

**The Council for Economic Opportunities JOB LEADS List**  
**Monday, January 25, 2016**  
**(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.

<b>CUSTOMER SERVICE</b>
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**CUSTOMER SERVICE REPRESENTATIVE-PROVIDE A RIDE**

Six months to one year of related experience in a call center environment is required. The Customer Service Representative will collect and accurately record information to schedule the transportation needs of customers while providing the highest level of quality service. High School Diploma or GED required. Six months to one year of related experience in a call center environment is required.

To Apply:

<http://providearide.applicantstack.com/x/detail/a2lxpmebyq3t/aaac>

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**DATA ENTRY CLERK-ALS OIL & GAS-VALLEY VIEW**

The Sample Entry Clerk processes incoming samples by unpacking and sorting the samples into trays, and prepares them for entry into the LIMS system. The Sample Entry Clerk is also logs the information into the LIMS system. High School diploma. Working knowledge of computer software.

To Apply:

<https://external-als.icims.com/jobs/2336/data-entry-clerk/job?mobile=false&width=930&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

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**GUEST SERVICES ASSOCIATE-ASHLEY HOMESTORE-BROOKLYN**

\$11 an hour. Support Sales Team by providing top quality face-to-face customer care. Accurately record customer payment transactions per company guidelines. Proof and confirm accuracy on customer sales orders to ensure correct product is ordered. Total daily sales transactions and balance cash, check, credit card totals at the end of the day. Use basic problem solving and customer service skill in dealing directly with customers to resolve any issues. Face to face customer service & stable work history: 3 years. High school or equivalent.

To Apply:

[http://www.indeed.com/viewjob?jk=81d97481491c7c70&q=customer+service+retail&l=cleveland,+ohio&tk=1a9cn1kjk1q2kd1h&from=ja&alid=d61a38fd3ad1eb41&utm\\_source=jobseeker\\_email&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://www.indeed.com/viewjob?jk=81d97481491c7c70&q=customer+service+retail&l=cleveland,+ohio&tk=1a9cn1kjk1q2kd1h&from=ja&alid=d61a38fd3ad1eb41&utm_source=jobseeker_email&utm_medium=email&utm_campaign=job_alerts)

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### **CALL CENTER REPRESENTATIVE-SUNNYSIDE HONDA-MIDDLEBURGH HEIGHTS**

We have an immediate opening for a Full Time Call Center Representative in our Business Development Center. The ideal candidate will have at least 1 year of prior sales, call center, telemarketing or BDC experience in the car industry. Selected candidates will be responsible for answering customer inquiries and documenting that information into an electronic database.

To Apply:

To schedule a confidential interview, please email your resume to our Business Development Manager, Samantha Thibodeaux, at [sthibodeaux@sunnysideauto.com](mailto:sthibodeaux@sunnysideauto.com)

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### **ENTRY LEVEL MANAGEMENT-HERTZ-MAPLE HEIGHTS**

\$35,000 a year. Strong communication and multitasking skills. Ability to drive multiple types of vehicles. Valid driver's license in good standing. Minimum Associates Degree.

To Apply:

<https://usjobs-hertz.icims.com/jobs/105467/entry-level-management/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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### **CUSTOMER SERVICE CALL CENTER-AAA EAST CENTRAL**

Full time customer service role that is available in the Emergency Road Service department at the office located at 5700 Brecksville Rd. This position pays between \$10.50 and \$11.00 based on call center experience. HS Diploma or GED. Computer and software experience. Ability to read maps. Geographic knowledge of AAA Club territory preferred.

To Apply:

<https://acecareers.taleo.net/careersection/ec+only/jobdetail.ftl?job=09765&lang=en>

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### **CUSTOMER SERVICE REPRESENTATIVE–FINANCIAL-LAKEWOOD**

Need an experienced CSR with order entry experience. Possess computer skills and be able to multi-task. We require a minimum of 1 year experience in phone related customer service in an office setting. We offer \$11.00 an hour and benefits are available.

To Apply:

[http://jobview.monster.com/GetJob.aspx?JobID=161929261&aid=128118040&uid=1000108157D388517422E630FA2625AFA5ABDBEBC1910C8CE65B2F4B2A47056D567046B8668446DA208AC4C327EFBBFEDA5A98BF8659D8485426F5F6CA9527F9F9D1AE59D24F52B59DEAA78F337D93D8D6543C&WT.mc\\_n=PSAAHG10\\_app\\_jv\\_p&jvs=e,ar,t,2](http://jobview.monster.com/GetJob.aspx?JobID=161929261&aid=128118040&uid=1000108157D388517422E630FA2625AFA5ABDBEBC1910C8CE65B2F4B2A47056D567046B8668446DA208AC4C327EFBBFEDA5A98BF8659D8485426F5F6CA9527F9F9D1AE59D24F52B59DEAA78F337D93D8D6543C&WT.mc_n=PSAAHG10_app_jv_p&jvs=e,ar,t,2)

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### **CUSTOMER SERVICE CALL CENTER REPRESENTATIVE-PROGRESSIVE INSURANCE- HIGHLAND HEIGHTS**

Using your ability to make real connections with others, you'll help our customers and agents with questions about policies, billing and other insurance needs. Pay Rate: \$14.25 - \$17.25 per hour. Minimum two years customer service experience, in person or over the phone. Computer skills including: navigation through internet and intranet, typing or keyboard, understanding of basic software applications (e.g., Outlook, Word, Excel, Lotus, Email). High school diploma or GED.

To Apply:

[http://jobview.monster.com/GetJob.aspx?JobID=161931628&aid=128118040&uid=1000108157D388517422E630FA2625AFA5ABDBEBC1910C8CE65B2F4B2A47056D567046B8668446DA208AC4C327EFBBFEDA5A98BF8659D8485426F5F6CA9527F9F9D1AE59D24F52B59DEAA78F337D93D8D6543C&WT.mc\\_n=PSAAHG10\\_app\\_jv\\_p&jvs=e,ar,t,5](http://jobview.monster.com/GetJob.aspx?JobID=161931628&aid=128118040&uid=1000108157D388517422E630FA2625AFA5ABDBEBC1910C8CE65B2F4B2A47056D567046B8668446DA208AC4C327EFBBFEDA5A98BF8659D8485426F5F6CA9527F9F9D1AE59D24F52B59DEAA78F337D93D8D6543C&WT.mc_n=PSAAHG10_app_jv_p&jvs=e,ar,t,5)

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### **CUSTOMER SERVICE REPRESENTATIVE-VIRGINIA TILE–BROOKLYN HEIGHTS**

This position is responsible for providing a variety of services and information regarding products, prices, availability, product uses and technical support for customers. Proficient in MS Office, specifically Excel, Word and Outlook. High school diploma or general education degree (GED). 2 to 3 years of direct work experience in a sales or telesales capacity.

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To Apply:

[http://jobview.monster.com/GetJob.aspx?JobID=157205912&aid=128118040&uid=10001062769CE034938E27AC3BF616AADE1A9E53CEB4D1647E3792B95F1F7F7F11FA0DD38B06AA7ED03859DC06A3EA3B9A03CE83F39A26E040D8BFC25D9584A3E7C5EC72ABC2A3129DC507BD0AC6685C2AE1&WT.mc\\_n=PSAAHG10\\_app\\_jv\\_p&jvs=e,ar,t,2](http://jobview.monster.com/GetJob.aspx?JobID=157205912&aid=128118040&uid=10001062769CE034938E27AC3BF616AADE1A9E53CEB4D1647E3792B95F1F7F7F11FA0DD38B06AA7ED03859DC06A3EA3B9A03CE83F39A26E040D8BFC25D9584A3E7C5EC72ABC2A3129DC507BD0AC6685C2AE1&WT.mc_n=PSAAHG10_app_jv_p&jvs=e,ar,t,2)

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**ASSISTANT STORE MANAGER–CLEVELAND–SAVE-A-LOT**

High school diploma/GED. 2 or more years' experience within a retail, restaurant or similar industry, including supervisory responsibility for the operations of a minimum staff of 10. Proven leadership qualities and exceptional customer service skills. Working knowledge of scheduling, merchandising, budgeting and expense control.

To Apply:

<https://supervalu.taleo.net/careersection/savealot/jobdetail.ftl?job=68509&src=JB-10680>

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**CUSTOMER SERVICE REPRESENTATIVE-NORTHEAST OHIO REGIONAL SEWAR DISTRICT**

Provides accurate and updated information to ensure customer issues are addressed in an expeditious and complete manner. Candidate must possess a High School diploma or General Education Diploma (GED). Candidate must possess two (2) years of experience delivering exceptional customer service, as a major job responsibility. Candidate must possess a valid driver's license with a driving record in accordance with the District's acceptable guidelines. Typical Hiring Salary Range: \$17.86 - \$21.43.

To Apply;

[https://irec.neorsd.org/OA\\_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/Vi sVacDispPG&OAHP=IRC\\_EXT\\_SITE\\_VISITOR\\_APPL&OASF=IRC\\_VIS\\_VAC\\_DISPLAY &akRegionApplicationId=821&transactionid=1240062495&retainAM=N&addBreadCrumb=RP &p\\_svid=8210&p\\_spid=23859](https://irec.neorsd.org/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/Vi sVacDispPG&OAHP=IRC_EXT_SITE_VISITOR_APPL&OASF=IRC_VIS_VAC_DISPLAY &akRegionApplicationId=821&transactionid=1240062495&retainAM=N&addBreadCrumb=RP &p_svid=8210&p_spid=23859)

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**HEAD CASHIER-LOWE'S-BEDFORD HEIGHTS**

The Head Cashier manages all checkout functions by processing sales transactions and refunds, monitoring cash drawer amounts, and maintaining checkout area. 6 months experience using a computer, including inputting, accessing, modifying, or outputting information. 1 year retail

experience as a cashier.

To Apply:

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=4219037&PartnerId=25239&SiteId=5014&codes=INDEED>

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**CUSTOMER SERVICE/COLLECTIONS REPRESENTATIVE-NATIONAL  
ENTERPRISE SYSTEMS-SOLON**

\$10 - \$12 an hour. Collection representatives will service a wide range of accounts in our high volume, fast-paced call center. Contact consumers by phone to resolve the outstanding balance owed. Find creative solutions to secure repayment by discussing applicable repayment programs while adhering to all state and federal laws including the Fair Debt Collection Practices Act. Reliable transportation and schedule adherence.

To Apply:

Please apply at [www.nes1.com/careers](http://www.nes1.com/careers)

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**CUSTOMER SERVICE REPRESENTATIVE-SYSCO-CLEVELAND**

Accurately process customer orders via fax, phone and/or email, and E- Sysco. Maintain accounts and associated routing schedules. High school diploma or General Education Development (GED) or equivalent; one or more years' experience or training; or equivalent combination of education and experience. Maintain a valid Driver License.

To Apply:

<http://careers.sysco.com/us/ohio/sales/jobid9772720-customer-service-representative?apstr=%3Fmode%3Djob%26iis%3DIndeed%26iisn%3DIndeed.com>

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<b>OFFICE</b>
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**ADMINISTRATIVE ASSISTANT-S A COMUNALE COMPANY INC-CLEVELAND**

Duties include general clerical, purchasing, inventory, and accounting responsibilities and project based work. Project a professional company image through in-person and phone interaction. High School Diploma or GED. Minimum three to five years administrative,

bookkeeping, and/or payroll experience. Experience in the construction industry is a plus. Proven knowledge of Microsoft Office Software.

To Apply:

<http://jobs.ourcareerpages.com/job/151480~Primary?source=Indeed>

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**OFFICE REPRESENTATIVE-MIDDLEBURG HEIGHTS/PARMA HEIGHTS-STATE FARM**

Enthusiastic and persuasive in soliciting customer interest in / application for sales of insurance and financial products to help people manage the risks of everyday life, recover from the unexpected, and realize their dreams. Excellent communication skills – written, verbal and listening. Experience with computer applications, such as Windows.

To Apply:

<http://laurenbanaszak.sfagentjobs.com/jobs/58256/apps/new>

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**ADMINISTRATIVE ASSISTANT-CLEVELAND INSTITUTE OF MUSIC-CLEVELAND**

Cleveland Institute of Music (CIM) seeks an Administrative Assistant to the Deans who will support all work-flow processes and initiatives within the Office of the Dean. Preference will be given to applicants with a four-year college degree, three-to-five years of related experience in an office position requiring the exercise of discretion and autonomy; background in a music-related field or as a musician strongly preferred.

To Apply:

Send Resume To Resume and cover letter, in addition to the contact information of three references.

Review begins immediately and will continue until position is filled. Submit all materials online at: [www.cim.edu/positions](http://www.cim.edu/positions)

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**ADMINISTRATIVE ASSISTANT-ST. VINCENT CHARITY MEDICAL CENTER-CLEVELAND**

Greets visitors, patients and their families entering the unit. Completes daily census and revenue forms. Assists in preparation of all reports. Maintains assignment boards and other communication sources. Works with van drivers to assist in transportation of patients to and

from program. High school diploma or equivalent. One year of working experience in a professional business environment, preferably in a behavioral healthcare setting.

To Apply:

[https://www.healthcaresource.com/sistersofcharityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=103274&xcustom=vincent&source=Indeed.com](https://www.healthcaresource.com/sistersofcharityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=103274&xcustom=vincent&source=Indeed.com)

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### **ADMINISTRATIVE ASSISTANT-CLEVELAND-CATHOLIC CHARITIES**

Provide advanced secretarial/administrative support to one or more operational areas of the system. Combination of education and experience normally represented by a High School diploma or equivalent plus technical or specialized skills normally associated with a training program beyond high school preferred, with two years related work experience.

To Apply:

<http://ccdacle.org/careers/new-applicants>

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### **TECHNICAL SUPPORT SPECIALIST-PAC MACHINERY-BEREA**

The Technical Support Specialist is responsible for providing effective technical support for all internal and external customers by using excellent, in-depth knowledge of company products and systems as well as communicating effectively with team members within the Customer Service and Sales teams. High school diploma or equivalent. Minimum of 3 years related experience or training.

