



**August 30, 2010**

Guernsey County job listings provided by the Guernsey County Opportunity Center  
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 Tips/Advice**  
**Job Search Assistance**

**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 and Thursdays from 8 a.m., to 4 p.m.**

**Guernsey County Opportunity Center Manager: Sue Thomas Sikora.**  
**Guernsey County Opportunity Center Case Managers: Maria Schockling, Vickie McCauley,  
Karen Winnett, and Deborah Scott**  
**Guernsey County Opportunity Center Resource Room: Steve Mourer**  
**Guernsey County Opportunity Center Receptionist: Constance Harris.**

**Discover Your One Stop Center Orientation  
Mondays & Wednesdays at 10 a.m.**

**Introduction to W.I.A. Training Services  
Tuesdays and Thursdays at 10:00 a.m.**

**[WWW.GUERNSEYWORKS.COM](http://WWW.GUERNSEYWORKS.COM)**  
**[WWW.THEONESTOP.ORG](http://WWW.THEONESTOP.ORG)**

**9900 Brick Church Road/Route 660 Cambridge, OH 43725**  
**Phone: 740-432-9317 Fax: 740-439-1735**  
**Hours: Monday– 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**

<a href="http://www.guernseyworks.com">www.guernseyworks.com</a>	Guernsey County Opportunity Center
<a href="http://www.jobandfamily.com">www.jobandfamily.com</a>	Muskingum County Opportunity Center
<a href="http://www.theonestop.org">www.theonestop.org</a>	Guernsey/Muskingum/Licking/Coshocton One Stops
<a href="http://www.ohiomeansjobs.com">www.ohiomeansjobs.com</a>	Ohio Job Bank/State Job Matching System
<a href="http://www.southeasternohiohelpwanted.com">www.southeasternohiohelpwanted.com</a>	Southeastern Ohio Help Wanted
<a href="http://www.americasjobexchange.com">www.americasjobexchange.com</a>	Search Engine
<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>	Career Builder Search Engine
<a href="http://www.columbus.jobs.com">www.columbus.jobs.com</a>	Columbus Jobs (includes Zanesville)
<a href="http://www.monster.com">www.monster.com</a>	Monster Board
<a href="http://www.ajb.dni.us">www.ajb.dni.us</a>	America's Job Bank
<a href="http://www.careerjet.com">www.careerjet.com</a>	Employment Search Engine
<a href="http://www.employmentspot.com">www.employmentspot.com</a>	Employment Spot
<a href="http://www.indeed.com">www.indeed.com</a>	Indeed Job Bank
<a href="http://www.jobster.com">www.jobster.com</a>	Job Bank
<a href="http://www.atotalstaffing.com">www.atotalstaffing.com</a>	Action Total Staffing
<a href="http://www.spherion.com/jobs">www.spherion.com/jobs</a> (D128300)	Spherion Staffing Service
<a href="http://www.careers.ohio.gov">www.careers.ohio.gov</a>	State of Ohio Jobs
<a href="http://www.usajobs.gov">www.usajobs.gov</a>	U.S.A., Federal Government
<a href="http://www.coz.org">www.coz.org</a>	City of Zanesville
<a href="http://www.lcounty.com">www.lcounty.com</a>	Licking County
<a href="http://www.co.franklin.oh.us">www.co.franklin.oh.us</a>	Franklin County
<a href="http://www.csc.cmhmetro.net">www.csc.cmhmetro.net</a>	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](http://www.atotalstaffing.com) or 432-1904.

Mancan Staffing Service – [www.mancan.com](http://www.mancan.com) or 439-5060.

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

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

Employers Overload – [www.employersoverload.com](http://www.employersoverload.com) or 740-455-7455.

Adecco – [www.adeccousa.com](http://www.adeccousa.com) or 304-243-1400.

Employment Plus – [www.employmentplus.com](http://www.employmentplus.com) or 740-826-7565

**\*\*\*\*\* *New This Week!!!* \*\*\*\*\***

---

**Transportation Clerk – Zanesville, OH**

This position will be responsible for interacting with delivery vendors, Representatives, District Managers, and Customer Care to provide clerical functions and support for order delivery, delivery exception reporting, data collection, and tracing. Incumbent will generate duplicate and non-Representative shipments as required and perform the necessary follow-up, account maintenance, and record keeping associated with the process. Incumbent will also receive and provide information to delivery agents to support accurate and on time delivery of daily orders shipped and perform clerical, reporting, or contact functions as required to support the overall Transportation department objectives. High school diploma, GED, or equivalent work experience, ability to learn to use personal computer, including Microsoft Office applications, Internet navigation, and email functions, ability to learn Representative database system for account inquiry and maintenance, and accurate manipulation of financial account balances for crediting and charging Representatives for lost order situations, may be required to train and receive hazmat certification for hazmat declaration purposes within three months of starting position, excellent written and verbal communication skills, ability to handle pressure and demonstrate flexibility, ability to demonstrate good interpersonal skills and take initiative on specific issues, ability to prioritize handling of situations, must be able to work overtime as needed. Apply online at [www.avoncompany.com](http://www.avoncompany.com) and click career opportunities.

8/30

**Auto Technician – Cambridge, OH**

Opening at Reeds Top Tech. Competitive wages and benefits, positive atmosphere. 695 Southgate Pkwy, Cambridge. (740) 432-4263.

8/30

**Temporary Driver – Cambridge, OH**

Temporary Driver. You will be employed and paid by a staffing agency while on temporary assignment to FedEx Ground or FedEx Home Delivery. It's extra cash and a chance to work with an industry leader. You will be supplied with an industry leader. You will be supplied with a truck and everything you need to pick up and deliver our customer's packages. Qualifications 21 years old or older Clean driving record Drug screen, background checks and physical required Customer Service skills. No equipment necessary Minimum of six months experience driving a like-sized commercial vehicle within the last three years is required. One year commercial driving experience strongly preferred. Bring work history for immediate consideration! FedEx Ground Mon.-Fri., 10 am – 3 pm. 8705 Commerce Drive Cambridge, OH 43725. You may also send a resume to: CentralResumes@ground.fedex.com. Please include code ZANE in the subject line.

8/30

**Heavy Equipment Operator – Dover, OH**

Penn-Ohio Coal Company is currently accepting applications for Heavy Equipment Operators. Competitive wage and benefit package. Stop in and complete an application or mail resume to: Penn-Ohio Coal Company, DBA Kimble Clay and Limestone, HR Director, 3596 State Route, 39 NW Dover, Ohio 44622.

8/30

**Mechanic – Dover, OH**

Penn-Ohio Coal Company is currently accepting applications for Mechanics. Competitive wage and benefit package. Stop in and complete an application or mail resume to: Penn-Ohio Coal Company, DBA Kimble Clay and Limestone HR Director, 3596 State Route, 39 NW Dover, Ohio 44622.

8/30

### **Food Service Manager – Cambridge, OH**

Seeking individual to manage and supervise fast paced kitchen and nutrition program. Ideal candidate must be able to communicate effectively; manage and supervise nutrition and kitchen personnel; be highly organized and efficient; task, solution and goal oriented; and possess: Serve Safe Certification, Prior Restaurant or Food Service Experience, Catering Experience, Culinary Arts Training or Degree, Computer Knowledge and Experience. At least 2 years supervisory or management experience. Please send professional resume, references and salary history to Box 3612 c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/30

### **Multiple Positions – Zanesville, OH**

Adjunct Faculty Opportunities. The Developmental Education Department at Zane State College has adjunct faculty openings for fall quarter for Reading, English, and Math courses scheduled during the day. For position qualifications and application information, please see our website at: [www.zanestate.edu/humanresources](http://www.zanestate.edu/humanresources) or contact Becky Ament at 740-588-1322

8/30

## **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 \*\*\*\*\***

---

**Warehouse Supervisor – Zanesville, OH**

Dollar General Warehouse in Zanesville seeks a Warehouse Supervisor. If you have been successful in a front-line supervisory role in a large distribution center or manufacturing environment, this could be the right opportunity for you. The successful candidate will have a demonstrated track record of success in coaching and developing a team, driving tangible business results, and leading change in a values-centered environment. This opening is for 2nd shift and as business needs dictate must be flexible to work weekends. Strong attention to detail, demonstrated people skills and passion for leading in a team environment, strong oral and written communication skills, computer skills: warehouse management systems, Word, Excel, and payroll/personnel systems such as KRONOS. A minimum of two years of supervisory experience. Bachelor's Degree in Logistics or Business preferred Dollar General invests in the future of our associates with a generous benefit package. Health, dental, vision and life insurance. Competitive salary and bonus opportunity, AD&D insurance, matching 401K, tuition reimbursement, paid vacation, relocation assistance, values centered work environment. Visit [www.dollargeneral.com](http://www.dollargeneral.com) to apply

8/27

**Janitor – Cambridge, OH**

Xtreme of Cambridge Guernsey Counties premier motorcycle and ATV dealer is in need of a full time janitor. Interested parties can submit a resume and apply at 2325 Southgate Parkway or contact Jay Bruce at (877)44-XTREME

8/27

**Full-time Sales Staff – Cambridge, OH**

Xtreme of Cambridge Guernsey Counties premier motorcycle and ATV dealer is in need of an experienced sales person. Interested parties must have a background in either motorcycle or automotive sales and have experience with power sports. Interested parties can submit a resume and apply at 2325 Southgate Parkway or contact Jay Bruce at (877)44-XTREME.

8/27

**Deck Builder / Framer – Byesville, OH**

Deck Builder/Framer needed for local company. Call (740) 685-2031

8/27

**Administrative Assistant – Cambridge, OH**

Local company is in need of an Administrative Assistant. This position will start immediately, with possibility of going permanent. The perfect candidate will possess strong Microsoft Excel and PowerPoint skills. Must have excellent verbal and written skills, along with great attendance. 1-3 years experience. Must pass background check and drug test. Interested applicants need to come to the Mancan office at 914 Wheeling Avenue Cambridge, Ohio 43725 with a resume and two forms of government issued identification with you.

8/26

**Certified Structural Welder – Derwent, OH**

We are now accepting applications for the position of Structural Welder for a shop position we have at our office here in the Cambridge area. Starting pay is \$12.00 - \$18.00 depending on experience. All applicants must have a minimum of 2 yrs structural welding exp. Prefer someone who has current AWF 1.1 certification and ASME certifications as well. We can train/certify applicants if needed. Must be able to work in the Cambridge area on daily basis. Must be able to work 40hrs or more a week. Must be drug free. Must have valid DL and reliable transportation. Fax resume to Ladd Schuling at 1-888-443-7055

8/26

### **Interim General Labor – Coshocton OH**

Kraft Foods is hiring general labor positions. Employees will perform general production duties in a food-manufacturing environment and will be subject to strict product standards. Interested individuals must be able to work in a fast paced, multifaceted environment and meet defined physical activities (lifting up to 25 lbs., bending, carrying, pushing, pulling, or other activities as needed. Pay starts at \$11.50 per hour with an increase to \$14.00 after 2.5 years. Potential candidates must be at least 18 years of age, pass a drug screening and a background check. High school diploma or GED required. Stable work history and one year prior manufacturing experience preferred. Potential candidates must be available to work all shifts and overtime, as necessary. Candidates who have previously applied within the last 12 months need not reapply. Resume is required for consideration for this position! High School Diploma, ability to work in a team, be able to adapt to new positions, must be a self starter, ability to show good decision making skills. To apply, visit [www.kraftfoodscompany.com](http://www.kraftfoodscompany.com) and click "Join Us"

