



The AmeriCorps members at the Goodwill Career Center conduct a job search by utilizing various search sites such as craigslist.org, indeed.com, etc. each week. Emails are sent to Goodwill staff, community partners, or those who request to receive an electronic copy. **These are not jobs at Goodwill.**

The **Career Center** is open to the public from **8:00am to 4:00pm Monday through Friday**. Individuals are welcome to job search, use the internet, print educational and professional information, fax documents, and use the phone free of charge.

Staff is specifically trained on how to create quality resumes, cover letters, and thank you notes. Additionally, staff members are knowledgeable about many **community resources** in the Grand Rapids area. We also offer free computer classes that are open to the public on the following topics: Introduction to Computers, Internet, Word, Excel, Outlook, and Power Point.

If you have any questions or inquiries do not hesitate to contact:

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(616)451-8800 ext. 1254 or 1247

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Clerical Full Time Positions

Department Administrative Assistant

Category:

Clerical

Business Name:

Farmers Insurance

Address:

Caledonia

Website:

http://careers.peopleclick.com/careerscp/client_farmersgroup/external/gateway.do?functionName=viewFormLink&jobPostID=63353&localeCode=en-us&source=Indeed&sourceType=PREMIUM_POST_SITE&Codes=IA

Hours:

Full Time

Number of Positions:

Unknown

Description:

Under general supervision, provides general administrative and secretarial support to department head (i.e. AVP, Director, Manager) and a group of professionals. Researches, compiles and analyzes basic information for inclusion in reports, presentations and other communications.

Position Requirements

- Performs general administrative and secretarial duties to support the head of the department and the professional staff. Maintains confidentiality in all matters.
- Greets and assist customers (vendors) and employees with work related inquiries or directs them to the appropriate person. Answers and screens phone calls and emails for supervisor.
- Researches, compiles and analyzes basic information for inclusion in reports, presentations and other communications.
- Completes special department assignments, such as calculating, maintaining, and reporting budget information, compiling special department reports, researching and resolving department issues.
- Types and composes correspondence from oral or written instructions.
- Receives, opens, sorts, and distributes mail. Maintains supervisor's calendar and department vacation schedule and/or payroll information.
- Compiles statistical data and creates and maintains spreadsheets, forms and reports on the PC. Maintains records, hold files and confidential files.
- Requisitions, distributes and maintains supplies via online ordering process. Handles and maintains payments (check request) for all department expenses and expense reports.
- Arranges meetings, transportation, and hotel reservations as needed. In the field offices, prepares payments for approved legal and medical bills. Maintains inventory control drafts, film, flash, tapes, receipt books, furniture and fixtures, where appropriate. Assists in all office activities. May assists in training, supporting and communicating business/HR information to other personnel in absence of the supervisor.
- Performs such task as copying, filing, scanning, mailing and faxing.
- Performs other duties as assigned.

Preferred Skills and Abilities

Candidates must have prior experience with PC Coordination, set up conference calls, set up meetings, calendaring and travel arrangements.

Physical Actions

Required job duties are essentially sedentary work consisting of occasional walking, standing and lifting and/or carrying 10 lbs. maximum. Must be able to sit for extended periods of time using repetitive finger

and hand motion on the keyboard.

Physical Environment

Required job duties are normally performed in a climate controlled office environment.

Education Requirements

High school diploma or equivalent.

Experience Requirements

Two years work experience or one year as an Administrative Clerk or equivalent.

Special Skills Requirements

Proficient in Microsoft Word, Excel, Powerpoint, etc. Ability to use professional vocabulary and grammar. Type 40 plus WPM with accuracy.

Administrative Assistant 1

Category:

Clerical

Business Name:

Spectrum Health

Address:

Grand Rapids

Website:

http://careers.spectrum-health.org/job/Grand-Rapids-Administrative-Assistant%2C-Medical-Group-Job-MI-49501/31182700/?feedId=4&utm_source=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

Bi-weekly Hours: 80

spectrum Health is a not-for-profit, award winning, integrated health system based in West Michigan. Our organization includes a medical center, regional community hospitals, a dedicated children's hospital, a multispecialty medical group and a nationally recognized health plan, Priority Health.

Spectrum Health Medical Group is a multispecialty physician group dedicated to putting patients' needs first. The medical group is a gateway to Spectrum Health's many qualified and highly skilled specialists, and

comprehensive services. We invite you to get to know us and our services better (www.shmg.org), and see for yourself what makes us unique.

Position Summary

Directs and maintains accountability for complex, multi-faceted programs. Provides administrative support for a Director level position through the appropriate use of software and/or other tools. Exhibits initiative and knowledge to assure operations carry on in the usual manner in management's absence.

Qualifications

Basic Qualifications: Associate's Degree with specific course work in office administration/secretarial science or equivalent (high school and 3 years of experience). Three years of experience in a secretarial/office environment.

Ability to type 50 words per minute.

Nearest Major Market: Grand Rapids

Job Segments: Medical, Social Media, Bilingual, Secretary, Administrative Assistant, Healthcare, Marketing, Administrative

Administrative Assistant 2

Category:

Clerical

Business Name:

Hudsonville High School

Address:

Hudsonville

Website:

<http://www.applitrack.com/hudsonville/onlineapp/jobpostings/view.asp?internaltransferform.Url=&AppliTrackJobId=629&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

Hours:

Full Time

Number of Positions:

Unknown

Description:

37.5 hours per week / 40 weeks / Class IV

Qualifications:

High School Diploma or GED

Three to five years general administrative assistant work and/or training

School administrative assistant experience preferred

Highly effective organizational skills

Job Duties:

Greet and assist students/guests entering office with various needs.

Manage correspondence for principals.

Support classroom instruction and teachers.

Manage all office and teacher supplies.

Issue and complete work permits.

Parent/teacher conference reports and materials.

Manage student medications and forms.

Revise and edit teacher and student handbooks.

Other responsibilities as assigned.

Executive Assistant

Category:

Clerical

Business Name:

Office Staffing

Address:

Grand Rapids

Website:

http://www.careermatrix.com/Seeker/Search/full_job.asp?INf=223741

Hours:

Full Time

Number of Positions:

Unknown

Description:

A full-time Executive Assistant is needed to support leadership team; main responsibilities include the following:

-Primary on answering phone (M-F, 8-5pm)

-Greeting visitors

-Calendar management/scheduling coordination

-Event planning and logistics

-Running errands and procuring supplies

-Travel reservations

- Lightweight data analysis
- Editing business communications
- Maintaining social media profiles
- Sales assistance when necessary
- Mail duties, scanning/faxing documents
- Minor tasks related to office events and upkeep

Requirements: Five to 10 years or more of Executive Assistant experience is required

Computer knowledge and willing to learn additional software (proficient with Google/Gmail is preferred but not required)

Individual looking for a long-term commitment with the company

Clerical Part Time Positions

Receptionist/Front Desk

Category:

Clerical

Business Name:

Metro Health

Contact Name:

Steve Smith

Address:

Wyoming

Website:

http://www.careermatrix.com/Seeker/Search/full_job.asp?INf=223879

Hours:

Part Time

Number of Positions:

Unknown

Description:

Receptionist/Front Desk:

We're looking for a customer service driven individual to join our team at our Neurology office. This is a Resource position with no guarantee for a specific number of hours each week. Medical Assistants or medical office experience highly preferred.

The Scheduling/Registration/Front Desk Specialist is responsible for interacting with all areas of the health center. These areas will include but not limited to patients, physicians, nursing staff, business office, and outside phone calls. Access to information will be limited to that which is necessary to complete daily tasks in accordance with all HIPAA regulations.

Required:

-Must have one of the following:

-Graduated from an accredited Medical Assistant, L.P.N. or R.N. program

-One year of healthcare experience

-Associate's degree

-One year customer service experience

-Typing skills and basic computer knowledge

-Strong written and verbal communication skills (including strong telephone etiquette)

-Desire to take on additional responsibilities as needed.

Preferred:-Working knowledge of medical terminology, CPT/ICD-9 codes, knowledge of medical daily operations.

Location - Metro Health Enterprise

Office Assistant (Childcare): Spartan Stores YMCA (6183

Category:

Clerical

Business Name:

YMCA

Address:

Grand Rapids

Website:

https://career4.successfactors.com/career?career_ns=job_listing&company=ymcaggr&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=6183&jobPipeline=Indeed

Hours:

Part Time

Number of Positions:

Unknown

Description:

The Office Assistant performs designated administrative and analytical duties using knowledge of organizational operations and practices related to the department and Association.

KNOW HOW

Associate degree or equivalent in early childhood education or related field or an equivalent combination of education, training and experience; 1-3 years office experience; or equivalent combination of education, training, and experience. Strong human relation skills, oral and written skills, and sense of time management

required. A friendly disposition and the ability to exercise discretion when necessary. Proficient in technology applications with the ability to provide user training on software packages. Ability to interact with people of all ethnic backgrounds, ages, and lifestyles. YMCA experience preferred.

PRINCIPAL ACTIVITIES

Administrative

Assists Center Director with scheduling and coverage of classrooms
Responsible for assistance with billing and reporting for DHS and CACFP
Assists with the ordering of food and program supplies
Maintains up-to-date and orderly child enrollment files
Conducts tours of facility when director is unavailable
Helps build enrollment and customer satisfaction
Assists the director with center events

Performs any other functions deemed to be necessary for the smooth and efficient operation of the YMCA of Greater Grand Rapids

ABILITY REQUIREMENTS

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

COMPENSATION

\$8.40hr-\$9.68hr; Part Time (up to 25hrs/week); Non Exempt

Receptionist/Operator

Category:

Clerical

Business Name:

Mary Free Bed Rehab.

Address:

Grand Rapids

Website:

https://www.healthcaresource.com/maryfreebed/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=581792&source=Indeed.com

Hours:

Part Time

Number of Positions:

Unknown

Description:

The Receptionist/Operator greets all guests (patients, vendors & families) as well as staff with a smile in a warm and friendly manner whether in person or on the telephone.

The Receptionist/Operator will relay all incoming, outgoing and inter-departmental telephone calls appropriately and as quickly as possible. Receives vendors, guests and staff, ascertains their needs, and directs them accordingly. Is able to handle all emergency situations with confidence and controlled emotions.

The Receptionist/Operator works as part of a team assisting with various Guest Services initiatives to improve the patient experience. The Receptionist/Operator provides exceptional customer service to everyone in the facility by exuding warmth, genuine care, and taking pride and joy in this role.

Essential Job Qualifications (Knowledge, Education, and Training Requirements):

High school diploma or GED

Two years of customer service experience (Health Care industry preferred)

Ability to function independently and within a routine schedule.

Competent with computers and with Microsoft Office Suite software (i.e. Outlook, Word, Excel, Access, etc.)

Ability to work flexible schedules and extended hours as needed.

Must have problem resolution skills

Must have ability to manage multiple priorities

Ability to report to work in inclement weather (hot, cold, rain, snow, etc.) for an entire shift. Note: Shifts will not be cancelled due to inclement weather and all employees will be required to attend their scheduled shifts and maintain a high quality of work.

Ability to speak, read and write standard English language; to read and comprehend simple instructions, short correspondence and memos; to write simple correspondence

Must be able to apply reasoning and understanding to carry out instructions furnished in written, oral, or diagram form

Physical Demands:

Able to exert up to 10 pounds of force occasionally (up to 1/3 of the time)

Able to lift, carry, push, pull, up to 10 pounds occasionally

Ability to sit for long periods of time up to ten hours per day

Able to use keyboard frequently (1/3 to 2/3 of the time)

Specific vision abilities required by the job include 20/20 corrected vision, color vision.

Functional hearing abilities for communications from a two-way handheld or mobile radio, cellular phone or other telephonic devices and PA speakers.

Ability to regularly walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; balance; talk and hear.

Other Preferred Job Qualifications:

Previous experience as an operator/receptionist within a hospital environment.

Experience working with multi-line telephone system.

Ability to use and understand 24 hour and military time systems

Administrative Assistant 3

Category:

Clerical

Business Name:

Office Team

Address:

Grand Rapids

Website:

http://www.roberthalf.com/officeteam/SearchJobs?6_jobSearch.request_type=ViewJobDetail&6_jobSearch.job_number=42836635&6_jobSearch.single_job=true&specificJob=42836635&referrer=www.indeed.com&codes=IND&custId=0

Hours:

Part Time

Number of Positions:

Unknown

Description:

Our Client a well know CPA firm in the Grand Rapids area is looking for a part time Administrative Assistant to join their staff. This role will be handling company invoices, processing all paperwork and assisting the owner. The Administrative Assistant may be asked to do other administrative duties as well.

Requirements:

The right person for this role must have great phone skills and able to handle all client questions. A background with accounting or bookkeeping is a plus. Strong computer skills in Microsoft Word and Excel are a must! If you are interested in working 5-10 hours a week and can handle a professional atmosphere please contact OfficeTeam today.

OfficeTeam is the world's leader in quickly matching skilled administrative professionals with temporary and temporary-to-full-time jobs. We offer job opportunities ranging from executive and administrative assistants to customer service representatives, receptionists and general office support. Our staffing managers connect with more than 100,000 hiring managers in North America every single week. In addition to free job search services, we provide access to free online skills training and a competitive benefits and compensation package.

Customer Service Full Time

Inside sales/Customer Service 1

Category:

Customer Service

Business Name:

MOS

Address:

Grand Rapids

Website:

<http://mos-xerox.iapplicants.com/ViewJob-517549.html>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Perform outbound calls to prospective net-new customers and if needed, to current customers for the purpose of gaining information and scheduling appointments. Another key component of this position will be to contact newly-acquired MIF clients to welcome them to MOS and start the process of establishing relationships within MOS Sales & Service.

SPECIFIC RESPONSIBILITIES: Other duties may be assigned to meet business needs.

- Proven ability to develop pipelines; accompanied with strong follow up and time management skills
- Phone prospect and identify opportunities to acquire additional business from existing customer base
- Sustain daily activity levels: dials, net-new appointments set and database updates
- Ability to get past gatekeeper to reach key-decision makers is essential
- Create a strong pipeline of leads along with the ability to follow up appropriately
- Prospect and fully develop new accounts daily
- Adhere to proven, structured selling process guidelines; meeting or exceeding daily/weekly activity metrics
- Ability to identify and qualify net new prospects
- Assist Sales Reps by maintaining high-level of organization
- Enter all information gathered from every customer contacted into MOS's database in a timely and accurate manner that is easily understood by each Sales Rep to insure they have all the pertinent data for each of their accounts
- Report daily activity, including contact information, appointments set, follow-ups, etc.
- Routinely demonstrates and creates a helpful and positive work culture
- Encourages and builds positive relationships and communicates effectively with all co-workers, outside customers and vendors
- Conducts self at all times as the public image of the company in accordance with MOS's code of conduct

REQUIREMENTS:

- BS/BA degree in business or other related field
- Highly-motivated B2B Telemarketer with previous cold calling / sales experience or internship preferred
- Proven ability to get past gatekeepers to decision makers or to gather information
- Strong and concise communication skills
- Proficiency using MS Office, e.g., PowerPoint, Excel and Word and the internet for research
- Personal drive and internal motivation toward high achievement
- Experience in selling a service (preferably technology services)
- Ability to work collaboratively and effectively in a team-oriented environment
- Demonstrated flexibility and adaptability; willingness to take risks and try new approaches
- Must be comfortable calling both cold and warm leads via outbound calls

Inside Sales/Customer Service 2

Category:

Customer Service

Business Name:

Office Team

Address:

Grand Rapids

Website:

http://www.roberthalf.com/officeteam/SearchJobs?6_jobSearch.request_type=ViewJobDetail&6_jobSearch.job_number=42838602&6_jobSearch.single_job=true&specificJob=42838602&referrer=www.indeed.com&codes=IND&custId=0

Hours:

Full Time

Number of Positions:

Unknown

Description:

We currently have a great opportunity for an articulate, entry-level results-oriented Inside Sales Customer Service Representative with a prominent global logistics company. In this Inside Sales Customer Service role you will make phone calls to prospective clients to gain their distribution business. You will enter client orders into the companies tracking system, assist customers with inquiries and disputes, and provide customer service support to the sales team. This role is temporary to full time opportunity with a great benefits package and bonuses.

Requirements:

Candidates must have excellent communication and interpersonal skills combined with the ability to work well with all levels of internal staff as well as outside clients and vendors. A Bachelors degree in business or related field is highly desired! 1 or more years of experience are also required! Prior sales experience is highly recommended. Experience with Microsoft Word and Microsoft Excel at an intermediate level are mandatory. Inside Sales Customer Service Representatives, this is your chance to contribute to a growing Grand Rapids company so apply today with OfficeTeam!

OfficeTeam is the world's leader in quickly matching skilled administrative professionals with temporary and temporary-to-full-time jobs. We offer job opportunities ranging from executive and administrative assistants to customer service representatives, receptionists and general office support. Our staffing managers connect with more than 100,000 hiring managers in North America every single week. In addition to free job search services, we provide access to free online skills training and a competitive benefits and compensation package.

Our parent company, Robert Half, once again was listed on FORTUNE® magazine's list of "World's Most Admired Companies." (March 18, 2013).

OfficeTeam is an Equal Opportunity Employer.

Apply for this job now or contact us today at 1.800.804.8367 for additional information.

All applicants applying for U.S. job openings must be authorized to work in the United States.

Inside Sales/Customer Service 3

Category:

Customer Service

Business Name:

CHG Healthcare Services

Address:

Grand Rapids

Website:

<https://careers-chghealthcare.icims.com/jobs/1074/inside-sales-consultant---recruiter/job?mobile=false&width=1040&height=734&bga=true&needsRedirect=false>

Hours:

Full Time

Number of Positions:

Unknown

Description:

The Recruiter will acquire new providers for CompHealth with traveling or temporary assignment interest and availability. The Recruiter will contact, develop and follow up with prospective recruits through a variety of marketing sources such as the Internet, trade shows, referrals and other leads generated by CompHealth's marketing efforts and through the Recruiter's own efforts.

Responsibilities:

Responds to provider inquiries from advertising, promotions, conferences and referrals regarding CompHealth staffing opportunities

Facilitates placement of a new recruit into first assignments with CompHealth

Contact prospective recruits in respective specialties by phone, e-mail, fax, in person or mail to solicit and contract for placement or assignment

Encourage and persuade past providers to contract for additional assignments with CompHealth

Establishes rapport with providers to encourage a long-term working relationship with CompHealth

Responsible for placement of providers into client's facility by matching skill level, licenses, preferences, board status and credentials

Coordinates provider interviews with facilities via Client Reps

Collaborates with Client or Marketing Representative in filling sold days within appropriate profit margin range

Negotiate provider contracts consistent with profitability objectives

Maintain an appropriate amount of available providers based on team scheduling

Maintain an appropriate amount of repeat contact with provider recruits in order to update and influence decision to CompHealth assignments

Recruiters will be required to make a minimum of 60-70 calls per day to accomplish team objectives

Accurately communicates client requirements and job description to provider to ensure a proper match
Maintain and update all of providers recruiting information into JWALK
Meet all production goals set by management
Other projects as assigned by management
Uses proactive and aggressive sales techniques over the phone to recruit providers to contract with CompHealth
Qualifications:
Accurately manipulate information utilizing a large scale database system
Moderate computer skills for the ability to use Internet and e-mail to communicate and acquire potential candidates
Strong keyboard skills
Professional level written and oral communications skills
Effective negotiation skills
Experience in provision of customer service
Effectively communicate and work in a team environment
Devise and execute work goals independently and manage time effectively
Integrate individual work efforts to meet team objectives and processes
Working knowledge of MS Word and Excel
Experience and Education:
Minimum of one year experience in the direct sales of products or services
College level education
Experience in the health care industry
Experience in the sale of professional services
Preferred Skills:
Communicate and understand professional level service needs, traveler credentials and client practices
Understand and interpret financial data as well as compute profit margins
Persuade and influence verbally and in writing
Manage time effectively and devise and achieve work goals independently
How to get started?

To have your resume reviewed by someone on our Talent Acquisition team, click on the "apply" link at the top of the screen. Or if you happen to know of someone who might be interested in this position, please feel free to email them the job description by clicking on the "Email to Friend" link, also at the top of the screen.

Food Industry Full Time

Cook

Category:

Food Industry

Business Name:

Pine Rest Christian Mental Health Services

Address:

Grand Rapids

Website:

https://www.appone.com/maininfoeq.asp?Ad=209296&R_ID=687727&Refer=http://www.indeed.com/jobs&B_ID=44

Hours:

Full Time

Number of Positions:

Unknown

Description:

This position requires an efficient and team oriented cook:

- * Ability to start within two weeks of job offer.
- * Ability to work independently and follow culinary instruction, production sheets, and prep sheets with minimal guidance.
- * Responsible for production according to correct portions when cutting, preparing, and plating food items
- * Responsible for tasting and testing recipes
- * Responsible for monitoring that temperatures are documented according to HACCP guidelines
- * Responsible for catering production and patient menu production
- * Ability to function in a fast paced environment while being professional and courteous to coworkers, managers, and customers.
- * Provides excellent customer service to hospital staff and patients as needed by communicating effectively and in a professional manner.

Schedule: Shifts usually last for 10 hours.

Position Requirements

- * At least 2 years culinary experience preferred

About the Organization Pine Rest Christian Mental Health Services is a nonprofit organization founded in 1910 in Grand Rapids, Michigan. The organization's 220 acre main campus is located at 300 68th Street in Grand Rapids. This comprehensive behavioral health center, coupled with the Pine Rest network of 16 outpatient clinics and satellite offices in Michigan and Iowa, provide individualized and group therapy for people of all ages and all levels of need. Pine Rest clinicians offer therapeutic services in behavioral health across the continuum of care, and within a Christian framework.

The staff includes over 50 psychiatrists and doctors, 108 psychologists, more than 191 licensed masters-level social workers, 22 physician assistants and nurse practitioners, plus 12 chaplains.

Pine Rest is a partner in a joint operating agreement with Saint Mary's Health Care (Grand Rapids) and Metro Health (Grand Rapids). Pine Rest is also a member of the Spectrum Health Regional Network.

Pine Rest's main campus and its associated residential locations, outpatient clinics and offices are tobacco-free.

Food Service Worker 1

Category:

Food Industry

Business Name:

Forest Hills Public Schools

Address:

Grand Rapids

Website:

<http://k12jobspot.com/michigan-teaching-jobs/682370?ref=indeed.com>

Hours:

Full Time

Number of Positions:

Unknown

Description:

4.75 hours per day - 8:45AM - 1:30PM/ 22.25 hours per week/ 38 weeks

Must be able to pass 50 lb lift test

Must have an excellent attendance record

Serv-Safe certification preferred

Food Production Job

Category:

Food Industry

Business Name:

Spectrum Health

Address:

Grand Rapids

Website:

http://careers.spectrum-health.org/job/Grand-Rapids-Cashier-Food-Production-Job-MI-49501/31182800/?feedId=4&utm_source=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

Responsible for collecting money, making change and utilizing the cash register appropriately. Maintains a clean and orderly work area according to standards. Serves food as assigned.

Qualifications

Preferred Qualifications:

Education - High School Diploma or GED

Experience - 6 months of experience in cashiering

Nearest Major Market: Grand Rapids

Job Segments: Labor, Medical, Food Service, Social Media, Patient Care, Operations, Healthcare, Hospitality, Marketing

Manager Internal Audit

Category:

Food Industry

Business Name:

Gordon Food Service

Address:

Grand Rapids

Website:

https://career4.successfactors.com/career?company=GFS&career_job_req_id=36381&career_ns=job_listing&navBarLevel=JOB_SEARCH&jobPipeline=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

Are you looking for a new opportunity with a strong, stable and financially smart company? As one of the largest privately held foodservice distributors in North America, our family-owned company has a history of pursuing innovative ideas and building strong relationships.

Under the direction of the Internal Audit Director, the Team Manager will assist with the development and implementation of a risk based audit plan for the Gordon Food Service (GFS) North American business to address governance, financial, technology and operational risks.

The Team Manager works closely with all levels of GFS personnel and the Company's outside auditors to minimize business risk to acceptable levels and to deliver organizational effectiveness and efficiency; assists with coordinating efforts around fraud investigations and the Company's Integrity Hotline process and provide supervision to internal audit staff and perform reviews of procedures and related working papers, providing clear and timely feedback.

