

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

Hallmark Aviation Services

### Airline Customer Service Agent- Cleveland

**Job Duties:**

- **Perform a broad range of duties depending on location and service demands while delivering a high quality product**
- **Assist in on-time departure of passengers**
- Daily functions may include rotation through ticket counter, lobby area, gate functions, customs, arrivals bag-room, ramp and other terminals, pulling, pushing and moving large bulky items including carts within the airport
- Constant passenger & crew interaction
- Operate jet bridge
- Resolve issues with flight activity to ensure on-time departure
- **Jet Bridge Driver** (if trained)

**Click to apply:**

[https://hallmarkaviationservices-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=392&company\\_id=16355&version=1&jobBoardId=1112](https://hallmarkaviationservices-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=392&company_id=16355&version=1&jobBoardId=1112)

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Cleveland Clinic

### **Admitting Desk Registration Main Campus**

Job Responsibilities: Cross-trained to staff all areas of Patient Access at any facility, including but not limited to Front Desk, Admitting Office, ER registration, Cashier, Pre-registration, verification, pre-certification, scheduling and financial counseling. Identifies and utilizes appropriate reports to contact insurance payers for resolution to accounts that are pending, denied or in the appeal process. Functions as a Super User. Acts as a resource for training of new team members and during the implementation of new processes. Other duties as assigned.

Education: High School diploma or equivalent. An Associate's degree may substitute for up to one year of the stated experience; a Bachelor's degree may substitute for up to two years of stated experience.

**Click to apply:**

[http://www.clevelandclinic-jobs.com/job/Cleveland-Admitting-Desk-Registration-Main-Campus-Job-OH-44101/300738200/?feedId=4&utm\\_source=Indeed](http://www.clevelandclinic-jobs.com/job/Cleveland-Admitting-Desk-Registration-Main-Campus-Job-OH-44101/300738200/?feedId=4&utm_source=Indeed)

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Lab-Corp

**Service Representative**

**Requirements:**

License/Certification/Education: Requires a High School Diploma or equivalent. Must have a Valid Driver's License and be at least 21 years old.

**Job Description:**

You value communication, thrive on building relationships and have the ability to shine no matter the shifting business requirements. As our Service Representative, you'll act as the face of LabCorp. Your route will include client-facing time in patient service centers, doctor's offices and medical centers, in addition to lockbox drop-offs. You'll track, handle and process specimen samples – treating them as if they were your own family's. You'll regularly identify and document our specimens, both manually and electronically, as well as fill supply requests if necessary. At the end of the day, you'll find that you're a respected member of our team and receive recognition throughout our network for the impact you make.

**Click to apply:**

<https://jobs.labcorp.com/job/-/-/668/841564?sid=60>

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Respectable Medical Injury Center - Shaker Heights, OH

**Assistant Telemarketer to Head Marketer**

This job is part-time (3-days a week) position which can lead to a full time depending on individual. Ideal candidate is one who is persuasive and convincing on the phone selling the services the injury center has to offer to prospective injured patients. The job requires someone who is a hard-worker, determined, and trustworthy. The ownership/use of a car is required.

**Click to apply:**

<http://www.indeed.com/cmp/Respectable-Medical-Injury-Center/jobs/Assistant-Telemarketer-Head-Marketer-6288e828c61300c3?q=and>

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Diversified Medical Records Services - Cleveland, OH

**Medical Records Field Rep \$13.50 an hour**

We have a permanent, full-time position available M -F handling medical records requests at client medical offices. This position requires working independently to provide Release of Information services, high level of customer service and driving to client locations up to fifty+ miles per day. Mileage reimbursement is provided. Industry experience is not necessary; we will train. Day time hours only-- no weekends or evening work.

**Only the most ambitious need apply.**

**Interested in working for Diversified? Send us an email**

**Email:** [work@dmrs.net](mailto:work@dmrs.net) *(make sure you write Cleveland in Subject)*

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Optimal Wellness Center - Lakewood, OH

**Receptionist/Office Assistant**

Holistic Medical Office in Lakewood, OH, seeks an individual interested in working in a pleasant, "good energy" environment. Part time position available, possibly full time. Schedule will include Tuesdays, Wednesdays, Saturdays, and possibly Sunday. We are flexible with the schedule.

Ideal candidate should have a pleasant demeanor along with proficient computer skills, good communication and phone skills. Previous office/receptionist experience preferred. All applicants will be considered.

