These area job postings were compiled by OhioMeansJobs Center of Shelby County from various media sources, including job postings within OhioMeansJobs Center of Shelby County, www.OhioMeansJobs.com, employer websites, direct employer contact, and area newspapers.

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.

**Electricians**

**Company:** Sollmann Electric Company  
**Address:** 310 East Russell Road, Sidney, Ohio 45365  
**Qualifications Desired:** No experience necessary, will train.  
**To Apply:** Apply in person at: 310 East Russell Road, Sidney, Ohio, Monday through Friday between 8:00 am and 4:00 pm, or email your resume to: cgallimore@sollmannelectric.com, or call us at 937-492-0346 to set up a time to apply.

**Musician**

**Company:** Trinity Church of the Brethren  
**Address:** 2220 N Main Street, Sidney, Ohio  
**Status:** Full or part time musician  
**Qualifications Desired:** Worship Accompanist in Sidney, OH  
**Job Duties:** TRINITY CHURCH OF BRETHREN, Is looking for full or part time musician for Sunday Morning Worship Service.  
**To Apply:** Call (937)479-0086
Project Manager/Estimator

Company: Sollmann Electric Company
Address: 310 East Russell Road, Sidney, Ohio

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 in person at: 310 E. Russell Road, Sidney, OH 45365, Monday-Friday, 8:00 am-4:00 pm, or send resume to cgallimore@sollmannelectric.com, or by mail to 310 E. Russell Road, Sidney, OH 45365. You may call for additional information at 937-492-0346.

Reporter

Company: The Daily Advocate
Job Location: Greenville, Ohio

Qualifications Desired: The Daily Advocate is looking for a motivated, community-minded person to become it's newest reporter. Come join the award-winning editorial team at Darke County's only daily newspaper, delivering news, sports and more, in print and on digital platforms. The ideal candidate will have excellent writing and communication skills, be interested in community involvement and be able to work flexible hours. The position will include reporting on government meetings, news and sporting events and assisting with other newsroom duties on a daily basis.

To Apply: Send cover letter and resume to: Christina Chalmers, Editor cchalmers@dailyadvocate.com
Business Intelligence Specialist

Company: Crown Equipment Corporation

Address: 44 S Washington Street, New Bremen, Ohio

Qualifications Desired: Five to seven years of related experience • SAP system configuration and administration experience is strongly preferred. • Excellent communication skills are necessary.

Education Requirement: Bachelor's degree in Computer Science, Management Information Systems, or related field

Job Duties: • Analyze business reporting/dashboard needs and translate the requirements into technical specifications. • Perform data analysis on analytical and reporting requirements and recommend solutions for development. • Create and maintain reports and dashboards necessary to support the business requirements. • Design and develop analytic and reporting solutions appropriate for Business Intelligence platform.

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

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HR Office Support – Student

Company: Crown Equipment Corporation

Address: 44 S Washington Street, New Bremen, OH

Status: Incumbent must be able to work a minimum of 15 hours.

Qualifications Desired: This position is strictly a part time position suitable for a college student to work between classes full year.

Education Requirement: Working college student.

Job Duties: Assist the Human Resources department with a variety of tasks: • Filing • Cover receptionist area with greeting visitors, routing incoming calls, distributing mail • Mass entries into HR databases • Assemble binders and packets • Make copies.

To Apply: Apply online at [www.Ohiomeansjobs.com](http://www.Ohiomeansjobs.com) seek job title and location
**Inspection**

**Company:** iforce Staffing in Sidney  
**Job Location:** Anna, Ohio  
**Address:** 1544 Michigan Street, Sidney, Ohio  
**Hours:** 2nd shift in Anna Ohio. These positions are Full Time  
**Qualifications Desired:**  
- Must have clean background  
- Must pass drug screen  
- Valid drivers License  
- Solid work history - Must have a good attendance record - Required experience: Inspection: 1 year  
**Education Requirement:** High school or equivalent  
**Job Duties:** iforce Staffing in Sidney has inspection positions available for light inspection for 2nd shift in Anna Ohio.  
**To Apply:** Apply online at [www.indeed.com](http://www.indeed.com) seek job title and location

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**2nd Shift Production Associate**

**Company:** iforce Staffing in Sidney  
**Address:** 1544 Michigan Street, Sidney, Ohio  
**Qualifications Desired:**  
- Must be able to work in a cold climate  
- Must have solid work history  
- Must be a team player  
- Must have a good attendance record  
- Must have reliable transportation  
- One year Production experience.  
**Education Requirement:** High school Diploma or equivalent.  
**Job Duties:** We are currently seeking a motivated Production Associate for a 2nd shift position with all of the overtime you want. Open interviews through iforce services in Sidney. One of the largest regional processors of fresh fruits and vegetables.  
**To Apply:** Contact Sidney iforce Staffing today! 937-453-9010, 1544 W. Michigan Street, Sidney, Ohio 45365

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**Sales Associates**

**Company:** Kay Jewelers  
**Address:** Miami Valley Centre, Piqua, Ohio 45356  
**Status:** Full Time  
**Wage:** Base & Commission  
**Qualifications Desired:** Outstanding customer service, intense and continuous training  
**Education Requirement:** High School / GED  
**Job Duties:** Our Sales Associates are responsible for engaging customers in conversation to understand their needs and objections; presenting merchandise and detailed information on features and benefits; offering extended service plans and financing options; working with the entire sales team to provide a superior experience to all of our valued customers and meeting individual and team sales goals.  
**To Apply:** Apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and location
Production Operators

**Company:** Advanced Composites, Inc.

**Address:** 1062 S. Fourth Avenue, Sidney, Ohio

**Status:** Full-Time - rotating 12-hour shift, the hours would be 5:00pm - 5:30am.

**Qualifications Desired:** Maintain ongoing inspection of product and process for conformity to requirements. -Monitor instrumentation and extrusion processes. -Assure that all production and quality reports relative to job are completed properly. -Verify that finished goods packaging is correct. -Assist with routine maintenance as required. -Stop production when extruders, or extrude support systems, fail to meet product requirements, and for product (color) testing. -He/she will strive to ensure their actions are supportive of continuous improvement. -Weigh materials or products and record weight on tags, labels, or production schedules. -Load or unload materials onto or off of pallets, skids, or lifting device. -Transfer weighed materials to production or storage areas. -Work at different work stations as production needs require. -Assure proper set-up of extruder and support systems, and start-up of machine relative to instructions on the work order and job work instructions. -Maintain cleanliness of work area to ensure a safe, non-contaminated work place. -Be supportive of continuous improvement activities. -Any other duties assigned by supervisor/manager.

**Job Duties:** The Production Operator is responsible for coordinating the flow of raw materials, maintaining the performance of the production line, and monitoring the condition of the finished product. The Production Operator is the entry level position.

**To Apply:** If you are interested in applying, please stop by Advanced Composites, Inc. at 1062 S. Fourth Ave., Sidney, OH 45365 to complete an application.

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Direct Care

**Company:** Self Reliance Inc.

**Qualifications Desired:** SELF RELIANCE INC. In search of caring people to work in homes with individuals with Developmental Disabilities in Miami Co. Must have no restrictions.

**To Apply:** Call today for interview! (937)570-1642 or (937)308-1015.

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Pad/Screen Printer

**Company:** Visions AwardCraft

**Job Location:** Celina, Ohio

**Job Duties:** Visions AwardCraft, located in Celina, is looking to fill a Pad/Screen printer position on 1st shift.

**To Apply:** If you have previous experience, please apply at: [www.visionsawardcraft.com](http://www.visionsawardcraft.com)
Quality Technician

Company: Advanced Composites, Inc.
Address: 1062 S. Fourth Avenue, Sidney, Ohio

Qualifications Desired: Analyze test results on defective samples to determine proper disposition. - Confer with Supervision, technicians, production personnel, and others regarding testing procedures and results to resolve problems and reduce OSM. - Effectively maintain open communication between Production, QC, R&D, & Color staff.

Education Requirement: not specified

Job Duties: Test and inspect products at various stages of production process, and comply and evaluate statistical data to determine and maintain quality and reliability of products by performing the following duties: - Test products for variety of qualities to verify conformity to specifications using laboratory equipment and instruments such as a balance, extrusion plastometer, microwave ash ovens, gages, automated instron, and other equipment. Maintain cleanliness in assigned work area.

To Apply: If you are interested in applying, please stop by Advanced Composites, Inc. at 1062 S. Fourth Ave., Sidney, OH 45365 to complete an application.

Office Assistant

Company: Golden Fresh Farms
Job Location: Near Interstate 75 and U.S. Route 33, Wapakoneta, OH

Qualifications Desired: • Previous experience in an office environment preferred. • Excellent Excel and Word skills required. • Microsoft Access skills strongly preferred. • Solid organizational skills with a strong focus on attention to detail. • Ability to work independently, multi-task, manage competing priorities, and meet all deadlines.

Education Requirement: College coursework in Accounting or related field strongly preferred.

Job Duties: The Office Assistant performs general office duties in support of the Accounting Coordinator. • Matches received goods to purchase orders and verifies accuracies of what is received. Notifies Accounting Coordinator of any discrepancies. • Matches invoices to order documentation. Notifies Accounting Coordinator of any discrepancies. • Keys new inventory numbers into inventory spreadsheet and compares numbers to previous week. • Keys previous week’s shipments into the shipment database. • Keys payments into the shipment database. • Files all invoices. • Assists other departments as needed. • Other duties as assigned.

