

These area job postings were compiled by OhioMeansJobs Center of Shelby County from a sampling of job postings from www.OhioMeansJobs.com.

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.

OhioMeansJobs Shelby County is a proud partner of the American Job Center Network.



Search:

OhioMeansJobs Shelby County

**Providing the Community with Employment
and Training Services.....**

*The following services are provided at no charge
for employers and job seekers:*

- Professional, skilled, and entry level job postings
- Computer access to internet-based job banks
- Job Fairs and Hiring Events
- Resume and cover letter preparation
- Career counseling
- Training and retraining to upgrade skills
- Free job readiness workshops

No appointments are necessary to take advantage of the
available programs & services.



Visit us on Facebook

View local job opportunities online at:
www.shelbycountyjfs.org

**OhioMeansJobs Shelby County is located at:
227 South Ohio Avenue, Sidney**

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

937-498-4981 ext. 2816

Sheet Metal Roofer

Company: Ferguson Construction Company

Job Location: Sidney, OH

Address: 400 Canal St. Sidney, OH 45365

Job Duties: Ferguson is searching for skilled Sheet Metal Roofers for our Sidney location. Job duties include plans, lay outs, fabricates, and assembles sheet metal products. Design miscellaneous flashings and trims from flat stock, walk rafters & beams, know proper crane signal use, install roof hatch & roof curbs. Dependable, follows instructions, and wants to work in a team environment. Full-time; Monday-Saturday.

To Apply: You may apply online at www.OhioMeansJobs.com. We are a Drug Free and Equal Opportunity Employer.

Snow Removal

Company: Hardin-Houston Local School District

Job Location: Houston

Job Duties: Snow removal of parking lots on campus.

To apply: Interested parties should contact Superintendent Ryan Maier to submit bid information at 937-295-3010 ext. 3001 or rmaier@hardinhouston.org

Service Support Representative-Wood

Company: Clopay Building Products

Job Location: Russia, Ohio

Qualifications Desired: Previous customer service experience, clerical or office experience is required. Experience using Microsoft products including Word and Excel.

Education Requirement: A High School degree is required along with 18 months of related experience and/or training; or equivalent combination of education and experience.

Job Duties: 1) Edit, analyze, interpret and service customer inquiries via correspondence, faxed orders and telephone calls. Delegate issues requiring sales support to Regional Sales Coordinators area.

2) 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. 3) 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 (WeCare). 4) Facilitate requests for information relative to technical or engineering application requirements. 5) Maintain references, price lists, and files incidental to the procedure. 6) Coordinate and otherwise assist with the services of the Company's technical engineering staff to determine customers' needs. 7) Prepare price quotations, terms of sales, delivery dates, service obligations, etc. 8) Investigate and expedite product due to warranty claims. 9) Service all accounts and support the sales team in a courteous manner.

To apply: Please apply online at: www.OhioMeansJobs.com or https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=211471159&wdjobid=4001948700&sq=pg%3d1%26cnme%3drussia%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false. Please visit our website at www.clopaydoor.com to learn more about our company.

Regional Sales Coordinator-Wood

Company: Clopay Building Products

Job Location: Russia, Ohio

Qualifications Desired: * Basic computer skills are required with a familiarity of Microsoft Office Products. * Periodic overnight travel is required.

Education Requirement: * A high school degree is required, college degree preferred.

Job Duties: * Act as the primary inside sales and customer service point of contact for all assigned dealers. * Receive, analyze, interpret, and service customer's inquiries, correspondence, and telephone calls varying broadly in nature and scope. * Delegate order entry issues to assigned Order Entry Support Representative. * Ensure that our dealers get order acknowledgements, advisement of order changes, shipping and delivery dates, price changes, terms of sale or other conditions in accordance with policies or other changes. * Attract, establish, and land residential and commercial dealer business volume in assigned territories. * Implement proactive sales, marketing and service programs with the intent of soliciting additional sales and to build business rapport. * Work closely with field sales personnel and DC Managers in order to maximize overall growth of the territory. * Other duties as assigned.

To apply: Please apply online at: www.OhioMeansJobs.com or https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=211471450&wdjobid=4001848697&sq=pg%3d1%26cnme%3drussia%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false. Please visit our website at www.clopaydoor.com to learn more about our company.

Laborer

Company: Lippert Components

Job Location: Jackson Center, Ohio

Qualifications Desired: This position is primarily responsible for assisting in the flow of production and the movement of raw and finished materials through the various phases of production, Observance of all safety rules and policies maintained by the company; Maintenance of material inventory; including unloading of delivery vehicles; Movement of raw material through installation area; Assurance of proper parts specifications (size, dimensions, gauge, etc.) for chassis completion; Assurance of sufficient part supply at all processing stations; Movement of completed parts from installation area to shipping area; Assistance in repair work as necessary; Rotation of position into production team structure as necessary; Maintenance of good housekeeping practices.

Job Duties: Must be able to work as a part of a team to achieve the company's overall goals; Must demonstrate clear verbal and written communication skills (English); Must be able to read and process written communication including, but not limited to measurements, directions, instructions, etc.; Must be able to help production meet goals and time deadlines for company projects; Must be able to work with minimum supervision; Must be able to operate appropriate office equipment including screw, rivet guns, and impacts, etc.; Must be able to operate a Lift Truck or Tractor as necessary; Must be able to physically lift and maneuver weights in excess of fifty pounds; Must be able to operate a Lift Truck as necessary; Must possess successful problem solving skills; Must be able to exhibit tact and diplomacy and maintain professional relationships with supervisors, fellow employees, customers, etc.; Must be able to work under physically and mentally stressful situations, Must be able to deal with climate extremes (temperature, precipitation, etc.); Must be able to prioritize and easily adapt to changes through the day.

To apply: Apply online at: www.OhioMeansJobs.com or <https://careers-lci1.icims.com/jobs/1908/laborer/job?mo->

Tractor Trailer Drivers

Company: AG Trucking

Qualifications Desired: Class A CDL/2yrs exp.

To apply: Call Rick or apply at www.agtrucking.com 800-366-1216 x1

Restaurant Positions

Company: Buffalo Wild Wings

Job Location: Troy & Sidney

Address: 2080 W. Michigan Street, Sidney, Ohio 45365

To apply: PLEASEAPPLYONLINE.COM/STRAWBERRYWINGS

Production Associates

Company: KTH Parts Industries, Inc.

Job Location: Saint Paris, Ohio

Address: 1111 North State Route 235, Saint Paris, Ohio 43072

Qualifications Desired: Must have a good work history and be able to work overtime - including Saturdays.

To apply: Apply online at: www.indeed.com or Qualified candidates should complete the application form and submit your resume in Word or PDF format. <https://www.kth.net/job/production-associate/>

Mechanical Design Engineer

Company: Lincoln Electric

Job Location: Ft. Loramie, Ohio

Qualifications Desired: Must be familiar with Company quality objectives and play an active role in reaching continuous improvement objectives. Focus on Leadership, Design and Development, and Departmental Performance Metrics. CAD (3D modeling) desired. 0-3 years of experience in manufacturing and design of industrial automated equipment desired. Industrial hydraulic and pneumatic experience. Team Leadership and Project management experience. Commitment to company values.

Education Requirement: Degree in Mechanical Engineering or proven equivalent in experience preferred.

Job Duties: Manage engineering processes required to design, build, ship, and service Wayne Trail equipment. Coordinate and Lead/Participate in Engineering Design (mechanical, electrical, pneumatic, and hydraulic). Lead Project Team in the effort of adhering to both a challenging project timeline as well as a tight financial budget (hours and material). Assist in establishing Project timelines and determining manpower needs. Assist purchasing in establishing costs and suppliers for purchased items. Assist onsite installation and startup activities including commissioning of equipment and resolution of final customer payment as required. Assist in developing/maintaining engineering and product standards. Coordinate compiling of operator and maintenance manuals. Ensure required ISO documentation is completed. Work well in a team environment and communication groups may include; Machine builders, Project Management, Engineering Teams, Management, and support functions. Assist in team performance evaluations and lead mentoring process of new/inexperienced engineers.

To apply: Apply online at: www.OhioMeansJobs.com or <https://jobs.lincolnelectric.com/job/Fort-Loramie-Mechanical-Design-Engineer-OH-45845/552716601/>

Systems Administrator

Company: Celina Insurance Group

Job Location: Celina

Qualifications Desired: 2+ years' experience in one or more of the following areas of administration: Network, Storage, Windows, Office 365, VMWare, IBM Power and/or SQL Server. Ability to work in both an independent and a collaborative team environment. Strong organization, problem solving, and interpersonal skills. Self-motivation. The ability to develop rapport and positive working relationships with co-workers. Provide outstanding customer service. Maintain sound, disciplined, and compliant information technology practices.

Education Requirement: A Bachelor's degree in Computer Science or equivalent experience.

Job Duties: We have a career opportunity here at our Home Office for a Systems Administrator to join our dedicated, collaborative team of IT professionals. This individual will be responsible for administering our systems and maintaining a balance between confidentiality, integrity and availability of the company's systems and data. Our company does not provide visa sponsorship for this position. Primary resource for administration of the company's systems. Design and implement reliable and secure solutions.

Lead projects and manage third-party providers. Optimize Celina Insurance Group's use of technology, data, analysis tools, and metrics. Deploy, manage, and monitor systems throughout the enterprise and establish redundancy to eliminate single points of failure.

To apply: Apply online at: www.celinainsurance.com

Inside Classified Sales Specialist

Company: The Sidney Daily News

Job Location: Sidney, Ohio

Address: 1451 N Vandemark Rd. Sidney, Ohio 45365

Qualifications Desired: Excellent written and verbal communication skills and the ability to multi-task are also required. Inside advertising sales or telemarketing experience is preferred.

Job Duties: The Sidney Daily News has an exciting opportunities available in our Classified Call Center for Inside Classified Sales Specialists. Expanding Classified Call Center is seeking motivated individuals who will be able to provide exceptional customer service to our customers. Ideal candidates will manage inbound and outbound classified advertising calls by developing and maintaining relationships with our customers.

To Apply: Please send a cover letter, resume and references to: nbuzzard@aimmediamidwest.com No phone calls will be accepted regarding the positions.

Drivers-Class A OTR

Company: K & B Transportation

Qualifications Desired: Minimum 6 months of over the road experience, Must be willing to be out 12+ days at a time, Valid Class A CDL with a "clean" driving record, No DUIs or failures of drug screens, No more than 3 minor moving violations (within past 3 years)

To apply: Apply online at:
www.OhioMeansJobs.com or https://www.recruit.net/job/driver_jackson-center_jobs/1110C477DF4B8BA8

HVAC Technician

Company: RCS Construction

Job Location: Mercer County

Qualifications Desired: At least one year HVAC experience, Competence with hand tools associated with the craft, Physically able to lift and carry up to 100 pounds, A basic understanding of how to read blueprints. Good communication skills, Applicant must have a driver's license, Flexibility & willingness to work in multiple positions

Education Requirement: High school diploma/GED

Job Duties: We are seeking an HVAC Technician to perform installation, electrical and mechanical inspection, start-up and maintenance on HVAC systems in residential and light commercial settings. Install ability of HVAC systems is key.

To apply: Email or call Nick -
nkoesters@bruns1951.com or (419)586-9367

Traffic Signal Technician 2

Company: Ohio Department of Transportation

Job Location: Sidney, Ohio

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

Qualifications Desired: Skill in: Operation of equipment, mobile devices &/or computer, diagnostic test equipment. Ability to: Install, maintain, program, & repair electrical equipment; interpret traffic signal & highway lighting plans & understand technical instructions; cooperate with co-workers on group projects &/or work alone on some tasks; maintain accurate records; interpret a variety of instructions in written, oral, or picture form; lift &/or transport at least 100 pounds. Developed after employment. UNUSUAL WORKING CONDITIONS: Exposed to electrical hazards; works outside & exposed to inclement weather (e.g., temperature extremes, ice, snow, rain), rough terrain, dust, dirt, fumes & noise; may be exposed to poisonous plants, insects, rodents, & snakes; may be exposed to moving traffic & motoring public; may be exposed to unpleasant surroundings (e.g., sewage, confined space); may be on call 24 hours per day, 7 days per week; may require overnight travel; may be required to work at heights up to 300 feet above ground/water.

