

JOB ORDER FORM

Company: American Modern Insurance Group			Date: 3/7/17		
Address: 7000 Midland					
City: Amelia		State: Ohio		Zip: 45102	Location:
Website: www.amig.com				Phone:	
E-Mail:				Fax:	
Contact Name: HR			Dept:		
Position Available: Customer Service Rep.			Number of Openings:		
Responsibilities/ Requirements/Benefits:					
<p>As a CSR, you will work with an exciting and fun team answering inbound phone calls to retain customers, responding to general inquiries and quoting, and issuing new business to agents. You will also be independently processing transactions for multiple lines of business, systems. and products.</p> <p>This is an entry level position in the Customer Service Department. Following training, all associates are required to be available for the 11am-8pm shift, Monday- Friday</p> <p>This job might be for you if;</p> <ul style="list-style-type: none"> - You have excellent communication and customer service skills - You are a quick learner and have the ability to pick up quickly on computer programs - You pay attention to details - You are an efficient multi-tasker - You are motivated and driven <p>A Bachelor's degree, or actively enrolled in college courses is a requirement.</p>					
<p>How should the applicants be advised to contact your company concerning the job opening?</p> <p>--- Mail Resume/application ----- Fax resume/application ---- In person -- Call in -x-- website ----email</p>					
Wage: TBD		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd		Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Minimum Education Required: <input type="checkbox"/> Some High School <input type="checkbox"/> Associates Degree <input type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input checked="" type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree					

JOB ORDER FORM

Company: Office Depot		Date: 3/7/17	
Address: 275 Rivers Edge			
City: Milford	State: Ohio	Zip: 45150	Location:
Website: www.ohiomeansjobs.com			Phone:
Position Available: Retail Sales Consultant		Number of Openings:	
Responsibilities/ Requirements/Benefits:			
<p>At Office Depot and Office Max, our Retail Sales Associate/Sales Consultant is responsible for engaging and providing an exceptional customer service experience. The associate must quickly build ongoing customer relationships and become a trusted advisor by utilizing advanced selling skills and knowledge (including cross-selling of products and services) to meet the customer's needs. The associate in this role demonstrates a passion for the brand, product and services solutions knowledge. He/she will utilize Office Depot's proven sales principles to proactively engage customers. The associate must quickly develop product and solution expertise in key areas such as technology, furniture, with a general understanding of copy and print.</p> <p>Qualifications: High school diploma or equivalent education preferred.</p> <p>Other Information:</p> <p style="padding-left: 40px;">Must possess strong interpersonal and communication skills, which are necessary to establish a selling relationship with customers</p> <p style="padding-left: 40px;">Possess excellent verbal and written communication skills. Must possess the ability to use technology applicable to role, and to access information necessary to complete daily responsibilities. Must possess ability to process information/merchandise through POS register system. Must possess an interest in continually developing personal selling skills and product knowledge. Positive and Engaging. Action Oriented. Integrity & Trust. Demonstrate passion for the brand, products, services and solutions offered to our customers. Must possess a desire to continually develop personal selling skills and product knowledge. Ability to work a flexible work schedule as business dictates. Customer Focus. Self Learning. Approachability. Pay, Benefits and Work Schedule: Office Depot offers competitive salaries, a benefits package, which includes a 401(k) and more, along with plenty of opportunity to move and grow within our organization! . Equal Employment Opportunity:</p>			
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JOB ORDER FORM

Company: Total Quality Logistics		Date: 3/7/17	
Address: 1701 Edison Drive			
City: Milford	State: Ohio	Zip: 45150	Location:
Website: www.tql.com			Phone:
E-Mail:			Fax:
Contact Name: HR		Dept:	
Position Available: Carrier Services Associate		Number of Openings:	
Responsibilities/ Requirements/Benefits:			
<p>Desired Skills/Duties: Total Quality Logistics Total Quality Logistics is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, disability or protected veteran status. If you are unable to apply online due to a disability, contact recruiting at (513) 831-2600 ext. 51454. Overview: As a Carrier Services Associate (CSA), you are a top-notch customer service representative to TQL's carrier base. The CSA is the lead for inbound carrier requests, being the #1 firefighter to put out issues with the utmost care for customer satisfaction, relationship development, and retention. We want our carriers to keep coming back - you make that happen. If you have talent for customer service, a knack for relationship building, and a determination to proactively put others before yourself, this is the Carrier Services position for you. Why TQL? Total Quality Logistics (TQL) is a multi-billion dollar leader in the third-party logistics industry. Its fast-paced, energetic sales model and state-of-the-art technology have propelled it from a Cincinnati startup to one of the largest freight brokerage firms in North America. Motivated employees from coast to coast help to arrange thousands of truckload freight movements every day. Fierce dedication to the company's winning principles - integrity, honesty and teamwork - gives TQL the edge to continually exceed the expectations of its employees, customers and carriers, and makes this a company people are proud to be associated with. Do you have what it takes? Your job: Provide excellent customer service to TQL's carrier base. Customer service your mother would be proud of. Demonstrate courtesy and professionalism while servicing the needs of our carriers in a high-volume inbound call environment. You better not be afraid of the telephone. Establish new carriers by obtaining all the necessary information from sales reps and carriers. Shoulders back. Smile. Dial. Ensure all carrier contract paperwork is complete and updated within TQL's database in an accurate and timely manner. Set-up and train carriers on the company website - this means you have seen our website. Support the Accounting Department by addressing and resolving carriers' questions about short payments and accounting-related issues. Verify with insurance companies our carrier's cargo expiration dates, liability insurance, and when necessary, additional insurance based on type of truck. Yep, you guessed it, by using the phone. Validate carrier's licensing and authority status - ensure a carrier is not "unsatisfactory" with the DOT. We work with the best. Keep accurate and up-to-date information in TQL's carrier maintenance database. Obtain management approval for carrier's transportation of a load. >Check carrier history and ratings through approved websites and services. Advocate for TQL by referring quality candidates to apply. TQL is built on referrals. You need the following to get in the door: Top-notch communication skills. Commitment to all our customers - internally and externally. Proven work ethic. Demonstrated exceptional punctuality. Excellent organizational skills with strong attention to detail. Ability to multi-task and work independently in a fast-paced environment. Category: Carrier Services</p>			
How should the applicants be advised to contact your company concerning the job opening?			
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Wage: TBD	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
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 job-seekers find great jobs.

