**Listing Info**

- **Job Number:** 3533390
- **Date Posted:** 12/07/2017
- **Job Title:** Carrier
- **Job Classification:** Postal Service Mail Carriers
- **Work Site:** LISBON, OH
- **Employment Type:** Part-Time
- **Close Date:** 03/02/2018

**Employer Name:** The Morning Journal

**Job Title:** Carrier

**Job Description:**

The Morning Journal is seeking carriers for driving and walking routes to deliver the newspapers. Will train.

Requirements: Valid Drivers' License, Reliable transportation, Auto Insurance and ability to lift up to 20 pounds.

Part-Time 2:00 AM to 6:00 AM daily.

Wages based on route.

To apply: Call Julie at: (330)424-9541 Extension 230; Email Resume to: jrichards@reviewonline.com; or submit Resume or complete application at: OhioMeansJobs Columbiana County 7989 Dickey Drive Suite 4 Lisbon, Ohio 44432

**Education Level:** NO SCHOOL GRADE COMPLETED

Work Days: ☑️ Sun ☑️ Mon ☑️ Tues ☑️ Wed ☑️ Thur ☑️ Fri ☑️ Sat

Work Shifts: ☐ 1st ☐ 2nd ☑️ 3rd ☐ Rotating ☐ Split

**Contact Information**

Apply in Person at: 7989 Dickey Drive Suite 4

LISBON OH 44432

**Contact Name:** Julie

**Calls Wanted:** (330)424-9541

**E-mail Resume to:** jrichards@reviewonline.com
Job Number: 3532101
Date Posted: 12/05/2017
Job Title: DRIVER
Job Classification: Pile-Driver Operators
Work Site: LOWELLVILLE, OH
Employment Type: Full-Time
Close Date: 01/31/2018
Skills Based Partner: NO

Job Details

Employer Name: THE CONTI CORPORATION
Job Title: DRIVER
Is this a Green Job?: NO

Job Description:

**Desired Skills/Duties:** Full time position for a driver. Responsibilities include loading trucks with materials and equipment, driving truck to several jobsites within a 90 miles radius, unload materials/equipment at jobsite, and assist with warehouse various duties. Must have valid driver’s license (CDL not required), pass drug test, subject to motor vehicle report and background check/fingerprinting. Able to lift 80 lbs., good with directions, read a map, and work well with others. Previous experience a plus, but not required. Salary range: $10 to $12 per hour with health, 401k, paid vacation

Contact Information

Contact Name: Anita Carano
Fax Resume to: (330)536-8130
E-mail Resume to: acarano@theconticorporation.com
Job Details

**Employer Name:** MERIDIAN HEALTHCARE

**Job Title:** CASE MANAGER

**Is this a Green Job?:** NO

**Job Description:**

**Desired Skills/Duties:** MERIDIAN HEALTHCARE, a large non-profit integrated healthcare agency with over 260 employees and 13 locations in the Youngstown, Austintown and Warren, Ohio area, is searching for an energetic, detail oriented individual to provide case management/CPST (Community Psychiatric Supportive Treatment) services; client advocacy; outreach; and life skills/education groups.

Full Time with benefits. Must be able to pass drug test, background check and driving record check.

Bachelor's Degree preferred. LSW preferred. Chemical Dependency licensure preferred. Applications can be obtained at www.MeridianHealthCare.net

Contact Information

**Apply in Person at:** 527 N. Meridian Road

**Contact Name:** Brent Kantaras

**Fax Resume to:** (330)797-9148

**E-mail Resume to:** bkantaras@meridianhealthcare.net
Meridian HealthCare, a large non-profit integrated healthcare agency with over 280 employees and 12 locations in the Youngstown/Warren, is searching for an Operations Manager. This is an administrative position responsible for budgeting costs, negotiating contracts with product vendors, hiring personnel, oversee the installation, repair, and upkeep of employer’s property and buildings, delegate tasks to subordinates, painting, housing unit work orders, electrical, heating, and air conditioning. Benefits: Free Medical, Dental, and Vision insurance. Generous paid leave program, employer matched pension plan, employee wellness program, etc. Qualifications: Must be self-motivated, flexible, and demonstrate critical thinking and problem-solving skills. Facility and staff supervision experience preferred. Must pay attention to detail and be able to multi-task.

Application Procedure:
Submit application to HumanResources@MeridianHealthCare.net.
FAX: (330) 797-9146 or
Mail: Attn: M. Adams, Meridian HealthCare, 8255 South Avenue, Youngstown, OH 44512.
Applications can be obtained at the top right of this page, or at the address above. Counselors
**Listing Info**
- **Job Number:** 3533689
- **Date Posted:** 12/07/2017
- **Job Title:** ACCOUNTING CLERK II
- **Job Classification:** Bookkeeping, Accounting, and Auditing Clerks
- **Work Site:** YOUNGSTOWN, OH
- **Employment Type:** Full-Time
- **Close Date:** 01/31/2018
- **Skills Based Partner:** NO

**Employer Name:** RYAN STAFFING

**Job Title:** ACCOUNTING CLERK II

**Is this a Green Job?:** NO

**Job Description:**

**Desired Skills/Duties:** A local optical company in Liberty is seeking an Accounting Clerk for a possible temp to hire opportunity. The primary focus of this position is to process accurate invoices and information for accounts payable and receivable. Specific duties for this position include: Coding and approving invoices. Reconciling daily, weekly, and monthly accounting reports. Resolving payment issues. Various administrative duties. Maintain accounts receivables through communicating with customers, management, and corporate offices in required accounting computer programs. Process accounts payables that include all invoices, packers, prices, and receipt of goods for corporate office in required accounting computer programs. Perform various administrative duties. Reconcile and process credit card/purchasing card purchases and invoices. Create and reconcile daily, weekly, and monthly reports as needed. Process mail which includes pickup and distribution. Fill in for Purchasing Clerk as needed. Prepare files for shredding. Process check requests as needed. Perform other duties within the accounting department or other areas as assigned. Maintain a clean and organized work environment. Requirements: HSD or equivalent; Associates Degree in Accounting preferred. 2-4 years previous related experience and/or training. Great written and oral communication skills. Advanced accounting skills and the understanding of debits and credits. Microsoft Office programs including Microsoft Word, Microsoft Excel, and Outlook.

**Contact Information**

**Contact Name:** Human Resources

**E-mail Resume to:** mahoningvalley@ryanstaffing.com
Listing Info

- **Job Number:** 3530199
- **Date Posted:** 12/01/2017
- **Job Title:** SECURITY GUARDS
- **Job Classification:** Security Guards
- **Work Site:** SALEM, OH
- **Employment Type:** Full-Time, Part-Time
- **Close Date:** 02/02/2018

**Employer Name:** United American Security  
**Job Title:** SECURITY GUARDS

**Job Description:**


Requirements: High School Diploma or GED. Positive Attitude. Must be able to pass drug screening and background check with fingerprinting. Spanish helpful but not required.

Full and Part-Time positions available. All days, all shifts.


Wages: $8.15 to $11.00 per hour.

To apply: In person at Salem Site: 1735 S Lincoln Ave, Salem, OH 44460; go online at: unitedamericansecurity.com or submit a resume in person at: OhioMeansJobs Columbiana County 7989 Dickey Drive Suite 4 Lisbon, Ohio 44432

**Education Level:** ATTAINED CERTIFICATE OF EQUIVALENCY FOR A HS DEGREE

**Work Days:** ☑️Sun ☑️Mon ☑️Tues ☑️Wed ☑️Thur ☑️Fri ☑️Sat

**Work Shifts:** ☑️1st ☑️2nd ☑️3rd ☐Rotating ☐Split

Contact Information

Apply in Person at: 7989 Dickey Drive Suite 4  
LISBON OH 44432

**Contact Name:** Diana

**Apply Online at:** [http://unitedamericansecurity.com](http://unitedamericansecurity.com)
Job Title: KITCHEN PREP/DISHWASHER
Job Classification: Dishwashers
Work Site: YOUNGSTOWN, OH
Employment Type: Part-Time
Close Date: 01/31/2018
Skills Based Partner: NO

Employer Name: ST. GEORGE CROATIAN CENTER
Job Title: KITCHEN PREP/DISHWASHER
Is this a Green Job?: NO

Desired Skills/Duties: SEEKING INDIVIDUAL TO HELP WITH KITCHEN PREP AND DISHWASHER WHILE DINNER IS BEING SERVED. PART-TIME 21-30 HOURS PER WEEK. OCCASIONAL WEEKEND HOURS AS NEEDED. MINIMUM WAGE TO START. INCREASE AFTER 45 DAYS

Apply in Person at: 3200 VESTAL ROAD
YOUNGSTOWN OH 44509
Contact Name: TIM OR JOE
Listing Info

- **Job Number:** 3533073
- **Date Posted:** 12/06/2017
- **Job Title:** STATE TESTED NURSES ASSISTANT (STNA)
- **Job Classification:** Nursing Assistants
- **Work Site:** EAST LIVERPOOL, OH
- **Employment Type:** Full-Time, Part-Time
- **Close Date:** 03/02/2018

**Employer Name:** The Orchards

**Job Title:** STATE TESTED NURSES ASSISTANT (STNA)

**Job Description:**

STNA- Provides care and services to residents as defined by individualized care plans. Care and service include but not limited to: ADL assistance, mobility assistance, positioning assistance and feeding assistance. Performs random rounds on each resident every two hours, starting upon arrival and finishing just prior to the end of the shift. Takes and records temperature, pulse, respiration rates, and food and fluid intake and output, as directed. Participates in resident activity program. Documents care provided to residents using approved documentation method. Reports any change in resident condition to the charge nurse immediately. Assist with stocking supplies in clean utility rooms. Attend meetings and training sessions as required for the position. Will train.

Requirements: STNA certification, be able to pass background check with fingerprinting, be able to pass physical with drug screening.

Full-Time and Part-Time positions available for flex schedule all shifts, everyday.


Wages: $9.34 per hour or more based on experience.

To apply: Submit resume in person at OhioMeansJobs Columbiana County 7989 Dickey Drive Suite 4 Lisbon, Ohio 44432

**Education Level:** NO SCHOOL GRADE COMPLETED

**Work Days:** ☑ Sun ☑ Mon ☑ Tues ☑ Wed ☑ Thur ☑ Fri ☐ Sat

**Work Shifts:** ☑ 1st ☑ 2nd ☑ 3rd ☑ Rotating ☐ Split

**Contact Information**

Apply in Person at: 7989 Dickey Drive Suite 4
LISBON OH 44432

**Contact Name:** Michelle