



CHESAPEAKE JOB LISTING

May 3, 2018

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

The Office of Employment Services publishes this listing of job openings for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each job announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.

1880 Bank (873) Part-Time Teller Position - 29 hours per week to work at both Talbot County and Dorchester County locations. Must be available to work Saturdays 8:15 to 12:15. Flexibility, Teamwork and Energy a MUST. Send resume to: 1880 Bank, Attn: Judann Culver, 501 Idlewild Ave., PO Box 629, Easton, MD 21601 or fax to 410-819-8091 or email: judann.culver@1880bank.com. E.O.E M/F. (Date listed: 4/5/18)

84 Lumber (956) 125 Owens Road Queen Anne, MD 21657. **Manager Trainee** (Refer to MWE Job Order #806393 for details). (Date listed: 4/23/18)

ACTS Retirement Life Community (685) ACTS invites you to join our growing Team. We Hire Smiling People. Heron Point, 501 E. Campus Avenue, Chestertown, MD 21620. Positions Available: **Dining Room Servers** and **Medical Diet Aides-Servers, FT Housekeepers, PT Security, RN & GNA** What's in it for you? •Competitive pay rates; •Flexible scheduling options - many shifts available; •Continuing training opportunities; •Opportunity for promotion and advancement. Apply Online at www.indeed.com or call Lulu @ 410-778-8321 or Karen @ 410-778-8328. (Date listed: 2/20/18 Updated 3/22/18 Updated 4/19/18)

Atlantic Broadband (906) 330 Drummer Drive, Grasonville. **Account Executive** (JO#818130); **Direct Sales Rep.** (JO#802870); **Service Technician** (JO#802874); **Installer** (JO#818122). Apply by Emailing Cover Letter and Resume to kbarron@atlanticbb.com. (Date listed: 4/12/18)

Atlantic Tractor (902) Chestertown – **Agronomist** (Refer to MWE Job Order #805577); Queen Anne - **Diesel Mechanic** (Refer to MWE Job Order #710867); Queen Anne - **Ag Service Technician** (Refer to MWE Job Order #710864); Queen Anne – **Agronomist** (Refer to MWE Job Order #805582); Queen Anne – **Farm Equipment Mechanic** (Refer to MWE Job Order #805585). Apply at www.atjd.net. (Date listed: 4/11/18)

Autumn Lake Healthcare at Chestertown (979) **JOB FAIR – May 17, 2018 – 11am-3:30pm.** **GNA's, RN's** and **LPN's** – all shifts. Interviews will be conducted on the spot. Inquire about our sign-on bonus. For more information, please contact Robin Black, Human Resource Director at 410.778.1900 or email rblack@autumnhc.net. (Date listed: 5/2/18)

Autumn Lake Healthcare at Chestertown (889) 415 Morgnec Road Chestertown, MD 21620. **Dietary Aides** (PT) (JO#799460); **GNA's** (PT& FT) (JO#799473); **Housekeeping Aides** (PT&FT) (JO#799481); **LPN's** (JO#799478); **RN's** (JO#799476). To apply, email resume to RBlack@cnrehabcenter.com. (Date listed: 4/9/18)

AZZ (957) Machine Operator (MWE 822874); Wiring Control Panel, Entry Level (MWE 822880); Wiring (MWE 822884); Estimator (MWE 882886); Sales Manager (MWE 822889); Electrician (MWE 814980); Fabrication (MWE 814973); Assembler-Welder (MWE 814971). Apply online at www.azz.com, in person at 3011 Millington Rd. Millington, MD. (Date listed: 4/23/18)

Bay Shore Steam Pot (822) Centreville, MD. Bay Shore Steam Pot offers fresh quality retail seafood along with a full carry-out menu of prepared foods. Do you want to be off by 6:30 & still work the food service industry? We are seeking self-motivated individuals 18 or older with restaurant experience preferred; but will train the right person. Must be willing to work weekends and holidays. Positions Available: **Line Cook; Prep Cook; Retail Fish Market Rep; Manager.** Apply within at 111 E. Water Street, Centreville and/or email resume to koneal@bayshoresteampot.com. (Date listed: 3/26/18)

Benedictine (874) Direct Support Professionals. We have full-time and part-time direct care positions in School Residential and Adult Group Homes. New to the career field? No problem! We are introducing a new Direct Support Professionals PAID training program! Visit our website or call 410-364-9625 for more information. (Date listed: 4/5/18)

Best Western (890) Grasonville, Maryland. Night Auditor (MWE Job Order #817665); Front Desk Agent (MWE Job Order #817646). Apply in person. (Date listed: 4/9/18)

Binkley & Hurst, LP (977) 12455 Browntown Rd., Kennedyville, MD. Part-Time Office Associate position (approx. 20-25 hours/week within business hours) available for a self-motivated, dependable and reliable individual. Responsibilities include assisting with Accounts Receivable and Accounts Payable, greeting walk-in Customers, answering incoming calls, sorting mail, processing credit card transactions, and making bank deposits. The ideal candidate will exhibit a strong Team Member and Customer focus, and have a current, valid driver's license for occasional errands. Applications are available online at www.binkleyhurst.com. Please email resume or application to careers@binkleyhurst.com. (Date listed: 4/30/18)

BJ's (963) Easton, MD. HR Clerical (JO#823757); Produce Supervisor (JO#823760); Front Door Asset Protection (JO#823773); Cake Decorator (JO#823779); Meat Cutter Apprentice (JO#823792); Deli Clerk (JO#823787); Stock Clerk (JO#823764); Produce Clerk (JO#823761); Cart Retriever (JO#823749); Meat Clerk (JO#823776). Apply online at: <https://careers.bjs.com>. (Date listed: 4/25/18)

Bridges Land Management (932) Irrigation Technician. Growing St. Michael's landscaping company is looking for an Irrigation Tech to join our team. Must have working knowledge of underground systems, basic pipe sizes and irrigation design. Ability to assist in the diagnosis, repair and install irrigation systems for our clients. Must be able to set and maintain times on electronic valve clocks and ability to troubleshoot computerized electronic systems, irrigation controllers, solenoid valves and sprinkler heads of all types and manufacturers. Ability to assist in map system locations for master plans. Operate trencher equipment. Must be able to work 40+ hours per week. Paid Weekly. Call Micki at Bridge's Land Management or apply in person at 1114 S. Talbot Street, St. Michaels, MD 21663 410-820-4784, 8am-3pm, special arrangements can be made for interviews outside of these times. (Date listed: 4/17/18)

Bridges Land Management (931) Class A and B CDL Driver Wanted Local Deliveries (St. Michaels). Growing St. Michael's landscaping company is looking for Class A and Class B CDL Drivers. Must be available for work at all times in order to meet customer pickup and delivery schedule. Operate vehicle safely within DOT regulations that govern safe driving, hours of service, inspection, maintenance. Be able to Lift a minimum of 50 pounds on a regular basis multiple times a day. Must have the ability to read, write, speak English with general mental abilities to handle receipts, read maps, road signs, maintain logs, etc. We are a local based company on the Eastern Shore. Most deliveries and equipment mobilizations are local around St. Michael's, Easton area. Occasionally may need to travel to pick up materials. Must be able to

work 40+ hours per week. Call Micki at Bridge's Land Management or apply in person at 1114 S. Talbot Street, St. Michaels, MD 21663 410-820-4784, 8am-3pm, special arrangements can be made for interviews outside of these times. (Date listed: 4/17/18)

Bridges Land Management (930) Hardscape Foreman and Laborers. Growing St. Michael's company looking for experienced hardscape installer with mason experience. Responsibilities will include creating designs per customers specifications, material procurement, assistance with crew mobilizations, installation supervision and quality control, monitoring and inspection of plants, replacements, grading issues and other Hardscape issues. Fluent in Spanish is a plus along with minimal knowledge of grading and drainage. Must be reliable. Must be able to work 40+ hours per week and pass a Pre-employment drug screening and have valid driver's license. Salary commensurate with experience. Call Micki at Bridge's Land Management or apply in person at 1114 S. Talbot Street, St. Michaels, MD 21663 410-820-4784, 8am-3pm, special arrangements can be made for interviews outside of these times. (Date listed: 4/17/18)

Bridges Land Management (929) Laborer - Start TODAY. Fast growing landscaping company in St. Michael's is looking for hard working laborers. Plenty of overtime opportunities. Weekly pay. Must pass a pre-employment drug screening. A valid Maryland driver's license a plus. We are looking to hire experienced skilled laborers and also general helpers. Good attitude a must. We are a team, you must be reliable. Wages are based on experience with plenty room for growth. Call Micki at Bridge's Land Management or apply in person at 1114 S. Talbot Street, St. Michaels, MD 21663 410-820-4784, 8am-3pm, special arrangements can be made for interviews outside of these times. (Date listed: 4/17/18)

Bridges Land Management (928) Mechanic's Assistant. Looking for organized and thorough full-time hard worker for shop. Must be able to assist Mechanic in all aspects. Must be familiar with wiring, hydraulics, filters, etc. Must be able to work 40+ hours per week and pass a Pre-employment drug screening and have valid driver's license. Paid Weekly. Call Micki at Bridge's Land Management or apply in person at 1114 S. Talbot Street, St. Michaels, MD 21663 410-820-4784, 8am-3pm, special arrangements can be made for interviews outside of these times. (Date listed: 4/17/18)

Brinton Woods Health and Rehabilitation Center (671) 420 Colonial Drive, Denton, MD. Full-time & part-time **Geriatric Nursing Assistants** – all shifts. Requirements: •A current GNA Maryland License in Good Standing; •Strong Judgment Skills; •Energetic team player; •Compassionate Care Giver. We offer our employees an outstanding benefits package including: Health, Dental, and Vision Plans; Company matched 401K; Paid Holiday, Vacation, and Sick Time; Mentoring Programs, Years of Service Awards, and Tuition Assistance. If you are interested and would like to learn more, please apply online at www.brintonwoods.com/careers or visit the facility to complete an application in person. (Date listed: 2/15/18 Updated 4/13/18)

Builders First Source (885) Easton, MD. Urgent need for **CDL-A Driver with forklift experience** - Local deliveries (JO#817977); **Load Builders with forklift experience** (JO#817978). Apply on line at- www.bldr.com. (Date listed: 4/9/18)

Candle Light Cove (893) (An assisted living facility), 106 W. Earle Avenue, Easton, MD 21601. **Food Service Assistant, C.N.A., Housekeepers.** To apply, go to <https://jobs.integracare.com/>. (Date listed: 4/9/18)

Captain's Ketch Seafood (936) located in Easton, MD has an immediate opening for a **part-time counter/prep person**. Must be motivated with the ability to work as a team player. Our hours of operation are Mon-Wed 10am-6pm and Thur-Sat 9am-6pm. Please apply within. Contact Nancy, our Retail Manager with any questions at 410-820-7177. (Date listed: 4/18/18)

Caregiver/CNA (830) needed for private duty in home. Pleasant physically challenged adult female in Denton, MD has part-time position opening/s. Must love working with physically challenged, must be kind and caring. Creativity is a plus. Must be dependable with great work references. Duties to include light housekeeping, bathing /overseeing personal hygiene care, medication reminders, mobility assistance to wheel chair, transportation (in van provided), as well as all aspects of daily living help. Must have mechanical Hoyer lift experience, and be able to shift a large person. We will train the right person in daily routine; this opening includes day shift hours 8am-6pm. CPR/F-A required, back ground check will be performed. Part-time 1-3 days per week- \$15.00/hr. Please call 410-479-1588 for more information and to set up an appointment. Be sure to leave a voice message with a good contact phone, if no one answers. (Date listed: 3/27/18 Updated 4/26/18)

Caroline County Government (976) **Mosquito Control Technician** (mwe job # 825642). **Deadline to apply May 15, 2018.** Obtain applications at www.carolinemd.org or call 410-479-4105. (Date listed: 5/1/18)

Caroline County Health Department (988) **Alcohol and Drug Supervised Counselor - Provisional - Full-time Contractual.** For further information and to apply, click [HERE](#). (Date listed: 5/2/18)

Caroline County Public Schools (914) **Early Childhood Education Specialists** (JO#819417). Apply on line at: <http://www.cl.k12.md.us/>. (Date listed: 4/13/18)

Celeste (937) The **Customer Service** position will assist in the daily order entry process into NAV, interact with customers, monitor credit, problem solve, and other activities associated with the order process to ensure complete customer satisfaction. The position will also prepare invoice reports for several customers and handle the daily EDI. This position will become proficient in NAV for future additions and/or changes to increase productivity. In addition, this position will assist with monthly customer product updates and monitor and report on key order fulfillment metrics to ensure compliance with requirements and business processes. This position will assist in support of account management with product information, sales data, routine updates. Occasional travel may be required. The position requires excellent interpersonal skills with both internal departments and external customers. Proficiency in Excel required. This position reports to the Customer Service Manager. A.A. Degree required, Bachelor's degree preferred; Three-to-five years of previous inside sales experience required. Please submit resumes to HR@celestecorp.com. (Date listed: 4/18/18)

Channel Marker Mental Health Support Services (984) **Rehabilitation Specialist (Full Time)** to work with adults and/or children in Dorchester and Talbot Counties, providing mental health support services. Strong communication, written, oral and team work skills required. Bachelor's degree required. This full time position is responsible for utilizing rehabilitation concepts in order to provide quality mental health services to clients diagnosed with a mental illness. Essential job functions include onsite and offsite service delivery, completion of required documentation as per state/agency regulations, and executing job functions that support the goals of the program. The position is responsible for instructing, assisting and monitoring clients in accordance with individual rehabilitation plans. The applicant must demonstrate excellent interpersonal skills with clients, their families, internal and external staff. The applicant must have proficient written and verbal communication skills. The position will transport clients as needed. A clear and valid driving record and clear background check is required for this position. The applicant must be at least 21 years of age. **Send resume no later than 5/25/18** to: Channel Marker, Inc., 8865 Glebe Park Drive, Unit 1, Easton, MD or fax to Kelly Holden at (410) 822-0984 or email to kelly@channelmarker.org. Resumes required. No phone calls. E.O.E. (Date listed: 5/2/18)

Channel Marker Mental Health Support Services (983) Non-profit Human Services Organization is seeking a **Residential Associate – Cambridge, MD**. This position is a 7 day on/7 day off shift requiring overnight and weekend coverage. Overnight stays in the home are required. This full time position is responsible for utilizing rehabilitative concepts in order to provide quality services to mental health clients residing in supervised housing. Essential job functions include monitoring medication requirement of the residents, supervising and instructing clients in activities of daily living, and supporting clients in community activities, promoting healthy lifestyles. This position will be working with male adults in Dorchester County providing mental health support services to clients in their residential home setting. High School Diploma or GED Required; CNA, GNA or AA Degree Preferred. A clear and valid driving record and clear background check is required. The applicant must be at least 21 years of age. **Send resume no later than 5/25/18** to: kelly@channelmarker.org or Channel Marker, Inc. 8865 Glebe Park Drive, Unit 1 Easton, MD or fax to Kelly Holden at (410) 822-0984. Resumes required. No phone calls please. E.O.E. Required licenses or certifications: •No more than 2 points on your driver's license; •Valid Driver's License; •Must be at least 21 years of age; •Clear background check. (Date listed: 5/2/18)

The Chesapeake Center, Inc. (933) 713 Dover Rd, Easton, MD 21601. **Sewing Machine Operator.** Overview: The commercial sewer will provide quality sewn work to trimming production area on a daily basis based on orders that are received. The commercial sewer is responsible for sewing the cloth the appropriate size as directed by the Production Supervisor. Job Summary: The commercial sewer is responsible for producing cloths to adhere to Military Specification (MIL-DTL-24671C). Daily production totals will be assessed by the Production Supervisor. Physical Requirements: This job requires good physical and mental health. Physical activities may include lifting of material to and from the work station. Other physical requirements of the commercial sewer may include working from a seated position the entire shift. Qualifications/Education: The commercial sewer will be employed to manufacture quality work as specified by the Production Supervisor. A high school diploma/GED is not required for this position. Job Duties: 1.Perform serge and single needle operation as required. 2.Maintain quality and ensure that all product is sewn to MIL-Spec standards at all times. 3.Maintain production goals as set forth by the Production Supervisor. 4.Perform other duties and functions as assigned by the Vocational Services Director. Please call The Chesapeake Center 410-822-4122. (Date listed: 4/17/18)

The Chesapeake Center, Inc. (793) 713 Dover Road, Easton, MD 21601 - 410-822-4122 - www.chesapeakecenter.org. Go to website or call for information about the following openings: **Direct Support Professionals One on One** – Chesapeake Group Homes - Full Time & Part Time, all positions - 2pm-10pm, 10pm-8am, every other weekend; **Direct Support Professionals** – Chesapeake Group Homes - Full Time & Part Time, all positions - 2pm-10pm, 10pm-8am, every other weekend; **ISS Assistant** – Chesapeake Center Inc. - Flexible Hours (Afternoons, Evenings, and every other Weekend) working with adults with disabilities in the community. **Residential Supervisor** (JO#811757). To apply: **Please call Jen Willey 410-822-4122 ext. 128 by May 31, 2018.** (Date listed: 3/19/18)

Chesapeake College (944) The Criminal Justice and Law program is seeking a **part-time faculty member** in the legal studies program. Candidate must possess a JD from an ABA-accredited law school, have experience practicing Maryland law, and supervising paralegals. Those teaching in an online format must be available to regularly meet with students and the program coordinator at Wye Mills and Cambridge campuses. Prior teaching experience at a collegiate level preferred in both face-to-face and online formats. To Apply: interested applicants may apply by sending a cover letter, resume or CV and transcripts (unofficial transcripts are acceptable for application purposes) and writing sample to hr@chesapeake.edu. **Deadline Date is Friday, May 11, 2018.** (Date listed: 4/20/18)

Chesapeake College (943) The *Criminal Justice and Law* program is seeking a **part-time faculty member** in the area of criminal justice specifically related to courses in police administration and other related criminal justice subjects. Prior teaching experience at a collegiate level preferred in both face-to-face and online formats. There is availability for daytime and online positions. Candidate must possess a master's degree in criminal justice or a related discipline. Those teaching in an online format must be available to regularly meet with students and the program coordinator at Wye Mills and the Cambridge campuses. To Apply: Interested applicants may apply by sending a cover letter, resume or CV and transcripts, and writing sample (unofficial transcripts are acceptable for application purposes) to hr@chesapeake.edu.

Deadline Date is Friday, May 11, 2018. (Date listed: 4/20/18)

Chesapeake Farms® (975) 7319 Remington Drive, Chestertown, MD. **Culinary Cook** (Refer to MWE Job Order #805825). Email Resume to lori.lyn.loker@dupont.com. (Date listed: 4/30/18)

Chick-fil-A (920) Easton, Maryland – Seeking reliable team members for all shifts. We offer competitive wages, flexible schedules, career opportunities, Sundays off, scholarships, free meals, leadership development, and belonging to something bigger than yourself! Apply online at EastonCFAjobs.com. (Date listed: 4/13/18)

Choptank Electric (935) needs **Apprentice Linemen** - St. Michael's location (JO#821109). Applicant must have a High School diploma or equivalent. Basic knowledge of electricity is desirable. Must have or be able to obtain a Maryland Class "A" restricted or equivalent driver's license. Position requires working in various weather conditions and working irregular hours for emergencies. On-the-job training will be provided. **Applications must be postmarked by May 4, 2018.** Apply on line at: www.choptankelectric.coop and click on "About Us" then "Employment". (Date listed: 4/18/18)

Choptank Transport (973) **Dry LTL Coordinator** (JO#813814); **PT Track & Trace Coord.** (JO#825335); **Inside Sales Representatives** (JO#809094); **Software Engineer** (JO#809089); **Carrier Sales Support** (JO#809099). Apply on line: www.choptanktransport.com. (Date listed: 4/30/18)

Choptank Transport (660) **Inside Sales Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As an Inside Sales Representative with Choptank, you will be on the front lines of assisting customers get their valuable products shipped from point A to point B. You'll be prospecting leads, cold-calling on prospective accounts via phone, building relationships with your customers, and managing their accounts. Your accounts won't be "one and done," but rather long term associations that make a big impact on your customers' bottom line. Are you a smart, competitive, business-minded professional who isn't afraid to start from scratch and build a book of business on your own? Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 2/14/18 Updated 3/15/18)

Choptank Transport (659) **Carrier Sales Support Representative:** Are you searching for a dynamic role that plays off your communication and problem-solving skills? Are you hunting for a stable company that offers growth opportunities and development? As a Carrier Sales Support Representative with Choptank, you'll be talking to lots of potential carriers and negotiating the movement of our customers' freight, while ensuring your carriers know they have your support for anything that might happen along the way. This is your time to let your critical thinking skills shine through. We're not a "one and done" environment, so you are on the front lines of building relationships with those carriers as well. You will also be working with our sales department as well as the rest of your logistics team, so an excellent work ethic and communication skills are

key. Worried that you don't know anything about logistics? We will train you! Choptank has a state-of-the-art, award-winning training program crafted to make sure you have all the tools and knowledge you will need to be successful in your new career. (Positive attitude and coachability required). Choptank is a Third Party Logistics (3PL) provider, meaning we bring companies who need to ship products and those with trucks together. Our customers want to focus on crafting and selling their products, not looking for trucks to move it and hoping they get a fair price for the shipping. We take that worry off their plate and get them the best deals in the market. We offer solutions and give them results. For more information on the position, or to submit your application, please visit our online career portal at www.choosechoptank.com. (Date listed: 2/14/18 Updated 3/15/18)

Comfort Keepers (532) 8103 Ocean Gateway, Easton, MD. 410-822-4414. Seeking the following: **CNA's and GNA's** (Refer to MWE Job Order #729312) for in-home caregiving. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. At least one year experience preferred, but not required. **Med-Techs** (Refer to MWE Job Order #729315) to work with DDA (Developmentally Disabled Adults) clients. Duties include assisting clients with cooking, cleaning, running errands, transportation, medication reminders, grooming, bathing and toileting. Applicants must be passionate and committed about helping others in need, be CPR certified, be able to pass a background check, and be able to lift 25lbs. Also, applicants must have basic computer skills, a valid driver's license, their own transportation, auto insurance, and a high school diploma or GED. Benefits include health care and dental/vision insurance, paid time off, competitive pay, flexible schedules, job training and development, mileage reimbursement, and community discounts. DDA certifications are a plus. To apply please go to <http://easton-596.comfortkeepers.com/> and click "apply today." For questions or concerns please contact Angela in HR 410-822-4414 / angelarodano@comfortkeepers.com. (Date listed: Updated 2/22/18 Updated 4/5/18)

Compass Regional Hospice (870) **Certified Nursing Assistant**, Full-Time. Position Summary: As part of the Compass Regional Hospice clinical team, a certified nursing assistant works to provide personal care services and medication to the terminally ill patient and performs related tasks in the hospice center and/or the patient/family home, in accordance with the plan of treatment as assigned by the case manager. Duties and Responsibilities: •Takes and records patient vital signs. •Administers medications within scope of practice per certification. •Assists patients with feeding, ambulation, personal care and toileting if necessary. •Assists patients with light meal preparation, laundry and other housekeeping duties as needed. Minimum Qualifications: •Possess a high school degree or general equivalency degree. •Possession of certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland. •Demonstrate basic understanding of office equipment and competency in computer technology to document patient information. •Ability to read and follow written instructions and hear to process directions and requests. •Demonstrate ability to make meaningful patient observations and write brief, accurate reports for patient files. •Must have reliable means of transportation. •Must be able to perform job-related duties that require lifting, standing, bending, transferring, stretching, walking, pushing and partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. (Date listed: 4/4/18)

Compass Regional Hospice (869) Clinical Assistant, Full-Time. Position Summary: As part of the Compass Regional Hospice clinical team, the clinical assistant provides administrative and organizational support to the clinical department and assists in the coordination of patient care. Duties and Responsibilities: •Prepares, coordinates and maintains schedules for home care and weekend visits. •Assists with staffing needs and coordinating patient care, including CNA coverage. •Assists clinical manager with timesheets. •Provides weekly IDT scribing and documentation. •Meets with patients, family members and/or caregivers to complete the appropriate paperwork and acquire financial information. •Coordinate delivery and pick up of medical equipment at the start and termination of hospice services. •Coordinate the ordering of homecare supplies. •Coordinate with medical facilities to obtain patient medical records. •Coordinate and complete patient travel contracts. •Notify referring physicians after patient death. •Assists with answering incoming calls on the main line. •Assists with other related duties and responsibilities as required. Minimum Qualifications: •Possession of certification to practice as a Certified Nursing Assistant or Geriatric Nursing Assistant in the State of Maryland. •Must have current driver's license in the State of Maryland and reliable means of transportation. •2 years of experience in computer software operations including Microsoft Office (Word, Excel). •Must demonstrate excellent customer service. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. (Date listed: 4/4/18)

Compass Regional Hospice (868) Communications and Web Specialist, Full-Time. Position Summary: As part of the Compass Regional Hospice team, the Communications and Web Specialist works under the general direction of the Executive Director. The Communications and Web Specialist is responsible for supporting the strategic goals, objectives and mission of Compass Regional Hospice by designing marketing materials and other collateral, maintaining effective use of web-based and social media tools, and creating written communications that promote the organizations programs and services, events, accomplishments and other marketing and communications initiatives. Duties and Responsibilities: •Responsible for maintaining, updating, monitoring and analyzing the CRH website and social media tools. •Develops communications plans for events and other initiatives to ensure that these activities receive the most appropriate types of publicity before and after the event that consider the timing and outlets that are most appropriate for each event, including news releases, social media, website and print materials. •Drafts and distributes news releases to the media. •Maintains list of media contacts and ensures that CRH has a positive relationship with representatives of print, digital, radio and TV media outlets. •Assists the Marketing Coordinator with development of paid advertising. •Maintains working knowledge of how to use the Net Community database and template software to track email addresses and design e-blasts. Composes and designs CRH's monthly e-blast newsletter to external audiences and Estate Treasures e-blasts as requested by the ET volunteers; assists the Marketing Coordinator with developing referral partner e-blast newsletter; and assists the Volunteer Coordinator with editing volunteer e-blast newsletter. •Develop content for external publications, including the bi-annual newsletter to the community and the annual report. •Provides photography support for events and all other publicity events. Minimum Qualifications: •Bachelor's degree in marketing, communications or related business field or equivalent experience. •Proficiency in Microsoft Office, Adobe InDesign, web content management software, Facebook and other social media tools. •Working knowledge of photography principles and ability to use editing software. •Basic skills in writing, proofreading and copyediting. •Ability to work independently with team orientation and to communicate with staff, volunteers, patients, families and other clients in a professional manner. •Ability to work on several projects simultaneously. •Must be organized and detail oriented. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. Date listed: 4/4/18)

Compass Regional Hospice (867) Admissions Nurse, Full-Time (11:00 a.m. to 7:30 p.m.).
Position Summary: As part of the Compass Regional Hospice clinical team, an admissions nurse works under the general direction of the Clinical Manager and the attending physician in the provision of skilled nursing assessment, planning and care in order to maximize the comfort and health of patients and families. The admissions nurse is responsible for educating patients/families about the hospice benefit, enrolling patients into hospice services, identifying patient/family needs, communication with the assigned case manager and timely documentation of all admission paperwork. The admissions nurse may also function as a visiting nurse or case manager. Duties and Responsibilities: •Provide education to patients and families specific to the hospice benefit, end-of-life care and symptom management. •Perform physical assessment and initiate the patients plan of care for patient populations to include pediatric and adult. •Initiate communication with attending physicians, clinical manager and the hospice interdisciplinary team to coordinate patients plan of care. •Enroll patient onto hospice services in a timely manner. •Promotes the involvement of patients and/or families in the plan of care. •Obtain data on physical, psychological, social and spiritual factors that may influence patient and/or family's health status and incorporate into plan of care with emphasis placed on pain and symptom management, emotional and spiritual support. •Respond to patients and/or families of other hospice nurse during on-call times, or as requested. Minimum Qualifications: •Degree from an accredited college or university. •Possession of current license to practice as a registered professional nurse in the State of Maryland. •1-2 years' experience working in hospice care. •Demonstrate basic understanding of office equipment and competency in computer technology to document patient information. •Ability to read and follow written instructions and hear to process directions and requests. •Demonstrate ability to make meaningful patient observations and write brief, accurate reports for patient files. •Must have reliable means of transportation. •Must be able to perform job-related duties that require lifting, standing, bending, transferring, stretching, walking, pushing and partial or complete assistance with activities of daily living without assistance from another health care worker or significant other. Submit a resume and cover letter with salary requirements to Compass Regional Hospice, 160 Coursevall Drive, Centreville, MD 21617 or directly email hr@compassregionalhospice.org. Compass Regional Hospice Inc., is an Equal Opportunity Employer. (Date listed: 4/4/18)

Crab Shack (865) on Rt. 50 in Easton is hiring for the season. Full and part time positions available. MUST BE ABLE TO WORK WEEKENDS AND HOLIDAYS. Do not apply if you can't work weekends. Steam room help wanted. Send resume to cmhiggins28610@yahoo.com or call 410-310-9591 and leave message to set an appointment to fill out an application. (Date listed: 4/4/18)

Crossroads Community, Inc. (777) Residential Rehabilitation Manager- FT. Growing behavioral health agency is seeking an experienced, team-oriented individual to supervise staff and manage residential rehabilitation program for adults in Cambridge, MD. Bachelor's degree in Psychology or Human Services related field is preferred. Candidate must be detail-oriented, able to multi-task and flexible to accommodate fast-changing priorities. Supervisory experience, clean background and driving record required. Benefits package includes medical, dental, vision, life insurance, vacation, sick and holiday pay, 403b and more. Salary commensurate with education and experience. Apply at cci@ccinonline.com. Fax 410-758-1223. Website: www.ccinonline.com. EOE. (Date listed: 3/13/18)

Crossroads Community, Inc. (776) Growing behavioral health agency seeks the following:
Residential Associates - FT- Responsible for assisting adults with independent skill development in the residence. 7 days on/7 days off, including overnights & every other weekend. Prefer B.S. in Behavioral Health, Psychology, Social Work, or related field and at least two years positively referenced work history in human services field or equivalent combination of education and work experience. Positions available in both Kent and Dorchester Counties. Salary commensurate with education and experience. (Date listed: 3/13/18)

Crossroads Community, Inc. (715) **Rehabilitation Associate** - Part-time/24 hrs per week w/flexibility to meet program needs. Location: Cambridge, MD. Education: HS Diploma. Requirements: Driver's license and ability to pass driving and background checks. Position summary: This position combines supporting consumers in their recovery by assisting with goal achievement, providing transportation and support for consumers by acting as liaison for appointments, and driving agency vehicles to transport consumers to and from the day program approximately 4 days per week. Apply at cci@ccinconline.com. Fax 410-758-1223. Website: www.ccinconline.com. (Date listed: 2/26/18 Updated 4/5/18)

Crossroads Community, Inc. (649) Cambridge, Centreville, Chestertown. We offer **volunteer opportunities** in three Eastern Shore communities for folks of all ages who have an interest in working and serving in the human services fields. Crossroads provides psychosocial support to community members living with mental illness as they move through their journeys of recovery. As a volunteer, you will have the opportunity to serve alongside professional staff in our residences and in our Recovery Club. You will always have professional support with you but you will also have the opportunity to share your personal interests and activities with our clients. Requirements: Criminal history and driving record checks; three professional references and an interview by professional Crossroads' staff. This opportunity is ongoing and inquiries are welcomed at any time. Please contact: Crossroads Volunteer Coordinator Patricia Hertzler at hertzlerp@ccinconline.com or call 410-758-3050 and ask for the Volunteer Coordinator. (Date listed: 2/12/18)

Dart (Solo Cup) (964) Federalsburg, MD. (All jobs with benefits). **Machine Operator II** (JO#823835); **Maintenance Mechanic** (JO#772112); **Inspector Packer I** (JO#823840); **Utility Worker** (JO#823853); **Product Safety Specialist** (JO#815683); **Machine Operator 1** (JO#823831); **Environmental Health & Safety MGR.** (JO#823841). Various shifts and departments. Apply on line only at: www.dart.jobs. (Date listed: 4/25/18)

Davis, Bowen & Friedel, Inc. (211) seeking to fill the following: **Experienced Coastal Engineer** for our Easton, Maryland office. Duties shall include but not limited to design, permit acquisition and contract administration for shoreline and marina type projects, including sea level fluctuation evaluations beneficial use of dredged material; numerical modeling of dredged material projects within a water body; the use of segmented, detached breakwaters to protect cohesive shores; shoreline and sediment budget analysis; multilane boat ramps; marina development; bulkhead analysis & design; and stone jetty analysis & design. Preferred applicant shall possess PE license in both Delaware and Maryland or the ability to obtain them within demonstrated ability to market to and work with Local, State and Federal Agencies.

Experienced Civil Engineer for our Easton, Maryland offices. Duties shall include but not be limited to grading and drainage, storm water management, utilities, and erosion control design as well as assistance with permit coordination and acquisition, and construction administration on Residential and Commercial projects. Preferred applicant shall possess PE licenses in both Delaware and Maryland or the ability to obtain them within 12 months from date of hire. Desired qualifications include at least four years of related experience, proficiency in AutoCAD and the demonstrated ability to market and work with planners and developers. **Civil Engineering Designer** for our Easton, Maryland office. Duties shall include but not be limited to grading and drainage, storm water management, utilities and erosion control design for Coastal, Residential and Commercial projects. Proficient in the use of AutoCAD is required for this position. Desired qualifications include at least two years of experience, the demonstrated ability to work in a team environment and familiarity with AutoCad Civil3D. We offer a great place to work, an attractive incentive package, liberal PTO, and very competitive benefits. Learn more about us and our work on our website: www.dbfinc.com. **Current Openings.** (Updated 4/26/18)

Delmarva Community Services (955) Full and PT **Bus/Van Drivers** (JO#817983) (CDL w/ passenger endorsement); **Community Living Assistants (CMT)** Maryland and Delaware (JO#817981); **Delaware Residential Director** (JO#818010); **LPNs** (JO#817987); **Case/House Managers** (JO#818014); **Job Developer/Job Coach** (JO#822873). Apply on line at: <http://www.dcsdct.org>, Delmarva Community Services, 2450 Cambridge Beltway, PO Box 637, Cambridge, MD 21613. (Date listed: 4/23/18)

Denny's (927) Grasonville, MD. Now hiring all positions. Open interviews. 101 VFW Road, Grasonville, MD. 410.304.2073. (Date listed: 4/17/18)

Dorchester County Government (946) **Automotive Mechanic** (mwe job order #822747) - **Deadline to apply May 7, 2018**. **Motor Equipment Operator III** (mwe job order #822754) - **Open until filled**. To submit an application see www.docogonet.com. (Date listed: 4/23/18)

Dorchester County (960) New Opening - Dorchester County Sheriff's Office Administrative/Fiscal Assistant. Full time with benefits. To apply download application at www.docogonet.com, fill out and send to: Human Resources, 501 Court Lane, Room 113, Cambridge, MD 21613. **Application deadline: 5/7/2018**. (Date listed: 4/24/18)

Dorchester County Government (988) **Director of Recreation & Parks** (mwe job order #826260) - **Deadline to apply May 15, 2018**. Submit application, Cover Letter & Resume to Dorchester County HR, 501 Court Lane, Cambridge, MD 21613. See www.docogonet.com. (Date listed: 5/2/18)

Dorchester County Government (510) **Professional Engineering** position within the Public Works Department, Engineering Division, to assist in the planning, designing, construction and inspection of public works and public facilities projects. The Engineering Division provides technical expertise to all Public Works, specifically the Highway and Solid Waste Divisions. This position is an excellent opportunity for an engineer with five (5) or more years of experience to obtain a wide range of practical hands on experience on public works projects. Responsibilities include development and project management of capital projects; construction, maintenance and improvements of roads and bridges; solid waste issues including recycling and landfill operations; and waterway improvement programs. Responsibilities will also include further development of GIS capabilities. Requires hands on application of engineering principles and practices, plan review and project management. Minimum requirements are a Bachelor's degree in Civil Engineering and five (5) years engineering experience. CAD and GIS knowledge/experience is desirable. Effective communications and interpersonal skills required. Knowledge of environmental issues and State and Federal regulations is a bonus. Submit County Employment application and complete resume to: County Council Office, Dorchester County, 501 Court Lane, Cambridge, Maryland 21613. Applications can be downloaded at www.docogonet.com. (Date listed: 12/19/17)

Dorchester Library (892) **Full Time Library Clerk** (JO#818018). Busy public library has an opening starting mid-April, 2018. The right candidate will be focused, outgoing, tech savvy, and have excellent customer service skills. Abilities to handle change, learn quickly, and retain information are preferred. This is a full-time position, with benefits. Email resume to: dcpl@dorchesterlibrary.org. (Date listed: 4/9/18)

Dorchester YMCA (728) 201 Talbot Avenue, Cambridge, MD 21613. 410.221.0505. www.ymcachesapeake.org. Role Models Wanted. We're hiring for Youth Development, Healthy Living and Social Responsibility at the Dorchester YMCA. Looking to make a difference? 18 or older? Outgoing? Enthusiastic? Good with Kids? Not afraid to get a little dirty? The Dorchester Family YMCA will be holding group interviews for camp staff for our 2018 Summer Camp season. **Interviews will be at the Dorchester YMCA on: Tuesday, April 3 from 5pm-7pm; Sunday, April 15 from 11am-1pm; and Tuesday, May 8 from 5pm-7pm**. Submit an application online at www.ymcachesapeake.org. For questions or to RSVP, contact Summer Camp Director, Jen Lehn

at jlehn@ymcachesapeake.org or Assistant Camp Director, Linden Robbins at lrobbins@ymcachesapeake.org. (Date listed: 2/27/18)

Echo Hill Outdoor School (592) located on Maryland's Eastern Shore of the Chesapeake Bay. Echo Hill Outdoor School (EHOS) has successfully provided over forty-five years of residential and recreational learning experiences. Programs are designed to introduce and acclimate participants to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Watershed Ecology of the Chesapeake Bay and its surrounding ecosystems, group and individual development on our low and high element challenge course, and exploration of history and the human environment in the Chesapeake Bay region. The program is flexible and committed to custom designing programs so as to meet the needs of a wide range of students/ participants, typically 3rd through 9th grade, from both public and private schools, as well as college students and adults of all ages. **Responsibilities:** At EHOS you would teach a variety of classes from all of our curriculum areas. You would also supervise and counsel all aspects of participant residential life during their stay at the school including overnights in platform tents or dormitories, table-heading at family style meals, and supervision during recreational time and other activities. **Qualifications:** EHOS is seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Experience working with and relating to children and people of all ages is extremely beneficial. A background in Education, Recreation, Environmental or Outdoor Education, Challenge Course facilitation, Psychology, Natural Sciences, Marine Biology, Liberal Arts or related fields is desired. **Compensation:** Starting salary for Teacher/Naturalist is \$250-\$270 per week. Individuals with demonstrated current certification in Wilderness First Responder, Wilderness First Aid, American Red Cross Lifeguard Training, or Valid State Teacher Certification will be considered at a slightly higher starting range. EHOS owned housing and board are a condition of this residential teaching position. Ten-twelve month contracts may be available for interested, committed individuals depending upon future openings, specialized positions available, and satisfactory job performance. A staff excess sickness and accident medical plan is available. **Applications are welcome year round.** Primary starting dates are in March and late August. To Apply: If you are interested in a challenging and rewarding experience please send cover letter, resume, two written reference letters and three telephone reference contacts to: Betsy Zelter McCown, jobs@ehos.org, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton Maryland 21678. (410) 348-5880. (Date listed: 1/30/18)

Egide USA (940) Cambridge MD is accepting resumes for a **Quality Manager**. Resumes can be mailed to Egide USA, 4 Washington Street, Cambridge, MD 21613. Attn: Cindy Goodwin or email to: cgoodwin@us.egide-group.com. **Resumes for this position will be accepted through May 31, 2018.** **Job Description: Summary and Purpose of Position:** Responsible for establishment and implementation of Quality System for use by the all personnel. Proactive and urgent attention to quality issues as identified by Customers. **Essential Functions and Responsibilities:** include the following. Other duties may be assigned. -Develops general quality attributes of product using input from Engineering, Manufacturing and Customer Specifications. -Develops general quality attributes of components using input from Engineering, Manufacturing and Suppliers. -Establishes and administers the overall Corrective Action process. -Gathers, processes and analyzes Quality Data. -Prepares and executes Quality System. -Coordinates Quality Audits (Internal, Customer and Supplier). -Communication of Supplier Quality Performance and internal Quality metrics to Senior Management. -Develops and implements Statistical Process Control methods and Process Capability Studies where applicable. **Other Duties and Responsibilities:** -Some database management and reporting. -Position often times requires flexible scheduling. -Infrequent travel as requested. **Supervisory Responsibilities:** This position supervises all inspectors. **Competencies:** To perform the job successfully, an individual should demonstrate the following competencies. **Knowledge of Systems:** Has the technical ability and knowledge to accomplish the above stated goals. **Interpersonal Skills:** Focuses on solving conflict, not blaming; Maintains confidentiality; Keeps emotions under control; Maintains positive attitude. **Oral and Written Communication:** Listens and gets clarification; Responds well to questions; Writes clearly; Able to read and interpret written information. **Teamwork:** Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed. **Quality:** Looks for ways to

improve and promote quality; demonstrates accuracy and thoroughness; Monitors own work to ensure quality. Quantity: Meets productivity standards; works efficiently; Completes work in a timely manner; Strives to increase productivity. Diversity: Shows respect and sensitivity for cultural differences. Ethics and Professionalism: Works with integrity and ethically; Upholds organizational values; Conserves organization resources; Approaches others in a tactful manner; Treats others with respect; Accepts responsibility for own actions. Safety and Security: Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly. Adaptability: Adapts to changes in the work environment; Able to deal with frequent change, delays or unexpected events. Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person as needed. Initiative: Asks for and offers help when needed. Generates suggestions for improving work. **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 knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. -An undergraduate degree with a min of 5 years or 10 years (equivalent) experience. -Excellent Excel, Word and PowerPoint skills. -High level of attention to detail. -Ability to work independently and to work with all levels of management. -Excellent written and verbal skills. -Experience with General QC Protocols. -Experience with AQL and other sampling methods. -Trained in SPC Techniques. **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. Able to address daily issues using logical thought processes to resolve with confidence. Knowledgeable of company policies and standards to permit decision making. Able to lift and carry 50 lbs up a flight of stairs. **Work Conditions and 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. Dress code is Business Casual. (Date listed: 4/19/18)

Evergrain Bread Company (883) Chestertown and Easton, MD. We are hiring a full time **Pastry Chef** in Chestertown, [APPLY](#). (Date listed: 4/6/18)

Far Eastern Shore Winery (952) Easton, Maryland. **Tasting Room Sales Associate** (Job Order #822808); **Off-Site Product Promoter** (Job Order #822816). Email resumes to: hr@feswinery.com. (Date listed: 4/23/18)

Federal Resources (898) **Recruiter** (mwe jo#818024); **Technical Writer** (mwe jo#818025); **Intern-Accounting** (mwe jo#818029). [APPLY](#). (Date listed: 4/9/18)

Fellows, Helfenbein & Newnam Funeral Homes (886) A locally owned family business is looking for a full time **Receptionist and Administrative Support Staff Member** to share time between two offices located in Queen Anne's County. The ideal candidate is a flexible thinker and works well as part of a team. The work requires answering telephone inquiries, welcoming guests, and processing and maintaining records using Microsoft Office and a variety of industry specific software, for which training will be provided. If you're looking for a unique opportunity to join a dedicated team of service-oriented professionals, please submit your resume and salary requirements to ShoreHelp@gmail.com. (Date listed: 4/9/18)

Gipe Associates, Inc. (968) Easton, MD 21601. **Entry Level Computer Aided (CAD) Designer for Buildings and Construction.** Minimum one – two years of experience in drafting/design utilizing AutoCad and/or BIM/Revit. Candidate must be team oriented, possess excellent communication skills, and excellent general computer skills. Gipe Associates, Inc. offers a competitive salary and comprehensive benefits package: Employee Stock Ownership Program / Health / Dental / Vision / Life / ST-LT / 401K / Accrued Leave. Please send cover letter and resume to P.O. Box 1147, Easton, MD 21601. (Date listed: 4/26/18)

Green Thumb Industries (GTI) (720) The following positions are currently available. Click on the link for a particular position or apply at <http://www.gtigrows.com/>. **Packaging & Production Specialist**; (Date listed: 2/23/18 Updated 3/15/18 Updated 4/17/18)

Gross Mechanical Laboratories, Inc. (900) 450 Marion Quimby Drive, Stevensville. **Experienced Machine Operator** (Refer to J. O. #789690); **Experienced Machine Operator** (Refer to J. O. #818796). Send resume to dphelan@groco.net. (Date listed: 4/11/18)

Hyatt Regency Chesapeake Bay Golf Resort, Spa & Marina (974) **JOB FAIR – Thursday, May 10, 2018 – 11am-3pm** - Choptank Ballroom, 100 Heron Blvd, Cambridge, MD 21613. For more information, contact Jackie Wongus at Jacquelyn.wongus@hyatt.com or call 410.901.6365. (Date listed: 4/30/18)

Hydrasearch (907) 203 A Log Canoe Circle, Stevensville, MD. **CNC Machinist 1st Shift** (Refer to MWE Job Order #806235); **Syteline Administrator** (Refer to MWE Job Order #806242); **Quality Inspector** (Refer to MWE Job Order #818344). **APPLY**. (Date listed: 4/12/18)

Inter-Rail Management, Inc. (820) Centreville, MD. **Human Resources Generalist**. We are a service contractor to the railroad industry with corporate offices located in Centreville, MD. The corporate office supports field offices with 800+ employees nationwide. Hours are Monday-Friday 8-5. We are seeking a full-time HR Generalist to review new hire paperwork including our background check and drug testing processes, administer leave of absence requests, respond to verifications of employment, create a bi-monthly Newsletter and complete varied electronic weekly and monthly reporting. Must be proficient with Microsoft Office including Excel, be detail-oriented, and have excellent phone and writing skills. Bi-lingual Spanish helpful, but not mandatory. Minimum Associates degree with 1 year human resources experience, must pass background check. Benefits include health, dental, vision, life/supplemental life, 401-k, and short-term disability. Please send resume and cover letter to jobs@interrail-transport.com. (Date listed: 3/23/18 Updated 4/5/18)

Johnson Lumber Company, Inc. (982) 11561 Longwoods Rd. Easton, MD. Needs **Yard Workers** for Lumber Mill (JO#826099). \$12 per hour to start. Apply in person to 11561 Longwoods Rd., Easton, MD. 21601. (Date listed: 5/2/18)

Kent County Government (985)
Weed Control Helper (MWE #826042) - **Deadline to Apply May 7, 2018**; **School Security Deputy** (MWE #826052) - **Deadline to Apply May 9, 2018**; **Administrative Asst. II** (MWE #826066) - **Deadline to Apply May 16, 2018**. Obtain Application at Kent County HR, 400 High St., Chestertown - 410-778-4595. (Date listed: 5/2/18)

Kent Narrows Boatel (967) 100 Piney Narrows Road Chester, MD 21619. **Office Manager (PT)** (Refer to MWE Job Order #823871). Email Resume to rob@kentnarrowsboatel.com. (Date listed: 4/26/18)

Kmart (910) 200 Kent Landing, Stevensville, MD. **Backroom Lead** (JO#806985); **Cashiers** (JO#807577); **Customer Service** (JO#818063); **Customer Service – Apparel** (JO#806974); **Front End Lead** (JO#818071); **Fulfillment Center Associate** (JO#806967); **Overnight Replenishment Assoc.** (JO#741413); **Pharmacy Manager** (JO#818059); **Sales Floor Super. – Softlines** (JO#806942); **Service Desk Associate** (JO#742584); **Store Manager Trainee** (JO#806915). **APPLY** (Date listed: 4/12/18)

LaMotte (887) 802 Washington Avenue Chestertown, MD. **Machine Operator 2nd Shift** (Refer to JO#817586); **Temporary Test Strip Assembler** (Refer to Job Order #794525). Email resume/cover letter to: applications@lamotte.com. (Date listed: 4/9/18)

Lane Engineering, Inc. (796) Easton, MD. **CAD Design Drafter.** Immediate opening for an experienced CAD design/drafter with minimum 2-4 years' experience in land development design and drafting. Must be proficient in Civil 3D. This position involves providing CAD support for survey work and site plans. You will be working closely with licensed surveyors, professional engineers and project managers to produce survey, permit and site construction drawings. We seek candidates who have direct CAD experience working in land development. Must be able to work efficiently and cooperatively with others in a fast-paced team environment on a variety of different types of projects. Ability to work within existing Company CAD standards is important. Good communication and organizational skills are essential. Salary will be commensurate with qualifications and experience. (Date listed: 3/15/18 Updated 4/19/18)

Lindy's Seafood, Inc. (978) Woolford, MD. **Crab Pickers** (JO#776113). \$9.51 per hour or \$4.00 per lb.. Call 410-228-5032 to apply. (Date listed: 5/1/18)

Loews Hotels (919) has various positions available in Maryland. All candidates must be able to work a flexible schedule to include weekends, holidays and PM shifts. We offer team members excellent benefits and competitive compensation. [Click Here](#) to view and apply for available jobs, or go to www.loewshotels.com. (Date listed: 4/13/18)

Loving Touch Home Care (888) 114 S. Lynchburg St., Chestertown, MD 21620, is looking for PT & Full Time **Certified Nursing Assistants** (see MWE Job Order # 786733 for details). Must be CNA certified & have a valid driver's license. **Companion Care Givers** (See MWE Job Order # 764779 for details). **APPLY.** (Date listed: 4/9/18)

Lowe's (921) of Easton, MD. **Seasonal Employee Assembly** (mwe #819912); **Seasonal Employee Night Stocking** (mwe #819914); **Seasonal Employee Cashiers** (mwe #819921); **Seasonal Employee Appliances** (mwe #819922); **Seasonal Employee Garden** (mwe #819924); **Asst. Store Manager Service** (mwe #819925); **LTL Stocker FT** (mwe #819926); **Customer Service Assoc. II Cash Off.** (mwe #819928); **Electrical Pro** (mwe #819929); **RTM Clerk PT** (mwe #819932); **Sales Specialist Cabinets** (mwe #819933); **Sales Specialist Live Nursery** (mwe #819937). All applications must be submitted online at www.lowes.com. (Date listed: 4/16/18)

Maryland Mattress Movers (951) 1350 Bloomingdale Rd., Queenstown, MD. 5 Openings - **Warehouse Person** (Refer to MWE Job Order #822819). Apply in person at the above address. (Date listed: 4/23/18)

Medical Practice Management, Inc. (858) **Medical Billing Associates.** A leading national medical billing company has job openings due to recent expansion and client growth. We have an immediate opening for 6+ Medical Billing Associates in the areas data entry, account receivable follow-up and customer service. Summary job requirements include: •Good data entry skills, with the ability to follow specific instructions and set procedures. Type a minimum of 30 words per minute. •Update patient insurance information. •Work with various departments to resolve billing issues. •Ability to maintain strict confidentiality. •Ability to interpret insurance companies policy and procedures and apply them. •Basic exposure to ICD-9/ICD-10 and CPT code. •Ability to interpret billing procedure changes and assimilate information to computer entry requirements. •Ability to comprehend explanation of benefits and post correctly to accounts. •Ability to answer incoming phone calls from patients and other parties including demonstrating a professional, friendly phone demeanor. •2 years previous experience in an insurance or medical billing office preferred but not required. If you have some of these requirements and want to join a growing, exciting, inventive fast-paced leader in the medical billing industry, please attach your resume with salary requirements. Our benefits include: •Competitive hourly wage •401 (k) plan •Health, dental, and vision insurance •Eight paid holidays •Casual dress code and work environment. Full-time employment - Monday through Friday 8 am – 4:30 pm. Email Resumes: mchance@mpminc.com or Fax Resumes: 410-819-0712 Attn: Melissa. (Date listed: 4/3/18)

Michael Kors (879) Queenstown Outlets. At Michael Kors, we strongly believe that our people are our greatest asset and we encourage internal cross divisional mobility. If you or someone you know are interested, please email your resume to brandi.layton@michaelkors.com. (Date listed: 4/5/18)

Miltec (899) 146 Log Canoe Circle, Stevensville, MD. **Director of Engineering** (See MWE Job Order #818507 for details); **Director of Operations** (See MWE Job Order #768686 for details); **Electrical Engineer** (See MWE Job Order #803414 for details); **Quality Manager** (See MWE Job Order #768707 for details); **Controls Engineer** (See MWE Job Order #803410 for details). [Apply online](#). (Date listed: 4/10/18)

Neighborhood Service Center (NSC) (918) **Shelter Relief Worker** (JO#805452); **Shelter Manager** (JO#805459); **PT Youth Youth Program Coordinator** (JO#806022); **Custodian/Delivery Driver** (JO#701030); **Office Assistant** (JO#800275); **Emergency Services Program Director** (PT) (JO#819419). No Phone calls please! Email resumes to: cwilliams@nsctalbotmd.org. (Date listed: 4/13/18)

N R L & Associates, Inc. (958) 245 Log Canoe Circle, Suite I Stevensville, MD. **Programing** (Refer to MWE Job Order #815692); **Assembler** (Refer to MWE Job Order #706219); **Machine Operator** (Refer to MWE Job Order #681251); **Setup Operator** (Refer to MWE Job Order #822932). [APPLY](#). (Date listed: 4/23/18)

Optometrist Office (971) Seeking for full-time **reception** responsibilities in a healthcare setting in Cambridge, a dedicated, responsible person who can multitask and who has good language skills. Send resume and references to PO Box 976, Cambridge, MD 21613. (Date listed: 4/27/18)

Optometrist Office (970) Seeking an **optical/optometric technician specialist** for a full-time position in an optometric practice in Cambridge. Experience is desirable but not mandatory. Send Resume and references to PO Box 976, Cambridge, MD. 21613. (Date listed: 4/27/18)

Oxford Kids Camp, Inc. (710) Oxford, MD. Oxford Kids Camp (OKC), a summer day camp in Oxford, Maryland seeks instructors and counselors with skills in one or more of the following areas: sailing, canoeing, swimming; out door education; science/nature; writing; and cooking. Camp is in session from June 25 through July 27, 8 a.m. to 4 p.m. Monday thru Friday (camp is closed the 4th of July week). Campers and counselors get around by bicycle; the camp uses the Town of Oxford and surrounding area as its campus. 50 campers per week aged six to thirteen. Staff is made up of morning activity instructors, senior counselors, and counselors-in-training. Senior counselors teach a morning skill development activity and lead all-camp projects, events, and games in the afternoon. Salary: competitive, with relevant skills and experience taken into consideration. Applicants should send a cover letter and resume via email. An interview will be set up after completed application has been received and reviewed. Jennifer Stanley, Director, <http://www.oxfordkidscamp.org/>, jennstanley@verizon.net, 410-310-2418. (Date listed: 2/24/18)

Paquin Design/Build (862) is searching for a **Residential Draftsman/3D Rendering Artist**. Potential candidates should be experienced with SketchUp, and would be required to assist in creating 3-dimensional renderings for our Design/Build clients. This person would be expected to generate construction plans, procure permits, and possibly create estimates for future projects. Please send your resume to info@paquindesignbuild.com. (Date listed: 4/3/18)

Party Plus Tents & Events (953) 6759 Baymeadow Dr., Glen Burnie, MD 21060. 410-768-1933. As of April 20, 2018 the open positions are: **Warehouse Manager** – FT; **Assistant Warehouse Manager** – FT; **Drivers** – Seasonal; **Warehouse Helpers** – Seasonal. If you are interested in a position, please call Dawn at 410-768-1933 x 1001 or email at dawnbialaszek@tenting.com. (Date listed: 4/20/18)

Patriot Steel Fabrication, Inc. (947) 1959 Church Creek Rd., Church Creek, MD 21622. Urgent need for the following positions: **Welders** (JO#822804); **Steel Fabricators** (JO#822803); **Welder/Shop Helper** (JO#822810). To apply email resume to: nathan@patriotsteelfab.com. (Date listed: 4/23/18)

Paul Reed Smith Guitars (PRS) (950) 380 Log Canoe Circle Stevensville, MD
Production Sanders – 1st Shift (See MWE Job Order #799960 for details); **Production Sanders – 2nd Shift** (See MWE Job Order #822802 for details); **CNC Machine Operator - 2nd Shift** (See MWE Job Order #822805 for details). Apply at <http://www.prsguitars.com/careers/>. (Date listed: 4/23/18)

Protenergy (991) Cambridge, MD. **Maintenance Clerk** (JO#826644); **Environment, Health and Safety Manager** (JO#814299). Email resume to: cdelaney@us.protenergyfoods.com. (Date listed: 5/3/18)

Queen Anne's County Dept. of Health (990) FT contractual Community Health Nurse II for Community Wellness programs. Must have valid DL and current CPR cert. Salary range \$21.10-\$23.53/hr. EOE. Please **APPLY** by 5/18/18. (Date listed: 5/3/18)

Queen Anne's County Government (986) **Recreation League Coord.** (MWE #826129) - **Deadline to apply May 8, 2018**; **Utility Worker** (MWE #826201) - **Deadline to Apply May 9, 2018**; **Public Safety Dispatcher II** (MWE #826200) - **Deadline to Apply May 14, 2018**. All applications must be submitted online at www.qac.org. (Date listed: 5/2/18)

Queen Anne's County (768) Centreville, MD. **Park Ranger – Seasonal**. Under general supervision, patrols county parks/beaches, recreation and enterprise facilities and demonstrates effective public relations and community relations skills, while enforcing Park Department rules, regulations and ordinances; performs maintenance activities (grass cutting, litter pickup, etc.) with little or no supervision. Standard work shift may include weekdays, evenings, weekends and holidays. For more information and to **APPLY**, click **HERE**. (Date listed: 3/8/18)

Queen Anne's County Government (945) **Recreation Counselor** (MWE #822774); **Recreation Leader** (MWE #822778) - **Deadline to Apply June 1, 2018**. All applications must be submitted online at www.qac.org. (Date listed: 4/23/18)

Radcliffe Creek School (903) **Toddler Teacher**. The full-time Toddler (12 - 24 months) Teacher is responsible for co-teaching in all aspects of the classroom operations, including planning and implementing a high-quality, developmentally-appropriate early childhood program; conducting assessment and developmental screening of the children; and helping training and supervising interns working in the classroom. The Toddler Teacher is responsible for communicating with and establishing partnerships with parents and serves as a positive, professional, and effective member of the Little Creek Staff. Required Qualifications: •Teaching experience in an early child care and development setting, •Earned either a bachelor's degree from an accredited four-year institution or an associate's degree in early childhood or a CDA. •Effective and strong communication, problem-solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition. •Proficient computer skills with ability to operate PC and use Google Docs. •Ability to effectively plan, organize, and implement educational activities. •Ability to make decisions on behalf of children and protect their well-being. •Must be able to manage confidential information. •Ability to lift and carry up to 25 pounds. •Must be a team player, able to team teach and be flexible. Benefits: •Medical, dental, vision and retirement as well as a phone plan at a discounted rate. Please send resumes to info@radcliffecreekschool.org. (Date listed: 4/11/18)

Royal Farms (908) 32303 Queen Anne HWY, Queen Anne, MD. **Customer Service Leader** (JO#704143); **Assistant Store Leader** (JO#704146); **Customer Service Associate** (JO#730652); **Food Service Leader** (JO#704140); **Food Service Associate** (JO#800911); **Facilities Maintenance** (JO#800913). <https://mwejobs.maryland.go>. **APPLY**. (Date listed: 4/12/18)

SAGE Dining Services® (925) is seeking an entry level **Assistant Food Service Director/FOH Dining Service manager** for a busy food service operation in Baltimore, MD. This is a full time salaried position. Tuesday through Saturday - 11 AM - 8 PM. Qualifications:

•Culinary background a plus. •Social media skills required. •Catering experience a plus. •Strong customer service skills. •Basic knowledge of all things catering: set ups, menu process, client meetings. •Basic knowledge of sanitation and safety standards. •Planning and Organizational proficiency. •High Energy, positive attitude and superior ethics. •Dynamic get-it-done work ethic. •Incredible work history and amazing references. Job responsibilities: •Demonstrate exemplary customer service skills. •Manage the dining hall and student café. •Manage cash handling/retail sales/merchandising. •Attend student council meetings and act as liaison between dining services and the campus community. •Manage social media campaigns for specials, daily menu items, promoting dining opportunities. •Maintain HACCP standards. •Develop strong client and customer relationships. •Communicate clearly, professionally and effectively. •Deliver budgeted financial results. •Create a positive team environment. •Follow and ensure SAGE standards and uphold SAGE mission. Join a team of dedicated chefs and culinary talent who appreciate the importance of preparing and serving a great meal! At SAGE, we are known for creating exceptional dining experiences. We write innovative recipes that reflect diverse regional and international cuisines; we use the freshest, highest-quality ingredients on the market; and we cook from scratch in small batches. Make a positive impact on students at some of the top independent schools and colleges in the country. Enjoy a small, community-focused environment and an authentic work-life balance. Cultivate your culinary skills with a value-based company that prefers to promote from within. Submit your resume today, and realize your potential with SAGE. Check out this video about what we do: <https://www.sagedining.com/videos/people>. Pre-employment background check and drug screen required. Credit check and/or driving check required for some positions. Full-time positions offer benefits. SAGE offers many opportunities for career advancement. Students can apply by going to: <https://www.sagedining.com/people/careers/position/24333>. (Date listed: 4/16/18)

St. Martin's Ministries (969) URGENT NEED for **Residential Program Assistant** (JO#805351). To apply email resume to: casemgr@stmartinsministries.org. We are looking for a part time Residential Program Assistant for Saint Martin's Transitional House. The hours vary and are based on our current staffing needs. The hours are evening and weekends as well as possibly some overnights. We are looking for a compassionate, energetic, and enthusiastic candidate who likes working with people. This position involves supporting women, children and families in their efforts to successfully transition to independent living. In addition, being an RPA may involve some transportation (using our vehicles), mentoring by example and supervising the activities of the house. The ideal candidate must have a good driving record, be able to lift up to 45 pounds and be flexible around work hours. (Date listed: 4/26/18)

Sauer Compressors USA (959) Stevensville, MD. **Purchaser/Buyer** (Refer to MWE Job Order #822938). Apply <https://www.sauerusa.com/careers/>. (Date listed: 4/23/18)

Schuman Cleaning, Inc. (938) 1204 Butterworth Court, Stevensville, MD 21666. **Janitorial Cleaning** (See MWE Job Order #821043 for details). (Date listed: 4/18/18)

ScribeAmerica (962) Medical Scribe - Easton, Chestertown, Glen Burnie & Millersville, MD. Full-time & Part-time available. Job Description: We are looking for candidates who are eager to gain valuable experience by working closely with physicians as a Medical Scribe for ScribeAmerica. Our Medical Scribes assist directly with a physician team in a clinical setting to effectively and efficiently compile detailed electronic medical records/patient charts. Scribing provides incredible exposure to the medical field and will allow you to develop an extensive medical knowledge base, and on the job experience. This position is ideal for students and alumni looking to get into medical school (over 85% of our Scribes achieve acceptance each year) or who plan to work in the medical field. ScribeAmerica is looking to hire and train Medical Scribes to work in the Easton, Chestertown, Glen Burnie & Millersville area of Maryland. We offer paid part-time and full-time hours. •Accompany physician while seeing patients and assist in recording patient history and physical. •Organize all of patient's laboratory tests, medications, imaging studies, etc. and transcribe the results of the encounter into the patient's chart/electronic medical record. •Document all procedures completed and record all diagnostic test results. •Document any consultation made by physician to a patient's personal physician, on-call. •Responsible for documenting all diagnoses, treatment plans, prescriptions, and discharge. •Must demonstrate ability to clearly and concisely communicate, orally

and in writing. •Demonstrate a high level of maturity and possess strong interpersonal & organizational skills. Job Qualifications: •Must have a minimum of a high school diploma. A college degree, or current enrollment in a degree program is preferred. •Computer and typing skills are preferred. •Experience with medical terminology is preferred. •A constitution to work under the rigors of delivering medical care. •A responsible and mature individual with a passion for medicine. APPLY HERE. Company Contact: Josh Sattler, 954-908-8595, joshua.sattler@scribeameric.com. (Date listed: 4/24/18)

Shore Lumber and Millwork (905) Shipping and Receiving Manager. Clean "Valid" Driver's License. Essential Duties and Responsibilities: •Responsible for custody and safekeeping of inventory (i.e., inventory control). •Oversee receiving, incoming inspections (when required), stocking, keeping receiving records, and forwarding relevant information to Purchasing Agent for vendor payment. •Coordinate daily deliveries. •Manage receiving, inventory control personnel. •Perform other job-related duties, as needed. Qualifications: •A high school diploma is required. 2+ years of receiving and material handling experience is preferred. •Experience managing customer deliveries is preferred. •Good communication skills and the ability to work well with others are essential. Strong math, organizational, and computer skills recommended. Need a self-starter who works well with minimal supervision. Physical Demands: •Ability to communicate orally with customers, vendors, shippers (logistics companies), coworkers, and middle management is crucial. Regular use of phone and email for communication is essential. •The ability to remain in a stationary position roughly 50% of the time, as well as the ability to move about the office and storage facility is required. •Occasional heavy lifting (50+ lbs.) may be required. Good manual dexterity required to use common office equipment (e.g., computers, mobile devices, calculators, copiers, scanners). Monday through Friday. Compensation based on experience. Great company benefits include: •Health Insurance •401K •Holiday and Vacation pay. Please apply at: Shore Lumber & Millwork, Inc., 205 Glendale Ave., Centreville, MD 21617. Mailing: P.O. Box 540, Centreville, MD 21617. 410-758-8466. Email: linda@shorelumber.com. (Date listed: 4/11/18)

Shore Lumber & Millwork (904) in Centreville, MD is looking for a responsible Delivery Driver to deliver building products promptly to our customers. Responsibilities • Deliver building supplies to different addresses and through different routes • Follow routes and time schedule • Ensure product matches shipping manifest prior to departure from our facility • Load, unload, prepare, inspect and operate a delivery vehicle • Complete DVIR reports • Follow DOT regulations and safety standards Requirements • Proven working experience as a Delivery Driver • Valid Class "A" or "B" driver's license • Ability to operate forklifts and tractors in a variety of weather and traffic conditions • Excellent organizational and time management skills • Good driving record • High school degree Monday through Friday. Compensation based on experience. Great company benefits include: •Health Insurance •401K •Holiday and Vacation pay. Apply at: Shore Lumber & Millwork, Inc., 205 Glendale Ave, Centreville, MD 21617. 410-758-8466. Mailing: P.O. Box 540, Centreville, MD 21617. Email: linda@shorelumber.com. (Date listed: 4/11/18)

ShoreRivers (981) seeks a fulltime **Development and Event Coordinator** to join our team and help fulfill our mission to protect and restore our rivers and the living resources they support. The ideal candidate will be an energetic, outgoing individual who is enthusiastic about the environment and the communities we serve. This job requires a detail orientated, organized, personable, and outwardly social self-starter who enjoys interacting with the diverse community groups we serve. The employee reports to our Director of Development with a focus on development support, event management, and some general administrative support. The position is based in our Easton office with duties covering events hosted by our Easton, Chestertown, and Sassafras River offices. Full job description and application instructions at www.shorerivers.org. (Date listed: 5/2/18)

Sprout (703) is growing... or should we say Sprout-ing and looking for talented, happy foodies to join our team. We're seeking morning and evening help, including weekends with a wide range of responsibilities: cook, bake & clean (it's all fun). Don't be nervous, we will teach you everything. To apply please contact us today. Ryan@eatsprout.com / 443.223.0642. <https://www.eatsprout.com/>. (Date listed: 2/23/18 Updated 3/22/18)

T's Devine Sweets and More LLC (942) Baker's Helper wanted: Part time. Easy to follow recipes. Basic cake/ cupcake decorations. Kitchen exp. is preferred. No phone calls, pls. Submit a resume to DivineSweets2@gmail.com. (Date listed: 4/20/18)

Talbot County Government (987) Airport Manager (mwe #826234) - **Deadline to apply June 15, 2018**; **Alcoholic Beverage Inspector** (MWE #826243) - **Deadline to Apply May 10, 2018**. Email resume, cover letter, 3 references to applications@talbotcountymd.gov. (Date listed: 5/2/18)

Talbot County Social Services (966) Office Services Clerk. Full time position at Talbot County Dept. of Social Services. This position provides clerical support for the Child Support Unit. For full details, review recruitment #18-001376-0026 and apply on-line at workformaryland.com. **Deadline is 5/4/2018**. (Date listed: 4/26/18)

Talbots Outlet (961) is hiring **Permanent and Seasonal Part-Time Sales Associates** for the Queenstown, MD store. The Talbots Sales Associate creates exceptional customer experiences and enables others on the team to build enduring relationships with our customers. For more information and to apply, visit jobs.talbots.com. Keyword search: Queenstown. For more information contact: erin.fee@talbots.com. (Date listed: 4/24/18)

Talisman Therapeutic Riding (690) Volunteer Opportunity - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Aimee Coffey with any interests or questions @ 443.239.9400 aimee@talismantherapeuticriding.org. www.TalismanTherapeuticRiding.org. (Date listed: 2/20/18)

Trenton Pipe Nipple Company, LLC (954) Federalsburg, MD. **Machine Maintenance Mechanic** (JO#822831). 4 ten hour days Mon-Thurs w/ Benefits. To apply, email resume to larryy@trentonpipe.com. No Phone Calls. (Date listed: 4/23/18)

UniSite Design, Inc. (912) 1105 Park Lane, Denton, MD, is a manufacturer and designer of high-quality commercial grade site furnishings located in Denton, Maryland. We take great pride in designing and manufacturing Victor Stanley products which are one of the finest collections of site and street furnishings (litter receptacles, benches, tables & chairs, picnic tables, bike racks & bollards) in the world. Carefully integrated designs and innovative use of materials and technology embody our commitment to produce durable, strong, functional, attractive and comfortable site furniture. To view our current available jobs, click [HERE](#). (Date listed: 4/12/18)

USA Fulfillment (595) 313 Talbot Blvd., Chestertown, MD 21620. 410-810-0880. woutten@usafill.com. **Production Team Leader**. USA Fulfillment, an employee-owned company located in Chestertown, MD, is in search of a full-time Production Team Leader to assist the Production Manager. Duties will consist of running the production team of 15-20 team members in a fast-paced setting, in pick/pack and shipping operations. Hours and days are, but not limited to, 7am-3:30pm Monday through Friday. Required skills include basic computer knowledge, the ability to lift 50 lbs. and at least 2 yrs. of supervisory experience. To apply submit a cover letter and resume to woutten@usafill.com, apply in person at 313 Talbot Blvd, Chestertown, MD, or apply on our website www.usafill.com. (Date listed: 1/30/18)

Valley Proteins, Inc. (949) In Linkwood, MD. 20 Current Openings: **Plant Electricians** (JO#809135); **Maintenance Mechanics** (JO#809134); **Safety Manager** (JO#809139); **CDL-A Drivers w/Tanker** (JO#809133); **Waste Water Operators** (JO#809136); **Production Workers** (JO#809138); **Transportation Admin. Asst.** (JO#823145)
To apply, email resume to rparks@valleyproteins.com, or apply on site at 5420 Linkwood Rd., Linkwood, MD. 21835. (Date listed: 4/24/18)

Veterinary Assistant (980) We are a mobile veterinary clinic based out of Stevensville, MD servicing points east. One of our members is leaving for a full time position, which means we need to fill a part time slot. This entails assisting the doctor with patients, handling lab samples, client communications, answering phones and scheduling, actually a bit of everything. The hours would be Mon, Tues, Thurs, Fri from 1 until 6. This is not a stressful work environment, and we have great, friendly clients, plus the opportunity to ride around some really pretty areas. Some experience with dogs and cats would be helpful, but we can train the right individual who has a good work ethic. If you have an interest or curiosity, please contact Dr Van Horn by phone, text or email. Phone number is 410-643-7565, cell is 410-924-3863, and email is doc@kimobilevet.com. (Date listed: 5/2/18)

Washington College (972) **Admissions Visitor Services Manager** (JO#825357); **Area Coordinator** (JO#802500); **Assistant Field Hockey Coach (PT)** (JO#825371); **Assist. Director Student Engagement** (JO#817995); **Associate Director of Development** (JO#802507); **Donor Relations and Stewardship Director of Library and I.T** (JO#825380); **Director of Admissions** (JO#825367); **Director of Student Engagement** (JO#817990); **Instructor for General Biology Lab (PT)** (JO#825386). Apply www.washcoll.edu. (Date listed: 4/30/18)

Washington College (911) Chestertown, MD. **Director of Student Engagement** (JO#817990); **Assist. Director Student Engagement** (JO#817995); **Temporary Phonathon Supervisor (PT)**...(JO#818000); **Area Coordinator** (JO#802500); **Associate Director of Development Donor Relations & Stewardship** (JO#802507); **Director of Capital Projects** (JO#802528); **Medical Office Assistant** (JO#802540). **APPLY** (Date listed: 4/12/18)

The Whalen Company (897) Easton, MD. **Engineering Lab Technician** (mwe job order #818015). Send Application & Resume to klevitan@whalencompany.com. (Date listed: 4/9/18)

Wolford Companies, Inc. (946) Financial accounting and business administration firm located in Chester, Maryland, is seeking a full-time associate. Our firm started from scratch, and we're growing our client base and expanding our role with our clients year over year. We have a CPA, Certified Bookkeeper, and three MBA's on staff. We are eager to grow the company with the right talent. Our customers include companies in multiple business sectors from automotive to restaurants and government contracts to real estate leasing and renovation. We are based out of Chester, Maryland. We are seeking an **accountant** that meets the minimum requirements: 1. College coursework in accounting required; Associate's degree or higher preferred. 2. Experience with QuickBooks Desktop for Windows. 3. Strong passion for ATTENTION TO DETAIL. 4. Ability to work in both MacOS and Windows operating system environments. We use Apple computers and remote into Windows servers to access QuickBooks. 5. A coachable mentality. This position will entail learning on the go. We will be committed to teaching, if you are committed to learning. Duties and Responsibilities: 1. Entering daily bank and credit card transactions into QuickBooks. 2. Processing payroll. 3. Reconciling bank accounts, credit cards, loans, intercompany transfers, and other balance sheet accounts. 4. Conducting monthly account analyses and reviewing transactions for reasonableness. 5. Processing and reconciling sales and payroll tax filings. 6. Managing aged receivables/payables. 7. Generating invoices. 8. Managing asset/liability accounts. 9. Preparing loan amortization schedules. 10. Maintaining orderly accounting records electronically. 11. Visiting client offices. 12. Preparing and submitting financial statements to management for review. We are offering a competitive compensation and benefits package that will be commensurate with applicant's experience. Benefits include up to \$50 monthly paid to cell phone carrier, 401(k) retirement benefits, and health insurance benefits. If you are interested in learning more, and would like to discuss this opportunity in detail, please send your resume and contact information to Carrie Root at accounting@wolfordcompanies.com. (Date listed: 4/23/18)

The Office of Employment Services makes every effort to publish the job listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the

employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution.