



Monday, September 28, 2009

Guernsey County job listings provided by the Guernsey County Opportunity Center and The Daily Jeffersonian.
Joining forces to assist customers and help the economic well-being of Guernsey County.

**Guernsey County Opportunity Center offers FREE assistance with:
Fax machine, copier and internet use available for job seekers**

**Resumes/Cover Letters
Resume paper and envelopes
Registering with Ohio Means Jobs
Workforce Investment Act
Interviewing
Job Search**

**Heather Ponish, ODJFS Customer Service Representative can be contacted on
Mondays, Tuesdays, and Wednesdays from 7:30 a.m., to 4 p.m.**

**Veteran Intensive Services Coordinator, Jon Cannon is available
on Tuesdays only from 1 to 4 p.m.**

**Guernsey County Opportunity Center Manager: Sue Thomas-Sikora.
Guernsey County Opportunity Center Case Managers: Greg Bates, Maria
Schockling, Vickie McCauley, Karen Winnett, and Deborah Scott.
Guernsey County Opportunity Center Receptionist: Constance Harris.**

**Discover Your One Stop Center, presenting services available
Mondays & Wednesdays @ 10 a.m.**

**Job Seeker Orientation
Mondays & Wednesdays @ 10:30 a.m.**

**WWW.GUERNSEYWORKS.COM
WWW.THEONESTOP.ORG**

**9900 Brick Church Road/Route 660 Cambridge, OH 43725
Phone: 740-432-9317 Fax: 740-439-1735
Hours: Monday, 7:30 a.m., to 6 p.m., Tuesday – Friday, 7:30 a.m., to 4 p.m.**

**The Guernsey County Opportunity Center collects and posts employment as a service
and is not responsible for the actions and/or business practices of the employers listed.**

HELPFUL JOB SEARCH WEB SITES

www.guernseyworks.com	Guernsey County Opportunity Center
www.jobandfamily.com	Muskingum County Opportunity Center
www.theonestop.org	Guernsey/Muskingum/Licking/Coshocton One Stops
www.ohiomeansjobs.com	Ohio Job Bank/State Job Matching System
www.southeasternohiohelpwanted.com	Southeastern Ohio Help Wanted
www.americasjobexchange.com	Search Engine
www.careerbuilder.com	Career Builder Search Engine
www.columbus.jobs.com	Columbus jobs (includes Zanesville)
www.monster.com	Monster Board
www.ajb.dni.us	America's Job Bank
www.careerjet.com	Employment Search Engine
www.employmentspot.com	Employment Spot
www.indeed.com	Indeed Job Bank
www.jobster.com	Job Bank
www.atotalstaffing.com	Action Total Staffing
www.spherion.com/jobs (D128300)	Spherion Staffing Service
www.careers.ohio.gov	State of Ohio Jobs
www.usajobs.gov	U.S.A., Federal Government
www.coz.org	City of Zanesville
www.lcounty.com	Licking County
www.co.franklin.oh.us	Franklin County
www.csc.cmhmetro.net	City of Columbus

FREE INTERNET ACCESS AVAILABLE:

- THE GUERNSEY COUNTY OPPORTUNITY CENTER (CAREER AND EDUCATION)
- GUERNSEY COUNTY DISTRICT PUBLIC LIBRARY (CHECK AVAILABILITY)
- BYESVILLE BRANCH LIBRARY (CHECK AVAILABILITY)
- CROSSROADS BRANCH LIBRARY (CHECK AVAILABILITY)

TEMPORARY STAFFING AGENCIES

Action Total Staffing – www.atotalstaffing.com or 432-1904.

Mancan Staffing Service – www.mancan.com or 439-5060.

Spherion Staffing, Newark, OH – www.spherion.com (company code [D128300](http://www.spherion.com)) or 800-841-1650.

Spherion Staffing, New Philadelphia, OH – www.spherion.com (company code [D598400](http://www.spherion.com)) or 877-469-6780.

Employers Overload – www.employersoverload.com or 740-455-7455.

Adecco – www.adeccousa.com or 304-243-1400.

Employment Plus – www.employmentplus.com or 740-826-7565

OPPORTUNITY CENTER POSTINGS

Auto Mechanic

J Bird's Auto Sales – Byesville, OH
Looking for full time Auto Mechanic

Apply: With Resume to Guernsey County Opportunity Center

FEDEX GROUND/HOME DELIVERY

Temporary Delivery Drivers – a temporary staffing agency is adding temporary drivers to provide transportation service to FedEx Home Delivery.