Education Requirement: Undergraduate core in electrical engineering or engineering and transportation technology; 12 mos. exp. troubleshooting/ maintaining &/or repairing of electrical circuits & traffic signal components; valid Class B commercial driver's license without air brake restriction required. Associate core in electrical engineering or engineering and transportation technology; 18 mos. exp. troubleshooting/maintaining &/or repairing of electrical circuits & traffic signal components; valid Class B commercial driver's license without air brake restriction required. -Or 36 mos. training. &/or exp. in troubleshooting/maintaining &/or repairing electrical circuits & traffic signal components; valid Class B commercial driver's license without air brake restriction required. 24 mos. exp. as a Traffic Signal Technician 1; valid Class B commercial driver's license without air brake restriction required. -Or equivalent of Minimum Class Qualifications for Employment noted above. Knowledge of: Fractions, decimals, multiplication & division; electrical tools & equipment; state & national electrical code, methods, theories, and principles of electricity & electrical systems; safety practices procedures; traffic control.

Job Duties: Go to <http://careers.ohio.gov/> to view job description.

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

Part-time Clerical Aide

Company: City of Sidney

Job Location: Sidney, Ohio

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

Qualifications Desired: •Experience using a computer for data entry. Spreadsheet and word processing skills may be utilized. •Experience using equipment including, but not limited to, a copier, fax, and .calculator

Job Duties: The Part Time Clerical Aide position is responsible for assisting the department staff with job duties associated with inputting tax returns, W2 entry (seasonally), processing mail payments and other tax and billing tasks as assigned. Job Dimension: The Revenue Collections office is a division of the Finance Department. This office is responsible for the billing and collecting of the majority of the City's revenue. In doing so, this office is charged with assisting the public in a way that inspires confidence in the City's integrity, efficiency and fairness. The PT Clerical Aide position reports directly to the Revenue Collections Manager. Nature and Scope: The PT Clerical Aide (Revenue Collections) will receive income tax returns, receipting them in the income tax software. This position will also input and process tax returns, input and reconcile W2 forms with the employers' annual reconciliation forms (W3). The position will enter and input utility payments from the mail and drop box and may assist customers at the counter windows. The Clerical Aide may also assist with other billing and collection tasks as assigned. Major Challenges: •Maintaining attention to detail during repetitious entry of data. • Being patient and diligent in working through problems and finding solutions. • Processing payments using established cash handling policies and practices, including but not limited to providing correct change, handling large sums of cash and reconciling computerized and cash register balances. •Serving customers who have a variety of complaints and are sometimes abusive, while maintaining a pleasant and helpful attitude at all times. •Communicating with individuals from a wide range of educational, social, cultural and economic backgrounds.

To Apply: Job description and application are available on our website at:

www.sidneyoh.com.Departments.EmploymentOpportunities or City Hall. Please see Lynn Shuster, Receptionist, or contact Kelly Holthaus. You may submit your application in person or by Fax: 937-498-8160 or scan and email it to: lsuster@sidneyoh.com. This job will be open until filled.

Bakery Line Attendant 1st Shift

Company: The Schwan Food Company

Job Location: Sidney, Ohio

Address: 1910 Fair Rd. Sidney, Ohio 45365

Qualifications Desired: Candidates receiving offers of employment will be required to complete a post-offer, pre-placement background check and drug screen. Here at Schwan's Company, we put a high priority on having safe, clean, and healthy workspaces. And we want individuals that take that seriously. Are you a hard worker? This job is in a fast-paced environment, and will require you to be physically active! If you are able to do these active tasks, we want YOU to apply! Lift up to 50 lbs.—bending carrying pushing pulling and other activities as needed. Stand and walk on concrete for long periods of time. Work in cold and/or hot temperatures throughout the day. Work quickly and efficiently with hands continuously (reaching and performing repetitive hand wrist and arm motions). We need someone who can: Understand simple instructions, training materials, and product labeling. Perform basic math. Be a team player and interact professionally with co-workers.

Education Requirement: Candidates with a high school diploma or equivalent are preferred.

Job Duties: This position is responsible for performing different assembly and packaging jobs in the processing of foods. Making quality products under sanitary conditions in the most efficient manner and on a timely basis. Unpacking raw materials; mixing ingredients; assembling product and packing finished goods. Ensuring that all products (from raw materials to finished product) meet company and government quality standards. Inspecting products; throwing out or fixes products as necessary; writing down amount of waste as directed. Notifying supervisor of quality issues, ingredient/material problems and/or equipment breakdowns. All work is done on a rotation. Will rotate to other product lines in all facilities as needed. Keeping a straight product flow along conveyors. Assisting with training of new line attendants. Counting, packing and inspecting finished product for correct label, cleanliness, and quality. Working in a wide range of temperatures and conditions and being exposed to moving mechanical parts. The use of Personal Protective Equipment (PPE) is required, including but not limited to ear plugs, safety glasses/goggles, bump caps, hair and beard nets, and gloves. Performing all duties in compliance with existing USDA, OSHA, State, Federal, and company regulations, policies and procedures (including Good Manufacturing Practices (GMP's) and safety regulations). Conducting yourself in a manner consistent with company mission, values, code of ethics, policies and other standards of conduct.

To Apply: Apply online at www.Ohiomeansjobs.com. Search job title and Sidney.

Membership Coordinator

Company: Confidential

Job Location: Jackson Center, Ohio

Qualifications Desired: Previous experience in member management, sales, or recruitment. Excellent verbal and written communication skills. Outstanding customer service skills. The ability to work with a diverse group of volunteers, staff, and vendors in a timely and professional manner. The ability to deal professionally and effectively with stressful situations and demanding people. Strong organizational, problem-solving and multi-tasking abilities. A thorough working knowledge of Microsoft Office Suite, Adobe Creative Cloud, QuickBooks and data entry capabilities. Website and desktop publishing skills helpful. Office skills including but not limited to copy machine, phones, credit card machine. Possess strong attention to detail. Positive attitude with an outgoing and enthusiastic personality. Ability to think creatively and take initiative. Strong ability to work independently, but also as part of a cooperative team. Excellent time management skills and ability to multi-task and prioritize work. Experience organizing and coordinating projects with many variables and managing a timeline. The ability to perform certain physical tasks including, but not necessarily limited to, the lifting of file and shipping boxes. The ability and willingness to travel in order to accomplish the duties of the position. Punctuality and reliability.

