE DEMONSTRATED EXPERIENCE WITH THE USE AND APPLICATION OF PERSONAL COMPUTERS.

\*\*MUST BE ABLE TO COMMUNICATE WELL AND WORK COOPERATIVELY WITH PEOPLE OF ALL SOCIO-ECONOMIC LEVELS.

\*\*MUST BE WILLING TO ATTEND MEETINGS, SEMINARS AND JOB-RELATED TRAINING AS DIRECTED.

\*\*MUST POSSESS A VALID OHIO DRIVER'S LICENSE, VEHICLE LIABILITY INSURANCE AND DEPENDABLE TRANSPORTATION, BE INSURABLE UNDER COAD'S VEHICLE LIABILITY INSURANCE POLICY AND BE WILLING TO TRAVEL AS NEEDED.

RESUMES WITH COVER LETTER MUST BE RECEIVED BY EMAIL OR MAIL, NOT BOTH, BY JULY 9, 2010 TO:

EMAIL: [kpitts@coadinc.org](mailto:kpitts@coadinc.org)

MAIL: COAD COMMUNITY DEVELOPMENT DIVISION  
1 PINCHOT LANE  
PO BOX 787  
ATHENS, OH 45701

COAD IS A NON-PROFIT, EQUAL OPPORTUNITY EMPLOYER. THIS POSITION IS FUNDED IN PART BY THE AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
6/14/2010	PETER K. HIGGS GENERAL CONTRACTOR	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
ROOFERS & LABORERS	IMMEDIATELY

## **JOB DESCRIPTION**

CONSTRUCTION COMPANY IN NEED OF ROOFERS AND LABORERS. 40 HOURS PER WEEK.  
PAY SCALE: ROOFERS-\$9.50+ PER HOUR WITH EXPERIENCE, LABORERS-\$8.50+ WITH EXPERIENCE.

TO APPLY: SEE MASHHELLDA AT JOB AND FAMILY SERVICES TO COMPLETE APPLICATION WHICH WILL BE FAXED TO EMPLOYER.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
6/9/2010	CORVUS RECYCLING	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
SORTER	IMMEDIATELY

## **JOB DESCRIPTION**

NEW RECYCLING BUSINESS IS IN NEED OF 3-4 EMPLOYEES FOR SUMMER PART-TIME WORK.. WORK IN WAREHOUSE WITH NO AIR CONDITIONING. DUTIES INCLUDE BUT NOT LIMITED TO SORTING AND LIFTING 30-40LBS REGULARLY. THERE IS A STRICT POLICY OF ABSOLUTELY NOTOBACCO USE OF ANY KIND. IF EMPLOYEE IS FOUND TO BE SMOKING OR USING ANY TOBACCO PRODUCTS DURING THE WORK DAY, EMPLOYEE WILL BE DISMISSED ON THE SPOT. APPROXIMATELY 25 HOURS PER WEEK AT \$8 PER HOUR. IF INTERESTED, APPLY BY EMAILING: BOOKRECYCLING@GMAIL.COM IMMEDIATELY.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
6/1/2010	KMART CORP-PARKERSBURG, WV	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
CHECKOUT SERVICE ASSOCIATE	IMMEDIATELY

## **JOB DESCRIPTION**

5 OPENINGS WITH FLEXIBLE HOURS AT 1050 DIVISION ST, PARKERSBURG, WV STORE. PART TIME, BENEFITS, COMPETITIVE WAGE VARYING UPON EXPERIENCE. WILL HAVE A MINIMUM OF ONE WEEKEND DAY PER WEEK TO WORK. RESPONSIBLE FOR CONSISTENTLY KEEPING THE CUSTOMER AT THE CENTER OF EVERYTHING HE/SHE DOES. ABLE TO RUN FAST AND EFFICIENT CASH REGISTER OPERATIONS. OBSERVES CUSTOMER TRAFFIC AND CALLS FOR ADDITIONAL SERVICE AS NEEDED. KNOWLEDGEABLE OF STORE, SERVICES AND LOCATIONS OF MERCHANDISE. DEMONSTRATES STRONG SKILL SET IN SUGGESTIVE SELLING TECHNIQUES FOR ADD ON SALES. ABLE TO LIFT AND MOVE MERCHANDISE, TYPICALLY A MINIMUM OF 20LBS. REPETITIVE BENDING/LIFTING/STRETCHING/REACHING/TYPING.

THIS IS A SUMMARY AND IS NOT INTENDED TO DESCRIBE ALL RESPONSIBILITIES AND ESSENTIAL FUNCTIONS. KMART IS AN EEO EMPLOYER.

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
5/19/2010	THERMO FISHER SCIENTIFIC	NA	N

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
REGRIGERATION TECHNICIAN	IMMEDIATELY

## **JOB DESCRIPTION**

ACCEPTING APPLICATIONS FOR FULL TIME POSITION. CANDIDATES MUST BE ABLE TO WORK ANY SHIFT. APPLICATIONS WILL BE DISTRIBUTED VIA THE WASHINGTON COUNTY 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 WILL BE 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:

\*\*EDUCATION REQUIREMENT: HIGH SCHOOL DIPLOMA OR G.E.D.