Job Type: Part-time

**Click to apply:**

<http://www.indeed.com/cmp/Optimal-Wellness-Center/jobs/Receptionist-Office-Assistant-06762b58515d7377?q=and>

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Care Source

**Administrative Specialist**

Compose and prepare business presentation documents and spreadsheets

§ Establish and maintain a variety of documents, records and reports. Ensure CareSource records management guidelines are adhered to

§ Coordinate large group meetings and events for department management. Makes necessary arrangements such as, securing meeting rooms, prepare agenda, coordinating catering and preparation of audio and visual needs

Associates degree in business or related field or equivalent years of relevant work experience is preferred

**Click to apply:**

[https://re11.ultipro.com/CAR1029/JobBoard/JobDetails.aspx? ID=\\*3EEC2E006297DB18](https://re11.ultipro.com/CAR1029/JobBoard/JobDetails.aspx? ID=*3EEC2E006297DB18)

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Southwest Hospital, Middleburgh Hts

**Staffing Coordinator / Receptionist Part-time**

Responsible for answering phones, forwarding messages and greeting customers. Also responsible for recording scheduling and time changes. Performs clerical functions. This role is primarily responsible for maintaining the Kronos scheduling system and will work with Nursing Management.

**Click to apply:**

[https://www.healthcaresource.com/southwestgeneral/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=101096&source=Indeed.com](https://www.healthcaresource.com/southwestgeneral/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101096&source=Indeed.com)

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Provide A Ride

**Dispatcher**

- Pre-plan trips to be assigned to drivers during the day and next day trips before closing Dispatch.
- Assign trips using state of the art software to efficiently place trips.
- Communicate with drivers using computer based messaging as well as telephone system.

- Provide client information to drivers through the Nextel system.
- Communicate with drivers in a professional manner on and off their mobile devices.
- Maintain Dispatch boards with current location and status of each driver.

**Click to apply:**

<http://providearide.applicantstack.com/x/detail/a21xpmemozge/aaac>

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Cavalry Staffing - Cleveland, OH

**Call Center Representative \$10 an hour**

**Skills required:**

1. Minimum of six months experience doing consultative sales within the last two years. Consultative sales involve having sales quotas, understanding a selling cycle/process, earning commissions/bonuses, and upselling. It also involves taking rejection.
2. Minimum of six months call center experience within the last two years.
- 3 . PC familiarity and proficient typing skills- 25 wpm.
4. Strong, savvy technical skills and know what satellite television is.
5. Must be very articulate and professional

**Click to apply:**

<http://www.indeed.com/cmp/Cavalry-Staffing/jobs/Call-Center-Representative-c424832707fcbb34?q=and>

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Hertz

**Instant Return Representative**

The **Instant Return Representative** is an essential member of the airport location team and is the brand ambassador by providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for providing attentive, courteous, and expeditious service to our customers as they return their vehicles.

**Click to apply:**

<https://usjobs-hertz.icims.com/jobs/102347/instant-return-representative/job?mode=job&iis=Internet+Job+Board&iisn=Internet+Job+Board+-+Indeed&mobile=false&width=784&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

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## EDUCATION

STEAM Academy of Warrensville Heights - Warrensville Heights, OH

### **Elementary School Instructional Assistants**

STEAM Academy is seeking a dynamic classroom instructional assistant for grades K- 3. This position requires the classroom support for the classroom teacher, small group instruction, and school wide support.

Required experience:

- 1 year experience in a school setting: 1 year

**Click to apply:**

<http://www.indeed.com/cmp/STEAM-Academy-of-Warrensville-Heights/jobs/Elementary-School-Instructional-Assistant-50d5a30bb2057949?q=and>

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KidzArt Ohio - Cleveland, OH

### **After School Instructor Part Time- Cleveland East**

Due to our growth, we have a need for 1-2 instructors in the Chagin Falls/Shaker Heights/Pepper Pike area.. Depending on location, this part time work is 2-4 hours a week. Classes start in late late October and run through May. NOTE: you MUST be available in the afternoons, after 2:30pm most days We are looking for a folks who can commit to the entire school year, and have a strong, accomplished teaching background. You also must have reliable transportation.

**Click to apply:**

<http://www.indeed.com/cmp/KidzArt-West-Cleveland/jobs/After-School-Instructor-Part-Time-d8de1dedcf5e702f?q=and>

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## FINANCE

Horseshoe Casino

### **Cage Cashier**

Reporting directly to the Cage Supervisor, the Casino Cage Cashier I is responsible for all cash service needs of our casino guests while maintaining appropriate accountability for inventory. Delivers truly great guest service while performing transactions such as chip and token redemption, check cashing and credit card cash advance, along with servicing our in house check-cashing players.

