

2018 JOB OPPORTUNITY LISTING

ASM INTERNATIONAL

MATERIALS PARK (RUSSELL)
9639 KINSMAN RD.

MATERIALS DATA ASSOCIATE INTERN

5 DAYS/WK 40 HOURS

www.asminternational.org

Content Department: Microsoft
Knowledge, Versatility with Excel
and Data keeping systems, Science
and Math interest and background

REQUIREMENTS:

- High-School coursework in subjects related to engineering or physical sciences.
- Familiarity/Versatility with Microsoft Excel and with database programs. Experience creating Web pages or editing HTML a plus.
- Strong attention to detail.
- Ability to understand engineering mathematics. Ability to convert units of measure.

JOB DESCRIPTION:

Intern will participate in the development of reference databases used for screening and selection of materials for engineering applications.

- Analyze materials engineering content data sets to identify overlaps and inconsistencies.
- Research data sets via the Web or using other resources such as library databases.
- Develop reports of activity.
- Prepare data and enter it into spreadsheets or using an online interface (training will be provided).
- Evaluate/Discuss data sets after content is entered and posted.

CIBIK'S DAIRY ISLAND

CHAGRIN FALLS, OHIO
8295 E. WASHINGTON ST.

SERVICE INTERN

5 DAYS/WK 25-40 HRS

www.dairyisland.com

Indoor/Outdoor, Customer Service, Social
Media, Marketing

REQUIREMENTS:

Willingness to learn, Imaginative, Creative, Good Verbal Communication Skills, Punctual, Hard-working, Computer Skills, Dedicated, Computer knowledge, Customer service skills, Able to handle cash/make change and perform credit card sales

JOB DESCRIPTION:

Intern will attend team meetings, assist customers, give quality service, problem solve, learn about business operation, help create a budget and business plan, learn about entrepreneurship, create new ice cream offerings, assist in the maintenance of equipment and property

COMPANY 119

CHARDON
115 WILSON MILLS RD. #4

DIGITAL MARKETING INTERN

2 DAYS/WEEK – 16 HOURS

www.company119.com

Indoors, Computer Blogs, Social
Media, Marketing, Repetitive,
Web Design, Office, Graphic Design

REQUIREMENTS: Excellent computer skills

JOB DESCRIPTION:

Intern will have 3 areas of focus which include Social Media Management and should have knowledge of Facebook, Twitter, LinkedIn, Google+, YouTube. Intern will also be responsible for Copywriting and Contact Creation which will include concept and content strategies, client interviews, blogs, newsletters and press releases. Intern will also be responsible for Reporting, analytic and stats, which will include social media reports, google analytics reports, newsletter reporting and ongoing research and campaign reports.

GEAUGA COUNTY COMMON PLEAS COURT

CHARDON
100 SHORT COURT STE. 2A

COURT ASSISTANT INTERN

24 TO 30 HRS/WK MON – FRI
www.co.geauga.oh.us/commonpleas.com

Indoor, Office, Computer, Customer Service, Excel

REQUIREMENTS:

Interest in the Legal Field. Ability to work in a Professional Environment, Proficient in Microsoft Office, typing and data entry. Ability to keep information confidential. Ability to work with others and independently. Excellent written and verbal communication skills which includes spelling, reading and math skills. Able to understand and follow instructions. Professional appearance and demeanor necessary. Willingness to learn and follow directions. Ability to complete assigned tasks and multi-task.

JOB DESCRIPTION:

Intern will perform administrative tasks for Judges, Court Administrator, and Administrative Assistant to help manage their workload and court schedule. Intern will work with those in the Court of Common Pleas.

GEAUGA GROWTH PARTNERSHIP

NEWBURY
12373 KINSMAN RD SUITE C106

MARKETING INTERN

30 to 40 HRS/WK MON-FRI
www.geaugagrowthpartnership.com

Indoor, Computer, Customer Service, Office, Marketing

REQUIREMENTS:

Familiar with Microsoft Office programs, Photoshop and any design tools is preferred. Social Media skills a real plus as we are looking to up our game! Prefer a self-starter who is creative, writes well, with good organizational and communication skills. Able to work independently and also in a team setting, enjoys brain storming ideas, and eager to engage others. Driver's License and Reliable Transportation required due to unconventional work hours that are sometimes outside of a 9am-5pm day.

JOB DESCRIPTION:

Intern will be part of a marketing team and will work on projects that incorporate email, social media marketing, design, photography and video. This is a hands on job where you will learn from seasoned pros and they'll learn from you. Intern will experience a broad range of GGP operations, learn how a non-profit economic development organization works as you engage and visit with Geauga businesses. Intern will be integral to the Intern Program helping to prepare for the Recognition Dinner and recording some of the experiences of your peers.

