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The "OhioMeansJobs Shelby County AREA JOB POSTINGS" summary will be updated at the beginning and middle of each month. OhioMeansJobs Center of Shelby County also has job postings which are updated daily. To view these postings and for additional services to assist with your job search, you may visit our Jobs Center at 227 S. Ohio Ave, Sidney Ohio, Monday—Friday, 7:30 a.m.—4:00 p.m. with extended hours on Tuesdays until 6:00 p.m. or visit our website at www.shelbycountyjfs.org.

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227 South Ohio Avenue, Sidney

Hours: Monday-Friday 7:30am-4:00pm; Tuesday 7:30am-6:00pm

937-498-4981 ext. 2816

Management

Company: WG Grinders

Qualifications Desired: We can easily train the right person.

Job Duties: Management at a local school cafeteria. Duties include cooking, cashier, and light reporting.

To apply: Please contact Operations Director Randy Duff at wggrindersofday-ton@hotmail.com or call 937-294-3663.

Building / Grounds Keeper

Company: US Foods

Address: 601 N Stolle Avenue, Sidney, Ohio 45365

Qualifications Desired: no requirements specified

Education: not specified

Job Duties: • Responsible for maintaining clean racking in the warehouse • Responsible for the cleanliness of the warehouse and other areas of the facility. • Responsible for mopping the warehouse and other areas of the facility as needed • Ensure warehouse is clean and remove all safety hazards

To apply: apply online www.indeed.com seek job title and location

Material Handler

Company: Plastipak

Job Location: Jackson Center, Ohio

Qualifications Desired: Prior tow motor, forklift or heavy equipment experience, Basic math and reading skills, Basic computer and scanner skills, Ability to lift 50 pounds and to stand throughout entire shift, Ability to work in fast paced environment, Manual dexterity, Good eye and hand coordination, Effective communication skills

Education Requirement: High School Diploma or GED preferred

Job Duties: The Material Handler is responsible for the moving and storage of finished goods and raw materials as well as being responsible for loading products for customer orders.

To apply: Apply online at: www.OhioMeansJobs.com or https://plastipak.wd1.myworkdayjobs.com/Plastipak/job/Plastipak---Jackson-Center-OH/Material-Handler_REQ4285?source=States_Compliance

Raw Material Manager

Company: Plastipak

Job Location: Jackson Center, Ohio

Qualifications Desired: Strong Microsoft Office skills, especially Outlook, Word, and Excel. Strong analytical and math skills as verified by pre-hire or pre-promotion screening, testing, transcripts and/or references. Excellent interpersonal skills as demonstrated in context of interview and verifiable references. Excellent verbal and written communication skills required for the position as demonstrated in context of interview and verifiable references.

Education Requirement: Associates or Bachelors degree in related field or combination of education and related experience.

Job Duties: Responsible for monitoring all aspects of raw materials within the site.

To apply: Apply online at: www.OhioMeansJobs.com or https://plastipak.wd1.myworkdayjobs.com/Plastipak/job/Plastipak---Jackson-Center-OH/Raw-Material-Manager_REQ4277?source=States_Compliance

Production Operator/Assembler

Company: Harmony Systems

Job Location: Piqua, Ohio

Job Duties: We have a clean, Friendly, ambient working environment!

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?adid=285409853&cmp=Harmony-Sys-tems&from=iaBackPress&jk=c20861bcd9ba0b7b&pub=4a1b367933fd867b19b072952f68dceb&sjdu=QwrRXKrqZ3CNX5W-O9jEvTHK_gwVln-tz6nDN_ABFttNFM3Z8CdUcyjQsGLncsWBVIsXfsE2CeS399FvgixlzZQOAIrbemACUVMNjDufUbE&t=Production%20Operator%20Assembler&tk=1dil7ug9gi092806&vjs=3

Production Technician/Machine Operator

Company: Plastipak

Job Location: Jackson Center, Ohio

Qualifications Desired: Previous mechanical experience/mechanically inclined, Ability to perform basic maintenance and repairs on equipment, Basic computer skills, Use basic hand tools, Ability to lift 50 pounds and to stand throughout entire shift, Ability to work in fast paced environment, Manual dexterity, Good eye and hand coordination, Effective communication skills

Job Duties: Responsible for the hands-on operation of automated injection/blow molding equipment in a safe and efficient manner to achieve optimal results.

To apply: Apply online at: www.OhioMeansJobs.com or https://plastipak.wd1.myworkdayjobs.com/Plastipak/job/Plastipak---Jackson-Center-OH/Production-Technician---Machine-Operator_REQ4283?source=States_Compliance

Customer Service Associate—Boat Rental, Fuel pier, Cleaning

Company: Spend A Day Marina

Job Location: Russells Point, Ohio

Job Duties: Answer incoming customer inquiries. PLEASE! Read job description and apply only if you intend to respond to our call back. Thank You for your interest! This will be a full time position with applicable benefit package. 69 year old company on Indian Lake. During boating season this position will be responsible for leading a team of seasonal workers and handling a very busy fuel pier and boat rental department including keeping our rental units clean and providing a great experience to our customers. In season, weekend work is necessary because we are driven by the needs of our boating customers. OT hours earn OT pay! During the "off" season this position will be part of our service team with pressure washing, handling and boat detailing responsibilities. In the off season the hours are more flexible with weekend rotation time off. Still some OT but not as much. No weekends mid November until early March. This is an active, physical, often outdoors position, requiring average ability to bend, lift, twist and kneel. This is a "Customer Facing" position in a casual environment so applicant will need to present well and help make our customers feel good about their experience here. Applicant must be self motivated and very capable with computer entry.

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?aid=302064360&cmp=Spend-A-Day-Mari-na&from=iaBackPress&jk=a7ac1f09179c456e&pub=4a1b367933fd867b19b072952f68dceb&sdu=QwrRXKrqZ3CNX5W-O9jEvdjQJfbZw9lyDaXVI2_T9uGUAeStYmZt_rzQXU93IKaAdwKOjFQCtUJvtGmBI1I_ISXQrpon3uvGwllkx--S96ZXWFpBQOqyS0XF0bTYkLTZgwjCpcJELSOcmleBECMvDQ&t=Customer%20Service%20Associate&tk=1dil7ug9qi092806&vjs=3

Internal Auditor

Company: Crown Equipment Corporation

Job Location: New Bremen, Ohio

Qualifications Desired: Strong communication, analytical, and organization skills are also required. A CPA or other appropriate certification along with prior SAP software experience is preferred. An understanding of internal control concepts and experience in applying them to plan, perform and report on various business processes/areas/functions. Must be able to travel.

Education Requirement: A four-year college degree and at least three to five years of audit experience is required.

Job Duties: Audit the accounting and statistical data of various departments and locations in order to verify accuracy and efficiency. Audit the activities of various departments for compliance with Company policy as prescribed by management. Document and analyze existing policies and procedures to determine adequacy and effectiveness of the system of internal controls at various levels in the Company.

To apply: Apply online at: www.OhioMeansJobs.com or <https://career4.successfactors.com/careers>

Processing Operator

Company: Abbott Laboratories

Job Location: Tipp City, Ohio

Qualifications Desired: Background: Knowledge of applicable regulatory standards and requirements for infant formula and nutritionals. Experience: Prior food manufacturing or similar batch process with a significant emphasis on Good Manufacturing Practices (GMP) and computer-controlled systems desired. Skills: Must possess good written, verbal, computer, and mechanical skills. Possess good interpersonal skills and be able to work safely in a team environment. The candidate must have the ability to multi-task in a dynamic environment with the ability to comprehend, make decisive decisions and use problem solving skills while maintaining quality product and area GMP at all times. Accountability / Scope/Budget: Contribute to the overall effectiveness of the plant operations by producing high quality products in a timely manner for various filling lines. The department will accomplish this objective in accordance with GMP, SMP and safety requirements with minimum product/ingredient loss through efficient use and maximum utilization of manpower assigned. The position requires a high degree of attention to detail and an ability to think about critical situations/decisions.

Education Requirement: High school diploma or GED equivalent. Some college or vocational schooling desired.