**Click to apply:**

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5147193&returnPath=>

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**Gas Station Clerk**

**AS & KS, Inc - Cleveland, OH \$8.10 an hour**

Gas Station Clerk

We are a small family owned business currently seeking Part Time workers to join our team at St Clair BP in Cleveland, Ohio. This business is under constant change to improve products, sales, prices, and features. This is not a simple cashier job and ringing people up will be only one of many duties at the station.

Associates degree preferred. One year experience handling cash required. Customer service, Loss prevention, Security, and Police experience a big plus.

**Click to apply:**

<http://www.indeed.com/cmp/AS-&-KS/jobs/Gas-Station-Clerk-ad02b9cc4cfc7d28?q=cash+handling>

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Huntington Bank

**Teller, Shaker Heights**

Click to apply:

<https://recruiting.adp.com/srctcb/public/RTI.home?t=398245&r=5000057664706&rb=INDEED>

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## FOOD SERVICE & HOSPITALITY

Aladdin, AmeriServe, FitzVogt - Solon, OH

### **Food Service Worker**

The Food Service Worker is responsible for routine food service tasks in the kitchen, cafeteria, dining room, dish room and special function areas. Duties of this position include preparing, serving and distributing food and may require working in various areas of the department; such as tray line, dish room, cafeteria and storeroom. The ideal candidate must possess strong interpersonal and customer skills. Prior food service experience is preferred. This position requires standing, walking, and bending throughout the entire work day and the ability to lift, stack and maneuver objects that may weigh 30 to 50 pounds.

#### **Click to apply:**

[https://secure.jobappnetwork.com/apply/c\\_afms/l\\_en/Food-Service-Worker-job-Solon-OH-US-384593.html?src=indeed&dt=1015](https://secure.jobappnetwork.com/apply/c_afms/l_en/Food-Service-Worker-job-Solon-OH-US-384593.html?src=indeed&dt=1015)

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Childtime Learning Centers, Brookpark OH

### **Food Specialist**

Our Food Specialists...

- Create home-style, nutritional meal plans in the boundaries of their school's budget, as well as state and federal requirements.
- Prepare and serve nutritious and delicious meals and snacks for children and staff.
- Maintain inventory of food and supplies and order more when needed.
- Have countless advancement opportunities through our on-going training and expansive network of centers and brands.
- Are rewarded with hugs from children and praise from parents every day!
- Are caring, compassionate and love what they do!

#### **Click to apply:**

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=309528&PartnerId=25655&SiteId=5485>

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**HEALTH**

Danbury Senior Living

**Resident Companion**

This position is fundamental in that you provide each of your assigned residents with daily care and services in accordance with their individual assessment and care plan, and as may be directed by your nurse. Resident Companions enjoy interactions with residents while engaging in the activities of daily living.

**Click to apply:**

[https://www.appone.com/maininforeq.asp?Ad=397057&R\\_ID=1060328&Refer=http://www.indeed.com/jobs&B\\_ID=91](https://www.appone.com/maininforeq.asp?Ad=397057&R_ID=1060328&Refer=http://www.indeed.com/jobs&B_ID=91)

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CVS Health

**Pharmacy Technician Trainee \ Pharmacy Service Associate**

Work as part of the Pharmacy Team to ensure that each customer has a positive shopping experience at CVS and to ensure customer satisfaction by serving each customer according to our company Values.

The Pharmacy Technician Trainee is a training position where you can move to a Pharmacy Technician upon successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines.

**Click to apply:**

<http://jobs.cvshealth.com/us/ohio/retail-store-hourly/jobid7725290-pharmacy-technician-trainee-pharmacy-service-associate>

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Cleveland Clinic

**Medical Assistant**

Utilizes medical and administrative skills to provide support to patients and health care staff. Under the supervision of physician or nurse, assists with performing assessments and treatments. Gathers information related to health maintenance and specimen collection and documents patient care given, updates health maintenance at patient visit, accurately identifies medication changes and updates allergies at each visit.

