

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](http://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](http://www.shelbycountyjfs.org).



**Search:**

**Ohio Means Jobs Shelby County**



**Shelby  
County**

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

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

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

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

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

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

**937-498-4981 ext. 2816**

### E-Filing Position

**Company:** McCrate, Dealt & Co.

**Qualifications Desired:** The applicant must have computer experience specifically with Excel and be able to learn the tax software and digital storage. Communication skills are also required as candidate will be communicating with clients via phone and email.

**Job Duties:** McCrae, DeLaet & Co. has an immediate opening for the position of e-filing for the firm. Communication skills are also required as candidate will be communicating with clients via phone and email. Other tasks may include scanning and filing. Due to our seasonal business, hours will vary. Expect 10-15 hours a month during the months of May through January and then 25-40 hours per week during February, March, and April.

**To Apply:** Please email resumes to:

[jwillis@mccrate.com](mailto:jwillis@mccrate.com)

### Drivers

**Company:** Hemmelgarn Services

**Job Location:** Sidney, Ohio

**Job Duties:** Now Hiring! Roll Off Drivers (Class B CDL) & Diesel Mechanics.

**To Apply:** Call (937) 498-1553

### **Medical Receptionist**

**Company:** Shelby County Surgical

**Qualifications Desired:** Experience working with the public, handling telephones, scheduling and typing a must.

**Job Duties:** Our growing practice is searching for a part-time multi-talented person, who is well organized, a self starter, who enjoys challenge and responsibility.

**To Apply:** Send resume with past experience and salary requirements to:  
[smaurer@shelbycountysurgical.com](mailto:smaurer@shelbycountysurgical.com)

### **Media Sales Consultant**

**Company:** Civitas Media

**Job Duties:** Are you a motivated self-starter with strong communication and presentation skills? Join our growing team of Media Sales Consultants. Do you crave a fast-paced and exciting work environment? We are looking for people with a passion for sales, success and customer service to join our dynamic sales team. Full time position.

**To Apply:** If you are looking to experience growth with a local, reputable organization, please send a cover letter, resume and references to: Becky Smith, Advertising Manager [bsmith@civitasmedia.com](mailto:bsmith@civitasmedia.com). No phone calls will be accepted regarding this position. EOE

### **Operators**

**Company:** Nitto Denko Automotive

**Job Location:** Piqua, Ohio

**Address:** 1620 S Main St. (25A) Piqua, OH 45356

**Job Duties:** We are seeking applicants for lite manufacturing operators for all shifts. We offer excellent working conditions – clean, quiet and climate controlled environment. Starting rate @ \$10.35 plus shift differentials. Performance basic raise at 6 months and Annual. Benefits include, paid days off after 3 months, 401K, Medical starting at \$86/month, Dental paid 100% for employee, Vision and Life Insurance coverage. We are a Drug free work place.

**To Apply:** You may apply directly at: Nitto Denko Automotive 1620 S Main St. (25A) Piqua Or submit resume at Fax: 937-773-2089 [lee.fearnley@nitto.com](mailto:lee.fearnley@nitto.com)

### **Drivers-Class A CDL**

**Company:** Rising Sun Express

**Qualifications Desired:** Class-A CDL

**To Apply:** Visit our website at [www.risingsunexpress.com](http://www.risingsunexpress.com) Call 937-596-6167 today!

### **Experienced Operators**

**Company:** Nitto Denko Automotive

**Job Location:** Coldwater, Ohio

**Qualifications Desired:** Minimum of 5 years operating experience.

**Job Duties:** Health Care Products in Coldwater OH is seeking 1st shift experienced operator for high speed paper converting equipment.

**To Apply:** Send resume to: [bridgetg@hcp3.com](mailto:bridgetg@hcp3.com).

### **Medical Assistant or LPN, Licensed Practical Nurse, Floor Nurses-Certified**

**Company:** Upper Valley Family Care

**Address:** 700 S. Stanfield Road, Troy, Ohio 45373

**Qualifications Desired:** Upper Valley Family Care is currently accepting applications for the following positions: Floor Nurses-Certified Medical Assistant & Licensed Practical Nurse All positions require experience with electronic medical records. Attention to detail, adaptability, flexibility and openness to rapid change also required.

**To Apply:** Send Resumes to: UVFC, 700 S Stanfield Rd., Troy, Ohio 45373 or [resumes@uvfc.com](mailto:resumes@uvfc.com) Independently owned and operated for over 30 years

### **Drivers-Class B CDL**

**Company:** Sperry

**Job Location:** United States

**Address:** 45 Shelter Rock Road, Danbury, CT 06810

**Qualifications Desired:** \$11-16/hr., Depends on experience. 5 days per week, 40-60 hours per week. Class B CDL

**To Apply:** Please apply online at: <https://www2.apply2jobs.com/acureninspection/ProfExt/index.cfm?fuseaction=mExternal.showSearchInterface>

### **Media Sales Consultant**

**Company:** Civitas Media

**Qualifications Desired:** Are you a motivated self-starter with strong communication and presentation skills? Join our growing team of Media Sales Consultants. Do you crave a fast-paced and exciting work environment? We are looking for people with a passion for sales, success and customer service to join our dynamic sales team.

