

The Council for Economic Opportunities JOB LEADS List

September 21, 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 - ORLANDO BAKING COMPANY - CLEVELAND

\$12 - \$15 an hour. Part-time. 1-2 years' customer service/call center experience. Proficient in Microsoft Outlook, Word and some Excel. Answer incoming customer inquiries. Collaborate with management teams to stay updated on new products, services, and policies. Record customer information within our customer service database. Engage with clients in a friendly and professional manner while actively listening to their concerns. Offer support and solutions to customers in accordance with the company's customer service policies.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=b8be198213a80050&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ei99ps71qn0n801&tk=1ei99ps71qn0n801&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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MEMBER CONTACT CENTER REPRESENTATIVE - FIREFIGHTERS COMMUNITY CREDIT UNION - CLEVELAND

The candidate will provide service and support for members dealing with requests that are both routine in nature and some that require extensive research and use of problem solving skills to identify and resolve issues. Responsibilities include system account maintenance, establishing and servicing various deposit and loan accounts, answering member questions and providing solutions, cross selling products and services to new and existing members, and assisting members with a variety of miscellaneous issues. Must have a good credit history.

<https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=f857438d7b4d4fa0&l=Cleveland%2C%20OH&q=customer%20service%20representative&rg>

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[tk=1ei43ts093baj001&tk=1ei43ts093baj001&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails](https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=fb597de362fc93b3&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ei43ts093baj001&tk=1ei43ts093baj001&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails)

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PERMANENT CALL CENTER AGENT II - GED INTEGRATED SOLUTIONS, INC. - GLENWILLOW

\$46,500 - \$53,500 a year. Taking inbound phone calls from our customers and inputting their orders into the order entry system. Resolve customer inquiries, increasing customer satisfaction and driving sales growth. Learn our customer experience methodology and state-of-the-art contact center technology. Professionally manage a variety of accounts, taking inbound requests and making outbound calls. Become a brand ambassador for one of the many larger, recognizable partners we represent. Minimum of 1 year of experience in a customer service environment preferred. Exceptional sales ability; must be able to enthusiastically motivate customers to purchase products and/or services. Knowledge of computer based-systems, Internet and Microsoft office applications (Outlook, Word, Excel) required.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=fb597de362fc93b3&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ei43ts093baj001&tk=1ei43ts093baj001&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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TEAM MEMBER I - FOLLETT CORPORATION - CLEVELAND

This position greets customers, assists customers with inquiries, both in the store and on the phone. Operates the cash register and is responsible for processing all facets of customer transactions in accordance with established processes and policies, with a focus on safe money handling procedures and secure transaction practices. Shelves product and partners to ensure product is signed and displayed properly. Answers phone and responds to inquiries or direct calls for appropriate resolution. Balances the cash drawer including checks and the credit card receipts and student charge slips. 0 - 3 years of previous experience. High School Degree or equivalent. General Computer Skills.

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https://recruiting.adp.com/srccar/public/RTI.home?c=1122441&d=Corporate_External&rb=INDEED&r=5000491470506#/

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CUSTOMER SERVICE REPRESENTATIVE - THE MASTER PRODUCTS COMPANY – CLEVELAND

\$13.00 - \$15.50 an hour. Full-time. Customer Service: 1 year. Manufacturing experience is preferred. The successful applicant will be responsible for receiving and processing orders. Edit orders received for price and grouping. Resolves any issues with the customer prior to entry of order. Informs customer of unit prices, shipping date, anticipated delays, and any additional information needed by customer. Confirms pricing with Engineering Dept. High school diploma or general education degree (GED). Experience and knowledge in use of the internet, Word, Excel and Outlook programs.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=e2f4dca26a1ccec9&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ehsglu9h3baj006&tk=1ehsglu9h3baj006&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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ORDER ENTRY / CUSTOMER SUPPORT SPECIALIST - DECKER STEEL & SUPPLY, INC. - CLEVELAND

\$28,080 - \$52,000 a year. High school or equivalent. Leading building material supply house seeks focused and driven individual for an Order Entry / Customer Support Specialist to join our team. This individual would be responsible for handling customer orders and inquires, coordinating with warehouse staff to ensure proper order fulfillment, monitoring inventory levels, and various other customer service related tasks. Provide customer service at a level that exceeds customer expectations. Receive sales orders (via email, telephone, or in person), enter into system, & send to warehouse for fulfillment. Computer proficient Windows/Office environment.