JOB ORDER FORM

Company: Total Quality Logistics			Date: 3/7/17		
Address: 1701 Edison Drive					
City: Milford		State: Ohio		Zip: 45150	Location:
Website: www.tql.com				Phone:	
E-Mail:				Fax:	
Contact Name: HR			Dept:		
Position Available: Customer Service Rep. (3 rd shift)			Number of Openings:		
Responsibilities/ Requirements/Benefits:					
<p>Desired Skills/Duties: Total Quality Logistics Total Quality Logistics is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, disability or protected veteran status. If you are unable to apply online due to a disability, contact recruiting at (513) 831-2600 ext. 51454. Overview: As a Customer Relations Representative you are the lifeline between Carriers and our Sales Department after typical business hours. You keep TQL running 24/7/365 and play an integral part in making TQL the most dependable and customer-focused third-party logistics company in the industry. You keep our carriers coming back by developing and maintaining these relationships, and providing unparalleled customer service through exceptional communication - ensuring both our carriers and sales floors are raving fans. Why TQL? Total Quality Logistics (TQL) is a multi-billion dollar leader in the third-party logistics industry. Its fast-paced, energetic sales model and state-of-the-art technology have propelled it from a Cincinnati startup to one of the largest freight brokerage firms in North America. Motivated employees from coast to coast help to arrange thousands of truckload freight movements every day. Fierce dedication to the company's winning principles - integrity, honesty and teamwork - gives TQL the edge to continually exceed the expectations of its employees, customers and carriers, and makes this a company people are proud to be associated with. Do you have what it takes? Your job: Handle a high volume of inbound/outbound calls with an emphasis on service to our customers. Serve as the liaison between Carriers and the Sales Department to perform the after-hours functions of carrier services. Provide excellent customer service to TQL's carrier base, customer base, and TQL employees. Help resolve issues and carrier needs with constant professionalism, insight, and courtesy. Manage loads in TQL's system when needed, working with our shippers, receivers, and carriers to ensure on time delivery. Conduct financial transactions related to lumper, unloading, and accessorial fees. Did we lose you at lumper? Don't worry, we'll train you. Advocate for TQL by referring quality candidates to join our elite TQL team. You need the following to get in the door: Top-notch communication skills. Commitment to all our customers - internally and externally. Proven work ethic. Demonstrated exceptional punctuality. Excellent organizational skills with strong attention to detail. Ability to multi-task and work independently in a fast-paced environment. Availability to work evenings, holidays, and weekends when needed. Slackers need not apply. Compensation: \$12.50/hour TQL's Culture: Ability to work and concentrate in a fast-paced, open office environment. Frequent use of computer programs and telephones. It can be noisy but - we play as hard as we work. Category: Carrier Services</p>					
<p>How should the applicants be advised to contact your company concerning the job opening?</p> <p> --- Mail Resume/application ----- Fax resume/application ---- In person -- Call in x--- website ----email </p>					
Wage: 12.50		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd		Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
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Address: 1701 Edison Drive			
City: Milford	State: Ohio	Zip: 45150	Location:
Website: www.tql.com		Phone:	
E-Mail:		Fax:	
Contact Name: HR		Dept:	
Position Available: Accounts Receivable Coordinator		Number of Openings:	
Responsibilities/ Requirements/Benefits:			
<p>Total Quality Logistics Total Quality Logistics is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, disability or protected veteran status. If you are unable to apply online due to a disability, contact recruiting at (513) 831-2600 ext. 51454. Overview: At TQL, our Accounting and Finance teams are integral players to keep America moving, literally. Being one of the leading logistics companies to offer credit services to our customers, Accounting and Finance take an innovative and proactive approach to numbers and dollar signs - handling both internal and external financial needs. By pursuing efficiency and improvement, this department helps accelerate TQL's rapid growth nationwide. Why TQL? Total Quality Logistics (TQL) is a multi-billion dollar leader in the third-party logistics industry. Its fast-paced, energetic sales model and state-of-the-art technology has propelled it from a Cincinnati start-up to one of the largest freight brokerage firms in North America. Motivated employees from coast-to-coast help to arrange thousands of truckload freight movements every day. Fierce dedication to the company's winning principles - integrity, honesty and teamwork - gives TQL the edge to continually exceed the expectations of its employees, customers and carriers, and make this a company people are proud to be associated with. Do you have what it takes? Your job: • Post and apply customer payments by recoding cash, checks, and credit card transactions. • Post revenues by verifying and entering transactions. • Verify validity of discrepancies by obtaining account information from sales representatives and customers. • Investigate and resolve customer short-payments. • Communicate with employees and customers regarding unapplied cash, short-payments, check inquiries, and commission concerns. • Ensures bank deposits balance • Protect TQL by keeping information confidential. You need the following to get in the door: • High School Diploma. • Preferred experience in an accounts receivable role or equivalent. • Flexible to manage multiple tasks, meet deadlines, handle pressure, and work independently in an effective and positive manner • Strong written and verbal communication. • Excellent organization skills, attention to detail and follow-up skills. • Proficient computer skills with Microsoft Suite knowledge.</p>			
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