

CAREER COACH

Check out [Career Coach](#)! It's a free service offering an assessment tool, occupation data and resume builder.



RESUME REVIEW

Career Services provides FREE resume review! Send your resume to careerservices@wvup.edu to get feedback and assistance with writing a winning resume.



EMPLOYMENT RESOURCES

West Virginia Forward, **WorkForce WV** and **Ohio Means Jobs** have employment portals for jobseekers to find local opportunities and resources. Start your search today!

wvforward.wvu.edu • workforcewv.org
ohiomeansjobs.ohio.gov

WVUP
Retention Counselor

Job Description:

This full-time position is a professional level position responsible to facilitate retention of at-risk students, identify and reach out to stopped out students and students nearing academic milestones for completion. Performs special administrative tasks related to retention. Master's degree in Counseling, Student Personnel (guidance and counseling) Psychology, communications, education or a related field.

For more information:

www.wvup.edu

WVUP
Trades Specialist I

Job Description:

Within the Physical Plant structure, this position performs a variety of tasks related to the maintenance, repair, operation and renovation of college buildings, grounds and equipment to properly support the college's academic and programmatic mission and goals. 18 months of technical or vocational training or equivalent education and/or experience required.
Valid motor vehicle operator's license.

For more information:

www.wvup.edu

Goodwill

Temporary Employment

Job Description:

Temporary positions available at various locations throughout the Parkersburg, WV area. Examples of available temporary positions include, but are not limited to: Accounting, Administrative Services Assistant, Cook, Custodian, Data Entry Operator, Executive Secretary, Groundskeeper, Health Service Worker, Laborer, Office Assistant, Parking Attendant, and Word Processor. Hours and rates of pay vary depending on position.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill

Grounds Worker (Landscaping)

Job Description:

Part-time position keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition. Cuts and trims grass and possibly trees. Operates power

lawnmowers and other types of machinery and equipment. Valid driver's license required. Must have reliable transportation.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill Retail Sales Clerk

Job Description:

Part-time position available that stocks inventory, operates cash register, and assists customers. High school diploma/GED preferred. Customer service experience helpful. Weekend and evening hours required. Hourly rate is \$11.75.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill Custodial Services

Job Description:

Part-time position keeps facility clean and orderly by performing various custodial duties. Must have reliable transportation. Afternoon and evening shifts available.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill

Retail Operations Manager

Job Description:

Full-time position is responsible for the overall operation, leadership, and performance of a Retail store including meeting sales goals and budgets.

High school diploma or GED equivalent, minimum of 3 years related manager or supervisor experience. Must have valid driver's license.

Beginning salary is \$48,500 per year.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill

Career Coach

Job Description:

Full-time position provides full program management of career coaching programming, including coordinating activities for training students and other Goodwill clients and/or referrals. May also provide case management for individuals receiving placement services. High school diploma or GED equivalent required. Bachelor's Degree in Human Services or related field preferred. Beginning hourly rate is \$16.00.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

Goodwill

Grounds Crew Driver

Job Description:

Part-time transports crew and small equipment or tools between Goodwill and work sites. Keeps premises of grounds surrounding the buildings, structures or other commercial or institutional building in clean and orderly condition. Cuts and trims grass and possibly trees. Operates power lawnmowers and other types of machinery and equipment. High school diploma or GED equivalent preferred. Previous experience with pulling trailers strongly desired. Valid driver's license required.

For more information:

<https://jobs.smartrecruiters.com/?company=goodwillindustriesofkanawhavalley>

MOVE

Top Jobs of the Week

Job Description:

Office Manager - \$40k-\$50k, Industrial Maintenance - \$20/hr+,
Laborer/Errand runner - \$12-\$14/hr, Construction Laborer - \$15/hr,
Caregiver - \$20/hr, Building Maintenance - \$10.75/hr, Packaging - \$11/hr,
Farm Manager - \$20/hr, and more.

For more information:

www.movestaffing.com

MOV Workforce Development Board Career Event

Job Description:

Tuesday, November 14, 2023 from 9:00 - 2:30 meet with Boiler Makers, Electricians, Laborers, Pipefitters, Masons, Roofers, Sheet Metal, Millwrights, Carpenters, Ironworkers, Bricklayers, Painters, and Operators for National Apprenticeship Week. St. Joseph Landing, 600 18th St, Parkersburg WV.

For more information:

[681-313-3365](tel:681-313-3365)

Workforce WV Recruiting Event

Job Description:

A local company is seeking caregivers to work closely with their clinical staff to support therapeutic and behavioral plans for individuals. Caregivers will provide assistance and strategies to the individuals we serve to live as independent as possible. Must have a high school diploma or equivalent. Must be a minimum of 18 years of age. Six months of experience in human services preferred. 11/13/2023 - 1:00 PM to 4:00 PM

For more information:

[WorkForce WV, 300 Lakeview Center, Parkersburg, WV 26101](#)

WV Central Federal Credit Union Teller

Job Description:

The teller will be responsible for the day-to-day member service to each person walking into the credit union to transact business to their accounts, balancing teller drawer each day, answering phones, scanning check for deposits, assisting member to their safety deposit box, opening of new accounts and sale of monetary instruments.

For more information:

rlayfield@wvccu.org

Kingdom Kids Learning Center Teacher

Job Description:

There is a full-time teaching position open at Kingdom Kids Learning Center of Elizabeth, in Elizabeth, WV.

For more information:

[Kelly Roberts \(304\) 275-3300](tel:3042753300)

Boys & Girls Club Youth Development Professional

Job Description:

This part-time position, located in Marietta, is expected to build relationships with the kids through active play, and support the YPD team as a whole. Hours will be 3pm - 6/7pm preferably Monday - Friday. Hourly rate is \$12.10.

For more information:

mbhanna@bgcwcoh.org

740.373.4123

Calhoun County Schools Multiple Positions

Job Description:

Calhoun County Schools has several employment opportunities available including 9 teaching positions. If students are not from the area, Calhoun County Schools has offered to help find housing.

For more information:

<https://www.applitrack.com/wvde/onlineapp/default.aspx?choosedistrict=true&applitrackclient=47323>

Hi-Vac

Open Interview Fridays

Job Description:

Hi-Vac has 20+ immediate job openings for Assembly Mechanics in the manufacturing facility. Demonstration Technicians and Field Service Technicians are also currently in demand. The company is offering competitive wages, full benefits packages, Paid Time Off and Holidays. Complete applications at www.hi-vac.com/careers. Contact hr@hi-vac.com to schedule an interview. Hi-Vac also continues to hold Open Interview Fridays. Candidates can walk in and speak with the Production Manager.

For more information:

[740.374.2306](tel:740.374.2306)

Peoples Bancorp

Electronic Banking Manager

Job Description:

This position will be responsible for supervision and management of Electronic Banking Department staff which includes providing guidance and support in ensuring tasks are completed. Will provide leadership and support to the designated "Product and Service Owners" from the bank's customer facing staff to ensure effective, efficient, and quality delivery of the products via the various electronic delivery channels. Bachelor's degree in Computer Science, Management Information Systems, Business Administration or related field required.

For more information:

www.ohiomeansjobs.com

Noble County – Caldwell OH Social Service Worker 2

Job Description:

To Apply: Email current resume to Misty.Wells@jfs.ohio.gov or in person at the Noble County Department of Job and Family Services, 46049 Marietta Rd., Caldwell OH 43724. Monday-Thursday 6:00AM-4:00PM. Starting hourly salary is \$20.91. Bachelor's degree as a Social Service Worker and valid drivers license required.

For more information:

www.Ohiomeansjobs.com

Amedisys Holding Registered Nurse Expert

Job Description:

This position requires one year of nursing experience, current RN license specific to the states you are assigned to work, CPR certification, and a Valid driver's license. Attractive pay: \$78,000.00 - \$82,000.00.

For more information:

www.ohiomeansjobs.com

MOVE

Construction and Concrete Laborer

Job Description:

This full-time position is a Monday – Friday day shift with no evening shifts and an amazing benefits package. The preferred candidate will have carpentry skills, the ability to read/use a tape measure, experience with hand power tools, and has experience in all aspects of general construction. Concrete and concrete finishing experience is a major plus! A valid driver's license is preferred, but not required. The starting pay range is \$12lf interested, please send your resume to info@movestaffing.com or call us with any questions at (740) 439-MOVE (6683).

For more information:

www.ohiomeansjobs.com

MOVE

CDL Driver Class A

Job Description:

MOVE Staffing is looking to hire for a great CDL Driver Class A position! In this role, you will be driving larger dump trucks and get paid a percentage pay. The driver's get 25% of the profit once a load is delivered. Meaning, the more you work the more you make. Salary Range: \$60-\$80k. If interested, please send your resume to info@movestaffing.com or call us with any questions at (740) 439-MOVE

(6683).

For more information:

www.ohiomeansjobs.com

The Sherwin - Williams Company

Store Customer Service Specialist

Job Description:

This position is essential to the success of our retail stores. Customer Service Specialists work closely with wholesale and retail customers to determine their needs, answer their questions about Sherwin-Williams products, and recommend the right solutions. Must be 18 years of age and have at least a High School diploma or GED.

For more information:

www.ohiomeansjobs.com

Memorial Health System

Registration Receptionist

Job Description:

Receptionist is responsible for maintaining a positive office image, communicating patient and office needs by answering the phone, scheduling appointments, daily patient charges such as copays and payments made, and maintaining files and supportive services to the overall efficient functioning of the medical practice. High School Diploma, GED, or equivalent required.

For more information:

www.ohiomeansjobs.com

United Bank

Administrative Assistant

Job Description:

This position will serve as an assistant, with a minimum of 2-4 years administrative or office experience, with knowledge and expertise of all departmental functions. Perform a variety of routine and complex, clerical and administrative duties.

For more information:

<https://careers.bankwithunited.com/UnitedBank/job/Parkersburg-Administrative-Assistant-WV-26101/1067244600/>

United Bank

Client Service Associate

Job Description:

The primary function is to support the Institutional Services Group of the Wealth Management Division and designated Relationship Managers/Advisors in day-to-day client contact, relationship management, trust and investment account administration, sales, marketing, compliance requirements, and other functions as required to maintain excellent relationships with clients, prospects, external professional advisors and internal business partners. High school diploma or equivalent is required. Bachelor's degree is highly desired.

For more information:

<https://careers.bankwithunited.com/UnitedBank/job/Parkersburg-Client-Service-Associate-WV-26101/1070228100/>

ALDI

Part-time Store Associate

Job Description:

This position will act as the face of ALDI while collaborating with your team to deliver an exceptional shopping experience. That can mean making sure products are available for our customers, providing our high level of service and more. \$16.00 per hour. Must be 18 years old.

For more information:

www.indeed.com

ALDI

Full-time Assistant Store Manager

Job Description:

This position will take on key store management responsibilities including assisting with supervising day-to-day store activities, ensuring overall store performance, managing schedules, and developing operational action plans while identifying training opportunities to develop and grow the team. Starting Wage: \$23.00. High School Diploma or equivalent preferred.

For more information:

www.indeed.com