**To Apply:** If you are looking to experience growth with a local, reputable organization, please send a cover letter, resume and references to: Becky Smith, Advertising Manager [bsmith@civitasmedia.com](mailto:bsmith@civitasmedia.com)

### **Part-Time Housekeeping**

**Company:** Quality Inn

**Job Location:** Sidney, Ohio

**Address:** 1959 W. Michigan St., Sidney, Ohio 45365

**Qualifications Desired:** Experience preferred, but will train.

**To Apply:** Please apply in person at: 1959 W. Michigan St., Sidney, Ohio 45365.

### **Certified Medical Assistant**

**Company:** Family Health Services

**Qualifications Desired:** Experience preferred. Must be a team player and team oriented.

**Job Duties:** Job requires front office and back office responsibilities.

**To Apply:** Qualified applicants, please send resume to: [HR@familyhealthservices.org](mailto:HR@familyhealthservices.org)

### **Branch Manager**

**Address:** Human Resources, PO Box 727, Sidney, Ohio 45365-0727

**Qualifications Desired:** Sidney Financial Institution is looking for a Branch Manager for its daily operations. Lending experience is a required qualification.

**To Apply:** Please send a resume and experience to: Human Resources PO Box 727 Sidney, OH 45365-0727

### **Entry Level General Laborer**

**Company:** Performance Powder Coating

**Address:** 105 Francis Street. Russia, Ohio **Hours:** Standard hours are 7:00 a.m. to 3:30 p.m. Monday - Friday, overtime opportunities may be available

**Qualifications Desired:** Candidates must be able to lift up to 50lbs. Cross-training to other positions will eventually be available to motivated individuals. Experience in Media Blasting, Pressure Washing, and/or Shipping and Receiving a plus, but not required

**Job Duties:** Performance Powder Coating in Russia, Ohio, which does industrial and motorsports powder coating, is looking to hire a reliable worker for general laborer. Duties include preparing parts to be powder coated and packaging the final products

**To Apply:** Interested candidates, please send resume to [brandon@ppcfinishers.com](mailto:brandon@ppcfinishers.com)

### **Child Protective Services Worker**

**Company:** The Shelby County Dept. of Job & Family Services

**Job Location:** Sidney, Ohio

**Address:** 227 South Ohio Avenue Sidney, Ohio 45365

**Qualifications Desired:** Live within a thirty (30) minute drive of Shelby County, Ohio\* Operate a motor vehicle\* Possess a valid Ohio Driver's License and automobile insurance\* Occasionally stay overnight at training sessions\* Physically move independently and occasionally lift articles weighing up to forty (40) pounds.

**Education Requirement:** Possess a Bachelor's or Master's Degree in an appropriate field.

**Job Duties:** The Shelby County Department of Job & Family Services is looking for a highly motivated individual to fill a vacancy in its Children Services Division. The selected individual will be responsible to work closely with families where child abuse and/or neglect have occurred.

**To Apply:** Interested individuals should submit a resume and completed application no later than November 4, 2016 to: Patricia Raymond-H.R./Support Supervisor Shelby County Department of Job and Family Services 227 South Ohio Avenue Sidney, Ohio 45365 Or resumes and applications may be submitted via our website: [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org) Shelby County Department of Job and Family Services is an Equal Opportunity Employer.

### **Materials Manager**

**Company:** DRT Power Systems

**Address:** 1950 Campbell Road, Sidney, Ohio 45365

**Qualifications Desired:** • 5 years' experience in a manufacturing environment. • 5 years' experience using an MRP or ERP system. • Strong interpersonal skills as there are much interaction with all departments within the Company. • Math and blueprint reading skills necessary to understanding routing of work throughout the Company. APICS course preferred.

**Education Requirement:** Associate's degree or equivalent knowledge

**Job Duties:** • Manage production control, purchasing, and inventory. • Manage MRP reports and lists. • Manage work centers relationships, including outside process work centers • Track parts, both components and assemblies, to ensure their completion dates. • Review workload in the manufacturing areas. Coordinate bottlenecks with supervisors. • Attend regularly scheduled meetings about workflow, policies, outsourcing, etc. involving various departments. • Provide customers with manufacturing status. • Supervise inventory processes – cycle counting, obsolete inventory, and item revision control. • Supervises purchasing, shipping/receiving and production control departments. • Responsible for accuracy and integrity of finished goods and work-in-process inventory.

**To Apply:** Apply online at: [www.drtcareers.com](http://www.drtcareers.com)

### **Bar Manager**

**Company:** 17 West

**Address:** 17 W Monroe Street , New Bremen, Ohio

**Qualifications Desired:** • 3-5 years of fine dining management experience. • Mixology coursework recommended. • Must be 21 years of age. • Strong attention to details, patient and conscientious. Communication is factual, polite and professional in nature. • The ability to follow established procedures and processes very closely. and to make decisions cautiously and to the standards of the restaurant. • Must be flexible with schedule and able to work different shifts including evenings, weekends and holidays. • Have the ability to work at a consistent and steady pace for long periods of time. Must be able to work extended shifts of 10 hours or more as business dictates and be able to stand for long periods of time. • One will be subject to wet floors, temperature extremes, and loud noises. • Must be able to bend, stoop, lift, and carry up to 50 pounds on a regular basis.

