

Weekly Job Openings in the Wood County Area

The Week of September 10th, 2017

Brought to you by: OhioMeansJobs: Wood County

Mercy Health

Mercy Health is looking to hire a Secretary for their Fort Meigs location, in Perrysburg, OH.

Responsibilities:

- Primary function is to provide secretarial assistance to the manager.
- Composing and typing correspondence
- Serving as a receptionist
- Maintaining confidential records

Requirements:

- High school diploma or GED
- Extensive knowledge of medical terminology
- Knowledge of office equipment (MS office, Dictaphone, photocopier, fax)

To Apply:

<http://mercy.ttcportals.com/jobs/7663575-secretary-3-fort-meigs-chp-mercy-health>

Superior Auto

Superior Auto, Inc., is looking to hire an account representative, in Bowling Green, OH.

Responsibilities:

- Working with customers to manage their accounts
- Cash handling
- Assisting with vehicle sales and financing
- Utilizing collection tools to maximize dealership's profitability

Requirements:

- High school diploma or GED
- Previous face-to-face customer service experience or customer care experience
- Excellent communication and interpersonal skills

To Apply:

https://www.superior-auto.com/careers_showJobPosting.cfm?SelectedJob=811

Poggemeyer Design Group

Poggemeyer Design Group is looking to hire a full time secretary for their office in Bowling Green, OH.

Responsibilities:

- Provide general administrative support for a busy office

Qualifications:

- Previous clerical experience
- Knowledge of Word and Excel preferred
- Self-motivated, detail-oriented

To Apply:

Please do not call. Questions can be directed to contactus@poggemeyer.com

Please submit resume to:

POGGEMEYER DESIGN GROUP

1168 North Main Street, Bowling Green, Ohio 43402

Or fax to (419).353.0187

Kirkland's

Kirkland's, in Rossford, OH, is looking to hire temp/seasonal team members for the holiday season.

Responsibilities:

- Responsible for driving profitable sales through "A" service, protecting company assets and support of the Company Handbook during the shifts.
- Strives to meet and exceed store targets and goals by engaging with each and every customer during their shifts.
- Follows direction and coaching from the store management to overcome obstacles that may prevent the store from achieving the targets and goals.

Requirements:

- No experience necessary, customer service experience preferred.
- Energetic, results oriented and competitive with a drive to succeed.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

To Apply:

<https://my.jobs/93ea668768cc4808a283c531472bbfce1399>

BGSU

BGSU is hiring the following positions:

- Senior Groundskeeper, Pay Grade 24/\$13.40, 12 month, Full time, Campus Operations, Deadline to apply: September 22, 2017
- Compliance Specialist, Pay Grade 361, 12 month, Full-time, Controller's Office, Deadline to apply: September 19, 2017.
- Associate Controller, Administrative Pay Grade 356, 12 month, Full-time, Controller's Office, Deadline to apply: September 19, 2017.
- Administrator of Undergraduate Recruitment and Retention, Administrative pay Grade 356, 12 month, Full-Time, College of Education and Human Development, Deadline to apply: September 19, 2017
- Director for Innovation and Venture Development, Administrative Pay Grade 360, 12 month, Full-time, Grant funded, Research and Economic Development, Deadline to apply: September 29, 2017
- Director of Multicultural Affairs, Administrative Pay Grade 359, 12 month, Full-time, Office of Multicultural Affairs, Deadline to apply: September 22, 2017.
- Emergency Management Coordinator, Administrative Pay Grade 355, 12 month, Full-time, Public Safety, Deadline to apply: September 29, 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

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samantha.abrass@jfs.ohio.gov



Wood County

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