Education Requirement: High school diploma/GED, Bachelor's degree or equivalent work experience

Job Duties: We are looking for a Membership Coordinator to act as a liaison between our organization and our members. This key role will be responsible for all aspects of membership, from serving as the first point of contact for membership-related questions to participating in events to recruit new members. Primary tasks will include processing and maintaining membership records, maintaining accurate membership data, answering phone calls, managing correspondence, and assisting local clubs and units in resolving membership issues. Ultimately, the Membership Coordinator should be an outstanding communicator with a talent for building strong relationships between members and the organization. The environment is a fast-paced with a team-oriented group that tries to have fun while serving members with exceptional service. We are looking for a reliable individual with a positive attitude, remarkable organizational and communication skills, and a strong work ethic. Handle all questions, information requests, and complaints regarding membership. Process membership applications, renewals, and resignations. Maintain and update membership records. Produce and maintain membership decals and data. Assist with member communications activities. Collect data, track membership statistics, and prepare and distribute reports. Coordinate with the accounting department to track membership revenue. Prepare and distribute mailings including but not limited to e-announcements, newsletters, and membership information. Produce and distribute the quarterly and annual membership roster. Work with International Membership Chair on preparing and distributing membership marketing materials including but not limited to website and social media updates. Prepare plaques and/or other appropriate recognition to be distributed to applicants approved for membership and/or elevation. Maintain adequate inventory of membership kits and various membership notices and information. Assist in organizing events and activities for existing and prospective members. Assist in greeting visitors at headquarters. Perform any and all other duties as may be considered necessary and appropriate by the Corporate Manager.

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?adid=310363430&cmp=Confidential&from=iaBackPress&jk=40a7d64533e82331&pub=4a1b367933fd867b19b072952f68dceb&sjdu=QwrRXKrqZ3CNX5W-O9jEvdvEiYyo-1zuoscWa11_P-ceWQ5CYL5aoqkNfqR3frYPGrPSScl4zUJJzhKzQNPekZkLfP5Md6JkycvfYukEoQ&t=Membership%20Coordinator&tk=1dkavjoik5ue9803&vjs=3

Assembly

Company: Hartzell Air Movement

Job Location: Piqua, Ohio

Qualifications Desired: Previous experience with assembly or hands on experience is strongly recommended. Previous application of lean manufacturing and structured problem solving tools is a plus. CNC programming, precision machining and metrology, and drafting knowledge are a plus. Good understanding of blue print reading and excellent math skills. Good verbal and written communication skills. Lifts frequently (50% of normal work day) material weighing 25 – 50 lbs. Occasionally lifts up to 50 lbs. Lifting generally from floor level to knee or waist level. Must be capable of close, distant, and color vision and have good depth perception. Must reach, stoop, kneel, crouch and crawl. Be able to read part numbers and directions provided on a worksheet. Must be reliable and willing to work overtime when required.

Job Duties: Plans and performs a variety of operations connected with the assembly of various types of fans and accessories. Involves a number of parts and requires skill and care to maintain close tolerances in alignment, fits and clearances to meet quality performance.

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?adid=311550484&cmp=Hartzell-AirMove-ment&from=iaBackPress&jk=601ce4b6e1ef9094&pub=4a1b367933fd867b19b072952f68dceb&sdu=QwrRXKrqZ3CNX5W-O9jEvaFw-SAziFGxhUY6dINj8lvNqQIQYo2g3zvT4UWOVqi0iaX-TW4UvF_O_7mRCrlaaoSoiNuOwaqcnCeMickjIlVc&t=Assembly&tk=1dkb1tm9h4eph802&vjs=3

General Insurance Associate Apprentice

Company: Phelan Insurance Agency, Inc.

Job Location: Not listed

Address: 863 East Main Street, Versailles, Ohio 45380

Education Requirement: This is a Registered Apprenticeship opportunity position and related instruction is required through Edison State Community College. Program: Business: Short-Term Certificate

Job Duties: Performs duties necessary to support Account Executive(s), including updates on proposals, preparation of new business applications and supplemental applications for submission to insurance carriers. Work with other associates in gathering and preparing information for new policy proposals to prospective insured's. Processes and reviews client policy, endorsement requests, endorsements, cancellations, and audits work product according to the established Agency procedures and workflows. Updates full and accurate client data and policies in the Agency Management System. Maintain task items in a timely and organized manner. Must be proficient in MS Word and Excel, along with other insurance software programs. Performs any and all other duties as assigned by Management

To apply: Email resume to jeff_francis@phelanins.com or apply in person.

Transload Operator

Company: AIP Logistics, Inc.

Job Location: Wapakoneta, Ohio

Qualifications Desired: Minimum 1-3 years prior experience preferred

Education Requirement: Minimum H.S. diploma - Associates Degree preferred

Job Duties: Safely and efficiently unload rail cars to trucks within the customer's facility. Possess the ability to understand and follow standard operating procedures and policies for all transload operations, Manage for the daily unloading of materials consisting of a variety of bulk liquid and dry products. Unload bulk tanks to totes, fill totes from liquid tankers and fill tankers from storage tanks, Understand and follow operating procedures and policies, operate or learn to operate railcar loading systems and equipment, perform work safely and productively, Willing to be cross-trained on all functions at facilities, Strong work ethic and willingness to follow procedures, Ability to perform general maintenance on equipment, assist with handyman duties within the facility (general maintenance, landscape upkeep and painting), interact with other team members, interact with customers, railroad crews, and visitors, and understand customer needs.

Be open to working weekends, and overtime work is very possible, Ensure inbound and outbound shipments are accurate and free of damage. Report any quality variances, Perform labeling, sorting, wrapping, packing, and repacking as needed, including the transfer of bulk material to drums and Gaylord boxes, Ability to multi-task and manage other duties as required throughout the transload and warehouse facilities

To apply: https://www.aiplogistics.com/careers/application-general/?job_id=593

Part-Time Youth Services Assistant

Company: Amos Memorial Public Library

Job Location: Sidney, Ohio

Address: 230 E. North Street, Sidney, Ohio 45365

Qualifications Desired: We are looking for an enthusiastic, team-oriented person who enjoys working with youth. Criminal background check required. Basic computing skills needed.