**Education Requirement:** High School graduate or equivalent required, Associate Degree in Restaurant or Food Service Management preferred.

**Job Duties:** • Assisting in the daily operations of the restaurant • Serve as the point of contact and acting supervisor when the General Manager and Front of House Manager are not available. • Assist in interviewing, hiring, training and scheduling the bar staff. • Ensuring a smooth and pleasant bar and dining experience. • Handle customer concerns in bar or dining area. • Creating new drink recipes and updating drink and wine menus. • Responsible for bar inventory and ordering of beer, wine, liquor, mixers and garnishes. • Ensuring a smooth and pleasant dining and bar experience or the customers

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

### **Security Officer**

**Company:** Merchants Security Service

**Job Location:** Sidney, Ohio Local Manufacturer

**Address:** 2015 Wayne Avenue, Dayton, Ohio 45410 **Status:** 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

### **Production**

**Company:** Polyfill, LLC

**Address:** 960 N VanDeMark Rd, Sidney, Ohio **Status:** Full Time

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

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

**Job Duties:** We are now hiring experienced extrusion operators, maintenance and general labor position for all shifts. We offer highly competitive pay and benefit packages as well as training opportunities to grow into more skilled positions.

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

### **EMS Coordinator**

**Company:** Wilson Health

**Address:** 915 W Michigan Street, Sidney, Ohio      **Status:** Part-Time

**Qualifications Desired:** Proven effective verbal and written communication skills - Proven strong interpersonal, collaborative, relationship-building skills - Proven teaching skills - Ability function independently - Proven dependability. Licensure as EMT/Paramedic, CPR, ACLS, PALS, Continuing Education Instructor.

**Education Requirement:** State licensure as a Paramedic. EMS-I

**Job Duties:** Develop and implement a comprehensive EMS Program for Wilson Health and Shelby County. Assumes responsibility for coordination of quality improvement review, medical direction and continuing education for pre-hospital care providers in the hospital's service area. Facilitates building of relationships between and among EMS providers, the facility, and the Emergency Department Physicians and Staff and will improve patient care while expanding the hospital role in the pre-hospital arena.

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

### **Retail Sales Associate**

**Job Location:** Sidney, Ohio 45365

**Address:** Local Flooring Retailer      **Status:** Part-Time

**Qualifications Desired:** Looking for design-minded retail sales associate who enjoys helping customers make decisions about floor covering in their home renovation projects. This would be a great job for someone who is interested in exploring interior design as a career or someone who is just great with people and wants to learn a little more about all of the flooring options available to consumers today.

**Education Requirement:** High school or equivalent

**Job Duties:** Responsible for assisting customers with flooring selections, checking floor samples in an out, following up on estimates, scheduling measure appointments, mail, window displays, etc.

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

### **Maintenance Mechanic**

**Company:** Polyfill

**Job Location:** Sidney, OH 45365 **Status:** Full Time

**Qualifications Desired:** Years of experience troubleshooting machinery. Knowledge of pneumatics, hydraulics, and gears - Able to read blueprints and schematics.

**Education Requirement:** High school or equivalent

**Job Duties:** Maintains production and quality by ensuring operation of machinery and mechanical equipment.

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

### **Machine Technician**

**Company:** Nidec Minster Corporation

**Address:** 240 W. 5th Street, Minster, Ohio **Wages:** \$16 - 23 /Hr. and benefits

**Qualifications Desired:** Skills and in-depth knowledge of: Mechanics, Hydraulics, Pneumatics, Electronics, Blue Print Reading, Precision Measuring Instruments (mics, calipers, etc.).

**Education Requirement:** Graduates from joint vocational schools and technical colleges with training in the mentioned disciplines who would also have those same foundational skills.

**Job Duties:** Machine Tool Builders work as part of a team, typically 2-4 co-workers, building metal forming, automation and related equipment. Each piece of equipment has unique attributes as they are assembled one at a time. The work environment is skilled trades, there is no high volume or repetitive manufacturing at Minster. Fully trained Machine Tool Builders will work from blue prints, use a variety of measuring instruments while working in close tolerances and a variety of hand and power tools to accomplish the work.

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

### **Company Drivers & Owner Operators**

**Company:** Piqua Transfer & Storage Company

**Job Location:** Piqua, Ohio

**To Apply:** Apply at: [piquatransfer.com](http://piquatransfer.com) Or call:800-278-0617

### **Delivery Driver**

**Company:** Pizza Hut

**Job Location:** Sidney, Ohio delivery area

**Address:** 445 Russell Road, Sidney, Ohio

**Qualifications Desired:** A clean driving record - Friendly demeanor - Keen sense of direction - Our delivery drivers need to be at least 18 years old. - We'll provide you with a uniform. We just ask that you keep it clean and come to work wearing it.

