



Now Hiring!!

OCT 6 – OCT 22, 2017

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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, visit the [Maryland Workforce Exchange \(MWE\)](https://mwejobs.maryland.gov) 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.

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

Recruitment Event for:

**Production – (Cold, Wet Environment)
1st and 2nd shift
Sanitation - 3rd shifts**

Must be flexible – must stay until work is finished
6 day work week, Weekends required
\$10.00-\$11.50 per hour

**Friday, October 13, 2017
9:00 a.m.**

**Eastside One Stop Career Center
3001 E. Madison Street, Baltimore, MD 21205**

Must come professionally dressed with updated resume, and 2 forms of Identification (State issued photo ID in addition to Social Security Card or Birth Certificate).



www.oedworks.com



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



Eastside One-Stop Career Center

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AmericanJobCenter[®]
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 3001 E. Madison St.
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 410-545-6953

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 410-732-2661

Workforce Reception Center
 (By referral only)

100 W. 23rd Street
 Baltimore, MD 21218
 Phone (410) 396-6580

Visit one of our Satellite Employment Centers!

Bon Secours Community Works

26 N. Fulton Ave.
 Baltimore, MD 21223
 410-362-3629

Friendship Outreach Center

7200 Harford Road
 Baltimore, MD 21234
 410-444-1595

GEDCO

5513 York Rd.
 Baltimore, MD 21212
 410-532-7117

My Brother's Keeper

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 410-644-3194

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BUSINESS SERVICES

MWE Job Order #	Position
726921	Employment Consultant, Deaf Services
738655	Office Manager
735602	Workplace Inclusion Coordinator

To apply: APPLY ON LINE- Please reference the job order number next to the position, go to <https://mwejobs.maryland.gov>. Job Orders may close without notice.

CONSTRUCTION

MWE Job Order #	Position
735120	Bridge Carpenter
738760	CDL-A Driver/Laborer
729263	Laborer
724233	Laborer-Concrete Saw
732309	Pipe layer
707148	Structural Bridge Welder
726958	Underground Utility Laborer

To apply: APPLY ON LINE- Please reference the job order number next to the position, go to <https://mwejobs.maryland.gov>. Job Orders may close without notice.

HEALTHCARE



Position	Type
Cook	Full time
Dietary Porter	Full time
Floor Tech	Full time
GNA Certified Geriatric Nursing Assistant	Full time
Housekeeping	Full time
Registered Nurse RN	Full time

To apply: APPLY ON LINE. <https://careers-futurecarehealth.icims.com/jobs/search>



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HEALTHCARE

MWE Job Order #	Position
728783	Medical Assistant

To apply: APPLY ON LINE- Please reference the job order number next to the position, go to <https://mwejobs.maryland.gov>. Job Orders may close without notice.

HOSPITALITY



Travel should take you places®

The largest Hotel in Baltimore is recruiting for the premier hospitality team.

- Banquet Captain
- Banquet Houseperson
- Banquet Manager
- Cook I/II
- Director of Finance
- Front Office Supervisor
- Housekeeping Supervisor
- Room Attendant- Part Time

To apply: APPLY ON LINE. www.hiltonworldwide.com/careers

- Search "Baltimore" and "Hilton"
- Search for desired position and apply!
- Where did you learn of this position – select other -- and type in Mayor's Office of Employment Development



Horseshoe Casino Baltimore is hiring. For more information about open positions and qualifications required for jobs posted, please visit the Horseshoe Casino Baltimore website: <https://caesars.hodesiq.com/Default.aspx> or go to the Horseshoe Hiring Center located at 175 W. Ostend Street, Baltimore, MD. Please select "MOED" when asked "how did you hear about the job". If you don't have a computer or Internet access, you can visit a One Stop Career Center or MOED Community Job Hub Location. Career Center and Community Job Hub locations can be found at the end of this Hot Jobs publication.

To apply: Please log onto: <https://caesars.hodesiq.com/Default.aspx>



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INFORMATION TECHNOLOGY (IT)

MWE Job Order #	Position
709336	Testing Analysts

To apply: APPLY ON LINE- Please reference the job order number next to the position, go to <https://mwejobs.maryland.gov>. Job Orders may close without notice.

RETAIL



Our retail staff at CVS Health is on the front lines of our purpose of providing a better path to health for our customers. As a retail employee with CVS Health, you'll play an integral role in creating positive in-store experiences, & provide friendly customer service.

Jobs at CVS in Baltimore, Maryland

Job Title	Job Type
Pharmacy Technician	Full Time
Sales Manager	Full Time
Shift Supervisor Management Trainee	Full Time
Store Manager in Training	Full Time
Store Team Member	Part Time

To apply: APPLY ON LINE. <https://jobs.cvshealth.com/retail-careers>

- Search "Baltimore"
- Search for desired position
- Apply!
- How did you hear about us? – select **Community Based Organization** -- What Community Based Organization referred you? --- type in **MOED**
- Email your resume to bmore@oedworks.com and include the position and location code and date of the application in the subject line

SERVICE

MWE Job Order #	Position
725782	Facilities Supervisor

To apply: APPLY ON LINE- Please reference the job order number next to the position, go to <https://mwejobs.maryland.gov>. Job Orders may close without notice.



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MARYLAND WORKFORCE EXCHANGE



Why Register?

This system offers a full range of features and services to assist job seekers and employers in their workforce development needs. For job seekers, that means finding assistance in researching the job market, figuring out what careers they are qualified for, how much those jobs pay, and other issues of interest. Employers can use the system to post their available job openings to a large pool of candidates, search for candidates using a wide variety of criteria, and research the local labor market.

Registration allows users to save personal information, settings, and preferences that make using the system easier and quicker during future visits.

After you create your user account, you will be able to save the information you have retrieved in the system. The system organizes this information, such as career searches and occupations, or résumés that have been viewed, in an easy-to-use file folder structure. This eliminates the need to conduct repeated searches for the same information, saving you time and effort.

Registered individuals have access to:

- A personal file folder that contains information on saved searches, system settings, and other information
- Career assessment tools, including skills matching, that help match a person's qualifications and abilities to specific occupations
- A home page with customized news content
- Creation of résumés and cover letters
- Automated job searches that deliver job opportunities to your system message box, an e-mail address you provide, or both

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



Now Hiring!!

CURRENT BALTIMORE CITY SCHOOL CONSTRUCTION EMPLOYMENT OPPORTUNITIES



Baltimore City is currently experiencing one of the biggest construction projects Baltimore has seen in decades: the 21st-Century School Buildings Plan will bring more than two dozen new or renovated schools to neighborhoods across Baltimore. Click [here](#) to learn more about the 21st-Century School Buildings Plan.

<u>MWE Job Order #</u>	<u>Position</u>	<u>Requirements</u>
737862	Communications Installer Technician	1 year of experience in installation
727040	Electrical Apprentice	Previous electrical experience required
723494	Heavy Equipment Operators	2 years of experience with backhoe, dozer, & excavator, Driver's license and vehicle
723490	Laborer	1 year of experience; Driver's license and vehicle
738760	Laborer	1 year of experience
727075	Mason Tender	1 year of masonry experience
723480	Pipe layer	2 years of experience with corrugated metal & concrete pipe, Driver's license and vehicle

These positions can range from temporary, to jobs that might last only through the length of contracts, to jobs that require having your own transportation.

Priority hiring for applicants with valid driver's license and vehicle. Proof of Baltimore City residency required.

To apply: For immediate consideration: 1) Please reference the MWE job # and go to:

<https://mwejobs.maryland.gov>.

2) Email your resume to: schooljobs@oedworks.com

3) Mail/drop off resume to: Mayor's Office of Employment Development,
3001 E. Madison Street Baltimore, MD 21205

Resumes will be reviewed and you may be contacted only if you have previous relevant experience for the position.

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Now Hiring!!

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
Building Repairer	\$32,114 - \$35,378	Continuous
City Planner II	\$62,000 - \$99,200	10/22/17
Construction Mechanical Inspector I	\$41,326 - \$50,069	Continuous
Heating & Air Conditioning Tech II	\$34,970 - \$39,106	Continuous
Automotive Maintenance Worker	\$30,411 - \$32,584	Continuous
Public Building Maintenance Worker	\$34,970 - \$39,106	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!

<http://humanre.baltim.gov/employment/non-civil-service>

Featured Jobs:

Position	Wage/Salary	Agency
Baltimore City Police Officer	\$48,971 - \$83,881	Baltimore City Police Department
Community Outreach Coordinator	\$55,503 - \$67,694	Human Services
CDL Driver	\$29,120	Department of Public Works
Management Support Technician	\$44,268-\$70,788	Human Services
Operations Specialist I Lead Analyst	\$50,694-\$80,988	Human Services
Technical Writer/Policy Analyst	\$70,000	Baltimore City Police Department



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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

JOB TITLE	POSTING #	STATUS
Business Services Representative	8476	Full-Time, Regular \$33,263 - \$45,610
Job Developer	8474	Full-Time, Regular \$40,000-\$45,000
Office Assistant I	8477	Full-Time, Regular \$23,900 - \$32,795
Sr. Business Services Representative	8473	Full-Time, Regular \$59,466

myPerfect resume Resumes & Cover Letters: Dos and Don'ts

 <p>DO</p> <p><i>Customize your resume for each job</i></p> <p>One size does not fit all. Your resume needs to target the employer you're sending it to, and emphasize the parts of your background that most fit the role.</p>	 <p>DO</p> <p><i>Lead with your education and skills</i></p> <p>If you don't have a lot of professional experience, start with your best selling points: your educational qualifications, and skills that could transfer to a professional environment.</p>	 <p>DO</p> <p><i>Include unpaid work/activities that show leadership</i></p> <p>Volunteered with a well-known organization? Worked for an important cause? Awesome. Include it under "Experience" on your resume.</p>	 <p>DO</p> <p><i>Use the proper resume format</i></p> <p>A chronological resume (listing your work history in reverse order) is usually best, but if you don't have a lot of experience, consider a functional resume.</p>
 <p>DON'T</p> <p><i>Send a resume with typos</i></p> <p>The fastest way to get your resume thrown in the trash is to send a document riddled with misspellings, formatting problems, or other mistakes.</p>	 <p>DON'T</p> <p><i>Use crazy fonts or colors</i></p> <p>Using "crazy" fonts, unusual colors or super-fancy paper might get your resume some attention—but probably not the kind you want.</p>	 <p>DON'T</p> <p><i>Go over 1 page</i></p> <p>You probably don't have enough experience to justify a longer resume. Focus on your best selling points, and keep it short and sweet.</p>	 <p>DON'T</p> <p><i>Send a laundry list</i></p> <p>Your resume is a sales tool, not a laundry list. Don't include every class you ever took and every summer job you've ever had, unless they're relevant.</p>



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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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