\*\*CERTIFICATIONS: REGRIGERANT RECOVERY CERTIFICATION AND/OR COMPLETION OF BASIC REGRIGERATION COURSE IS PREFERRED.

\*\*EXPERIENCE: PREVIOUS EXPERIENCE WITH BRAZING AND/OR USING TORCH IS REQUIRED, ONE TO THREE YEARS EXPERIENCE IN REFRIGERATION, MANUFACTURING, CONSTRUCTION, MAINTENANCE OR INDUSTRIAL SETTING IS PREFERRED.

\*\*PHYSICAL DEMANDS:

--ABILITY TO FREQUENTLY STAND, BEND, REACH, LIFT, SIT, AND MOVES IN A HECTIC, NOISY ENVIRONMENT IN TEMPERATURE CONTROLLED

ROOM, WITH FUMES AND AIRBORNE PARTICLES PRESENT.

--ABILITY TO RECOGNIZE COLOR CODES THROUGHOUT ASSEMBLY PROCESSES TO INSURE THAT WIRING AND OTHER CODED PROCEDURES

SUCH AS REFRIGERATION WIRING, MEET SAFETY/QUALITY GUIDELINES.

--ABILITY TO MANEUVER PRODUCT COMPONENTS UP TO 700+ POUNDS USING ASSISTANCE OF A HOIST, LIFT, ETC., TO ASSEMBLE, POSITION, MOVE, PRODUCTION ITEMS, PLACING EMPHASIS ON SAFETY AND QUALITY.

--ABILITY TO FREQUENTLY LIFT ITEMS UP TO 50 POUNDS INDIVIDUALLY TO SAFELY POSITION, MOVE AND STACK PRODUCTION ITEMS.

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

QUALIFIED CANDIDATES WILL ALSO BE REQUIRED TO COMPLETE A BRAZE SKILLS ASSESSMENT TO DEMONSTRATE THEIR ABILITY TO BRAZE BY PASSING INITIAL BRAZE TEST.

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

ALL INDIVIDUALS WHO WISH TO BE CONSIDERED FOR THIS POSITION MUST GO THROUGH THE ABOVE PROCESS. APPLICATIONS WILL BE ACCEPTED FOR THE ABOVE POSITION BEGINNING THURSDAY, MAY 20, 2010 THROUGH WEDNESDAY, MAY 26, 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**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
5/10/2010	MID-OHIO VALLEY BULK TRANSPORT, INC.	MIKE STEVENS	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
GENERAL MECHANIC	IMMEDIATELY

## **JOB DESCRIPTION**

LOCATED AT 14949 SR 7, MARIETTA. IMMEDIATELY PAST THE TURN-OFF FOR AMERICAN CAR CRUSHER. TANKERS SITTING IN FRONT OF THE BUILDINGS. DUTIES INCLUDE GREASING, TIRE CHANGING, ETC. PAY BASED ON EXPERIENCE. APPLY IN PERSON.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
5/5/2010	NOT POSTED	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
PRODUCTION ASSEMBLERS	IMMEDIATELY

## **JOB DESCRIPTION**

COMPANY NEAR PENNSBORO, WV NEEDS 50-60 PRODUCTION ASSEMBLERS. TEMPORARY POSITIONS BUT COULD LAST TO 11/10 OR 12/10. DAY AND NIGHT SHIFTS AVAILABLE. SHIFTS COULD BE 8 HOURS TO 12 HOURS, DEPENDING ON NEED. DAY SHIFT PAYS \$9.19 PER HOUR. NIGHT SHIFT PAYS \$9.69 PER HOUR.

### REQUIREMENTS:

- \*\*MUST BE ABLE TO STAND ON FEET ENTIRE SHIFT
- \*\*MUST WEAR STEEL TOE SHOES
- \*\*MUST BE ABLE TO LIFT 50 LBS
- \*\*MUST HAVE PRIOR EXPERIENCE IN LIGHT INDUSTRIAL AND/OR WAREHOUSE ENVIRONMENT, OR FARM WORK
- \*\*MUST BE ABLE TO PASS PRE-EMPLOYMENT BACKGROUND CHECK, DRUG SCREEN, AND PHYSICAL

TO APPLY: COMPLETE APPLICATION ON ADECCOUSA.COM

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/22/2010	OHIO VALLEY SPRAY FOAM, INC.	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
ROOFING LABORER	IMMEDIATELY

## **JOB DESCRIPTION**

MUST BE PHYSICALLY ABLE TO PERFORM THE WORK. MUST HAVE NO FEAR OF HEIGHTS AND BE ABLE TO ASCEND AND DESCEND LADDERS. HOURS VARY-NO SET ENDING TIME. MUST BE 18 YEAR OLD OR OLDER. MUST PASS D.O.T. PHYSICAL, DRUG TESTING, AND RESPIRATOR PULMONARY FIT TEST. MUST HAVE INSURABLE DRIVING RECORD. APPLY IN PERSON AT OHIO VALLEY SPRAY FOAM, 917 GILMAN AVE., MARIETTA, OH TO COMPLETE AN APPLICATION.

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/21/2010	CORPORATION FOR OHIO APPALACHIAN DEVELOPMENT (COAD)	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
SPECIAL PROJECTS COORDINATOR	IMMEDIATELY

## **JOB DESCRIPTION**

THIS IS A FULL TIME CAREER OPPORTUNITY IN THE EARLY CHILDHOOD FIELD WITH AN EXCELLENT FRINGE BENEFITS PACKAGE.

DUTIES/RESPONSIBILITIES: HELPING TO ESTABLISH OR IMPROVE QUALITY CHILD CARE PROGRAMS, CONDUCTING PROGRAM ASSESSMENTS, PROVIDING TECHNICAL ASSISTANCE AND DEVELOPING/PROVIDING TRAINING TO ADULT LEARNERS.

QUALIFICATIONS: BA DEGREE IN ECE OR RELATED FIELD, FIVE YEARS EXPERIENCE IN EARLY CARE AND EDUCATION FIELD, WITH INFANT TODDLER EXPERIENCE PREFERRED, TWO YEARS EXPERIENCE WORKING WITH ADULT LEARNERS AND ONE YEAR EXPERIENCE WORKING DIRECTLY WITH CHILDREN. MUST HAVE SOLID CUSTOMER SERVICE SKILLS, WITH STRONG ORGANIZATIONAL AND COMMUNICATION SKILLS AND THE ABILITY TO PRIORITIZE MULTIPLE TASKS, WITH FLEXIBILITY TO MEET PROGRAM NEEDS. VALID OHIO DRIVER'S LICENSE AND VEHICLE INSURANCE REQUIRED.

RESUMES WITH COVER LETTER MUST BE RECEIVED BY MAY 7, 2010.

SUBMIT TO:

COAD-ECE SPC II

PO BOX 1756

PORTSMOUTH, OH 45662

KMCGRAW@COADINC.ORG

COAD IS A NON-PROFIT, EQUAL OPPORTUNITY EMPLOYER

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/8/2010	ARBORS OF MARIETTA	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
STNA, LPN, RN	IMMEDIATELY

## **JOB DESCRIPTION**

S.T.N.A. - ALL 3 SHIFTS AVAILABLE. PART-TIME AND FULL-TIME. PAY BASED ON EXPERIENCE.

L.P.N. - 2 POSITIONS AVAILABLE. PART-TIME. ALL 3 SHIFTS. PAY BASED ON EXPERIENCE.

R.N. - FULL-TIME AND PART-TIME. 3PM-11PM AND 11PM-7AM SHIFTS AVAILABLE. 12 HOUR SHIFTS ALSO AVAILABLE. PAY BASED ON EXPERIENCE.

APPLY AT THE ARBORS, 7TH ST., MARIETTA, OH.

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/8/2010	SPAGNA'S AND HARMAR TAVERN	NA	NA

**POSITION TITLE**  
ALL

**JOB START DATE**  
IMMEDIATELY

## **JOB DESCRIPTION**

SPAGNA'S RESTAURANT AND THE HARMAR TAVERN ON THE WEST SIDE OF MARIETTA IS IN NEED OF ALL POSITIONS TO BE FILLED: LINE COOKS, BREAKFAST COOKS, SERVERS, ETC. DAY AND EVENING SHIFTS. FULL-TIME AND PART-TIME AVAILABLE. EXPERIENCE REQUIRED. APPLY BY COMPLETING AN APPLICATION EITHER AT SPAGNA'S OR THE HARMAR TAVERN.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	ARBORS AT MARIETTA	SHERI STOREY	740-373-3597

**POSITION TITLE**  
RN,LPN,STNA

**JOB START DATE**  
IMMEDIATELY

## **JOB DESCRIPTION**

Flexible shifts, full time, part time, & weekend positions available. Highly competitive wages and benefit package. \$500 Sign-on bonus for STNAs! If interested contact Sheri Storey by phone or email: [ssorey@extendicare.com](mailto:ssorey@extendicare.com).

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	BBU SERVICES OF OHIO	JOELLEN SELBY	740-681-9902

**POSITION TITLE**  
CDL DRIVERS

**JOB START DATE**  
IMMEDIATELY

## **JOB DESCRIPTION**

COMPANY HAS OPENED A NEW OFFICE IN THE MARIETTA AREA AND IS LOOKING FOR CDL DRIVERS WITH CLASS A OR CLASS B CDL. HAZ OR TANKERS IS A PLUS. PAY WILL BE DETERMINED BY EXPERIENCE AND QUALIFICATIONS. IF INTERESTED PLEASE FAX RESUME TO THE MAIN OFFICE BETWEEN 8AM AND 5PM. FAX NUMBER IS 740-681-1389.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	EXTRAS	NA	304-485-5200

**POSITION TITLE**  
VARIOUS

**JOB START DATE**  
IMMEDIATELY

## **JOB DESCRIPTION**

Applications taken at 1217A Garfield Ave., Parkersburg, WV.

