



Now Hiring!!

JULY 27 – AUG 10, 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) 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*****



EXPERIENCED
One on One Aides are invited
to an interview session
Friday, August 10, 2018 10:00 am SHARP
Eastside Career Center
3001 E. Madison Street, Baltimore, MD 21205

Minimum Requirements

- High school Diploma or GED equivalent
- Minimum of one (1) year recent experience
- Demonstrate great verbal and written skills
- Have a passion for working with children
- Must be able to meet Public School System eligibility

You Must Pre-Register to be scheduled for an interview at the Eastside Career Center. Please arrive no later than 9:45am. Please RSVP Ms. Moore-Durant (410) 396-9030 by **August 8, 2018**.

All applicants must register with the Maryland Workforce Exchange. Please visit Maryland Workforce Exchange (MWE) at: <https://mwejobs.maryland.gov>

Please come dressed for an interview and bring a photo ID, social security card and resume.



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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Baltimore, MD 21217
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Workforce Reception Center

(By referral only)

100 W. 23rd Street
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Phone (410) 396-6580

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Bon Secours Community Works

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GEDCO

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410-532-7117

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MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED) MOBILE WORKFORCE CENTER



The mobile workforce center provides services offered by MOED staff with expertise in specific job preparation areas. Direct services are provided onsite including, job search assistance, resume assistance and more. Please see the upcoming dates and locations below to meet the mobile workforce center in your area.

Monday, July 30, 2018

Cherry Hill Town Center, 618 Cherry Hill Rd. 9:00am -11:00am

Family Dollar, 3645 Potee St. 1:00pm -3:00pm

Tuesday, July 31, 2018

Highlandtown Village Shopping Center, 3800 E. Lombard St. 9:00am - 11:00am

Hamilton Park Shopping Center, 2311 E. Northern Pkwy. 1:00pm -3:00pm

Wednesday, August 1, 2018

Lexington Market, 200 block of N. Paca St. 9:00am - 11:00am

Edmondson Village Shopping Center, 4532 Edmondson Ave. 1:00pm -3:00pm

Thursday, August 2, 2018

Reisterstown Road Plaza, 6564 Reisterstown Rd. 9:00am - 11:00am

Erdman Shopping Center, 3833 Erdman Ave. 1:00pm - 3:00pm

Monday, August 6, 2018

Westside Shopping Center, 2413 Frederick Ave. 9:00am - 11:00am

Avenue Market, 1700 Pennsylvania Ave. 1:00pm -3:00pm

Tuesday, August 7, 2018

Walgreens, 1300 E. North Ave & Harford Rd. 9am -11:00am

Gardenville Shopping Center, 4214 Frankford Ave. 1:00pm -3:00pm

Wednesday, August 8, 2018

Penn-North Recovery Center, 1600 N. Carey St. 9:00am -11:00am

Thursday, August 9, 2018

Belair Edison Crossing, 2401 Belair Rd. 9:00am - 11:00am

Maxway Lot, 3700 block of W. Belvedere Ave. 1:00pm - 3:00pm

Visit www.oedworks.com and select Job Seeker Services in the main menu, then click Mobile Workforce Center to locate additional dates and locations!



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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 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 or email resume to: ddurant@oedworks.com
Furniture Mover/Customer Representative- 848219	Valid Driver's License w/clean driving record. Customer service experience. Must be able to lift and move, assemble and deliver heavy furniture items. Ability to work 40-50 hours a week as needed.	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

<u>Position/ MWE Job Order #</u>	<u>Requirements</u>	<u>How to Apply</u>
Carpenter- 860092	3-5 years' experience in finish carpentry required. Possession of basic hand tools & vehicle to job sites and knowledge of lumber grades and countertop materials required.	Apply on MWE or email resume to: ddurant@oedworks.com
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
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
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

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HEALTHCARE

Position/ MWE Job Order #	Requirements	How to Apply
Companion Aide- 847758	Must be at least (18) years of age, be self-directed and work with minimal supervision of the assigned registered nurse. Must have previous experience in cooking, cleaning, laundry, and shopping. Valid and current driver's license, first aid and CPR certifications and ability to pass background check.	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.*

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
Bartender-846744	Bartending experience in fine dining establishment is needed.	Apply on MWE
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

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Position/ MWE Job Order #	Requirements	How to Apply
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
Maintenance Associate - 855078	Will be responsible for janitorial duties including clean up and clear out of apartment residences, cleaning showers and counter tops; stripping and mopping floors using heavy floor buffers. Must be able to lift up to 50 pounds.	Apply on MWE or email resume to: ddurant@oedworks.com
Room Attendant- 831140	High school diploma/GED and prior hospitality housekeeping experience preferred. Must have the ability to work with computer applications.	Apply on MWE

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HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
Addictions Counselors- 862816	A basic knowledge of substance abuse and dual diagnosis is essential. Trainee status from Board of Professional Counselors and Therapists or certification as a licensed addiction counselor. Compliance with State/Federal or Certification/Licensure training requirements.	Apply on MWE
Director of Youth Housing Services – 860397	Bachelor's degree and 3 years of experience in the psychiatric rehabilitation and/or mental health field, supervisory skills, program compliance and management and the ability to work with staff and clients from diverse backgrounds. Must have knowledge of low-income housing and behavioral health issues, particularly as they relate to individuals with disabilities.	Apply on MWE or email resume to: rworen@oedworks.com

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HUMAN SERVICES

Position/ MWE Job Order #	Requirements	How to Apply
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

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.*

The Job Search



Tips for conducting a safe, effective Web job search

- Use reputable sites.
- Limit the number of sites on which you post your résumé.
- Use a dedicated, professional-sounding e-mail address.
- Limit personal information.



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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
Construction Building Inspector II	\$47,603 - \$57,857/yr	Continuous
Operations Assistant I, HMIS Operations Coordinator	\$42,552-\$68,042/yr	Continuous
Recreation Leader	\$32,131 - \$37,512/yr	Continuous
Tow Truck Operator	\$32,666 - \$35,265/yr	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!

<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
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
Senior Clerk/Follow-Up Specialist	8501	Full-time, Regular with Benefits, Starts at \$25,363
Van Driver	8499	Part-Time, Temporary with no Benefits, Starts at \$13.90/hr



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

<u>Position</u>	<u>Salary</u>
Enrollee Service Specialist	\$15.00/hr.
Job Coach	\$15.00/hr.
Unit Clerk	\$11.50/hr.
Unit Supervisor	\$18.00/hr.



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Baltimore City Community College	Education	www.bccc.edu
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.