

Weekly Job Openings in the Wood County Area

The Week of September 3rd, 2017

Brought to you by: OhioMeansJobs: Wood County

Aspen Dental

Aspen Dental, in Bowling Green, is looking to hire an Office Manager. As an Office Manager with an Aspen Dental-branded practice, you'll have the support you need to reach your career goals.

Responsibilities:

- Responsible for the daily non-clinical operations of their assigned office including patient satisfaction, non-clinical team selection, performance, development and other business related functions.
- Provides superior patient service demonstrating responsiveness and sensitivity to patient needs with urgency to resolve any patient dissatisfaction in accordance with patient needs, company policies and procedures, government regulations and dental board standards.
- This position has direct supervision of non-clinical employees of their dental practice

Requirements:

- 2-5 years' experience in a sales management or retail management environment.
- Bachelor's Degree, preferred.

To Apply:

<https://jobs-aspental.icims.com/jobs/40433/office-manager/job?>

Malcolm Meats/Sysco

Sysco-Malcolm Meat/Buckhead Beef is looking to hire an Administrative Assistant, at their Northwood location.

Responsibilities:

- Type documents, create spreadsheets, perform data entry, and perform queries.
- Support the needs of the processing, packaging and warehouse departments to include creation of charts and spreadsheets, analyzing freezer and cooler inventory to establish par levels, etc.
- Assume responsibility for additional tasks as requested.

Requirements:

- High school diploma or equivalent and 0-3 years of experience in the field or in a related area.
- Knowledge of office systems to include computers, fax machines, calculators, telephones, printers and copy machines.
- Knowledge of MS Office
- Computerized Data Entry Skills

To Apply:

<https://careers.sysco.com/jobs/50838/Administrative+Assistant-Operations?lang=en-US>

Biaggi's

Biaggi's, in Perrysburg, OH, has numerous positions open. The details below provide what positions they have open and general qualifications

Positions:

Dishwasher
Cook
Server
Bartender
Host
Food Runner

Qualifications:

- Able to handle multiple priorities
- Ability to stand for long periods of time, lift 25 lbs., and bend, climb, or work in confined spaces.
- Possess written and verbal skills for effective communication

To Apply:

https://secure.jobappnetwork.com/apply/c_BIA/l_en/Food-Runner-job-Perrysburg-OH-US-321116.html#

Camping World

Camping World, in Rossford, OH, is looking to hire a Retail Sales Associate to join their crew. As a Retail Sales Associate you will be responsible for ensuring that every customer receives the best customer service.

Responsibilities:

- Complete customer transactions using POS register systems
- Consistently promotes company programs including warranty sales and Good Sam memberships.
- Provide excellent customer service
- Ability to communicate effectively with customer, colleagues, and management

Requirements:

- High school education or equivalent
- Previous sales/retail experience preferred
- Superior customer service skills and excellent communication skills both written and verbal.

To Apply:

<http://www.campingworldgoodsamjobs.com/open-positions/search-jobs/>

Farmers & Merchant State Bank

Farmers and Merchants State Bank, in Bowling Green, is looking to hire a part time bank teller.

Responsibilities:

- Receive deposits or checking and savings accounts and process other customer transactions.
- Cash checks in accordance with Bank procedures.
- Receive loan payments and refer customers with questions about home loans, consumer, other loans and credit card accounts to appropriate lender.
- Cross-sell all bank products, including FM Investments.
- Balance cash drawer and reports discrepancies to the Teller Supervisors as necessary.

Requirements:

- High School Diploma or GED
- Ability to speak effectively before customers or employees
- Computer Experience, customer service, and cash handling experience, preferred.

Apply:

<https://fm.bank/application/assets/image/logo.png>

BGSU

BGSU is hiring the following positions:

- Library Associate, Pay Grade 26/\$16.21, 12 month, Part-time, Preservation Lab, Center for Archival Collections, Deadline to apply: September 8, 2017.
- Senior Groundskeeper, Pay Grade 24/\$13.40, 12 month, Full time, Campus Operations, Deadline to apply: September 22, 2017
- Director, Women's Center, Administrative Pay Grade 357, 12 month, Full-time, Women's Center, Deadline to apply: September 5, 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

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

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