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
4/1/2010	INFLUENT	NA	1-877-490-8870

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
CUSTOMER SERVICE REPRESENTATIVE	IMMEDIATELY

## **JOB DESCRIPTION**

Our company is strong and growing. You can earn up to \$15 per hour with commission and bonuses. Flexible schedules, paid training, friendly work environment, casual dress, medical insurance, paid vacation, paid holidays, 401k, opportunities for advancements, and many other benefits. Don't delay, stop in and take a look at Influent located in the Reno Business Park (formerly Kardex Systems). Training classes are filling quickly. Stop in to apply or call the Influent Job Line today.

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
4/1/2010	INTERIM HEALTH CARE	SHANNON	740-373-3800

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

## **JOB DESCRIPTION**

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](http://www.interimhealthcare.com) or call Shannon at 740-373-3800.

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
4/1/2010	MANCAN	NA	740-373-9675

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

## **JOB DESCRIPTION**

Applications taken at 116 Putnam St., Marietta, OH or email resume to: [jberger@mancan.com](mailto:jberger@mancan.com).

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
4/1/2010	MANPOWER	NA	304-485-0088

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

## **JOB DESCRIPTION**

Applications taken at 1047 Emerson Ave., Parkersburg, WV.

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	MARIETTA NURSING AND REHABILITATION	NA	NA
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
NURSE ASSISTANTS	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
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.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	MEDI-HOME HEALTH	NA	NA
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
S.T.N.A./CERTIFIED HOME HEALTH AIDE	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
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.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	P.S.A. - PROFESSIONAL SERVICES OF AMERICA	ANDREW	304-485-1282 EXT. 1026
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
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.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	PAR MAR	NA	NA
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
CLERK/CASHIER	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
Hiring at different locations throughout Washington County. Apply for clerk and cashier positions at any Par Mar store or online at <a href="http://www.parmarstores.com">www.parmarstores.com</a> .			

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	PERSONNEL TEMPORARY SERVICE	NA	304-428-0177
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
VARIOUS	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
Applications taken Monday-Friday 8:30am-11:00am and 1:30pm-3:00pm at 3702 Emerson Ave., Parkersburg, WV.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	PROFESSIONAL SERVICES OF AMERICA, INC.	NA	304-485-1282
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
VARIOUS	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
Applications taken at 601 Avery St., Suite 500, Parkersburg, WV.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	PUBLIC DEBT	NA	304-480-6144
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
VARIOUS	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
If you are interested in applying for the Parkersburg, WV location you may apply online at <a href="http://www.publicdebt.treas.gov/oa/oafedemp.htm">www.publicdebt.treas.gov/oa/oafedemp.htm</a> or by calling the above number and listen to the employment hot line for all positions available for hire.			

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	QUALITY OF LIFE	MISSY	374-8005
<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>		
Home Health Aide	IMMEDIATELY		
<b><u>JOB DESCRIPTION</u></b>			
Requires 1 year experience in the healthcare field. Must have transportation. Does not need to be certified - they will train and complete own testing. Will pay competitive wage. Business is located at 409 Second Street in Marietta.			

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	QUALITY OF LIFE HOMECARE LTD.	NA	374-8005

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
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.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	R.H.D.D.	NA	NA

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
RESIDENTIAL LIVING SUPPORT	IMMEDIATELY

## **JOB DESCRIPTION**

In need of dependable and caring individuals needed to assist persons with MR/DD in private residential settings. Must be available to work any shifts including overnight. Valid drivers license and high school diploma or G.E.D required. Apply at 221 Greene St., Marietta, OH.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	RESCARE	HUMAN RESOURCES DEPT.	740-695-0634

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
SEE BELOW	IMMEDIATELY

## **JOB DESCRIPTION**

VACANCIES EXIST AS FOLLOWS:  
\*\*FULL-TIME AND PART-TIME DIRECT CARE/SUPPORT ASSOCIATES FOR VARIOUS SHIFTS  
\*\*FULL-TIME AND PART-TIME LICENSED PRACTICAL NURSES FOR VARIOUS SHIFTS  
\*\*CASUAL REGISTERED NURSES FOR VARIOUS SHIFTS

CALL THE HUMAN RESOURCES DEPT. TO APPLY.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	SELECTIVE STAFFING	NA	800-548-6178, 304-428-8028

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

## **JOB DESCRIPTION**

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

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	SUBWAY	NA	NA

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

## **JOB DESCRIPTION**

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

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
4/1/2010	WASHINGTON-MORGAN COUNTY COMMUNITY ACTION	MARY LEE SYME	373-3745

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
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 PERMANT 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 ENFIRONMENT 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.