Qualifications:

- 21 years or older
- Clean driving record
- Drug Screen, background checks and physical required
- Customer Service skills
- No equipment necessary

Apply: FedEx Ground/Home Delivery
8705 Commerce Drive
Cambridge, Oh 43725

1pm to 3pm Tuesday – Thursday

or

Forward Resumes to
centralresumes@ground.fedex.com

Island Aseptics

Seeking Staff Accountant/Cost Auditor

Position Overview: This position serves as a business partner with accounting/operations/production. The primary role of the Cost Accountant is to obtain, analyze, assemble and report production, pricing/costing and impact to financial position. The position is also responsible for booking

financial data and reconciliation of ledger accounts. Based on production numbers and trends, this position is responsible not only for reporting the numbers and providing the interpretation as to how they relate to operations and profitability but also for making recommendations for cost savings and increased productivity and efficiency. This position must forge a strong alliance with manufacturing. The goal of this position is to insure the profitability of the organization by understanding the current numbers and their use as well as performing risk vs. reward and situational analysis to improve operations. This position reports directly to the Controller.

Responsibilities: Develop and maintenance of cost models to properly track raw material and production costs associated with product lines. Perform cost out for materials for new customers to determine appropriate pricing mark up to attain profitable margins and decrease risk of yield (waste) payments. Obtain raw material costs from purchasing; Map out cost analysis, Input cost data into accounting model for analysis. Summarize outcome of costing model and report to Controller with back up. Assist Controller with compilation of new and existing customer quotes. Monitor commodities, via vendors and stock market, for potential fluctuations in raw material costs. Insure against negative impact to profitability. Maintain component cost master lists. Act as primary contact for customers in regard to pricing changes/issues. Communicate and update customers to changes in their pricing through written corresponded and telephone contact. For private label business, conduct and report on Performance Analysis for overall costing against end sell price to insure profitability: Co-Pack Fee, Labor Commissions, Freight, Material, and Rebates. Assist Manager of Purchasing and Logistic with analysis of purchase volumes (quantities) in which to buy in order to maximize discounts and increase profitability. Coordinate with account receivable, all pricing changes according to contract. Maintain formula master pricing reports on all customers. Financial analysis of manufacturing statements. Analyze and interpret production, inventory and costing numbers to prepare reporting to operations; inclusive of recommendations for improvements/savings and forewarning to potential anticipated concerns. Notate research and explain variances. Prepare and communicate findings to Controller.

On an ongoing basis act as business partner with manufacturing production by developing reports or making recommendations based on numbers, trends, history which identify business opportunities, potential improvements in efficiency or cost savings. Inclusive in this process is recommendations of courses of action, and communications, which are presented, to production management, with a copy to the Controller.

Book financial transactions into accounting system, and prepare monthly general ledger reconciliation reports. Perform ad hoc reporting and analysis as requested.

AA / 2 year accounting degree required. 4-year college degree with major in Accounting/Finance preferred. (BS/BA). 1 year accounting experience required; 3 years experience preferred. 1 year prior accounting experience in a manufacturing environment required. Analytical abilities. Skill to distinguish between relevant and irrelevant costs within a given situation. Capacity to run risk vs. reward and situational analysis reports to make and substantiate recommendations for improvements, changes or to issue forewarnings. Negotiation skills. Ability to perform in a dynamic environment. Ability to work independently. Extreme attention to detail. Strong research skills. Honesty, integrity, and ability to maintain strict confidentiality with sensitive information. Excellent oral and written communication skills. Ability to translate accounting numbers and reports into layman – production terms. Ability to work within structure of monthly schedules and repetition of processes. Proficiency with: Word, Excel, Access, Accounting packages. All interested applicants can submit resume to: mmiller@byeaseptics.com Or mail resume to: 100 Hope Road, Byesville, Ohio 43723. Fax: 740-685-1443

Spherion Staffing

Spherion Staffing is accepting applications online: www.spherion.com/jobs
Company code: D128300. For more information, call 800-841-1650.

Applicants must provide two forms of identification, have a clean background, and have the ability to pass a drug test.

The Avon logo is displayed in white, spaced-out capital letters (A V O N) against a background of vibrant, overlapping diagonal stripes in shades of pink, magenta, and red.

Hello Tomorrow

The new Avon Distribution Center, located in Zanesville, has posted current job openings at www.avoncareers.com. Or you may call 888-678-5627.

THE DAILY JEFFERSONIAN

REPLYING TO A JEFF BOX

Address your reply to: Jeff Box (number) c/o The Daily Jeffersonian, PO Box 10, Cambridge, OH 43725.