Job Duties: The Processing Operator is responsible for the manufacturing of liquid pediatric and medical nutritional products. The job requires the lifting and physical handling of raw ingredients during the weighing, staging and manufacturing processes. The job also requires interaction with computer systems that are integrated into the manufacturing process along with documentation of manufacturing steps in accordance with work order and job procedures. A processing operator must adhere to all Good Manufacturing Practices (GMP) and regulatory standards and follow detailed work order instructions and be capable of performing the variety of duties either "A", "B" or "C" processing functions.

To apply: Apply online at: www.OhioMeansJobs.com or <https://abbott.wd5.myworkdayjobs.com/en-US/abbottcareers/job/United-States---Ohio---Tipp-City/Processing-Operator--630pm-700am-30932451-1>

Plant/Cost Accountant

Company: Fenix, LLC

Job Location: Wapakoneta, Ohio

Education Requirement: BA or BS in Accounting or equivalent degree

Job Duties: The Plant/Cost Accountant is responsible for assisting the CFO in performing a variety of accounting functions related to cost, inventories, fixed assets, payroll, billing, month-end closing and financial reporting. Drive continuous improvements and cost reduction initiatives. Performs and maintains all functions related to Product Costing System. Month-end closing and prepare monthly financial statements and other operational reports for plant. Prepare forecasts of income statements, balance sheets, and statement of cash flows. Monitor and implement plant internal controls (in conjunction with Corporate policies) as necessary to ensure reporting integrity and safeguard company assets. Responsible for payroll. Helps with coordinating annual audit activity to ensure that all schedules are prepared on an accurate and timely basis. Prepare Bank Reconciliation. Responsible for fixed assets in the facility. Performs other duties as assigned by the CFO.

Manufacturing environment with 3 years' experience. Strong analytical skills and attention to detail. Proficient at Microsoft Excel, Word and Power Point. Experience with generating reports for top level management. Strong communication and interpersonal skills.

To apply: Email resume to employment@fenixllc.com

Electrical Engineer

Company: Midmark Corp

Job Location: Versailles, Ohio

Qualifications Desired: Experienced in the use of EDA Software, Altium or Mentor Graphics PADs preferred. Knowledge of Enterprise Resource Planning (ERP) systems. Oracle preferred. PLM Agile preferred. Ability to prepare Test Protocols and Test Reports. Ability to analyze and interpret data and use that to influence change. Ability to work independently and collaboratively. Strong analytical and communication skills (written and verbal). Familiarity with Lean principles and concepts.

Education Requirement: Bachelor of Science in Electrical Engineering or related degree required and 2 or more years of experience preferred.

Job Duties: Design, develop, document and test electronic systems, components and circuits in Midmark products, both new products and modifications to existing ones.

To apply: How To Apply: <https://midmark.referrals.selectminds.com/jobs/electrical-engineer-847>

Technical Service Specialist

Company: Midmark Corporation

Job Location: Versailles, Ohio

Qualifications Desired: Ability to interact with the Engineering team to solve complex issues. Ability to use test and repair equipment. In depth knowledge of computers and operating systems. Ability to work with different personality types while remaining tactful and diplomatic. Must be a self-starter with the ability to work with minimum supervision. Ability to multitask and resolve to issues analytically. Ability to plan, organize, coordinate and sort priorities in order to achieve timely quality results. Must possess excellent verbal and written communication skills. Understanding and ability to engage in MPS skills and concepts to develop a continuous improvement culture.

Education Requirement: Associates degree or equivalent from a two year college or technical school preferred. At least 1 year of previous experience is preferred or a combination of education and experience.

A+ Certification or equivalent preferred or ability to obtain A+ Certification.

Bilingual (Spanish) a plus

Job Duties: Remotely support and perform complex technical problem solving duties related to Midmark products.

To apply: How To Apply: <https://midmark.referrals.selectminds.com/jobs/technical-service-specialist-903>

Electronics-Lead Technician

Company: Safe Grain

Job Location: Wapakoneta, Ohio

Qualifications Desired: Attention to fine detail and dedication to quality workmanship, Independent worker, self-motivated and adaptable to changing priorities, Small electronics experience, 2-year electronics degree is helpful, Basic proficiency with Windows computers, some Microsoft Excel is helpful, Some AutoCAD is helpful but not required

Education Requirement: High School

Job Duties: Maxi-Tronic manufactures advanced industrial sensors and controls for the global materials handling market. The Electronics Technician position is responsible for the production of a variety of electronic sensors and controls in our Loveland, OH location. The ideal candidate possesses a basic-level knowledge of electronics and enjoys all phases of building electronic devices. Small-batch soldering and wiring of various sensors and controls, Solder components onto circuit boards, Assemble sensors and controls using hand tools and small power tools, Perform electronic testing of sensors and controls, Label, package and ship final product, Manage production priorities, Maintain inventory levels, Responsible for continuous improvement of processes and final product, Work directly with engineering on prototypes, troubleshooting and repairs, Provide technical support to customers over the phone or on a site visit

To apply: How To Apply: dhunt@safegrain.com

Customer Service Representative

Company: ITW Food Equipment Group

Job Location: Piqua, Ohio

Qualifications Desired: 2+ years customer service experience, Proficient with Microsoft Office Products to include Outlook, Word and Excel, Requires strong interpersonal skills working with internal and external customers, Be able to handle multiple priorities in a fast-paced environment, Possess a great attitude and professional demeanor

Education Requirement: Accredited high school diploma or GED

Job Duties: Will provide support to customers by assisting with complaints, orders, returns, exchanges, errors, account questions, billing, cancellations and other queries for non-key account customers. Efficiently and effectively manage large amount of incoming calls and customer requests (quotes, order entry, tracking, returns) while delivering exceptional customer experience, Develop strong relationships with customers by understanding their needs and recommending solutions, Provide accurate, valid and complete information for the customer by using the right methods/tools, Responsible for management of order entry and group emails to ensure timely order entry and issue resolution, Meet personal/customer service team targets and call/email handling quotas, Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution, Follow communication procedures, guidelines and policies. Act as a contributing member of a diverse team by taking ownership in providing a world-class customer experience, Provide outstanding customer service through professional phone skills, emails and team involvement. Continue to improve customer service experience, creating engaged customers.

To apply: Apply online at: www.OhioMeansJobs.com or <https://careers.itw.com/en-US/job/customer-service-representative/J3V7TS6WZN90RHZK5YW>

Sidney Addict Assistance Team Coordinator

Company: City of Sidney

Address: 201 W Poplar Street, Sidney, Ohio 45365

Status: Part Time -: Approximately 28 hours every two weeks

Qualifications Desired: Operate department vehicles safely and legally . • Ability to use sound judgment and make good decisions. • Ability to keep sensitive information to a need to know basis. • Ability to type and use computers • Be able to work a flexible schedule • Have a background in law enforcement and experience working with individuals addicted to drugs.

Education Requirement: High School

Job Duties: The Sidney Addict Assistance Team (S.A.A.T.) coordinator will be a responsible for assisting the Sidney Police Department health in reducing the number of overdose deaths and the number of opioid overdoses that we have here in Sidney.

To apply: To apply: Submit an application prior to 4:30pm on Wednesday, September 4, 2019 to Receptionist, Send resume or application to: Lynn Shuster, City Receptionist Fax 937 498-8160 Email: lshuster@sidneyoh.com

Forklift Operator-3rd Shift

Company: Abbott Laboratories

Job Location: Tipp City, Ohio

Qualifications Desired: Background: Must have experience with sit down forklifts, Knowledge of applicable regulatory standards and requirements for infant formula and nutritionals, Ability to make decisions based on awareness of area operations is necessary. Must be able to lift and maneuver objects of considerable weight (50 lbs.), Must be able to deal with people under high pressure and in a constantly changing environment. This position requires good written/verbal communication skills, interpersonal skills and analytical troubleshooting skills, Accountability/Scope/Budget: Accountable for personal safety and adhering to the safety guidelines. Must communicate safety and GMP concerns to Plant Material Control/Columbus Distribution Center leadership & follow up to assure the concerns are addressed, Must supply materials to lines or move product to and from dock areas to maintain efficient shipping and receiving operations, This position is accountable for complying with applicable FDA (GMP), USDA, OSHA and Abbott regulations, policies, procedures or guidelines

Education Requirement: High school diploma/GED required. Completion of technical college computer operations courses is desirable.

