



CHESAPEAKE JOB LISTING

February 7, 2019

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

1880 Bank (243) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 9/13/2018 Updated: 10/25/18)

Autumn Lake Healthcare at Denton (621) **Director of Nursing (RN)** (JO#939098); **GNA's** (JO#939094). To apply email resumes to: darce@autumnhc.net. (Date listed: 1/24/19)

BB&T (624) Centreville, MD. **Mortgage Loan Officer** (MWE Job Order #939649). Apply online at: <http://ipc.us/t/CB0E4514FEFE4772>. (Date listed: 1/25/19)

Benedictine (598) **Direct Support Professionals**. We have full-time and part-time direct care positions in School Residential and Adult Group Homes with walk-in interviews being held on 1/24/19 from 10am-12pm, 2/5/19 from 11am-1pm, 2/27/19 from 1pm-3pm, 3/12/19 from 10am-12pm, and 3/27/19 from 1pm-3pm at 14299 Benedictine Lane in Ridgely, MD 21660. Visit our website or call 410-364-9625 for more information. (Date listed: 1/16/19)

Bridges Land Management (659) St. Michaels location. **CDL-A or B Truck Drivers** (JO#943980); **Equipment Operators** (JO#943984). Please apply in person to: 1114 S. Talbot Street, St. Michaels, MD 21663. (Date listed: 2/6/19)

Candle Light Cove (590) (An assisted living facility). 106 W. Earle Avenue, Easton, MD 21601. **CNA/Caregivers- PT** (JO#935620); **Housekeepers- PT** (JO#935625); **Cooks- PT** (JO#935628). Apply on line at: www.integracare.com. (Date listed: 1/15/19)

Caroline County (631) **Warden- Dept. of Corrections** (JO# 940552). BS Degree and 6 year of experience required. How to Apply: Email resume and cover letter to: sbratton@carolinemd.org not later than February 15, 2019. (Date listed: 1/28/19)

Caroline County Department of Corrections (627) **Warden**. About the Department: The Caroline County Department of Corrections operates the County Detention Center located at 101 Gay Street in Denton. The Detention Center is a historic building on the banks of the Choptank River. The Detention Center is a secure correctional facility. Inmates can spend up to 18 months at the facility. Individuals with longer sentences are normally sent to a State prison. In Caroline County the majority of our inmates are local residents waiting to stand trial or serving time for lesser offenses. In many areas, the jail is "out of sight and out of mind." We take a different approach in Caroline County. With innovative, thoughtful programs like CARE (Community

Assistance and Rehabilitation Enterprise), work release, and the cat shelter program, we try to keep our low security inmates involved in the community. Our work programs provide valuable services to local agencies and help lower the cost of corrections for taxpayers. We also have had many success stories where positive work experiences and other programs have helped local residents learn from their mistakes and avoid returning to jail. Visit our Department Page for more information. About the position: Caroline County is seeking an outstanding leader to serve as commander of the Detention Center. The Warden oversees the day-to-day operations of the jail and the Animal Control Division. This includes developing policies and standard operating procedures, supervising the Detention Center's command team, handling personnel issues within the chain of command, hiring and training personnel, representing the Department in the public, creation and implementation of new programs, and ensuring the facility meets all local, state and federal regulations. Requirements: A thorough knowledge of the principles of corrections and detention, including currently acceptable standards of custody, restraint and inmate transportation; the elements of supervision and leadership; offender treatment programs; inmate rights; employee coaching and performance evaluation; budgeting; and record keeping is required. The Warden needs to have the ability to effectively to communicate with individuals from all walks of life, from inmates to State legislators. Bachelor's degree in Criminal Justice with a concentration in Corrections or Correctional Administration OR closely related field AND more than six (6) years of experience in a correctional setting, to include experience in custody, classification, work release, and counseling. At least two years of that time must have been in positions at mid-management level of a correctional institution. An equivalent level of experience and education may be substituted if substantial enough to fully prepare the applicant for the requirements of the position. Salary range: \$82,000 - \$95,000, with exceptional benefits package. Upon an employment offer, applicant must submit to a substance abuse test and complete background check. How to Apply: Submit resume and cover via email to Sherry Bratton, Director of Human Resources. **Deadline to Apply: February 15, 2019.** EOE. (Date listed: 1/28/19)

Caroline County Department of Health (136) 403 S. 7th Street, Denton, MD 21629. Main Purpose of Job: An **Environmental Health Specialist Trainee** is the entry level of work at a local health department performing inspections and investigations to ensure compliance with environmental health laws and regulations. Protection of the public health is the main purpose of the Environmental Health Specialist position, protection more desirably obtained through voluntary compliance with the existing regulations or, when necessary, using compliance procedures established in regulation and law. This is an entry level position under close supervision from a higher level Environmental Health Specialist. Education: Determined by the Maryland Board of Environmental Health Specialists under the licensing requirements for Environmental Health Specialists. Experience: None. Licenses, Registrations and Certifications: 1. At the time of hire, candidates for positions in this classification must possess a certificate of eligibility to be licensed as an Environmental Health Specialist from the Maryland Board of Environmental Health Specialists. A copy of your certificate must be attached to the application. 2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. Selection Process: Applicants who meet the minimum qualifications will be evaluated. The evaluation may be a rating of your application based on your education, training and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, experience, dates and hours of work. For education obtained outside the U.S., a copy of the equivalent American education as determined by a foreign credential evaluation service must accompany the application. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Benefits: Contractual employees who work for an agency covered under the State Employee and Retiree Health and Welfare Benefits Program (the Program), have a current employment contract and work 30 or more hours a week (or on average 130 hours per month) may be eligible for subsidized health benefits coverage for themselves and their dependents. As a contractual employee, you will be responsible for paying 25% of the premiums for your medical and prescription coverage, including any eligible dependents you have enrolled. The State of

Maryland will subsidize the remaining 75% of the cost for these benefits. You can also elect to enroll in dental coverage, accidental death and dismemberment insurance, and life insurance, but will be responsible to pay the full premium for these benefits. Further Instructions: Online application process is STRONGLY preferred. If you are having difficulty with your user account or have general questions about the online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850 or Application.Help@maryland.gov. If online process is not available, please send your paper application to: Maryland Department of Health, Recruitment and Selection Division, 201 W. Preston St., Room 114-B, Baltimore, MD 21201. The paper application must be received by 5 pm, close of business, on the closing date for the recruitment, no postmarks will be accepted. Incorrect application forms will not be accepted. If you need to submit additional information, the preferred method is to upload. If unable to upload, please fax requested information only to 410-333-5689. Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 767-1251 or MD TTY Relay Service 1-800-735-2258. We thank our Veterans for their service to our country, and encourage them to apply. As an equal opportunity employer Maryland is committed to recruiting, retaining and promoting employees who are reflective of the State's diversity. Should additional information regarding this recruitment be required, please contact the Maryland Department of Health Recruitment and Selection Division at 410-767-1251 or via email at dhmf.jobs@maryland.gov. (Date listed: 7/17/18, Updated 8/23/18, Updated 10/18/18)

Caroline County Department of Recreation and Parks (439) Program Leaders. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. These include amenities and outcomes such as: Instructional sport and fitness programs, Community events, Afterschool program services, Athletic facilities, Public waterways access, Arts development programs, Playgrounds and walking trails, Community partnerships, Youth Camps and Trips and discount tickets. Learn more about Caroline County Recreation and Parks by visiting our [Department page](#). EOE. About the Job: Positions located in afterschool programs at schools in Caroline County. Instructional interest/experience in nutrition/cooking, math/reading, and sports/fitness, science and arts/crafts. Between 9-11 hours per week, M-Th after school hours. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. Salary: \$12-\$18 per hours based on experience/education level. **Deadline: Open until filled.** How to Apply: Submit completed applications to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629. Applications available from this address or call 410.479.4105 to receive by fax or email. Applications can also be downloaded [HERE](#). Download to desktop; save as document and email to: hrposting@carolinemd.org. (Date listed: 11/9/18)

Chesapeake Bay Hyatt (657) 2019 Job Fair – Monday, February 25, 2019 – 1pm-3pm – Choptank Ballroom. Hyatt Regency Chesapeake Bay Golf Resort, Spa and Marina, 100 Heron Blvd., Cambridge, MD 21613. Hyatt Regency hourly positions available. For more information, contact Jackie Wongus at jacquelyn.wongus@hyatt.com or call 410.901.6365. (Date listed: 2/6/19)