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https://www.indeed.com/jobs?q=customer%20service%20%2433%2C000&l=Cleveland%2C%20OH&radius=15&explvl=mid_level&fromage=7&vjk=eafb354382e97a9e

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CUSTOMER SERVICE REPRESENTATIVE - JOYFAY - CLEVELAND

\$14.00 - \$18.50 an hour. We are seeking a Customer Service Representative to join our team! You will be responsible for helping customers by providing product and service information and resolving technical issues. Handle customer inquiries and complaints. Provide information about the products and services. Troubleshoot and resolve product issues and concerns. Document and update customer records based on interactions. Develop and maintain a knowledge base of the evolving products and services. Previous experience in customer service, sales, or other related fields. Excellent written and verbal communication skills.

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=607a64eb8771b152&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1ehn7tugoq7p6803&tk=1ehn7tugoq7p6803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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REP 1, CUSTOMER SERVICE VIDEO REPAIR (CALL CENTER) - SPECTRUM - GARFIELD HEIGHTS

Full-time entry-level to mid-level customer service role troubleshooting and resolving technical cable and video service issues, including repair, billing, and accounts. A tech-savvy problem solver who can multitask to repair a variety of services and equipment. Assisting Residential Accounts with basic needs for Video Repair, Internet and Phone. Ability to read, write, speak and understand English. High School Diploma or GED. 6 months or more customer service experience. 1 year or more working with computers and multiple software applications. 6 months or more heavy volume phone experience in a customer service/call center job.

https://jobs.spectrum.com/job/-/-/4673/17147528?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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CUSTOMER SERVICE REP - LINCARE - GARFIELD HEIGHTS

The Customer Service Rep aids in all Customer Service functions of order entry, while abiding by the procedures set forth by management. Actively participates in the training of all Customer Service personnel including new hires. Monitors the flow of orders to and from the Customer Service Department. Deletes, corrects, or re-enters patient orders as deemed necessary. Monitors phone calls. Ability to read and analyze documents such as patient orders. Ability to effectively communicate with co-workers and patients alike. Ability to help with the training of employees. High school diploma or general education degree (GED), related experience and/or training, or equivalent combination of education and experience. Computer entry experience necessary

https://www.indeed.com/viewjob?alid=5ee79e5cda4a67353f174f1f&from=ja%2CiaBackPress&jk=be32ec5c76ee3d4d&l=Cleveland%2C%20OH&q=customer%20service%20representative&rgtk=1eh574u8pq7q2800&tk=1eh574u8pq7q2800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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RETAIL CUSTOMER SERVICE REPRESENTATIVE - MICRO CENTER - MAYFIELD HTS

If you have a passion for computers & electronics, Micro Center is the place for you! It is Micro Center's core promise to take care of our associates and customers. Provide superior service when assisting customers at the point of sale/checkout area; build repeat business through customer satisfaction. High school diploma or equivalent.

<https://recruiting.ultipro.com/MIC1003MEI/JobBoard/e3674ed3-2699-442b-aa28-c0b8436281b9/OpportunitDetail?opportunityId=a53697de-a791-413b-b37e-ed216b0d30b7&sourceId=9d195ac8-cba6-40f9-9b23-fa9499a9d673>

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SALES ASSOCIATE - CLE CLOTHING COMPANY – CLEVELAND

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Sales associates are responsible for consistently exceeding the customer's expectations, while working with team members to ensure the completion of all daily tasks as instructed by management or company policy. Ensures the highest level of customer service in line with CLE Clothing Co.'s expectations, while balancing the completion of daily tasks. Builds genuine relationships with customers. Determines customer needs and offers suggestions and alternatives. Helps to maintain organization and restock of the sales floor. Experience in customer service.

