



# Shelby County

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## AREA JOB POSTINGS

October 2021

Week of October 10—October 16

These area job postings were compiled by OhioMeansJobs Center of Shelby County from a sampling of job postings from [www.OhioMeansJobs.com](http://www.OhioMeansJobs.com).

The "OhioMeansJobs Shelby County AREA JOB POSTINGS" summary will be updated weekly. 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, Tuesday, 7:30a.m.-6:00p.m. or visit our website at [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org).

You can also access our services by phone by calling us at 937-497-2816 or email us at [EFS-Staff@jfs.ohio.gov](mailto:EFS-Staff@jfs.ohio.gov).

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OhioMeansJobs Shelby County



# Shelby County

A proud partner of the American Job Center network

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

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

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

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



Visit us on Facebook

View local job opportunities online at: [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org)

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

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

937-498-4981 ext. 2816

## Infant-Toddler Teacher

Company: CORS Head Start

Job Location: Sidney, Ohio

**Qualifications Desired:** Ability to lift 40 pounds, stoop, bend, and reach. A valid driver's license and a driving history acceptable to agency insurer. Involves extensive organizing, problem solving, record keeping, and time management.

**Education Requirement:** High school diploma or GED with a CDA or equivalent; or agree to be enrolled in a CORS approved and paid accredited Child Development (CDA) program and achieve completion of CDA program within two years of start date. Associate's degree or higher in Early Childhood Education preferred. Work Experience Required: None.

**Job Duties:** Team with the Head Teacher to plan and implement the educational program for the children by developing a working knowledge of performance standards, ODE Early Learning Development Standards, Head Start domains, curriculum and policies and procedures.

**To apply:** Apply online at: <http://www.corsp.org>

## **Church Administrator**

**Company:** Sidney First United Methodist Church

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Qualifications include: training in business, office management, or related field; two years office or administrative experience; excellent communication and interpersonal skills; ability to problem solve and handle stress; ability to keep confidential and sensitive information; committed to being a moral and upstanding representative of the church community, including visibility at worship services; skilled in team building and communication; and regular participation in the church.

**Job Duties:** This position works hand-in-hand with the Lead Pastor and staff to execute successfully the vision and mission of the church. Responsibilities include, but are not limited to: overseeing daily operations; coordinating, planning, and executing church events; creating budgets; recruiting and hiring staff; improving church communications and publications; overseeing church facility maintenance and security operations; helping to maintain and create the church vision; and building and maintaining relationships with the congregation and community.

**To apply:** Please send résumé and cover letter by October 15, 2021 to: SFUMC, Attention: Darlene Craver 230 E. Poplar Street Sidney, Ohio 45365

## **Administrative Services Manager**

**Company:** Lochard Inc.

**Job Location:** Sidney, Ohio

**Qualifications Desired:** 1-3 years customer service experience. 1-3 years office experience. Ability to multitask and work well under pressure. Can pass pre-employment drug screen. Excellent verbal communication skills. Quickbooks experience a plus.

**Education Requirement:** High School Diploma

**Job Duties:** We are looking for an Administrative Services Manager to organize and coordinate administration duties and office procedures. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety. Duties and responsibilities also include providing general administrative support to our employees. Previous experience as an Office manager or Office administrator would be an advantage. A successful Administrative Services Manager should have experience with a variety of office software (email tools, spreadsheets and databases) and be able to accurately handle administrative duties. Ultimately, the Administrative Services Manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operation. Answering phones. Handle incoming calls on multi line phone system. Transferring calls to other departments as necessary. Social Media. Filing. Mailing. Daily Invoices. Monthly Statements. Accounts Receivables. Invoicing. Receiving Payments. Reconciliation of daily cash, check and credit card deposit. Other administrative duties as assigned.

**To apply:** Send resume and cover letter to [kchristman@lochard-inc.com](mailto:kchristman@lochard-inc.com)

## Plumbing Apprentice/Helper

**Company:** Lochard Inc.

**Job Location:** Sidney, Ohio

**Qualifications Desired:** No experience required, will train

**Education Requirement:** High School

**Job Duties:** Lochard Inc. is a family and locally owned company. We have been serving the Shelby County and surrounding areas for 75 years. We believe in giving the highest customer service possible and our reputation shows that. We are a truly locally owned company with a family atmosphere. Employees are not just another number for a national corporation or franchise. We have a family and team atmosphere here and treat all of our employees with respect, fairness, and appreciation. We work together, not as individuals. We are currently looking for plumber apprentices/helpers. No experience is required, but certainly a plus. We are willing to train the right person and invest the money and time into them to not only learn the plumbing trade but also valuable customer service skills. We are looking for individuals interested in learning a trade and making a career out of it. We offer competitive pay as well as benefits that include a company-sponsored affordable group health plan, dental insurance, life insurance, supplemental insurance, paid holidays, paid vacation time, and a company sponsored retirement plan. Lochard Inc. is a drug and alcohol-free workplace. Applicants must pass a pre-employment drug screen. Must have a valid driver's license and be insurable on the company insurance policy.

**To apply:** Send resume and cover letter to [kchristman@lochard-inc.com](mailto:kchristman@lochard-inc.com)

## HVAC Installation Technician

**Company:** Lochard Inc.

**Job Location:** Sidney, Ohio

**Qualifications Desired:** No experience required, will train the right person. Applicants with experience is a plus! Well groomed, neat appearance. Valid social security number. Must be able to pass drug test(s) as required by company. Lift up to 50 pounds; be able to push, pull, carry or maneuver heavier items (with additional manpower or appropriate devices); carry ladders; work from heights, work in small crawl spaces. Observe all company procedures and safety rules. Maintain accurate time records for payroll purposes. Work as part of our team to ensure customer satisfaction.