8/26

### **Assistant Manager – Zanesville, OH**

Gabriel Brothers is seeking an Assistant Manager. A successful candidate must have supervisory experience in a retail environment (soft-line preferred) or equivalent experience. All management positions require excellent communication, leadership, merchandising, administrative and customer service skills. All management positions offer hands-on training and a competitive salary/benefits package. Enjoy professional development in a ground-floor retail organization! If you are a seasoned soft-lines manager, this will be the best clothing retail company you will work for! Excellent salary wage, bonus program and a benefits package that includes medical, paid vacation, 401(k) and generous store discounts. If you possess a strong apparel and retail management background, excellent communication skills, merchandising, administrative skills and are ready to learn in a fast paced hands-on environment we may have the position for you. Successful management will have a minimum of two years Store Manager Big Box retail experience or equivalent. Ensure store presentation is consistent with company standards. Develop creative plans to increase store sales and decrease loss. Provide training and development for Manager and Associates. Manages store expenses and payroll to best address the needs of the business. Maintain communication with District/Regional Management to stay abreast of company initiatives. Excellent verbal and written communication skills. Knowledge of retail operations, human resources, and shrink reduction plans. Email resumes to [tammy.saxion@gabes.net](mailto:tammy.saxion@gabes.net)

8/26

### **Purchasing Clerk, Cambridge, OH**

Metallurg Vanadium Corporation, a leading US producer of ferrovanadium, currently has an opening for a Purchasing Clerk. Strong data entry skills and experience in Microsoft Office programs, particularly Word, Excel, and Power Point. JD Edwards operating system experience is preferred, but not required. Good written and verbal communications skills, as well as strong planning, organizational and multi-tasking abilities. Attention to detail and good follow through skills are imperative. Associate's degree in business and/or 2 years experience in purchasing preferred, but not required. Responsible for obtaining purchased items by forwarding orders to suppliers; tracking and expediting orders. Communicate effectively with suppliers and internal customers. Provide assistance with reporting and projects as well as administrative support for the department. Qualified applicants should mail or fax, resumes to Stacy Carr, Metallurg Vanadium, 60790 Southgate Rd, Cambridge, OH 43725, fax - 740-439-5990

8/24

### **Receptionist – Cambridge, OH**

Physician Group seeking Front Office Receptionist. Must be a self motivated team player. Experience preferred. Full time hours with benefits. Send reply to Box 3611, c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/25

### **Manager / Stylist – Cambridge, OH**

Managers & Hairstylists needed For Famous Hair Salon in Cambridge. We are currently looking for talented and licensed hairstylists who are interested in having fun while earning great money working in our beautiful, high-potential location in Cambridge. You supply your license and shears, we supply the rest. For a confidential interview, Call 1-888-888-7778 X 42860. Ask for Michele

8/27

### **Counter / Cashier / Presser – Cambridge, OH**

Part-time, possible full time position at Acme Cleaners. Operate cash register, customer service, answer telephone, press clothes. Pay based on experience. Submit resume at the Opportunity Center, 9900 Brick Church Road, Cambridge, Ohio.

8/25

### **Carpet Cleaner / Route Delivery – Cambridge, OH**

Part-time position at Acme Cleaners. Must have valid drivers license. Some physical labor required. Pay based on experience. Submit resume at the Opportunity Center, 9900 Brick Church Road, Cambridge, Ohio

8/25

### **Shift Leader – Zanesville, OH**

Owens Illinois is seeking a qualified Shift Leader to join our team at our manufacturing facility in Zanesville, OH. Successful candidate will supervise approximately 40 hourly employees in the continuous operation of the plant's hot-end and cold-end production activities, assist FMU Leaders in maintaining focus on overall plant goals, continuous process improvements, employee relations, and outstanding quality & production efficiencies. **This position requires working a 24/7 rotating shift.** Essential duties & responsibilities: Ensures quality and productivity by monitoring and performing mechanical, visual, and information system checks, reviews shift operation and makes decisions and implements actions relative to changes on shifts that may impact processing, procedures, personnel, equipment, and customer requirements, makes recommendations regarding how plant operations can further improve to meet safety, quality, service, and productivity goals, ensures that all people in work group are adequately trained and are knowledgeable of department procedures, understands ISO-9002 standards and performs responsibilities in accordance with these standards, has knowledge and understanding of all customer requirements, has knowledge and understanding of plant emergency procedure, monitors job change progress through work force and assists in quality decisions, monitors production database (Workbrain), PIC, CSSC, MCS, FSC High school diploma required; Associates or Bachelor's degree preferred, 3-5 years leadership experience in a manufacturing environment, knowledge of informational systems, and MS Office. For more information, and to apply, visit [www.o-i.com](http://www.o-i.com), in the "About O-I" tab, click careers, search jobs/salary.

