



Now Hiring!!

JAN 20- FEB 8, 2017

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All applicants must register with the Maryland Workforce Exchange. For a more detailed description of each job listed and for additional job listings, visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov>. Please reference the number next to the position. If you do not have access to a computer or email, stop by a One-Stop Career Center as listed on the last page of this publication. Now Hiring (formerly Hot Jobs) is a publication developed by the Mayor's Office of Employment Development Business Services Division.

***** **FEATURED EVENT** *****



Local Staffing Agency Hiring For

Information Technology, Procurement & Administrative Talent

Information Technology positions are in Baltimore, MD and Washington, DC. A+ certification, help desk and project management experiences is helpful for the IT positions.

Procurement positions are in Baltimore, MD

To provide administrative/clerical support for their clients. Be prepared to upload your resume, fill out pre-hire paperwork and take prove it tests (Word, Excel & Typing).

**Wednesday, January 25, 2017
10:00 am - 1:00 pm**

**Workforce Reception Center
100 West 23rd Street
Baltimore, MD 21218
3rd Floor**

**For more information please contact
Tiera Dorsey at 410-396-6588 and RSVP at tdorsey@oedworks.com
Please come dressed for an interview and bring resume!**



www.oedworks.com





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410-396-9030

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410-545-6953

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Phone (410) 396-6580

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GEDCO

5513 York Rd.
Baltimore, MD 21212
410-532-7117

My Brother's Keeper

4207 Frederick Avenue
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410-644-3194

Employment Connection Center

1410 Bush Street
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410-396-1052

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Now Hiring!!

CONSTRUCTION

If you have at least one year of experience in the construction trades, local companies want you. These jobs can range from seasonal, to jobs that require having your own transportation, to jobs that might last only through the length of contracts. As construction jobs become available, resumes will be reviewed to determine **if you meet the minimum qualifications** for the job opportunity. You will need a resume to apply. If you do not have a resume, please visit a One Stop Career Center (locations can be found on the last page of this publication).

Concrete Form Carpenter

Concrete Form Carpenter will set the forms that hold concrete to the desired pitch and depth, and align them. Measure and cut wood, set wall forms, brace forms, build forms for concrete piers, pour concrete, vibrate concrete and tie rebar. Monitor how the wind, heat, or cold affect the curing of the concrete throughout the entire process. Direct the casting of the concrete and supervise laborers who use shovels or special tools to spread it. **Must have minimum of 2 years of form carpenter experience and demonstrated knowledge of construction math. Must have own tools. Must be able to pass background check and drug testing.**

To apply: E-mail resume to schooljobs@oedworks.com

Electrical Apprentice

Must know how to read blueprints and schematics, have an understanding of state and local electrical codes, and use an array of tools and diagnostic devices to service and install electrical parts. High school diploma or equivalent. **Must be enrolled in an apprentice program through the International Brotherhood of Electrical Workers Local 24 as an electrical apprentice.** Applicants that do not meet this requirement will not be considered at this time.

To apply: E-mail resume to: schooljobs@oedworks.com

Pipefitter

Installation of mechanical piping (PCCP, Concrete, Ductile Iron) Preparation of sub-grade and excavations. Stainless Steel pipe welder. **10 years' experience in pipe fitting and within excavations.** Stainless Steel pipe welder with certification.

To apply: E-mail resume to bmore@oedworks.com

Pipelayer

Install underground PVC/Corrugated Pipe 4" to 54" Be able to read drawings and specs. Be able to operate sight level to obtain grade/elevation. **Only applicants with 4+ year of previous experience will be considered.**

To apply: E-mail resume to bmore@oedworks.com



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CONSTRUCTION

Welders

Cut, contour, and bevel metal plates and structural shapes to dimensions as specified by blueprints, layouts, work orders, and templates, using powered saws, hand shears, or chipping knives. Dismantle metal assemblies or cut scrap metal, using thermal-cutting equipment such as flame-cutting torches or plasma-arc equipment. Ignite torches or start power supplies and strike arcs by touching electrodes to metals being welded, completing electrical circuits. Melt lead bars, wire, or scrap to add lead to joints or to extrude melted scrap into reusable form. 3-5 years of experience required.

To apply: E-mail resume to: bmore@oedworks.com

HEALTHCARE



FutureCare is dedicated to fostering not only the health, but the independence and dignity of residents in clean, properly maintained, and well-furnished surroundings. Operated by an experienced team of skilled managers and guided by the values of workforce diversity. FutureCare also offers competitive pay, insurance (medical, dental, vision, life), 401(k), vacation time, personal leave, holiday pay, flexibility, tuition reimbursement, paid training, and premium pay for select work schedules.

Position	Type
GNA Certified Geriatric Nursing Assistant	Full time
GNA Certified Geriatric Nursing Assistant	Part time
Activities Assistant	PRN
Cook	Full time
Maintenance Assistant	Full time
Housekeeping	Full time
Certified medicine aide	Full time
Dietary Aide	PRN

To apply: APPLY ONLINE: <https://careers-futurecarehealth.icims.com/jobs/search>



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The largest Hotel in Baltimore is recruiting for the premier hospitality team.

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- Gardemange Cook II
- Restaurant Chef

Hospitality has its benefits. The Hilton Family of Hotels provides a very competitive benefits package, which may include:

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- Prescription Drug Program
- Health Care & Dependent Care Spending Accounts
- Income Protection Benefits
- 401 (k) Savings Plan
- Paid Time Off
- Team Member Travel Program
- On-going education and training
- Access to voluntary benefits including home & auto insurance, mortgage, credit union/banking

To apply: APPLY ON LINE. www.hiltonworldwide.com/careers

- Search "Baltimore" and "Hilton"
- Search for desired position
- Apply!

Where did you learn of this position – select other -- and type in Mayor's Office of Employment Development



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HOSPITALITY



New 128-room boutique hotel in the Fells Point neighborhood is recruiting for the premier hospitality team. It will house a restaurant, bar, pool deck grill and bar, and 24 hour fitness center. **To apply:** Visit the Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov> Please reference the job number next to the position.

Current Opportunities available:

Maintenance Tech 590765

Rooms Positions 590774

Food and Beverage Positions 590778

Engineering Positions 590784

Security Positions 590788

Account Executive - 589601

Acts as primary liaison between customer and center; plans, organizes, and coordinates all logistics including event specifications, meetings and site tours for assigned events; coordinates with various departments and service contractors to meet customer needs. Bachelor's degree in business, public relations, hospitality, marketing, or related field from an accredited college or university. Three years (3) of experience at the intermediate level. \$58,300.

To apply: E-mail resume by January 25, 2017 to: rworen@oedworks.com

Project Coordinator – 589594

To provide on-site assistance and clerical support to the Account Executive team in the production of events. Duties include conducting facility tours, overseeing set-ups of exhibit halls and meeting rooms, completing work order forms, and sending follow-up correspondence to clients. Bachelor's degree in business management, facility management, hospitality, marketing, or related field from an accredited college. One year experience in business management, facility management, hospitality, marketing or related field. \$41,326.

To apply: E-mail resume by January 25, 2017 to: rworen@oedworks.com



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MANUFACTURING

Industrial Electrician – 585875

To perform new electrical systems and control installations and have working knowledge of motor controls on high speed and bulk conveying systems. Five (5) years of experience (PLC experience a plus). Candidates must have minimum five (5) years in Electro-mechanical repairs, conduit installations, and working knowledge of schematics and wiring diagrams in an industrial facility. High school diploma with 5 to 10 years of experience as an industrial electrician. Must be able to lift up to 75 pounds. Must possess reliable transportation. Drug screening and background check and references required.

To apply: E-mail resume to: rworen@oedworks.com

Ironworker Forman - 588999

To safely position and unite steel girders, columns, and other structural members to form completed structures or structural frameworks. Read specs and blueprints to determine location, quantity and size of materials. Set up hoisting equipment, hoist steel beams, girders & columns into place using cranes, using hand signals and tag lines. Verify alignment and plumbing of steel structures, make corrections to erected structures; connect columns, beams and girders with bolts, nuts, washers and torquing. Identify hazards & manage risks and safety. Work together with project supervisor on a daily basis to communicate production goals, quality specs of work, and ideas to help team achieve project goals.

High school diploma or equivalent with a minimum of 4 to 6 years of Journey level experience; Ability to work at all heights a must be able to read blueprints, interpret symbols and abbreviations on plans and drawings. Prior rigging experience to include knowledge of hand signals, rigging gear, inspection and proper use, NCCER certification is a plus. Licensing or additional certification may be required depending upon the project location. Extensive knowledge of heavy industrial construction, specifically mechanical, electrical and pipe. Three (3) years supervisory experience in a heavy industrial construction environment. Good organizational abilities, strong oral & written communication skills. **Current driver's license and willingness to travel in the future.** Drug screening, background check and references required.

To apply: E-mail resume to: rworen@oedworks.com

Weld Assistant - 588993

To weld structural members with consistent quality and safe work practices by understanding and following layouts, blueprints and work orders. Identify different types and preparation of materials used in structural welding. Understand proper care in handling materials. Identify and use various types of welding tools, wire and machines. Troubleshoot by understanding blueprints, identify issues, and taking corrective actions. Perform initial QA/QC checks on finished work to ensure conformance with specifications. **Willing to travel in the future.** High school diploma or equivalent with three (3) years welding experience. Proficient in the use of cutting torch, plasma arc, and cutting machines. Prior experience working off lifts or staging. Prior Rigging experience is a plus. Job is full time. **Must have current driver's license and be willing to travel in the future.** Drug screening, background check and references required.

To apply: E-mail resume to: rworen@oedworks.com



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PROFESSIONAL

Accounting Manager – 587645

The Accounting Manager will be responsible for the overall accounting operations including, but not limited to, creating and maintaining all financial records and preparing weekly/monthly reports to ensure timely and accurate financial reporting for the Company. Responsible for financial reporting and maintenance of the general ledger. Will develop, direct, and manage company and department budgets and financial projections; work with accounting firm on annual third party review and tax return; coordinate and assist in timely, consistent, and accurate invoicing; ,monthly analysis and maintenance of P&L and reconciliation of balance sheet accounts. Will review monthly benefit bills in coordination with HR Department; interpret operating results and make specific recommendations for cost reduction and profit improvement. Will work directly with Senior Management on a day-to-day basis

Five to seven (5–7+ years of experience) in all areas of accounting, including billing, month-end close, collections, and client and vendor relations. » Experience with Deltek Vision a big plus. Must possess strong communication skills with the ability to multi-task and meet deadlines required. Bachelor's degree in Accounting, Finance, CPA preferred, not required. Must have advanced-level Microsoft Excel and Word skills.

To apply: rworen@oedworks.com. Please send a cover letter with your resume and at least three professional references.

Resume Heading

The first step in creating your resume is to create a heading. The heading of your resume should include your name and contact information, including a mailing address, phone number, and email address. Your email address should sound professional. For example, if your name is "Brenda Moore," a professional email address might be Brenda.Moore@email.com. If such an email address is already owned by someone else at the time of email creation, Brenda.Moore87@email.com or bmoore87@email.com would also work. If you do not currently have a professional sounding email address, you can create one for free using Gmail. Here is an example of an appropriate resume heading:

Brenda Moore
3482 Pleasant Lake Pathway
Glasgow, NJ 07010 • (551) 232-2004
bmoore87@email.com

Or

Brenda Moore
482 Pleasant Lake Pathway
Glasgow, NJ 07010
(551) 232-2004 • bmoore87@email.com

Source: http://careerconnections.nj.gov/careerconnections/prepare/resumes/assist/resume_heading.shtml



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RETAIL

CVS Health Jobs at CVS in Baltimore, Maryland

Our retail staff at CVS Health is on the front lines of our purpose of providing a better path to health for our customers. As a retail employee with CVS Health, you'll play an integral role in creating positive in-store experiences, provide friendly customer service, assist with purchases, and support merchandising activities. And your work will carry our values into the diverse communities we serve with wide-reaching impact.

Apply online today at: <https://jobs.cvshealth.com/retail-careers>

Date Opened	Job Title	Job Type
3-Jan-17	Clerk Cashier Rx	Part Time
6-Jan-17	Shift Supervisor Trainee	Part Time
9-Jan-17	Clerk Cashier	Part Time
12-Jan-17	Pharmacy Technician	Part Time
12-Jan-17	Store Manager	Full Time

TRANSPORTATION



CDL A Driver

Valid CDL A License required. High school diploma or GED with two (2) years' experience. Must not have more than 3 points and accident free driving record. Safely operates a heavy-duty truck to perform assigned duties on commercial routes. Operates vehicle in accordance with Occupational and Safety Health Act (OSHA) and Department of Transportation (DOT) requirements as well as all local, state and federal requirements and company expectations for the fleet; maintains a clean and safe vehicle. Must pass criminal background check.

To apply: E-mail a resume with job title in the subject to bmore@oedworks.com



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HORSESHOE CASINO



Horseshoe Casino Baltimore is hiring. For more information about open positions and qualifications required for jobs posted, please visit the Horseshoe Casino Baltimore website:

www.horseshoebaltimore.com or go to the Horseshoe Hiring Center located at 175 W. Ostend Street, Baltimore, MD. Please select "MOED" when asked "how did you hear about the job". If you don't have a computer or Internet access, you can visit a One Stop Career Center or MOED Community Job Hub Location. Career Center and Community Job Hub locations can be found at the end of this Hot Jobs publication.

To apply: Please log onto: <https://caesars.hodesiq.com/Default.aspx>





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CURRENT BALTIMORE CITY SCHOOL CONSTRUCTION EMPLOYMENT OPPORTUNITIES



Baltimore City is currently experiencing one of the biggest construction projects Baltimore has seen in decades: the 21st-Century School Buildings Plan will bring more than two dozen new or renovated schools to neighborhoods across Baltimore. Click [here](#) to learn more about the 21st-Century School Buildings Plan.

School	Open Position	# of Positions	Prior experience required
Ft. Worthington E.S.	Electrical Apprentice	3	Current enrollment in Electrical Apprenticeship Program
John E. Howard E.S	Electrician	1	7 years of Commercial Electrical
John E. Howard E.S	Fabricator	2	3-5 years
John E. Howard E.S	Ironworker	2	3-5 years
Lyndhurst ES/MS	Bricklayer	4	3 years
Lyndhurst ES/MS	Mason Tender	4	1 year

How to Apply?

Email your resume to: schooljobs@oedworks.com or mail/drop off resume to: Mayor's Office of Employment Development, 3001 E. Madison Street Baltimore, MD 21205
Resumes will be reviewed and you may be contacted only if you have previous experience for the open position.



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www.oedworks.com

Now Hiring!!

EXPLORE EMPLOYMENT OPPORTUNITIES WITH THE CITY OF BALTIMORE

Baltimore City Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the online eRecruit system. Click the link below to review additional opportunities!

<http://agency.governmentjobs.com/baltimorecity/default.cfm>

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Closing Date</u>
Community Health Nurse 1 – Health Department	\$50,863- \$60,059	Continuous
Construction Mechanical Inspector I – Dept. of Housing	\$36,681 - \$44,199	Continuous
Mason I – DPW	\$32,114 - \$35,378	Continuous

Baltimore City Non-Civil Service

Anyone meeting the minimum qualifications is encouraged to apply via the instructions listed on the job announcement. Click the link below to review additional opportunities!

<http://humanresources.baltimorecity.gov/employment/non-civil-service>

Featured Jobs:

<u>Position</u>	<u>Wage/Salary</u>	<u>Agency</u>
Digital and Social Media Intern	\$8.00 - \$17.60 hr.	Department of General Services
Fiscal Administrator	Commensurate with education and experience	Mayor's Office of Information Technology (MOIT)
Medical Assistance Billing Coordinator	\$35,564 - \$42,446	Health Department



Now Hiring!!

MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



Eastside One-Stop Career Center

A proud partner of the
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3001 E. Madison St.
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 410-396-9030

Northwest One-Stop Career Center

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2401 Liberty Heights Ave.
 Mondawmin Mall
 Baltimore, MD 21215
 410-396-7873

Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.
 (Gillmor St. entrance)
 Baltimore, MD 21217
 410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
 Baltimore, MD 21205
 410-732-2661

Workforce Reception Center

(By referral only)
 100 W. 23rd Street
 Baltimore, MD 21218
 Phone (410) 396-6580

Visit one of our Satellite Employment Centers!

Bon Secours Community Works

26 N. Fulton Ave.
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 410-362-3629

Friendship Outreach Center

7200 Harford Road
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GEDCO

5513 York Rd.
 Baltimore, MD 21212
 410-532-7117

My Brother's Keeper

4207 Frederick Avenue
 Baltimore, MD 21229
 410-644-3194

Employment Connection Center

1410 Bush Street
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The following opportunities are available with the Mayor's Office of Employment Development. For more information and instructions on how to apply please visit www.oedworks.com

<u>JOB TITLE</u>	<u>POSTING #</u>	<u>STATUS</u>
Career Development Facilitator	8459	Full-Time, Regular \$33,263 - \$43,245
Employment Advocate	8463	Temporary, Part-time without benefits \$32,934
Fiscal Analyst (<i>Temporary up to 6 months</i>)	8462	Temporary—No Benefits--\$30.58/hr.
Intake Specialist/Office Assistant I	8464	Fulltime-Regular - \$23,900
Manager (<i>Contracting & Compliance Reporting</i>)	8453	Full-Time, Regular \$62,000 - \$80,600
Senior Fiscal Analyst	8461	Full-Time, Regular \$58,300



<u>Position</u>	<u>Salary</u>	<u># Job Openings</u>	<u>Job Description</u>
Assessment Staff	\$12.00/hr.	2	Full Description



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Now Hiring!!

TRAINING OPPORTUNITY

Outpatient Pharmacy Technician

On the Job Training Opportunities. Earn a paycheck while you learn!

TRAINING DESCRIPTION: Customized on the job training opportunity that will prepare participants to pass the Pharmacy Technician Certification Board exam that is required for employment. Participants will be paid during the training period which is 12 weeks. Also included:

- An overview of all workflow steps utilizing the pharmacy system
- Standard Operating Procedures for Johns Hopkins
- Johns Hopkins Outpatient Pharmacy practices

JOB DESCRIPTION: -Pharmacy Technicians (ONET:29-2052.00)

Under direct supervision of pharmacists and in coordination with other technicians, pharmacy technicians are responsible for a variety of duties to assist in the preparation and packaging of medications, distribution and delivery of medications, maintaining proper inventory levels of medications, and keeping appropriate records and documentation. Other duties may include operating cash registers stocking shelves and labeling bottles. The pharmacy technician will report directly to the pharmacy business manager.

<u>Position</u>	<u>Wage</u>
Outpatient Pharmacy Technician	\$12.21/hour

Minimum requirements include the following:

- Baltimore City resident
- High school diploma or GED
- Good communication and interpersonal skills
- Able to handle multiple tasks in a busy environment
- Basic computer/data entry skills
- Good customer service skills
- Must pass pre-employment occupational health screening
- Must pass criminal background check
- Must be and remain drug and alcohol free –random drug tests conducted
- Must be at least 18 yrs. of age or older
- Must have 8th grade Math and Reading levels as measured by TABE
- Must pass the MD Pharmacy Technician Certification Board exam
- Must be licensed with the State of MD Board of Pharmacy
- Must have knowledge of and a strong desire to work in the healthcare industry

Contact a Career Center below for more information on how to access these training opportunities.

Eastside One Stop Career Center

3001 E. Madison Street Baltimore, MD 21205 Phone: 410-396-9030

Northwest One Stop Career Center

Mondawmin Mall, 3rd Floor Baltimore, MD 21215 Phone: 410-396-7873

Employment Connection Center

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Now Hiring is a service of the Mayor's Office of Employment Development, the Workforce Investment Board, and multiple workforce partners. Here are some additional websites to assist your job search.

Baltimore City Community College	Education	www.bccc.edu
Baltimore City Government	Government	www.baltimorecity.gov
Employment 911	Government	www.employment911.com
Federal Government	Government	www.usajobs.gov
Maryland Workforce Exchange	Government	https://mwejobs.maryland.gov
Mayor's Office of Employment Development	Government	www.oedworks.com
SummerJobs.com	Government	www.summerjobs.com
Maryland non-profits	Government	www.marylandnonprofits.org
Veterans central	Government	www.vetcentral.com
Maryland Government	Government	www.maryland.gov
BestJobsUSA.com	Private Sector	www.bestjobsusa.com
Career	Private Sector	www.career.com
Career Board	Private Sector	www.careerboard.com
Career Mag	Private Sector	www.careermag.com
Career Site	Private Sector	www.careersite.com
Cool Works	Private Sector	www.coolworks.com
Employment Spot	Private Sector	www.employmentspot.com
Employment Guide	Private Sector	www.employmentguide.com
Groove Job	Private Sector	www.groovejob.com
Indeed	Private Sector	www.indeed.com
Job.com	Private Sector	www.job.com
JobBankUSA	Private Sector	www.jobbankusa.com
Jobing	Private Sector	www.jobing.com
Jobs	Private Sector	www.job.net
Monster	Private Sector	www.monster.com
My next Move	Private Sector	www.mynextmove.org
Nation Job	Private Sector	www.nationjob.com
Net-Temps	Private Sector	www.net-temp.com
Snag A Job	Private Sector	www.snagajob.com
Sologig.com	Private Sector	www.sologig.com
The Ladders.com	Private Sector	www.TheLadders.com
True Careers	Private Sector	www.truecareers.com
American Preferred Jobs	Private Sector	www.preferredjobs.com
Baltimore Help Wanted	Private Sector	www.baltimorehelpwanted.com
Career Builder	Private Sector	www.careerbuilder.com
Vault	Private Sector	www.vault.com



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All applicants must register with the Maryland Workforce Exchange. For a more detailed description of each job listed and for additional job listings, visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov> Please reference the number next to the position. If you do not have access to a computer or email, stop by a One Stop Career Center as listed below.

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My Brother's Keeper

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Govans Ecumenical Development Corporation (GEDCO)

Community Job Hub
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