**Job Duties:** Customer Service: Many HVAC installers need to work directly with homeowners and building owners, maintenance workers and more. Being friendly and approachable and a good communicator is a needed skill. Attention to Detail: HVAC systems can be precise mechanisms. Careful observation is needed. Dexterity: HVAC installers need good manual dexterity to manipulate small parts and reach into small spaces. Mechanical Skills: HVAC installers work with complicated machines. Understanding the pieces and tools needed to maintain and install these machines is crucial. Strength: HVAC installers need strength to lift heavy parts and and equipment. Troubleshooting: There are many parts within HVAC systems. Being able to ascertain the root cause of a problem and test solutions is important.

**To apply:** Send resume and cover letter to [kchristman@lochard-inc.com](mailto:kchristman@lochard-inc.com)

### **Mechanic**

**Company:** Chad's Automotive Repair

**Job Location:** Maplewood, Ohio

**Address:** 21467 Maplewood Road, Maplewood, Ohio 45340

**Qualifications Desired:** Must have own toolbox, and reliable transportation and be dependable.

**Job Duties:** Mechanic duties. Tires, oil changes, brake repair, engine and transmission repairs.

**To apply:** Please apply in person at: 21467 Maplewood Road, Maplewood, Ohio 45340

### **Cleaning Technicians**

**Company:** A Better Cleaning Service

**Job Location:** Shelby and Miami Counties

**Qualifications Desired:** Experience preferred, but will train. Must be dependable and have reliable transportation. Must be able to pass a background check.

**Job Duties:** Residential, commercial and new construction cleaning.

**To apply:** Please call or text Tandra at 937-658-3426 or email resume or contact information to:  
[tam1007@icloud.com](mailto:tam1007@icloud.com)

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

**Company:** Seger Trucking Inc.

**Job Location:** Russia, Ohio

**Address:** 1895 St. Rt. 47, Russia, Ohio45363

**Job Duties:** We specialize in the transportation of livestock and food commodities. Our trucks are Peterbilt 389's and 379's. We have runs that are home daily or out weekly and home on the weekends.

**To apply:** Please call 937-295-2020 or email: [segertrucking@outlook.com](mailto:segertrucking@outlook.com) or stop in at 1895 St. Rt. 47, Russia, Ohio 45363.

### **Delivery Driver/Janitor**

**Company:** Victory Machine & Fab, LLC

**Job Location:** Sidney, Ohio

**Job Duties:** Victory Machine & Fab is looking for a dependable delivery driver/janitor. A clean driving record is a must. Deliveries will be from our shop in Sidney. When no deliveries are needed, the employee will work in the shop maintaining cleanliness.

**To apply:** Apply online at: [Home - Victory Fabrication \(victorymachineandfab.com\)](http://Home - Victory Fabrication (victorymachineandfab.com))

### **Janitor and Cleaner**

**Company:** Clean All Services

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Entry Level - No experience required - Must be accountable and trainable.

Able and willing to work effectively on own and/or 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. Must demonstrate reliable attendance. Must be able to pass a full background check with no felonies under 7 years of age.

**Job Duties:** Clean All Services, Inc., based out of Sidney, OH is looking to grow our team of great employees! We are looking for dedicated janitors or cleaning technicians to join the team in our SIDNEY, OH area!

Cleaning, Disinfecting, Sweeping, Mopping, Dusting, Emptying trash cans, Cleaning bathrooms and break rooms, Refilling dispensers, etc. This position is a SECOND shift, part time position

**To apply:** [www.indeed.com](http://www.indeed.com) or [Clean All Services Jobs, Employment in Sidney, OH | Indeed.com](http://Clean All Services Jobs, Employment in Sidney, OH | Indeed.com)

## **Staff Accountant**

**Company:** McCrate, Delaet & Co. CPA's

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Knowledge of basic accounting procedures and principles. Experience with general ledger functions and the month-end/year close process. Accuracy and attention to detail, Outstanding communication skills, both oral and written, Technology skills, PC usage, Word, Excel, Outlook, Thomson Reuters Products – Ultra Tax, Accounting CS, Workpaper CS, and GoFileRoom,

**Education Requirement:** Bachelor's degree with a focus in Accounting/Tax. CPA License or on track for CPA license.

**Job Duties:** CPA firm seeks a self-motivated, professional Accountant to join its staff in Sidney, Ohio. This opportunity offers excellent career growth with a variety of assignments. Some of the duties include bookkeeping, preparation of financial statements, tax return preparation, tax planning and projections.

**To apply:** Email resume to [ssammen@mccrate.com](mailto:ssammen@mccrate.com)

## **Bookkeeper/Payroll Specialist**

**Company:** McCrate, Delaet & Co. CPA's

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Minimum two years accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger, and financial reports. Payroll skills and use of common bookkeeping software is required. Knowledge in QuickBooks/Sage and Peachtree software. Ability to perform several tasks concurrently with ease and professionalism. Accuracy and attention to detail. Ability and willingness to meet critical business deadlines. Must be able to keep client matters strictly confidential. Outstanding communication skills, both oral and written. Basic technology skills with PC usage in Word, Excel, Outlook.

**Education Requirement:** Associates or Bachelor's degree with a focus in Accounting.

**Job Duties:** CPA firm seeks a self-motivated, professional Bookkeeper / Payroll Specialist to join its friendly staff in Sidney, Ohio. This challenging opportunity offers a variety of assignments with a firm that utilizes cloud based software and electronic storage of data. Responsibilities will include: Live and After the Fact payroll preparation and processing. Generating 1099's and W-2's for clients. Maintain records according to generally accepted accounting principles including recording of general journal entries, accounts payable, accounts receivable, cash management, and reconciliation of bank statements. Communicate (both in verbal and written form) with clients. Basic 1040 tax return preparation. Perform other duties as assigned from time to time by accountants or partners.

**To apply:** Email resume to [ssammen@mccrate.com](mailto:ssammen@mccrate.com)

### **Preschool Teacher-Part Year**

**Company:** CORS Head Start

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Ability to lift 40 pounds, stoop, bend, and reach. A valid driver's license and a driving history acceptable to agency insurer. Involves extensive organizing, problem solving, record keeping, and time management.