The Daily Jeffersonian cannot disclose the identity of an advertiser using a box number. However, readers interested in positions but would like to avoid sending their resumes to certain companies can do so: Address your reply to the box letter. Place this envelope in a second envelope with a note listing the company you do not want to receive your resume. If the advertiser is anyone on your list, we will destroy your reply. Please address the second envelope to: Classified Blind Box Service, 831 Wheeling Ave., Cambridge, OH 43725

GENERAL

Operations Supervisor - Location Hebron, OH, US

Coordinates and supervises the daily and weekly activities that occur within assigned area of the location/operation; provides leadership, motivation, training, and development of workforce; executes against customer/site requirements; participates in continuous improvement activities as part of the site management team and ensures company policies are followed and site develops positive work culture that makes our Company First Choice for Associates.

Job Requirements:

Bachelor's degree or equivalent experience

Operations background

1-2 years logistics industry experience

1-3 years experience in lead/supervisor/management role

Meets corporate competency model requirements

Objective setting

Organizational skills

Staff management

Workload planning

Preventative maintenance routines

Facility management (i.e., maintenance, sanitation, etc.)

Interviewing skills

Communication skills

People skills
Fluency in English

Additional Details

Exel offers competitive wages, excellent affordable insurance benefits (including health, dental, vision and life), a 401K plan, profit sharing, paid vacation and holidays. Exel has a business casual environment and focuses on teamwork, associate development, and training.

APPLY ONLINE THROUGH www.ohiomeansjobs.com

For all postings in Lockbourne: Please apply in person at Luxottica, 2150 Bixby Road Lockbourne, Ohio 43137 or in WorkNet, 239 W. Main Street Lancaster, Ohio 43130. Resume required

Title: DC Associate 3 - Lockbourne

Education: High School

Description: Responsible for monitoring inventory, maintaining the daily schedule of audits, managing inventory reports, and processing inventory discrepancies to help ensure the overall accuracy of the warehouse inventory is accurate. Also provides the necessary support needed to assist their team in meeting the daily goals as established by the Distribution Manager and team leader. Work with management in coordinating all WMS inventories. Daily cycle counting of WMS (Warehouse Management System) locations in conjunction with the annualized counting plan. Researches, adjusts, and reports to management WMS inventory inaccuracies. Maintains records of all adjustments, discrepancies, and reports them weekly. Serves as a liaison between various internal/external vendors. Communicates potential quality issues to buyers. Maintains inventory control by cycle counting, processing store returns and entering inventory adjustments. Maintains a clean and safe work area. Identifies quality, process and work-flow problems. Communicates with the leadership team concerning problems, suggestions, and concerns. Works on special projects as needed. Pay based on experience. Tuition reimbursement. Reports to DC Manager. Starting pay will be based on experience. (.75 shift differential/hour.)

Requirements of Job: Excellent communication skills; verbal and written. Attention to detail/organizational skills. Excellent work ethic; ability to work independently with little direct supervision. Strong computer proficiency: MS Office. 2-3 yrs of distribution experience.(Inventory control experience strongly preferred. Excellent numbering and sequencing skills; good math skills. Detailed WMS knowledge very helpful. Data entry experience a plus. Ability to lift 30 lbs., bend, stoop, lift and stand for long periods of time. Able to rotate from sitting and standing for long periods of time. Bend or twist as needed. Use of repetitive motion of hands and wrists. Background check, reference check and drug test required.

Title: DC Associate 2 – Full Time- Lockbourne

Education: High School

Description: Provide support to assist their team to meet the daily goals as established by the Distribution Manager and team leader. Picks lenses and frames according to Rx. Packs and Ships completed Rx's. Receives and restocks new product into inventory. Maintains inventory control by cycle counting, processing store returns and entering inventory adjustments. Maintains a clean and safe work area. Identifies quality, process and work-flow problems. Communicates with the leadership team concerning problems, suggestions, and concerns. Works on special projects as needed. Reports to DC Manager & Team Lead. (.75 shift differential/hour.) Tuition reimbursement.

Title: Loss Prevention Supervisor- Lockbourne

Education: High School

Description: Oversees the Loss Prevention functions at the Luxottica Retail Columbus Manufacturing Facility with direct report responsibility to the Director, Loss Prevention Facilities. The LPS is instrumental in the implementation, development and maintenance of the Loss Prevention Programs at the Columbus Manufacturing Center. Will schedule and coordinate coverage of the Manufacturing Center and any satellite facility including maintenance of the CCTV and electronic card access system. Supports Field LPMs with preliminary shipment theft investigations. Monitors Order Management System for fraudulent activity. Monitors all fire and burglar alarms systems for the Manufacturing Center. Maintains safety supply inventory for Service Center. Maintains the physical security of each facility by inspecting operational controls. Audits and reviews Loss Prevention paperwork to include logs, request forms and reports. Researches and evaluates incidents originating from the Manufacturing Center. Ensures that the Loss Prevention equipment is secure and in good working order. Develops and implements strategies to control losses within the Service Center. Coordinates the completion of projects as assigned by Director. Implements and revises Loss Prevention Policy and Procedure Manual. The role also includes the training and development of manufacturing associates.

Maintenance Technician- Lockbourne

Education: High School

Description: Responsible for maintaining, troubleshooting, and repairing all facility equipment, which includes general facility maintenance and construction. Perform preventative maintenance on facility equipment as outlined in schedule; troubleshoot and repair equipment to maintain manufacturing schedules and/or needs. Complete general facility maintenance, i.e. plumbing, HVAC, electrical, mechanical or PLC as needed. Disassemble, clean, and repair all equipment both mechanically and electrically. Perform minor electronic repair, calibration, and alignment to equipment; ensure proper daily set-up and calibration of equipment. Track preventative maintenance, orders, and other equipment/tool activities in Megamations. Assist the maintenance team leader in the

training of manufacturing and maintenance associates. Aid the Total Quality Facilitator in the implementation of process improvements. Support, follow, and monitor all safety requirements and provide immediate feedback to all/any where necessary. Assume additional responsibilities and perform special projects. Tuition reimbursement. (.75 shift differential/hour.)

Title: Tech 1- Lockbourne

Education: High School

Description: This is an entry-level position in the manufacturing department. Responsible for supporting the production department by meeting productivity and quality standards. Full benefits after ninety (90) days. Tuition reimbursement. Hiring 2nd shift: Mon - Thurs 4:30 pm - 3:00 am and Weekend shift - Fri, Sat, Sun 12:00 noon - 12:30 am.

Retail Banker - Woodforest Bank Ohio-Cambridge

Excellent communication skills, both written and verbal, outstanding customer service achieving both customer satisfaction and retention, knowledge and enthusiasm about Woodforest bank products and services when talking to both customers and potential customers.

Participate in the team effort to accomplish branch goals

Education: High school diploma or equivalent

Experience

1 year customer service and or sales experience required

May substitute 1 year service in a nonprofit, community organization or volunteer role for work experience

May substitute 2 or more years college for 1 year work experience

Apply online: www.amightyriver.com



Pizza Hut – Full and Part time Team Members Cambridge, OH Southgate Pkwy. Apply www.snagajob.com

Shenandoah Travel Plaza – Needed experienced line cook and waitress and Fuel Clerk. Apply in person, no phone calls please.

All for Kids Early Learning Center – Hiring FT & PT positions teachers & teacher's aides. Mail resume to P.O. Box 1266 Cambridge, OH 43725 or drop off resume at 1405 E. Wheeling Ave. Cambridge, OH 43725.

U.S. Bank Part Time Teller - Cambridge, OH-090013742

Description

Become a part of our energetic team as a bank teller! The teller position is responsible for demonstrating excellent customer service in accordance with the U.S. Bank's Core Values, called "Service Advantage". Tellers handle routine financial transactions (deposits, withdrawals, advances, loan payments, merchant transactions etc.), and balances these transactions daily.

Average Hours Per Week 25

Apply online: www.usbank.taleo.net

Merchandiser – Part time employment for G&J Pepsi Cola Bottling Co. Apply on <http://ohiomeansjobs.indeed.com>

Office Manager Zanesville – Economy Linen

Office Manager to handle all aspects of the office operations. Duties to include accounts receivable, accounts payable, information technology, general office duties and management of staff. Ideal candidate must have a minimum of five years management experience, 4 year degree in accounting or related field, strong management and accounting skills, knowledge of IT, knowledge of Great Plains a plus, be self-directed and willing to be part of our top management team. Apply <http://hotjobs.yahoo.com>

ATT Part Time Retail Sales Consultant, Cambridge, OH

Position Description: Meet sales objectives for wireless phones, services, and accessories. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of new wireless products, accessories, pricing plans, promotions, and service features. Maintain knowledge of competitive offers and provide critical market feedback to the Store Manager regarding local competition and product/service needs. Handle service inquiries from customers. Preferred Qualifications: 1-3 years retail experience preferred. Apply online at: <http://www.jobserve.us> Job # 35478284 : JS508326

Industrial – Light industrial positions available, apply online at: www.employmentplus.com or in person at 35 Rix Mills Rd. New Concord.

