

**The Council for Economic Opportunities JOB LEADS List**  
**September 9, 2019**  
**(216) 651-5188**  
[www.ceogc.org](http://www.ceogc.org)

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The Council for Economic Opportunities compiles a list of jobs that are available in Greater Cleveland each week. The list below is arranged by industry. Each entry includes brief information about the position with a link to the job posting for more information and to apply.

**CUSTOMER SERVICE**

**CUSTOMER SERVICE OR INBOUND SALES REPRESENTATIVE - PROGRESSIVE - MAYFIELD VILLAGE**

\$16 - \$20 an hour. Inbound Sales Reps to offer new customers the best products for their needs Customer Service Reps to support existing customers managing their policies or to care for customers who've been in an accident. One or more years of college education or relevant work experience. Work or educational experience must include: Customer service, sales and/or influencing others Fast paced and changing environment. Multitasking and time management Effective communication, verbally and in writing and Computer skills.

<https://progressive.taleo.net/careersection/2/jobdetail.ftl?job=160421&tz=GMT-05:00&tzname=America/Chicago&src=JB-10000>

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**CUSTOMER SERVICE/SALES TRAINEE - SUNNYSIDE HONDA - MIDDLEBURG HTS**

Seeking energetic Entry Level Customer Service Sales Associates to join our team at our BUSY Honda dealership at I-71 and Pearl Rd. in Middleburg Heights, Ohio. WE WILL TRAIN the right individual(s) for this role to provide product solutions for our customers and to help them through our non-confrontational Sales Process from greeting to close. Candidates for this position should prioritize outstanding Guest (Customer) Service along with superior product knowledge and the ability to close the sale.

<https://careers.hireology.com/sunnysidehonda/322794/description>

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**<strong> CALL CENTER REPRESENTATIVE - CVS HEALTH - SOLON</strong>**

Are you interested in joining a Fortune 8 company and starting a new journey in your career? If so, consider a role at CVS Health in Customer Service joining our Medicare Part D team. Medicare Part D is an optional federal-government program to help Medicare beneficiaries pay for prescription drugs. Individuals on Medicare are eligible for prescription drug coverage under a Part D plan if they are signed up for benefits under Medicare Part A and/or Part B.

<https://jobs.cvshealth.com/ShowJob/JobId/672536/Call-Center-Representative-Medicare-Part-D?prefilters=none&CloudSearchLocation=none>

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**<strong>INSIDE SALES REPRESENTATIVE - THE SOLUTIONS CENTER - CLEVELAND</strong>**

Represent top brands and help customers find the best price and value for services like Wireless, TV, Internet, and more. WHAT WE OFFER: \$12 an hour plus bonus (average of \$15+ an hour with top reps earning over \$20) Opportunity to advance. Fun & modern office environment Engaging training to teach you how to do your job well. Click link below to apply.

<https://hirecle.com/current-openings>

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**<strong>CUSTOMER SERVICE REPRESENTATIVE - METAL FINISHING SERVICES – CLEVELAND</strong>**

\$15 - \$17 an hour. Customer service duties will include answering customer requests, assuring quotes are returned in a timely manner, running any customer problems up the flagpole and being the customer advocate to assure any issue is resolved timely.

Sales duties will include market/contact research, cold calling, cold emailing, CRM data entry, quote follow up, and performance reporting. This activity may include customer visits but will primarily be completed from one of our facilities. Fluent in Microsoft Office programs. High school or equivalent.

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[https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e0&from=ja%2CiaBackPress&jk=12c3b3c08e218333&l=cleveland%2C%20ohio&q=customer%20service%20retail&rgtk=1dj75nmsr33u6800&tk=1dj75nmsr33u6800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e0&from=ja%2CiaBackPress&jk=12c3b3c08e218333&l=cleveland%2C%20ohio&q=customer%20service%20retail&rgtk=1dj75nmsr33u6800&tk=1dj75nmsr33u6800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**HEALTHCARE SCHEDULING COORDINATOR/CUSTOMER SERVICE - REVENUE GROUP - CLEVELAND**

You will represent local hospitals and doctors in making appointments for their patients and/or answering billing related questions. Enter and validate insurance and demographic data in the appropriate systems. Assist in the scheduling of medical appointments. Convey pre-appointment preparation. Provide appointment details such as time, address and directions. Explain deductible, copay and coinsurance obligations. Meet and exceed the quality and productivity standards provided by the client. Collect patient balances. General knowledge of Microsoft Office (Outlook, Word, Excel). Excellent keyboarding/data entry skills required.

Please apply at [Revenuegroup.com/careers](http://Revenuegroup.com/careers) and apply for the Healthcare Customer Service/Scheduling Coordinator position.

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**CALL CENTER CUSTOMER SERVICE REPRESENTATIVE - REVENUE GROUP - CLEVELAND**

Revenue Group is currently hiring dynamic Customer Service Representatives for one of our new client's campaigns. Answer inbound calls for assigned lender relationships and follow appropriate call scripts and training. Make outbound calls to insurance agencies, carriers and borrowers to obtain proof of coverage. Navigate telephone and an insurance tracking system to efficiently and effectively manage inbound and outbound calls. Hours: Monday – Friday 11am-8pm.

[www.revenuegroup.com/careers](http://www.revenuegroup.com/careers)

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**<strong> ENTRY LEVEL CUSTOMER SERVICE REP - BUCKEYE BBC - CLEVELAND</strong>**

We are looking for a candidate to join our innovative team and help us take the company to the next level. This is an entry-level position training into leadership. Responsibilities: Answer customer questions. Product knowledge. Presentation, Train and learn Sales process. Benefits: Coordinate charity events. Travel. One on one coaching and training from office executives Competitive pay and bonuses. Insurance / benefits. Click link below to apply.

<https://www.indeed.com/jobs?q=customer%20service%20representative&l=Cleveland%2C%20OH&vjk=5443178a8b8b4ee1>

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**<strong> WORK FROM HOME RESERVATION SALES REPRESENTATIVE - ENTERPRISE HOLDINGS - CLEVELAND</strong>**

This position offers competitive pay at \$14.00/hour plus commission and full-time benefits. Enterprise Holdings (the parent company of Enterprise Rent-A-Car, Alamo Rent a Car and National Car Rental) is looking to add virtual agents to our Contact Center's Reservations Sales team! If you are an outgoing, sales-minded expert, skilled in utilizing effective selling techniques to turn customer calls into confirmed reservations. Are able to successfully follow a sales strategy to overcome customer objections and maximize revenue.

[https://careers.enterprise.com/job/-/-/430/12766806?utm\\_source=indeed.com&utm\\_campaign=customer%20service/support&utm\\_medium=paid\\_search&utm\\_content=job\\_aggregator&ss=paid&dclid=CO6G7vTB5OMCFViuTwo4TEHOA](https://careers.enterprise.com/job/-/-/430/12766806?utm_source=indeed.com&utm_campaign=customer%20service/support&utm_medium=paid_search&utm_content=job_aggregator&ss=paid&dclid=CO6G7vTB5OMCFViuTwo4TEHOA)

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**<strong>CUSTOMER SERVICE REPRESENTATIVE – UHAUL – CLEVELAND</strong>**

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Position requires the ability to provide excellent customer service. Must be able to safely operate a motor vehicle. Perform light mechanical repairs as required (check oil, antifreeze, water hoses, batteries, etc.) Perform rental worthy inspection of U-Haul trucks, trailers, car-top carriers, tow bars, hitches, storage rooms and GRI. Charge the customer as needed for abnormal damage or cleaning. Maintain inside and outside appearance of equipment, gas trucks. Check logbooks for accuracy. May be required to install hitches as needed.