**Education Requirement:** High school diploma or GED with a CDA or equivalent; or agree to be enrolled in a CORS approved and paid accredited Child Development (CDA) program and achieve completion of CDA program within two years of start date. Associate's degree or higher in Early Childhood Education preferred.

**Job Duties:** Team with the Head Teacher to plan and implement the educational program for the children by developing a working knowledge of performance standards, ODE Early Learning Development Standards, Head Start domains, curriculum and policies and procedures.

**To apply:** Apply online at: <http://www.corsp.org>

### **Cook**

**Company:** CORS Head Start

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Work Experience Required: Two years in commercial food preparation. Special Conditions: Ability to lift 40 pounds, stoop, bend, and reach. A valid driver's license, a driving history acceptable to agency insurer. Involves extensive organizing, problem solving, record keeping, and time management.

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

**Job Duties:** Responsible for guaranteeing that the children are served nutritious, good tasting, and appealing meals and snacks. Responsible for purchasing all food and supplies necessary and keeps records as required by the Child and Adult Care Food Program and the agency.

**To apply:** Apply online at: <http://www.corsp.org>

## **Family Advocate**

**Company:** Council on Rural Services

**Job Location:** Sidney, Ohio

**Qualifications Desired:** If no related degree or credential is held at the time of hire, 2 years social services experience is required. Special Conditions: Ability to lift 40 lbs and work flexible hours. A valid driver's license and a driving history acceptable to agency insurer. Must have excellent interviewing and active listening skills. Must be knowledgeable about drug culture in our communities.

**Education Requirement:** Within 18 months of hire, at a minimum, obtain a credential or certification in social work, human services, family services, counseling or a related field. CORS may provide in-house credentialing or pay for a preapproved course of study. Associate's degree in a related field (or an Associate's degree with at least 18 credit hours in studies related to social work, human services, family services, or counseling) preferred.

**Job Duties:** BASIC FUNCTION: Work with families to assess their strengths and assist them in setting and meeting their goals. Develop a working knowledge of the curriculum, performance standards, licensing regulations, service plans, policies and procedures. Become familiar with the community resources in the area. Advocate for the families in dealing with issues in the community. DUTIES AND RESPONSIBILITIES: Carry forth the Vision, Mission and Core Values of the agency. Prompt, punctual attendance is required. Recruit families for enrollment in the program and maintain complete enrollment with families. Work with the families to ensure that children maintain 90% attendance. Record and document all attendance issues. Follow attendance process. Ensure overall classroom attendance of 85% minimum. Establish initial contact with families, develop rapport, and provide services on a regular basis through telephone contacts, center visits, and home visits. Manage a case load of assigned children and families. Set up and oversee family and child file information. Maintain up to date case note entries in data program. Promote communication with the center team members to ensure that information about children and families is appropriately shared. Encourage and support families to ensure completion of the child's health screenings and any necessary follow up. Work to establish a medical and dental home for each family. Complete and keep up to date agency reports on children's health and immunizations. Submit reports in data program by due dates.

**To Apply:** Apply online at: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=38037&clientkey=DF071EB2F6536E48017ECF75B7BD0F5B>



## **Apprentice Plumber/Pipefitter**

**Company:** Area Energy and Electric

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Perform thorough preventative maintenance on large commercial units and industrial units. Operate and maintain large motors up to 500hp and pumps, electric pumping units and auxiliary equipment. Process quality control requirements and remedial measures in dealing with process malfunctions and emergencies. Maintain wastewater treatment and pumping plant equipment. Perform physical and chemical tests related to treatment plant control

**Education Requirement:** High School Diploma or equivalent, Technical school attendance a plus, ability to understand and work from schematics, knowledge of electrical theory and terminology required, ability to communicate effectively and must be willing to work some overtime. Basic math skills, basic computer skills. Understand the hazards and safety practices involved in working around construction equipment and moving machinery.

**Job Duties:** Work with and support skilled tradesmen in installation of sheet metal and/or duct systems at commercial and industrial locations. As a condition of employment, all employees must furnish and utilize a smart phone with internet capability and access for daily work related time keeping purposes.

**To apply:** [www.indeed.com](http://www.indeed.com) or [Area Energy Jobs, Employment in Sidney, OH | Indeed.com](http://Area Energy Jobs, Employment in Sidney, OH | Indeed.com)

## **Apprentice Sheetmetal**

**Company:** Area Energy and Electric

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Reads blueprints and interprets specifications. Installs hangars or supports for systems. Assists with the assembly and installation of HVAC equipment as necessary. Keeps equipment in good working order and insures proper and timely maintenance is performed on equipment. Follows all OSHA and TPMC standards for safety. Keeps work area clear of unnecessary clutter and performs routine clean-up as needed. Offloading deliveries and loading truck at job sites.

**Education Requirement:** High School Diploma or equivalent, Technical school attendance a plus, ability to understand and work from schematics, knowledge of electrical theory and terminology required, ability to communicate effectively and must be willing to work some overtime. Basic math skills, basic computer skills. Understand the hazards and safety practices involved in working around construction equipment and moving machinery.

**Job Duties:** Work with and support skilled tradesmen in installation of sheet metal and/or duct systems at commercial and industrial locations. As a condition of employment, all employees must furnish and utilize a smart phone with internet capability and access for daily work related time keeping purposes.

**To apply:** [www.indeed.com](http://www.indeed.com) or [Area Energy Jobs, Employment in Sidney, OH | Indeed.com](http://Area Energy Jobs, Employment in Sidney, OH | Indeed.com)

## Local Account Executive

**Company:** XPO Logistics

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Conduct daily face-to-face customer visits to drive sales increases and support local sales in national and strategic accounts. Grow share of wallet within existing customer base, gain share of wallet from new customers and grow overall market share within your assigned territory. Negotiate contracts and pricing with customers. Facilitate the networking of Directors of Sales/Operations, Service Center Managers and Supervisors with the customer. Work with Customer Support Specialists, Customer Service Representatives and other sales support staff to ensure effective administrative support and customer satisfaction. Develop relationships vertically and horizontally within customer organizations. Share market and sales status with local service center; describe future business opportunities for local employees.

