



**Clermont
County**

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JOB ORDER FORM

Company: Sonoco		Date: 4/12/17	
Address: 4747 Lake Forest Drive			
City: Blue Ash	State: Ohio	Zip: 45242	Location:
Website: www.ohiojobnetwork.com			Phone:
Position Available: Customer Service Rep.		Number of Openings:	
Responsibilities/ Requirements/Benefits: The Customer Service Representative (CSR) is responsible for management of their allotted customer accounts. Reporting to the Customer Service Manager, the CSR's duties include Order Entry, customer communications, customer instruction and invoicing. Project management will be a vital component of this function, as the CSR ensures that the work progresses through the business in an efficient manner. The CSR must be a team player whose enthusiasm and dedication to the company is an example of which the entire team follows. Primary Responsibilities: Improve the processes and policies' in support of our mission - specific to customer communications, internal information flow and accuracy of information supplied. Provide sales support, including the oversight of customer focused projects that drive performance improvements. Receive, interpret and document customer instructions, developing internal specifications and effectively communicating these to the Graphics and Manufacturing departments. Provide consistent feedback to customer on progress of all elements in a job. Required to analyze information and use logic to address work-related issues and problems, guiding oneself with little or no supervision. Provide recommendations to site Operations Manager on operating structure, employee hiring and new equipment purchases, supporting all recommendations with necessary details. Must be reliable, responsible, dependable and fulfilling in obligations. Must be willing to take on responsibilities and challenges. Contribute to short and long-term organizational planning and strategy. A willingness to lead, take charge, and offer opinions and direction. Exhibit an ability to be the customer while working internally, while being a representative of the company when communicating with the customer. Reporting of all customer activities that may have a negative impact on the financial performance of the individual or group operations, to site Operations Manager. Understanding the implications of new information for both current and future problem-solving and decision-making. Excellent computer skills and proficient in Microsoft Word, Adobe Illustrator, Adobe Photoshop and/or Artpro. Excellent written, visual and verbal communication skills. We are an equal opportunity employer, and we strictly prohibit and do not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, national origin or ancestry, sex, pregnancy, sexual orientation, marital status, gender identity or expression, age, disability, genetic information, veteran status, or any legally protected characteristic.			
How should the applicants be advised to contact your company concerning the job opening? --- Mail Resume/application ---- Fax resume/application ---- In person -- Call in --x- website ----email			
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"/> Vocational Degree	<input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree	<input checked="" type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Master's Degree



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JOB ORDER FORM

Company: WoodForest National Bank			Date: 4/12/17		
Address: 201 Chamber Drive					
City: Milford		State: Ohio		Zip: 45150	
Website: www.indeed.com				Phone:	
E-Mail:				Fax:	
Contact Name: HR			Dept:		
Position Available: Retail Banker			Number of Openings:		
Responsibilities/ Requirements/Benefits: Processes a variety of customer transactions accurately and efficiently in adherence to bank policies and regulations such as cashing checks, processing deposits and withdrawals, loan payments, cash advances, transfers, and issuing monetary instruments. Performs opening, closing, and other branch servicing duties such as cash and vault balancing; ordering cash, cards, checks and other supplies; completing logs, reports, audits and control checks; maintaining and servicing automated teller machines; and cleaning work areas. Opens and performs account maintenance on certificate of deposit, consumer and business accounts; assists with courtesy and collection calls as needed; seeks assistance from more knowledgeable branch staff when necessary. Addresses customer questions and concerns by phone and in person; files disputes or refers to appropriate internal resources for resolution as appropriate. Proactively seeks ways to develop and expand customer relationships through marketing displays, call programs, and other prospecting techniques. Achieves personal sales and referral goals by identifying, marketing, and cross-selling banking products and services beneficial to customer needs. Enhances customer satisfaction and the professional reputation of the Bank by warmly greeting, engaging, and developing good professional relationships with customers and host retail partners. Practices branch security procedures and protects customer confidentiality and privacy. Performs other job related duties or special projects as assigned. Minimum Qualifications/Experience 1-3 years customer service or sales experience; or an equivalent amount of directly related college education or volunteer service. Previous banking experience is preferred but not required. Cash handling experience preferred. Formal Education & Certification. High School Diploma or equivalent required.					
How should the applicants be advised to contact your company concerning the job opening? --- Mail Resume/application ----- Fax resume/application ---- In person -- Call in -x-- website ----email					
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 checked="" type="checkbox"/> High School Degree or Equivalent		<input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree	



