



CHESAPEAKE JOB LISTING

October 24, 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 (749) 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: 3/1/19 Updated 9/5/19)

Administrative Assistant (421) at Service Consulting, Inc. - Requirements: Associate degree; three to five years' experience. Part-time position with the usual office skill sets; banking background preferred, basic accounting, quick books, constant contact, email & phone messages, excel helpful, internet research skills. Salary depends on experience. **Apply:** send resume' and references to Service Consulting, Inc., P.O. Box 2419, Easton, MD 21601. Or Email Charlesdouglasb@gmail.com (Date listed: 10/22/19)

Aerscher Diagnostics, LLC (398) 125 Dixon Drive, Chestertown, MD. **Machine Operator** (Refer to MWE Job Order #1057619). Email Resume to wanda@hemaprompt.com or apply in person at address above. (Date listed: 10/15/19)

APG Media of Chesapeake, LLC (327) Looking for a flexible, reliable opportunity to earn additional income? Become an **independent contractor** delivering newspapers, magazines, and other periodicals in your area. •Great, reliable opportunities: we publish every day, rain or shine. •Flexible, scaling compensation: the more deliveries you make, the more you earn! Estimated compensation \$200-400 per week. Opportunities for more deliveries throughout the year. •Be your own boss: Drive your own car. Set your own schedule. Develop your own route. As long as your deliveries are made, we're happy. We have routes immediately available in the Easton, Oxford, Trappe, Centreville, and Chestertown areas. For more info, contact Michael at 443-239-0156. (Date listed: 9/26/19)

Aphena Pharma Solutions (374) Easton, MD. **Machine Operators (JO#1029356); Packers (JO#1055990)**. 4-10 hour days -2 shifts available. Email resumes to: hreaston@aphenapharma.com. (Date listed: 10/9/19)

Aphena Pharma Solutions (344) Machine Operators Wanted: Aphena Pharma Solutions www.aphenapharma.com is a dynamic pharma solutions provider located in Easton, MD focused on contract packaging, repackaging and manufacturing for the pharmaceutical, OTC, dietary supplement, animal health and medical device marketplaces. We are currently looking for Machine Operators. Full time positions available for Day Shift and Night Shift - working 10 hours a day, 4 days a week (Monday-Thursday) with varying overtime as needed. Salary: \$15.00-\$18.00 per hour depending upon experience. Benefits: Full Comprehensive health insurance

including medical, dental, vision, 401K plan and paid time off. Climate controlled environment. Job Tasks: •Change material rolls of various sizes. •Clean and maintain ink printers. •Change gears, sprockets and chains. •Maintain jaws and replace tape as needed. •Stacking of raw materials and finished goods. •Maintain machines on a regular basis. •Be able to identify and replace broken and/or damaged parts. •Adjust computerized attributes as necessary, identify and correct machine or raw material discrepancies to assure product control. •Maintain safe and clean work area. •Record all information as specified by documented procedures. •Perform and record most preventative maintenance, assistance required from mechanical staff. •Machine setup, partial, assistance for mechanical staff required. •Perform hourly inspections and document results. •Clean/sanitize equipment or work area and document as required. •Move items using material handling equipment as needed. •Assist with varied tasks as needed. Job Skills: •Have the ability to analyze and solve mechanical problems with assistance from Level 2 operator or mechanic. •Willingness to learn. •Technical skill and knowledge. •Skilled in utilizing and understanding the following: inventory counting; lot control; multi-meter; artworks & drawings; measuring equipment; hand tools; Ability to read, write and count; Possess general working knowledge of electrical controls; Skilled in using required material handling equipment; Receive instructions through oral communications accurately and quickly; Convey answers or instructions to other workers accurately, loudly, and quickly. Physical Requirements: •Must be able to lift and move materials up to a maximum of 65 pounds and carry 8 feet frequently. •The machine operator will be subject to dust, noise, fumes, and odors. •The machine operator will be exposed to inside and outside environmental conditions. •The physical activity of this position includes, but is not limited to: climbing, walking, stooping, kneeling, crouching, reaching, standing, pushing, pulling, lifting, grasping, twisting, sitting, and feeling. •Safety equipment will be provided where needed and required to be worn. Education/Experience: •HS diploma. •Prefer vocational training. Operator/mechanic experience is a plus and will be compensated. Experience: •manufacturing: 2 years (Preferred); •machine operator: 1 year (Preferred); •Work authorization: United States (Required); Additional Compensation:•Bonuses. Please send all resumes to hreaston@aphenapharma.com. (Date listed: 10/2/19)

Autobell Car Wash (224) Now Hiring. Interested in flexible hours, top \$\$\$, college scholarships, no late work, & a FREE weekly car wash? Apply online at www.autobell.com/jobs. (Date listed: 9/27/19)

AZZ Enclosure Systems (403) 3011 Millington Rd, Millington, MD. **JOB FAIR – Wednesday, November 6, 2019 – 2pm-6pm.** Currently recruiting for: **Electricians, Welders, Electrical Installers, Engineering Manager, Wiring/Control Panel Entry Level (Training Provided), Buyer, Sheet Metal Fabricator – Machine Operator, Metal Fabricator, Painter.** AZZ offers full-time positions with benefits including company subsidized medical, dental, vision insurance, 401(k) with company match, bonus, stock purchase plan and tuition reimbursement. Overtime availability. If you can't attend, apply online at www.azz.com or email resume to SheilaParker@azz.com or apply in person. AZZ conducts background checks and promotes a drug free workplace. (Date listed: 10/16/19)

AZZ Enclosure Systems (399) Manufacturer of enclosed, steel structures located in Millington, MD. We offer full-time positions with benefits including company subsidized medical, dental, vision insurance, 401(k) with company match, bonus, stock purchase plan and tuition reimbursement. We are currently recruiting for Electricians, Electrical Installers, Welders, Metal Fabricators, Machine Operators, Buyer, Engineering Manager, Painter, Wire Shop-Entry Level and more. Check out the most up-to-date job openings at www.azz.com (careers page) OR apply in person at 3011 Millington Road OR email sheilaparker@azz.com. (Date listed: 10/15/19)

Bayleigh Chase (367) 501 Dutchman's Lane, Easton, MD. **Job Fair. Wednesday, October 23 from 3pm-6pm.** On the spot interviews. Hiring **GNA, Housekeeping Assistant, Maintenance, Recreation and Engagement, LPN, RN** and **Community Memory Services Coordinator.** www.acts-jobs.org. (Date listed: 10/7/19)

Bakery (279) Cambridge, MD. **Baker** (JO#1021228) Fast, efficient and Bi-lingual a plus. **Assistant Baker-PT** (JO#1037136). To apply email resume to: DevineSweets2@gmail.com. No Phone Calls Please. (Date listed: 9/16/19)

BDKinc.com (1195) IT Made Simple. **Technology Sales** position opening in Salisbury and Easton. BDK is a managed service provider and IT services & consulting firm headquartered in Easton, Maryland. We provide a full range of IT services with one goal in mind - to be a strategic technology partner that helps our clients achieve their business objectives. We're extremely proud of our portfolio of clients. We provide services for large national customers, but we also serve small businesses in our local community. We love this mix. It keeps us grounded in our small-town roots, but it also challenges us to always be current on the latest technology innovations and trends. We are currently looking for full-time employees to join our growing sales team. Job Description: •Meet with clients to determine system specifications, work practices and nature of their business to define the scope of projects. •Prospect and develop new business relationships with clients as well as maintain current clients through marketing and networking. •Assess IT needs within companies and give independent and objective advice on the use. •Attend industry events and civic organization functions. •Prepare budget documentation for customers. •Create Marketing literature. •Be involved in sales, support and maintain contact with client organizations. •Identify potential clients and build and maintain marketing lists. •Stay up to date on IT trends and innovative products. Interested in the Technology Sales position? Please contact Tony Holt 410-820-9926 or email sales@bdkinc.com. (Date listed: 6/14/19)

Benedictine (294) **Walk-in interviews** —~~Tuesday, October 15th, 2019 from 1pm — 3pm~~ and **Wednesday, November 6th from 12pm-2pm**. Stop by for an on-the-spot interview for any of our currently vacant positions including Direct Support Professionals, Health Care Assistants, Shift Supervisors and more! 14299 Benedictine Lane, Ridgely, MD 21660. For more information or to reserve a spot call 410.364.9825. (Date listed: 9/18/19)

Cambridge International (355) **Customer Care Advocates** (JO#1023441); **Inside Sales Specialists** (JO#1053537); **Crimpers** (JO#1023432); **Machine Operator/Weavers** (JO#1023426); **Fabricators** (JO#1053529); **Welders** (JO#1029655). Apply on line at: www.rexnord.com/careers. (Date listed: 10/3/19)

Candle Light Cove (409) (An assisted living facility) 106 W. Earle Avenue, Easton, MD 21601. **CNA/Caregivers** (JO#1069056), **Server/Dishwashers** (JO#1069059); **Cooks PT** (JO#1069058); **Charge Nurse/LPN** (JO#1069052). Apply on line at: www.integracare.com. (Date listed: 10/17/19)

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 dhmh.jobs@maryland.gov. (Date listed:)

Charisma (372) St Michaels, Maryland. Charisma is a Women's Specialty Apparel store in St Michaels, Md. Voted 'Best of the Eastern Shore' for the past two years. In our new location, we are looking for permanent part time team members to work 1 or 2 days per week plus weekends or weekends only. Hours can be flexible with your studies, no nights as we close at 5 or 6 daily. Salary is very competitive. Experience is not a requirement. If interested please give us a call at 410-745-0352 or email charismaboutique@verizon.net, or just stop in the store at 114 S Talbot Street Suite C, St Michaels. Regardless, we wish you success in your studies toward a great career. (Date listed: 10/9/19)

Chesapeake Bay Hyatt (404) **Lead Banquet Attendant** (JO#1058077); **Storeroom Attendant** (JO#1038477); **Executive Sous Chef** (JO#1034895); **Night Auditor** (JO#1058070); **Cooks** (JO#966499); **Dishwashers** (JO#1058072); **Front Desk Host** (JO#1058073); **Culinary Supervisor** (JO#1000722); **Chef de Cuisine** (JO#1058074); **Banquet Attendants** (JO#1034883). Apply on line at: www.hyatt.com. (Date listed: 10/15/19)

Chesapeake Bay Outfitters (335) St. Michaels, MD. **Assistant Store Manager** (JO#1052079); **Sales Associate** (JO#1052078). Email resume to: info@chesapeakebayoutfitters.net. (Date listed: 9/30/19)

Chesapeake College (is currently accepting cover letters and resumes for the following position (qualification change): **Assistant Director of the Cambridge Center: Grade 115E.** Responsibilities: The Assistant Director reports to the Director and is responsible for Center leadership in the Director's absence. Responsible for serving as an on-site academic and career advisor and Student Conduct Administrator. Champion for student support and retention.
•Responsible for Center leadership in the Director's absence. •Supervise overall Center advising. Assist students in career and pathway planning in degree programs, certificate programs, and adult basic education. Refer students to appropriate program directors and work closely with

colleagues across the College to ensure student success. •Cross-trained on main office business functions of the Center, including application, registration, and payment processing. •Work with both Cambridge and Wye Mills faculty and staff as necessary to promote underserved and general student population retention and to assist students with individual goal attainment. •Work closely with the Director, serving as the onsite Student Conduct Administrator for the Cambridge Center, addressing conduct issues brought to his/her attention by faculty, staff and students, keeping the Vice President apprised of any conduct situations that may require formal College action. •Attend meetings as necessary on Wye Mills campus. •Coordinate with Compliance Office. •Other duties as assigned. Requirements: Master's in Social Work (MSW/LCSW) preferred. Bachelor's degree in related area required. Prior experience as a student counselor preferred. Two (2) years of experience with educational systems and/or direct student services or related experience preferred. Demonstrated aptitude for communication and problem-solving. Understanding of and commitment to the community college mission. Proven self-starter who is excellent with technology. **For best consideration, interested applicants should submit a cover letter & resume to hr@chesapeake.edu by November 11, 2019.** This position is open until filled. Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to apply. (Date listed: 10/15/19)

Chesapeake College (369) is currently accepting cover letters and resumes for the following replacement position: **Nursing Faculty: 10-month.** Responsibilities: This full-time position begins January 2020 and serves students in the first and second semesters of an Associate of Science Nursing Program, and utilizes a team approach to achieve student learning outcomes in each course. The successful candidate's responsibilities will include both class room and clinical teaching, engaging in department and college wide service activities, and academic advising. Classroom content includes responsibility for nursing concepts related to foundations in nursing and medical/surgical nursing. Clinical responsibilities include direct supervision of students in long term care and acute care settings. Requirements: The successful candidate must hold current RN licensure in the state of Maryland, a minimum of a Masters' Degree in Nursing, and demonstrate a strong foundation in foundations nursing theory and clinical practice as well as medical surgical nursing theory and practice. A Masters in Nursing Education or Post – Masters Certificate in Nursing Education is preferred. **For best consideration, interested applicants should submit a cover letter, resume, and unofficial transcripts to hr@chesapeake.edu by October 30, 2019.** This position is open until filled. Please visit our website for additional information on open positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 10/8/19)

Chesapeake College (299) is currently accepting cover letters and resumes for the following position: **Temporary Part-Time Skilled Trades Laboratory Technician.** Responsibilities: Responsible for providing assistance with laboratory maintenance, organization, and preparation for the skilled trades programs offered on the Wye Mills campus. This 12-month position involves a flexible 28-hour work week. Requirements: A minimum of a high school diploma (or equivalent). Minimum three (3) years of work experience in construction or related skilled trades. Excellent communication skills, time management abilities, and good organizational skills. Ability to manage multiple projects independently, with accuracy, attention to detail, and in collaboration with Skilled Trades instructors and staff. Preferred Qualifications: Trades-related license or certification, completion of a trades program or apprenticeship. Possess knowledge and experience in multiple trades (i.e., HVAC, electrical, marine/automotive, welding, carpentry, etc.), 10+ years working in the trades. For best consideration, submit a cover letter, resume, & any trades related licenses or certifications to tellis@chesapeake.edu. **Position open until filled.** Please visit our website for additional information on positions. www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 9/19/19)

Chesapeake College (128) is currently accepting cover letters and resumes for the following position: **Director of Library and Academic Support:** Job Grade DIRIII. Responsibilities: The Director of Library and Academic Support is an administrative position reporting to the Dean for Teaching and Learning. The director provides leadership for the integrated library and academic support center through supervision of full- and part-time staff and work with campus partners for development, delivery, and evaluation of cross-disciplinary, multimodal library and academic support for the diverse needs of students and other campus constituents. The director develops and implements assessment measures in line with federal, state, and Middle States Higher Education Commission (MSHEC) accrediting guidelines. The director serves on institutional, faculty, and ad hoc committees. Requirements: •Master's degree; ALA accredited master's degree in library science, or master's degree in rhetoric, composition, psychology, or related field required. •3 years of full-time (or equivalent) experience in academic assistance in higher education; writing centers and/or library experience preferred. •2 years of experience supervising, mentoring, evaluating, and/or training tutors. •Experience working with or in an academic library. •Ability to motivate and lead teams of people in a collaborative, team-orientated work environment. •Experience with variety of service modes (e.g., face-to-face, online, appointment-based, drop/walk-in) and strategies. •Excellent public speaking, interpersonal, organizational, communication, mentoring, and problem-solving skills. •Experience assessing tutors or tutoring programs. •Ability to multi-task and produce quality work under deadlines. •Commitment to work with diverse populations of students and colleagues. •Strong technical skills and the ability to work with colleagues to implement appropriate technologies; experience with TutorTrac and/or LibAnswers administration preferred. •Grant, budgeting, experience strongly preferred. •Willingness to work flexible schedule, including some nights or weekends. **Interested applicants should submit a cover letter and resume to hr@chesapeake.edu by October 25, 2019.** Please visit our website for additional information on these positions www.chesapeake.edu/employment. Chesapeake College is an Equal Opportunity Employer. Minorities and Women are encouraged to Apply. (Date listed: 7/31/19)

Choptank Community Health (364) **Staff Accountant.** The Staff Accountant is responsible for maintaining and reconciling the accounts payable transactions with additional accounting responsibilities as proficiency is demonstrated. Key responsibilities of this position include, but are not limited to: •Process invoices and payments in accordance with CCHS's policy. •Record expense to accounts and cost centers by analyzing invoice and expense reports. •Identify vendor discrepancies and resolve issues with minimal supervision. •Prepare, maintain, and reconcile accounting documents, spreadsheets and invoices needed for grants, audits and budgets as directed by the Director of Finance. •Monitor, track, and report expenditures related to federal, state and private grants. •Prepare and maintain fixed asset subsidiary records. •Support the Director of Finance in payroll processing. •Complete other specialized duties as assigned by the Director of Finance. •Ensure accuracy and timely completion of assigned responsibility. •Provide cost effective ideas and recommendations for process improvement. Qualifications: •AA Degree in accounting, finance, business administration and 3-5 years of related career experience in accounts payable, accounting or finance (preferably in healthcare). Please contact Kim Love at klove@choptankhealth.org. (Date listed: 10/7/19)

Choptank Community Health (365) **Registered Nurse – Family Practice.** Key responsibilities of this position include, but are not limited to: •Telephone-based patient triage. •Direct patient care. •Health promotion. •Patient education. •Patient advocacy. •Coordination of services for patients throughout the health care system. To be considered for this position, candidates must have: •Associates degree in Nursing from an accredited school of nursing. •Current licensure by the Maryland State Board of Nursing. •CPR certification. •Working knowledge of automated patient data systems. •Must be proficient in computer skills. Working knowledge of ICD-10 and CPT coding. •Must demonstrate the ability to use medical equipment and materials safely. •Must be proficient in venipuncture, telephone triage, calculating doses of medications, injections, EKG's, nebulizer treatments, pain screening, collecting and preparing laboratory specimens and performing basic laboratory tests. •Bilingual language ability is valued but not required. •Minimum of three (3) years of nursing experience required. •Emergency

Department, Urgent Care, or other fast-paced Family Practice experience preferred. Please contact Rick Barton at rhbarton@choptankhealth.org. (Date listed: 10/7/19)

Choptank Community Health (366) Patient Services Specialist. Key responsibilities of this position include, but are not limited to: The Patient Services Specialist is part of a cross-trained team that performs multiple processes necessary for efficient operational function of an integrated dental/medical center and serves as the starting point in the revenue cycle. Duties include but are not limited to: greeting the patient and providing quality customer service in person and on the telephone, pre-registration, registration, appointment confirmation, scheduling. Receives co-payments and gives appropriate receipts to patients, post charges and payments to the practice management system. Verifies insurance information, assists with enrollment in sliding fee and other benefit products. Scans patient related documents to electronic dental/medical record. Essential Job Functions: •Appointment scheduling. •Registration. •Payment Collection. •Processing of charge posting. •Medical Record/Scanning. To be considered for this position, candidates must have: •High school graduate or equivalent. •6 months of related customer service experience. •Insurance billing experience helpful. •Knowledge of basic dental and medical terminology preferred. •Bilingual fluency (Spanish/English) preferred. •Ability to effectively communicate in writing in both English and Spanish. •Working knowledge of CPT and ICD10 coding. Please contact Rick Barton at rhbarton@choptankhealth.org. (Date listed: 10/7/19)

Choptank Transport (343) Preston, MD. Inside Sales Representative (JO#1053024); Carrier Sales Support (JO#1053022); Software Engineer (JO#1053014); Corporate Recruiter (JO#1053027); Facilities Maintenance Technician (JO#1053030). Apply on line: www.choptanktransport.com. (Date listed: 10/2/19)

Coach New York (362) Retail Contingent (MWE Job Order #1053826). Apply online at: www.coach.com. (Date listed: 10/7/19)

Coastal Home Care (370) a leading provider of home care services on Delmarva is currently seeking experienced, reliable, compassionate Nursing Assistants, retired RNs and LPNs to provide companionship, and personal care services to clients in their homes. We offer a variety of flexible scheduling options including full-time, part-time, and PRN schedules. For immediate consideration, please e-mail your resume to bradrogers@coastalhomecarees.com or fax it to 410-572-6041. You may also apply online by visiting our website at www.coastalhomecarees.com. Coastal Home Care and its affiliates are Equal Opportunity/Affirmative Action employers. (Date listed: 10/8/19)

Credit Plus, Inc. (260) Customer Service Representative/Call Center. The shift for this position is 11 am-8 pm, Monday - Friday. Please do not apply if you are not able to work this shift. Job Summary: Provides effective customer service to external customers using his/her knowledge of the company's products and services. Essential Duties and Responsibilities: •Processes orders, prepares correspondence and fulfills customer needs to ensure customer satisfaction. •Provides timely and accurate information to customers. •Meets productivity and quality standards. •Receives and handles ACD calls and requests. •Performs other duties as assigned by the customer service team leader and/or manager. •Spanish speaking a plus - receive pay differential. Education and/or Experience: •High School diploma or equivalent. •Successfully completed training class and orientation period. Knowledge and Skills Requirements: •Computer Knowledge. •Ability to communicate effectively both written and orally; effective listener. •Detail oriented; analytical ability; able to prioritize and organize; self-starter. Job Requirements: Language Skills: •Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. •Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule forms. Mathematical Skills: •Basic math skills. •Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Reasoning Ability: •Ability to define problems, collect data, establish facts, and draw valid conclusions. •Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and

concrete variables. Send resumes to Kat Mathews; kmathews@creditplus.com. No calls please. "Only these file types will be allowed: .PDF / .TXT / .DOC / .DOCX any other types will be blocked. Total file size limit is 10mb." (Date listed: 9/10/19)

Crystal Steel Fabricators (112) is currently looking to hire Structural Steel Fabricators for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified applicants should have the ability to read prints to assemble structural steel beams, columns and other structural product types from various detail pieces. Use of tape measures, squares and other hand tools as well as tack welding is required. Ideal candidate would have experience as a fabricator but could sacrifice some experience for bright energetic people with a good work ethic that are trainable. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net . (Date listed: 7/25/29 Updated: 8/8/19)

Crystal Steel Fabricators (111) is currently looking to hire CNC Machine Operators for our facility in Delmar, DE and at our new Federalsburg, MD location. The equipment that we use consists of an Angleline, Drill Line, Plasma Table, Python X and a Press Brake. Qualified applicants should have the ability to read prints to confirm parts are being made as per print. Basic Knowledge of CAD/CAM and how to post to NC machines is required. Use of tape measures, squares and other hand tools is a must. Ideal candidate would be bright and energetic with a good work ethic. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net . (Date listed: 7/25/19 update 8/8/19)

Crystal Steel Fabricators (110) is currently looking to hire Structural Steel Helpers for our facility in Delmar, DE and at our new Federalsburg, MD location. Position calls for bright energetic people with a good work ethic that are trainable. This is an entry level position into being a fabricator. Helpers do many simple tasks in the shop to assist Fabricators such as gathering fittings, grinding and moving steel with overhead cranes. Ability to use a tape measure is required. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net . (Date listed: 7/25/19 updated: 8/8/19)

Crystal Steel Fabricators (109) is currently looking to hire Structural Steel FCAW Welders for our facility in Delmar, DE and at our new Federalsburg, MD location. Qualified candidate must be able to pass an AWS welding test in the 3G and 4G unlimited position using FCAW to be a certified welder. Knowledge of AWS weld symbols is required. Should have the ability to recognize and use the correct WPS for the process and joint design that will be welded. This job requires the ability to lift and carry up to 50 lbs periodically. Send resume to Crystal Steel Fabricators, Attn: Alana Micielli, 9317 Old Racetrack Road, Delmar DE 19940 or email to alana@crystalsteel.net (Date listed: 7/25/19 Updated: 8/8/19)

Dart (Solo Cup) (401) Federalsburg, MD. (All jobs with benefits). **Forklift Operator I** (JO#1058414); **Industrial Electricians** (JO#1052544); **Senior Press Operator** (JO#1032371); **Utility Workers** (JO#1058423); **Machine Operator II** (JO#1010446); **Press Operators** (JO#1010457); **Maintenance Mechanics** (JO#1023270); **Quality Control Techs** (JO#1058419). Apply on line only at: www.dart.jobs. (Date listed: 10/15/19)

Delmarva Community Services (336) Needs FT and PT **Bus/Van Drivers** (JO#1052170) (CDL w/ passenger endorsement); **Community Living Assistants** (JO#1052168); **Van Drivers** (JO#1052175); **Case Manager** (JO#1052178); **Job Developer** (JO#1052181); **Direct Support Professional** (JO#1052186). Apply on line at: <http://www.dcsdct.org>, Delmarva Community Services, 2450 Cambridge Beltway, PO Box 637, Cambridge, MD 21613. (Date listed: 9/30/19)

Dorchester County (374) Current Openings: **Zoning Technician** (JO#1055983); **Permit Technician** (JO#1055987). To apply download application at www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. **Application deadline is 11/1/2019**. (Date listed: 10/9/19)

Dorchester County Public Schools (396) **Custodians** (JO#1058041); **Substitute Teachers** (JO#1058032); **Food Service Assistants** (JO#1058045); **School Bus Drivers PT/FT** (JO#1058035). Apply on line to: <https://dcps.tedk12.com/hire/index.aspx>. (Click on Job Opportunities). (Date listed: 10/15/19)

Dr. Computer (373) Easton, MD. **Part-time Entry Level IT Technician**. This is an entry level opportunity where we will provide you with the necessary training. Applicants should have some experience working with computers, but professional IT experience is not required. Flexible hours. We take great pride and satisfaction in providing exceptional personalized services to our clients. Applicants should have a friendly, outgoing personality and a "customer first" mentality. Upon employment offer, applicants must submit to a substance abuse test and complete criminal background check. If you are interested in joining our team, please email resume to info@drcomputermd.com. (Date listed: 10/9/19)

Eastern Shore Vacation Rentals (418) Division of Metacoastal LLC. **Regional Manager-Vacation Rentals** (JO#1070514). Easton, MD Office. BS degree and 10 Year's Hospitality Experience. Apply on line at: <http://traveladvocate.planwithtan.com/apply/3MIQ2cVQth/RegionalManager?referrer=201910211934519SM5SQLYHIVIINGF>. (Date listed: 10/22/19)

Eastman (356) 10380 Worton Rd, Chestertown, MD. **Operations Helper** (Refer to J. O. #1052976); **Chemist** (Refer to J. O. #1053129). Apply <https://jobs.eastman.com>. (Date listed: 10/3/19)

Echo Hill Outdoor School (425) Located on Maryland's Eastern Shore of the Chesapeake Bay. **Residential Outdoor Education Teacher/Naturalist**. Company Description: Echo Hill Outdoor School's mission is to provide students with positive experiences in the outdoors that are exciting, interesting, and fun. Through our programs, students learn more about the wonders of nature, the value of history, and the diversity of individual qualities. We are dedicated to creating a safe and supportive environment for students to feel challenged and successful with the freedom to think, question, and express themselves. Introduction: Echo Hill Outdoor School (EHOS), located on Maryland's Eastern Shore of the Chesapeake Bay, 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 co-housing and board are provided for 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: 10/23/19)

Egide USA (410) Cambridge MD is accepting resumes for **Process/Mechanical Engineers**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613 Attn: Cindy Goodwin or email to: cgoodwin@us.egide-group.com. **Resumes for the position will be accepted through December 31, 2020.** Job Description: Summary and Purpose of 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: 10/17/19)

Famous Footwear (363) Queenstown Outlets. **Seasonal Sales Associate** (MWE Job Order #1054640). Apply online at: http://www.americasjobexchange.com/job/job_apply?jobId=585013575&source=MD. (Date listed: 10/7/19)

FedEx Freight (341) is seeking professionals who want to start a career with our company. Listed below are the positions currently available in Maryland, Virginia, West Virginia and Delaware. Virginia: These positions are available at our facility located at 9825 Godwin Court Manassas, Virginia: **Freight Handler Part-Time** (Job ID number 436454BR - [APPLY](#)); **Freight Handler Part-Time** (Job ID number 437547BR - [APPLY](#)). These positions are available at our facility located at 16201 Walthall Industrial Pkwy, South Chesterfield Virginia: **Parts Coordinator** (Job ID # 437679BR - [APPLY](#)). These positions are available at our facility located at 3757 Tom Andrews Road NW, Roanoke, Virginia: **Freight Handler Part-Time** (Job ID number 437451BR - [APPLY](#)). These positions are available at our facility located at 388 Front Royal Pike Winchester, Virginia: **Road Driver** (Job ID number 436510BR - [APPLY](#)); **Road Driver** (Job ID number 437528BR - [APPLY](#)); **City Driver** (Job ID number 436668BR - [APPLY](#)). Delaware: These positions are available at our facility located at 617 Lampson Lane, New Castle, Delaware: Supervisor-Operations (Job ID number 437443BR - [APPLY](#)). Maryland: These positions are available at our facility located at 7331 Carbide Rd, Baltimore, Maryland: **City Driver** (Job ID number 437450BR - [APPLY](#)); **Manager Service Center** (Job ID number 437010BR - [APPLY](#)); **Service Center Support** (Job ID number 437575BR - [APPLY](#)); **Freight Handler Part time** (Job ID # 437530BR - [APPLY](#)). These positions are available at our facility located at 16114 Transportation Circle, Hagerstown, Maryland: **City Driver** (Job ID number 436279BR - [APPLY](#)); **Driver Apprentice** (Job ID# 437439BR - [APPLY](#)); **Freight Handler Part-Time** (Job ID number 436932BR - [APPLY](#)); **Freight Handler Part-Time** (Job ID number 436301BR - [APPLY](#)); **Freight Handler Part-Time** (Job ID number 436728BR - [APPLY](#)). These positions are available at our facility located at 8850 Corridor Road, Annapolis Junction, Maryland: **Team Leader Part-Time** (Job ID number 436590BR - [APPLY](#)); **City Driver** (Job ID number 437415BR - [APPLY](#)). Benefits Include: •Health/Dental/Vision •Paid Vacation •Retirement Plan (401K) •Personal Paid Time •Holiday Pay •Life Insurance •Wellness Programs •Long and Short Term Disability •Stock Purchase Plan •Credit Association •Direct Deposit •Tuition Assistance •Shift Pay Differential for 2nd and 3rd Shifts •Safety Shoe Reimbursement. To apply: Go to this web site and fill out the application. <https://careers.fedex.com/freight?> Please use the ID number or the location assigned to the job to get to the specific job you are requesting. When you have completed the application on line Please send an email to Mark Young: mark.young@fedex.com stating your interest in a position. Join Our Team Fed Ex Freight Careers Page. Text the code FXF to 33011 to Apply to Jobs from your Mobile Device. (Date listed: 10/1/19)

Fincantieri Marine Group (426) Stevensville, Maryland. **Senior Engineer** (MWE Job Order #1069935). Apply Online at: <http://ipc.us/t/7452F46362784D59>. (Date listed: 10/24/19)

Fooks Concrete (358) Hurlock, MD. **Concrete Lead Foreman** (JO#1053961); **Concrete Leadman** (JO#1053968); **Concrete Laborers** (JO#1053982). To apply call 410-943-3992 for appointment. (Date listed: 10/4/19)

Forever Media (247) Milford, DE. **General Sales Manager.- Job Description:** Provide leadership to the station's local sales efforts by giving direction, training and feedback to the sales team. Assist all Account Executives in maintaining, prospecting and developing local and regional direct and agency clients, as well as new business revenue, digital revenue and event marketing to assure annually established sales goals are met. Assist in hiring, training and development of the sales department for Forever Media's Milford radio stations. •A minimum of two years of media sales experience is preferred with a proven track record of success in consultative/strategic locally focused selling. •Develop and implement a sales plan that will meet station's revenue goals with emphasis on new business. •Possess highly developed training and coaching skills including strong skills in organization, delegating, training, interviewing and motivating a sales team. •Demonstrate high energy level and aggressive attitude toward sales, sales training and education, and client relations. •Develop and maintain effective communication with everyone with whom they must interact during the performance of assigned job responsibilities. Compensation: Negotiated salary and overrides / bonus program based on sales performance. Apply at careers@forevermediainc.com *Forever Media, Inc., Forever Media of Ohio, LLC, Forever Media of MD, LLC and Forever Media of DE, LLC and their affiliates and Radio Station(s) do not and shall not discriminate, in any manner on the basis of race or gender, respecting their recruiting, employment or advertising practices. (Date Listed 10/14/19)

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)

H&R Block (205) Are you a passionate people leader, capable of managing multiple offices? Do you want to work for six months of the year, and have the remainder of the year free to pursue other interests? H&R Block is looking for a **Multi-Unit Team Leader** to accelerate our seasonal tax business by managing three H&R Block offices and providing leadership to the customer-centric teams that work within them. As a Multi-Unit Team Leader, you will serve as the front-line manager responsible for leadership and development of associates, delivering an outstanding client experience, and achieving all office related growth objectives (i.e., clients, revenue and earnings) for three tax offices. Prior tax preparation experience is not required. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. What you'll do: •Manage office staffing, operations, and logistics for three offices with support from two Associate Team Leaders. •Partner with the District General Manager (DGM) to create and implement office-level growth plans and client growth targets, which includes developing local partnerships and managing office community involvement. •Assist the DGM in recruiting and interviewing candidates for tax office associate positions. •Build an engaging team environment, across all offices, by training and coaching associates while holding them accountable to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions. •Conduct timely performance reviews and partner with Associate Relations Center to resolve associate issues and address performance concerns. •Lead daily team meetings and communicate essential information to tax office associates. •Create associate work schedules across all offices and ensure accurate timekeeping, as well as labor management, for staff in all offices. •Travel between the three offices as required. •May prepare tax returns, as needed. What you'll bring to the team: People management experience, with the demonstrated ability to grow and develop associates. •Demonstrated aptitude for growth plan execution and ability to lead towards growth culture. •Strong decision-making and judgment skills and the ability to function well in a fast-paced environment with minimal supervision. •Strong interpersonal and communication skills, and a customer-centric mindset that seeks to understand and exceed client needs. •Computer proficient with the ability to use MS Office. •Bachelor's degree in a related field, or high school diploma with the equivalent combination of experience. •Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course (if preparing tax returns). It would be even better if you also had: •Multi-unit people management experience in the retail, restaurant, banking, or other related industry; management of people within military service positions can also be a good fit. Bilingual candidates strongly encouraged to apply. How to apply: www.hrblock.com/careers. Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

H&R Block (204) Are you driven by solving problems and enjoy leading people? Do you want to work for six months of the year, and have the remainder of the year free to pursue other interests? H&R Block is looking for passionate **Team Leaders** to accelerate our seasonal tax business by managing a single H&R Block tax office and providing leadership to a customer-centric team of associates. As a Team Leader, you will serve as the front-line manager responsible for leadership and development of tax office associates, delivering an outstanding client experience, and achieving all office related growth objectives (i.e., clients, revenue and earnings). You'll also act as a knowledgeable resource on tax topics and products to associates, and prepare accurate tax returns for clients, as needed. You'll begin working a flexible part-time schedule in the fall as you ramp up for the busy tax season, then transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. What you'll do: •Partner with the District General Manager to create and implement office-level growth plans, which includes developing local partnerships and managing office community involvement. •Assist the District General Manager in recruiting and interviewing candidates for tax office associate positions. •Serve as point of contact for onsite escalated client service concerns. •Ensure clients are scheduled properly and conflicts are resolved. •Lead daily

activities to ensure that all tax office associates work is completed according to deadlines, with attention to quality standards, priorities and overall goals. •Build an engaging team environment by training and coaching associates to execute on Standard Operating Procedures (SOP) and recognizing outstanding associate contributions. •Lead daily team meetings and communicate essential information to tax office associates. •Create associate work schedules and ensure accurate timekeeping and overtime management. •Prepare tax returns, as required. What you'll bring to the team: •Prior experience working in a customer service, shift leader, or similar role. •Experience supervising or managing people. •Successful completion of the H&R Block Tax Knowledge Assessment or Income Tax Course. •Annual completion of 18-hours of continuing education and ability to meet all other IRS and applicable state requirements. •Customer-centric mindset with strong communication skills. •Computer proficient with the ability to use MS Office. •Demonstrated ability to work independently with minimal supervision. •Passionate, determined, resilient under stress and a will to win attitude. •Able to work a flexible work schedule of 40 hours per week and flexibility in work assignments based on business needs. •High school diploma / equivalent or higher. It would be even better if you also had: •2+ years as a Tax Professional. Bilingual candidates strongly encouraged to apply. How to apply: •www.hrblock.com/careers. Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

H&R Block (203) Are you driven by helping people? H&R Block is looking to hire **Associate Team Leaders** who will be passionate about our purpose: To provide help and inspire confidence in our clients and communities everywhere. As an Associate Team Leader for H&R Block, you will support a single retail office during tax season to deliver a world class client experience and assist with the daily supervision of tax office associates. Prior tax preparation experience is not required as this role does not prepare taxes. You'll begin working a flexible part-time schedule in early December as you ramp up for the busy tax season and transition to a full-time schedule from January through April. After working a successful tax season, you may find that you want to apply to return for subsequent seasons, or even apply for advancement opportunities. What you'll do: •Support the Multi-Unit Team Leader, serving as onsite point of contact for tax office associates and clients, ensuring quality and consistent execution that will allow us to promote the value of H&R Block. •Execute and hold all tax office associates accountable to Standard Operating Procedures (SOP) execution and client service experience, with escalation to the Multi-Unit Team Leader and District General manager as necessary. •Serve as point of contact for onsite escalated client service concerns. •Ensure clients are scheduled properly and conflicts are resolved, with escalation to the Multi-Unit Team Leader and District General Manager as necessary. •Lead the office from the front desk, providing phone coverage and engaging with clients to deliver an outstanding experience. •Lead daily activities to ensure that all tax office associates are scheduled, and work is completed according to deadlines, with attention to quality standards, priorities and overall goals. •Lead daily huddles and communicate essential information to office associates. What you will bring to the team: •Prior experience working in customer service or similar role. •Strong organizational skills and ability to plan and manage day-to-day office operations. •Customer-centric mindset and strong communication skills. •Computer proficient with the ability to use MS Office. •Demonstrated ability to work independently with minimal supervision. •Passionate, determined, resilient under stress and a will to win attitude. •Able to work a flexible work schedule of 40 hours per week and flexibility based on business needs. •High school diploma / equivalent or higher. It would be even better if you also had: •Experience supervising or managing people. •History of delivering outstanding customer experiences. Bilingual candidates strongly encouraged to apply. How to apply: •www.hrblock.com/careers. •Send resume to zhane.brightful@tax.hrblock.com. (Date listed: 8/26/19)

HydraSearch (345) 203 A Log Canoe Circle, Stevensville, MD. "The Industry Leader in Quality Marine Hardware for over 60 years" **Production Worker 1st Shift** (Refer to MWE Job Order #1053086); **Production Supervisor** (Refer to MWE Job Order #1029322). Apply <http://www.hydrasearch.com/careers>. (Date listed: 10/2/19)

Inn at Perry Cabin (378) St. Michaels, MD. Sales Administrative Assistant: this is a full time position which supports the group sales manager for Inn at Perry Cabin. Responsibilities include but not limited to: assisting with contracts, contacting clients, follow up on client calls and questions, ordering office supplies, coordination of schedules, phone coverage, running reports and communication between the sales department and other areas of the hotel. The ideal candidates will have excellent communication skills, organizational skills, strong computer savvy, friendly, professional, and flexible. This position is primarily Monday through Friday, and is eligible for excellent benefits and pay. Interested and qualified candidates should submit their resume to <https://inn-at-perry-cabin.workable.com/> or jpowell@perrycabinresorts.com. The Inn at Perry Cabin is an Equal Opportunity employer committed to a diverse workforce M/F/D/V. (Date listed: 10/9/19)

Inn at Perry Cabin (377) St. Michaels, MD. **Full time host/hostess** position. Inn at Perry Cabin. Friendly, welcoming, professional and dependable. Must be able to work weekends. AM and PM hours available. Excellent pay and benefits. Interested applicants should submit resume to: <https://inn-at-perry-cabin.workable.com/> or jpowell@perrycabinresorts.com. The Inn at Perry Cabin is an Equal Opportunity employer committed to a diverse workforce M/F/D/V. (Date listed: 10/9/19)

Inn at Perry Cabin (376) St. Michaels, MD. **Marketing Coordinator**, full time position. The Inn at Perry Cabin. This is a full time position reporting directly to the Director of Sales and Marketing. Provides support to the Director of Sales and Marketing with the execution of marketing activities that include but are not limited e-mail campaigns, pay per click, creating power point presentations for meetings and owner presentations, retargeting and social media platform, assists with data verification and ad development/placement and manages the print and digital collateral inventory and participates in the annual budgeting and marketing plan. This position will also support the sales staff by providing data, market trends, forecasts, account analysis and new product information as well as researching competitive products by identifying and evaluating product characteristics and market placement for the Inn. We are seeking a candidate with the following knowledge, skills and abilities: High skill level with design software such as visio or adobe illustrator, in addition to being highly skilled with excel, power point and other Microsoft office platforms. One or more years of marketing, advertising or graphic design experience, Strong knowledge of social media platforms administration and use, Previous experience with process improvement, data analysis and reporting. High proficiency with computers and networks, excellent verbal and written skills, Ability to work a flexible schedule including weekends and a strong attention to detail. Qualified and interested candidates should submit resume and cover letter to: <https://inn-at-perry-cabin.workable.com/> or jpowell@perrycabinresorts.com. This position is eligible for excellent benefits and competitive pay. The Inn at Perry Cabin is an Equal Opportunity employer committed to a diverse workforce M/F/D/V. (Date listed: 10/9/19)

Inn at Perry Cabin (379) St. Michaels, MD. **Line Cooks**, Full and part time positions available. The Inn at Perry Cabin. Three meal restaurant and pub featuring seasonal and regional cuisine. Some previous a la carte culinary experience is required. We seek talented, dependable and team oriented cooks to work with Executive Chef Gregory Wiener. Excellent pay and great benefits available. Must be able to work weekends. Interested applicants should apply by submitting their resume to: <https://inn-at-perry-cabin.workable.com/j/0E78336D9E?viewed=true> or jpowell@perrycabinresorts.com. The Inn at Perry Cabin is an Equal Opportunity employer committed to a diverse workforce M/F/D/V. (Date listed: 10/9/19)

Job Fairs (782) Upcoming Job Fairs and Events - Workforce Development & Adult Learning – Click [HERE](#). (Regular updates to list)

Kate Spade (298) Queenstown, MD. Overview: Crisp color, graphic prints and playful sophistication are the hallmarks of kate spade new york. From handbags and clothing to jewelry, fashion accessories, fragrance, eyewear, shoes, swimwear, home decor, desk accessories, stationery, tabletop and gifts, our exuberant approach to the everyday encourages personal style

with a dash of incandescent charm. We call it living colorfully. kate spade new york has more than 450 specialty and outlet shops in 47 countries around the world. Our colorful products are sold worldwide, in every time zone and on every continent. Whether in San Francisco, Sao Paulo or Shanghai, our shops are always warm and inviting. Welcome to kate spade new york. Responsibilities include but are not limited to the following: •client & service expert: achieves individual sales goals develops strong product knowledge across all categories the sales associate is responsible for ensuring exemplary customer service by delivering the ultimate kate spade experience able to develop a personal clientele through effective use of the selling skills, proactive client outreach and use of client book. •building brand equity: understand and communicate the kate spade aesthetic, brand philosophy and lifestyle to the customer demonstrate interest and ability to work as part of a team. •operational excellence: execute operational tasks as per company directives accurately processes all pos transactions adhere to and apply visual directives, ensure that store standards are executed daily. Qualifications physical requirements: available to work store schedule, as needed, including evenings and weekends standing for extended periods of time able to safely lift boxes up to 40 pounds comfortable climbing ladders. Skills and abilities required: •professional selling skills and exceptional interpersonal skills. •prior luxury goods experience preferred. •proactive ability to multi-task and prioritize works well in a team environment. •college degree preferred. kate spade new york is an Equal Opportunity/Affirmative Action Employer: Minority/Female/Disabled/Veteran. Job Type: Part-time. How to Apply: visit katespade.com and scroll down to careers and choose u.s.a.. under job listings, type in queenstown to view open positions at our shop. (Date listed: 9/19/19)

Kiddie Academy (371) is an Early Childhood Education company with over 175 locations in the United States from coast to coast. Since 1981, Kiddie Academy has been a leader in the education space for young children ages 6 weeks to 12 years. Through our proprietary Life Essentials curriculum, children learn and grow under the supervision of our caring teachers. Teachers and staff are given clear guidance on the planning and conducting of the lessons throughout the curriculum. A career at Kiddie Academy is fun, rewarding, and offers opportunity for quality professional development. We are always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to continue with this applicant friendly, online job application! Kiddie Academy is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status. Job Description: Do you love working with children and helping to prepare young minds for future success? Are you looking to make a difference in your community while obtaining valuable hands-on experience, professional development, and training in a supportive environment? Then come join our team! We are currently seeking professional and energetic Lead Teachers for this location. Our Teachers are responsible for general classroom management and supervision, which includes the personal care, hygiene, and positive discipline of the children. As a Lead Teacher, you will prepare and implement activities for children that stress physical, social, and emotional growth and provide materials and resources for children to explore, manipulate, and use, both in learning activities and in active play. If this sounds like the opportunity you've been looking for, then we encourage you to click Apply now! Responsibilities: Ensures that the appearance, cleanliness, and safe environment of the classroom are appropriately maintained. Completes all academy and classroom paperwork, such as daily notes, student accident reports, and attendance reports. Attends and participates in staff meetings, academy events, and parent meetings as requested. Helps and supervises children during all activities. Counsel's children when social, academic, or adjustment problems arise. Prepares and implements classroom lesson plans, programs, and schedules. Develops, plans, and prepares instructional aids/materials for classroom activities. Helps children with meal times and clean-up. Ensures that all classroom and outdoor equipment are in good working condition and are used and maintained properly. Physically arranges the classroom into well-defined interest areas. Communicates appropriate information to parents and maintains developmental profiles for children. Schedules and conducts parent/teacher conferences throughout the year. Maintains family information board and other classroom bulletin boards. Ensures that classroom medication schedule is followed. Performs other duties as assigned. Qualifications: Must have a minimum of 90hrs of training (45 in curriculum and 45 in child development). Pleasant/friendly demeanor and

an outgoing personality. Highly professional and dependable. Must be able to interact appropriately with students of all ages and skill levels as well as with parents, coworkers, and management. Must be able to lift no less than 40 pounds on a consistent basis throughout the workday to at least waist high. Benefits: Opportunity to Advance. Continuing Education Plan. Casual and creative work environment. Monday - Friday Work Week. Paid Time Off (PTO). Sick Time. Formal Ongoing Training Program. Formal On-the-Job Training Program. Paid Training. To apply:

https://www.indeed.com/viewjob?t=preschool+lead+teacher&jk=01ce8ede44726483&fbclid=IwAR2DZatOEOSycQXMuyz9otcEWg_T4CyYda16D-VNxkiNA0yrO2KltGXYT-4. (Date listed: 10/8/19)

Local Bakery in Cambridge (151) needs **Bakers Assistant** (JO#1021228). Fast, efficient and Bi-lingual a plus. To apply email resume to: DivineSweets2@gmail.com. No phone Calls please. (Date listed: 8/7/19)

Lowe's (423) Easton Store. **Sales Specialist Appliances** (JO#1071067); **Sales Specialist-Flooring** (JO#1071061); **Merchandising ASM** (JO#997063); **Cashiers** (JO#1012087); **Outside Lawn & Garden** (JO#1071086); **Sales Specialist-Millwork** (JO#1071080); **RTM Clerk** (JO#1071074); **Installed Sales Product** (JO#1052533); **Receiver/Stocker** (JO#1024661). Apply on line at www.lowes.com/careers. (Date listed: 10/23/19)

Maryland Coalition of Families (328) **Youth Engagement Specialist**. Who We Are: Founded in 1999, Maryland Coalition of Families (MCF) is a statewide nonprofit with a central office in Columbia, Md., and staff located in communities throughout the state. Using personal experience as parents, caregivers, youth and other loved ones, we connect, support and empower Maryland's families. Our staff provide one-to-one support to parents and caregivers of young people with mental health issues and to any loved one who cares for someone with a substance use or gambling issue. We also advocate to improve systems that impact individuals with behavioral health challenges. Overview: MCF has an employment opportunity for a part-time Youth Engagement Specialist. The Youth Engagement Specialist will be a young adult (18-26 years old) who has had personal experience in one or more youth-serving system, including mental health, substance use, the Department of Juvenile Services and/or the Department of Social Services), and would like to serve as a leader for the youth and young adult voice in Maryland. The Specialist will be a contributing member of Taking Flight, MCF's statewide Youth Advisory Board. Taking Flight is comprised of youth advocates who use their experiences to promote positive change in youth-serving systems. Taking Flight works to reduce stigma and encourage youth involvement in improving services for youth and young adults. It also works to empower and support the transition from childhood to adulthood. Essential Duties and Responsibilities: •Serves on and supports a statewide Youth Advisory Board and coordinates with other youth initiatives including Youth MOVE, Healthy Transitions, On Our Own and other groups that may be identified. •Speaks on panels, webinars and through other platforms about personal experience with behavioral health challenges; models appropriate, safe, and effective ways to share their stories. •Serves on committees and supports other young people to serve on committees representing the young adult perspective in order to impact and improve youth-serving systems. •Contributes creative ideas and timely topics for Taking Flight's outreach and training to raise awareness around youth and young adult issues and interests in the behavioral health field, utilizing social media and other applications where appropriate. •Assist in planning and implementing various youth activities throughout the year, such as an annual young adult retreat, outreach events and youth panels. •Attends relevant trainings and conferences to stay abreast of issues related to youth and young adults in relation to behavioral health needs, and conducts outreach to distribute relevant material to event participants. •Collaborates with youth and young adults in other systems throughout Maryland through regular contact and attending trainings or conferences to become aware of the similarities and challenges for youth in the systems. •Attends Taking Flight meetings and other youth-related meetings or events as requested. Qualifications: •Lived experience as a consumer of mental health/behavioral health services is required. Young adults in recovery from substance use disorder(s) are encouraged to apply. •High school diploma or equivalent. •Ability to work a flexible schedule, including nights and/or weekends as needed. •Ability to work with youth and young adults from diverse cultural,

religious, racial and economic backgrounds. •Experience with social media and ability to follow MCF's guidelines to safely use social media in promotion, outreach, and education. •Ability to work independently and communicate effectively with a remote supervisor and fellow staff members. •Current Maryland driver's license and access to own vehicle; limited in-state travel required for various meetings/events across the state and to the MCF office in Columbia. •Successful completion of a background check (required for all MCF employees).
Hours/Compensation: •Part-Time/10-20 hours per week. •Flexible work schedule. •Salary: \$12.50-\$14.50 per hour. To apply: Provide your resume, along with a cover letter describing your interest in this position and your relevant experience as a consumer of mental health/and/or substance use services. Apply on our website at www.mdcoalition.org. Applications will be reviewed on a rolling basis. Please note that mailed or faxed resumes will not be considered. No phone calls please. Diversity: Maryland Coalition of Families is committed to hiring a diverse and talented workforce. We are an Equal Opportunity Employer – all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, marital status, national origin, veteran status or any other classification protected by applicable discrimination laws. (Date listed: 9/26/19)

Maryland Rural Development Corporation (348) MRDC is looking for a **HeadStart Teacher** to encourage the healthy intellectual and psychological growth of the children in our facilities. You will teach and supervise them while also motivating them to use their mental capacities and exercise their imagination .MRDC Head Start has systems that support children with disabilities and challenging behavior. Location: Cecilton County, Caroline County, Harford County & Cecil County. Formal Education, Work Experience: •Bachelor's degree in Early Childhood Education or related field with 18 credit hours in early childhood education or an AA in Early Childhood Education or an AA in Elementary Education with credit hours in ECE. •1 years of preschool classroom teaching experience preferred. Skills and knowledge: •Exceptional interpersonal, verbal and written communication skills. •Respect and sensitivity toward cultural differences. •Ability to maintain a high- level standard of confidentiality and discretion. •Ability to maintain effective working relationships with co-workers and management staff. •Ability to develop and maintain positive relationships with children's parents. •Proficient in Microsoft Office Suite Applications. •Self - motivated with keen attention to detail, deadlines and efficient record keeping. •Ability to speak, hear and understand spoken English sufficiently to process directions and follow directions. Benefits: •Health Care Plan (Medical, Dental & Vision). •Retirement Plan (401k, IRA). •Life Insurance (Basic, Voluntary & AD&D). •Paid Time Off (Vacation, Sick & Public Holidays). •Family Leave (Maternity, Paternity). •Short Term & Long Term Disability. •Training & Development. <https://maryland-rural-devlopment-corporation.workable.com/backend>. (Date listed: 10/2/19)

Maryland Rural Development Corporation (347) MRDC Head Start is seeking a **motivated person to work with Head Start parents and staff** to help them take their careers to the next level. This individual will help find internships and entry level-job opportunities for Head Start parents so that they receive job training and experience either within the Head Start system or elsewhere. In addition, he or she will work with Head Start staff to help them obtain the skills and qualifications necessary to move up the Head Start hierarchy. The ECED will travel to various Head Start locations and to partner sites throughout Harford, Cecil, and Caroline Counties. Requirements: •Must have own transportation. •Must be willing to work in Harford, Cecil and Caroline Counties. •Some Early Childhood Education experience preferred. •Workforce development preferred. Benefits: •Health Care Plan (Medical, Dental & Vision). •Retirement Plan (401k, IRA). •Life Insurance (Basic, Voluntary & AD&D). •Paid Time Off (Vacation, Sick & Public Holidays). •Family Leave (Maternity, Paternity). •Short Term & Long Term Disability. •Training & Development. •Generous Mileage Reimbursement. <https://maryland-rural-devlopment-corporation.workable.com/backend>. (Date listed: 10/2/19)

Maryland Rural Development Corporation (346) MRDC Headstart program is looking for a **Bus Driver** to transport MRDC kids in a comfortable, safe and timely manner. Driver responsibilities include arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions. Ultimately, you will help us increase

customer satisfaction, making sure we meet the needs of the clients that depend on us for their transportation needs. The Bus Driver will work with HS Director, Coordinators and staff to insure the adherence of Head Start Performance Standards, NTSB and MD Department of Transportation regulations. To be considered for this role, you should have a valid driver's license and a clean driving record with no traffic violations. Note that you don't need to have a car; we provide drivers with our own vehicles. Location: Cecil County, Harford County, Cecil County & Caroline County. **Requirements:** •Preferred High School diploma or GED. •Must have at least 5 years driving experience. •Must hold a Commercial Driver's License with passenger and school bus endorsement. •No more than 2 points on driving record. •Must successfully complete D.O.T. annual physical. •Current or ability to obtain first aid and CPR certification. •Knowledge of the geographical area with the ability to read road maps. •Must be able to demonstrate care and concern for Head Start children and families. •Able to organize and delegate in an efficient manner and work with minimal supervision. •Must be willing/able to travel. •Must obtain and pass a physical, TB test and criminal background check. •Must be knowledgeable in Maryland Abuse child laws and act accordingly. **Benefits:** •Health Care Plan (Medical, Dental & Vision). •Retirement Plan (401k, IRA). •Life Insurance (Basic, Voluntary & AD&D). •Paid Time Off (Vacation, Sick & Public Holidays). •Family Leave (Maternity, Paternity). •Short Term & Long Term Disability. •Training & Development. <https://maryland-rural-development-corporation.workable.com/backend>. (Date listed: 10/2/19)

Maryland Transportation Authority (MDTA) (266) Police Cadet. (Job Number 7478-MDTA-01/17). Salary: \$26,929.00 - \$41,786.00 Annually. Location: Statewide. Open to all qualified applicants ages 18-20 years old. This is the trainee level of law enforcement work for the Maryland Transportation Authority Police. The employee in this classification receives instruction in commercial vehicle safety inspections, the operation of specialized mobile equipment, traffic flow direction and providing information to travelers. As the work experience progresses, the employee is required to assume more responsible and difficult functions. MDTA Police Cadets do not have the power of arrest and do not bear arms. Employees receive supervision from an MDTA Police Supervisor. Employees in this class are considered essential employees and are subject to emergency call back procedures, twenty-four hours a day, as may be required in order to maintain continuous operation of a facility. The work is performed outdoors in all weather conditions including standing and walking at commercial vehicle inspection stations and scale houses and on roadways under conditions of traffic noise and congestion. The employee may occasionally be exposed to fumes and smoke. **Qualifications:** Prerequisite: Applicants must be United States Citizens and must be at least 18 years of age and no more than 20 years of age. Applicants reaching 21 years of age by the hiring date will no longer be considered eligible for appointment as MDTA Police Cadet. Education: Graduation from a standard high school or possession of a high school equivalency certificate acceptable to the Maryland State Board of Education. **Licenses & Certifications:** Employees in this classification are assigned duties that require the operation of a motor vehicle. Applicants are required to possess a Class C motor vehicle operator's license valid in the State of Maryland. Applicants must list the license number and date of expiration on the application. Additional Information: **Selection Process:** 1. Physical Agility Test. 2. Orientation and Written Examination. 3. Oral Board Interview. 4. Background Investigation. 5. Polygraph Examination. 6. Medical and Psychological Examination. **To apply:** Visit www.mdtapolice.maryland.gov. Notes: 1. Candidates will be required to satisfactorily complete a polygraph examination and background investigation. Candidates must pass an entrance test and, under a conditional job offer, a physical examination. 2. Candidates will be subject to pre-employment drug/alcohol testing for current illegal use of drugs and/or prohibited use of alcohol. 3. Candidates must successfully complete an agency job related agility test. 4. Employees in these safety-sensitive classifications may be subject to random and/or post-accident drug/alcohol testing in accordance with Authority regulations on testing for illegal use of drugs and/or the prohibited use of alcohol. 5. Employees are subject to a one year probationary period. 6. Employees are required to successfully complete the Cadet training curriculum. 7. Employees must make application for the position of Maryland Transportation Authority Police Officer I prior to the commencement of the first recruit class for which they become eligible. They will be required to meet all of the qualifications for Maryland Transportation Authority Police Officer I. Failure to apply will be cause for termination. 8. Due to the emergency service performed by this

position, mandatory overtime or emergency call back may be required if the work situation so demands. 9. In order to contain continuous operation of a facility, applicants must be willing and available for duty at such hours, day or night, as may be required. 10. Employees are required to maintain a reliable communication link at their own expense for the purpose of emergency call back requirements. 11. Candidates are hired based upon the needs of the Department. Successful completion of all phases of the hiring process does not guarantee a Final Offer of Employment. Note: The Maryland Transportation Authority is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer. WE ARE AN EQUAL OPPORTUNITY EMPLOYER MDTA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation. (Date listed: 9/11/19)

Maryland Transportation Authority (MDTA) (262) Entry Level Police Officer (Job Number 7487-MDTA-01/17). Salary: \$43,917.00 Annually. Location: Statewide. This is entry level trainee work in law enforcement and security for the Maryland Transportation Authority (MDTA). The employees in this classification will complete a training program conducted by the Maryland Transportation Authority Police as required by the Maryland Police Training Commission. MDTA Police Officer Recruits will be sworn to uphold and enforce the laws of the State of Maryland on all properties under the Maryland Transportation Authority's jurisdiction. Employees receive supervision from a higher level officer. Employees in this classification may work rotating shifts, weekends and holidays. Employees in this classification are considered essential employees and are subject to emergency call back procedures, twenty-four hours a day, as may be required in order to maintain continuous operation of a facility. The work is performed both indoors and outdoors in all weather conditions and includes standing and walking in tunnels or on bridges and roadways under conditions of traffic noise and congestion and possible exposure to fumes and smoke. Qualifications: Education: Graduation from a standard high school or possession of a high school equivalency certificate acceptable to the Maryland State Board of Education as described in the Police Training Commission regulation. Experience: None. Note: The above educational requirement is set by the Police Training Commission in accordance with the Code of Maryland Regulations (COMAR) 12.04.01.04C. Licenses & Certifications: Employees in this classification are assigned duties that 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. Applicants must list the license number and date of expiration on the application. Selection Process: 1.Physical Agility Test. 2.Orientation and Written Examination. 3.Oral Board Interview. 4.Background Investigation. 5.Polygraph Examination. 6.Medical and Psychological Examination. To apply visit www.mdtapolice.maryland.gov. (Date listed: 9/11/19)

Medifast (394) Wave Planner (JO#1057942); Warehouse Production Workers (JO#1057946). Apply on line at: medifastcareers.com. (Date listed: 10/13/19)

MetaCoastal (368) Painter in Easton (JO#1055233). \$15 to \$18 per hour. Call 1-443-577-0303 for appointment. (Date listed: 10/8/19)

Midlantic Marine Center (063) Seeking a marine technician/apprentice to join or team at Midlantic Marine Center in Selbyville DE. This is a full time, year round position with some benefits. We are a boat dealership representing some of the top brands in the industry. Interested candidates can call (302)436-2628, apply in person Tuesday through Saturday or send resume to midlanticmarinecenter@gmail.com. Midlantic Marine Center, 36624 Dupont Boulevard, Selbyville DE 19975. (Date listed: 7/13/19 Updated 8/22/19)

Mid-Shore Council on Family Violence (395) Serving the Maryland Counties of Kent, Queen Anne's, Dorchester, Talbot and Caroline. **Abuser Intervention Program (AIP) Facilitator** needed to work approximately three hours per week (Monday or Tuesday evening) in Cambridge, MD. AIP is a 26-week group process that focuses on identifying abusive and controlling behaviors, examining influences that contribute to violence, discussing the effects of violence on victims, children, and perpetrators and replacing abusive behaviors with non-abusive actions. It provides training in new skills of self-management, communication, empathy and problem-solving. This part-time contractual position requires a minimum of a bachelor's degree with a master's degree in human services preferred. Please send resume to [ccallaway@mscfv.org](mailto:cclaway@mscfv.org). (Date listed: 10/15/19)

Mid-Shore Pro Bono (427) **Bilingual Intake Coordinator** (English/Spanish). MSPB is currently looking to fill this staff position as soon as possible. To learn more about Mid-Shore Pro Bono and the services we provide please visit www.midshoreprobono.org. The Bilingual Intake Coordinator will serve as the central point of contact for all clients seeking legal services through our programs. He/she will execute a comprehensive and compassionate intake process and eligibility screening for potential clients, manage, track, and record information, spot legal issues and assist clients with access to legal representation. The Bilingual Intake Coordinator is a proactive professional who works effectively with an energetic team of executive staff, attorneys, coordinators and clients. This individual will work closely with a diverse client base, particularly Spanish speaking clients. Client-centered customer service skills are essential to succeed in this position. Ideal candidate must be able to manage, and sometimes de-escalate, callers experiencing crisis. Commitment to social justice and serving the community required. Minimum of 2-3 years of full-time relevant work experience at a non-profit agency or other public service environment. Experience in case management or legal services will be an advantage. Demonstrated success working and communicating effectively in a multi-cultural environment is a plus. Associates or bachelor's degree preferred. Two years of experience doing administrative, paralegal, or customer service work. Proficient in Microsoft Office (i.e. Word, Excel, Outlook) and web-based applications (i.e. Google forms, databases). Proficiency speaking and interpreting in Spanish and English a must. Confidentiality Agreement will be required as we handle sensitive information. Salary: Commensurate with experience. MSPB offers a generous vacation package. MSPB is a 501 (c)3 Non-Profit organization located on Maryland's Eastern Shore. We are headquartered in Easton, MD. Send Resume and Cover Letter to sabrown@midshoreprobono.org. No phone calls please. (Date listed: 10/24/19)

Montgomery County (357) If you are interested in the job opportunity listed below, we encourage you to apply or share it with someone who may be interested in the position. To view the vacancy below, please click on the job title and you will be redirected to the complete position. **[Administrative Specialist II: IRC 40027](#)** – Closes October 17, 2019; **[Resident Supervisor II: IRC40368](#)** – Closes October 22, 2019; **[Correctional Officer III: IRC40030](#)** – Closes October 25, 2019; **[Correctional Shift Commander - LT Promotional IRC:40307](#)** – Closes November 8, 2019; **[Correctional Health Nurse \(POOL\) IRC:40408](#)** – Open Until Filled; **[Correctional Dietary Officer I: IRC37105](#)** – Open Until Filled. (Date listed: 10/11/19)

Montgomery County Department of Correction and Rehabilitation (342) Secure your future! Apply for **Correctional Officer/Security Positions**. **One-Day Testing November 6**, various sessions. Montgomery County Correctional Facility, 22880 Whelan Lane, Boyds, MD 20841. Apply online: www.montgomerycountymd.gov/OHR, click Search Jobs, IRC40030. •Must apply online between 9/30-10/25 to secure your spot. •Eight testing sessions available on November 6th for a written assessment in reporting writing (30 minutes). •Oral interviews are scheduled for 11/14 (must pass written assessment). •Contingent job offers provided on the day of oral interviews (must pass oral board). \$46,320 starting salary and great benefits. For more information call 240.777.9759. (Date listed: 10/1/19)

Optimal Health Care, Inc. (340) Chestertown & Galena Area. **Home Health Aides** (Refer to MWE Job Order #1052615). Email Resume to mstaley@ohc-inc.com. (Date listed: 10/1/19)

Paris Foods Corporation (018) How would you like to work for a fast-growing company, in a position that leaves room for continuous and exponential growth? Are you looking for a Career? Then you're the perfect fit for our company as we continuously grow and promote from within. The opportunity for advancement is only limited to your desire. In addition to the opportunity for advancement, we offer a very generous benefit package that includes, but is not limited to: •Health, Dental, and Vision after 60 days of employment; •Paid Time off after 90 days of employment; •401 (k) with employer match after one year of employment. [Available Positions](#). (Date listed: 7/2/19 Updated: 9/8/19)

Precision Diagnostics (424) The **Field Operations Technician** role is a key component within the Precision Diagnostics organization. This role is pivotal to establishing and maintaining clinic profitability and adherence to laboratory compliance regulations. This is accomplished by: Caring. Ya gotta care. Care about yourself, your work ethic, your integrity and your professional presentation as it relates to appearance, demeanor and communication. If this sounds like you or the version of yourself you're striving towards, Precision might be the place for you. We are currently sourcing for candidates to be a part of one of the largest and fastest growing clinical laboratories in the medication adherence monitoring industry. This role is an entry level position, but one with rapid advancement opportunity. At the entry level, the primary job responsibilities include, but are not limited to, the following: *Collecting patient urine and/or oral fluid (saliva) specimens *Accurately processing and packaging these urine and/or oral fluid specimens for shipping *Record and transfer patient information, physician order details, and pertinent laboratory information into our electronic system *Obtain financial information related to 3rd party reimbursements *Obtain prior authorizations for urine drug tests based on payor specifications *Order and maintain inventory of applicable supplies *Be present, punctual and available at all scheduled work times *Perform direct observations during specimen collection, if applicable. Qualifications: *Enjoy interacting with clinic staff, patients and field & headquarter based co-workers from all backgrounds *Basic Computer skills-working knowledge of Office 365, general typing abilities and attention to detail for data entry *Excellent communication skills, written and oral, with clinic staff, patients, field managers and home office. Professional requirements: *Work within Precision compliance directives - including Federal/State regulatory laws, HIPPA, and OSHA *Valid driver's license and car insurance *Reliable transportation *Maintain a professional appearance *Complete all required training during onboarding and ongoing active employment. ****APPLY THROUGH INDEED.COM BY SUBMITTING RESUME**** Job offer is contingent upon the satisfactory clearance of a background check. Either urine or you're out! We would love to hear from you! (Date listed: 10/22/19)

Protenergy (354) Cambridge, MD. **Filler Operator** (JO#1053497); **Quality Assurance Tech** (JO#1053500); **Machine Operator** (JO#1053496); **Operations Manager** (JO#1053508); **EHS Manager** (JO#1053504); **Maintenance Mechanic** (JO#1030919). Email resume to: cdeaney@us.protenergyfoods.com. (Date listed: 10/3/19)

PRS Guitars (Paul Reed Smith) (377) 380 Log Canoe Circle Stevensville, MD. **Manufacturing 1st Shift Production** (Refer to MWE Job Order #979755); **Manufacturing 2nd Shift Production** (Refer to MWE Job Order #1001390); **Warehouse Associate** (Refer to MWE Job Order #1058063); **Human Resource Assistant** (Refer to MWE Job Order #1058058); **Supply Chain Planner** (Refer to MWE Job Order #1058062). Apply: <http://www.prsguitars.com/careers/>. (Date listed: 10/15/19)

PRS Guitars (Paul Reed Smith) (381) Located in Stevensville, Maryland, Paul Reed Smith Guitars is one of the world's premier guitar and amplifier manufacturers. Since our humble beginning in 1985, PRS Guitars has always strived to create the highest quality instruments possible. Guitar and amplifier building are very personal things here, as most of us are dedicated

players, refining our craft as builders, musicians, and artists of all kinds. Our deep commitment to the craft and our culture of quality are what drives PRS in the workplace and the marketplace. We are a unique bunch with passion, deeply-rooted culture, and an ever-maturing understanding of the instrument, so if you are looking for an exciting career opportunity within a fast-paced and dynamic organization, PRS could be a great fit for you! Being located on Kent Island gives us the best of both worlds within Maryland. Go to <https://www.prsguitars.com/careers> for current openings. (Date listed: 10/10/19)

Quality Staffing Services (413) is hiring for the following positions: **Facilities Technician** (JO#1030550); **Packers** (JO#1069557); **Machine Operator** (JO#1031160); **Assembler/Brazing/Soldering** (JO#1031188); **Front Desk Receptionist** (JO#1069568); **Production/Quality Supervisor** (JO#1031189); **Dental Assistant** (JO#1069527); **Patient Care Coordinator/Receptionist** (JO#1069570); **Sterilization Technician** (JO#1069530); **Finance Manager** (JO#1069528); **Maintenance Facilitator** (JO#1069561); **Maintenance Mechanic** (JO#1069564); **Power Washer** (JO#1030603); **Sanitation Supervisor** (JO#1069578). Apply in office at-2918 Old Route 50, Cambridge, MD 21613. (Date listed: 10/21/19)

Queen Anne's County (415) Centreville, MD. **Senior Center Aide**. This contractual position assists with day-to-day activities associated with Senior Centers and the Nutrition Program throughout the County and provides general assistance to senior citizens as assigned. This position works 20 hours per week M-F between the hours of 9:00-1:00. Hours may vary for special events although the contract hours will never go over twenty per week. **Closes On: November 4, 2019 at 04:31 PM EST.** [View Job Details](#). (Date listed: 10/21/19)

Queen Anne's County (414) Centreville, MD. **Weed Control Coordinator**. Plans, selects, oversees and manages weed and fertilizer and conservation practices on County owned land. Performs/oversees tasks designed to eliminate or control designated weeds from public and private property. Plans and oversees tasks to fertilize athletic fields. **Closes On: November 4, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 10/21/19)

Queen Anne's County (411) Centreville, MD. **Bus Driver (CDL)** - Full Time. Provides transportation for elderly and disabled persons and for the general public as required. **Closes On: November 29, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 10/17/19)

Queen Anne's County (393) Centreville, MD. **Recreation Specialist**. Plans, organizes and directs recreational activities and programs in response to community requests, needs and interests by performing the following essential functions. This position is responsible for performing mid-level recreation and sports management tasks. Work hours vary depending on need including some evening and weekend work. **Closes On: October 25, 2019 at 04:30 PM EST** [View Job Details](#). (Date listed: 10/15/19)

Queen Anne's County (388) Centreville, MD. **Public Safety Dispatcher I**. Provides a range of public safety communication services, including but not limited to responding to various service requests from the public, dispatching appropriate fire, emergency medical services and law enforcement units. **Closes On: October 25, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 10/10/19)

Queen Anne's County (387) Centreville, MD. **Mechanic II**. Under general supervision this position performs diagnostic tests, basic preventive maintenance and required repairs for vehicles and mobile equipment. **Closes On: October 25, 2019 at 04:30 PM EST.** [View Job Details](#). (Date listed: 10/10/19)

Reeb Millwork Corporation (406) 1315 Goldsboro Road, Barclay, MD 21607. **Material Handler** (JO#1058528); **Assembler 1** (JO#946855); **Assembler 2** (JO#1058562); **Assembler 3** (JO#1058566); **Sales Manager** (JO#1058543); **Customer Service Rep. 2** (JO#1058536); **Continuous Improv Spec. 2** (JO#1058533); **Production Manager** (JO#1058539); **Maintenance Mechanic 3** (JO#1058547). Competitive base pay & comprehensive benefits offered. Apply online: www.reeb.com/careers. (Date listed: 10/16/19)

Royal Farms (351) 105 Clay Drive, Queenstown, MD. **Customer Service Leader** (JO#952172); **Assistant Store Leader** (JO#1053215); **Customer Service Associate** (JO#952175); **Food Service Leader** (JO#952169); **Store Leader** (JO#990483). Apply: <http://www.royalfarms.com/employment>. (Date listed: 10/2/19)

Royal Farms (350) 108 Jackson Creek, Grasonville, MD. **Assistant Store Leader** (JO#909854); **Customer Service Associate** (JO#909858); **Food Service Leader** (JO#953974); **Customer Service Leader** (JO#953987); **Store Leader** (JO#1053186). Apply: <http://www.royalfarms.com/employment>. (Date listed: 10/2/19)

Royal Farms (349) 32303 Queen Anne HWY, Queen Anne, MD. **Assistant Store Leader** (JO#1053134); **Customer Service Associate** (JO#1053126); **Food Service Leader** (JO#1053123); **Store Leader** (JO#1053125); **Customer Service Leader** (JO#1053131). <https://mwejobs.maryland.go>. Apply: <http://www.royalfarms.com/employment>. (Date listed: 10/2/19)

Ruby Tuesday (386) Easton, MD. **Cooks** (JO#1056594); **Garden Bar Specialist** (JO#1056598); **Servers** (JO#1056595); **Server Assistants** (JO#1056591). Apply on line at: www.rubytuesday.com. (Date listed: 10/10/19)

Salvation Army (297) **Bell Ringer**. Jobs start in late November and are available in Dorchester, Talbot, Caroline and Queen Anne's Counties. \$10.10 per hour. Apply in person at Salvation Army, 200 Washington St., Cambridge, MD. 21613 - 9 AM to Noon. (Date listed: 9/19/19)

Scotts Miracle Gro (390) **Product Merchandiser**. Scotts Miracle Gro 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, Off and 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. We are looking for motivated candidates to assist us at the Easton Lowes and stores in the Annapolis area. These seasonal positions may not start until spring with the exact date being determined by weather and customer traffic-typically in March, however some assistance may be needed in January as we prepare stores for spring. Online safety and product knowledge training is supplied, as well as personal protection products and shirts. New hires will work with an experienced merchandiser/sales manager at first to become acclimated to the job. Our application website will not be active until later this fall, at which time you can apply to scotts.com/careers and search for the position in Easton or Annapolis. Until then interested candidates can contact me at Richard.sheffield@scotts.com. (Date listed: 10/11/19)

Sigtex Lighting, Inc. (420) Grasonville, MD. **Production Manager** (See MWE Job Order #1070719 for details); **Electronics Technician** (See MWE Job Order #1070708 for details). Send resume to: BConrad@sigtexinc.com. Please do not call or walk in. (Date listed: 10/22/19)

Southern States (412) Centreville, MD. **Part Time Warehouse Associate** (MWE Job Order #1069093) Apply online at: http://www.americasjobexchange.com/job/job_apply?jobId=585074809&source=MD. (Date listed: 10/18/19)

Starbucks (337) is hiring **Shift Supervisors** in Easton and Kent Island. At Starbucks it all comes together. Connect with something bigger, have an impact every day, and work someplace truly great. The opportunity is here – all you have to do is take it. Some of the benefits for those who may qualify include: •Medical, dental and vision coverage. •Tuition reimbursement. •Paid vacation. •Equity in the form of Starbucks stock and discounted stock purchase plan. •Discounts on our great coffee. Apply or learn more online today at www.starbucks.com/careers. Starbucks is an equal opportunity employer committed to hiring a diverse work team. We can't wait to meet you. (Date listed: 10/1/19)

TechOps Specialty Vehicles, LLC (264) A **Vehicle Carpenter** is a skilled position within the TechOps shop environment. He/she is responsible for building cabinets, slideouts and drawers, and other carpentry-related tasks for up-fitting/retrofits of 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. •Builds cabinets, slideouts, drawers, etc. for vehicle up-fitting/retrofits and performs other carpentry-related tasks. •Performs minor painting work. •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 minor installations and repairs in the mechanical, electrical, plumbing and related fields. •Completes paperwork as required. •Performs all other duties as required. •Any fabrication/welding experience would be supplemental to cabinet making. Qualifications: Required: •High School Diploma or equivalent, AND •Carpentry/cabinetmaking/construction experience, OR •Equivalent combination of education and experience deemed adequate by executive management. •Must work well with little supervision and in a team environment •Strong attention to detail. •Valid driver's license and a clean driving record. •US Citizenship. 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. Interested applicants can contact directly: admin@techopssv.com. (Date listed: 9/11/19 Updated: 10/16/19)

TechOps Specialty Vehicles, LLC (263) 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. Interested applicants can contact directly: admin@techopssv.com. (Date listed: 9/11/19 Updated: 10/16/19)

Town of Oxford (422) Police Officer. The Commissioners of the Town of Oxford are currently accepting applications for a Sworn Police Officer for the Oxford Police Department. The town is looking for someone who is results oriented, has a great attitude, has a passion for public service and wants to work in a team environment with the chief of Police, the Commissioners of Oxford, the Town Administrator, the police officers in the Department, and other town staff. The successful candidate will have the ability to responsibly uphold and enforce State, County, and Town laws and regulations, will show fairness to all people, and will be proficient in writing reports and handling paperwork. The candidate must be willing to work shift work, nights, weekends and holidays as needed. Minimum qualifications: Candidates should be Maryland Police Training Commissions (MPTC) certified or meet comparative compliance standards; must be a US citizen; have a high school diploma and preferably a two-year degree in criminal justice; and must possess a valid Maryland driver's license. The Town offers a generous benefit package including Maryland State Retirement. Salary is commensurate with qualifications and experience. Please send resumes by email to lryan@bbcmlaw.com. (Date listed: 10/23/19)

Tri-Gas & Oil Co., Inc. (251) Current openings: **Energy Advisor** (JO#1023321); **HVAC Lead Installation Tech** (JO#1034493); **Installation Tech Apprentice** (JO#999723); **Delivery Drivers** (1014062). To apply email resume to: careers@trigas-oil.com. (Date listed: 10/2/19)

U.S. Census Jobs – 2020 (011) **Temporary PT & FT** \$18.50 per hour. Apply on line at: www.2020census.gov/jobs. (Date listed: 7/1/19)

USA Fulfillment (333) 313 Talbot Blvd, Chestertown, MD 21620. **Full-Time Warehouse Material Handler** – Chestertown, MD. USA FULFILLMENT, located in Chestertown, MD, is seeking an outstanding Team Member who is looking for an opportunity. This Team Member will always strive to be dependable, hardworking and punctual. The Warehouse Team Member must have the ability to work in a fast paced environment while maintaining the accuracy of the inventory to help achieve the daily tasks and deadlines that are given. Lift truck experience is helpful, but not necessary. All training will be provided by USA Fulfillment. Scheduled hours range from Sunday - Friday. 7:00am – 10:30pm. Full benefits available. Qualifications: Must be able to lift 50 lbs. consistently, ability to learn the Warehouse Management System, basic computer knowledge: Word, Excel, & email, ability to operate the Lift trucks safely, ability to travel heights of 25 feet, maintain inventory accuracy and strong math, problem solving, and time management skills. To apply go online to www.usafilljobs.com. (Date listed: 9/27/19)

WalMart (419) Denton, MD. **Cashiers** (JO#1031528); **Cart Pushers** (JO#1031534); **Stockers-AM and PM** (JO#1031531); **Online Grocery** (JO#1070650). Veterans are encouraged to apply. Apply on line to: www.careers.walmart.com. (Date listed: 10/22/19)

WalMart (417) Cambridge, MD. **Money Center Cashiers** (JO#1049717); **Assemblers** (JO#1049720); **Sporting Goods/Hardware Associates** (JO#1049724); **Lawn & Garden Associates** (JO#1070635); **Stockers** (JO#1070633). Veterans are encouraged to apply. Apply on line to: www.walmart.com/apply. (Date listed: 10/22/19)

Washington College (400) Chestertown, MD. **Marketing Contact Manager** (Refer to MWE Job Order #1058116); **Digital Marketing Specialist** (Refer to MWE Job Order #1058122); **Accounts Receivable Manager** (Refer to MWE Job Order #1058127); **Career Advisor** (Refer to MWE Job Order #1058133); **Retail Attendant (PT)** (Refer to MWE Job Order #1029296); **Nurse Practitioner** (Refer to MWE Job Order #1029299); **Dish Room Attendant (PT)** (Refer to MWE Job Order #1058144); **Dining Hall Supervisor** (Refer to MWE Job Order #1058138). Apply www.washcoll.edu. (Date listed: 10/15/19)

WAWA (353) 101 Hissey Rd, Grasonville, MD. **Customer Service Associates** (Refer to J. O. #981320). Apply: <http://wawa.com>. (Date listed: 10/3/19)

WAWA (352) 8118 Ocean Gateway, Easton, MD. **Customer Service Associates** (Refer to J. O. #1053495). Apply: <http://wawa.com>. (Date listed: 10/3/19)

Yankee Candle (392) Queenstown, Maryland. (410) 827-7262. Please apply in store. **Retail Store Sales Associate**. Want to work with a product you love? Yankee Candle is seeking individuals who are passionate about home décor and fragrance. We are an energetic, innovative and engaged team, who values their people and their development. Not to mention, we offer a generous 50% off employee discount on most products. We characterize our team as a band of avid retail and brand enthusiasts who care deeply about their work, and work hard to get the best possible results. This position is perfect for someone who enjoys an organization that moves swiftly, is open to change, and for someone who really cares about providing and demonstrating exceptional guest service—and can correlate that behavior with driving sales. Job Summary: As a Retail Sales Associate, you are responsible for achieving sales, organization, guest engagement, and profitability and delivering excellent guest service. Minimum Requirements: •High School Diploma/GED or equivalent experience. •Strong customer service skills and the ability to sell products is required. Hours: Flexibility in work schedule is required, weekends, and holidays as operational need may require. Salary Structure: This position offers a competitive rate & excellent

benefits package. We are an e-Verify employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. (Date listed: 10/14/19)

Yankee Candle (391) Queenstown, Maryland. (410) 827-7262. Please apply in store. **Retail Store Associate.** Yankee Candle is seeking individuals who are passionate about home décor and fragrance. We are an energetic, innovative and engaged team, who values their people and their development. This position is perfect for someone who enjoys an organization that moves swiftly, is open to change, and for someone who really cares about providing and demonstrating exceptional guest service. Minimum Requirements: •High School Diploma/GED or equivalent experience. •Strong customer service skills and the ability to sell products is required. Must be able to work weekends. **Retail Store Second Assistant Manager.** Yankee Candle is seeking individuals who are passionate about home décor and fragrance. We are an energetic, innovative and engaged team, who values their people and their development. This position is perfect for someone who enjoys an organization that moves swiftly, is open to change, and for someone who really cares about providing and demonstrating exceptional guest service—and can correlate that behavior with driving sales. Job Summary: As a Retail Store Second Assistant Manager, you are responsible for acting as Manager on Duty (MOD) for various shifts and assisting the leadership team with achieving sales, organization, guest engagement, and profitability goals within a Yankee Candle store. Details: Provides assistance in the direction and leadership of an assigned Yankee Candle Retail Store; opens and closes the store on a regular basis; acts as Manager on Duty (MOD) for various shifts; drives sales & profitability; provides exemplary guest service, ensures visual merchandising/presentation and operational standards; assists with the training and coaching of store management teams and Sales Associates; works to help the store achieve divisional and store sales and profitability goals; processes guest transactions and operates POS system with speed and accuracy; restocks shelves with product as needed. Minimum Requirements: •High School Diploma/GED or equivalent experience. •2 years' supervisory/management experience in a retail sales environment or similar fast paced, customer service environment, preferred. •Strong customer service skills and the ability to sell products is required. •Demonstrated ability to effectively coach and train others in a retail setting, and the ability to relate well using communication, interpersonal, diplomacy and related skills required. (Date listed: 10/14/19)

Zips Kent Island (359) **Front County Associate.** Looking for a job with flexible hours that can accommodate your class schedule and study needs? We're looking for energetic and responsible people with available work schedules Monday to Saturday for available shifts between 7:00am to 8:00pm – 15 to 30 hours a week with additional hours available during school holidays. Opportunities to become shift managers or other additional responsibilities. Location is next to Route 50 in Chester with easy access to east and westbound locations on Kent Island. The job is an active combination of customer service and garment handling tasks. You'll be engaged in a fast-paced set of tasks that will make your time swift and enjoyable. Compensation is \$10.75 base comp depending on experience, opportunity for growth as responsibilities expand. Interested ? Let us know and we will get you up to speed and on the schedule quickly. Contact: Richardwathen@321zips.com or come by the store to fill out an application. (Date listed: 10/5/19)

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.