To Apply: Email HR@goldenfreshfarms.com
Lot Tech

Company: Voss Honda  
Job Location: Tipp City, Ohio  
Qualifications Desired: High-energy dependable person with a good driving record. Must be available to work some evenings and every Saturday.  
Job Duties: Full-time Lot tech needed.  
To Apply: Please apply in person to Jay Haskell at: VOSS HONDA 155 S. Garber Dr. Tipp City, OH.

Part-time Medical Assistant

Job Location: Sidney, Ohio  
Address: Dept. 194, 1451 North Vandemark Road, Sidney, Ohio 45365  
Qualifications Desired: Good interpersonal skills and basic computer knowledge necessary.  
Job Duties: Part time medical assistant needed in medical office. Duties to include check patients in, obtain patient vital signs and review medical history with patients. Preparing patient charts. Contacting patients as well as pharmacies.  
To Apply: Please submit your resume with letter of interest to: Sidney Daily News, Dept. 194, 1451 North Vandemark Road, Sidney, OH 45365.

Dairy Farm Help

Qualifications Desired: Experience preferred.  
To Apply: Please submit your resume with letter of interest to: Sidney Daily News, Dept. 194, 1451 North Vandemark Road, Sidney, OH 45365.

Auto Mechanic

Company: RRR Tire Service  
Address: 13851 Cemetery Road, Wapakoneta, Ohio 45895  
Status: 2nd shift - Full Time  
Qualifications Desired: Must have experience as auto mechanic. Valid Driver's license a plus - Entry level  
Education Requirement: High School  
Job Duties: 2nd shift Auto Mechanic needed. Job duties include, diagnosis and repair of cars and light trucks, preventative maintenance such as tune ups, replacing filters, and oil changes.  
To Apply: EMAIL RESUME TO ACCTS.RRRTIRE@HOTMAIL.COM
Assistant Wastewater System Superintendent

**Company:** The City of Piqua  
**Job Location:** Piqua, Ohio  
**Qualifications Desired:** Class III Wastewater Works Operator’s Certification from the Ohio EPA required.  
**Education Requirement:** Associates degree (Bachelors degree desired) in chemistry, biology, or environmental sciences plus six years or more of relevant work experience in a wastewater treatment plant including supervisory experience.  
**Job Duties:** This position will assist in overseeing the operations of the wastewater treatment plant including plant maintenance.  
**To Apply:** Please send application, letter of interest including salary history, resume, and 3 business references by October 14, 2016 to Elaine G. Barton, Human Resources Director, City of Piqua, 201 West Water Street, Piqua, Ohio.

Maintenance Mechanics

**Company:** Aunt Millie’s Bakeries  
**Address:** Attn: MM, 1900 Progress Way, Sidney, Ohio 45365  
**Qualifications Desired:** Qualified candidates should be skilled in the following areas: welding & fabrication, 480vac electrical systems, hydraulic, pneumatic & plumbing, mechanical troubleshooting and repairs, other industrial maintenance functions, refrigeration certification a plus, preference is given to applicant with PLC controller experience/education. Work schedule consists of 3 nights a week/12 hour shifts/and consists of both weekends and a weekend night.  
**To Apply:** Interested candidates should mail or drop off a resume to: Aunt Millie’s Bakeries, Attn: MM, 1900 Progress Way, Sidney, Ohio 45365 00
Administrative Assistant

Company: MaMa Rosa's LLC
Address: 1910 Fair Road, Sidney, Ohio 45365

Education Requirement: Associate’s degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Job Duties: Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered. Update and enter appropriate Associate information into HRIS system. Composes and types routine correspondence. Organizes and maintains file system, and files correspondence and other records. Answers and screens telephone calls, and arranges conference calls. Greets visitors and contacts appropriate area or person. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records. Makes copies of correspondence or other printed materials. Prepares outgoing mail and correspondence, including e-mail and faxes. Orders and maintains supplies, and arranges for equipment maintenance.

To Apply: Apply online at www.indeed.com

Part Time Office Aide

Company: Specialized Alternatives for Families and Youth (SAFY)
Address: 1065 Fairington Drive, Sidney, Ohio

Qualifications Desired: One year of office experience required • Strong organizational skills to prioritize workload • Excellent communication skills (oral and written) • Operate a computer in regards to Microsoft Office and agency database system.

Education Requirement: A high school diploma, GED or equivalent.

Job Duties: • Greet visitors and answer incoming calls on a multi-line telephone, direct calls, and distribute messages. • Execute photo copy assignments including collating, stapling, and distributing copies to correct personnel. • Execute mailing assignments as assigned. • Conducts all filing for treatment foster parent files, foster youth files, and/or client files. Miscellaneous filing and typing assignments as assigned. • Assume receptionist duties. • Check for needed supplies/facilitate order with supervisor approval. • Attends assigned committee/staff meetings, takes minutes at such and distributes to appropriate individuals. • Assist division employees with clerical services as needed. • Sustain and maintain the roster of staff as needed or directed. • Input into system all referrals received. • Process all background checks for foster parents and respite providers. • Maintain the files for youth in care, foster parents, and community clients in a current state at all times using the format identified by the Quality Improvement department. This may include, but is not limited to, establish and assure all files are stored properly, purge youth and foster parent files, and complete all files of discharged youth and closed foster homes. Establish and maintain a positive working relationship with all levels of SAFY staff.

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

Company: Staffmark
Job Location: Local Food Manufacturer in Sidney, Ohio
Address: 655 North Vandemark Road, Patricia Byers, Sidney, Ohio 45365
Hours: 1st and 2nd shifts openings. 10hr shifts
Qualifications Desired: Able to stand for 10 hour shifts. Must be able to work around moving conveyors. Great attendance is a must.
Job Duties: Able to stand for 10 hour shifts. Must be able to work around moving conveyors.
To Apply: Apply online at www.CareerBuilder.com seek job title and location

Painter

Company: Electro Controls, Inc.
Address: Contact Name: Lora French - 1991 Saint Marys Rd, Sidney, Ohio 45365
Qualifications Desired: Knowledge of equipment, materials, methods, practices, and tools used in painting trade. Experience of mixing and matching colors. Good communication skills. Ability to work independently.
Job Duties: Responsible for upholding ownership’s business philosophies and strategies, both internal and external to the company. Smooth and prepare surfaces for painting, including sanding and removing old paint. Paint surfaces, using spray gun, using brushes, or paint rollers and apply paint with cloth, brush, sponge, or fingers to create special effects. Pick up and deliver painting supplies to Electro Controls from supplier. Work with all supervisors to complete projects. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
To Apply: E-mail Resume to: LFrench@electro-controls.com

General Labor / Pallet Builder

Company: Kamps Pallets
Address: 10709 Reed Road, Versailles, Ohio
Qualifications Desired: Fast paced, physically demanding work must be able to lift up to 50lbs. Position may involve using a nail gun, band saws and other power tools.
Job Duties: General Labor - Pallet Repair These are piece rate positions and those willing and able to work hard can make a good income.
To Apply: Apply online at www.indeed.com seek job title and location - Please DO NOT call to check on the status of your application. We will be calling to schedule interviews in the next couple of weeks.
Community Resource Specialist

**Company:** Catholic Social Services of the Miami Valley

**Address:** 1201 Fairington Avenue, Sidney, Ohio 45365

**Qualifications Desired:** Good phone etiquette - Ability to professionally represent the agency at resource fairs and garner information from other vendors - Ability to establish and update information on an on-going basis - It is helpful for the person to be able to come into our office, but can work virtually at times

**Job Duties:** Catholic Social Services of the Miami Valley offers assistance to people in need regardless of religion, ethnic background or socioeconomic condition. Established in 1921, the agency now serves nearly 30,000 people per year in eight counties: Montgomery, Greene, Preble, Darke, Miami, Mercer, Shelby and Auglaize. Some services are also provided in Champaign and Logan Counties. This internship position will research community resources in Preble, Darke, Miami, Mercer, Shelby, and Auglaize counties, and possibly Champaign and Logan counties.