Functions of this position include:

Adhere to the purpose and philosophy of the organization including, but not limited to, the GFS

Cornerstone Values, the Gordon Family Philosophy, the GFS Mission, the GFS Code of Business Conduct, and other applicable practices of the organization

Responsible for assisting the Director Internal Audit with establishing and directing a comprehensive and flexible, risk-based, internal audit plan focused on enhancing the company's financial, operational, and information systems controls utilizing the COSO controls framework

Lead the development of audit plans, audit programs and special ad hoc analytical services and methodologies

Develop test plans and coordinates the performance of testing of key internal controls in support of the Company's Sarbanes-Oxley based program

Track audit findings through to remediation

Promote a high level of ethical awareness and conduct within GFS in support of the Company's Code of Business Conduct and Integrity Hotline program. Evaluate controls, principles, Cornerstone Values, mission, etc. of GFS to ensure they are being consistently upheld throughout the organization. This is facilitated through numerous efforts, including ongoing visits to the GFS operating facilities throughout North America

Assist the Director Internal Audit with the management of the Company's Integrity Hotline process and coordination of efforts associated with suspected fraud and other similar dishonest activity, including coordination of any investigations performed by law enforcement agencies

Interview, hire, train, and retain staff. Conduct performance evaluations of staff, initiating follow through with disciplinary action and termination in consultation with Human Resources, when appropriate. Mentor, motivate, and develop staff and serves as a resource to them in order to facilitate their professional development

Lead staff in the development of team goals and objectives and the plans necessary to achieve the internal audit plan

Champion a program of continuous quality improvement (self, department, and audited areas)

Assist with the monitoring, management and controlling of the IA budget

Maintain peer relationships in the field to share issues and ideas

Requirements and experience needed to be considered for this role:

Bachelor's Degree in Accounting, Finance, Business Administration or related field is required

Masters Degree in Business Administration is preferred

Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) is required

Ability to travel up to 25%, both domestically and internationally (i.e. Canada) is required

One or more of the following certifications is preferred:

Certified Fraud Examiner (CFE)

Certified Information Systems Auditor (CISA)

Certified Managerial Accountant (CMA)

Certified in Risk Management Assurance (CRMA)

Additional attributes we are seeking:

Excellent attention to detail and strong motivation toward company, team, and individual results

Work effectively with others both inside and outside of the team to accomplish organizational goals

Strong organizational skills, including leadership, management, process, relationship management

Understands organizational interdependencies and can leverage them to build effective relationships

Strong verbal and written communication skills with the ability to delivery in a concise and clear manner with a high level of credibility at all levels of the organization

Broad strategic thinker with the ability to understand macro-economic, micro-economic, and other business issues

A quick thinker who can hold his/her own in the company of thought-leaders and other high-performance professionals

Highly analytical with the ability to quickly assimilate and synthesize complex data and information into a decision-making framework

A flexible problem-solver, managing a large and diverse portfolio of projects and issues and rapidly assess situations with multiple outcomes and consequences

Unquestionable integrity and discretion demonstrated through a commitment to core values and ethical business conduct

Mature, with high professional integrity and honesty – able to separate people from issues

What you can expect by way of benefits:

Comprehensive medical, dental, vision, and prescription benefits

Vacation, personal and sick time

Short term disability

Generous 401k matching

Profit sharing

Wellness programs

Tuition Aid reimbursement for you and your family

Food Service Worker 2

Category:

Food Industry

Business Name:

West Michigan Academy of Environmental Science

Address:

Grand Rapids

Website:

<http://www.applitrack.com/choice/onlineapp/jobpostings/view.asp?internaltransferform.Url=&all=1&AppliTrackJobId=588&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1&ref=indeed.com>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Food Service Worker: West Michigan Academy of Environmental Science, a PreK-12 charter school located in Walker, seeks an energetic person to work in the food service program. Experience & love for children required. Must have a spotless background & exceptional references.

Food Industry Part Time

Retail Food Service

Category:

Food Industry

Business Name:

Meijer

Address:

Lowell

Website:

<http://jobs.meijer.com/us/united-states/retail-food-service/jobid4035016-bakery-clerk-fulton-st-lowell-mi?apstr=src%3DJB-10002>

Hours:

Part Time

Number of Positions:

Unknown

Description:

Currently, Meijer is looking for a Specialty Clerk. The individual selected for this position will be responsible for delivering remarkable customer service by providing customers with exceptional product knowledge, efficient service and a friendly attitude. This entry level team member position will be exposed to a variety of retail tasks related to product, customer service and merchandising.

Key responsibilities include:

Possessing a sense of urgency and comfort level to be able to work in a fast paced environment

Building rapport with customers

Displaying a friendly and outgoing attitude that is shown through good eye contact and body language

Providing assistance by responding to customer questions in an effective and efficient manner

Stocking product and maintaining product displays according to merchandising standards

Following safety and sanitation procedures to ensure quality service and products for our customers

Qualifications

Detail oriented and organized

Possesses good listening and communication skills

Has adequate knowledge of computer systems and is comfortable using them

Is process driven and has ability to follow procedures in an organized and efficient way

Ability to stay calm while working in a fast paced environment

Desire to work with customers on a consistent basis

Ability to lift, carry, push, pull, bend and twist while handling product

Ability to stand for long periods of time

Thank you for your interest in this position. There may not be current openings for this position at this time.

By submitting an application to this position, you are expressing interest should an opening become available in the future. Our recruiters routinely review available applications as openings become available.

Specialty Clerk (Deli\\Bakery) Knapp's Corner

Category:

Food Industry

Business Name:

Meijer, Inc

Address:

Grand Rapids

Website:

[http://jobs.meijer.com/us/united-states/retail-food-service/jobid3219629-specialty-clerk-\(deli_bakery\)-knapp%27s-corner-grand-rapids-mi?apstr=src%3DJB-10002&ss=paid](http://jobs.meijer.com/us/united-states/retail-food-service/jobid3219629-specialty-clerk-(deli_bakery)-knapp%27s-corner-grand-rapids-mi?apstr=src%3DJB-10002&ss=paid)

Hours:

Part Time

Number of Positions:

Unknown

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Thank you for your interest in this position. There may not be current openings for this position at this time.

By submitting an application to this position, you are expressing interest should an opening become available in the future. Our recruiters routinely review available applications as openings become available.

Assistant Manager

Category:

Food Industry

Business Name:

Domino\'s

Address:

Grand Rapids

Website:

<https://dominos.taleo.net/careersection/mgr/jobdetail.ftl?job=31760&src=JB-10360>

Hours:

Part Time

Number of Positions:

Unknown

Description:

- Operate all equipment.
- Stock ingredients from delivery area to storage, work area, walk-in cooler.
- Prepare product.
- Receive and process telephone orders.
- Take inventory and complete associated paperwork.
- Clean equipment and facility approximately daily.

Training

Orientation and training provided on the job.

Communication Skills

Ability to comprehend and give correct written instructions. Ability to communicate verbally with customers and co-workers to process orders both over the phone and in person.

Essential Functions/Skills

Ability to add, subtract, multiply, and divide accurately and quickly (may use calculator). Must be able to make correct monetary change. Verbal, writing, and telephone skills to take and process orders. Motor coordination between eyes and hands/fingers to rapidly and accurately make precise movements with speed. Ability to enter orders using a computer keyboard or touch screen.

Work Conditions

EXPOSURE TO: Varying and sometimes adverse weather conditions when removing trash and performing other outside tasks. In-store temperatures range from 36 degrees in cooler to 90 degrees and above in some work areas. Sudden changes in temperature in work area and while outside. Fumes from food odors. Exposure to cornmeal dust. Cramped quarters including walk-in cooler. Hot surfaces/tools from oven up to 500 degrees or higher. Sharp edges and moving mechanical parts.

SENSING: Talking and hearing on telephone. Near and mid-range vision for most in-store tasks. Depth perception. Ability to differentiate between hot and cold surfaces.

TEMPERAMENTS: The ability to direct activities, perform repetitive tasks, work alone and with others, work under stress, meet strict quality control standards, deal with people, analyze and compile data, make judgements and decisions.

PHYSICAL REQUIREMENTS, including, but not limited to the following:

Standing: Most tasks are performed from a standing position. Walking surfaces include ceramic tile "bricks" with linoleum in some food process areas. Height of work surfaces is between 36" and 48".

Walking: For short distances for short durations

Sitting: Paperwork is normally completed in an office at a desk or table

Lifting: Bulk product deliveries are made twice a week or more and are unloaded by the team member using a hand truck. Deliveries may include cases of ingredients and supplies weighing up to 50 pounds with dimensions of up to 3' x 1.5'. Cases are usually lifted from floor and stacked onto shelves up to 72" high.

Carrying: Large cans, weighing 3 pounds, 7 ounces, are carried from the workstation to storage shelves. Occasionally, pizza sauce weighing 30 pounds

is carried from the storage room to the front of the store. Trays of pizza dough are carried three at a time over short distances, and weigh approximately 12 pounds per tray.

Pushing: To move trays which are placed on dollies. A stack of trays on a dolly is approximately 24" - 30" and requires a force of up to 7.5 pounds to push. Trays may also be pulled.

Climbing: Team members must infrequently navigate stairs or climb a ladder to change prices on signs, wash walls, perform maintenance.

STOOPING/BENDING: Forward bending at the waist is necessary at the pizza assembly station. Toe room is present, but workers are unable to flex their knees while standing at this station. Duration of this position is approximately 30 - 45 seconds at one time, repeated continuously during the day. Forward bending is also present at the front counter and when stocking ingredients.

CROUCHING/SQUATTING: Performed occasionally to stock shelves and to clean low areas.

REACHING: Reaching is performed continuously; up, down and forward. Workers reach above 72" occasionally to turn on/off oven controls, change prices on sign, and lift and lower objects to and from shelves. Workers reaching down to perform such tasks as scooping cornmeal from a plastic barrel, or washing dishes. Workers reach forward when obtaining topping ingredients, cleaning work surfaces, or answering phones.

HAND TASKS

Eye-hand coordination is essential. Use of hands is continuous during the day. Frequently activities require use of one or both hands. Shaping pizza dough requires frequent and forceful use of forearms and wrists. Workers must manipulate a pizza peel when removing pizza from the oven, and when using the rolling cutter. Frequent and/or forceful pinching is required in the assembly of cardboard pizza boxes. Team Members must be able to grasp cans, the phone, the pizza cutter and pizza peel, and pizza boxes.

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Team Members may be required to utilize pencils/pens, computers, telephones, calculators, TDD equipment, pizza cutter and pizza peel.

Driving Specific Job Duties

Deliver product by car and then to door of customer.
Deliver flyers and door hangers.

Requires

Valid driver's license with safe driving record meeting company standards.
Access to insured vehicle which can be used for delivery.

Essential Skills

Navigational skills to read a map, locate addresses within designated delivery area.
Must navigate adverse terrain including multi-story buildings, private homes, and other delivery sites while carrying product.

Physical Demands

CARRYING: During delivery, carry pizzas and beverages while performing "walking" and "climbing" duties.

DRIVING: Deliver pizzas within a designated delivery area. A Team Member may make several deliveries per shift.

WALKING: Delivery personnel must travel between the store and delivery vehicle and from the delivery vehicle to the customer's location.

CLIMBING: During delivery of product, navigation of five or more flights of stairs may be required.

Exposure to:

Varying and sometimes adverse weather conditions when delivering product, driving and couponing.

Sensing: Far vision and night vision for driving.

Dietary Aide/Cook

Category:

Food Industry

Business Name:

Metron Health

Address:

Grand Rapids

Website:

http://www.careermatrix.com/Seeker/Search/full_job.asp?INf=223462

Hours:

Part Time

Number of Positions:

Unknown

Description:

Responsibilities include: preparation of food and meal trays, delivery of food carts, and cleanliness of kitchen and dishes. Must adhere to sanitary and safety standards and requirements. Must be able to work a flexible schedule.

Qualified candidates must have basic knowledge of attractive food service, sanitation and safety.

General Labor Full Time

Production Worker

Category:

General Labor

Business Name:

Hope Network

Address:

Grand Rapids

Website:

<https://www.hopenetwork.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=7126&CurrentPage=4&sid=50>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Production Worker - Hope Network Industries (HNI)

Working Title: Production Worker - HNI

Position Number 1730

Reports To: Production Manager

PHI:

FLSA Hourly Non-Exempt

No Benefits Entitlement

The Production Worker position is responsible for performing production work to meet daily production goals. The goal of this position is to produce quality product, at quoted price, according to schedule.

Summary of Position

Perform production work ensuring quality, efficiency, and on-time completion.

Key Processes

1. Perform production work as assigned across Hope Network Industries (HNI) job sites, becoming proficient on multiple production lines and tasks.
2. Perform unsubsidized production work after initial training period.
3. Consistently meet established production rates and goals.
4. Work successfully with others to create a positive team and work environment.
5. Know and implement ISO procedures as applied to this position.
6. Follow all health and safety policies and procedures.
7. Complete production paperwork accurately and in a timely manner.
8. Maintain acceptable attendance in accordance with employee handbook.
9. Assist with plant and building cleanup as necessary.

Competencies

Able to develop and maintain good rapport with consumers and other staff members.

Able to communicate in verbal and written formats to meet position responsibilities.

Able to work cooperatively as part of a team for the accomplishment of the department and agency mission and goals.

Qualifications

Demonstrated ability to successfully read and complete employment application paperwork without assistance.

Ability to stand, walk, bend, twist, stoop and reach repeatedly over the course of an 8-12 hour work-day.

Physical ability to lift 50 pounds.

Manual dexterity sufficient to efficiently and quickly pick up a variety of sizes, weights, and quantities of varying products. Must have had a successful work experience at HNI. Possess a good attitude, good attendance, be flexible, and a productive team leader.

Education preferred: GED or HS diploma

Environment

The primary work environment is a production plant where light industrial work is performed. Production sites are generally not climate controlled and there may be times when the work area may reach temperatures upward of 80 degrees. Generally, moderate noise level. Work environment typically requires standing / walking for duration of the shift.

Documentation

- Consistently punches in / out on time clock system appropriately.
- Completes production paperwork and/or production boards with accurate and timely information

Fiscal

- Employee will arrive on time and meet agency standards for attendance.
- Employee will have ability to actively support and articulate the mission of Hope Network West Michigan to various audiences.
- Employee will adhere to the requirements of P.L. 104-191 (Health Insurance Portability and Accountability Act of 1996) and the standards issued by the U.S. Department of Health and Human Services and HNWM Policy and Procedures.
- PHI Classification: None.

Staff training and development

- Employee will attend staff meetings as scheduled.
- Employee will participate in training sessions as assigned.

Perform other duties as assigned for the good of consumers, other employees, the department and the agency.

Additional Qualifications: Hand-eye coordination, ability to keep up with production lines and work as a team.

Candidates only with HNI work experience (either thru Manpower or the WFD trainee program)

Requisition Number: 7126

State: Michigan

City: Grand Rapids

Warehouse Handler

Category:

General Labor

Business Name:

Freight Handlers Inc.

Address:

Grand Rapids

Website:

https://www.hirefuelapp.com/companies/1033/divisions/1138/job_postings/4161917?zmc=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

The handler is typically assigned to work in a specific department (grocery 40-120 degrees, general merchandise 40- 120, freezer 20- 35, perishable 30- 45, etc.) but may be assigned to other departments as needed, depending on the workload.

In some instances, cases of product are hand stacked: 1. Typically, only items of like kind are allowed to be on a single pallet. Therefore, if multiple items are present on the same pallet, hand stacking is required to sort and separate the cases of product onto pallets. 2. Hand stacking of cases is required when a pallet(s) is shipped with too many layers of product to fit the pallet into the slot of the storage racks. Reducing the amount of layers on a pallet is referred to as "breaking down" product. Overhead reaching may be required. The reverse can also occur, the need to build-up the product or add layers to a pallet. 3. Hand stacking of cases is required when the pallet that the cases of product are stacked upon is of unacceptable quality. The transferring of all cases from one pallet to another is referred to as "restacking". 4. Hand stacking of all cases will also be required on loads that are categorized as "Floor Loads." A floor load is a load in which all cases on the trailer are stacked on the floor. The handler's responsibility will be to place the correct amount of cases on pallets according to the guidelines in the unloader report and/or Ti-Hi Sheet.

Product is secured by a number of methods to prevent the product from shifting and being damaged in transit. Therefore, you may be required to cut, remove and discard these various materials so that you can perform the necessary work to the load. These materials include plastic wrapping, corner cardboard bands, metal bands, netting and dunnage bags.

As part of the FHI team, you will receive a generous compensation package, including company-paid health benefits, vacation pay and the opportunity to participate in the company's 401(k) plan. We treat employees with tremendous respect and offer opportunities for career advancement. In return, we look for employees with a professional attitude and a burning desire to meet our customer's needs.

Requirements:

Ability to speak, read and write English for effective communication and exhibit the ability to comprehend directions and report or convey information.

Basic Math skills.

A Handler must interact respectfully and courteously with co-workers, customers and vendors.

Handlers must have the ability to lift, walk, bend, twist, reach, push and squat the majority of the work day. Handlers must be able to handle cases weighing from 25 to 95 pounds and can expect to handle between 50 and 200+ pallets

Handlers are expected to work productively and safely in ALL areas of the job and are required to maintain a clean and uncluttered work area to ensure a safe and productive work environment. Handlers are required to continually pick up cardboard, plastic and wood pieces from the work area.

It is the handler's responsibility to ensure that he/she wears or has access to appropriate clothing to support his/her ability to perform adequately in any operational department and/or environment. FHI issues t-shirts and sweatshirts. It is the handler's responsibility to purchase required safety toed footwear and gloves.

Handler is required to have and maintain his/her FHI provided compensation notebook for tracking and verifying the accuracy of his/her production.

Employer has dress code

Pay \$ 400 - 600 Per Week

Required Education: High School Diploma or Equivalent

Product Mover (Meat Processing Plant)

Category:

General Labor

Business Name:

Hillshire Brands

Address:

Zeeland

Website:

<http://hillshire.taleo.net/careersection/9/jobdetail.ftl?job=205489&src=JB-10440>

Hours:

Full Time

Number of Positions:

Unknown

Description:

2nd Shift Product Mover (Meat Processing Plant)

Position Summary:

Supply lines with correct product. Starting Wage: \$12.00 + NSP

Essential Duties and Responsibilities:

Supply production areas with necessary supplies and product.

Organize cooler assuring FIFO is used.

Complete daily checklist and maintain Hi-lo.

Perform housekeeping duties in accordance to USDA standards.

Other duties as assigned by supervisor or lead person.

Ability to understand verbal and written instructions.

Corrected 20/40 vision.

Free use of all four limbs or equivalent use of prosthetics.

Basic computer knowledge.

Ability to obtain and retain hi-lo license.

Hillshire Brands focuses on providing meat-centric food products that satisfy consumer appetites and offer

exceptional quality and value. The flagship brands of our reinvigorated company include Ball Park, Gallo Salame, Hillshire Farm, Jimmy Dean and State Fair. In addition, the company produces the well-loved Sara Lee frozen desserts. The Hillshire Brands foodservice division serves our portfolio of products to restaurants, schools, convenience stores, healthcare facilities, hospitality venues and other food service operations. Collectively, these brands generate approximately \$4 billion in revenue as they touch millions of consumers in North America.

At Hillshire Brands, we believe that careers are as unique as individuals. That's why we offer employment opportunities that give you ownership of your career. All employees have a voice, and your ideas are valued. As an employee of the company, your individual contributions will make a significant impact on our overall success. Our organization benefits from the passion of individuals working together, so as an employee of Hillshire Brands you will have an opportunity to further develop your skills, gain new experiences and build new capabilities.

An Equal Opportunity / Affirmative Action Employer

Job Manufacturing/Operations
Primary Location US-MI-Zeeland
Schedule Full-time

general labor

Category:

General Labor

Business Name:

Advance Employment

Address:

Zeeland

Website:

<http://advance.vcgasp.com/worldlink/main.aspx?action=SearchOpportunitiesDetail&mode=initial&id=40206&index=29>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Description...

This is a position that does vary on the weather also as the work is almost all outdoors picking up papers. The hours now are 7:30 a.m. ? 4:00 p.m., might change as the daylight hours change, normally a 40 hr week.

Qualifications...

Must have a steady work history, be willing to work outside in the cold and be willing to submit to a drug screen and criminal background check.

For more information...

Debbie Horn
6180 Stadium Drive

Kalamazoo , Michigan 49009
(888) 562-8326
DHorn@Advanceteam.com

General Labor Part Time

Retail Warehouse Associate

Category:

General Labor

Business Name:

Harbor Freight Tools USA, Inc.

Address:

Grand Rapids

Website:

<https://www1.apply2jobs.com/HarborFreightTools/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=18>

Hours:

Part Time

Number of Positions:

Unknown

Description:

Part Time - Regular Employee

Requirements:

- Legal Age: 18 years old
- Education or Equivalent Experience: High school diploma, GED or equivalent experience
- Function Specific Experience: Pallet Jack
- Certification Requirements: May require a valid State drivers license and/or Fork Lift Certification.
- Work is performed in an area that is adequately lighted and ventilated.
- Specific physical characteristics and abilities are required to perform duties such as agility, dexterity and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 75 pounds or more.

- Ability to work varied hours/days including nights, weekends and holidays as needed.
- Wears protective clothing required by the work environment or governmental regulations.

External Job Description: • Truck Processing- within established Harbor Freight Tools processes, productivity standards and procedures.

- Purge assigned areas of the Warehouse after truck is 100% processed as directed by Warehouse Supervisor or Manager on Duty.
- Establishes operating standards while implementing and communicating quality improvements to associates.
- Participates in the day-to-day work activities and implementing of operating standards to ensure efficient store operations.
- Ensure proper organization and categorization of the warehouse.
- Ensure effective processing of all regular and defective merchandise.
- Ensures customer satisfaction by maintaining expected stock level to all store sections.
- Position provides guidance and training to all levels of associates on inventory management including purging, stocking and truck activity.
- Accountable for the execution of service quality by maintaining highest level of delivery.
- Promotes and supports workplace diversity initiatives.
- The ability to meet established productivity and sales goals.
- Control inventory by implementing cost containment/reduction strategies as directed.
- Probes potential problems and appraises manager of status on resolution of problems or issues, using appropriate Harbor Freight Tools resources when necessary.
- Leads by example by providing positive and efficient work ethics.
- Ensures compliance with all Federal, State and local regulations as well as Harbor Freight Tools policies and procedures (e.g. quality assurance, safety, operations and personnel).
- Establishes a safe work environment for associates by providing safety-related training and equipment maintenance.
- Ensures compliance with Harbor Freight Tools safety and loss prevention programs.
- Ensures standards and procedures for the handling and storage of hazardous materials and/or waste.
- Follows operating standards, implements quality improvements and communicates issues and potential improvements to management.
- The ability to meet established productivity and sales goals.
- Additional duties as assigned by management.

Groundskeeper

Category:

General Labor

Business Name:

IPA Management

Address:

Grand Rapids

Website:

<http://ch.tbe.taleo.net/CH03/ats/careers/requisition.jsp?org=IPM&cws=1&rid=271&source=Indeed>

Hours:

Part Time

Number of Positions:

Unknown

Description:

Groundskeeper – Part-time – Oxford Place Apartments (Grand Rapids, MI)

"I like coloring inside the lines because it looks good. I love the outdoors. I use Saturday mornings to eliminate my to-do list. I have turned sandwiches into an art form. People say I'm meticulous — I just do it right the first time."

Sound like you? Apply to be a [Groundskeeper/Porter] with IPA today. When you're a groundskeeper/porter, you're an engineer and artist, all rolled into one. You make sure all outdoor aspects of your property are functioning correctly and are safe. You know that things can't just "work" — they also have to be attractive to new and current residents. The grounds are your masterpiece, and your work is seen by hundreds of people every day!

At IPA Management, we are in the people business. Ask our employees why and they'll say, "Because we can help people live fuller lives." But that doesn't just apply to our residents. We invest in our team members and promote from within so we can build a long-lasting, sustainable team for our residents. We demand quality, but we know you'll have fun in the process. The word "boredom" is not in our vocabulary.

Can you thrive in a culture like that?

Do you believe serving others is the best thing a person can do?

Whether you've worked in property management before or not, you're someone we'd like to talk to.

Of course, work wouldn't be work without some responsibilities. You'll be responsible for all aspects of maintaining parking areas, property lawns, plant beds, irrigation systems and the swimming pool. You'll work inside too, caring for entryways, stairways and hallways. You'll coordinate with contractors hired for snow removal and extra landscaping, and will complete maintenance. From simple everyday hazards to

seasonal maintenance, safety will be a top concern for your position at all times.

If you can do all of these things, and you're outgoing, passionate, and ethical, then what are you waiting for? Apply today.

Qualifications:

Complete one approved fair housing seminar within your first year on the job, then every two years thereafter.

Optional: Provide examples of outdoor art you've created. Hedge, ice and butter sculpting all acceptable.

Hours: 20-25 hours per week

Pay Range: \$7.40 - \$11.00 per hour plus monthly bonus opportunities

About IPA Management

Across Western Michigan and the greater Phoenix area, IPA puts people first every day. We own and manage over 4,400 multifamily units, student housing beds, and senior living beds, including 1,100 currently under construction. Our industry recognizes our award-winning team of more than 115 professionals for creating a sense of community, encouraging wellness, integrating technology and promoting sustainability across IPA's whole portfolio. Through our values of Integrity, People and Action, we can help people live fuller lives. It's been that way since our formation in 1985.

General Labor Hours not Specified

Facilities Maintenance

Category:

General Labor

Business Name:

HRCollaborative

Address:

Grand Rapids

Website:

<https://hrcollaborative.hireology.com/careers?id=11346&ref=indeed.com#11346>

Hours:

Unknown

Number of Positions:

Unknown

Description:

The Facilities Maintenance Worker provides semi-skilled labor required for the care, cleaning and general maintenance of facilities, including buildings, fixtures and furnishings; grounds, walkways, parking lots, and

landscape forms; and other physical features. The incumbent may also serve as a leadperson for a small crew of workers.

Performs preventive maintenance for mechanical, plumbing, HVAC and electrical systems and components thereof, including, but not limited to, lubrication of moving mechanical parts, filter changes, and repair of ballasts in light fixtures.

Inspects and diagnoses problems in mechanical, plumbing, HVAC and electrical systems and components. Reports damaged and deteriorated building features, fixtures and furnishings; electrical, electronic, pneumatic, hydraulic and mechanical systems; and grounds and landscape features requiring major repair or replacement by skilled workers to supervisor.

Repairs and/or replaces damaged or deteriorated components of electrical, lighting, air-handling, plumbing and other building systems.

Installs, repairs and replaces locks, sliding gates, screens, and other manual building access control mechanisms

Performs preventive maintenance and repair for building features and fixtures.

Assists in construction and remodeling of park buildings and other structures.

Pours and finishes concrete landscape forms and features.

Qualifications:

High School Diploma or GED combined with a minimum of four years building or industrial maintenance experience.

Ability to read and comprehend blue prints, building drawings, instructions, safety data sheets and other safety information required for proper performance of the work.

Knowledge of mechanical troubleshooting practices and procedures.

Operating knowledge of manual and small power tools commonly used in carpentry, maintenance construction, grounds and custodial maintenance trades.

Ability to read and comprehend preventive maintenance manuals for equipment and systems. Good working knowledge of preventive maintenance practices for mechanical, electrical, plumbing and HVAC systems and components.

Ability to provide work instructions to and demonstrate proper cleaning and maintenance methods and use of tools and equipment for less experienced workers.

While performing the duties of this job, the associate is regularly required to stand, walk, use hands, and bend to precisely manipulate tools and equipment. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 80 pounds. Ability to push, pull, raise and lower supplies and equipment weighing up to 80 lbs. several times per day with or without mechanical or other assistance. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions

We are an Equal Opportunity Employer.

Janitorial Part Time

Janitor/Custodian

Category:

Janitorial

Business Name:

Employment Group

Address:

Allendale

Email:

hannahg@employmentgroup.com

Website:

<http://www.indeed.com/viewjob?jk=64f2deb76d87c786&q=janitorial&l=Grand+Rapids%2C+MI&tk=18bcdac9o19v21kv&from=web>

Hours:

Part Time

Number of Positions:

Unknown

Description:

Currently seeking swing shift Janitors in Allendale!

PRIMARY RESPONSIBILITIES

Clean office areas in industrial buildings

Working independently

Seasonal snow removal

Other duties as required

Category: Temporary

Qualifications:

High School Diploma/GED

Strong work history, including at least 6 months recent employment with 1 company

Pre-employment drug screen required

Must be able to lift 50 lbs

Must have a valid driver's license and be able to travel between buildings with your own transportation

Must have janitorial or custodial experience.

Office Cleaning

Category:

Janitorial

Business Name:

DTZ

Address:

Grand Rapids

Website:

<https://uglunicco.tms.hrdepartment.com/jobs/3629/CleanerCaledonia-MI>

Hours:

Part Time

Number of Positions:

Unknown

Description:

The Cleaner is a position within the line of operations of DTZ . The incumbent is responsible for performing the day-to-day and periodic cleaning activities in assigned work areas. Performs routine cleaning of general offices, restrooms, lobbies and corridors, and exterior areas, as directed, using prescribed procedures. Basic responsibilities may include any combination of the following: the emptying of waste baskets and ashtrays; dusting, spot cleaning, care of furniture, desk tops, telephones, glass surfaces, upholstered surfaces; basic hard floor/carpet servicing (including operation of buffers, scrubbers, extractors, sweeping, and vacuuming), cleaning of fixtures, floors, and walls; and the policing of waste in restrooms. Specific responsibilities for each individual as a Cleaner will be determined by client expectations, Account Manager/Supervisor discretion, and Cleaner capabilities and experience.

SUMMARY OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

1. Performs daily and periodic tasks in assigned areas as directed
2. Maintains a neat and orderly work area, including janitorial closets and storage areas
3. Performs all cleaning assignments in accordance with DTZ approved procedures
4. Maintains cleaning equipment in good working condition, and notifies the Account Manager or Supervisor if repair or replacement is necessary
5. Works safely at all times and promptly informs management about unsafe conditions existing in the work area
6. Wears personal protective equipment appropriate for the task being performed.
7. Meets all client and DTZ quality expectations in assigned tasks
8. Assists in orientation and training for new employees as directed
9. Adheres to proper security procedures
10. Notifies management about problems or opportunities that affect service to the client
11. Performs other cleaning-related duties as required

REQUIREMENTS (Knowledge, Skills, Abilities, and Education and/or Experience):

I Basic cleaning responsibilities require no previous experience

I Ability to speak and read English is a plus and may be required by some clients

I Must be able to take direction, to work with minimal supervision, and to function cooperatively as part of a team

I Ability to use cleaning tools and equipment.

I Requires attention to detail, a pride in delivering excellent service, organization, and high levels of energy and endurance

I Performs restroom procedures:

1. Damp wipe glass surfaces
2. Empty waste baskets, service soap and toilet paper dispensers
3. Dust sills, etc.
4. Clean tile walls, shelves, stall partitions
5. Sweep, mop or scrub
6. Monitors defects, such as clogged urinals and lights out, and report to supervisors

· Performs floor care procedures:

1. Damp mop and spray buff, wash floors
2. Strip old finish, black marks, embedded dirt from floors prior to waxing or sealing
3. Apply coats of prescribed finish as required

· Performs periodic work:

1. High dusting, leather and wood surface (non-floor) polishing, wall washing, venetian blind cleaning, as assigned by the Supervisor
2. Assembles all necessary equipment
3. Removes/replaces designated carpet tiles

Manufacturing Full Time

Application Packager

Category:

Manufacturing

Business Name:

Grand Rapids Community College

Address:

Grand Rapids

Website:

http://www.dice.com/job/result/RTX15f5b1/498?c=1&src=27&rx_medium=cpc&CMPID=AG_IN_PD_JS_AV_OG_RC_&utm_source=Indeed&utm_medium=Aggregator&utm_content=&utm_campaign=Advocacy_Ongoing&rx_source=Indeed&rx_campaign=Indeed60

Hours:

Full Time

Number of Positions:

Unknown

Description:

Title: Application Packager

Position Number: 498

Hours: 40 hrs* /week 52 Weeks/Year

Salary: Meet and Confer Grade 14, \$52,522

Reports to: IT – Customer Support Manager/Assistant Manager

Posting closes: December 10, 2013 11:59 PM

*Hours may expand at different times in the semester to accommodate campus needs.

Note: Flexibility is critical for this position. This position requires the availability to work evenings and weekends.

Summary

The Application Packager role is to re-package applications that would allow automated deployment to classrooms and end users. The person in this role will meet with content experts to determine software configuration and usage. In addition to packaging software the person in this role's secondary responsibility will be to provide a single point of contact for end users to receive support and maintenance within the organization's desktop computing environment. This includes installing, diagnosing, repairing, maintaining, and upgrading all PC hardware and equipment to ensure optimal workstation performance. The person will also troubleshoot problem areas (in person, by telephone, or via e-mail) in a timely and accurate fashion, and provide end-user assistance where required.

Essential Job Functions

- Plan, Build and assist on creation of all (traditional, Citrix and virtual) application packages.
- Work effectively with cross-functional teams to define technical requirements, identify/resolve technical issues.
- Determine department standards for future application packaging and distribution process.
- Ensure Application packages meet IT department and GRCC standards; Utilize established processes to

enable package hand off to distribution with accurate package information.

- Plan deployment of application packages across all platforms (traditional, virtual). Set distribution schedules for classrooms and labs software.
- Maintain Configuration Management Database (CMDB) for all software packages.
- Create and maintain thorough documentation of package build process for future builds or changes.
- Ensure Change Management procedures are followed for all package releases.
- Proactively identify technical issues with package requests.
- Test of packages prior to deployment into the production environment
- Plan and conduct Peer review of packaging builds.
- Provide level three-application package support to customers, helpdesk staff and PC technicians.
- Perform onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair for remote users as needed.
- Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels.
- Assess the need for and implement performance upgrades to PC boxes, including the installation of CPUs, I/O and NIC cards, hard disks, ribbon cables, hard drives, RAM, memory chips, CD-ROMs, and so on.
- Prepare tests and applications for monitoring desktop performance, and then provide performance statistics and reports.
- If necessary, liaise with third-party support and PC equipment vendors.
- Conduct research on desktop products in support of PC procurement and development efforts. Evaluate and recommend products for purchase.
- Follow through with end user to ensure customer satisfaction.
- Write technical specifications for purchase of PCs, desktop hardware and related products
- Provide solutions for complex problems to knowledge base coordinator according to knowledge base

guidelines and writing standards

- Maintain Application Servers (Examples: Symantec/Virus Enterprise Server, WSUS)
- Develop new solutions to frequently occurring problems
- Work on special projects on an as needed basis
- Be available to other unit team members.
- Develop and maintain software "Utility Tool Set", such as Mini-PE, batch files, scripts and registry fixes

Marginal (Non-Essential) Job Functions

- Perform software installations on Staff and classroom systems.
- Provide guidance and assistance to Level I technicians and student workers.
- Provide support for GRCC's Board of Trustees and President's office
- Accurately document all instances of support within current support tracking system.
- Receive and respond to incoming calls, pages, and/or e-mails regarding desktop problems.
- Accurately document instances of desktop equipment or component failure, repair, installation, and removal.

Job Specifications

Education & Certification

- Bachelor's degree in electronics, computer science, or related field preferred or equivalent combination of education and experience and/or training related to the support of microcomputers in networked environments.
- Certifications in A+, MSP (Mac Support Professional) required

Work Experience

- 4- 5 years' experience scripting applications required
- Formalized Training on Application Packaging Best Practice

Mental Demands

- Advanced knowledge of Windows Installer (MSI) core technology Package; Technical expertise with the Windows Operating system (XP, Windows 7)
- Experience with the Repackage or Customize installers for silent deployment as per need.
- Experience writing custom actions in Wise Scripting, VBScript, PowerShell.
- Experience with Microsoft Windows Active Directory: Windows Server Active Directory support
- Experience working around OU structures and AD security
- Experience with Microsoft Group Policy Objects (GPO), Local Policy Objects (LPO)
- Experience with virtualization technologies such as VMware and Citrix
- Experience with Networking Virtualization and Security components
- Experience with security components & technologies such as firewalls and anti-virus policies and their impact against software distribution.
- Working knowledge with TCP/IP, DNS, WINS, DHCP, VPN, IPSec thin/thick/web application architectures.
- Excellent technical knowledge of PC and desktop hardware and components, including PC and Mac
- Hands-on hardware troubleshooting experience.
- Working technical knowledge of current protocols, operating systems, and standards, including (Current Windows Version, Current Mac OS (OS X – Snow Leopard, Unix/Linux))
- Ability to operate tools, components, and peripheral accessories.
- Able to read and understand technical manuals, procedural documentation, and OEM guides.
- Demonstrated to lead collaborative teams

- Ability to conduct research into hardware and software issues as required.
- Effective interpersonal skills and relationship-building skills.
- Strong written and oral communication skills.
- Ability to present ideas in user-friendly language.
- Understanding of the organization's goals and objectives.
- Analytical and problem-solving abilities, with keen attention to detail.
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high-pressure environment.
- Experience working in a team-oriented, collaborative environment.
- Strong customer-service orientation.

Working Conditions

- Occasional evenings and weekends may be required
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, hand and power tools, and to handle other computer components.
- Lifting and transporting of heavy to moderately heavy objects, such as computers and peripherals.
- Must have reliable vehicle during working hours to respond to service calls at off-campus locations
- Must have personal cell phone for use during working and/or on-call hours.
- Hours may expand at different times in the semester to accommodate campus needs.
- Availability to work evenings and weekends.

Method of Application

To apply for this position, please visit our website at www.grcc.edu/jobs Grand Rapids Community College is

only accepting online applications for this position. Posting closes on December 10, 2013 at 11:59 PM. Submit a cover letter and resume. Individuals with diverse backgrounds are encouraged to apply. Grand Rapids Community College is an Equal Opportunity Employer.

Grand Rapids Community College
143 Bostwick Ave NE
Grand Rapids, MI 49503
Phone: (616) 234-3972
Web: <http://www.grcc.edu/jobopportunities.com>

Machine Operators/General Production

Category:

Manufacturing

Business Name:

Advance Packaging Corporation

Address:

Grand Rapids

Website:

http://www.careermatrix.com/Seeker/Search/full_job.asp?INF=177711

Hours:

Full Time

Number of Positions:

Unknown

Description:

Job Info: ADVANCE PACKAGING CORPORATION, a manufacturer of corrugated containers, continues to grow and has openings in our Grand Rapids facility for MACHINE OPERATORS and GENERAL PRODUCTION on all shifts. We have excellent growth opportunities for people who are ambitious, progressive and seek new challenges in manufacturing. Ideal candidates will be mechanically inclined, reliable/dependable, possess an excellent work ethic and have the ability to multi task.

Qualified candidates must possess a verifiable high school diploma or GED, demonstrate basic math and computer skills and accurately read a ruler. Must have the ability to successfully pass a background check and drug test as a condition of employment and the ability to work any shift as necessary.

Advance Packaging Corporation has state of the art equipment and a clean work environment. We offer competitive pay and excellent benefits including tuition reimbursement, health, dental, life, 401(k), bonus program & paid vacations & holidays.

PLEASE APPLY IN PERSON BETWEEN 8:30 AM & 4:00 PM M-F

EEO/AA Employer

Salary: Salary not given Click here for wage and salary information

Job Category: Manufacturing / Industrial

Location: Grand Rapids, MI

Type: Full Time

Contact Person: Janis Arreola

Title: PLEASE APPLY IN PERSON

Address: 4459 40th Street S.E.

City: Grand Rapids

State: Michigan

Zip: 49512

Fax: 616-954-7373

Email: Upload your resume to this posting

Receiving Clerk

Category:

Manufacturing

Business Name:

Lowe\'s

Address:

Grand Rapids

Website:

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=3630166&PartnerId=25239&SiteId=5014&type=search&JobReqLang=1&codes=INDEED>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Job Posting Title Receiving Clerk

Job ID 621158BR

Line of Business Store

Job Category Receiving/Stocking

Department 0602 - Receiving Clerk

Employment Type I Regular

Employment Type II Full-Time

Location # 1514

Location Name N.E. Grand Rapids, MI

Location Address 4297 Plainfield Avenue N.E.

City Grand Rapids

State MI

Job Description Position Description

Responsible for maintaining inbound/outbound freight schedule and processing of all receiving paperwork. Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service. Responsible for all other duties as assigned.

Job Requirements

Ability to apply basic mathematical concepts such as adding, subtracting, multiplying, dividing and knowledge of weights and measures. Understand and respond appropriately to basic customer and employee inquiries. Read, write and communicate using English language sufficient to perform job functions. Ability to operate store equipment in assigned area (including but not limited to LRT, telephone, paging system, copiers, fax machines, computers, CCTV surveillance system, key cutting, panel saw, paint mixing computer, blind cutting, forklifts, pallet jacks, electric lifts, etc). Satisfactorily complete all Lowe's training requirements (including annual Hazardous Material, Forklift certification/departmental training, etc). Ability to interpret price tag and UPC information. Ability to work in both inside and outside environmental conditions. Physical ability to move large, bulky and/or heavy merchandise. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties.

Manufacturing Part Time

Aseptic Production Operator

Category:

Manufacturing

Business Name:

Grand River Aseptic

Address:

Grand Rapids

Website:

<http://www.indeed.com/cmp/GRAM/jobs/Aseptic-Production-Operator-f5d1f4bed4bb82c9>

Hours:

Unknown

Number of Positions:

Unknown

Description:

Aseptic Production Operator - 2nd shift

Grand River Aseptic Manufacturing - Grand Rapids, MI

High school diploma, bachelor's degree in life sciences or equivalent training and/or experience.

familiarity with cGMP manufacturing, machine operations, and data entry a plus

ability to be aseptic gown qualified

ability to wear a respirator

availability for second shift and overtime

ability to work in a team environment

Microsoft Office proficiency

strong verbal & communication skills

Primary responsibility will be to perform various routine manufacturing tasks under the guidelines of SOPs and cGMP regulations, perform routine maintenance on production equipment and assist in maintaining a warehouse that adheres to FDA regulations.

Line Operator

Category:

Manufacturing

Business Name:

Custom Profile

Address:

Grand Rapids

Website:

<https://www.smartrecruiters.com/CustomProfile/74598803-line-operator>

Hours:

Unknown

Number of Positions:

Unknown

Description:

COMPANY DESCRIPTION

Company Overview:

Custom Profile (<http://www.custom-profile.com>) is a privately held manufacturer of plastic extrusion products with approximately \$25 million in annual sales and 165 employees at its locations in Grand Rapids, Michigan and Juarez, Mexico. The company is owned by (1) Blackford Capital, a private equity firm with offices in Grand Rapids, MI and Los Angeles, CA, and (2) Sam Nicholas, the founder. Founded in 1992, Custom Profile has enjoyed consistent annual growth in its revenues and earnings during its 20 years in operation. Custom Profile boasts a blue chip customer base, including Herman Miller, Haworth, Whirlpool, Electrolux, Hoover, Steelcase, and others.

JOB DESCRIPTION

Reporting to the Extrusion Supervisor the successful candidate will be responsible all tasks involved in the production of Custom Profile's products. The successful candidate will follow standard work methods and practice safe work habits to ensure production is as efficient and safe as possible. This position will work as part of a team toward our company goal of zero defects and 100% on-time delivery.

Essential Duties and Responsibilities:

Pack parts as required on each extrusion line following the company specs.

Inspect parts for surface quality, color, profile appearance and dimensions, complete quality checks as necessary.

Complete all necessary production paperwork in a timely manner during the course of the work shift.

Assist set-up operators in setting up extrusion lines; be able to set-up basic lines as needed and pull jobs down the line to start the process of a successful set-up.

Successfully complete standard work procedures on setting up equipment needed for set-up, preparing dies, identifying materials and other required duties.

Promote and maintain a culture and attitude of continuous improvement, working within the company team to make it more efficient, safer and an enjoyable place to work.

QUALIFICATIONS

Qualifications and Requirements:

High School diploma or GED with a minimum of 1 year experience in a plastic processing or manufacturing environment preferred.

Strength in the following areas required:

Basic math skills

Experience in the following areas is preferred:

Basic computer skills

Problem Solving

Experience with quality tools (calculator, measuring cup, weigh scale, steel rule, tape measure, pro-scale, calipers, comparator, protractor, laser gauge, warp gauge, tape gun, stapler)

Basic Blueprint Reading Skills

5S/Lean Manufacturing/Kanban

Working knowledge of Extrusion equipment (including extruders, co-extruders, water troughs, water heaters, pullers/cutters, conveyors, etc.)

Physical Demands:

Be able to stand in one place and perform continuous and repetitive movements which may last for up to 8 hours.

Be able to lift up to 50 lbs.

Function in a moderate noise level environment, wear earplugs as necessary

Withstand the presence of unpleasant odors which may occur when using various types of plastic or purging compounds.

Safety glasses and close toed shoes must be worn on the production floor

ADDITIONAL INFORMATION

All your information will be kept confidential according to EEO guidelines.

Maintenance Supervisor

Category:

Manufacturing

Business Name:

Kellogg Company

Address:

Grand Rapids

Website:

<https://kelloggs.taleo.net/careersection/2/jobdetail.ftl?job=104601&src=JB-10140>

Hours:

Unknown

Number of Positions:

Unknown

Description:

Enjoy a rewarding career with Kellogg as the Maintenance Supervisor supporting production of our Morning Foods division! Innovate with us as you play a crucial role in identifying and delivering maintenance programs & processes essential to our plant operations. Lead with us as you oversee the daily activity and development of multiple technicians, while identifying opportunities to more efficiently produce great food at a low cost.

WHAT WILL I BE DOING?

In your role as a Maintenance Supervisor at Kellogg, you will be part of our success by:

Directing, training and developing maintenance team members for assigned area/shift

Using problems solving skills and root cause analysis to resolve and/or mitigate maintenance issues

Identifying opportunities to eliminate cost and/or waste through applying LEAN manufacturing principals

Identifying, implementing and documenting maintenance and reliability best practices

Incorporating a culture of inclusion and continuity within all departments

WHAT DO I NEED TO DEMONSTRATE?

As well as a hunger to learn and succeed in Manufacturing, to be considered for this position you must be able to meet the following requirements:

Required

High School Diploma or GED and related work experience

Strong technical aptitude along with proficiency in Microsoft Office and experience with SAP

Ability to effectively communicate and problem solve

Demonstrated ability to lead and motivate others and work with employees at all levels of the organization
Preferred

BS/BA and significant related experience

Previous Maintenance Supervisor experience in a manufacturing environment

Experience in Production reporting systems and Preventative Maintenance programs

WHAT ELSE DO I NEED TO KNOW?

Kellogg Company is an Equal Opportunity Employer who strives to provide an inclusive work environment that involves everyone and embraces the diverse talent of its people.

Where required by state law and/or city ordinance; this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. For additional information, please follow this [Link for English](#) or this [Link for Spanish](#).

Job Function: Manufacturing

Primary Location: USA-MI-Grand Rapids

Job Type: Professional

Closing Date: Dec 28, 2013, 11:59:59 PM

Relocation Assistance: Yes

Medicinal and Health Full Time

Inbound Call Center

Category:

Medical and Health

Business Name:

Farmers Insurance Group

Address:

Grand Rapids

Website:

http://careers.peopleclick.com/careerscp/client_farmersgroup/external/gateway.do?functionName=viewFromLink&jobPostID=63267&localeCode=en-us&source=Indeed&sourceType=PREMIUM_POST_SITE

Hours:

Full Time

Number of Positions:

Unknown

Description:

Position Description

We are Farmers

Farmers is looking for our next generation of leaders! If you're looking for a company that offers stability,

growth potential, and a strong emphasis on our values of integrity, respect, courage, achievement, curiosity and action, then apply today to find out how you can become a dynamic part the Farmers team!

We are looking for results-driven, customer service focused individuals to build a rewarding long-term career with us as an:

Customer Service Associate!

This is an entry-level Customer Service position in our Contact Center. Duties will include the following Handling our customers' first report of claims (Auto, Homeowners, Non-Auto Liability). Taking status calls on claims. Offering services such as rentals, repair services, and fire/water restoration.

This is an extremely important position as you will be working directly with our customers who may have been involved in a car accident or have had property damage to their home. Our customers expect to discuss their claim with someone who will not only handle it knowledgeably, effectively, and efficiently; but also someone who genuinely cares about them and what they are going through. One of our main goals is to make sure that our customer feels at ease at the conclusion of the call.

If this sounds like something you are interested in please take a few minutes to see our day in the life video.
http://crn.farmersinsurance.com/claimsrecruiting/video_csa.html

If you have the following:

Minimum of High School Diploma or equivalent.

Customer service experience.

Strong verbal and written communication skills.

Ability to navigate within multiple computer programs simultaneously.

Eagerness to learn about personal lines insurance policies.

Willingness to work non-traditional shifts within a 24-7 work environment.

Here are just some of the benefits we offer:

Entry level customer service position – no insurance experience is required

100% Paid Training

Short-term Incentive Plan

401K with Company Match up to 6%

Company funded retirement plan

Tuition assistance (including 100% of books)

Medical, dental, vision, and life insurance

Company paid Short-term Disability

Tremendous opportunity for growth and upward mobility

Performance is rewarded – you drive your own success

On-site amenities including: fitness center/shower, Walking trails in and outside, Game rooms, Internet bar, Learning Center, Food vendors, Employee Credit Union/ATM, and more

Company Store (stamps, DVD rentals, gift cards, and more)

State-of-the-Art Facility

Business Casual Dress Code (including jeans)

Community Involvement (i.e. Corporate Challenge, March of Dimes and

EXTRA INCENTIVE PAYS FOR NON TRADITIONAL SHIFTS.

For consideration, please go to www.farmers.com and click on the Careers option to apply.

Position Requirements

Preferred Skills and Abilities

- Must be willing to work in a very structured (contact center) work environment
- Must be able to adhere to schedule (breaks/lunches)
- Must be able to obtain license (claims adjuster)
- Must be able to pass pre employment assessment(s)

Physical Actions

Bending. Pulling. Sorting. Carrying up to 20 lbs. Pushing. Speaking (English). Climbing. Reaching. Standing. Key entering. Reading (English). Walking. Kneeling. Seeing. Writing (English).

Physical Environment

Required job duties are normally performed in a climate-controlled office environment.

Education Requirements

High school diploma or equivalent.

Experience Requirements

- Must have 1-3 years of customer service experience in banking/retail/hotel/food service, etc.

Special Skills Requirements

Communication Skills. Personal Computer Literate. Bondable.

Clinical Support Associate

Category:

Medical and Health

Business Name:

Spectrum Health

Address:

Sparta

Website:

http://careers.spectrum-health.org/job/Sparta-Clinical-Support-Associate-Sparta-Family-Medicine-Job-MI-49345/31182400/?feedId=4&utm_source=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

Company Description

Spectrum Health is a not-for-profit, award winning, integrated health system based in West Michigan. Our organization includes a medical center, regional community hospitals, a dedicated children's hospital, a multispecialty medical group and a nationally recognized health plan, Priority Health.

Spectrum Health Medical Group is a multispecialty physician group dedicated to putting patients' needs first. The medical group is a gateway to Spectrum Health's many qualified and highly skilled specialists, and comprehensive services. We invite you to get to know us and our services better (www.shmg.org), and see for yourself what makes us unique.

Position Summary

Provides clinical support to health care professionals to ensure the delivery of quality health care services.

This position will consist of clinical and clerical responsibilities.

Qualifications

Basic Qualifications:

Education - High School Diploma or GED

Experience - Completion of a competency based orientation program

Licensure/Certifications - Licensed Paramedic (State of Michigan), or Licensed Practical Nurse (State of Michigan), or Credentialed Medical Assistant (from an accredited medical assisting program and certified by the American Association of Medical Assistants (AAMA) or registered by the American Registry of Medical Assistants (ARMA) within 90 days of hire

Basic Life Support (BLS)within 90 days of hire

Preferred Qualifications:

Experience - 2 years of experience within a medical office setting

Manager of Wellness

Category:

Medical and Health

Business Name:

Gerald R. Ford Job Corps Center

Address:

Grand Rapids

Website:

<http://www.minactjobs.com/318343.htm>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Description:

Plans, implements and controls the Center's Wellness Program including medical, Dental, Mental Health, Pregnancy, Drug Abuse, Sickle Cell and Optometrical care. Coordinates the professional staff services, including the physician, dentist, dental hygienist, dental assistant, mental health consultant and optometrist.

Duties:

Managerial, staff of five full and part time.

Qualifications:

Must be a registered Nurse (RN) in the state of Michigan and have a minimum of three (3) years experience in a hospital, physician's office or public health setting. License MUST be current.

Please apply in person, between the hours of 8 a.m. and 5 p.m. at 110 Hall Street S.E., Grand Rapids, MI 49507 or email resume directly to: dillman.richard@jobcorps.org. GRFJCC/EEO

Clinical Support Associate 2

Category:

Medical and Health

Business Name:

Spectrum Health

Address:

Kentwood

Website:

http://careers.spectrum-health.org/job/Kentwood-Clinical-Support-Associate-Kentwood-Family-Medicine-Job-MI-49506/30907900/?feedId=4&utm_source=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

Company Description

Spectrum Health is a not-for-profit, award winning, integrated health system based in West Michigan. Our organization includes a medical center, regional community hospitals, a dedicated children's hospital, a multispecialty medical group and a nationally recognized health plan, Priority Health.

Spectrum Health Medical Group is a multispecialty physician group dedicated to putting patients' needs first. The medical group is a gateway to Spectrum Health's many qualified and highly skilled specialists, and comprehensive services. We invite you to get to know us and our services better (www.shmg.org), and see for yourself what makes us unique.

Position Summary

Provides clinical support to health care professionals to ensure the delivery of quality health care services.

This position will consist of both clinical and clerical tasks. It will be a two week rotating schedule, two weeks with the provider and the other two weeks on phones, prescription refill, check in/out and clinical float.

Qualifications

Basic Qualifications:

Education - High School Diploma or GED

Experience - Completion of a competency based orientation program

Licensure/Certifications - Licensed Paramedic (State of Michigan), or Licensed Practical Nurse (State of Michigan), or Credentialed Medical Assistant (from an accredited medical assisting program and certified by the American Association of Medical Assistants (AAMA) or registered by the American Registry of Medical Assistants (ARMA) within 90 days of hire

Basic Life Support (BLS) within 90 days of hire

Preferred Qualifications:

Experience - 2 years of experience in within a medical office setting

Medicinal and Health Hours not Specified

ONCOLOGY COMMUNITY PRODUCT SPECIALIST

Category:

Medical and Health

Business Name:

Bristol-Myers Squibb

Address:

GRAND RAPIDS

Website:

<https://bms.taleo.net/careersection/ejs+external+career+site+w2fprofile+ques+v20090518/jobdetail.ftl?job=62021&src=JB-12180>

Hours:

Unknown

Number of Positions:

Unknown

Description:

Description

An opportunity to shape your career and make a difference in the lives of patients.

Bristol-Myers Squibb is looking for people with a passion to help patients prevail over cancer.

Get to know us:

Bristol-Myers Squibb is a global biopharmaceutical company committed to a single Mission – to discover, develop and deliver innovative medicines that help patients prevail over serious diseases. We are building our talent pipeline in Oncology Sales and we are looking for smart, professional and passionate people, such as yourself, who want to make a difference in the lives of patients. As part of our Oncology Sales team, you will be a part of a growing and dynamic sales organization that has a strong heritage and continues to be at the forefront of bringing new and innovative cancer therapies to the market, such as immunotherapies in multiple tumor types. Our Oncology pipeline is one of the best in the industry and having an elite sales team in place is critical to our success. As a member of the Oncology sales team, you will be among the best in your profession and have the opportunity to collaborate with talented and dedicated people. Bristol-Myers Squibb takes a vested interest in developing our people for not only today but for the long term. We are looking to hire our future leaders and help you reach your potential while building a career that makes you proud. Please consider this opportunity to learn about Bristol-Myers Squibb, and join a stellar team of people who share your goal of changing survival expectations for cancer patients and their families.

What we are looking for: A leader in the Community Setting

The Community Product Specialist builds and maintains strong professional relationships with community based physicians/HCPs in private practice, medical groups practices, office staff and others in the patient care continuum. The Community Product Specialist is a business leader who represents the integrity of the company by providing approved disease and product information and resources to key decision makers and stakeholders within the oncology community practice setting.

Who do you work with:

The Community Product Specialist reports to the District Business Manager and works collaboratively across a matrix sales organization to appropriately address customer needs and ensure that we deliver on our sales targets and our objective of demonstrating value among our customers.

What are the primary responsibilities:

- Responsible for meeting or exceeding assigned sales targets

- Develops and implements robust territory business plans centered on performance

- Develops strong and long-term relationships with customers in all assigned accounts

- Represents brands and resources in a professional, compliant, ethical and effective manner; helping external customers understand the benefits and use of products for appropriate patients

- Demonstrates thorough understanding of disease states, BMS brands and relevant competitor products

- Demonstrates highly effective territory management and exemplary selling competencies

- Fosters team effectiveness and accomplishments of shared goals by sharing knowledge, experience and information

- Monitors operating costs and compliance with territory budget

- Complies with all laws, regulations and policies that govern the conduct of BMS

Qualifications

We want to know about you:

Qualifications and Experience we look for in a candidate:

Bachelor's degree or equivalent with minimum of 5 years of Pharmaceutical Sales Representative experience required, with 3 years in a Specialty Sales role preferred.

Oncology experience is required, preferably experience selling in Lung, Hematology or other Oncology specialty marketplace experience.

Demonstrated strong capability in account management, superior selling competencies and proven sales performance track record of meeting or exceeding goals.

Demonstrated strong business analytics to understand and analyze business and market drivers, and develop, execute and adjust business plans.

Demonstrated skills at building and maintaining professional relationships with key customers, office staff and others in the customer influence network.

Demonstrated ability to work effectively in matrix teams.

Demonstrated track record of developing self to drive and enhance performance.

As this position requires operation of a Company-provided vehicle, offers of employment are contingent upon the candidate meeting the requirements of "Qualified Driver," as determined by the Company in its sole discretion, including but not limited to the following: 1) at least 21 years of age; 2) a driver's license in good standing issued by your state of residence; and, 3) a driving risk level deemed acceptable by the Company.

Job Function : Oncology

Primary Location : NA-US-MI-Grand Rapids

Organization : USP - Oncology – Sales

Plasma Center Technician

Category:

Medical and Health

Business Name:

Baxter

Address:

Walker

Website:

<http://jobs.baxter.com/us/walker/phlebotomy/jobid4613378-plasma-center-technician?apstr=%26codes%3DIND>

Hours:

Unknown

Number of Positions:

Unknown

Description:

Job Description:

Improving Lives. Improving life for everyone. A subsidiary of Baxter Healthcare, BioLife is an industry leader in operating high quality plasmapheresis centers throughout the United States. At BioLife Plasma Services, we excel at caring. Caring for the quality of our lifesaving services, caring for the donors who help make it happen, and caring for the communities we call home.

BioLife employees work schedules supportive of our operating hours, which vary by location, however generally range from 5:30AM – 9:30PM Monday – Friday.

For specific location center operating hours visit: biolifeplasma.com.

Summary:

Responsible for all Medical History job skills in order to screen new and repeat donors for eligibility to donate. May also perform entry-level Phlebotomy floor skills as assigned and trained to complete.

Essential Duties and Responsibilities:

Comply with federal, state, local and company-specific regulations related to quality of product, employee and donor safety and to the proper performance of day-to-day activities.

Committed to meet customer service expectations, greeting donors as they enter and exit the building.

Answer phones within reasonable timeframe.

Maintain orderly filing system, purging records as needed.

Take and record donor pulse, blood pressure, and temperature measures and monitor electronic donor questionnaire system.

Perform fingerstick, test sample, and record other donor measures to include hematocrit, total protein and weight.

Enter donor information into the Donor Information System (DIS).

Prepare and assemble new and repeat donor charts

Assemble collection containers for plasma donation.

Coordinate donors to donor floor and compensate donors using the Debit Card system.

Maintain complete and accurate records, in accordance with cGMP.

Stock supplies, break down empty cartons and assist with proper disposal.

Install, prime, and disconnect disposable sets on the plasmapheresis machines.

Operate, maintain, and perform trouble-shooting of plasmapheresis machines within scope of training.

Refer advanced trouble-shooting to certified technicians.

Monitor donors during donation process and respond to donor reactions.

Maintain and calibrate equipment.

Other Duties and Responsibilities:

Maintain general cleanliness of work area and assist other work areas as needed to ensure a clean and professional environment.

Attend monthly staff meetings and other team meetings as needed.

Supports the center management team in identifying operational opportunities for continuous improvement, initiating changes to center processes as needed, through use of company approved procedures (including but not limited to 5S, Value Stream Mapping and Kaizen).

Other duties and responsibilities as assigned.

Qualifications:

Ability to read and follow Standard Operating Procedures (SOPs) and to maintain complete and accurate records.

Good verbal communication and customer service skills.

Ability to multi-task and work as a team player.

Education and/or Experience:

High School Diploma or equivalent required.

Experience in a laboratory, hospital, or other regulated environment is highly desirable.

Physical Demands/Work Environment:

Production environment requiring the ability to walk and stand for the entire work shift. Requires frequent leaning, bending, stooping, crouching, and reaching above the shoulders and below the knee. Requires frequent lifting up to 5 pounds, and occasional lifting up to 50 pounds. Must have fine motor coordination, depth perception, and ability to hear equipment sounds from a distance. Due to potential exposure to blood borne pathogens (risk level 1), 90% of work tasks require pro-longed glove wear.

Doing Work that Matters:

Baxter provides its employees with comprehensive compensation and benefits. To view additional opportunities at Baxter and to learn more about the company, please visit our Web site at <http://www.careers.baxter.com/>. EOE M/F/D/V.

Skilled Trade Full Time

Cable Installation Technician

Category:

Skilled Trade

Business Name:

AM Communications

Address:

Grand Rapids

Website:

<http://www.indeed.com/cmp/AM-COMMUNICATIONS/jobs/Cable-Installation-Technician-71a1892b659d5b74>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Cable Installation Technician

AM Communications is seeking residential cable TV installers for Western Michigan in South East Grand Rapids in the Middleville area . We offer a paid on-the-job training program that provides the opportunity to learn a skilled trade. We are seeking highly motivated individuals who enjoy working outdoors and have strong customer service skills. The ideal candidate is looking for a career and not just a job.

We offer a company truck with fuel card for technicians to drive to and from home to work, uniforms, medical, dental, life and disability insurance, holidays, paid time off and a 401(k) retirement savings plan.

Must be able to carry and climb a 28' extension ladder. Background check, driving record check, and drug screen required

If you are interested in joining the AM Communications team, apply online at: www.amcable.com. Select Western Michigan as the location. EOE.

Carpenter Journeyman

Category:

Skilled Trade

Business Name:

Tradesmen International

Address:

Grand Rapids

Website:

<http://jobs.tradesmeninternational.com/jobs/display-job/30358/Carpenter-Journeyman.html?searchId=1375219259.325&page=122>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Job Requirements - Journeyman Carpenter

Simply put, Tradesmen International is not a temp agency and don't just hire anyone. In fact, we're highly selective, committed to hiring only those Carpenters that are highly skilled in their trade with unwavering reliability, strong work ethic, and a desire to be the best.

Specific requirements:

2 years of experience in commercial carpentry

Ability to comprehend schematic diagrams, blueprints, sketches, building plans and other specifications required by our client for information pertaining to the type of material required to get job done

Experience working with equipment such as: boom lifts, scissor lifts, and forklifts

Strong working knowledge of job site safety as well as ability to complete a company specific safety orientation

High standard of integrity and professionalism

Drug free at all times

Travel Required: N

Job Description - Journeyman Carpenter

As a Journeyman Carpenter you will construct, erect, install, and repair structures and fixtures of wood, plywood, metal studs, and drywall using carpenter's hand tools and power tools making sure to conform to local building codes.

Specific responsibilities:

Installing foundations, walls, floors, ceilings, and roofs using materials such as: wood, steel, metal, concrete, plastics, and composites of multiple materials
Fitting and installing window frames, doors, door frames, door hardware, interior and exterior trim using a carpenter's level, plumb bob, and laser levels
Erecting scaffolding, ladders for assembling structures above ground levels
Studying specifications in blueprints, sketches, or building plans to prepare project layout and determine dimensions and materials required
Shaping or cutting materials to specified measurements, using hand tools, machines, or power saws
Following established safety rules and regulations and maintaining a safe and clean environment
Building or repairing cabinets, doors, frameworks, floors, or other wooden fixtures used in buildings, using woodworking machines, hand tools, or power tools
Assembling and fastening materials to make frameworks or props, using hand tools and wood screws, nails, dowel pins, or glue
Removing damaged or defective parts or sections of structures and repair or replace, using hand tools
Inspecting ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures

Benefits - Journeyman Carpenter

In addition to consistent work, top pay, and employment opportunities, we provide a benefits package that is among the best in the industry. Our comprehensive benefits encourage our employees and their families to build a lifelong relationship with us.

Health insurance
Dental and vision plan
Prescription drug plan
Life insurance
Short-term disability
401(k) profit-sharing savings plan
Incentive programs
Tool purchase programs
Company Overview - Journeyman Carpenter

Tradesmen International, America's elite skilled labor force, is seeking experienced Commercial Carpenters

to join our team. We are recognized internationally as a leading source for reliable, skilled craftsmen with thousands of employees across North America. With more than 5,000 active clients we have a plenty of great opportunities for skilled construction carpenters that want to be the best in their field. We offer consistent work, top pay, benefits, and employment opportunities in most major markets throughout North America. If you are a Journeyman Carpenter with at least 2 years of experience this is your chance to advance your career!

- See more at: <http://jobs.tradesmeninternational.com/jobs/display-job/30358/Carpenter-Journeyman.html?searchId=1375219259.325&page=122#sthash.O6a9Xtta.dpuf>

Skilled Trade Hours not Specified

Installer - Insulation

Category:

Skilled Trade

Business Name:

Masco

Address:

Grand Rapids

Website:

http://jobs.masco.com/job/Grand-Rapids-Installer-Insulation-MI-49501/2769818/?feedId=4&utm_source=Indeed

Hours:

Unknown

Number of Positions:

Unknown

Description:

Contractor Services (MCS) is seeking Insulation Installers for the Grand Rapids, Michigan area. On a national average, our experienced installers earn over \$40,000/year!

How does on the job training , paid healthcare, a company match retirement program, reimbursement for education, paid vacations and holidays, employee discounts on a wide range of products, and an employee assistance program in a highly engaged employee safety culture sound to you ?

MCS is looking for individuals who are safety-focused and team players to install various products, including batts, blown in, spray foam, garage doors, and fireplaces. The position is very important to our organization and is responsible for providing outstanding service to our customers, loading and unloading materials, completing safety checks, and job site cleanup. You may be working inside and outside in crawl spaces, attics, and basements.

We offer a minimum four (4) week paid training program, certifications, opportunities for advancement, a stable work environment, a culture of employee engagement, and employment with the top employer in

the industry.

Must pass a drug test, criminal background check, and motor vehicle record check.

We are an Equal Opportunity Employer – Vets and Females encouraged to apply.

Click the link below to learn more about our company:

<http://www.mascocs.com/video/vprop/mcs/>

Graphic Designer

Category:

Skilled Trade

Business Name:

Greatland Corporation

Address:

Grand Rapids

Website:

<https://home.eease.adp.com/recruit2/?id=7488811&t=1>

Hours:

Unknown

Number of Positions:

Unknown

Description:

Greatland, a national leader in products for small businesses and accountants, seeks a talented and skilled graphic designer. The Graphic Designer works on the Company's brand and product portfolio to grow value, relevance and market share through effective design and execution including such mediums as:

Direct mail

Email campaigns

Trade ads

Product design

Sales materials

Emerging direct marketing channels

Further, the Designer effectively communicates creative design concepts to marketing leadership, and deploys quality design projects within the established timelines and budget. A basic marketing background is helpful.

The Designer is a key internal resource on best practices, design concepts, and technical skill of design.

Additionally, the Designer will use the study of emerging design and merchandising trends, as well as monitoring competitor design tactics to recommend new design standards, concepts, and tools that align with the Company's strategic vision.

Our unique culture, built on teamwork and integrity, is the primary reason we have been a trusted resource

to businesses for nearly 40 years. We are passionate about every aspect of our work and are continually looking for people with similar priorities.

Qualifications & Experience

Bachelor's Degree in Graphic Design from a four-year college or university; or equivalent combination of and experience.

At least two years of graphic design experience.

Expert with Adobe Creative Suite including Illustrator, Photoshop, and InDesign.

Experience in requesting quotes and delivering final art to vendors.

Digital design experience and working knowledge of Dreamweaver, CSS, HTML and FLASH beneficial.

Strong communication and project management skills.

Business -to- business marketing experience is beneficial.

Transportation Full Time

DRIVER

Category:

Transportation

Business Name:

Gerald R. Ford Job Corps Center

Address:

Grand Rapids

Website:

<http://www.minactjobs.com/524715.htm>

Hours:

Full Time

Number of Positions:

Unknown

Description:

Description:

Safely operates Center vehicles. Assists in maintaining Job Corps Center and equipment in a clean and orderly fashion.

We have a student body of 212 at-risk youth in a live-in residential setting. Our facilities include a gymnasium, weight room and some outside activities.

Duties:

Operates Center vehicles to provide students transportation; and, as needed, for other Center business.

Safely operates passenger vans and buses with manual and/or automatic transmission.

Performs driver's maintenance checks to assure vehicle is in a safe and operable condition prior to operation.

Completes a trip ticket for each trip assignment.

Uses vehicles for business related transportation only.

Performs scheduled vehicle maintenance checks and submits maintenance repair reports to supervisor.

In the event of an accident or vehicle damage (theft, vandalism) notifies the supervisor immediately.

Qualifications:

Must have a High School Diploma or GED equivalent. One year experience in operating a 40 passenger manual transmission bus or equivalent. Please apply in person or send a resume to Ms. Saralyn Vezino at Gerald R. Ford Job Corps Center 110 Hall Street SE Grand rapids MI 49507.

Company Driver

Category:

Transportation

Business Name:

Melton Truck Lines Inc.

Address:

Grand Rapids

Website:

https://meltonapps.com/profile/6UYNK9/indeed?loc=Grand%20Rapids&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

Hours:

Full Time

Number of Positions:

Unknown

Description:

TYPE OF TRAILERS PULLED

Flatbed

REQUIREMENTS

Drivers must have the following CDL class(es) Class A

Drivers must have the following CDL endorsements

Driver's minimum age required to work 21 years old

Driver's minimum amount of experience required to work Driving School

If a driver has a DUI/DWI, how old must it be? At least 5 years ago

If a driver has a felony, how old must it be? At least 7 years ago

Maximum Moving Violation Restrictions for past 3 years 4

Maximum Preventable Accident Restrictions past 3 years 2

Do you accept Driving School graduates?

GENERAL INFORMATION

Type Of Runs:

Example (48 / DED / REG / LTL) 48 States + Canada OTR

Time Away From Home:

Example (10 - 14 Days) 14-21

Lease Purchase Available:

Paid Orientation:

Rider Programs - Spouse YES

Rider Programs - Child 10 or Older

Pets 50 lbs or less dog

PAY INFORMATION

Starting Pay: .33 cpm for Recent Graduates; .35 cpm - 0 to 6 months OTR / .37 cpm - 6 to 12 mos OTR

1 year Experience: .42 cpm

2 years Experience: .42 cpm

3 years Experience: .42 cpm

4 years Experience: .42 cpm

5 years Experience: .43 cpm

6 years Experience: .43 cpm

7 years Experience: .43 cpm

8 years Experience: .43 cpm

9 years Experience: .43 cpm

10 years Experience: .43 cpm

BENEFITS

Cost To Driver Benefits: \$60 to \$76 p/month

Cost Family Benefits: \$138 to \$336 p/month

Dental:

Vision:

Retirement:

BONUSES, OTHER PAY, MISCELLANEOUS

Bonuses:

Lay Over Pay: \$25 after 48 hrs, \$50 each add'l 24 hrs

Breakdown Pay: Varies

Loading/Unloading: N/A

Tarp Pay: \$40 per load

Extra Pickup: \$25/\$75 (C/D)

Speed Restrictions: 65 mph (C/D)

Regional Truck Driver

Category:

Transportation

Business Name:

J.B. Hunt

Address:

Grand Rapids

Website:

http://www.jbhunt.com/jobs/driver/job_search/jobDescription.xhtml?jobId=2711-18467-2013-12-03&sid=5

Hours:

Full Time

Number of Positions:

Unknown

Description:

Type of Truck Driving Job:

Regional Truck Driver

License Type:

Class A

Full Time/Part Time:

Full Time

Frequency of Home Time:

5 days on, 2 days off

Truck Driver Residence Area:

Must live within 25 miles of GRAND RAPIDS , MI

Orientation Location:

CHICAGO , IL

Operating Area:

Wisconsin, Iowa, Illinois, Michigan, Indiana, Ohio, and Northern Kentucky.

Trucking Experience Level:

6 Months

Average Yearly Gross:

\$56,000

Truck Driver Job Description

\$1,000 bonus available for a limited time!

As America's #1 intermodal carrier, J.B. Hunt provides steady miles and pay in our intermodal truck driving positions. You'll also have a great W2 and affordable benefits as an intermodal truck driver.

Drivers in this job will move containers regionally, within a seven-state area. You'll enjoy no-touch freight and the consistent, hassle-free delivery that comes with our intermodal trucking jobs. Plus, regional drivers enjoy two days off each week and a projected annual average of \$56,000. Top 10% average \$65,000.

This position offers benefits options for an individual or a family, including medical, dental, prescription, life insurance plans and more. Company drivers can also choose to enroll in a 401k with company-matched funds.

Our intermodal driving jobs have a lot to offer when it comes to great truck driving opportunities. Make the switch to J.B. Hunt Intermodal today to learn what it's like to have one of the best driving jobs at one of the leading trucking companies in the industry.

For details on intermodal truck driving positions call 1-877-791-9458 today, or pre-qualify online. IND-456

Truck Driver (2nd Shift)

Category:

Transportation

Business Name:

Lumbermen's, Inc.

Address:

Grand Rapids

Website:

<http://newton.newtonsoftware.com/career/JobIntroduction.action?id=8ad64ec6428d46b20142c3fe285a312d&source=Indeed>

Hours:

Full Time

Number of Positions:

Unknown

Description:

POSITION SUMMARY

Driver will operate our equipment to haul materials between our Grand Rapids facilities. Must be willing to secure load and operate curtain side trailers.

POSITION RESPONSIBILITIES

The primary responsibilities of the shuttle driver include:

Shuttling between our Grand Rapids locations

Loading and unloading of trailers using tie down straps and operating curtain side trailers

Some warehouse duties

REQUIRED EDUCATION/EXPERIENCE

High School diploma is required

CDL Class A license with a clean driving record

REQUIRED SKILLS

Ability to work with and communicate with fellow employees

Ability to handle a variety of tasks at one time

Desire to "do things right the first time"

Ability to work independently

PHYSICAL REQUIREMENTS

Ability to operate a fork lift (trailer loading experience a plus)

Ability to do physical labor including the lifting of up to 75lbs

SHIFTS APPROXIMATE HOURS

Monday-Friday 12 PM – 8 PM

Transportation Hours not Specified

Company Driver 2

Category:

Transportation

Business Name:

McLane

Address:

Grand Rapids

Website:

<https://www.mclaneco.com/content/mclane/en/careers/all-jobs/driver/driver-plymouth-grand-rapids-090613.html>

Hours:

Unknown

Number of Positions:

Unknown

Description:

Description:

McLane Company is one of the nation's leading distribution and logistics companies with 40 distribution facilities nationwide. McLane serves more than 50,000 customer locations around the world including the convenience store, mass merchandise, quick service restaurant, drug store and movie theater industries.

McLane is looking for DOT qualified drivers who will deliver product to our customers—deliveries are short haul or same day. Drivers travel in teams or solo, cover multiple stops and unload using a two wheel dolly while providing outstanding service to our customers.

Qualifications:

21 years of age or older and possess a valid CDL A.

Minimum Driving experience of 2 years or 50,000 miles tractor-trailer experience.

No more than 2 minor moving violations in the past 3 years.

Cannot have a conviction for DWI/DUI in past 5 years in any vehicle, public or private.

Stand, walk, sit, climb, reach, bend, squat and stoop to accomplish the essential job functions.

Meet all DOT qualifications

Able to pass a physical agility screen and drug screen.

Able to lift at least 60 pounds and handle a hand truck weighing up to 400 pounds when fully loaded.

Able to use dolly or hand truck in heavy lifting and shifting loads on wet, dry, icy, bumpy, or uneven terrain with frequent curbs and obstructions.

Read, understand, and interpret an extensive variety of related written instructions.

Demonstrate excellent communication skills with ability to communicate with management team, drivers, teammates and customers.

Able to define problems, collect data, establish facts, perform mathematical calculation to verify quantities of product, and draw valid conclusions.

Able to work with a team on loads (applicable at some locations)

Customer and Safety focused.

Shuttle Driver

Category:

Transportation

Business Name:

JX Enterprises, Inc

Address:

Grand Rapids

Website:

https://www4.recruitingcenter.net/Clients/jxe/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10677&esid=aZ

Hours:

Unknown

Number of Positions:

Unknown

Description:

Job Description:

Summary:

Under the direction of the Sales Manager, the shuttle driver will shuttle trucks from Branch to Branch or from Branch to customer.

Essential Responsibilities:

Shuttle trucks from Branch to Branch or Branch to customer.

Pre-trip Truck

Follow all DOT regulations.

Qualifications:

Must have two (2) years safe driving record.

Must have the ability to troubleshoot the flow of traffic and road conditions.

Must be insurable by insurance company.

Have a valid Commercial Driver's License required.

Job Type:

Per diem / on-call