<https://uhaul.wd1.myworkdayjobs.com/UhaulJobs/job/Cleveland-Ohio/Customer-Service-Representative--H- R48416>

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**OFFICE**

**<strong>OFFICE ASSISTANT - PORTHAS, INC. - CLEVELAND</strong>**

Answer the phone and web-chat in a professional manner. Provide an in-depth understanding of the services offered by our company to the client. Provide thorough and accurate explanations of the technical details of the services provided. Maintain a positive relationship with all clients. Respond to client inquiries in a timely manner. Follow up on cases in a timely manner. Provide clients with quotes for our services. Provide general ongoing support for services. Convert qualified clients into partners. Answer basic questions and assist client with submission / drop off / delivery. Digitally Update existing and new inventory with item specs. Relocate Inventory items into stock.

<https://www.indeed.com/jobs?q=office%20assistant&l=Cleveland%2C%20OH&vjk=5da9e5650260eee0>

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**<strong> SECRETARY - US DEPARTMENT OF DEFENSE - CLEVELAND</strong>**

Defense Finance and Accounting Services (DFAS) mission is to lead the DoD in finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information. We take pride in serving the men and women who defend America. DFAS is seeking goal-oriented people who like a challenge and care about serving our country. We offer

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rewarding careers in finance, accounting, information systems, contracting services, human resources, clerical work and many other areas.

<https://www.usajobs.gov/GetJob/ViewDetails/544022500>

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<strong>GENERAL OFFICE - E. L. MUSTEE & SONS, INC. - BROOK PARK</strong>

\$24,000 - \$31,000 a year. A manufacturer in Brook Park, OH is looking to fill a data entry/clerical position. Candidates with some experience in data entry is preferred, but entry level individuals will be considered. Must have a high school/associates degree education. Enable to communicate comfortably, both verbal and written. Experience with accounts receivable a plus. High school or equivalent.

[https://www.simplyhired.com/job/6eMa1JSIvnL2lpr3\\_p4cJofUGdkg-EeVbchHURxW2ZhPorkVodHQjw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1djc1e3g7nuvm800](https://www.simplyhired.com/job/6eMa1JSIvnL2lpr3_p4cJofUGdkg-EeVbchHURxW2ZhPorkVodHQjw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1djc1e3g7nuvm800)

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<strong>DATA ENTRY AND MAIL CLERK - MARGARET W. WONG & ASSOCIATES – CLEVELAND</strong>

\$24,000 - \$30,000 a year. The mail clerk is responsible for receiving, sorting, and distributing all incoming mail, as well as accurate data entry in to our systems. The clerk ensures all notices arriving at the office are opened, sorted, scanned, and distributed to the proper department and/or individuals at the firm. High school diploma or GED equivalent. Interest in or prior experience in immigration law a plus. Skilled in data entry (60 WPM or greater). Proficient in Microsoft Office suite of products. Proficient in Adobe Acrobat. Proficient in time management and multi-tasking

[https://www.simplyhired.com/job/0GNZyDwZxTxeZf3qpalFpueGj-T7pdB7VuVU8ORnWbTYqn2Ai928eQ?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dj9aq9cg2tbf800](https://www.simplyhired.com/job/0GNZyDwZxTxeZf3qpalFpueGj-T7pdB7VuVU8ORnWbTYqn2Ai928eQ?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dj9aq9cg2tbf800)

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**<strong>MAIL CLERK - RICOH - BROOKLYN</strong>**

Operates duplicating equipment, performs associated copying tasks, scanning equipment, operate low to mid volume mail processing equipment. Ships and receives product and supplies, sorts, distributes and handles incoming and outgoing mail/faxes, as well as applies necessary postage. Provides copier maintenance and first call response for customer site equipment. Requires high school diploma, GED, or equivalent work. Demonstrated competency in basic computer skills.

<https://www.recruitacomunity.com/srctcb/RTI.home?t=127364&r=5000527466010&rb=INDEED>

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**<strong>FRONT DESK RECEPTIONIST - GRANEX INDUSTRIES - SOLON</strong>**

The Receptionist provides general office support with a variety of clerical activities and related tasks. This position is responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition/ordering of supplies as well as additional clerical duties. Professionally answers all incoming calls and ensure calls are redirected accordingly. High School Diploma or GED. Minimum of one year of experience working in an office environment. Intermediate proficiency with the Internet and MS Suite.

[https://www.indeed.com/viewjob?adid=303717315&cmp=Granex-Industries&from=iaBackPress&jk=3f59fe88f394ca68&pub=e4ea14867e765046&sjdu=QwrRXKrqZ3CNX5W-O9jEvRfQ2IAUyuwhAgxPW4jiRzU2L1E04cL1GyHiWeK-8tq9a45QHvvtEY9O5A83ZSRWUMyeJc4hifKcdJQbMqeVFk&t=Front%20Desk%20Receptionist&tk=1dj2folshnu9o800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?adid=303717315&cmp=Granex-Industries&from=iaBackPress&jk=3f59fe88f394ca68&pub=e4ea14867e765046&sjdu=QwrRXKrqZ3CNX5W-O9jEvRfQ2IAUyuwhAgxPW4jiRzU2L1E04cL1GyHiWeK-8tq9a45QHvvtEY9O5A83ZSRWUMyeJc4hifKcdJQbMqeVFk&t=Front%20Desk%20Receptionist&tk=1dj2folshnu9o800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**BUSINESS OFFICE ASSISTANT - BRYANT & STRATTON COLLEGE - CLEVELAND**

\$24,000 - \$32,000 a year. The Assistant's role is an entry level position to support the Business Office at all 4 Ohio campuses. Responsibilities include, but are not limited to, daily cash deposits and reconciliation, petty cash handling and reconciliation, accounts receivable management, payroll processing, benefit processing, preparation of reports, assisting with accounts payable management, and purchase order processing.

<https://recruiting.ultipro.com/BRY1002BSC/JobBoard/6b838b9a-cd2b-436a-903b-0de7b6e17b4f/OpportunityDetail?opportunityId=d1a54be2-d93d-4356-bcc1-48cecb168f36>

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**ADMINISTRATIVE ASSISTANT/DATA ENTRY - UNIVERSAL WINDOWS DIRECT - CLEVELAND**

\$25,000 - \$34,000 a year. As the Administrative Assistant, you will perform a variety of administrative tasks to support the Marketing Department. Answer and screen incoming phone calls on a multi-line phone system. Perform general clerical duties to support the operations of the Marketing Department. Entering all Marketing Departments lead tickets into CRM system. Must have previous administrative, customer service, and/or related work experience, strong data entry skills, and be proficient in Microsoft Office.