Job Duties: The Forklift Operator receives, stores, picks and dispenses raw materials and/or finished products. Coordinates timely accurate flow of materials from warehouse inventory to work-in-process/production areas. Coordinates timely accurate flow of finished products to support shipments to customers and other destinations. Responsible for loading and unloading of material with the use of a forklift. Major Responsibilities: Responsible for implementing and maintaining the effectiveness of the quality system, Via use of Cambar radio frequency inventory system, the employee stores, picks or assembles finished product for shipment, Understands and properly utilizes ship orders and associated warehouse paperwork and RF terminals for shipping/receiving finished product, Maintains proper FIFO flow of finished products (may include operation of a forklift truck with a push-pull attachment), Stores, picks or assembles raw materials in the warehouse, verifying the commodity number, quantity, release status and lot number, Checks materials against packaging lists, invoices, freight bills or other pertinent documentation to assure conformity and accuracy, Delivers materials to production lines in a timely manner, maintains proper FIFO flow of raw materials and utilizes knowledge of both raw materials and finished product nomenclature, Cleans up both raw material and finished goods warehouse areas, Stages labels in mobile security carts for production lines, Understands and completes label control portion of work order, Maintains accurate records and reconciles inventory errors

To apply: Apply online at: www.OhioMeansJobs.com or <https://www.jobs.abbott/us/en/job/30930630/Forklift-Operator-3rd-Shift>

Microbiology Technician 12 hour night shift

Company: Abbott Laboratories

Job Location: Tipp City, Ohio

Qualifications Desired: Knowledge of applicable regulatory standards and requirements for infant formula and nutritionals. Prior work experience in QA, Manufacturing or Material Control (preferably 3 years). Good verbal and written communications, planning and organizing, problem analysis and assessment skills. Teamwork, initiative and integrity are important behaviors. Math skills. Accountability / Scope/Budget: The Quality Technician is responsible for producing the highest quality results while operating within the constraints of the manufacturing schedule and safety guidelines. Responsibilities also include developing positive relations with other individuals within as well as outside the department. In addition to the duties described, the incumbent completes all other projects as assigned by QA management as well as assures compliance to Nutritional Labeling Laws and Good Manufacturing Practices.

Education Requirement: High School Diploma or Equivalent

Job Duties: This position provides on-line support to manufacturing, the assembly area and quality assurance by accomplishing a number of routine as well as non-routine tasks. On a routine basis, the incumbent pulls and evaluates sensory characteristics on every batch manufactured, pulls and distributes (including tracking and mailing) samples needed for in-plant as well as division testing, and evaluates then release premixes manufactured in house by comparing to standard. For each sticker created by manufacturing, this person provides approval for accuracy of content. When necessary, this individual is responsible for conducting product isolations then coordinating subsequent investigation which includes sampling, evaluation, and disposition of product placed on hold. As required, NERs and Destruct paperwork are initiated by this individual. Assembled goods are examined by this person to assure accuracy, quality, and compliance of the finished product. In conjunction with Incoming QA, as needed, this person recommends release of packaging (wrappers and displays) after comparing receipts to proofs or established standards.

Responsible for implementing and maintaining the effectiveness of the quality system. Conduct sensory evaluation on each lot and record results, audit finished assemblies, and pull and coordinate distribution of samples needed for in-plant and division testing. Performs other work related duties as assigned.

To apply: Apply online at: www.OhioMeansJobs.com or <https://abbott.wd5.myworkdayjobs.com/en-US/abbottcareers/job/United-States---Ohio---Tipp-City/Microbiology-Technician--12-hour-night-shift-30929149-2>

Part-Time Front Desk

Company: Quality Inn

Job Location: Sidney, Ohio 45365

Address: 1959 W. Michigan Street, Sidney, Ohio 45365

To apply: Please apply in person at: 1959 W. Michigan Street, Sidney, Ohio 45365

Highway Technician I

Company: Ohio Dept. of Transportation

Job Location: Sidney, Ohio

Address: 2190 St. Rt. 29 Sidney, Ohio 45365

Qualifications Desired: Valid Class B Commercial Driver's License with tanker endorsement without airbrake restriction is required. Physical Ability Test (PAT) and Reading Comprehension & Math (RCM) Test will be given for the Highway Technician 1 position and candidates MUST pass both tests in order to be considered for employment. PAT/RCM candidates will be selected based in part on meeting the prescribed minimum qualifications, including education and/or experience or licensure requirements of this position. Formal education in arithmetic that includes addition & subtraction & decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 mos. training. or 3 mos. exp. in operation of basic equipment. See website for full list of requirements.

Job Duties: Full-time; 7:30AM-4:00PM, may vary. Operates basic equipment (i.e., see glossary for identification of basic equipment) & performs general highway maintenance duties which vary by season (e.g., constructs, improves, maintains, repairs & cleans highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways, cuts brush, grass & other vegetation, applies chemicals to vegetation, patches & seals berm & pavement, mixes mortar & concrete, shovels backfill, installs & repairs catch basin & stream channel & completes other drainage work, screens bleeding surface, reshapes/digs ditches/trenches, pours hot tar, removes trash, cleans & repairs highways &/or roadways & right-of-ways, mows grass, moves & loads supplies & materials & completes other related highway maintenance assignments, operates any combination of basic equipment to haul trash), performs snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintains, repairs & installs traffic signs & pavement markings on inter-state, federal & state highways &/or roadways (e.g., repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails). Performs emergency response & clean up & performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); receives training (on the job & formal) in various types of construction inspection activities (maintenance related inspection items). Performs minor repairs & maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment. Performs miscellaneous labor & bookkeeping tasks; operates two-way radio/base station; telephones crews for emergencies; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

To Apply: You may apply online at www.OhioMeansJobs.com or at <https://dasstateoh.taleo.net>

Utilities Maintenance Mechanic II

Company: City of Sidney

Job Location: Sidney, Ohio

Address: 201 W. Poplar St. Sidney, Ohio 45365

To Apply: Visit our website at:

[www.sidneyoh.com/Departments/
EmploymentOpportunities](http://www.sidneyoh.com/Departments/EmploymentOpportunities)

to complete the job application at the bottom of the posting or pick up an application at: City Hall 201 W. Poplar St. Sidney, OH 45365 or email ishuster@sidneyoh.com by 5 pm on Friday, September 6, 2019.

Fiscal Officer/Utility Clerk

Company: Village of Fort Loramie

Job Location: Ft. Loramie, Ohio

Address: 14 Elm St; PO Box 10 Fort Loramie, Ohio 45845

Job Duties: The Village of Fort Loramie is seeking applications for a full-time Fiscal Officer/Utility Clerk.

To Apply: Applications and a complete job description can be obtained at the Village Office. Application and resume must be submitted to the Village Administrator 14 Elm St PO Box 10 Fort Loramie, Ohio 45845

Fiscal Specialist

Company: Shelby County Board of Developmental Disabilities

Address: Attention: 1200 S. Children's Home Road, Sidney, Ohio 45365

Qualifications Desired: Minimum of 3 years related experience required. Knowledge and demonstrated experience using standard accounting principles. Ability to accurately complete math calculations and prepare meaningful, concise and accurate reports. Excellent written and oral communication skills. Ability to work with minimal supervision and maintain confidentiality. Previous payroll experience and knowledge of tax laws and IRS regulations a plus. Successful completion of physical, BCI/FBI, Abuser Registry, Nurses Registry, Exclusions List, Sex Offender, U.S. General Services, Medicaid Provider Exclusion and Suspension and Dept. of Rehabilitation and Corrections background checks.

Education Requirement: High School Diploma - Associate's Degree in Finance preferred.

Job Duties: Processing expense reports, invoices, vouchers and other related materials. Preparing and processing receipts. Verifying mathematical accuracy and quantity of goods purchased and received. Verifying appropriation sources. Coding expenditures and receipts to determine appropriate state account and in-house account codes for cost reporting of programs and services. Assists in state audits. Posting, updating and balancing ledgers and journals for internal accounts. Posting purchase orders, encumbrance documents, transfers, cancellations and vouchers payable. Balancing accounts on a monthly basis and reconciling internal accounts with the County Auditor.