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JOB ORDER FORM

Company: West Chester Township		Date: 04/12/2017	
Address: 9113 Cincinnati Dayton Road			
City: West Chester	State: OH	Zip: 45069	Location:
Website: www.westchesteroh.org			Phone: 513-759-7213
E-Mail: arinearyoun@westchesteroh.org			Fax: 513-874-6806
Contact Name: Amanda Rinear-Youn		Dept.: HR	
Position Available: HR Specialist		Number of Openings: 1	
Responsibilities/ Requirements/Benefits: West Chester Township has an immediate need to fill the position of HR Specialist. West Chester Township employs over 230 full-time and over 50 part-time employees. The HR Specialist reports directly to the Township Administrator and is responsible in administering all human resource administrative duties and responsibilities in some or all of the following functional areas: employee relations, training, staffing, benefits, workers' compensation, and payroll. Candidate must be an effective communicator, possess excellent organizational and customer service skills and be well-organized and detail oriented to handle multiple projects within prescribed timelines. The starting wage for this position is \$19.40 an hour.			
Required qualifications include: <ul style="list-style-type: none">• 3 + years' experience in Human Resources• Must demonstrate proficient knowledge of human resource principles including employee relations, recruitment and onboarding, training and development, compensation management, benefits administration, time and attendance and FMLA, ADA, ACA and Workers' Compensation• Skill in all Microsoft Office products• Effective verbal and written communications skills			
Preferred qualifications include: <ul style="list-style-type: none">• Prior experience in Local Government• Use of ADP payroll systems			
Please send completed application and resume to: West Chester Township, Human Resources Office, 9113 Cincinnati Dayton Road, West Chester, OH 45069. Applications may be obtained online at www.westchesteroh.org or picked up at the Township Administration Building. Deadline is Friday, May 12, 2017 at 4:00 p.m.; however, position open until filled. West Chester Township is an equal opportunity employer.			
How should the applicants be advised to contact your company concerning the job opening?			
-X-- Mail Resume/application --X--- Fax resume/application -X--- In person -- Call in -X-- website --X--email			
Wage: 19.40	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary	Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	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 checked="" type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree	



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JOB ORDER FORM

Company: Anderson Dental Care		Date: 4/12/17	
Address: 7525 State Road, Suite A			
City: Cincinnati	State: Ohio	Zip: 45255	Location: Anderson
Website: www.indeed.com			Phone:
E-Mail:			Fax:
Contact Name: HR		Dept:	
Position Available: Front Office Receptionist		Number of Openings:	
Responsibilities/ Requirements/Benefits: Front Office Receptionist Anderson Dental Care - Cincinnati, OH \$10 - \$15 an hour Our fast growing, fun, team oriented, patient care driven dental practice is looking to expand our team. Do you constantly have a smile on your face? Do you strive to communicate thoroughly with people? Do you love being part of a team that feels more like family? If you answered yes, you are just the type of person we are looking for! We are excited to be adding to our team! We are currently looking for a front office receptionist. Responsibilities include but are not limited to answering phones, scheduling patients, addressing patient concerns, communicating with team members, communicating with patients, checking patients in and out, collecting payments, scanning and organizing documents, following up with patients after treatment, maintaining office cleanliness and helping to maintain and build our fun, positive culture. We offer competitive pay, bonuses, vacation time, and benefits! Please send a completed resume and cover letter to the email listed. I look forward to hearing from you soon! Job Type: Full-time Salary: \$10.00 to \$15.00 /hour Required education: <ul style="list-style-type: none">• High school or equivalent Required experience: <ul style="list-style-type: none">• rece: 1 year			
How should the applicants be advised to contact your company concerning the job opening? --- Mail Resume/application ---- Fax resume/application ---- In person -- Call in -x-- website ----email			
Wage: \$10-\$15	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary	Shift: <input checked="" 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 checked="" type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree			



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JOB ORDER FORM

Company: Corken Steel Products		Date:	
Address: 200 Castleberry Court			
City: Milford	State: Ohio	Zip: 45150	Location:
Website: www.indeed.com			Phone:
E-Mail:			Fax:
Contact Name: HR		Dept:	
Position Available: Delivery Driver/Warehouse		Number of Openings:	
Responsibilities/ Requirements/Benefits: Delivery Driver/Warehouse Corken Steel Products - Milford, OH \$12 - \$14 an hour Looking for a capable new team member to join Corken Steel as a driver and warehouse associate at our Milford, OH location. Responsibilities include: Transporting material from our Milford location to our customers shops and job sites. When not on the road we assist customers by pulling orders, stocking shelves, and preparing deliveries for the following day. We use DOT regulated Non-CDL 16' box trucks (automatic). Requirements: Clean driving record, a valid drivers license, and DOT medical examiner's certificate including drug screen (Company provided). Insurance requirements require applicants be 21 years of age or older. HVAC Background, Warehousing, or Driving Experience preferred but not required. Company Info: The Corken Steel Products Company has been in business since 1955. The company has experienced sustained growth over the years because of a business philosophy established and engrained in our employees by the Corken family. The Corken philosophy is simple - provide our customers with a consistently high level of service, each time - every time. Our goal is to outperform our competition by continuously challenging ourselves to improve everyday as we try to be the best supply house in the business. As with any company, the key to our success is our people. We have a tremendously talented staff of dedicated people who treat our customers with concern and care. Our employees truly believe in the "Corken Good Service" philosophy. Job Type: Full-time Salary: \$12.00 to \$14.00 /hour Required education: High school or equivalent			
How should the applicants be advised to contact your company concerning the job opening? --- Mail Resume/application ----- Fax resume/application ---- In person -- Call in x--- website ----email			
Wage: \$12-\$14	<input checked="" 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 checked="" type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree			