

# Weekly Job Openings in the Wood County Area

The Week of July 30<sup>th</sup>, 2017

Brought to you by: OhioMeansJobs: Wood County

## Renhill

Renhill is looking to hire employees to work for UT, BGSU, Walleyes, and Mudhens home games.

### Details:

- Weekly pay for games worked
  - Part-time work only

### To Apply:

Email your name and phone number for pre-screening to Brenda at [Brenda.pedelose@renhill.com](mailto:Brenda.pedelose@renhill.com) or call 419-254-2864

## North American Dental Group

North American Dental Group in Bowling Green is seeking a Front Desk Coordinator who is passionate about providing industry leading patient care and education. As a growing organization, their commitment to the development of our teams provides opportunities for a rewarding career path.

### Responsibilities:

- Greet visitors and patients ensuring a positive first impression
- Answer phones, refer patients to the appropriate person or department, register and schedule patients, collect and post payments; prepare estimates, and arrange for billing
- Perform insurance verification, eligibility, and counseling to patients and families on their insurance and payment issues prior to dental services being rendered
- Maintain electronic records of patient interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken
  - Balance and close the end of day reports and all other duties as assigned

### Requirements:

- No experience necessary! We offer paid training, an employee rewards program, competitive wages, and room for advancement!
  - All applicants must be at least 18, have reliable transportation
    - Be able to pass a background screen.

### To Apply:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=nadg&jobId=52802&lang=en\\_US](https://workforcenow.adp.com/jobs/apply/posting.html?client=nadg&jobId=52802&lang=en_US)

## Oldcastle

Oldcastle in Perrysburg, OH is looking to hire a 2<sup>nd</sup> shift Machine Operator. The position is full-time in the fabrication department. Starting pay is \$14.88 an hour.

### Responsibilities:

- Must be able to read and understand sketches and translate into proper machine setting
- Must be able to read schedules and understand edger's production demands based on information schedules
  - Operate a grinder to fabricate a quality ground or polished edge
    - Operate overhead crane and vacuum lift
- Use of edging machine, dolly, crane, glass cups, tape measure, pliers, glass cutter, and other various tools
  - Perform routine maintenance on machines
  - Complete daily work sheets and forms (including quality testing)
- Regular and predictable attendance, the ability to safely perform tasks, and adherence to all safety policies and procedures are essential functions of your job

### Qualifications:

- Must have at least 2 years of experience operating an industrial machine
- Read and perform mathematical calculations and measurements with numbers, fractions, and decimals
  - Must be willing to work any shift, overtime, and weekends
    - High School Diploma or GED, preferred
    - Ability to grasp and squeeze small parts and large items
  - Ability to stand on concrete, wearing safety boots, for up to 12 hours per day
- Must have the ability to lift and/or move up to 75 lbs. repeatedly throughout a shift
- Ability to work in varied temperatures consistent with same climate conditions.

### To Apply:

Only online applications will be accepted. Please provide full employment history

Pre-employment background screening will be conducted on qualified applicants after acceptance of job.

[https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=117968&company=CRH&username=&career\\_ns=job\\_listing&jobPipeline=JFS Wood](https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=117968&company=CRH&username=&career_ns=job_listing&jobPipeline=JFS Wood)

## Oldcastle

Oldcastle in Perrysburg, OH, is looking to hire a 2nd shift Production Worker. The position is full-time in the Cutting Department. Starting pay is \$14.88 an hour.

### Responsibilities:

- Move glass and metal product from, tables, rolling racks, delivery trucks, or wood crates for eight or more hours, daily
  - Attach appropriate labels and tags to products and packages
  - Inspect materials to ensure product is within required specifications
- Identification, sourcing, and placement of materials in carts/racks as preparation for another department's usage
- Perform different job functions on a rotating basis across different departments on a daily basis
- Proven ability to safely perform tasks and strict adherence to all safety policies and procedures are essential functions of the position

### Requirements:

- Ability to read and interpret basic mathematical measurements and effectively use a tape measure
  - Ability to read, understand, and communicate paperwork and labels.
    - Expected to be available to work in all areas of production
- Flexible work availability (typically Monday through Friday with occasional weekends)
  - One year of prior manufacturing or warehouse experience preferred
    - Ability to lift, bend, twist, walk, and reach frequently
    - Must have the ability to lift and/or move up to 75 lbs unassisted
  - Ability to work in varied temperatures consistent with climate conditions

### To Apply:

Only online applications will be accepted. Please provide full employment history

Pre-employment background screening will be conducted on qualified applicants after acceptance of job.

[https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=117968&company=CRH&username=&career\\_ns=job\\_listing&jobPipeline=JFS Wood](https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=117968&company=CRH&username=&career_ns=job_listing&jobPipeline=JFS Wood)

## Spirit Halloween

Spirit Halloween in Rossford, OH is now looking to hire store managers and associates for seasonal work.

### Sales Associate:

- Support the Store Management Team in the setup, merchandising, pack-up and teardown of a seasonal store.
  - Maintaining Guest Services as per Company Standards.
- Support the Store Management Team by generating sales, sign waving, general housekeeping, merchandising, signing, pricing, POS operations and loss prevention.

### Store Manager:

- Understands and is totally sales and service focused on Spirit's unique guest.
- Responsible for the overall successful operation of the store while maintaining company standards.
  - Supervises, recruits, trains, develops, coaches and communicates with all Associates.
    - Assesses staff performance.
  - Demonstrates knowledge of store products and uses this knowledge to build sales.
  - Practices suggestive selling, offering every guest related items in order to build multiple sales.
- Leads by example and maintains the highest standards of integrity, quality and timeliness in all of our business practices both internally and with our external partners.
  - Merchandises the store following company directives and Supervisor's instructions.
    - Prepares and maintains merchandise displays.
    - Operates with absolute fiscal responsibility.
  - Participates in store set up, daily operations, closing inventory and store close down.
  - Adheres to weekly work schedule and is flexible to the needs to the business.

### Qualifications:

- Qualified candidates will have at least 1-2 years specialty store experience and a strong visual merchandising background.

### To Apply:

<http://www.jobs.net/jobs/spencer-gifts-spirithalloween/en-us/search/?IPath=TNCNTPG&keyword=&location=Rosford%2C%20OH%2C%20United%20States>

## CoolSeal, USA

CoolSeal, USA is now hiring at full-time Machine Operator in Perryburg, OH.

### Responsibilities:

- Requires experience operating any of the following types of machinery; plastics extrusion, flexographic printing, die-cutting or automated folding and gluing.
- Have the motivation and ability to take charge and fill a role with significant impact on Company performance.
- At least one year previous experience in a manufacturing environment with some background in the operation of the types of machinery listed above.
- Follows established procedures for set-up, start-up, operation and shutdown of the designated machine.

### Benefits:

- Pay for this position is negotiable depending on previous experience.
- Standard benefit package includes a comprehensive health Insurance plan (excluding co-pays).
  - 401k with a company match and very attractive paid time off policy.

### To Apply:

E-mail Resume to: [mlanciano@hinklefg.com](mailto:mlanciano@hinklefg.com)

## Copper & Brass

Copper & Brass is now hiring a Machine Operator in Northwood, OH.

### Responsibilities:

- Process material according to the work order specifications; ensure that processing equipment is maintained in a safe and clean condition
- Maintain processing area in a clean, safe and orderly manner; complete all required information entry accurately
  - Operate cranes, forklifts, and other material handling equipment
    - Pull, inspect and verify product before processing
    - Process orders according to work order specifications
- Verify that material meets work order specifications per written work instructions and record measurements
  - Perform equipment preventive maintenance
- Properly enter/delete material identification tags per written instructions
- Assist in the packaging of material per written work instructions and work order
  - Properly operate weighing scale and record inspection measurements
  - Identify, record, and segregate scrap and any non-conforming material

### Qualifications:

- A high school diploma/GED
- Minimum 2 years of experience in metals industry preferred, industrial warehouse experience preferred
- Strong math skills, experience working with fractions and decimals and ability to read a tape measure and calipers
  - Machine operator experience for a minimum of two years
  - Basic knowledge of computer systems and data entry, SAP Experience preferred
  - Ability to operate side loaders, vacuum lifts, cranes and forklifts; forklift certified
- Ability to operator Amat wire, Shelling saws, Bearing and Tsune circular sawing machines
  - Ability to lift 70 pounds

### To Apply:

[https://karriere.thyssenkrupp.com/en/career/career-worldwide/global-job-board/?tx\\_pwrktemplateablejobboard\\_pi1%5Buid%5D=386102](https://karriere.thyssenkrupp.com/en/career/career-worldwide/global-job-board/?tx_pwrktemplateablejobboard_pi1%5Buid%5D=386102)

## North Wind

North Wind in Luckey, OH is now hiring Laborers. The Laborer's duties for the Luckey Formerly Utilized Sites Remedial Action Program (FUSRAP) Remediation Project consist of a variety of duties related to general construction, maintenance, repairs, and operation of facilities, structures, and equipment, and other duties as assigned.

### Qualifications:

- 3 - 5 years of increasing job responsibilities, primarily in construction, environmental remediation, and/or general industry working around heavy equipment.
- Practical skill and knowledge (but not proficiency) in such trades as concrete, carpentry, plumbing, masonry, and soil/trenching work.
- Experience in work environments with exposure to all weather conditions and temperature extremes.
  - Ability to work in different types of personal protective equipment while performing various tasks/activities in different work environments
    - Physically able to perform job tasks, including lifting at least 50 lb alone.
  - Ability to obtain Radiation Worker II qualifications, complete Occupational Safety and Health Administration (OSHA) Hazardous Waste Operations and Emergency Response (HAZWOPER) worker qualification, and pass a HAZWOPER/respirator user medical exam.
  - Motivated and willing to work as part of a team and perform multiple job functions.
- Ability to clearly communicate, both orally and in written form, and to maintain records related to the job.
- Ability to read and comply with project direction contained in project-specific plans and procedures, and/or execute tasks after receiving verbal direction.
  - Must have a valid driver's license.
  - May be required to pass a pre-employment background check.
  - Must be required to pass a pre-employment drug screen.
- Must be required to undergo pre-employment beryllium blood testing (to be scheduled by Portage). Only people who are found to not be sensitized to beryllium will be allowed to work on the Luckey site.
- Experience on remediation/construction type projects or US Army Corps Engineers projects is highly desirable.

### To Apply:

<https://careers.northwindgrp.com/careers/Careers.aspx?adata=EOJHFrVKJPVGKo9PX6blnY3AvPUBERKdQjvjREURThXxsKmTSynCdsZ3g%2b5JzveqTIncszecnlfjp6Ej9%2fYpCkC6r7frCsDoVNXWFpJwnblCQYuvXoI%2fi9sPLxiH5CIQCW%2bb9CZydpI7GMYeXt5Do1XcGW3DkKSXAKtt6rVJVbG%2b37KxhWU3R5Z2evCrToxvJcmJjNKtnJb97DUW80DKocY%3d>

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## Clean Team

Clean Team is looking to hire a part-time Morning Cleaner in Bowling Green.

### Responsibilities:

- Sweeping, mopping, dusting, and vacuuming
- Cleaning restrooms and break rooms
  - Emptying trash

### Requirements:

- No experience necessary! We offer paid training, an employee rewards program, competitive wages, and room for advancement!
- All applicants must be at least 18, have reliable transportation, and be able to pass a background check.

### To Apply:

<https://cleanteamclean.applicantpro.com/jobs/613125.html>

## Aspen Dental

Aspen Dental in Bowling Green, OH is now looking to hire a full-time Patient Services Representative.

### Responsibilities:

- Greet and check in patients in a friendly manner.
- Collect co-payments and verify insurance coverage.
- Schedule and confirm patient appointments.
- Prepare new patient charts neatly and accurately.
- Various office duties as assigned by Office Manager.
- Responding to patient billing or financial inquiries, directing to appropriate departments.
  - Collect and post payments and record receipts.
- Balance nightly deposits and complete credit card processing.

### Minimum Education and Experience:

- High School Diploma or equivalent.
- Candidates will have a minimum of two years' experience in a healthcare office or fast-paced, highly interactive customer service environment - experience in the dental or medical industry with scheduling and verifying insurances preferred.
  - Self-motivated with the ability to exceed patient expectations.
  - Excellent organizational skills to effectively handle multiple tasks.
  - Flexibility to support change, with varying schedules as necessary.
    - Possess excellent interpersonal communication skills.
    - Resume must demonstrate stable employment history.

### To Apply:

<https://jobs-aspental.icims.com/jobs/39642/patient-services-representative/job?mobile=false&width=891&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

## BGSU

BGSU is hiring the following positions:

- Assistant Gymnastics Coach, Salary is commensurate with education and experience, 12 month, Part-time, Intercollegiate Athletics Deadline to apply: August 11, 2017
  - Associate Dean of Students, Administrative Pay Grade 359, 12 month, Full-time Office of the Dean of Students, Deadline to apply: August 18, 2017
- Assistant Dean for New Student Orientation, Administrative Pay Grade 356, 12 month, Full-time Office of the Dean of Students, Deadline to apply: August 18, 2017
  - Community School Liaison, Administrative Pay Grade 356, 12 month, Full-time College of Education and Human Development, Deadline to apply: August 18, 2017

### To Apply:

Administrative Staff and Classified Staff openings please visit the 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](mailto:samantha.abrass@jfs.ohio.gov)



### Wood County

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American Job Center network