



Job Leads of the Week for June 7, 2021



Maumee Valley Planning Organization

Community Development Planner

<https://www.fultoncountyoh.com/jobs.aspx>

WAUSEON

Fastenal Company

Sales Support

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=228092632&wdjobid=4881136884&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Rent –A-Center Inc.

Customer Service Associate

<https://raccareers.com/job-319293-72771a9a1ae37faf4402980be4c471f3e865cb02/>

Wauseon Exempted Village Schools

Substitute Secretary Wauseon Exempted Village Schools

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=228020921&wdjobid=4878201866&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

WMS 3-hour Cook

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227836944&wdjobid=4872474976&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Substitute Custodian

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227937250&wdjobid=4876219527&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Substitute Food Service

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227937288&wdjobid=4876219592&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

6th Grade Reading / ELA Teacher

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227871620&wdjobid=4874334267&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

4th Grade Teacher

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227871747&wdjobid=4874334280&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Speech Language Pathologist

https://ats2.atenterprise.powerschool.com/ats/job_board_form?op=view&JOB_ID=2400111395&COMPANY_ID=00002915&redirect_qs=&redirect_qs=start_index%3D600%26COMPANY_ID%3D00002915%26separate%3DY

2 hour or 3 hour cook

https://ats2.atenterprise.powerschool.com/ats/job_board_form?op=view&JOB_ID=2400111310&COMPANY_ID=00002915&redirect_qs=&redirect_qs=start_index%3D600%26COMPANY_ID%3D00002915%26separate%3DY

Rite Aid Corp.

Cashier

<https://careers.riteaid.com/jobs/161746?lang=en-us>

Haas Door Company

Buyer – Manufacturing

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227757532&wdjobid=4867413968&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Quality and Continuous Improvement Engineer

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227757658&wdjobid=4867413963&sq=pg%3d1%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false



Job Leads of the Week for June 7, 2021



Farmers and Merchants State Bank

Teller

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/588459>

Walmart

Fuel Station

<https://careers.walmart.com/us/jobs/FS41213688CP-fuel-station>

Cashier Front End Service

<https://careers.walmart.com/us/jobs/FE41207058CP-cashier-front-end-services>

Food & Grocery

<https://careers.walmart.com/us/jobs/FG41210373CP-food-grocery>

Auto Care Center

<https://careers.walmart.com/us/jobs/VCC41203743CP-auto-care-center>

Hourly Supervisor and Training

<https://careers.walmart.com/us/jobs/HST41220318CP-hourly-supervisor-and-training>

Stocking Unloading

<https://careers.walmart.com/us/jobs/SU41230263CP-stocking-unloading>

Premier Bank

Commercial Lender

<https://recruiting.ultipro.com/FIR1016FDEF/JobBoard/983598ca-a42d-47ad-8f97-72d497ff4970/OpportunityDetail?opportunityId=9ebb4c5b-065f-4d89-b0c4-fd88237961d8>

Huntington National Bank

Branch Manager

https://huntington.wd5.myworkdayjobs.com/en-US/HNBcareers/job/Archbold-OH/Branch-Manager---Archbold_R0019054

Aaron's Inc.

Sales Manager

<https://us60.dayforcehcm.com/CandidatePortal/en-US/aan/Posting/View/22766>

Dollar General

Asst. Store Manager

<https://retail-dollargeneral.icims.com/jobs/104594/asst-store-mgr-in-wauseon%2c-oh/job?mobile=false&width=1713&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

Rock Solid Landscape Inc.

Lawn Maintenance Team Member

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227180222&wdjobid=4844547771&sq=pg%3d2%26zip%3d43567%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Burger King

Team Member / Crew Member

<https://www.careerbuilder.com/job/J3N24567WWLG4D9RBJJ>

PNC

Branch Banker

https://careers.pnc.com/global/en/job/PNC1GLOBALR058423/Branch-Banker-MLO?utm_source=symphonytalentmpx&utm_medium=phenom-feeds&utm_source=directemployers

Teller

<https://careers.riteaid.com/jobs/161746?lang=en-us>

Job Leads of the Week for June 7, 2021



ARCHBOLD

Conagra Brands

Quality Team Lead

https://conagrabrands.wd1.myworkdayjobs.com/en-US/Careers_US/job/Archbold-Ohio/Quality-Team-Lead--Supervisor-Req-013729

Warehouse Team Lead

https://conagrabrands.wd1.myworkdayjobs.com/en-US/Careers_US/job/Archbold-Ohio/Warehouse-Team-Lead--Supervisor-Req-013615

Maintenance Team Lead

https://conagrabrands.wd1.myworkdayjobs.com/en-US/Careers_US/job/Archbold-Ohio/Maintenance-Team-Lead---1st-Shift-Req-013567

Manager Plant Human Resources

https://conagrabrands.wd1.myworkdayjobs.com/en-US/Careers_US/job/Archbold-Ohio/Manager-Plant-Human-Resources-Req-013661

Sauder

3rd Shift Vehicle Maintenance technician

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227915137&wdjobid=4876035992&sq=pg%3d1%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Installation Maintenance Lead

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227916479&wdjobid=4876035954&sq=pg%3d1%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Farmers and Merchants State Bank

Administrative Assistant, home Loan

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/591215>

Home Loan Process Manager

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/584756>

Personal Relationship Banker

<https://recruiting.paylocity.com/Recruiting/Jobs/Details/570035>

Teller

<http://jobs.ourcareerpages.com/job/535604~43502?source=DirectEmployers>

Operations Coordinator

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227006026&wdjobid=4851917001&sq=pg%3d3%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Rite Aid

Cashier

<https://careers.riteaid.com/jobs/161530?lang=en-us>

Parkview Physicians Group

PPG Office LPN

<https://pm.healthcaresource.com/cs/pvh#/job/57253>

PPG Medical Assistant

<https://pm.healthcaresource.com/cs/pvh#/job/57252>

John Deere

Lawn & Garden Service Technician / Mechanic

https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?partnerid=16030&siteid=6090&PageType=JobDetails&jobId=2787786#jobDetails=2787786_6090



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Huntington National Bank

Branch Manager

https://huntington.wd5.myworkdayjobs.com/en-US/HNBcareers/job/Archbold-OH/Branch-Manager---Archbold_R0019054

Dollar General

Asst Store Manager

<https://retail-dollargeneral.icims.com/jobs/82567/asst-store-mgr-in-archbold%2c-oh/job?mobile=false&width=1713&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

Northwest State Community College

Composition Facility

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227890465&wdjobid=4874827802&sq=pg%3d1%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Project Manager – Grants

<https://careers.case.org/job/project-manager-grants/57041431/>

Executive Administrative Assistant to the Executive Vice President

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227497739&wdjobid=4856234486&sq=pg%3d2%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Human Resources Generalist

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227267681&wdjobid=4851797891&sq=pg%3d2%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Psychology Faculty

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227181553&wdjobid=4851917007&sq=pg%3d2%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Enrollment Specialist

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227177462&wdjobid=4851916999&sq=pg%3d2%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Nursing Laboratory Coordinator

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227177701&wdjobid=4851916989&sq=pg%3d3%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Admissions Recruiter

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227175024&wdjobid=4851916966&sq=pg%3d3%26zip%3d43502%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

DELTA

Fulton County Processing

Packager

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227667435&wdjobid=4864535023&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Slitter Operator

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227668784&wdjobid=4864535010&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Crane Operator

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227659574&wdjobid=4864429677&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Windstream Communications

Field Service Technician

https://windstream.taleo.net/careersection/win_ex/jobdetail.ftl?lang=en&job=21001803



Job Leads of the Week for June 7, 2021



Appliance & Homegoods Wholesalers

Retail Sales

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=226941538&wdjobid=4835420711&sq=pg%3d2%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Pike-Delta-York

District Maintenance

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227937741&wdjobid=4876219565&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Substitute Secretary

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=228021299&wdjobid=4878203307&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

District School Psychologist

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=228044397&wdjobid=4878519347&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Intervention Specialist

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=228044750&wdjobid=4878519276&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Substitute Food Service

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227933442&wdjobid=4876220007&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Substitute Custodian

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227933432&wdjobid=4876219988&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Designer Window Treatments Inc.

Custom Sewing

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227941865&wdjobid=4876316464&sq=pg%3d1%26zip%3d43515%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

FAYETTE

Phantom Fireworks of Fayette

Cashier

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227755253&wdjobid=4867355705&sq=pg%3d1%26zip%3d43521%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Dollar General

Cashier

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=225681021&wdjobid=4775693998&sq=pg%3d1%26zip%3d43521%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

METAMORA

The Andersons Inc.

Seasonal Operations Worker

https://andersonsinc.wd1.myworkdayjobs.com/en-US/TheAndersonsCareers/job/Metamora-OH/Seasonal-Operations-Worker_R7420

The Andersons Inc.

Seasonal Operations Worker

https://andersonsinc.wd1.myworkdayjobs.com/en-US/TheAndersonsCareers/job/Metamora-OH/Seasonal-Operations-Worker_R7420



Job Leads of the Week for June 7, 2021



Parker Hannifin

Accountant

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227701664&wdjobid=4865802477&sq=pg%3d1%26zip%3d43540%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Product Engineer

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227699402&wdjobid=4865728585&sq=pg%3d1%26zip%3d43540%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Shipping/Receiving Flex Tech

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227702274&wdjobid=4865801796&sq=pg%3d1%26zip%3d43540%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Engineering Manager

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227699517&wdjobid=4865728583&sq=pg%3d1%26zip%3d43540%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Assembly Filter Manufacturing

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227702242&wdjobid=4865801757&sq=pg%3d1%26zip%3d43540%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

SWANTON

Soaring Software Solutions Inc.

Government Contract Specialist

https://www.internships.com/posting/sam_8gQiuaA37OXq08hoqHW3PRptkvdHsm3sGCURVuf9qt7lRpRM9Cw7Dw?context=search

AmeriGas Propane Inc.

CDL Delivery Driver

<https://careers.ugicorp.com/AmeriGas/job/Swanton-CDL-Delivery-Driver-ACE-OH-43558/752637100/>

Territory Sales Rep.

<https://careers.ugicorp.com/AmeriGas/job/Swanton-Territory-Sales-Representative-OH-43558/714970200/>

Willys Inc.

Production Team Member

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=228044050&wdjobid=4878519350&sq=pg%3d1%26zip%3d43558%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Avis Budget Car Rental LLC

Associate Rental Sales

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227392138&wdjobid=4852771650&sq=pg%3d2%26zip%3d43558%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Taco Bell Corp.

Shift Lead

<https://apply.jobappnetwork.com/clients/10758/posting/5651307/en>

Team Member

<https://apply.jobappnetwork.com/clients/10758/posting/5650807/en>

Restaurant General Manager

https://secure.jobappnetwork.com/apply/c_tbc/l_en/Restaurant-General-Manager-job-Swanton-OH-US-5652272.html#s

Assistant General Manager

https://secure.jobappnetwork.com/apply/c_tbc/l_en/Assistant-Manager-job-Swanton-OH-US-5651794.html#s

Village of Swanton

Paramedic

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227589709&wdjobid=4862288843&sq=pg%3d1%26zip%3d43558%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false



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Holy Trinity Catholic School

Preschool Teacher

<https://www.catholicjobs.com/job/9120145454>

5th – 8th Grade Math and 5th Grade Religion Teacher

<https://www.catholicjobs.com/job/9120145392>

Fifth Third Bank

Financial Center Manager

https://fifththird.wd5.myworkdayjobs.com/en-US/53careers/job/Swanton-OH/Financial-Center-Manager-I_R19947

JSL Construction

Construction Helper

https://jobseeker.ohiomeansjobs.monster.com/jobview/GetJob.aspx?JobId=227585497&wdjobid=4862101218&sq=pg%3d1%26zip%3d43558%26sid%3d68%26rad%3d1%26rad_units%3dmiles&saved=false

Kroger Stores

Grocery Night Clerk

<https://jobs.kroger.com/kroger/job/Swanton-Grocery-Night-Clerk-OH-43558/748286100/>

Bakery Clerk

<https://jobs.kroger.com/kroger/job/Swanton-Bakery-Clerk-OH-43558/748306100/>

Rite Aid Corp.

Cashier

<https://careers.riteaid.com/jobs/161733?lang=en-us>

Job Leads of the Week for June 7, 2021



Register at

<https://www.fultoncountyoh.com/Activities/Activity/Detail/Workshops-2021-19>

Supervisory Skills Certificate Series

Well-trained supervisors can achieve outstanding results for your organization! Invest in your supervisors today by registering. In this popular series, supervisors will learn from industry experts with relevant, real-life experience the key skills needed to successfully lead their teams and achieve desired results. *Each section of the series is conveniently scheduled at two 8 hour in length classes and one 4 hour in length class.*

Supervisors will learn how to:

- Understand the importance of the leadership role and its impact on their teams and the organization
- Motivate employees and build an effective team
- Manage performance and effectively conduct performance feedback sessions
- Understand workplace compliance issues including the FMLA, ADA, and EEO
- Create a positive, civil work environment and resolve issues
- Communicate effectively to achieve results
- Recognize and address substance abuse issues in the workplace
- Implement and guide change
- Build teamwork and cooperation among employees
- Develop best practices for hiring smart

And much more!

Attendees who successfully complete all three sessions will receive a Certificate of Completion from The Employers' Association that recognizes their achievement.

Dates: August 11, 18, & 25 or October 7, 14, & 21 or November 16, 23, 30

Time: 8am to 430pm (Only need to attend all three consecutive classes in a row to complete the course.)

Location: 152 S. Fulton St. Wauseon, OH 43567

Mental Health First Aid

Mental illnesses such as depression are associated with higher rates of disability and unemployment. Depression interferes with a person's ability to complete physical job tasks about 20% of the time and reduces cognitive performance about 35% of the time. Only 57% of employees who report moderate depression and 40% of those who report severe depression receive treatment to control depression symptoms. Even after taking other health risks—like smoking and obesity—into account, employees at high risk of depression had the highest health care costs during the 3 years after an initial health risk assessment.

(<https://www.cdc.gov/workplacehealth>)

Mental Health First Aid is a course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. This 8 hr training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis. Poor mental health and stress can negatively affect employee: Job performance and productivity. Communication with coworkers. Physical capability and daily functioning.

Dates: June 17 or August 26 or December 7, 2021

Time: 8am to 430pm

Location: 152 S. Fulton St. Wauseon, OH 43567

Job Leads of the Week for June 7, 2021



Youth Mental Health First Aid

Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illness and substance use disorders in youth. This 8-hour training gives adults who work with youth the skills they need to reach out and provide initial support to children and adolescents (ages 6-18) who may be developing a mental health or substance use problem and help connect them to the appropriate care. This course teaches participants how to assist a youth in non-crisis and crisis situations.

Dates: July 22 or September 30 or December 16, 2021

Time: 8am to 430pm

Location: 152 S. Fulton St. Wauseon, OH 43567

OSHA-authorized 10 Hour General Industry

This workshop is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The workshop covers a variety of general industry safety and health hazards which a worker may encounter. 10 Hour course delivered over a two day period. All participants will receive a certificate of completion and a student completion card from OSHA.

Dates: October 18 & 19, 2021 or November 18 & 19, 2021

Time: Training is held over a 1 ½ day period. Class time is 8am to 430pm on the first day and 8am to Noon on the second day.

Location: 152 S. Fulton St. Wauseon, OH 43567

How to make Social Media work for your business

If you are not using social media to market your business in 2021, you are missing the boat. Did you know Facebook is not only the largest social network, but it is also the world's largest ad network? It's even bigger than Google!

In this session you will learn how to properly market your small or medium sized business on the major social media platforms. Learn how to run ads like an agency and stop people from scrolling past your message.

Set your small business up for success! Sign up for the Small Business Social Media Course today!

Dates: August 17, 2021

COMPUTER NEED FOR THIS CLASS

Time: 8am to 430pm

Location: 152 S. Fulton St. Wauseon, OH 43567

Negotiation and Conflict Resolution

Conflict is an inevitable part of human communication and can be expected when different people with different ideas must collaborate to complete a singular task. The sharing of ideas, attitudes, opinions and beliefs can be a challenge when people do not initially agree. When conflicts are resolved, employees see benefits in the form of new ideas, better solutions and improved working relationships. On the other hand, unresolved conflict costs U.S. companies \$359 billion dollars a year in paid hours. This workshop provides strategies to help workers re-frame conflict as a natural and beneficial part of the creative process. We will offer methods to help manage conflict proactively. The learner will leave this workshop empowered with a better understanding of their own communication style and how to use it for effective collaboration with others.

Dates: July 13, 2021 or September 16, 2021

Times: 8am to 430pm

Location: 152 S. Fulton St. Wauseon, OH 43567

Basic Transportation Compliance Workshop

Everyone fears the Department of Transportation!

This program will give you the tools, prepare you to better understand the regulations, and help you to be more Comfortable with compliance. You will learn an overview of trucking safety fundamentals including:

Registration Requirements

- Driver Qualification Files
- Vehicle Maintenance
- Hours of Service
- Controlled Substance and Alcohol
- Accidents
- CSA
- FMCSR

Job Leads of the Week for June 7, 2021



Dates: August 12, 2021 or November 9, 2021
Time: 8am to 430pm
Location: 152 S. Fulton St. Wauseon, OH 43567

Introduction to QuickBooks

Description Learn the basics of working with QuickBooks to manage your business financials.

Topic Outline

Getting Started
Opening QuickBooks Centers
Opening Other QuickBooks Windows
Identifying Common Business Terms

Setting Up a Company

Creating a QuickBooks Company
Using the Chart of Accounts

Working with Lists

Creating Company Lists
Working with the Customer: Job List
Working with the Employee & Vendor Lists

Setting Up Inventory

Entering Products into Inventory
Receiving/Paying for Inventory
Manually Adjusting Inventory

Selling Your Product

Creating Invoices
Making Cash Sales

Invoicing for Services

Setting Up a Service Item
Creating a Service Invoice
Entering Statement Charges
Creating Billing Statements

Processing Payments

Receiving Payments for Invoices
Making Deposits/Printing Statements

Working with Bank Accounts

Writing a QuickBooks Check
Using Bank Account Registers
Transferring Funds Between Accounts
Reconciling Checking Accounts



Job Leads of the Week for June 7, 2021



Entering and Paying Bills
Accounts Payable
Entering/Paying Bills

Using Online Banking
Activating Accounts
Creating/Canceling Online Payments
Transferring Funds Online

Dates: July 15 or September 21, 2021

COMPUTER NEED FOR THIS CLASS

Time: 8am to 430pm

Location: 152 S. Fulton St. Wauseon, OH 43567