Chesapeake Bay Hyatt (645) Culinary Supervisor (JO#9 39088); Banquet Attendant- PT (JO#939090); Banquet Attendant-Lead (JO#942410); Banquet Bartender (JO#942412); Banquet Set Up-PT (JO#942417); Admin. Asst.-Events (JO#942425); Gift Shop Retail Clerk (JO#942429). Apply on line at: www.hyatt.com. (Date listed: 2/1/19)

Chesapeake College (623) is currently accepting cover letters and resumes for the following replacement position: **IT Help Desk Manager, Grade: DIR1**. Responsibilities: The IT Help Desk Manager assists the CIO by managing the daily operations of the Help Desk, User Support, Telecommunications and Audio/Visual Service groups which includes supervising technicians and work study employees. This is a working manager position. The IT Help Desk Manager responsibilities include serving as the interface between the campus user community and the Help Desk, User Support, Telecommunications and Audio/Visual Service groups. As such this position is responsible for ensuring that benchmarks for Service Level Agreements are met or

exceeded. The position is responsible for technology planning as directed by the CIO in support of the institutional technology plans. This position requires in-depth understanding of computer hardware, software, and networking, combined with a broad systems level perspective and analytical approach. The IT Help Desk Manager is expected to be a participatory member of the IT Help Desk team. This would include, but not limited to, assisting with end user support calls, ticket support, hardware and software deployments and any other tasks and duties that may be assigned or required of the IT Help Desk staff. This position requires the ability to work a flexible schedule that may include weekends, holidays, and college emergencies. This position is designated as "essential" and will require working outside normal working hours. Essential personnel may be called in to work outside of regular working hours to assist with other college activities. Required: An Associate's degree or equivalent formal technical training is required. At least three (3) years' experience in computer system analysis and administration in a network environment. Formal technical training could be in the form of certifications, training courses or degrees from an accredited college or university. One (1) year supervisory experience managing technical staff. Ability to communicate with both technical and non-technical persons. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu on or before February 8, 2019.** Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 1/24/19)

Choptank Transport (630) Preston, MD. **Track & Trace Coord.** (JO#940530); **Inside Sales Representative** (JO#940539); **Carrier Sales Support** (JO#940537); **Software Engineer** (JO#924853); **Salisbury Univ. Ambassador** (JO#940540); **Corporate Recruiter** (JO#940532); **Data Scientist** (JO#940533). Apply on line: www.choptanktransport.com. (Date listed: 1/28/19)

Choptank Transport (22) **Carrier Sales Support Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com.

Choptank Transport (23) **Inside Sales Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them

results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com.

Coon & Cole, LLC (571) Experienced paralegal sought for a 4-attorney Easton branch of Towson-based commercial litigation and transactional law firm. One week of job training to occur in Towson. Qualified applicants should send their resume, professional references and salary requirements to Linda at ljs@cooncolelaw.com. (Date listed: 1/9/19)

Dairy Queen (607) **Assistant Managers** (JO#937417); **Cashiers** (JO#937425); **Crew Leaders** (JO#937427). Apply in person to Dairy Queen, 320 Sunburst Highway, Cambridge, MD 21613. (Date listed: 1/22/19)

Dart (Solo Cup) (622) in Federalsburg, MD. (All jobs with benefits). **Maintenance Mechanic** (JO#863310); **Inspector Packers** (JO#863288); **Assistant Press Operator** (JO#863338); **Forklift Operator** (JO#939085); **Maintenance Supervisor** (JO#939105); **Machine Operator I** (JO#939111); **Machine Operator II** (JO#939107). Apply on line only at: www.dart.jobs. (date listed:1/24/19)

Dorchester County (643) **Motor Equipment Operators II, III, IV** (JO#939091); **County Manager** (JO#935912); **Director of P&Z** (JO#933718); **911 Dispatchers (Certified)** (JO#870674); **Correctional Officers** (JO#870678); **Emergency Medical Services Manager** (JO#941807); **Paramedic** (JO#896319); **Civil Engineer** (JO#896361); **Zoning Tech** (JO#929354); **Fiscal Clerk** (JO#935303); **Economic Development Director** (JO#940905); **Recreation & Parks Coord. II** (JO#940913). To apply download application at: www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. (Date listed: 1/31/19)

Dorchester Public Library (641) **Library Clerk** (JO#941481). Hurlock, MD location. Position available in a busy public library. The right candidate will be tech savvy, a team player, and have excellent customer service skills. Organizational skills and the ability to handle change are also important. Bilingual is a plus. Email resume to: infodesk@dorchesterlibrary.org. (Date listed: 1/30/19)

Dorchester Public Library (636) **Temporary Janitor Position** (JO#941082); February and March; Monday—Saturday; 7:00—9:00 AM; \$16/hour- Will train. Email resume to: infodesk@dorchesterlibrary.org. (Date listed: 1/29/19)

Dynasplint Systems, Inc. (616) **Client Services Representative** (MWE Job Order #937349); **Refurbishment Specialist** (MWE Job Order #937346). Apply online at: www.dynasplint.com. (Date listed: 1/23/19)

Echo Hill Outdoor School (463) **Residential Teaching Positions - Teacher/Naturalist:** Located on Maryland's Eastern Shore of the Chesapeake Bay. Introduction: Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. Responsibilities: At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. Qualifications: EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with

and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. **Compensation:** Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Deadline: Applications are welcome year round.** Primary starting dates are in March and late August. **To Apply:** If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, jobs@ehos.org, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 11/18/18)

Egide USA (457) Cambridge, MD is accepting resumes for a **Drafter/Designer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019.** **Job Description: Summary and Purpose of Position:** Work directly with design engineers to produce drawings from sketches, existing drawings and electronic images. **Essential Functions:** Calculate tolerance stack-ups to verify design fit-up. Design parts based on written and verbal descriptions from design engineers. Work closely with all departments in the plant to ensure that the drawings convey the correct information and are error free. Work from customer drawings, company drawings, Government drawings or specifications. **Additional Responsibilities:** Will be required to perform other duties as requested, directed or assigned. **Supervisory Responsibilities:** This position has no supervisory responsibilities. **Competencies:** To perform the job successfully, an individual should demonstrate the following competencies. **Interpersonal Skills:** Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; **MAINTAINS A POSITIVE ATTITUDE.** Oral and Written Communication: Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organizational resources; Approaches others in a tactful manner; Shows respect and sensitivity for cultural differences; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. **Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. •Degree: Associates / Major Manufacturing Engineering Technology / Job Targets Wanted Drafting/Computer Aided Design (from a recognized CAD training facility). •2-3 years experience in drawing/designing. •Able to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced. •Able to receive and transmit drawings electronically with or without translation into a customer CAD software. •Computer literate in CAD, Inventor, EZ Cam and Microsoft Office. •Must be a self-starter and able to contribute in design reviews. •Team Player. **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the

essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (Date listed: 11/15/18)

Egide USA (456) Cambridge, MD is accepting resumes for a **Plating Process Engineer**.

Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. Resumes will be accepted through

February 28, 2019. Job Description: Summary and Purpose of Position: To maintain and improve existing processes for the plating of hermetic packages and to develop new processes in order to improve yields, throughput, and efficiency. Essential Function and Responsibilities: The following duties are expected to be performed. Additional duties will be added based on needs: •Designs procedures based on customer specifications to meet plating requirements including functionality and environmental testing. •Set up furnace profiles to meet heat treating requirements. •Set up shop conditions for adequate plating including chemistry in the plating tanks, waste treatment, electrical settings of rectifiers, heaters, etc. •Communicate accurately with Design and Product group in order to effectively set up routers. •Analyzes test data and reports to determine if designs meet functional and performance specifications. •Utilizes statistical process control to determine capability of processes and for continuous improvement. •Analyzes, reads and interprets blue prints, technical journals, customer specifications, etc. Other Duties, Responsibilities: The associate must be available for any shift or work schedule hours. Engineer is responsible for the proper set up conditions on primary equipment such as furnace temperature control, atmosphere, etc. Data collection and reporting to management, peers, and customers is expected. Supervisory Responsibilities: This position may require supervisory responsibilities as needed. Competencies: Analytical & Design: Collects and researches data; designs workflows and procedures; generates creative solutions; uses feedback to modify designs; demonstrates attention to detail; identifies and resolves problems in a timely manner; completes projects on time. Communication Skills: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains positive attitude; responds promptly to internal and external customer needs; listens and gets clarification. Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; completes work in a timely manner; strives to increase productivity. Diversity: Shows respect and sensitivity for cultural differences. Ethics and Professionalism: Works with integrity and ethically; upholds organization values; converse organization resources; approaches others in a tactful manner; treats others with respect; accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, response to management direction; takes responsibility for own actions; completes task on time or notifies appropriate person as needed; is consistently at work on time. Initiative: Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestion for improving work. Qualifications: Bachelor of Science degree in Chemistry, Electrical Engineering or equivalent experience is required. Understanding of electro finishing and electro less plating is vital. Extensive knowledge of basic chemical reactions annealing processes is necessary. Physical Demands: While performing the duties of this job, the associate is regularly required to use hand to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand, walk and sit. The associate must frequently lift and/or move up to 10 pounds occasionally lift and/or move up to 25 pounds. Specific vision abilities require by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work Conditions and Environment: While performing the duties of the job, the associate is occasionally expose to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate. Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by the employees within this classification. It is not designed to contact or be interpreted, as a comprehensive inventory of all duties, responsibilities, and

qualifications required of employees assigned to this job function. Additional duties may be added or duties may be altered at the discretion of management. (Date listed: 11/15/18)