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
4/1/2010	WOODCRAFT SUPPLY LLC	MARK MCCALLISTER	304-464-5222

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
SEE BELOW	IMMEDIATELY

## **JOB DESCRIPTION**

CURRENTLY IN NEED OF EMPLOYEES FOR GENERAL WAREHOUSE DUTIES-STOCKING, PICKING AND PACKING. APPLICATIONS ARE AVAILABLE AT THIS AGENCY OR YOU MAY CONTACT MARK AT THE ABOVE NUMBER.

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
3/29/2010	THERMO FISHER SCIENTIFIC	NA	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
FULL TIME FABRICATION OPERATOR	IMMEDIATELY

## **JOB DESCRIPTION**

CANDIDATES MUST 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 WILL BE REQUIRED TO PAY IN ADVANCE OF THE ASSESSMENT.

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:

\*\*EDUCATION REQUIREMENTS: HIGH SCHOOL DIPLOMA OR G.E.D.

\*\*EXPERIENCE REQUIREMENTS: ONE TO THREE YEARS EXPERIENCE IN MANUFACTURING, METAL FABRICATION OR INDUSTRIAL SETTING.

\*\*PREVIOUS EXPERIENCE WITH SHEET METAL, PRESS BRAKE OPERATIONS OR WELDING IS PREFERRED.

\*\*PHYSICAL DEMANDS:

\*\*ABILITY TO FREQUENTLY LIFT UP TO 50 POUNDS INDIVIDUALLY AND OCCASIONALLY LIFT GREATER THAN 75 POUNDS WITH ASSISTANCE

\*\*ABILITY STAND FOR EXTENDED PERIODS OF TIME, BEND, KNEEL, REACH, LIFT, SIT, IN A HECTIC, NOISY ENVIRONMENT IN HOT, COLD

CONDITIONS, WITH AIRBORNE DUST/FUMES PRESENT.

\*\*ABILITY TO MANUALLY MOVE MACHINE CONTROLS USING HAND AND FOOT GUIDES TO ADJUST MACHINE FOR ACCURACY.

\*\*ABILITY TO DISTINGUISH BASIC COLORS AND SHAPES WHEN RUNNING CNC PUNCH PRESS.

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

INDIVIDUALS WHO WISH TO BE CONSIDERED FOR THE 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 45760 - 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 BEGINNING MONDAY, MARCH 29, 2010 THROUGH MONDAY, APRIL 5, 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**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
3/19/2010	Svasan, Inc.	NA	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
MEDICAL PHYSICIST	IMMEDIATELY

## **JOB DESCRIPTION**

SVASAN, INC., A WEST VIRGINIA MEDICAL CORPORATION THAT PROVIDES ADVANCE CANCER RADIATION TREATMENT AND THERAPY SERVICE FOR NON-PROFIT COMMUNITY HOSPITAL AND CANCER TREATMENT CENTERS IN THE MID-OHIO VALLEY IS SEEKING A MEDICAL PHYSICIST TO RENDER SERVICES AT MULTIPLE LOCATIONS IN MARIETTA AND CAMBRIDGE, OHIO.

REQUIREMENTS: MASTERS IN MEDICAL PHYSICS AND BE/BC BY THE ABR.

PLEASE SEND CVs TO SRINI VASAN, MD, CAMBRIDGE REGIONAL CANCER CENTER, 1410 CLARK STREET, CAMBRIDGE, OH 43725

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
3/3/2010	COAD-CORPORATION FOR OHIO APPALACHIAN DEVELOPMENT	STEPHEN ULBRICH	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
INFORMATION TECHNOLOGY ASSISTANT	IMMEDIATELY

## **JOB DESCRIPTION**

COAD IS SEEKING A PART-TIME INDIVIDUAL WITH AN APTITUDE FOR HELP DESK SUPPORT AND THE DESIRE TO WORK IN A TEAM-ORIENTED ENVIRONMENT. EXPERIENCE IN HARDWARE MAINTENANCE AND INSTALLATION, MAINTAINING INVENTORY LOGS AND HELP DESK TICKETS, WEBSITE MAINTENANCE AND SOFTWARE INSTALLATION PREFERRED. AS A HELP DESK SUPPORT POSITION, THE INDIVIDUAL WILL BE EXPECTED TO WORK IN THE ATHENS, OHIO OFFICE, AS WELL AS IN OUTSTATION OFFICES IN PORTSMOUTH, MARIETTA AND NEW PHILADELPHIA.

QUALIFICATIONS INCLUDE:

ASSOCIATES DEGREE IN COMPUTER SCIENCE, COMMUNICATIONS OR A CLOSELY RELATED FIELD. TRAINING AND EXPERIENCE WITH STANDARD COMPUTER OPERATING SYSTEMS AND ARCHITECTURES. ETHERNET WIRING, WEB DESIGN, LAN/WAN ADMINISTRATION EXPERIENCE IS DESIREABLE. INDIVIDUAL MUST POSSESS STRONG ORGANIZATIONAL AND PLANNING SKILLS, EFFECTIVE COMMUNICATION SKILLS AND THE ABILITY TO WORK WITH STAFF AT VARIOUS LEVELS AND MEMBER AGENCIES. KNOWLEDGE OF GOVERNMENTAL, SOCIAL SERVICE AND COMMUNITY DEVELOPMENT AGENCIES IS HELPFUL.

