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.

Executive Director

Company: Shelby County Regional Planning Commission

Job Location: Sidney, Ohio

Address: 129 E. Court St., 2nd Floor., Sidney, Ohio 45365

Qualifications Desired: Knowledge of Shelby County would be a considerable benefit.

Benefits Offered: Paid time off; Holidays; Medical Insurance; Life Insurance; Long-term disability; Short-term disability; Deferred Compensation; Retirement

Job Duties: The regional or county planning commission may make studies, maps, plans, recommendations and reports concerning the physical, environmental, social, economic, and governmental characteristics, functions, services and other aspects of the region or county respectively. https://co.shelby.oh.us/regionalplanningcommission.

Work hours: 8:30 a.m. – 4:30 p.m. M-TH; 8:30 a.m. – 12:00 p.m. Friday

To Apply: Send resume to dreisinger@shelbycountyrpc.com
Part-Time Maintenance Position

Company: Clinton Township
Job Location: Sidney, Ohio
Address: PO Box 603, Sidney, Ohio 45365
Qualifications Desired: Must have CDL. Drug test and background check required.
Job Duties: Main responsibility will be snow and ice control during winter months. Limited work during summer, spring and fall.
To apply: Mail letter of interest to: Clinton Township, PO Box 603, Sidney, Ohio 45365 or contact a trustee.

Diesel Mechanic

Company: Kirk NationaLease Co.
Job Location: Shelby County
Qualifications Desired: 2 year in the field preferred. Diesel mechanic experience required. Class A CDL preferred but not required. Must have some field experience. Proficient with computers (Diagnostic experience a plus). Some technical training and/or ASE certifications preferred. CDL with clean driving record, preferred. Communicating with customer by phone and email.
Education Requirement: Associate's Degree
Job Duties: Kirk is looking for the best in their field to come to work for us! We need you to help us continue to grow our business. Heavy Duty Diesel foreman -Kirk NationaLease is a privately owned, full-service truck leasing and maintenance company that provides long-term leases for trucks, tractors and trailers servicing fleets in the Northeastern Midwest region of the US for more than forty five years. We currently operate 21 shops in 7 states. We are searching for EXPERIENCED HEAVY DUTY TRACTOR-TRAILER MECHANIC with WELDING EXPERIENCE. Able to multi task. Bumper to bumper diesel repairs will be performed. Will be performing PMs, tire services, also diagnosing and troubleshooting repairs such as, brakes, clutches, transmission work, electrical, sensors, pumps, etc. On-call rotation and outside work is also required. Own tools. Clean driving record. Class A CDL preferred, VALID license required for test drives and parts runs. We are willing to add to your skills by providing vendor training. We repair truck, trailer bumper to bumper. Duties include but not limited to: Diagnosis, repair and/or replace bus components. Perform preventative maintenance, inspections, and tune-ups. Other various service duties as assigned. Building a team / family work environment.
To apply: https://www.knl.cc/tech-app-fillable/
Shuttle Driver DOT

Company: Schwan's

Job Location: Sidney, Ohio

Qualifications Desired: 18 Years of age. Ability to read and comprehend simple instructions short correspondence and memos. Ability to read written documentation containing schedule moves printout computer screens store tickets for accurate product movement. Ability to effectively present information in one-on-one and small group situations to co-workers including Supervisors/Managers. Ability to add subtract multiply and divide in all units of measure using whole numbers. Ability to operate clean-up broom plastic compactor forklifts and carts. Ability to gain and maintain required forklift certification and license and satisfactory completion of cart driver training. Ability to key product/move data into terminals on a daily basis. Ability to work in cold/freezing temperatures of 30 degrees. Ability to understand/use WMS (Warehouse Management System); and eventually understand/utilize SAP (Systems Applications Products in Data Processing). Ability to apply commonsense understanding to carry out detailed instructions. Facts work orders or other data are specific and immediately available usable and point directly to the problem. Computer exposure and/or experience highly beneficial. Good communication skills and ability to interact professionally with co-workers. Ability to work with deadlines and under pressure. Comply with all general safety policies and procedures in accordance with Company Local State and Federal Occupational Safety and Health. Administration (OSHA) rules and regulations. The use of Personal Protective Equipment (PPE) is required, including but not limited to bump cap, safety glasses/goggles, face shield, face mask, ear plugs, hair and beard nets, gloves and safety shoes or rubber boots.

Education Requirement: High School Diploma or equivalent.

Job Duties: Under direct supervision this position is responsible for operating high-lift stacker/reach truck placing pallets on or off racks in proper location. Responsible for taking incoming palletized product and storing in appropriate storage area under specific direction from supervision. Receive product requests from load sheets. Pick pallets of product to be loaded on trailers from storage racks and locates them in the properly designated location in the FWP (forward pick) for distribution. Ensure all product moves are completed in a timely and efficient manner. Operate equipment in accordance with facility GWP (Good Warehouse Practices) and OSHA (Occupational Safety and Health Administration) regulations. Operate lift equipment in a safe and appropriate manner ensuring minimal damage to product lift equipment and storage racks. Report all malfunctions of high lift stacker/reach truck equipment to supervisor. May assist with periodic inventories as necessary within the work area. Keep a clean work area consistent with established regulations. Other duties as assigned.

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?jk=164dc1ad4709909bb&tk=1eh4q80d0sb17800&from=serp&vjs=3&advn=322889105332570&adid=335794659&ad=6NYlbfkN0BlDGx-LPyL4c7A4g_klUIhlC17LIJSN5f1O1tCL6evidNztilJAKnCq0QtSY9Btat0aCHsHcy2H_VMlbudMDxEOAVoLY6Zf34cppWYECVPVGviYsedinDncargQTAC7v1eMgGDRZ_0NJtk90HD3ExuAJvVWCgsmkHGaFBGuPCEflOZe8v8NSNOZ_yF1g4qhVOWgS431yg42VahHNgz8PJWCGs3JLWTP2qQ5plM7gSSA_anFMe8qnhXaOe5is-p-AOKyYwbFqy0A8M1_TMurbp5GVEU2alazUoN46FNC- c86sGY5fDseX7zPWqEZC0=&sjdu=QWF4TUFyrHvH7u082A4fa6JiY2fJu6HJSShYn3WPY9hg
Accounts Payable/Accounts Receivable Clerk

Company: Slagle Mechanical Contractors Inc.