**Education Requirement:** You'll need some basic math skills, the desire to work as part of a team and enthusiasm for learning.

**Job Duties:** we'll pay you to cruise around in your mobile office – your car – listening to your own tunes and delivering great pizza – and pasta. What more could you want? Independence, good music and great food – with tips!

**To Apply:** Apply online at [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com) seek job title and loca-

### **Security Officer**

**Company:** Merchants Security

**Job Location:** Local Manufacturer Sidney, OH

**Address:** 2015 Wayne Ave. attention Laura Strong

**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.

**Education Requirement:** High school diploma or GED.

**Job Duties:** Great job for individuals who are needing a flexible schedule for school, semi-retired/retired individuals and for those who have retired from military service or currently in the Guard or Reserves. Customer Service Security Representatives are the face of Merchants for our client sites. • greeting guests • giving directions • monitoring cameras • passing individuals through metal detectors • maintaining log sheets/reports of all activity • Patrolling the premises (inside and outside).

**To Apply::** Human Resources Recruiter - Laura Strong 937-281-3368 or apply online at [www.merchantssecurity.com](http://www.merchantssecurity.com)

### **Production**

**Company:** Aunt Millie's Bakery

**Address:** 2000 Fair Road, Sidney, Ohio 45365 **Status:** Work schedule consists of 3 days a week/12 Hour Shifts.

**Qualifications Desired:** Be willing to work day and/or night shifts - Be able to fluctuate between shift schedules -Be able to move 50 lbs. -Be punctual & self-disciplined -Past industrial experience is a plus.

**Job Duties:** Join a growing company that offers a drug free workplace for its associates. Aunt Millie's Bakeries has openings for production associates.

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

### **Team Member - Crew**

**Company:** Chipotle

**Address:** 1975 W. Michigan Street, Sidney, Ohio

**Qualifications Desired:** Have the ability to develop positive working relationships with all restaurant employees and work as part of a team by helping others as needed or requested • Have the ability to speak clearly and listen attentively to guests and other employees • Have the ability to maintain a professional appearance at all times and display a positive and enthusiastic approach to all assignments • Be able to exhibit a cheerful and helpful attitude, and provide exceptional customer service • Be able to adapt to changing customer volume levels with a sense of urgency • Have the ability to demonstrate a complete understanding of the menu • Be able to follow instructions for recipes and sanitation guidelines • Have the ability to be cross-trained in all areas of the kitchen and line.

**Job Duties:** At Chipotle we don't have multiple job titles for our entry level employees but all of our crew will play the role of dishwasher, cashier, server, host, bartender, cook, prep cook, etc. so be prepared to learn a lot and work hard if you join the team. Most of the jobs that we are hiring for are entry level positions. If you are interested in interviewing for a restaurant general manager or assistant restaurant manager position and have previous restaurant management experience you can search our careers page for more opportunities as we may have some of those positions available. Most of these management positions are filled internally but there are some exceptions.

**To Apply:** Apply online at <https://jobs.chipotle.com/job> search job title and location

### **Press Operators / Helpers**

**Company:** Derby Fabricating Solutions

**Address:** 570 Lester Avenue, Sidney, Ohio 45365 **Status:** Full-time - 2<sup>nd</sup> shift **Wages:** \$11.50 to \$14.85 per hour

**Qualifications Desired:** • Hand eye coordination. • Literate - Basic math skills

**Job Duties:** Derby Fabricating Solutions is a leading supplier of Die Cut and Custom Assemblies for the automotive and appliance industry. Producing foam gaskets, air seals, BSR tapes and countless other applications. Derby is TS16949 Certified an ISO 14001 compliant. We are presently interviewing for Press Operator and Helper positions. These are 2nd shift position (training to be completed on 1st shift).

**To Apply:** Applications available at front office. Open interviews held Tuesdays and Thursdays at 10am.

### **Production Associates**

**Company:** F&P America Manufacturing

**Job Location:** Troy, OH      **Hours:** 2nd/3rd Shift - Direct Hire

**Qualifications Desired:** • Stable work history • Able to perform manual, repetitive processes in a fast-paced, manufacturing work environment • Able to work daily and weekend overtime • Able to work in a team environment • Able to work 2nd and 3rd shift - Able to pass a post-offer drug screen and criminal background.

**Education Requirement:** High school diploma or GED

**Job Duties:** F & P America Manufacturing is a world-class, tier-one international automotive parts manufacturer. We are a rapidly growing manufacturing company located in Troy, Ohio. Our company is seeking strong team players for openings as Production Associates.

**To Apply:** Qualified individuals should drop off a resume at F & P America Manufacturing, 2101 Corporate Drive, Troy, OH 45373

### **Retail Staff**

**Company:** Game Stop Store-6448

**Address:** 1272 East Ash Street, Piqua, Ohio 45356      **Status:** Part time / Regular

**Qualifications Desired:** • Must be at least 18 years of age and present state-required proof of age documents. • Must be able to bend, stoop, reach with arms / hands and lift merchandise weighing up to 20 lbs. from ground level to minimum height of 4 feet. • Must be able to move throughout the store unassisted for up to 8 hours.