Egide USA (455) Cambridge, MD is accepting resumes for a **Process/Mechanical Engineer**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or emailed to: cgoodwin@us.egide-group.com. **Resumes will be accepted through February 28, 2019.** Job Description: Summary and Purpose of the Position: To maintain, improve and create processes and designs used in the manufacture of hermetic glass, metal and ceramic packages. Essential Functions and Responsibilities: The following duties are expected to be performed. Additional duties will be added based on demand: •Designs procedures based on customer specifications to meet mechanical, electrical, and optical requirements. •Set up of furnace profiles to meet process requirements. •Communicate accurately with Design and Product group in order to effectively set up routers. •Design and analyze experiments and reports to determine if designs meet functional and performance specifications. •Utilize statistical process control and D.O.E. to determine capability of processes and for continuous improvement. •Creates, analyzes, reads and interprets mechanical drawings, technical journals, customer specification, etc. (AutoCAD Inventor environment). •Designs production tooling through the use of CAM software. Other Duties, Responsibilities: The associate must be available for any shift or work schedule hours. Engineer is responsible for the proper set up conditions on primary equipment such as furnace temperature control, atmosphere, etc. Data collection and reporting to management, peers, and customers is expected. Supervisory Responsibilities: This position has no supervisory responsibilities. Competencies: Analytical & Design: Collects and researches data; designs workflows, procedures; and products, generates creative solutions; uses feedback to modify designs; demonstrates attention to detail; identifies and resolves problems in a timely manner; completes projects on time. Communication Skills: Focuses on solving conflict, not blaming; maintains confidentiality; keeps emotions under control; maintains positive attitude; responds promptly to internal and external customer needs; listens and gets clarification. Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. Quality: Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Diversity: Shows respect and sensitivity for cultural differences. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organization resources; Approaches others in a tactful manner; Treats others with respect; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; able to deal with frequent change, delays or unexpected events in a high pressure environment. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person as needed; is consistently at work on time. Initiative: Seeks increased responsibilities; takes independent actions and calculated risks; asks for and offers help when needed; generates suggestions for improving work. Qualifications: •Bachelor of Science degree in Mechanical Engineering, Electrical Engineering, Material Science or equivalent experience is required. Understanding of mechanical and thermal dynamic behavior of dissimilar materials at elevated temperatures is vital. •Must have adequate computer skills with experience using Microsoft Office (Outlook, Excel, Word, etc.), and the ability to learn other internal software applications. •Must be able to use hand measuring tools such as micrometers and calipers as well as optical tools such as profile projector, digital vision system, and microscope. •Must be able to work with minimum supervision and capable of self-checking for completeness and accuracy of work produced. •Basic knowledge of 2D (AutoCAD) &/or 3D modeling (Inventor, Solidworks, etc.) is required. •Prior CAM software use/programming is desired. Physical Demands: While performing the duties of this job, the associate is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear. The associate is frequently required to stand, walk and sit. The associate must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by

this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. (Date listed: 11/15/18)

Federal Resources (651) Stevensville, MD. **Director, C4ISR Sales** (MWE Job Order #941722). Apply Online at: <http://ipc.us/t/91D28FC846B245BC>. (Date listed: 2/4/19)

Fincantieri Marine Group (656) Stevensville, MD. **Electrical Engineer II** (JO#943447); **Cyber Security Engineer** (JO#943431); **Engineer I, Deck Systems** (JO#943445); **Project Engineer, Combat Systems/Secure Projects** (JO#943428); **Senior Engineer, Shock** (JO#937796); **Senior Engineer, Machinery Control Systems** (JO3938619); **Senior Engineer, Piping** (JO#943426). Apply Online at: <http://ipc.us/t/1A6BAAA65B384ED4>. (Date listed: 2/6/19)

First Baptist Church of Kent Island (553) **Worship Leader**. We are presently seeking to fill the position of Worship Leader. This is an entry-level position for someone who is Spirit-led, seeking to grow in all aspects of worship. We are a small fundamental church of 75. We use Power Point and DVD's for special music to lead an 8-10 person church choir on Sundays at present. We follow tradition with Wednesday night dinner, Bible study, prayer, and choir rehearsal, and would expect the person we choose to be involved in our Fellowship. If you/ or you know anyone that loves to sing and praise God with a joy to lead people to a full and spiritual worship with a freedom to expand their personal growth and knowledge, please send/ or have them send us a resume or call Pastor Baughan (443-540-4700) to ask any questions. E-mail: fbcki@verizon.net. (Date listed: 1/3/19 Updated 2/7/19)

Hebron Savings Bank (602) is currently recruiting for qualified customer service oriented candidates to work fulltime in the Cambridge area. Hours between 8:30-4:00pm Monday – Thursday, until 6pm on Fridays and rotating Saturday mornings until 12pm. Excellent health, retirement, and paid time off benefits provided. Interested candidates can apply by email to lwalker@hebronsavingsbank.com. EOE (Date listed: 1/17/19)

Henson Scout Reservation, Del-mar-va Council B.S.A. (585) **Summer Camp Staff** – Henson Scout Reservation is an 1800+ acre scout camp that is located in Dorchester County along the Marshyhope Creek and Nanticoke River. We are currently seeking to hire folks for the summer to serve on camp staff. Members of the camp staff need to be outgoing, enthusiastic individuals who are able to put the needs of the campers first. These positions are temporary and have the ability to last for 6 or 9 weeks. These positions also have the ability to repeat each summer. There are a wide variety of jobs available ranging from being a lifeguard to being the ATV Instructor. All positions are paid and receive room and board for the duration of the position. Please **APPLY** before February 28th. (Date listed: 1/14/19)

Heron Point of Chestertown, MD (589) 501 E. Campus Ave. **Culinary Service Supervisor** (JO#934681); **Dining Room Server** (JO#934580); **Food Production Assistant 2** (JO#934673); **GNA- WillowBrooke** (JO#935588); **Housekeeper 4** (JO#934670); **Mechanic Foreman** (JO#935580); **Medical Diet Aide** (JO#934668); **Physical Therapist Assistant** (JO#934578); **RN-WillowBrooke** (JO#935595); **RN- 11 PM-7 AM** (JO#935599); **Bus Driver** (JO#934577); **Rehab. Admin. Asst.** (JO#935577). **APPLY**. (Date listed: 1/15/19)

Hertrich of Easton (454) is hiring world class business professionals. **Auto Sales Consultants / Automotive Sales Representatives / Customer Service Associates / Sales** – apply today at www.hertrichcareers.com. Do you have what it takes to be a SUCCESSFUL Hertrich Automotive Sales Consultant? Read on to find out- What do Hertrich Auto Sales Associates do? At all of Hertrich Family 17 Dealerships, in the tri-state area and along the Eastern Shore, our Auto Sales Reps work with customers through every step of the auto buying process. The proven Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate / Sales successful steps include: •Communicating to auto customers what makes Hertrich unique. •Spending time with guests to determine their car and truck needs. •Presenting vehicles for test drives. •Demonstrating all available automotive models, features, and benefits to the customers'

auto needs. •Develop a creative and successful strategy for every vehicle sale. •Maximize profitability in each and every car and truck deal. •Ensure that every Customer is completely satisfied with their automotive purchase experience. •Complete accurate paperwork and computer entries for all clients. •Follow up with new and existing automotive customers and clients. •Perform other duties as assigned by Management. What does it take to be successful as a Hertrich Auto Sales Consultant / Automotive Sales Representative / Customer Service Associate? (Read carefully because this is very important!). The requirements for earning up to \$100,000 annually are: •A strong ability to work with and relate to all types of customers and to earn their respect. •Self-motivation and driven desire to be the very best automobile Sales Associate! With consistently strong customer service, Hertrich Sales Consultants can advance to management positions and various opportunities throughout the organization with a proven successful work ethic. •Must be dedicated to finding the right vehicle for every customer. •Exceptional speaking, writing and active-listening skills. •Good computer skills. •A PASSION FOR SELLING in a Team oriented environment! Is there anything else you need know? YES- •You MUST be able to work a flexible retail schedule, including evenings, Saturdays, and some holidays. •High school diploma or GED required. •A valid driver's license is required with few to no points. •GREAT ATTITUDE & SMILE each and every day. Don't Forget... The Hertrich Family of Dealerships, along with our Collision Centers, is a family-owned and operated organization with a strong financial foundation in our communities for over 50 years in the automotive industry. We represent the most complete line of multi-franchise dealerships in Delaware and the Eastern Shore area and have over 16 locations and 3 Collision Centers in the tri-state area. Our associates enjoy a fast-paced culture with top salaries and incentives, paid vacations, on-going training for longevity, bonuses, 401k with company match, employee purchase discounts, Medical, Dental, Vision, Disability, Life Insurance and more. "Offers of employment are conditional. Candidates must successfully complete a Pre-Employment Drug Screening, Criminal Background Check, and Motor Vehicle Record Check. A criminal record will not automatically disqualify an applicant from employment. We are a drug-free workplace. We are an EEO/ AA employer. Job seekers will be given consideration without regard to their disability or protected veteran status." (Date listed: 11/15/18)