<https://www.universalwindowsdirect.com/apply?gnk=apply&gni=8a78879f6cfa83af016cfcf3dcd-c53f1&gns=Indeed>

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**METER OPERATOR - MIDWEST DIRECT - CLEVELAND**

\$9.00 - \$9.50 an hour. Busy Letter shop in need of a meter operator. Willing to train if no experience operating a meter machine. Metering clients' mail using various rates and kept separate by their departments. Must be able to work in a fast pace environment. Must have basic computer skills. Open to applicants who do not have a high school diploma/GED. A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6

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months or more. A good first job for someone who is just entering or re-entering the workforce with limited experience or education

[https://www.simplyhired.com/job/K0tSvIBDBVuk\\_aILfiY3skFJBZ3E10ImWuDTeNDgYxkFOz43VUrGhg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jat=1dhj8ljst2sqd800](https://www.simplyhired.com/job/K0tSvIBDBVuk_aILfiY3skFJBZ3E10ImWuDTeNDgYxkFOz43VUrGhg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jat=1dhj8ljst2sqd800)

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<strong> ADMINISTRATIVE ASSISTANT - NATIONAL ENTERPRISE SYSTEMS - CLEVELAND</strong>

\$13.00 to \$15.00 an hour. This is a full-time position that requires the following hours: Monday - Friday, 8:00am - 4:30pm. Responsibilities: This Administrative role has distinct, detail-oriented responsibilities which must be handled with extreme care and integrity. The role spends most days on the computer. The major tasks associated with this position include, but are not limited to, preparing documents, reviewing and updating spreadsheets, and decision making. The role would also require scanning and linking scans to the NES system, filing, and organizational tasks. Float responsibilities sometimes require the individual to cover the front desk for breaks. participate in multiple tasks that will be assigned on a priority-level basis.

<https://www.nes1.com/careers/>

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<strong>RECEPTIONIST - VERITEXT LLC - CLEVELAND</strong>

You will be responsible for responding to inquiries and providing our clients with state of the art products and services that will meet their needs. Maintenance of all conference room facilities, including videoconferencing activities. Supports telecommunication system by following manufacturer's instructions for house phone and console operation. Sales Support functions such as; ordering client giveaways, event planning. Minimum of 2-4 years of Administrative experience. Proficiency in Microsoft Office is required.

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=88294f77-e12b-48db-bfae-5e808485d004&ccId=19000101\\_000001&jobId=283697&source=IN](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=88294f77-e12b-48db-bfae-5e808485d004&ccId=19000101_000001&jobId=283697&source=IN)

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<b>FINANCE</b>
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**<strong>BILLER/SCHEDULER - ST. VINCENT CHARITY MEDICAL CENTER - CLEVELAND</strong>**

The Biller/Scheduler schedules surgical procedures and assists with the operation of the daily surgery schedule. Notify physicians of schedule changes. Processes cancellations, additions and corrections to surgery schedule. Communicates with other departments in coordinating services. Assembles and processes surgery charts and charge forms. Processes all charge forms correctly.

<https://pm.healthcaresource.com/cs/sistersofcharityhealth/?source=Indeed.com#/job/6056>

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**<strong>CORPORATE TRUST OFFICER – COMPUTERSHARE - CLEVELAND</strong>**

The Corporate Trust Officer shall negotiate, close and manage an assigned portfolio of corporate trust accounts including escrow and debt transactions. The officer shall direct and collaborate with the department's trust administrators to ensure assigned accounts are executed in accordance with terms and conditions of governing appointment documents. Highly professional client servicing skills and strong corporate trust background are required.

<https://cpu.taleo.net/careersection/ex/jobdetail.ftl?job=19000299&tz=GMT-05:00&tzname=America/Chicago&src=JB-10280>

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**<strong>EQUITY RESEARCH ASSOCIATE – KEYBANK - CLEVELAND</strong>**

We are looking to hire a full-time Associate in Equity Research in Cleveland Ohio, for our team. We are looking for individuals who are highly self-motivated and diligent, with a strong foundation in accounting and finance, and interest/experience in energy markets KeyBanks

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equity research team is a very well-established leader in small to mid-cap research and has a strong reputation for training associates and promoting from within, to senior roles. The associate team receives early grounds-up training on forecasting complex financial models and gets an opportunity to interact with coverage sector senior managements and key industry players.

[https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25899&siteid=5328&jobid=449034&codes=TN#jobDetails=449034\\_5328](https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25899&siteid=5328&jobid=449034&codes=TN#jobDetails=449034_5328)

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<strong>FINANCIAL ANALYST – BRIGHTEDGE - CLEVELAND</strong>

The BrightEdge platform boosts their marketing performance by streamlining, automating, and integrating search optimization, social marketing, and content performance management capabilities for its customers. Advanced BrightEdge technology delivers visibility, executable recommendations, competitive insights, and dynamic performance metrics.

<https://jobs.lever.co/brightedge/095d2a3f-167c-4cd5-bd19-57307786c6f8>

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<strong>CASH LOGISTICS PROCESSOR - BRINK'S INCORPORATED - CLEVELAND</strong>

We verify bank deposits, prepare cash shipments and connect money from one place to the next. As a Cashier-Teller at Brink's, you'll work within our branch locations to account for the cash and valuables we transport to banks and businesses worldwide. Process, verify and reconcile inbound and outbound currency transactions. Complete data entry for all currency transactions. Prepare outbound currency orders and replenishments. Count, verify and report currency inventory daily.

[https://www.brinksuscareers.com/en-US/job/cash-logistics-processor/J3V8046FX1CXKMNRJJN?sourceType=PREMIUM\\_POST\\_SITE&sourceVariation=INDEED&source=OtherInformation](https://www.brinksuscareers.com/en-US/job/cash-logistics-processor/J3V8046FX1CXKMNRJJN?sourceType=PREMIUM_POST_SITE&sourceVariation=INDEED&source=OtherInformation)

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**<strong>TELLER/CUSTOMER SERVICE REPRESENTATIVE I - THIRD FEDERAL SAVINGS & LOAN – CLEVELAND</strong>**

We are looking for an experienced Teller/ Customer Service Rep I for our Main Office Branch (7007 Broadway Ave., Cleveland, OH, 44105). The qualified candidates will be proficient in all aspects of cash handling, managing and balancing a teller drawer and positively resolving customer issues. Handling financial transactions and problem resolution. Managing and balancing a teller drawer. One year of recent previous teller experience required. A minimum of 6 months' recent cash handling experience and one year of customer service experience in a face to face retail bank environment. High School diploma.

[https://www.thirdfederal.com/careers/teller-customer-service-representative-i--\(main-office-branch-cleveland-oh.\)](https://www.thirdfederal.com/careers/teller-customer-service-representative-i--(main-office-branch-cleveland-oh.))

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**<strong>SENIOR CUSTOMER SERVICE TELLER - CITIZENS BANK - WOODMERE</strong>**

Engage with customers to develop a positive customer experience; strive to make each customer interaction the best experience of their day. Provide exceptional customer service, accurately and efficiently processing customer service transactions. Resolve customer problems and help customers to understand their banking options based on their personal preference for doing business with the bank. High School degree or GED required. Minimum of 1 year' cash handling experience in a retail or banking environment. Minimum of 1 year demonstrated customer experience, recommending and referring products and services to customers.

[https://jobs.citizensbank.com/job/-/-/288/12754091?utm\\_source=Indeed&utm\\_medium=cpc&utm\\_campaign=Indeed&utm\\_campaign=retail\\_banking&utm\\_medium=job\\_aggregator&utm\\_content=paid\\_search&ss=paid&dclid=CLeopO](https://jobs.citizensbank.com/job/-/-/288/12754091?utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed&utm_campaign=retail_banking&utm_medium=job_aggregator&utm_content=paid_search&ss=paid&dclid=CLeopO)

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**<strong>BRANCH RELATIONSHIP BANKER I - HUNTINGTON BANK - CLEVELAND</strong>**

A Relationship Banker is a Financial Concierge for our walk in customers. You are responsible for building customer and business relationships by proactively recommending appropriate deposit, loan and other banking products. When needed, you will also process customer transactions accurately and efficiently in order to provide exemplary customer service but educating customers on bank products, services and technology.

[https://huntington.wd5.myworkdayjobs.com/en-US/HNBcareers/job/Lyndhurst-OH/Branch-Relationship-Banker-I\\_R0003544?source=Indeed](https://huntington.wd5.myworkdayjobs.com/en-US/HNBcareers/job/Lyndhurst-OH/Branch-Relationship-Banker-I_R0003544?source=Indeed)

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<b>HEALTH</b>
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**<strong>MEDICAL ASSISTANT - CLEVELAND CLINIC - CLEVELAND</strong>**

Under the direct supervision of the physician, the Medical Assistant I is responsible for assisting in the delivery of health care, and performs general receptionist duties under the supervision of the Office Manager when needed. Prepares patients for examination and treatment. Assures completion of patient histories. Obtains vital signs. Administers injections, assists with splints and applies dressings as directed. Performs some or all of the following general receptionist duties when needed. Graduate of an accredited program for Medical Assistants. Certification from the America Association of Medical Assistants preferred. Certification required within 90 days from date of hire.

[https://jobs.clevelandclinic.org/job-detail.html?70552-medical-assistant&utm\\_source=indeed.com&utm\\_medium=organic&utm\\_content=70552&utm\\_campaign=none&utm\\_term=medicalassistant](https://jobs.clevelandclinic.org/job-detail.html?70552-medical-assistant&utm_source=indeed.com&utm_medium=organic&utm_content=70552&utm_campaign=none&utm_term=medicalassistant)

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**<strong>PATIENT ACCESS REPRESENTATIVE - UNIVERSITY HOSPITALS - CLEVELAND</strong>**

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

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

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<strong>ADMISSIONS COORDINATOR - REGENCY HOSPITAL - CLEVELAND</strong>

At Select Specialty/Regency Hospitals, a division of Select Medical, our specialty hospitals care for chronically and critically ill or post-ICU patients who require extended hospital care. We are currently seeking an Admissions Coordinator to join our team. The Admissions Coordinator manages the referral intake and coordinating of admissions. Previous experience in third party reimbursement, nurse liaison, etc., is desirable. Candidates must have expertise in problem solving, observation, group dynamics, and interpersonal relations, as well as, an ability to work independently and to prioritize responsibilities.

<https://careers.selectmedical.com/job/SEMEUS107138/Admissions-Coordinator>

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<strong>MEDICAL RECEPTIONIST - NATIONAL STRATEGIC - SOLON</strong>

\$13 - \$16 an hour. We seek an experienced Medical Receptionist. Interacting with patients by scheduling and rooming them. Working with the team to make sure all patients feel safe and confident. candidates without at least 2 years of medical office and/or medical assistant experience will not be considered and need not apply.

<https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=edbabdc6e59ac143&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1dj2f>

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[olshnu9o800&tk=1dj2folshnu9o800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](http://olshnu9o800&tk=1dj2folshnu9o800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**MEDICAL TRANSCRIBER/PATHOLOGY RECORDS PROCESSING - METROHEALTH MEDICAL CENTER - CLEVELAND**

Performs a variety of transcription and clerical duties. Acts as a department receptionist. Transcribing surgical pathology reports, autopsy reports, conferences, and seminars from cassettes and/or written reports while following established procedures. Making corrections to transcribed reports, including making additions, deletions, and revisions. Procuring appropriate signatures on transcribed reports, and assigning necessary codes. HS Diploma or passage of a high school equivalency exam. 2 years of office experience. Proficient knowledge of Medical Terminology. Ability to type 50 WPM.

<https://metrohealthcle-lm01.cloud.infor.com/lmg/hr/CandidateSelfService/lm?dataarea=lmg/hr&frommenu=true&context.dataarea=lmg/hr&context.session.key.JobBoard=EXTERNAL&context.session.key.HROrgанизation=MHS>

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**PATIENT SERVICE SPECIALIST - CLEVELAND CLINIC - CLEVELAND**

Provides a comprehensive, proactive, and Patients First experience for our patients and visitors. Demonstrates outstanding customer service skills and uses evolving technology to manage a wide range of patient requests including appointment scheduling, patient registration, way-finding, answering general questions and meeting needs. Always represents Cleveland Clinic in a professional, caring and helpful manner. Ensures stellar and efficient patient experience while reducing financial loss and ensuring compliance.

[https://jobs.clevelandclinic.org/job-detail.html?68624-patient-service-specialist&utm\\_source=indeed.com&utm\\_medium=organic&utm\\_content=68624&utm\\_campaign=none&utm\\_term=patientservicespecialist](https://jobs.clevelandclinic.org/job-detail.html?68624-patient-service-specialist&utm_source=indeed.com&utm_medium=organic&utm_content=68624&utm_campaign=none&utm_term=patientservicespecialist)

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**FOOD/HOSPITALITY/CLEANING**

**<strong>HOTEL FRONT DESK AGENT - HOLIDAY INN EXPRESS CLEVELAND  
AIRPORT - BROOK PARK</strong>**

Candidate must be able to organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Must be able to drive Hotel Shuttle. Full-time: \$9.00 to \$10.00 /hour. Front Desk: 1 year. High school or equivalent. Driver License. Must have your own reliable transportation.

[https://www.simplyhired.com/job/C\\_kJ\\_ukxqq3r0-bsotGExk5LKkEimulSnaFv0MYGp9aZ-32-wVA4gg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1djh3dg0ro3h0800](https://www.simplyhired.com/job/C_kJ_ukxqq3r0-bsotGExk5LKkEimulSnaFv0MYGp9aZ-32-wVA4gg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1djh3dg0ro3h0800)

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**<strong>FOOD SAFETY AND BRAND STANDARD SPECIALIST – ECOLAB -  
CLEVELAND</strong>**

Ecolab is seeking a Food Safety & Brand Standard Specialist to join its EcoSure division, an industry leader in food safety and total quality assurance. Our specialists are valued food safety & QA experts, trusted by our customers in the food service, long term care, and hospitality industry. We are seeking professionals to provide best-in-class, comprehensive on-site evaluations and training to help our customers maintain the highest standards of food safety, cleanliness, guest experience and brand protection.

<https://jobs.ecolab.com/job/10044933/food-safety-and-brand-standards-specialist-cleveland-oh/>

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**<strong>EVENT PLANNING COORDINATOR - HYATT – CLEVELAND</strong>**

\$25,000 - \$32,000 a year. They are responsible for walking the meeting space, ensuring room sets are complete and being proactive for future events. The candidate will be responsible for providing administrative support to a team of Event and Sales Managers who book meetings and events at the hotel. Creating and organizing group files, handling billing coordination before and after a group arrives, answering phones and emails, assisting with Sales Leads, as well as supporting the Sales and Events Team in general administration.