To Apply:

<https://app1.clearfit.com/apply/PAC0015-4VUJ?ps=mon#/login>

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### **SECRETARY TO THE MAYOR-CITY OF EUCLID**

Coordinates daily workflow of the Mayor's office. Provides professional administrative support such as receiving and screening visitors and telephone calls and handling issues that require sensitivity, confidentiality and sound independent judgment. High School Graduate or equivalent experience with secretarial skills. Pay rate: \$14.93-\$26.50, commensurate with experience.

To Apply:

<http://www.cityofeuclid.com/about/jobs/136>

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**DOCUMENT SPECIALIST/ADMINISTRATIVE SUPPORT-STRONGSVILLE**

This part time position (approx. 20 hrs. /wk.) located in Strongsville offers a ton of flexibility. It requires STRONG Word & Excel skills and solid experience handling both paper and electronic files. Project Management and the ability to work within a team environment then spin off to work independently are required.

To Apply:  
Sandra Heath & Associates, Inc. [info@sandraheath.com](mailto:info@sandraheath.com)

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**OFFICE ADMINISTRATOR-THE KEEP IT LOCAL PROJECT LLC-CLEVELAND**

\$10 - \$12 an hour. Website Management. Volunteer Management. Networking events. General Office Duties. A working knowledge of Social Media Platforms, Wix, Mailchimp and Insightly are required. Associate Degree.

[http://www.indeed.com/viewjob?jk=bbd94d6dbf081de5&q=%22urban+development%22&l=cleveland,+Ohio&tk=1a9mvrff1q2ufv8&from=jarecjobs&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://www.indeed.com/viewjob?jk=bbd94d6dbf081de5&q=%22urban+development%22&l=cleveland,+Ohio&tk=1a9mvrff1q2ufv8&from=jarecjobs&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

<b>EDUCATION</b>
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**CO-TEACHER (EARLY HEAD START) - COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND**

Provides daily developmentally appropriate experiences for infants and toddlers in a classroom setting. Infant and Toddler Child Development Associate (CDA) credential or an Associates or Bachelor's degree in Early Childhood Education. One (1) year experience in the classroom with infants and toddlers.

To Apply:  
<http://ceogc.org/employment/employment>

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**MENTOR TEACHER - COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND**

Works as a team leader with staff to observe staff performance, establish improvement plans and refine the teaching approach of staff members. Associate's Degree in Early Childhood Education (ECED) coupled with a Pre-K license and demonstrated progress working towards a Bachelor's degree in ECED. Five (5) years prior teaching experience in an early childhood program.

To Apply:  
<http://ceogc.org/employment/employment>

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**ASSISTANT TEACHER - COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND**

To work as a team member and be responsible for assisting teacher(s) to prepare and implement all classroom duties. Child Development Associate (CDA) certificate, or applicants must have a High School or GED diploma and demonstrate enrollment in a CDA credential program, or; be enrolled in an Associate's (or higher) degree program in ECE that will be completed within two (2) years.

To Apply:  
<http://ceogc.org/employment/employment>

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**TEACHER - COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND**

Bachelor's or Advanced Degree in Early Childhood Education (ECED) or a Bachelor's degree in any field and coursework equivalent to a major relating to early child education coupled with experience teaching preschool-age children or must possess an Associate's Degree in Early Childhood Education (ECED) coupled with a Pre-K license and demonstrated progress working towards a Bachelor's degree in ECED.

To Apply:  
<http://ceogc.org/employment/employment>

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**LEAD TEACHER/TODDLER-MAPLE HEIGHTS**

The Family Life Child Care Center of Maple Heights is seeking a strong, dedicated, and active full-time Lead Teacher in our Toddler classroom. Minimum of 18 years of age. This individual

must possess at least an Associate's Degree in Early Childhood Education or a similar field. Previous child care experience required.

To Apply:

[http://www.ohioguidestone.org/index.php/employment/job\\_details/lead-teacher-toddler/jobs](http://www.ohioguidestone.org/index.php/employment/job_details/lead-teacher-toddler/jobs)

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### **INFANT ROOM TEACHER-KIDDIE KASTLE CHILD CARE CENTER-CLEVELAND**

Kiddie Kastle is looking to hire a qualified Lead Infant Teacher. Candidate must have childcare and infant experience. CPR First Aid Communicable Disease and Child Abuse training. High School Diploma or GED. Pay starts out at 8.25 an hour. Shift is 8am to 5pm Monday through Friday.

To Apply:

Please call 216 862 3552 to set up an interview date. Located: 11411 Lake Ave, Cleveland, Ohio, 44102

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### **LEAD TEACHER/TODDLER-OHIO GUIDESTONE-MAPLE HEIGHTS**

The Lead Teacher is responsible for providing for the care and safety of the children we serve. All Infant/Toddler Lead Teachers must be a minimum of 18 years of age. Infant/Toddler Lead Teachers must also hold an Associate's Degree in Early Childhood Education, or an ODE approved related degree, or a Career Pathways Intermediate Professional Level II, working towards an Associate's degree in Early Childhood Education or an approved related degree.

To Apply:

<https://recruiting.ultipro.com/OHI1003/JobBoard/4da200cc-2a1f-0d6e-6a26-433bb2d266af/Opportunity/OpportunityDetail?opportunityId=4e9f736e-9939-4639-9ea6-8528414a8402>

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### **FOOD AND CHILD NUTRITION SERVICES-CLEVELAND METROPOLITAN SCHOOL DISTRICT**

\$10.89 an hour. High School Diploma or GED. Experience working in food service preferred. Experience working with children. Provide direction, train and coach all kitchen staff in order to ensure that all policies, procedures and regulations are met on a daily basis. Responsible for ordering food as needed; meal accountability for the National School Breakfast and Lunch

Programs; inventory; payroll; cash handling; sanitation and maintenance.

To Apply:

<https://www.k12jobspot.com/Job/Detail/1154262?ref=indeed.com>

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<b>FINANCE</b>
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**COLLECTOR I-NORTH COAST AUTO MALL-INDEPENDENCE**

\$50,000 a year. Process daily payments; go over budget and payment for customer to become current, and preview accounts to see if customer qualifies for new car. Advise customers of necessary actions and strategies for debt repayment. Collections: 1 year experience. High school or equivalent.

To Apply:

<http://www.indeed.com/job/collector-i-5d82f597662d8fda>

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**LEAD CASHIER-HORSESHOE CLEVELAND**

Reporting directly to the Cage Supervisor, the Casino Cage Cashier Lead is responsible for all cash service needs of our casino guests while maintaining appropriate accountability for inventory. Must have a high school diploma or GED. One year previous United States currency money handling work experience preferred. Must be currently a cashier level III or above. Must be a certified trainer for the cage department.

To Apply:

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5209957&returnPath=job-search-results.aspx>

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**LEAD TELLER-OHIO CITY/W. 25TH STREET-KEYCORPS**

The Lead Teller assists new and existing clients of the Bank with account transactions and uncovers sales opportunities, acts as a resource in identifying and resolving client servicing issues. High School Diploma, GED or equivalent business / operational experience. A minimum of 1 year Teller experience.