<https://www.cleclothingco.com/pages/jobs>

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KEY HOLDER - CLE CLOTHING COMPANY - CLEVELAND

Support the management and Home Office teams in being a role model for fellow sales staff members by adhering to all CLE company policies and procedures, and following company standards for excellent customer service. When a manager or Home Office employee is not on duty, the Key Holder will be acting manager-on-duty and is responsible for leading their team to accomplish daily tasks. Participate in the processing of new shipment. Responsible for counting drawers/safe at open. Directs staff. Ensures all opening or closing procedures are completed. Reports any issues to Assistant and/or General Manager. Experience in customer service.

<https://www.cleclothingco.com/pages/jobs>

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CUSTOMER SERVICE REPRESENTATIVE - U-HAUL - CLEVELAND

As a Customer Service Representative you will interface with U-Haul customers to identify what they are looking for so that you can recommend the best moving supplies or storage solutions for their moving needs. A Customer Service Representative will assist customers inside the U-Haul Center by educating them on our products and services, answering questions, and preparing rental invoices. Valid driver's license and the ability to maintain a good driving record to operate commercial motor vehicles. High School Diploma or equivalent.

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https://uhaul.wd1.myworkdayjobs.com/en-US/UhaulJobs/job/Cleveland-Ohio/customer-service-representative_R76104?r2r

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AIRPORT CUSTOMER SERVICE & SALES AMBASSADOR - CLEAR - CLEVELAND AIRPORT

\$13 an hour. A CLEAR Ambassador is the voice of the CLEAR brand, serving and supporting our members each day on the front lines. Ambassadors provide exceptional customer service while guiding members through the secure CLEAR biometrics verification process and enroll new members in airports and stadiums. Resolve traveler and/or member's concerns. Drive membership enrollments. High school diploma or GED equivalent.

https://www.indeed.com/viewjob?jk=8bf558f1741ac7af&q=customer+service+representative&l=Cleveland,+OH&tk=1efk9jabopl6f80c&from=ja&alid=5ee79e5cda4a67353f174f1f&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1efk9jabopl6f80c

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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

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**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/>

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**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

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OFFICE

**SECRETARIAL ASSISTANT/RECEPTIONIST - GRANEX INDUSTRIES -
SOLON**

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\$13 - \$15 an hour. The Secretarial Assistant/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. 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?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=a97cf13e74325794&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1eiekon95qs7u803&tk=1eiekon95qs7u803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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ADMINISTRATIVE SUPPORT SPECIALIST/BUILDING DEPARTMENT - CITY OF SOUTH EUCLID

Coordinates and assists with the operation of the Building Department and support staff; assists the public with the processing of applications and submittals to the Building Department. Processing applications, coordinating agendas and sending all correspondence. Assist with scheduling for inspectors. Compile payroll information. Prepare purchase requisitions for office supplies and for professional services. Utilize Citizen Serve Software to track and process permit data and create reports. High school graduate, with some college preferred. Excellent verbal and written communication skills; experience working with the public in occasionally high stress situations; ability to handle financial transactions and basic bookkeeping proficiency. Computer skills – Word, Excel, MS Office, Citizen Serve software. Salary Range: \$15.50- \$25.00 hourly.