To apply: Apply: send resume to www.shelbydd.org

Foundry-Maintenance

Company: Ross Aluminum Castings, LLC

Job Location: Sidney, Ohio

Address: 815 N Oak Ave Sidney, Ohio 45365

Qualifications Desired: Critical thinking and problem solving skills. Basic computer skills. Must have the ability to read and interpret blueprints, layout plans and machine instructions. Must be able to follow written and verbal instructions with accuracy. Must have the ability to read and interpret blueprints, layout plans and machine instructions. Must be able to follow written and verbal instructions with accuracy.

Education Requirement: High School degree or GED is required; vocational tech training in mechanical related field is preferred. Must have (2) years tech training (or equivalent experience) and at least one (1) year of related mechanical experience in hydraulics, electronics repair, and related mechanical applications

Job Duties: Provide assistance to production crews in mechanical and machine operations, building and facilities and associated equipment. Essential Functions:

- With readily available technical guidance, keep plant machinery and mechanical equipment in good repair
- Respond in a timely manner to work orders and management requests
- Examine a variety of machines, replace defective parts, reassemble machines and make necessary adjustments to ensure efficient operation
- Assist more experienced maintenance mechanics as assigned
- Follow all safety regulations and company policies regarding safety
- Work around a variety of equipment, chemicals and machinery; must be aware of safety hazards at all times
- Perform any and all other job related tasks as assigned

Disclaimer: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended only to be a general description of the essential functions common to positions of this type.

To Apply: Applications in lobby at 815 N Oak Ave.

Deli Clerk

Company: AVI Foodsystems

Job Location: Anna, Ohio

Address: 1030 Milligan Ct. Sidney, Ohio 45365

Qualifications Desired: Experience in the foodservice industry is a plus. Strong work ethic. Excellent communication skills. Exceptional food presentations skills

Job Duties: Join a prestigious dining team with a leader in the hospitality industry. AVI Foodsystems, Inc. is seeking a Part-Time Deli Clerk for one of our corporate dining facilities in Anna, OH. Come join an innovative team and recover the work/life balance you are seeking in your career path. Job Duties and Responsibilities: Prepare and serve food from our deli station. Ensure that all kitchen equipment is clean and professional in appearance at all times. Manage food inventory. Maintain a safe work environment Encourage good customer relations through product promotion.

To Apply: We conduct pre-employment drug testing. You can apply online at www.OhioMeansJobs.com search job title and Anna, Ohio. For more information please contact: jobs@avifoodsystems.com

Foundry Positions

Company: Ross Aluminum Castings, LLC

Address: 815 Oak Avenue, Sidney, Ohio 45365

Qualifications Desired: • Safety Shoes (need to provide your own) • Safety Glasses o We will provide non-prescription • Hearing protection (we will provide) • Clothing o Tank tops are permitted, but must be tighter fitting to the underarm o Must wear pants o Nothing racial, vulgar, or anything that would offend someone o Can wear hats o If hair is longer than shoulder length it must be pulled back • Must be able to read and write • Depending on the job you must be able to lift anywhere from 1 lbs. to 75 lbs. on a repetitive bases

Education Requirement: High School Diploma or GED is not required

Job Duties: Seeking the following positions: Maintenance - General Labor - Pour-off - 1st and 3rd shift openings - Machine Operator

To apply: send resume to Stephanie R. Eilerman, SEilerman@rossal.com or apply in person during 1st shift hours.

Manufacturing Engineering Supervisor

Company: Nidec Minster Corporation

Job Location: Minster

Qualifications Desired: 3 years of experience in a manufacturing or engineering environment, CAD experience (NX Siemens a plus), Added benefit to have CNC machine programming experience, AutoCAD experience, GD&T, print reading, ability to organize and interpret data to resolve issues, Lean Manufacturing techniques, DFM, visual factory and Six Sigma, Excellent communication and organizational skills, Demonstrated excellence and confidence in engineering problem solving, Ability to motivate team efforts to accomplish goals, Technical skills in manufacturing processes and methods including flow, layout, assembly and production equipment, Familiarity with OSHA regulations

Education Requirement: Bachelor's degree with a focus in engineering, manufacturing technology, or possess at least 15 years in this area of expertise. MBA is a plus.

Job Duties: Support current manufacturing operations by troubleshooting existing products and processes to reduce rework and scrap. Design, acquire, install and document production tooling and manufacturing equipment that will aid in the machining of stamping presses. Provide leadership to the development of machining quotes, process documentation, routings and audits. Assist design engineers in implementing design for manufacturability attributes into press designs that aid part flow throughout the machining areas. Lead research, design and development of manufacturing processes including production flow, machining methods and tooling improvements. Resolve manufacturing issues utilizing root cause analysis techniques when needed. If the issue is large enough or complex enough you will be expected to lead an 8D analysis to resolve the issue. Challenge your team to integrate new technologies into the production environment. Identify and improve manufacturing capabilities by improving safety, reducing waste and increasing productivity of our machinists and support staff. Own the work instructions process for the machining process. This would include the development, maintenance, accuracy and deployment of these documents.

Work to improve the ergonomics of machining tasks by working closely with machinists. Drive improvements in safety, quality, efficiency and delivery by utilizing the continuous improvement process.

To apply: Apply online at: www.OhioMeansJobs.com or <https://www.prodivnet.com/jobs/manufacturing-engineering-supervisor-machining-1>

Service and Support Administrator-Caseworker

Company: Mercer County Board of Developmental Disabilities

Job Location: Mercer County

Address: 4980 Mud Pike, Attn: Human Resources, Celina, Ohio 45822

Qualifications Desired: 1) Must have a good knowledge of developmental disabilities, life skills education, sound training practices and procedures and be aware of safety and welfare of people with disabilities; 2) Must have skills in Individual Plan implementation; 3) Communicates accurate and appropriate information, written or oral, in a clear concise manner. 4) Creative and innovative ways of thinking; 5) Be involved in action taking and/or decision making to determine need for assist in the selection of materials, supplies and equipment necessary to implement all elements of individual plans; 6) Ensure compliance with all applicable standards; prepare and submit required reports and correspondence; 7) Demonstrates good public relations with parents, consumers, providers and other community contacts. Demonstrates good interpersonal skills, showing respect and tact towards others; 8) Contributes to team effort. Establishes positive working relationships with others and ensures involvement of other service providers when needed. Must be physically capable to lift, carry and move enrollees, including children, adolescents and adults in a safe manner, according to in-service training. Experience with adults who have disabilities. Must be willing to work flexible hours. 40 + hour week. Valid First Aid and Cardio Pulmonary Resuscitation certification. Shall provide competent services to the maximum number of adults enrolled in the Board's programs. Shall meet or exceed the professional standards for his/her area of assignment. Shall apply professional methodology to find the proper action to resolve given set of problems. Occasional physical activity may be involved on the job.

Education Requirement: Bachelor's Degree or higher in related field, Ohio Department of Developmental Disabilities Provisional Level Certification in Service & Support Administration, Valid Driver's License with fewer than 8 points.

Job Duties: Facilitate a process that helps individuals eligible for Developmental Disabilities services and their families to identify personal goals and direct services/supports that result in their desired outcomes. Assure that services and supports are responsive to all the preferences and needs of each individual/ family as well as effective in promoting a positive reputation and strong connections with the community. Serve as primary point of coordination for all individuals eligible for developmental disability services and their support team.

To apply: Resume and Cover letter to: Mercer County Board of DD 4980 Mud Pike Celina, Oh 45822 Atten: Human Resources or email to: mwaterman@mercerdd.org

Child Protective Service Worker 2

Company: Shelby County Department of Job and Family Services

Address: 227 S Ohio Avenue, Attention Patty Raymond, Sidney, Ohio 45365

Qualifications Desired: For employment to continue, employees must obtain a job-related bachelor's degree no later than five years after employment with the Agency commences. • Ability to professionally deal with difficult clients in adverse situations. • Detail oriented, have strong organizational skills and excellent typing and computer skills. • Excellent verbal and written communication skills including telephone etiquette and interviewing techniques sufficient to obtain additional information from customers. • Able to multi-task. • Work cooperatively with other staff and community service providers. • Available for occasional overnight travel. • Able to bend, stretch, reach, and occasionally lift up to 40 pounds. • Must possess a valid driver's license. • Ability to make home visits into homes that may contain unsanitary conditions, steps, hills, uneven walking paths, and/or pets. • Ability to make home visits in adverse weather conditions.