<http://careers.key.com/jobdetails.php?Location=OH-Cleveland&JobTitle=LeadTeller-OhioCity/W.25thStreet&did=J3J4JD5YNS34JQT8LX1>

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**TELLER/CUSTOMER SERVICE REPRESENTATIVE I-THIRDFEDERAL-CLEVELAND**

Minimum of \$10.35 per hour. The qualified candidates will be proficient in all aspects of cash handling, managing and balancing a teller drawer and positively resolving customer issues. 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 or equivalent.

<http://www.careerboard.com/us/en/search-jobs-in-Cleveland,-Ohio,-USA/TELLER-CUSTOMER-SERVICE-REPRESENTATIVE-I-MAIN-OFFICE-BRANCH-D8ADD5D48C4467F9/>

<b>FOOD SERVICE &amp; HOSPITALITY</b>
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**ADMINISTRATIVE ASSISTANT-HILTON HOTELS & RESORTS-DOWNTOWN CLEVELAND**

An Administrative Assistant / Executive Secretary with Hilton Hotels and Resorts is responsible for carrying out the daily activities of the Executive office to deliver an excellent staff experience while providing secretarial support, managing the mail, and carrying out filing. You would also be required to provide secretarial support, manage mail, and carry out all filing.

To Apply:

<http://jobs.hiltonworldwide.com/jobdescription.php?Location=OH-Cleveland&JobTitle=AdministrativeAssistant&did=J3G7HB710JP5C25P1BS>

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**HOTEL CUSTODIAN-VALUE PLACE-CLEVELAND (HOPKINS AIRPORT)**

Hotel Custodians work part time and provide janitorial and light maintenance support by ensuring that the premises are clean and tidy at all times. They prepare rooms for guests and ensure that public spaces, stairwells, outdoor public spaces are clean and safe. Custodians should have a basic understanding of routine maintenance: painting, wall repair, basic carpentry. Hotel/Apartment/Cleaning Experience

To Apply:

[http://www.hospitalityonline.com/jobs/802201-hotel-custodian?source=indeed&utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.hospitalityonline.com/jobs/802201-hotel-custodian?source=indeed&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

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### **FOOD SERVICE WORKER-DEPARTMENT OF VETERANS AFFAIRS-CLEVELAND**

\$14.40 - \$16.78 an hour. Participating in the set-up of serving areas by assembling plates, trays, cafeteria lines, etc.; Portioning and serving food and beverages to customers; Washing, peeling, chopping, cutting, and dicing food according to standard practices; Assembling and tossing fresh fruit or green salads in quantity using prepared dressings; Performing heavy-duty cleaning tasks such as cleaning ceilings, exhaust hoods, and spaces under and behind kitchen equipment; Sweeping, mopping, and buffing floors.

To Apply:

<https://www.usajobs.gov/GetJob/ViewDetails/426673500>

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### **SECURITY OFFICER-HORSESHOE-CLEVELAND**

High school graduate or equivalent. 2 years minimum working experience in the security or police field/2 years minimum education related field, law enforcement, security, investigations, etc. or, a minimum of 2 years of combined field experience and education. Must be 21 years of age. Must possess a valid driver's license from their state of residence

To Apply:

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5170592&returnPath=job-search-results.aspx>

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### **COOK-HORSESHOE-CLEVELAND**

Must be 21 years of age. High School Diploma or equivalent required. Minimum 3 years previous experience in culinary cooking/preparation.

To Apply:

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5200466&returnPath=job-search-results.aspx>

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**FOOD SERVICE WORKER-AVI FOODSYSTEMS, INC-CLEVELAND HEIGHTS**

\$9 an hour. A seasonal employee assigned during the school year and called as needed due to the absence of a regular Food Service Employee. Food Service Experience: 1 year. Required license or certification: Driver's License. Required education: High school or equivalent.

To Apply:

<http://www.indeed.com/cmp/AVI-Foodsystems,-Inc/jobs/Food-Service-Worker-75d36efc25d80060?q=food+service>

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**LEAD CASHIER-HORSESHOE-CLEVELAND**

The Casino Cage Cashier Lead is responsible for all cash service needs of our casino guests while maintaining appropriate accountability for inventory. The lead cashier will be responsible for assisting in training for both new cashiers and cross training current team members in additional banks. Must have a high school diploma or GED. Must be at least 21 years of age. One year previous United States currency money handling work experience preferred.

To Apply:

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5204408&returnPath=>

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**FOOD SERVICE ASST/SANITATION-OHIO GUIDESTONE-BEREA**

Maintains cleanliness with the kitchen and the supply areas. Assist with distribution of meals in the cafeteria line. Responsible for delivering dinner meals to cottages. Minimum age of 18 years. H.S. diploma or GED preferred. Previous experience is preferred and a valid Ohio Driver's License is required.

To Apply:

<https://recruiting.ultipro.com/OHI1003/JobBoard/4da200cc-2a1f-0d6e-6a26-433bb2d266af/Opportunity/OpportunityDetail?opportunityId=a413e6cb-439e-432b-953a-213791cadbfe>

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**FULL-TIME TAG BAR PORTER-HORSESHOE-CLEVELAND**

Reporting to the Beverage Supervisor, the Bar Porter performs the service of replenishing stock and all required cleaning required behind the bar. Assists bartender in providing maximum

efficiency and service levels by retrieving guests special requests, and during busy times icing drink glasses and pouring non-alcoholic drinks. Must be at least 21 years of age. High School Diploma or GED equivalent.

To Apply:

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5194325&returnPath=job-search-results.aspx>

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<b>HEALTH</b>
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**PATIENT SERVICE REP-CLEVELAND CLINIC-WARRENSVILLE**

Provides a comprehensive set of business, financial and appointment-related services. High School Diploma or GED. Knowledge of medical terminology. Minimum two years patient registration, insurance processing or appointment scheduling. Receptionist, General office or a job related training program may offset some of the experience requirement.

To Apply:

[http://www.clevelandclinic-jobs.com/job/Warrensville-Hts-Patient-Service-Rep-Job-OH/321203100/?feedId=4&utm\\_source=Indeed](http://www.clevelandclinic-jobs.com/job/Warrensville-Hts-Patient-Service-Rep-Job-OH/321203100/?feedId=4&utm_source=Indeed)

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**PATIENT SERVICE REP-CLEVELAND CLINIC-EUCLID**

Provides a comprehensive set of business, financial and appointment-related services. Enters or maintains computer data. High School Diploma or GED. Knowledge of medical terminology. Must be able to type a minimum of 30 words per minute (assessed at time of application) or demonstrable personal computer keyboard skills. Minimum two years patient registration, insurance processing or appointment scheduling.

