

## **JobFlash!**

**Posting Date:** All Dates

**Job Type:** Full Time

The following jobs have been posted for Students and Alumni:

**Job ID:** 2326059

**Expires:** 09/07/2011

**Job Title:** Web Developer

**Company:** InterWorks, Inc.

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** DOE

**Job Description:** You mow down web projects like Chuck Norris. You sleep soundly while IE6 has nightmares about you. You cut up web designs like Musashi, a text editor is your sword. You fix web problems like the A-Team, but with far fewer disguises. You understand the corporate world, but just enough to infiltrate their weakness. You can hang with a client, battle with requirements and go to war with the team. You are a web development bad ass. Face it, you know more about WINNING that Charlie Sheen ever will. The web is more than silly rants for a webcam, it's about: · HTML/XHTML/CSS · Javascript and jQuery · PHP, MySQL, Apache, Linux · ASP.NET, C#, MS SQL · Drupal, Joomla, Wordpress · Project Management You have some of these skills? You have ALL of these skills? Let's do this.

**Contact:** Staci Bejcek

**Address:** 1425 S. Sangre Rd, Stillwater, OK 74074

**Phone:** 405-624-3214

**Fax:** 4055331039

**Email:** careers@interworks.com

**Application Instructions:** Please send resumes to careers@interworks.com

---

**Job ID:** 2326774

**Expires:** 09/07/2011

**Job Title:** News on 6 Website Content Producer

**Company:** Griffin Communications, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Produce and maintain daily news, weather, sports, entertainment, community

and other informational material for the station Web site. Writing, editing and researching news content. Optimizing and posting video and other multimedia content for the Web. Working with broadcast news producers to achieve online/on-air product integration.

**Contact:** Cherry Eaton

**Address:** 7401 N. Kelley, OKC, OK 73111

**Phone:** 405 841 3647

---

**Job ID:** 2328303

**Expires:** 09/08/2011

**Job Title:** Certified Medication Aide

**Company:** Copper Lake Estates

**Job Type:** Full Time

**Degrees Wanted:** License

**Majors Wanted:** Nurse Assistant/Advanced Unlicensed Assistant, Practical Nursing

**Location:** Oklahoma

**Job Description:** Copper Lake Estates, an upscale Independent and Assisted Living community in Edmond, has an immediate opportunity for an experienced CMA who cares for the residents and is responsible for administering medication. This position reports to the Director of Assisted Living. Qualified candidates will possess a high school diploma or GED; one to three months related experience; or equivalent combination of education and experience. This position requires both a CNA and CMA licensure.

**Contact:** Amber Saunders

**Address:** 1225 Lakeshore Drive, Edmond, OK 73013

**Phone:** 405-340-5311 ext. 104

**Fax:** 405-359-0802

**Email:** asaunders@seniorlifestyle.com

---

**Job ID:** 2328323

**Expires:** 09/08/2011

**Job Title:** Server

**Company:** Copper Lake Estates

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Current opening is for a server who provides quick, efficient, pleasant delivery of food to residents and guests, ensuring the quality standards of food and service are being delivered to the table. This position reports to the Dining Services Manager or any other staff person assigned by the Dining Services Director. Shifts available are 11a-7p or 4p-7p. Waitstaff experience preferred. EOE. Background check and drug screen required.

**Contact:** Amber Saunders

**Address:** 1225 Lakeshore Drive, Edmond, OK 73013

**Phone:** 405-340-5311

**Application Instructions:** please apply online at [www.seniorlifestyle.com](http://www.seniorlifestyle.com)

---

**Job ID:** 2328329

**Expires:** 09/08/2011

**Job Title:** Cook

**Company:** Copper Lake Estates

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Culinary Arts

**Location:** Oklahoma

**Job Description:** Copper Lake Estates is looking for a new team member in dining services. We have an immediate full time opportunity for a professional and experienced Cook to join our culinary team! The selected candidate will participate in all aspects of food production and will provide a high quality meal at all times to residents, guests, and staff. Should have a passion for food, learning and taking on new challenges. This position allows for an excellent work life balance while providing a strong culinary foundation and opportunities for growth. Experience or culinary training is required. Apply online at [www.seniorlifestyle.com](http://www.seniorlifestyle.com) Background check and drug screen required.

**Contact:** Amber Saunders

**Address:** 1225 Lakeshore Drive, Edmond, OK 73013

**Phone:** 405-340-5311

**Application Instructions:** please apply online at [www.seniorlifestyle.com](http://www.seniorlifestyle.com)

---

**Job ID:** 2329787

**Expires:** 09/09/2011

**Job Title:** Engineering Technician News 9

**Company:** Griffin Communications, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Operate all functions of Master Control to ensure the quality of all audio and video transmitted and received as an On Air Switcher and an Ingest Operator. Maintain Transmitter and Program logs; Prepare on air playlist as required for play back of air product; set up Satellites for News and Program feeds; Dub commercials and programming into digital system. Maintain both On Air Channels and Operate and monitor digital transmitter in accordance with FCC guidelines. Ability to work with names, numbers and symbols, read computer monitor information (words and data), ability to perform manual dexterity tasks with

hands, and fingers, work rotating shifts and be on call, ability to lift 50 lbs.

**Contact:** Cherry Eaton

**Address:** 7401 N. Kelley, OKC, OK 73111

**Phone:** 405 841 3647

**Application Instructions:** Please apply online at <https://home.eease.adp.com/recruit/?id=817511>. Please email questions to [applications@griffincommunications.net](mailto:applications@griffincommunications.net).

---

**Job ID:** 2331319

**Expires:** 09/10/2011

**Job Title:** Residential Staff

**Company:** Center of Family Love

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Care providers needed for developmentally disabled patients.

**Contact:** Lisa McConnell

**Address:** PO Box 245 635 W. Texas, Okarche, OK 73762

**Phone:** 405-263-4658

**Fax:** 918-572-4449

**Email:** [lmccconnell@cflinc.org](mailto:lmccconnell@cflinc.org)

**Application Instructions:** For immediate consideration apply in person at 635 West Texas in Okarche between 8am and 4pm, Monday through Friday or email resume to [lmccconnell@cflinc.org](mailto:lmccconnell@cflinc.org)

---

**Job ID:** 2331594

**Expires:** 09/10/2011

**Job Title:** Sales Consultant

**Company:** Personified/Sonic Automotive

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** The vehicle salesperson is responsible for selling vehicles at dealership gross profit, volume and customer satisfaction standards. This position includes four broad areas of activity: personal work habits, prospecting, selling and follow-up. Duties and Responsibilities: \* Follows all sales processes as outlined in Playbook. · Realize that business is built on customer satisfaction and devote himself/herself to guaranteeing satisfaction of customers. · Establish personal income goals that are consistent with dealership standards of productivity, and devise a

strategy to meet those goals. · Report to the vehicle Sales Manager regarding objectives, planned activities, reviews and analyses. Determine each customer's vehicle needs by asking questions and listening. · Keep abreast of incoming inventory, features, accessories, etc., and how they benefit customers. · Demonstrate new and vehicles (includes test drives). · Deliver vehicles to customers. The delivery process ensures that the customer understands the vehicle's operating features, warranty and paperwork, and it lays the foundation for customer loyalty. · Work with the service department and body shop to ensure that vehicles are reconditioned as expected and on schedule. · Attend sales meetings. · Maintain a prospect development system which includes a group of prospect locators and sales associates. · Review and analyze actions at the end of each day, week, month and year to determine how to better utilize time and plan more effectively. · Understand the terminology of the automobile business and keep abreast of technological changes in the product. · Know and understand equity and values, and be able to explain depreciation to the customer. · Know and understand the federal, state and local laws which govern retail auto sales. · Introduce customers to service department personnel to emphasize to them the quality and efficiency of service repairs and maintenance available in the dealership's service department. · Must follow all company safety policies and procedures and immediately report any and all accidents to a manager or supervisor. Qualifications: · High school diploma or the equivalent. · Ability to read and comprehend instructions and information. · Valid in-state driver's license. · Professional personal appearance. · Excellent communication skills. · Ability to sell a minimum quota according to dealership standards. · All applicants must be authorized to work in the USA. · All applicants must perform duties and responsibilities in a safe manner. · All applicants must be able to demonstrate ability to pass pre-employment testing to include background checks, MVR, drug test, credit report, and valid driver license.

**Contact:** Christopher Madl

**Address:** 6868 East BA Frontage Rd, Tulsa, OK 74145

**Email:** christopher.madl@careerbuilder.com

---

**Job ID:** 2331595

**Expires:** 09/10/2011

**Job Title:** Sales Consultant

**Company:** Personified/Sonic Automotive

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** The vehicle salesperson is responsible for selling vehicles at dealership gross profit, volume and customer satisfaction standards. This position includes four broad areas of activity: personal work habits, prospecting, selling and follow-up. Duties and Responsibilities: \* Follows all sales processes as outlined in Playbook. · Realize that business is built on customer satisfaction and devote himself/herself to guaranteeing satisfaction of customers. · Establish personal income goals that are consistent with dealership standards of productivity, and devise a strategy to meet those goals. · Report to the vehicle Sales Manager regarding objectives, planned activities, reviews and analyses. Determine each customer's vehicle needs by asking questions and listening. · Keep abreast of incoming inventory, features, accessories, etc., and how they

benefit customers. · Demonstrate new and vehicles (includes test drives). · Deliver vehicles to customers. The delivery process ensures that the customer understands the vehicle's operating features, warranty and paperwork, and it lays the foundation for customer loyalty. · Work with the service department and body shop to ensure that vehicles are reconditioned as expected and on schedule. · Attend sales meetings. · Maintain a prospect development system which includes a group of prospect locators and sales associates. · Review and analyze actions at the end of each day, week, month and year to determine how to better utilize time and plan more effectively. · Understand the terminology of the automobile business and keep abreast of technological changes in the product. · Know and understand equity and values, and be able to explain depreciation to the customer. · Know and understand the federal, state and local laws which govern retail auto sales. · Introduce customers to service department personnel to emphasize to them the quality and efficiency of service repairs and maintenance available in the dealership's service department. · Must follow all company safety policies and procedures and immediately report any and all accidents to a manager or supervisor. Qualifications: · High school diploma or the equivalent. · Ability to read and comprehend instructions and information. · Valid in-state driver's license. · Professional personal appearance. · Excellent communication skills. · Ability to sell a minimum quota according to dealership standards. · All applicants must be authorized to work in the USA. · All applicants must perform duties and responsibilities in a safe manner. · All applicants must be able to demonstrate ability to pass pre-employment testing to include background checks, MVR, drug test, credit report, and valid driver license.

**Contact:** Christopher Madl

**Address:** 6868 East BA Frontage Rd, Tulsa, OK 74145

**Email:** christopher.madl@careerbuilder.com

---

**Job ID:** 2331603

**Expires:** 09/10/2011

**Job Title:** Esales agent

**Company:** Personified/Sonic Automotive

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** doe

**Job Description:** Our market is hot and as a result we have an abundance of internet and phone leads from customers looking to purchase or lease vehicles from us every day. While many businesses are laying off, we are looking to add to our eSales team in order to keep up with the demand. This is not car sales job, no waiting on customers in the showroom, no test driving cars. You will be working in the office responding to leads that are sent to the dealership via the internet and handling the phone calls for customers looking to purchase from us. The eSales Agent is responsible for generating sales appointments with customers that contact the dealership via the internet to purchase new and/or pre-owned vehicles. The eSales Agent delivers a premium customer experience by responding to customer inquiries in a prompt, professional, accurate and courteous manner. This highly accountable position uses lead management tools,

CRM software and the internet to manage inquiry flow, update customer files, and closely track customer interest. The eSales Agent will be trained to understand all products and services offered, will become knowledgeable of inventory as well as financing and incentive programs. We offer a huge ad budget, easy to use systems and a great work environment. **DUTIES AND RESPONSIBILITIES:** · Respond to internet inquiries with courtesy, accuracy and professionalism. · Promptly and accurately enter all customer inquiry data into the CRM. · Generate sales appointments. · Conduct phone surveys to assess customer preferences and quality of experience. · Effectively utilize lead management tools. · Compile all necessary reports, forms and other documentation on a timely basis. · Perform other job-related duties as assigned. · Exhibit ethical behavior, provide the highest degree of customer satisfaction and be honest in all aspects of dealing with customers. **Job Requirements QUALIFICATIONS:** · Excellent verbal and written communication skills. · Strong MS Office Suite computer skills. · Ability to work independently and as part of a team in a fast paced environment. · Ability to work in call center environment. · Strong organizational and time management skills. · Ability to read and comprehend rules, regulations, policies and procedures.

**Contact:** Christopher Madl

**Address:** 6868 East BA Frontage Rd, Tulsa, OK 74145

**Phone:** 3126890390

**Apply Online:** <http://http://jobs.sonicautomotive.com/job/esales-agent/J8A7SB6HLSXJ0S45HCN/>

---

**Job ID:** 2333300

**Expires:** 09/11/2011

**Job Title:** Tier 1 Help Desk Support Technician

**Company:** Apex Systems, Inc.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$10.50-\$13.00/hour

**Job Description:** Job Description: Service Desk/Technical Support Hours/Schedule: Flexible Responsibilities: · Responds to customer technical problems/issues related to hardware, software and networking via e-mail and phone. · Assists customers by diagnosing problems and providing resolutions for technical and service issues. · Uses troubleshooting techniques and tools to identify products that are defective and follow guidelines in issuing service calls/contacts. · Advises/educates customers within procedural guidelines to ensure a complete solution to their technical or service questions. · Identifies and provides input on unique or recurring customer problems. · Remains knowledgeable of Dell's product line, current industry products and technologies. Qualifications: · Strong telephone etiquette skills. · Strong organization skills. · Advanced verbal and written communication skills. · Significant knowledge of Dell products, customer service, policies and procedures. · Experienced organization and problem solving skills. · 2-4 years experience in a customer service or related fields. · 1-2 years of work/sales experience. · 2-3 years of related, industry or segment experience. · A+, MCP, C.NA, DCSE

certification preferred. Requirements: MUST be able to pass a background check, drug test, and credit check. Please forward your resume to: [mmayhew@apexsystemsinc.com](mailto:mmayhew@apexsystemsinc.com)

**Contact:** Marisa Mayhew

**Phone:** 615-277-4090

**Email:** [mmayhew@apexsystemsinc.com](mailto:mmayhew@apexsystemsinc.com)

**Application Instructions:** Please feel free to directly call me or email me your updated resume!

---

**Job ID:** 2300111

**Expires:** 09/12/2011

**Job Title:** Residential Staff

**Company:** Center of Family Love

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Advanced Health Sciences, Health Sciences, Medical Assisting, Medical Office Technology

**Location:** On Campus, Oklahoma

**Job Description:** The purpose of the Residential Staff is to provide a natural atmosphere conducive to the needs of the adults served, and to ensure that the individuals of the home have opportunities to participate in community activities. (Expanded job description available upon request)

**Contact:** Lisa McConnell

**Address:** PO Box 245 635 W. Texas, Okarch, OK 73762

**Phone:** 405-263-4658

**Fax:** 918-572-4449

**Email:** [LMcConnell@cflinc.org](mailto:LMcConnell@cflinc.org)

**Apply Online:** <http://www.centeroffamilylove.org/Application.html>

**Application Instructions:** Email your resume or apply in person between 8am and 4pm, Monday through Friday at 635 W. Texas in Okarche, OK

---

**Job ID:** 2159127

**Expires:** 09/13/2011

**Job Title:** Orthotic Technician

**Company:** Hanger Prosthetics and Orthotics

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Orthotic & Prosthetic Technician

**Location:** Oregon

**Salary:** \$9/hr - \$15/hr

**Job Description:** Hanger Prosthetics and Orthotics, Salem Oregon Orthotic Technician We're looking for you, an Orthotic Technician with experience and formal training. Large O and P

practice with 5 practitioners, 3 technicians, and 3 OAs. Competitive Wage, Full Medical, Dental Insurance, and 401 K. Quality work environment with a wonderful opportunity to learn and grow from an excellent team. Needing a team player, responsible, reliable, and trustworthy. Salem has a small town feel with many outdoor recreation advantages and lots of entertainment options. One hour from the beach and one hour from the mountains. Fax, mail or email your resume to Jude Elliott CPO at 503-581-4621 or 675 12th St Salem, OR 97301, or jrelliott@hanger.com.

**Contact:** Jude Elliott

**Address:** 675 12th St, Salem, OR 97301

**Phone:** 503-581-9191

**Fax:** 503-581-4621

**Application Instructions:** fax resume to 503-581-9191 or email to jrelliott@hanger.com

---

**Job ID:** 2300950

**Expires:** 09/13/2011

**Job Title:** Part-time Member Service Officer

**Company:** Tinker Federal Credit Union

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Part Time: Member Service Officer Tinker Federal Credit Union accepts applications for part-time Member Service Officer positions on a regular basis. These applications are good for sixty (60) days from the date they were submitted. If positions become available during that time, the active applications on file will be screened for consideration. This position is to assist members with financial and non-financial transactions relating to teller, new account and lending functions. Qualified applicants must have new account and loan experience, as well as possessing great interaction, communication and organizational skills and computer proficiency. They must be able to work rotating Saturdays and overtime as needed.

**Contact:** Human Resources

**Address:** PO Box 45750, Tinker AFB, OK 73145

**Phone:** 405-732-0324

**Apply Online:**

[http://https://www.tinkerfcu.org/aV3\\_Web\\_Site/Employment/Jobs/Jobs\\_Listing.html](http://https://www.tinkerfcu.org/aV3_Web_Site/Employment/Jobs/Jobs_Listing.html)

**Application Instructions:** Preferred method: By Internet: [www.tinkerfcu.org](http://www.tinkerfcu.org) Or Pick up an application at any TFCU location

---

**Job ID:** 2336951

**Expires:** 09/15/2011

**Job Title:** Stylist

**Company:** Salon 152 Salon & Spa

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Cosmetology, Facial Technician

**Location:** Outside U.S.

**Job Description:** We have booth rental space available to talented stylist looking for a successful salon to begin their business. We offer a convenient location, great walk-ins, friendly staff, contemporary atmosphere, shampoo and conditioner supplied, granite stations, and marketing assistance.

