

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

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

CSR - CUSTOMER SERVICE REPRESENTATIVE - KOCIAN MEATS - CLEVELAND

\$30,000 - \$37,000 a year. Kocian Meats handles both retail and wholesale customers, and as an administrative manager, you will need to provide service to both. Kocian Meats is open Tuesday through Saturday, but closed Sunday and Monday. Process customer orders received via telephone or email. Keep customers updated as to order status. Process customer requests for price quotes, samples, literature. Set up new accounts, get all relevant information, and keeping that information current. At least 1 year of experience in a customer service role. Excellent computer skills including Microsoft Office (Word, Excel) and QuickBooks (preferred).

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=b392b8910d41bdcd&l=Cleveland%2C%20OH&q=customer%20service%20representative&gk=1ef28q9kjp16f802&tk=1ef28q9kjp16f802&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

CUSTOMER SERVICE REPRESENTATIVE - CLEVELAND STEEL CONTAINER CORPORATION - GLENWILLOW

\$40,000 a year. Ensure customers receive efficient, courteous and professional service through correctly applying processes and procedures as directed, including answering phones, researching and resolving customer disputes and problems within established guidelines and in a timely manner. Act as a liaison between the customer, sales representatives and other internal personnel. Administrative support to an assigned Sales Representative. Minimum of 3 years exp. in a Customer Service oriented position. Distribution industry: preferred Bachelor's degree; preferred, Oracle experience; a plus. Customer Service: 3 years (Required).

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

www.pipelinepackaging.com

<hr>

CUSTOMER SERVICE REPRESENTATIVE-INSURANCE VERIFIER - REVENUE GROUP - CLEVELAND

Remote Position. This position requires the candidate to research accounts where insurance information is not on file to verify if the policy has renewed, is active, or has been replaced. You are required to make outbound phone calls to agents, carriers, and/or borrowers in order to obtain the necessary verification or documentation using certain client or industry quality standards. High school diploma or equivalent is required. Associate Degree preferred. 1-2 years of client management experience in marketing, sales or retail preferred. Proven track record. Chrome/Mac Books/Tablets NOT compatible. You must have Windows 10 or higher and a USB headset. Your download speed must be 50mbytes or higher and preferably with the use of an Ethernet cord.

Please apply at Revenuegroup.com/careers

<hr>

APPOINTMENT CENTER /CUSTOMER SERVICE REPRESENTATIVE - THE BASEMENT GUYS OF CLEVELAND – STOW

\$9 - \$15 an hour - Full-time, Part-time. Your two primary responsibilities would be one, to set qualified appointments from inbound callers, or web leads, and two to provide effective customer service to consumers by utilizing excellent communication skills and in-depth knowledge of company products and policies. You will be required to accurately enter data into our system. 1 – 2 years plus experience in calling environments. Call center: 1 year (Preferred). Customer service: 1 year (Preferred). High school or equivalent (Preferred).

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=6d4e1cc5aead8d11&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1eedlvhk1qrko800&tk=1eedlvhk1qrko800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

<hr>

CALL CENTER AGENT - TRAVELCENTERS OF AMERICA - WESTLAKE

\$16 an hour. We are looking for call center agents for 2nd shift, hours are 3p-11p or 4p-12a. Agents are responsible for the set up and successful execution of road call service requests for RoadSquad which includes the TA/Petro truck repair networks. Requires extensive phone and computer duties/skills. The individual inputs all pertinent road call information into the Truck Service System and RoadSquad Tracking Database. High School degree required. Two years' relevant experience, preferably in a shop or call center environment. Computer proficiency with emphasis on Microsoft Excel. Experience with Tracking Databases a plus. Excellent written and verbal communication skills. Strong interpersonal skills required to function effectively in a customer service environment.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=1fb43dcac5772aaf&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ee8gr6gi3bq0001&tk=1ee8gr6gi3bq0001&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

CALL CENTER REPRESENTATIVE - EPIQ INSURANCE AGENCY - SOLON

Due to the coronavirus you will be working from home until further notice. Epiq Insurance Agency is currently seeking full-time Insurance Processing Representatives in Solon, Ohio. Responsibilities: Handle outbound and inbound calls for customers who have expressed interest in receiving a quote for automobile insurance. Gather information, identify needs and prepare the insurance quote. Transfer the customer to a licensed insurance agent to complete the sale. Maintain compliance with company policies and procedures.

<https://epiqcareers.com/>

<hr>

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

**CUSTOMER SERVICE VIDEO REPAIR - SPECTRUM
GARFIELD HTS**

Full-time entry-level to mid-level customer service role troubleshooting and resolving technical cable and video service issues, including repair, billing, and accounts. Profile: A tech-savvy problem solver who can multitask to repair a variety of services and equipment. Our Representatives use patience and effective communication skills to uncover customer needs, answer questions, and leave a positive impression on customer interactions. Staying Connected: Assisting Residential Accounts with basic needs for Video Repair.

https://jobs.spectrum.com/job/-/-/4673/16822473?ss=paid&utm_medium=jobad&p_uid=ddcA91j8rV&p_sid=7WCrXrb&utm_campaign=customer_operations&utm_source=indeed&utm_content=pj_board&dclid=CLe3yo7r2-oCFWRBDQod7tUNsg

<hr>

**CUSTOMER SERVICE ASSOCIATE - VALUE CITY FURNITURE -
BEACHWOOD**

\$10 - \$11 an hour. The Customer Service Associate is critical in ensuring we meet that goal. This person serves customers by answering questions, forwarding messages, confirming orders, scheduling deliveries and keeping customers informed of their order status. The Customer Service Associate is responsible for executing all office operations. High school diploma or general education degree (GED); or equivalent combination of education and experience. Demonstrated ability to handle customer calls displaying good phone skills. Record customer information within our customer service database. Engage with clients in a friendly and professional manner while actively listening to their concerns.

<https://jobs.valuecityfurniture.com/>

<hr>

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

** ASSISTANT MANAGER, CUSTOMER SUPPORT (REMOTE) - LAWNSTARTER INC - CLEVELAND**

As an Assistant Manager, you will be responsible for coaching and leveling up a group of 10-15 Tier 1 support agents that report directly to you. General duties will include: 1:1s and coaching with Tier 1s. Hiring and assisting with the on-boarding of Tier 1s. Monitoring of agents (KPIs/metrics and supervision in our various platforms) Keeping up to date policies and processes for the team to reference. Various project management.

<https://apply.workable.com/lawnstarter/j/DC81516401/>

<hr>

**CUSTOMER SERVICE REPRESENTATIVE - BRIDGESTONE **

the primary responsibilities of this position are to support inbound customer/merchant calls and create the best experience possible while following the policies and procedures of the organization within a highly regulated environment. Handle inbound calls. Support departmental projects. Pay Rate: \$15.00 plus \$.75 shift differential. Bilingual: \$1.00. High School Diploma. Proven track record of professionalism. Excellent communication skills, both written and verbal. Working knowledge of Microsoft Office.

Jenai Payten Recruiter, Human Resources

Email: PaytenJenai@CFNA.com

<hr>

CUSTOMER SERVICE ASSOCIATE - WALGREENS - CLEVELAND

Registers sales on assigned cash register, provides customers with courteous, fair, friendly, and efficient checkout service. Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Must be fluent in reading, writing, and speaking English. Requires willingness to work flexible schedule, including evenings and weekend hours. Prefer

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

six months of experience in a retail environment. Prefer to have prior work experience with Walgreens.

<https://jobs.walgreens.com/job/-/-/1242/16377462?codes=Indeed>

<hr>

CUSTOMER SERVICE REPRESENTATIVE - SPLASH FINANCIAL - CLEVELAND

We are seeking a dynamic, high-energy Customer Service Representative who will play a vital role in building the relationship with our loan re-fi applicants and customers. The Splash Financial Customer Service team fields inbound customer inquiries, performs outbound calls and texts to loan re-fi applicants, and processes loan applications. In this role, you will make outbound contact to loan re-fi applicants who contact Splash and provide information on the application process.

<https://splashfinancial.bamboohr.com/jobs/view.php?id=32>

<hr>

OFFICE

ASSISTANT PROPERTY MANAGER/LEASING CONSULTANT - J ROC DEVELOPMENT - CLEVELAND

\$40,000 - \$45,000 a year. Schedules appointments & conducts apartment tours. Prepares and executes leases, renewals, & addendums. Utilizes our Property Management & CRM software for reviewing applications, running credit & background checks, accepting security deposits, processing move-ins & move-outs, financial reporting, and more. Runs month-end reports. Maintains relationship with residents, commercial tenants, and vendors. High school diploma, GED, or equivalent required. Bachelor's degree in hospitality management, marketing, promotions, advertising sales, or business administration preferred. 2+ years in Property Management or Hospitality industry experience a plus.

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

https://www.indeed.com/viewjob?alid=573d2a92e4b087771eb9c4b4&from=ja%2CiaBackPress&jk=7be8e3c11b01f0b2&l=cleveland%2C%20Ohio&q=%22urban%20design%22&rgtk=1ef2m8ao3qul8801&tk=1ef2m8ao3qul8801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

7 AM - 3 PM RECEPTIONIST - HAMLET AT CHAGRIN FALLS - CHAGRIN FALLS

\$11.00 - \$11.75 an hour - Full-time, Part-time. Greet and assist residents and visitors. Manage the front desk sign-in and out process. Handle and direct incoming phone calls. Accommodate resident requests for assistance. Assist Lifestyles Department with program / event reservations; collect program / event fees; maintain accurate records. Maintain and regularly update database of resident general information and update/distribute resident phone list. High school diploma or GED equivalent required. · At least one (1) year of related work experience in customer service required. Proficient in Microsoft Office products.

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=af5f7a0ab88589de&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1ef2g2g5u395k802&tk=1ef2g2g5u395k802&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

EMPLOYEE ASSISTANCE PROGRAM ADMINISTRATIVE SPECIALIST - MOORE COUNSELING & MEDIATION SERVICES, INC. - EUCLID

\$20,000 - \$35,000 a year. MCMS has a full-time Employee Assistance Program Administrative Assistant position available where the prospect will interact with staff and clients constantly. The prospect must be personable, outgoing, hardworking and detailed to accuracy. Answering phones, Scheduling clients for services, Filing documents, Writing correspondents, Scheduling trainings, and Compiling reports. Must have 3 to 5 years' experience as a receptionist or mental health background.

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=e591f0560f4f53e9&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1eevtmacs395k806&tk=1eevtmacs395k806&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

INTAKE DEPARTMENT ADMINISTRATIVE SUPPORT - LIFESTANCE HEALTH - BEACHWOOD

\$14 an hour. Supporting Intake Specialist team with daily tasks including handling patient referrals received from hospitals, physician offices, community organizations, and others. These referrals arrive through e-fax, phone, online submission, and email. Answering direct patient inquiries, processing general scheduling concerns, cancellations, patient portal issues, triaging records and paperwork requests, and any medication concerns. Managing online Intake Module appointment requests. High School Diploma or equivalent. 1+ years of experience in a call center; healthcare experience is a preference. Previous experience with patient scheduling and insurance.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=50a0a8ad8e22f2af&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1eenv7h0pq7qj808&tk=1eenv7h0pq7qj808&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

ADMN. ASSISTANT, HEAD START, CENTER-BASED - THE COUNCIL FOR ECONOMIC OPPORTUNITIES - CLEVELAND

Responsible for maintaining all confidential employee and client files. Creates computerized letters, forms, charts and reports for the department. Assists supervisor with the workflow and daily schedules of program and clerical support staff. High School or General Equivalency (GED) diploma. Three (3) years of increasingly responsible secretarial experience. Demonstrated ability to type 45 words per minute. Good oral, written and interpersonal communication skills coupled with excellent grammar and spelling skills.

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=58234e52f46b763c&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1eedssnsf3df1801&tk=1eedssnsf3df1801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

RECEPTIONIST / ADMINISTRATIVE ASSISTANT - MUTUAL OF OMAHA MORTGAGE - SEVEN HILLS

The Receptionist / Administrative Assistant helps support our staff by performing administrative tasks. Greet borrowers and facilitate connection with their intended party. Order/stock various supplies. Maintain Office and Kitchen supplies. Stamp and send out all outgoing mail for Executives, Sales, and Operations. Retrieve mail and sort for the company- i.e., ensure bills are sent to Accounting, borrowers' documents are delivered to the correct Loan Officer, intended recipients receive their mail. High School Diploma Required, College preferred. Excellent computer skills and working knowledge of MS Office products.

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=8a205aff7a06dcdc&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1edmnv5l8qvch801&tk=1edmnv5l8qvch801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

FINANCE

PAYMENT PROCESSING REP - NATIONAL ENTERPRISE SYSTEMS - SOLON

We are looking for a qualified representative to perform a variety of financial transactions in relation to debt collection and payment processing. Calls are transferred by the Debt Resolution department to the Payment Processing department to confirm and set up the payments and or payment arrangements. Accuracy, professionalism, and quality are required to be successful in

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

this role. Excellent Computer skills with a focus on accurate data entry. Previous work experience as a bank teller or related field. Excellent telephone customer service skills. Call center experience preferred.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=6903e8bb9483c79e&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ed4f935qq7pk802&tk=1ed4f935qq7pk802&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

CUSTOMER SERVICE REPRESENTATIVES - KEYBANK - BROOKLYN

KeyBank is Now Hiring Full Time Customer Service Representatives in Brooklyn! Join the KeyBank Customer Service Team! Employee and candidate health is a top priority. All interviews and onboarding are being conducted virtually at this time. Customer Service Representatives receive paid training, PTO, a generous benefits package 401(k) and more! Virtual Interviews, Virtual Onboarding and Work from Home Opportunities. High school diploma or GED equivalent. 1-2 years' customer/client services experience.

<https://hiring.lpages.co/brooklyn-reps/>

<hr>

HEALTH

FRONT DESK RECEPTIONIST - CHIROPRACTIC HEALTH CENTER - PARMA

\$10 - \$15 an hour. Looking for someone who can not only be the face of our office when patients arrive but also someone who can contribute in many facets to our office such as: Answering phones, Scheduling Patients, Case Management, Verifying Insurance, Processing payments, Filing/Paperwork, and General Housekeeping. Experience preferred in medical office. High School Diploma.

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=b71d79337172856b&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1ee06roptqpgk803&tk=1ee06roptqpgk803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

**DIRECT SUPPORT PROFESSIONAL - KOINONIA HOMES, INC.
-CLEVELAND**

\$250 Sign on Bonus – Make a Difference in your Life and the Life of someone else, join Koinonia! Daily Pay"- access your pay daily! Full Time \$11.00 Part time \$14.00. We are looking for heart-warming and caring people who are enthusiastic about the difference they make in a person's life. Duties include helping individuals with self-care, cooking, cleaning, and enjoying engaged lives in our communities. This is an entry-level healthcare position with paid training and benefits. We also offer weekend positions that are perfect for college students and retirees. High school diploma or GED. Valid Ohio driver's license. Automobile insurance.

<https://koinoniahomes.org/>

<hr>

CAREGIVER - VISITING ANGELS - EASTERN CUYAHOGA COUNTY

A leading provider of senior, private-pay, in-home care throughout Eastern Cuyahoga County. We are hiring for caregiver jobs throughout the local communities. Our caregivers are dedicated professionals who share our agency's commitment to providing dignified, compassionate care. Our goal is to improve the quality of life for seniors by providing assistance with their activities of daily living. Our care helps seniors to maintain their independence in the comfort of their own home. Bathing and dressing assistance, meal planning and preparation, running errands, light housekeeping, and medication reminders and monitoring.

<https://www.visitingangels.com/cleveland/employment>

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

<hr>

JOB OPPORTUNITIES - KEMPER HOUSE - STRONGVILLE/HIGHLAND HEIGHTS

No experience in long term care needed. If you have a caring heart, a positive outlook on life, and a desire to help others, experience the Kemper difference. Kemper House provides all of the training needed to be successful in your new career. We have a selection of departments, hours, and shifts to meet both the needs of our homes and our staff.

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=1F180E231B43391B4DE52CC273F67767>

<hr>

INTAKE DEPARTMENT ADMINISTRATIVE SUPPORT - LIFESTANCE HEALTH - BEACHWOOD

\$14 an hour. Supporting Intake Specialist team with daily tasks including handling patient referrals received from hospitals, physician offices, community organizations, and others. Answering direct patient inquiries, processing general scheduling concerns, cancellations, patient portal issues, triaging records and paperwork requests, and any medication concerns. High School Diploma or equivalent. 1+ years of experience in a call center; healthcare experience is a preference. Previous experience with patient scheduling and insurance.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=50a0a8ad8e22f2af&l=Cleveland%2C%20OH&q=customer%20service%20representative&rk=1eeb57rnuqrko800&tk=1eeb57rnuqrko800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

STNA - THE JOURNEY AHEAD HOME HEALTH CARE - CLEVELAND

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

\$10 - \$12 an hour. We are looking for a compassionate Home Health Aide to provide assistance in daily living and personal care services in patient's homes in accordance with an established care plan. Provide personal home care services in patient's residences. Perform domestic and household tasks. Transport and accompany patients to doctors office or to hospital. Proven working experience as STNA. Proof of automobile insurance. Current CPR certificate. First Aid training. Valid driver's license. High school degree.

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de3&from=ja%2CiaBackPress&jk=2ef4fdead08d1d4f&l=cleveland%20ohio&q=%22doctors%20office%22&rgtk=1edou88i1qrrv800&tk=1edou88i1qrrv800&utm_campaign=job_alerts&utm_medium=email&utm_source=job_seeker_emails

<hr>

 CAREGIVER/HOME HEALTH AIDE - COMFORT KEEPERS - CLEVELAND

Duties include skin care, ambulation, bathing, dressing, nail care, oral care, exercise, feeding, toileting, positioning, and transfers. The applicant must have one of the following certifications: STNA. HHA. CNA. DSP. Worked under nurse supervision for 1 year. Valid driver's license and reliable transportation. Ability to pass a state background check. Federal background check required if you have not lived in the State of Ohio for the last 5 years. Must be 18 years of age. One-year professional experience as a caregiver or home health aide.

<https://www.comfortkeepers.com/offices/ohio/greater-cleveland/careers/jobs/jazz>

<hr>

HEALTH AIDE/SCHOOL HEALTH ASSISTANT- PARMA AREA

\$18,000 - \$24,000 a year. This is an entry-level position in a school health clinic. The School Health Assistant will monitor student health needs and provide appropriate health interventions and services to students. Administer prescribed medications. Provide first aid. Assist with all screening programs and school health programs. STNA

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

certification, CNA or previous School Health experience preferred. High School Diploma or GED Required. Knowledge of communicable disease prevention and medication protocol preferred. Knowledge of HIPAA laws & ability to appropriately handle confidential information.

https://jobs-psi-solutions.icims.com/jobs/4541/job?utm_source=indeed_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1100&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240

<hr>

DIRECT SUPPORT PROFESSIONAL - PURITY HOME HEALTH CARE LLC - BROOK PARK

Full-time \$9 - \$11 an hour. A direct support professional is a person who assists an individual with a disability to lead a self-directed life and contribute to the community, assists with activities of daily living if needed, and encourages attitudes and behaviors that enhance community inclusion. tasks include helping the consumers with daily activities, accompanying them to doctor appointments, administering medications, cooking and serving meals, and performing light housekeeping duties. Must have CPR/First Aide, Med Certification, No more than 4 points on Drivers' license.

<https://www.purityhomehealthcare.com/>

<hr>

MEDICAL BILLING AND RECEPTIONIST - UNIVERSITY SUBURBAN PEDIATRICS - SOUTH EUCLID

Full-time, Part-time. requires medical terminology, ability to explain insurance benefits, deductibles and patient balances, ability to respond to billing inquiries, refile claims, answer questions from 3rd party payers and patients, answer phones in a pleasant and helpful manner, schedule patient visits using an electronic medical records system, and scan documents and

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

process the fax folder filing the forms in the appropriate charts. Knowledge of billing and reception tasks, use of office equipment: fax, scanning, and electronic medical record system.

https://www.indeed.com/viewjob?jk=a49195672639ad78&q=medical+office+%22receptionist%22&l=cleveland&tk=1ecauffaqsug800&from=ja&alid=573d2a92e4b0f90143fc7de7&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1ecauffaqsug800

<hr>

CALL CENTER SCHEDULER - RELATECARE - CLEVELAND

\$14 - \$15 an hour. The Call Center Scheduler takes incoming calls to schedule patient appointments on behalf of healthcare clients. The ideal candidate will have a strong customer service background in a call center environment. This position is for our 8:00am - 5:00pm shift. Ensure all required information for pre-registering patients is captured and entered accurately and efficiently. Refer patients when needed. Verify and review patient's and families' insurance coverage and benefit eligibility. High School Diploma or equivalent.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=6204300babd25304&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ec5jrmns3bqb000&tk=1ec5jrmns3bqb000&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

DIRECT SUPPORT PROFESSIONAL - VIAQUEST - BROOKLYN HEIGHTS

Full-time | Part-time. Estimated: \$19,000 - \$24,000 a year. High School Diploma or GED. At ViaQuest Residential Services we provide support to individuals with developmental disabilities in their homes. No experience is required. Personal, reliable vehicle. Valid driver's license and car insurance. Fewer than 6 points in the last two years on your motor vehicle record. Can push, lift or carry up to 50 lbs. and can climb, balance, kneel and crouch.

<http://www.viaquestinc.com/specialized-services/residential-services/>

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

<hr>

JOB OPPORTUNITIES - MENORAH PARK - BEACHWOOD

\$12 an hour. The staff person will be Receptionist for the Stone Gardens Administrative team. This position will be responsible for the switchboard; nurse call paging system; all secretarial/clerical duties (typing, copying, filing, etc.); assisting residents, families and visitors; scheduling transportation and performing some marketing tasks as needed. Excellent computer skills and proficient in Microsoft Office.

www.menorahpark.org/employment

<hr>

MULTIPLE POSITIONS - METROHEALTH MEDICAL CENTER - CLEVELAND

The MetroHealth System.

<https://www.metrohealth.org/careers>

<hr>

JOB OPPORTUNITIES - UNIVERSITY HOSPITALS - CLEVELAND

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.

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

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

<hr>

FOOD/HOSPITALITY/CLEANING

ON SITE MAINTENANCE SUPERINTENDENT - ELIZA BRYANT VILLAGE – CLEVELAND

\$17 an hour. The ideal candidate will have a comprehensive knowledge the fundamentals of a good maintenance program, including work identification, work order system utilization, time and cost standards, purchasing, inventory control, asset management and performance monitoring. Must have a comprehensive knowledge of U.S. Department of Housing and Urban Development (HUD) UPCS, REAC and NSPIRE standards and how to analyze and control maintenance costs within the time parameters set by HUD. High School Diploma is required; Associates' degree is a plus. Minimum 7 years' work experience required. Electrical and plumbing certifications are preferred.

<https://elizabryant.applicantstack.com/x/detail/a25ymv3tyrs9/aaac>

<hr>

RETAIL TEAM LEADER - GORDON FOOD SERVICE - CLEVELAND

From \$14.35 an hour. Opening and closing the Store. Assists in unloading all merchandise from delivery trucks, organizes merchandise, and transfers merchandise from stockroom to store. Cash handling. Have 1-2 years of retail experience with progressively increasing responsibility. High School Diploma / Equivalent. Successfully pass our pre-employment checks, including a drug screen and criminal background check. Basic computer skills will be required

https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e7&from=ja%2CiaBackPress&jk=5a1b34613e1cf7b9&l=cleveland&q=%22cashier%22&rgtk=1edjr87l6qqbh802&tk=1edjr87l6qqbh802&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

SANITATION WORKER - ELITE SANITATION LLC - CLEVELAND

\$14 - \$16 an hour. On Call. Weekends. Open to applicants who do not have a high school diploma/GED. A good job for someone just entering the workforce or returning to the workforce with limited experience and education. A job for which all ages, including older job seekers, are encouraged to apply.

<https://directtointerview.indeed.com/phone/82412/>

<hr>

FOOD SERVICE WORKER - TRINITY SERVICES GROUP, INC. - CLEVELAND

\$16.50 an hour. We are now hiring for Food Service Workers to provide safe food preparation, service and sanitation to include preparing, cooking and cleaning up after meals. You will work at the Cuyahoga County Jail, Cleveland OH. Work assigned schedule which may include multiple shifts, weekends and holidays. Driver's License Required.

Apply online at www.TrinityServicesGroup.com/Careers

<hr>

MARCS MERCHANDISER - SHERWOOD FOOD DISTRIBUTORS - MAPLE HEIGHTS

A Marc's Merchandiser services and sells to retail accounts within an assigned territory, ensuring Client standards are met and sales volumes are increased. The ideal candidate is independent, ambitious, and driven to succeed. They possess strong sales skills and the confidence to influence key decision makers at the store level. Store visits-request a visitor's badge; sign in and out. Meet with store manager during visit and discuss needs. Assess all departments and submit weekly reports, including photographs of needed improvements. High school diploma or

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

equivalent required. Excellent customer service and interpersonal skills as this position requires daily interactions with customers at all personnel levels.

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2836870&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=1671&CountryID=3&LanguageID=2

<hr>

JOB OPENINGS - COMPASS GROUP - BEACHWOOD

Learns to assists in the preparation and cooking of various food items prior to being considered a qualified, skilled cook. Maintains food safety and sanitation standards in the preparation and kitchen areas. Learns to read menu to estimate food requirements. Orders food from supplier or procures it from storage. Prepares and cooks food in accordance with company production records and standardized recipes.

https://careers.compassgroupcareers.com/main/jobs/394425?lang=en-us&jobPipeline=Indeedorganic&utm_source=Indeed

<hr>

HIRING NEEDS - ALDI - VARIOUS LOCATIONS

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. pay increase within the first year of employment. Processes customer purchases, performs general cleaning duties, and stocks shelves and displays neatly to maximize visibility and sales. High School Diploma or equivalent and prior work experience in a retail environment preferred.

<https://careers.aldi.us/>

<hr>

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

HIRING NEEDS - DAVES MARKETS - CLEVELAND AREA

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>

<hr>

SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION
--

EMPLOYMENT SPECIALIST - WEST SIDE CATHOLIC CENTER – CLEVELAND

Assists clients in the development of work-related intangible skills such as problem solving and assertiveness leading to the development of self-esteem and self-confidence. Guides clients in improving job seeking and job retention skills. Guides clients in improving job seeking and job retention skills. Consistently reviews local job openings, community resources and recommends matches to clients. Teaches class regularly at least two times per week. BA or BS degree in addition to 1 year of experience in social services, sales, marketing, education, or related field. Understanding of sales, recruitment, and retention practices. Experience working directly with people from diverse, racial, ethnic, and socioeconomic backgrounds.

<https://www.wscenter.org/employment>

<hr>

JOB DEVELOPER - NCBA - CLEVELAND

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

The Job Developer must understand the underlying causes of social and economic problems as they relate to the Participant. Inspire the confidence and motivate the Participant to communicate effectively with others. Should be familiar with the community resources. Familiar with training opportunities for the participants in the local area, especially those dealing with senior employment. Familiarity with accepted practices of counseling and social work. Administrative work experience in public service employment programs. AA degree from an accredited college or university with a major course of study in sociology, psychology, education or other related fields is highly desirable. Possession of a valid State Driver's License and access to a private-owned vehicle

Send cover letter, including your salary requirements, and a resume to:

wwright@myncba.com

<hr>

TRAINING AND DEVELOPMENT SPECIALIST - WESTERN RESERVE AREA AGENCY ON AGING - CLEVELAND

Create, organize, plan, implement, and conduct a comprehensive and consistent onboarding and orientation process for employees. Develop unique training programs to fulfill staff's specific needs to maintain or improve job skills, ensuring proper execution at all levels of the department. Develop trainer development programs, i.e., Train the Trainer, and coach Leadership team's involvement in training efforts. Present training and development programs. Bachelor's degree in Human Resources, Training and Development, or a related field required. Minimum of two (2) years (preferred) working experience in a training and development capacity within the last five years. Proficiency in Microsoft Office Suite and related program software

https://www.indeed.com/viewjob?alid=5cab97f76c18d076117dcbd6&from=ja%2CiaBackPress&jk=2228e667eb836f51&l=Cleveland%2C%20OH&q=training%20specialist&rgtk=1eebc5b5j3dhi80b&tk=1eebc5b5j3dhi80b&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

HQS INSPECTOR - EDEN INC - CLEVELAND

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

\$34,000 a year. The Housing Quality Standards (HQS) Inspector inspects units subsidized by state and federal programs to ensure that they meet minimum criteria established by the Department of Housing and Urban Development (HUD)-as well as any local standards that EDEN is charged with enforcing-necessary for the health and safety of occupants of housing assisted through rental subsidies. Performs complaint inspections and ensures compliance with HQS. Generates accurate, up to date information to report current status of inspection and compliance readiness for inspectors and manager.

https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840f1&from=ja%2CiaBackPress&jk=055caae48f9f17e9&l=cleveland%2C%20Ohio&q=%22urban%20development%22&rgtk=1ec0s1qis3db1801&tk=1ec0s1qis3db1801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

<hr>

YOUTH MENTAL HEALTH SPECIALIST - BELLEFAIRE JCB - SHAKER HEIGHTS

\$27,000 - \$34,000 a year. Bellefaire JCB is looking for full and part time Youth Mental Health Specialists for our Residential Treatment program working with severely emotionally disturbed children and adolescents. Shifts include 2nd and 3rd shifts. Days of the week will vary based on Agency needs at the time. A minimum of a High School diploma is required. An Associate or bachelor's degree in Psychology, Mental Health or related field preferred. Experience working with emotionally disturbed youth required. Must be at least 21 years old. Residential experience a plus.

https://www.appone.com/MainInfoReq.asp?R_ID=2971276&B_ID=44&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=9413&CountryID=3&LanguageID=2

<hr>

MANUFACTURING/TRADES/GENERAL LABOR

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

OPERATOR 1 - ASR GROUP - CLEVELAND

The world's largest refiner and marketer of cane sugar. The Operator is responsible for tending a machine that performs one or more packaging functions such as filling, marking, labeling, banding, tying, packing, or wrapping containers. 1-3 years' experience in manufacturing or similar industry preferred. Prior experience troubleshooting equipment and operating a forklift preferred. High School Diploma/GED or equivalent experience required.

<https://careers.fcc-asrgroup.com/job/Cleveland-Operator-1-OH-44101/598107001/>

<hr>

Operator 1 - ASR GROUP - CLEVELAND

The world's largest refiner and marketer of cane sugar. The Operator is responsible for tending a machine that performs one or more packaging functions such as filling, marking, labeling, banding, tying, packing, or wrapping containers. 1-3 years' experience in manufacturing or similar industry preferred. Prior experience troubleshooting equipment and operating a forklift preferred. High School Diploma/GED or equivalent experience required.

<https://careers.fcc-asrgroup.com/job/Cleveland-Operator-1-OH-44101/609599101/>

<hr>

OPERATOR 1 - ASR GROUP - CLEVELAND

The world's largest refiner and marketer of cane sugar. The Operator is responsible for tending a machine that performs one or more packaging functions such as filling, marking, labeling, banding, tying, packing, or wrapping containers. 1-3 years' experience in manufacturing or similar industry preferred. Prior experience troubleshooting equipment and operating a forklift preferred. High School Diploma/GED or equivalent experience required.

<https://careers.fcc-asrgroup.com/job/Cleveland-Operator-1-OH-44101/609602401/>

<hr>

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

UTILITY - ASR GROUP - CLEVELAND

The world's largest refiner and marketer of cane sugar. Assist the packaging operation by stacking, verifying, and counting of finished goods and/or actively engaged in becoming an operator 1. 1-3 years' experience in manufacturing or distribution environment preferred. High school diploma or GED required.

<https://careers.fcc-asrgroup.com/job/Cleveland-Utility-OH-44101/609831601/>

<hr>

PRINT PRESS OPERATOR - ASR GROUP - CLEVELAND

The world's largest refiner and marketer of cane sugar. The Flexographic Press Operator is responsible for setting up and operating flexographic printing press to print designs or lettering on rolls of flexible plastic film, paper, and nonabsorbent stock. Responsible for reading and interpreting job orders, identifying any possible errors, and setting up equipment accordingly. Facilitates print press process from start to finish. Responsible for changing plates and/or materials in between orders. High School Diploma or GED equivalent required. One year' certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience preferred.

<https://careers.fcc-asrgroup.com/job/Cleveland-Print-Press-Operator-OH-44101/608033201/>

<hr>

JOB OPPORTUNITIES - CARVANA - CLEVELAND

Monday – Friday Work Schedule. Buffing and finishing vehicles, tear-down and reassembly, grinding, sanding and preparing panels for paint, metal pulling, wipe down, tape, mask, and bag vehicles, mix paint and clean spray guns, spray primer and light body filler, interior repair on dashboards, center consoles, cloth and leather, and chip repair.

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

Call (855) 929-1794 to Learn More!
APPLY @ <https://autobody.workwithcarvana.com/careers/70>

<hr>

TRANSPORTATION/WAREHOUSE/DISTRIBUTION
--

**DELIVERY ASSOCIATES/VAN DRIVERS - LANCE GLOBAL LOGISTICS - BEDFORD **

As a licensed Amazon delivery service partner (DSP), we provide last mile delivery of Amazon packages to homes and businesses within northeast Ohio. The 'last mile' of delivery is the final step of the on-line shopping experience - when the package arrives at the buyer's door. Load and unload packages to be delivered. Safely drive cargo van to deliver Amazon packages to customers. Must be 21 years of age. Valid Driver's License - No CDL required. \$15.00 per hr.

Apply on the Lance Global Logistics' website www.lancegloballogistics.com

<hr>

WAREHOUSE CUSTOMER SERVICE REPRESENTATIVE/2ND SHIFT - AMWARE - BROOK PARK

Interacts with customers by phone, email, or in person and receives orders or changes in service. Adjusts complaints concerning billing or service rendered. Processes and inputs all customer orders and receipts. Traces orders as required and notifies customers. Handle administrative role by filing appropriate paperwork and performing data entry. Answer phones for all company departments and transfer calls accordingly.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=ce8b5d63ddba34e3&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1eeg815rjq7qj805&tk=1eeg815rjq7qj805&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

<hr>

OPS MANAGER, DELIVERY OPS - AMAZON - EUCLID

The Operations Manager, Delivery Operations is responsible for driver success at Amazon Delivery Stations. Responsible for setting high standards and goals for the Delivery Stations' On Road performance and ensuring that these are achieved. Bachelor's Degree or 2+ years Amazon experience. Direct management experience for a salaried employee population and their performance. Hold a valid driver's license.

<https://www.amazon.jobs/en/jobs/1162027/ops-manager-delivery-ops>

<hr>

DRIVERS/MOVERS - TWO MEN AND A TRUCK - BROOK PARK

As a mover or driver, you will have a partner and together provide a world class customer service experience in the handling of each customer's possessions. Safely move, pack and unpack customer belongings. Greet customers and complete walk-through of premises. Drive a 26 foot moving truck (drivers). Perform truck inspections and inventory checks. Complete paperwork and payment collection. Communicate professionally in English. Valid driver's license and good driving record (drivers). High School diploma or equivalent. Stamina to lift heavy items (100 lbs. or more) repeatedly.

<https://careers.twomenandatruck.com/apply?gnk=apply&gni=8a7885a872e8b11b0172f09443ad3a7b&gns=Craigslist>

<hr>

WAREHOUSE SELECTOR - SHERWOOD FOOD DISTRIBUTORSS - CLEVELAND

The Council for Economic Opportunities JOB LEADS List

August 10, 2020

(216) 651-5188

www.ceogc.org

As an entry level employee at Sherwood Food Distributors your primary job responsibilities will be reading order labels and picking orders assigned to you by your supervisor. The job requires you to work in a refrigerated environment with temperatures ranging from 0-28 degrees. The job also requires a full range of physical activity including bending, and lifting up to 90lbs. You will be trained and certified to operate stand-up tow motors and pallet jacks.

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1828712&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=1671&CountryID=3&LanguageID=2

<hr>

WAREHOUSE WORKER/PACKAGE HANDLER - UNITED PARCEL SERVICE - HIGHLAND HEIGHTS

Part-time. Shift: Sunrise (4:00 AM - 9:30 AM). Twilight (5:30 PM - 9:30 PM). In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS.

<https://www.jobs-ups.com/job/-/-/1187/225577>

<hr>

JOB FAIRS/RECRUITMENTS/HIRING EVENTS

OFFICE & IN-FIELD POSITIONS - US CENSUS 2020

JOIN THE 2020 CENSUS TEAM. For more information or help applying, please call 1-855-JOB-2020. Federal Relay Service: 1-800-877-8339 TTY/ASCII | www.gsa.gov/fedrelay
The U.S. Census Bureau is an Equal Opportunity Employer.

APPLY ONLINE!
2020census.gov/jobs

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

<hr>

EL BARRIO WORKFORCE DEVELOPMENT - VIRTUAL TRAININGS - CLEVELAND

FREE programs that are open to anyone 18+ (no high school diploma required and felony friendly) that provides preparation services to help individuals looking for employment to find a meaningful career. Our training tracks offer the opportunity to earn third-party industry certifications, connections with more than 100 corporate partners who teach, provide career assistance, and offer many opportunities to meet with hiring managers at job fairs and hiring events right in our virtual classrooms.

Specialized trainings tracks include:

- Pharmacy Technician (16 weeks)
- Child Development Associate (12 weeks)
- Customer Service – Banking, Call Center and Retail (4 weeks)
- Hotel and Guest Services (4 weeks)
- General Job Readiness both in English and Spanish (2 weeks)

Connect with us through our website <https://thecentersohio.org/services/training-and-job-search/> or CALL us (216) 325WORK

<hr>

SECURITY PROFESSIONALS - ALLIED UNIVERSAL - CLEVELAND AREA

Full time or part time. All Shifts available. Must be 18+ years of age to apply. Open Interview.

www.jobs.aus.com

2pm – 6pm Wednesday, August 19th

10am - 2pm August 12th Wednesday, August 26th

10am - 2pm Saturday, August 29th

Location: Allied Universal Branch Office 1440 Rockside Rd. Suite 109 Parma, OH 44134

Visit our Website or call us today! Cleveland Branch Office PH: 216.351.0100 OR: Text

ALLIED to 86754

The Council for Economic Opportunities JOB LEADS List
August 10, 2020
(216) 651-5188
www.ceogc.org

<hr>

HIRING EVENT! - SAM'S CLUB - OAKWOOD VILLAGE

Interviewing for: Customer Service - \$11 / hour, Full-time, Part-time. Merchandising - \$11 / hour, Full-time, Part-time. Maintenance - \$11 / hour, Full-time, Part-time. Specialty - \$15 / hour, Full-time, Part-time. Fresh - \$15 / hour, Full-time, Part-time. Must be at least 18 years old. Completing our online application prior to the event is strongly encouraged and will speed up the process. Dress code is Casual (come as you are, but please be presentable). Limited slots left. Offers on the spot. Tuesday, August 11, 2020: 9:00 AM - 3:30 PM US/Eastern
Sam's Club 23300 Broadway Ave, Oakwood Village, OH 44146.

<https://careers.walmart.com/results?q=&page=1&sort=rank&jobBrand=0000015a-624c-d7d3-afff-76ec4e230000&expand=department,brand,type,rate&jobCareerArea=all>

<hr>