



Now Hiring!!

AUG 10 – AUG 24, 2018

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

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

RYE STREET TAVERN

CAREER INFORMATION SESSION

Learn about current opportunities and the application process



August 16th 2018 @10am

Employment Connection Center
1410 Bush St. Baltimore, MD 21230
410-396-1052

HOW TO REGISTER FOR THE EVENT:

Please come to the Employment Connection Center between M-F between 8:30am to 11:30am and bring 2 forms of ID & Resume
**Must pre-register by August 15th!*

SEEKING TO FILL THE FOLLOWING POSITIONS:

- Line Cook Server
- Runner Bartender
- Host

**Candidates must have a HS Diploma or possess an equivalent vocational training certificate. 1 year of experience in a fine dining restaurant group required.*

www.oedworks.com



Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners



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MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED) CAREER CENTERS

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Did you know that we have partners available at our career centers? They provide support services needed to assist with your training or employment goals. Below are some of the partner services offered.

August Partner Activities	
Activity	Times & Locations
Child Support Specialist Outreach- Customers will have an opportunity to speak with a representative from the Office of Child Support to address their child support issues.	Northwest One-Stop Career Center- Every Mon, Wed & Fri @ 8:30a - 4p Every Tue @ 11a - 6:30p Eastside One-Stop Career Center- Every Thur @ 10a - 6p
D.O.R.S. Representative- Customers will have an opportunity to speak with a Department of Rehabilitation Services representative. Referral required. Call D.O.R.S. at 410-333-6120.	Northwest One-Stop Career Center- Please contact Business Service Representative for an appointment.
Earned Benefits- An online, computer program that streamlines criteria for multiple support services to determine customer's eligibility for services and/or benefits such as: food stamps, Earned Income Tax Credit, (WIC) vouchers, medicaid, transitional childcare, home ownership credit, legal help, Maryland Energy Assistance, school lunch program.	Northwest One-Stop Career Center- Every Mon, Tues, Wed & Fri @ 9a - 3p
Federal Bonding- The Federal Bonding Program issues fidelity bonds, which are business insurance policies that protect employers in case of theft, forgery, larceny, or embezzlement of money or property by an employee who is covered by the bond. The bond covers jobseekers with criminal background issues.	Northwest One-Stop Career Center - Every Mon, Wed, Thur & Fri @ 8:30a - 3p Eastside One-Stop Career Center - Every Mon - Fri @ 8a - 4p
GED Class- Gives instruction on the five components of the GED test and prepares students for the exam.	Northwest One-Stop Career Center- Every Mon - Thur @ 9a -12p Eastside One-Stop Career Center- Every Mon - Thur @ 1p - 4p
Maryland Education Opportunity Center- Services include assistance with college/technical School Admissions, financial aid information, applications, career counseling and GED referrals.	Northwest One-Stop Career Center - Every Wed @ 10a - 1p Eastside One-Stop Career Center - Every Mon & Wed @ 11:30a - 1p

Visit www.oedworks.com and select Job Seeker Services in the main menu to locate services from our partners today!



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BUSINESS SERVICES

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Accounts Receivable Specialist - 863734	At least 3-5 years' experience handling Accounts Receivables (collections and deductions management); Experience in Accounts Receivable in the grocery or retail market a plus; experience with high volume cash application and deduction processing preferred. Strong computer and Excel skills with the ability to use V-lookups and Pivot Tables; Experience with Microsoft Navision is a plus.	Apply on MWE
Bookkeeper - 859947	Must have at least 3 yrs of previous exp. With processing payroll, accounts payable, accounts receivable, general ledger and benefits. Must assist with general secretarial duties, will provide input in approving or rejecting existing or new suppliers.	Apply on MWE or email resume to: rworen@oedworks.com
Chief Financial Officer- 858732	Bachelor's degree in business, accounting or related discipline with at least 4 years of experience in a similar role. Strong leadership, communication, project management and sales and marketing skills. Successful start-up experience. Experience with strategic planning, setting business objectives, budgeting and financing strategies to generate positive revenue.	Apply on MWE
Exhibitor Services Representative- 855581	Will be responsible for assisting exhibitors at trade shows/convention and customer service support functions, such as completing orders, answering questions, handling invoices and other administrative and customer service functions pre show, during show, and post show.	Apply on MWE
Process Administrator – 859950	HSD or GED with courses in quality control, 1 - 2 years of experience in administration in a manufacturing environment. Experience with Microsoft Office software, in a manufacturing environment. Knowledge of QMS requirements and AS9100 auditing.	Apply on MWE or email resume to: rworen@oedworks.com

To view full job descriptions and to apply online for immediate consideration, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> OR Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*

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CONSTRUCTION

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<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Driver/Helper- 866216	1 year of experience preferred. Must be able to use basic hand tools and be agreeable to work on a roof. Must be able to lift up to 50 lbs. Must have security clearance to work at BWI airport. Employer willing to train a motivated and committed individual to assist with roof repairs on various systems. Includes metal flashings and rooftop units. The work will be completed at BWI airport to start. Other projects will include the roof work that will be done throughout Baltimore City.	Apply on MWE
Field Tech II- 865674	1 year of construction experience is desired. Familiarity with pipe and cable locators, maintenance of traffic, survey, or vacuum excavation truck experience is a plus. Ability to follow instructions, being punctual, possess the ability to be trained, mentored and have a positive can-do attitude.	Apply on MWE
Furniture Installers - 866226	Prior furniture assembly installation experience preferred. Current driver's license with clean record for transportation to work sites. Must have own tools. (See MWE for list of tools needed). Comprehensive background screening with no felony convictions as much work is done on government worksites. Random drug screening conducted.	Apply on MWE or email resume to: rworen@oedworks.com
Glazier Laborer- 870273	Previous experience and driver's license required. Must pass an alcohol/drug test and national criminal background check. Baltimore city residency required.	Apply on MWE
Roof Laborer- 865337	HS Diploma/ GED and experience required. Must pass an alcohol/drug test and national criminal background check. Baltimore city residency required.	Apply on MWE

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HOSPITALITY

Position/ MWE Job Order #	Requirements	How to Apply
Bakery Decorator	Candidates must have a high school diploma and a food manager certification. One year of baking and decorating skills. Must have experience working with cash and credit transactions, and possess demonstrated customer service skills. Candidates must be able to work all days of the week.	Email resume to: rworen@oedworks.com
CDL-A Driver	High school diploma or GED preferred. Valid CDL-A commercial driver's license required, with clean driving record with 2 points or less. 1 year proven experience in commercial truck driving preferred. Must be skilled at driving and parking large, heavy vehicles.	Email resume to: clester@oedworks.com
Facility Maintenance Supervisor- 855084	Minimum Four years of experience, facility Management Certifications preferred. Strong organizational and analytical skills. Driver's License required	Email resume to: clester@oedworks.com
Lead Room Attendant - 862954	Strong leadership abilities required. Ability to maintain organization and exercise good judgement. Prepares department's annual budget.	Apply on MWE or email resume to: clester@oedworks.com
Operations Manager- 871247	Local company seeking candidate to oversee all aspects of store operations small convenience store in Baltimore City. Must have experience leading a team, and effectively communicate with store managers and staff. Must be available to work flexible hours including holidays and weekends, and be on call as needed. Must be comfortable monitoring social media accounts, have reliable transportation and a Food Manager certification.	Apply on MWE

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*



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HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
Clinical Supervisor	Supervisory experience in human services program and bachelor's degree are required. Must have knowledge of maternal-infant health, experience in home visitation w/ strong understanding of primary prevention services for the 0 – 5 population. Must successfully complete within 2 months the Healthy Families America Core Training for Supervisors and Family Assessment Training.	Email resume to: cbuckley@oedworks.com By 8/17/18
Family Support Worker	Bachelor's degree in social work or related field required. Must have 2 years of experience working in human services and conducting home visits. Must have a driver's license and access to personal vehicle.	Email resume to: cbuckley@oedworks.com By 8/17/18
Residential Aide- 860457	HS diploma or GED required. Must be at least 21 years of age. Must be capable of performing housekeeping duties, including cooking, cleaning and laundry and have a sympathetic attitude towards the care of the sick and elderly. All applicants must undergo urinalysis testing and criminal background check prior to hire. Ability to do extensive bending, lifting, and standing on a regular basis.	Apply on MWE or email resume to: rworen@oedworks.com
Specialized Case Manager – 860417	Bachelor's degree in social work or related field required. Must have 2 years of experience working with people with HIV/AIDS, homelessness, substance abuse, and/or mental illness within the Hispanic community. English and Spanish language proficient (written and spoken), with a demonstrated cultural sensitivity to issues facing the Hispanic HIV Client. Must have a driver's license and access to reliable transportation.	Apply on MWE or email resume to: rworen@oedworks.com

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MANUFACTURING

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
CNC Machinists	High school diploma or GED. Two years of experience operating CNC equipment or completion of apprentice program. Ability to read and understand blueprints; Subject to background check and drug screening as the company is a Government contractor.	Email resume to: rworen@oedworks.com
Machine Adjuster- 867174	High school diploma or equivalent; able to read and understand manufacturing work orders and instructions. Previous experience with setup, repairing and running machinery with precision moving parts required. Must be able to lift up to 50 pounds to shoulder height. Operator must stand in a confined area for extensive periods of time, and walk short distances. Ability to use hand tools, and work with inks, chemicals, solvents, adhesives. Background and drug screening.	Apply on MWE
Sales Representative – 868056	Must have solid customer relation qualities and ability to maintain substantial knowledge of items sold. Must have own transportation. Competitive salary and benefits offered based on experience.	Apply on MWE

To view full job descriptions and to apply online for **immediate consideration**, please reference the job order number (if provided), at: <https://mwejobs.maryland.gov> **OR** Email your resume including the position and MWE Job Order # in the subject line (if provided). *Job Orders may close without notice.*



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JOBSEEKER TIP

Are You Making These 3 Common Resume Errors?

Everyone knows that basic spelling or grammar errors can get your resume filed to the waste bin quickly. Avoiding common resume woes lets you stand out from the application crowd and impresses potential employers with your attention to detail. Are you making any of these three common errors?

Not including the right keywords

Fill your resume with action-based keywords that are relevant to your niche and experience — including what you've done, the tools you've used and the skills and education you have. Hiring managers and recruiters use software to search application databases and online resumes, so keywords are critical to getting found.

Failure to format intelligently

White space is important for printed results, so use headers, bullets and space between paragraphs. Create a second, digital version of your resume to upload to databases and recruiting sites. When emailing your resume, be sure recruiters can open it. Opt for a universal format like PDF. Typically, a company will specify a file format, which you should use or risk no one ever looking at your application.

Not tailoring resumes for job offers

You might not want to rewrite your resume for every application, but don't use a resume that landed you an entry-level accounting job to apply for a bookkeeping management position. Review the job description and keep notes of keywords and phrases to use. By tailoring your resume to the job description you will appear better-qualified.

Source: <http://blog.goresumes.com/resume-tips/making-3-common-resume-errors/>



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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!

<https://www.governmentjobs.com/careers/baltimorecity>

Featured Jobs:

Position	Wage/Salary	Closing Date
Assistant Manager, Valet Regulations	\$48,672/yr	8/16/18
Community Aide: Seasoned Administrative Assistant – Account and Billing	\$11.04-\$16.97/hr	Continuous
Deputy City Auditor	\$110,976 - \$183,192/yr	Continuous
Recreation Leader II	\$32,131 - \$37,512/yr	8/19/18
Tow Truck Operator	\$32,666 - \$35,265/yr	Continuous
Utilities Installer and Repairer Supervisor I	\$35,169-\$41,599/yr	8/19/18

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!

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

Featured Jobs:

Position	Wage/Salary	Agency
Contract Services Specialist II (Accounting Assistant)	\$15.00-\$22.00/hr	Department of General Services
Deputy Commissioner, Youth Wellness and Community Health	Commensurate with experience	Health Department
Operations Officer V (Accounting Manager)	\$79,152 - \$126,582/yr	Finance Department
Overdose Fatality Review Coordinator	Commensurate with experience	Health Department



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MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



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>
Accountant II	8497	Full-Time, Regular with Benefits, Starts at \$59,466
Business Services Analyst	8500	Full-time, Regular with Benefits, Starts at \$60,655
Human Resources Business Partner	8502	Full-time, Regular with Benefits, \$73,868 - \$118,085
Intake Specialist/ Office Assistant I	8503	Full-time, Regular with Benefits, Starts at \$25,363
Maintenance Mechanic	8504	Full-time, Regular with Benefits, Starts at \$33,321.36
Van Driver	8499	Part-Time, Temporary with no Benefits, Starts at \$13.90/hr



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Baltimore City Government Employment 911	Government	www.baltimorecity.gov
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
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 Site	Private Sector	www.careersite.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
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
Baltimore Help Wanted	Private Sector	www.baltimorehelpwanted.com
Career Builder	Private Sector	www.careerbuilder.com
Vault	Private Sector	www.vault.com

All applicants must register with the Maryland Workforce Exchange. For a detailed description of each job listed and for additional job listings, visit the Maryland Workforce Exchange (MWE) 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 in this publication.