8/24

### **Maintenance/Custodian – Cambridge, OH**

Position will be supervised. Responsibilities will be cleaning of assigned areas of facility; setting up, clean-up for meetings and activities. Also perform general handyman duties and basic repairs; keep outside perimeter of facility clean. Morning work hours. Benefits are available. Provide work reference with your reply. Send reply to Box 3609, c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

### **Early Childhood Literacy Specialist - Zanesville, OH**

The Muskingum County Library System seeks an individual with the expertise and passion to develop literacy skills in young children to foster lifelong readers. Applicant must be experienced in developing and presenting programs for children birth to age 5 that introduce literacy skills. Computer experience with emphasis on internet searching is a plus. Responsibilities include planning and presenting children's programs, reference services, and assisting in materials selection and collection development. Must possess Bachelor's degree in Early Childhood or Elementary Education (Pre-school - grade 3). Salary is \$13,36 per hour. Benefits: Health and life insurance, 10 days vacation, 15 days sick leave, 4 personal days, and usual holidays. Qualified applicants should send a letter of application, resume, three (3) letters of reference and official undergraduate school transcripts to: Lynn Mercer, Human Resources Manager, Muskingum County Library System, 220 North Fifth Street, Zanesville, Ohio 43701. Deadline for applications is 08/06/10.

8/24

### **Teachers Aide – Cambridge, OH**

GMN Tri-County CAC, Inc. is accepting applications for a Temporary Teacher Aide position which may end January 2011. Location: Beech Grove. Hours per week - 40 Weeks per year - 42 Starting hourly rate: \$7.66. Major Responsibilities: To assist the teacher in providing children with a learning environment and the varied experience which will help them develop socially intellectually, physically, and emotionally in a manner appropriate to their age and stage of development toward the overall goal of social competence. Must adhere to and follow all objectives outlined in the program area plans and Head Start Performance Standards. Qualification: Actively pursuing a Child Development Associate Credential (CDA). Applications may be obtained at the following locations: 615 North St. Caldwell, Ohio 43724. Beech Grove Lane, Cambridge, Ohio 43725. Airport Rd., Woodsfield, Ohio 43793. Deadline for in house transfers is: 8/24/10 by 4:30 pm. at the Caldwell Office Deadline for in house applications is 8/27/10 by 4:30 pm. at the Caldwell Office Deadline for applications is 8/31/10 by 4:30 at the Caldwell Office.

8/24

### **Marketing Coordinator, Coshocton, OH**

Coshocton Hospital is seeking qualified candidates for the position of Marketing Coordinator. This position is responsible for marketing and marketing communication activities for all Hospital operations that include our 56 bed acute care hospital as well as several hospital owned physician practices. Qualified applicants should have a Bachelors Degree in marketing, communications or related business field. A minimum of 2-3 years of marketing related experience is required. Successful candidates will have previous experience in the following: competitive market data and message development, website content development, management of marketing/media consultants, and development of formal marketing plans. The position provides a competitive salary and benefits package and has the opportunity to make an immediate impact on hospital operations. To apply, visit [www.ccmh.com](http://www.ccmh.com) and click Careers With Coshocton.

8/24

### **Remanufacturing Technician – Byesville, OH**

Daimler Trucks North America LLC, along with its affiliate company Detroit Diesel Corporation is seeking Remanufacturing Technicians. Candidates applying for these hourly positions must be open to working in a team environment as well as individually. Qualifications include: mechanically inclined individual, willing to work overtime, available to work any shift, willing to present and accept new ideas in a Lean Manufacturing environment, good problem solving skills and solid work ethic. Some positions require a machining background. Successful candidates must have a high school diploma or GED and 2 years experience in a manufacturing setting (preferably assembling or machining heavy equipment). Final candidate must successfully complete a pre-employment drug screen and criminal background check. To apply, visit [www.detroitdiesel.com](http://www.detroitdiesel.com)

8/24

### **Painter/Sandblaster – Cambridge, OH**

Immediate opening for Industrial Painters/Sand blasting. Need resume. Call Action Total Staffing for appointment at 432-1904.

8/24

### **Grants Compliance Administrator in the Community Development – Zanesville, OH**

Department for the City of Zanesville The Civil Service Employment Office is now accepting applications for the position of Grants Compliance Administrator in the Community Development Department for the City of Zanesville. This exam is open for consideration to ALL CITY EMPLOYEES and the general public. Preference will be given to City Employees for Promotional Opportunity. Pay rate is between \$13.00 – 15.98 40 hours per week. Must be available to work overtime. Must possess an Associates Degree in Business Administration, Accounting or Environmental Science, with training or experience in environmental issues, financial management, labor compliance and construction management. Must possess a state motor vehicle operator's license. For a full job description, visit [www.coz.org](http://www.coz.org). **Deadline to apply is September 3, 2010.** Apply from 9:00 – 11:00 A.M. and 1:00 – 4:00 P.M. at the CIVIL Service Employment Office Municipal Building, 401 Market Street, Zanesville, Ohio 43701

8/23

### **Environmental Maintenance – Zanesville, OH**

Local company seeks to fill environmental maintenance position Candidate must possess a high school diploma, must have at least three-years verifiable work experience in an industrial setting. Must be familiar in working on/with wet and dry air pollution control equipment and waste water treatment equipment including but not limited to fans, filter presses, pumps, gearboxes, motors, pneumatic and hydraulic systems. Candidate must be willing to work any shift. This position offers competitive wage and benefit package including medical, dental, vision, and life insurance, 401k, etc. Interested candidates need to submit salary history and resume to: Box # 1872 -M, c/o Zanesville Times Recorder, 34 South 4th Street, Zanesville, OH 43701

8/24

### **Production Planner – Byesville, OH**

Daimler Trucks North America LLC, along with its affiliate company Detroit Diesel Corporation is seeking a Production Planner. The successful applicant will provide all productive and non-productive material required to achieve the production materials, activities or processes, monitor and manage material and supply inventories, record production data, including volume produced consumption of raw materials and quality control measures, estimate/forecast materials or labor requirements, confer with supervisors to assess progress and discuss needed changes, coordinate accounting activities for purpose of invoice corrections/transmittal information, price corrections, and material cost calculations. High level of attention to detail needed. Requisition and maintain inventories of materials, supplies and equipment necessary to meet production demands, assist in managing the cycle counting program, revise production schedules when required due to labor or material shortages, backlogs or other interruptions, collaborating with management, production, engineering and work orders, monitor the shipping and receiving operations of the facility and distribute production schedules and work orders to departments, arrange delivery schedules Bachelors Degree and at least 2 years of related experience or an Associates Degree and 4 years of related experience is required. Proficiency in Microsoft Office is required. Some group leader / supervisory / project lead experience, knowledge of material requirement planning systems and corporate tracking systems and experience in automotive parts handling including warehousing and inventory control is preferred. Final candidate must successfully complete a pre-employment drug screen and criminal background check.

8/24

### **Information Technology Manager– Byesville, OH**

Daimler Trucks North America LLC, along with its affiliate company Detroit Diesel Corporation is seeking an Information Technology Manager. The successful applicant will provide advanced leadership in planning, procuring, designing and implementing the proper technologies to meet the business needs of the company, define annual plans, projects, produce schedules, and report progress to management, teach and mentor support staff, provide training classes, one on one support, design help and complex debugging assistance, as needed, set team policies in relation to work activities, off-hour support and communication, acquire, maintain, and expand knowledge of relevant product offerings, current support policies and methods of support delivery on company systems, software or hardware, communicate business requirements and associate these with projects and daily operations of various IT teams, present suggested technologies and strategic direction to various levels of management, as required, define, develop and communicate user/technical service policies and documentation for products supported by the Infrastructure and Application support groups, provide expert level problem resolution services to DTNAs IT organization, collaborate with other IT Managers to ensure integrated processes are established, provide leadership in projects requiring convergence of technologies. Assigned management responsibility for outsourced consulting firms, dealers and/ or third-party relationships.

Bachelors degree in computer science or related field and 4 years of experience or an Associates degree and 6 years of experience is required Thorough understanding of system and/ or application development life cycle as related to a specific Competency Center/ Service Center is required Comprehensive knowledge of problem analysis, structured analysis, and design and programming technique is required Proven ability to translate business needs into technical requirements is required 1 year group leader/project leader/mentoring experience is required. Proficiency in Microsoft Office is required. Final candidate must successfully complete a pre-employment drug screen and criminal background check. Visit [www.detroitdiesel.com](http://www.detroitdiesel.com) to apply.

8/24

### **Transportation Manager – Cambridge, OH**

The State of Ohio is seeking a Transportation Manager. Starting pay is \$19.19 per hour. Successful applicant will supervise & assist employees engaged in highway maintenance programs or projects Operate heavy motorized equipment associated with work crew activities, reviews 502s for accuracy and completeness, inspect progress of ongoing and completed projects for assigned area; completes progress reports on ongoing projects; prepares and maintains reports for assigned area, enforce departmental policies, and instructs employees on equipment operation, construction procedures and safety regulations, maintain daily work records of equipment and material usage; contact vendors to order materials, parts, supplies and/or services; complete requisitions for materials, equipment and tools; inventory materials, parts and supplies and maintain inventory records; operate personal computer and/or enter data into computer, assure accuracy of data entered into transportation management system (TMS), investigate inquiries/complaints and provides information to general public and/or public officials in response to inquiries, settle minor complaints from general public and refers major complaints to higher authority; attend training sessions and seminars. Requires 2 yrs. training. or 2 yrs. exp. in highway maintenance, associated safety practices, & in using/operating associated equipment. Requires Class A commercial drivers license. For full job description, and to apply, visit [www.careers.ohio.gov](http://www.careers.ohio.gov). Closing date to apply is Wednesday September 1, 11:59PM

8/24

### **Airport Attendant – Cambridge, OH**

Airport Attendant needed for weekend shifts. Background check may be required. Send resumes to PO Box 73, Cambridge, Ohio 43725

8/26

### **Supervisor II – Byesville, OH**

Daimler Trucks North America LLC, along with its affiliate company Detroit Diesel Corporation is seeking a Supervisor. The successful applicant will direct and coordinate manpower, parts and process flow to minimize work in progress, eliminate shortages and maximize efficiency, analyze charts, work orders, production schedules, other records and reports in order to determine production requirements, evaluate production requirements and outputs achieving daily rates in a linear fashion while monitoring product quality to achieve a superior quality reputation, observe work and monitor gauges, dials and other indicators to ensure that operators conform to production or processing standards, establish, evaluate and communicate goals for each area, confer with other supervisors to coordinate operations and activities within or between departments and shifts, maintain discipline and develop systems for safety through enforcement of company policies and regulations, demonstrate equipment operations, work and safety procedures to new employees or assign employees to experienced workers for training, inspect materials, products and equipment to detect defects or malfunctions, plan and establish work schedules, assignments and production schedules to meet production goals. Maintain employee performance records, time cards and vacation scheduling, monitor daily and weekly overtime ensuring policy compliance, confer with management or subordinates to resolve worker problems, complaints or grievances, interpret specifications, blueprints, job orders and company policies and procedures for workers, oversee the shipping and receiving operations of the facility. Must be knowledgeable and proficient in computer programs (excel, word, email) assist in the set-up, programming, and troubleshooting of CNC equipment and processes, lead and assist in the design and development of new machining and recovery projects including tooling and fixturing, develop quotations for new machining projects including machining equipment, tooling and manpower, manage tooling needs and drive continuous tooling cost reductions for machine shop equipment and participate in the development and implementation of a machinist apprenticeship program. Bachelors degree and 2 years experience or an Associates degree and 4 years experience are required. Final candidate must successfully complete a pre-employment drug screen and criminal background check. Visit [www.detroitdiesel.com](http://www.detroitdiesel.com) to apply.

8/24

### **Customer Service Representative – Cambridge, OH**

Peoples Bank is hiring full-time and part-time Customer Service Representatives. As a customer Service Representative, you will provide excellent customer service to customers regarding daily transactions, addressing inquiries, and problem resolution in accordance with Peoples Bancorp policies. High school degree, GED or foreign equivalent required. Customer service, sales and/or computer experience is strongly preferred. Work involves extensive cash handling, which requires ability to perform advanced math functions. Work involves contact with the public, necessitating the ability to present a professional image. Must be able to work in a team environment with the ability to interact well, and in a positive manner, with co-workers and management. Need to have flexibility in scheduling. For full job description and qualifications, or to apply, visit <http://peoplesbancorpcareers.silkroad.com/>

8/24

### **Dairy Farm – Norwich, OH**

Employee needed on Dairy Farm. Full time, feeding, milking and some field work. Trailer lot avail. Norwich. (740) 872-3648

8/24

### **Mechanic/Lube Tech – Cambridge, OH**

Part time Mechanic/Lube Tech needed, must have exp. and own tools. Send reply to Box 3568 c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/24

### **Student Success Transition Advisor (part-time) – Zanesville, OH**

Provide academic and career advisement related to quarter to semester conversion. Administer and interpret results of the placement tests and College Student Inventories (CSI). Assist with course selection and registration; add/drop slips, and withdraw forms. Develop and initiate proactive interventions. Provide assistance to faculty, staff, and community agencies with regard to students' attendance and academic progress. Assist in the development and instruction of orientations and educational opportunities to help students become successful at college and provide personal growth. Participate in College committees. Minimum of a Bachelor's Degree with emphasis in education, guidance, counseling, student personnel, or related field. Must possess good interpersonal communication, and critical thinking skills; demonstrate good time management and organizational skills. Must be knowledgeable of college programs and curriculum requirements. Basic knowledge of test administration and interpretation skills. An understanding of adult development and the under-prepared student. An acceptance of diversity and desire to assist adults. Experience in facilitating and presenting to small and large groups. Ability to develop statistical reports. Basic computer literacy. This is a 12-month, 20 hour per week position – grant funded position. Interested applicants must submit a Zane State College application form, cover letter, resume, and college transcripts (unofficial are acceptable at this time). **Application deadline is September 7, 2010 by 5 p.m.** Contact Human Resources Department (740) 588-1285 with any questions

8/23

### **Trainer – Coshocton, OH**

Immediate opening for a full time trainer at Hopewell Industries. If interested, please send resume to Jill Lahna, Coshocton County Board of DD, 23720 Airport Road, Coshocton, OH 43812

8/24

### **Administrative Assistant II – Zanesville, OH**

Zane State College was established in 1969 and is located in Zanesville in southeastern Ohio, just 55 miles east of Columbus on I-70. Assists with SSS application information, eligibility data, action plans, career interest surveys, and academic need data. Maintain information release forms, class schedules, tutoring documentation, and SSS commitment forms. Maintain records of workshop and cultural events attendance and advising/counseling contacts for the SSS program. Assists with office activity and schedule appointments for professional staff. Assist Student Success Transition Advisors and Director of Career & Employment Services with monthly, quarterly, and annual reports. Registration responsibilities-data entry for enrollment, drop/add, withdrawals, processing of paperwork, forwarding communication to faculty, Admissions and Records, and maintenance of paperwork and files. Continually monitor completers' status and generate a year-end report for program evaluation. Assist with employer opinion and graduate opinion surveys to determine levels of satisfaction. Process job lead information for students and alumni. Assists with Accuplacer and College Student Inventory. Maintain and update student data files utilizing Jenzabar and PC software. Assist with office activities, e.g., orientations, workshops, graduation, etc. Minimum of an associate degree in administrative office assistant, business administration, microcomputer applications, or related area. Strong interpersonal skills and strong computer skills in data management and spreadsheet, and word processing required with desktop publishing skills preferred. Two or more years of relevant experience required. Must possess excellent written and oral communication skills. Must possess ability to prioritize duties as needed and maintain confidentiality. This is a 12-month, grant funded position. Excellent benefits including medical, dental, vision, life, and retirement. Interested applicants must submit a Zane State College application form, a letter of application, resume, transcripts (unofficial are acceptable). **For full consideration, all documents mentioned above must be submitted together by the application review date. Application deadline is September 7, 2010 by 5 p.m.** Contact Human Resources Department (740) 588-1285 with any questions.

8/23

### **Multiple Positions – Byesville, OH**

Island Aseptics, a division of Island Oasis has been supporting beverage manufacturers with contract packaging solutions for more than 30 years. We are seeking supervisors, maintenance technicians, quality technicians and a staff accountant to join our Byesville team. Qualified applicants will have a strong manufacturing background. Food manufacturing preferred. We offer competitive wages and a full benefit package. Island Aseptics is an Equal Opportunity Employer. All interested applicants can mail resumes to Island Aseptics, LLC, 100 Hope Avenue, Byesville, OH 43723. Resumes can also be e-mailed to mmiller@islandaseptics.com.

8/23

### **Housekeeping – New Concord, OH**

Housekeeping position at Beckett House. 32 hours per week. Apply in person.

8/24

### **Mechanic/Labor – Zanesville, OH**

Benefits, health, dental, vision, 401k. Must be 18 yrs. or older. Must have valid driver's license. Apply Zanesville Memorial Park Cemetery.