**Click to apply:**

[http://www.clevelandclinic-jobs.com/job/Cleveland-Medical-Assistant-Job-OH-44101/271637800/?feedId=4&utm\\_source=Indeed](http://www.clevelandclinic-jobs.com/job/Cleveland-Medical-Assistant-Job-OH-44101/271637800/?feedId=4&utm_source=Indeed)

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Rae-Ann - Westlake, OH

**Resident Assistant (RA)**

Westlake's premiere assisted living facility, The Belvedere of Westlake, is looking to add a PART TIME 2nd SHIFT Resident Assistant to our staff. The ideal candidate will have to be willing to work 2nd shift including every other weekend for a total of about 25 hours per week

**Click to apply:**

<http://www.indeed.com/cmp/Rae--Ann/jobs/Resident-Assistant-d1fe3e36a6121fed?q=and>

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**MANUFACTURING/GENERAL LABOR**

Cortape, Inc. - Cuyahoga Falls, OH

**Machine Operator Manufacturing**

Experience in slitting, die cutting, web handling, or printing of continuous rolled materials is a plus, but not required.

Ideal candidate would have excellent machine aptitude, be quality conscious, personable, have some technical education, and basic computer skills.

**Click to apply:**

<http://www.indeed.com/cmp/Cortape-Inc./jobs/Machine-Operator-Manufacturing-f745bebe87a56c9b?q=and>

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Great Lakes Fasteners, Inc. - Twinsburg, OH

**Warehouse & Packaging Associate \$10 an hour**

**Specific Responsibilities:** 35-40 hour work week, hours of 7:30 am-4:30 pm typically. Assisting in operating packaging machinery and conducting preventative maintenance. Work with team leaders and management to provide innovation and quality improvements to the kitting processes and production output. Reading and understanding work orders, bill of materials, picking tickets and production schedules. Documenting and maintaining up-to-date work instructions for kits. Setting up and printing of labels. Inspect products for type, size, quality and potential defects. Pick and pull work orders. Setting up for production runs and breaking down each job when completed, returning product to proper inventory location. Pack work orders for shipment. Wrap skids if required for shipping. Drive forklift and order picker as needed (Company will provide training)

**Click to apply:**

<http://www.indeed.com/cmp/Great-Lakes-Fasteners,-Inc./jobs/Warehouse-Packaging-Associate-86b957791814efdc?q=and>

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Héroux-Devtek, Stongsville/Cleveland Ohio

**Assembler - J1214-0011**

Assembling and disassembling Nose and Main landing landing gear components for the Boeing 777 program and other military programs;  
Must be able to read blueprints and hydraulic schemes that identify and explain the function of mechanical, electrical and hydraulic components

**Click to apply:**

<http://herouxdevtek.njoyn.com/CL2/xweb/Xweb.asp?tbtoken=ZVBQSxtZSxo9KS4lLkAuJF50N1BXHFZNbWRcfSdBdlJVV0UFDhJaREBqXUQedBMEBUYmV1gcS3ZhUXcfXQ%3D%3D&chk=dFlbRxtZ&Page=JobDetails&Jobid=J1214-0011&BRID=88405&clid=26583>

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True Value

**Merchandize Handler**

Unloads and checks goods received against purchase orders or invoices

- Stocks shelves with goods received
- Pulls and fills orders from paper or computerized member store order requests, matching inventory to order numbers.
- Lifts heavy/light weight items and may operate a forklift, small hand tools, pallet handlers, and hand trucks.
- Consolidates orders for each member store from multiple warehouse locations on to pallets and prepares for shipping using shrink wrap machine or other devices.
- Loads orders for shipping against purchase orders or invoices.

**Click to apply:**

[http://careers.peopleclick.com/careerscp/client\\_truevalue/external/gateway.do?functionName=viewFromLink&jobPostId=8311&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM\\_POST\\_SITE](http://careers.peopleclick.com/careerscp/client_truevalue/external/gateway.do?functionName=viewFromLink&jobPostId=8311&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE)

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<b>TRANSPORTATION</b>
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Comfort Inn Cleveland Airport - Middleburg Hts - Middleburg Heights, OH

**Van Drivers - All Shifts Airport Hotel** \$8.50 an hour

If you are customer Service oriented, have an outgoing personality and enjoy working in positive team environment, we are looking for YOU!

Please no phone calls **stop in a fill out an application** - Interviews maybe done on the spot so dress for success!