SALARY IS COMMENSURATE WITH EXPERIENCE, SKILLS, AND ABILITY. APPLICANTS MUST SUBMIT A COVER LETTER AND TYPED RESUME WITH 3 BUSINESS REFERENCES BY 5:00PM March 12, 2010, TO STEPHEN ULBRICH, COAD, PO BOS 787, ATHENS, OHIO, 45701. SULBRICH@COADINC.ORG

COAD IS AN EQUAL OPPORTUNITY EMPLOYER/PROVIDER OF SERVICES.

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
3/3/2010	WESBANCO	SHARON TAYLOR	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
BANKING CENTER MANAGER	IMMEDIATELY

## **JOB DESCRIPTION**

GENERAL FUNCTION: RESPONSIBLE FOR THE EFFICIENT OPERATIONS OF A FULL SERVICE BRANCH OFFICE. DIRECTS THE OVERALL SALES INITIATIVE OF THE LOCATION, ASSUMES A PROACTIVE ROLE IN CUSTOMER INTERACTION AND SERVICE TO INCLUDE MEETING WITH CUSTOMERS, DISCUSSING THEIR SPECIFIC BANKING NEEDS IN PERSON BOTH AT THE BRANCH, AND AT THE CUSTOMER'S LOCATION. MAKE CERTAIN THAT ALL ESTABLISHED POLICIES, PROCEDURES, AND SECURITY MEASURES ARE FOLLOWED. RESPONSIBILITIES ALSO INCLUDE HIRING, SUPERVISING, AND TRAINING STAFF ACCORDINGLY. ENSURES THAT THE CUSTOMERS ARE SERVICED IN A PROMPT AND PROFESSIONAL MANNER AND THAT THE BANKING CENTER IS IN A BALANCED CONDITION THUS SAFEGUARDING THE ASSETS OF THE LOCATION.

### QUALIFICATIONS REQUIRED:

\*\*BACHELOR'S DEGREE OR MINIMUM OF 5 YEARS RELATED BANKING EXPERIENCE WITH INCREASING LEVELS OF RESPONSIBILITY; OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

### CUSTOMER SERVICE SKILLS:

\*\*WILLINGNESS TO PROVIDE A LEVEL OF SERVICE WHICH WILL CLEARLY DIFFERENTIATE US FROM OUR COMPETITORS.

\*\*MUST POSSESS PROVEN SALES SKILLS TO ACTIVELY SELL PRODUCTS, SERVICES AND POLICIES OF THE BANK.

### INTERPERSONAL SKILLS:

\*\*PROFESSIONAL DEMEANOR IN APPEARANCE, INTERPERSONAL RELATIONS, WORK ETHIC AND ATTITUDE.

\*\*MUST BE WILLING TO WORK AS PART OF A TEAM.

\*\*MUST POSSESS DEVELOPED ORAL AND WRITTEN SKILLS TO COMMUNICATE WITH PEERS AND TEAM MEMBERS IN A POSITIVE MANNER, PORTRAYING RESPECT AND PROFESSIONALISM WITH ALL LINES OF BUSINESS.

### EMPLOYEE SKILLS:

\*\*MUST HAVE EXCELLENT ORGANIZATIONAL SKILLS, THE ABILITY TO MULTI-TASK AND BE FLEXIBLE.

\*\*MUST POSSESS STRONG LEADERSHIP AND ORGANIZATION SKILLS TO NOT ONLY PERFORM AS A LEADER BUT TO ALSO BE RECOGNIZED AS A LEADER WITHIN THE BANKING CENTER AND THE MARKET.

\*\*KNOWLEDGE AND ABILITY TO USE COMPUTER TERMINAL AND VARIOUS SOFTWARE SYSTEMS INCLUDING MICROSOFT OFFICE.

\*\*MUST POSSESS A PROVEN TRACK RECORD IN CONTRIBUTING TO THE ACHIEVEMENT OF SALES GOAL RESULTS. MUST HAVE A HIGH SALES PROFILE.

\*\*ABILITY TO COMPLETE SMALL BUSINESS AND COMERCIAL LOAN PROCESSING INCLUDING COMPLETION OF APPLICATIONS, LOAN PROCESSING DATA ENTRY, CUSTOMER LOAN CLOSING AND FILE COMPLETION.

\*\*MUST POSSESS SKILLS AND EXPERIENCE IN SUPERVISING AND COACHING NEW AND SEASONED SUBORDINATES TO INCLUDE HIRING, TRAINING, COACHING, COUNSELING, DEVELOPMENT, PREPARING AND DELIVERY OF EVALUATIONS AND PEPARATION AND DELIVERY OF DISCIPLINARY WARNINGS FOR DIRECT REPORTS.