ATT Sales Consultant, Cambridge – Wireless phone sales. 1-3 years retail experience preferred. Apply online <https://ohiomeansjobs.com> Ref # 177558

Secretary/Payroll Clerk: Full time, Duties: answering phones and serving as a point of contact for employee questions regarding payroll and benefits, and other general office duties. Must have solid computer proficiencies. Apply with resume to Jeff Box #3262

Administrative Assistant: Tucker & Tucker CPA firm in Cambridge. Requirements: Associate Degree in office admin, computer applications, including Word and Excel as well as operating a multi line phone system. Preferred: General bookkeeping to maintain cash records, accounts receivable and payable ledgers and payroll prep as well as ability to prepare client tax returns using tax software. Salary competitive and based on experience and education. Contact: Christine Tucker 439-5513

Heavy Equipment – Heavy Equipment Operator: Class A CDL w/lowboy experience. EEO. Send reply to Jeff Box 3249 c/o The Daily Jeffersonian.

Heavy Equipment – Heavy Equipment Operator: Class A CDL water and sewage line experience a must. EEO. Send reply to Jeff Box 3254 c/o The Daily Jeffersonian.

Bi-Con – Construction Project Management

Primary responsibilities of this position will include providing overall management for multiple construction projects in the natural gas field; assist field superintendent in schedule preparation, job set up and move in activities. Determine equipment, materials, and subcontract completion while monitoring cost, time and schedule of project. Maintain communication with customer and attend job meetings. Travel 25% of the time to job sites. Must complete 6-9 months of on the job training in the field. Must have a four year engineering degree or 3-5 years experience/knowledge of construction and management activities. Applicants should send resumes to: Bi-Con Services, Inc., 10901 clay Pike Road, Derwent, OH 43733. Attn: HR Department. www.bi-conservices.com

Carryout – Hiring for 1st & 2nd shifts cashiers. Apply Jeff Box #3160.

Transmission Rebuilder – Needed full time must know foreign & domestic, standard and automatics. Wages based on experience call (740) 484-0104

DRIVER

Western Express Inc. – Experienced OTR Van Drivers. Must be 21 years old and have 1 year over the road experience with CDL class A. Call 888-858-3372

Schneider National – Experienced over-the-road drivers enjoy immediate, comprehensive benefit coverage and a huge freight base to give you the miles you are looking for and loads to take you home more often. Apply online at www.schneider.com

US Express - Drivers wanted must live within 40 miles of Zanesville. Requires CDL A and 6 months experience. Call 866-475-3621 or email resume to www.expressdrivers.com

Landiar – Regional Fleet 3 pay raises in the 1st year great pay and full time benefits class A CDL and 1 year over the road experience. www.landiar.com or call 1-800-539-8016

MEDICAL

LPN - Part-time LPN needed to work in adult day service and family care giver education programs.

Skills needed: Must have a current Ohio LPN license. Must have current CPR certification. Must have basic skill level in MS Word.

Preferences: Knowledge and experience working with patients with Alzheimer's Disease. Prior experience working in a non-profit agency or small company. Basic skill level in MS Excel.

Mail resume to:

Carol Strawn Center
Attn: Center Director
126 W. Church Street
Newark, Ohio 43055

Fax resume to: 740-345-5199

Call 740-345-5190 for more information. The Carol Strawn Center is an Equal Opportunity Employer.

Youth Leader FT, PT and On-Call – Pomegranate Health Systems has career opportunities available for qualified individuals with a desire to care for and help children and adolescents recover from mental illness. Qualifications: flexible schedule, must be at least 21 years old, previous mental health experience is helpful Application are being accepted at Pomegranate Health Systems Atten: Human Resources 60691 Southgate Rd. Byesville, OH 43723 phone: 439-9900

Private Duty RN & Home Health Aide – Please include qualifications and experience. Send reply to Jeff Box #3261.

Summit Acres – Work 3 days per week and become eligible for full-time benefits. Summit Acres is looking for career minded individuals who are state tested nursing assistants or interested in being trained. Summit Acres provides competitive wages and benefits. Apply in person by stopping in the nursing office, 44565 Sunset Road, Caldwell. 740-732-2364.

PT-OT-CC/SLP-PTA-COTA PRN – All needed at Monroe County Care Center in Woodsfield. Contact Dorothy at 866-925-8580 ext 104 or dtragesser@encoreererehabilitation.com