

MUSKINGUM COUNTY JOB LEADS
PROVIDED BY THE MUSKINGUM COUNTY OPPORTUNITY CENTER

WEEK OF
01/29/07

Job leads can be accessed on our new website
www.theonestop.org and www.jobandfamily.com

**THE MUSKINGUM COUNTY OPPORTUNITY CENTER
ALSO OFFERS THE FOLLOWING SERVICES:
ASSISTANCE WITH RESUMES
INTERVIEWING CLASSES
APPLICATION WRITING CLASSES
BASIC INTRODUCTION TO COMPUTER CLASSES
REGISTERING WITH "SHARING CAREER OPPORTUNITIES AND TRAINING"
JOB LEADS ARE AVAILABLE MONDAYS AFTER 3:00PM**

**The Muskingum County Opportunity Center is located at the Plaza on 5th & Main,
503 Main Street, Zanesville, Ohio 43701.
Hours are Monday-Friday 7:30am – 4:30pm**

JOB SKILLS CLASSES

LEARN TO:

**FILL OUT EMPLOYMENT APPLICATIONS THE CORRECT WAY
DAZZLE EMPLOYERS WITH GREAT INTERVIEWING SKILLS
THE POWER OF NETWORKING AND FOLLOW-UP
HOW TO DO A JOB SEARCH**

**SPHERION STAFFING WILL BE ACCEPTING APPLICATIONS
FOR COLGATE (NDC)**

January 31, 2007

**ALL INTERESTED APPLICANTS MUST ARRIVE AT 2:30 P.M.
MUSKINGUM COUNTY OPPORTUNITY CENTER
503 MAIN STREET
ZANESVILLE, OHIO 43701**

SENIOR COLLECTION REPRESENTATIVE

Flex-Time 30-39 Hours/Week

Shift Hours Are: 8:00 AM to 2:00 PM or 4:00 PM to 10:00 PM

Both Shifts Include Saturdays 8:00 AM - 4:00 PM Range

Full-Time - 40 Hours/Week

Class Start Date: February 5, 2007 and February 12, 2007

Shift Hours Are 1:30 PM - 10:00 PM or 8:00 AM - 4:30 PM

Including Saturdays 8:00 AM - 4:00 PM Range

Class Start date: February 12, 2007

Please visit our website to apply to any of our job openings:

www.discoverfinancialjobs.com

ONLINE SUBMISSIONS PREFERRED

6500 New Albany Rd. East

New Albany, OH 43054

Staffing Department Hours Are:

Monday - Friday 8:00 to 4:00 PM

For More Information, Please Call Our Job Line At: 614-283-2112

Or Toll Free At: 1-866-516-7690

EXPERIENCED SCREEN PRINTER

Experienced Fulltime Screen Printing Personnel. Pay commensurate with experience. Flexible work hours. Send resume or apply in person, Sports Art, 8255 Black Run Road, Nashport, Ohio 43830. Phone: 740-828-9685.

MAINTENANCE

International Paper is seeking applicants for full time, permanent Maintenance Personnel for the Newark container plant. We are seeking a dedicated, motivated, responsible employee with excellent work and attendance records, strong team building skills and a desire to do quality work. Must demonstrate proficiency in PLC troubleshooting, Motor controls and drives, Mechanical power transmission, welding and metal fabrication, Pneumatic and Hydraulic troubleshooting and repair, lift truck safety and repair and PC literate. We offer a secure work environment, opportunities for advancement, competitive wages and excellent benefits. Applications are being accepted at Ohio Job & Family Services, 990 East Main St Newark, OH 43055.

CIVIL ENGINEER

The City of Zanesville is accepting resumes for a licensed professional civil engineer. Mayor appointment, under daily direction of the public service director. Duties include site inspection, plan reviews, ability to design water, sewer and street projects. Working knowledge of GIS, AutoCad and ArcView programs. Five years experience. Deadline for resumes is February 28, 2007. Send resumes to: City of Zanesville, Public Service Department, 401 Market Street, Zanesville, Ohio 43701

WATER RESORT SALES COORDINATOR/FRONT DESK ATTENDANT

Cherry Valley Lodge is accepting applications for a Water Resort Sales Coordinator & Front Desk Attendant. The Sales Coordinator's position requires knowledge of Microsoft Office, type 60 WPM and able to complete sales contracts, written correspondence and have 1-2 yrs office experience. Front Desk position needs to have general computer knowledge, perform detailed cash handling and enjoy working with the public. Applicants must have open availability, work weekends, days, nights and holidays. We are an EEO/AA employer. We maintain a drug-free workplace and perform pre-employment substance abuse testing. If interested Please send resume to: bcampolo@cherryvalleylodge.com or complete an application at Cherry Valley Lodge 2299 Cherry Valley Rd. Newark, OH 43055

MAINTENANCE

RLJ Management is looking for Multi-unit Property Maintenance. Wanted immediately, must have ability, but not limited to experience in electrical, plumbing, painting, and tiling. Good Driving record required. Fax resume to: 740-452-2030.

UTILITY WORKER

The City of Heath Civil Service Commission will administer a written examination for the position of Utility Worker III Wastewater Treatment Plant – Ohio EPA Class III Wastewater Treatment Operator with Wastewater Worker III Certification (WWTP) on Saturday, February 24, 2007, beginning promptly at 10:00 AM. The test will be given at Heath Fire Station #1, 193 Heath Road, Heath, Ohio.

Applications to take the test are now available at the Heath Municipal Building, 1287 Hebron Road, Heath, OH 43056, between the hours of 8:30 AM and 4:30 PM, Monday through Friday.

Applications to take the examination must be filled out in their entirety and returned to the Heath Municipal Building no later than Monday, February 5, 2007 at 4:00 PM. Anyone who fails for any reason to submit a fully completed application on time will not be eligible to take the exam.

The only date to take the test will be Saturday, February 24, 2007, beginning at 10:00 AM. No alternate testing date or time will be available. All test takers must bring to the exam photo identification to prove their identity.

Position:

Utility Worker III (WWTP) is responsible with assisting in the operation and maintenance of the Wastewater Treatment Plant & Collection System (Processing sludge, working service line plugs, location service lines for OUPS)

Typical Tasks:

- Supervises all personnel at the Wastewater Treatment Plant and Collection System.
- Plans, coordinates, schedules, prioritizes, and oversees all tasks.
- Maintains all records, logs, and reports.
- Handles customer issues and concerns.
- Purchases and inventories equipment, materials, and supplies.
- Attends meetings, conferences, and workshops to remain current with industries standards.
- Recommends needed equipment and repairs.
- Carries out other duties designated by the Utilities Director.

Employment Standards:

- Must be a high school graduate or equivalent.
- Must have a minimum of five years experience in the field of Wastewater Works.
- Must have the ability to supervise and get along well with fellow employees.
- Must possess a valid Federal CDL-general air brake and tank.
- Must possess a State of Ohio Wastewater Works III Certification.
- Must have working knowledge of equipment, instruments, materials, and practices involved with wastewater treatment plants and collection systems.
- Must have the ability to analyze complex maintenance and repair needs, plan, layout, and inspect work of personnel, order supplies, spare parts and chemicals.
- Should be aware of Public Health needs.

FINANCIAL SERVICES COORDINATOR

The Licking County Board of MR/DD is currently seeking an experienced full-time Financial Services Coordinator to join our dedicated team of professionals in assisting and supporting adults with mental retardation and developmental disabilities.

Essential Duties:

- Prepare monthly financial reports including projections.
- Coordinate submission of Medicaid billing for services provided.
- Reconcile billing files and re-bill as necessary.
- Assure compliance with relevant ODJFS and ODMRDD rules.
- Coordinate LCBMRDD's participation in the ODMRDD Medicaid Administration Claiming (MAC) program.
- Assist Director of Finance with the completion of the annual cost report.
- Coordinate annual Title XX compliance for reimbursement.
- Prepare financial statements and coordinate audit of the Children and Family First Council.
- Coordinate and work with the Fiscal department staff on payroll, purchase orders, vouchers, special projects, etc.

Qualifications:

- Bachelor's Degree in Accounting, Finance, Business or related field.
- 3 to 5 years of experience strongly recommended.

Knowledge Of:

- Financial Accounting
- Governmental Accounting Preferred
- Public Relations
- PC skills with proficiency in Microsoft Office applications with the ability to learn proprietary software for MR/DD field.

If you are looking for a challenging career opportunity in a team-oriented environment, please submit a letter of interest, resume, three professional references to:

Licking County MR/DD
 Attn: Human Resources
 65 W. Church St.
 Newark, Ohio 43055

ASSISTANT VETERANS SERVICE OFFICER

Coshocton County Veterans Service Commission has an opening for an ASSISTANT VETERANS SERVICE OFFICER. Applicant must be an Honorably discharged veteran. Interested applicants bring a resume and pick up an application at 318 Main Street, Court House Coshocton, Ohio 43812 Or fax to: 740-623-6507. Applications and resumes must be received by February 9, 2007 by 10:00 AM. For more information, Please call the Veterans Service Office at 740-622-2313.

TJ MAXX

Administrative Coordinator

Cash office administration: verifies cash, check, charge totals. Prepares & transports daily bank deposits. General office administration: supply order requisitions, maintains all store files to Office Smart program, scheduling, time cards. Human Resource administration: interviewing, reference checks, assists with all payroll procedures.

4 – Part-time sales associates positions, 15- 20 hours per week.

Applications may be completed at The Muskingum County Opportunity Center, 503 Main St., Zanesville or at TJ Maxx, 3863 Gorsky Dr., Zanesville

MANAGEMENT TRAINEE

American General Finance is seeking a Manager Trainee. Financial background preferred but not required, will train the right person. Interested applicants please mail resume to: 2780 Maple Avenue, Zanesville, Ohio 43701.

ACCOUNT EXECUTIVE

A pioneer in the cable industry, Time Warner Cable owns and manages the most advanced, best-clustered cable television operations in the country, with nearly 85% of its 13.5 million customers located in five geographic regions: New York, Texas, Ohio, the Carolinas and southern California. As a leader in innovation and quality customer care, Time Warner Cable delivers advanced products and services such as video on demand, high definition television, digital video recorders, high-speed data and Digital Phone. Time Warner Cable increases choice and value for our customers, transforming the way they receive information and entertainment. Time Warner Cable is a subsidiary of Time Warner Inc. (NYSE: TWX).

The Time Warner Cable Corporate office currently seeks a/an Account Executive for our Media Sales Department. Below please find a brief description of the essential duties and responsibilities required to function successfully in this position.

Essential Job Functions:

Develop & execute a strategy that will ensure achievement of monthly and annual quota; Identify, develop, sell and service advertising clients; Prospecting/Cold Calls/Interactive Client Meetings/Presentations; Maintain required documentation on all active, non-active, and prospective clients; Develop sales presentations, create programs for presentation, write business correspondence, develop proposals, and executes contracts; Responsible for all paperwork including reports, traffic, credit applications, etc; Prepare all paperwork necessary to ensure error free scheduling of client advertising, including contracts, credit applications and all other internal support material; Understand all advertising rates & sales materials; Daily/Weekly/Monthly reports as necessary for departmental reporting; Work with Credit

department to collect outstanding debt and cash in advance payments; Coordinate and assist with production plans, when necessary and assist in coordination of external production if necessary; Work closely with Sales Assistant to input orders, schedule commercials, check orders and ensure copy and rates are correct; Communicate with manager on all pending and closed orders; Check inventory for availability; Notify client & manager of discrepancies; Manage discrepancies to ensure run rate; Know & understand how to interpret qualitative and quantitative research; Utilize research to be aware of competition; Utilize research for proposals and to communicate proposals to clients; Utilize promotions to create new and incremental revenue; Maintain & keep up to date all sales software programs, paperwork & files; Attend & participate in all required training & meetings; Follow established company policies and procedures; Any other duties as assigned by management.

Job Requirements:

Professional and pleasant manner; Excellent communication skills (verbal & written); Strong organizational and time management skills; Transportation to make calls on clients & meetings; Valid NC driver license & vehicle insurance; This position requires daily contact with sales department employees including managers, account executives, and support personnel; There is contact with Home Office employees and managers; Daily contact also occurs with advertising clients; This position requires the use of personal computers, printers, faxes, copiers, and calculators; The position requires the ability to work in a standard corporate office; Frequent driving to and from client's businesses is an essential requirement of this position.

Education and Experience:

This position requires a Bachelor's degree or equivalent; College-related courses and/or college degree preferred; Market knowledge and previous advertising sales experience is preferred; Experience using quantitative & qualitative research data is helpful as well as experience with Cablescan or similar type software

The physical demands described here are those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is: Regularly required to talk and hear; Frequently required to sit, stand and bend at the knee and waist and walk; Required to use hand to type, handle objects and paperwork; Required to reach and hold on to items at chest level or reach above the shoulder; Required to use close vision and be able to focus. Finally, the employee generally works in an indoor office environment; overtime may be required.

If you are interested in applying for this position, you must apply online at:

http://www.timewarner.com/corp/careers/jobtools_us/index.html and search by requisition number. The requisition number is 71891.

HUMAN RESOURCE MANAGER

Federal Mogul is seeking a Human Resource Manager. Responsibilities include the implementation and administration of company human resources policies and programs in the Cambridge, OH manufacturing plant, employee selection and placement, training, wage, salary and benefits administration, employee and labor relations, grievance handling, employee services, workers compensation and health and safety. The successful candidate will possess a Bachelors Degree in a related field and 5-7 years of related experience.

Applicants must apply online at: www.federal-mogul.com/careers (then select professional opportunities and follow the instructions.

FRONT DESK CUSTOMER SERVICE

Super 8 Motel is seeking a part-time Front Desk/Customer Service person with excellent communication skills. Apply in person: 2440 National Road, Zanesville, Ohio 43701

AK STEEL

Seeking Supervisors with 5 years manufacturing supervision experience. Positions are temp to hire. Starting wage \$18.00 per hour with increases depending on motivation and dedication. General Labor positions also available. Starting wage \$9.00 with increases depending on motivation and dedication. Must have manufacturing background. Applications may be filled out at the Muskingum County Opportunity Center, 503 Main Street, Zanesville, Ohio 43701, Monday – Friday 8:00a.m.-3:30p.m.

ADMINISTRATIVE ASSISTANT

Zanesville area business is looking for an experienced person to handle administrative and other misc. general office duties. Must have excellent verbal and written communication skills; be proficient in Word, Excel, and have the ability to work in a deadline oriented environment. Must have a minimum of five years experience. Send resume and salary requirements to: (only those indicating salary requirements will be considered) Economy Linen & Towel Service, 508 Howard Street, Zanesville, Ohio 43701.

SOUTHEASTERN OHIO REGIONAL MEDICAL CENTER

http://www.seormc.org/HR/hr_emp_opportunities.asp Medical opportunities in Cambridge and links to apply online.

LICKING MEMORIAL HEALTH SYSTEMS

http://www.lmhealth.org/Index_emp.asp Medical opportunities in Newark and links to apply online.

EXPERIENCE WORKS-ZANESVILLE

Senior Work Force Solutions is looking for Mature, Dependable Workers 55 years of age and older with limited income. Employers' need: mature, reliable, and experienced employees. Let us help you find that job. Call (740) 454-3000 for an opportunity to work in your local area. EEO.



BYESVILLE, OHIO

Description

Headquartered in Marshall, Minnesota, The Schwan Food Company is the largest, branded frozen-food company in the United States. Schwan's® offers home delivery to customers throughout the 48 contiguous United States as well as operating with a large presence in the foodservice channel and high visibility in the retail frozen food aisle. The company has 19 brands including Tony's®, Red Baron®, Freschetta®, Edwards®, Mrs. Smith's and the Schwan's® brand

GENERAL PURPOSE This position under direct supervision is responsible for selling & delivering a variety of frozen food to new and existing customers throughout an assigned service area. The position is also required to build new customers and operate a commercial motor vehicle.

DUTIES AND RESPONSIBILITIES Assists in selling and delivering frozen food and other company products up to 120 customer's homes or places of business every day. Moves frozen food products from delivery trucks to customer's freezers. Completes all assigned route and building days according to schedule determined by manager. Follows guidelines of Good Sales Practices, such as but not limited to; displaying products, calling on all customers, following up on missed/not at home customers, professional demeanor and good hygiene. Assists in seeking out and establishing new customers for the route system in the assigned areas. Makes sales presentations to prospective customers. Informs customers of new products, promotional products and any special services. Addresses service complaints and works to resolve them. Coordinates and communicates customer complaints and possible resolutions to his/her manager in a timely manner. Conducts daily safety inspections and safe operation of the commercial motor vehicle, as required by regulation and company policy and Federal DOT compliance; compliance to state and federal traffic laws required. Understand and adheres to all company, local, state and federal polices, guidelines regulations and statues such as those related the Federal Stamp Program. Files daily sales reports via computer and completes all paperwork, and hand-held computer preparation for the next day in accordance with corporate procedures. Accounts for and turns in all forms of payment collected each working day at the designated depository in accordance with corporate procedures.

QUALIFICATIONS Education: High school or equivalent, Years of Related Experience: One or more years of related work experience. Knowledge/Skills/Abilities: The ability to effectively operate a commercial vehicle. The ability to effectively operate a hand held computer. The ability to learn and successfully communicate product information. The ability to accurately manage cash on a daily basis. The ability to successfully communicate with existing and potential customers. The ability to successfully sell products. Must meet the Federal Department of Transportation eligibility requirements, including appropriate driver's license and corresponding medical certification as a condition of employment for this position. Must be able to pass Physical Abilities Evaluation (PAE).

APPLY ONLINE: www.schwans.com



NEWARK, OHIO

Classification: Full Time

Compensation: \$55000 to \$65000 per year

Robert Half Finance & Accounting is currently assisting its client in their search for a financial analyst. The company, a large publicly held manufacturing company, which is located east of Columbus, OH, provides excellent benefits, hands-on training, and competitive salary.

The position provides financial support and analysis for several international businesses, including monthly reporting and strategic initiatives. Utilize financial techniques such as return on investment, NPV, and payback to support the decision making process. Prepare budgets/forecasts and analyze manufacturing trends. Works with management to provide accurate, timely, and consistent financial and operational reporting.

Founded in 1948, Robert Half Finance & Accounting pioneered financial recruitment and today is the worldwide leader in the field. We specialize in placing experienced professionals in accounting, finance, credit and collections, bookkeeping, payroll, and taxation. Throughout our 55-year history, we have developed lasting relationships with the industry-leading companies we serve, which gives us access to the best career opportunities for our candidates. Robert Half Finance & Accounting is a division of specialized staffing leader Robert Half International (NYSE: RHI), an S&P 500 firm. Robert Half Finance & Accounting offers online job search services at www.roberthalf.com

Robert Half Finance & Accounting is an Equal Opportunity Employer

Requirements

Qualifications:

3+ years of accounting and financial analysis experience

Knowledge of budgeting / forecasting and variance analysis

4 yr degree in accounting or finance

Manufacturing experience is a must

Strong Excel skills are needed, Access is a plus

International experience is a plus

All qualified candidates should call Chuck Nauman at 614.221.9300.

AMERICAN NURSING CARE

Now hiring LPN's for midnight shifts

Description: American Nursing Care Now hiring LPN's for midnight shifts. Peds and vent exp helpful but will train, immediate work available Contact Sarah @ (740) 452-0569

www.americannursingcare.com E.O.E.

G.E. LOGAN OHIO GLASS PLANT

Furnace Manager The GE Logan Ohio Glass Plant is looking for a Furnace Manager. Essential functions to be performed include but are not limited to: Manages the glass melting furnace operation including maintenance, materials supply, and support systems; and Manage process analyzers, furnace operators, and mix/melt personnel on an emergency call-in basis for material handling, batch system, and furnace issues. The ideal candidate will possess the following required qualifications: Engineering degree with BS in a technical discipline, Min 3 years production exp; Min 3 years furnace operations exp. For a more detailed description regarding this job posting and to apply please go to www.gecareers.com and search job #555076. GE is an equal opportunity employer

HOME INSTEAD SENIOR CARE

Make a Difference Join a special team of people who make a real difference in the lives of seniors. We provide non-medical companionship and home care. Flexible Day, evening, weekend and overnight shifts. Earn extra income while doing something truly meaningful. If you are caring, dependable and reliable call us! Home Instead Senior Care 1-866-691-2328.

ANOMATIC CORP.

SHIPPING/ TRAFFIC COORDINATOR Anomatic Corporation, a leading manufacturer of anodized aluminum parts for cosmetic packaging, is seeking a shipping/ traffic coordinator. Successful candidate has 1-3 years experience in shipping with a working knowledge of LTL, TL, air & ocean freight for domestic and int'l shipping. This is a hands-on, entry-level position where responsibilities include; scheduling carriers, creating ps, bol, inv and other necessary docs required for shipments. Timeliness and accuracy is a must; need someone with strong attention to detail. A working knowledge of MRP/ERP system helpful. Competitive salary and benefits. Send resume or Apply in person to: Employment Coordinator 1650 Tamarack Road Newark, Ohio 43055 Please send resume by 1/26/07.

CITY OF ZANESVILLE

CITY OF ZANESVILLE Licensed Professional Civil Engineer Resumes for a licensed professional civil engineer now being accepted. Mayor appointment, under daily direction of the public service director. Duties include site inspection, plan reviews, ability to design water sewer and street projects. Working knowledge of GIS, AutoCad, and ArcView programs. Five years experience. This position is covered by the public employment retirement system. Healthcare, dental, and optical included. Salary commensurate with experience, skills, and abilities. Deadline for resumes February 28, 2007. Send resumes to: City of Zanesville, Public Service Department 401 Market Street Zanesville, Ohio 43701. An Equal Opportunity Employer

ANOMATIC CORP.

LAB TECHNICIAN - CHEMICAL - We are seeking a qualified laboratory technician for our chemical lab. Duties will include, performing routine titration and instrumental analysis for our anodizing production lines and wastewater pre-treatment system in an industrial setting. The successful candidate will have an associate degree (or equivalent) with a chemistry or environmental science major plus: Chemistry lab testing experience, Excellent organizational skills Detail oriented and highly observant, General understanding of laboratory safety protocols, Able to operate an ICP spectrometer as well as possess excellent computer skills.

Competitive salary and benefits package. Send resume including salary requirements to:
Employment Coordinator, 1650 Tamarack Road, Newark, Ohio 43055 Fax: 740-788-9134

TOWN & COUNTRY REALTORS

A Real Estate Career? info. or appt. 452-7115 Town & Country Realtors

HEARTLAND FAIRFIELD

STNA's At Heartland Fairfield you'll find a nurturing environment and many opportunities to provide the best care possible. 12 hr. shifts Please apply in person or forward resume to:
Heartland Fairfield 7820 Pleasantville Road PO Box 248 Pleasantville OH 43148 PH: 740-536-7381, Fax: 740-536-9609 Drug Free Employer

R.N.

Permanent FT position in public health, M-F. Duties include immunization, STD, flu and travel clinics; home visits; some weekend coverage. Excellent assessment/teaching skills required. BSN, or proven ability to work in public health arena. Please submit resume to Judith Carr, Health Commissioner 675 Price Road Newark, Ohio 43055. EOE.

LOAN PROCESSOR

Local company in Newark, Ohio seeking individual with excellent communication skills and exceptional attention to detail, to fill a full-time loan processor position in a fast-paced, multitask oriented office. Duties include: verifying and follow-up of all information used for a mortgage loan. Review loan for accuracy and organize for final approval. Qualifications required: self-motivation, enthusiasm, phone skills, detailed-oriented, quick learner, type 50 WPM, computer-friendly and professional appearance. Benefits include 401(k), medical/life benefits and a great work environment.

Send resume to: Human Resources, P.O. Box 5177, Newark, OH 43058

Be Your Own Boss!

Ever wanted to be your own boss? Set your own hours? Determine your own salary?

Becoming an AVON Independent Sales Representative will allow you to do all of these things AND it only costs \$10 to start and is virtually risk free!

New Representatives earn 50% commission* for their first 2 months!
(certainly worth the \$10 investment!)

AVON Offers:

A Representative Savings Plan
Retirement Plan (401a)
A Scholarship Program
50% Commission*
Free Online Training
P/T & F/T Opportunities
Much, much more!

If you would like to receive more information about starting your own AVON business, please contact me. I'll be happy to provide you with honest answers to your questions, literature for you to look over, and a link to the video "AVON, The Company for You".

*****Get started right away from the comfort of your own home!!**

Go to <http://start.yourAVON.com> and enter reference code: amy layman

AMY LAYMAN
Independent Sales Rep
Unit Leader
President's Club
AVON Products, Inc
740-607-6203
amydawnlayman@yahoo.com

*Representatives earn 20% commission on select items such as watches, apparel, and licensed products.

**THE MUSKINGUM COUNTY OPPORTUNITY CENTER
ALSO OFFERS THE FOLLOWING SERVICES:**

**ASSISTANCE WITH RESUMES
INTERVIEWING CLASSES
APPLICATION WRITING CLASSES
BASIC INTRODUCTION TO COMPUTER CLASSES
REGISTERING WITH “SHARING CAREER OPPORTUNITIES AND TRAINING INFORMATION”
(SCOTI) a job matching service**

**The Muskingum County Opportunity Center is located at the Plaza on 5th & Main, 503 Main Street, Zanesville,
Ohio 43701. Hours are Monday-Friday 7:30a.m. - 4:30p.m.**