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

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Kirkwood Applicator

**Company:** Crop Production Services

**Job Location:** Sidney, OH area

**Qualifications Desired:** 1-3 years’ experience in custom application - 1-3 years in equipment maintenance

**Job Duties:** Position has dual responsibility as a certified custom applicator and a maintenance and repair specialist. - Responsible for keeping field equipment clean and in safe operating condition. - Responsible apply the correct amount of product to each acre and in a manner consistent with the product label. - Establish daily acres applied expectations with management consistent with machine capabilities, operator experience, field sizes and terrain. - Ability to crosscheck products, rates and timing effectiveness vs. targeted/non targeted pest/crops. - Keep abreast of the dangers and hazards of products and take proper precaution. - Complete application records as required by the Company and government regulations Maintenance & Repair of Facility/Equipment - Maintain the facility and repair equipment in a safe and dependable operating condition, which enhances operation efficiency and product quality. - Maintain the rolling stock in a dependable, safe and field ready condition to build trust with our customers and minimizes repair expenses. - Maintain the appearance of the facility, equipment and grounds to project a positive image in the community. - Receive, ship, and maintain inventories in a professional manner. - Develop maintenance and repair skills through management approved training programs. - See more at: [http://www.cpsagu.com/careers?jobid=2016-4032#sthash.9foCcJXK.dpuf](http://www.cpsagu.com/careers?jobid=2016-4032#sthash.9foCcJXK.dpuf)

**To Apply:** Apply online at [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) seek job title and location
Counselor in Training

**Company:** Catholic Social Services of the Miami Valley  
**Address:** 1201 Fairington Avenue, Sidney, Ohio 45365  
**Status:** Part Time

**Qualifications Desired:** Ability to utilize appropriate supervision and peer consultation  
- Beginning ability to effectively utilize other avenues of ongoing education  
- Familiarity of and interest in goal-oriented counseling  
- Use of case work, group work, C.O., social planning, administration, etc.  
- Ability to integrate theory and practice  
- Ability to formulate and carry out independent assessment, diagnosis and treatment plans  
- Integration of professional values  
- Sound interviewing, intervention, and documentation skills  
- General research skills

**Education Requirement:** Working towards a Masters degree in social work or counseling; MUST be able to obtain a certificate to practice from the Social Work Board

**Job Duties:** Wellness counseling provides clinical services for individuals and couples. Counseling can address issues such as premarital relationships, marital and couple relationships, parenting skills, family relationships, stress, adapting to change such as divorce, grief, pregnancy, or loss of job, changing problematic habits, decision making, changing lifestyles, self esteem, communications skills and sadness or anxiety. The intern-therapist will provide mental health counseling, assessment and treatment services, preventive mental health and case management services to children, adults and couples.

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

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HR Coordinator

**Company:** Clean All Services  
**Address:** 324 Adams Street, Building #1, Sidney, Ohio 45365

**Qualifications Desired:** The Human Resource Coordinator will provide assistance and advice to all departments in personnel matters as directed by the Human Resource Manager.

**Education Requirement:** High School or equivalent

**Job Duties:**  
- Recruitment  
- Enter pay changes and classifications  
- Create new hire folders  
- Preform employee verifications  
- File employee information  
- Create online ads for open positions  
- Will answer outside phone calls and provide customer service both internally and externally as needed  
- Assist with Monthly Safety Tool Boxes  
- Assist with the monthly newsletter  
- Issue employee documentation and review documentation completed by members of operation  
- Make copies of applications, new hire packets, and training packets  
- Complete functions of the payroll coordinator as needed.

**To Apply:** Apply online at [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) seek job title and location
General Foundry Workers

Company: Reliable Castings
Address: 1521 Michigan Street, Sidney, Ohio 45365
Status: Positions are available on 2nd and 3rd shift
Qualifications Desired: Must be able to stand for 8 hours. Positions are available on 2nd and 3rd shift.
To Apply: Apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and location or apply in person at the plant address of 1521 Michigan Avenue, Sidney, Ohio during regular business day shift hours

Production Supervisor

Company: Clopay
Address: 1400 W State Route 55, Troy, Ohio
Status: Full Time - third shift
Benefits: Tuition reimbursement, paid holidays, sick and vacation time as well as a matching 401(k) savings plan. Please visit our website at [www.clopaydoor.com](http://www.clopaydoor.com) to learn more about our company
Qualifications Desired: Minimum of 2 years previous supervisory experience, preferably in a manufacturing environment. Previous manufacturing experience. • Good computer skills. • Good communication skills. • Ability to stand for longer periods of time and lift up to 50 lbs. frequently.
Education Requirement: Bachelor’s degree or equivalent combination of education and experience.
Job Duties: Provide a safe work environment in the assigned department. Ensures employees have received safety training and are properly using safety devices and equipment and Personal Protective Equipment. • Responsible for ensuring proper job rotation, good general housekeeping and adherence to safety policies and work practices and procedures. Responsible for leading accident/incident investigations for all incidents within department. • Responsible for tracking and improving line efficiencies. Line efficiency improvements may involve process and/or line layout changes, and making recommendations to reduce labor and material costs. • Responsible for product quality and accuracy and the timely completion of production schedules in established priority sequence. • Maintain conformance with rules and regulations, issue verbal and written warnings when required. • Administer company policies and maintain a pleasant employer / employee relationship on the highest possible level. • Responsible for training new employees. • Maintain the department vacation calendar and resolve vacation conflicts. • Attend company sponsored training classes.
To Apply: Apply online at [www.clopaydoor.com](http://www.clopaydoor.com) career’s tab to apply
Assistant Store Manager

Company: Wagner's IGA

Address: 444 S. Washington Street, New Bremen, OH  Status: Full Time

Qualifications Desired: Minimum of 2 years of customer service is required.

Education Requirement: High School Diploma

Job Duties: The Assistant Store Manager must demonstrate a passion for customer service and is responsible for assisting the Store Manager with the overall operations of the store. Responsibilities include providing outstanding customer service, some ordering, stocking and maintaining overall store conditions, at times operating as the manager on duty, and more. The ability to prioritize and multitask, and willingness to work a varied schedule including days, evenings, weekends, and holidays is required.

To Apply: In person at Wagner's IGA, 444 S. Washington St., New Bremen, OH

Part Time High School Help

Company: Precision Strip

Address: 86 S Ohio Street, Minster, Ohio 45865

Status: Day Shift, Monday – Friday 3 – 4 hours per day during the school year with preferred hours being during the timeframe of 1pm – 5pm; some limited flexibility around these hours may be available

Qualifications Desired: Will train - entry level

Education Requirement: in High School

Job Duties: Assist the Purchasing department in performing inventory, stocking plants with necessary items, special projects, and various other tasks as needed.

To Apply: http://www.precision-strip.com/careers

Substitute Classroom Aides

Company: The Auglaize County Educational Service Center

Address: 1045 Dearbaugh Ave, Suite #2, Wapak, OH

Status: Part Time  Wage: $10.00/hr. - no benefits

Qualifications Desired: No experience required

Education Requirement: High School Diploma

Job Duties: The Auglaize County Educational Service Center is looking for substitute aides to work in their special education classrooms

To Apply: Find applications on website (http://www.auglaizeesc.org) or in person, mail or drop off
Donor Relations Director

Company: Community Foundation of Shelby County
Address: 100 S. Main Avenue, Suite 202, Sidney, Ohio 45365  Status: Part Time
Qualifications Desired: Experience building long-term customer/client/donor relationships
Education Requirement: Bachelor’s degree preferred
Job Duties: The Donor Relations Director will be responsible for cultivation activities that contribute to the long-term growth of the Community Foundation of Shelby County with a primary focus to identify and develop relationships with prospective donors. A minimum of 3 years’ experience developing long-term customer/client/donor relationships. Must have strong interpersonal skills, an ability to communicate effectively and be able to exercise sound judgment. See the job description at www.commfoun.com.
To Apply: Mail or email to Marian Spicer, Community Foundation of Shelby County, 100 S. Main Ave, Ste. 202, Sidney, Ohio 45365 or mspicer@commfoun.com

Bartender

Company: New Bremen American Legion, Post 241
Address: 6458 S.R. 66, P.O. Box 94, New Bremen, OH 45869  Status: Part Time
Qualifications Desired: Prior experience in a bar/restaurant is helpful.
Education Requirement: High School
Job Duties: Bar tending, cooking, stocking coolers, cleaning, shifts are mostly evenings and weekends. (some weekend shifts will be required)
To Apply: Mail to: New Bremen American Legion, Post 241, 6458 S.R. 66, P.O. Box 94, New Bremen, OH 45869
Bar Manager

**Company:** New Bremen American Legion, Post 241

**Address:** 6458 S.R. 66, P.O. Box 94, New Bremen, Ohio 45869  **Status:** Part Time

**Qualifications Desired:** Previous experience in a restaurant / bar preferred. Entry level manager to experienced level manager.

**Education Requirement:** High School

**Job Duties:** Overall in charge, reports to the bar committee. Works with the office/event manager - Monitoring, ordering and supervises the restocking of all bar and kitchen inventory. Order items requested by the event manager. Schedules bartenders for the canteen and maintenance of equipment. Hires bartenders and sub contractors for mowing and snow removal. Books entertainment for the bar. Orders everything needed for Fish/Chicken Fries, Coordinate with Elmwood Assisted Living for delivery of meals to the residents that are veterans. Works at least 1 shift per week as a bartender. Orders gambling tickets. Daily cleaning of the bar/kitchen

**To Apply:** Mail to: New Bremen American Legion, Post 241, 6458 S.R. 66, P.O. Box 94, New Bremen, OH 45869

Nursing Resource Supervisor

**Company:** Upper Valley Medical Center

**Job Location:** 3130 N Count Rd State 25A, Troy, Ohio 45373  **Status:** Part Time  7P – 7:30A / 48 Hours per pay

**Qualifications Desired:** Current Ohio State License as a Registered Nurse. Professional level CPR & ACLS required. Five years of nursing experience with previous charge or nursing supervisory experience preferred Professional knowledge of nursing theory, practice, and administration in order to oversee planning and implementation of care, and ability to prepare analyses, reports, policies and budgets. Computer experience required.

**Education Requirement:** BSN Required - Bachelor’s Degree preferred

**Job Duties:** Responsible for coordination of resources to meet the needs of patients, staff and physicians on assigned shifts. Problem solving, collaborating with departments, evaluating effectiveness of care, and promoting effective communication. Contributes to implementation and enforcement of nursing and administrative policies and procedures, performance plans, and takes corrective action as appropriate. Assumes administrative responsibilities in the absence of the Directors and Nursing Team Managers. Practices professional nursing care in an autonomous manner. Must be able to work under pressure, multi-task, and maintain a professional demeanor under adverse conditions.

**To Apply:** Apply online at [www.premier.com](http://www.premier.com)  see Career's tab Reference Code: 029218
Machinist

**Company:** Bendco Machine & Tool

**Address:** 283 W 1st Street, Minster, Ohio

**Status:** This is a full-time position – first shift - 7:00am – 3:45pm - Monday - Friday. Individuals must be able to work overtime when needed

**Qualifications Desired:** Individuals must be enrolled in or graduated from a machinist program or have equivalent machinist experience. Candidates must be able to use standard shop equipment, read blueprints, hold tight tolerances and use precise measuring equipment. Welding experience is preferred but not required.

**Education Requirement:** High School

**Job Duties:** This position is responsible for using mills, lathes, grinders, and other standard shop equipment to make and assemble machine details. This position works with the machine builder to assemble and tryout the machine.

**To Apply:** Please submit resumes to hr@bendcomachine.com

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CNC Machinist

**Company:** Bendco Machine & Tool

**Address:** 283 W 1st Street, Minster, Ohio 45865

**Status:** This is a full-time position – first shift - 7:00am – 3:45pm - Monday - Friday. Must be able to work overtime when needed

**Qualifications Desired:** Individuals should be certified or have equivalent CNC machinist experience. Candidates should be able to use precise measuring equipment, hold tight tolerances, and use standard shop equipment

**Education Requirement:** High School

**Job Duties:** Bendco Machine & Tool is a growing custom machine shop that is searching for individuals who are experienced in programming and running CNC mills. Operators should be able to read blueprints, setup the mill, adjust programs, and inspect parts. This position is responsible for custom details for machinery projects

**To Apply:** Please submit resumes to hr@bendcomachine.com
Assistant Subway / Deli Manager

Company: Wagner’s IGA
Address: 200 S Main Street, Ft. Loramie, OH
Status: Full Time Benefits: Benefits package including Health and Life Insurance, AFLAC policies are available, Paid Vacations, Paid Holidays, 401k w/matching, YMCA discount
Qualifications Desired: 1 year customer service - Entry Level Management
Job Duties: The Assistant Subway/Deli Manager must demonstrate a passion for customer service and is responsible for assisting the Subway/Deli Manager with the day to day operations of the Subway and Deli Departments. Responsibilities include providing outstanding customer service, training employees, food safety, participating in the daily operation of the Subway and Deli Departments. The ability to prioritize and multitask and willingness to work a varied schedule including days, 1 day on the weekend and holidays is required.
To Apply: In person at any Wagner’s IGA location

Painter

Company: Crown Equipment Corporation
Address: 44 S Washington Street, New Bremen, OH
Qualifications Desired: Previously painting experience preferred.
Education Requirement: High School diploma or equivalent required.
Job Duties: • Paint lift truck cylinders. • Paint 1st stage masts. • Use lift truck to move material and completed parts to proper locations. • Inspect parts for defects. • Perform daily lift truck and hoist pre-operational safety checks. • Perform other related duties as assigned.
To Apply: Apply online at www.crown.com seek career’s tab

Food Champion – Taco Bell

Company: Mariane Inc. / Taco Bell
Address: 607 E. Main St., East of 75, Anna, Ohio
Qualifications Desired: • Good personal grooming • Good communication skills • Stand up for 8 hours • Able to lift 35-50 pounds • Use motion that entails pushing, pulling, stretching and continuous bilateral use of fingers and wrist
Job Duties: As a Food Champion, you will be responsible for: • Using the correct tools to prepare, build and present perfect food •Serving food that meets our quality standards • Maintain a clean, neat and well-stocked area so you are ready to serve guests • Delivering quality products within company standards for Speed
To Apply: Apply online at www.indeed.com seek job title and location
General Cleaning

Company: Tier One Property Services (TOPS)

Job Location: Anna, Ohio  
Status: Full Time / Part Time

Address: 405 South Oak Street, Marysville, Ohio

Benefits: Most positions are full time, but we have the flexibility to create part time schedules, to help accommodate your lifestyle. Full time associates receive 7 paid Holidays per year and vacation/sick time after completing their first 90 days of employment. Health Insurance benefits are available to full time associates after 60 days, and 401k after one year of employment.

Qualifications Desired: These are entry level positions that require no experience, but cleaning housekeeping/floor care experience is a plus. These entry level positions are a great opportunity to learn our work and our culture, and are a stepping stone to grow into leadership positions, as we value promoting associates from within into our Leadership roles throughout the organization.

Job Duties: Tier One Property Services (TOPS) is growing in the Shelby County, OH area, and is currently accepting applications and resumes for positions in Anna, OH. This is a 24 hour a day operation in a manufacturing environment, so we have opportunities on 1st, 2nd, and 3rd shifts. Positions would include cleaning restrooms, locker rooms, offices, cafes and break areas, hallways, and/or floors, depending on the shift and area of responsibility.

To Apply: Please respond to this ad with your resume, or apply on line at www.sciotoservices.com, or you can apply in person at our TOPS Corporate Office at 405 South Oak St, in Marysville, OH. We will require that you complete a full criminal background check and drug screen (company paid) as part of our onboarding process.
H R Generalist

**Company:** Nidec Minster Corporation  
**Address:** 240 W 5th Street, Minster, Ohio 45865  
**Status:** Full Time

**Qualifications Desired:** Hands-on benefits experience and understanding of laws relating to benefits such as ERISA, HIPAA and ACA. - At least 8 years of progressive HR Generalist/HR Business Partner experience preferred. - Working knowledge of HR employment law. - Must have strong conceptual and analytical thinking ability. Workday software experience would be a plus.

**Education Requirement:** Bachelor's Degree

**Job Duties:** This person will oversee the Total Rewards of a 500-person company. Working in conjunction with other operational business units, this person will engage in a variety of HR projects and activities which may cover multiple HR functions and will become part of Nidec Minster’s core management team in reference to the HR function/issues. Duties also include providing daily support and coaching to our leaders and employees on HR/employee relations information/issues, strategies and activities. Oversee Total Rewards (Benefits, Compensation, Performance Management, and Recognition) of a 500-person Company which includes setting strategy, monitoring, developing recommendations for change and implementation of any new plans/strategies. - Interpret and coach leaders and employees on employment law and corporate policies and procedures. - Assist leaders with employee relations and conduct investigations and disciplinary actions, when necessary. - Support and coordinate M&A and subsidiary integration. - Oversee and update employee communication efforts across the global Nidec Minster organization. - Oversee HRIS/Payroll system and implementation of new systems as needed.

**To Apply:** [www.minsterjobs.com](http://www.minsterjobs.com) seek career's tab and search job title and apply

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**Line Cook**

**Company:** The Pavillion  
**Job Location:** Sidney, Ohio  
**Address:** 705 Fulton Street Sidney, Ohio 45365

**Qualifications Desired:** Must pass drug screen and BCI background check prior to hiring.

**Job Duties:** Experienced line cook for a 50 bed rehabilitation and skilled care center in Sidney, Ohio. Duties include preparing meals for all residents and staff, according to dietary guidelines and physician orders, as well as kitchen prep and clean-up. Shift hours are 11:30am-7:30pm.

**To Apply:** Applications may be obtained by stopping at the front office of The Pavilion, 705 Fulton Street, Sidney. No phone calls, please.
Production/Maintenance/Electrical/Machine Operators

Company: Plastipak Packaging

Job Location: Jackson Center, Ohio

Address: 18015 St. Rt. 65 Jackson Center, OH 45334

Education Requirement: HS Diploma or GED is required.

Job Duties: If you are seeking a career with unlimited possibilities, a growing company, outstanding co-workers and a chance to make a difference, Plastipak offers an opportunity for mechanically inclined people who can multi-task and thrive in a fast paced environment! These full-time positions will be working at our Jackson Center, OH facility! Production Technicians / Machine Operators Maintenance/ Technicians Electrical Technicians/Cell Leader.

To Apply: Please apply online at www.plastipak.com/careers OR in person at visitor guard shack 18015 St. Rt. 65 – Jackson Center, OH 45334

Executive Director

Company: New Choices

Job Location: Sidney, Ohio

Qualifications Desired: Willingness to seek out learning opportunities to continue to grow management skills and understanding of Domestic Violence. A minimum of three years related experience.

Education Requirement: Minimum of an associate’s degree in a related field such as human services, social work, or criminal justice. Willingness to seek out learning opportunities to continue to grow management skills and understanding of Domestic Violence. A minimum of three years related experience.

Job Duties: Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for New Choices, Inc.’s staff, programs, expansion, and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, and business plans. Please ask a staff member of OhioMeansJobs Shelby County for a detailed description of job duties.