To Apply:

[http://www.clevelandclinic-jobs.com/job/Euclid-Patient-Service-Rep-Job-OH-44117/318658000/?feedId=4&utm\\_source=Indeed](http://www.clevelandclinic-jobs.com/job/Euclid-Patient-Service-Rep-Job-OH-44117/318658000/?feedId=4&utm_source=Indeed)

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**MEDICAL RECEPTIONIST-REHAB PROFESSIONALS OF CLEVELAND, INC.-  
LAKEWOOD**

Primary duties include greeting patients in person and via phone, scheduling appointments, verifying insurance, patient billing follow-up; ensuring adequate clinic flow with patients. Requirements: Experience: 0-2 years customer service. Computer Skills: Intermediate computer skills, and knowledge of Microsoft Office products. Ability to learn clinical software. Required experience: Medical receptionist: 1 year. Required education: High school or equivalent

To Apply:

[http://www.indeed.com/cmp/Rehab-Professionals-of-Cleveland,-Inc./jobs/Medical-Receptionist-72063f9a4775c6f2?sdu=QwrRXKrqZ3CNX5W-O9jEvlz9WNS0a2CaZUdGYDNxftQD3Yo2Ak6OFXuBsii67DQvnyZkZFtbjAZ\\_hmf9dBhMA](http://www.indeed.com/cmp/Rehab-Professionals-of-Cleveland,-Inc./jobs/Medical-Receptionist-72063f9a4775c6f2?sdu=QwrRXKrqZ3CNX5W-O9jEvlz9WNS0a2CaZUdGYDNxftQD3Yo2Ak6OFXuBsii67DQvnyZkZFtbjAZ_hmf9dBhMA)

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**RESOURCE CENTER ASSISTANT-WESTERN RESERVE AREA AGENCY ON  
AGING- CLEVELAND**

Make follow up calls to individuals identified on PASRR Screen or 07000 regarding long term care consultations. Track delayed assessments manually or via computer. High school graduate with two years of business, accounting, bookkeeping, medical/insurance claim processing and/or human services/health care experience or related training. Must have current and valid Ohio driver's license, proof of auto liability insurance, and a car available during work hours

To Apply:

[http://www.careerbuilder.com/jobseeker/applyonline/applybegin.aspx?sc\\_cmp1=JS\\_JDP\\_ApplyNowTop&Job\\_DID=J8G37Z6HW048B1B4YLW](http://www.careerbuilder.com/jobseeker/applyonline/applybegin.aspx?sc_cmp1=JS_JDP_ApplyNowTop&Job_DID=J8G37Z6HW048B1B4YLW)

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**TITLE RELEASE OF INFORMATION SPECIALIST I-BROOKLYN-HEALTHPORT**

Administrative experience in an office setting; previous release of information, medical records, or other related experience in a healthcare environment is preferred. Must be at least 18 years of age or older. High School Diploma (GED) required.

To Apply:

[https://re22.ultipro.com/HEA1014/JobBoard/JobDetails.aspx?\\_ID=\\*D31478E67F3C8DA4&jbsrc=EE017857-9387-421A-B66F-3731648A4CE3](https://re22.ultipro.com/HEA1014/JobBoard/JobDetails.aspx?_ID=*D31478E67F3C8DA4&jbsrc=EE017857-9387-421A-B66F-3731648A4CE3)

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**PATIENT ACCOUNT REPRESENTATIVE-BEACHWOOD**

Responsible for the timely and accurate billing associated with the assigned program including balancing and processing electronic claim files, entering billing data required by the specific payer, building support schedules, etc. High School Diploma. Experience: 1-2 years' experience in Self Pay Collection experience as well as Medical billing and accounts receivable follow up. Medical Billing Experience in Excel, Word, and other applicable software.

To Apply:

<http://www.careerboard.com/us/en/FastTrackJobApplication.aspx?jobid=2405917CB05F4B4E&ACN=42905336691BDF76>

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**PATIENT SUPPORT-FRONT LINE SERVICE-CLEVELAND**

Provides administrative support to the clinic contributing to the efficient operation and prompt service of clients. Qualified candidates must possess a High School diploma and a minimum of 3 years work experience in a medical group practice setting, Electronic Medical Record (EMR) and insurance filing experience.

To Apply:

<http://www.careerboard.com/us/en/search-jobs-in-Cleveland,-Ohio,-USA/PATIENT-SUPPORT-FRONT-OFFICE-16ED5B080A2A5DF9/>

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**PATIENT SERVICE REP-CLEVELAND CLINIC-INDEPENDENCE**

Provides a comprehensive set of business, financial and appointment-related services. High School Diploma or GED. Working knowledge of computerized appointment scheduling system, insurance processing or other related office functions. Knowledge of medical terminology. Minimum two years patient registration, insurance processing or appointment scheduling.

To Apply:

[http://www.clevelandclinic-jobs.com/job/Independence-Patient-Service-Rep-CCSR-Job-OH-44131/295453800/?feedId=4&utm\\_source=Indeed](http://www.clevelandclinic-jobs.com/job/Independence-Patient-Service-Rep-CCSR-Job-OH-44131/295453800/?feedId=4&utm_source=Indeed)

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**MEDIAL RECEPTIONIST –UNIVERSITY HOSPITALS**

Performs receptionist, scheduling, registration and medical record duties to support practice operations. Schedules and cancels patient appointments. 1-2 years of related experience, preferably in a physician's office or healthcare setting. Working knowledge of Medical terminology preferred. Basic understanding of third party reimbursement requirements, CPT and ICD-9 coding. High School diploma or equivalent

To Apply:

[http://universityhospitals.hodesiq.com/job\\_detail.asp?JobID=5212665&emid=3640](http://universityhospitals.hodesiq.com/job_detail.asp?JobID=5212665&emid=3640)

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**STNA/HOME CARE ASSISTANT-WESTERN CUYAHOGA COUNTY-UNIVERSITY HOSPITALS**

Provides personal care and assists with home care patients. Must have 1 year of patient care experience. Successful completion of written certification test and competency evaluation of skills in field. Demonstrates a professional demeanor when responding to patients/customers. Valid Ohio driver's license and car insurance required. Reliable transportation a must. High School diploma or equivalent. License Requirements: STNA required.

[http://apply.uhhospitals.org/apply\\_login.asp?jobid=5084131&emid=7112](http://apply.uhhospitals.org/apply_login.asp?jobid=5084131&emid=7112)

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<b>MANUFACTURING/GENERAL LABOR</b>
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**MAINTENANCE/CUSTODIAL/CUSTODIAN-BOARD OF EDUCATION-CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS**

Under the supervision of the Operations Manager, Assistant Director of Business Services and the Grounds Crew Lead, maintain the School District's buildings, grounds and/or equipment. High school diploma. Two years of related successful experience, including proven experience using Backhoe and Skidsteer. Ability to lift/move items weighing 70 pounds and perform physically demanding work.

To Apply:

<http://www.applitrack.com/chuh/onlineapp/default.aspx?all=1&?>

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### **HELPER FIELD METERING SERVICES-DOMINION-CLEVELAND**

We are seeking individuals with strong customer service skills and a desire to learn and perform advanced tasks. In this role, you will perform a variety of skilled tasks on meters and metering equipment. Installation and repair of electronic monitoring and reading equipment on residential and small commercial meters. Valid driver's license. High School Diploma or GED.