\*\*MUST HAVE THE ABILITY TO APPLY SOLID ANALYTICAL AND PROBLEM SOLVING SKILLS TO RESOLVE COMPLEX CUSTOMER, BRANCH AND PERSONNEL ISSUES USING THE APPROPRIATE RESOURCES.

\*\*MUST HAVE A SUCCESSFUL RECORD THAT DEMONSTRATES BUSINESS DEVELOPMENT ABILITIES AND HAVE THE DESIRE TO CONDUCT REGULAR BUSINESS DEVELOPMENT CALLS TO SOLICIT NEW BUSINESS AND/OR DEVELOP EXPANDED BUSINESS RELATIONSHIPS WITH EXISTING CUSTOMER BASE.

\*\*IN-DEPTH KNOWLEDGE AND EXPERIENCE IN RETAIL POLICIES AND PROCEDURES IN ORDER TO UTILIZE GOOD JUDGEMENT IN MAKING SOUND DECISIONS AND COMPLIANCE WITH ESTABLISHED POLICY AND PROCEDURE.

### SALARY RANGE:

\*\*SALARY COMMENSURATE WITH EXPERIENCE.

APPLY ONLINE AT [WWW.WESBANCO.COM](http://WWW.WESBANCO.COM) OR VISIT ANY OF OUR BANKING CENTER LOCATIONS TO COMPLETE AN APPLICATION.

EEO

# **JOB OPENINGS**

<b>DATE POSTED</b>	<b>COMPANY</b>	<b>CONTACT NAME</b>	<b>PHONE</b>
3/3/2010	WESBANCO	NA	NA

<b>POSITION TITLE</b>	<b>JOB START DATE</b>
PART-TIME TELLER-MARKET STREET	IMMEDIATELY

## **JOB DESCRIPTION**

CANDIDATE IS THE INITIAL CONTACT FOR NEW AND EXISTING CLIENTS OF THE BANK IN TRANSACTING ACCOUNTS AND UNCOVERING SALES OPPORTUNITIES. ACCURATELY ACCEPTS AND PROCESSES ALL FINANCIAL TRANSACTIONS. ACTS AS A RESOURCE IN IDENTIFYING CUSTOMER SERVICING ISSUES SO THAT RESOLUTION CAN OCCUR AND THE CUSTOMER IS RETAINED. ENHANCES CUSTOMER RELATIONSHIP WITH WESBANCO BY PROVIDING DISTINCTIVE QUALITY SERVICE. LOOKS FOR SALES OPPORTUNITIES BY UNCOVERING FINANCIAL NEEDS AND ENSURING COMMUNICATION WITH THE CUSTOMER FOR POSSIBLE PRODUCT OPPORTUNITIES. DELEGATES MORE COMPLEX SALES ACTIVITIES AND OPPORTUNITIES TO THE SENIOR PERSONAL BANKER OR PERSONAL BANKER.

### **QUALIFICATIONS REQUIRED:**

- \*\*HIGH SCHOOL DIPLOMA OR EQUIVALENT
- \*\*PRIOR CUSTOMER SERVICE EXPERIENCE REQUIRED
- \*\*PREVIOUS CASH HANDLING AND/O9 RETAIL SALES EXPERIENCE PREFERRED

### **CUSTOMER SERVICE SKILLS:**

- \*\*WILLINGNESS TO PROVIDE A LEVEL OF SERVICE WHICH WILL CLEARLY DIFFERENTIATE US FROM OUR COMPETITORS
- \*\*MUST POSSESS PROVEN SALES SKILLS TO ACTIVELY SELL PRODUCTS, SERVICES AND POLICIES OF THE BANK
- \*\*DISPLAY PERSONAL INITIATIVE TO ACTIVELY CROSS-SELL BANK PRODUCTS. EMPLOYEE MUST BE WILLING TO BECOME FAMILIAR WITH AND PROMOTE BANK PRODUCTS AND SERVICES.

### **INTERPERSONAL SKILLS:**

- \*\*PROFESSIONAL DEMEANOR IN APPEARANCE, INTERPERSONAL RELATIONS, WORK ETHIC AND ATTITUDE
- \*\*POSSESS CLEAR, CONCISE, EFFECTIVE WRITTEN AND ORAL COMMUNICATION SKILLS TO EFFECTIVELY EXPRESS THOUGHTS, IDEAS AND CONCEPTS TO BANK EMPLOYEES AND BANK CUSTOMERS.
- \*\*SUPERIOR SALES AND PERSUASION SKILLS AND THE ABILITY TO COMMUNICATE PRODUCT INFORMATION TO CUSTOMERS AND POTENTIAL CUSTOMERS.
- \*\*MUST BE WILLING TO WORK AS PART OF A TEAM.