To apply: Please submit a resume by October 30, 2016 to: Search Committee/Executive Director, P.O. Box 4182, Sidney, Ohio 45365
Drive Thru Attendant

**Company:** Main Stop Drive Thru  
**Qualifications Desired:** Evenings and Weekends  
**To Apply:** Apply in person: Main Stop Drive Thru

Drivers

**Company:** Huff Trucking  
**Qualifications Desired:** Looking for a Class A CDL driver. Local Run, Drop & Hook Home nights & weekends  
**To Apply:** Please contact Todd at 937-606-1115

Highway Technician I

**Company:** State of Ohio Transportation - District 07 (ODOT)  
**Job Location:** Sidney, Ohio  
**Address:** 1001 St. Marys Ave. Sidney, Ohio 45365  

**Qualifications Desired:** A Physical Ability Test (PAT) and Reading Comprehension & Math (RCM) Test will be given for the Highway Technician 1 position and candidates MUST pass both tests in order to be considered for employment. PAT/RCM candidates will be selected based in part on meeting the prescribed minimum qualifications, including education and/or experience or licensure requirements of this position. Applicants selected to take the test will be notified by mail, per the address provided on the application, of the exact time and location to report for the test administration.

**Education Requirement:** Applicant must possess a Valid Class A or B Commercial Driver's License w/tanker endorsement without airbrake restriction.

**Job Duties:** As a Highway Technician you will have the following opportunities:· Operate basic equipment (examples include backhoes, loaders, graders, tractors, plows & spreaders, trucks requiring Class B CDL with tanker endorsement without airbrake restriction)· Perform general highway maintenance duties, which vary by season· Receive training (i.e., on the job & formal) in operation of basic, standard & complex equipment· Advancement within the agency with formal training and experience available through the HT Academy*. *HT Academy is a structured training program available for all Highway Technician employees to receive certification and education to advance through the HT Series for higher level positions and increased compensation opportunity.

**To Apply:** Please apply online at: [http://www.dot.state.oh.us/](http://www.dot.state.oh.us/) Do not use the Back arrow on your internet browser! Using the Back arrow may cause your information to be lost. Make sure you also periodically save your information to help avoid this problem. All applications must clearly indicate how the minimum qualifications &/or position specific minimum qualifications, if applicable, are met. Applications that do not, will not be given consideration.
Cooks/Cashiers/Front & Back Line Closers

Company: Arby’s
Job Location: Sidney, Ohio
Address: 1550 Michigan Sidney, Ohio 45365
Qualifications Desired: Must be 18 years or older to be a Back-line Closer.
To Apply: Apply in person at 1550 Michigan St. Sidney, Ohio, or pick up application at the OhioMeansJobs Center of Shelby County. You may also attach a Resume, but it is not required. Return completed application to Arby’s.

Production Workers

Company: KTH Parts Industries, Inc.
Address: PO Box 0940, St. Paris, Ohio 43072
Qualifications Desired: KTH Parts Industries, Inc., a quality oriented manufacturer of stamped and welded auto parts, located in St. Paris, Ohio has immediate openings. The successful candidate must have a good work history and be able to work overtime including Saturdays.
To Apply: Qualified candidates should send a resume to: KTH Parts Industries, Inc. P.O. Box 0940 St. Paris, OH 43072 Attn: Production Recruiter or Email: kth.hr@kth.net

Full-Time/Part-Time Maintenance Tech

Company: Sidney Village Apartments
Address: 999 Buckeye Avenue, Sidney, Ohio 45365
Qualifications Desired: Prefer 2 years experience. Background check required.
Job Duties: Painting, cleaning inside and outside of apartments, and general maintenance.
To Apply: Please email resume: sidneyvillage@rljmgmt.com or drop resume in slot in office door.
Production Worker

Company: Apex Systems Inc.
Job Location: Sidney, OH - Position at the Cargill plant
Hours: Days/Hours/Shift: 6a – 6p – work days
Qualifications Desired: 50 lb. lifting requirement on a daily basis. Demonstrated high performance (work performance, attendance record, safety record, BBS activities, LEAN leadership, willingness to lead change). Multi-task abilities, i.e., simultaneous activities occur in area and you need to anticipate issues and plan ahead. Detail oriented-ability to see the details and, for example, ensure correct labels in use, correct oil selected, correct adds made, etc. Preferred: Must have advanced computer skills (I-Fix, Informance, SAP). Previous Food Industry Experience Will this person be working on the Foodservice Production Floor.
Education Requirement: High School or Equivalent
Job Duties: 1 for Team C; FSO Operator: Invested in learning all of FSO roles. Ensures the safe, efficient and secure operation of production lines. Day to day operations: Running the production lines. Practicing safe behaviors, leading by example and making sure you are doing your job safely; Commitment to learning all FSO initiatives, cross training in all areas. Team building: Participate in training, communicate and follow through on what is needed for all areas to succeed. Promote and support Cargill rules and policies. Food Safety/Quality: Ensure Cargill’s and our customer’s food safety and quality criteria are communicated and met. Housekeeping: Ensure daily tasks are being completed, keeping the plant ready at all times.
To Apply: Please send resume to Hannah.Ashley@labsupport.com ASAP

Payroll Specialist

Company: Shultz Huber & Associates
Job Location: St. Marys, Ohio
Address: 1027 E Spring St, St. Marys, Ohio 45885
Qualifications Desired: Payroll experience including payroll processing and tax preparation, be detail oriented, possess good communication skills, and able to perform in a fast-paced environment. Experience with the Microsoft Office Suite of programs and QuickBooks preferred.
Education Requirement: High School Diploma
Job Duties: Shultz Huber & Associates, Certified Public Accountants, is seeking a full-time Payroll Specialist to become a vital member of our team in our St. Marys office.
To Apply: Please send a resume and contact info to: HumanResources@sha-cpa.com
Health Fitness Pro

Company: Health Fitness

Job Location: Meranda Road, Anna, Ohio

Hours: Monday-Thursday from 3:30pm-2:00am. Full-Time/Regular

Qualifications Desired: • Supervises facility; interacts with participants and monitors equipment and participant safety. • Provides individual and group exercise instruction; educates participants on proper techniques to maximize exercise safety and effectiveness. • Coordinates and leads a variety of Health Fitness and program-specific health improvement programs & promotions. • Conducts fitness testing and assessments and advises participants of results; designs individualized programs to meet the participant’s interests, abilities and goals. • Researches health & fitness educational topics.

Education Requirement: Bachelor’s Degree in Exercise Science, Health Promotion, Kinesiology or related discipline required. CPR/AED and first aid certifications preferred, but required within 30 days of hire. 1-2 years related experience preferred.

Job Duties: Health Fitness has a great opportunity for a Health Fitness Professional to work the third (overnight) shift at our client site located in Anna, OH. In this position, you will coordinate, implement, and/or deliver health and fitness programs and services, promotions and outreach activities. You will be responsible for providing outstanding service to members & program participants to maximize participation, outcomes and customer satisfaction.

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

Warehouse Associates

Company: 11th Hour Staffing Inc.

Job Location: Piqua, OH area

Hours: 1st shift Monday - Friday, 6:00 am - 2:30 pm. OT required

Qualifications Desired: At least 18 years of age Previous experience in Pick/Pack, Warehouse or Shipping & Receiving - Able to Lift 50-100 lb. regularly Reach overhead up to 7’ high to pull cases Lift cases from conveyor, bend down and/or reach up to stack cases on pallet - Stand for 10 or more hours Ability to work in a fast paced environment - Strong attention to detail - Must be able to work in hot conditions in the summer and cold conditions in the winter.

Education Requirement: High School diploma or equivalent

Job Duties: Unload cases from trailers by hand, case by case Load trailers with product Maintain records of all outgoing and incoming shipments from and to the warehouse. Material handling (loading & moving pallets, scanning serial numbers into system) Prepare shipping documents along with the correct mailing labels and ensure that all orders and withdrawal requests from the warehouse are correctly fulfilled. Consolidate shipping orders. Ensure that the goods delivered to the warehouse are in accordance with approved orders and the associated bill of lading or invoice. Perform the unpacking of consolidated shipment deliveries and distribute contents to the right warehouse bin location. Scan documents, then pull the correct quantity for each lot number Correctly labels and closes the case and places the case for shipment Works on product that needs some type of change before it can be sent out Packs the boxes into a case, seals and labels the carton on the take-away track to send the case off to Shipping Prepares shipping labels Loads trucks with cases by hand.

To Apply: Contact Name: Alicia Davis Calls Wanted: (937) 405-1900 Apply Online at: http://11thhourstaffing.com
Accounts Payable Clerk

Company: Accountemps

Job Location: A local Piqua manufacturing company

Address: 1 S. Main Street, Suite 300, Dayton, Ohio 45402

Qualifications Desired: Accounts Payable, Account Reconciliation experience.

Job Duties: A local Piqua manufacturing company is in need of an accounts payable clerk! This is a temporary opportunity that will last a few months.

To Apply: For immediate consideration please email your resume Jazmine Ward at jazmine.ward@accountemps.com or 937.224.0600

Flexible Part Time Office Assistant

Company: Kamps Pallets

Address: 10709 Reed Road, Versailles Ohio 45380

Qualifications Desired: Minimum of 3 years prior office experience - Basic computer skills required.

Education Requirement: High School

Job Duties: Looking for a dependable part time office assistant for basic data entry. Can be flexible with hours.

To Apply: Send resume, 10709 Reed Road, Versailles Ohio 45380, no calls accepted

Data Entry Clerk

Company: KeyBank

Address: 101 Main Street, Quincy, OH 45343

Qualifications Desired: Data Entry, focusing on data quality, speed and accuracy. Providing general administration support. Office Clerks, general

Job Duties: Maintenance of group emails. Managing the complex logistics of internal and external meetings. Data Entry, focusing on data quality, speed and accuracy. Providing general administration support.

To Apply: Contact Name: Favour Brond E-mail Resume to: keybankhr200@gmail.com
Controller

**Company:** Nidec Minster Corporation

**Address:** 240 W 5th Street, Minster, Ohio 45865

**Qualifications Desired:** At least 8 years of progressive accounting and supervisory experience. Strong written and verbal communication skills and interpersonal skills are essential. Experience working in a SOX compliant organization. Experience with U.S. GAAP reporting requirements and exposure to International Financial Reporting Standards is preferred. Experience leading the audit process. Experience with cash management and tax compliance. Advanced skills working with MS Excel and Microsoft Office products. Strong analytical skills are essential.

**Education Requirement:** Master’s degree preferred. CPA designation.

**Job Duties:** Responsibilities: Direct the activities of financial and cost accounting groups of the finance department in the preparation and maintenance of company books and records for parent and subsidiary operations. Establish and monitor general ledger reporting requirements for support of financial and managerial reporting for parent and subsidiary operations. Supervisory responsibility for financial and cost accounting staff. Manage the treasury function and the related system reporting requirements for receipts, disbursements, and investments. Provide leadership and support in implementation and continuance of SOX controls. Responsible for implementing processes and software tools to improve efficiency and effectiveness of financial close process and generation of financial statements. Provide financial analysis tools to evaluate company initiatives or special projects, capital expenditures, products costing, etc. Manage financial and tax audits of the company and subsidiary operations. Ensure compliance with all accounting profession and regulatory reporting requirements relating to financial, tax, pension, and welfare issues.

**To Apply:** Please apply at [www.minster.com/careers](http://www.minster.com/careers)

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Sales Associates / Customer Service Representative

**Company:** Furniture Express

**Address:** 120 E Poplar Street, Sidney, Ohio 45365

**Qualifications Desired:** • Reliable • Ethical & Honest • Able to work 25 hours or more per week, including Saturdays. Closed Sunday & major holidays. • Self Motivated • Able to lift 50lbs. • Clean driving record • Willing to work as a team member with our staff. Current active Driver’s License.

**Education Requirement:** High school or equivalent

**Job Duties:** Additional training will be provided as needed. This person will be instrumental in driving sales, and maintaining the highest level of service to our customers. This position has a strong base pay, along with commissions and incentive programs. Growth opportunities available depending upon performance, along with the option to go full-time.

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

Company: Dannon
Job Location: Minster, Ohio
Address: 216 Southgate Drive, Minster, Ohio 45865

Qualifications Desired: Proficient in MS Office Applications • Mechanical aptitude • Excellent Communication skills, Verbal and Written • Team Player • Experience with Continuous Improvement (TPM a plus) • Willingness to work a 12 hour on a nights and weekend schedule • Committed to our ambitious company goals and future • Openness to learn and share with others • Doer who takes ownership of our product excellence and their working area • Empowered individual who pro-actively pursues improvements in Quality, Safety and Operations.

Education Requirement: Advanced education (Bachelors, Associates or Technical) a plus.

To Apply: Apply online at www.indeed.com seek job title and location - Stay updated with our latest job opportunities: Follow us on Facebook, http://on.fb.me/dannon-jobs

On-Call Receiving Associate

Address: 241 Fox Drive, Piqua, Ohio 45356

Benefit: Bonus • To be eligible for a bonus, the employee must arrive on time and complete each shift they commit to taking. If the employee “no shows” once they will no longer be eligible for the assignment completion bonus. At the end of each month the employees who have shown up for every shift they commit to will receive a bonus equal to $25 per each shift.

Qualifications Desired: Four fast paced hours of manually unloading trucks that may contain heavy loads. Able to lift 50 pounds regularly, and up to 100 pounds with a partner. When we know a truck is coming (typically with 24 hours’ notice) you will receive a call asking you to work the next day. Show up, work your assigned shift and you’ll be paid on Friday of that week. If you complete each shift you’ve accepted, at the end of each month you’ll receive a $25/per shift BONUS.

Job Duties: Looking for extra cash for the upcoming holiday season with an easy commitment. We are looking for people who are interested in working on-call/as-needed to unload trucks in our Receiving Dept.

To Apply: Apply in person at 241 Fox Drive, Piqua, OH 45356 or at www.indeed.com
**Human Resource Manager**

**Company:** RM Schulte & Associates  
**Job Location:** Botkins, OH 45306  
**Address:** 216 N Elizabeth Street, Lima, Ohio 45801

**Qualifications Desired:**  
- Considerable knowledge of employment law, recruitment, employee relations and training and development.  
- 5-7 years progressive experience in Human Resources, in a manufacturing environment.  
- Strong leadership and organizational skills.  
- Strong presentation and interpersonal skills.  
- Strong written and verbal communication skills, ability to work effectively with all levels of employees.  
- Ability to objectively coach employees and management through complex, difficult and emotional issues.  
- Solid working knowledge of Microsoft Office programs, Excel, Word, PowerPoint.  
- Ability to convey a positive and professional image to applicants and employees.

**Education Requirement:** Bachelor’s Degree in Human Resource Management, Business Administration or applicable field. • PHR or SPHR certification a plus.

**Job Duties:** Management of Human Resources policies and programs for Botkins facility, which includes all administrative, legal and policy aspects of employee relations management, training, employment and plant staffing. Responsible for assisting with development and implementation of organizational policies and procedures that align employees with company’s strategic objectives. Provide professional recommendations and direction to plant management concerning matters of a personnel nature. Administer payroll program for non-exempt classification at Lysander facility. Administer hourly, non-exempt compensation adjustments for terminations, promotions and awards. Manage attendance-tracking methods and provide information to plant management.

**To Apply:** Apply online at [http://www.rmschulte.com](http://www.rmschulte.com) reference job title and location

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**Class A CDL Driver**

**Job Location:** Local company based in Miami County

**Qualifications Desired:** Must have a clean MVR, able to pass a drug screening, and have at least 2 years

**Job Duties:** Local company based in Miami County has a current opening for a Class A CDL driver. Must have a clean MVR, able to pass a drug screening, and have at least 2 years of experience. Four days a week with a daily route, $200 per day, no benefits. Interested applicants are asked to submit their resumes.

**To Apply:** Submit their resumes to: OMJ-DARKECO@jfs.ohio.gov or bring in person to: Ohio Means Jobs Darke County 603 Wagner Ave Greenville, OH 45331
Sales Consultants

**Company:** Home Depot

**Address:** 1200 E Ash Street, Piqua, Ohio  45356

**Qualifications Desired:** 70%-Conduct professional sales presentation inside customers’ homes. Complete assessment of customers’ needs while at their home. Present warranty and available financing options to customers. Prepare for appointments, commute to/from appointments, process sales-related paperwork. 30%-Generate leads at assigned store. Participate in scheduled lead generation events. Develop/maintain relationships with store management and associates. Attend branch/team meetings. Attend store meetings and facilitate/participate in training on HDE products and service offerings.

**Education Requirement:** High School diplomas and/or GED

**Job Duties:** Sales Consultants are primarily responsible for selling Home Depot’s do-it-for-me services to clients in their homes. Sales Consultants spend the majority of their time traveling to and engaged in professional sales presentations in customers’ homes. While at customers’ homes, Sales Consultants assess customers’ needs, recommend products that fulfill these needs, develop price quotes, and present warranty information and financing options. They work with customers to complete the necessary sales contracts and paperwork. Sales Consultants are also responsible for generating sales leads inside their assigned stores and during scheduled lead generation events, maintaining relationships with assigned stores in an effort to drive their sales, attending meetings, and participating in and/or facilitating training on HDE products and service offerings. Sales Consultants earn commissions based on their sales and are also eligible for monthly bonuses based on sales performance.

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

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Security Officer

**Company:** Merchants Security Service

**Job Location:** Sidney, OH  
**Address:** 2015 Wayne Avenue, Dayton, Ohio  45410

**Hours:** Full Time - primarily 3rd shift

**Qualifications Desired:** At least 18 years old, have a valid driver’s license, Have your own transportation, clean background check (no felony convictions), have a high school diploma or GED, flexible schedule, excellent customer service and interpersonal skills, security experience a plus

**Education Requirement:** High School Diploma/GED

**Job Duties:** We are currently looking to hire a full-time Security Officer for a large manufacturing site in the Sidney, OH area. The person that will fill this position will work primarily 3rd shift. We would prefer that applicants be local to Sidney or immediately surrounding areas as a lengthy commute is not recommended for this type of position.

