



**Clermont
County**

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JOB ORDER FORM

| | | | |
|--|---|---|---|
| Company: TATA Consultancy Services | | Date: 3/9/18 | |
| Address: 1 Crowne Point Court | | | |
| City: Sharonville | State: Ohio | Zip: 45241 | Location: Sharonville |
| Website: www.TCS.com | | | Phone: |
| E-Mail: sean.lawrence@tcs.com | | | Fax: |
| Contact Name: Sean Lawrence | | Dept: BPO | |
| Position Available: Junior Purchasing Agent | | Number of Openings: 14 | |
| <p>The Junior Purchasing Agent will be responsible for managing inventory levels, pricing and procurement. The Junior Purchasing Agent will meet with vendors and suppliers to discuss current products, potential new products and services, availability and lead times, as well as quality of goods they will regularly review/evaluate vendor performance and qualification based on the pricing, quality of goods, ability to deliver on time, and customer service quality.</p> <p>The major responsibilities are as follows:</p> <ul style="list-style-type: none"> • RFQ Building, Drawing - Simple RFQ Build, Send Drawings, Follow up with Suppliers • Building orders and creating folders for Parts and Tooling. • PO Maintenance - PO Maintenance, Requirement transfers, Overlaps, Percentage Split, Deflation Reports • Material Amendments • Tracking Number Requests and running Weekly Reports • Review and clear manual commits • Problem Lots - Problem Lot email to Ops, Provide Weekly PL report • Able to Place PO, Requisitions • Should able to handle Supplier negotiations and RFQ processes <p>Job Requirements</p> <ul style="list-style-type: none"> • Ability to co-ordinate with multiple technical teams, Business users and Customer • Strong communication skills are a must. • Proficient with MS Office. • Ability and desire to learn different operational software • Associates Degree in Business or Supply Chain is preferred, but not required. | | | |
| <p>How should the applicants be advised to contact your company concerning the job opening?</p> <p>--- Mail Resume/application ----- Fax resume/application ---- In person -- Call in --- website --X--email</p> | | | |
| Based upon experience | <input type="checkbox"/> Hourly | Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd | Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| Wage: | <input type="checkbox"/> Salary | | |
| Minimum Education Required: | <input type="checkbox"/> Some High School | <input checked="" type="checkbox"/> Associates Degree | <input type="checkbox"/> High School Degree or Equivalent |
| | <input checked="" type="checkbox"/> Vocational Degree | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Master's Degree |

3590442

JOB ORDER FORM

| | | | |
|--|---------------------------------|--|--|
| Company: Jiffy Lube Beechmont Ave | | Date: 3/8/18 | |
| Address: 8395 Beechmont Ave | | | |
| City: Cincinnati | State: Ohio | Zip: 45255 | Location: 00462 |
| Website: https://www.jiffylube.com/ | | Phone: 513 474 2215 | |
| E-Mail: store00462@jiffylube.com | | Fax: N/A | |
| Contact Name: Jim Phillips or Walter Johnson | | Dept: N/A | |
| Position Available: Customer Service Adviser | | Number of Openings: 3 | |
| Responsibilities/ Requirements/Benefits: | | | |
| <p>Responsibilities:</p> <ul style="list-style-type: none"> • Cash & inventory monitoring & control • Assist customers as needed • Perform services that the customer requests <ul style="list-style-type: none"> ◦ Oil change ◦ Tire rotation ◦ Vacuum interior floors ◦ Wash exterior windows <p>Requirements:</p> <ul style="list-style-type: none"> • Must be 17 years of age or older. • Must be able to work weekends. • Must be able to stand and walk for up to 4 hours without a break. • Must be able to work in an environment that requires repetitive and prolonged bending and reaching. • Must be willing to work in an environment that may expose you to fumes and cleaning products. • Must be willing to work in an environment that may expose you to the elements of extreme heat or extreme cold. • Must be able to work in an environment that requires repetitive heavy lifting. • Must be able to read, speak and understand English, including spoken word. <p>Benefits:</p> <ul style="list-style-type: none"> • Flexible schedule • Advancement from within the company • Company paid training • Company will pay for ASE certification (first attempt) • Employee discount programs • Competitive pay | | | |
| <p>How should the applicants be advised to contact your company concerning the job opening?</p> <p>--- Mail Resume/application ---- Fax resume/application ---- In person x -- Call in --x- website -x---email</p> | | | |
| Based upon experience | <input type="checkbox"/> Hourly | Shift: <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd | Status: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time |
| Wage: | <input type="checkbox"/> Salary | | |
| Minimum Education Required: <input checked="" type="checkbox"/> Some High School <input type="checkbox"/> Associates Degree <input type="checkbox"/> High School Degree or Equivalent | | | |
| <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree | | | |

3589783



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JOB ORDER FORM

| | | | | |
|---|--|---|-----------------------|---|
| Company: Jiffy Lube Beechmont Ave | | | Date: 3/8/18 | |
| Address: 8395 Beechmont Ave | | | | |
| City: Cincinnati | | State: Ohio | | Zip: 45255 |
| Website: https://www.jiffylube.com/ | | | Phone: 513 474 2215 | |
| E-Mail: store00462@jiffylube.com | | | Fax: N/A | |
| Contact Name: Jim Phillips or Walter Johnson | | | Dept: N/A | |
| Position Available: Lube Tech | | | Number of Openings: 4 | |
| Responsibilities/ Requirements/Benefits: Responsibilities: <ul style="list-style-type: none"> • Perform services that the customer requests <ul style="list-style-type: none"> ◦ Oil change ◦ Tire rotation ◦ Vacuum interior floors ◦ Wash exterior windows Requirements: <ul style="list-style-type: none"> • Must be 17 years of age or older. • Must be able to work weekends. • Must be able to stand and walk for up to 4 hours without a break. • Must be able to work in an environment that requires repetitive and prolonged bending and reaching. • Must be willing to work in an environment that may expose you to fumes and cleaning products. • Must be willing to work in an environment that may expose you to the elements of extreme heat or extreme cold. • Must be able to work in an environment that requires repetitive heavy lifting. • Must be able to read, speak and understand English, including spoken word. Benefits: <ul style="list-style-type: none"> • Flexible schedule • Advancement from within the company • Company paid training • Company will pay for ASE certification (first attempt) • Employee discount programs • Competitive pay | | | | |
| How should the applicants be advised to contact your company concerning the job opening? --- Mail Resume/application ----- Fax resume/application ---- In person x-- Call in -x-- website ---x-email | | | | |
| Based upon experience | | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | | Shift: <input checked="" type="checkbox"/> Day <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd |
| Wage: | | Status: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time | | |
| Minimum Education Required: <input checked="" type="checkbox"/> Some High School <input type="checkbox"/> Associates Degree <input type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree | | | | |

385775



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JOB ORDER FORM

Company: Jiffy Lube Beechmont Ave Date: 3/8/18
Address: 8395 Beechmont Ave
City: Cincinnati State: Ohio Zip: 45255 Location: 00462
Website: https://www.jiffylube.com/ Phone: 513 474 2215
E-Mail: store00462@jiffylube.com Fax: N/A
Contact Name: Jim Phillips or Walter Johnson Dept: N/A
Position Available: Assistant Manager Number of Openings: 1
Responsibilities/ Requirements/Benefits:
Responsibilities:
• Cash & inventory monitoring & control
• Supervise team members
• Open and/or close the store
• Assist customers as needed
• Perform services that the customer requests
• Oil change
• Tire rotation
• Vacuum interior floors
• Wash exterior windows
• Train employees as needed
• Evaluate employee performance
Requirements:
• Must be 17 years of age or older.
• Must be able to work weekends.
• Must be able to stand and walk for up to 4 hours without a break.
• Must be able to work in an environment that requires repetitive and prolonged bending and reaching.
• Must be willing to work in an environment that may expose you to fumes and cleaning products.
• Must be willing to work in an environment that may expose you to the elements of extreme heat or extreme cold.
• Must be able to work in an environment that requires repetitive heavy lifting.
• Must be able to read, speak and understand English, including spoken word.
Benefits:
• Flexible schedule
• Advancement from within the company
• Company paid training
• Company will pay for ASE certification (first attempt)
• Employee discount programs
• Competitive pay
How should the applicants be advised to contact your company concerning the job opening?
--- Mail Resume/application ----- Fax resume/application ---- In person -x- Call in --x- website -x---email
Based upon experience Wage: [] Hourly [] Salary Shift: [x] Day [x] 2nd [] 3rd Status: [x] Full-Time [] Part-Time
Minimum Education Required: [x] Some High School [] Associates Degree [] High School Degree or Equivalent [] Vocational Degree [] Bachelor's Degree [] Master's Degree

