Stop Searching & Get Matched.
It's the fast, easy, and effective way to find your next job.

There are so many benefits to creating a job seeker account on JobMatchOhio.com

- Get job matches delivered to your account instantly, without having to conduct time-consuming keyword searches.
- Stay informed of new opportunities with job match email alerts.
- Have your job matches automatically graded and ranked based on match level, so you can focus on the most relevant opportunities first.
- Look for multiple job titles in multiple locations simultaneously.
- Get visibility among potential employers who access our job seeker database in search of candidates for their open positions.
- Stay anonymous while you explore new career opportunities.

Once you create an account on JobMatchOhio.com, you will be engaging in the most effective job search possible. Based on your profile, our system automatically finds jobs that match your skills, experience and preferences using Real-Time Job Matching technology. It's simple to use and works around the clock for you, so you won't miss out on that special job opportunity coming your way. In addition, our site is part of a network of thousands of partner sites from a variety of locations and industries, making more job matches possible.

Getting started is easy:

1. From the Search Results page:
   - Click on the “Do You Match” link when you mouse over a job
2. From the JobSite home page:
   - Click on the Job Seekers “Get Started” button
3. Create your profile
4. Upload your resume
5. Enter your email and password, and you’re done!
6. Click on “See My Job Matches” to find your next job.

JobMatchOhio.com

brought to you by:

Miami Valley Today

Daily Advocate
EARLY BIRD

Sidney Daily News
Five Tips for Finding Your Dream Job
Source: www.jobs.utah.gov

1. Do your homework when applying for a specific job. Take some time to research the company you are interested in working for, and see if it would be a good match for your needs and skill set. Take some time to identify your interests, hobbies, skills, personality type and lifestyle, so your job will align well with your needs and interests.

2. Try working on a career skill each week. See what skills employers are seeking for a position you are interested in applying for, and work on the skills you need to qualify for that position. This will help you stand out as a top candidate for the position.

3. Use a job coach. In addition to developing career skills on your own, don’t be afraid to work with a job coach to help you improve your interview skills or your resume. Employers are looking for candidates who are ready to hit the ground running, and a job coach can help you to stand out to employers.

4. Make sure your application and resume are neat and tidy. A messy application or resume will most likely be thrown out by the employer, especially when they are sorting through a high volume of applications.

5. Don’t be discouraged if you are turned down for a position — even if you are qualified for the job. Employers are more interested in hiring someone with a positive attitude, rather than a negative attitude, so make sure you have a positive outlook when speaking to employers.
Every job seeker dreads being told that they’re not a good fit for a particular position. As a job seeker, you may seem either overqualified for a position or underqualified for a position, even though you think it’s the right fit for you. Many job seekers in the market for a new job strictly limit the positions they apply for in order to avoid this kind of rejection.

But in truth, most successful job seekers aren’t a perfect match with the stated qualifications for the jobs they’ve landed. And by writing off large numbers of positions just because you feel you might not be fully qualified for them, you may be severely curtailing the professional opportunities that are available to you.

Under the potential employer has a checklist of certain criteria they are looking for, from experience, to education or even basic computer skills. If you don’t meet all the listed items, you may not get the interview. Or you may get the interview but not the job because you are overqualified.

Luckily for the job seeker, employment rates are so low and employers are rethinking their hiring process. If there is a skills gap, here are some key things to keep in mind.

1. **Confront the issue upfront.**
   Explain in your cover letter why you are applying for this position. Be honest, stay positive and emphasize what you can do for this potential employer. Demonstrate the relationship between your qualifications and an improvement in the employer’s bottom line.

2. **Make your salary expectations part of the discussion.**
   Many times, the term overqualified or underqualified comes from the concern of compensation. If you don’t have the skills or experience to check off their list, make it known that you are willing to pay your dues and start out with a salary that matches your experience. On the other hand, if you are overqualified, but need to make a career change or just need a fresh start, talk about salary flexibility so the concerns for compensation diminish. Most companies don’t want less experienced employees; it just comes down to compensation.

3. **Always create a custom resume for each position.**
   Do not create one generic resume and submit it to all employers hoping to get a response. Your resume will be put to the side and that’s where it will stay. If you are overqualified, down play job titles, hiring managers get nervous when they see Senior Vice President and you are just applying for a project manager position.

4. **Make yourself standout with the specific training and/or experience you have.**
   Showcase your skills, and how they will easily transfer into the new position. Look and see what the company is hiring for. You’re going to have to make a real effort to bring more of your personality into your cover letter and application. Instead of simply stating that you’re an organized, detail-oriented person in your cover letter, tell a story about how your co-workers tease you for alphabetizing the books sitting on your desk.

5. **Don’t be afraid to take a temp job to fill space.**
   This will keep your resume from being stale and will add to your skills and experience.

6. **Take as many classes as you can to better your skills.**
   Look for on-the-job training or affordable programs. Depending on the area you live in, many staffing agencies will offer free or affordable training so that you would have more opportunities in different industries.

7. **Network, Network, Network**
   Over or underqualified, having someone in house putting a good word in for you will increase your chance of getting hired significantly. Most of us forget that the people looking at your resume, interviewing you, and making a final hiring decision are humans. And they want to connect with other capable, enthusiastic, personable humans. Hiring is a much more emotional process than most of us believe, so you can’t underestimate the power of your “soft skills.” As in, the natural, innate personal characteristics and strengths you bring to the table that have no place on a resume. This is great news because it means that who you are as a person matters when you’re applying for a job, and often it can more than compensate in areas you’re lacking.

   Proving that you’re eager to learn new skills and a self-starter is more valuable to an employer than someone who meets all the job criteria, but is unmotivated and stubbornly set in his or her ways. And yes, sharing your genuine passion and enthusiasm for the company’s mission will make a greater impact on an interviewer than being an Excel wizard.
Dress Your Best
Interviewers love to tell stories about the outlandish and inappropriate ways people dress when they come to an interview. Some wear torn jeans, sloppy sweat suits, spiked heels and dirty sneakers. Others are proud to show pierced body parts and spiked hair. Some chew gum or smoke. Others wear pants that are falling down. It’s safe to say that in most of these cases, the way these people were dressed cost them the job.

Go Conservative
If you are not sure about what you should wear to an interview, it’s best to go the conservative route. A good idea is to dress one or two levels above the job you are going for. While you don’t have to spend a lot of money on your wardrobe, putting in a little extra effort will pay off in the long run. Here are some ideas for women and men on how to put together an appropriate interview outfit:

### Women’s Interview Attire
- Solid color, conservative suit
- Coordinated blouse
- Moderate shoes
- Limited jewelry
- Neat, professional hairstyle
- Tan or light hosiery
- Sparse make-up & perfume
- Manicured nails
- Portfolio or briefcase

### Women’s What Not To Wear
- Bright, daring colors
- Short hemlines
- Clothes that are skin-tight
- Too much perfume or cologne
- Heavy makeup
- Wild nail polish
- Outdated clothes or shoes
- Low-cut blouses
- Shorts, tank tops or sundresses
- Short skirts, capris or leggings
- Too many accessories and noisy jewelry
- Dirty, beaten up shoes
- Open-toe or backless shoes
- Leather jackets
- Bright, printed or trendy bag or briefcase

### Men’s Interview Attire
- Solid color, conservative suit
- White long sleeve shirt
- Conservative tie
- Dark socks, professional shoes
- Very limited jewelry
- Neat, professional hairstyle
- Go easy on the aftershave
- Neatly trimmed nails
- Portfolio or briefcase

### Men’s What Not To Wear
- Bold pinstripe suit
- Wrinkled clothes
- Tie with a wild pattern
- Too much jewelry
- Anything that is too casual
- A collarless shirt of any style
- Out of date suits or blazer
- Turtlenecks
- Leather jackets

Source: www.mdes.ms.gov
The trends for employers is to post jobs online, but don’t overlook the value of the classified print ads in newspapers or specialized publications, like this one, during your job search. The JOB sections of classifieds still have valuable local job leads. With everything being online, it can be complex and challenging to navigate all the leads available. Typically, many think that classified ads are only for hourly or lower-wage jobs. There is nothing wrong with that — job seekers can range from high school students, to retirees to candidates needing second or third jobs. This isn’t always true.

Do you remember when you would pull out your red marker and start searching the classifieds for job openings? That still happens!

Outside of contacting companies cold, newspapers are still one of the most valuable source for leads. An advantage to ads in the newspaper, you know it’s a real job, seeking to hire now! There are the cases where employers are running ads to see who’s out there, or are always hiring. But most of the time, when you see an ad in the paper, that employer is hiring now!

Don’t be afraid of blind ads. Some companies use them to fill a position they don’t want internal employees knowing about. When you are sending your cover letter and resume, be very selective. The employer may be your own company you are submitting your resume to, but like anything else let good judgment and common sense prevail.

If you are looking to relocate, subscribe to the local newspaper that serves your desired location. It’s very inexpensive to have the paper mailed to you for a few months. Another idea would be to just subscribe to the weekend edition of the paper. Most employers place their ads on the highest circulation days, which are normally the weekends.

Nearly half of all candidates in manufacturing or the service industry rely on local newspapers to search for jobs. Newspapers are still one of the most common methods when job searching. So go pick up your local newspaper today!

New Starting Wages:
- $14.30/hr outbound operations/order fulfillment and decoration
- $19.00/hr standing lift operators
- $1.00/hr 2nd shift premium
- Weekly Pay
- 75% employee discount on our great products
- 11 paid holidays (eligibility based)
- 3% annual Employer 401k contribution (eligibility based)
- Great benefits offerings...vacation, paid absence, medical, dental, vision, life and disability insurance, and more! (eligibility based)
- Clean, climate-controlled environment with a casual dress code...no uniforms!
- Employee wellness and recognition events
- Opportunities for growth/advancement
- No experience needed, training provided

Sidney, OH Facility Open Positions:
- 1st shift Outbound Operations
- 2nd shift Outbound Operations/Order Fulfillment...part-time and full-time (part-time eligible age 16-17 with work permit certification)
- 1st shift Decoration team members: screen print operators
- 1st shift Cycle Count/Inventory Control
- 2nd Shift Maintenance

Don’t wait...apply today!
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or search Augusta Sportswear on Indeed!
The top 10 questions asked by interviewers are:

- What is your greatest strength?
- What is your greatest weakness?
- How do you handle stress and pressure?
- Describe a difficult work situation and how you overcame it.
- How do you evaluate success?
- Why are you leaving or have left your job?
- Why do you want this job?
- Why should we hire you?
- What are your goals for the future?
- Tell me about yourself.

Don’t badmouth your former boss or coworkers.

It really is a small world, and you don’t know who your interviewer might know, including that boss who is an idiot. You also don’t want the interviewer to think that you might speak that way about his or her company if you leave on terms that aren’t the best.
At the end of the interview, you will likely be asked if you have any questions for the interviewer.

Know the questions not to ask.

There are many questions that you should avoid asking in an interview, particularly the first interview or before you have been offered the job.

Some of the most common ones include:

- Can I do this job from home?
- What does your company do?
- When can I take time off for vacation?
- Did I get the job?
- What is the salary for this position?
- How many hours will I be expected to work each week?
- Will I need to work on weekends?
- How long would I have to wait to get promoted?
- What type of health insurance does this company offer?

Be prepared with a list of a few questions to ask:

- How would you describe the responsibilities of the position?
- How would you describe a typical week/day in this position?
- Is this a new position?
- If not, what did the previous employee go on to do?
- What is the company’s management style?
- Who does this position report to?
- If I am offered the position, can I meet him/her?
- How many people work in this office/department?
- How much travel is expected?
- Is relocation a possibility?
- What is the typical work week? Is overtime expected?
- What are the prospects for growth and advancement?
- How does one advance in the company?
- Are there any examples?
- What do you like about working here?
- What don’t you like about working here and what would you change?
- Would you like a list of references?
- If I am extended a job offer, how soon would you like me to start?
- What can I tell you about my qualifications?
- When can I expect to hear from you?
- Are there any other questions I can answer for you?

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Email Resumes to admin@preblehhs.com
If you are age 40 or better, you should emphasize the positive aspects of your age and experience, including:

- Experience, maturity, judgment, perspective, increasing responsibility, consistent success
- Ability to contribute immediately (as opposed to a younger job seeker’s untested potential)
- Willingness to work on a short-cycle, project-oriented basis
- Flexibility to adapt to new ideas
- Training in and familiarity with relevant computer software and other technology which makes you different from other employees because of your age.

Resume Tips:

- Compose a Summary of Qualifications for the beginning of the resume
- Choose the right resume type - use a combination style resume that presents qualifications first and then chronological work history
- Include recent trainings and technology skills
- Do not include graduation dates
- Highlight the most recent employment – only go back 10-15 years
- If you are seeking a position at a lower level than your previous position, consider de-emphasizing the status of the prior position
- Leave outdated skills and outdated equipment off
- Have an electronic version for online applications

Interviewing Tips:

- Update your image
- Research company dress code
- Find out the company location and travel directions before interview date
- Rehearse possible interview questions and appropriate responses (especially to tough questions)

Additional Resources:

- www.aarp.org
- www.workforce50.com
- www.experienceworks.org
- www.quintcareers.com
- www.ilostmyjob.com

> > Job Search Tips for the Mature Job Seekers

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Source: www.labor.ny.gov
Why a Tech Career Might Be Right For You

(StatePoint) If you have an interest in innovation, a passion for helping people and the confidence to let your creativity shine, there are exciting and rewarding career opportunities available to you in technology in almost every industry. From supporting the development of critical vaccines; building the next generation of electric vehicles; creating new and engaging ways to deliver distance learning; keeping air, food and water safe and sustainable; or bringing efficiencies to the delivery of government services, there is a career in tech waiting for you.

Even better, you don’t necessarily need to be a computer whiz or math genius to land one of these jobs, as technical skills can often be taught, but professional and personal skills are often more difficult to find. Those in the know say that a growing number of employers are more interested in creativity, organization, verbal and written communications skills and a willingness to be a team player and less in technical acumen.

“That’s true for people joining the labor force for the first time, returning to the workforce, burned out or hitting a ceiling in their current job, or downsized out of a job through no fault of their own,” said Todd Thibodeaux, president and CEO of CompTIA, the Computing Technology Industry Association.

It’s a field that offers a certain amount of job security, too. The economic and employment disruptions brought on by the COVID-19 pandemic have had an impact on tech occupations, though not nearly to the degree that other industries have been affected. The unemployment rate for IT occupations in the U.S. stood at 2.4% in November.

Employment Opportunities:

Machine Operators - 2nd & 3rd Shifts

WHAT’S IN IT FOR YOU:

• COMPANY PAID Insurance (medical, dental, vision) for employee, spouse and children
  $0 deducted from your paycheck!

• Starting Wages: $17-$19 per hour
• Company contributed 401K
• Paid Vacations and Holidays
• And more......

Please submit resume to lmoses@select-arc.com
2020, below the national unemployment rate of 6.7%. Employers across the country continue to advertise job openings for tech workers – there were nearly 200,000 listings in November 2020. These openings were spread across many industries outside the technology sector, including financial services, manufacturing, retail, government, healthcare and education. You’ll also find great variety in the types of positions companies need to fill. They include application and software developers; tech support professionals, whose roles are increasingly important as more people work and learn from home; network analysts, architects and engineers; cybersecurity pros responsible for securing our data, devices and networks; and project managers tasked with keeping mission-critical projects on track.

“There are career options available that allow you to combine an interest in technology with something you are passionate about,” Thibodeaux said. “With the right access, encouragement and opportunity, anyone can maximize their digital knowledge and skills so they can achieve their life’s ambitions.”

The Future of Tech (futureoftech.org) is a free and growing library of resources to get you up to speed on what’s new and next in the world of technology.

Cyberstates (cyberstates.org) is the definitive guide to information on the U.S. technology industry and workforce. If you’re interested in cybersecurity,

CyberSeek (cyberseek.org) has detailed information on the U.S. job market, including guidance on career paths and professional certifications.

CompTIA (comptia.org) offers many tech career planning tools, including salary calculators and job search help.
You’ve Graduated College ... Now What?

It’s the day after college graduation and you are prepared to move on in your career. But, what is the next step? Start prepping right away! This should have been thought about already, but that’s ok. You still have a bright future ahead.

First things first, create a customized resume for each job. Yes, this seems like a lot of work, but by creating a customized resume for each job, you will be able to rank higher with applicant tracking systems to get the face-to-face interview. Keywords are important.

Internships are also important; many employers have named internships, jobs, volunteering and extracurricular activities as the most important elements in hiring recent graduates.

Now, grades do matter, but that’s what got you into the internship you took, right? When you are creating your resume, be specific about your internship. Even if it wasn’t the greatest internship ever, put it down.

Sitting behind the computer screen isn’t doing you any justice. Get out and network. You will more likely land the interview if you are referred. Have conversations with friends and family members. Let them know you’re job searching and what companies you are looking at. They may have connections. Utilize your alumni network, LinkedIn is a great resource for networking with alumni and other candidates with your experience. Master your pitch when networking. Put together a short and easy to understand response about what it is you do or are looking for.

Check your social media accounts. Is the person being represented someone you would hire? Many companies check all social media profiles as part of the screening process. If you aren’t proud of that moment, delete it. What does your voicemail say? Remember, when companies are calling to schedule the interview, this is their first real impression of you. Don’t let the voicemail box get full, if so, you may miss the interview you’ve been waiting for.

Prepare now for the interview. This means researching the company, knowing what they have to offer. What is the position you are hiring for? What questions could you ask the interviewer? Do not wing it. Practice answering tough questions out loud, not in your head. Just remember, this isn’t going to be your lifelong job. This is the first one to get you the experience to go up the ladder to your dream job.
Creating an Effective Resume

Make A List
A good way to start the resume-writing process is to make a list of everything you’ve accomplished over the years. Be as thorough as you can, and break your list down into the following categories: education, employment, activities, honors and skills. Although you won’t use everything on your resume, your list will make sure you don’t forget anything important and will also remind you of skills and talents to bring up during an interview.

Choose A Format
There are many acceptable ways to format a resume, including creating an online resume or portfolio. You should review as many resume formats as possible to identify the format that works best for you. Whether hard copy or online, keep your resume organized under the following general headings:

Prepare a Resume Draft
Choose items from your list that correspond to the four areas above. Where possible, emphasize work history and/or a degree or course of study that relates to the position to which you are applying.

Use action verbs:
Use action verbs, and try not to use phrases like “responsibilities include” or “responsible for.” Instead, use a “problem-solution” format when describing your employment history. For example, write “Revived territory by reinstating more than 20 inactive clients, achieving revenues of more than $70k” instead of “Responsible for calling on non-active accounts.”

Use numbers:
Use numbers to highlight your accomplishments. For example, rather than “raised money,” say “raised more than $5,000.”

Use keywords:
Use keywords that highlight the skills and qualifications reflected in the job description. The right keywords will increase the relevancy and ranking of your resume when scanned by applicant tracking systems.

Make it Look Professional
First impressions are everything, so make sure your resume looks as good as it sounds.

• Keep your margins left justified.
• Less is more-keep your sentences short and use bullets.
• Use white or off-white 8.5” x 11” paper.
• Make your name stand out by bolding it or using all caps.
• Use simple fonts like Times, Helvetica, Palatino or Arial. Keep the font size no smaller than 10 and no larger than 12.
• Your headers, names of schools and former employers should be bolded.
• Be consistent with punctuation, bolding and indentation.
• Every element is professional and polished, from email addresses and voice mail messages to relevant social media profiles.
• Keep your resume to 1-2 pages. Be prepared to give the interviewer your references.

Executive Summary or Professional Profile:
• Describe key points of your career and major achievements. This frames who you are and what you have to offer, unlike the outdated “objective,” which states what you want.

Experience:
• List your job history in reverse order (start with the most current). Include company name, title, dates of employment, responsibilities and accomplishments.
• If you are new to the workforce, highlight activities and accomplishments that demonstrate qualities employers desire.

Education:
• List your highest level of education first. If you have obtained a college degree, your high school education does not need to be included.
• Indicate any degree, certificate or course of study relevant to the position. Once significant work history is established, omit college GPAs.

Other Skills/Information/Awards:
• List any computer or language skills and any associations to which you’ve belonged, as well as any volunteer experience or awards you’ve received.
• No matter which format you decide to use, the top of your resume should always include your name and contact information.

Do not underestimate the importance of proofreading. Just one typo could send your resume into the trash. Proofread it several times, and then have as many people as you can proofread it for you.

• “I,” “me” and “my” are omitted in the descriptions.
• Resume includes minimal use of articles (e.g., a, an, the).
• Resume is as grammatically perfect as possible; all typos and mistakes are eliminated.
• Resume has been proofread by others.
What do your social profiles tell potential employers?

The internet is a huge and wonderful place. It’s important to remember that anything you say online is pretty much permanent. This is incredibly relevant to the job search. The lack of a face-to-face connection might seem to give you some degree of anonymity, but it doesn’t. Recruiters and interviewers will see what you’ve done and said online and factor that into their consideration of you as a candidate, for better or worse.

According to the HUHS Library Media Center, 63 percent of all hiring managers said that something on a job seeker’s social media site caused them to not offer them a job. And the best way to avoid that situation? Not doing anything bad in the first place. But what exactly is “bad” when it comes to the internet and your job search? We’ve got you covered.

Don’t Complain on Social Media — Avoid ranting or using any rude language. Be concerned and polite. This includes comments on former employers or co-workers.

Don’t Breach the Line Between Business and Personal — Social media can be a great networking tool. However, don’t add interviewers on any social platform. Keep the personal and professional separate.

Do Be the Best Version of Yourself — When you want to impress someone in the real world, you bring your A game. You put on a nice suit, smile and act as polite as possible. The internet should be no different.

In all that you do, offline AND online, be quick, polite and kind. That’s something truly memorable.

NOW HIRING

CUSTOMER SERVICE REPRESENTATIVE

We are dedicated to helping our clients grow based on their unique needs. When they win, we win! The Inside Customer Service Representative-Sales role requires a highly personable individual with strong communication and customer service skills. Candidate must be able to work in a multi-deadline environment and learn and apply new techniques accurately and quickly.

As an Customer Service Representative, you will:

• Maintain existing accounts, build customer relationships, and sustain excellent customer service.
• Professionally, effectively and accurately represent our products over the phone, facilitating brand strength and credibility.
• Focus on reaching individual, team and overall department annual revenue goals.
• Develop a network of contacts to identify client needs and deliver effective options/solutions in securing sales opportunities.
• Effectively prioritize tasks and accomplish responsibilities to produce quality results in a deadline driven environment.
• Create effective sales emails and communication pieces
• to assist the selling process

What you bring to the table:

• Strong Customer Service background with desire to help others.
• Desire to learn and understand both the print and online advertising industry
• Outstanding customer/client focus.
• Strong work ethic and ability to multi-task.
• Problem solving skills.

We offer an energized, passionate team within a fun & flexible workplace. We offer competitive compensation with uncapped incentives and benefits, including comprehensive Health, Dental and Vision coverage, 401(K), Paid Time Off and more.

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Stillwater Technologies, LLC. is a precision machining, engineering, fabrication, & assembly company which supports both custom and production machining and manufacturing. We are conveniently located off of I75N in Troy, Ohio, in a 70,000 Sq Ft building. Our capabilities include CNC Horizontal Machining Centers, Horizontal Boring Mills, CNC Turning Centers, Laser Marking Systems, Vertical Machining Center, & Paint Booth. Stillwater is ISO, AS9100, and SAM certified.

1st & 2nd Shift Machine Operators
Okuma Mill Turns
Mazak Horizontals
Toshiba Boring Mills
Okuma Vertical Mills
Paint Booth

How to apply:
www.indeed.com
Email: Apply@stlwtr.com
Stop In: 1040 S Dorset Rd
Troy, Oh 45373

Opportunities

Manufacturing Engineer
Boring Mill Operator
Welding/Fabrication
CNC Lathe Machinist
CNC Mill Machinist
Industrial Painter