Applicants should submit a cover letter and resume along with an employment application (available on city website) and send to the attention of Laura Heilman, Building Commissioner; 1349 South Green Road, South Euclid, OH 44121

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CASHIER/RECEPTIONIST - TIM LALLY CHEVROLET - WARRENSVILLE HEIGHTS

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Answer dealership group phones, greet and receive prospects and customers. Direct customers to the correct department, notify the appropriate person that a customer is waiting, and introduce the customer to the salesperson. Work cooperatively with the sales and other internal teams. Communicate with callers and visitors in a professional, friendly, and efficient manner. Type memos, correspondence, reports, and other documents. Assist in scheduling and confirming sales appointments. Valid driver's license and clean driving record.

https://www.indeed.com/viewjob?alid=573d2a92e4b0ca9c4d4840e7&from=ja%2ciabackpress&jk=52179a7fc61aa5a3&l=cleveland&q=%22cashier%22&rgtk=legqr4rgsqpsm800&tk=legqr4rgsqpsm800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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CLIENT CARE RECEPTIONIST - AESTHETIC SERVICES - IDEAL IMAGE DEVELOPMENT CORPORATION - MAYFIELD HEIGHTS

Meet and greet all incoming clients. Ensure that the reception/front desk area and telephones are being covered properly. Persuade clients to schedule a complimentary consultation for treatment services in concert with the Ideal Image sales process and in accordance with established sales goals. Foster and nurture positive relationships with clients. Ensure all procedures, practices, client interactions, and environmental factors unequivocally promote and achieve a favorable client experience. 1-2 years of customer service experience. Proficient with personal computers and contemporary software applications.

https://careers-idealimage.icims.com/jobs/8091/job?utm_source=indeed_integration&iis=Job+Board&iisn=Indeed&indeed-apply-token=73a2d2b2a8d6d5c0a62696875eaebd669103652d3f0c2cd5445d3e66b1592b0f&mobile=false&width=1110&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240

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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

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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

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FINANCE

TELLER/CUSTOMER SERVICE REPRESENTATIVE I - THIRD FEDERAL SAVINGS & LOAN - PARMA

We are looking for an experienced Teller/ Customer Service Rep I for our Snow Road Branch. The qualified candidates will be proficient in all aspects of cash handling, managing and balancing a teller drawer and positively resolving customer issues. Dedication to delivering outstanding customer service is required. Working with the bank's customers (face to face) handling financial transactions and problem resolution in a professional and friendly manner. 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.indeed.com/viewjob?jk=8c92f9d5a629288c&q=customer+service+representative&l=Cleveland,+OH&tk=1ei43ts093baj001&from=ja&alid=5ee79e5cda4a67353f174f1f&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails&rgtk=1ei43ts093baj001

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CUSTOMER RELATIONSHIP SPECIALIST (2) - FIRST FEDERAL LAKEWOOD - LAKEWOOD

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The Customer Relationship Specialist assists callers with account information and cross-sells banking products and services. Provides information and resolves problems for customers and non-customers via various delivery channels by accessing account and product information. Experience in sales is required. Experience in customer service is required. Experience in financial services or banking is required. Proficient in typing and ten key. Proficiency in MS Office. EasyLender, Cleartouch, OnBase, various government and investor software/web portals is preferred. High School Diploma or equivalent is required; banking experience: 2+ years is required.

<https://recruiting.paylocity.com/recruiting/jobs/Details/340276/First-Federal-Lakewood/Customer-Relationship-Specialist-2>

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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/>

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HEALTH

APPOINTMENT CENTER PATIENT SERVICE SPECIALIST - CLEVELAND CLINIC - SOLON

Provides customer service to patients, physicians and other callers in a closely monitored call center environment by, scheduling appointments, verifying insurance data and coordinating clinic wide resources to meet needs and facilitates access. Bachelor's degree, Excellent analytical skills, verbal and written communication skills, with strong customer service and human

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relations skills. In lieu of a degree, three years of high touch customer experience. Three years high touch customer experience, or three years of Cleveland Clinic Epic experience or has completed CC Epic scheduling and registration and appointment center training. Must be able to type 25 WPM.