<https://careers.hyatt.com/en-US/careers/jobdetails/10780/CLE001927?src=JB-14400>

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**<strong>GUEST SERVICE REPRESENTATIVE - MARRIOTT INTERNATIONAL, INC - CLEVELAND</strong>**

Organize, confirm and process guest check-ins/ check-outs and adapt for any changes. Secure payment, verifying and adjusting billing as needed. Provide guests with room and hotel information, directions, amenities and local interests. Run daily reports, reviewing to see what needs to be communicated to the next shift's staff. Complete cashier and closing reports, counting the bank at the end of each shift securely. Accept and record wake-up calls, delivering to the right department. Communicate any emergency, lost item or theft to proper security staff and/or authorities.

<https://jobs.marriott.com/marriott/jobs/19116854?lang=en-us&src=JB-10224>

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**<strong>BARISTA AND CASHIER - BON APPETIT MANAGEMENT COMPANY - CLEVELAND</strong>**

\$10.50 an hour. Makes and serves coffee/espresso drinks and related food and beverage items. Handles food according to HACCP guidelines and standards for quality food-service operations. Interacts with customers and other employees in a friendly, courteous manner. Enters orders

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accurately into POS device; accepts cash and charge payments. Serves customers quickly and efficiently, and prevents delays in serving lines. Demonstrates a complete understanding of daily menu items and accurately explains them to customers.

[https://www.indeed.com/viewjob?jk=7c4223abf618e98a&q=%22cashier%22&l=cleveland&tk=1dj78tcq3o5va800&from=ja&alid=573d2a92e4b0ca9c4d4840e7&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails&rgtk=1dj78tcq3o5va800](https://www.indeed.com/viewjob?jk=7c4223abf618e98a&q=%22cashier%22&l=cleveland&tk=1dj78tcq3o5va800&from=ja&alid=573d2a92e4b0ca9c4d4840e7&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1dj78tcq3o5va800)

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<strong>CASHIER - FRESH THYME - MAYFIELD</strong>

The Cashier is responsible for the efficient expedition of customer sales transactions at the front registers. Must maintain proper control of cash, ensure customer satisfaction, and safeguard company assets. They are required to assist customers as needed and maintain a friendly, energetic demeanor. This position requires adhering to all procedural guidelines set by the Front End Department. High school diploma or equivalency degree. 1 -2 years' grocery retail experience in Front End department processes and procedures. Must have knowledge with MS Office including Outlook, Word, and Excel.

<https://careers-hourly-freshthyme.icims.com/jobs/15842/cashier/job?mobile=false&width=1020&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

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<strong>FULL-TIME STORE ASSOCIATE - ALDI - MAYFIELD HEIGHTS</strong>

\$12.70 an hour. Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you're also responsible for merchandising product, monitoring inventory and keeping the store looking its best. Must be able to perform duties with or without reasonable accommodation. A combination of education and experience providing equivalent knowledge. Ability to operate a cash register efficiently and accurately. Ability to safely and properly operate equipment, including electric/manual hand jack, floor scrubber, and cardboard baler.

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[https://careers.aldi.us/job/-/-/61/12580644?utm\\_campaign=tmp&utm\\_medium=ad&utm\\_source=indeed&utm\\_campaign=tmp&utm\\_medium=organic&utm\\_source=indeed.com](https://careers.aldi.us/job/-/-/61/12580644?utm_campaign=tmp&utm_medium=ad&utm_source=indeed&utm_campaign=tmp&utm_medium=organic&utm_source=indeed.com)

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**<strong>GIANT EAGLE ACCEPTING APPLICATIONS - VARIOUS LOCATIONS - CUYAHOGA COUNTY</strong>**

We are hiring full-time and part-time Team Members for a variety of positions and departments, including: Front End: Cashier, Lot Attendant, Customer Service, Eagles Nest Attendant Grocery: Stock Clerk Produce: Stock Clerk Meat, Seafood, Deli & Cheese: Sales Clerk Prepared & Gourmet Food: Sales Clerk Health/Beauty/Wellness: Stock Clerk Catering: Sales Clerk Floral: Sales Clerk GetGo & Fuel Station Attendant. Provide amazing customer service by greeting customers and ensuring that orders and requests are fulfilled to meet their expectations.

<https://jobs.gianteagle.com/job/9025670/?codes=EXT-IND>

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

It is satisfying to work for a company that is passionately devoted to its customers, associates, and to the communities it serves. It is equally rewarding to work for a company like Dave's that is committed to the city of Cleveland and its residents. Hiring for Bagger/Clerk, Baker, Bakery Apprentice, Bakery Sales Clerk, Cake Decorator, Cashier, Deli/Hot Food/Seafood Associates, Front End Manager, Grocery Associate, Frozen Food Dairy Associate, Meat Clerk, Journeyman Meat Cutter, Office Clerk, Porter, Product Associate, Scan Coordinator, and Receiver.

<https://www.davesmarkets.com/employment.shtml>.

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<b>SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION</b>
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**<strong>YOUTH SUPPORT SPECIALIST - UNIVERSITY SETTLEMENT, INC - CLEVELAND</strong>**

\$15 - \$17 an hour. The Youth Support Specialist will implement an out-of-school time program during the after-school hours and summer for youth enrolled grades K-8. Develop relationships with school staff, parents and students. Develop and execute lesson plans based on student need and the Ohio Learning Standards. BA Degree in the area of education, social services, community development or a related field with 1-year experience working with children. Must have and maintain valid Driver's License. A minimum of 3-year (school-based and/or after school) experience working with youth.

[https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=00933e8fcee2ec81&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1djuppcsg39qo80d&tk=1djuppcsg39qo80d&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=00933e8fcee2ec81&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1djuppcsg39qo80d&tk=1djuppcsg39qo80d&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**<strong>JOB COACH - ACTIVE DAY - CLEVELAND </strong>**

Our agency is in need of individuals whom are able to drive a company van, provide job coaching or a combination of both. Proven work experience working with adults in the developmentally disabled population. Provide on-site training and guidance to individuals with Developmental Disabilities. Provide assistance and instruction to consumers of appropriate skills and behaviors needed to complete each job performance. Salary: \$11.00 /hour. High school or equivalent (Required).

[https://www.indeed.com/viewjob?jk=c9c80f1bd44dc153&q=training+specialist&l=Cleveland,+OH&tk=1djuppcsg39qo80d&from=ja&alid=5cab97f76c18d076117dcbd6&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails&rgtk=1djuppcsg39qo80d](https://www.indeed.com/viewjob?jk=c9c80f1bd44dc153&q=training+specialist&l=Cleveland,+OH&tk=1djuppcsg39qo80d&from=ja&alid=5cab97f76c18d076117dcbd6&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1djuppcsg39qo80d)

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**<strong>EMPLOYMENT SPECIALIST - FRONTLINE SERVICE – CLEVELAND</strong>**

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\$27,000 - \$30,000 a year. You will be providing services in homes and in the community throughout the Cleveland area. Responsible for assisting a caseload of individuals through recovery from mental illness, substance use and trauma disorders through employment Networking with employment contacts and business owners and managers in the community Providing intensive, outcome driven services.