Education Requirement: A bachelor's degree in human services related studies or an associate's degree in human services related studies

Job Duties: Receives and investigates claims of abuse and neglect of children and/or older adults AND/OR maintains caseload of children/families who have previously been determined to require the protective assistance of the services of the agency (i.e., ongoing clients) as determined appropriate AND/OR manages caseload of foster care and/or adoption assessment and placements. Recruits and licenses agency foster/adoptive homes for the agency. • Meets procedural deadlines. Processes cases, changes, case notes, and other paperwork as required. • Prepares assigned cases for administrative or judicial procedures as required. • Testifies in court as required. • Serves as on-call social service worker (e.g., on weekends, holidays, after business hours). • Utilizes computer programs for the tracking and maintenance of cases. • Serves on internal/external committees and attends various agency meetings. • Presents public education programs. • Attends related training, conferences, and meetings as assigned. Stays current on program regulations, policies, and procedures.

To apply: apply online at www.indeed.com seek job title and location

Substitute Cooks

Company: The Sidney City Schools

Job Location: Sidney, Ohio

Job Duties: Sidney City Schools is actively seeking candidates for Substitute Cooks.

To Apply: If you have any interest, please email your interest to: Lisa.Beigel@sidneycityschools.org

Part-Time Front Desk

Company: Booher Chiropractic Center

Address: 1760 W. High Street Attention Alisha Berning,
Piqua, Ohio 45356

Hours: This position is approximately 30 hours per week.
The hours are Monday and Wednesday 2-close. Tuesday,
Thursday and Friday 1-close

Qualifications Desired: Seeking an efficient, friendly and
fast paced person who is looking for long term employ-
ment

Education Requirement: not listed

Job Duties: Booher Chiropractic Center is hiring a posi-
tion for Part Time Front Desk to work directly with our pa-
tients and physicians. This position is approximately 30
hours per week. The hours are Monday and Wednesday 2
-close. Tuesday, Thursday and Friday 1-close.

To apply: Fax your resume to 937-773-0828 Attn Alisha.

Greenhouse Production Assistant

Company: Andy's Garden Inc

Address: 522 Ann Street, Piqua, Ohio 45356

Hours: Full-time • Flexible schedule Typical start
time: • 8AM Typical end time: • 5PM

Qualifications Desired: • Driver's License
(Required)

Education Requirement: • High school or
equivalent (Preferred)

Job Duties: Greenhouse Production Assistant
needed. Responsibilities will include all aspects of
producing ornamental, vegetable, and herb plants
from start to finish.

To apply: apply online at www.indeed.com seek
job title and location

Utilities Equipment Operator II

Company: City of Sidney

Address: 201 W Poplar Street, Sidney, Ohio 45365

Status: Full Time 40 (Monday – Friday)

Qualifications Desired: Extensive knowledge of water distribution and storm sewer and collection system -
Valid class B CDL with tanker and air brake endorsement or ability to obtain within six months - A minimum of
three years of relevant experience in an Underground Utilities Department and other closely related experience
(heavy equipment, construction, plumbing, HVAC, electrical or similar) - Ohio EPA Class I Sewer Collection li-
cense within 18 months of hire - Maintain residency as required by the city

Education Requirement: High school diploma or GED equivalent

Job Duties: Primary responsibilities for the proper installation, operation, maintenance and repair of the City's
Sanitary and Storm Sewer collections systems. Installation, maintenance, repair and replacement of manholes;
catch basins, sewer laterals; inspection chambers; pipe; valves; and performing utility locates.

To apply: Send resume or application to: Lynn Shuster, City Receptionist Fax 937 498-8160 or Email: lshuster@sidneyoh.com

Extruder Operator

Company: Advanced Plastic Recycling

Address: 55 N Garfield Street, Minster, OH 45865

Hours: Full-time Typical start time:2PM Typical end time:10PM Pay Frequency: Weekly Schedule: Monday to Friday • 8 hour shift

Qualifications Desired: Operators are trained to operate a forklift and must be able to lift up to 50 lbs. Experience: • relevant: 1 year (Preferred) • Manufacturing: 1 year (Preferred)

Education Requirement: not specified

Job Duties: Operators are responsible for the setup and operation of a pelletizing line. Responsibilities include material prep and processing. Quality, production rate, and temperature setting checks. Material labeling and line clean up.

To apply: apply online at www.indeed.com seek job title and location

Customer Service Representative (Customer Facing)

Company: A.M. Leonard, Inc.

Address: 241 Fox Drive, Piqua, Ohio 45356

Hours: Monday through Friday, 8a-5.30p and rotating Saturdays from 8a-Noon (only during spring/summer/early fall).

Qualifications Desired: • At least 1 year of experience in a fast-paced, call center, customer service or retail environment • Computer experience, specifically within Microsoft Office

Education Requirement: • High School Diploma or equivalent

Job Duties: Answering incoming calls with a high level of professionalism and demonstrate polite and respectful treatment of callers and in-person customers - Meeting goals for call volume and call quality - Explaining new features of products or new products and provide customers with product & service information - Resolving problems by clarifying issues, researching and exploring answers and alternative solutions, implementing solutions, and escalating unresolved problems

To apply: Apply online at www.indeed.com seek job title and location

Shipping and Receiving

Company: Browns Industrial

Address: 311 W South Street, Sidney, Ohio 45306

Status: Full-time

Qualifications Desired: • 1-3 Years' experience in Shipping/Receiving and Material Handling • Proven track record of success in achieving deadlines and completing projects • Strong organizational and communication skills • Strong problem solving skills to identify and think through issues, recommend and implement solutions.
Experience:

Education Requirement: High School Diploma or GED equivalent

Job Duties: The Shipping and Receiving individual assists in coordinating activities in material handling, shipping and receiving to meet productivity goals while maintaining quality and safety.

To apply: apply online at www.indeed.com - seek job title and location

Security Officer / Guard

Company: Securitas

Location: Jackson Center, Ohio

Address: 6680 Poe Avenue, Suite 475, Dayton, Ohio 45414

Status: Security Positions are Full and Part Time

Qualifications Desired: • Must have excellent Customer Service skills • Security positions require you pass our drug screen and back ground check • Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers/Guard. : **Experience:** • relevant: 1 year • military: 1 year • Security: 1 year preferred

Education Requirement: not specified

Job Duties: Security Officers/Security Guards observes and reports activities and incidents at an assigned client site, providing for the security and safety of client property and personnel. • Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs and walking up inclines and on uneven terrain. • Additional physical requirements of the security officer/guard may include, frequent lifting and/or moving up to 10 pounds and occasional lifting and/or moving up to 25 pounds. .

To apply: apply online at www.indeed.com seek job title and location

Sales Clerk / Donation Processor

Company: Goodwill Easter Seals Miami Valley

Location: Sidney, Ohio

Address: 660 S Main Street, Dayton, Ohio 454002

Qualifications Desired: Perform housekeeping duties to maintain premises in compliance with Agency safety and housekeeping practices , some of which will require working outside in the elements. Perform shipping and receiving duties such as unloading and loading trailers (may use powered equipment), safely and efficiently. Demonstrate a willingness and ability to work as a team member; demonstrate the ability to work independently. Embrace the empowerment and continuous improvement culture in our agency. Display and encourage the ability to offer suggestions and make decisions that will positively impact the store and cause our business to grow. Able to accept and load donations of clothing, furniture, appliances and other household goods. Sorting and packing tasks to secure donations. Maintain records and reports of donations. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Education Requirement: not specified

Job Duties: Perform retail sales functions, accept merchandise donations, select and price donated goods and textiles to be sold in the retail stores according to the Retail Procedures Manual.

To apply: apply online at www.indeed.com seek job title and location

Shipping & Receiving Plant Associate

Company: Advanced Composites Inc

Address: 1084-, 1092 S 4th Avenue, Sidney, Ohio 45365

Qualifications Desired: • Load bulk trucks from the loading stations or railcars. • Tends to the rail branch line or spur, including all railcar hookups and silo selection. • Keeps accurate records of material locations. • Uses inventory control tools (scanners, etc.) to get information regarding material needs and necessary material movements. • Labels and records weight as required by the packaging methods. • Able to regularly lift and/or move up to 60 pounds and occasionally lift and/or move up to 75 pounds.

Education Requirement: not specified

Job Duties: Responsible for receiving, shipping and storing finished goods and raw materials; including the necessary labeling and inventory control tasks. Capable of loading bulk trucks tends to the rail branch line or spur. Associate will train new and less experienced employees in assigned tasks. Completes the required paperwork necessary on a daily basis. Any other duties/responsibilities assigned by management.

To apply: apply online at www.indeed.com seek job title and location

Production Associate

Company: Polyfill

Job Location: Sidney, Ohio 45365

Address: 960 N VandeMark, Sidney, Ohio 45365

Qualifications Desired: • Must have manufacturing experience • Able to read, write, and comprehend plant directives written in English • Perform simple mathematics, including reading a tape measure. Comprehend and interpret process sheets and keep accurate account of materials used during manufacturing process including scrap amounts.

Education Requirement: • High School Diploma or general education degree (GED)

Job Duties: . • Safely operate and keep clean any piece of equipment necessary for manufacturing acoustic products which conforms to quality requirements. • Read, comprehend and execute processes and procedures according to the Standard Work Instructions which are necessary to properly operate the equipment and manufacture the product. • Must complete and maintain all required paperwork necessary in the operation. • Maintain all required paperwork including daily production reports, process parameters and production reports. • Placing finished goods in proper location throughout the plant

To apply: Apply online at www.indeed.com seek job title and location

Environmental Services

Company: Fair Haven

Address: 2901 Fair Road, Sidney, Ohio 45365

Working Hours: Shift Hours (First) 6am-2pm Position will be approximately 56hrs hours per pay period bi-weekly pay

Qualifications Desired: Must demonstrate an awareness and concern for resident and staff safety. - Good Attendance - Self-Motivated -position requires one weekend a pay period and a holiday rotation schedule. • Environmental Services: 1 year (Preferred)

Education Requirement: not specified

Job Duties: The environmental service worker maintains environmental and infection control standards within established policies and procedures of the health care center. The position performs a variety of general cleaning tasks to maintain patient rooms, offices, hallways and other assigned areas of the facility. Must also perform laundry and floor care duties to ensure high standards of sanitation. Check supplies and inventory Environmental Services staff works in both housekeeping and laundry departments.

To apply: apply online at www.indeed.com seek job title and location

Environmental Services Specialist

Company: Wilson Health

Address: 915 Michigan Street, Sidney, Ohio 45365

Hours: Full Time - 40 hours per week - Shift: 10AM - 6:30PM

Qualifications Desired: EVS Specialist is responsible for following established procedures to clean and service building areas, perform a variety of environmental services duties to maintain the hospital in a neat, orderly and sanitary condition.

Education Requirement: High school diploma or general education

Education Requirement: High school diploma or general education degree (GED) preferred

Job Duties: Wilson Health's Environmental Services department maintains environmental and infection control standards within established policies and procedures of the hospital. The department is responsible for performing a variety of general cleaning tasks to maintain patient rooms, offices, hallways and other assigned areas of the facility.

To apply: apply online at www.indeed.com seek job title and location

Warehouse Specialist

Company: Bamal Fastener Corporation

Address: 2580 Ross Street, Sidney, Ohio 45365

Working Hours: Schedule: • Monday to Friday • 8 hour shift

Qualifications Desired: * Microsoft Excel, Outlook, and Word * Other basic computer skills & calculating skills * Forklift experience and previous warehouse experience * Experience in related industry a plus * Must have excellent English communication skills * Integrity & Teamwork * Must be able to lift at least 45lbs

Education Requirement: High School Diploma or equivalent required

Job Duties: Maintain shipping, receiving, & inventory procedures in our Sidney, OH facility. Duties: * Complete shipments by processing & loading orders. * Prepare orders, pull materials, pack boxes, & place orders in delivery area. * Maintain inventory level control by collecting stock orders. * Maintain quality service by following organizational standards and all safety policies. * Keep work environment clean & organized. * Complete reports and maintain required technical knowledge. * Operate forklift and maintain safety standards and equipment maintenance. * Other duties as assigned by management.

To apply: Apply online at www.indeed.com seek job title and location

Laborers/Service Technicians/Supervisor Positions

Company: Technique Roofing Systems LLC

Job Location: St. Henry, Ohio

Qualifications Desired: Must be 18 years old to apply.

Job Duties: Technique Roofing Systems LLC now hiring full-time and seasonal roofing positions. No experience necessary, will train. We are a full service Commercial-Industrial roofing company, specializing in Duro-Last Roofing with a concentration on flat and low-sloped roofs. We are looking for hard-working, great work ethic, and team players with valid driver's license to join our drug-free company. Full-time and seasonal. Available for full-time positions.

To Apply: Apply by emailing resume to: Info@techniqueroofing.com. Call to schedule appointment, 419-678-1020

Substitute Teachers

Company: The Sidney City Schools

Job Location: Sidney, Ohio

Job Duties: The Sidney City Schools district is actively seeking candidates for substitute teachers. The primary responsibility of a substitute teacher is to provide a worthwhile learning experience for the students temporarily in your care. This implies an orderly, inquiring atmosphere, following the on-going program of the classroom.

To Apply: Those interested in subbing within the Sidney City School district may call Personnel Secretary, Lisa Beigel at 937-497-2200.

Substitute MD Aides

Company: The Sidney City Schools

Job Location: Sidney, Ohio

Job Duties: The Sidney City Schools district is actively seeking candidates for substitute aides in the multiple disability (MD) units. Units are located in Longfellow and Northwood Elementary Schools, Sidney Middle School and High School. Duties vary depending on building, but all students require patience and care. Substitute aides are called on an as needed basis and hours vary from elementary to middle/high school schedules. SALARY RANGE: \$11.34 / hour

To Apply: If you have any interest, please email your interest to: Lisa.Beigel@sidneycityschools.org

Substitute Bus Drivers

Company: The Sidney City Schools

Job Location: Sidney, Ohio

Qualifications Desired: The Sidney City Schools district has an ongoing need for substitute bus drivers. A State of Ohio Class B CDL, with a bus and passenger endorsement is required; training can be provided to obtain this license. Each candidate must pass a background check, physical, and drug screening test before being hired or any training will begin.

The screening, testing, and training process will cost the candidate approximately \$283 to complete; the district will reimburse successful candidates \$100 after 90 days of driving. The district spends nearly \$1,200 to train each new driver. The candidate is not paid while training. The hourly rate of pay for sub bus drivers is \$15.62 per hour. Full time positions are filled from the pool of sub drivers. Full time drivers start at \$17.35 per hour and are eligible for benefits including health insurance.

To Apply: Contact Joni Renner at 937-497-2200 if interested in this position.

Substitute Custodian

Company: The Sidney City Schools

Job Location: Sidney, Ohio

Qualifications Desired: References are required and will be checked. Candidates must pass a background check before being hired. The background checks are done in-house and will cost the candidate \$60. A strong work ethic with regular and punctual attendance is very important.

Job Duties: There is an immediate, ongoing need for substitute custodians. Subs that prove themselves would have a greater chance at a full time position with benefits. The background checks are done in-house and will cost the candidate \$60.

To Apply: Contact Jason McLain at 937-497-2200 if interested in this position.

College Intern-Design & Planning Engineering

Company: Ohio Department of Transportation

Job Location: Sidney, Ohio

Address: 1001 St. Marys Ave. Sidney, Ohio 45365

Qualifications Desired: Student must be enrolled in college/university in good standings. Must show proof of enrollment in school and must be in good academic standing.

Education Requirement: Student must be enrolled in college/university in good standings.

Job Duties: College Intern - Design & Planning Engineering-This is a temporary position involving various duties that will either supplement the student's major field of study and/or provide experience that is a useful addition to the student's education and meaningful preparation for future professional employment. In Planning & Programs work unit under supervision & training, assists with a variety of planning activities involving traffic engineering studies (e.g., prepares and reviews information on highway safety & speed zones; conducts traffic counts; collects & reviews field data; verifies sign locations & pavement marking locations; photographs site of proposed projects; researches & analyzes accidents & traffic signal warrants; participates in field reviews & project scoping). Becomes familiar with PC based & mainframe CADD systems, MicroStation, and various software packages used by the District, in collection of traffic engineering data & the preparation of highway plans. Performs miscellaneous duties to facilitate operational efficiency of work unit (e.g., researches plans and records; assists with necessary record keeping; maintains accurate data of work performed; organizes materials & compiles information to assist in report preparation; attends training).

To Apply: Apply at <http://careers.ohio.gov/>

Lab Technician

Company: Confidential Posting

Job Location: Sidney, Ohio

Hours: 6 PM to 6 AM You will work a 4 day and then a 3 day schedule – 12 hour shifts.

Qualifications Desired: Moderate computer skills - Demonstrated understanding of basic quality concepts - Demonstrated basic understanding of chemistry-acids, bases & solvents, food science - Demonstrated written and verbal communication skills, organizational skills and attention to detail - Ability to work overtime as needed which could include week-ends. - Ability to lift up to 50 lbs.- Candidates must pass a background check, drug screen (5 panel with expanded opiates), pre-employment physical, lifting assessment, and mobility assessment.

Education Requirement: High School diploma or equivalent

Job Duties: Conduct routine quantitative and qualitative inspections on raw materials, in-process materials, finished products, processes, equipment & environment as outlined in the quality assurance plan for the purpose of ensuring food safety, quality & regulatory compliance. Holds primary responsibility for data quality, accuracy and integrity. Ensures records are maintained and complete. Ensures analytical equipment function performs checks, calibrations and standard maintenance. Prepares reports and customer documents. Utilizes results to assign product/material disposition and is responsible for communicating results.

To apply: apply online at www.OhioMeansJobs.com seek job title and location

Sales Associate

Company: The Sherwin-Williams Company

Address: 1680 Gleason Street, Sidney, Ohio 45365

Qualifications Desired: Must be at least 18 years of age. * Legally authorized to work in country of employment without sponsorship for employment visa status. * Able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. * Able to tint paint, therefore, must be able to distinguish the difference between colors. * Operate a computer and communicate via the telephone.* Prior experience in a sales or customer service position. * Customer service skills, including problem solving and handling customer complaints. * Good written and verbal communication skills. * A valid driver's license.

Job Duties: This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also stock shelves and set up displays, clean store equipment, and load and unload trucks. It may also assist in making deliveries if necessary.

To apply: apply online at www.OhioMeansJobs.com seek job title and location

Class B / Tank Wagon Driver

Company: Mansfield Energy Corp.

Address: 435 S Vandemark Road, Sidney, Ohio 45365

Status: Regular, Full Time -Start as soon as possible

Qualifications Desired: We're looking for drivers with a Class B CDL with 2 years of experience. • Stable Work History • Clean MVR • Able to pass DOT physical • 21 years of age • Must be able to pass DOT pre-employment drug screen and criminal background check • Tanker and Hazmat endorsements preferred (must be obtained for employment)

Education Requirement: Must have proper, current active licenses and endorsements

Job Duties: We have the fuel, the people, the experience and the solutions to keep business moving forward. Come be a part of our successful team! • Work-life balance • Family owned and operated

• Competitive pay and benefits

To apply: Apply online at www.OhioMeansJobs.com seek job title and location

Supervisor—IPD (2nd Shift)

Company: Emerson industrial Automation

Address: 1675 Campbell Road, Sidney, Ohio 45365

Qualifications Desired: • Supervision utilizing strong interpersonal skills, leadership, problem solving, labor relations in a unionized environment and employee motivation skills. • Technical knowledge of manufacturing processes as applies to such supervision and safety culture. • Good computer skills to facilitate processes, software used. • Able to pursue related objectives with organizational and planning skills to meet goals. • Ability to work with personnel at all levels of organization.

Education Requirement: Bachelor's degree or Two (2) year associates degree or Trade School Certificate plus three (3) year of related experience

Job Duties: Successfully supervise 20-30 employees in manufacturing processes within Integrated Products, meeting or exceeding goals for production, safety, and quality. Emphasis on employee relations, housekeeping, and scrap reduction. Work with existing policies for consistent application, partnering with management and human resources. This will be supervising 2nd shift, which is 2:30 pm - 11:30 pm, Monday through Friday with OT on Saturdays as required.

To apply: Apply online at www.OhioMeansJobs.com seek job title and location

Shipping / Receiving Clerk

Company: Stolle Machinery Company

Address: 2900 Campbell Road, Sidney, Ohio 45365

Qualifications Desired: 0-3 years of experience performing shipping and receiving duties in a manufacturing facility. Able to use forklifts, pallet jacks, cranes, and other material handling equipment safely to move product in and around the assigned facility. Able to operate vehicles with either automatic or manual transmissions. • Ability to lift up to 50lbs. regularly. • Ability to stand for extended periods of time regularly. • Attention to detail • Ability to multi-task • Able to read, write, and speak English effectively.

Education Requirement: High School Diploma or GED

Job Duties: Ensures the effective and efficient movement of outgoing orders. Ensures the effective and efficient movement of incoming materials and supplies. Communicating effectively, works as a member of a team to ship, receive and process items that are used in the manufacture or assembly of product in a thorough, accurate and rapid-response manner.

To apply: Apply online at www.indeed.com seek job title and location

Service Support Representative – Wood

Company: Clopay Building Products

Address: 138 North S Liberty Street, Russia, OH

Status: Hours are M-F 8:00 a.m. - 5:00 p.m.

Qualifications Desired: 18 months of related experience and/or training; or equivalent combination of education and experience. Previous customer service experience, clerical or office experience is required.) Experience using Microsoft products including Word and Excel.

Education Requirement: High School degree is required

Job Duties: Edit, analyze, interpret and service customer inquiries via correspondence, faxed orders and telephone calls. Delegate issues requiring sales support to Regional Sales Coordinators area. Acknowledge orders and advise Regional Sales Coordinator of order changes, shipping and delivery dates, price changes, terms of sale or other conditions in accordance with policies or other changes such as delays, models discontinued, etc. Follow up on complaints, which may require replacements, factory servicing or other adjustments to ensure customers' satisfaction within established policies. Communicate to Quality to resolve issues. Facilitate requests for information relative to technical or engineering application requirements. Maintain references, price lists, and files incidental to the procedure. Coordinate and otherwise assist with the services of the Company's technical engineering staff to determine customers' needs. Prepare price quotations, terms of sales, delivery dates, service obligations, etc. Investigate and expedite product due to warranty claims. Service all accounts and support the sales team in a courteous manner.

To apply: Apply online at www.OhioMeansJobs.com seek job title and location

Production Tech / Machine Operator

Company: Plastipak Packaging

Address: 300 Washington Street, Jackson Center. Ohio

Status: Full time

Qualifications Desired: Previous mechanical experience/mechanically inclined · Ability to perform basic maintenance and repairs on equipment · Basic computer skills · Use basic hand tools · Ability to lift 50 pounds and to stand throughout entire shift · Ability to work in fast paced environment · Manual dexterity · Good eye and hand coordination · Effective communication skills

Education Requirement: High School

Job Duties: Responsible for the hands-on operation of automated injection/blow molding equipment in a safe and efficient manner to achieve optimal results.

To apply: Apply online at www.plastipak.com/careers seek job title and location

Accountant

Company: S & S Management Inc

Location: Sidney, Ohio 45365

Address: 550 Folkerth Avenue, Sidney, Ohio 45365

Qualifications Desired: Two years experience , we offer paid training

Education Requirement: Associate or higher degree in accounting

Job Duties: One of Ohio leading hotel management and development company looking for accountant to do accounts payable and profit and loss statements

To apply: Email resume to Doug.steinke@yahoo.com

Receiving / Inventory / Cap 1 and Cap 2

Company: Walmart Inc.

Address: 2400 W Michigan Street, Sidney, Ohio 45365

Status: Full Time

Qualifications Desired: Entry level - No Experience necessary or certifications.

Education Requirement: High School

Job Duties: Working Produce and Meat Departments. Stocking and rotating stock

To apply: Apply online at www.careers.walmart.com seek job title and location

Production Operator

Company: Advanced Composites

Address: 1084-, 1092 S 4th Avenue, Sidney, Ohio 45365

Hours: Full-Time

Qualifications Desired: Required to stand; walk; stoop; kneel, crouch, or crawl; and talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts, and fumes or airborne particles. The employee is frequently exposed to high, precarious places and vibration. The employee is exposed to hot and cold working conditions. The employee is exposed to work environment that is usually loud.

Job Duties: Train and instruct any and all employees assigned to their particular production process. Maintain ongoing inspection of product and process for conformity to requirements. Monitor instrumentation and extrusion processes. Assure that all production and quality reports relative to job are completed properly. Verify that finished goods packaging is correct. Assist with routine maintenance as required. Stop production when extruders, or extrude support systems, fail to meet product requirements, and for product (color) testing. He/she will strive to ensure their actions are supportive of continuous improvement. Weigh materials or products and record weight on tags, labels, or production schedules. Load or unload

To apply: Apply online at www.indeed.com seek job title and location

ACC Technician

Company: Walmart Inc.

Address: 2400 W Michigan Street, Sidney, Ohio 45365

Qualifications Desired: Entry level - No Experience or Certifications. We will train.

Education: High School

Job Duties: As a ACC Technician, you are required to change oil, repair tires and rotate tires. Customer Service

To apply: apply online at www.careers.walmart.com seek job title and location

Machinist—2nd Shift

Company: Wayne Trail Technologies aka Lincoln Electric

Address: 407 South Main Street, Fort Loramie, OH 45845

Qualifications Desired: Must be familiar with Company quality objectives and play an active role in reaching continuous improvement objectives. Be aware of the relevance and importance of their activities and how they contribute to the achievement of quality objectives. 2-5 years of machinist experience preferred. Operate forklift. Basic shop math. Machine trade skills training.

Education Requirement: Minimum High School Diploma or Equivalent is required

Job Duties: : Machine, inspect and assemble products. Routing work, processing job accurately, efficiently and on time. Setup and operate most standard machine shop equipment. Machine various details to print. Read and understand blue prints, customer specifications and internal documentation. Some assembly of fixtures with Machinist assistance. Responsible for job targets/delivery. Inspect parts to assure conformance to specification. Assemble, inspect and load test parts and tools/fixtures. Efficiently plan and program machining operations. Read and understand blueprints, customer specifications, and internal documentation. Keep area clean and neat. Comply with all safety standards. Effectively communicate with Machine Shop Manager to ensure completion dates are met. Work well with Manufacturing and Management personnel. Other duties as assigned.

To apply: Apply online at: www.hometownopportunity.com or <https://jobs.lincolnelectric.com/job/Fort-Loramie-Machinist-2nd-Shift-OH-45845/526789401/>

Frozen / Dairy

Company: Walmart Inc.

Address: 2400 W Michigan Street, Sidney, Ohio 45365

Qualifications Desired: No experience or certifications required.

Education Requirement: High School

Job Duties: Required to stock in the coolers from milk to eggs, to possible frozen pizzas. Working in freezers and coolers.

To apply: Apply online at www.careers.walmart.com seek job title and location

Cashier

Company: Walmart Inc.

Address: 2400 W Michigan Street, Sidney, Ohio 45365

Status: Full Time **Wages:** \$11.00 /hr.

Qualifications Desired: No experience or certifications required.

Education Requirement: High School

Job Duties: Assisting customers with purchases. Alcohol, tobacco sales, loading gift cards. Bagging, handling money, and counting back change. Assisting in any way to be Happy to Help!

To apply: Apply online at www.careers.walmart.com seek job title and location

Warehouse Associate

Company: Sollmann Electric

Job Location: Sidney, Ohio

Job Duties: Responsible for receiving, delivering, inspecting, storing, and issuing job site material, and preparing required documentation and records. Typical Duties Check packing slips and/or freight bills against physical shipment for numbers, damage, etc. Document overages, shortages, or damage in material shipment on packing slip. Tag all material with job number. Investigate and report reasons for overages, shortages, etc. to project manager. Unload and load material via forklift, hand jack, or manually. Place material in proper areas. Keep warehouse clean and organized - report problems to supervisor. Outbound shipments - locate and prepare material for transport as per material order form. Perform or coordinate loading on trucks. Transport material to location if necessary. Prepare material for return - contact vendor for return goods authorization. Coordinate tool purchases, repairs, & trailer repairs. Immediately report safety hazards with equipment or within facility. Perform additional assignments per supervisor's direction. Prefer construction background.

To apply: Apply online at: <https://sollmannellectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346

Production Associate

Company: Auria

Address: 2000 Schlater Drive, Sidney, Ohio

Hours: 2nd Shift **Wages:** \$14.00 /hr.

Qualifications Desired: • Availability to work mandatory overtime • Positive and Dependable Attitude

Experience: Manufacturing: 1 year (Preferred)

Education Requirement: High School Diploma or Equivalent

Job Duties: We are looking for 2nd Shift Production Associates for a direct hire opportunity in Sidney, Ohio. Auria is a lead class automotive supplier of interior acoustic products

To apply: Please apply with your current resume for consideration on www.indeed.com seek job title and location

Project Manager/Estimator

Company: Sollmann Electric Company

Job Location: Sidney, OH

Address: 310 East Russell Road Sidney, OH 45365

Qualifications Desired: Computer literacy is required and CAD experience is preferred.

Education Requirement: Educational and experience requirements include: 4-year degree in electrical technology or electrical engineering; or completion of a qualified electrician apprenticeship program; or equivalent training and/or experience (5-10 years). Ability to coordinate and supervise a group work effort.

Job Duties: A Project Manager/Estimator will: Prepare and complete estimates for assigned project(s) ranging in size and complexity from small to large. Review proposal specifications, drawings, attend pre-bid meetings, etc. to determine scope of work and required contents of estimate. Coordinate the identification of items and information needed for bid preparation. Utilize computerized estimation software and follow the company's "Estimate Procedures Checklist". Follow awarded contracts as assigned potentially estimating extra work items, change orders, credits, procuring material, etc., and overall management direction for field projects. Review and analyze task code reports of actual cost vs. estimated cost and assume additional responsibilities per supervisor direction. The ideal candidate will be a business-oriented person with superior communication and interpersonal skills (tact, diplomacy, influence, etc.) and an interest and ability to estimate all types of projects/contracts.

To Apply: Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346

Electricians

Company: Sollmann Electric

Address: 310 East Russell Road, Sidney, Ohio 45365

Qualifications Desired: No experience needed, we will provide training!

To Apply: Apply online at: <https://sollmannelectric.com/apply-online/> or in person at Sollmann Electric Co., 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm. You may call for additional information at 937-492-0346. **Go to** <https://sollmannelectric.com/careers/> and **watch the videos** to learn more about becoming an Electrician at Sollmann Electric.

Apprenticeships: Gain Confidence and Gain Skills!



Edison State Sponsored Apprenticeships

Edison State Community College is a registered apprenticeship sponsor for the state of Ohio. We offer courses that fulfill the required hours of instruction that apprentices need, while they work full-time and learn skills through on-the-job training. Edison State assists employers by maintaining apprentice records verifying that students are completing their training and course work. This program produces the national recognized credential of the DOL's Journey Worker License.

Available Programs:

- Insurance
- Manufacturing
- Information Technologies
- Healthcare

You must:

- Be at least 18 years of age
- Possess a high school diploma or GED Certificate

Employers: If you are interested in participating, please contact Edison State to start the discussion and connect with students!

Have a resume to make a quick connection:

- Edison State or OhioMeansJobs Shelby County can help you with your resume creation

What are the program specifics?

- Length of program is a minimum of 2000 OJT hours
- The apprentice will take college courses that relate to the program
- Starting pay is based on the employer and wage schedule

Where do I apply and learn more?

- Edison State Community College
- <https://www.edisonohio.edu/Apprenticeships/>



Brandi Olberding

DIRECTOR OF APPRENTICESHIPS AND WORK-BASED LEARNING

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bolberding@edisonohio.edu

Temporary Employment Agencies Serving Shelby County

Adecco- Sidney - 937- 498-4458

Associate Staffing LLC– Piqua – 937-451-5063

Barry Staff– Piqua – 937-381-0058

Custom Staffing- Sidney - 937-492-9225

HR Associates- Piqua – 937-778-8563

Surge Staffing—Sidney—937-453-9010

Manpower –Troy — 937-335-5485

Patrick Staffing—Piqua — 937-778-8445

Pete DeLuke—Sidney — 937-497-1515

Spherion—St. Marys **- 419-394-6179

Staffmark—Sidney — 937-498-4131

**** NOTE: Agency has work placement in Shelby County**

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