### **CLERICAL SKILLS:**

- \*\*ABILITY TO PERFORM GENERAL CLERICAL DUTIES AND OPERATE VARIOUS DEPARTMENTAL EQUIPMENT.
- \*\*ABILITY TO WORK UNDER PRESSURE.
- \*\*KNOWLEDGE AND ABILITY TO USE COMPUTER TERMINAL AND VARIOUS SOFTWARE SYSTEMS INCLUDING MICROSOFT OFFICE.
- \*\*ABILITY TO USE BASIC MATH SKILLS TO ACCURATELY PERFORM RESEARCH WORK.

### **OTHER REQUIREMENTS:**

- \*\*MUST BE WILLING TO WORK A VERY FLEXIBLE SCHEDULE INCLUDING AFTERNOONS UNTIL 6:15PM AND SATURDAYS.
- \*\*ABILITY TO LIFT AND CARRY 25LBS.

### **MINIMUM OF SALARY RANGE:**

- \*\*\$8.53/HR.

APPLY ONLINE AT [WWW.WESBANCO.COM](http://WWW.WESBANCO.COM) OR VISIT ANY OF OUR BANKING CENTER LOCATIONS TO COMPLETE AN APPLICATION.

# **JOB OPENINGS**

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>
1/16/2010	TRI-COUNTY MENTAL HEALTH AND COUNSELING SERVICES	LINDSEY DANIELS	740-592-3091,EXT 4621

<b><u>POSITION TITLE</u></b>	<b><u>JOB START DATE</u></b>
SEXUAL ASSAULT PREVENTION PROGRAM COORDINATOR	IMMEDIATELY

## **JOB DESCRIPTION**

40 HOURS PER WEEK. SEEING A PERSON TO COORDINATE GRANT-FUNDED (OHIO DEPT. OF HEALTH) PROGRAM DEVELOPING AND OVERSEEING SEXUAL ASSAULT PREVENTION PROGRAMMING IN ATHENS, HOCKING, AND VINTON COUNTIES. PROGRAMMING IS TARGETED AT SYSTEMIC AND ATTITUDINAL CHANGE REGARDING SEXUAL ASSAULT AND SEXUAL BOUNDARY ISSUES WITH BOTH ADULTS AND YOUTH. COORDINATOR PROVIDES OVERSIGHT TO VOLUNTEERS, SOME OF WHO PARTICIPATE IN PROGRAMS IN MIDDLE AND HIGH SCHOOLS DESIGNED TO DECREASE TEEN DATING VIOLENCE AND INCREASE RESPECTFUL AND ASSERTIVE BEHAVIORS. COORDINATOR PROVIDES OVERSIGHT TO A HEALTHY RELATIONSHIPS TEEN CLUB PROGRAM FOCUSED ON PEER PREVENTION EDUCATION, THAT WILL OPERATE IN FIVE ATHENS COUNTY SCHOOLS. PARTICIPATION IN STATEWIDE CONFERENCES AND INITIATIVES REGARDING GRANT ACTIVITIES IS REQUIRED. MUST BE ABLE TO WORK COOPERATIVELY WITH COMMUNITY, UNIVERSITY AND SCHOOL PERSONNEL REGARDING ASSESSMENT OF NEEDS AND IMPLEMENTATION OF PROGRAMS. MUST BE ABLE TO WRITE GRANTS AND COMPLETE GRANT REPORTING ON A WEB-BASED SYSTEM.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED: BACHELORS DEGREE IN A HEALTH-RELATED DISCIPLINE WITH TRAINING IN SEXUAL ASSAULT PREVENTION ISSUES, OR OTHER BACHELORS DEGREE AND AT LEAST ONE YEAR TRAINING OR EXPERIENCE IN SEXUAL ASSAULT/PUBLIC POLICY PROGRAMS. ABILITY TO WRITE AND MANAGE GRANTS; GOOD COMPUTER SKILLS, COMMUNICATION SKILLS (VERBAL AND WRITTEN) AND THE ABILITY TO WORK COOPERATIVELY WITH A VARIETY OF POPULATIONS. GOOD PUBLIC SPEAKING ORGANIZATIONAL SKILLS, ABILITY TO WORK INDEPENDENTLY.

COMPETITIVE SALARY. EXCELLENT BENEFITS INCLUDE: HEALTH, DENTAL, VISION, LIFE INSURANCE, PAID VACATION, PAID HOLIDAYS, 401(K) RETIREMENT PLAN AND MORE.

SEND LETTER OF INTEREST AND RESUME TO LINDSEY DANIELS, SAPREVENTION@GMAIL.COM<MAILTO:SAPREVENTION@GMAIL.COM>, TRI-COUNTY MENTAL HEALTH AND COUNSELING SERVICES, INC., 90 HOSPITAL DRIVE, ATHENS, OH 45701. E.O.E.

<b><u>DATE POSTED</u></b>	<b><u>COMPANY</u></b>	<b><u>CONTACT NAME</u></b>	<b><u>PHONE</u></b>

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

## **JOB DESCRIPTION**

# **JOB OPENINGS**

**DATE  
POSTED**

**COMPANY**

**CONTACT NAME**

**PHONE**

**POSITION TITLE**

**JOB START DATE**

**JOB DESCRIPTION**