To Apply:

<https://careers-dominion.icims.com/jobs/7930/helper-field-metering-services/job>

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### **SEWER MAINTENANCE CREW-CITY OF LAKEWOOD**

Qualified candidates must have the ability to lift up to fifty (50) lbs.; must have the ability to work from ladders, and below ground in deep excavations; must possess above average mechanical ability and have the ability to operate various water and sewer cleaning equipment. Must possess high school diploma. Must possess a valid Class B Ohio Commercial Driver's License with less than eight (8) points at time of application. \$22.88/hour start.

To Apply:

ONLY QUALIFIED interested applicants should submit a resume AND an application either on-line or to the City of Lakewood, Office of Human Resources, 12650 Detroit Avenue, Lakewood, OH 44107. <http://www.onelakewood.com/apply-register/apply-for-job/>

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### **PRODUCTION ASSISTANT-2ND SHIFT-NPA COATINGS, INC.-CLEVELAND**

NPA Coatings is seeking a 2nd shift Production Assistant who is responsible for administration functions supporting production control and liquid coating operations. Proficient skills in Microsoft Suite. Required experience: production/administrative assistant: 2 years.

To Apply:

<http://www.indeed.com/job/production-assistant-2nd-shift-5f1107a47bc764>

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### **METROHEALTH PARKING CASHIER-ABM INDUSTRIES, INC.-CLEVELAND**

Responsible for cash transactions associated with daily and monthly parking customers. High school education or equivalent. Experience working in the customer service industry is a plus. Must have one (1) year previous experience handling cash.

To Apply:

<https://abm.mua.hrdepartment.com/hr/ats/Posting/view/28582>

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**GENERAL CLEANER/JANITOR-DIVERSIFIED MAINTENANCE SYSTEMS, LLC-BROOKLYN HEIGHTS**

Maintains and cleans all floor surfaces, including sweeping, mopping, scrubbing, or vacuuming. Cleans monitors and maintains restrooms, corridors, store entrance areas and escalators. Clean windows, glass partitions, and mirrors, using appropriate cleaners and equipment. Must have reliable transportation.

To Apply:

<http://www.indeed.com/cmp/Rite-Way-Services,-LLC/jobs/General-Cleaner-4802c8aa1fd8a707?q=cleaning>

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**CUSTODIAN-JENNINGS CENTER-GARFIELD HEIGHTS**

Qualified candidates will have a high school diploma (or equivalent) and have custodial experience, preferably in a healthcare environment. Must have good mechanical aptitude. Some of the duties of for this position include lifting, moving furniture, remodeling, performing waste disposal procedures, making repairs to the facility equipment and fixtures, and helping to maintain the overall condition of the building and grounds.

To Apply:

Please submit your resume directly to: [hr@jenningscenter.org](mailto:hr@jenningscenter.org)

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**LAUNDRY ATTENDANT-INDEPENDENCE-COURTYARD CLEVELAND**

Operate and monitor washing, dry cleaning, and drying machinery, including adding chemicals and cleaning lint traps. Identify stained or damaged items and determine status for repair, spot treatment, rewash, or discard. Set dryers to designate times and temperatures based on fabrics contained in load. Fold cleaned articles into designated size, either by hand or using folding machine. Maintain accurate records of items laundered.

To Apply:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=1635897&src=JB-10224>

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### **FLOOR TECHNICIAN-ABM-CLEVELAND AIRPORT**

Position Summary - Experienced Floor Technician Cleaner / Hopkins Airport / Full-Time / 9:00pm - 5:00am / Weekdays & Weekends / \$9.00 per Hour. Responsible for maintaining carpet and hard surface floors within a specific building using manufacturer approved methods. Must have solid work history and Floor Tech. experience.

To Apply:

<https://abm.mua.hrdepartment.com/hr/ats/Posting/view/33613>

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### **HOUSEKEEPER-ELMCROFT SENIOR LIVING**

Provides cleaning services to resident apartments weekly including the following tasks: changing sheets and making beds, vacuuming, cleaning bathroom, tub, and sink, dusting, emptying trash receptacles, and cleaning kitchen so that resident apartments will stay clean, clutter-free, and odor-free. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

To Apply:

<http://www.jobs.net/jobs/elmcroft-senior-living-widget/en-us/job/United-States/Housekeeper/J3K3NQ6Z763M5X6WV23/>

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### **BUILDING CUSTODIAN-CITY OF WESTLAKE**

Salary Range: \$10.64-\$20.77. Supervise the work activities of cleaning personnel. Assign workers their duties and inspect work for conformance to prescribed standards of cleanliness. Examines building to determine need for repairs or replacement of equipment, bulbs, fixtures, etc. and make recommendations to management. High School graduate or equivalent. Current valid Ohio driver's license. Experience as a custodian, working in public building desired.

To Apply:

<http://www.cityofwestlake.org/citygovernment/employment.aspx>

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**GENERAL UTILITY WORKER (DISHWASHER)-CLEVELAND ZOO**

The purpose of this job is to help ensure guest satisfaction by maintaining all dishes, pots, pans, silverware, glasses, equipment, and kitchen utensils, in a clean and sanitized condition. In addition, this job requires that the employee keep the dishwashing machine station, three compartment sink and related areas clean. Minimum of one year experience. Understanding of basic kitchen sanitation.

To Apply:

[http://jobview.monster.com/GetJob.aspx?JobID=162610520&aid=116789491&uid=1000109C58572415423953AE5DDC58FC097C476D3128CE3FDD9DA8E70C99BDF1DCB3EEAA3CC45EBAA285C0385CABF94319EFEEA98AE35416026AC2FED934AED4FEBC4436770216A48D1FC876EC349281796819&WT.mc\\_n=PSAHG10\\_p&jvs=e,ar,t,9](http://jobview.monster.com/GetJob.aspx?JobID=162610520&aid=116789491&uid=1000109C58572415423953AE5DDC58FC097C476D3128CE3FDD9DA8E70C99BDF1DCB3EEAA3CC45EBAA285C0385CABF94319EFEEA98AE35416026AC2FED934AED4FEBC4436770216A48D1FC876EC349281796819&WT.mc_n=PSAHG10_p&jvs=e,ar,t,9)

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**PART TIME / PACKER- FIT LTD**

\$10.00/hr. Entry Level Factory. 25 hrs. /week. Applicant MUST have reliable transportation and good attendance history. High School Graduate.

To Apply:

[www.FITLtd.net](http://www.FITLtd.net)

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**CLEANING POSITIONS-CRYSTAL CLEAR BUILDING SERVICES-BEDFORD HEIGHTS**

Open Interviews Wednesday January 27th 2pm - 6pm Thursday January 28th 10am - 6pm For P-T evening Janitorial Staff For locations in Northeast Ohio requires 1 yr. professional cleaning experience, reliable transportation, clean criminal background and 2 forms of ID

To Apply:

[Crystal Clear Building Services 26118 Broadway Ave. Bedford Hts. 44146 Questions call: 1-440-735-9377 ext. 102](http://CrystalClearBuildingServices.com)

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**LABORER-CLEVELAND METROPOLITAN SCHOOL DISTRICT**

The hourly rate for this position is \$14.93. Cleans building and grounds including sidewalks, driveways, and play areas. Maintains floors in a clean and attractive condition at all times.

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Reports repair needs and any damage to school or facility property to the custodian or person in charge. High school Diploma or GED required. Two (2) or more years' experience as a cleaner, laborer, or maintenance person. Mechanical aptitude.

To Apply:

<http://clevelandmetroschools.org/site/Default.aspx?PageID=2930>

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### **GARAGE ATTENDANT-HORSESHOE CLEVELAND**

Reporting to the Valet/Parking Garage Supervisor; the primary responsibility of the Garage Attendant is effectively maintaining a clean, healthy, and safe as possible environment in all parking areas. High school diploma or equivalency certificate is required.

To Apply:

<https://caesars.hodesiq.com/jobs/default.aspx?JobID=5195425&returnPath=job-search-results.aspx>

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### **MANUFACTURER-CLEVELAND-OHIO ALUMINUM**

We will train. Starting pay varies from \$10 to \$13 per hour. Open positions include (1) X-ray Technician Level I, (2) Final Inspector (3) Maintenance, (4) Core Machine Operator, (5) Core Assembler. Recent high school graduates welcome.

To Apply:

Apply in person at Ohio Aluminum 4840 Warner Road, Cleveland, Ohio or email resume to [newjob@ohioaluminum.com](mailto:newjob@ohioaluminum.com) .

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### **ENVIRONMENTAL SERVICE WORKER III- FLOOR TECH-UNIVERSITY HOSPITALS**

Ability to clean patients rooms, public spaces and the collection of trash and bio hazardous material. Familiar with using: Vacuum, wide vacuum, mop, wringer, burnisher, ladder, extractor. Ability to assist family members and patients of all ages. Ability to identify and/or perform light maintenance requests. 4 years of cleaning experience required. Must have previous exposure to / experience with floor work. High school diploma or GED equivalent required.

[http://apply.uhhospitals.org/apply\\_login.asp?jobid=5195432&emid=7112](http://apply.uhhospitals.org/apply_login.asp?jobid=5195432&emid=7112)

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## **WAREHOUSE/DISTRIBUTION**

### **WAREHOUSE OPERATOR-VICTORY PACKAGING-CLEVELAND**

The Warehouse Operator position for Victory Packaging is responsible for all phases of assembling materials for customer orders, receiving new and returned product, and maintaining safety and quality standards within the warehouse.

To Apply:

[https://rn21.ultipro.com/VIC1002/JobBoard/JobDetails.aspx? ID=\\*95A668AF8EE90912& jbsrc=09139A22-53B0-4DBE-A1AD-3357CE5703DA](https://rn21.ultipro.com/VIC1002/JobBoard/JobDetails.aspx?ID=*95A668AF8EE90912&jbsrc=09139A22-53B0-4DBE-A1AD-3357CE5703DA)

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### **SHIPPING AND RECEIVING-ADECCO-CLEVELAND**

\$12 - \$13 an hour. Adecco is assisting a local client recruiting for a reliable Warehouse Forklift Operator in Cleveland, OH. As a Warehouse Forklift Operator you will serve an important role in the manufacturing process by driving within the warehouse, moving product as well as loading and unloading trailers. High School Diploma or GED. Must have at least 6 months of recent Forklift experience. Must have a Valid Driver's License.

To Apply:

[http://www.indeed.com/viewjob?jk=fc6af6bc729d82cc&q=%22cashier%22&l=cleveland&tk=1a97n6gotlpqubqn&from=jarecjobs&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://www.indeed.com/viewjob?jk=fc6af6bc729d82cc&q=%22cashier%22&l=cleveland&tk=1a97n6gotlpqubqn&from=jarecjobs&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

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### **TOWMOTOR DRIVER-AMOTEC-BEREA**

Must have recent tow motor experience. You will be required to take a tow motor test to be considered for this position. High school diploma or GED required. Compensation: \$10-\$12/hour.

To Apply:

Call Meredith at 440-250-4600

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**WAREHOUSE ASSOCIATE-NESCO RESOURCE-STRONGSVILLE**

Warehouse person must be able to operate and lift cherry picker. Salary: \$13.15.

To Apply:

[http://search0.smartsearchonline.com/nesco/jobs/jobdetails.asp?current\\_page=111&city=&educ=&experience=&master\\_cat=&location=&job\\_type=&emp\\_status=&proximity=&direct\\_job\\_num=&country=&k1=&k2=&k3=&k4=&k5=&k6=&k7=&k8=&salary\\_min=&co\\_num=&apply=yes&job\\_number=218098](http://search0.smartsearchonline.com/nesco/jobs/jobdetails.asp?current_page=111&city=&educ=&experience=&master_cat=&location=&job_type=&emp_status=&proximity=&direct_job_num=&country=&k1=&k2=&k3=&k4=&k5=&k6=&k7=&k8=&salary_min=&co_num=&apply=yes&job_number=218098)

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**WAREHOUSE ASSISTANT-CLEVELAND**

Seeking candidate for warehouse/general labor position. Position is for 1st shift Monday - Friday. 7:30 to 4:00 pm. based on experience, starting wage \$12 per hour. Must be able to drive a fork lift. Previous warehouse experience in pulling orders, packaging for UPS, strapping and securing orders onto pallets or crates. Must have reliable transportation.

To Apply:

<http://www.jobvertise.com/job/15696923>

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**DOCK WORKER/FORKLIFT OPERATOR-BROOK PARK-CENTRAL TRANSPORT**

Competitive pay-\$15/hr. The ability to perform freight handling duties with a manual pallet jack/handcart. The ability to follow instructions, either while working independently, or as part of a team. A stable/consistent work history. Willingness/Ability to pass a drug screen, physical and background check.

To Apply:

For immediate consideration, please apply in person at: 5400 W.137th St. Brook Park, OH 44142

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**SHIPPING AND RECEIVING ASSOCIATE-GLOBAL TECHNICAL RECRUITERS-MAPLE HEIGHTS**

\$15 an hour. Shipping and Receiving experience is preferred. Individuals who have manufacturing experience are preferred. Individuals who are able to lift up to 60 lbs. High school or equivalent

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To Apply:

[http://www.indeed.com/viewjob?jk=5fea60470bf7bdc4&q=customer+service+retail&l=cleveland,+ohio&tk=1a8lgvh711pmbe7j&from=jarecjobs&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](http://www.indeed.com/viewjob?jk=5fea60470bf7bdc4&q=customer+service+retail&l=cleveland,+ohio&tk=1a8lgvh711pmbe7j&from=jarecjobs&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

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**OFFICE COFFEE WAREHOUSE & ROUTE DRIVER-THE CUYAHOGA GROUP-MAPLE HEIGHTS**

Receiving incoming inventory by skids, multiple boxes and single boxes from suppliers. Maintaining Inventory Levels. Tow Motor operation for receiving. Office Coffee Route Driver-Deliver product and maintain client coffee equipment in Northeast, Ohio. High School Diploma/GED. Driver's License. Salary: \$14.00 /year.