<https://jobs.clevelandclinic.org/job-detail.html?100573-appointment-center-patient-service-specialist&source=indeed>

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FRONT DESK RECEPTIONIST - CLEVELAND DENTAL INSTITUTE - CLEVELAND

The Front Desk works closely with the patients to ensure a positive experience while delivering on Cleveland Dental Institute's commitment to exceptional customer service. Other functions include but are not limited to; scheduling, checking in/out patients, timely collection of fees from patients, verification of insurance coverages, maintaining a professional appearance, and the greeting of patients along with maintaining the day to day tasks. The Receptionist should possess a friendly, outgoing demeanor and excellent organizational and communication skills. Must be experienced with Open Dental Software. Job Type: Full-time. Pay: \$10.00 - \$18.00 per hour.

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=44c94c6aa96c7274&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1ei6tihadqnv803&tk=1ei6tihadqnv803&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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PATIENT SERVICE REPRESENTATIVE - ASPEN DENTAL - BROOKLYN

Full-time. \$11 - \$13 an hour. Welcomes all patients to the Office by their name; provides a personal introduction. Accepts first hand-off from the PSC Scheduling Center by reading check-in notes and acknowledges comments or concerns communicated by the patient to the PSC Scheduling Center Agent. Educates patients on the completion of patient intake forms. Confirms, updates, and verifies all patient demographic and clinically necessary information.

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Updates treatment plan information in the company system at the direction of the treating Doctor; collects and posts patient payments. Performs general office duties; mail distribution; filing and pulling of patient charts; daily chart audits; ordering of office supplies; daily shipping and receiving and shredding of protected health information.

https://www.simplyhired.com/job/GUKgi_Gb-jdoByLjtWz0GDCrnO5-Kaifm3112ehsx-gipIAkwbyOCO?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1ehp7tapkqp2i800

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**HR ADMINISTRATIVE ASSISTANT - KOINONIA HOMES
-INDEPENDENCE**

\$17 - \$18 an hour. Responsible for administrative duties and receptionist duties related to the operations of the human resources office. Assisting HR team members with administrative duties that support significant HR functions such as recruiting, on-boarding, orientation, maintaining new employee records and data entry. Retrieving and/or inputting confidentially protected information into existing databases on request. on within this position always requires the ability to perform with a high degree of accuracy and confidentiality working in a fast-paced, High school diploma/GED required. Associates degree or post-secondary coursework preferred. Three years' administrative assistant experience required in high-volume customer service setting. Typing, use of office machines, filing system and telephone skills required. Proficient in Microsoft Office Products

https://www.indeed.com/viewjob?alid=573d2a92e4b0f90143fc7de7&from=ja%2CiaBackPress&jk=7d2af1914edbd189&l=cleveland&q=medical%20office%20%22receptionist%22&rgtk=1ehaj6m6q396i800&tk=1ehaj6m6q396i800&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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

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\$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/>

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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>

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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.

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

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 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>

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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 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

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**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/>

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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=6204300abd25304&l=Cleveland%2C%20OH&q=customer%20service%20representative&gk=1ec5jrmns3bqb000&tk=1ec5jrmns3bqb000&utm_campaign=job_alerts&utm_medium=email&utm_source=jobseeker_emails

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**DIRECT SUPPORT PROFESSIONAL - VIAQUEST - BROOKLYN
HEIGHTS**

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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.

<https://newton.newtonsoftware.com/career/CareerHomeSearch.action?clientId=8a7883d06abc7c06016ac70f1b8a0ad3>

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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.

<https://www.menorahpark.org/employment/current-openings>

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MULTIPLE POSITIONS - METROHEALTH MEDICAL CENTER - CLEVELAND

The MetroHealth System.

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

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JOB OPPORTUNITIES - UNIVERSITY HOSPITALS - CLEVELAND

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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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FOOD/HOSPITALITY/CLEANING

EVENT SERVICES/CROWD MANAGEMENT, GUEST SERVICES & EVENT LABOR STAFF

Seasonal, Part-Time, Flexible Hours. We are currently hiring for customer service oriented people to fill positions. The position's responsibilities include, but are not limited to, special events and concert security, crowd management, ticket takers, ushers, gate positions, and general event labor.

Current positions: First Energy Stadium Security Officers: \$10.50 to \$11.00 per hour

Crowd Management & Concert Staff - Cleveland: \$10.50 per hour.

You must be at least 21 years of age, pass a background check, and pass a drug screening test.

<https://www.tenable.net/contact?routing=employment>

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STORE MANAGER TRAINEE - ALDI - CLEVELAND

Full-Time. Opportunity to earn \$51,470-\$72,060/year as a Store Manager. Assesses, establishes, and implements appropriate store staffing levels cooperatively with their direct leader.

Establishes and communicates job responsibilities. Identifies training and development opportunities. Observes work performance, provides coaching, and conducts annual performance evaluations. Assists in the hiring of store personnel. Prepares, manages, and revises weekly schedules. Supervises and maintains proper stock levels. Conducts store inventory counts. High

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School Diploma or equivalent preferred. A minimum of 3 years of progressive experience in a retail environment.

https://careers.aldi.us/job/-/-/61/17362862?utm_campaign=tmp&utm_medium=ad&utm_source=indeed&utm_campaign=tmp&utm_medium=organic&utm_source=indeed.com

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TEAM MEMBER I - FOLLETT CORPORATION - CLEVELAND

This position greets customers, assists customers with inquiries, both in the store and on the phone. Operates the cash register and is responsible for processing all facets of customer transactions in accordance with established processes and policies, with a focus on safe money handling procedures and secure transaction practices. Shelves product and partners to ensure product is signed and displayed properly. Answers phone and responds to inquiries or direct calls for appropriate resolution. Balances the cash drawer including checks and the credit card receipts and student charge slips. 0 - 3 years of previous experience. High School Degree or equivalent. General Computer Skills.

https://recruiting.adp.com/srccar/public/RTI.home?c=1122441&d=Corporate_External&rb=INDEED&r=5000491470506#/

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FRONT DESK CLERK - HYATT - CLEVELAND

As a Front Desk Clerk or Guest Services Clerk you have the responsible to give our guests the best hospitality experience they can have. Assisting guests efficiently, courteously and professionally at all times. Maintain a high level of service and hospitality. Promptly and effectively deal with guest concerns or issues and see all are met to satisfaction in timely manner Post guest charges, collect payments and follow all cash handling procedures as required by Concord. Handle guest mail and messages with respect to privacy and professionalism. Respond quickly to incoming calls, lobby visitors and team members needing front desk assistance.

<https://careers.hyatt.com/en-US/careers/hospitality/jobdetails/1516948?src=JB-14400>

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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.

www.TrinityServicesGroup.com/Careers

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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 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

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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

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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

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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>

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SOCIAL SERVICE/ PROFESSIONAL/ EDUCATION

WATER CHAMPION - CHN HOUSING PARTNERS - CLEVELAND

Water Champions will serve as liaisons, connecting neighborhoods with resources to understand and navigate water-related challenges. Water Champions will be a resource that community members can turn to with questions. Training will be provided. Recruit water testing participants. Identify and assess needs for outreach. Develop projects. Identify gaps, barriers, and challenges. Collect and report feedback from community. Must possess a high school diploma or GED. Must have a driver's license with access to reliable transportation. Must possess ability to use a laptop computer to be provided. Strong communication skills. Bilingual, Spanish preferred. Interest in water-related issues, sustainability, equity, community-resilience, etc. This position is a full-time with an hourly pay of \$14.83. This is a grant funded position for one year and could be renewed.

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<https://chnhousingpartners.org/careers/?gnk=job&gni=8a78879e7239c8240172bfc474d00564&gns=Greater+Cleveland+Water+Equity+Partners>

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CHILDCARE SUPERVISOR - PROVIDENCE HOUSE - CLEVELAND

Childcare Supervisors are primarily responsible for coordinating all shift responsibilities for their staff and volunteers. The Childcare Supervisor is responsible for monitoring their team's use of trauma-informed care and conscious discipline practices and will intervene as appropriate to provide guidance to the team. Overseeing staff, supporting the children and families, and maintain a structured environment. Provides comprehensive hands-on training to new employees during their orientation period. Assigns shift duties and children to staff daily. Conducts intakes and discharges. Provides support to childcare staff. 21 years of age or older. High school diploma or GED equivalent required. Bachelor's Degree in Social Work, Early Childhood, or Associate Degree and related experience preferred. 2+ years of direct paid childcare experience required. Supervisor experience preferred. Valid State of Ohio driver's license.

<https://www.provhouse.org/jobs?page=1>

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CHILDCARE PROVIDER - PROVIDENCE HOUSE - CLEVELAND

Childcare Providers are assigned up to 5 children, 0-12 years of age. Each Childcare Provider is primarily responsible for all aspects of the children's care, including providing developmentally-appropriate educational enrichment activities and bathing/toileting/hygiene needs. Care is provided in a trauma-informed way and there is a focus on positive behavior management. Each shift also works as a team to complete additional household duties as assigned. 21 years of age or older; High school diploma or GED equivalent required. One to two years of direct paid childcare experience at minimum. Valid State of Ohio driver's license. \$10 and \$12 per hour.

<https://www.provhouse.org/jobs?page=1>

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ON-CALL CHILDCARE PROVIDER - PROVIDENCE HOUSE - CLEVELAND

On-Call Childcare Providers will be available to cover at least 2 shifts per month. Responsible for all aspects of the children's care, including providing developmentally-appropriate educational enrichment activities and bathing/toileting/hygiene needs. Care is provided in a trauma-informed way and there is a focus on positive behavior management. 21 years of age or older; High school diploma or GED equivalent required. One to two years of direct paid childcare experience at a minimum. Valid State of Ohio driver's license. CPR/First Aid certifications a plus. The starting rate of pay is between \$10 and \$12 per hour commensurate with experience.

<https://www.provhouse.org/jobs?page=1>

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MANUFACTURING/TRADES/GENERAL LABOR

/PACKAGING/GENERAL LABOR - ORLANDO BAKING COMPANY - CLEVELAND

Production/Packaging of specialty bread products. Includes: bread and pan feeder, utility, palletizer. Ability to work in a fast paced environment. Ability to work in hot and/or cool environment. Excellent Attendance. Lift up to 50 lbs. Sunday-Friday varied schedule. 5-6 days per week. Must be able to work any shift. Saturday's scheduled as needed along with additional overtime. All plant positions require sign up with the Bakers Union, Local 19.

<https://www.orlandobaking.com/default.php?pinx=31>

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SHIPPING & RECEIVING CLERK - ASR GROUP - CLEVELAND

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The company produces a full line of grocery, industrial, food service and specialty sweetener products. The Shipping & Receiving Clerk keeps records on incoming and outgoing shipments, prepares items for shipment, receives inbound shipment and stocks in warehouse. 1-2 years in an industrial manufacturing environment required. Prior forklift or tow motor experience preferred. Ability to be certified is required. Proven ability to successfully meet customer and management deadlines. High school diploma or general education degree (GED); equivalent experience and/or training; or equivalent combination of education and experience.

<https://careers.fcc-asrgroup.com/job/Cleveland-Shipping-&-Receiving-Clerk-OH-44101/615703601/>

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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/>

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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.

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

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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.

Call (855) 929-1794 to Learn More!

APPLY @ <https://autobody.workwithcarvana.com/careers/70>

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TRANSPORTATION/WAREHOUSE/DISTRIBUTION

NON CDL DRIVER - SIMPLE RECYCLING - WARRENSVILLE HTS

Full-time. \$11 an hour. Will be operating with a Company Vehicle and Company Gas Card. You will be assigned routes in different communities in the surrounding areas to collect bags of clothing and small household goods curbside from residents. Valid driver's license and working cell phone required.

https://www.simplyhired.com/job/Y1nx_m97Da8IFlt4HGO3y9-XqjQP7UiYMTqnGDUtqfNJM N7drMM0VA?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts &jatk=1eg5r2idq0e4h000

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DELIVERY ASSOCIATES/VAN DRIVERS - LANCE GLOBAL LOGISTICS - BEDFORD

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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.

www.lancegloballogistics.com

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MULTIPLE POSITIONS - AMAZON - CLEVELAND AREA

Become part of the dedicated team that gets orders ready for people relying on Amazon's service. From flexible part-time roles to full-time set schedules with health care benefits, Amazon has a variety of jobs. Find the right Amazon opportunity for you today. Amazon remains open as an essential business to serve our communities delivering critical supplies directly to the doorsteps of people who need them.

https://www.amazon.jobs/en/search?base_query=&loc_query=cleveland&latitude=41.50473&longitude=-81.69075&loc_group_id=&invalid_location=false&country=USA&city=Cleveland®ion=Ohio&county=Cuyahoga

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JOB FAIRS/RECRUITMENTS/HIRING EVENTS

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:

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- 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

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YOUTH OPPORTUNITIES UNLIMITED (Y.O.U.) YOUNG ADULT OPPORTUNITIES PROGRAM - TRAINING - CLEVELAND

These free programs are open to young adults 18-24 years old, not currently in high school or college, and residents of Cuyahoga County. All receive direct supportive services for up to one year after completion of program, incentives for completion, and job coaching and retention services. Programs include:

Virtual 3-week Job Readiness Training

4-week Work Experience

Credential Training: Customer Care, IT, State-tested Nurse Aid (STNA), and Construction

For more information or to enroll, call 216-973-0037 or visit our website at <https://www.youthopportunities.org/young-adult-opportunities-program>.

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SECURITY - ALLIED UNIVERSAL - CLEVELAND

Allied Universal is looking for Security Professionals for businesses in Cleveland and surrounding areas. Full time or part time. All Shifts available. Must be 18+ years of age to apply
Allied Universal Fall Open Interview Schedule

2pm – 6pm
Wednesday, September 30th 2020

10am - 2pm
Tuesday, September 22nd 2020
Saturday, September 26th 2020

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Location for all Events: 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
www.jobs.aus.com

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ASSISTED LIVING JOB FAIR/TUESDAY SEPT.23RD - BROOKDALE – WESTLAKE

Full-time | Part-time \$9.30 - \$15.00 an hour. We are currently looking to hire in all departments for our Assisted Living. (Laundry, housekeeping, dietary staff, resident care associates and nurses. Must enjoy taking care of seniors. Multiple positions available. No experience needed. Flexible schedules, 8 and 12 hour shifts, full and part time.

JOB FAIR TUESDAY SEPTEMBER 23RD 8A-11A AND 1P-5P. If unable to make those times please call Sandy at 440-892-6247 to make individual arrangements.

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WAREHOUSE ASSOCIATE JOB FAIR/SEPTEMBER 26 10:00AM -1:00PM - ARHAUS FURNITURE - CLEVELAND

Sign up and attend our Job Fair on September 26th from 10:00am - 1:00pm. We are hiring 1st and 3rd shift Equipment operators and Warehouse associates. Attend our hiring event and leave with a job offer. From \$14 - \$17 with additional bonus potential! Equipment operators (High Reach) and Warehouse Associates. From \$14.15 - \$17.90 with bonus! Warehouse team members are responsible for loading and/or unloading trucks of furniture and home décor. Lifting and moving furniture around the dock area are a large portion of this role. Forklift experience.

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https://www.simplyhired.com/job/LH8mb-OaVfeKVMnt-gyVmc1QVHNmOwmjpKZgVam_mHlcxTgxzixyYw?utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&jatk=1ei8ngsocqsu5800

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