3589773

JOB ORDER FORM

| | | | |
|---|--------------------|----------------------------|------------------|
| Company: Spectrum | | Date: 3/8/18 | |
| Address: 11349 Reed Hartman Way | | | |
| City: Blue Ash | State: Ohio | Zip: 45242 | Location: |
| Website: https://jobs.spectrum.com | | | Phone: |
| Contact Name: HR | | Dept: | |
| Position Available: Customer Service | | Number of Openings: | |
| <p>Responsibilities/ Requirements/Benefits: Provides basic customer support related to Charter services, including handling billing inquiries and payments. Employees in this role are responsible for establishing and maintaining professional and positive relationships with customers on behalf of Charter and ensuring issues are addressed consistently with company policies and practices. Works under general supervision.</p> <p>MAJOR DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • <i>Actively and consistently support all efforts to simplify and enhance the customer experience.</i> • Process customer orders in a courteous, efficient and timely manner. • Effectively present and discuss Charter products and services. • Convey an image of quality, integrity and superior understanding regarding services. • Manage customer interactions professionally and efficiently. • Effectively address customer questions, complaints and concerns within the scope of responsibility. • Remain current and knowledgeable on every aspect of supported product. • Facilitate customer issue escalations to local management/support as required. Determine necessity for field visits. • Accurately document customer account records based on actions taken. • Fulfill work schedules as required. • Participate in quality coaching sessions to ensure efficient and effective interactions with customers. • Keep supervisor informed of any work-related concerns. • Perform other duties as assigned. <p>REQUIRED QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to read, write, speak and understand English • Ability to handle multiple tasks • Strong organization and time management skills • Excellent interpersonal skills • Proficiency with PCs, Microsoft Office Suite and general intranet navigation <p>Education: High school diploma or equivalent</p> <p>Related Work Experience: Experience working in Customer Service environment.</p> <p>PREFERRED QUALIFICATIONS: Ability to effectively train and offer guidance to other representatives.</p> <p>Related Work Experience: Previous customer service representative experience.</p> <p>WORKING CONDITIONS: Normal office conditions</p> <p>Benefits: Defined career progression plan with opportunities available at 6 months of great performance, Medical/ Dental/ Vision , 401K , Pension Plan, Free and Discounted Services</p> | | | |

How should the applicants be advised to contact your company concerning the job opening?

--- Mail Resume/application ----- Fax resume/application ----- In person -- Call in --x- website ----email

| | | | |
|------------------------------------|--|--|---|
| Based upon experience | <input type="checkbox"/> Hourly | Shift: <input type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd | Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| Wage: | <input type="checkbox"/> Salary | | |
| Minimum Education Required: | <input type="checkbox"/> Some High School | <input type="checkbox"/> Associates Degree | <input checked="" type="checkbox"/> High School Degree or Equivalent |
| | <input type="checkbox"/> Vocational Degree | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Master's Degree |



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| | | | |
|--|---|--|--|
| Company: Spectrum | | Date: 3/8/18 | |
| Address: 11349 Reed Hartman Way | | | |
| City: Blue Ash | State: Ohio | Zip: 45242 | Location: |
| Website: https://jobs.spectrum.com | | | Phone: |
| E-Mail: | | | Fax: |
| Contact Name: HR | | Dept: | |
| Position Available: Field Technician I | | Number of Openings: | |
| Responsibilities/ Requirements/Benefits: | | | |
| <p style="text-align: center;">This position will service the Greater Cincinnati area, which includes Cincinnati, Milford, and Hamilton.</p> <p>JOB SUMMARY Entry Level Position with Training Provided. Under close supervision, perform installs, disconnects, downgrades, and upgrades for residential customers. Position will also be trained to complete reconnects. MAJOR DUTIES AND RESPONSIBILITIES Perform basic installations, disconnects, reconnects, service upgrades and downgrades, and relocates for residential single family, multi-family and/or multi-dwelling units Perform all work as necessary to conform to quality, security and safety control guidelines (includes compliance with requirements outlined in applicable regulations such as OSHA, and FCC and following procedures as outlined in the Customer Premise Network Installation Qualifications (CPNIQ), Technical Quality Assurance (TQA), National Electric Code (NEC), National Electrical Safety Code (NESC), other Installation, Technical Operations, Safety Manuals, and Employee Handbook) Adhere to TQA standards in accordance with company policy Follow security procedures to prevent any unauthorized services Integrate various company services (video, internet, telephone) with customer's equipment Ensure and record proper levels and signal quality within required specifications on active outlets; Verify no signal leakage or ingress is present in the drop network Identify basic distribution problems associated with the RF portions of the forward and reverse plant and refer to Field Engineering Escalate unresolved customer issues to supervisor Clean the premises of all debris and materials after the installation is complete Educate customer on proper use of services and equipment, including channel lineups, and how to access online help Maintain accurate records including time worked, daily logs, gas sheets as required; properly record all required information on data devices and/or work orders Operate communications device in accordance with company policies Operate Company vehicle in a safe and responsible manner. Clean, maintain, stock, and secure assigned vehicle and equipment, in accordance with company policies Utilize and become proficient with tasks, tools, test equipment and information that will enhance business results Adhere to industry specific, local, state and federal regulations, as applicable Know, understand and follow company policy Perform other duties as requested by supervisor</p> <p>REQUIRED QUALIFICATIONS Skills/Abilities and Knowledge Ability to read, write and speak the English language to communicate with employees, customers, suppliers, in person, on the phone, and by written communications in a clear, straight-forward, and professional manner Ability to use the following hand tools electric drills, hammers, wrenches, screwdrivers Ability to walk over all types of terrain in all kinds of weather while carrying tools and equipment, including gaffs, ladders, and fully loaded tool belts Ability to safely use weight-bearing equipment (such as gaffs, safety harness and ladders) within the maximum weight limitations of that equipment Ability to accurately measure distances, using tapes or other measuring devices Ability to carry, climb and operate extension ladder, (approx. 32 ft high and 90 pounds) Ability to climb poles using gaffs, hooks and climbing belt as needed Ability to differentiate between different sizes and colors of wires Ability to make cable connections in tight spaces by bending, reaching, twisting Ability to perform job from high places (i.e. poles and roofs) Ability to work while standing 50 - 70% of the time Ability to work with small components and wires to make cable connections Ability to use handheld communication devices and applications Employer's Job# 213012BR-2 Please visit job URL for more information and to view EOE statement.</p> | | | |
| <p>How should the applicants be advised to contact your company concerning the job opening?</p> <p>--- Mail Resume/application ----- Fax resume/application ---- In person -- Call in --x- website ----email</p> | | | |
| Based upon experience | <input type="checkbox"/> Hourly <input type="checkbox"/> Salary | Shift: <input type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd | Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time |
| Minimum Education Required: | <input type="checkbox"/> Some High School <input type="checkbox"/> Vocational Degree | <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelor's Degree | <input checked="" type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Master's Degree |



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|--|--|---|--|
| Company: Spectrum | | Date: 3/8/18 | |
| Address: 11349 Reed Hartman Way | | | |
| City: Blue Ash | State: Ohio | Zip: 45242 | Location: |
| Website: https://jobs.spectrum.com | | | Phone: |
| E-Mail: | | | Fax: |
| Contact Name: HR | | Dept: | |
| Position Available: Outside Sales Rep. | | Number of Openings: | |
| Responsibilities/ Requirements/Benefits: | | | |
| <p>Are you a self-starter, with a passion for success, great people skills, and a willingness to learn? This is an exciting opportunity to enter the technology and entertainment world as part of Spectrum. We offer exceptional career mobility and combined with our superior products, reputation for service, and the more than 12 million potential new customers within our network's reach, makes now a great time to join us!</p> <p>At Spectrum, we value our employees and recognize outstanding individual contributions. As part of our Residential Sales team, you will be rewarded for your performance AND receive a steady salary. The more you sell, the closer you become to realizing an unlimited earning potential! This is the ideal role for the individual who enjoys being on the go and out of the office, where you will have the opportunity to "own your day" every day, while meeting new people and educating them on all the great services and products Spectrum provides.</p> <p>Self-motivated, independent and goal-oriented individuals find the freedom, entrepreneurial nature and unlimited earning potential of this role very appealing.</p> <p>BENEFITS INCLUDE</p> <ul style="list-style-type: none"> -Guaranteed base salary plus unlimited commission -Comprehensive benefits package including medical, dental, and vision -401(k) plan with company match -Reimbursement for travel related expenses -Paid training to learn what it takes to be a successful Outside Sales Representative -Free and discounted Spectrum cable services -New sales leads every month -Career advancement opportunities -Fun & competitive work environment -An opportunity to grow your career at one of America's top corporations <p>REQUIRED QUALIFICATIONS Skills/Abilities and Knowledge</p> <ul style="list-style-type: none"> Experience in a customer service or sales role; sales experience a plus Willingness to work flexible hours, including-evenings and weekends Valid driver's license, car insurance, a satisfactory driving record and use of a reliable personal vehicle Motivation to sell door to door in residential areas Ability to work outdoors in adverse weather conditions Engaging communication skills to build relationships with prospective customers | | | |
| How should the applicants be advised to contact your company concerning the job opening? | | | |
| --- Mail Resume/application ----- Fax resume/application ----- In person -- Call in --x- website -----email | | | |
| Based upon experience | <input type="checkbox"/> Hourly | Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd | |
| Wage: | <input type="checkbox"/> Salary | Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | |
| Minimum Education Required: | <input type="checkbox"/> Some High School | <input type="checkbox"/> Associates Degree | <input checked="" type="checkbox"/> High School Degree or Equivalent |
| | <input type="checkbox"/> Vocational Degree | <input type="checkbox"/> Bachelor's Degree | <input type="checkbox"/> Master's Degree |