GREAT LAKES CHEESE CO.

HIRAM (TROY TWP.)
17825 GREAT LAKES PARKWAY

QUALITY INTERN

40 HRS/WK MON - FRI
www.greatlakescheese.com

Indoor, Factory, Lab, Computer, Filing, Manual Labor, Customer Service, Repetitive

REQUIREMENTS: MINIMUM AGE 18

Self-starter and detail oriented, Familiar with Microsoft word, office and access programs. Should be familiar with basic laboratory equipment and practices. Organized, Team Player, Accountable, Good Oral and Written Communication Skills. Must be comfortable working in refrigerated areas.

JOB DESCRIPTION:

Intern will conduct all required daily laboratory activities alongside technicians, calibrate lab equipment and report deficiencies. Intern will perform root cause analysis of quality related incidents with quality and production teams. Intern will identify inefficiencies in lab and factory processes related to product quality and look for improvements.

HEXPOL COMPOUNDING LLC (BURTON RUBBER)**BURTON****14330 KINSMAN RD.****REQUIREMENTS: MINIMUM AGE 18.**

Basic computer hardware and software knowledge, Able to read and comprehend written instructions, excellent verbal and written communication skills, Basic math skills, Interpersonal Skills (cooperation, collaboration, self-motivated, ability to get along well with others).

JOB DESCRIPTION:

Intern will maintain open line of communication with Manager, electronically scrub laptops/desktops for malware, viruses, ransomware, spyware, adware and other malicious programs. Intern will set up desktops and laptops for employee use, clean-up areas, verify and properly operate hand scanners, scale heads, etc., assist in sending damage parts for repair, qualify machine functionality, learn programming of devices, assist in anti-virus reports, follow all safety policies and procedures

KINETICO INCORPORATED**NEWBURY****10845 KINSMAN RD.****REQUIREMENTS:**

VALID DRIVER'S LICENSE, Able to lift 20 pounds and maneuver 100 pounds with dolly, Daily transportation, self-starter, manufacturing and/or engineering interests, college plans or participation, mechanical aptitude, understanding of power tools, good analytical and problem solving skills, good computer skills including working knowledge of Word, Excel and Outlook, visual and mental attention to detail, good verbal communication skills, math skills, organizational skills, ability to multi-task.

JOB DESCRIPTION:

Intern will participate in the follow tasks but not limited to those listed; product rework, production part verification, production assembly review, production process evaluation, process documentation and evaluation, vended part verification and testing, product performance testing and documentation and navigating various computer programs for data.

MAYFIELD SAND RIDGE GOLF CLUB**CHARDON****12070 MAYFIELD RD****REQUIREMENTS: DRIVER'S LICENSE****JOB DESCRIPTION:**

Intern expected to play a vital role in preparing golf course for member and tournament play on a daily basis; mowing of greens, tees and approaches; bunker maintenance; rotary mowing and string trimming; golf course construction projects
Someone interested in the outdoors, the environment or environmental design would benefit from the position

© Geauga Growth Partnership

IT ASSISTANT INTERN**40 HRS/WK MON – FRI**www.hexpolcompounding.com

Indoor, Factory, Lab, Computer

MECHANICAL/MANUFACTURING ENGINEERING**INTERN****40 HRS/WK MON – FRI**www.kinetico.com

Indoor, Factory, Lab, Office, Computer

GROUNDS CREW INTERN (2 INTERN POSITIONS)**5 DAYS/ WK - 40 HOURS – W/OCCASIONAL****WEEKENDS**www.mayfieldsandridge.com

Outdoors, Manual Labor

Updated 2/1/2018

METZENBAUM SHELTERED INDUSTRIES "MSI"

CHESTERLAND
8090 CEDAR RD.

**OFFICE ASSISTANT INTERN (2 POSITIONS)
HUMAN RESOURCES DEPT.**

10 am – 2 pm/ Monday thru Friday

www.geaugaadd.com

Indoor, Office, Computer, Social Media, Customer Service

REQUIREMENTS:

Microsoft Office, Excel and Word Proficiency. Compassion for individuals with disabilities

JOB DESCRIPTION:

Intern will assist the HR Director with processing employee files, hiring activities, scheduling, interviews, and medical appointments. Intern will make phone calls, edit compliance files. Intern will have daily contact with individuals with disabilities

NMS CERTIFIED PUBLIC ACCOUNTANTS

CHARDON
121 SOUTH ST.

ADMINISTRATION INTERN

24 HRS/WEEK – DAYS FLEXIBLE

www.neececpa.com

Indoor, Office, Computer, Customer Service

REQUIREMENTS:

Computer knowledge, excellent verbal and written communication skills, organized

JOB DESCRIPTION:

Assist Administration and Tax Departments with general clerical duties. Including but not limited to typing, faxing, printing, stapling, scanning, answering phones and general system maintenance projects in firm software.

Intern will utilize MS Office suite, Thomson Reuters Software and basic office equipment in order to perform general administrative and clerical tasks. Intern will be trained by multiple members of the administration department on an as-needed basis.

PENCO INDUSTRIAL SUPPLY INC.

CHAGRIN FALLS
300 INDUSTRIAL PARKWAY UNIT D
10220 GOLTSHALK PARKWAY UNIT 1-2
(after March 1, 2018 – moving)

CUSTOMER SERVICE INTERN

24 HRS/WK – 4 TO 5 DAYS/WK

www.pencosupply.com

Indoor, Computer, Social Media, Filing, Customer Service, Marketing

REQUIREMENTS:

Computer Knowledge including word and excel, excellent customer service skills, ability to complete tasks and work independently

JOB DESCRIPTION:

PenCo Industrial Supply is a broad line industrial supplier. Customer service and general business internship will include a variety of Responsibilities related to day to day at PenCo. The intern will enter sales orders, source products, receive shipments in the warehouse, assist with sales and marketing as well as other assigned tasks such as answering the telephones. This is a great opportunity to learn the operations of a small business.

PHIL MILLER CONSTRUCTION

MIDDLEFIELD
17250 KINSMAN RD.

CONSTRUCTION LABOR INTERN

20 – 40 HRS/WK 5 DAYS/WK

Indoor, Outdoor, Manual Labor, Factory

REQUIREMENTS: MINIMUM AGE 18

Physical ability, Basic Knowledge of Job Sites, Good Attitude, Willing to Learn, Always On Time, Able to follow direction and work independently to complete a task

© Geauga Growth Partnership

Updated 2/1/2018

JOB DESCRIPTION:

Intern will work indoors and outdoors and be required to do physical work on and off the construction site. Intern should have a general knowledge of job site equipment and always be on time. Intern will learn how to set forms, pour and set concrete and job safety. If you are interested in architecture, creating, reading blueprints and building things this could be the job for you. Intern will learn how a construction company works and achieves success.

PIONEER WATERLAND

CHARDON
10661 KILE RD

PARK INTERNS (15 TOTAL POSITIONS OFFERED)

20 – 40 HRS/WK 5 DAYS/WK MON-SUN

www.pioneerwaterland.com

**EACH ONE OF POSITIONS REQUIRES: NO CELL PHONE
USAGE DURING WORK TIME**

****These are unique internships being offered in a recreational park setting. There is a training plan for each position and the work hours are not the conventional 9 to 5. While these may not be careers you would choose for your lifetime, there are many opportunities to learn many different skills at these internships and the experience you take with you will bring value to what you choose to do in your future. Who knows you might be the next Walt Disney!****

ADMINISTRATION INTERN: (3 POSITIONS)

Office, Gate, Gift Shop, Go Cart Ticket Office
Indoor, Outdoor, Manual Labor, Computer,
Quality Customer Service, Blogs, Social Media,
Filing, Count Cash, Marketing, Multi-Departments

REQUIREMENTS: MINIMUM AGE 17

Proper phone etiquette, Microsoft word, excel, publisher, typing, use of POS system, Able to Complete assigned tasks independently and completely, self-sufficient, provide quality customer service, Punctual, Reliable, Respectful, Quick Learner, always stay busy

JOB DESCRIPTION:

Intern will answer phones, and perform all office tasks assigned. Intern will provide quality customer service. Intern will be responsible for a variety of office duties and learn how to manage a successful office. Intern will also work in different areas of park stated above. Responsible for own cash drawer and all other assigned tasks. Learn how to plan events. Keep areas neat and clean.

HOUSEKEEPING INTERN: (3 POSITIONS)

Indoor, Outdoor, Manual Labor, Repetitive,
Quality Customer Service

REQUIREMENTS: MINIMUM AGE 17

Self-motivated, Attention to Detail, Customer Service, Complete assigned tasks, Listen well, Punctual, Reliable

JOB DESCRIPTION:

Clean all buildings and restrooms, windows, empty trash, mop floors, stock all supplies needed

GROUNDSKEEPER INTERN: (3 POSITIONS)

Outdoor, Manual Labor

REQUIREMENTS: MINIMUM AGE 17

Punctual, attention to detail, Quick Learner, Complete assigned duties; Self-motivated

JOB DESCRIPTION:

Intern will clean buildings, power wash, weed grounds, collect trash, paint, mow grounds and perform required paperwork

SPORTSLAND/GO KART INTERN: (3 POSITIONS)

Indoor, Outdoor, Manual Labor, Repetitive
Quality Customer Service

REQUIREMENTS: MINIMUM AGE 17

Punctual, Quality Customer Service, Understands and performs directions well, Self-Motivated, Quick Learner

JOB DESCRIPTION:

Provide necessary equipment to customers to participate in games, etc., Quality Customer Service, Keep areas Clean, Run remote system and speak on radio system

CONSESSION INTERN: (3 POSITIONS)

Indoor, Outdoor, Quality Customer Service,
Able to make change

REQUIREMENTS: MINIMUM AGE 17

Excellent Customer Service, Punctual, Reliable, Quick Learner, Ability to listen and understand well, Math Skills, Self-motivated

JOB DESCRIPTION:

Responsible for cash drawer, Make Change, Cook, Serve, Refill products, Sell products, Keep area clean, Use Credit Card System

RESCUE VILLAGE

NOVELTY

15463 CHILLICOTHE RD.

ADMINISTRATIVE INTERN

24 HRS/WK 5 DAYS/WK

www.geaugahumane.org

Indoor, Outdoor, Computer, Light Manual Labor, Customer Service, Office, Receptionist, Special Events, Humane Education

REQUIREMENTS:

Must have a valid driver's license and reliable transportation. Experience with email, Word, Excel, Publisher preferred. Excellent verbal and written communication skills are a must. Comfortable and professional talking with people of all ages on the phone and face-to-face. Candidate must; love animals, be highly organized and detail oriented, thrive in a fast-paced hands-on environment, have a sense of humor, must feel excited about the Rescue Village Mission and Vision (see our website www.geaugahumane.org), No serious animal allergies, in good health, able to lift 50 pounds

JOB DESCRIPTION:

This is a unique opportunity to intern at one of northeast Ohio's premier animal welfare agencies, Rescue Village. The focus of this internship will be hands-on assistance to the Director of Development and the Humane Education Coordinator during the shelter's busiest special event and outreach event season. Will work on a variety of projects including lead up and/or follow through for the shelter's summer event *The Great Catsby and Barkeasy Gala*, *Woofstock* (the largest dog walk and family festival in our region, attended by over 3,000 people and 1,000 dogs), *Geauga County Advocacy Day*, *Bits & Leashes* at the Chagrin Valley Hunter Jumper Classic, the *Wet Nose 5K Run*, and various outreach events and educational programs. Responsibilities may include, but are not limited to; attending event planning and committee meetings, *Woofstock* vendor relations, sponsor relations, event publicity and marketing, preparations for 2018 RV Summer Camp and Advocacy Day, preparing materials for events and education related activities, and more. The intern would be given substantive assignments and the support and direction to succeed. While working hours are mainly M-F within the 9am – 5pm timeframe, occasional evenings and weekends may be required but will be scheduled in advance.

RONYAK BROTHERS PAVING**BURTON****14376 N. CHESHIRE ST.****ACCOUNTING/HUMAN****RESOURCE INTERN****24 -30 HRS/WK MON – THURS**www.ronyakpaving.com

Indoor, Outdoor, Office, Computer, Customer Service, Social Media, Repetitive

REQUIREMENTS:

Excellent Verbal and Written Communication Skills, Microsoft Office, Excel, PowerPoint, Ability to multi-task and remain motivated while working independently and complete projects in a timely manner

JOB DESCRIPTION:

Intern will be responsible for day to day general office duties including but not limited to: answering phones, customer service, supporting Accounts Payable, Supporting Contract Management, data entry, contracts, Supporting Human Resources, help transition to streamline DOT recordkeeping process, EAPs for all facilities, monthly employee newsletter

SHEOGA HARDWOOD FLOORING**MIDDLEFIELD****15320 BURTON WINDSOR RD.****PRODUCTION/PLANT INTERN****35-40 HRS/WK 5 DAYS/WEEK**www.sheogaflooring.com

Indoor, Outdoor, Factory, Multiple Departments, Repetitive, Manual Labor, Office

REQUIREMENTS: MINIMUM AGE 18**Good leather work boots are a necessity.** Steel toe shoes a plus but not mandatory. Long slacks: jeans or comparable heavy fabric to protect legs. T-shirts are acceptable with no foul language or references – close fitting shirts are important. Dependability, timely, willing to listen to directions and follow instructions. When the intern gets to the office portion of the internship, they will assist with FSC audits and knowledge of MS-Excel would be a plus.**JOB DESCRIPTION:**

Intern will begin working in the grading shed, assisting in the process of grading/stacking green lumber for air & kiln- drying. (This process is strenuous). Intern will spend time becoming familiar with the kiln-drying process and testing moisture content of the raw wood. Intern will spend time in the ripping bay where lumber is defected, sized and stacked by grade/width. Intern will end-match and assist in packaging and prepping goods for shipment. Intern may work processing the textured flooring and assist in engineered flooring.

Intern will sit in Safety Committee meetings monthly, and Safety and Production discussions. Intern will attend Management meetings with executives to discuss company issues.

TARKETT USA**MIDDLEFIELD****16035 INDUSTRIAL PARKWAY****BUSINESS INTERN****24 + HRS/WK MON – FRI (June 4 – July 20)**www.tarkett.com

Indoor, Factory, Office, Computer, Filing

REQUIREMENTS: MINIMUM AGE 18

Detail Oriented, Computer Skilled (Word, Excel), Strong Verbal and Written Communication Skills, Able to work independently to achieve goal

JOB DESCRIPTION:

Intern will manage the reception area, assist with HR postings and new hire orientation. Intern will order food and materials and guide tours. Intern will partner with Environmental Health & Safety (EHS), Finance and perform Administrative tasks as assigned.

TROY CHEMICAL INDUSTRIES, INC.

BURTON
17040 RAPIDS RD.

LAB ASSISTANT INTERN

8 to 4:30 40 HRS/WK 5 DAYS/WK

www.troychemical.com

Office, Factory, Lab, Computer, Manual Labor

REQUIREMENTS: MINIMUM AGE 18, Non-Smoker, Pass Drug Test

Math Skills, High School Chemistry, Physics, Biology, Computer Skills, Microsoft Office a plus

JOB DESCRIPTION:

Intern will handle chemical solutions, perform quality control, write specifications, and enter data into Quality Control Systems using spreadsheets.

UNITED WAY SERVICES OF GEAUGA CO.

CHARDON
209 CENTER ST.

ENGAGEMENT/MARKETING & RESOURCE INTERN

20 HRS/WK FLEXIBLE DAYS

www.uwsgc.org

Indoor, Computer, Customer Service,

Office, Social Media, Marketing

REQUIREMENTS:

Excellent oral and written communication skills, Organizational skills, Computer knowledge

JOB DESCRIPTION:

A Summer Intern with United Way Services of Geauga County will be provided with the opportunity to learn firsthand about the health and human service sector in Geauga County, as well as gain increased knowledge about the role and functions of United Way within the system of care. In addition, the Summer Intern will serve as an ambassador for the health and human services network in Geauga County.

Duties (in partnership with United Way staff members) may include:

- Participating in a variety of fundraising activities that will include analyzing, planning, and implementing successful campaigns and events
- Writing press releases
- Developing and implementing volunteer events within the community
- Interacting with non-profit agencies to gather information about their services and partnership with United Way
- Crafting social media updates; researching education, income, health topics
- Possible website development

UNIVERSITY HOSPITALS/GEAUGA CAMPUS

CHARDON
13207 RAVENNA RD.

PI PROJECT INTERN

30 – 35 HRS/WK 5 DAYS/WEEK

www.uhhospitals.org/geauga

Indoor, Computer, Manual Labor, Repetitive, Customer

Service, Office, Reception

REQUIREMENTS: MINIMUM AGE 18

Prior office, customer service, or other professional setting considered, but not required; Interest in pursuing a career in the healthcare field; Good organizational skills, detailed oriented, and ability to multi-task; Strong oral, written & interpersonal communication skills required; Proven diplomacy and demonstrated ability to problem-solve; Must be able to work independently. Proficient in MS Office Suite, Excel, Word

JOB DESCRIPTION: Position Summary/Essential Duties:

- Responsible for inventory, picking, replenishment, changes and adjustments of PAR supplies in nursing areas and other areas as designated.
- Rotation of stock, identification and removal of outdated or deleted items and pull back of decreased items.
- Support inventory management & HHVI with their performance improvement plan
- Review current "PAR" Periodic Automatic Replenishment levels on floors

- Work with Respiratory Therapy to create PAR levels for what is not currently on a PAR
- Review usage reports on supplies to minimize items that are either no longer used or can reduce PARs to create more space
- Indicate duplicated items and do cost analysis to reduce inventory to 1 item
- Review for utilization of preferred vendor instead of other

Interacts with all areas of Materials Management regarding status of PAR supplies