Inter-rail Management, Inc. (654) Human Resources Generalist (Centreville, MD). We are a service contractor to the railroad industry with corporate offices located in Centreville, MD. The corporate office supports field offices with 700+ employees nationwide. Hours are Monday-Friday 8-5. We are seeking a full-time HR Generalist to review new hire paperwork including our background check and drug testing processes, administer leave of absence requests, respond to verifications of employment and unemployment claims, maintain our fleet inventory, create a bi-monthly Newsletter and complete varied electronic weekly and monthly reporting. Must be proficient with Microsoft Office including Excel, be detail-oriented, and have excellent phone and writing skills. Bi-lingual Spanish helpful, but not mandatory. Minimum Associates degree with 1 year human resources experience, must pass background check. Benefits include health, dental, vision, life/supplemental life, 401-k, and short-term disability. Please send resume and cover letter to jobs@interrail-transport.com. (Date listed: 2/5/19)

Kent Center (613) in Chestertown seeks team members who are caring, organized, positive, respectful, and accountable. Relevant training provided; competitive pay and benefits. Day, evening, weekend and flexible hours available. Since 1970, the mission of Kent Center has been to ensure the safety and well-being of adults with diverse abilities through personalized supports, essential training and education, open communication, and community partnerships. With respect and dignity, we provide enriching opportunities and choices which promote capability and independence to enable positive contributions to our community. Currently, we're seeking fabulous candidates for the following positions: **Registered Nurse; Program Coordinator; Direct Support Professional; Human Resources Assistant; Director of Administration; Team Leader; Bus Driver.** Learn more about our DDA community and apply online at <https://kentcenter.mitcawm.com/jobs/> by February 15. Plan to join us at our **Job Fair** February 6 from 9-11am at 215 Scheeler Road in Chestertown. (Date listed: 1/23/19)

Kent Manor Inn (600) Stevensville, MD. **Chef** (JO#935686); **Housekeeping Supervisor** (JO#935691); **Maintenance Associate** (JO#935690). Email Resumes to: bunny@kentmanor.com. (Date listed: 1/17/19)

Konsyl Pharmaceuticals, Inc. (599) **Digital Ecommerce Coordinator**. Company specializes in sales and marketing of dietary Supplements, OTC pharmaceutical products, and medical devices is seeking a full-time Digital Ecommerce Coordinator. The Digital Ecommerce Coordinator will work closely with the Brand Manager. The role will support the execution of digital marketing plan and ecommerce sales as well as maintain and oversee the brand representation through all media. **Key Responsibilities:** •Serve as a primary point of contact and project coordinator to third-party marketing agencies, working collaboratively on the day-to-day implementation of digital marketing campaigns and ecommerce tactics. •Website content management. •Drive brand identity and product positioning with consistency in all outward facing marketing assets and communication. •Develop and implement account specific campaigns and tactics for strategic growth within ecommerce divisions; brand website, amazon, and retailer ecommerce. •Track latest digital marketing trends and provide ongoing market research. •Produce regular ecommerce reporting to track sales. •Advertising. Design/develop ads. Media selection and planning. **Skill Requirements:** •High school diploma and AA Degree (or equivalent coursework completed) required; BA/BS degree in marketing, communications, or related field preferred. •Minimum of 3 years related marketing experience. •Strong writing and verbal communication skills. •Demonstrates professionalism, teamwork, adaptability, and organizational skills. •Strong organizational skills and attention to detail. •User knowledge of website and digital marketing platforms. •Microsoft Office Suite proficient. •Must be able to work in a fast-paced work environment, with multiple high priority projects. •Ability to write routine reports and correspondence. •Ability to speak effectively before groups. •Ability to define problems, collect data, establish facts and draw valid conclusions. •Be well versed in adapting different ways under pressure in order to meet deadlines, flexibility to work in an ever changing environment. •Some travel required. Located in Easton, MD. EEO employer. E-mail resume to hr@konsyl.com or fax to 410-822-0843. (Date listed: 1/17/19)

Lowe's (652) Easton, MD. **On-the-Spot Interviews – Wednesday, February 13, 2019 from 10am-7pm**. Apply in-store, on your phone, or online at <https://jobs.lowes.com/>. (Date listed: 2/5/19)

Lowe's (632) Easton Store. **Facility Service Associate** (JO#940616); **CSA-Cash Office** (JO#940621); **Sales Specialist- Appliances** (JO#940625); **Cashiers** (JO#940651); **Garden Center Employee** (JO#940635); **Night Stockers** (JO#940629); **Assemblers** (JO#940659); **Sales Floor Seasonal** (JO#940644). Apply on line at www.lowes.com/careers. (Date listed: 1/28/19)

Medifast (608) Ridgely, MD. **Wave Planner** (JO#938297); **Warehouse Production Workers** (JO#938291). **Warehouse Production Workers** (JO#938291). Apply on line at: medifastcareers.com. (Date listed: 1/22/19)

Miracle Gro (421) is a global leader in supplying lawn and garden products to the public. We own or represent the following products: Scotts, Miracle Gro, Ortho, Round Up, Tomcat mouse products, Raid, Hawthorne indoor gardening. We work in the Lowes and Home Depots merchandising our product. This includes filling shelves and other locations, building displays, cleaning products outside, speaking to consumers regarding our product, etc. I am looking for an individual to assist me at the Easton Lowes. This position would not start until spring with the exact date being determined by weather and customer traffic-typically in March. Online safety and product knowledge training is supplied, as well as personal protection products and shirts. New hire would work with me or an experienced merchandiser at first to become acclimated to the job. I will not know exactly how many hours I can offer till my team is in place and I have a budget for the year. Estimated hours are between 8 and 15/week. I can be flexible on days and hours but would prefer a candidate that can work morning hours. Our application website will not be active until November 8th at which time you can apply to scotts.com/careers and search for

the position in Easton. Until then interested candidates can contact me at Richard.sheffield@scotts.com. (Date listed: 10/30/18 Updated 1/17/18)

Montgomery County DOCR (644) [Community Corrections Intern](#) – Closes July 4, 2019; [Correctional Officer I: IRC34345](#) – Closes March 13, 2019; [Correctional Dietary Officer II: IRC33905](#) – Open Until Filled; [Correctional Health Nurse :IRC35268](#) – Open Until Filled; [Resident Supervisor I: IRC34340](#) – Open Until Filled (Female applicants only).

Experience: Completion of eighteen (18) months of satisfactory work as a Resident Supervisor I.
Education: Possession of a Bachelor's Degree from an accredited college or university.

Equivalency: An equivalent combination of education and experience may be substituted.
www.montgomerycountymd.gov/COR/MSD/docemployment.html. (Date listed: 1/31/19)

Neighborhood Service Center, Inc. (646) Office Assistant (JO#943050). Email resumes to: mneal@nsctalbotmd.org. (Date listed: 2/4/19)

New Beginnings Youth and Family Services (661) Cambridge, MD. Youth Tutor/Counselor- Part time (JO#944030). To apply email resume to: newbeginningsfamily@comcast.net. (Date listed: 2/6/19)

Paris Foods Corporation (629) Customer Quality Specialist. Job Purpose Summary: Maintain the company's customer document request system. Complete customer needs in relation to quality/food safety documents necessary to meet requirements. Complete customer COAs for outbound loads. Specific Responsibilities of the Position: •Maintain the Customer Document Request system currently in place. Activities include: •Completing customer questionnaires and vendor applications. •Providing support to sales team and customers regarding product specifications, nutritionals and other quality related documentation. •Tracking requests in required spreadsheets. •Assisting management to achieve appropriate approvals, signatures and other needs requiring legal matters. •Assist in various customer service tasks necessary to provide optimal efficiency and quality to our customers. •Complete all customer certificate of analysis (CoAs) for outbound loads for the following facilities: •Lexington, NC. (WH 06). •Pick-ups en-route from Lexington. •Willow Cold Storage, MI (WH 92). •ALL Direct Ships (Various locations). •Assists in the Supplier Corrective Action Report (SCAR) process. •Assists in various data analysis tasks such as trending reports, COA data matrix upload and many others. •Back-up associate in necessary times. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Required Knowledge Skills and Abilities: •Knowledge and experience of Food Safety and HACCP systems / Quality Management systems. •Excellent skills in project management. •Excellent skills in Leadership, communication and problem solving. •Excellent skills in organization and attention to detail. •Excellent skills in computers and quality reporting software. •General knowledge of food manufacturing processes, maintenances, production, Regulatory agencies. •Demonstrated ability to work independently. Education and Experience: •Required experience: 3-5 years or equivalent. •Specialized training in: Excel, Word, Adobe/Nuance PDF, HACCP, Leadership, Problem solving and Team Building, Food Safety. Physical Demands: •Ability to lift up to 50 lbs. •Standing and sitting for long periods of time. Work Environment: •While performing the duties of this position, the employee is occasionally exposed to loud, cold and high places, variable temperature, moving parts, and a wet environment. To apply for this position go to www.parisfoods.com. (Date listed: 1/25/19)

Planned Parenthood of Maryland (127) Bilingual (English/Spanish) Medical Assistant (Full-Time). Easton, Baltimore, Towson, Owings Mills, Waldorf, Frederick, Annapolis. Summary of Responsibilities: Under the general direction of the Health Center Director, performs the administrative and clinical support tasks necessary for efficient center operations to ensure high quality client services and support, informed consent, client education and counseling, effective clinical support, efficient client flow, and a professional health care environment. Essential Responsibilities: 1. Provides direct service in all the health center specific areas including family planning, abortion, prenatal, general medicine, pediatrics, as appropriate to scope of services and

health centers. 2. Provides clients with accurate information regarding PP services including questions pertaining to contraception, options, and funding sources. 3. Contributes to achieving health center productivity goals. 4. Screens financial, medical, and social history with correct documentation of pertinent information. 5. Accurately documents all services provided. 6. Demonstrates PPM customer service standards. 7. Solicits donations from patients per PPM guidelines. 8. Prepares clients for exams and assists in exam room when needed. 9. Provides pregnancy testing, information and referral, provides PT client's family planning services or schedules other appropriate services. 10. Performs lab work and venipuncture. 11. Prepares exam room with appropriate supplies for examination and cleans room. 12. Assist the provider in the exam room as a chaperone when needed. 13. Greets clients politely and promptly and provides clients with correct forms. 14. Enters patient information into Electronic Practice Management (EPM) system and Electronic Health Record (EHR) system. 15. Makes health center appointments, provides information and appropriate referrals. 16. Routes and files incoming laboratory reports appropriately. 17. Abstracts charts, pulls charts, transfers records, file charts. 18. Prepares daily lab samples for transfer to appropriate lab(s), maintains electronic lab log. 19. Cleans instruments, exam rooms, lab area, and autoclave as assigned. **Qualifications:**

- Graduation from high school or GED and in conjunction with a medical assisting certificate or 1 year of experience working in a healthcare setting performing back or front office duties.
- Phlebotomy/IV training or willingness to obtain after employment.
- CPR certification or willingness to obtain immediately after employment.
- Knowledge of principles and practices of administration, organization, common techniques and practices in an office or medical health center setting.
- Ability to read, write, and speak English and Spanish fluently.
- Bilingual English/Spanish, required. \$14.65 per hour, 2% increase for each year of experience, and \$2,000 sign-on bonus. <http://www.plannedparenthood.org/planned-parenthood-maryland>. (080818 Updated 9/5/18) Updated 10/4/18 Updated 11/1/18)

Professional Billing, Inc. (566) Medical Billing Associates. A leading national medical billing company has job openings due to recent expansion and client growth. We have an immediate opening for 2 Medical Billing Associates in the areas of account receivable follow-up and customer service. Summary job requirements include:

- Good data entry skills, with the ability to follow specific instructions and set procedures. Type a minimum of 30 words per minute.
- Update patient insurance information.
- Work with various departments to resolve billing issues.
- Ability to maintain strict confidentiality.
- Ability to interpret insurance companies policy and procedures and apply them.
- Basic exposure to ICD-9/ICD-10 and CPT code.
- Ability to interpret billing procedure changes and assimilate information to computer entry requirements.
- Ability to comprehend explanation of benefits and post correctly to accounts.
- Ability to answer incoming phone calls from patients and other parties including demonstrating a professional, friendly phone demeanor.
- 2 years previous experience in an insurance or medical billing office preferred but not required.

If you have some of these requirements and want to join a growing, exciting, inventive fast-paced leader in the medical billing industry, please attach your resume with salary requirements. Our benefits include: Competitive hourly wage; 401 (k) plan; Health, dental, and vision insurance; Paid holidays; Casual dress code and work environment. Full-time employment - Monday through Friday. Full-time. Easton, MD location. Please send resume via email to: mmchance@mypbi.com. (Date listed: 1/8/19)

PRS Guitars (581) 380 Log Canoe Circle Stevensville, MD. Accessories Warehouse Associate (Refer to MWE Job Order #934463); **1st Shift Production Sander** (Refer to MWE Job Order #863371). Apply <http://www.prsguitars.com/careers/>. (Date listed: 1/11/19)

Quality Staffing Services (612) is hiring the following positions: **HVAC Service Technician Federalsburg, MD (JO#938038); Parts Sales Manager Federalsburg, MD (JO#938036); Maintenance Supervisor Cambridge, MD (JO#938350); Production Supervisor Cambridge, MD (JO#938355); Warehouse Supervisor Cambridge, MD (JO#938351); Plating Process Engineer Cambridge, MD (JO#938030); Drafter/Designer Cambridge, MD (JO#938339); Quality Inspector Cambridge, MD (JO#938031); Machinist Linkwood, MD (JO#933221); Early Head Start Teacher Easton, MD (JO#938345); Bank Teller Hurlock/Cambridge, MD (JO#938330);**

Machine Operator Cambridge, MD (JO#938032); Sanitation Cambridge, MD (JO#938034); Packers Easton, MD (JO#938352); Senior Accountant Federalsburg, MD (JO#938353). Apply in office at-2918 Old Route 50, Cambridge, MD 21613. (Date listed: 1/22/19)

Queen Anne's County (662) Centreville, MD. Maintenance Worker I. This entry-level position performs a range of manual labor tasks in support of County park maintenance and development activities. Under close supervision, performs general park maintenance work, involving some responsibility, complexity, and variety, to perform general grounds maintenance and routine building maintenance at County Parks properties and facilities. [View Job Details](#). (Date listed: 2/7/19)

Queen Anne's County (655) Centreville, MD. Equipment Operator I. This position performs a wide range of manual labor functions in support of the Department of Public Works. Under direct supervision of a maintenance supervisor, performs miscellaneous physical tasks related to the maintenance of County roads and solid waste management and parks systems. [View Job Details](#). (Date listed: 2/6/19)

Queen Anne's County (594) Centreville, MD. EMT- Basic I Contractual. Provides a range of emergency basic life support services and advanced life support services to persons who require such services. Work is carried out under stressful conditions and must be performed to protocols established by the Maryland Institute for Emergency Services Systems governing EMT-Basics. The EMT-Basics I primary provides medical care and treatment to individuals critically ill and/or injured due to fire, motorized conveyance and other accidents or rescue situations. Responsibilities also include data entry, preparation and maintenance of records and reports relating to emergency care administered. Work is performed with considerable technical independence, and is evaluated in terms of the applications of approved techniques, safety, and skilled operations of equipment in transporting patients to hospitals or other locations of emergency care. Within the first year of appointment, probationary Paramedics are required to successfully complete and obtain National Professional Qualification Board "Protective Envelope" and Foam and/or "Firefighter". [View Job Details](#). (Date listed: 1/16/19)

Queen Anne's County (606) Centreville, MD. Facility Technician I. This position performs a range of manual labor and other tasks in support of maintenance activities in connection with County facilities, systems and equipment. [View Job Details](#). (Date listed: 1/22/19)

Queen Anne's County (604) Civil Engineer I (Public Works) (See MWE Job Order #935973); **Civil Engineer I (Parks)** (See MWE Job Order #936073); **Public Safety Dispatcher II (PT)** (See MWE Job Order #935958); **Deputy Sheriff (Non-Certified)** (See MWE Job Order #936080); **Development Review Principle Planner** (See MWE Job Order #935964); **Bus Driver (FT)** (See MWE Job Order #936077). Applications are available from The Queen Anne's HR Department at 107 N. Liberty St. in Centreville, MD 21617. www.qac.org. (Date listed: 1/17/19)

The Queenstown Bank (625) has an excellent career opportunity for a full-time **Operations Specialist**. This position is responsible for performing a variety of duties to support the Operations Department of which the following are illustrative: reconciliation of various correspondent, general ledger and bank accounts; review new accounts and account changes; processing account adjustments and corrections; processing and maintenance of returned or unposted items; provide support for all digital products including; Online Banking, Mobile Banking, Bill Pay, Mobile Deposit and Remote Deposit Capture; ordering ATM and Debit cards; monitoring electronic banking transactions for fraud activity. Knowledge, Skills and Abilities: High School Diploma or equivalent with previous bank operations experience preferred; comprehensive knowledge of deposit services functions, processes and procedures including deposit regulations and compliance requirements; proficient computer skills including Microsoft Office Suite; strong organizational, problem-solving, and analytical skills; exceptional listening and communication skills; acute attention to detail; versatility, flexibility, and a willingness to work within constantly

changing priorities with enthusiasm; ability to manage priorities and workflow. Applications may be obtained at www.queenstownbank.com or by e-mailing hr@queenstownbank.com. Queenstown Bank is an Equal Opportunity / Affirmative Action Employer. (Date listed: 1/25/19)

The Queenstown Bank (605) is seeking a full-time Teller. The Teller position is responsible for performing various functions within the retail branch operations. Primary Duties: Cashes checks, savings withdrawals and makes cash advances; assists with night depository duties including logging bags, processing deposits, making change orders, issuing receipts and returning bags to customers; promotes and cross-sells the Bank's products and services; receives and processes stop payment and hold orders; accepts loan payments; Knowledge, Skills and Abilities: High School Diploma or equivalent GED required; one to three months related experience and/or training; proficient reading, writing and mathematical skills; exceptional listening and communication skills; Physical Requirements: Manual dexterity for the functional operation of office equipment such as computers and calculators; mobility sufficient to perform activities required of position, including travel to various branch locations. We offer competitive compensation and an excellent benefit package. Applications may be obtained at www.queenstownbank.com or by e-mailing HR@queenstownbank.com. Queenstown Bank is an Equal Opportunity / Affirmative Action Employer. (Date listed: 1/18/19)

The Queenstown Bank (605) is seeking a full-time Teller. The Teller position is responsible for performing various functions within the retail branch operations. Primary Duties: Cashes checks, savings withdrawals and makes cash advances; assists with night depository duties including logging bags, processing deposits, making change orders, issuing receipts and returning bags to customers; promotes and cross-sells the Bank's products and services; receives and processes stop payment and hold orders; accepts loan payments; Knowledge, Skills and Abilities: High School Diploma or equivalent GED required; one to three months related experience and/or training; proficient reading, writing and mathematical skills; exceptional listening and communication skills; Physical Requirements: Manual dexterity for the functional operation of office equipment such as computers and calculators; mobility sufficient to perform activities required of position, including travel to various branch locations. We offer competitive compensation and an excellent benefit package. Applications may be obtained at www.queenstownbank.com or by e-mailing HR@queenstownbank.com. Queenstown Bank is an Equal Opportunity / Affirmative Action Employer. (Date listed: 1/18/19)

Regent Healthcare (593) Kent County Area. We are looking for **CNA/GNA/CMT**. Experience required. (Refer to MWE Job Order #890498). Apply www.applyregent.com. (Date listed: 1/15/19)

Resorts at Chester River Manor (615) Looking to spread your wings in nursing? Resorts at Chester River Manor is hiring. We are searching for awesome, talented, reliable and dedicated: **RNs, LPNs & GNAs**. Currently, we have ALL SHIFTS AVAILABLE. Full-time, part-time & PRN. Stop in to apply or send your resume to hr@rcrmanor.com. Resorts at Chester River Manor, 200 Morgnec Rd, Chestertown, MD 21620. 410-778-4550. (Date listed: 1/23/19)

Restyn (635) Federalsburg, MD. **Senior Accountant** – FT. Overview: Responsible for monitoring the financial operating plan and overseeing administrative aspects of the Wholesale/Transportation divisions and other affiliated entities, ensuring the highest level of customer billing, transaction processing, and compliance reporting. Supervises billing and administrative associates, coordinates and oversees their training, coaches and mentors' team to maximum performance potential. Qualifications / Duties / Responsibilities: •Partner with Wholesale Director, Transportation Director, and Wholesale/Transport Sales Manager to monitor financial operating plan for Wholesale/Transportation divisions and make recommendations to ensure monthly budgets are met. •Oversee monthly financial reporting of affiliated entities. •Identify opportunities, develop, and implement process improvement initiatives. •Implement, streamline, and manage document flow and processing to achieve 48-hour billing of deliveries. •Supervise billing and administrative associates. •Manage customer deposits and account setup. •Manage vendor setup and payment processing. •Ensure accurate and timely filing of compliance

reports and associated G/L account reconciliations. •Develop and maintain a department procedures manual. •Establish appropriate cross-training and ensure adequate coverage during absences. •Manage and streamline use of various software applications needed for accurate, efficient and timely billing and collection of data. •Work with staff to ensure they have the tools and skills needed to maximize efficiencies. •Implement new procedures as needed for specialized transactions. •Coordinate with dispatchers and sales associates to ensure smooth workflow and timely processing of deliveries. **Skills & Experience:** •Bachelor's Degree, preferred but not required. •1 – 3 years of proven Accounting/Management experience preferred. •Proficient in Microsoft Excel and Word. •Able to quickly learn and understand our ERP software. •Excellent written and verbal communication skills. •Strong organizational and time management skills; ability to prioritize. Sent resumes to alexander.alvarez@restyn.com or directly upload at <https://jobs.restyn.com/recruit/Portal.na>. (Date listed: 1/29/19)

Sail Salina II (540) St. Michaels, MD. **First Mate for 2019 Season** (JO#929376). To apply email resume to: sailsalina@aol.com. (Date listed: 12/28/18)

ScribeAmerica (658) Now hiring **Medical Scribe** position. ScribeAmerica hires and trains anyone interested in a career in medicine. We provide paid classroom and clinical training in the medical department to prepare applicants to be medical scribes. The role of the scribe offers exciting first-hand experience in the medical department and full one-on-one shifts working with board certified physicians. The job is second to none for exposure to medicine, disease processes, medical decision-making and procedures performed in the medical department. We are looking for motivated, loyal applicants who have a passion for learning about the medical field to join our team. If you are looking to be a part of a professional medical scribe team, please apply directly at www.scribeamerica.com/apply today. (Date listed: 2/6/19)

State of Maryland (595) MDH Local Health- **Kent County**. Full-time contractual and part-time contractual **Peer Recovery Specialist I, Certified**. Recruitment #17-000213-0001. Salary: \$12.97 - \$16.56/hour. There are 3 Contractual Vacancies for this recruitment, one full-time and 2 part-time. For more information and to apply, click [HERE](#). (Date listed: 1/16/19)

State of Maryland (583) **Community Health Nurse II** – Part-time contractual. Recruitment #18-004216-0063. MDH Local Health - **Caroline County**. **Filing Deadline 2/7/2019 11:59:00 PM**. Salary \$21.10 - \$33.69/hour (Salary Negotiable). Click for [more information](#) or to [apply](#). (Date listed: 1/11/19)

Talbot County Department of Social Services (642) **Human Service Specialist IV**. Full-time position at Talbot County Department of Social Services. This position administers the Young Father's and Non-Custodial Parent Employment Program as it relates to Child Support Enforcement; coordinates the recruitments, program development and implementation and resource development of these programs. The goal is to enable the participants to be responsible with their children and families and to gain employment to enable the participant to pay their Child Support obligation. Degree required. See full job description for Recruitment #19-001905-0003 and apply online at WorkForMaryland.com. **Deadline to apply 2/13/2019**.

Talbot County Public Schools (582) **Substitute Teacher**: High School Diploma/GED Required, AA degree or Teacher Certification preferred. Competitive Salary, starting at \$75/day. Submit online Substitute application at www.talbotschools.org or contact Talbot County Public Schools, Human Resources Office, 12 Magnolia Street, Easton, MD, 410-822-7557 Affirming equal opportunity in principle and practice. **Secondary Special Education Teacher**: A valid teaching certificate required (or proof of eligibility) as well as a bachelor's degree from an accredited college or university. Full-time position with competitive salary and superior fringe benefits. Submit online Certified Staff application at www.talbotschools.org or contact Talbot County Public Schools, Human Resources Office, 12 Magnolia Street, Easton, MD, 410-822-7557 Affirming equal opportunity in principle and practice. **Bus Drivers**: Full-time Bus Driver positions available. \$16.35/hr. minimum. Applicants must be a licensed CDL driver with Passenger and School endorsements. (Entry level drivers without CDL, paid training provided.) Submit online Support

Staff application at www.talbotschools.org or contact Talbot County Public Schools, Human Resources Office, 12 Magnolia Street, Easton, MD, 410-822-7557 Affirming equal opportunity in principle and practice. **School Psychologist:** Full-time – 10-month position – Actual wage depending on experience plus superior benefits. A valid MSDE certificate required (or proven eligibility). A master's degree and advanced graduate degree or doctoral degree from an approved program in clinical or school psychology, according to current MSDE requirements. Ability to facilitate the appropriate educational, emotional and behavioral experiences of all students in the school community through a comprehensive program of psychological services. Submit online Certified Staff application at www.talbotschools.org or contact Talbot County Public Schools, Human Resources Office, 12 Magnolia Street, Easton, MD, 410-822-7557 Affirming equal opportunity in principle and practice. **Special Education Teacher- Grant Funded Position (Chesapeake College):** A valid teaching certificate required (or proof of eligibility) as well as a bachelor's degree from an accredited college or university. Submit online Certified Staff application at www.talbotschools.org or contact Talbot County Public Schools, Human Resources Office, 12 Magnolia Street, Easton, MD, 410-822-7557 Affirming equal opportunity in principle and practice. **Occupational Therapist:** Full-time position with competitive salary and superior fringe benefits with progressive four county special education consortium. Located on the Eastern Shore of Maryland, we are seeking an Occupational Therapist to work in a school setting with Children age birth to 21. Ten month position with the possibility of 11 months. A valid driver's license and Maryland OT license is required. Apply online at www.talbotschools.org. Affirming equal opportunity in principle and practice. (Date listed: 1/11/19)

TechOps Specialty Vehicles (TOSV) (638) Fabricator / Welder. Summary/Scope: A Fabricator is a skilled position at the journeyman's level within the TechOps shop environment. He/she is responsible for fabricating from verbal and written instructions and printed drawings to high quality standards for up-fitting/retrofits of large vehicles, trailers, SUVs, etc. General Accountabilities/Responsibilities: Other duties may be assigned. •Assembles metals preparatory to welding. Preheats, cleans, lay outs, cuts and fits material for welding. •Fabricates from prints, sketches and verbal directions to high-quality standards using MIG/TIG on aluminum and steel. •Sets up, regulates, maintains and makes minor repairs on welding equipment. •Performs incidental welding duties as required along with regular assignments. •Maintains volume of production and quality of workmanship both while performing work and upon completion; general supervision is received concerning work but methods or techniques are generally left to the discretion of the employee. •Operates and maintains a variety of equipment such as tools, air compressors, portable generators, etc. Makes small repairs to equipment as required. •Operates automotive equipment, such as pick-up trucks, small vans, SUVs, or cars within the shop environment. May operate large vehicles, move trailers, etc. if necessary. •Makes equipment, material and supply procurement recommendations to the Shop Manager as necessary. •Assists shop team in checking project standards and applying quality-control measures. •May assist shop team with installations and repairs in the mechanical, electrical, plumbing and related fields. •Completes paperwork as required. •Performs other related work as required. Qualifications: Required: •Must pass welding test. •Must be proficient in reading a tape measure and calipers. •Must have personal welding helmet. •Must have own tools (drills, die grinders, etc.). •High school diploma or equivalent, AND •Considerable knowledge and skill in the use of equipment and techniques employed in MIG/TIG welding on aluminum and steel, OR •Equivalent combination of education and experience deemed adequate by executive management. •Considerable knowledge of general work methods in welding. •Ability to follow verbal, written instructions, and printed drawings. •Ability to lay out welding work and to make estimates of material requirements. •Valid driver's license and a clean driving record. •US Citizenship. Preferred: •Considerable knowledge of the occupational hazards of the trade and of appropriate precautionary measures. •Ability to maintain and make minor repairs in welding equipment. •Professional/technical certifications applicable to shop environment. •Ability to obtain a security clearance if needed. Working Conditions: The employee's primary work site is in the shop at the TechOps headquarters in Stevensville, MD. The shop is well-lit and properly ventilated in accordance with the Bureau of Labor. The noise level in the work environment is typical of most shop/industrial environments; ear protection is provided for when machinery is in operation as the noise level in the work area can be very loud. Installer is occasionally exposed to extreme

heat in summer and cold in winter while performing typical tasks. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc. is frequent. While it is difficult to gauge the percentage of travel for the employee, it is to be expected that travel both to TechOps locations and to project work sites not under TechOps's control or events outside of Maryland and around the country may be required. **Physical Requirements:** Medium physical exertion; the position requires mobility. While performing the duties of this position, he/she is frequently required to walk, stand on a concrete floor, communicate, reach and manipulate objects, tools or controls, work under vehicles (creeper work), work on ladders and on top of vehicles and occasionally sit. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as tools, forklift, computer keyboard, mouse, calculator and other items including tools and shop machinery as needed. If interested, email us at admin@techopssv.com. The position will be open until filled. (Date listed: 1/29/19)

TechOps Specialty Vehicles (TOSV) (637) Vehicle Electrician. **Summary/Scope:** A Vehicle Electrician is a skilled position within the TechOps shop environment. He/she is responsible for the installation and wiring of electronics and communications equipment in large vehicles, trailers, SUVs, etc. He/she also assists the shop team as needed in the overall retrofit/up fitting of vehicles. **General Accountabilities/Responsibilities:** Other duties may be assigned. •Installs and wires electronics and communications equipment in large vehicles, SUVs, trailers, etc. •Operates and maintains a variety of equipment such as tools, air compressors, portable generators, etc. Makes small repairs to equipment as required. •Operates automotive equipment, such as pickup trucks, small vans, SUVs, or cars within the shop environment. •May operate large vehicles, move trailers, etc if necessary. •Makes equipment, material and supply procurement recommendations to the Shop Manager as necessary. •Provide support during installation of electrical systems throughout vans, trucks, SUVs, and Mobile Command Centers (MCVs). •Ensure work performed meets the requirements set forth by the wiring diagram. •Work with project lead to troubleshoot any issues that arise during wiring. •Communicate job status as well as material status throughout the duration of assigned project. **Qualifications: Required:** •Must have electrical experience in marine, RV, or auto industry. •Experience with 12 volt wiring systems, lights and sirens, AV, or relays is a plus. •Must possess excellent communication skills and a desire to learn. •Must have strong work ethic and an ability to trouble shoot. •Must possess valid driver's license. **Preferred:** •Varied technical/mechanical skills. •Forklift operator certification/experience. •Professional/technical certifications applicable to shop environment. •Ability to obtain a security clearance if needed. **Working Conditions:** The employee's primary work site is in the shop at the TechOps headquarters in Stevensville, MD. The shop is well-lit and properly ventilated in accordance with the Bureau of Labor. The noise level in the work environment is typical of most shop/industrial environments; ear protection is provided for when machinery is in operation as the noise level in the work area can be very loud. Installer is occasionally exposed to extreme heat in summer and cold in winter while performing typical tasks. Exposure to dirt, dust and chemical fumes such as wood stains, paint, etc. is frequent. While it is difficult to gauge the percentage of travel for the employee, it is to be expected that travel both to TechOps locations and to project work sites not under TechOps's control or events outside of Maryland and around the country may be required. **Physical Requirements:** Medium physical exertion; the position requires mobility. While performing the duties of this position, he/she is frequently required to walk, stand on a concrete floor, communicate, reach and manipulate objects, tools or controls, work under vehicles (creeper work), work on ladders and on top of vehicles and occasionally sit. Duties involve moving materials weighing up to 25 pounds on a regular basis and up to 50 pounds on an occasional basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as tools, forklift, computer keyboard, mouse, calculator and other items including tools and shop machinery as needed. If interested, email us at admin@techopssv.com. The position will be open until filled. (Date listed: 1/29/19)

Tri-Gas & Oil Co., Inc. (639) Current openings: **Credit Manager** (JO#941415); **Propane Delivery Drivers** (JO#926216); **HVAC Service Tech** (JO#926219); **Senior Accountant** (JO#926220); **Transport Drivers** (JO#926223); **Safety & Compliance Mgr.** (JO#926227). To apply email resume to: careers@trigas-oil.com. (Date listed: 1/30/19)