Education Requirement: High school diploma or equivalent

To apply: Applications and job description available at Main Circulation Desk. Interested applicants please submit an application, resume, and letter of interest to: Rikki Unterbrink Youth Services Director rikkiu@sclmail.org

Facility Maintenance Specialist 1

Company: Ohio Department of Transportation District 07

Job Location: Sidney, Ohio

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

Qualifications Desired: Successful completion of post-secondary training in facilities maintenance technology, industrial trades technology or comparable training program; 1 yr. exp. in construction/building maintenance that included carpentry, electrical, plumbing & HVAC. Note: if position will be assigned to operate motorized equipment of size & type regulated by Sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code, applicant must also have valid commercial driver license; if required to operate state vehicle must have valid driver license. The selected candidate for this position must obtain and maintain a Class B CDL with tanker endorsement & without air-brake restriction within 12 months of hire. Knowledge of addition, subtraction, multiplication & division; safety practices (i.e., OSHA/PERRP). Skill in carpentry, electrical/electronics, plumbing & mechanical trades; use of hand/power tools associated with carpentry, electrical, plumbing & mechanical trades; operation of personal computer.

Job Duties: Travels throughout District transporting materials/equipment in order to complete basic preventative maintenance & repairs on building systems (e.g., installs & replaces lighting fixtures, light bulbs, ballasts, switches, receptacles, & fuses; performs basic wiring of single & three-phase motors; performs minor repair & installation of plumbing fixtures (e.g., sewer lines; toilets; valves; sinks; radiators; cuts, solders & threads pipes; unclogs drains & toilets; greases motors; turns on water; drills or chisels holes in walls); assists higher-level workers in performance of advanced maintenance tasks, cleans plumbing shop & work areas, assists higher-level workers with operation & maintenance of low pressure boilers (e.g., cleans & repairs tubes; replaces gaskets; cleans scale & soot from boilers; checks grates & combustion control equipment; checks equipment for proper functioning), assists higher-level workers & cleans boilers & related equipment (e.g., feed water pumps; oil pumps; electric motors; turbines; air compressors; water regulators; gears boxes; fans; water softeners) & performs minor repairs & routine preventative maintenance to HVAC & mechanical room equipment (e.g., changes belts, fluids, filters & lubricates equipment; assists higher-level workers in performing repairs to HVAC & mechanical room equipment). Assists in building, repairing & installing wood products (e.g., cabinets; shelving units; picture frames; wall plaques; signs; windows & doors; partitions; furniture). Performs &/or assists others in performing maintenance &/or building repairs (e.g., erects walls; plasters, pours & finishes concrete; installs & finishes drywall surfaces; sets up & dismantles display exhibits); performs support duties in shop (e.g. cleans & oils tools &/or shop machinery; sweeps floors; stocks supplies & takes inventory; assembles machinery; repairs equipment; performs miscellaneous duties (e.g., operates snow & ice removal equipment, grounds keeping equipment such as farm tractor, backhoe, fork lift & boom equipment); installs, re-keys & programs locks & electronic door-entry systems; operates personal computer to verify data &/or to produce &/or maintain work records; completes written work orders; independently makes decisions on how to efficiently perform assigned basic repairs, preventative maintenance & installations; meets with agency personnel to gather information on maintenance problems; informs other state workers of maintenance plans; advises agency personnel on prevention of maintenance breakdowns; performs repairs & prevention maintenance in timely manner.

To Apply: Apply online at <http://careers.ohio.gov/>. All applications must clearly indicate how the minimum qualifications & position specific minimum qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.

***IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

Infant / Toddler Teacher

Company: CORS Head Start

Job Location: Sidney, OH 45365

Address: 201 R.M. Davis Parkway, Piqua, Ohio 45356

Qualifications Desired: • Prompt, punctual attendance is required. • Implement and maintain classroom operation in accordance with CORS, daycare licensing, Step Up to Quality, federal and state regulations, policies and procedures. • Ensure the safety of all children by assuring active supervision of the children at all times. • Be knowledgeable of the agency selected curriculum and social emotional approach, Head Start Early Learning Outcomes Framework, and ODE Early Learning Development Standards. • As a classroom team with the Assistant Teachers, develop and implement weekly lesson plans utilizing the agency selected curriculum that include activities and experiences that support all developmental domains, school readiness, and highlight the needs and interests of the children.

Education Requirement: Associate (required)

Job Duties: As a member of the Early Childhood Education team you will direct and supervise the educational operations of the classroom by developing a working knowledge of the ODE Early Learning Development Standards, performance standards, Head Start domains, Step Up to Quality, curriculum, and policies and procedures. Where applicable, act as administrator under daycare licensing laws for the center. Supervise the Teacher Assistants, and when applicable, the Cook/Cook Assistant and Driver. Provide support and guidance to the center staff in serving and maintaining partnerships with families through intentional teaching strategies and activities and interactions with children.

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

Babysitter

Company: Confidential

Location: Sidney, Ohio 45365

Qualifications Desired: Caregiver preferences - Non-smoker - Transportation Required - Meal preparation - Homework help - 1 Child aged 4 - 6 years, 1 Child aged 7 - 11 years

Job Duties: We need a babysitter for our 2 children in Sidney. And we're looking now! About the child(ren): The children are very active and will have homework to do first before doing anything play/electronics. Children go to a private school and also have lessons at the YMCA on some afternoons.

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

Dietary / Culinary Services Associate

Company: Main Building - Ohio Living, Sidney, OH

Address: 3003 West Cisco Road, Sidney, Ohio 45365

Qualifications Desired: • Food service experience a plus, but not required. On-the-job training provided. • Must be able to read, write, speak, and understand the English language.

Education Requirement: • Tenth grade education required. • High school diploma or equivalent preferred.

Job Duties: The Culinary and Nutritional Services Associate provides assistance to sure that quality nutritional services are provided on a daily basis and that the culinary services are maintained in a clean, safe, and sanitary manner. • Performs day-to-day culinary functions to serve meals and snacks that are palatable and appetizing in appearance that provides residents with an exceptional dining experience. • Assists in serving meals as necessary and on a timely basis, delivers food carts, trays, etc. to designated areas, and works in serveries. • Serves food in accordance with established portion control procedures. • Ensures that work areas and equipment are maintained in a clean, sanitary, and safe manner. Assists in daily or scheduled cleaning duties as needed and directed by supervisor, • Assists in executing special events and participating in their planning and preparation. • Distributes, collects, and counts menus as necessary.

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

Bicycle Museum Assistant

Company: Bicycle Museum of America

Address: 7 W Monroe Street, New Bremen, Ohio

Qualifications Desired: 0-4 years related experience • Candidate must be able to work year-round. This is not a seasonal position. • Must have valid driving privileges

Education Requirement: High school graduate or equivalent

Job Duties: The Bicycle Museum of America, located in the historic downtown area of New Bremen, Ohio, is a local tourist attraction featuring one of the largest private bicycle memorabilia collections in the world. With more than 300 bicycles in store, and thousands more in rotating inventory, the museum has something new to inform and entertain every bicycle enthusiast. Job Responsibilities • Archive Materials in Museum • Update Museum Displays • Conduct Museum Tours • Research • Perform other duties as assigned

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

Sanitation Associate

Company: Schwan's Company

Address: 1910 Progress, Sidney, Ohio 45365

Status: 3rd shift full time

Qualifications Desired: • Understand facility cleaning and safety procedures. • Comply with all safety policies and procedures. • Comply with Good Manufacturing Practices, customer and company requirements. • Perform basic math. • Read and write well. • Communicate well with others verbally. • Operate steam and high pressure hoses. • Understand and carry out directions and procedures related to cleaning and sanitation. • Work in a TEAM environment. • Work in hot, cold, wet, dry, and noisy environments. • Take direction from others. 0-1 Years of related experience are necessary.

Education Requirement: Candidates with a high school diploma or equivalent are preferred.

Job Duties: • Safely cleaning and sanitizing equipment, tools, and facility to ensure all soil and contaminants are removed per procedures. • Operating COP tank cleaning equipment to clean disassembled equipment. • Disassembling and reassembling equipment as directed. • Following sanitation schedules to conduct and document routine cleaning of the facility and production line. • Using and documenting chemical use to stated concentrations and for appropriate applications. • Verifying and documenting that correct chemicals and concentrations are used and that cleaning and sanitizing is complete to deliver equipment and infrastructure that is clean and passes all micro indicator tests. • Conducting yourself and ensuring your conduct themselves in a manner consistent with company mission, values, code of ethics.

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

Store Manager

Company: Gordmans

Address: 2290 Michigan Street, Sidney, Ohio 45365

Qualifications Desired: Significant Retail Management experience Leadership Attributes • Values-based Leadership • Business Leadership and Strategic Perspective • Thought Leadership • Talent Leadership • Deliver Extraordinary Results • Change Transformation Experience in Customer Service / Salesmanship, Personnel, Merchandising and Store operations

Education Requirement: Associate's Degree or Certification in related field

Job Duties: • Overseeing one or more areas/departments of the store • Maximizing store sales and profits • Meeting all goals (i.e. sales, credit applications, magazine sales, Club 50 memberships, shrinkage, payroll, and expenses) • Developing a qualified, well trained staff • Ensuring proper execution of all store operations functions and company programs • Ensuring the highest level of Customer service and satisfaction. • Maintaining company standards throughout the store • Protecting all company assets

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

Assistant Store Manager

Company: Gordmans

Address: 2290 Michigan Street, Sidney, Ohio 45365

Qualifications Desired: Experience in Customer Service / Salesmanship, Personnel, Merchandising and Store operations

Job Duties: The major job responsibilities for which the Assistant Store Manager is accountable include assisting the Store Manager and Sr. Assistant Manager (if applicable) for: • Overseeing one or more areas/departments of the store • Maximizing store sales and profits • Meeting all goals (i.e. sales, credit applications, magazine sales, Club 50 memberships, shrinkage, payroll, and expenses) • Developing a qualified, well trained staff • Ensuring proper execution of all store operations functions and company programs • Ensuring the highest level of Customer service and satisfaction. • Maintaining company standards throughout the store • Protecting all company assets

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

Stockroom / Custodian

Company: Gordmans

Address: 2290 Michigan Street, Sidney, Ohio 45365

Qualifications Desired: Ensuring merchandise is processed in a timely manner and/or ensuring store is cleaned and maintained on a regular schedule

Job Duties: Alert management when shipments receiving/unloading freight. Prepare receiving area. • Scanning in all freight on the Palm Pilot and identify damaged/tampered boxes. • Assist freight carrier driver with properly staging cartons • Stage and sort merchandise. • Perform merchandise processing techniques • Relay merchandise to the sales floor. • Pick up hangers/sensors tags from cash wraps as needed. • Remove sensor tags. • Process outgoing Store-To-Store Transfers, Recalls and Damages. • The receiving associate must complete cartons per hour. • Aid management in moving fixtures and other floor moves when needed. • Help assemble or breakdown new/old fixtures as needed. • Hanging outside banners or in-store signs. • Vacuum and spot-clean carpet. • Clean restrooms, store entrance, associate break room, Team-One area and fitting rooms, Trash pickup/disposal outside. • Sweep and mop floors where and when appropriate. • Dust in high, out of reach areas. • Replace light bulbs as needed. Identify ballasts in need of repair to management. • Maintain and organize sign holders/signs. • Maintain cleaning supply dock. • Clean all interior/exterior glass and windows. • Check exterior sidewalk for cleanliness daily.

To Apply: Apply online at <http://www.amtrim.com/careers> seek job title and location

Factory Team Member

Company: Emerson

Address: 1675 Campbell Road, Sidney, Ohio 45365

Hours: Will be required to be available for any shift

Qualifications Desired: Positive, "can do" approach and the ability to work in a team environment • Mandatory overtime could consist of 9 hours per day and Saturdays • No Mandatory Sundays • Ability to work any shift • Potential for heavy lifting up to 50 lbs. • Maintain required levels of attendance • Ability to pass pre-employment testing • Criminal background check • Drug screen

Job Duties: : Work generally requires the ability to recognize parts characteristics and variations, and attention to detail. Employees must understand and meet standards for acceptable part and product quality. Team members are also responsible for various functions for the assembly line and must be capable of doing any job on the line, interchangeably on a regular basis.

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

Press Helper - Production

Company: Derby Fabricating Solutions, LLC

Address: 570 Lester Avenue, Sidney, Ohio 45365

Qualifications Desired: Need dependable and dedicated team members that enjoy being appreciated for their efforts. Will train right candidate.

Job Duties: Derby Fabricating Solutions is a leading supplier of Die Cut and Custom Assemblies for the automotive and appliance industry. Light duty work.

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

Logistics Manager

Company: Boomerang Rubber Company

Address: 115 S. Mill Street, Botkins, Ohio 45306

Qualifications Desired: Demonstrated leadership experience with a high functioning, fast paced environment. • Experience with drop/ship programs utilizing UPS and/or Fed Ex. • Experience with EDI transmittals • Strong proficiency with systems including MS Office, database management, carrier portals. • Strong interpersonal communication skills and the ability to establish and maintain effective working relationships. • Ability to effectively communicate, present information and respond to questions both verbally and written. • Ability to drive forklift • Strong attention to detail and ability to work quickly while maintaining a high priority to the safety of our workforce. • Must have experience with OEM's • Ability to lift and move objects up to 75 pounds consistently. • May work in uncomfortably hot or cold environments. • Prefer 3 – 5 years of experience in scheduling inbound/ outbound shipments

Education Requirement: • Open to applicants who do not have a college diploma

Job Duties: The Logistics Manager is responsible for all shipping, receiving, and picking operations and personnel. Key accountabilities are accuracy, efficiency, and customer satisfaction.

To apply: Apply in person at: 115 S. Mill Street, Botkins, Ohio 45306 Or online @ www.boomerangrubber.com

Production Associate

Company: Boomerang Rubber Company

Address: 115 S. Mill Street, Sidney, Ohio 45365

Qualifications Desired: Must be able to meet the physical requirements of frequently lifting 30 to 70 pounds. Former manufacturing experience is a preferred.

Job Duties: Automotive manufacturer of quality rubber products such as; mud flaps, truck bed mats, and industrial agricultural mats. We are currently accepting applications for Production positions at our Dinsmore and Mill St. locations in Botkins, OH.

To apply: Apply in person at: 115 S. Mill Street, Botkins, Ohio 45306 Or online @ www.boomerangrubber.com

Downstream Operator

Company: Ring Container Technologies

Address: 603 Oak Avenue, Sidney, Ohio 45365

Hours: Full-time Schedule: Monday to Friday

Qualifications Desired: Ideal candidates will use their passion for process paired with technical ability to help improve machine and process efficiency. They will be responsible for operating the machinery, perform scheduled preventative maintenance and downstream equipment changeovers. Responsibilities • Ensure the safe and efficient operation of all downstream equipment • Perform scheduled Preventative Maintenance tasks as outlined by the plant PM program • Maintain sufficient records to support the CMMS system • Coordinate with Production Manager as it relates to production equipment training • Document and communicate any changes, progress or problems to team as necessary • 1-3 years' relevant experience in a manufacturing environment • Must possess a sense of urgency, accountability, professionalism and self-motivation

Education Requirement: High School Diploma or GED equivalent

Job Duties: Our Downstream Operators are focused on producing the best quality product for our customers through accountability, quality checks, and proactive preventative maintenance on our equipment. We are a highly cross-functional team, working in a fast paced atmosphere that leverages technology and automation while promoting a safe and clean working environment.

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

Forklift / Stock Picker Operator

Company: Augusta Sportswear

Address: 600 N Stolle Avenue, Sidney, Ohio 45365

Status: Full Time

Qualifications Desired: One to three months related experience and/or training; or equivalent combination of education and experience. Teamwork- Contributes to building a positive team spirit. Experience operating a standing stock picker or willingness to learn. Ability to work at heights. Physical Demands- Frequently required to stand, walk; use hands to finger, handle, or feel and reach with hands and arms. Occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Occasionally lift and/or move up to 100 pounds.

Education Requirement: High school diploma or GED

Job Duties: Stocks/replenishes picking locations utilizing a standing stock picker with a focus on safety and awareness.

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

Metal Fabricator– 1st Shift

Company: Brown Industrial, Inc.

Job Location: Botkins, Ohio

Address: 311 W. South St. Botkins, Ohio 45306

Qualifications Desired: Entry level (some experience); Strong mechanical aptitude. Must have a working knowledge of metal materials. Able to read and work off of blue prints. Able to work on multiple projects in a fast-paced environment. Strong communication skills and able to work as part of a team. Able to stay on-task without supervision. Complete tasks from beginning to end. Proven track record of dependability and punctuality.

Education Requirement: High School

Job Duties: The Metal Fabricator position fabricates and assembles structural metal products (such as trailers and truck bodies) by performing the following duties: Sets up and operates hand tools. Hammers, chips, and grinds workpiece to cut, bend, and straighten metal. Sets up and operates fabricating machines such as brakes, rolls, sheers, and drill presses. Positions, aligns, fits, and welds together parts.

Designs and constructs templates and fixtures. Develops layout and plans sequence of operations.

Verifies conformance of workpiece to specifications. Follows all workplace rules and safety guidelines. Demonstrates safe work practices. Completes all paperwork neatly and accurately. Other duties as assigned.

To Apply: Email resume to carrie@brownindustrial.com or fill out an application at 311 W. South St. Botkins, OH

FSO, Production Operator, Tier II

Company: Cargill

Address: 2400 Industrial Dr. Sidney, OH 45365

Qualifications Desired: • A minimum of 18 years old to work in a production facility. • Able to perform physical job duties including bending/stooping, climbing ladders, open/close valves. • Lift a minimum of 50 pounds. • Able to operate machinery • Basic computer skills • Ability to work overtime • Ability to work holidays, nights, weekends or different shifts

Education Requirement: Must be able to read/write English • High School diploma or Equivalent

Job Duties: • Day to day operations: Practice safe behaviors, follow all GMP's and food safety initiatives as designated by Cargill. Operate production equipment in a safe and efficient manner. Will operate Packaging Fillers, cappers, labelers, coders, and all associated equipment to produce quality finished goods.

To Apply: Apply online at www.indeed.com seek job title and location. This Full-time position is located in Sidney, OH; however please expect receiving calls from a 952 area code in case you are considered

Machine Operator

Company: Hydro Extrusion of North America

Address: 401 N Stolle Avenue, Sidney, Ohio 45365

Qualifications Desired: • Prior experience working in a fast-paced, manufacturing environment is desired. • Assembly or Machine Operator/Heavy Press experience is a plus. • CNC experience is a plus • Must be able to safely lift fifty (50) pounds.

Education Requirement: Minimum of high school diploma or GED

Job Duties: Machine Operator 2nd and 3rd shift 2nd shift Machine Operator - \$14.57/hour to start plus \$1.00 shift differential. \$17.38 after 6 months. 3rd shift Machine Operator - \$14.57/hour to start plus \$0.50 shift differential. \$17.38 after 6 months. • Read work orders or receive oral instructions to determine work assignments, material or equipment needs. • Read plans, instructions, or specifications to determine work activities. • Safely and efficiently operator assigned equipment or machine. • Lifts and stacks product. • Maintains efficiency standards set for assigned area. • Maintains good housekeeping of work areas.

To apply: Apply online [at www.indeed.com](http://www.indeed.com) seek job title and location

Assembly and Production Workers

Company: Opus Packaging (former brand name - Safeway)

Address: 300 White Mountain Drive, New Bremen, Ohio

Hours: 1st Shift and 2nd shift Production and Assembly Workers

Qualifications Desired: • Occasional lifting of 50 pounds and frequent lifting of 10-20 pounds during a normal work day • Properly use and understand the required measurement equipment including tape measures, micrometers, and other tools as required by specific jobs • Participate in the principles of teamwork • Maintain a clean, safe and organized work environment • Operate and perform at speeds necessary to meet production demand • Able to bend, reach, and stand for 8 hours. • Hand - eye coordination • Attend all safety training supplied by the employer • Able to work overtime when needed • Must be 18 years or older

Education Requirement: Must have High School Diploma or equivalent

Job Duties: The production worker produces corrugated or chip packaging products according to individual customer orders. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. They must possess the knowledge, skills and ability needed to complete each job according to the Company core values and mission statement.

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

Production Associate

Company: Auria

Address: 2000 Schlater Drive, Sidney, Ohio 45365

Hours: 2nd Shift Full-time

Qualifications Desired: Experience: • Manufacturing: 1 year (Preferred) • Availability to work mandatory overtime • Positive and Dependable Attitude

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: Apply online at www.indeed.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. Attention to detail. Ability to multi-task. Able to read, write, and speak English effectively. This position requires the ability to perform the essential duties and responsibilities in the following environment. Ability to lift up to 50lbs. regularly. Ability to stand for extended periods of time regularly.

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

Light Assembly—Minster, Ohio

Company: Crown Equipment Corporation

Address: 44 South Washington Street, New Bremen, Ohio

Location: Minster, Ohio

Qualifications Desired: Ability to work safely in a fast paced team environment, Ability to read and follow work instructions to ensure quality

Education Requirement: High school diploma or equivalent required

Job Duties: Assemble lift truck components including Wire & Cable Harnesses and other Light, Sub-Assemblies, Read and follow work instructions and other assembly guides, Follow all Safety and Ergonomic programs & guidelines, Perform basic Quality checks as required, Operate and perform basic setup on Assembly Equipment, Participate in team based continuous improvement activities, Perform other work as assigned

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

Procurement Specialist

Company: Wilson Health

Address: 915 West Michigan Street, Sidney, Ohio 45365

Status: Full Time

Qualifications Desired: Responsible for general processing of purchase orders, both stock and non-stock for the health system's supplies and equipment as needed and resolves all discrepancies that may arise from respective purchases including returns. Includes confirmation of order receipt, documentation of confirmation, and follow up of receipt of order including back-orders. • Reviews and updates item cost changes, catalogs, price lists, inventory records, files, product/vendor files in coordination with Strategic Buyer/Director. • Updates and maintains the contract system. • Expedites late orders, notifies departments of delays, and reconciliation of invoice discrepancies. • Assists with oversight, lowest price substitutions and approvals for all office supply orders. • Prepares documentation for and arranges with vendors for returns and repairs as needed. • Must be able to perform all areas of responsibilities for coverage within department including performing role as Supply Technician and OR inventory as needed. • Perform administrative assistance, special projects, and other duties as assigned.

Education Requirement: Associate's Degree

Job Duties: Responsible for creating purchase orders (manual and system generated), placing orders with vendors, including verifying/monitoring appropriate order quantity, pricing, and delivery time. Maintains and updates the contract system. Responsible for data entry; perform duties of supply technician as needed for department coverage, administrative assistance and other duties.

To apply: To Apply: https://wilsonhospital.hirecentric.com/account/?listing_id=161872&i=0

Press Brake Operator

Company: Brown Industrial, Inc.

Job Location: Botkins, Ohio

Address: 311 W. South St. Botkins, Ohio 45306

Qualifications Desired: Ability to read blueprints, work on multiple projects at a time, and work in a fast paced environment. Must have working knowledge of metal materials. Some experience required.

Education Requirement: High School

Job Duties: This position is responsible for the daily setup and operation of one or more Press Brakes by performing the following duties (other duties may be assigned): Perform daily machine startup and shutdown procedures on equipment. Changing tools. Positioning machine parts as needed. Operate Brake Press to create part(s) to specification. Observe operations to detect malfunctions. Inspect parts to ensure confirmation to specification. Read blueprints. Inspect parts using common tools such as calipers, height gauges, protractors, etc. Stage raw materials at each work-center for the day's production. Ensure production schedule follow through as allocated by Supervisor. Assist in loading and unloading team members' machines when production requires additional manpower to maintain throughput. Facilitate work-order paper flow in accordance with quality standards. Detect and report defective materials or questionable conditions to Supervisor. Follows all workplace rules. Completes all paperwork neatly and accurately.

To Apply: Email resume to carrie@brownindustrial.com or fill out an application at 311 W. South St. Botkins, OH

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://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

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://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

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://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. **Go to** <https://sollmannellectric.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

1973 Edison Drive

Piqua, OH 45356

P 937.381.1533

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**

327