**Contact:** Kari Sinkula

**Address:** 1825 South Morgan Road, Oklahoma City, OK 73128

**Phone:** 4053710388

**Email:** style@salon152mustang.com

**Application Instructions:** Call for any further information!

---

**Job ID:** 2337223

**Expires:** 09/16/2011

**Job Title:** Mechanic/Operator

**Company:** Western Farmers Electric Cooperative

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** DATE: August 11, 2011 POSTING #: 290416 POSITION:

Mechanic/Operator SALARY: H9 \$14.71 to H19 \$22.83 DEPARTMENT: Anadarko Power Plant LOCATION: Anadarko, OK Applications will be accepted through August 31, 2011 -

Apply on-line at [www.wfec.com](http://www.wfec.com) SUMMARY: This job is the entry level position in the

Anadarko Power Plant. The incumbent receives training in both plant maintenance and plant operations functions. While under the direction of the Mechanical Supervisor, the

Mechanic/Operator assists in the safe performance of general repair and preventive maintenance

on generating plant equipment. When assigned to Operations functions, the Mechanic/Operator

provides support for plant operations. ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following. Other duties may be assigned. Learns and follows all safety and plant

procedures. Works with mechanics as a helper/trainee by learning and performing basic

preventive and repair maintenance on plant equipment. Obtains and provides materials and tools

to work locations. Completes maintenance requests as assigned. Maintains cleanliness

throughout the power plant. Works with plant operations as a helper/trainee by learning and

performing routine unit operations functions. Takes and records hourly readings of auxiliary

equipment. Performs lubrication of plant equipment according to vendor's recommendations and

plant guidelines while working maintenance or working a rotating shift as an operator. Operates

various power tools, hand tools, and equipment such as forklifts, winch trucks, cranes, tractors,

mowers, and other plant related equipments. COMPETENCIES: To perform the job

successfully, an individual should demonstrate the following competencies: Problem Solving:

Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Organizational Support: Follows policies and procedures; Supports organization's goals and values. Attendance/Punctuality: Is consistently at work and on time. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Quality: Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality. Quantity: Completes work in timely manner. Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Page 2 Posting #: 290416 Posting Date: 08/11/11

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and behaviors required. Education and Experience: Requires two years of progressive related experience in mechanical maintenance in a power plant, industrial, construction, or manufacturing environment. Related education may be substituted for experience at a rate of one year of education for two years of experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to complete forms and routine correspondence. Ability to speak effectively with other employees. Math Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret graphs. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Computer Skills: Ability to use a computer and to learn and use Microsoft Office software.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Driver's License required. **WORK SCHEDULE REQUIREMENTS:** Required to work overtime on short notice. Required to work a rotating shift as necessary. May also require travel on short notice.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires lifting, pushing, pulling or carrying of weights equal to 50 pounds or more; climbing ladders and stairs and working on elevated platforms or scaffolding; kneeling, crawling, stooping, bending or twisting for extended periods of time; pushing, pulling and reaching above the shoulders; wearing personal safety equipment including breathing apparatus; manual and detailed hand work using both hands; vision within normal range (corrective lens are permitted); and hearing within normal range (hearing aids are permitted). **WORK**

**ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires working in varying weather conditions outside and temperature extremes inside with extreme ranges of humidity and dryness; working in confined spaces for extended periods of time; walking or standing on inclined, uneven or slippery surfaces; working with or near hazardous chemicals, materials, fumes, dust or smoke; and working in areas of constant high noise and vibration levels. Requires the use of protective masks and breathing equipment. **MUST MEET ALL PHYSICAL AND ENVIRONMENTAL REQUIREMENTS MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY WFEC IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V**

**Contact:** Tina M. Adams

**Address:** P.O. Box 429, Anadarko, OK 73005

**Phone:** 405-247-4282

**Fax:** 405-247-4452

---

**Job ID:** 2337231

**Expires:** 09/16/2011

**Job Title:** Financial Services Clerk

**Company:** Western Farmers Electric Cooperative

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** DATE: August 12, 2011 POSTING #: 290418 POSITION: Financial Services Clerk SALARY RANGE: \$24,485 to \$35,307 DEPARTMENT: Financial Services LOCATION: Anadarko, OK Applications will be accepted through September 1, 2011 - Apply on-line at [www.wfec.com](http://www.wfec.com) SUMMARY: Under the supervision of the Financial Services Supervisor, the Financial Services Clerk provides clerical support necessary to process and maintain complete and accurate accounting records. The incumbent also performs general clerical work for the Financial Services Department. ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists in recording and issuing work order numbers to authorized personnel and sends required information and reports to project coordinators. Assists in review of open work orders and coordinates with project coordinators to ensure timely closeout of projects. Assists others in gathering work order information. Sends out monthly work order reports to project coordinators. Generates computer reports for processing closeout of work orders. Assists with data entry of continuing property records. Assists in data entry of employee expense reports. Runs and sends out monthly reports after financial close. Prepares Power Point presentation for monthly board meetings. Attends Capital Review Team meetings, prepares CRT agenda, and records minutes of the meetings. Assists with tracking capital project approvals. Enters department employees' time records for payroll processing. Prepares file folders and performs departmental filing, typing, copying, shredding, stuffing, binding and sorting as needed by department staff. Proofreads data entry of various reports and assists staff in resolving discrepancies. Assists with budgeting duties as required. Other duties may be assigned. COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies: Quantity: Meets productivity goals; Completes work in timely manner; Strives to increase productivity. Quality: Demonstrates accuracy, thoroughness and attention to detail; Applies feedback to improve performance; Monitors own work to ensure quality. Attendance/Punctuality: Is consistently at work and on time; Uses paid leave within policy requirements; Informs supervisor about necessary absences in a timely manner. Dependability: Follows instructions and responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan. Oral Communication: Listens and gets clarification; Responds well to questions. Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values. Planning/Organizing: Uses time efficiently; sets goals and objectives; Page Two Posting #: 290418 Posting Date: 08/12/11

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Customer Service: Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments to customers. Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources. QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and behaviors required. Education and Experience: High school diploma and two years of related experience in a bookkeeping, accounting, or secretarial position is required. Related education may be substituted for experience at the rate of one year of education for two years of experience. Language Skills: Ability to read and comprehend instructions, short correspondence, and memos. Math Skills: Ability to add and subtract and to multiply and divide. Ability to perform these operations using units of money and weight measurement. Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Computer Skills: Ability to use Microsoft Office Suite including Word, Excel, Power Point and Outlook. CERTIFICATES, LICENSES, REGISTRATIONS: Must have a valid driver's license. WORK SCHEDULE REQUIREMENTS: Normal work schedule is five days a week. May be required to work overtime on short notice. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit. The employee may be required to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. MUST MEET ALL PHYSICAL AND ENVIRONMENTAL REQUIREMENTS MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY WFEC IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V

**Contact:** Tina M. Adams

**Address:** P.O. Box 429, Anadarko, OK 73005

**Phone:** 405-247-4282

**Fax:** 405-247-4452

---

**Job ID:** 2337238

**Expires:** 09/16/2011

**Job Title:** Mechanic

**Company:** Western Farmers Electric Cooperative

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** DATE: August 15, 2011 POSTING #: 290419 POSITION: Mechanic SALARY: H21 \$24.95 to H26 \$31.08 DEPARTMENT: Anadarko Plant LOCATION: Anadarko, OK Applications will be accepted through September 2, 2011 - Apply on-line at [www.wfec.com](http://www.wfec.com) SUMMARY: Under the direction of the Mechanical Supervisor, the Mechanic is responsible for safely performing general repair and preventive maintenance on all generating plant equipment. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Performs troubleshooting, preventive and repair maintenance on plant equipment such as turbines, air compressors, pumps, gear reducers, fans and all other plant equipment. Completes maintenance requests as assigned. Performs required alignment of drive couplings, belts, turbines, and other rotating equipment to design specifications. Performs welding and machining as required to maintain the plant, buildings, and equipment. Performs required piping and valve repair to standards and specifications. Performs lubrication of plant equipment according to vendor's recommendations and plant guidelines. Supports manpower requirements at other plants within Western Farmers Electric Cooperative as necessary to meet generation requirements of the cooperative. Supports manpower requirements of plant operations by working rotating shifts as necessary to meet generation requirements of the plant. COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies: Technical Skills: Displays technical knowledge equal to job requirements; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Quantity: Meets productivity goals; Completes work in timely manner; Strives to increase productivity. Quality: Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality. Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully. Attendance/Punctuality: Is consistently at work and on time; Uses paid leave within policy requirements; Informs supervisor about necessary absences in a timely manner. Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values. Dependability: Follows instructions and responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Page Two Posting # 290419 Posting Date: 08/15/11 Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Customer Service: manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments to customers. Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources. QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and behaviors required. Education and Experience: Requires three years of progressive related experience in mechanical maintenance in a power plant or industrial environment. Related education may be substituted for experience at a rate of one year of education for two years of experience. Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance

instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively other employees. Math Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Computer Skills: Ability to use a personal computer to access the intranet and Microsoft Office software as required. CERTIFICATES, LICENSES, REGISTRATIONS: Driver's License required. WORK SCHEDULE REQUIREMENTS: May require overtime on short notice. May also require travel on short notice. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires lifting, pushing, pulling or carrying of weights equal to 50 pounds or more; climbing ladders and stairs and working on elevated platforms or scaffolding; kneeling, crawling, stooping, bending or twisting for extended periods of time; pushing, pulling and reaching above the shoulders; wearing personal safety equipment including breathing apparatus; manual and detailed hand work using both hands; vision within normal range (corrective lens are permitted); and hearing within normal range (hearing aids are permitted). WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires working in varying weather conditions outside and temperature extremes inside with extreme ranges of humidity and dryness; working Page Three Posting # 290419 Posting Date: 08/15/11 in confined spaces for extended periods of time; walking or standing on inclined, uneven or slippery surfaces; working with or near hazardous chemicals, materials, fumes, dust or smoke; and working in areas of constant high noise and vibration levels. Requires the use of protective masks and breathing equipment. MUST MEET ALL PHYSICAL AND ENVIRONMENTAL REQUIREMENTS MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY WFEC IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V

**Contact:** Tina M. Adams

**Address:** P.O. Box 429, Anadarko, OK 73005

**Phone:** 405-247-4282

**Fax:** 405-247-4452

---

**Job ID:** 2337718

**Expires:** 09/16/2011

**Job Title:** Bakery Manager

**Company:** Buy For Less

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Buy For Less is seeking for energetic, creative, and self-motivated individuals with strong management skills to fill the Bakery Manager position in our of our stores. Individual will be responsible for the overall performance of the department. Duties will include budgeting, managing production, meeting sanitation standards, meeting and improving sales goals, employee development and workplace safety.

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Email:** jobs@bfl-corp.com

**Apply Online:** <http://www.buyforlessok.com/careers>

**Application Instructions:** Please complete the online application at [www.buyforlessok.com](http://www.buyforlessok.com) and send your resume to jobs@bfl-corp.com. Buy For Less is an Equal Employment Opportunity Employer.

---

**Job ID:** 2337720

**Expires:** 09/16/2011

**Job Title:** Scanning Coordinator

**Company:** Buy For Less

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** We are seeking a motivated, strong ethic and self-driven individual to fill the Scanning Coordinator position. Individual will be responsible for providing outstanding guest service in a fast paced environment. Maintain scan/tag accuracy of all shelf items in Grocery, GM/HBC, Produce and Meat departments. It also requires a great deal of detail work and precision, physical work and energy. Buy For Less is a successful and growing company with many opportunities to advance within the organization. We have a strong well organized structure of management to allow for any level of challenge in your advancement. We provide excellent pay and benefits with Medical, Dental, Vision, 401k, vacation and more. This is more than just a job; it's everything you make of it, even a career of a lifetime!

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Apply Online:** <http://www.buyforlessok.com/careers>

**Application Instructions:** Complete the online application at [www.buyforlessok.com](http://www.buyforlessok.com). Buy For Less is an Equal Employment Opportunity Employer

---

**Job ID:** 2337723

**Expires:** 09/16/2011

**Job Title:** Deli Clerk

**Company:** Buy For Less

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Buy For Less is seeking for energetic and self-motivated individuals to fill positions in our deli department. Individuals will be responsible for maintaining, receiving, stocking displays and related products. Also, keeping department cleanliness, and provide excellent customer service. We provide excellent pay and benefits with Medical/Dental, 401k and vacation. This is more than just a job; it's everything you make of it, even a career of a lifetime! **RESPONSIBILITIES OF THE POSITION:** - Ensure the production of high quality merchandise and service. - Ensure food is fresh and visually appetizing on plate. - Receives product deliveries, ensuring order and invoice accuracy. - Stocks, rotate merchandise, and faces product according to department procedure. - Follows department procedures. - Enforces Health Department regulations regarding food handling, storage, proper steam table temperature and cleanliness of work environment. - Maintains back-stock areas according to department standards. - Maintains knowledge of meat products, provides information to customers regarding use and preparation. - Assists in other departments as needed. - Performs other duties as assigned to meet business needs. - Prepares deli recipes according to procedure. - Cleans and stocks deli cases according to procedure. - Maintain working knowledge of deli recipes and prepared foods. - Operates cash register as needed. **REQUIREMENTS FOR THE POSITION:** - Minimum 1 year experience of food preparation and production. - Experience in ordering and merchandising product is desired. - Customer service orientation, friendly personality. - Excellent communication skills. - Strong work ethic. - Ability to start and complete work assignments. - Available to work a flexible schedule to include weekends & holidays.

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Application Instructions:** Please complete the online application at [www.buyforlessok.com](http://www.buyforlessok.com)

---

**Job ID:** 2337726

**Expires:** 09/16/2011

**Job Title:** Cake Decorator

**Company:** Buy For Less

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** D.O.E.

**Job Description:** Buy For Less is seeking for energetic and self-motivated individuals to fill positions in our bakery department. Individual will be responsible for decorating cake.

**RESPONSIBILITIES OF THE POSITION:** - Cake decorators will mix the icing or other decorating mixtures, e.g. butter, royal and plastic icings, pastes, creams and frostings - Spread icing or other mixtures with brushes or spatulas - Tint the mixture using food dyes to achieve the desired color - Place decorative mixture into an icing bag fitted with a nozzle of a specified size and shape - Shape cakes to create various forms which are then decorated form and shape various shapes and decorative figures onto cakes, e.g. lines, letters, figures or flowers, by using hands or tools such as icing bags or cutters. enjoy artistic and creative activities artistic and design flair - Able to undertake detailed work using a steady hand - Ensures quality control of all products before sending to sales floor - Maintains sanitation in work area - Ensure productivity standards are met without compromising product quality - Organizes back storage room, freezer, walk-in, and production area - Reads and executes daily production list - Assists with inventory control to include loading, unloading, moving and storing products - Assist customers with any bakery products or purchases - Makes regular announcements to inform customers of freshly baked product - Ensures all potentially hazardous foods are maintained under the appropriate ambient temperatures - Complies with the company food safety and sanitation standard - Uses suggestive selling techniques to meet customer needs and to build department sales - Performs as a team member of the bakery to help ensure a safe, clean and productive operation. - Ability to work a flexible schedule to include evening shifts (weekends & holidays)

**REQUIREMENTS FOR THE POSITION:** - 1 + more years of experience in the area of specialization preferred but not required. - 6-12 months experience cake decorating including mixing, shaping, and baking. - Knowledge and use of Baking equipment (ovens; mixers; etc). - Excellent Customer Service Skills - Good Communication and Interpersonal skills

**PHYSICAL REQUIREMENTS:** - Individual will be exposed to extreme heat from ovens and fryers, and cold from freezers and coolers. - Must be able to lift a minimum of 50 lbs. frequently. - Ability to bend, reach, kneel, squat - Able to stand for long periods of time. - Able to push/pull heavy loads. Do not respond to this ad; instead, complete the online application at <http://www.buyforlessok.com/About%20Us/EmploymentApp.htm>, and email us your resume at [jobs@bfl-corp.com](mailto:jobs@bfl-corp.com)

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Email:** [jobs@bfl-corp.com](mailto:jobs@bfl-corp.com)

**Apply Online:** <http://www.buyforlessok.com/careers>

**Application Instructions:** Complete the online application at <http://www.buyforlessok.com> and email us your resume at [jobs@bfl-corp.com](mailto:jobs@bfl-corp.com). Equal Employment Opportunity Employer

---

**Job ID:** 2337729

**Expires:** 09/16/2011

**Job Title:** Front End Manager

**Company:** Buy For Less

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** With the company's and department's growth has come an increased need for talented and energetic Front End Manager. BUY FOR LE\$\$ is seeking a detail oriented, organized, driven team player. Must possess strong leader and problem-solving skills to join the company as it continues to grow. Buy For Less has a strong well organized structure of management to allow for any level of challenge in your advancement. This is more than just a job; it's everything you make of it, even a career of a lifetime! Responsibilities of the position · Assists in managing Front End operations of Buy For Less grocery store. · Great emphasis on guest's services with friendly, helpful, and courteous attitude. · Performs a variety of duties including supervision of Cashiers and Courtesy Clerks duties and responsibilities. · Assist the Store Manager with the preparation of schedules and assigns employees on breaks. · Responsible for making sure items not purchased are restocked properly. · Responsible for making sure perishable items not purchased are returned to their respective coolers immediately to avoid shrink. · Ability to complete forms and reports. · Must be able to count cash and drawers. · Assists the Store Manager as necessary to train and maintain a qualified front end staff. · Ability to multitask and pay attention to detail. · Assures policies, standards, and safety guidelines are followed. · Maximizes sales through excellent guest's service. · Reports to Store Manager. Requirements of the position - Sixteen (16) years of age or older. - Follows Basic Safety Guidelines as instructed. - Must know how to identify produce & grocery items. - Basic mathematical skills. - Good communication & interpersonal skills. - Good problem solving skills. - Ability to lift moderately heavy loads (45 lbs.) - Ability to bend, kneel, reach, push, and pull. - Able to stand for long periods of time. - Problem solving skills: The ability to identify and resolve problems in a timely fashion. - Required to adapt to rapid change in the work environment and manage competing demands and unexpected events. -Strong interpersonal and leadership skills. Must be able to drive to various locations throughout the OKC Metro area. - Must be fluent in English. Fluency in Spanish is a plus. - Excellent oral and written communication skills.

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Apply Online:** <http://www.buyforlessok.com/careers>

**Application Instructions:** Complete the online application at [www.buyforlessok.com](http://www.buyforlessok.com). Buy For Less is an Equal Employment Opportunity Employer.

---

**Job ID:** 2338219

**Expires:** 09/16/2011

**Job Title:** Maintenance Mechanic

**Company:** Johns Manville

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Able to work in an industrial setting. Knowledge of pneumatics, hydraulics, power transmission and electrical motor controls necessary for the successful candidate. Welding skills are a plus. Must be able to complete and pass a pre-employment drug test, background check and functional capacity physical examination. Pay is based on skills and experience.

**Contact:** Debi Hernandez

**Address:** 812 N Bryant Ave, Oklahoma City, OK 73117

**Phone:** 405-552-4111

**Fax:** 405-235-2845

**Email:** hernandezd@jm.com

**Application Instructions:** please submit resume to email or fax.

---

**Job ID:** 2351033

**Expires:** 09/16/2011

**Job Title:** Technicians Needed

**Company:** Edmond Hyundai and Fiat of Edmond

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Automotive Service Technology

**Location:** Oklahoma

**Job Description:** Edmond Hyundai is seeking technicians for the following positions: Line Technician (2 needed) Quick Service Technicians (3 needed)

**Contact:** Lee Bradley

**Address:** 14137 N Broadway Ext, Edmond, OK 73072

**Phone:** 405-478-8777

**Fax:** 405-478-0154

**Email:** lbradley@edmondhyundai.com

---

**Job ID:** 2339700

**Expires:** 09/17/2011

**Job Title:** dermalogica esthetician

**Company:** Daffodil Hill Day Spa, LLC

**Job Type:** Full Time, Part Time

**Degrees Wanted:** License

**Majors Wanted:** Facial Technician

**Location:** Oklahoma

**Salary:** independent contractors

**Job Description:** We are a dermalogica day spa only. We are in search of a licensed esthetician

seeking to work for herself. This is for independent contractors only. There is a luxurious private suite available for weekly rent.

**Contact:** Ginnifer Heinrichs

**Address:** 3801 N. College, Bethany, OK 73008

**Phone:** 4055195776

**Email:** daffodilhillsalon@gmail.com

---

**Job ID:** 2340601

**Expires:** 09/18/2011

**Job Title:** Vice President of Marketing

**Company:** Griffin Communications, LLC

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Marketing and Professional Sales

**Location:** Oklahoma

**Job Description:** Participate in strategy development and execution for Griffin Communications and its subsidiaries. Provide leadership, development and implementation of the marketing strategy for the organization. Responsible for market research, planning and promotions/advertising. Ten years progressively responsible experience in Marketing with supervisory experience. Must have a thorough knowledge of marketing principles, methods and practices. Strong organizational & interpersonal skills. Must be able to travel to different work locations. Must have a demonstrated ability to lead people and get results.

**Contact:** Cherry Eaton

**Address:** 7401 N. Kelley, OKC, OK 73111

**Phone:** 405 841 3647

**Application Instructions:** Please apply online at <https://home.eease.adp.com/recruit/?id=829921>. Please email questions to [applications@griffincommunications.net](mailto:applications@griffincommunications.net).

---

**Job ID:** 2340614

**Expires:** 09/18/2011

**Job Title:** Graphic Designer

**Company:** Griffin Communications, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Graphic Communications

**Location:** Oklahoma

**Job Description:** Design graphic elements for all Griffin Communications divisions including news, marketing and sales; Primary focus on TV and web graphics. Strong design and conceptual skills required, represented by a quality demonstration disc or graphic arts portfolio.

The ability to quickly conceive and produce high-quality graphics, using Vizrt, Adobe Photoshop, Illustrator and After Effects. Knowledge of Cinema 4D or any 3D modeling/animation program is preferred. Skills must also translate to web design, print and multi-media production. Requires strong organizational and teamwork skills. The ability to multi-task and manage a diverse workload is a must. Minimum five years marketing and/or graphic design experience required.

**Contact:** Cherry Eaton

**Address:** 7401 N. Kelley, OKC, OK 73111

**Phone:** 405 841 3647

**Application Instructions:** Please send resume, job application and EEO form to Human Resources at [www.applications@griffincommunications.net](http://www.applications@griffincommunications.net) You may download an online job application by going to [www.news9.com](http://www.news9.com). If position requires the operation of a company vehicle or personal vehicle for company use, a copy of a current driving record must be provided with the employment application. Driving record can be obtained from your local tag agency. Employment is contingent upon receiving these documents.

---

**Job ID:** 2341213

**Expires:** 09/18/2011

**Job Title:** CNC Programmer

**Company:** GE Oil & Gas

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Precision Machining/Computer Numerical Control

**Location:** Oklahoma

**Job Description:** Successful candidates will provide direct support to the Machine Shop by knowing how to modify, develop and maintain CNC/NC programs by CNC programming system preferably ESPRIT or Master cam / other programming system. Candidates must be able to analyze drawings, sketches and design data of parts to determine dimension and configuration of cuts, speed and feed rate. The skill to determine reference points and direction of machine cutting paths, compute angular and linear dimensions, radii and curvatures is required. The Programmer will work closely with Engineering, Shop Supervisors and Operators to assist in resolving component issues. We offer a generous compensation and benefits package, including medical, dental, vision, 401k, life insurance, GE discounts, tuition reimbursement and much more! Apply at 5500 SE 59th Street OKC, or submit resumes to [resumes@woodgroup-esp.com](mailto:resumes@woodgroup-esp.com)

**Contact:** Megan Metzler

**Address:** 5500 SE 59th St., Oklahoma City, OK 73135

**Phone:** 405-671-2157

**Email:** [resumes@woodgroup-esp.com](mailto:resumes@woodgroup-esp.com)

---

**Job ID:** 2341395

**Expires:** 09/18/2011

**Job Title:** Repair Foreman

**Company:** RED RIVER ROOFING

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Roofing repair for Residential, commercial and light carpentry. Company truck, Medical, 401k .

**Contact:** Allen Finnell

**Address:** 746 ENTERPRISE DR, EDMOND, OK 73132

**Phone:** 405-330-0025

**Fax:** 405-330-0036

**Email:** allen@redriverroofing.com

---

**Job ID:** 2341414

**Expires:** 09/18/2011

**Job Title:** Food Service - Room Service

**Company:** Mercy Health Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** FT - hours of shift are 7a-330p, will work various days of the week including weekends. Responsible for assembling and delivering meals and nourishments to patients, and providing excellence in guest relations. Interacts with nursing staff to confirm diet orders prior to delivery of food to patients. Complies with food safety and sanitation regulations. There are various Food Service Worker assignments that are rotated daily. Grade 6.

**Contact:** Sara Jandreau

**Address:** 4345 W Memorial Rd, Ste 220, Oklahoma City, OK 73134

**Phone:** 405-936-5626

**Fax:** 405-936-5484

**Apply Online:** <http://www.mercycareers.net>

---

**Job ID:** 2341426

**Expires:** 09/18/2011

**Job Title:** Cook

**Company:** Mercy Health Center

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Part Time /variable schedule. Will work every other weekends. Job responsibilities include: preparing all food items as assigned in accordance with standardized recipes, using and cleaning equipment according to manufacturers' directions, appropriate documentation and other duties as assigned. Grade 7.

**Contact:** Sara Jandreau

**Address:** 4345 W Memorial Rd, Ste 220, Oklahoma City, OK 73134

**Phone:** 405-936-5626

**Fax:** 405-936-5484

**Apply Online:** <http://www.mercycareers.net>

---

**Job ID:** 2341669

**Expires:** 09/20/2011

**Job Title:** Account Clerk

**Company:** Andeco Flooring

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** varies with experience

**Job Description:** Account payable/receivable, entering of vendor invoices, customer invoicing, setting up new vendors/customers, maintaining insurance logs, filing, answering phones, keep work area clean. Maybe subject to background check and drug test.

**Contact:** Becky Anderson

**Address:** 14701 Metro Plaza Blvd, Edmond, OK 73013

**Email:** [becky@andecoflooring.com](mailto:becky@andecoflooring.com)

**Application Instructions:** SEND RESUMES BY EMAIL ONLY. Please NO fax or phone calls.

---

**Job ID:** 2343126

**Expires:** 09/21/2011

**Job Title:** Sales Associate

**Company:** West Business Services

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 10.00

**Job Description:** Responsible for processing various incoming and outgoing sales focused phone calls for assigned clients and programs in accordance with policies, procedures, quality standards, and federal laws and regulations; as required, perform calls to businesses and

consumers in order to qualify new business prospects or generate leads for assigned client and program, ensuring adherence to established policies and procedures; establish a good working relationship with team members and department contacts in order to maintain and continuously strive to improve the level of overall service being provided

**Contact:** Mike Merry

**Address:** 1331 W Memorial Rd Ste 103, Oklahoma City, OK 73114

**Phone:** 405-241-3563

**Fax:** 405-241-0481

---

**Job ID:** 2344077

**Expires:** 09/22/2011

**Job Title:** Assistant Teacher, Part-Time (Child Development Center)

**Company:** Edward L. Gaylord Downtown YMCA

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** General Function: The Assistant Teacher is responsible for meeting the developmental needs of children birth through six years of age in a group setting. Responsibilities include but are not limited to: planning and implementing developmentally appropriate lesson plans that address the cognitive, emotional, and social needs of each child, providing a safe and secure environment, providing documentation of positive developmental outcomes for students, as well as maintaining positive relations and communications with families, partnership agencies and program staff. Directs classroom assistant teacher, practicum students, and volunteers to meet program standards as well as Oklahoma Department of Human Service Licensing Regulations, N.A.E.Y.C. guideline, Oklahoma City/County Health Department and the Federal School Lunch licensing regulations.

**Contact:** Donna Legaard

**Address:** 1 NW 4th Street, Oklahoma City, OK 73102

**Phone:** (405) 297-7765

**Email:** [dlegaard@ymcaokc.org](mailto:dlegaard@ymcaokc.org)

**Apply Online:** <http://https://www.ymcaokcjobs.org/jobs.asp>

**Application Instructions:** APPLY ONLINE

---

**Job ID:** 2344078

**Expires:** 09/22/2011

**Job Title:** Fitness Center Instructor, Part-Time

**Company:** Edward L. Gaylord Downtown YMCA

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Works with members, participants and guests developing and monitoring fitness programs, including cardiovascular exercise, strength training and flexibility. Proper maintenance and care of equipment, including regular cleaning, is also a necessary requirement of this position. Duties and Responsibilities: · Develop and maintain professional relationships with members through a proactive approach. · Be visible and provide guidance and support for members in the fitness center. · Take members through scheduled orientation appointments, following the procedures of the YMCA of Greater Oklahoma City. · Make an active effort to encourage members to participate in personal training. · Clean all cardiovascular and weight equipment. · Ensure that towels and full spray bottles are available to members. · Re-rack dumbbells and plates during off-peak hours or at the end of shift. · Communicate with the coordinator/director and members when equipment malfunctions by completing the Equipment Log. · Maintain an accurate service log, completing the recommended routine maintenance as directed by immediate supervisor. · Assist Coordinator/Director in the implementation of fitness events and programs. · Maintain current knowledge in fitness trends innovations, programs and ideas. · Develop meaningful and sustainable relationships with members, donors and volunteers.

**Contact:** Michele Taylor

**Address:** 1 NW 4th Street, Oklahoma City, OK 73102

**Phone:** (405) 297-7702

**Fax:** 405 297-7703

**Email:** mtaylor@ymcaokc.org

**Apply Online:** <http://http://www.ymcaokcjobs.org/jobs.asp>

---

**Job ID:** 2344079

**Expires:** 09/22/2011

**Job Title:** Personal Trainer, Part-Time

**Company:** Edward L. Gaylord Downtown YMCA

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Position Description: Design and administer personalized fitness training programs in accordance with member's needs and goals and program objectives of the Personal Training Program. Duties and Responsibilities: Maintain current certifications Administer fitness programs in keeping with YMCA guidelines Administer health risk appraisals Administer individual group fitness assessments when appropriate Assist with YMCA special events when needed Maintain appropriate record keeping of trainees and training cards, ADP hours reporting, and incident/accident reports Assist in marketing the program Enforce safety standards and procedures Re-rack dumbbells and plates prior/post to training Keep fitness center and free-weight areas clutter-free by picking up towels, empty water bottles, trash, etc Assist in cleaning all cardiovascular, weight machines and free-weight equipment Communicate with

coordinator/director when equipment malfunctions or free-weight equipment is damaged. Notify member and supervisor if session requires rescheduling (24 hours in advance unless it is an emergency situation) Responsible for maintaining current knowledge in fitness trends, innovations, programs and help educate participant's awareness of all healthy lifestyle facts Positively support the YMCA of Greater Oklahoma City and its mission Demonstrate and tech these attributes of personal character: caring, honesty, respect and responsibility Respect client's confidentiality Develop meaningful and sustainable relationships with members, donors and volunteers.

**Contact:** Michele Taylor

**Address:** 1 NW 4th Street, Oklahoma City, OK 73102

**Phone:** (405) 297-7702

**Apply Online:** <http://www.ymcaokcjobs.org/jobs.asp>

---

**Job ID:** 2344464

**Expires:** 09/22/2011

**Job Title:** Powerline Technician

**Company:** Western Farmers Electric Cooperative

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** DATE: 08/18/11 POSTING #: 290420 POSITION: Powerline Technician SALARY: H9 \$14.71 to H26 \$31.08 DEPARTMENT: Transmission & Distribution Services LOCATION: Frederick, OK Applications will be accepted through September 8, 2011 - Apply on-line at [www.wfec.com](http://www.wfec.com) \*At the option of the hiring official, this position could be filled as an Apprentice Powerline Technician.\* SUMMARY - POWERLINE TECHNICIAN: Under general supervision, performs for all aspects of transmission line maintenance and construction. This job requires 90% overnight travel. SUMMARY - APPRENTICE POWERLINE TECHNICIAN: Under the direct supervision of the Power Line Supervisor, the Apprentice Line Technician Level I-V participates in the Line Technician apprenticeship program, performs transmission line maintenance and construction activities, and develops sound, effective and safe work habits. The Line Technician apprenticeship program requires a minimum of five years to complete. It includes extensive on-the-job training, formal training, and written study, some of which must be completed outside of work hours. Satisfactory performance and continuous progress toward completion of the program is required. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Successfully completes all the requirements of the formal line technician apprenticeship program including formal training, on-the-job training, outside education, and written study, some of which must be completed outside of work hours. Maintains tools, equipment, and work environment in a safe, clean, and orderly condition. Follows all safety procedures to ensure personal safety and the safety of others. Operates and maintains light and heavy equipment such as basket and digger trucks. Learns to perform and performs at a level appropriate to training, the duties of a Journeyman Line Technician which include: a. Maintenance on the transmission system and construction of transmission lines and

facilities. b. Installation, repair, and replacement of transformers and other devices throughout the transmission system. c. Troubleshooting equipment and properly reporting any problems noted. d. Learning and applying a thorough knowledge of phasing to ensure reliability and safety. e. Installation and removal of mobile substations safely and properly under the supervision of a journeyman. f. Maintenance on 138KV and 69KV oil circuit breakers. g. Restoration of service on transmission lines and substations under supervision of a journeyman.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies: **Technical Skills:** Displays technical knowledge equal to job requirements; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. **Quantity:** Meets productivity goals; Completes work in timely manner; Strives to increase productivity. **Quality:** Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality. Page Two Posting # 290420 Posting Date: 08/18/11 **Problem Solving:** Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully. **Attendance/Punctuality:** Is consistently at work and on time; Uses paid leave within policy requirements; Informs supervisor about necessary absences in a timely manner. **Organizational Support:** Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values. **Dependability:** Follows instructions and responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. **Safety and Security:** Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. **Customer Service:** manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments to customers. **Cost Consciousness:** Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and behaviors required.

**Education and Experience - Powerline Technician:** A minimum of four years of progressively responsible experience performing duties directly related to power line maintenance at transmission level voltages, or completion of a certified apprentice program in line maintenance. Must live within a thirty mile radius of specified base work location.

**Education and Experience - Apprentice Powerline Technician:** Must be a High School graduate and have a minimum of one (1) year experience in two (2) or more of the following areas: A. Operation of light and/or heavy equipment such as cranes or boom trucks, digger equipment, bucket trucks, or aerial man lift devices. B. Construction, maintenance, or operation of an electrical distribution or transmission system. C. General construction or building experience as an electrician or apprentice electrician. D. Previous schools or training (including military) related to the electrical industry. E. Previous experience in any of the following categories: 1. Working in climbing tools. 2. Working from aerial man lift devices. 3. Working at heights up to 120 feet or more. 4. Working in electrical substations. F. Working on or near high voltage AC circuits. G. Have previous experience or training with computers or digital and/or electronic equipment.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with other employees. Page Three Posting # 290420 Posting Date: 08/18/11 Math

Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Computer Skills: Ability to use a personal computer to access the intranet and Microsoft Office software as required. CERTIFICATES, LICENSES, REGISTRATIONS: This job requires the incumbent to acquire and maintain a Commercial Driver's License (CDL). WORK SCHEDULE REQUIREMENTS: This job requires 90% overnight travel. Incumbent must live within a thirty mile radius of specified base work location. Incumbent must be willing to work overtime, weekends and holidays and travel on short notice. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires climbing poles using personal climbing equipment; working in bucket trucks and on elevated platforms or scaffolding; walking and/or standing for extended periods of time; kneeling, crawling, stooping, bending, or twisting for extended periods of time; pushing, pulling, and reaching above the shoulders; wearing personal safety equipment; manual and detailed hand work using both hands and may require repetitive manual tasks. Requires lifting, pushing, pulling, or carrying of weights equal to 50 pounds or more. Requires quick, calm action in response to emergency situations. Requires vision within normal range. Corrective lens are permitted. Requires hearing within normal range. Hearing aids are permitted. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires working in varying outside weather conditions and temperature extremes day or night and working high above ground level. Requires working with and near high voltage electricity. MUST MEET ALL PHYSICAL AND ENVIRONMENTAL REQUIREMENTS MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY WFEC IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V

**Contact:** Tina M. Adams

**Address:** P.O. Box 429, Anadarko, OK 73005

**Phone:** 405-247-4282

**Fax:** 405-247-4452

---

**Job ID:** 2344618

**Expires:** 09/22/2011

**Job Title:** FIELD SERVICE TECHNICIAN

**Company:** Heubel Material Handling, Inc.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Automotive Service Technology

**Location:** Oklahoma

**Salary:** \$15.00 - \$20/ hr

**Job Description:** Drive to customer site, diagnose, trouble-shoot and repair various lift trucks. Maintain positive customer relations. Perform preventive maintenance on assigned equipment according to schedule at customer's facility. Complete all required paperwork and time records accurately and completely. Account for all parts, materials, tools and consumables used as required. Attend meetings, training classes and other company activities as required. Keep an adequate set of personal tools as required by supervisor at all times.

**Contact:** Lorene Aldrich

**Address:** 6311 NE Equitable Road, Kansas City, MO 64120

**Phone:** 816-231-6900

**Fax:** 816-241-4217

**Apply Online:** <http://www.heubel.com>

**Application Instructions:** Must complete online application - visit company website at [www.heubel.com](http://www.heubel.com). Click on careers and scroll down to the bottom. Click on the position of interest.

---

**Job ID:** 2345639

**Expires:** 09/23/2011

**Job Title:** Valve Repair Technician

**Company:** Cameron

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** On Campus, Oklahoma

**Salary:** DOE

**Job Description:** Seeking experienced Valve Techs with recent experience repairing and rebuilding of Orbit, Cameron, Grove & WKM ball valves and gate valves. Duties will include but not limited to the following: · Tear down of customer owned property to ready for repairs · Welding and machining of any imperfections that affect the performance of the valve · Troubleshooting and analyzing problems / issues based on customers communications · Housekeeping of facility and work area · Painting of repaired valves · Testing (hydro and air pressure) · Shipping & Receiving of parts and valves · Operating of forklifts, overhead jib cranes safely · Field Service work as needed based on work load Skills Set · Machining on manual lathes and vertical mills · Welding with mig, tig and wire feed welders · Read and interpret engineered prints and drawings · Using machining measuring tools & gauges · Ability to work in team environment · Work alone with minimal supervision · Basic computer skills · Use of basic hand tools · Attention to detail · Read and write clearly · Some record keeping · Must be able to lift 50 lbs.

**Contact:** John Jasinski

**Address:** 8533 SW 2nd Street, Oklahoma City, OK 73128

**Fax:** 405-789-2204

**Email:** [john.jasinski@c-a-m.com](mailto:john.jasinski@c-a-m.com)

**Application Instructions:** Send resume by fax or e-mail

---

**Job ID:** 2347036

**Expires:** 09/24/2011

**Job Title:** Caregiver Fundamentals Program Coordinator

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Oversee the planning and implementation of the Caregiver Fundamental Project. Responsible, in conjunction with the Project Director, for announcement, interpretation, articles, mail-outs, and grant requirements. Notification of planning sessions and training schedule. Development of training schedule, coordination, support and consultation with trainers. Development of a training manual to include all materials. Serve as a contact for the Project. Provide evaluation and follow-up of participant. Locates training location and coordinates arrangements. Assist communities in the formation of caregiver support groups. Plans and prepares grant proposals along with Director of Senior Services Assist financial support staff in the preparing and delivery of financial reports. Present proposal at the grant proposal conference. Perform other duties as necessary and assigned in a timely manner.

**Contact:** Tracie Stephenson

**Address:** 616 NW 21st Street 616 N.W. 21st, Oklahoma City, OK 73103

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/aboutus>

**Application Instructions:** Fax or E-Mail Resumes. Sunbeam Family Services is an EOE.

---

**Job ID:** 2347053

**Expires:** 09/24/2011

**Job Title:** Family Support Supervisor

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** The Family Support Supervisor leads OKC Educare's Family Advocates in the engagement and involvement of families enrolled in our program through activities, practices and services that support parents/families as the primary nurturers, experts and teachers of their child in order to promote and sustain their child's learning, development, academic and life success. The primary focus for the work of the Family Support staff is the parent/child relationship and engaging around that relationship at every opportunity. The Family Support

staff has specific and intentional responsibility in the following three areas of work with families:

- Activities/strategies that promote and enhance the parent-child relationship.
- Activities/strategies that engage families in discussions about their child's emotional and cognitive growth and development and provide parents information and opportunities to learn about concrete things they can do to promote their child's learning.
- Activities/strategies that encourage families' involvement in the education of their child and in their child's school both at Educare and in the K-12 system. This includes helping families recognize and expect "quality education," know how to access quality elementary schools, and learn how to advocate for a quality education for their child. The Family Support Supervisor facilitates full and effective implementation of Educare's Core Features and evidence-based practices by providing Family Support staff with supervision that includes the design, delivery and coordination of intensive professional development; facilitation of interdisciplinary collaboration; and administrative support. Outcomes of the Family Support Supervisor's work include exemplary engagement with families and retention of staff.

**Contact:** Jessica Rodriguez

**Address:** 616 NW 21st Street 616 N.W. 21st, Oklahoma City, OK 73103

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/aboutus>

**Application Instructions:** Apply online. You may also fax or email your resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2351499

**Expires:** 09/29/2011

**Job Title:** Electrical and Mechanical assembly.

**Company:** Peoplesource

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$10 to \$11 per hr.

**Job Description:** Both positions require you to pass a tape measure test. The electrical assembly requires experience in bending conduit to run wires thru them. The Mechanical assembly requires mechanical aptitude using cordless drills to assemble sheet metal panels to a steel frame.

**Contact:** jeff baker

**Address:** 1117 NW 63rd Street, OKC, OK 73116

**Phone:** 405-943-2600

**Fax:** 405-943-2600

**Email:** [jeff@peoplesourceok.com](mailto:jeff@peoplesourceok.com)

**Application Instructions:** In person or email resume

---

**Job ID:** 2183620

**Expires:** 09/30/2011

**Job Title:** Nanny

**Company:** Cheryl L. Atherton

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Salary:** Hourly

**Job Description:** Looking for Child Care provider interested in taking care of 16 month old in my home. Will be involved in outside activities, including park, swimming lessons, zoo, etc. Provide teaching and learning activities, some housekeeping.

**Contact:** Cheryl Atherton

**Address:** 133 Barbara Drive, Edmond, OK 73013

**Phone:** 405-863-7937

---

**Job ID:** 2324547

**Expires:** 09/30/2011

**Job Title:** Teacher Aide

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** This position serves as classroom Teacher Aide for an early childhood classroom with a direct focus on infants, toddlers, and pre-school age children. The Teacher Aide will work collaboratively with a Lead Teacher to ensure the successful operation of a classroom. The Teacher Aide also works with a team of other classroom teachers and family members to achieve positive outcomes for children of all abilities. Assist in implementing Head Start/Early Head Start Performance Standards in classrooms. Provide assistance with the preparation of appropriate daily lesson plans in advance that include both indoor and outdoor activities; are individualized and based on the infants/toddlers own needs, interest and schedules; and, include multicultural educational materials and activities, family-style meals and other elements, as appropriate. Assist with parent communication regarding children's functions and activities. Assist in organizing the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development. Assist in ensuring infant and toddler classrooms are homelike, safe, sanitary, and

free of clutter. Assist in organizing the toddler classroom in rudimentary learning centers that are well defined, rotating materials routinely to create a stimulating environment. Provide for diaper changing and toilet training functions in the classroom in a safe, sanitary and developmentally appropriate manner.

**Contact:** Jessica Rodriguez

**Address:** 616 NW 21st Street 616 N.W. 21st, Oklahoma City, OK 73103

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [jrodriguez@sunbeamfamilyservices.org](mailto:jrodriguez@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/careers>

**Application Instructions:** Please apply online at [www.sunbeamfamilyservices.org](http://www.sunbeamfamilyservices.org). You may also fax or email a resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2324549

**Expires:** 09/30/2011

**Job Title:** Education Coordinator

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Job Description:** This position serves as Field Coordinator for the Early Childhood Services program. The Education Field Coordinator supervises lead teachers who manage and are responsible for the successful operation of the classrooms. The Education Field Coordinator plans and collaborates with other coordinators and staff in the Early Childhood Services program to ensure that outcomes are achieved for children of all abilities.

**Contact:** Jessica Rodriguez

**Address:** 616 NW 21st 616 N.W. 21st, Oklahoma City, OK 73103

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://http://sunbeamfamilyservices.org/about-us/careers/>

**Application Instructions:** Apply online. Sunbeam Family Services is an EOE.

---

**Job ID:** 2324553

**Expires:** 09/30/2011

**Job Title:** Assistant Teacher

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Job Description:** This position serves as classroom Assistant Teacher for an early childhood classroom with a direct focus on infants, toddlers, and pre-school age children. The Assistant Teacher will work collaboratively with a Lead Teacher to ensure the successful operation of a classroom. The Assistant Teacher also works with a team of other classroom teachers and family members to achieve positive outcomes for children of all abilities. Assist in implementing Head Start/Early Head Start Performance Standards in classrooms. Assist in documenting volunteer activities, and parent communication regarding children's functions and activities. Assist in organizing the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development. Assist in ensuring infant and toddler classrooms are homelike, safe, sanitary, and free of clutter. Promote the development of secure relationships with infant/toddlers assigned by assuring primary and continuity of care. Assist with conducting developmental screenings, as assigned. Assist with training parents and volunteers in planning and implementing appropriate activities. Assist in maintaining a clean, safe learning environment at all time. Greet parents and children pleasantly and appropriately, ensuring a smooth transition into the center, a positive home-center connection and a family partnership. Maintain ongoing professional and appropriate communication with parents through a variety of methods and sends activities home that Parents can do with their children to support the curriculum and the child's learning.

**Contact:** Tracie Stephenson

**Address:** 616 NW 21st Street 616 N.W. 21st, Oklahoma City, OK 73103

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/aboutus>

**Application Instructions:** Apply online. Sunbeam Family Services is an EOE.

---

**Job ID:** 2353361

**Expires:** 09/30/2011

**Job Title:** Health Services Coordinator

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Develops and directs all Health and Nutrition activities of Sunbeam Early Childhood Services (ECS) Programs in accordance with the Head Start Performance Standards and Oklahoma Child Care Licensing Requirements; develops and maintains an effective working relationship with community health care providers; manages, coordinates and assures the

provision of comprehensive health, nutrition and dental services; promotes preventative health services and early intervention as well as health and safety practices; plans and coordinates first aid training to center staff; assures that child health records are maintained at assigned sites; and performs all other related duties; works under the general supervision of the Early Childhood Services Director.

**Contact:** Jessica Rodriguez

**Address:** 616 NW 21st Street 616 N.W. 21st, Oklahoma City, OK 73103

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/aboutus>

**Application Instructions:** Apply online. You may also fax or email resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2353362

**Expires:** 09/30/2011

**Job Title:** Lead Teacher

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Job Description:** This position serves as classroom Lead Teacher for an Early Childhood classroom with a direct focus on four children in Early Head Start or nine children in Head Start. The Lead Teacher will work collaboratively with an Assistant Teacher to ensure the successful operation of the classroom. The Lead Teacher also works with a team of other classroom teachers, staff and family members to achieve outcomes for children of all abilities. Plan and provide a comprehensive program, including implementation of EHS curriculum and Head Start Performance Standards. Participate in curriculum development and recommend necessary changes. Ensure daily observations are entered in Creative Curriculum.net for all children in classroom. Ensure individual child assessments are completed for all children in classroom. Provide guidance and direction to meet the individual needs of children. Work in a team setting with all staff to determine individual needs of children. Consult regularly with appropriate service providers, consultants, and staff regarding child development concerns. Manage classroom operations; provide supervision, guidance and coaching to Teacher Assistants, Teacher Aides and classroom volunteers. Document volunteer activities, and parent communication regarding children's functions and activities. Organize the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.

**Contact:** Tracie Stephenson

**Address:** 616 N.W. 21st 616 N.W. 21st, Oklahoma City, OK 73146-1237

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/careers>

**Application Instructions:** Please apply online at [www.sunbeamfamilyservices.org](http://www.sunbeamfamilyservices.org). You may also fax or email a resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2353505

**Expires:** 09/30/2011

**Job Title:** Class A CDL Drivers

**Company:** Vaughan Foods Inc.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** "Vaughan Foods is a 49 yr old successful food processing plant" A small company feel, with the big Company Benefits. \*\*\*\*\*\$1000.00 SIGN ON BONUS\*\*\*\*\* Company Driver Information: · We pay .34 cents on all miles. (Paid on Streets and Trips (address to address.)) · Driver can average 2500 to 2800 miles a week. · Dedicated lanes, out and back freight. · Great home time. 4 to 5 day work week. · Paid weekly. · Direct Deposit. · Benefits after 90 days. · Paid vacations · No forced dispatch. · No ramp or wheel in deliveries. · \$18.00 per drop, excluding the first. · \$30.00 on top of miles paid for picking up you backhaul · \$12.00 detention pays after the first two hours. · Layover and breakdown pay. · \$100.00 on any inspections that have zero violations. · \$300.00 referral program. · Quarterly Safety bonus.

**Contact:** Analee Orta

**Address:** 216 N. 12th st., Moore, OK 73160

**Phone:** 405-794-2530

**Fax:** 1-866-339-6643

**Email:** [analee.orta@vaughanfoods.com](mailto:analee.orta@vaughanfoods.com)

**Apply Online:**

[http://https://www5.ultirecruit.com/VAU1000/jobboard/NewCandidateExt.aspx?\\_\\_JobID=138](http://https://www5.ultirecruit.com/VAU1000/jobboard/NewCandidateExt.aspx?__JobID=138)

---

**Job ID:** 2353512

**Expires:** 09/30/2011

**Job Title:** Production-Part Time

**Company:** Vaughan Foods Inc.

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Saturdays Only!!!! 7AM-7PM!!!! Description: The Production Team Associate will fill positions in the Fresh Cut Division's fast paced production plant. The Production Associates will report directly to the Production Process Assistants. Productions Associates must be able to perform all of the duties and physical requirements of the position. General Purpose: · Adhere to strict safety, quality, and production standards · Assist in ensuring 100% of daily production needs are met · Notifies Fresh Cut leadership team of machines and/or equipment that could be modified to improve processing and quality of products · Responsible for assisting in the cleanup of assigned area · Responsible for food safety and product quality in assigned area Specific Skills Required: · Must be able to stand/work in a cold and wet environment for extended periods of time · Regular attendance and punctuality · Must be able to effectively communicate with Process Assistants, Team Leads, Area Managers and any member of the Fresh Cut leadership team as needed · Must be able to engage in full manual dexterity in both hands and wrists · Stand and/or walk during shifts for extended periods of time · Attention to detail Preferred Skills: · High School Diploma/GED · Ability to work independently with limited supervision · Understand various aspects of production

**Contact:** Analee Orta

**Address:** 216 N. 12th st., Moore, OK 73160

**Phone:** 405-794-2530

**Fax:** 1-866-339-6643

**Apply Online:**

[http://https://www5.ultirecruit.com/VAU1000/jobboard/NewCandidateExt.aspx?\\_\\_JobID=190](http://https://www5.ultirecruit.com/VAU1000/jobboard/NewCandidateExt.aspx?__JobID=190)

---

**Job ID:** 2353717

**Expires:** 09/30/2011

**Job Title:** Lead Teacher

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Job Description:** This position serves as classroom Lead Teacher for an Early Childhood classroom with a direct focus on four children in Early Head Start or nine children in Head Start. The Lead Teacher will work collaboratively with an Assistant Teacher to ensure the successful operation of the classroom. The Lead Teacher also works with a team of other classroom teachers, staff and family members to achieve outcomes for children of all abilities. Plan and provide a comprehensive program, including implementation of EHS curriculum and Head Start Performance Standards. Participate in curriculum development and recommend necessary changes. Ensure daily observations are entered in Creative Curriculum.net for all children in classroom. Ensure individual child assessments are completed for all children in classroom. Provide guidance and direction to meet the individual needs of children. Work in a team setting with all staff to determine individual needs of children. Consult regularly with appropriate service providers, consultants, and staff regarding child development concerns. Manage

classroom operations; provide supervision, guidance and coaching to Teacher Assistants, Teacher Aides and classroom volunteers. Document volunteer activities, and parent communication regarding children's functions and activities. Organize the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.

**Contact:** Tracie Stephenson

**Address:** 616 N.W. 21st 616 N.W. 21st, Oklahoma City, OK 73146-1237

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/careers>

**Application Instructions:** Please apply online at [www.sunbeamfamilyservices.org](http://www.sunbeamfamilyservices.org). You may also fax or email a resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2353718

**Expires:** 09/30/2011

**Job Title:** Lead Teacher

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Job Description:** This position serves as classroom Lead Teacher for an Early Childhood classroom with a direct focus on four children in Early Head Start or nine children in Head Start. The Lead Teacher will work collaboratively with an Assistant Teacher to ensure the successful operation of the classroom. The Lead Teacher also works with a team of other classroom teachers, staff and family members to achieve outcomes for children of all abilities. Plan and provide a comprehensive program, including implementation of EHS curriculum and Head Start Performance Standards. Participate in curriculum development and recommend necessary changes. Ensure daily observations are entered in Creative Curriculum.net for all children in classroom. Ensure individual child assessments are completed for all children in classroom. Provide guidance and direction to meet the individual needs of children. Work in a team setting with all staff to determine individual needs of children. Consult regularly with appropriate service providers, consultants, and staff regarding child development concerns. Manage classroom operations; provide supervision, guidance and coaching to Teacher Assistants, Teacher Aides and classroom volunteers. Document volunteer activities, and parent communication regarding children's functions and activities. Organize the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.

**Contact:** Tracie Stephenson

**Address:** 616 N.W. 21st 616 N.W. 21st, Oklahoma City, OK 73146-1237

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/careers>

**Application Instructions:** Please apply online at [www.sunbeamfamilyservices.org](http://www.sunbeamfamilyservices.org). You may also fax or email a resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2353723

**Expires:** 09/30/2011

**Job Title:** Lead Teacher

**Company:** Sunbeam Family Services

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors

**Majors Wanted:** Early Care and Education of Children

**Location:** Oklahoma

**Job Description:** This position serves as classroom Lead Teacher for an Early Childhood classroom with a direct focus on four children in Early Head Start or nine children in Head Start. The Lead Teacher will work collaboratively with an Assistant Teacher to ensure the successful operation of the classroom. The Lead Teacher also works with a team of other classroom teachers, staff and family members to achieve outcomes for children of all abilities. Plan and provide a comprehensive program, including implementation of EHS curriculum and Head Start Performance Standards. Participate in curriculum development and recommend necessary changes. Ensure daily observations are entered in Creative Curriculum.net for all children in classroom. Ensure individual child assessments are completed for all children in classroom. Provide guidance and direction to meet the individual needs of children. Work in a team setting with all staff to determine individual needs of children. Consult regularly with appropriate service providers, consultants, and staff regarding child development concerns. Manage classroom operations; provide supervision, guidance and coaching to Teacher Assistants, Teacher Aides and classroom volunteers. Document volunteer activities, and parent communication regarding children's functions and activities. Organize the classroom according to developmental levels and individual need of the infant or toddler, ensuring: the development of trust and emotional security; opportunities to explore a variety of sensory and motor experiences; opportunities for the development of self awareness, autonomy, and self expression; and opportunities for gross and fine motor development.

**Contact:** Tracie Stephenson

**Address:** 616 N.W. 21st 616 N.W. 21st, Oklahoma City, OK 73146-1237

**Phone:** 405-528-7721

**Fax:** 405-702-9432

**Email:** [hr@sunbeamfamilyservices.org](mailto:hr@sunbeamfamilyservices.org)

**Apply Online:** <http://www.sunbeamfamilyservices.org/careers>

**Application Instructions:** Please apply online at [www.sunbeamfamilyservices.org](http://www.sunbeamfamilyservices.org). You may also fax or email a resume. Sunbeam Family Services is an EOE.

---

**Job ID:** 2353755

**Expires:** 09/30/2011

**Job Title:** Night Stocker

**Company:** Buy For Less

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Buy For Less is seeking for energetic and self-motivated individuals to fill positions in our grocery department. Individual will be responsible for maintain, receiving, stocking and display merchandize and related product.

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Apply Online:** <http://www.buyforlessok.com/careers>

**Application Instructions:** Complete the online application at [www.buyforlessok.com](http://www.buyforlessok.com) Buy For Less is an Equal Employment Opportunity Employer

---

**Job ID:** 2353756

**Expires:** 09/30/2011

**Job Title:** Produce Clerk

**Company:** Buy For Less

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Buy For Less is seeking for energetic and self-motivated individuals to fill positions in our produce department. Individual will be responsible for maintain, receiving, stocking and display produce and related product. Also, keep department clean, and provide excellent service to our guest.

**Contact:** Melanie Martin

**Address:** 2740 Featherstone Road, Oklahoma City, OK 73120

**Phone:** 405-302-6273 x 347

**Fax:** 405-418-0372

**Apply Online:** <http://www.buyforlessok.com/careers>

**Application Instructions:** Complete the online application at [www.buyforlessok.com](http://www.buyforlessok.com) Buy For Less is an Equal Employment Opportunity Employer

---

**Job ID:** 2353852

**Expires:** 09/30/2011

**Job Title:** Network Security Coordinator/Engineer

**Company:** Western Farmers Electric Cooperative

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** DATE: August 26, 2011 POSTING #: 290421 POSITION: Network Security Coordinator/Engineer SALARY RANGE: \$64,158 to \$100,561 DEPARTMENT: Technical Services LOCATION: Anadarko, OK Applications will be accepted through September 16, 2011 - Apply on-line at [www.wfec.com](http://www.wfec.com) \*At the option of the hiring official, a candidate will be placed in one of these levels Coordinator/Engineer or Senior Engineer. Placement and corresponding pay will be based on education, experience, knowledge, skills, and behaviors required as outlined in the Qualifications section. SUMMARY: Under the general supervision of the Manager, Technical Services, the Network Security Coordinator/Engineer designs, implements and maintains the systems and procedures securing WFEC's communications assets from intrusion by non-authorized entities. The incumbent also serves as cyber security subject matter expert to all departments of WFEC and WFEC's member owners as required. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Maintains a near real-time knowledge of the state of the art in cyber attacks and the available defenses against such attacks through rigorous study of on-line vendor web-sites, security forums and other materials. Works closely with WFEC and WFEC Member Owner staffs to maintain a thorough understanding of all digital WFEC communications systems that are subject to intrusion by unauthorized entities. Serves as a subject matter expert on the subject of cyber security. Advises appropriate WFEC personnel and WFEC Member Owner personnel of security vulnerabilities affecting installed or proposed communication systems. Maintains acceptable levels of security in WFEC in communications systems operated by WFEC by proposing and/or implementing modifications to existing systems and processes, and by proposing the implementation of new systems and procedures. Monitors on a daily basis logs and other data generated by installed security systems for the presence of attempted or realized intrusion into WFEC communication systems by un-authorized entities. Maintains a current knowledge of applicable law and WFEC policy regarding required levels of security, the identity of systems to which the laws and policies may apply, and the attributes of incidents that require reporting to authorities outside of WFEC. Alerts WFEC management when a "reportable security event" is likely to have occurred, and assists in gathering data or generating any required forms or documents. Prepares and presents documents, presentations, training literature related to security issues, or other subjects as maybe assigned. COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies: Analysis/Design: Synthesizes complex or diverse information; Collects and researches data; Uses experience to complement data; Designs work flows and procedures; Generates creative solutions; Translates concepts and information into

images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail. Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics. Page Two Posting # 290421 Posting Date: 08/26/11 Professional Knowledge: Generates creative solutions; Translates concepts and information into applications; Uses feedback to modify recommendations; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Oral and Written Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed. Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans. Project Management: Develops project plans; Coordinates projects effectively; Communicates changes and progress; Completes projects on time and budget; Manages project team activities. Adaptability: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change; delays, or unexpected outcomes. Customer Service: Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments to customers. Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and behaviors required. Education and Experience: Bachelor of Science degree, an associate's degree, or four years direct experience which has provided a comprehensive background in networking, internet protocols, and computing plus a minimum of three years of direct experience in the performing or directly assisting in the performance of the essential duties of this position. An advanced knowledge of the function, maintenance and application of the hardware and software elements of networking, Internet communication, and their associated protocols is required. Senior Engineer - Salary Grade 12 (\$70,421 - \$111,545) Bachelor of Science degree in a related field with eight years directly related experience in digital networking, computing, or telecommunications is required. Directly related progressively responsible experience may be substituted for the education requirement at the rate of two years of experience for one year of education. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of employees, managers, clients, customers, and the general public. Page Three Posting # 290421 Posting Date: 08/26/11 Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry, trigonometry, calculus and differential equations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations

where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Computer Skills: In addition to the qualifications listed above, knowledge and experience using Microsoft Office products is required. CERTIFICATES, LICENSES, REGISTRATIONS: Requires a driver's license. CISSP, MCSE, and Comptia Lunix+ are preferred. WORK SCHEDULE REQUIREMENTS: Normally works a weekday schedule, but may be required to work evenings, holidays, or weekends. May be required to travel on short notice. PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision. WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be subject to moderate outdoor weather conditions. The noise level in the work environment is usually quiet. MUST MEET ALL PHYSICAL AND ENVIRONMENTAL REQUIREMENTS MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY WFEC IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V

**Contact:** Tina M. Adams

**Address:** P.O. Box 429, Anadarko, OK 73005

**Phone:** 405-247-4282

**Fax:** 405-247-4452

---

**Job ID:** 2353861

**Expires:** 09/30/2011

**Job Title:** Mechanic - Hugo

**Company:** Western Farmers Electric Cooperative

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** DATE: 08/30/11 POSTING #: 290422 POSITION: Mechanic SALARY: H13 \$17.54 to H25 \$29.75 DEPARTMENT: Hugo Plant LOCATION: Hugo, OK Applications will be accepted through September 20, 2011 - Apply on-line at [www.wfec.com](http://www.wfec.com) SUMMARY: Under general supervision of the Mechanical Maintenance Supervisor, the Mechanic is responsible for performing repair and preventive maintenance on generating plant equipment. ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Performs troubleshooting, preventive, and repair maintenance on plant equipment such as turbines, air compressors, pumps, gear reducers, fans and other plant equipment. Completes

work orders as assigned. Performs routine alignment of drive couplings, belts, and other rotating equipment to design specifications. Performs various welding required to maintain the plant, buildings, and equipment. Performs lubrication of plant equipment according to vendor's recommendations and plant guidelines. Informs supervisor of needed spare parts and tools to complete job assignment. Clears plant equipment according to the Safe Clearance Procedure. Operates various power tools, hand tools, and equipment such as backhoes, loaders, and cranes. Completes written or on-the-job training as required. Uses a computer to enter and retrieve information in the PeopleSoft or maintenance management system. COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies: Technical Skills: Displays technical knowledge equal to job requirements; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Quantity: Meets productivity goals; Completes work in timely manner; Strives to increase productivity. Quality: Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality. Problem Solving: Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully. Attendance/Punctuality: Is consistently at work and on time; Uses paid leave within policy requirements; Informs supervisor about necessary absences in a timely manner. Organizational Support: Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values. Page Two Posting # 290422 Posting Date: 08/30/11 Dependability: Follows instructions and responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly. Customer Service: Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments to customers. Cost Consciousness: Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources. QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skills, abilities, and behaviors required. Education and Experience: Requires five years of progressive related experience in mechanical maintenance in a power plant or industrial environment, or completion of a recognized apprentice program in power plant mechanical maintenance. Related education may be substituted for experience at a rate of one year of education for two years of experience. Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read Flow Diagrams and Blue Print Drawings. Ability to write routine reports and correspondence. Ability to speak effectively other employees. Math Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Computer Skills: Ability to use a personal computer to access the intranet, PeopleSoft, Microsoft Office, and other software as required. CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license. WORK SCHEDULE REQUIREMENTS: May require overtime on short notice and call out from home to support

maintenance activities. May also require travel on short notice. **PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires lifting, pushing, pulling or carrying of weights equal to 50 pounds or more; climbing ladders and stairs and working on elevated platforms or scaffolding; kneeling, crawling, stooping, bending or twisting for extended periods of time; pushing, pulling and reaching above the shoulders; wearing personal safety equipment including Page Three Posting # 290422 Posting Date: 08/30/11 breathing apparatus; manual and detailed hand work using both hands; vision within normal range (corrective lens are permitted); and hearing within normal range (hearing aids are permitted). **WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Requires working in varying weather conditions outside and temperature extremes inside with extreme ranges of humidity and dryness; working in confined spaces for extended periods of time; walking or standing on inclined, uneven or slippery surfaces; working with or near hazardous chemicals, materials, fumes, dust or smoke; and working in areas of constant high noise and vibration levels. **MUST MEET ALL PHYSICAL AND ENVIRONMENTAL REQUIREMENTS MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY WFEC IS AN EQUAL OPPORTUNITY EMPLOYER M/F/D/V**

**Contact:** Tina M. Adams

**Address:** P.O. Box 429, Anadarko, OK 73005

**Phone:** 405-247-4282

**Fax:** 405-247-4452

---

**Job ID:** 2354330

**Expires:** 09/30/2011

**Job Title:** Land Technician (Entry Level)

**Company:** Crown Energy Company

**Job Type:** Full Time

**Degrees Wanted:** Associates, Bachelors, License

**Majors Wanted:** Accounting and Finance, Accounting Services, Administrative Office Technology, Cosmetology, Database Technologies, Entrepreneurship, Graphic Communications, Human Resources, Instrumentation and Control Technology, Interactive Media, Marketing and Professional Sales, Nails Technician, Network Technology, Programming and Software Development

**Location:** Oklahoma

**Salary:** \$30k+ (more DOE)

**Job Description:** Crown Energy Company is looking for a Land Technician to join our growing team. Qualified candidates will have strong Excel skills, a steady work history and demonstrated ability to learn new skills quickly. This position will come with extensive training and mentoring from seasoned experts in the industry. While this is an entry-level position, the Land Department is growing rapidly and we recognize high achievers! This position will assist with professional

correspondences as well as perform other administrative support duties. Pay is DOE and eligible for full benefits. Check us out online at: [www.crownec.com](http://www.crownec.com) Please forward your resume to the HR Department: [zacnorthcutt@crownec.com](mailto:zacnorthcutt@crownec.com)

**Contact:** Zac Northcutt

**Address:** 333 North Portland, OKC, OK 73107

**Phone:** 4055260111

**Fax:** 4052320208

**Email:** [zacnorthcutt@crownec.com](mailto:zacnorthcutt@crownec.com)

---

**Job ID:** 2354340

**Expires:** 09/30/2011

**Job Title:** Engineering Tech

**Company:** Crown Energy Company

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Depends on qualifications

**Job Description:** Crown Energy Company is looking to hire an Engineering Tech to work in our Downtown OKC office. Qualified candidates will have at least two (2) years experience working with geologists and engineers in the oil and gas industry, and some college coursework completed. Must be proficient in Microsoft Excel and othe MS Office programs. This position will utilize production and financial data to forecast future well costs and production performance. Will also prepare engineering economic analyses and other various reports for management. The EngineeringTech will be responsible for routine well file maintenance in the office and regulatory filings with the state.

**Contact:** Zac Northcutt

**Address:** 1 North Hudson Ave Suite 600, OKC, OK 73102

**Phone:** 405 526 0111

**Email:** [zacnorthcutt@crownec.com](mailto:zacnorthcutt@crownec.com)

**Application Instructions:** Qualified applicants contact:[zacnorthcutt@crownec.com](mailto:zacnorthcutt@crownec.com)

---

**Job ID:** 2354346

**Expires:** 09/30/2011

**Job Title:** Engineering Tech

**Company:** Crown Energy Company

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Depends on qualifications

**Job Description:** Crown Energy Company is looking to hire an Engineering Tech to work in our Downtown OKC office. Qualified candidates will have at least two (2) years experience working with geologists and engineers in the oil and gas industry, and some college coursework completed. Must be proficient in Microsoft Excel and othe MS Office programs. This position will utilize production and financial data to forecast future well costs and production performance. Will also prepare engineering economic analyses and other various reports for management. The EngineeringTech will be responsible for routine well file maintenance in the office and regulatory filings with the state.

**Contact:** Zac Northcutt

**Address:** 1 North Hudson Ave Suite 600, OKC, OK 73102

**Phone:** 405 526 0111

**Email:** zacnorthcutt@crownec.com

**Application Instructions:** Qualified applicants contact:zacnorthcutt@crownec.com

---

**Job ID:** 2354529

**Expires:** 09/30/2011

**Job Title:** Bookkeeper

**Company:** Sunbelt Oilfield Supply, Inc

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Accounting and Finance, Accounting Services

**Location:** Oklahoma

**Salary:** 14.00/ hour

**Job Description:** · Operate computers programmed with accounting software to record, store, and analyze information. · Minimum of 2 years experience with QuickBooks · Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. · Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers. · Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software. · Operate 10-key calculators, typewriters, and copy machines to perform calculations and produce documents. · Receive, record, payments, checks, and vouchers. · Comply with federal, state, and company policies, procedures, and regulations. · Compile, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses. · Code documents according to company procedures. · Reconcile or note and report discrepancies found in records. · Examine accounting records, financial statements, or other financial reports to assess accuracy, completeness. · Assign entries to proper accounts. · Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.

**Contact:** Suzy Hurt

**Address:** 3705 W. Memorial 3705 W. Memorial, Oklahoma City, OK 73705

**Phone:** 405-802-7471

**Email:** hurt.suzy@gmail.com

**Application Instructions:** Email your resume to sunbeltcareer@yahoo.com

---

**Job ID:** 2325797

**Expires:** 10/01/2011

**Job Title:** Nightshift Saw Operator (4 positions available)

**Company:** Special Metals INC.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Starts at \$11.50

**Job Description:** Will train to operate different types of saws including- amada, chop, hyd-mech, do-all and band. Needs to be able to take accurate measurements with a tape measure. Should have good written and oral skills, be detailed oriented and mechanically inclined. Must be able to bend and squat occasionally and able to lift 50-75 lbs consistently. There are lift assists and overhead cranes utilized in lifting operations.

**Contact:** Barbara Barton

**Address:** 6406 South Eastern, Oklahoma City, OK 73149

**Phone:** 405-702-7310

**Fax:** 405-702-7360

**Email:** bbarton@specialmetalsinc.com

---

**Job ID:** 2325800

**Expires:** 10/01/2011

**Job Title:** Warehouse receiving operator

**Company:** Special Metals INC.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$12.00-\$14.00 starting

**Job Description:** Responsible for helping receive in materials including assisting in unloading trucks. Count each item received and compare with shipping documents. Unpack and organize material, complete and process necessary paperwork. Would prefer previous forklift experience but not required. Should be able to read tape measure and have good written and oral skills.

**Contact:** Barbara Barton

**Address:** 6406 South Eastern, Oklahoma City, OK 73149

**Phone:** 405-702-7310

**Fax:** 405-702-7360

**Email:** [bbarton@specialmetalsinc.com](mailto:bbarton@specialmetalsinc.com)

---

**Job ID:** 2347591

**Expires:** 10/01/2011

**Job Title:** I&E Technician 1,2,3

**Company:** Devon Energy

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Responsible for installations, repairs and preventative maintenance on electrical and control equipment following all applicable codes and safety procedures. Must work with other technicians to ensure safe and efficient operation of instrumentation and electrical equipment in gas processing plants, compressor stations, and other oil and gas facilities. Works with minimal supervision. CORE COMPETENCIES -Technical Learning - Problem solving -Timely Decision Making -Oral & Written Communication Skills -Time Management -Drive for results -Informing JOB RESPONSIBILITIES -Learn and adhere to Devon Safety rules, policies and procedures -Install, troubleshoot, maintain, calibrate, and repair electrical and pneumatic control equipment, including PLC, DCS, and SIS systems, in gas processing and compressor station facilities -Troubleshoot and repair motor control centers, electrical distribution systems, motors, and electrical equipment to 480VAC -Perform and document preventive maintenance inspections on electrical and control equipment in gas processing and compressor station facilities -Comply with applicable Federal and State regulations and all company policies and procedures -Adhere to all Environmental Health & Safety (EHS) policies -Work with others to insure a safe and efficient operation of gas processing and compressor station facilities -Travel regularly within work area and respond to call outs -Team oriented, self-motivated and flexible to change -Read and understand electrical drawings, flow schematics, and piping and instrumentation drawings -Aid in installation of new electrical and control projects -Utilize Work Order database

**Contact:** Devon Energy

**Address:** 20 North Broadway, Oklahoma City, OK 73102

**Phone:** 405-235-3611

**Apply Online:** <http://devonenergy.com/careers/>

---

**Job ID:** 2355688

**Expires:** 10/01/2011

**Job Title:** Manager, Business & Industry Services

**Company:** Francis Tuttle Technology Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** On Campus, Oklahoma

**Job Description:** In collaboration with the Assistant Superintendent for Business & Industry Services, provides leadership for the BIS department to function as a high-performance team in delivering training and development and related programs and services for adults enrolled in short-term courses, Continuing Education, and customized training for area businesses and organizations. Partners with other teams and departments within the District and Oklahoma CareerTech system to optimize resources and promote continuous improvement efforts.

**Contact:** Rick Dimit

**Address:** 12777 N. Rockwell Ave., Oklahoma City, OK 73142

**Phone:** (405) 717-4335

---

**Job ID:** 2355694

**Expires:** 10/01/2011

**Job Title:** Part-time, Temporary Tech Rep

**Company:** Francis Tuttle Technology Center

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** On Campus, Oklahoma

**Job Description:** Serve as a representative for Francis Tuttle Technology Center at various functions and recruitment events. Deliver student recruitment services.

**Contact:** Rick Dimit

**Address:** 12777 N. Rockwell Ave., Oklahoma City, OK 73142

**Phone:** (405) 717-4335

---

**Job ID:** 2355697

**Expires:** 10/01/2011

**Job Title:** Application Development Specialist

**Company:** Francis Tuttle Technology Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** On Campus, Oklahoma

**Job Description:** The Application Development Specialist's role includes working in conjunction with the Enterprise Application Services team to support, develop and enhance institutional applications and processes. This position requires maintaining knowledge of the Oklahoma Career Tech system and required state and federal reporting requirements.

**Contact:** Rick Dimit

**Address:** 12777 N. Rockwell Ave., Oklahoma City, OK 73142

**Phone:** (405) 717-4335

---

**Job ID:** 2324396

**Expires:** 10/03/2011

**Job Title:** Certified Dietary Manager (CDM)

**Company:** Perry Memorial Hospital

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Supervises Dietary Employees through delegation, empowerment and acting as department helper or coach and has the ability to work well with others. Dietary Supervisor is also responsible for in-patient assessment. Follows the guidelines established by the Perry Memorial Hospital Corporate Compliance Program and Code of Conduct and continually be aware of standards and regulations as they apply to the job area. C.D.M. (Certified Dietary manager) License Required

**Contact:** Robin Webb

**Address:** 501 14th Street, Perry, OK 74077

**Phone:** 580 336 2176 x 3213

**Fax:** 580 336 9802

**Email:** [jobapplications@pmh-ok.org](mailto:jobapplications@pmh-ok.org)

**Application Instructions:** You may apply in person, by fax, or email.

---

**Job ID:** 2357849

**Expires:** 10/06/2011

**Job Title:** Automated Lighting Service Technician

**Company:** Toucan Productions

**Job Type:** Full Time

**Degrees Wanted:** Associates, Certificate, License

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$14/Hr

**Job Description:** Automated Lighting Service Technician Component Level Repair, Diagnose and trouble shoot problems, create job estimate for repair, Order Parts, Maintain inventory on repaired items and functional items using complicated database software. Required Knowledge of Multi-meter, ability to read wiring diagrams, understands the differences in, resistors, capacitors, gates, diodes, and other circuit level components. Understand the differences in Low Voltage control circuitry and High voltage DC short arc lamp voltage. Applicant must have a desire to be part of a highly demanding field, and be willing to learn new aspects of the job as they become apparent. Be willing to work overtime if needed, and fulfill other related tasks as assigned. We have some tools but recommend Applicant should have a personal set of hand tools. A good set of small hex bits, torx bits, Philips, and flat blade screwdrivers, needle nose

pliers, 28-12 AWG wire strippers, 28-12 AWG wire crimpers, soldering iron (we have one but yours is more than likely better). Please call or e-mail with questions about this position. It will be a great gig for someone desiring a carrier in the concert production industry.

**Contact:** Robert J Howard

**Address:** 141 NE 31 ST, Oklahoma City, OK 73105

**Phone:** 405-943-9036

**Fax:** 405-942-8899

**Email:** rhoward@toucanlighting.com

---

**Job ID:** 2358721

**Expires:** 10/06/2011

**Job Title:** Data Team Member

**Company:** Francis Tuttle Technology Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** On Campus, Oklahoma

**Salary:** Job Group H

**Job Description:** Primary Function: Data processing for all phases of career program enrollments for high school and adult students. Work directly with Francis Tuttle Career Advisors, department secretaries, cashiers, Financial Aid specialists and various other departments to provide student accounting information on prospective and current students. Essential Job Functions: 1. Use Colleague to input student information accurately for student accounting purposes including: Application entry Student enrollment Student status changes including drops and withdrawals 2. Use Colleague to setup courses/sections used for enrollment of students 3. Assist in maintaining accuracy of Colleague student accounting data files 4. Maintain student record files 5. Assist with correspondence to students regarding status of application or enrollment 6. Assist with Francis Tuttle internal customers to provide student accounting information 7. Process payment for tuition 8. Assist in preparing reports as needed 9. Provide sponsored billing support for Adult & Career Development classes 10. Maintain confidentiality of all student accounting information 11. Share processes and information with team members to enhance Data Team effectiveness 12. Perform other duties as assigned

**Contact:** Rick Dimit

**Address:** 12777 N. Rockwell Ave., Oklahoma City, OK 73142

**Phone:** (405) 717-4335

---

**Job ID:** 2066831

**Expires:** 10/20/2011

**Job Title:** Sales Associate

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Doe

**Job Description:** Responsible for selling/servicing customers, also inventory control and housekeeping Commission and hourly wage positions open

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Apply at HR DEPT. 4400 S Western Ave.

---

**Job ID:** 2066853

**Expires:** 10/20/2011

**Job Title:** Assistant Store Manager Brand Central

**Company:** Sears-Maximus

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** CRITICAL SUCCESS FACTORS: · Provides disciplined leadership including setting clear expectations and holding the team and self accountable for results. · Adhere to the Assistant Store Manager scheduling requirements (weekly exceptions must be approved by the Store Manager) o 95% of time spent on the sales floor o Minimum of 2 nights per week o Minimum of 2 weekends per month scheduled during peak hours (e.g., Friday night, Saturday mid-day through evening, Sunday) · Follows the weekly Playbook process to develop and prioritize action plans with timely follow up. · Inspects departments and consults with associates daily to identify opportunities and develop and prioritize action plans with timely follow up. · Executes customer focused strategies, policies and programs as measured by Customer Satisfaction Survey data and verbatim comments. · Selects, develops and manages performance of individuals and team, measured by appropriate performance reports/scorecards/dashboards. · Attracts, hires and on-boards store staff as measured by appropriate performance scorecard, retention and new hire survey results. · Executes the client's (brand/business) plan consistently across departments and provide ongoing fact based feedback to Store Manager and appropriate business including competitive intelligence. · Ensures consistent delivery of acceptable compliance scores as measured by the Standards Based Store Visit & Client Commitment tools, including effective completion of: o Employment compliance and retention o Selling skills and processes including selling tools (Cyber Scholar, Sales Today) o Recruiting, staffing and scheduling (SSG) to meet LRQ scheduled vs. worked requirements with intense focus on nights and weekends o Business Literacy, Assortment Accuracy, Take it Home Today, Display Disposition/Floor Sample processes o Floor sets and resets(Adjacency changes, POG's, MSP) o Ready All Day compliance o Pricing accuracy (ad sets, markdown, clearance) o Protection Agreement and Merchandise Replacement Agreement opportunities o Training completion and

associate role playing o Employee communication and recognition · Focuses and invests time on customer facing activities including selling and operational support processes. · Ensures the department is "Location Certified" and every associate is "Role Certified" to do his/her job. · Monitors and proactively addresses outliers in customer satisfaction, sales, profit margin, operation process, and compliance against plan or established standards including unit integrity and seasonal merchandising. · Embeds the Company return policy and Pledge of Fairness.

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Call for Appointment Contact Person: Debbie Jackson Phone: (847) 286-2500

---

**Job ID:** 2066868

**Expires:** 10/20/2011

**Job Title:** Auto Center Manager

**Company:** Sears-Maximus

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Call 847-286-2500

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Apply at kiosk at job location or on-line:  
<http://www.searsholdings.com/careers/>

---

**Job ID:** 2066873

**Expires:** 10/20/2011

**Job Title:** Service Technician

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Base+commission

**Job Description:** Provide professional service in installation/alignment/brake/mechanical areas

**Contact:** Human Resources

**Address:** 4400 S Western Ave; FLS-Sears Sequoya Ok, Oklahoma City, MD 73109

**Phone:** (405) 630-4700

**Apply Online:** <http://www.searsholdings.com/careers/reateil/sears.htm>

**Application Instructions:** Apply at kiosk at job locations Jobs open at 4400 S Western and Quail Springs Mall May also apply at sears.com under the career link

---

**Job ID:** 2066880

**Expires:** 10/20/2011

**Job Title:** Cashier

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Neo

**Job Description:** Responsible for accurately completing sales transaction at the center aisle nd exit wraps

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Apply at Sears HR Dept., 4400 S.Western Ave.

---

**Job ID:** 2066883

**Expires:** 10/20/2011

**Job Title:** Receiving Associate

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Doe

**Job Description:** Responsible for execution of receiving activities including unloading merchandise/outbound shipments/daily backroom activities Serve customers at merchandise pickup

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Apply at Sears HR Dept. - 4400 S Western Ave

---

**Job ID:** 2066885

**Expires:** 10/20/2011

**Job Title:** Service Support Representative

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Doe

**Job Description:** Support sales/service teams by stocking parts, maintaining inventory Unload delivery truck, check/stock merchandise, assist in moving customer's vehicles

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Apply at HR Dept. 4400 S Western Ave

---

**Job ID:** 2066887

**Expires:** 10/20/2011

**Job Title:** Tire/Battery Installer

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Base+commission

**Job Description:** Provide professional service in tire & battery installation area

**Contact:** Human Resources

**Address:** 4400 S Western Ave; FLS-Sears, Oklahoma City, MD 73109

**Phone:** (405) 630-4700

**Apply Online:** <http://www.searsholdings.com/careers/reateil/sears.htm>

**Application Instructions:** Apply at kiosk at job location Jobs open at 4400 S Western and Quail Springs Mall

---

**Job ID:** 2066891

**Expires:** 10/20/2011

**Job Title:** Loss Prevention Associate

**Company:** Sears-Maximus

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Doe + commission

**Job Description:** Assists the Loss Prevention Lead in detecting, reporting and resolving loss prevention matters and assists in training store associates in the area of loss prevention

**Contact:** Human Resources

**Address:** 4400 S Western Ave; FLS-Sears Sequoya Ok, Oklahoma City, MD 73109

**Phone:** (405) 630-4700

**Apply Online:** <http://www.searsholdings.com/careers/reateil/sears.htm>

**Application Instructions:** Apply at kiosk at job location or on-line:  
[www.searsholdings.com/careers/reateil/sears.htm](http://www.searsholdings.com/careers/reateil/sears.htm) Jobs open at 4400 S Western Ave

---

**Job ID:** 2066892

**Expires:** 10/20/2011

**Job Title:** Merchandising and Pricing Lead

**Company:** Sears-Maximus

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Doe

**Job Description:** Responsible for selling/servicing customers Supervision of 10=15 hourly sales associates Participates in selection/scheduling/ training/performance management

**Contact:** Loretta West

**Address:** 7130 Minstrel Way Ste L 100, Columbia, MD 21045

**Phone:** 1-800-274-8582x185

**Application Instructions:** Apply at Sears HR Dept. - Quail Springs Mall

---

**Job ID:** 2068034

**Expires:** 10/21/2011

**Job Title:** Roadway Maintenance Worker

**Company:** City of Enid

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$10.55 Hourly

**Job Description:** Street & Traffic

**Contact:** Becky Day

**Address:** 401 W Owen K Garriott, Enid, OK 73701

**Phone:** 580-616-7207

---

**Job ID:** 2070185  
**Expires:** 10/25/2011  
**Job Title:** Roadway Maintenance Worker  
**Company:** City of Enid  
**Job Type:** Full Time  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Location:** Oklahoma  
**Salary:** \$10.55 Hourly  
**Job Description:** Street & Traffic  
**Contact:** Becky Day  
**Address:** 401 W Owen K Garriott, Enid, OK 73701  
**Phone:** 580-616-7207

---

**Job ID:** 2164768  
**Expires:** 10/31/2011  
**Job Title:** Restaurant & Beverage Cart Helper - Seasonal  
**Company:** City of Edmond  
**Job Type:** Seasonal  
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Location:** Oklahoma  
**Salary:** 7.25  
**Job Description:** This seasonal position involves participation in the day-to-day operation of the restaurant at the Kickingbird Golf Course. Duties include: cleaning the tables, preparing the restaurant for opening/closing, taking orders, filling orders and operating the cash register. Certain shifts participate in the cleaning of certain areas. Duties may include work as a Grill Helper (cooking food orders) or a Beverage Cart Helper (stocking the cart, driving the beverage cart on the golf course, selling items to golfers, accounting for money received). Day and evening shifts available.  
**Contact:** Michaela Williams  
**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083  
**Phone:** 4053594685  
**Fax:** 4053594688  
**Email:** michaela.williams@edmondok.com  
**Application Instructions:** A City application is required and can be printed at [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), picked up at 100 E First room 106, or requested by phone at 405-359-4685.

---

**Job ID:** 2164774

**Expires:** 10/31/2011

**Job Title:** Restaurant Custodian & Grill Helper - Seasonal

**Company:** City of Edmond

**Job Type:** Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 7.25

**Job Description:** This is a seasonal position which involves participation in the day-to-day operation of the restaurant at the Kickingbird Golf Course. Duties include: cleaning grill, keeping kitchen area free of grease, sweeping, mopping, and vacuuming floors, emptying trash, operating the grill, cooking food orders and other related duties as assigned. Participates in cleaning of certain areas, including but not limited to: restaurant kitchen area, storage rooms, shelving, restaurant rest room, halfway house and general cleaning.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Application Instructions:** A City application is required and can be printed at [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), picked up at 100 E First room 106, or requested by phone at 405-359-4685.

**Job ID:** 2205291

**Expires:** 10/31/2011

**Job Title:** Animal Shelter Specialist

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 11.13 per hour

**Job Description:** Responsible for the daily care, feeding & welfare of animals in the shelter, daily cleaning of kennel areas & animal cages, assisting the public with adoptions, relinquishments & with general information. Will assist in the euthanasia of animals. Responsible for conducting &/or coordinating the disposal of dead animals. Assist in the assessment of animals regarding suitability for adoption. Greet & assist walk-in public. Administer oral &/or injectable medications. Answer telephone calls. Dispatch Animal Welfare Officers by means of a two-way radio system. Accurate & complete data entry into computer. Prepare reports & other documentation. Accept money for payment of fines, fees & adoptions.

Operate office machines to include computer, multi-line telephones, fax, copier, & printer. Accurately document & file necessary records & reports. May be required to appear to testify in court. Maintain & conduct minor repair of shelter equipment.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2250639

**Expires:** 10/31/2011

**Job Title:** Vehicle Maintenance Superintendent

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 62205-69980

**Job Description:** Responsible for the maintenance of a variety of mobile equipment owned and operated by the City of Edmond. Plan and direct the fleet maintenance operations and activities to further the life of the equipment, provide quality customer service and preserve the value of the city's investment with efficient and effective methods. Supervision is exercised over skilled and semi-skilled staff. Direct, coordinate and provide leadership for staff development including managing, scheduling, crisis intervention, staffing and training. Ensure organizational and departmental compliance, maintain safety culture and foster sharing of ideas. Manage Fleet replacement fund. Forecast lease rate assessments, life cycles and accounting accuracy. Analyze current fleet and recommend appropriate replacements. Collaborate with customers to understand needs to ensure a quality fleet. Direct and coordinate reports and budgets. Analyze shop productivity, costs, fuel usage, operating strategies, etc. for trends. Other related duties as required or assigned.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=375>

**Application Instructions:** A City application is required and can be printed from [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), can be requested at 405-359-4685 or picked up at 100 E First, room 106.

---

**Job ID:** 2276415

**Expires:** 10/31/2011

**Job Title:** Orthotic Technician

**Company:** Acor Orthopaedic, Inc.

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Orthotic & Prosthetic Technician

**Location:** Ohio

**Job Description:** Acor Orthopaedic, Inc. is looking for an Orthotic technician with an interest in lower extremity orthotic devices. Crow walkers, short-articulated AFOs and gauntlets are the mainstays of the fabrication. Acor Orthopaedic is a well-established pedorthic supply company with fabrication facilities in Cleveland, Ohio. We offer a competitive salary, professional work environment, 401k and health care benefits.

**Contact:** Jeffrey Alaimo C.P.O.

**Address:** 18530 S Miles Pkwy, Cleveland, OH 44128

**Phone:** 800-237-2267

**Fax:** 800-830-8445

**Email:** bkelly@acor.com

---

**Job ID:** 2282896

**Expires:** 10/31/2011

**Job Title:** Park Maintenance Worker II

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 11.13

**Job Description:** Performs heavy manual labor in the field of park landscape maintenance. Landscape tasks are performed for beautification of City Parks, medians and other public areas. Performs various grounds maintenance tasks utilizing vehicles, landscape equipment and standard power & hand tools. Equipment operated may include tractor with attachment, pickup, flatbed, dump truck, chain saws, pruners, shovel, hoes, rakes, edgers and related equipment. May be assigned to remove weeds, litter, snow and other debris from parks, medians and public areas. Plant shrubbery, flowers and trees, apply pesticides/herbicides & fertilizers.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=378>

**Application Instructions:** A City application is required and can be printed from our web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2288238

**Expires:** 10/31/2011

**Job Title:** Water Quality Specialist

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 13.06 to 15.51 per hour

**Job Description:** Assists Stormwater Manager with EPA's NPDES (National Pollutant Discharge Elimination System) Phase II Program. Work involves the development, implementation and execution of the stormwater program. Performs construction site runoff control inspections on residential and commercial sites and collaborates with other departments on enforcement activities. Develops and distributes materials including brochures, newspaper articles, newsletters, website content and public service announcements. Participates in public education and outreach activities pertaining to the program. Maintains detailed records to demonstrate compliance with the program. Organizes and attends construction site meetings to suggest Best Management Practices for each site. Responds to citizen complaints and requests. Reviews Storm Water Pollution Prevention Plans and Erosion and Sediment Control Plans. Detects illicit discharges being made into storm sewers and waterways and aids in the elimination of such. Assists in the education of employees in methods that will help curtail pollution at municipal sites. Compiles and prepares the NPDES Phase II Annual Report submitted to the ODEQ. Performs any other related duties as assigned.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=379>

**Application Instructions:** A City application is required.

---

**Job ID:** 2294647

**Expires:** 10/31/2011

**Job Title:** Golf Maintenance Helper - Seasonal

**Company:** City of Edmond

**Job Type:** Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 7.25

**Job Description:** This is seasonal, manual labor in the performance of semi-skilled tasks of a physically demanding nature. Work involves the responsibility for performing manual labor, general construction and related servicing tasks in the field of golf course maintenance, landscaping, horticulture, construction and operation of the Kickingbird Golf Course.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Application Instructions:** A City application is required and can be printed at [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), picked up at 100 E First room 106, or requested by phone at 405-359-4685.

---

**Job ID:** 2294654

**Expires:** 10/31/2011

**Job Title:** Lake Maintenance Worker III

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 12.10

**Job Description:** Work involves responsibility for performing heavy manual labor, general construction and relative servicing tasks for the lake park areas, access roads, trails and camp grounds. Work involves the performance of skilled and semi-skilled labor in the areas of construction, grounds maintenance, sanitation and lake maintenance. Perform repairs as necessary on park grounds, facilities, structures, utility services at Arcadia Lake. Evaluate and diagnose mechanical and utility service needs. Operate and maintain ATV vehicles, tractors plus implements, and power equipment (saws, grinders, drills, etc.). Maintain appearance and cleanliness of park grounds, facilities, structures and maintenance equipment. May supervise Maintenance Workers of a lesser grade, including part-time and seasonal employees. Prepare schedules, requisition supplies and maintain records accurately. Must exercise judgment, tact and diplomacy in dealing with the public, other agencies and City personnel. Perform any other related duties as required or assigned.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** [michaela.williams@edmondok.com](mailto:michaela.williams@edmondok.com)

**Apply Online:** <http://edmondok.com/hr/jobs?ID=383>

**Application Instructions:** A City application is required and can be printed from our web site, requested by phone or picked up at the Human Resources Office.

---

**Job ID:** 2294656

**Expires:** 10/31/2011

**Job Title:** Lake Fee Collection - Seasonal

**Company:** City of Edmond

**Job Type:** Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** This position involves constant contact with the public, greeting visitors and giving information as necessary. Collects fees or verifies annual passes and directs the public to desired areas of Arcadia Lake parks and recreation facilities. Will learn Lake and City policies as well as title nine ordinances and be able to convey that information clearly to the public.

Operates adding machine and is responsible for cash register and balance reports. Completes forms, permits, reports and issues daily or annual passes. Performs a variety of clerical tasks in addition to light maintenance work. Answers telephones, operates two-way radio base station and assists maintenance workers as necessary. This position will consist of only minimal hours for training until May; after that, up to 40 hours per week may be available.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** [michaela.williams@edmondok.com](mailto:michaela.williams@edmondok.com)

**Application Instructions:** A City application is required and can be printed at [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), picked up at 100 E First room 106, or requested by phone at 405-359-4685.

---

**Job ID:** 2314837

**Expires:** 10/31/2011

**Job Title:** CAD/GIS Technician

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 16.91 to 20.08

**Job Description:** Responsible for performing detailed layout and drafting of plan drawings and exhibits to illustrate electrical power systems infrastructure. These include drawings and maps relevant to overhead and underground electrical distribution systems and power substations. Applies the prevailing conventions and symbols in the creation, maintenance, archiving and printing, plotting and publication of drawings of wiring diagrams, schematics, instrument control panel layouts, lighting layouts, conduit layouts and comprehensive maps of the electric distribution system. Design media shall consist primarily of a digital computer utilizing CAD, and to a limited extent, GIS software applications, but may also require manual work on mylar, vellum or paper media. Responsible for processing all graphical information necessary for the development and maintenance of pertinent electric department drawing documentation. Maintains readiness in Presidential directive and City of Edmond related issues such as Incident Command System (ICS), National Incident Management System (NIMS), and Continuity of Operations (COOP) requirements.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=386>

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2314841

**Expires:** 10/31/2011

**Job Title:** Golf Cart/Range Helper - Seasonal

**Company:** City of Edmond

**Job Type:** Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 7.25 per hour

**Job Description:** This is a seasonal position which involves participation in the day-to-day operation of the Cart Barn and Range at Kickingbird Golf Club. Duties include preparing Carts for use and/or storage. Driving the tractor with turf drag to pick up golf balls on the range, preparing and maintaining range tees for use, cleaning and maintenance of certain areas, such as the following: Cart Barn, Clubhouse Grounds, Range & Practice Areas, Golf Course, Parking Lot and Halfway House.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=388>

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2314846

**Expires:** 10/31/2011

**Job Title:** Fee Collection Coordinator

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 14.02 per hour

**Job Description:** Supervise staff of Fee Collectors, who collect fees for entry into Arcadia Lake for recreational activities. Assist customers with information about the Lake Parks, activities and policies. Make recommendations for hiring part-time and seasonal Fee Collection Staff. Schedule and supervise Fee Collection Staff. Check honor boxes at park entrances. Update camp boards and camping registrations. Collect and log paper work/deposits from Fee Collection Stations. Maintain office supplies, start up tills, and resale inventory at all Fee Collection Stations. Ensure compliance with Title IX ordinances by visitors and resolve customer relations situations. Assist the Administrative Assistant in additional duties as needed. Perform any other related duties as required or assigned.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=389>

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2314851

**Expires:** 10/31/2011

**Job Title:** Golf Pro Shop Clerk - Seasonal

**Company:** City of Edmond

**Job Type:** Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 7.25 to 8.00 per hour

**Job Description:** This is a seasonal position which participates in the day-to-day operation of Kickingbird Golf Club. Assists in supervising the starting of play by golfers. Handles start times. Assigns golf carts. Helps in starting, marshaling, bag room work, range work, etc. as needed. Responsible for balancing cash drawer. Insures the proper charging of green fees, cart fees, range fees, merchandise, miscellaneous sales, etc. Other related duties as assigned.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=390>

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2314858

**Expires:** 10/31/2011

**Job Title:** Maintenance Worker I - Field Services

**Company:** City of Edmond

**Job Type:** Seasonal

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 7.25 to 8.00 per hour

**Job Description:** This is a manual labor position performing servicing tasks in public areas and medians. Various grounds maintenance tasks utilizing vehicles, mowing equipment and standard electrical and hand tools. Equipment operated may include: pickup, flatbed, push mower, edger, air compressor and crack sealer. Mow grass using push type lawn mower. Remove weeds, litter and other debris from sidewalks, streets, right-of-ways and other public areas.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=391>

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up at the Human Resources Office.

---

**Job ID:** 2330412

**Expires:** 10/31/2011

**Job Title:** Utility Forestry Technician

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 16.91 to 20.08

**Job Description:** Manages the trees and vegetation that affect public infrastructure or the operations of the City. Ensure that adopted standards and practices for overhead electric line clearances are obtained and maintained. Identify ways to improve the utility trim cycles, customer service, reliability, and safety. Field assessment of each electric line circuit to identify and inventory pruning needs. Create bid documents and coordinate the process for line clearance tree trimming. Contact customers regarding work that is planned in their areas. Discuss and negotiate line clearance crew access issues. Manage contract crews scheduling and customer service as work progresses. Audit all work performed by contractors to ensure compliance. Respond to customer requests for service. Assist in developing educational programs and materials. Assist with other Urban Forestry programs, services and responsibilities as assigned. Perform any other related duties as required or assigned.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=393>

**Application Instructions:** A City application is required and can be printed from the web site, requested by phone or picked up at the Human Resources Office.

---

**Job ID:** 2079902

**Expires:** 11/04/2011

**Job Title:** electrical assembly

**Company:** PEOPLESOURCE, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** This job is for the Okarche area. need someone that can read a tape measure very good, has pulled wire and used a conduit bending tool before.

**Contact:** JEFF BAKER

**Address:** 1117 NW 63RD STREET, OKLAHOMA CITY, OK 73116

**Phone:** 405-943-2600

**Fax:** 405-879-9665

---

**Job ID:** 2083183

**Expires:** 11/09/2011

**Job Title:** News On 6 Maintenance Technician

**Company:** Griffin Communications, LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Perform quality assessments, repair, replace, modify, install, remove, adjust and integrate television broadcast equipment related to the operation of KOTV. Follow safety rules and exercise prudent judgment as it relates to personnel safety.

[www.applications@griffincommunications.net](mailto:www.applications@griffincommunications.net)

**Contact:** Cherry Eaton

**Address:** 7401 N. Kelley, OKC, OK 73111

**Phone:** 405 841 3647

**Application Instructions:** Please send resume, job application and EEO form to Human Resources. This position requires the operation of a company vehicle or personal vehicle for company use, a copy of a current driving record must be provided with the employment application. A driving record can be obtained from your local tag agency. All employees are required to provide documentation of employment eligibility to work in the United States. Please contact Human Resources for a list of acceptable documents.

---

**Job ID:** 2330363

**Expires:** 11/09/2011

**Job Title:** CNC Service Engineer - Maintenance

**Company:** Houser Martin Morris

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 19.00 - 22.00 DOE

**Job Description:** OPPORTUNITY TO JOIN A WORLD LEADER IN THE CNC CAPITAL EQUIPMENT INDUSTRY This position is responsible for execution of preventive maintenance (PM) on CNC machines with minimum of assistance. Principle Duties & Responsibilities: The statements below are intended to describe the general nature and level of work in this position. They are not intended to be an exhaustive list of all responsibilities. The position may require that employees perform other duties as assigned. · Execute PM on CNC machines (laser-cutting, punch-press, press-brake and laser-press) in accordance with checklists and company guidelines

· Accurately report technical conditions and information. · Work as required with a minimal or no supervision. · Travel up to 100%. Travel includes regional and national travel. · Must be able to lift 70 pounds without aid. · Interface with customers in use and repair of company reports in a complete and organized manner. · Train customers in use and repair of company reports in a complete and organized manner. · Submit required weekly company reports in a complete and organized manner. · Assist other Field Engineers as directed. Experience/Education: Two-year technical school degree in Engineering principles or a suitable combination of education and work experience.

**Contact:** Veann Fish

**Address:** 110 110th Ave NE, Suite 580, Bellevue, WA 98004

**Phone:** 425-970-3474

**Email:** vfish@houser.com

**Application Instructions:** Please send word resume to: vfish@houser.com

---

**Job ID:** 2352835

**Expires:** 12/01/2011

**Job Title:** Machinist V

**Company:** Cameron International

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Precision Machining/Computer Numerical Control

**Location:** Oklahoma

**Job Description:** JOB FUNCTION: With the direction of Department Supervisor, be versatile and willing to set up and operate Manual, Automatic and CNC Machinery to perform metal removal in a production environment. SPECIFIC JOB DUTIES AND RESPONSIBILITIES: Specific duties include, but are not limited to the following: Meet company Goals and Standards for Safety and Personal Conduct. Maintain a superior quality. Maintain a better than average level of Productivity. Communicate and work well with fellow employees. Follow Supervisor and Departmental Work Instructions. Proficient at reading part Drawings and choosing correct tooling, gages and fixtures for machining of parts in a production environment. Proficient at reading and proper use of measuring equipment to assure parts are machined to print tolerance. Proficient at math skills necessary to make adjustment to CNC Machinery and tools to produce parts within print tolerance. Proficient at reading and making corrections to CNC Programs. Proficient at set up and operations of Manual, Automatic and CNC Machinery. Maintain accurate documentation of all work performed. Must cooperate and work well with co-workers. Perform other duties as assigned. SPECIFICATION AND ABILITIES: Must have ability to interface with departments; to follow oral and written instructions; to sustain attention to detail; to make technical decisions related to primary job functions. Must work with minimal or no direct supervision.

**Contact:** Michael Kitele

**Address:** 845 S.E. 29th St., Oklahoma City, OK 73129

**Phone:** 405.629.0417

**Apply Online:** <http://www.c-a-m.com/careers>

---

**Job ID:** 2322024

**Expires:** 12/02/2011

**Job Title:** Admin Asst /Marketing

**Company:** OrionNet Systems LLC

**Job Type:** Full Time

**Degrees Wanted:** Associates

**Majors Wanted:** Administrative Office Technology

**Location:** Oklahoma

**Job Description:** OrionNet is looking for Admin Asst /Marketing person. Must possess some Admin Asst /Marketing experienced, Computer literate. Must possess excellent communication skills, good with word, excel, and publisher, speak & write English fluently, and US Citizen.

**Contact:** Herminia Wafford

**Address:** 933 N.W. 164th St Suite3, Edmond, OK 73013

**Phone:** (405)286-1674

**Fax:** 405-286-1007

**Application Instructions:** Send your resume & salary requirements. This is a perm and full time position.

---

**Job ID:** 2322027

**Expires:** 12/02/2011

**Job Title:** Mid-Level Developer

**Company:** OrionNet Systems LLC

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** OrionNet Systems is looking for someone who has experience with ADVANCE JavaScript. Having skills in JSONP and HTML 5.0 would be great. Must be a team player, self starter, and able to work multiple tasks at one time. Linux, and/or medical billing software knowledge/experienced is a big plus.

**Contact:** Herminia Wafford

**Address:** 933 N.W. 164th St Suite3, Edmond, OK 73013

**Phone:** (405)286-1674

**Application Instructions:** If you meet the requirements and want to know more about the position, e-mail your resume, references, and salary requirements

---

**Job ID:** 2282171

**Expires:** 12/22/2011

**Job Title:** Lead Teacher

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Assists in planning and implementing educational services for the patients. Maintains documentation of patient progress and attendance. Assists in special projects assigned by the Certified Special Education Teacher and/or Director of Special Education. Works cooperatively with the Rehab staff to provide integrated services to patients. Maintains clean and orderly classroom. Works under the direct supervision of the Certified Special Education Teacher.

**Contact:** Andrea E. Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org)

**Job ID:** 2346178

**Expires:** 12/23/2011

**Job Title:** Respiratory Therapist

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Respiratory Care

**Location:** Oklahoma

**Job Description:** Performs routine therapy within the facility. Must have good knowledge of Respiratory Care equipment and be able to work with children with respiratory complications.

**Contact:** Andrea E. Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_content&task=view&id=16&Itemid=32](http://www.tccokc.org/index.php?option=com_content&task=view&id=16&Itemid=32)

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website,

www.tccokc.org.

---

**Job ID:** 2346183

**Expires:** 12/23/2011

**Job Title:** Registered Nurse

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Associates, Bachelors, License

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Renders professional nursing service in the treatment and care of patients as assigned. May be involved in providing direct patient care. Provides immediate supervision of CNA's and LPN's during assigned shift in designated unit. Staff RN, meeting established criteria, may be designated to serve as a Team Manager over a designated group of units on their shift. The staff RN serving as the designated Team Manager will have a general supervision over the entire team and will perform evaluations for the CNA's and LPN's assigned to their team as directed by their Head Nurse under the direct supervision of the RN, Shift Supervisor.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_docman&task=cat\\_view&gid=41&Itemid=241](http://www.tccokc.org/index.php?option=com_docman&task=cat_view&gid=41&Itemid=241)

**Application Instructions:** Applications may be completed at The Children's Center Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346185

**Expires:** 12/23/2011

**Job Title:** Certified Nursing Assistant

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Associates, Bachelors, Certificate

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Provides basic nursing care to assigned patients. Under the immediate supervision of the Staff RN and under the direct supervision of the assigned RN who serves as the Team Manager.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_docman&task=cat\\_view&gid=41&Itemid=241](http://www.tccokc.org/index.php?option=com_docman&task=cat_view&gid=41&Itemid=241)

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am-4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346187

**Expires:** 12/23/2011

**Job Title:** Nurse Technician/Practical Nurse Technician

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Associates, Bachelors, Certificate

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Provides basic nursing care to assigned patients. A Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician who is functioning as an unlicensed person with a defined job description. The RN must be physically present in The Children's Center, not, however, providing direct supervision for each activity. The Nurse Technician/Practical Nurse Technician may not administer medication, perform assessments, act in a supervisory position, take verbal orders from the physician or other health care provider, or develop the plan of care. After evaluation of competency, the Nurse Technician/Practical Nurse Technician may perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_docman&task=cat\\_view&gid=41&Itemid=241](http://www.tccokc.org/index.php?option=com_docman&task=cat_view&gid=41&Itemid=241)

**Application Instructions:** Applications may be completed at The Children's Center Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346189

**Expires:** 12/23/2011

**Job Title:** House keeping

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Maintains the facility in the highest standard of cleanliness. Performs general cleaning tasks as needed in housekeeping, able to assist in laundry, and is flexible. Orders and receives products for department. Provides direct supervision for Environmental Service Technician and is under the direct supervision of the General Services Director.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://69.89.25.251/~tccokcor/index.php?option=com\\_content&task=view&id=82&Itemid=183](http://69.89.25.251/~tccokcor/index.php?option=com_content&task=view&id=82&Itemid=183)

**Application Instructions:** Applications may be completed at The Children's Center Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website [www.tccokc.org](http://www.tccokc.org).

**Job ID:** 2346192

**Expires:** 12/23/2011

**Job Title:** Laundry

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Collects soiled laundry, sorts, washes and dries according to established policies, procedures, and instructions for machine operation. Distributes clean linens to departments and maintains stock levels in nursing units.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://69.89.25.251/~tccokcor/index.php?option=com\\_content&task=view&id=82&Itemid=183](http://69.89.25.251/~tccokcor/index.php?option=com_content&task=view&id=82&Itemid=183)

**Application Instructions:** Applications may be completed at The Children's Center Monday -

Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346196

**Expires:** 12/23/2011

**Job Title:** Patient Activity Aide

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** under immediate supervision of upper level rehabilitative staff and according to established therapy programs, performs general, non-technical duties and assists with individualized patient care in physical, occupational, speech, music, or recreational therapies.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** [mbrown@tccokc.org](mailto:mbrown@tccokc.org)

**Apply Online:**

[http://69.89.25.251/~tccokcor/index.php?option=com\\_content&task=view&id=82&Itemid=183](http://69.89.25.251/~tccokcor/index.php?option=com_content&task=view&id=82&Itemid=183)

**Application Instructions:** Applications may be completed at The Children's Center Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346226

**Expires:** 12/23/2011

**Job Title:** Licensed Practitioner Nurse

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** Associates, Bachelors, License

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Provides primary delivery of quality patient care to a group of patients within their practice and experience and will be under the direct supervision of a RN Shift Supervisor. As LPN Team Leader, will provide patient care and supervision/oversight of certified nursing assistants in an assigned area under the direct supervision of the RN Shift Supervisor. As LPN Trainer, will provide specified training for nursing assistants, certified nursing assistants and bathers according to established training program guidelines. Training responsibilities will be monitored and under the direct supervision of the Nursing Staff Development Director. As LPN Therapy Nurse, will provide coordination of therapy treatments to the children, as scheduled, i.e.,

splint application and Respiratory Therapy care. Assists unit staff in meeting the individual patient's nursing care needs by performing nursing tasks under the direct supervision of the RN Shift Supervisor.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_docman&task=cat\\_view&gid=41&Itemid=241](http://www.tccokc.org/index.php?option=com_docman&task=cat_view&gid=41&Itemid=241)

**Application Instructions:** Applications may be completed at The Children's Center Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346228

**Expires:** 12/23/2011

**Job Title:** Grocery Supply Delivery Assistant (Tuesdays)

**Company:** The Children's Center

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Distributes medical supplies to user departments and maintains stock levels on nursing units.

**Contact:** Andrea Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://69.89.25.251/~tccokcor/index.php?option=com\\_content&task=view&id=82&Itemid=183](http://69.89.25.251/~tccokcor/index.php?option=com_content&task=view&id=82&Itemid=183)

**Application Instructions:** Applications may be completed at The Children's Center Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346232

**Expires:** 12/23/2011

**Job Title:** Physical Therapist

**Company:** The Children's Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Plans and implements specific treatment programs for individual patients according to the principal and practices of physical therapy. Collaborates with inter disciplinary treatment team. Directs patient participation in selected tasks to restore, reinforce, and enhance abilities; facilitates the learning of developmental skills essential for adaption, self-care and productivity; under the direct supervisor of the Director of Rehabilitation. Graduate of accredited School of Physical Therapy Physical Therapist License from State of Oklahoma or proven eligibility for licensing within 3-6 months of employment

**Contact:** Andrea E. Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_content&task=view&id=16&Itemid=32](http://www.tccokc.org/index.php?option=com_content&task=view&id=16&Itemid=32)

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

**Job ID:** 2346235

**Expires:** 12/23/2011

**Job Title:** Certified Occupational Therapist Assistant

**Company:** The Children's Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Administers specified evaluations, conducts general activity programs, and assists in implementing specific treatment programs under the guidance of Registered Occupational Therapists. Associate's Degree in Occupational Therapy Oklahoma License as a Certified Occupational Therapy Assistant and proven eligibility for licensure within 3-6 month of employment

**Contact:** Andrea E. Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Apply Online:**

[http://www.tccokc.org/index.php?option=com\\_content&task=view&id=16&Itemid=32](http://www.tccokc.org/index.php?option=com_content&task=view&id=16&Itemid=32)

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346239

**Expires:** 12/23/2011

**Job Title:** Special Education Teacher

**Company:** The Children's Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Plans, organizes and implements educational services for the patients. Evaluates, accesses and develops goals and objectives for patients' Individualized Education Plans (IEP). Works cooperatively with Rehab Staff to provide integrated services to patients. Provides direct supervision for Lead Teachers, Assistant Teachers and Education Assistants. Works under the direct supervision of the Director of Special Education. Bachelor's Degree in Special Education 1 Year experience with special needs children in an educational setting Oklahoma State Department of Education Licensed in the area of Special Education

**Contact:** Andrea E. Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** [mbrown@tccokc.org](mailto:mbrown@tccokc.org)

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org).

---

**Job ID:** 2346244

**Expires:** 12/23/2011

**Job Title:** RN CLINIC NURSE

**Company:** The Children's Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** Renders professional nursing service, within the scope of their practice, in the treatment and care of patients. Under the direct supervision of the assigned Clinic Physician or Lead Nurse Practitioner.

**Contact:** Andrea E. Purkey

**Address:** 6800 NW 39th Expressway, Bethany, OK 73008

**Phone:** 405 789 6711

**Fax:** 405 440 6767

**Email:** mbrown@tccokc.org

**Application Instructions:** Applications may be completed at The Children's Center, Monday - Friday from 8am - 4:30pm. Applications are also available to download from our website, [www.tccokc.org](http://www.tccokc.org)

---

**Job ID:** 2164810

**Expires:** 12/31/2011

**Job Title:** Communications Specialist I - 911 Dispatcher

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 14.02

**Job Description:** This position involves processing all 9-1-1 emergency, non-emergency and after hours Public Works and Utility emergency calls for service. This position requires a clear speaking voice, multi-tasking skills, retention skills and computer experience.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Application Instructions:** A City application is required and can be printed at [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), picked up at 100 E First room 106, or requested by phone at 405-359-4685.

---

**Job ID:** 2164843

**Expires:** 12/31/2011

**Job Title:** Field Services Worker

**Company:** City of Edmond

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 11.13

**Job Description:** Field Services Workers will be placed within the City of Edmond Field Services Skill Based Pay Program at a level of compensation dependent upon qualifications. This

position consists of heavy labor of a mechanical nature involving the maintenance of the City's street, water & wastewater distribution systems & their respective accessories/facilities. Works on street & alley construction, maintenance & repair, assists in construction projects of laying concrete bricks, mixing & pouring cement mortar, filling potholes, cleaning & repairing catch basins, storm drains, culverts & ditches. Operates heavy equipment & vehicles & uses hand tools. Inspects water & wastewater lines & components, repairs & replaces damaged components. Taps water mains & installs new service connections. Installs, repairs & maintains water meters & fire hydrants. Hydro-cleans, saws & removes blockages from lines. Responsible for care & maintenance of tools & equipment. Mows, weeds, trims & pick up debris around streets & roadways & trims trees. Maintains records of all work performed. Video inspects main lines. Prepares & maintains work zones. May be required to direct traffic.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Application Instructions:** A City application is required and can be printed at [www.edmondok.com/hr/jobs](http://www.edmondok.com/hr/jobs), picked up at 100 E First room 106, or requested by phone at 405-359-4685.

---

**Job ID:** 2280290

**Expires:** 12/31/2011

**Job Title:** Payroll Specialist

**Company:** Paycom

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$12.50/hr

**Job Description:** Oversee the automated payroll processing for client accounts Provide award-winning customer service when interacting with clients Present resolutions to client questions by researching and resolving issues in a timely and professional manner Stay up-to-date on various system platforms and new technology enhancements Establish and maintain a positive relationship with client accounts Cooperatively work to maximize team performance Please apply at [www.paycomjobs.com](http://www.paycomjobs.com)

**Contact:** Rachel Meador

**Address:** 7501 W. Memorial Rd., Oklahoma City, OK 73142

**Phone:** 405-507-8638

**Email:** rachel.meador@paycomonline.com

**Apply Online:** <http://paycomjobs.com>

**Application Instructions:** Apply Online through [paycomjobs.com](http://paycomjobs.com)

---

**Job ID:** 2300953

**Expires:** 12/31/2011

**Job Title:** Part-time Member Service Representative

**Company:** Tinker Federal Credit Union

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** PART-TIME MEMBER SERVICE REPRESENTATIVE (Teller) Tinker Federal Credit Union is currently seeking candidates with prior teller or customer service and cash handling experience to fill a part-time Member Service Representative (PT MSR) position in our Tulsa branch. The PT MSR will assist members with financial and non-financial transactions. Qualified candidates will possess great interaction, communication and organizational skills, as well as, ability to maintain computer, typewriter, and 10-key skills. Minimum salary for this position is \$10.73 per hour.\* \*(salary placement is commensurate with candidate's skills & experience

**Contact:** Human Resources

**Address:** PO Box 45750, Tinker AFB, OK 73145

**Phone:** 405-732-0324

**Apply Online:**

[http://https://www.tinkerfcu.org/aV3\\_Web\\_Site/Employment/Jobs/Jobs\\_Listing.html](http://https://www.tinkerfcu.org/aV3_Web_Site/Employment/Jobs/Jobs_Listing.html)

**Application Instructions:** Preferred method: By Internet: [www.tinkerfcu.org](http://www.tinkerfcu.org) Or Pick up an application at any TFCU location

---

**Job ID:** 2354477

**Expires:** 12/31/2011

**Job Title:** Customer Service Representative - Part Time

**Company:** City of Edmond

**Job Type:** Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** 9.00

**Job Description:** This is clerical work in maintaining utility accounts and responsibility for collecting current or delinquent utility payments, establishing new customer contracts by phone or in person, transferring service and providing information concerning customer service. Verify appropriate identification for authorization to conduct business on specific account. Update account and fill out appropriate paperwork for changes. Provide customers with information on billing procedures, account balances and meter reading schedules. Request read verifications for customer complaints. Answer questions regarding the utility services, rates and methods of

computing bills. Must have flexibility to work between 20 and 32 hours per week. Upon completion of training period, must be able to work a half-day on Saturday. Required working hours are Monday - 9:00 am to 6:00 pm, Tuesday - 9am to 6 pm, Wednesday - Noon to 6 pm, Friday - Noon to 6 pm and Saturday - 9 am to Noon.

**Contact:** Michaela Williams

**Address:** PO Box 2970 100 E. First, Room 106, Edmond, OK 73083

**Phone:** 4053594685

**Fax:** 4053594688

**Email:** michaela.williams@edmondok.com

**Apply Online:** <http://edmondok.com/hr/jobs?ID=395>

**Application Instructions:** A City application is required and can be printed from our web site, requested by phone or picked up in the Human Resources Office.

---

**Job ID:** 2124463

**Expires:** 01/06/2012

**Job Title:** Machinist

**Company:** Keystaff

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** DOE

**Job Description:** Mills and Lathes Read blue prints Use blue prints to produce small parts Measure using calipers and mics Ability to stand long periods of time

**Contact:** Suzy McCaslen

**Address:** 1300 S. Meridian #108, Oklahoma City, OK 73108

**Phone:** 942-8338

**Fax:** 942-8558

**Application Instructions:** Please fax your resume to 942-8558 Or you may call us for an appointment at: 942-8338

---

**Job ID:** 2235597

**Expires:** 05/01/2012

**Job Title:** Carpenter / Laborer

**Company:** Silvercliffe Construction Company

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** Negotiable

**Job Description:** A Carpenter / Laborer position with the the following responsibilities: 1. Installation of doors, frames & hardware 2. Layout 3. Installation of sheetrock, metal & wood studs 4. Demolition 5. Installation of ceiling grid & tiles 6. Installation of trim 7. Clean up 8. Assist other crafts as instructed This position requires the following attributes: 1. Presentable appearance 2. Broad knowledge of General Construction 3. Reliable 4. Diligent 5. Versatility 6. Courteous 7. Attention to detail

**Contact:** Liz Fleming

**Address:** 320 N. Broadway Suite 110, Edmond, OK 73083

**Phone:** 405-285-6199

**Fax:** 405-285-6499

**Email:** [scc@silvercliffe.com](mailto:scc@silvercliffe.com)

**Application Instructions:** Please send resumes via fax or email. Applications can also be filled out in our office Monday to Friday, 8am to 5pm.

---

**Job ID:** 2269301

**Expires:** 05/07/2012

**Job Title:** Various Positions in the Health Care field OKC & Edmond

**Company:** OU Medical Center

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** To see complete job opportunity list go to <http://www.oumedicine.com/body.cfm?id=13>

**Contact:** Diane Gonzales

**Address:** 711 Stanton L Young Blvd. Suite 103, Oklahoma City, OK 73104

**Phone:** 271-6035

**Fax:** 271-7344

**Apply Online:** <http://www.oumedicine.com>

**Application Instructions:** For more information contact: OU Medical Center, Human Resources 711 Stanton L Young Blvd., Suite 103 Presbyterian Professional Bldg. OKC, OK 73104 271-6035 or toll free 866-473-8229 job line 271-7986 or fax 271-7344

---

**Job ID:** 2329796

**Expires:** 07/09/2012

**Job Title:** Various Jobs

**Company:** City of Norman

**Job Type:** Full Time, Part Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Job Description:** To view job postings for the City of Norman go to  
<http://www.normanok.gov/hr/hr-job-postings>

**Contact:** Elissa Fox

**Address:** 201-C West Gray, Norman, OK 73069

**Phone:** 405-366-5485

**Application Instructions:** <http://www.normanok.gov/hr/hr-job-postings>

---

**Job ID:** 2300267

**Expires:** 07/13/2012

**Job Title:** Manual Machinist

**Company:** TP Machine & Tool Co., Inc.

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Location:** Oklahoma

**Salary:** \$10 - \$18 an hr

**Job Description:** Full Time Manual Machinist

**Contact:** Tiffany Bishop

**Address:** 4300 S. High Avenue, Oklahoma City, OK 73129

**Phone:** 405-672-5551

**Fax:** 405-670-4022

**Email:** [tab@tpmachine.com](mailto:tab@tpmachine.com)

You may apply for these positions and more at the following Web address:

**<http://www.collegecentral.com/francistuttle>**