To Apply:

[http://www.indeed.com/cmp/Cuyahoga-Group/jobs/Office-Coffee-Warehouse-Route-Driver-fe597e3cbb3e93d7?sdu=QwrRXXKrqZ3CNX5W-O9jEvf3a1D\\_HgUPNGWdbiXfn\\_p06Q3Nfj1EadMz-GE699gN55lbcVNyzqc4U6-gGXz3Yfy1ArKDF1GRK28AyEvNVDx8](http://www.indeed.com/cmp/Cuyahoga-Group/jobs/Office-Coffee-Warehouse-Route-Driver-fe597e3cbb3e93d7?sdu=QwrRXXKrqZ3CNX5W-O9jEvf3a1D_HgUPNGWdbiXfn_p06Q3Nfj1EadMz-GE699gN55lbcVNyzqc4U6-gGXz3Yfy1ArKDF1GRK28AyEvNVDx8)

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**WAREHOUSE/MATERIAL HANDLER-FRITO LAY-CLEVELAND**

Picking appropriate cases according to order and placing the orders on carts, picking up empty pallet boards and carrying them to a storage area, loading and unloading pallets and individual cases to and from trailers, operating a forklift safely, and loading trailers via carts or stacking cases on the floor of the trailer.

To Apply:

[http://www.fritolayemployment.com/careers/JobDetails.aspx?rid=75229&sort=1&cj=0&p=12&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_noemail&sid=ifa\\_us\\_pub\\_de\\_no\\_email&kw=1448762077525160](http://www.fritolayemployment.com/careers/JobDetails.aspx?rid=75229&sort=1&cj=0&p=12&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail&sid=ifa_us_pub_de_no_email&kw=1448762077525160)

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**SHIPPING AND RECEIVING-PACE MANUFACTURING-INDEPENDENCE**

\$14 - \$15 an hour. The Shipping and Receiving Associate packs and ships all sales orders using FedEx, UPS and LTL carriers. The position is also responsible for distributing raw materials to production stations in order to keep each work area supplied with parts for manufacturing

products. Experience shipping via UPS, FedEx, and LTL. Experience operating tow motors and pallet jacks, and stocking products in a rack system. Shipping and Receiving: 1 year.

To Apply:  
Call: Julie at 216-377-6833

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#### **WAREHOUSE ASSOCIATE-MATTRESS WAREHOUSE-BROOKLYN HEIGHTS**

\$8.00 - \$9.50 an hour. Responsible for execution of all operational functions of the warehouse such as shipping and receiving, picking and loading, warehouse organizational zoning, customer service, pickup and delivery, as well as the removal of old bedding off the company's property. High School Graduate. 6 months-1 year related experience. Warehouse/labor: 2 years.

To Apply:  
<http://www.indeed.com/job/warehouse-associate-9a57479c44129c32>

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### **TRANSPORTATION**

#### **DRIVER / WAREHOUSE WORKER-KAYCAN LTD.-CLEVELAND**

Deliver material to customers per packing slips and delivery routes. Load and unload trucks. Follow warehouse procedures and guidelines for delivering material. Deliver material per packing slip and assigned routes (26'box truck). High school graduate. Minimum of 2 years driving experience on standard stick shift. Class B driver's license preferred. Valid DOT medical card required.

To Apply:  
<http://www.indeed.com/job/driver-warehouse-worker-4218b390965beb91>

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#### **DELIVERY MERCHANDISER (CLASS A CDL REQUIRED)-BEDFORD HEIGHTS-COCA-COLA**

Salary: \$12 per hour during probation, then base plus commission. The Delivery Merchandiser will be responsible for delivering and/or unloading our products to customer locations. Filling, merchandising, and rotating product on displays and in coolers.

To Apply:

<http://www.clevelandcocacola.com/careers.aspx>

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### **DELIVERY DRIVER-SYSCO-CLEVELAND**

This is a delivery position responsible for driving a tractor trailer for the purpose of delivering and unloading various products for Sysco customers. This requires using excellent customer service skills, and working in accordance with state and DOT regulations and Sysco Safety Preferred Work Methods.

To Apply:

<http://www.jobsintrucks.com/cgi-local/driversearch.cgi?action=ViewJobDetails&TypeOfUser=browse&JobIndNum=6393972&from=indeed&Source=indeed-sponsored>

## **SOCIAL SERVICE**

### **HOUSING AND ECONOMIC DEVELOPMENT DIRECTOR-TREMONT WEST DEVELOPMENT CORPORATION-CLEVELAND**

This Director level position is responsible for planning and implementing a large array of development projects, both commercial and residential, while continuing the progress of revitalization that has taken hold. Works with Executive Director to accomplish goals outlined within Strategic Plan related to Housing and Economic Development. Bachelor's Degree in Public Administration, Business Administration, Planning, Economics or related field. Three years of progressively responsible experience in related field. \$42,000- \$46,000.

To Apply:

Please send all correspondence regarding this job posting and cover letter and resume to:  
[coryriordan@tremontwest.org](mailto:coryriordan@tremontwest.org)

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### **COLLECTIONS MATERIAL COORDINATOR-AMERICAN RED CROSS CAREERS-CLEVELAND**

Provide support to the collections operation by acquiring, distributing and maintaining supplies and equipment used in the day to day blood collection operation. You will be responsible for the delivery and return of materials to internal and external customers. Pay Rate: \$12.80/hr. base

pay, \$1.25/hr. overnight pay. High school diploma or the equivalent is required. Active Driver's license and good driving record in the last 3 yrs.

To Apply:  
[www.americanredcross.apply2jobs.com](http://www.americanredcross.apply2jobs.com)

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**DATA AND EVALUATION SPECIALIST-YOUTH OPPORTUNITIES UNLIMITED-CLEVELAND**

Y.O.U is a non-profit organization, established in 1982 to support youth, ages 14-24, to develop the skills to succeed in school, work and life. The Data and Evaluation Specialist will carry out data collection and analysis, performance measurement, compliance and basic research. Bachelor's Degree required, preferably in an area such as computer science, evaluation, statistics. Prior experience with a variety of databases, including Excel, and their application in an applied setting.

To Apply:  
[Interested applicants email resume to youthsuccess@youthopportunities.org](mailto:youthsuccess@youthopportunities.org)

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**COMMUNITY HEALTH WORKER FRIENDLY INN SETTLEMENT-CLEVELAND**

The Community Worker shall locate women in need of prenatal care, and supportive services via community canvassing door to door. Conduct intensive community outreach utilizing community based services. Assist in the identification of families that are high risk to assist with infant mortality.

To Apply:  
<http://www.indeed.com/cmp/Friendly-Inn-Settlement/jobs/Community-Health-Worker-03bb48d3208ddf0c?q=counseling>

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**GOOD NEIGHBOR AMBASSADOR-NORTHEAST OHIO REGIONAL SEWAR DISTRICT**

Works on a variety of projects throughout the community to improve neighborhood vitality. Serves as liaison between the Sewer District and various community organizations, business organizations and the general public. High school diploma or its GED Equivalent. Must have the ability to work outside in any weather condition. Candidate must possess a valid state of Ohio

The Council for Economic Opportunities JOB LEADS List  
Monday, January 25, 2016  
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driver's license.

To Apply:

Apply today: [www.neorsd.org/careers](http://www.neorsd.org/careers)