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

Company: CVS Caremark

Address: 324 Fourth Street, Sidney, Ohio 45365

Qualifications Desired: Must be at least 16 years of age The ability to concentrate on a task over a period of time without being distracted • Customer Service Orientation • Communication Skills • Mathematical Reasoning • Problem Resolution • Occasional lifting of up to 30 lbs.; exerting up to 30 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Education Requirement: Successful completion of CVS Pharmacy Technician Training Program and per local state pharmacy guidelines. High school diploma or equivalent.

Job Duties: This position provides an opportunity, in a leading retail pharmacy setting, to excel in a complex, high impact patient focused role and to positively impact the lives of others. The ideal candidate must be able to triage pharmacy tasks, balance efficiency with accuracy, work both independently and as a team in a fast-paced environment, and achieve excellence in customer service through compassion and genuine care for all patients while ensuring all medication needs and regulatory compliance standards are met. Pharmacy Technicians must demonstrate ethical conduct and maintain patient confidentiality at all times.

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

Sales Clerk—Donations

Company: Goodwill Easter Seals Miami Valley

Job Location: Sidney, Ohio

Address: 417 E Court Street, Sidney, Ohio 45365

Qualifications Desired: Maintains premises in compliance with Agency safety and housekeeping practices. Operate cash register accurately and efficiently; (correct change, receipts, checks, charges, discounts, etc.) Inspect textiles, furniture, appliances, small household wares, novelty items, books, toys, decorations and sporting goods to determine sale ability. Receive and handle donated goods from donors. Perform stock duties such as sorting and hanging garments, placing them in the appropriate rack, keep pulling system up to date.

Job Duties: Perform retail sales functions, accept merchandise donations, select and price donated goods and textiles to be sold in the retail stores according to the Retail Procedures Manual. Provide customer service in a friendly and professional manner (greeting, selling, telephone, etc.) Greet customers and maintain a cheerful and pleasant disposition when servicing customers. Maintain superior level of customer service to meet agency standards. Loads and sorts materials on trailer according to instructions.

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

**Company:** Holloway Sportswear, Inc.

**Job Location:** Sidney, Ohio

**Address:** 600 N. Stolle Drive, Sidney, Ohio 45365

**Qualifications Desired:** Willing to train drivers

**Job Duties:** Stocks/replenishes picking locations, by performing the following duties: • Utilizes RF scanner to initiate WMS transaction for moving and locating inventory • Reads and understands information displayed on monitor, to determine the location of stock product • Removes carton from line and places in appropriate stock location. • Consolidates cartons with identical garments as needed, to ensure product fits safely in designated stock location • Places empty cartons on automated trash conveyor belt for transporting corrugate to the compactor • Ability to read and understand pick ticket labels, work orders and other shipping related documents • Operates a scanner to read bar codes labels, process and fill customer orders • Travels safely and efficiently to designated location and selects product as instructed on the monitor• Assembles and verifies customer orders from open bins in specified pick locations, then returns garments to assigned cartons and forwards to main conveyer line when complete. • Compares identifying information and counts of incoming shipments to verify information against bill of lading, packing slips, or any other record of vendor delivery and assists in other areas as needed (see below) •Records amounts of inbound material or items on standardized receiving department documents.

**To Apply:** Fill out an application and return to Holloway; application may be picked up at either Holloway location (2633 Campbell Rd or 600 N. Stolle, Sidney). Application also available from OhioMeansJobs Shelby County Staff Member.

**General Labor Assembly**

**Company:** HR Associates

**Job Location:** Piqua Plastics Manufacturer  
**Business Address:** 314 N Wayne Street, Piqua, Ohio 45356

**Hours:** Many full & part time General Labor Assembly jobs on ALL SHIFTS

**Qualifications Desired:** ✓ Home Phone or Cell ✓ Your Own Transportation ✓ Background Check

✓ Ability to Pass an Employment Drug Screen - NO Experience Necessary... Everyone will be considered

**Education Requirement:** not specified

**Job Duties:** LIGHT INDUSTRIAL... Easy Work **** NO Experience Necessary... Will Train... Immediate Openings - • Working with a Plastic Injection Molding Machine in part Production. • Adhering to company safety standards. • Maintaining a clean and safe work area. • Assembly of plastic parts. • Labeling & Packaging finished product. • Advising Production Supervisor of any machine problems. Fast Paced Environment, Clean Manufacturing Plant

**To Apply:** Fast Track to this Job: Call Now 937-778-8563 (Reference Job Title)
Sales Assistant

Company: DC Tools
Job Location: Sidney, OH area
Address: not provided in job ad

Qualifications Desired: • Good Driving Record • Ability to obtain a Commercial Drivers License • Self Starter • Customer service experience is a plus • Mechanical aptitude is a plus • Highly Motivated

Job Duties: We are looking for an individual to help increase service levels and sales all while increasing market share. The best candidates will be honest and ethical self-starters who can work unsupervised and can reach goals. This person will be helping increase Snap-on's market share and raising the level of service we can provide to the customer. This is a Salaried position plus sales incentive bonus, Company provided vehicle during working hours, Paid Vacations, Advancement opportunities available. Job Responsibilities • Customer Service • Sales • Collections. Drive to current and potential customers.

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

Part Time Sales Associates

Company: Shoe Sensation
Address: 2350 Michigan Street, Sidney, Ohio
Hours: The part-time position typically works a limited number of hours and is assigned available hours as fill-in coverage by management.

Qualifications Desired: Must be 18 years of age or older • Strong communication and interpersonal skills. • Extreme flexibility in schedule. Must be willing to work opening/closing shifts, weekend, holidays, and overtime. • Ability to lift up to twenty-five pounds.

Job Duties: The position of Sales Associate is responsible for applying SSI Five Step Selling standards to sale, non-sale, and clearance footwear. In addition, they suggestively sell the accessory/apparel product lines to build sales and improve store profit objectives.

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

Company: Adecco: USA

Job Location: Anna Engine Plant, Anna Ohio

Address: Meranda Road, Anna, Ohio 45302

Qualifications Desired: Assemble engines on assembly line * Certified and willing to drive forklift as needed * Continuous gripping, fine motor skills * Push - Pull of carts - average 50 lbs. of force to move * Potential frequent overhead and forward reaching * Repetitive lifting and carrying parts * Continuous bending, stooping, and squatting. Adecco offers: * Attendance Bonus * Full time career opportunity * Referral Bonus * MSP opportunity after on year with Adecco **MUST HAVE FORKLIFT EXPERIENCE** 6 MONTHS IN THE LAST THREE YEARS Experience: Experience: * Must pass criminal background Check * Forklift positions require 2 forklift references * Must submit to a drug test * No terminations from an employer within the last 2 years.

Education Requirement: Must have HSD or GED

Job Duties: These positions require 6 months forklift experience in the past three years. Associates will be working engine assembly but need to be willing and certified to operate a forklift as needed. Start your career in Anna for Adecco at Honda of America Manufacturing, Inc. today! With Adecco's new pay increase you will start at $14.50 & $15.40 (depends on Shifts) bump to $15.00 & $15.90 after completing your 30 day training and continue to earn pay increases up to $18.90

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

Commercial/Ag Lender/Universal Service Representative

Company: Osgood State Bank

Job Location: Osgood, Ohio

Address: P.O. Box 69, Osgood, OH 45351

Job Duties: Are you looking for an employer where your contributions are rewarded? Join our fun and friendly team where sales goals are no pressure. We need great talent to continue supporting our growth.

To Apply: Visit our website www.osgoodbank.com for a detailed job posting. For consideration, send resumes to: thershberger@osgoodbank.com or Osgood State Bank P.O. Box 69, Osgood, OH 45351 Equal Opportunity Employer.
Clerk / Cashier

**Company:** CVS Caremark

**Address:** 324 Fourth Street, Sidney, Ohio 45365

**Qualifications Desired:** Must be at least 16 years of age • Operate a cash register including cash transactions, checks, charges • Greet each customer using the eye’s, hi’s and help at all times and assist customers with their questions, problems and complaints • Price merchandise utilizing price guns • Store cleanliness: break area and rest rooms; vacuum; dust/face; clean windows; rubbish removal; exterior maintenance; sweeping • Stock shelves • Complete price changes: document counts, utilize price guns • Answer the telephone using the appropriate greeting • Process photofinishing orders • Maintain check-out area: fill register supplies, bags; wipe counter • Unload and load trays/cases - 35 pound maximum to a height of 4 feet • Move trays/cases from one location to another. Previous retail experience a plus.

**Education Requirement:** High school diploma or equivalent preferred.

**Job Duties:** To ensure customer satisfaction by handling each customer with the eye’s, hi’s and help. To ensure each customer has a positive shopping experience and to remember that the customer is the top priority.

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

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CNC Machinist

**Company:** Crane Pump & Systems

**Address:** Bobbie Cota| HR Representative, 420 Third Street, Piqua, Ohio 45356

**Qualifications Desired:** Sets up and operates conventional machine tools such as lathes, milling machines, boring machines, and grinders to machine metallic and nonmetallic work pieces. Sets up and operates either CNC lathes or CNC milling centers to machine metallic and nonmetallic work pieces • six months to one year related experience.