17550 Rosbough Blvd, Middleburg Heights, OH 44130

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Advance Auto Parts

**Delivery Driver**

Establishes and maintains rapport with current commercial customers, always remaining aware of, and addressing their needs; recommends products that meets their needs, including informing customers of new products and services

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**Click to apply:**

<http://www.jobs.net/jobs/advance-auto-parts/en-us/job/United-States/Delivery-Driver/J3K3G3727VNP4DGXS61/>

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Our Lady of the Wayside - Cleveland, OH

**Driver - Transportation Staff \$10 an hour**

**Summary:** Provides transportation, in an agency vehicle, for individuals with Developmental Disabilities to and from various activities, including appointments and day programs.

**Click to apply:**

<http://www.indeed.com/cmp/Our-Lady-of-the-Wayside/jobs/Driver-978098ccfa3d0faf?q=and>

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<b>TRADE</b>
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Holland Roofing

**Roofers/ Laborers Cleveland, OH**

210 Hayes Drive, Suite F  
Brooklyn Heights, OH 44131

For Employment Opportunities Contact: [jobsneohio@hollandroofing.com](mailto:jobsneohio@hollandroofing.com)

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Midwest - Universal Protection Service - Cleveland, OH

**Security Officer / Downtown \$10.00**

Responsibilities for the **Security Officer** include, but are not limited to:

- Foot, Bike or Golf cart patrol of interior and exterior areas of assigned locations
- Observe and report suspicious activities and persons
- Write detailed narrative reports and maintain daily activity reports (DARs)
- Enforce rules, regulations, policies, procedures, and respond to emergency situations requiring security assistance

**Click to apply:**

[http://www.appone.com/MainInfoReq.asp?R\\_ID=1135290&B\\_ID=89&fid=1&ssbgcolor=006FA1&SearchScreenID=959&AdCode=Indeed510](http://www.appone.com/MainInfoReq.asp?R_ID=1135290&B_ID=89&fid=1&ssbgcolor=006FA1&SearchScreenID=959&AdCode=Indeed510)

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**WAREHOUSE/DISTRIBUTION**

Big Lots, Garfield Hts.

**Store Associate/Stocker**

As a Store Associate, you will play a key role in the success of the store through:  
Performs general store operations duties as directed, including cashiering, truck unloading, stocking and merchandise recovery.

**Click to apply:**

[https://biglots.taleo.net/careersection/corp\\_org/jobdetail.ftl?job=15000526](https://biglots.taleo.net/careersection/corp_org/jobdetail.ftl?job=15000526)

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AmeriMark

**Shipper**

Packing customer orders for shipment. Packers are responsible for getting their supplies-boxes, catalogs, envelopes, thank you letters, wrinkle letters and tape. Also responsible for taking away empty skids and stacking empty tubs. Recording duties and cross training is an essential component. Ability to complete a daily labor allocation worksheet weekly and submitted for payroll purposes.

**Click to apply:**

<https://amerimark.hua.hrsmart.com/hr/ats/Posting/view/44/0>

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GREAT LAKES COLD STORAGE - Solon, OH

**Shipping and Receiving Clerk**

Great Lakes Cold Storage a freezer warehouse located in Solon, Ohio, is currently recruiting for *aexperienced* Shipping/Receiving Clerk to fill a night shift position. Previous warehouse experience preferred.

**Click to apply:**

<http://www.indeed.com/cmp/GREAT-LAKES-COLD-STORAGE/jobs/Shipping-Receiving-Clerk-d9ab2ddfc653696f?q=and>

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Dayton Freight

**Dock Worker**

As a Dock Worker, you will load and unload freight in a productive, safe and claims-free manner. Although DFL Dock Workers do not work inside a warehouse, you must maximize space when loading freight.

**Click to apply:**

[https://www.hrapply.com/daytonfreight/AppJobView.jsp?link=1381&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=20&op=reset&electronic\\_referral=indeed](https://www.hrapply.com/daytonfreight/AppJobView.jsp?link=1381&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=20&op=reset&electronic_referral=indeed)

<b>SOCIAL SERVICE</b>
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Cleveland Rape Crisis Center - Cleveland, OH

**Support Specialist**

CRCC is seeking energetic and compassionate individuals to build up our 24-Hour Services Program. The Support Specialist reports to the Manager of 24-Hour Services and is responsible for providing 24-Hour Support, including survivor care in hospitals and police stations; phone and virtual Hotline coverage to ensure all survivors and co-survivors of sexual abuse, rape and human trafficking in NE Ohio have immediate 24/7 access to support, education, crisis stabilization and follow up services.

**Click to apply:**

<http://www.indeed.com/cmp/Cleveland-Rape-Crisis-Center/jobs/Support-Specialist-b3562cee14b6558a?q=and>