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JOB ORDER FORM

Company: TATA Consultancy Services Date: 3/8/18
Address: 4270 Ivy Pointe Blvd
City: Cincinnati State: OH Zip: 45245 Location: Eastgate
Website: WWW.TCS.com Phone: 513-326-9460
E-Mail: sean.lawrence@TCS.com Fax: 513-326-9244
Contact Name: Sean Lawrence Dept: BPO
Position Available: Records Management Coordinator Number of Openings: 1
Responsibilities/ Requirements/Benefits:
Job Purpose:
Record Management Coordinator will archive Health Authority interactions records to the organization worldwide including affiliates.
Responsibilities:
Supports client Archival coordinators, Affiliates and Regional managers in entering product registration information in archival database
Responsible for indexing and filing regulatory submission documents and correspondence with Health Authorities in the system
Performs quality checks and data entry for information about communication between different Health Authorities in collaboration with drug product managers and regional managers
Assists internal customers or external inspectors in the retrieval of documents and information as per client's records retention policies and standards
Maintains familiarity and adherence to the archiving standard operating procedures and work instructions
Skills / experience:
A Bachelor's Degree or equivalent in Life Sciences or Information Technology
Prior experience in records/information management or medical documentation is highly preferred
Excellent interpersonal and communication skills and experience working in a cross-functional, multi-cultural environment
The candidate should be highly committed to quality even when working under pressure, should have sense of urgency when interacting with client.
Fluency in English as well as a high computer literacy is a prerequisite
How should the applicants be advised to contact your company concerning the job opening?
--- Mail Resume/application ----- Fax resume/application ----- In person -- Call in --- website ---X-email
Wage: Hourly Salary Shift: Day 2nd 3rd Status: Full-Time Part-Time
Minimum Education Required: Some High School Associates Degree High School Degree or Equivalent Vocational Degree Bachelor's Degree Master's Degree

Handwritten number: 385623

JOB ORDER FORM

| | | | |
|---|---------------------------------|---|---|
| Company: H&H Cleaning | | Date: March 7, 2018 | |
| Address: 431 Ohio Pike, #169 | | | |
| City: Cincinnati | State: OH | Zip: 45255 | Location: |
| Website: hhcleaning.biz | | Phone: 513-232-3068, 513-503-1467 | |
| E-Mail: debbie@hhcleaning.com | | Fax: | |
| Contact Name: Debbie Delev | | Dept: | |
| Position Available: house cleaners | | Number of Openings: | |
| Responsibilities/ Requirements/Benefits: | | | |
| <ul style="list-style-type: none"> • Company provides vehicles for work • Company pays for drive time through work day • Appealing work hours for families (often 8:00-2:30) • Competitive wages offered. • Company located in Union Township, near 275 & Rt. 125 interchange • Work related experience preferred, but not necessary • Clean background check and drug test (Company pays for these) | | | |
| How should the applicants be advised to contact your company concerning the job opening? | | | |
| --- Mail Resume/application ----- Fax resume/application ---- In person --x Call in --- website ---x-email | | | |
| Based upon experience | <input type="checkbox"/> Hourly | Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd | Status: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time |
| Wage: | <input type="checkbox"/> Salary | | |
| Minimum Education Required: | | <input checked="" type="checkbox"/> Some High School | <input type="checkbox"/> Associates Degree |
| | | <input type="checkbox"/> Vocational Degree | <input type="checkbox"/> Bachelor's Degree |
| | | <input type="checkbox"/> High School Degree or Equivalent | |
| | | <input type="checkbox"/> Master's Degree | |

358859