**Job Duties:** Seeks, builds and closes sales. He or she delivers consistent world-class guest sales and service experiences using elements of GameStop's Buy-Sell-Trade Model, The Circle of Life and Solution Selling techniques. Consistent with all other store-level roles, the Seasonal Sales & Service Advisor seeks to understand the guest need, provide a solution, and make him or her feel like family. This position ensures products are easy to see and to buy; shares product and gaming knowledge; provides a clean, organized environment in which to shop; and provides every guest with outstanding shopping experiences that lead to higher units per transaction, higher guest service scores, higher levels of PowerUp Rewards participation, and generates guest interest in GameStop's growing digital business initiatives. As a seasonal store team member, he or she focuses on the unique needs of holiday shoppers, including rapid, friendly service on the sales floor and cash wrap. Associate will interact with a supervisor frequently during each work period. With the understanding that satisfying guests and resolving guest service issues. Previous retail or guest service experience preferred.

**To Apply:** Apply online at <http://careers.gamestop.com/career> seek job title and location. PLEASE NOTE: Your application will be considered for all positions within this store. Some positions may not be available in all locations.

### **Human Resource Manager**

**Company:** Staffmark

**Job Location:** Anna, OH 45302

**Address:** 655 N Vandemark Road, Sidney, Ohio 45365

**Qualifications Desired:** • Accuracy and organizational skills with ability to work independently. • Knowledge of all applicable state/federal guidelines/processes. • Demonstrate high level of confidentiality. • Microsoft Office required.

**Education Requirement:** Bachelor's Degree

**Job Duties:** Manage Front Office reporting directly to the President • Responsible for daily operations of plant and offices including coverage for all positions in absences/vacations. • Ensure accuracy / timeliness of all front office functions. Prepare, approve and transmit payroll for all salary employees. • Review, approve and transmit payroll for hourly employees. • Oversee hiring/firing of non-exempt/exempt employees or as requested by the President. • Prepare weekly /monthly /quarterly /yearly financial data. • Prepare annual census report for 401K administrator. • Purchasing duties. • Reconcile monthly bank statements. • Track all vacation calendars for exempt employees, track and approve vacations. • Prepare and oversee annual inventory processes. • Prepare credit applications and sales tax exempt documentation. Annual benefit review.

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

### **Order Picker / Material Handler**

**Company:** Derby Fabricating Solutions

**Address:** 570 Lester Avenue, Sidney, Ohio 45365 **Status:** Full-time

**Qualifications Desired:** Must have experience with ERP systems. Must have computer experience. Local candidates only - job is located in Sidney Ohio

**Job Duties:** Pick orders for shipping to customers. Move materials, in varying stages of production, from one area to another as required. Maintain a clean, safe, and efficient warehouse. Assist in inventories.

**To Apply:** Applications available at front office. Open interviews held Tuesdays and Thursdays at 10am

### **Ambulette Drivers**

**Company:** Integrity Ambulance

**Job Location:** Local area to Sidney, Ohio    **Status:** Full-Time

**Address:** 1014 Front Street, Greenville, Ohio 45331

**Qualifications Desired:** • Over the age of 21 • Clean Driving Record • Ability to pass Criminal Background check • Ability to pass Drug and Alcohol Screen • Ability to lift at least 85 lbs. • Ability to Obtain and Retain CPR and First Aid Certification - Completion of "Transportation of Special Patients" class.

**Education Requirement:** Requires certifications

**Job Duties:** Full-Time openings for non-emergency wheelchair van drivers to transport patients to and from appointments ranging from physician's visits, dialysis, hospital discharges, etc. Must be able to provide excellent and caring service to our patients while working in all weather environments. Knowledge of local area(s) preferred.

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

### **Forklift Operator**

**Company:** Hartzell Hardwoods

**Address:** 1025 S. Roosevelt Avenue, Piqua, Ohio 45356    **Status:** Full-time

**Qualifications Desired:** • 3 months of previous tow motor (fork lift) work experience is desired • Frequently lifts 25-30 lbs. occasionally lifts boards in excess of 50 lbs. Lifting accomplished anywhere from ground to shoulder level or occasionally above the head. • Ability to climb on and off the forklift throughout the day • Attention to detail and patience are crucial - Previous experience with chain saws, tape measures, hand tools, air and electric powered tools are a plus.

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

**Job Duties:** Operates small and/or large tow motor (fork lift) to move bundles of lumber into and out of designated areas. Drives small or large tow motor (fork lift) as required depending on bundle size and loading requirements on any specific job. Must be trained and qualified prior to operation of any size tow motor (fork lift) (e.g. does not operate another powered vehicle unless properly trained and certified).

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

### Project Supervisor

**Company:** Stratosphere Quality

**Job Location:** Sidney, OH **Status:** Full Time

**Qualifications Desired:** Adaptability and dependability are crucial to being successful as a Project Supervisor. Qualified candidates will possess a valid driver's license as well as the ability to: Effectively use computer programs such as Excel and Outlook on a daily basis. Travel on day and overnight trips. Work flexible hours on various shifts based on project and business demands. Perform on-call duties. Meet the following Physical Requirements: • Lift up to 25 lbs. - Stand for up to 12 hours - Required experience: • Management /Supervisory: 1 year • Automotive Manufacturing: 1 year Required license or certification: Valid Drivers License.

**Education Requirement:** Associates degree or equivalent work experience 2+ years of supervisory / leadership experience. Experience in dealing with business to business customer relations. Experience leading a team and dealing with employee relations issues.

**Job Duties:** Project Supervisors manage teams, develop detailed and documented work instructions, and train team members for inspection, sorting, containment and rework projects. Sorting and inspection work can include visual inspection, touch point inspection, or use of measuring equipment to determine conformity of a part. Rework projects eliminate known defects and include work such as deburring or replacing a component part.

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

### Controller

**Company:** Sapa Extrusion Inc.

**Address:** 401 N. Stolle Avenue, Sidney, Ohio

**Qualifications Desired:** Six to eight years experience leading the Financial responsibility of an Operating Unit • Strong leadership, communication, organizational, analytical and interpersonal skills • Ability to "think outside the box" and "on your feet".

**Education Requirement:** Minimum of a BS Degree in Accounting or Finance.

**Job Duties:** Provide the leadership and direction for managing the Operation's Financial Position, Financial Interpretation, Assets, Procurement Activity, Payroll Hours Administration/System, and Internal Controls. Directs the development of Annual Operating Plans, Departmental Budgets, Monthly / Quarterly Forecasts, Cost Reduction Initiatives/Recommendations and Profitability. The Controller will report directly to the Regional Controller who reports to the VP of Finance and indirectly to the Plant Manager. • Successfully completes Monthly Closing cycles to properly reflect the financial position of the Plant – Profit & Loss, Capital Base and Cash from Operations • Provide financial analysis support/guidance to all Line Managers and Plant Manager • Directs and completes the Planning, Forecasting and Budgeting processes of the Operation • Monitor the financial policies, practices and procedures of the Operation • Ensures the necessary Internal Controls (and compensating controls) to safeguard the Company's Assets, and adheres to Sapa Financial Management Policies • Directs the activities and provides leadership to the Procurement employees of the Operation, ensuring all Sapa Values are inherent in daily performance of responsibilities • Provide financial and manufacturing analysis of both a recurring and ad-hoc nature to Management outside of the Operations.

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

### **Die Assembly 1**

**Company:** Stolle Machinery Company, LLC

**Address:** 2900 Campbell Road, Sidney, Ohio 45365

**Hours:** Work schedule generally consists of 40 hours per week, which may include on-call status, evenings, and/or weekends

**Qualifications Desired:** Ability to stand long periods of time • Ability to lift and carry 40-50 lbs. on a regular basis • Visual acuity to read directions and prints and to inspect machined parts closely to ensure they meet specifications. • Manual dexterity sufficient to operate machinery for precision work. - Knowledge of geometry and trigonometry - Skill in using geometric tolerancing - Solid ability to read and interpret blueprints and specifications - Ability to produce precision work - Ability to use a variety of machine shop tools - Ability to run air tests - Ability to work safely - Strong mechanical aptitude- - Solid critical thinking skills - Advanced mathematical skills - Ability to work with minimal supervision.

**Education Requirement:** High School diploma or GED required. Advanced 2-year technical degree in auto mechanics or journeyman machinist preferred.

**Job Duties:** Assembles a variety of dies reading and interpreting blueprints; troubleshoots as needed. Develops solutions to a variety of complex problems. Regularly operates and troubleshoots the most complex machines. • Performs assembly work from blueprints, specifications and other written and/or verbal instructions. • Reads and interprets blueprints to set up and operate all types of dies. • Uses full range of precision measuring and other common machine tools to complete tasks. • Runs air tests. • Records readings from indicators. • Works within all safety standards and uses safety equipment at all times.

**To Apply:** Apply online at <http://career.jobs.net> seek job title and location.

### **Home Visitor**

**Company:** Council On Rural Services

**Address:** 1502 N Main Avenue, Sidney, OH

**Wages:** \$12.66-\$13.67 with an Associate's Degree, \$13.42-\$14.49 with a Bachelor's.

**Qualifications Desired:** Ability to pass a JFS criminal background check - Ability to pass a physical examination with a tuberculosis (TB) test Current TDAP and MMR immunizations Clean driving record - Reliable transportation Ability to lift up to 40 lbs.

**Education Requirement:** An Associate's, Bachelor's, or Master's Degree in Early Childhood Education or closely related degree

**Job Duties:** Work with families who may need more individual attention or may be more isolated to assess their strengths and assist them in setting and meeting their goals. Develop a working knowledge of curriculum, performance standards, lesson plans, service plans and policies and procedures. Become familiar with community resources in the area. Advocate for families in dealing with issues in the community.

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

### **Part-Time Hourly Associate**

**Company:** Kroger's

**Address:** 2100 Michigan Avenue, Sidney, Ohio   **Status:** Part Time Hourly Associate

**Qualifications Desired:** We are looking for friendly, fun people who love food and want to share that passion with our customers. Our associates work in different departments in our stores, but share a common goal of welcoming and serving customers with excellence so they want to shop with us again and again. That means greeting them with a smile, a genuine "Hi" and offering to assist. Each candidate is subject to a drug screen and background check prior to employment.

**Job Duties:** We are now accepting applications for all positions including cashier, bagger, grocery clerk, produce clerk, meat clerk, deli clerk and bakery clerk.

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

### **Full Time / Part Time Maintenance Tech**

**Company:** Sidney Village Apartments

**Address:** 999 Buckeye Avenue, Sidney, Ohio   **Status:** 9am-5pm

**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 or drop resume in slot in office door

### **Production – Food**

**Company:** King's Command Foods LLC

**Address:** 770 N Center Street, Versailles, OH 45380   **Status:** 1st and 2nd shift

**Qualifications Desired:** Must be able to perform all job functions safely in accordance with food safety and quality standards

**Job Duties:** Pack, pull or package product or other materials by hand. Load, pack, package, measure, count, seal, weigh, label, record product, examine and inspect containers, place or pour materials into container, box or bag, remove defective product and packing material, transport product, assemble cartons, boxes, combos or containers according to specifications. Perform other duties as assigned.

**To Apply:** Please apply in person, and be prepared for an on the spot interview.

### **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](mailto:kth.hr@kth.net)

### **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 8:00am and 4:00pm, or email your resume to: [cgallimore@sollmanelectric.com](mailto:cgallimore@sollmanelectric.com), or call us at 937-492-0346 to set up a time to apply.

### **UPS Driver Helper**

**Company:** UPS

**Job Location:** Working in the local area

**Address:** 8460 Industry Park Drive

**Hours:** Driver Helper seasonal opportunities are typically between the Thanksgiving and Christmas holiday time period

**Qualifications Desired:** This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. It requires excellent customer contact skills and a lot of walking

**Job Duties:** As a Driver Helper you will not drive the delivery vehicle but assist the driver in the delivery of packages. Driver Helpers usually meet the UPS driver at a mutually agreed upon time and location each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Hours vary but usually begin after 8:00 a.m. and end before 8:00 p.m. Driver Helpers must comply with UPS appearance guidelines. There are ample Seasonal Jobs during the winter holidays for Part-time Package Handlers and Driver Helpers. And as one of the most crucial positions at UPS, Driver Helpers will enjoy a wealth of opportunities as they assist in delivering millions of packages in the busiest of months.

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

### **Customer Service**

**Company:** Family Dollar

**Address:** 1024 Wapakoneta Ave & 166 W Court Street, Sidney, Ohio **Status:** Full time / Part Time

**Qualifications Desired:** Ability to follow directives and interpret retail operational documents as assigned. Experience: Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments. Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays. Skills & Competencies: Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/ Decision Making, Job Knowledge and Relationship Management.

**Education Requirement:** High school or equivalent

**Job Duties:** • Provides customer engagement in positive and approachable manner. • Assists in maintaining a clean, well-stocked store for customers during their shopping experience. • Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. • Independently stocks shelves and recovers merchandise in the store. • Accurately handles customer funds and processes transactions using the POS system. • Remains constantly aware of customer activity to ensure a safe and secure shopping environment. • Performs all other duties as assigned in order to maintain an effective and profitable store operation.

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

### **Materials Manager**

**Company:** DRT Power Systems

**Address:** 1950 Campbell Road, Sidney, Ohio 45365

**Qualifications Desired:** • 5 years' experience in a manufacturing environment. • 5 years' experience using an MRP or ERP system. • Strong interpersonal skills as there are much interaction with all departments within the Company. • Math and blueprint reading skills necessary to understanding routing of work throughout the Company. APICS course preferred.

**Education Requirement:** Associate's degree or equivalent knowledge

**Job Duties:** • Manage production control, purchasing, and inventory. • Manage MRP reports and lists. • Manage work centers relationships, including outside process work centers • Track parts, both components and assemblies, to ensure their completion dates. • Review workload in the manufacturing areas. Coordinate bottlenecks with supervisors. • Attend regularly scheduled meetings about workflow, policies, outsourcing, etc. involving various departments. • Provide customers with manufacturing status. • Supervise inventory processes – cycle counting, obsolete inventory, and item revision control. • Supervises purchasing, shipping/receiving and production control departments. • Responsible for accuracy and integrity of finished goods and work-in-process inventory.

**To Apply:** Apply online at: [www.drtcareers.com](http://www.drtcareers.com)

### **All Positions: Subway**

**Company:** Subway

**Address:** 1520 West Michigan Street, Sidney, Ohio 45365      **Status:** Full time / Part Time

**Qualifications Desired:** Minimum Age 16+ years old • No previous experience required. Ability to understand and implement written and verbal instruction. • **Physical:** Must be able to work any area of the restaurant when needed and to operate a computerized Point of Sale system/cash register. Position requires bending, standing, and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally.