[https://www.indeed.com/viewjob?cmp=FrontLine-Service&t=Employment+Specialist&jk=5e09572b9397e33a&sdu=QwrRXKrqZ3CNX5W-O9jEvUN03NDv7A\\_Vyucup6O3D0dYN7\\_0gvn-sfwbJzLykNoTE4dTUjnBfLusWwUnMebPRDQ2b9I1319ZICwwVIqdchs&tk=1djuppcsg39qo80d&adid=303936071&pub=e4ea14867e765046&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?cmp=FrontLine-Service&t=Employment+Specialist&jk=5e09572b9397e33a&sdu=QwrRXKrqZ3CNX5W-O9jEvUN03NDv7A_Vyucup6O3D0dYN7_0gvn-sfwbJzLykNoTE4dTUjnBfLusWwUnMebPRDQ2b9I1319ZICwwVIqdchs&tk=1djuppcsg39qo80d&adid=303936071&pub=e4ea14867e765046&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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<strong>ACCOUNTING CLERK - CITY OF PARMA HEIGHTS</strong>

\$32,340 - \$46,200 a year. Performs a variety of financial activities, including: budgeting, purchasing, investments, accounts payable and receivable, financial statement presentation and financial analysis. The ideal candidate is a college graduate who is analytical, a good communicator and proficient in Microsoft Office programs. Prepares monthly, quarterly, annual and other reports as required; Assists in maintaining the integrity of Accounting Software; Processes claims and vouchers for payment.

[https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e7&from=ja%2CiaBackPress&jk=6f940f4c959926a1&l=cleveland&q=%22cashier%22&rgtk=1djrpdfd3slq800&tk=1djrpdfd3slq800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e7&from=ja%2CiaBackPress&jk=6f940f4c959926a1&l=cleveland&q=%22cashier%22&rgtk=1djrpdfd3slq800&tk=1djrpdfd3slq800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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<strong>MAIL CLERK/SCREENER - STATE OF OHIO JOBS - CLEVELAND</strong>

\$17 an hour. Operates x-ray equipment to scan incoming parcels and packages for detection of potentially threatening and suspicious materials (contraband). Follows security procedures for confiscation of contraband and notification of appropriate institutional staff for investigation. Operates postage machines, opens, bundles, addresses. Completes documentation; Ensures

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prompt handling of time sensitive documents; Loads and unloads trucks and/or distributes contents to various offices; Maintains daily records of mail processed for billing purposes; Prepares UPS or express letters or packages; Maintains records of postage used and/or volume of mail

[https://dasstateoh.taleo.net/careersection/oh\\_ext/jobdetail.ftl?job=1900055N&tz=GMT-05:00&tzname=America/Chicago](https://dasstateoh.taleo.net/careersection/oh_ext/jobdetail.ftl?job=1900055N&tz=GMT-05:00&tzname=America/Chicago)

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**ADMINISTRATIVE SPECIALIST - CLEVELAND METROPARKS – WESTLAKE**

The Administrative Specialist oversees and manages office operations for the manager and department staff. Oversees the budget for the division: Tracks all expenses to budget; enters purchases and credits into spreadsheet; processes invoices and purchase orders; makes balance adjustments when needed; reads budget documents and reconciles purchases within budget. Collects, reviews, and ensures proper completion of payroll. High School Diploma or GED required. Minimum of two years of experience. Must have a good driving record. Proficiency in Microsoft Office programs.

<https://recruiting.adp.com/srccar/public/RTI.home?r=5000521426906&c=1151751&d=ExternalCareerSite&rb=INDEED#/>

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**PROPERTY MANAGEMENT ADMINISTRATIVE ASSISTANT - CUYAHOGA METROPOLITAN HOUSING AUTHORITY - CLEVELAND**

\$12 - \$15 an hour. This individual is responsible for administrative support for the functions of the Property Management Department and the agency overall. Set up and maintain files and records. Handle all correspondence. Type and/or compose letters as directed. Use of various software packages and visual aids to produce accurate documents, presentation materials, charts and graphics (type, proof, organize, design, create fonts, layout, etc.) within established deadlines. Experience with Microsoft Office programs (Outlook, Word, Excel, Access, PowerPoint). Driver's License (Required)

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[https://www.simplyhired.com/job/l6HnG7Yi1BBkTM30ARwiWT9eBQMBm2Jo67iESpTlf05LWZiZqi-YnQ?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1disitufj3d35802](https://www.simplyhired.com/job/l6HnG7Yi1BBkTM30ARwiWT9eBQMBm2Jo67iESpTlf05LWZiZqi-YnQ?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1disitufj3d35802)

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<strong>JOB PLACEMENT SPECIALIST - UNITED CEREBRAL PALSY OF GREATER CLEVELAND – CLEVELAND,</strong>

The Job Placement Specialist creates, coordinates and delivers individual job placement opportunities in integrated, community settings for clients participating in the Job Placement & Transition Services programs. Contacts prospective employers and matches clients to existing positions in the business community. Experience working with youth in transition and adults with physical and/or developmental disabilities strongly preferred. Proven marketing and job matching skills required.

[https://www.indeed.com/viewjob?adid=273713740&cmp=United-Cerebral-Palsy-of-Greater-Cleveland&from=iaBackPress&jk=0827dfb658120025&pub=57059a68c9d0a200d8143196d702e8c90cace3277f6b99df&sjdu=QwrRXXKrqZ3CNX5W-O9jEvauZMqRMfPhcJGT0j7a5OuBwoY0BSwbEntc2AmzstVOwYqm3QzaGVNR2Ivgallss8\\_rMTOmmyY5IsII1F1K7tbNnZ7kskG8Kp30nSFYkQy6-&t=Placement%20Specialist&tk=1diprk1rjhv18800](https://www.indeed.com/viewjob?adid=273713740&cmp=United-Cerebral-Palsy-of-Greater-Cleveland&from=iaBackPress&jk=0827dfb658120025&pub=57059a68c9d0a200d8143196d702e8c90cace3277f6b99df&sjdu=QwrRXXKrqZ3CNX5W-O9jEvauZMqRMfPhcJGT0j7a5OuBwoY0BSwbEntc2AmzstVOwYqm3QzaGVNR2Ivgallss8_rMTOmmyY5IsII1F1K7tbNnZ7kskG8Kp30nSFYkQy6-&t=Placement%20Specialist&tk=1diprk1rjhv18800)

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<strong>UTILITIES INTAKE SPECIALIST - CHN HOUSING PARTNERS - CLEVELAND</strong>

\$17 an hour. Conducting face to face interviews with customers seeking assistance with utility bills. Preparing and maintaining client files and all correspondence in an accurate and timely manner. Providing outreach to home bound customers and travel to community sites as needed.: Associates Degree preferred in social service field OR equivalent work experience in the social service field. Minimum 2 years' experience working with the public in a social service

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environment, involving interviewing, collecting, organizing, analyzing and interpreting complex data.

[https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=64f77360d476a130&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1dij1evh5o4ns800&tk=1dij1evh5o4ns800&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=64f77360d476a130&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1dij1evh5o4ns800&tk=1dij1evh5o4ns800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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**YOUTH SUPPORT SPECIALIST - UNIVERSITY SETTLEMENT, INC – CLEVELAND**

Assist the 21st Century Community Learning Center Site Coordinator at a Cleveland Metropolitan School District School- Mound STEM School with the implementation of a quality out-of-school time program that enriches (K-4th) and (5th-8th) students. Develop relationships and develop and execute lesson plans; maintain program records and files; compile data and prepare reports as needed. Collaborate with school personnel. BA Degree in the area of education, social services, community development or a related field with 1-year experience working with children. Must have and maintain valid Driver's License.