8/23

### **Inventory Control Clerk – Cambridge, OH**

Telling Industries, LLC is Seeking a Qualified Inventory Control Clerk. Must possess strong organizational and computer skills and be able to work in a team environment. Send or drop off your resume to: Telling Industries, LLC, 2105 Larrick Rd. Cambridge, Ohio 43725

8/20

### **Electrical Maintenance – Mt. Vernon, OH**

Action Total Staffing is filling a position for a manufacturing company in Mt. Vernon. This position is temp to hire, with starting wage of \$13.50 per hour, increasing to up to \$18.00 per hour after hire. Successful candidate must have a strong industrial electrical background with knowledge of PLC, troubleshooting, hydraulics and pneumatics, etc. Contact Trish at Action Total Staffing in Gahanna, Ohio at 1-614-626-8820.

8/20

### **Behavioral Specialists – Bethesda, OH**

New Horizon Youth Center is seeking applicants for Full Time Behavioral Specialists for a 22-bed Residential Facility for Adolescents 11-18 years of age. An Associates Degree is required or 1 year experience working in a Residential Unit. Shift and Weekend work is also required. Qualified individuals please submit resume to: New Horizon Youth Center, 40060 National Road Bethesda, Ohio 43719.

8/20

### **Maintenance Supervisor – Coshocton, OH**

The worlds largest U.S. flag manufacturer is in need of an experienced Maintenance Supervisor for it's facility in Coshocton. The successful candidate will possess a minimum of 5 years experience in overall Maintenance Supervision as well as mechanical and electrical background in an industrial setting. The ideal candidate must possess the following skills: familiar with 3 phase power systems and machine control circuits, PLC and motion control experience, familiarity with building utilities – power, lighting and HVAC, excellent trouble shooting and problem solving skills – including utilizing electrical schematics and mechanical drawings, excellent knowledge of Microsoft office applications as well as AutoCAD; plan, schedule, and document preventative maintenance on equipment and building using maintenance management system. Understand, interpret and comply to all company safety rules including experience with OSHA compliance. Maintain and order spare part for facility equipment. Competitive wage and benefit package. Please submit resume with cover letter, including salary requirements to Human Resources, 700 South 3rd Street, Coshocton, OH 43812

8/20

### **Accounts Payable – Zanesville, OH**

Part-time to full-time possible, coding invoices, data entry, weekly check runs, must be proficient in Excel & Word and 10 Key calculator. Accounting skills necessary. Send resumes to: Accounts Payable, P.O. Box 910, Zanesville, Oh 43702

8/20

### **Maintenance Technician – Coshocton, OH**

Experienced Maintenance person needed immediately for a local business in Coshocton. Needs to be skilled in the following areas: Machine set-up and Mechanical Maintenance, Welding and Fabrication, Must have the ability to trouble shoot 110-480 volt electrical problems, Must be able to read and maintain all maintenance records, PLC knowledge helpful. High school diploma is required, minimum of 5 years of maintenance experience, must be a non-smoker, must have a valid Ohio Drivers license, must be able to do some traveling as required in state, must be a self starter and be able to work alone, must not be afraid of heights and be able to climb ladders, must have a clean safety record, 40 hour work week with hours to be determined by supervisor, 60 day probationary period with benefits beginning on the 1st day of the month following the 60 day probationary period. Major medical, dental, vision, drug card, 401K, uniforms, long term/short term disability, paid holidays and paid vacation. Salary will begin at \$12.00/hr but will may be based on experience. Qualified interested applicants need to submit a resume and application to Jed McCoy of Coshocton County Opportunity Links/JFS Applications can be obtained/filled out and submitted along with a resumes at: Coshocton County Opportunity Links/JFS 725 Pine Street, Coshocton, OH 43812 Feel free to contact Jed McCoy at the Opportunity Links with any questions at 740-295-7519

8/20

### **Dental Receptionist – Cambridge, OH**

If you are a hard-working, multi-tasker who will greet every patient with a smile, you could have a place in our office. We are a growing dental practice that is in need of a receptionist who is willing to work a flexible schedule. A strong accounting background is also desirable. Please forward resumes to Woodlawn Dental Center, PO Box 776, Cambridge, Ohio 43725

8/19

### **Direct Care – Cambridge, OH**

Cambridge Developmental Center is hiring a Direct Care position. Trains clients to function independently in self-help and/or activities of daily living; implements each person's daily routine along with their formal training programs which include but are not limited to areas of toilet training, personal hygiene, oral hygiene, self-feeding, bathing, dressing, grooming and communication of basic needs, medication awareness and money management. Assist with leisure activities to promote the health and well being of the person. Assists with the planning of work activities whether on grounds or off campus and teaches clients to be a productive member of their community. Promotes community awareness skills such as banking, dining at restaurants, department stores, etc. As a part of each person's IPP, implements individual behavior programs. **Mandatory overtime is required of this position.** Charting-observes, records & reports behavior in program & nursing related areas. Based on experiences as charted, recommends evaluations in treatment plans to appropriate professional & paraprofessional staff. Performs variety of miscellaneous duties (e.g., performs light housekeeping duties as outlined in the housekeeping manual, i.e., laundry) required to maintain a sanitary & therapeutic environment, attends in-service training, escorts clients to activities & appointments. May be required to attend meetings & in-service trainings as necessary. Must operate a motor vehicle to transport clients to on-ground & off-ground activities. For a full job description, and to apply, visit [www.careers.ohio.gov/](http://www.careers.ohio.gov/), click job postings.

8/17

### **Shift Manager – Zanesville, OH**

Now Hiring for a shift manager position at Aldi in Zanesville. If interested, please fill out an application and submit a resume at the store. 3500 N. Maple Avenue, Zanesville, OH 43701

8/19

**Cosmetologist – Cambridge, OH**

Hats Off Hair Salon is looking for a Licensed Cosmetologist to work as an independent contractor. 439-1917, leave msg.

8/20

**Secret Disposal – Cambridge, OH**

Secret Disposal now hiring, must be able to lift. Please Send resumes 101 Steubenville Ave., Cambridge, OH 43725.

8/19

**Technical Support Technician – New Concord, OH**

Resource Systems is hiring a Technical Support Technician. The ideal candidate will have excellent problem resolution skills, be self-motivated, and take initiative to identify and make improvements. This person will also have a proven history of quickly learning and getting up to speed on new technologies; and be willing to expand into different technical areas as necessary. Two-year Associate technical degree or better required. Preferably, the candidate will have technical support experience and a 4-year degree; with Microsoft certifications being a plus. Excellent benefits including health insurance, 401K plan, profit sharing, paid vacation, and continuing education allowance. Resource Systems' long-standing reputation for high quality solutions fosters an excellent opportunity for personal and professional development. All positions offer opportunities for advancement and growth. For a full job description, and to apply, visit our website at:

[www.resourcesystems.net](http://www.resourcesystems.net)

8/17

**Forklift Operators – Newcomerstown, OH**

Express Packaging is hiring forklift operators. Previous employees need not apply. Certification required with dependable, safe work history. Apply in person at 301 Enterprise Drive, Newcomerstown, Ohio 43832. Contact name is Lisa Thompson.

8/17

**Roofers – Cambridge, OH**

Part time Roofers needed: Apply in person at Fleming Hartley, 919 Woodlawn Ave. No telephone calls please. Valid drivers license a must.

8/17

**\*\*\*\*\*MEDICAL\*\*\*\*\***

---

**Medical Assistant – Cambridge, OH**

Physician Group seeking Medical Assistant. Must be a self motivated team player. Experience preferred. Full time hours with benefits. Send reply to Box 3611, c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/25

**LPN – Cambridge, OH**

Physician Group seeking LPN. Must be a self motivated team player. Experience preferred. Full time hours with benefits. Send reply to Box 3611, c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/25

**Dental Assistant – Cambridge, OH**

Dental Assistant Needed immediately. position available for an energetic people person who is a quick learner. Part Time, approx. 30 hours per week, experience not required. Send resume to: Dr. Charles O. DuBois, 65015 Old 21 Rd, Cambridge, OH 43725.

8/25

**Dental Hygienist – Cambridge, OH**

Dental Hygienist needed for part time position in busy Cambridge dental practice. Hourly rate commensurate w/exp. Send reply to Box 3610, c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/24

**Medical Assistant – Cambridge, OH**

Medical Assistant needed, exp. preferred but not necessary. Must be avail. eves. Send reply to Box 3608, c/o The Jeffersonian, P.O. Box 10, Cambridge, OH 43725

8/24

**Manager Patient Access – Coshocton, OH**

Coshocton Hospital is a private not for profit hospital with an immediate need for a Manager - Patient Access. This position is responsible for centralizing all Health System scheduling and registration functions. Facilitates communication between associates and management. Oversees the scheduling and registration of all physician office visits, outpatient testing, infusions, and elective admissions, including inpatient, outpatient and observation patients for Coshocton Hospital. We are looking for an individual with a minimum two year degree (in a healthcare field preferred) and minimum two years experience in the healthcare field (if degree is not in healthcare field). Medical terminology, previous experience with registration and scheduling systems. For a complete job description, and to visit <http://www.ccmh.com/>, and click "Careers With Coshocton" To apply, mail a resume to 1460 Orange Street, Coshocton, Ohio 43812 or email to [hremployment@ccmh.com](mailto:hremployment@ccmh.com)

8/24

**Physical Therapy Assistant – Cambridge, OH**

Advanced Spinal Care and Rehabilitation of Cambridge is looking for a F/T or P/T, Licensed Physical Therapy Assistant. May either mail resume to 1750 Southgate Pkwy, Cambridge or drop off at location. No phone calls please.

8/17

# **\*\*\*\*\*DRIVERS\*\*\*\*\***

---

## **Driver – Coshocton, OH**

Hawthorne Trucking LLC seeking driver(s). Must have a class A CDL. Drivers are typically out 7-10 days. Must have Van and Reefer experience. Contact Tom Hawthorne (740)624-2313

## **Class A Driver – Regional**

Drivers, Class A. North East Regional, 53' Dry Box, Good Home Time, Benefits Offered. Must have: 2 years OTR. 800-524-5051 x 1. [www.gomcilveraine.com](http://www.gomcilveraine.com)

## **OTR Driver – Regional**

Best Equipment on the Road! Consistent home time, Great pay/benefits, Forced dispatch/No NYC, Dedicated to Excellence, Devoted to Drivers! 1yr. OTR exp req. EOE. Smith Transport, Call (888) 219-8041. [www.smithdrivers.com](http://www.smithdrivers.com).

## **Class A Driver Coca-Cola – Zanesville, OH**

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product, check accuracy and stability of the load, deliver products to customers, merchandise, display and rotate products according to company standards, invoice and collect monies due, pick up company property, secure company assets, ensure compliance with regulatory and company policies and procedures, settle all accounts daily. High School diploma or GED preferred. 1-3 years of general work experience required. 1+ years of commercial driving experience preferred. Local delivery experience preferred, prior grocery store and/or consumer products experience a plus. Ability to operate a two or four wheel dolly. Familiarity with DOT regulations. Valid Class A or B Driver's License required. Driving record within MVR policy guidelines required. Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach. To apply, visit [www.cokecce.com](http://www.cokecce.com) and click "careers"