**Education Requirement:** High school or equivalent

**Job Duties:** Exhibits a cheerful and helpful manner while greeting guests and preparing their orders. Demonstrates a complete understanding of menu items and explains them to guests accurately. Uses Point of Sale system/cash register to record the order and compute the amount of the bill. Collects payment from guests and makes change. Performs Cash-In Procedure- accounting for all forms of money, bread, etc., during the shift. Prepares food neatly, according to formula, and in a timely manner. Checks products in sandwich unit area and restocks items to ensure a sufficient supply throughout the shift. Understands and adheres to proper food handling, safety and sanitation standards during food preparation, service and clean up. Cleans and maintains all areas of the restaurant to promote a clean image. Understands and adheres to the 3-step method for cleaning. Understands and adheres to all quality standards, formulas and procedures as outlined in the SUBWAY® Operations Manual. Maintains a professional appearance and grooming standard. Performs light paperwork duties as assigned. Completes University of SUBWAY® courses as directed.

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

### **Office Help**

**Company:** Burke Petroleum

**Job Location:** Minster, Ohio

**Address:** PO Box #7 Minster, OH 45865

**Qualifications Desired:** Must be able to multitask, have knowledge with Office programs and be self-motivated.

**Job Duties:** Burke Petroleum is looking for a reliable, detailed oriented person to help in the office.

**To Apply:** Please send your resume to: Burke Petroleum, Inc. PO Box #7 Minster, OH 45865

## **Human Resources Manager**

**Company:** Airstream, Inc.

**Address:** Attn: HR, PO Box 629, Jackson Center, Ohio 45334

**Qualifications Desired:** Are you a committed, passionate, competitive person whose goal is to lead fellow associates in their quest to become successful in their careers and in life? A person who has an understanding of the importance of human capital in the workplace and will support fellow associates by developing tools, policies, and processes to encourage creativity, associate engagement, and will champion job satisfaction? A person looking to join a small, tight-knit team that is growing a strong, global brand? Airstream is looking for a person with these characteristics. Competencies: Working knowledge of HR essential functions Leadership and decision making Use of data driven techniques Critical/strategic thinking Financial management and ethical conduct

**Education Requirement:** Required Education and Experience: A bachelor's degree in a HR related field and 8 years' human resource experience as a HR generalist in a manufacturing environment.

**To Apply:** See our website at [www.airstream.com](http://www.airstream.com) for more information about our company. Please send your resume in confidence on our website (indicate you are interested in this position) or mail to: Attn: HR, Airstream Inc., P.O. Box 629, Jackson Center, OH 45334

## **Fire Extinguisher Shop Technician**

**Company:** Megacity Fire & Security

**Address:** 308 Commerce Drive, Wapakoneta, OH 45895

**Status:** Full-Time

**Education:** Requires a high school diploma or equivalent.

**Qualifications Desired:** Entry Level - Valid driver's license with a good driving record. Must be able to pass a pre-employment drug test, physical & background check. Technicians are required to pass the State Certification exam within 3 months from date of hire. Good written and oral communication skills as well as good organizational skills.

**Job Duties:** Megacity Fire & Security is seeking a full-time shop technician who will be responsible for servicing, recharging, testing and repairing all types of fire extinguishers at our new facility located in Wapakoneta, OH. Shop technicians must have the desire to learn a new trade and be able to work with hand tools while standing. Shop technicians need to be detail oriented and have the ability to work independently. Shop technicians are expected to complete a set quota of fire extinguishers each day they are working. Lastly, shop technicians must be able to communicate well with Megacity field technicians, office staff and walk-in customers.

**To Apply:** E-mail resume to [matt@megacityfire.com](mailto:matt@megacityfire.com)

### **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@sollmannellectric.com](mailto:cgallimore@sollmannellectric.com), or by mail to 310 E. Russell Road, Sidney, OH 45365. You may call for additional information at 937-492-0346.

### **Operators / Grind Line / Quality Assurance**

**Company:** King's Command Foods LLC

**Address:** 770 N Center Street, Versailles, OH 45380 **Status:** 1st and 2nd shift available

**Qualifications Desired:** Must be able to perform all job functions safely in accordance with food safety and quality standards

**Job Duties:** Pack, pull or package product or other materials by hand. Load, pack, package, measure, count, seal, weigh, label, record product, examine and inspect containers, place or pour materials into container, box or bag, remove defective product and packing material, transport product, assemble cartons, boxes, combos or containers according to specifications. Perform other duties as assigned.

**To Apply:** Please apply in person, and be prepared for an on the spot interview.

### **Retail Associates**

**Company:** Walmart Supercenter

**Address:** 2400 Michigan Street, Sidney, Ohio 45365

**Qualifications Desired:** Discover how a bright smile and desire to help others can unlock a world of possibilities at Walmart

**Job Duties:** Opportunities include: GROCERY - Associates for Frozen, Dairy, Bakery, Deli, Meat & Produce - RECEIVING - Unloading and Stocking - FRONT END- Cashiers, Cart Pusher -OVERNIGHT—Cashiers, Janitorial, Stocking, Unloading—SALES FLOOR—Associates for all Department

**To Apply:** Apply at [www.walmart.com/apply](http://www.walmart.com/apply) and

### **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**

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