Job Location: Sidney, Ohio

Job Duties: The position will be responsible for: Performing day to day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data. Processing vendor invoices in compliance with financial policies and procedures. Reviewing all invoices for appropriate documentation and approval prior to payment. Verifying discrepancies and resolving vendor billing issues. Answering all vendor inquiries. Assisting in monthly closing process. Assisting in pulling together documentation to support the vendor payment process. Other job duties, including filing, as required. We are looking for applicants with a minimum of three (3) to five (5) years of experience in a high volume and fast pace accounts payable department. Other relevant experience requirements include: Solid understanding of basic bookkeeping and accounts payable principles, Data analytic and entry skills, Hands-on experience with spreadsheets, High degree of accuracy and attention to detail and Experience with both internal and external audits. The successful applicant will also possess strong communication skills and a proven track record of interfacing with internal customers across a range of functional areas. This position reports to the Slagle Mechanical Treasurer.

To apply: Apply online at: [www.indeed.com](http://www.indeed.com) or [https://www.indeed.com/viewjob?cmp=Slagle-Mechanical-Contractors-Inc.&t=Account+Payable+Account+Receivable+Clerk&jk=17690c2b8bdf45da&sjdu=Zzi_WV2ygsY1fhz3Ma9ZsE4zIT1NTXcwgFBh6jtcT3OeiCC-DjZ53MTE_OgkDFR97OONCzX7WGXqDbf1CC25g&t%k=1eh58cc3r34ra000&adid=358804118&ad=-6NYlbfkN0Acz513v5AdsS-NGTBJ_CVm39xHZlcqD44p27v-KNjFxed6GHt3O7CC6ScC_HyLqef7NRt-MAkvoBw6Eh8AJ8t3YZKI22vPWhKiA-QkQY3uZ2HwxuWYesfU909V14xbUapq8qwuYkd3eQV4Agdu1ndAsVVzi-XTD9mxEF1y7e9ONV6QP91f_qn6IN_a03_mucyp6juYvJC3z_xdhnthzHaeup1QHgq1J08Y4Lqh3FdWUrKZgYF EV8VLvq8KDR76uM7I5cEQyquBNKkJSBWgDR4lDfEqGhQS05YZzhVke5!WpvwLslH4x68Dfojfuwljc6ZnPDFsegpQ%3D%3D&pub=4a1b367933fd867b19b072952f68dceb&vjs=3]
Civil Engineer-Mid-Level

Company: Choice One Engineering

Job Location: Sidney, Ohio

Qualifications Desired: 2-10 years experience in the Civil Engineering Field. Preferred experience in private development design (e.g. site plans, subdivisions). Very responsive and a strong sense of urgency and self-initiative to meet deadlines. Continuous learning mindset. Working knowledge of AutoCAD and Civil 3D is a plus, but not required.

Education Requirement: B.S. in Civil Engineering. P.E. license

Job Duties: Do you love your job? We do! Join a team that is down-to-earth and unselfish when it comes to working with coworkers and clients. We protect the culture we’ve built by living our core values in and outside the office. We act when called upon and take special care in making sure each employee feels appreciated. Why you ask? Because a toxic environment is draining. We break the corporate mold when it comes to our employees because we know the value in hiring the right people that love what they do. At Choice One, we know we are different, and, we like that. We were nominated the #1 nationwide Best Firm to Work For in 2019! We offer company ownership opportunities after 3 years. We invest in the growth of our employees and encourage them to drive their own careers. Enjoyment: we enjoy our jobs, the relationships we create, and the work we do.

To apply: If you want to enjoy your career, build lifelong relationships, and be part of a growing company that values its culture, apply at https://choiceoneengineering.com/join-the-team/

Production Operator

Company: Mechanical Galv-Plating Corp

Address: 933 Oak Avenue, Sidney, Ohio 45365

Pay: $15 - 16 hr.

Status: 1st Shift - 6 am to 2 pm 2nd Shift - 2 pm to 10 pm 3rd Shift - 10 pm to 6 am

Qualifications Desired: The ability to lift items up to 50 pounds. Reading and Writing skills. Tow Motor / Lift Truck experience. Maintain Quality and Productivity goals. General Machine operation. Maintain attendance requirements. Follow all Safety procedures. Perform other duties as required.

Job Duties: Mechanical Galv-Plating Corporation is now hiring for Production Operators and Shipping on all 3 shifts at our Sidney Ohio location.

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

**Company:** Midwest Regional Educational Service Center  
**Job Location:** Shelby, Logan and Hardin Counties  
**Qualifications Desired:** Minimum qualification for Floating Substitute Teacher: Valid State of Ohio License for the role (Aides= Educational Aide Permit, Teacher Substitute Teacher License. A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation. Willingness to substitute in multiple districts from day to day. Group management and teaching skills. * Candidates that do not currently hold a Substitute License must be able to obtain a valid credential to serve as a substitute. To learn more about the process for obtaining a substitute teacher or aide license, please visit the MRESC Employment page at www.mresc.org or by clicking on the following link: http://bit.ly/SubPacket20 Need help with the process? Contact Jana Barhorst (jbarhorst@mresc.org or Penny Carrig (pcarrig@mresc.org).

**Starting Wage:** Substitute Teacher=$110/day; Aide/Paraprofessional= $73.50/day

**Job Duties:** The Midwest Regional Educational Service Center is seeking qualified candidates to serve as substitute teachers, aides and or paraprofessionals for the 2020-2021 school year. Substitutes serve in a part-time capacity based ESC or local district needs in various classrooms in Shelby, Logan and Hardin Counties. Open position types: Substitute Teacher; Educational Assistants (Aides); Paraprofessionals.

**To Apply:** How do I sign up to serve as a substitute? Step #1- Download a Substitute Enrollment Packet at: http://bit.ly/SubPacket20 Step #2- Submit the Complete Packet to Jana Barhorst (Shelby County) or Penny Carrig (Logan/Hardin County) at:

Shelby County Office  
Midwest Regional Educational Service Center  
129 East Court Street  
Sidney, Ohio 45365  
jbarhorst@mresc.org

Logan County Office  
Midwest Regional Educational Service Center  
1973 State Route 47  
Bellefontaine, Ohio 43311  
pcarrig@mresc.org
Production Operator III-S (1st Shift)

Company: Thetford Corporation & Norcold Inc.
Address: 600 Kuther Road, Sidney, Ohio 45365

Qualifications Desired: • Experience performing copper to copper brazing with a torch using silver solder preferred • Experience with compressor assembly preferred • Knowledge of HVAC systems and assembly • Must pass the Sidney Brazing Certification test requirements • Strong production or process knowledge

Education Requirement: High School Diploma or GED

Job Duties: • Plate copper to copper and copper to copper coated steel using an oxygen/acetylene brazing torch and silver solder • Inspect brazed joints to ensure company standards and customer specifications are achieved. • Diagnose the cause of defect or malfunction of units and repair defects. • Cut, bend and wrap copper tubing. • Create sub-assemblies for use in production • Perform inspections using Mass Spectrometer testing • Charge systems using refrigerant • Operate crimping equipment and inspect for refrigerant leaks using sniffing equipment • Conduct performance testing of completed units • Package units for use in production • Assembly of complete refrigerator units • Perform preventative maintenance to equipment • Replace exhausted gas cylinders as required • Able to work in a team environment to achieve daily production goals. • Maintains safe and clean working environment in compliance with 5S departmental standards. • Performs STOP safety audits and observations as assigned. • Operates with little direction under general guidance and supervision while maintaining quality, safety and production standards • Demonstrate ability to be transferred to job assignments outside of area to satisfy production demands throughout the facility.

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

Machine Operator

Company: Ring Container Technologies
Address: 603 Oak Avenue, Sidney, Ohio 45365

Hours: Full-time Schedule: Monday to Friday

Qualifications Desired: Experience • machine operator: 1 year •1+ years relevant experience in a manufacturing environment • Strong mechanical aptitude with hydraulics knowledge a plus • Must possess a sense of urgency, accountability, professionalism and self-motivation

Education Requirement: High school or equivalent

Job Duties: • Ensure the safe and efficient operation of all production equipment • Complete production, quality and any other required paperwork • Perform quality checks using various measurement tools and enter measurements into Ring systems • Perform PM’s on the machines and log hours into internal maintenance system • Troubleshoot to identify and correct machine issues to produce a quality container • Responsible for running the shift in the absence of lead or supervisor • Follow the lock out, tag out policy as outline by the company • Report production, quality, food safety, GMP, and food defense issues to supervisor or a member of management • Lift up to 50 pounds of equipment • Learn technical material

To apply: Apply online at 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.
Branch Office Administrator

Company: Edward Jones
Address: Sidney, OH
Hours: Full-Time

Qualifications Desired: • Exceptional client service focus • Critical thinking capabilities • Influential team member who can also work independently • Proactive self-starter • Excellent written and verbal communication skills • Exceptional attention to detail and accuracy • Willingness and ability to learn and understand the financial services industry

Job Duties: You will create deep, trusted client relationships and empower the financial advisor (FA) within your assigned branch to focus on delivering customized, solutions-based advice to clients with exceptional service. People who thrive in this position generally demonstrate strengths in one or more of these professional roles: • Building the business/network for the FA by updating prospect/client records, executing direct-mail programs, planning seminars, making follow-up calls for appointments, recognizing new-business opportunities and facilitating branch business planning. • Conveying a welcoming presence while answering the phone, responding to client questions, greeting guests, and carrying out responsibilities that ensure a consistent appointment process. • Creating and meeting business plans, overseeing appointment-setting/schedules, and expanding client relationships. • Using our technology to make it easy for our clients to do business with us. • Supporting business and marketing activities to consistently grow the business and the opportunity to work with the FA and with Edward Jones while continuously improving the client experience and branch processes.

To apply: Apply online at www.indeed.com

R2P2 Machine Operator

Company: Edgewell Personal Care Brands
Address: 1810 Progress Way, Sidney, OH
Hours: 1st Shift

Qualifications Desired: Above average mechanical ability - Leadership and team-building skills - Function within team environment. PHYSICAL REQUIREMENTS: Must be able to work in a hot/humid environment - Must be able to have 20/20 vision corrected - Must be able to walk - Climb up/down frequently - Stand for long periods of Time - Lift 55 lbs. occasionally - Able to enter confined spaces - Able to grip/grasp frequently - Properly position Chemical Barrels, using a barrel care (estimated weight per barrel is 450-500lbs)

Education Requirement: High school diploma or equivalent. Good math, reading, and communication skills

Job Duties: Produce various products in a safe and efficient manner while meeting company production standards/specifications. Must be able to operate all equipment in a safe manner - Know how to start up/shut down lines safely - Practice and follow all Safety/SHA/GMP/FDA/GDP requirements - Proper housekeeping to maintain department at a 5S level - Perform required Preventative Maintenance, and be able to make adjustments as necessary, as well as make minor repairs - Understand a Goods Issue Slip - Packaging Operators are required to pack product in boxes on the line, set-up materials, film, labels, cartons, etc. - Clean and sanitize production lines with chemicals - Required to know the quality aspects of the products and be able to recognize defects - Perform hourly quality checks as specified - Adhere to Safety/OSHA/GMP/FDA requirements - Housekeeping/Lean/5-S - Perform other lead/supervisor directed tasks

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

Company: Edward Jones
Address: Sidney, OH
Hours: Full-Time

Qualifications Desired: • Exceptional client service focus • Critical thinking capabilities • Influential team member who can also work independently • Proactive self-starter • Excellent written and verbal communication skills • Exceptional attention to detail and accuracy • Willingness and ability to learn and understand the financial services industry

Job Duties: You will create deep, trusted client relationships and empower the financial advisor (FA) within your assigned branch to focus on delivering customized, solutions-based advice to clients with exceptional service. People who thrive in this position generally demonstrate strengths in one or more of these professional roles: • Building the business/network for the FA by updating prospect/client records, executing direct-mail programs, planning seminars, making follow-up calls for appointments, recognizing new-business opportunities and facilitating branch business planning. • Conveying a welcoming presence while answering the phone, responding to client questions, greeting guests, and carrying out responsibilities that ensure a consistent appointment process. • Creating and meeting business plans, overseeing appointment-setting/schedules, and expanding client relationships. • Using our technology to make it easy for our clients to do business with us.

• Supporting business and marketing activities to consistently grow the business and the opportunity to work with the FA and with Edward Jones while continuously improving the client experience and branch processes.

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

Sales Clerk/Donation Processor

Company: Goodwill Easter Seals Miami Valley
Job Location: Sidney, Ohio

Qualifications Desired: Experience in retail sales performing cashiering, customer services, and shipping/receiving preferred, but not required. Qualifications: Must maintain the ability to pass a criminal background check and random drug screens.

Education Requirement: High school diploma or general education degree (GED) preferred, but not required.

Job Duties: Do you have a desire to work for an organization driven by empowerment and full inclusion? Goodwill Easter Seals Miami Valley is one of the largest employers in the region; with the mission to empower those with disadvantages and disabilities to improve their quality of life. We employ over 600 associates just in our retail stores alone. GESMV also offers over 40 programs and services to the community ranging from job readiness programs to assistive technology services. We are always looking for driven, enthusiastic people to join our team. Sales Clerk/Donation Processor Summary: 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. This is a great way to start a career in retail!

JobId=219953434&wdjobid=4488532626&sq=pg%3d1%26zip%3d45365%26sid%3d68%26rad%3d5%26rad_units%3dmiles&saved=false
Surgical Technologist

**Company:** Wilson Health  
**Job Location:** Sidney, Ohio  
**Address:** 915 Michigan Street Sidney, Ohio 45365  
**Education Requirement:** Associate's Degree; Graduation from an accredited school of Surgical Technology. Preferred: Certified Surgical Technologist (CST) by the National Board of Surgical Technology and Surgical Assistants (NBSTSA). Membership with Association of Surgical Technologists (AST). Will acquire Basic Life Support (BLS) Certification within 6 months of hire and maintain certification.  
**Job Duties:** Cares for patients in the Operating Room/Endoscopy under the direction of the Registered Nurse and supervision of medical staff. Works to facilitate the safe and effective conduct of invasive surgical procedures ensuring the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. The patient population would include: the neonate patient, the pediatric patient, the adolescent patient, the young-middle aged adult patient, and the geriatric patient.  
**To Apply:** Apply online at: [https://wilsonhospital.hirecentric.com/account/?listing_id=183282&i=0](https://wilsonhospital.hirecentric.com/account/?listing_id=183282&i=0)

Shipping / Receiving

**Company:** Ivex Protective Packaging  
**Job Location:** Sidney, Ohio  
**Address:** 2600 Campbell Rd. Sidney, Ohio 45365  
**Qualifications Desired:** Experience is preferred.  
**Education Requirement:** High School  
**Job Duties:** IVEX Protective Packaging is a major supplier of foam packaging materials. With our recent growth, we are looking for a motivated team player to join our team as a shipping clerk. Responsibilities include (but are not limited to): -Picking orders for shipment using power equipment (forklift) -Visually verify correct material for shipment -Properly package and ship orders based on customer requirements -Correctly weighing and properly storing inventory -Unloading of incoming shipments.  
**Work Hours:** Full time, first shift position.  
**To Apply:** Apply in person at 2600 Campbell Rd Sidney, Oh OR send resume to [HRO-hio@ivexpackaging.com](mailto:HRO-hio@ivexpackaging.com)
Automatic Press Operator

Company: American Trim

Address: 501 Michigan Street, Sidney, OH 45365

Qualifications Desired: Mechanical aptitude, above average dexterity · Tow motor/lift truck license required · Blueprint reading helpful · Basic math — percentages, decimals (thousandths), addition, subtraction · Knowledge of press, dies, and set up operations · Oral and written communication skills · Be experienced in production environment in meeting schedules and rates and be able to change over dies in the standard time.

Working Conditions: · Be able to lift 50 pounds on a non-repetitive basis · Have the physical strength to slide dies across the bolster plates · Exposure to lubes, oil and grease · Weekly and weekend overtime required · Accountability for quality/productivity and safety goals · Requires standing, walking and/or moving about for periods of time in excess of one (1) hour · Requires some sort of repetitive turning and/or lifting motion to be performed · Perform position requirements while wearing eye, ear, foot and/or other protective devices as required

Education: High school level reading and writing skills

Job Duties: Responsible for the operation of the Automated/Robotic Press (Bumper) work cell. This includes die setting, safety, quality, productivity, and customer service internal and external. Coordinate multiple press operations · Control operation through complex automation systems · Produce daily job assignment using WMS · Responsible for all set up, including loading of coil, leveler adjustment, and die alignment for 90 to 1600 ton press · Operate tow motor for die changeover, pre-staging of product, etc. · Be responsible for quality parts, dimensional plus visual. · Ensure that job and set up is run according to Process Data Sheets (PDS) and/or Documentation Management System (DMS) procedures. · Follow all of the safety procedures: Job Safety Analysis (JSA), Equipment Safety Analysis (ESA), and Area Safety Analysis (ASA) · Ensure that job is run in environmental compliance after instructions from supervisor/environmental group · Communicate with shift supervisor, tooling engineers, quality engineers and other work cell people on opposite shift concerning production problems, quality and related information. · Perform SPC in assigned areas. · Monitor lube to prevent shearing of dies, part location, scrap build up and observe and report problem areas in dies to appropriate tooling personnel. · Set dies in scheduled time frame to meet customer requirements. · Be capable of running your own operation, responsibility for all reporting (parts completion reports, downtime reports, etc.). · Be able to align and secure top and bottom die sections, insure the proper operation of safety operating devices and improvise dies for special operations. · Perform routine housekeeping in work area(s) as necessary. · And other duties as assigned.

To apply: Apply online www.indeed.com seek job title and location
Transload Operator/Truck Driver

Company: AIP Logistics, Inc.
Job Location: Auglaize County
Qualifications Desired: Class A. CDL- tanker endorsement a Plus, Minimum of 2 years with a CDL License.
Education Requirement: High School Diploma/GED required. Minimum of 2 years with a CDL License
Job Duties: Safely and efficiently unload rail cars to trucks within the customer's facility and our 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. Willing to make customer deliveries as needed and shuttle trailers around our facility. This is a great position for someone that is looking for something different every day. Deliveries - Transport and deliver goods in accordance with the schedule as determined by Dispatch or Customer Service. Unload or assist in unloading freight as required. Properly secure loads and ensure loads are within weight limits. Adhere to all Safety and AIP Policies and Procedures at all times. Driving - Operate the truck/trailer units in a safe manner. Comply with all Department of Transportation (DOT) and other standards and regulations. Maintain a good driving record. Accurately maintain load and time logs. Relationships - This position serves as a Company Brand Ambassador during every customer transaction. Ensure good customer relations by consistently delivering orders on time and acting in a courteous and professional manner, along with dressing in a clean, neat, professional manner.
To apply: Send an email to: mbrackman@aiplogistics.com

Estimator

Company: Hoge Lumber Company
Job Location: Auglaize County
Address: 701 S. Main Street, New Knoxville, Ohio 45871
Qualifications Desired: Some past experience in estimating building projects is required.
Education Requirement: Associate’s Degree
Job Duties: Hoge Lumber is looking to hire an estimator for its commercial cabinetry department. The position requires some experience in estimating building projects.
To apply: Contact the Human Resources Department at 419-753-2263.
**Emergency Specialist**

**Company:** Coleman Professional Services  
**Job Location:** Auglaize County  
**Qualifications Desired:** Must have LSW or LPC, NPI number, and an Ohio Medicaid number.  
**To apply:** If interested in applying for this position, visit our website at www.colemanservices.org and select Careers, select the yellow icon to “SEE ALL CAREERS,” and then select the blue icon to “Search Open Jobs” or select Career Opportunities along the top. Email jennifer.souders@colemanservices.org

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**Cook**

**Company:** Elmwood Assisted Living of New Bremen  
**Job Location:** New Bremen, Ohio  
**Address:** 711 S. Walnut Street, New Bremen, Ohio  
**Qualifications Desired:** Must complete continuing education as required by the State of Ohio. Cook Experience Preferred but not required.  
**Education Requirement:** High school diploma or equivalent is preferred but not required.  
**Job Duties:** As a lead cook you are a key vital part in our success of providing high quality dietary services to our residents. Responsibilities: Serves and cooks food for regular and modified diets. Food Preparations include cookery and service of hot and cold foods. Follows recipes as designed by the Registered Dietitian. Possess the ability to deal tactfully with personnel, residents, family, and visitors. Makes independent decisions when circumstances warrant such action. Possess leadership and willingness to work harmoniously with personnel. Have patience, tact, cheerful disposition, and enthusiasm.  
**To apply:** 711 S. Walnut Street New Bremen, OH or online at http://www.elmwoodcommunities.com

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**Fabricators**

**Company:** Fabcor  
**Job Location:** Minster, Ohio  
**Address:** 350 South Ohio Street, Minster, Ohio 45865  
**Qualifications Desired:** All first shift positions require excellent blue print reading, ability to use micrometers and other measuring tools, ability to think on ones feet, rationalize and use foresight, work independently and efficiently while multitasking in a fast pace environment.  
**Education Requirement:** High School Diploma  
**Job Duties:** Fabcor custom metal fabrication, located in Minster is now hiring experienced Fabricators: Saw Operators, Press Brake Operators, & Laser Operators, Assembly/Shipping, & Welders.  
**To apply:** Stop by 350 South Ohio St to fill out an application or send resume to employment@fabcor.com
Community Care Navigator

Company: Coleman Professional Services  
Job Location: Auglaize County  
Qualifications Desired: Minimum requirements are an LSW/ LPC and 2 years’ crisis intervention experience. Masters prepared/ Independently license preferred. Must have the following: a NPI number; and an Ohio Medicaid number.  
Education Requirement: Bachelor's Degree  
Job Duties: Seeking an individual to work with the Lima Police Department and referring community partners to assist clients within the community in efforts to identify service needs. Contributes to patient’s comprehensive transitional aftercare priorities. Provide expedited entry into Coleman services by offering diagnostic assessment, SBIRTS, and brief interventions within the community stations. Assist Lima Police Department on calls for clients in the midst of a crisis to determine if EMC and assessment for hospitalization is necessary. This position will also be available to local community partners for consultation and emergency responses as needed.  
To apply: https://coleman-professional.e3applicants.com/careers

Behavioral Health Navigator

Company: Coleman Professional Services  
Job Location: Auglaize County  
Qualifications Desired: Candidates must have an LISW or LPCC with proven knowledge and skill relative to mental illness, substance use and related dynamics, risk, and diagnostic assessments; therapeutic communication; crisis triage and intervention; de-escalation; treatment modalities; and service delivery systems in behavioral health and related fields. Must have and maintain valid driver’s license and acceptable driving status. Must be willing to obtain or already have the following: a NPI number; an Ohio Medicaid number; and CAQH account.  
Education Requirement: Master's Degree; LISW/LPCC  
Job Duties: We are seeking an exceptional individual to join our recovery-oriented team of professionals to work in a hospital setting to identify patients, including children and adults, with behavioral health needs to provide necessary assessments and linkage to outpatient care in Bellefontaine, Ohio. The standard shift is Monday through Friday from 2:00 p.m. to 10:00 p.m., or 3:00 p.m. to 11:00 p.m. and the work can be supported by one full-time or two part-time positions. Due to the nature of the position, candidates must be able to collaborate effectively with care teams in a variety of medical and healthcare settings, particularly within the Emergency Department. Interaction with patients in crisis means candidates must demonstrate sensitivity, empathy, objectivity, professionalism, effective customer service skills, and sound clinical judgment.  
To apply: https://coleman-professional.e3applicants.com/careers
Cardiac Catheterization Lab Nurse Manager

Company: Wilson Health

Job Location: Sidney, Ohio

Education Requirement: Graduate of Accredited Registered Nurse Program, Bachelor Science Degree in Nursing, Three (3) to five (5) years cath lab clinical experience, Current R.N. license in State of Ohio, Current certification in Basic Life Support and ACLS.

Job Duties: Responsible for personnel on assigned unit including: RN's, Radiology Technicians. Manages the daily operations of assigned areas and staff. Ensures continuity of the patient care through the use of nursing processes. Responsible for maintaining competent staffing model to ensure effective patient and staff experience. Recruits, interviews, and selects staff for nursing unit(s). Provides leadership and direction. Conducts regular performance evaluations, counseling, and disciplinary action as needed. Promotes professional growth and provides educational opportunities. Coordinate patient care goals with other departments and medical staff. Plans staffing patterns for the delivery of care according to patient care needs and acuity level. Act as a resource person for unit and hospital. Participates in professional nursing organizations. Assumes responsibility for own professional growth. Manages time efficiently. Formulates, reviews, and revises policies, procedures, and patient care standards to be consistent with current evidence based nursing research and nationally recognized professional standards. Assists Director with defining unit goals and objectives as well as quality/performance improvement initiatives. Manages fiscal responsibility while ensuring effective staffing as well as supply chain management.

To apply: https://wilsonhospital.hirecentric.com/account/?listing_id=183298&i=0

Case Manager

Company: Coleman Professional Services

Job Location: Auglaize County

Qualifications Desired: Must be willing to work a flexible schedule to meet the needs of our consumers. Must have High School Diploma or equivalent, CDCA, experience working with dually diagnosed individuals, and have and maintain excellent driving record. Individual must be willing to obtain a NPI number, and an Ohio Medicaid number.

Education Requirement: High School

Job Duties: Coleman Professional Services, a nationally recognized not-for-profit provider of behavioral health and rehabilitation Seeking two team players for our case management program to work with the Substance Use Disorder population in Auglaize, and Allen counties. Responsibilities include establishing client outreach plans, providing support in development and accomplishment of goals, and establishing community/client relationships. Assist clients with daily living skills, medication monitoring, and following their Individual Service Plans.

To apply: https://coleman-professional.e3applicants.com/careers
Part-Time Housekeeper

Company: Elmwood Assisted Living of New Bremen

Job Location: New Bremen, Ohio

Address: 711 S. Walnut Street, New Bremen, Ohio

Qualifications Desired: No experience required. Healthcare background helpful

Job Duties: Insures Elmwood is maintained in a clean and sanitized condition at all times. Insures Good housekeeping services are provided to residents and departments. Insures linen supply and keeps supplies stocked. Must have patience, tact, cheerful disposition, and enthusiasm.

To apply: 711 S. Walnut Street New Bremen, OH or online at http://www.elmwoodcommunities.com

Part-Time Hostess

Company: Elmwood Assisted Living of New Bremen

Job Location: New Bremen, Ohio

Address: 711 S. Walnut Street, New Bremen, Ohio

Qualifications Desired: Must possess the ability to deal tactfully with other personnel, residents, family members, visitors, government agencies/personnel, and the public. Must have patience, tact, a cheerful disposition and enthusiasm.

Education Requirement: High School

Job Duties: Serves residents meals, beverages and snacks. Assists the Cook, as requested in the preparation of the meals. Looks after and tends food that is cooking as requested. Clears and cleans off tables after meals as well as cleaning of kitchen and dining area. Washes and cleans of dishes after the meal in accordance with sanitary regulations.

To apply: 711 S. Walnut Street New Bremen, OH or online at http://www.elmwoodcommunities.com
Part-Time Worker/Package Handler

Company: UPS
Job Location: Piqua, Ohio
Qualifications Desired: You’ll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role.
Job Duties: Find out what you’ll become as a Package Handler at UPS. In this fast-paced warehouse job, you’ll lift, lower and slide packages up to 70 lbs.
To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?jk=5f0ab1481b04d99f&l=1eh4olu3c35b3000&from=serp&vjs=3&advn=545466118937104&adid=333521833&ad=-6NYIbfkN0BOov9XF-FtzXkz9FRXwiHlicRObj3QZJtm1EfzFmLKEaiBuqH1rbohTZE-NoyezNiu_B9T1a_CxGavQTVYuVjksLcZ5ruVvij6cqPCTziz8dWhuEFTfuLqyGd4qKP-85cML-I3COrvY1DTEOFdt3IdQgZzfUH60jO9TzG17th-TjAtjUuw2WIeoj4ziHFmAaXuzU5Q7LKe6ObdUecOOGZueAa0nx7Xu4xXpXjrJ-EQbJV07DTWaeV09RjQPKNoo3h5FwbeE3PTyJNTrgW4zc0-zbMV0hMoykmo-yQuepH_q4OgaZlfG82QsRlMWQJdc=&sjdu=teYnAu8OQgCGxABCwWD3OBGSvNPsXXaEnWLrUq8268_SDtg.euCxxA_ApNnoi9CZJ1uzzQxZ0dVrQo5y_4pMM0td2m5vU8PydxLn056qY-I7dh7RFDSNPS-a-PvPjdl7olYYoPxa0Xw8MIh87zlUUCcHA-Ra5_rUz13KZgLDha1GQvXwCRCJZK88ZJiNsiB6i6K9ubMF1cvK2cju6TGRGxxXVLX6DeHkNRGrhuUQGDIkD8pDqOGnXr9Dk86NOKchapptyOgnttpmbWgZuWdJ5AKeVJt9uWZVoctdtnug0

Activity Assistant

Company: Elmwood
Job Location: New Bremen, Ohio
Address: 711 S. Walnut Street, New Bremen, Ohio
Qualifications Desired: No experience necessary. Healthcare or Senior experience is beneficial.
Job Duties: We are looking for an individual to add talent to our wonderful activity department. This individual will assist the Program coordinator with recreational, social, leisure and spiritual needs. Individual will work closely with residents, families and staff to create ideas for resident programming and activities. Assists in all resident documentation to comply with current policies, regulations and rules.
Attends trainings as assigned. Any other duties as assigned.
To apply: 711 S. Walnut Street New Bremen, OH or online at http://www.elmwoodcommunities.com
Nursing Assistant-3rd Shift

Company: Elmwood Assisted Living of New Bremen

Job Location: New Bremen, Ohio

Address: 711 S. Walnut Street, New Bremen, Ohio

Job Duties: Elmwood Assisted Living of New Bremen is seeking a few great people who want to make an important difference each day in the quality of life for elders. As a Nursing Assistant you’d be part of a team whose energy, creativity, and communication are valued and rewarded. Few of the daily responsibilities of a Nursing Assistant:

- Insures that residents are maintained in well-kept and clean conditions at all times.
- Helps provide for the care and welfare of the residents in a healthful environment. Helps other personnel insure adequacy and cleanliness of the nursing facility and its residents. Reports changes in condition to the lead nurse. Keeps informed by reading 24-hour report, Daily Log, and ISP. Attends patient care conferences as assigned. Attends mandatory in-services. Completes continuing education requirements.

To apply: 711 S. Walnut Street New Bremen, Ohio or email: chenning@elmwoodcommunities.com or online at: http://www.elmwoodcommunities.com/

RN

Company: Wilson Health

Job Location: Sidney, Ohio

Qualifications Desired: Must have critical care experience or at least 3 years of medical-surgical experience. Previous Cath Lab experience preferred.

Education Requirement: Associate’s Degree. Graduation from an accredited school of professional nursing.

Job Duties: Provides prescribed medical treatment and personal care services to pre-operative, post-operative, ill, injured, convalescent, and disabled persons in the hospital setting. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. MAKES AN ASSESSMENT OF AND DETERMINES TOTAL NURSING NEEDS OF ASSIGNED PATIENTS. THE PATIENT POPULATION WOULD INCLUDE: The Neonate Patient, The Pediatric Patient, The Adolescent Patient, The Young-Middle Aged Adult Patient, The Geriatric Patient. Interviews patient and/or significant other and completes initial assessments in a timely manner. Adequately assesses and re-assesses pain. Utilizes appropriate pain management techniques. Develops, updates, and evaluates individualized age specific plan of care including goals, nursing actions, expected outcome, and evaluation. Implements a plan of care based on assessment data as well as a sound knowledge base. Initiates PAT and PACU Phase I and II discharge planning to meet patient needs. Admits, recovers and discharges patients from the Cardiac Cath Laboratory. Evaluates and modifies the plan of care based on observable responses by the patient and attainment of patient goals. Recognizes signs and symptoms requiring intervention and initiates appropriate action. Demonstrates the ability to handle emergency situations during high-risk procedures.

To apply: https://wilsonhospital.hirecentric.com/account/?listing_id=183274&i=0
Part-Time Nursing Assistant-2nd Shift

**Company:** Elmwood Assisted Living of New Bremen  
**Job Location:** New Bremen, Ohio  
**Address:** 711 S. Walnut Street, New Bremen, Ohio  
**Education Requirement:** Associates degree, LPN  
**Job Duties:** Elmwood Assisted Living of New Bremen is seeking a few great people who want to make an important difference each day in the quality of life for elders. As a Nursing Assistant you’d be part of a team whose energy, creativity, and communication are valued and rewarded. Few of the daily responsibilities of a Nursing Assistant:  
- Insures that residents are maintained in well-kept and clean conditions at all times.  
- Helps provide for the care and welfare of the residents in a healthful environment.  
- Helps other personnel insure adequacy and cleanliness of the nursing facility and its residents.  
- Reports changes in condition to the lead nurse.  
- Keeps informed by reading 24-hour report, Daily Log, and ISP.  
- Attends patient care conferences as assigned.  
- Attends mandatory in-services.  
- Completes continuing education requirements.  
**To apply:** 711 S. Walnut Street New Bremen, Ohio or online at: [http://www.elmwoodcommunities.com/](http://www.elmwoodcommunities.com/)

Part-Time LPN

**Company:** Elmwood Assisted Living of New Bremen  
**Job Location:** New Bremen, Ohio  
**Address:** 711 S. Walnut Street, New Bremen, Ohio  
**Education Requirement:** High School Diploma  
**Job Duties:** Assists in providing professional nursing and personal care to all of the residents at Elmwood, and assumes responsibility for professional duties as determined by qualifications and training. Ensures quality care is provided. The nurse is directly responsible to the Director of Nursing, and the Executive Director. The nurse supervises the care managers of their shift in the absence of the Director of Nursing. The nurse is in charge of the daily operations of the nursing facility in the absence of the Executive Director, Director of Nursing, and the Assistant Director of Nursing.  
**To apply:** 711 S. Walnut Street New Bremen, Ohio or online at: [http://www.elmwoodcommunities.com/](http://www.elmwoodcommunities.com/)

Team Member

**Company:** Panera  
**Job Location:** Troy, Ohio  
**Qualifications Desired:** MUST be 16 years old. Are you ENTHUSIASTIC and GOOD with PEOPLE? We are seeking High Energy, Positive individuals that like to make customers smile! If you are tired of looking for that PERFECT OPPORTUNITY, LOOK NO FURTHER and JOIN the PANERA BREAD TEAM!  
**Job Duties:** As an Associate, you will work in a CLEAN, FUN, FAST PACED ENVIRONMENT, with many opportunities for GROWTH and ADVANCEMENT.  
**To apply:** Apply online at: [www.indeed.com](http://www.indeed.com) or [https://www.indeed.com/viewjob?jk=70547346263a2542&l=Sidney%2C+OH+45365&tk=1eh4od05h34ra001&from=web&vjs=3]
Server

Company: 571 Grill & Draft House
Job Location: New Carlisle, Ohio

Job Duties: The 571 Grill Server ensures all guests are provided with exceptional prompt service. The Server describes menu items, assists in making food and drink selections, takes and enters orders, delivers food and beverages, processes payments, and assists fellow team members to ensure overall Guest satisfaction at 571 Grill!

Responsibilities/Qualifications: Minimum 1 year experience preferred in a full-service restaurant. Must be upbeat, outgoing and positive. Ability to work positively in a fast-paced environment. Excellent verbal communication and interpersonal skills. Basic math skills. Ability to work effectively within a team. Ability to be on your feet and alert for extended periods of time. Ability to lift up to 35 lbs. as needed. Continuous use of hands and arms, bending, reaching and twisting. Prepares room for dining by setting decor, condiments, candles, napkins, service plates, and utensils. Protects establishment and guests by adhering to sanitation, safety, and alcohol beverage control policies. Greets and welcomes guests, inviting them back as they leave. Helps guests select food and beverages by presenting menu, offering beverages, suggesting courses, explaining the chef's specialties, answering food preparation questions. Transmits orders to bar and kitchen by recording guests' choices, identifying any special dietary needs and special requests. Keeps kitchen staff informed by noting timing of meal progression. Responds to additional guest requirements by inquiring of needs; observing dining process and is responsive at all times. Maintains table setting by removing courses as completed, replenishing utensils; refilling water glasses; being alert to patron spills or other special needs.

To apply: Apply online at: www.indeed.com or https://www.indeed.com/viewjob?jk=860237d79316ec8e&tk=1eh4od05h34ra001&from=serp&vjs=3

Warehouse

Company: Kelly (Whirlpool)
Job Location: Greenville, Ohio

Job Duties: As a Warehouse Worker, you’ll help store, stage, pick and pack kitchen appliances for a world’s leading major home appliance company and a well-known and respected 100+-year-old brand. Every day you will pull and stage these world-renowned products that make the lives of consumers easier and keep homes around the globe running smoothly. We’ll rely on you to work overtime as needed, show up on time, and put the safety of your team and yourself first. No previous work experience required. No High School Diploma or GED required.

To apply: To apply for the Warehouse positions please go to https://careers.kellyservices.com/us/en/job/US4732SC_BH3055567/Warehouse-Worker
Manufacturing Assembler

**Company:** Kelly (Whirlpool)

**Job Location:** Greenville, Ohio

**Job Duties:** As an Assembly you will help build, manufacture, and assemble kitchen appliances by using power, air, and hand tools. We’ll rely on you to work overtime as needed, show up on time, and put the safety of your team and yourself first. No previous work experience required. No High School Diploma or GED required.


Civil Engineer Co-Op

**Company:** Choice One Engineering

**Job Location:** Shelby County

**Qualifications Desired:** Willingness to work flexible hours in all types of weather. Strong sense of urgency and self-initiative to meet client deadlines. Ability to manage multiple projects/responsibilities simultaneously. Working knowledge of a robotic total station and GPS receiver preferred, but not required. Working knowledge of AutoCAD is a plus, but not required.

**Education Requirement:** Bachelor's Degree

**Job Duties:** Join a team that is down-to-earth and unselfish when it comes to working with coworkers and clients. We protect the culture we’ve built by living our core values in and outside the office. We act when called upon and take special care in making sure each employee feels appreciated. Why you ask? Because a toxic environment is draining. We break the corporate mold when it comes to our employees because we know the value in hiring the right people that love what they do. At Choice One, we know we are different, and, we like that. Responsibilities will include working under a professional engineer on roadway, traffic, site, and utility design to develop detailed construction plans. Tasks will include roadway alignment and geometric design, field survey operation, layout staking, topographic survey collection, field survey clean-up, drainage design (i.e. storm drainage system, detention/retention design, stormwater quality design), plan and profile sheet preparation, and engineers’ estimates. We were nominated the #1 nationwide Best Firm to Work For in 2019! We invest in the growth of our employees and encourage them to drive their own careers.

**To apply:** If you want to enjoy your career, build lifelong relationships, and be part of a growing company that values its culture, apply online at: [https://choiceoneengineering.com/join-the-team/](https://choiceoneengineering.com/join-the-team/)
Consumer Loan Processor

Company: Minster Bank

Job Location: Minster, Ohio

Qualifications Desired: Language Skills - Ability to read and write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situation to customers, clients and other employees. Mathematical Skills - Ability to calculate figures and amounts such as discounts, interest, commission, and percentages. Ability to apply concepts of basic algebra and geometry. Reasoning Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Education Requirement: Education and/or Experience High School Diploma or general education degree (GED); or one to three months related experience/and or training; or equivalent combination of education and experience

Job Duties: The consumer loan processor position requires great attention to detail and the ability to perform various clerical and loan processing duties accurately and efficiently. Job duties will include some customer service and loan servicing capabilities for all loans and loan types offered by Minster Bank. Primary responsibility to prepare loan processing and closing documents and uploading of loans. Responsible for completing loan documents and other loan related forms to insure complete, compliant and accurate loan files. Review of mortgage loan applications for accuracy and completeness. Will need to work with Loan Officer, Underwriter, Customers and any third party provider necessary to have a complete and verified application. General knowledge of Bank and regulatory requirements to help insure compliance. Lock loan rate for loans sold on the secondary market when requested Back-up to Loan Officer Underwriter to monitor that rate locks are not exceeded. Work with title agencies and attorneys for timely loan closings. Prepare all loan closing documents through EasyLender. Uploading of loan from EasyLender to ITI and review that all information is correct and accurate on ITI/Navigator. Prepares and disburses loan proceeds per loan documentation. Performs data collection geo-coding for HMDA LAR reporting through EasyLender. Performs check back of all new loan data and changes made to ITI to verify for accuracy. Performs Compliance check on all new loan files. Responsible for maintaining loan documentation files for completeness and compliance. Monitors and tracks all incomplete loan files by logging missing documents/information in a timely manner in an excel spreadsheet. Files UCC's, liens on titled property, and records mortgages to obtain proper lien status. Loan payoffs Minster Bank loans Files releases on UCC’s, liens on titled property and prepares Satisfaction of Mortgage to cancel our security. Responsible for providing superior customer service to our customers and assisting Loan Officers and other Bank personnel in building strong customer relationships. Assist current customers via phone and walk-ins, with inquires on their accounts. Provide prospective customers with appropriate information about the Bank's products and services-Refer current and prospective customers to the proper Loan Officer or Bank personnel. Responsible for training new loan secretaries and any other duties that may be necessary to help efficiency.

To apply: For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website: https://www.applicantpro.com/openings/minsterbank/jobs/1498640-39414
Material Coordinator

Company: Emerson
Address: 1675 Campbell Road, Sidney, Ohio 45365

Qualifications Desired: • Ability to make deliveries while driving company vehicles • Tow Motor Experience • Excellent organization skills • Excellent verbal and written communication skills • Work in a team environment and independently • Good PC skills and knowledge of Microsoft Office and Outlook • Mechanical skills • Electrical skills • Adhere to all corporate and laboratory safety standards and policies, including all EPA regulations. • Legal Authorization to work in the United States

Education Requirement: High School Diploma

Job Duties: • Move compressors, parts, and hardware from receiving areas to permanent storage areas. • Box sample compressors for shipment to customers • Complete paperwork and documentation required for shipping and interplant transfers • Clean and organize receiving and storage areas • Operate material handling equipment such as fork trucks, lifts, and manual material handling equipment • Creating or modifying spreadsheets, analyzing engineering lab inventory records, ordering parts from suppliers, and maintaining stock • Meet the physical demands of the position which include manipulation of average to heavy weights (weight range up to 50 lbs.), standing for extended periods of time, use of associated equipment needed for common assembly work, packaging, shipping, and receiving. • Communicate with team members and others regarding parts, hardware, compressors, or other items. • Perform preventative maintenance on laboratory equipment.

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

Warehouse Worker - Package Handler

Company: UPS
Address: 8460 Industry Park Drive, Piqua, OH 45356

Hours: Part-time Shift: Preload (5:00 AM - 9:00 AM)

Qualifications Desired: Find out what you’ll become as a Package Handler at UPS. In this fast-paced warehouse job, you’ll lift, lower and slide packages up to 70 lbs. You’ll typically work 3 ½ - 4 hour shifts, approximately 17 ½ - 20 hours per week in this part-time or seasonal role. As part of the UPS team, you’ll receive a competitive hourly rate and an attractive benefits package.

Job Duties: Fast-paced warehouse job

To apply: Apply online at www.indeed.com seek job title and location
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
U.S. Census Bureau Employment Opportunities

Shelby County, OH
Area Census Office 2369

Full-Time & Part-Time Positions Available

Hourly Pay Rates
$19.50 - $21.50

Hundreds of Open Positions!

Apply Now At:
2020CENSUS.GOV/JOBS

Or
Text JOBS2020 to 313131

For more information about available jobs or assistance with applying online call
1-888-480-1639

United States Census Bureau
U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. The Census Bureau does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
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

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/

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

Brandi Olberding
DIRECTOR OF APPRENTICESHIPS AND WORK-BASED LEARNING
1973 Edison Drive
Piqua, OH 45356
P 937.381.1533
bolberding@edisonohio.edu
WE CAN BE CENSUS TAKERS

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:
✓ Great pay
✓ Flexible hours
✓ Weekly pay
✓ Paid training

For more information or help applying, please call 1-855-JOB-2020

Federal Relay Service:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

The U.S. Census Bureau is an Equal Opportunity Employer.
How to apply for Unemployment Benefits

To register for Unemployment Benefits, claim weeks and obtain general information you can apply online at:
or call
1-877-644-6562
It is suggested that you apply online as wait times on the phone are extremely high.

When filing an application, you will need to have the following available:
- Social Security Number, Driver’s License, or State ID
- Name, address, telephone number, and dates of employment for each employer you worked for in the last 18 months.
- If your lay-off is due to the Coronavirus pandemic, use this mass lay-off number: 2000180.
- Your dependents name(s) and social security number(s)
- If interested in Direct Deposit, your bank account number and routing number.
- Your child support court order or SETS number (OH only) if applicable.
Due to the COVID-19 Pandemic,
please access our services FROM HOME

Access Our Website at www.shelbycountyjfs.org
Find information about Public Assistance, OhioMeansJobs Shelby County, Children & Adult Protective Services, and Child Support programs.

Unemployment Benefits
To register for the State of Ohio’s Unemployment Benefits, apply on-line at
https://unemployment.ohio.gov or call 1-877-644-6562.

Cash, Food, & Medicaid Assistance
Clients are asked to submit all applications and verifications for cash, food, and Medicaid in one of the following ways: on-line at https://SSP.Benefits.Ohio.gov; by mail to 227 S. Ohio Ave., Sidney, OH 45365; fax 937.498.7396; or via the agency drop box. Verification documents may be emailed to FMS-Staff@jfs.ohio.gov.

Adult & Children Services
To make a report of suspected child or adult maltreatment call 937-498-4981. If you believe a child or adult is in immediate danger of serious harm call 911. Child and Adult Protective Services can be accessed for emergencies, after regular business hours, by calling the Shelby County Sheriff’s Department at 937-498-1111 and asking for the on-call Children Services worker to be paged.

Child Support
Payments for child support can be mailed to Ohio CSPC, PO Box 182372, Columbus, OH 43218-2394. Please include name, SETS number, order number, social security number (optional), and amount applied to each case (if multiple); or by credit/debit card payment with no additional fee at: www.Ohio.smartchildsupport.com or by calling 937-498-4981 option 4. You may print payment histories and communicate with your case-worker by registering at www.jfs.ohio.gov/ocs.

OhioMeansJobs Shelby County Services
For Job Center services, please refer to our OhioMeansJobs Shelby County Facebook page, website at www.shelbycountyjfs.org, or call 937-498-4981.