**Education Requirement:** Associate’s degree or equivalent from two-year college or technical school.

**Job Duties:** • Reads blueprint or job order for product specifications such as dimensions and tolerances, tooling instructions such as fixtures, feed rates, cutting speeds, depth of cut and determines sequence of operations. • Selects, positions and secures tool in tool holder (chuck, collet, or tool post). • Positions and secures work piece in holding device, machine table, chuck, centers or fixtures. • Moves controls to position tool and work piece in relation to each other and to set specified feeds, speeds and depth of cut. • Edits and updates CNC programs. Works with the programmers and the ME/IE group for continuous improvement. • Sets up fixture or feeding device, starts machine and turns hand wheel to feed tool to work piece or vice versa and engages feed. • Turns valve handle to direct flow of coolant or cutting oil against tool and work piece. • Observes operation of machine and verifies conformance of machined work piece to specifications. • Operates bench tools to de-burr parts. • Operates bench grinder to sharpen tools.

**To Apply:** Contact Bobbie Cota HR Representative Crane Pumps & Systems 420 Third Street Piqua, OH 45356 C: 502-202-4982 [bcota@cranepumps.com](mailto:bcota@cranepumps.com)
**Industrial Workers**

**Company:** AM PM Employment Agency  
**Job Location:** Piqua, Ohio  
**Address:** 505 N Main Street, Piqua, Ohio 45356

**Qualifications Desired:**  
- Standing for long periods of time  
- Ability to lift approximately 20lbs on a regular basis  
- Great dexterity  
- Required experience:  
  - Light Industrial: 1 year  
  - General Labor: 1 year  
- Required license or certification: Driver's License.

**Education Requirement:** High school or equivalent

**Job Duties:** We are currently looking for candidates to join a busy company in the Piqua, Ohio area! The pay for these positions would be starting at $10+/hr.! We currently have ALL SHIFTS available! We are looking for candidates with a great work ethic, willing to learn and wanting to grow with a company to create a career.

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

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**Maintenance Technician**

**Company:** Evenflo Company Inc.  
**Address:** 1900 Covington Avenue, Piqua, Ohio 45356

**Qualifications Desired:**  
- Proficiency in computer skills, MS Office suite and ability to learn new applications  
- Strong verbal and written communication skills  
- Knowledge of Computerized Maintenance Management Systems and developing and maintaining Preventive Maintenance activities, schedules and work order systems  
- Ability to manage changing priorities and requirements  
- Knowledge of PLC’s and 110v, 220v and 480v circuits  
- Basic mechanical repair  
- Ability to perform physical labor for extended periods of time in temperature extremes  
- Ability to stand and be mobile for a minimum of 8 hours.

**Education Requirement:** High School diploma or GED required.

**Job Duties:** This position will have primary responsibility for developing, scheduling and maintaining preventive maintenance activities and work orders in a Computerized Maintenance Management System (CMMS). Secondary responsibilities will be to provide maintenance support for all facility equipment according to safety, predictive and productive maintenance systems and processes. Knowledge of PLC troubleshooting and repair desired.

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

Company: AM PM Employment Agency

Job Location: Sidney, OH  

Hours: 1st and 2nd shift basis, with overtime as needed

Address: 505 N Main Street, Piqua, Ohio 45356

Qualifications Desired: Ability to stand for long periods of time. Ability to work in a refrigerated environment. Ability to lift approximately 25lbs. Great dexterity. Required experience: • Manufacturing: 1 year - Warehouse: 1 year

Job Duties: We are currently looking for employees to join our large team in the Sidney, Ohio area. If you have a great work ethic and are interested in the position apply now.

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

Janitorial Worker

Company: Clean All Services

Job Location: Minster, OH  

Hours: Part-time

Address: 324 Adams Street, Sidney, Ohio 45365

Qualifications Desired: Previous work in a similar role, preferred but not required. *Able and willing to work effectively on own and with minimal supervision. *Excellent attention to detail. *Must be able to lift 40 lbs. with or without accommodations. *Must be at least 18 years of age. *Must have reliable transportation to and from work. Cleaning: 1 year

Education Requirement: High school or equivalent

Job Duties: We are looking for part time janitors to join our team in MINSTER, OHIO. This position is responsible for cleaning, disinfecting and additional duties: including but not limited to, sweeping, mopping, dusting, emptying trash cans, bathrooms, break rooms, and refilling dispensers.

To Apply: If interested, please visit our website at www.cleanall.com to complete an application or call Sarah @ 1.800.354.4146 for more information.
Maintenance Team Leader 3rd Shift

Company: ConAgra Foods

Address: 801 Dye Mill Road, Troy, Ohio 45373   Hours: 3rd Shift; Full Time

Qualifications Desired: Five years of maintenance related work experience in a manufacturing environment - Two years supervisory experience - Knowledge of electrical controls, mechanical equipment, conveyors, and production or facilities related equipment and the ability to troubleshoot and make repairs- Blueprint reading and electrical schematic understanding - General PLC concepts; excellent communication skills. - Knowledge of regulations of major vendors and governmental agencies - Effectively present information to top management - Define problems, collect data, establish facts, and draw valid conclusions.

Education Requirement: Associate’s Degree in Maintenance, Machine Repair, or a related field.

Job Duties: Responsible for all machine maintenance, assisting in all maintenance personnel. Provides technical leadership. Ensures that packaging, utilities, material handling, and control systems to produce food products are based on the lowest possible cost. Provides technical expertise to lead all maintenance technicians. All procedures and practices used are grounded in standards, regulations and laws, in addition to environmental safety (EPA) in accordance with Safety and Quality of Food (SQF) and Good Manufacturing Practices (GMP).

To Apply: Apply at www.conagrafoodscareers.com

Assistant Manager Trainee

Company: Habitat for Humanity of Miami & Shelby Counties, OH aka ReStore

Address: 1490 W. Main Street, Troy, Ohio 45373   Status: Full Time

Qualifications Desired: retail sales experience –supervisory experience –excellent customer service experience – proficient use of MS Word, Excel, Outlook –good written and oral communication skills –good organizational skills – good time management skills –ability to be on your feet up to 5-6 hrs./day, lift up to 30 lbs. unassisted and up to 70 lbs. with assistance –ability to sit and work at a computer 2-3 hrs./day.

Education Requirement: H.S. Diploma & college degree OR H.S. Diploma and equivalent work experience.

Job Duties: You will assist the ReStore Team with daily store operations, scheduling, supervising, inventory control, merchandising, planning and administrative functions. In doing so, you will be a part of: –supporting HFHMSCO’s mission of providing decent and affordable housing to those in need–keeping good and reusable items/materials out of our landfills –offering quality home improvement items at a fraction of it’s original cost to the public.

To Apply: Email: Sharon@hfhmco.org  - Reference Code: TCC0716
Emergency Center Clinical Coordinator

Company: Grand Lake Health System
Job Location: St. Marys, Ohio


Education Requirement: Bachelor's Degree or higher from an accredited school of nursing, current Ohio RN licensure.

To Apply: For more information and to apply, go to our website: www.grandlakehealth.org.

Commercial/Ag Lender/Universal Service Representative

Company: Osgood State Bank
Job Location: Osgood, Ohio

Address: P.O. Box 69, Osgood, OH 45351

Job Duties: Are you looking for an employer where your contributions are rewarded? Join our fun and friendly team where sales goals are no pressure. We need great talent to continue supporting our growth.

To Apply: Visit our website www.osgoodbank.com for a detailed job posting. For consideration, send resumes to: thershberger@osgoodbank.com or Osgood State Bank P.O. Box 69, Osgood, OH 45351 Equal Opportunity Employer.

Human Resource Administrative Assistant

Company: MaMa Rosas's Pizza
Address: 1910 Fair Road, Sidney, Ohio

Qualifications Desired: • One-year related experience and/or training; or equivalent combination of education and experience. • Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. • Speak effectively before groups of customers or employees of organization. • Compute rate, ratio, and percent and to draw and interpret bar graphs. • Apply common sense understanding to carry our instructions furnished in written, oral, or diagram form. • Deal with problems involving several concrete variables in standardized situations. • Knowledge of Database software; Human Resource systems; Internet software; Paycor Payroll systems; Spreadsheet software and Word Processing software. Other duties as assigned.

Education Requirement: Associate’s degree (A.A.) or equivalent from two-year college or technical school

Job Duties: The Human Resource Administrative Assistant will assist the HR Department to greet public and give information to callers, visitors and otherwise perform general clerical work and administrative duties

To Apply: Apply online at www.indeed.com seek job title and location
Customer Sales & Service Rep

Company: Applied Industrial Technologies

Address: 2030 Commerce Drive, Sidney, Ohio

Qualifications Desired: Minimum 6 months of customer service experience * Mechanical and mathematical aptitude * Excellent telephone skills * Ability and desire to learn new systems and processes quickly * Strong computer skills, particularly Excel * Valid driver’s license and clean driving record (MVR) SAP / ERP experience * Knowledge of industrial distribution products and hydraulics.

Education Requirement: High school diploma or equivalent

Job Duties: Assist customers by phone and in person at our facility * Help customers get the parts they need * Interact extensively with customers to clarify their needs, research, and recommend parts * Meet / exceed monthly sales goals while increasing customer satisfaction * Provide quotes * Take orders * Provide post order service * Physically measure specs on a wide variety of parts.

To Apply: Please send an email to hiring@applied.com or call 216-426-4776
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
i-force - Troy - 937-540-0110
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