USA Fulfillment (617) 313 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. **Account Manager Support Team Member**. USA FULFILLMENT located in Chestertown, MD is in search of a full-time **Account Manager Support Team Member**. This Team Member will assist our Account Management team with clerical tasks and updating policy and procedures as needed. Job requirements include a professional attitude, pleasant demeanor, time management skills, the ability to manage multiple and concurrent tasks, exceptional verbal/written communications, and strong computer abilities. This position hours are Monday – Friday, 7:30am to 4:00pm. To apply, complete a full application at USA Fulfillment’s offices between 8:30am and 3:00pm, M-F. Address: 313 Talbot Blvd., Chestertown, MD 21620, or go online to www.usafill.com. (Date listed: 1/23/19)

U.S. Census Jobs – 2020 (611) (JO#938364). PT & FT \$18.50 per hour. Apply on line at: www.2020census.gov/jobs. (Date listed: 1/22/19)

University of Maryland Medical System (591) **Marketing and Communication Specialist – FT**. Easton, MD. Job ID: 66491. Click [HERE](#) for more information and to [APPLY](#). (Date listed: 1/15/19)

Upper Shore Veterans Job Club (649) Guest speakers, local employers and a chance to discuss getting and keeping employment on the Upper Shore of Maryland. Covering from Kent County to Dorchester County. Veterans & eligible spouses are cordially invited – **February 15, 2019 – 1pm-3pm**. We will start promptly at 1pm. Talbot Career Center, 301 Bay Street, Suite 301, Easton, MD. For more information call Gene Davis or Sharon Egerson at 410.822.3030. (Date listed: 2/4/19)

Vintage Books and Fine Art (647) 4 North Washington Street, Easton, Md. 21601. 410-562-3403. vintagebooksmd@yahoo.com. **Bookstore Retail Sales Associate**. Summary/Objective: The retail sales clerk is responsible for enthusiastic customer service, accepting payments and making change for customers in retail store as well as other peripheral store duties. 1. Stock shelves, counters or tables with merchandise. 2. Answer customer questions concerning location, price and use of merchandise. 3. Total price and tax on merchandise purchased by customer to determine bill. 4. Accept payment and make change. Wrap or bag merchandise for customers. 5. Remove and record amount of cash in register at end of shift. 6. Keep the sales floor and back room clean and orderly. 7. IDEALLY, the candidate will have rudimentary Photoshop or other graphic design knowledge to help with emails and catalog preparation. Competencies: 1. Customer/Client Focus. 2. Must show Initiative and self-motivation. 3. Communication Proficiency. 4. Basic computer and Photoshop skills. Physical Demands: While performing the duties of this job, the employee is regularly required to talk and listen. This position is active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and/or move items that weigh more than 50 pounds. Position Type and Expected Hours of Work: This is an independent contractor position with sporadic hours: Wednesdays and the occasional Friday or Saturday. Evening and weekend work may be required as schedule demands. Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Salary: Negotiable dependent on experience and skills. Contact Information: Tim Boyle, Vintage Books and Fine Art, 4 North Washington Street, Easton, Md. 21601. 410-562-3403, or send resume to vintagebooksmd@yahoo.com. (Date listed: 2/3/19)

Vision Quest (660) **PT- Phys Ed Teacher** (JO#944004). \$25 per hour. Morning Star Youth Academy is a 40-bed residential program located on Maryland’s Eastern Shore. Morning Star offers drug and alcohol treatment for youth aged 14 to 18. Morning Star uses the Seven Challenges Program, which is an evidence-based treatment model that offers an alternative to traditional approaches for adolescents with drug problems. Apply by email to: pat.smith@vq.com. (Date listed: 2/6/19)

Vision Quest (601) **Childcare Workers** (JO#936636); **Shift Supervisor** (936641); **Addictions Counselor** (JO#936654); **Program Director** (JO#885613). Morning Star Youth Academy is a 40-bed residential program located on Maryland's Eastern Shore. Morning Star offers drug and alcohol treatment for youth aged 14 to 18. Morning Star uses the Seven Challenges Program, which is an evidence-based treatment model that offers an alternative to traditional approaches for adolescents with drug problems. Apply by email to: pat.smith@vq.com. (Date listed: 1/17/19)

The Whalen Company (584) Easton, MD. **HVAC Helper/Assembler** (JO#934530); **HVAC Refrigeration Assembler** (previous welding/soldering experience is a plus) (JO#934534). Email resumes to: hr@whalencompany.com. (Date listed: 1/11/19)

Wolford Companies, Inc. (640) Financial accounting and business administration firm located in Stevensville, Maryland, is seeking a full-time associate for onsite work in Washington, D.C.. Our firm started from scratch, and we're growing our client base and expanding our role with our clients year over year. We have a CPA, Certified Bookkeeper, and three MBA's on staff. We are eager to grow the company with the right talent. Our customers include companies in multiple business sectors from automotive to restaurants and government contracts to real estate leasing and renovation. We are based out of Stevensville, Maryland. We are seeking an accountant that meets the minimum requirements: 1. College coursework in accounting required; Associate's degree or higher preferred. 2. Experience with QuickBooks Desktop for Windows. 3. Strong passion for ATTENTION TO DETAIL. 4. Ability to work in both MacOS and Windows operating system environments. We use Apple computers and remote into Windows servers to access QuickBooks. 5. A coachable mentality. This position will entail learning on the go. We will be committed to teaching, if you are committed to learning. Duties and Responsibilities: 1. Entering daily bank and credit card transactions into QuickBooks. 2. Processing payroll. 3. Reconciling bank accounts, credit cards, loans, intercompany transfers, and other balance sheet accounts. 4. Conducting monthly account analyses and reviewing transactions for reasonableness. 5. Processing and reconciling sales and payroll tax filings. 6. Managing aged receivables/payables. 7. Generating invoices. 8. Managing asset/liability accounts. 9. Preparing loan amortization schedules. 10. Maintaining orderly accounting records electronically. 11. Visiting client offices. 12. Preparing and submitting financial statements to management for review. We are offering a competitive compensation and benefits package that will be commensurate with applicant's experience. Benefits include up to \$50 monthly paid to cell phone carrier, 401(k) retirement benefits, and health insurance benefits. If you are interested in learning more, and would like to discuss this opportunity in detail, please send your resume and contact information to Carrie Root at recruitment@wolfordcompanies.com. (Date listed: 1/30/19)

Wye River Upper School (626) The **Advancement & Communications Associate** must be a team-oriented, detail-oriented, highly organized self-starter, with an ability to be flexible and proactive. This position is responsible for all events of the School including 1 or 2 significant fundraising events in addition to the smaller scale special projects and events throughout the year. The position supports Development, and Marketing and Admissions. Experience with database management (E-tapestry or similar) to support development efforts is required. Strong written and oral communication skills are necessary, as well as, the ability to support the schools marketing efforts through online, and print. This position includes admin responsibilities such as mailings, recording gifts, coordinating volunteers, etc. Software proficiency in MS Office is required. Experience with graphics software is preferred, i.e. Adobe Creative Suite or similar. This position reports directly to the Executive Director or Director of Development and the Director of Admissions/Communication. BA/BS preferred and 2+ years relevant experience. FT, competitive pay & benefits. Visit <http://www.wyriverupperschool.org/about/employment/>. (Date listed: 1/25/19)

The YMCA (634) Dorchester County. **Camp Staff for 2019 Summer Camp Season.** Please join us for a group interview on: Thursday, March 21 at 6pm; Thursday, April 4 at 6pm; Saturday, April 20 at 11am; Thursday, May 2 at 6pm. Great benefits and perks. Please submit an application online prior to your interview www.ymcachesapeake.org/employment. For questions, please contact Summer Camp Director, Jen Lehn at jlehn@ymcachesapeake.org or Youth Development Director, Ashlie Elliott at aelliott@ymcachesapeake.org. (Date listed: 1/29/19)

Zips Dry Cleaning (607) on Kent Island in Chester MD is hiring **Counter Associates** for a variety of time slots. Zips Kent Island is located next to Route 50, miles east of the Bay Bridge. Counter Associates are responsible for providing exceptional customer service to all customers in a timely and professional manner. The job provides year-round flexible working hours at a convenient and friendly business. Please visit our web page at <http://www.321zips.com/kentisland>. Interested candidates can reach out directly to the store manager Stephanie Butler at zips106mgr@321zipx.com. Please send a recent resume and contact information. (Date listed: 1/21/19)

The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution.