

Weekly Job Openings in the Wood County Area

The Week of June 4th, 2017

Brought to you by: OhioMeansJobs: Wood County

RRP

RRP is an automotive packaging facility in Perrysburg Township. They are looking to hire a Class A CDL driver. The company offers benefits after 90 days on the job. Requirements: Valid DOT medical card, no more than 2 points on license, no reckless operations or DUI's in the past 3 years, forklift experience is helpful. The successful candidate will start as a Switcher, doing trailer moves in out lot and between buildings. The schedules hours will be 7:00 AM –3:00PM, although the candidate may get done earlier. Pay rate will depend on experience and will start between \$13.50-\$15.00 an hour. This position will generally be 30-40 hours. The position has potential to become a full time dedicated route position, home every night.

To Apply: Interested candidates should forward a resume to Barb Terry at bterry@rrp-mfg.com

FedEx

Fedex, in Northwood, OH, is looking to fill a position open for a Shop Technician 2. This position is to provide timely, quality, and cost effective repair and maintenance for vehicle fleet including tractors, trailers, and other vehicles that require it. Essential job duties include: Performs preventative and routine maintenance on tractors, trailers, fork-lifts, and other equipment (which will include the use of diagnostic equipment), diagnoses cause of malfunctions and performs repairs from preventative maintenance up to component replacements, diagnoses and trouble shoots general vehicle operating systems. Qualifications include: High School Diploma (or GED), have a minimum of three (3) years' experience performing vehicle maintenance; a heavy duty vehicle maintenance certificate obtained from an accredited vehicle maintenance vocational/trade school may substitute for one year vehicle maintenance experience.

To Apply: <https://careers.fedex.com/fedex/jobs/25892-259541/Shop+Technician+2?lang=en-US>

National Vision Inc.

National Vision Inc. is looking to hire a Receptionist in Rossford, OH. Ensuring our customers have the best experience is a priority. If you are interested in this position please see the details below on the position and how to apply. The ideal candidates will possess: knowledge of modern office practices, procedures and alphabetical file set up and maintenance, excellent communication, spelling and grammar skills, ability to follow oral and written instructions, and perform detailed clerical work in a methodical, independent and thorough manner with speed and accuracy, typing, computer, and windows based software experience, exceptional customer service skills Responsibilities include: open and close front office, help keep doctor on schedule and maintain efficient patient flow, maintain patient file jackets and medical records, maintain neat and orderly front desk and waiting room, interface with doctors and maintain appropriate professional relations, schedule and confirm appointments, follow-up visits and classes, call patients to inform them that their order is available for pick up

To Apply: <https://nationalvision.tms.hrdepartment.com/jobs/13473/RECEPTIONIST>

CVS Health

CVS Healthcare-Omnicare is looking to hire multiple Pharmacy Technicians– Order Entry. This job opening is located in Perrysburg, OH. The information below outlines specific details on the job and on how to apply for this opportunity. Shift: 6a-2:30 PM Monday-Friday with one full weekend and one extra Saturday shift a month. Required Qualifications: High School diploma or equivalent, good interpersonal skills, excellent verbal and written communication skills, ability to work independently, meet deadlines and be flexible, knowledge of medical terminology, brand and generic names of medications and general pharmacy terminology, licensed/registered pharmacy technician or as required by state law

To Apply:

Please visit jobs.cvshealth.com/job/Perrysburg/pharmacy-technician-order-entry/5770/4807164

Poggemeyer Design Group

Poggemeyer Design Group is looking to hire 2 self-motivated individuals to provide administrative support for our busy office. They are an engineering/architecture firm located in Bowling Green, OH. Requirements: detail-oriented, organized individuals that can work independently, and have a minimum of 5 years of clerical office experience, desired candidate will be proficient with Word and Excel, and have excellent grammar and spelling skills. Duties include: Engineering Assistant: Handle administrative tasks for managers. Prepare construction specs and contracts. Perform general clerical & admin duties as required. Experience in construction industry a plus. Support Management Team: In addition to general office duties, assist with corporate meetings and presentations. Experience with PowerPoint desired.

To Apply: Please submit resume to 1168 North Main Street, Bowling Green, Ohio 43402

Or fax to (419).353.0187

Stump's Painting

T J Stump's Painting is looking to hire PRO PAINTERS. The company is located in Luckey, Ohio. They need painters to perform exterior work for clients. This position is \$20.00 an hour. Please call (419).833.6205 for more information and to apply.

To Apply: Interested persons must complete the application either online and then print it off for a signature or print the application off and complete the desired information fields. Applications are also available in the personnel department located at 304 N Church St, Bowling Green, Ohio, 43402.

Perrysburg Eye Center

Medical Receptionist full and part time for a busy for an Ophthalmology/Optometry practice. Qualifications include: Excellent computer skills and insurance knowledge are important, previous medical office experience is preferred, must be friendly, professional and able to multi-task.

To Apply: Please fax cover letter and resume to 419-874-8606

BGSU

BGSU is hiring the following positions:

Assistant Director of Recruitment and Outreach Administrative Pay Grade 354 12 month, Full-time College of Technology, Architecture and Applied Engineering Deadline to apply: June 23, 2017.

Curriculum and Outreach Educator, Administrative Pay Grade 354, 10 month, Full-time, University Library, Deadline to apply: June 9, 2017

Executive Assistant to the Provost and Senior Vice President, Administrative Pay Grade 355, 12 month, Full-time, Office of the Provost, Deadline to apply: June 16, 2017.

Manager of Recording Services and Technical Engineer for the MidAmerican Center for Contemporary Music Administrative Pay Grade 355 12 month, Full-time College of Musical Arts Deadline to apply: June 13, 2017

To Apply:

**Administrative Staff and Classified Staff openings please visit our HireTouch page:
<https://bgsu.hiretouch.com>**

For more job postings please visit our Facebook pages:

OhioMeansJobs Wood County and Good Jobs Wood County

Contact us or stop in for assistance at: (419)-352-4172

1928 E. Gypsy Lane Road Bowling Green, OH 43402

If you would like to continue getting these weekly emails please **SUBSCRIBE by emailing:
samantha.abrass@jfs.ohio.gov**



Wood County

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