



Now Hiring!!

JUNE 1 – 15, 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 JOB](#)*****

Production Operator – Job Order Number 842440 1st Shift - Hours: 5:15 a.m. to 3:45 p.m. Monday-Thursday some Fridays

The production operator is responsible to operate equipment and follow all safety rules and quality procedures.

- Follow all employee safety and food safety rules
- Follow GMPs in the production area and immediately report any nonconformance GMPs concerns to your supervisor
- Monitor product quality, inform QC of any deviations from the standard
- Operate assigned equipment
- Assist in troubleshooting machines when they are not running properly
- Perform housekeeping within your area
- Focus on minimizing waste of raw materials, boxes, bottles, and finished product

Requirements: Previous experience in a manufacturing environment Preferred; ability to troubleshoot machinery; ability to follow written procedures; ability to work in a team environment. Background and drug screening will be conducted.

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

www.oedworks.com



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MARYLAND WORKFORCE EXCHANGE (MWE)



How Do Employers Find You in MWE?

You must complete a résumé – This allows system-registered employers to search for, view, and maintain your résumé as part of their account information in Virtual OneStop.

Employers may choose the following résumé search options to find you:

- **Quick Search** – uses multiple-combination criteria such as your desired work location, occupation, and salary; keywords found in your résumé's title or employment history section; minimal education requirements; or the résumé posting date.
- **Advanced (Résumé Ranking) Search** – offers various search criteria for employers to choose from, such as occupational experience, driver's license info, and shift availability. Based on whether the employer requires or desires the criteria, the system will display matching résumés, in ranked order, for the employer to review.
- **Résumé Search by Skills** – employers search for individuals whose job skills match a required job skill set by a pre-determined match ratio (usually 70%, 50%, or 25%).
- **Résumé Search by Job Order Criteria** – employers may find candidates using requirements from one of their job orders, such as desired work location, occupation, salary, and work experience.

Note: To get employers' attention, create résumé titles that reflect your desired occupation, because employers can, and frequently do, use keyword searches.

- To create a résumé, click **Résumé Builder** from the Quick Menu.
- To review résumé writing tips, click **Job Seeker Services ▶ 10 Steps**.

Note: Make sure that you complete the 2nd résumé step for "Employer Searchable Items" so employers can find you when searching by those items. If you use a Quick creation method, those items are not captured.

Visit the **Maryland Workforce Exchange (MWE)** at:
<https://mwejobs.maryland.gov> to create your individual account today!

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BUSINESS SERVICES

| <u>Position/ MWE Job Order #</u> | <u>Requirements</u> | <u>How to Apply</u> |
|--|---|---|
| Bookkeeper - 834666 | 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 |
| Customer Account Representative | Valid Driver's License w/clean driving record. Customer service experience. Must be able to lift and move heavy items and merchandise as needed. Ability to work 40-50 hours a week as needed. | Email resume to: atheard@oedworks.com |
| Process Administrator – 843681 | 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. | 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.

CONSTRUCTION

| <u>Position/ MWE Job Order #</u> | <u>Requirements</u> | <u>How to Apply</u> |
|--------------------------------------|---|--|
| General Laborer- 825758 | HS Diploma/ GED Required. Ability to lift 75lbs. Must pass an alcohol/drug test. No Felony convictions. | Apply on MWE or email resume to atheard@oedworks.com |
| Home Repair Technician | Previous technician experience in plumbing, electrical and carpentry is required. Ability to lift 75lbs. Must pass an alcohol/drug test. No Felony convictions. Must have a valid driver's license and vehicle. | Email resume to: karmstrong@oedworks.com |

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HOSPITALITY

| <u>Position/ MWE Job Order #</u> | <u>Requirements</u> | <u>How to Apply</u> |
|---|---|--|
| Food Service Coordinator | 2-3 years of direct job related experience required. Must have current & valid SERVSAFE certifications. Will help negotiate costs and purchase details for job related vendors. | Email resume to: karmstrong@oedworks.com |
| Maintenance Tech/Parking Attendant- 830304 | HSD or GED required. Must be able to lift up to 100 lbs. 1 yr exp. Handling maintenance and upkeep of a parking facility. | Apply on MWE or email resume to ddurant@oedworks.com |
| Valet Parking Attendant- 830307 | Valid Driver's License w/clean driving record. Customer service experience. Must be able to operate manual vehicle and work early morning shift. Some facility maintenance necessary. | Apply on MWE or email resume to: ddurant@oedworks.com |

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JOB INTERVIEW TIPS

YOU'VE NEVER HEARD BEFORE

GO BEYOND THE HOMEPAGE

Research the company's earnings calls, quarterly reports & blog posts. Cite them during your interviews to show you really did your homework.

USE GOOGLE ALERTS

Keep up with company news without searching for it. Type the company name into Google Alerts (google.com/alerts) & get updates to your inbox.

AIM FOR 10:30 AM TUESDAY

Catch your interviewer in the best mental state. Research shows it's best to avoid bookends: Mondays, Fridays & anything around lunchtime.

CRAFT YOUR STORY STATEMENT

When asked "walk me through your resume," don't just list industry experience. Share your childhood inspirations & deepest passions.

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MANUFACTURING

| <u>Position/ MWE Job Order #</u> | <u>Requirements</u> | <u>How to Apply</u> |
|--------------------------------------|---|---------------------|
| Inspector - 843678 | High school diploma or courses in quality or quality control, etc. 1 - 2 years of experience in a quality and/or engineering related field required. Experience with maintaining quality systems and ability to read drawings required. | Apply on MWE |
| Maintenance - 829805 | Must have at least 3 years of maintenance experience maintaining quality systems and standards in a manufacturing environment. Must be able to lift up to 40 pounds and be able to climb a 15 foot ladder. Be able to stand 80% of the entire working day and pass drug screening and 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.*

Cover Letter Tips

- Address your letter to someone.
- Note how you found out about the opening.
- Reference your connection (if you have one).
- State the position you are seeking.
- Show you did research on the company.
- Focus on the employer's needs not yours.
- Keep to one page.
- **PROOF READ!**

COVER LETTER CONTENT

1st paragraph:

- 1) How you found out about the position;
- 2) What position you're applying to;
- 3) Your interest.

Middle paragraph(s):

- 1) Illustrate your skills & abilities; 2) Provide specific examples; 3) Show how it will help the employer. 4) Show your interest/knowledge in company.

Closing paragraph:

- 1) Closing statement of interest; 2) Your preferred contact info; 3) Thank you.



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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:

| <u>Position</u> | <u>Wage/Salary</u> | <u>Closing Date</u> |
|---|----------------------|---------------------|
| Construction Project Supervisor I | \$59,466-\$95,370/yr | 6/15/18 |
| Housing Rehabilitation Technician II | \$42,153-\$51,070/yr | Continuous |
| Operations Assistant I, HMIS Operations Coordinator | \$41,718-\$66,708/yr | Continuous |
| Tow Truck Operator | \$32,025-\$34,574/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:

| <u>Position</u> | <u>Wage/Salary</u> | <u>Agency</u> |
|--|--------------------|--------------------------------|
| CDL Drivers | \$29,120/yr | Department of Public Works |
| Contract Services Specialist II (Accounting Assistant) | \$15.00-\$22.00/hr | Department of General Services |



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MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT (MOED)



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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> |
|--------------------------------------|------------------|--|
| Accountant II | 8497 | Full-Time, Regular with Benefits, \$59,466 |
| Career Navigator | 8494 | Full-Time, Temporary with Benefits, \$33,263 |
| Career Navigator | 8495 | Full-Time, Regular with Benefits, \$34,607 |
| Intake Specialist/Office Assistant I | 8492 | Full-Time, Temporary with Benefits, \$23,900 |
| Office Assistant II | 8493 | Full-Time, Regular with Benefits, \$23,633 |
| Workforce System Strategist | 8496 | Full-Time, Regular with Benefits, \$59,466 |



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. |
| Job Developer | \$18.00/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 |

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