

# Seneca County Job Leads

## For the Week of July 20, 2010



### America's Job Exchange -

Please visit America's Job Exchange <http://www.americasjobexchange.com>, or contact your local Finger Lakes Works One Stop Center.

The following are the number of current employment opportunities listed with New York Job Exchange:

- Seneca County – 100 (e.g. Car Sales, Chemical Operator, Weld Engineer)
- Ontario County– 302 (e.g. Psychiatric Nurse Practitioner, Forklifter, Physical Therapist)
- Cayuga County – 111(e.g. Software Engineer II, Reefer Drivers, CNC Machinist)
- Wayne County – 310 (e.g. RNs, Electronic Assemblers, Sr. Administrative Asst.)
- Yates County – 55 (e.g. Bi-Lingual Health Screeners, Temporary Accountant)

### **PLEASE INQUIRE!**

Resource Room, Finger Lakes Works-Seneca, 315.539.1905

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**Check out one of our favorite websites to research some job leads:**

[www.indeed.com](http://www.indeed.com)

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### **Ask about SMART 2010 Today!!!**

SMART 2010 is a computer program that analyzes a customer's resume for skills and work experience. Using that data the computer can establish matches with current jobs throughout the state. The system then recommends to the client by means of e-mail a number of job matches based on the likelihood that the individual will follow the same career path.

Many job seekers possess skills for jobs that they may not consider in their day-to-day job searches. SMART 2010 looks at the entire person as a result of their resume. The program then searches for the best job openings available, immediately opening the door to more job opportunities.

## Book of the Week



### **How to Get Any Job with Any Major** by Donald Asher

This book offers creative ideas on how to launch your career. You will also find answers to such questions as how to prove you have skills that don't show up on your transcripts, which skills do employers value most, what to do to make sure you don't end up living in your parents basement, etc. You will learn how to discover your passion and launch a career – not just get a job.

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### **FINGER LAKES WORKS CAREER CENTER PRESENTS**

**“Career Group”** at 1 DiPronio Drive Waterloo, NY (Workforce Development Conference Room)

**Networking Is The Time-Honored Process Of Using Cordial Alliances And Information Referrals To Further One's Professional Advancement And Success. Networking Is A Two-Way Street. Members Call On Friends And Colleagues For Problem Solving, Information Gathering, Job Leads, Gaining Access To Role Models, And For General Support. In Turn, They Provide These Services To Peers And People On The Way Up. Come network with peers!**

**Last Thursday of the month.  
1-2 p.m.**

*Please register for this workshop at the reception desk or call 315-539-1902.*

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**COME IN TO WORKFORCE DEVELOPMENT TO USE THE RESOURCE ROOM  
FOR FURTHER JOB LEADS OR TO SEEK ASSISTANCE WITH YOUR JOB SEARCH**

1 DiPronio Drive, Waterloo, NY 13165 –Telephone: (315) 539-1905.

Hours: Monday thru Friday 8:00 - 5:00



# On-Site Recruitment

at

Seneca County Workforce Development  
1 DiPronio Drive, Waterloo

Tuesday, July 27<sup>th</sup>: 9 a.m. - 11 a.m.

Advantage Staffing will be interviewing for opportunities  
at Pactiv Corp. located in Canandaigua.

Available positions are:

**Forklift Operator:** Off shifts only. Experience with fork and clamp trucks is preferred. Skills needed include; efficient and accurate picking and unloading of inbound and outbound shipments. Basic math skills are essential (addition, subtraction, multiplication). Other equipment use includes double fork truck and RF scan gun. Must also be able to operate an on-board computer (experience is desired, but not mandatory). Pay Rate: \$10.50/ \$11.00 hourly to start. Attendance bonus included in this rate.

**Machine Operators:** Light industrial position standing entire shift - Fast paced packing lines, with some machine set up. Able to lift 40lbs with multi tasking, trouble shooting, correct quality deficiencies and basic maintenance of machinery. Pay Rate: \$9.00/ \$9.50 hourly to start. Attendance bonus included in this rate.

Shifts: 8:00 AM to 4:00 PM  
4:00 PM to 12:00 AM  
12:00 AM to 8:00 AM

\* 24/7 operation, some weekend shifts are required on monthly rotation.

Requirements: Background check for previous 7 years, Diploma or GED required and drug screening.

# *Now Hiring in Penn Yan!*



## **Open Interviews!**

**The Connection® will be conducting OPEN INTERVIEWS!**

**Wednesday, July 28th from 1-4 pm**

**Finger Lakes Works—Seneca**

**1 DiPronio Dr., Waterloo**

The Connection® is a dynamic, service oriented & nationally recognized contact center with immediate openings for Phone, Email, & Web-Chat Customer Service & Tech Support Representatives to work in our contact center.

### Our Employees tell us:

“This is a great place to work!”

“The people here are great!”

“There are a lot of opportunities for advancement here.”

“It’s a fun place to work.”

Full-time positions starting from \$9.00/hr-\$ 10.00/hr with paid technical training & a variety of benefits including health, paid vacation, & 401K! Day, evening, and weekend hours available. Are you looking to advance your career?

The Connection® offers great opportunity for advancement!

Minimum requirements include HS diploma, customer service experience & basic technical aptitude helpful.  
Some college or tech school preferred.


**Email:** Email your resume to [pennyanhr@the-connection.com](mailto:pennyanhr@the-connection.com)

**Walk Ins:** Walk-Ins are welcome! The Connection® is offering open interviews anytime between 9am to 5pm Mon-Fri. The Connection® is located at the Old Iron Age Building; 240 North Ave, Penn Yan. 315-536-3806 ext. 6105

Visit [www.pennyanjobs.com](http://www.pennyanjobs.com) for more info!

# July 2010

## Seneca County Workforce Development Calendar of Events

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 <b>WorkKeys</b> 8:30 A.M. – 12:00 P.M.	2 <b>GED Class</b> 9:00 A.M. - 12:00 P.M. <b>Resume 101</b> 10:30 - 11:30
5  <b>OFFICE CLOSED</b> <b>INDEPENDENCE DAY</b>	6 <b>Experience Works</b> 12:00 P.M. – 2:00 P.M.	7 <b>GED Class</b> 9:30 A.M. - 6:30 P.M.	8 <b>WorkKeys</b> 8:30 A.M. – 12:00 P.M.	9 <b>GED Class</b> 9:00 A.M. - 12:00 P.M.
12	13 <b>Experience Works</b> 12:00 P.M. – 2:00 P.M.	14 <b>GED Class</b> 9:30 AM -6:30 PM	15 <b>WorkKeys</b> 8:30 A.M. – 12:00 P.M.	16 <b>GED Class</b> 9:00 A.M. - 12:00 P.M. <b>Interviewing Techniques</b> 2:00 P.M. - 3:30 P.M.
19	20 <b>Experience Works</b> 12:00 P.M. – 2:00 P.M.	21 <b>GED Class</b> 9:30 AM -6:30 PM	22 <b>WorkKeys</b> 8:30 A.M. – 12:00 P.M.	23 <b>GED Class</b> 9:00 A.M. - 12:00 P.M. <b>Basic PC Skills</b> 3:00 P.M. - 4:00 P.M.
26	27 <b>Experience Works</b> 12:00 P.M. – 2:00 P.M.	28 <b>GED Class</b> 9:30 AM -6:30 PM	29 <b>WorkKeys</b> 8:30 A.M. – 12:00 P.M. <b>Career Group</b> 1:00 P.M. - 2:00 P.M.	30 <b>GED Class</b> 9:00 A.M. - 12:00 P.M.

### Career Group

Finger Lakes Works Career Center presents Career Group the last Thursday of every month 1-2 pm. Networking Is The Time-Honored Process Of Using Cordial Alliances And Information Referrals To Further One's Professional Advancement And Success. Networking Is A Two-Way Street. Members Call On Friends And Colleagues For Problem Solving, Information Gathering, Job Leads, Gaining Access To Role Models, And For General Support. In Turn, They Provide These Services To Peers And People On The Way Up. Come network with peers!

### Experience Works

Need a job, but lack the skills employers want? If you are 55 or old, with very limited income and want to work, we may be able to help. Local Representative: Deb Ryan 315.255.1703 (ext 130)

### Basic PC Skills

You will learn about the basics of the computer including: using the mouse effectively, the computer's environment, Microsoft Word, online application and search techniques and e-mail. Register at Finger Lakes Works - Seneca County @ (315) 539-1905.

### Interviewing Techniques

You got the interview, now what do you do? Register for this workshop. Learn what employers really want to know. What questions you should be able to answer before going to a job interview. Be aware of the importance of making a good first impression. Learn techniques regarding arrival time, appearance, body language, preparation and attitude. Also included are how to effectively answer tough questions and to ask pertinent questions in an interview.

### WorkKeys

WorkKeys is a job skills assessment program measuring "real world" skills that employers believe are critical to job success. The program is valuable for any occupation and at any level of education; connecting work skills, training, and testing.

WorkKeys is the basis for the **National Career Readiness Credential (CRC)**; a career credential that certifies that job seekers have the core employability skills required across all industries and occupations. The CRC validates job applicants' skill levels in the three areas selected by employers as the most important: Reading for Information, Locating Information, and Applied Mathematics.

WorkKeys assessments are designed to identify training or remedial training needs to increase a person's marketability. Skill gaps can be addressed and closed through an on-line training program, Key Train, targeted to developing and increasing the WorkKeys skills.

**To sign up for one of our FREE workshops  
or for more information contact:**

**Seneca County Workforce Development  
1 DiPronio Drive, Waterloo, NY 13165  
Phone: 315-539-1905 Fax: 315-539-3857**

**(Please call ahead to register for workshops)**

## **Help Wanted - Full Time**

**Teacher AIDES** Immediate Openings (September 2010) exist for full-time (30 hours per week) positions as well as substitute positions at all five of our Wayne-Finger Lakes BOCES special education sites for teacher aides to work with students with disabilities. Candidates for employment must successfully complete crisis intervention training and be capable of lifting a minimum of 45 lbs on a regular basis. All candidates must pass a New York State Education Department fingerprint background check as well as possess a high school diploma or equivalent. Depending upon experience, the full time positions pay an hourly rate between \$9.21 to \$10.55 and benefits. Request an application at: Wayne-Finger Lakes BOCES Personnel Office 131 Drumlin Court Newark, NY 14513 or call our application request line at (315) 332-7440 email: personnel-office@wflboces.org. Application deadline is August 6, 2010 EOE

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**LABORER** for small contracting business in Geneva. Must have own vehicle, neat clean appearance. EOE 315-573-3216.

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**COACHES WANTED** Waterloo Central School. Varsity Golf, J.V. Volleyball and J.V. Girl's Soccer. Candidates must be NYS coaching certified, including first aid, AED and CPR. Contact Joseph Sposato, Athletic Director at 315-539-1557. EOE

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**Geneva CITY SCHOOLS Substitute positions** available for the 2010-2011 school year. **Typist, Teacher Aide, Food Service Helper I, Food Service Helper II, Cleaner, School Bus Driver, School Bus Monitor, School Monitor, Lifeguard, Registered Professional Nurse.** For application information, please call Jen at 315.781.4190 AA/EOE by Choice.

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**Line, Pantry and Short Order Cooks** Minimum 3 yrs. experience. Apply in person at: Belhurst 4069 Rt. 14S, Geneva EOE

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**Trust OFFICER** 40-hrs/wk. COMMUNITY BANK, NA Geneva \$35,000 - \$50,000 depending on experience. Seeking qualified applicants to provide trust and investment services to clients of the Trust Department and participate in development of new business. Ideal candidate would have a Bachelor's degree with emphasis in Accounting, Economics, Finance, or related field of study and at least two years experience in a business related position; tax/investment background a plus. Must be willing to travel. PC proficiency a must, along with strong interpersonal and communicative skills, and strong attention to documentation detail. CBNA offers a professional work environment, a competitive salary and a full-time benefits pkg. Please send a letter of interest and resume along with a completed and signed CBNA application (printed from: www.communitybankna.com to: Community Bank, NA, ATTN: Nadine Garrett/HR201 North Union Street, Olean, NY 14760. EOE.

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**PUBLIC RELATIONS MANAGER** for award winning winery. Must have excellent writing and computer skills with a college degree. Please fax resume to 607-868-4888. EOE

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**FOUR DIAMOND RESORT** Seeks **friendly Server**. Apply in person @ 1001 Lochland Rd., Geneva. EOE

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**EXPERIENCED BOAT MECHANIC** or **MECHANICAL BACKGROUND** Must have transportation and tools. Inquire at: Off-Shore Marine, 4486 SR 14, Dundee. 607-243-8496

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**FRONT DESK & HOUSEKEEPING** Immediate Hire. Apply now: America's Best Value Inn, 473 Hamilton St., Geneva. EOE

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**fine DINING SERVERS** Apply in person at: Belhurst 4069 Rt. 14S, Geneva. Ask for Kelly. EOE

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**CLASS A CDL DRIVER** Full time position available immediately. Deliver throughout Upstate NY and Western PA. Home every night. Excellent pay and benefits. Auger and Belt Trailer experience a plus. Will train a qualified applicant. One Year Minimum Class A driving experience. EOE.REFERENCE: Ad #811 Mail Resume to Finger Lakes Times, P.O. Box 393, Geneva, NY 14456 or e-mail to:recruitment@fltimes.com

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**Customer Service Representative:** Customer service, computer skills, phone skills (incoming and outgoing), office equipment, taking payments and dealing with cash. Must be accurate, friendly, courteous, and able to deal with the public. \$8.50-10.50/hour to start, 40 hour week 401(k)/sick leave/holiday pay (no health insurance) Fax resume to Ms. Marion Decker, Owner. Decker Insurance Agency - Nationwide 315-539-3423

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## **Help Wanted - Full Time (cont'd)**

The Finger Lakes Library System seeks a **Library Outreach Associate** to assist with the clerical, informational, and promotional demands of work in the Outreach Department. 35 hrs/wk; M-F, 9-5; \$12.24/hr, benefits include vacation, sick, personal and holiday time. Requirements: HS Diploma or equivalent; experience with computers; good organizational and customer service skills, ability to work cooperatively and independently. Knowledge of libraries and library procedures desired. Prior experience with outreach and other nonprofit work is also a plus, particularly service to seniors and people with disabilities. A full job description is available at [www.flls.org/jobs.htm](http://www.flls.org/jobs.htm). Please send a resume, cover letter and three references by August 2, 2010 via email to [cweible@flls.org](mailto:cweible@flls.org) OR via mail to Outreach Associate Search, Finger Lakes Library System, 119 E. Green St., Ithaca, NY 14850. No phone calls please.

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**General Production:** Multiple positions available at a union manufacturing facility in Shortsville. Manually operating filling and packaging equipment. Prior production experience preferred. Monday-Thursday, 7am-5:30 pm. Possible OT on Fridays. Pay starts at approximately \$11.00 hour plus benefits including 401k. Fax a resume to 585-289-4280 or e-mail at [dford@greatlakeskraut.com](mailto:dford@greatlakeskraut.com)

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## **Help Wanted - Part Time**

**SECRETARY TO THE SUPERINTENDENT OF SCHOOLS** The successful candidate will possess strong computer and customer service skills, be a self-starter and a team player. This is a part time confidential/managerial position. Send cover letter, resume and application to: Mike Ford, Superintendent, Phelps- Clifton Springs CSD, 1490 State Rt. 488, Clifton Springs, NY 14432. Application available at [www.midlakes.org](http://www.midlakes.org) EOE

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**RESIDENTIAL/INDUSTRIAL ELECTRICIAN TEACHER** Part time teaching position available 09/07/10 with the BOCES Career & Technical Education Center. Responsible for developing & implementing an approved residential/industrial electrician course for H.S. students. NYS Teacher Certification in Construction Industry & Building Maintenance Occupation- Electrical required. Detailed job posting available on the BOCES Web Site: [www.tstboces.org](http://www.tstboces.org) Apply by 07/30/10 to: TST BOCES 555 Warren Rd. Ithaca, N.Y. 14850 Phone (607) 257-1551 Fax: (607) 697-8273 Email: [hr@tstboces.org](mailto:hr@tstboces.org) EOE

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**GYMNASTICS INSTRUCTORS** Preschool, recreational and cheerleading. Love of children mandatory. Experience helpful, training for the right people. Eagle Gymnastics, Canandaigua. Interested: call John (585)396-1160. EOE

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**MANAGER WANTED** Efficient, friendly, self motivated. Competitive pay, 20 hrs. plus. Apply in person, mornings, The Clifton Deli, 14 E. Main St. Clifton Springs. 315-462- 3354. EOE

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**kitchen and WAIT STAFF** Part Time. Apply in person at Uncle Joe's.

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**TRUCK DRIVER** Must have Class A CDL w/ exp. Local trucking within 75 mi. radius. Summer work mid-July to November. Call (585)526-5980, Stanley, NY. EOE.

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## **Help Wanted – Health Careers**

**COORDINATOR OF HOURLY RESPITE AND COMMUNITY RECREATION SERVICES** Seneca/Cayuga Counties Full Time position. Successful candidate is responsible for overseeing Home and Community Based Waiver Hourly Respite with recreation, by monitoring contracts and daily operations. Coordinates with Director of Community Services Division and the Community Services Management team for the development of Community Rec. Srvs. Minimum requirements: Associate's or Bachelor's Degree in Recreation Therapy or Human Services field plus two years exp. working with individuals having developmental disabilities and one year of supervisor experience required. Applicants with HS Diploma and three years working with individuals having developmental disabilities with min. of one year of supervisory experience will be considered. Valid NYS driver's license and ability to effectively utilize a computer is required. Apply Seneca Cayuga ARC 1521 Clark Street Rd. Auburn, New York 13021 Or [Jobs@sencayarc.org](mailto:Jobs@sencayarc.org) E/O/E

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**NURSE MANAGER** Newark Manor Nursing Home is looking for an RN to fill the full time position of Nurse Manager. Interested applicants must have long term care and MDS experience. If interested apply in person or call for more information. EOE Newark Manor Nursing Home 222 West Pearl Street Newark, NY 14513 315-331-4690 315-331-8947 fax

## Display Ads

### **Accounts Receivable Clerk**

We are seeking an experienced credit and collections representative to reconcile accounts and collect on past due invoices. This position will be responsible for managing aging reports, handling all postings and credits, contacting customers for payment and resolution of disputes. The selected candidate must be able to analyze accounts receivable records, identify outstanding overdue invoices and be able to professionally make contact with customers and collect on payments. The ideal candidate will have a minimum of 2 years experience in accounts receivable/collections role, be proficient in Word and Excel and have strong oral and written communication skills.

Competitive salary and full benefits offered.

*Please email resume and cover letter  
in confidence to:  
Danelle Telarico  
Business Manager  
dtelarico@fltimes.com*

**FINGER LAKES  
TIMES**

218 Genesee Street, Geneva NY 14456

EOE

### **ADVERTISING SALES**

We are a print media company that focuses on developing strong advertising partnerships with new businesses and servicing the advertising needs of existing customers with excellent customer service. We work with local businesses throughout the Finger Lakes area to help them make advertising decisions that will increase their sales and market share.

We are expanding our outside Sales Department and are looking for the right people to add to our successful and busy team of sales professionals. The ideal candidates have a background in Business-to-Business sales with strong customer service, presentation and closing skills. A college education or equivalent experience, and a valid NYS driver's license are necessary to help you be successful.

We offer ongoing sales training, opportunity for advancement, competitive wages, commission and bonuses, and full benefits package.

*Please email resume and cover letter  
in confidence to:  
Diane Lahr-Smith  
Advertising Director:  
dlahr@fltimes.com*

**FINGER LAKES  
TIMES**

218 Genesee Street, Geneva NY 14456

EOE

### **Registered Nurses**

**Home Care  
Hospice  
WOCN**

**RN, Home care Coordinator**

Supportive leadership & flexible scheduling!  
Employee satisfaction-focused environment!  
Excellent benefits & competitive compensation!  
Openings in Monroe, Wayne, Ontario, Livingston  
& Seneca Counties

Valid NYS Registered Nursing license and 2 yrs. recent exp. in an acute care (hospital), home care or hospice setting. Computer skills required. To learn more and/or to apply: <http://www.lifetimecare.org> (click on "careers" and follow the prompts to "browse opportunities.") EOE

 **LIFETIME CARE**  
Home Health and Hospice