[https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=97e1facaab21144b&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1di3r9s3go4ns801&tk=1di3r9s3go4ns801&utm\\_campaign=job\\_alerts&utm\\_medium=email&utm\\_source=jobseeker\\_emails](https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=97e1facaab21144b&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1di3r9s3go4ns801&tk=1di3r9s3go4ns801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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<b>MANUFACTURING/TRADES/GENERAL LABOR</b>
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**FIELD SERVICES TECHNICIAN - DOMINION ENERGY - CLEVELAND**

Entry or development level position in our Field Metering Services department with potential progression. Installation and repair of electronic monitoring and reading equipment on residential and small commercial meters. Reading meters. Inspections for interior service line leaks and/or atmospheric corrosion. Operating curb valves. Performing credit disconnection work. Must have

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a valid vehicle operator's license. High School Diploma or equivalent. Previous mechanical, electrical, in-home customer service, outdoor work, public utility or construction experience. Must have a valid vehicle operator's license.

<https://careers.dominionenergy.com/job/CLEVELAND-Field-Services-Technician-OH-44128/586857200/>

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

Full-time | Part-time | Temporary | Contract | Internship | Commission \$8 - \$11 an hour. NO experience required. Flexible schedule. Good job for someone just entering the workforce or returning to the workforce with limited experience and education. to applicants under 18 years old, provided it is legally allowed for the job and location. A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more. A “Fair Chance” job.

[https://www.simplyhired.com/job/FTqnFDcVyaSW-ckeF2R\\_RGVVu4mEjyIs4mc3Gu438bXOtf5Z1Nkaw?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1djeit3lgnuv800](https://www.simplyhired.com/job/FTqnFDcVyaSW-ckeF2R_RGVVu4mEjyIs4mc3Gu438bXOtf5Z1Nkaw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1djeit3lgnuv800)

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

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

[https://www.simplyhired.com/job/eRBLPMfEtzwyWnaFj1EDBEC\\_PhWJTE4nr8AU8oq5mcfFE2-](https://www.simplyhired.com/job/eRBLPMfEtzwyWnaFj1EDBEC_PhWJTE4nr8AU8oq5mcfFE2-)

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[ZSZfFdg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dj9apv8h2te1800](https://www.simplyhired.com/job/IDmrILCSHyTmIKdR3TX6-Cy-XGBAEbaILdfQa0h5F-S0HGFutg0qA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dj9apv8h2te1800)

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**<strong>CARPENTER/LABORER - RENOVATIONS – CLEVELAND</strong>**

Helper position, must have truck and some hand tools, must not be afraid to climb ladders, this is an entry level job, we will train you, raises are available upon learning, some pain skills are helpful. \$30,000.00 to \$35,000.00 /year. Open to applicants who do not have a high school diploma/GED.

[https://www.simplyhired.com/job/IDmrILCSHyTmIKdR3TX6-Cy-XGBAEbaILdfQa0h5F-S0HGFutg0qA?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dj9aq9cg2tbf800](https://www.simplyhired.com/job/IDmrILCSHyTmIKdR3TX6-Cy-XGBAEbaILdfQa0h5F-S0HGFutg0qA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dj9aq9cg2tbf800)

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**<strong>MANUFACTURING PROCESS DEVELOPMENT SPECIALIST - VOSS INDUSTRIES/A CAM COMPANY - CLEVELAND</strong>**

A strong mechanical aptitude with hands on experience in metal forming and precision machining environments is required to be successful in this role. Set up new equipment, ensuring satisfactory standards, training and operation. Assist in plant modifications. Define and document clear written specifications and procedures. Experience in production method development, standards, featuring and tooling. Computer skills including CAD applications (Solid Works, AutoCAD) a plus.

<http://www.vossind.com/careers.html>

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**<strong>PRODUCTION ASSOCIATE - LARSON JUHL - BRECKSVILLE</strong>**

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\$23,000 - \$33,000 a year. We are seeking a Production Associate for our warehouse team. 40 hours per week mainly Mon. - Fri. from 8am to 5pm. You will be working with your hands and tools to measure, cut, and perform light custom manufacturing of custom picture frames. Pull and process incoming orders - Mats/ length/ supplies. Inspect orders for shipping. Replenishment of inventory and process. Inspect molding and mitre cut molding with state-of-the-art equipment. Production/warehouse experience required. Can read and recognize product variations. High School diploma or GED desired.

[https://www.simplyhired.com/job/\\_rAkuLZX9ViHtZpABKSJcWaqP4nk6u1dQThtR7e6SzyYHwBrHfielA?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatkn=1diadkc092te1800](https://www.simplyhired.com/job/_rAkuLZX9ViHtZpABKSJcWaqP4nk6u1dQThtR7e6SzyYHwBrHfielA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatkn=1diadkc092te1800)

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<strong>FABRICATION TECHNICIAN - MELINZ REBAR, INC. – CLEVELAND</strong>

\$14 - \$20 an hour. Melinz Rebar is a custom steel fabricating company that does specialized cutting and bending of steel rebar, mainly for the construction industry. We are looking for a fabricating technician to operate our KRB computer-driven automated bending machine, as well as assist with cage and mat fabrications. No experience necessary - we will train. Basic computer skills and any machine maintenance experience is a plus. High school or equivalent.

[https://www.simplyhired.com/job/GtjB\\_RlVTztataqJ-5q-LMgySHYXqJy50H29Gshda2Alm9vATp3KtQ?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dg2eg0ma39vg800](https://www.simplyhired.com/job/GtjB_RlVTztataqJ-5q-LMgySHYXqJy50H29Gshda2Alm9vATp3KtQ?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dg2eg0ma39vg800)

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<b>TRANSPORTATION/WAREHOUSE/DISTRIBUTION</b>
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<strong>LEAD FULFILLMENT ASSOCIATE - AMAZON.COM SERVICES, INC. - EUCLID</strong>

A high school diploma or equivalent. 2+ years of work experience or a completed Associate's Degree. 1+ year of experience working with Microsoft Office. Lead Fulfillment Associates hold

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various roles within the Fulfillment Center including, but not limited to: Trainer, Data Analyst, Process Assistant and Shipping Clerk!

[https://www.amazon.jobs/en/jobs/922462/lead-fulfillment-associate?dclid=CJnL9qXCoOQCFVITwod8ZQA5w&iis=Job+Posting&iisn=Indeed+%28Free+Posting%29&mode=job&utm\\_campaign=all\\_amazon&utm\\_content=organic&utm\\_medium=job\\_aggregator&utm\\_source=indeed.com](https://www.amazon.jobs/en/jobs/922462/lead-fulfillment-associate?dclid=CJnL9qXCoOQCFVITwod8ZQA5w&iis=Job+Posting&iisn=Indeed+%28Free+Posting%29&mode=job&utm_campaign=all_amazon&utm_content=organic&utm_medium=job_aggregator&utm_source=indeed.com)

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**<strong>DELIVERY DRIVER - GREEN LIGHT GO - BEDFORD</strong>**

Part-time: \$22,000 - \$32,000 a year. 6-10 HOURS PER WEEK delivering LUNCHES to doctor's offices and hospitals. Must have valid driver's license, insurance, and GPS. No DUI convictions. Must be reliable and courteous. pays hourly PLUS mileage using your own vehicle.

[https://www.simplyhired.com/job/ytBpujmBehHm5DZ\\_ycZoKAt3cfK1OsBDMCiV7IDnQ6z\\_qbAaAMeQbg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1disitufj3d35802](https://www.simplyhired.com/job/ytBpujmBehHm5DZ_ycZoKAt3cfK1OsBDMCiV7IDnQ6z_qbAaAMeQbg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1disitufj3d35802)

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**<strong>ORDER SELECTOR - GREAT LAKES COLD STORAGE - SOLON</strong>**

\$24,000 - \$33,000 a year. This is a cold storage warehouse position responsible for operating an electric pallet jack or forklift, selecting the correct products from warehouse racking and palletizing product as it is selected to build customer orders, and delivering product to the dock in a safe and efficient manner. Hand select orders within a freezer warehouse environment. Stack product on pallets in accordance with proper selecting procedures. Operate an electric pallet jack or forklift to transport product. High School Degree GED.

[https://www.simplyhired.com/job/6kOYA5gz6gxEdtCcnDEKhI12R3oiNgl0goVM95umWEWS3E35Rrk-Pg?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1disitufj3d35802](https://www.simplyhired.com/job/6kOYA5gz6gxEdtCcnDEKhI12R3oiNgl0goVM95umWEWS3E35Rrk-Pg?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1disitufj3d35802)

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<strong>WAREHOUSE TEAM MEMBER - AMAZON - NORTH RANDALL</strong>

Minimum \$15/hr. Must be 18 years old or older. High School diploma or equivalent diploma. Work inside an Amazon warehouse, selecting, packing and shipping customer orders. Capable of reading and speaking basic English. Able to lift up to 49 pounds, stand/walk for up to 4 hours, and be able to frequently push, pull, squat, bend, and reach with or without reasonable accommodation

[https://search.amazondelivers.jobs/job/north-randall/warehouse-team-member-seasonal-part-time-full-time-flexible-hours/3413/10796286?CMPID=&AZREF=&\\_ga=2.124619210.1526697251.1566231472-569898858.1566231472](https://search.amazondelivers.jobs/job/north-randall/warehouse-team-member-seasonal-part-time-full-time-flexible-hours/3413/10796286?CMPID=&AZREF=&_ga=2.124619210.1526697251.1566231472-569898858.1566231472)

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<strong>NON CDL TRUCK DRIVER - ALBION MOTOR SERVICES INC. - CLEVELAND</strong>

\$500 - \$1,000 a week. Albion Motor Services is looking for a driver for our Brook Park Ohio location. After an initial 2 weeks' training period, you will be responsible for delivery of products and supplies for our customers throughout the Midwest. We utilize 26 foot' straight flatbed trucks to make our deliveries. You will be trained in cargo securement, strapping, chaining, tarping, and DOT rules and regulations for safe and efficient operation. To qualify as a driver, you must have a clean driving record with no more than 2 points. No DUI's or at fault accidents in the last 3 years.

[https://www.simplyhired.com/job/VAbABSZke16CU9BQ5\\_S1ddHU4Je9rWcEv5jkhJx2wjrVFvrQ7UOS4A?utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&jatk=1dhj8ljst2sqd800](https://www.simplyhired.com/job/VAbABSZke16CU9BQ5_S1ddHU4Je9rWcEv5jkhJx2wjrVFvrQ7UOS4A?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1dhj8ljst2sqd800)

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**PASSENGER VAN DRIVER - MEDICORE TRANSPORT & ACHIEVEMENT CENTERS - CLEVELAND**

Medicore is looking to hire drivers for our commercial vans. We have 12 passenger and wheelchair accessible vans. We are a certified provider and transport individuals with developmental disabilities to and from activity centers and work sites. All drivers perform daily vehicle inspection forms, Medicaid service documentation (electronic) and maintain a clean vehicle inside and out. We are a family-owned business and are looking to hire responsible, patient, passionate hard working individuals to add to our Medicore family. Wheel chair experience preferred but not required, knowledge of west side Cleveland a must. RETIREES WELCOME. Route can be split into a morning or an afternoon ONLY, if part-time is preferred.

[https://www.glassdoor.com/job-listing/passenger-van-driver-medicore-transport-achievement-centersJV\\_IC1163321\\_KO0,20\\_KE21,59.htm?jl=3302277066&jas=Y&pao=10776&utm\\_source=indeed&utm\\_medium=cpc&utm\\_campaign=indeed-indeed-ss-up&ctt=156477205792](https://www.glassdoor.com/job-listing/passenger-van-driver-medicore-transport-achievement-centersJV_IC1163321_KO0,20_KE21,59.htm?jl=3302277066&jas=Y&pao=10776&utm_source=indeed&utm_medium=cpc&utm_campaign=indeed-indeed-ss-up&ctt=156477205792)

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<b>JOB FAIRS/RECRUITMENTS/HIRING EVENTS</b>
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**CEOGC HIRING EVENT PARTNERING WITH REVENUE GROUP**

FRIDAY, SEPTEMBER 20<sup>th</sup> 10-2 P.M.

Come ready to learn about our Full-time positions and interview on the spot!

- Healthcare Customer Service/Scheduling Representatives
- Homeowner Insurance Verification Representatives
- Collections Representatives

Revenue Group offers a full benefit package including a 401k, PTO days, Paid Holidays, Free Parking, a relaxation room and much more! Our family friendly environment and team atmosphere cannot be beat!

Interview's being held at:

CEOGC

1801 Superior Ave, Suite 400

Enter building via East 21st Street

[Revenuegroup.com/careers](http://Revenuegroup.com/careers)

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**<strong>CAR CLEANER HIRING EVENT - THE HERTZ CORPORATION - CLEVELAND</strong>**

Full-time: \$21,000 - \$29,000 a year. The Hertz Corporation Hiring Event! Offers on the Spot! What We're Hiring for Car Cleaner. Must have a valid driver's license, must be at least 20 years of age, must be able to work days, nights, weekends, holidays and OT as required, and must be able to work outdoors in all types of weather conditions. Completing our online application prior to the event is strongly encouraged and will speed up the process. Please bring Updated copy of your resume with you to the event. Dress code is Business casual (dress pants/skirt, button down/blouse, optional tie).

Tuesday, September 10, 2019  
Cleveland Hopkins Location  
19025 Maplewood Drive  
Cleveland, OH 44135 US

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**<strong>PRODUCTION ASSOCIATE HIRING EVENT - EVERGREEN PACKAGING - OLMSTED FALLS</strong>**

Full-time\$15 an hour. Evergreen Packaging Hiring Event! Entry level \$14.77/Hr. Offers on the Spot! Hiring for: Mechanic, Electrician, and Production Associate. High School Diploma or GED form an accredited college. Ability to work rotating shifts. Manufacturing experience not required. Completing our online application prior to the event is strongly encouraged and will speed up the process. Please bring Picture ID with you to the event.

Date: Saturday, September 14, 2019  
Location: Evergreen Packaging, 7920 Mapleway Dr, Olmsted Falls, OH 44138 US

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