**Education Requirement:** Bachelor's degree, 4 years of related work experience or equivalent military experience. 1 year of direct business-to-business selling experience supporting both local and national sales efforts.

**Job Duties:** As a Local Account Executive at XPO Logistics, you'll act as a champion for customers, working to provide them with the most efficient and cost-effective solutions. You'll find yourself immersed in a forward-thinking environment fueled by achievement and a tenacious team spirit. We'll give you the support you need to excel at work, and the resources to build a career that will exceed your expectations. If you're looking for a growth opportunity, join us at XPO.

**To apply:** [www.indeed.com](http://www.indeed.com) or [Xpo Logistics Jobs, Employment in Sidney, OH | Indeed.com](http://Xpo Logistics Jobs, Employment in Sidney, OH | Indeed.com)

## Marketing and Communications Director

**Company:** Ferguson Construction Company

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Social Media Management. Website Management. Brand Management/Brand Consistency. Photography and Management of the Company's Photo Library. Creating in Client Proposals, Digital/Print/Media Advertising, press releases. Coordination of events including Groundbreakings, Ribbon Cuttings, Community Outreach, etc. Professional representation at external and community events Internal and external Corporate Communications. Coordination with external partners when additional or specialty resources are required.

**Education Requirement:** Bachelor's Degree

**Job Duties:** Ferguson Construction Company is a regional Commercial and Industrial General Contractor with offices located in Sidney, Dayton, and Columbus Ohio, as well as Indianapolis, Indiana. Ferguson Construction is seeking a highly organized, motivated, and detailed individual to lead their Marketing and Communications efforts. The position will be required to travel between each of the four offices, and to work with each office to support their objectives while maintaining corporate branding, and consistency

**To apply:** <https://ferguson-construction.com/careers/>



## **Pharmacy Cashier/Sales**

**Company:** Walmart

**Job Location:** Sidney, Ohio

**Qualifications Desired:** None required. Will train.

**Starting Wage:** Starting rate is \$12.00

**Job Duties:** Essential Functions: An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation. Provides customer service by acknowledging the customer, identifying customer needs, assisting with purchasing decisions, locating merchandise, resolving customer issues and concerns, and promoting products and services while maintaining a safe shopping environment. Operates equipment, such as cash registers and related tools, to process customer purchases using appropriate procedures for different payment types and items sold. Provides customer assistance during prescription pick-up by verifying and entering customer's last name and birth date or address on Touch and Scan Check Out (TASCO) system, marking appropriate prescriptions for pick-up, retrieving prescriptions from Will Call Bin, scanning security tags, gathering electronic signatures for HIPAA acknowledgement and third party if applicable, and retrieving appropriate prescription bag from Will Call Bin according to company policies and procedures. Maintains area of responsibility in accordance with company policies and procedures by properly handling claims and returns as allowed by state board of pharmacy regulations; engaging with the patients using technology and supporting that use; and ensuring a safe work environment.

**To apply:** Apply at: <https://careers.walmart.com> or text jobs to 240240

## **Staff Writer**

**Company:** The Miami Valley

**Job Location:** Miami Valley area

**Qualifications Desired:** Candidates must be passionate about reporting on community issues and must take pride in their work. They must be ethical, resourceful and skilled in gathering and organizing information in a thorough and professional manner in order to maintain the credibility and integrity of the Miami Valley Today. Applicants must be self-motivated, be efficient with their time and willing to work varying schedule including weekdays and evenings and some weekends. Requires dependable vehicle. Preferred skills: knowledge of Associated Press Style Manual; Knowledge of WordPress; Knowledge of social media platforms, such as Facebook and Instagram

**Job Duties:** Developing news stories and content including writing articles and taking photographs when necessary. Qualified applicants will be able and willing to cover breaking news, work with local law enforcement, be adept at event/meeting coverage, coordinate/accept assignments with the editor and develop sources/story ideas on their own. Basic typing will also be part of the weekly duties.

**To apply:** To apply, send a cover letter and resume to Samantha Wildow, Editor at [swildow@aimmediamidwest.com](mailto:swildow@aimmediamidwest.com)

### **Clinical Medical Assistant/LPN**

**Company:** Wilson Health

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Certification as a Medical Assistant or Registered Medical Assistant, Graduation from accredited Medical Assisting program and/or two (2) years of experience working in the medical field as a medical assistant.

**Education Requirement:** High school diploma or equivalent. Certification as a Medical Assistant or Registered Medical Assistant. Graduation from accredited Medical Assisting program and/or two (2) years of experience working in the medical field as a medical assistant.

**Job Duties:** The Clinical Medical Assistant/Licensed Practical Nurse is responsible for assisting patients from lobby to office exam room where they will obtain various pertinent patient information (in relation to training) such as vital statistics, current medical concerns, as well as update on current medications and allergies. Assist physicians and anticipates duties that need to be performed and strives to make physician as efficient and effective as possible. Greet patients and assist patients to examination rooms. Obtains and accurately records vital signs, medical concerns, current medication, and allergies. Educates patients/family members on topics related to the patient's medical conditions and care with guidelines established by the physician. Full-time; 1st shift.

**To apply:** Apply online at: [www.wilsonhealth.org](http://www.wilsonhealth.org)

### **Business Development Representative**

**Company:** Ferguson Construction Company

**Job Location:** Sidney, Ohio

**Qualifications Desired:** Excellent organizational, communication, and problem-solving skills. Knowledge of Microsoft Suite, Microsoft Office. Minimum 2 years of construction experience preferred.

**Education Requirement:** Bachelor's Degree in Marketing, Engineering Architecture, or closely related field is preferred

**Job Duties:** Ferguson Construction is looking for a Business Development Representative, based out of the Sidney, OH office, to join the Ferguson team. The candidate should be interested in large and small projects, design/build, plan and spec, and have a working knowledge of Construction Management. **WHAT YOU'LL BE DOING:** Identifying, researching, soliciting, and developing relationships with potential customers. Consulting on a technical basis. Problem solve design and estimating issues both internally, and externally.

**To apply:** Apply online at: <https://ferguson-construction.com/careers/>

## **Assembler**

**Company:** EMI Corp

**Job Location:** Jackson Center, Ohio

**Qualifications Desired:** Self motivated and willing to learn

**Job Duties:** EMI Corp is the leading manufacturer of automated parts handling equipment and robotic End-Of-Arm-Tooling for the plastic injection molding industry. We are looking for a self motivated individual willing to learn how to assemble automation equipment. Involves the use of many hand tools, power tools, and electrical wiring is a plus. We will train the assembler in all aspects of the job requirements.

**To apply:** [www.indeed.com](http://www.indeed.com) - keyword: assembler or [Emi Jobs, Employment in Jackson Center, OH | Indeed.com](http://Emi Jobs, Employment in Jackson Center, OH | Indeed.com)

## **Overnight Stocker**

**Company:** Walmart

**Job Location:** Sidney, Ohio

**Qualifications Desired:** None required. Will train.

**Education Requirement:** High School Diploma

**Job Duties:** Essential Functions: An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation. Maintains inventory accuracy for the facility by binning and picking merchandise; utilizing the inventory management system; completing bin audits; working inventory exceptions; and correcting shelf capacities. Maintains merchandise presentation by stocking and rotating merchandise; removing damaged or out-of-date goods; setting up, cleaning, and organizing product displays; signing and pricing merchandise according to company policies and procedures; and securing fragile and high-shrink merchandise. Maintains area of responsibility in accordance with company policies and procedures by handling claims and returns; zoning the area; arranging and organizing merchandise and supplies; identifying shrink and damages; maintaining work environment according to company policies and procedures. Receives and stocks merchandise throughout the facility and organizes and maintains the backroom by following company safety, cleaning, and operating procedures; utilizing equipment according to company policies and procedures; setting up product displays; maintaining modular integrity; receiving, sorting, staging, and delivering merchandise; and completing paperwork, logs, and other required documentation. Helps ensure the proper execution of the customer inventory flow process, the maintenance of backroom standards, the correct processing of freight, and the readiness of backroom for incoming freight. Provides customer service by acknowledging the customer; identifying customer needs; assisting with purchasing decisions; locating merchandise; resolving customer issues and concerns; and promoting products and services. Complies with companies policies and procedures.

**To apply:** Apply at: <https://careers.walmart.com> or text jobs to 240240

## **Human Resources Generalist**

**Company:** Coldwater Machine, A Lincoln Electric Automation Company

**Job Location:** Coldwater, Ohio

**Qualifications Desired:** Bachelor's Degree in Business or Human Resources preferred, or 5 years equivalent experience; In-depth knowledge and experience with a variety of HR issues including, recruitment, hiring, firing, discipline, coaching, mentoring, compensation, benefits, worker's compensation, and FMLA; Knowledge of Federal, State and local laws pertaining to legal relations/employment law; Knowledge of current human resource practices and methods; Intermediate to advanced PC skills including Word, Excel, Outlook and other applicable software, with the ability to learn and adapt to new computer software within 90 days; Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies threats and opportunities; Adapts strategy to changing conditions. Professionalism - Approaches others in a tactful manner; reacts well under pressure; Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Judgment - Displays willingness and ability to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Education Requirement:** Bachelor's Degree

**Job Duties:** The Human Resources Generalist is responsible for the effective implementation and monitoring of all phases of Human Resources programs, policies and procedures, included but not limited to compensation, benefits, recruiting and placement, organizational development, quality and training. The Human Resources Generalist is responsible for the development, implementation and monitoring of all aspects of human resources such as compensation, payroll, employee benefits, employment practices, EEOC and Affirmative Action issues, federal and local labor laws and regulations. Duties also include personnel staffing issues, workers' compensation and training programs and the Employee Assistance program. This person is responsible for payroll administration, maintaining the personnel records and responsible for the completion of specific work projects assigned by management. The major challenges to this position are coordinating the objectives of the company with the demands of staff, vendors, and all departments; maintains high staff morale and identifies and resolves internal problems and protects the best interests of the company. This person has the authority to recommend human resource policies and procedures; hire and terminate employees; to counsel employees; purchase equipment and services as approved by the budget; recommend organizational strategies to senior management. Please see all responsibilities and qualifications at: Lincoln Electric/Coldwater website listed below:

**To apply:** Apply at: <https://jobs.lincolnelectric.com/job/Coldwater-Human-Resources-Generalist-OH-45828/724165201/>

## **Cardiac Cath Lab Radiology Tech**

**Company:** Wilson Health

**Address:** 915 Michigan St. Sidney, Ohio 45365

**Qualifications Desired:** Must be ARRT registered, or ARRT registry eligible. Must be licensed by the State of Ohio Department of Health, must be Cardiac Interventional and/or Vascular Interventional Registered, or be willing to work towards being Cardiac Interventional and/or Vascular Interventional registered. Must acquire continuing education credits as needed to keep both ARRT and Ohio Department of Health License current and up to date. Must be both BCLS and ACLS certified. 2 years experience in a Cath Lab/Interventional Radiology Lab preferred, but not required.

**Education Requirement:** Associate's degree (A.A.S.), or equivalent from two-year college or technical school.

**Job Duties:** The Cardiac Catheterization Radiology Tech Operates radiologic equipment to produce radiographs (x-rays) of the body for diagnostic purposes, as directed by the Physician, by performing the following duties. The patient population would include the young-middle aged adult patient and the geriatric patient. Responsible for personnel on the assigned unit including RN's, Radiology Technicians. Performs diagnostic Cardiovascular and Peripheral Vascular Interventional Procedures while working with Cardiologists, Radiologists, and Surgeons at the level of competence required by the ARRT, Ohio Department of Health, Medical and Administrative Manager, and Director of the Cardiac Cath Lab and Radiology. Performs circulator duties. Performs scrub tech/assistant duties while maintaining aseptic technique and a sterile field. Performs related radiographic/fluoroscopic techniques to demonstrate catheter location, position, and document findings while helping the physician to position, manipulate and prepare catheters and guide wires as needed during the procedures while using initiative and ingenuity as needed to assure the best possible quality of care for the patient. Demonstrate compassion, respect, and caring while working within the Scope of CI/VI technologist. Must be able to understand each exam so that they may explain to the patient the procedures as well as the possible complications in order to obtain informed consent prior to each procedure. Displays an understanding of procedures and equipment used throughout the department. Assists RN with admissions and discharges, as well as acquiring all pertinent data required to maintain quality patient care of all patients. Must have a complete understanding of vascular-related organ anatomy. Must be able to monitor patient blood pressure, ECG, and Pulse Oximetry using sophisticated clinical equipment. Must be able to perform well during periods of crisis and emergency situations.

**To apply:** Apply online at: <https://www.wilsonhealth.org/careers>



### **Sales Floor Associate-Sidney**

**Company:** Dollar Tree

**Job Location:** Sidney, Ohio

**Address:** 2250 Michigan Avenue, Sidney, Ohio 45365

**Qualifications Desired:** General math skills to allow for cash accounting. Strong verbal communication skills to allow for proper interaction with customers. High level of integrity and honesty; will be responsible for handling cash. Our teams are working tirelessly to provide a clean and safe environment for our associates and customers. We continue to enhance and modify our protocols, as appropriate. This includes: Plexiglass guards at cash registers. Associates conduct home health screenings two hours prior to their shift. Managers conduct in-store health screenings of each associate prior to shift. Cleaning protocols that include hand sanitizer and supplies to clean throughout the day. Social Distancing by maintaining at least six feet between yourself and shoppers. Face masks and gloves for Associates to wear during their shifts.

**Job Duties:** Responsible for assisting with the complete operations of assigned store, in conjunction with assigned tasks and duties. Assist in the merchandising of the store. Fully cross-trained to assist with cash register operations, customer service and stock replenishment. Principal Duties and Responsibilities: Handle all sales transactions while operating assigned cash register. Maintains security of all cash. Protects all company assets. Maintains a high level of good customer service. Maintains a pleasant, friendly, cooperative attitude with customers, co-workers and supervisors. Receives merchandise. Assist with unloading trucks. Works in a safe manner. Adheres to and upholds policies and procedures.

**To apply:** Apply online at: [https://www.eyworkforceservices.com/job-posting.cfm?CBO\\_ID=6258&CLIENT\\_ID=18&JOB\\_ID=2417862](https://www.eyworkforceservices.com/job-posting.cfm?CBO_ID=6258&CLIENT_ID=18&JOB_ID=2417862)

## **Charge Nurse-LPN**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** One year of clinical experience in a hospital, long term care facility, or other related health care facility preferred. Supervisory experience in a long-term care, hospital, or other related healthcare setting preferred. Must be able to read, write, speak, and understand the English language. Proficiency with electronic medical records (EMR) preferred.

**Education Requirement:** Current unencumbered license for the state of Ohio to practice as a Licensed Practical Nurse (LPN).

**Benefits Offered:** Access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The Charge Nurse - LPN supervises the day-to-day nursing activities of the State Tested Nursing Assistants (STNA) in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that the highest degree of quality care is maintained at all times. • Ensures that nursing procedures are followed by nursing service personnel, and that they reflect the day-to-day nursing care procedures used by the facility. • Participates in the maintenance and implementation of the facility's quality assurance program. • Ensures the procedures for the administration, storage and control of medications and supplies are being followed by nursing staff. • Ensures that resident rooms, treatment areas, work areas and equipment are maintained in a clean, sanitary, and safe manner. Weekend shift positions and Afternoon positions currently available.

**To Apply:** Apply online: <https://www.ohioliving.org/>

## **PRN-RN Field Staff**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** One year experience in acute care or medical-surgical nursing required. Experience in a Medicare-certified home health agency preferred. Proficiency with Windows, Microsoft Office (Word, Excel, PowerPoint), and the internet required. Proficiency with electronic medical records (EMR) preferred. Other Requirements- Must be able to read, write, speak, and understand the English language. Must possess a valid driver's license and acceptable driving record. Must be insurable under professional liability and crime coverage policies as specified by insurance carrier underwriting standards.

**Education Requirement:** Current unencumbered license for the state of Ohio to practice as a Registered Nurse (RN) required.

**Benefits Offered:** Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The RN Field Staff is responsible for the planning, coordination and delivery of quality home health and hospice care and services, ensuring compliance in accordance with company standards and federal, state, and local standards, guidelines, and regulations. **RESPONSIBILITIES:** Care Management and Service Delivery- Provides ongoing assessment and nursing care to patient in homes and health care facilities. Ensures an accurate evaluation of patient needs, develops and implements a comprehensive care plan that addresses current needs. For home health, identifies when patients need or qualify for additional services and notifies appropriate team member or team leader. Follows current nursing professional standards of practice and agency approved protocols for home health and hospice. Provides quality plan and symptom management for the comfort of patients. Communicates with other health care providers about changes in condition and patient needs. Assesses patient and caregiver needs and provides education when necessary. Commitment to high quality customer service for internal and external customers. Oversees the implementation of the patient's plan of care. Evaluates the effectiveness of the plan on an ongoing basis. Prepares for IDG by reviewing Care Plan, reconciling medications and projecting patient/family needs, if applicable. Quality and Compliance Management- Audits and maintains current and accurate patient records through use of laptop computers and paper/chart documentation in accordance with policies, federal, state, and local guidelines. Participates in quality improvement projects as needed. Maintains knowledge of requirements of regulatory agencies, accrediting bodies, and third party payers. People Management and Development- Coaches and influences the work of LPN Field Staff and Home Health Aides regarding the performance expectations of their position. Fosters a positive work environment that attracts, retains, and motivates employees. Interviews, selects, and orients new employees. Defines, establishes, and promotes performance expectations so staff understands and demonstrates excellence through high quality and consistent performance. Evaluates job performance of staff in accordance with the company policy and procedure and provides developmental guidance to staff for improved performance and growth. Monitors accountability with organization requirements prescribed by the Employee Handbook. Participates in the development, planning, scheduling, conducting, and monitoring of in-service training programs, on-the-job training, and orientation programs for departmental staff. May assist to ensure that there is a reasonable and sufficient plan for staffing should a direct report be absent or a position be vacant. Responds timely and thoughtfully to questions, requests, and work product from departmental staff that has been provided for review and approval. All other duties as assigned.

**To Apply:** Apply online: <https://www.ohioliving.org/>

## **STNA**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** No experience required; on-the-job training provided. Must be able to read, write, speak, and understand the English language.

**Education Requirement:** High school diploma or equivalent required. State Tested Nursing Assistant (STNA) in good standing on the Ohio Department of Health Nurse Aide Registry required.

**Benefits Offered:** Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The State Tested Nursing Assistant (STNA) provides residents and patients with the highest level of quality routine daily nursing care in accordance with company standards and federal, state, and local standards, guidelines, and regulations. Care Management and Service Delivery: Provides daily resident and patient care in accordance with the nursing procedures and as instructed by the Charge Nurse. Ensures that the Plan of Care is maintained for the resident or patient. Provides for assigned resident and patient Activities of Daily Living (ADL) including personal hygiene, elimination, comfort and safety, ambulation, lifting, skin care, nutrition, and hydration. Assists with the care of the dying resident and provides post-mortem care. Observes and reports the presence of pressure areas and skin breakdown. Assists with the application of nursing treatments as required. Provides daily rehabilitative/restorative procedures as required. Creates and maintains an atmosphere of warmth and personal interest, as well as a calm environment throughout the unit. Answers resident calls promptly. Operations Management: Checks rooms for all medications and unauthorized food items, reporting findings to the Charge Nurse. Maintains resident and patient rooms, work areas/equipment in a clean, sanitary and safe manner and follows established infection control/standard precautions, reporting all hazardous conditions to the Charge Nurse immediately. Attends care conferences as directed by Charge Nurse. Attends all-employee and departmental meetings and in-service training as scheduled or as directed. Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. Administration and Reporting: Measures and records all entries, such as ADL coding, intake/output, temperatures, weight, etc. in the electronic medical record (EMR) or as directed by the Charge Nurse. Reports all changes in resident's or patient's condition to the Charge Nurse as soon as practical. Reports all concerns and complaints voiced or shared by residents, patients, or family members. All other duties as assigned. Full Time; 2nd shift. 2nd shift = \$1.50/per hour shift differential; \$1,000 sign-on bonus.

**To Apply:** Apply online at: <https://www.ohioliving.org/>

## **Housekeeping/Floor Care Associate**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** • One year experience in housekeeping preferred. • Knowledge with care of various types of floors and the respective appropriate cleaning materials and equipment to use preferred. Must be able to read, write, speak, and understand the English language.

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

**Benefits Offered:** Our residents and employees have access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** The Floor Care Associate performs the day-to-day activities of the Housekeeping Department in accordance with company standards and current federal, state, and local standards, guidelines, and regulations to ensure that the retirement community is maintained in a clean, safe, and comfortable manner. • Reports any damage or repairs to facilities, supplies, or equipment needing done to the supervisor. • Willingly and consistently shares observations and insights of departmental operations that may improve quality and efficiencies of department. • Attends all-employee and departmental meetings and in-service training as scheduled or as directed. • Listens and responds to resident, client, and staff member needs. • Honors resident personal and property rights when performing housekeeping duties. • Maintains current and accurate records through use of computers and/or other documentation in accordance with company standards and federal, state, and local standards, guidelines, and regulations. Working hours: 7a-3p or 5a-1p or 6a-2p.

**To Apply:** Apply online at: <https://www.ohioliving.org/>

## **Cook I**

**Company:** Ohio Living Dorothy Love

**Address:** 3003 West Cisco Road Sidney, Ohio 45365

**Qualifications Desired:** One year quantity and/or restaurant-style cooking experience required. Knowledge of cooking methods and food and catering trends with focus on quality, production, sanitation, and presentation required. Experience in food cost and operational control preferred. Proficiency with Point of Sale (POS) and diet management software preferred. Must be able to read, write, speak, and understand the English language.

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

**Benefits Offered:** Access to the campus wellness center, indoor track, library, video nook, and walking trails throughout our 294 acres of beautiful countryside. Depending on an employee's full-time, part-time or PRN status, they may benefit from: competitive wages; affordable medical, dental, and vision insurance; 403b retirement savings; paid time off including your birthday; training, continuing education, and education assistance; pay advances up to \$500; free meals/meal allowance; the latest technology; unlimited career opportunities and much more!

**Job Duties:** Prepares food in accordance with company standards and federal, state, and local standards, guidelines, and regulations to ensure that quality nutritional services are provided on a daily basis and that the culinary services are maintained in a clean, safe, and sanitary manner. Responsibilities: Operations Management- Prepares and serves all products and meals so they are palatable and appetizing in appearance by following planned menus and using the recipe cards. Ensures timely and efficient meal service by preparing food in accordance with quality standards, sanitary regulations, and established policies and procedures. Stocks and maintains sufficient levels of food products at line stations to ensure a smooth service period. Portions food products prior to cooking according to standard portion sizes, recipe specifications, and portion control procedures. Reviews production for raw quantities to prepare and estimate required portions. Informs supervisor immediately of product shortages. Communicates inventory of leftover foods to supervisor for integrating into weekly menu. Handles, stores, and rotates all products properly. Assists in maintaining department work areas and equipment in a clean and safe manner by participating in cleaning duties, following sanitation schedule, and disposing of food and waste properly for tables, shelves, walls, grills, broilers, fryers, pasta cookers, sauté burners, convection oven, flat top range, and refrigeration equipment. Refers to daily prep list and opening checklist at the start of each shift and the closing checklist for the end of each shift for assigned duties to complete. Assists with executing catering needs and special events. Assists departmental leadership in development of cooking staff with training and coaching as directed. In the absence of supervisor, assumes the responsibility of food production operations. Quality, Compliance, and Risk Management- Ensures food production of consistently high quality food, always delivering and presenting a quality plate every time. Ensures that the resident's individual needs are met by following special diet orders and serving food in accordance with established portion control procedures. Ensures that culinary services work areas and equipment are maintained in a clean and sanitary manner. Ensures that established quality assurance, infection control, and universal precaution practices are maintained when performing dietary procedures.

**To Apply:** Apply online at: <https://www.ohioliving.org/>

## **Die Casting Operator**

**Company:** Apex Die Casting Co. Inc.

**Job Location:** Piqua, Ohio

**Address:** 8877 Sherry Drive, Piqua, Ohio 45356

**Qualifications Desired:** Support the Apex Mission and Vision Statements by ensuring to cast and trim parts in a timely manner while observing all quality and safety procedures. Position requires to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Other requirements are walking, bending, arm extension, and lifting up to 75lbs repetitively for 8-hour shift. Must be productive while on company time.

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

**Job Duties:** Operating DCM by: Spraying die mold, closing die cast machine door, pushing and holding both Cycle Start buttons to close and lock die. Activating machine to inject molten aluminum into die mold. Retrieve part after process has been completed. Inspect part for defects, place on table for additional inspection and trimmer. Must maintain minimum 65% monthly operator rating. Operating the Trim Die by: Loading die cast part in trim die, trimming to work instruction specifications. Removing trim parts as assigned. Packing parts into a box or tote according to work instructions making sure WIP tag is on the box or tote. Must perform at or above the parts trimmed per hour set by CPT. Other duties as directed.

**To apply:** Please send your resume to Erin at Apex Aluminum Die Casting. [HRA@apexdiecasting.com](mailto:HRA@apexdiecasting.com)

## **CNC Machine Operators**

**Company:** Apex Die Casting Co. Inc.

**Job Location:** Piqua, Ohio

**Address:** 8877 Sherry Drive, Piqua, Ohio 45356

**Qualifications Desired:** Dedicated, hard worker who has reliable attendance and experienced Mill or Lathe operator. Must be able to stand for long periods of time, capable of performing visual inspections, hearing instructions and communicating effectively. Able to reach and use Mic's.

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

**Job Duties:** Operate CNC Machines, Vertical and Horizontal Mills and Lathes in a timely manner while observing all safety procedures. Operating manual and automated machines. Moving and packing parts. Proper handling of parts per the router. Perform regular quality checks. Complete all related paperwork accurately and timely. Maintain a clean work area. Other duties assigned.

**To apply:** Please send your resume to Erin at Apex Aluminum Die Casting. [HRA@apexdiecasting.com](mailto:HRA@apexdiecasting.com)

## **Project Manager/Estimator**

**Company:** Sollmann Electric Company

**Job Location:** Sidney, OH

**Address:** 310 East Russell Road Sidney, OH 45365

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

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

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

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

## **Electricians**

**Company:** Sollmann Electric

**Address:** 310 East Russell Road, Sidney, Ohio 45365

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

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



**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**

**Express Pros -Sidney—937-538-4250**

**HR Associates- Piqua – 937-778-8563**

**Surge Staffing—Sidney—937-453-9010**

**Manpower –Troy — 937-335-5485**

**Patrick Staffing—Piqua — 937-778-8445**

**Pete DeLuke—Sidney — 937-497-1515**

**Spherion—St. Marys \*\*- 419-394-6179**

**Staffmark—Sidney — 937-498-4131**

**Hunter International Recruiting-Avon-440-389-3441 (\*has positions in Sidney)**

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

**Shelby County Department of Job and Family Services**

227 S. Ohio Ave  
Sidney, Ohio 45365  
937-498-4981

**Access Our Website at [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org)**

Find information about Public Assistance, OhioMeansJobs Shelby County, Children & Adult Protective Services, and Child Support programs.

**Unemployment Benefits**

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

**Cash, Food, & Medicaid Assistance**

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

**Adult & Children Services**

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

**Child Support**

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

**OhioMeansJobs Shelby County Services**

Visit us Monday—Friday, 7:30 AM - 4:00 PM, and until 6:00 p.m. on Tuesdays. You can also access Job Center services by calling 937-497-2816, or go to our Facebook page, [Ohiomeansjobs Shelby County](https://www.facebook.com/OhiomeansjobsShelbyCounty), or our website, [www.shelbycountyjfs.org](http://www.shelbycountyjfs.org).

## **Unemployment Contacts**

**Initial Claim Filing:**

**(877) 644-6562**

**[www.unemployment.ohio.gov](http://www.unemployment.ohio.gov)**

**PIN Reset Line:**

**(866) 962-4064**

**Workforce Information Hotline:**

**(888) 296-7541**

**Unemployment Fax Number:**

**(614) 466-7449**

## **How to Apply for Unemployment Benefits**

**To register for Unemployment Benefits, claim weeks and obtain general information you can apply online at:**

**<https://unemployment.Ohio.gov>**

**or call**

**1-877-644-6562**

**It is suggested that you apply online as wait times on the phone are extremely high.**

**When filing an application, you will need to have the following available:**

- Social Security Number, Driver's License, or State ID**
- Name, address, telephone number, and dates of employment for each employer you worked for in the last 18 months.**
- Your dependents name(s) and social security number(s)**
- If interested in Direct Deposit, your bank account number and routing number.**
- Your child support court order or SETS number (OH only) if applicable.**



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