

PASSPORT TO EMPLOYMENT

a ministry of Church at the Crossing

JOB OPPORTUNITIES & INFORMATION UPDATES

9.11.2017

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(Employers: Jobs are posted on Church at the Crossing's Website under Site Index; Passport to Employment; Resources; Job Board each Monday Morning. To insure the viability of jobs posted, if you wish your job to be listed and remain on the most recent Job Board, you must resubmit your request each week no later than Friday, thank you.)

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THINGS TO KNOW

STARBUCKS JOB FAIR

1ST Wednesday of the Month at Main Street & US31; 1420 West Main Street; Carmel, IN 46302 3-6pm
3rd Wednesday of the Month at 82nd Street & Craig; 6714 E. 82nd Street; Indianapolis, IN 46250 3-6pm
Health benefits, a 401(k) and growth opportunities. Now Hiring Barista & Shift Supervisors Full Time & Part Time at
Castleton, Carmel, Westfield & Fishers Locations

KROGER JOB FAIR

September 18th from 12pm to 4pm at the Kroger Store located on 7272 Fishers Crossing Drive; Fishers, IN 46038
Apply today at jobs.kroger.com

DRESS FOR SUCCESS

Do you need a new job? Are you a woman looking for employment and would like to accelerate your job search? Join Dress for Success Indianapolis' Pre-Employment Network. Our weekly workshops can help secure the employment you want and need. Starting September 12th and September 13th, 2017 – join us from 10am to noon as we share with you how you can achieve this goal? Call or email Tiffany at 317.940.3737 x106 or Tiffany@indydfs.org to attend!

DRESS FOR SUCCESS – INDIANAPOLIS – JOB FAIRS

September 21, 2017 from 11am to 2pm – Indianapolis Career Fair
October 5, 2017 from 11am to 2pm – Indianapolis Career Fair

NEW TOOLS AVAILABLE TO HOOSIER JOB SEEKERS

If you are looking for a better-paying job in a high-demand field, a new website will connect you with the training and resources to get started. The state just launched the “Next Level Jobs” initiative and nextleveljobs.org. You can quickly get connected with resources and share your information with employers. Interested? Visit: <http://nextleveljobs.org/2017> or <http://www.des05.com/t/33794534/995558842/74517845/0/60330/?x=b85970f4>

Need help refining your search on our job board?

Save the PDF to your computer (currently when you click on the link it just “opens” in your internet browser), open the PDF in a program like Adobe Acrobat. You can then use the “Find” feature found under the Edit menu. A little blue box appears in the upper right-hand corner of the document. Just type in the word you are searching for and it will find all the instances where that word appears in the document.

TOP 15 MOST POPULAR JOB BOARDS
BEST 50 NICHE JOB BOARDS
LINKEDIN

<http://www.ebizmba.com/articles/job-websites>
<https://www.smartrecruiters.com/blog/best-50-niche-job-boards/>
<http://www.linkedin.com>

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LISTINGS NEW THIS WEEK

JOB TITLE	COMPANY & CONTACT INFORMATION	POSTED ON OR OTHER INFORMATION
Accountant	Lisa Rollins, Director of Business Development & Marketing Simons Bitzer & Associates, PC CPAs & Strategic Business Advisors 8350 South Emerson Avenue, Suite 100 Indianapolis, IN 46237 P: 317.782.3070 www.SimonsBitzer.com	Qualifications: bachelor's degree required; completion of CPA preferred; at least 3 years as an accountant; public accounting experience desired; technical competencies: QuickBooks, Microsoft Office; valid driver's license and reliable vehicle.
Assistant Business Manager	Indiana University Manager	LinkedIn
Call Center Representative	Kelly Services	LinkedIn
Career Coach	ADP Workforce Now	
Chief Financial Officer	BAI – Chicago, IL https://careerhq.asaecenter.org/jobs/10249424	4 year Degree – Accounting, Finance
Coordinator of Employment	Indianapolis Public Schools	LinkedIn
Coordinator, Leadership & Community Service	Indiana University Bloomington	LinkedIn
Corporate Recruiter	Celadon Group Inc.	LinkedIn
Director of Children's Ministry	Mary S. Leffler Church Business Administrator Orchard Park Presbyterian Church 1605 East 106 th Street Indianapolis, IN 46280 http://www.orchardpark.org mleffler@orchardpark.org	Submit cover letter with specific address how the candidate's experiences and qualifications match the position description and include a brief statement of faith. Salary is \$34,000-\$44,000, commensurate with experience.
Director of Membership & Professional Development	Indiana Apartment Association	LinkedIn
Electro-Mechanical Assembler	ADP Workforce Now	
First Steps Provider	ADP Workforce Now	
FT Site Director 35 – Hickory – Youth Development	YMCA Libby Hancock, Association Office HR Administrative Assistant 317.713.8516 direct lhancock@indymca.org	www.indymca.org/jobs
HR Business Partner	Sysco	LinkedIn
HR Generalist	Ray's Trash Services	LinkedIn
HR Generalist	The Heritage Group	LinkedIn
HRIS Analyst	Republic Airline	LinkedIn
Human Resources Generalist	Calumet Specialty Products	LinkedIn
Human Resources Generalist	Ryobi Die Casting, In.	LinkedIn
IT Training Manager	Anchor Point Technology Resources	LinkedIn
Job Fair Indianapolis Warehouse	Prologistix	Jobseeq
Junior Human Resources Business Partner	Kronos Incorporated	LinkedIn
Manager Benefits Administration	Gregory & Appel Insurance	LinkedIn

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Manager in Training	Crew Carwash	LinkedIn
Membership Specialist – Indy Bike Hub	YMCA Libby Hancock, Association Office HR Administrative Assistant 317.713.8516 direct lhancock@indymca.org	www.indymca.org/jobs
Office Administrator/Bookkeeper	Jerry Bandura, Owner 317.253.6666 D'Alton, Bandura & Associates, Inc. Send resumes to jobs@daltonbandura.com	Small office (5-6 employees). Experience/Education: bookkeeping experience in a small office environment; experience with Microsoft Office, ACT and the ability to learn new software; computer experience & skills are required; associates degree preferred in related field. Competitive salary of \$30-\$35K based on experience, matching simple IRA, paid vacations & holidays.
Organizational Development Consultant	OneAmerica Financial Partners, Inc.	LinkedIn
OT	ADP Workforce Now	
Program Coordinator I – Early Learning Center & Family Programs – Ransburg	YMCA Libby Hancock, Association Office HR Administrative Assistant 317.713.8516 direct lhancock@indymca.org	www.indymca.org/jobs
Recruiter	LucidCorps	LinkedIn
Respite Care Provider	ADP Workforce Now	
School Psychologist	ADP Workforce Now	
Senior Accountant	Lisa Rollins, Director of Business Development & Marketing Simons Bitzer & Associates, PC CPAs & Strategic Business Advisors 8350 South Emerson Avenue, Suite 100 Indianapolis, IN 46237 P: 317.782.3070 www.SimonsBitzer.com	Qualifications: bachelor's degree required; completion of CPA; at least 5 years as an accountant; public accounting experience desired; technical competencies: QuickBooks, Microsoft Office; valid driver's license and reliable vehicle.
Senior Coordinator, Mission Support	American Cancer Society	LinkedIn
Senior Office Administrator	Ogletree Deakins	LinkedIn
Short-Term Opportunity	Contact: Lisa Bowles, Staffing Manager Creative Financial Staffing (CFS) Direct: 317.550.1575 Email: lbowles@cfstaffing.com www.cfstaffing.com	<i>For the Days of Friday, 9/22 – Wednesday, 9/27 in downtown Indy.</i> The hours for these 6 days will vary, but fall between the hours of 7am and 5pm (including Saturday & Sunday) We are assisting one of our best clients with the registration process for a large convention/event. These positions will

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		<p>require fast-learning technical for using the computer system to check in attendees, customer service, data entry and a friendly helpful demeanor. It's like getting paid to be a volunteer!!</p> <p>Pay will be \$11.00/hour. Parking for this project will be 100% reimbursed. Must be at least 17 years old w/valid driver's license or state ID. Dress Code: Black pants, White collared top and dark shoes.</p>
Specialist – Learning Services	Roche	Ineed.com
Speech Language Pathologist	ADP Workforce Now	
Talent Acquisition Specialist	Kelly Services	LinkedIn
Technical Recruiter	SkillStorm	LinkedIn
VP, Marketing & Development	ADP Workforce Now	
Warehouse	Volt Information Sciences	Jobseeq
Warehouse Associate	Accurate Personnel	Jobseeq
Warehouse Associate	Belflex	Jobseeq
Warehouse Supervisor	Pro Talent Group	Jobseeq

Hiring – MJ/word of mouth NEW THIS WEEK		
Role	Hiring Firm	Source Job Board
Account Executive	Box Top Advertising	Koch Davis
Account Manager	Star Leasing Company	Johnson Jobs
Account Manager	The Basement	Koch Davis
Account Manager – Indiana Area Purchase Executive	Alpha Automotive	Koch Davis
Account Representative	Adams Remco, Inc	Koch Davis
Account Representative	Indianapolis Team	Koch Davis
Administrative & Marketing Executive Assistant	CBRE	Koch Davis
APARTMENT PROPERTY MANAGER - Daleville	RealAmerica Management, LLC	Koch Davis
Application Developer	Eli Lilly and Company	Kimble Group
Assistant Brand Manager - Noblesville	IMMEDIATE HIRE	Koch Davis
Bar Manager	Gecko Hospitality	Koch Davis
Business Development Specialist	Auto Research Center	Koch Davis
Business System Consultant	Ciber	Monster
Cherwell developer	Ivy Tech Solutions Inc	Kimble Group
Clinical Informaticist - Carmel	Clinical Architecture	David (Duke) Careers

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Hiring – MJ/word of mouth NEW THIS WEEK		
Role	Hiring Firm	Source Job Board
Cloud PAAS Developer	Rapid External Solutions Inc (R-E-S)	Kimble Group
Contract Recruiter - Indianapolis, IN	CoWorx Staffing Services	Koch Davis
Controller - Greenwood	Healthcare Therapy Services, Inc.	David (Duke) Careers
Customer & Sales Account Rep Entry Level [FULL TIME] - Greenwood	James Marketing Consultants	Koch Davis
Customer Service and Sales Account Representative - Anderson	Lynx Incorporated	Koch Davis
Customer Service Rep - Sales & Marketing	Indianapolis Team	Koch Davis
Customer Service Representative (csr)	Grisham & Gaines	David (Duke) Careers
Customer Success Manager II	One View Inc.	Koch Davis
Dev Ops Development Manager	Komadix	Koch Davis
Digital Marketing SEO Content Writer - Carmel	JD Byrider	Koch Davis
Web Application Developer - Fishers	Brooksource	Kimble Group
Account Development Manager	Scale Computing	Koch Davis
Account Executive	Western Governors University	David (Duke) Careers
Account Executive	WISH-TV	Koch Davis
Account Logistics Manager	ProTrans	Johnson Jobs
Account Manager	MAXIMUS	Koch Davis
Account Manager	Spot	Koch Davis
Account Manager - Commercial Lines Insurance - 1070	ONI Risk Partners	Koch Davis
Account Manager - Fishers	Life Time Fitness	Johnson Jobs
Account Manager - Home Health	Health at Home	Koch Davis
Account Manager - Relocation Opportunity	Gartner	Koch Davis
Account Manager Indianapolis	Paycor	Johnson Jobs
Account Manager Sales	DR PEPPER	Koch Davis
Application Engineer	MQ Automation Mosier Division	David (Duke) Careers
Area Franchise Manager	Simon	Koch Davis
Assembler	Altec Industries	Monster
Assistant Manager - ENTRY LEVEL	BANTAM - INDIANAPOLIS	Koch Davis
Associate Marketing Manager	TalentBurst	Koch Davis
Business Development Manager Relocation Opportunity	Gartner	Koch Davis
Business Info Developer Consultant or Sr...	Anthem	Kimble Group
Client Account Manager	LeadJen	Johnson Jobs
Collections Account Representative - Carmel	JD Byrider	Koch Davis

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Hiring – MJ/word of mouth NEW THIS WEEK		
Role	Hiring Firm	Source Job Board
Community Development Manager	State of Indiana	Koch Davis
Customer Service & Sales - Brownsburg	Indianapolis Team	Koch Davis
Cyber Security Engineer - eCommerce Marketplace	Simon	David (Duke) Careers
Digital Advertising Specialist	TriMedx, LLC	David (Duke) Careers
Director of Technology	One Point Marketing Supply Chain Optimization	David (Duke) Careers
Director, Organization and People Development - Shelbyville	Knauf Insulation North America & Silvercote Lamination, LLC.	David (Duke) Careers
Electrical Technician - Greenfield	Kaman Distribution	Beyond
Engineer (P Level), Process Research - Process Control Engineer (Indianapolis,IN)	ArcelorMittal USA	David (Duke) Careers
ETL Software Developer	TCC Software Solutions	Kimble Group
Field Service Engineer (Electrical / Manufacturing)	American Fuji Technical Services	Beyond
Executive Director CTM	Sodexo	David (Duke) Careers
General Manager	Kforce Inc	Monster
Human Resources Generalist	Faurecia Interior Systems	David (Duke) Careers
IT Network Administrator/IT Support - Springville	The SASSI Institute	David (Duke) Careers
IT Project Manager	IBS LLC	David (Duke) Careers
IT Project Manager	TEKsystems	Koch Davis
java developer	VDart Inc	Kimble Group
Land Development Manager	NVR	Koch Davis
Lead Java Developer	Robert Half Technology	Kimble Group
Leasing and Marketing Manager - Student Housing Experience	Trinitas Ventures	Koch Davis
Marketing Director	Chemical Abstracts Service	Koch Davis
Memory Care Program Facilitator - Greenwood	American Senior Communities	Kimble Group
Named Account Manager - Healthcare	Proofpoint Inc	Johnson Jobs
Nurse Manager Kindred Hospital Indianapolis North	Kindred Healthcare	Monster
Operations Data Analyst/Programmer	Indiana University	David (Duke) Careers
Outside Sales Account Manager	Nexgoal	Koch Davis
PeopleSoft Developer	Rose International INC	Kimble Group
Pharmacy Technician- Picking	CVS Health	Monster
PHP Developer	Gyansys	Kimble Group
Physical Therapist - full time - Kindred Transitional Care & Rehab-Southpointe -	RehabCare	Monster

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Hiring – MJ/word of mouth NEW THIS WEEK

Role	Hiring Firm	Source Job Board
Greenwood		
Product Marketing Manager - Carmel	Determine	Johnson Jobs
Project Manager	scom	Koch Davis
Project Manager Jr. / Product Manager	ELWOOD PROFESSIONAL	Koch Davis
Public Relations Specialist	McFarland PR & Public Affairs, Inc.	David (Duke) Careers
Registered Nurse (RN) - Quality / Physician Support Services / St.Vincent Medical Group / FT Days	St. Vincent Health, IN	Monster
Residential Sales Consultant	Service Expert	Monster
RN-Registered Nurse - Anderson	St Vincent Home Health-Anderson, LLC	Johnson Jobs
Sales Consultant	AlSCO	Monster
Sales Relief Account Manager - New Castle	DR PEPPER	Koch Davis
Sales Representative / Account Manager / Customer Service	FlashBanc	David (Duke) Careers
Senior Business Intelligence Analyst	Community Health Network	David (Duke) Careers
Senior Electrical Program Manager	CBRE	Koch Davis
Senior Java Developer	CyberCoders	Kimble Group
SEO Sales -\$82,000+ SEO BY NERDS-Atlanta SEO Marketing Experts	Lead Generators USA	Koch Davis
Sr. Account Manager	Cengage Learning	Johnson Jobs
Strategic Account Manager - Carmel	Cox Enterprises	Koch Davis
Street Sales Development Manager	Ecolab	Koch Davis
Support Developer	Robert Half Technology	Kimble Group
Technical Lead Developer	UST Global Inc	Kimble Group
Territory Sales Manager	Lombart Instrument	Koch Davis
Unit Manager - RN **Up to \$5k Sign On Bonus Available** - Avon	HCR ManorCare	Johnson Jobs
Website Designer - Fishers	Iconic Digital Marketing	Johnson Jobs

MIKE'S NEWS/COMING UP:

- We welcome Patricia Ogbeide-Ihama. In previous job searches she worked with BPE. She is acquainted with Rich Tensmeyer – Welcome Patricia.
- Networking:
 - September Luncheon: Great Schools. Great for Business.
 - Wednesday, September 13, 2017
 - 11:30 a.m. - 1:00 p.m.
 - 502 East Event Centre
 - 502 E. Carmel Drive

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MIKE'S NEWS/COMING UP:

- Carmel, IN 46032
- Cost - \$25 - \$40
- For more information and to register:
- <http://web.onezonecommerce.com/events/September-Luncheon-Great-Schools-Great-for-Business-2797/details>
- OneZone Event

- Sparks After Hours
 - [Wednesday September 13, 2017](#)
 - 11:30 a.m. - 1:00 p.m.
 - Redemption Alewerks
 - 7035 E. 96th St, Suite K
 - Indianapolis, IN, 46250
 - Register: <https://www.eventbrite.com/e/sparks-after-hours-tickets-31974336100>

- Agile Indy
 - [Wednesday September 13, 2017](#)
 - Dinner – 5:30 p.m.
 - Midcontinent Independent System Operator (MISO)
 - 701 City Center Dr.,
 - Carmel, IN 46032

- BPE, Mondays 8-9:30AM, Yaeger Building, 11650 Lantern Road, Fishers, IN
 - Contact Rich Tensmeyer or Dan Reneau for details

- WorkOne Job Club – Friday 9AM, WorkOne Noblesville office
- WorkOne Computer Lab will not happen this week,
- Gold Star Club – Tuesdays at George's Restaurant – 71st Street at Binford Blvd., , 11:45
- Gold Star Club – Wednesdays at Castleton McAllister's 11:30

- Training
 - Noblesville Library
 - Excel Part 1 - Wednesday September 6, 2 PM
 - Power Point basics – Tuesday September 12, 9:30AM
 - Publisher Part 1 – Tuesday, September 19, 6:30 p.m. (Thanks Rick)
 - Publisher Part 2 – Tuesday September 20, 6:30 p.m.
 - Online registration via Noblesville library site
 - Fishers Library
 - Excel Part 2 – Wednesday, September 13, 2:00 p.m. (Thanks Rick)
 - Excel Part 3 – Wednesday, September 20, 2017

Indy – NEW THIS WEEK

Applicaion Link: <http://employindy.hirecentric.com/jobs/>

Administrative Assistant

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Indy – NEW THIS WEEK

Application Link: <http://employindy.hirecentric.com/jobs/>

Billing Specialist

Carrier Operations Rep - East Indy

Client Support Manager - Emerging Investor Market

Clinical Staff Supervisor - Community Based Treatment

Crew Leader - Greater Indianapolis

Crew Member / Gardener - Greater Indianapolis

Crew Member Driver - Greater Indianapolis

CSR / Assistant Dispatch - Carmel

Executive Assistant

Facility Maintenance Technician

HVAC Tech (Residential) - Carmel

Inside Operations Specialist/Customer Service

Irrigation Technician - Greater Indianapolis

Kitchen Exhaust Technician

Lab Coordinator - East Indianapolis

Licensed Plumber/Plumber Technician

LPN / RN Southwest Indianapolis

Machine Operator - NW Indianapolis

Maintenance Operator

Production Associate

Production Plater

Sales Representative/Public Sector

Skills Development Technician

Solder - NW Indy

Spray Technician - Greater Indianapolis

Utility Associate - Manufacturing

NOT FOR PROFIT - NEW THIS WEEK

Website: <http://charitableadvisors.hirecentric.com/jobsearch/>

FUND DEVELOPMENT

Development Manager - Society of Professional Journalists. The Society of Professional Journalists, the nation's largest and most broad-based membership association for journalists, is seeking a candidate to fill its...[more](#)

Director of Donor Relations & Stewardship - Butler University Advancement. Butler University is seeking an individual to serve in the role of Director of Donor Relations & Stewardship in Advancement. The Director of Donor Relations &...[more](#)

Director of Development - Ivy Tech Community College. Ivy Tech Community College prepares Indiana residents to learn, live, and work in a diverse and globally competitive environment by delivering professional...[more](#)

Community Development Manager - Indiana Housing and Community Development Authority (IHCDA). The IHCDA is a quasi-agency

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NOT FOR PROFIT - NEW THIS WEEK

Website: <http://charitableadvisors.hirecentric.com/jobsearch/>

of the State of Indiana and is committed to serving the entire spectrum of housing, from homelessness to homeownership. Our...[more](#)

ADMINISTRATIVE/MANAGEMENT/LEADERSHIP

Office Administrator - First Resource, Inc. Our company is growing! First Resource, Inc. is looking for a full-time, talented and energetic Office Administrator in Indianapolis, IN! If you enjoy working in a...[more](#)

Chief Operating Officer - Pathfinder Services, Inc. Pathfinder Services seeks an exceptional Chief Operating Officer with a commitment to serving people facing physical, developmental, and/or economic...[more](#)

Guest Services Manager & Volunteer Coordinator - Indianapolis Art Center. The Indianapolis Art Center is looking for an organized and self-disciplined person to serve as the Guest Services Manager & Volunteer Coordinator. This leadership...[more](#)

MARKETING/COMMUNICATIONS/DATA

Outcomes & Capacity Building Manager - United Way of Central Indiana. The Coalition for Homelessness Intervention & Prevention mobilizes, advocates and empowers community collaboration to end homelessness and foster an...[more](#)

FINANCE

Accounts Payable & Reporting Specialist - Lambda Chi Alpha Fraternity. This is a full-time, entry-level position that works closely with all members of the Lambda Chi Alpha staff. Responsibilities include typical Accounts Payable duties...[more](#)

Staff Accountant - East 91st Street Christian Church. E91 (East 91st Street Christian Church), a northeast side non-denominational Christian Church has a full-time opening for a Staff Accountant - entry level. This...[more](#)

Payroll & Receivables/Payables Coordinator - Indianapolis Art Center. The Indianapolis Art Center is looking for an organized and self-disciplined person to perform and accurately execute the day-to-day functions related to Payables...[more](#)

Director of Finance - Girls Inc. National Resource Center. Girls Inc. inspires all girls to be strong, smart, and bold through direct service and advocacy. Our comprehensive approach to whole girl development equips girls to...[more](#)

Junior Accountant and Arts Administrator - White River Management Corp. Diversified investment company, associated foundation and not-for-profit arts organization seeks energetic college grad with at least 2 years of experience to...[more](#)

PROGRAMS

Program Manager - Indiana Youth Group. The Program Manager is responsible for designing and implementing the programs and services provided at IYG to lesbian, gay, bisexual, transgender, queer...[more](#)

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NOT FOR PROFIT - NEW THIS WEEK

Website: <http://charitableadvisors.hirecentric.com/jobsearch/>

Education Coordinator - Indiana Youth Group. The Education Coordinator is responsible for designing and implementing the Education programs and services provided by IYG to lesbian, gay, bisexual...[more](#)

Tobacco Prevention Cessation Coordinator - Partnership for a Healthy Hamilton County (Good Samaritan Network). The TPC Coordinator position is funded by Indiana Tobacco Prevention & Cessation Commission (ITPCC) Grant awarded to Good Samaritan Network...[more](#)

Community Program Analyst-Weatherization - Indiana Housing and Community Development Authority (IHCDA). The IHCDA is a quasi-agency of the State of Indiana and is committed to serving the entire spectrum of housing, from homelessness to homeownership. Our...[more](#)

Director of Children's Ministries - Orchard Park Presbyterian Church. Provides education, spiritual formation, and guidance to children within the Orchard Park Presbyterian Church (OPPC) congregation, and those who attend...[more](#)

AMERICORPS/VISTA

Indiana Financial Capability Corps - Prosperity Indiana. Prosperity Indiana is an intermediary working with community organizations, neighbors, community leaders and investors to support a vision of society where all...[more](#)

ROBERT HUTT'S JOB REPORT

DR PEPPER

Account Manager Sales

Indianapolis (IN), Posted: Monday Aug 14th

Crowe Horwath

Process Improvement Lead

Indianapolis (IN), Posted: Tuesday Aug 29th

JD Byrider

Asset Coordinator

Carmel (IN), Posted: Wednesday Aug 9th

Spectrum Retirement Communities, LLC

Business Office Manager

Fishers (IN), Posted: Thursday Aug 31st

BANTAM - INDIANAPOLIS

Assistant Manager - ENTRY LEVEL

Indianapolis (IN), Posted: Monday Aug 7th

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ROBERT HUTT'S JOB REPORT

Vaco Staffing

Payroll Coordinator - Carmel

Carmel (IN), Posted: Monday Aug 7th

WorkRocket

Plant Manager/ Branch Manager

Indianapolis (IN), Posted: Wednesday Aug 9th

IDEX Corporation

Director of Finance

Crawfordsville (IN), Posted: Thursday Aug 24th

Simon Property Group

Office Administrator

Edinburgh (IN), Posted: Monday Aug 28th

Accountemps

Payroll Specialist/Processor

Indianapolis (IN), Posted: Saturday Sep 2nd

Quality Companies

HR Generalist I

Indianapolis (IN), Posted: Monday Aug 14th

Robert Half Management Resources

Controller

Columbus (IN), Posted: Tuesday Aug 15th

Accountemps

Payroll Clerk

Indianapolis (IN), Posted: Wednesday Aug 30th

Dickinson Fleet Services

Payroll Administrator

Indianapolis (IN), Posted: Monday Aug 14th

Aston Carter

Payroll Specialist

Carmel (IN), Posted: Thursday Aug 31st

GOOD INFORMATION

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GOOD INFORMATION

OPPORTUNITIES:

- **Education/Training Opportunity:** Metropolitan School District; Community & Continuing Education Center; Washington Township; Northview Middle School, 8401 Westfield Blvd; Indianapolis, IN 46240; door #4; 317.259.5275; free classes for adults in need of skills training (academic and career certification*); Opportunities include: College preparation, basic academic skills classes, career certification (including: Certified Nursing Assistant, Certified Medical Assistant, HVAC, CNC, CDL (A & B), Welding, Microsoft Office, Pharmacy Technician, EMT, A+ (Computer Support Specialist), Building Maintenance, Aviation Manufacturing, Material Management and Logistics); *Career certification classes require meeting minimum eligibility criteria prior to enrollment.
- **Free or Reduced Fee Health Care** services clinics in Marion Co. and 4 in Hamilton Co. Trinity Free Clinic in Carmel, now offers full scale dental services. (trinity/freeclinical.org/support)
- **Kelly Services:** Have you ever felt like you want to make a difference in the lives of others, but your work experience has been in physical labor jobs? That's okay... if you are willing to work hard, pay attention to detail, and have a true desire to make a difference, then we should talk! Kelly Services is seeking outstanding individuals to join the Kelly team at Lilly near downtown Indianapolis. Lilly is one of the global leaders in drug research, development and manufacturing. What you need to bring to the position: Solid work history, willingness to learn, exposure to a manufacturing or warehouse environment, keen attention to detail, able to follow direction and work with a focus on safety. As a team member Kelly Services offers you an exceptional array of perks including product discounts, an extensive free learning center, access to benefits, etc. Email your resume today for immediate consideration! 2554@kellyservices.com
- **Have you ever considered Substitute Teaching?** Kelly Educational staffing services 9 school districts in the Indianapolis area +about 20 Charter Schools! To be a Substitute Teacher or Paraprofessional you need a high school diploma or GED and the ability to pass a criminal background check. We provide free pre-hiring training and as a Substitute Teacher you have the ability to work full or part-time! You completely make your own schedule. School starts on July 26th, if you are interested please reply to this email with the job fair you would like to attend (they are listed below.) You can also view our [website](http://uskesauth.kellybiz.com/US-KES/indianapolis/) <http://uskesauth.kellybiz.com/US-KES/indianapolis/> for more information.
- **MSD Washington Township Adult Education** – located in Northview Middle School on Westfield Blvd provides training in becoming a CNA, EMT, Pharmacy Assistant, Phlebotomist, and CMA in the medical field. In manufacturing/ production/ logistics, they have classes in apartment maintenance, aviation manufacturing, CNC programming, HVAC, MSSC/ forklift license, CDL truck driving, welding, and certified production technician. They also offer classes for MOS (Microsoft Office Specialist) and Computer Support Specialist certification. Contact [317.259.5275](tel:317.259.5275), the Adult Education office. Great opportunities for new careers.

REGULAR NETWORKING EVENTS:

- **P2E Accountability Groups:** provide an opportunity for groups of 6-8 people to meet, get to know one another and help each other along in the journey to re-employment. Well-run accountability groups plan and set goals for each individual to accomplish over the next week, then meet the following week to discuss what was done, not done, what help is needed, etc. Group members agree to be accountable for their job search efforts to the rest of the group. There is no cost to participate in these groups.
 - Fishers Group: Wednesdays; 9:30-11:00 AM; WorkOne – 300 N. 17th Street, Noblesville; (Ivy Tech Noblesville Campus) Facilitator: Mike Johnson at mikejohnsonmj@aol.com
 - Northeast Indy Group: Thursdays; 9:00-10:00 AM; Community North Heart Hospital, 8075 N. Shadeland Ave.; Facilitator: Jeff Crane

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GOOD INFORMATION

- at jcrane@esourcecoach.com
 - o Carmel Group: Fridays; 9:00-10:30 AM; SoHo Café – 620 S. Rangeline Road, Carmel; Facilitator: Monty Riffer at mriffer@comcast.net
- **P2E Workshops at Church at the Crossing:** Contact us at p2e@golove.org P2E Workshops are provided as a crash course to address the basic requirements of a job search. These sessions cover resumes, cover letters, references, 30 second informercials, networking techniques, use of social media, interviews, STAR stories and more. There is no cost to participate in P2E workshops – everyone is welcome!
 - o Tuesdays, 1:30 – 3:30 PM; Room 134 (Enter at Door 4 – green canopy)
- **Be Funemployed Volunteer Events:** for details see <http://www.befunemployed.org/VolunteerOpportunities.html>
- **Bier Networking** by the Financial Center; Every Tuesday 4-6pm at Bier Brewery; 5133 East 65th Street; Indianapolis, IN 46220; (65th and Binford Blvd)
- **BPE**, Mondays 8-9:30AM, Yaeger Building, 11650 Lantern Road, Fishers, IN
- **Fishers Rotary at Forum Credit Union HQ** - exit 205 AAA Parkway office complex area - Fridays 7AM. Open to guests, also recruiting to get new Rotary members – if interested contact Steve Kosiba from our group or Luzia Galosi (a P2E alumnus)
- **Indy Software Artisans** – Meetup for Programmers & Engineers – 3rd Thursday each month, 5:30 – 7:30pm, meets in Software Engineering Professionals office building – Center Green, Suite 400, downtown Carmel
- **TechPoint Thursday (IT Focus)** – 3rd Thursday of each month <http://techpoint.org/>

STILL LOOKING?

BUSINESSES	WEBSITE
Amgen	http://www.amgen.com/
Angie's List	https://careers.angieslist.com/
Ascension Health	http://msc.ascensionhealth.org/
Avon	https://www.avon.com
Bankers Life	https://www.bankerslife.com/careers/
Bastian Solutions	http://www.bastiansolutions.com/about/careers
Best Media Version	http://www.bestversionmedia.com/
Citizens Energy Group	http://www.citizensenergygroup.com/Our-Company/Careers
Community Health Network	https://www.ecommunity.com/careers
Company Kitchen	https://companykitchen.com
Covance	http://jobsearch.covance.com/
Crowe Horwath	http://jobs.crowehorwath.com/
Dow AgroSciences	http://www.dowagro.com/en-us/careers
Engaging Solutions	http://www.engagingsolutions.net

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Eskenazi Health	http://www.eskenazihealth.edu/careers
Exacq	https://www.exacq.com/about/jointheteam.php
Fastenal	https://careers.fastenal.com/
GEICO	http://www.geico.jobs/indy
Goodwill Industries	http://www.goodwillindy.org/mod/jobs/jobsAtGoodwill/
Green BEAN Delivery	http://www.greenbeandelivery.com
HealthX	http://www.healthx.com/global/careers/
Indiana State Fairgrounds	http://www.in.gov/statefair/fairgrounds/employment.html
Indiana, State of	http://www.in.gov/spd/careers/
Katz, Sapper & Miller	http://www.ksmconsulting.com/
Key Benefits Administrators	http://keybenefit.applicantpro.com/jobs/
Kroger Corporation	https://jobs.kroger.com/
LeadJen	https://www.leadjen.com/careers
Leidos	https://leidos.com/careers
Liberty Mutual Insurance	http://www.libertymutualcampus.com
Liberty Mutual Insurance	http://www.jobs.libertymutualgroup.com/indianapolis/claims-job
Lids	http://www.lids.com/HelpDesk/Corporate/CareerOpportunities
Lincoln Heritage Life	https://www.lhlic.com/
MacAllister Machinery	http://careers.macallister.com/jobs/
Navient Corp.	http://jobs.navient.com/indiana-jobs
Nestle USA	http://nestlejobs.com/indianapolis/nestle-usa-jobs
NextGear Capital/Cox Automotive	http://www.nextgearcapital.com/
Northwest Radiology	http://www.northwestradiology.com/about-nwr/careers
Omni Hotels & Resorts	http://www.omnihotels.com/careers
OurHealth	http://www.ourhealth.org/careers
Roche	http://www.roche.com/careers
SMC	http://www.jobs.net/jobs/smcusa/en-us/
STLogics	http://www.Stlogics.com/careers/
Stonegate Mortgage Corp.	http://www.stonegatemtq.com/careers.aspx
Stonemill Consulting, LLC	http://www.stonemillconsulting.com
TechPoint IT Jobs	http://techpoint.org/talent-network
Tekmark Global Solutions LLC	http://www.tekmarkinc.com/go.php?id=1
Town of Fishers	http://www.fishers.in.us/jobs
Town of Plainfield	http://www.townofplainfield.com/Employment-Opportunities/
Trine University	http://www.trine.edu/careers/ed-office-international-services.aspx
United Way of Central Indiana	http://www.uwci.org/careers
UnitedHealth Group	http://careers.unitedhealthgroup.com/
University of Indianapolis	https://jobs.uindy.edu
Waffle House	http://www.wafflehouse.com/whcareers/career-path
WestPoint Financial Group/MassMutual	http://www.westpointfinancialgroup.com
Wyndham Worldwide	http://www.wyndhamworldwide.com/

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STILL LOOKING?

RECRUITING/STAFFING	WEBSITE
YMCA of Greater Indianapolis	http://www.indymca.org/jobs/
Abacus Service Corporation	http://www.abacusservice.com
Aegis Worldwide	http://teamaegis.com/job-seekers/search-jobs/
Artemis Search Partners, Inc.	http://www.artemissearchpartners.com/
Bastian Solutions	http://www.bastiansolutions.com/about-us/careers
BusinessWorkforce	http://www.businessworkforce.com/
CareerArc	http://www.careerarc.com/about-us
Duke Careers	http://www.dukecareers.com
Express Employment Professionals-North, IN	http://www.expressindynorth.com
Express Employment Professionals-South, IN	http://www.expressindysouth.com
Gannett Talent Network	http://www.gannett.com/
Go Position	http://go-position.site/
Hireable	http://www.hireable.com
IDC Technologies, Inc.	http://www.idctechnologies.com
IndianaCAREERconnect.com	http://www.indianacareerconnect.com
Integrity Staffing Solutions	http://jobs.integritystaffing.com/
KForce	http://www.kforce.com/jobs
Koch Davis	http://www.kochdavis.com
Meridian Group	http://www.themeridiangp.com
Newell Brands/Jarden Corporation	http://jarden.jobs/jobs/?location=Indiana&q=brand
Platinum Recruiting	http://www.platinumrecruiting.com
Purple Ink	http://purpleinkllc.com/
QuEST Global	https://www.quest-global.com/
Randstad Engineering	http://engineers.randstadusa.com
Recruitology	https://apply.recruitology.com
Safari Solutions	http://www.safarisolutions.com/careers/
Sharpen	http://careers.sharpencx.com/
US Tech Solutions	http://www.ustechsolutions.com/
USAJOBS	http://www.usajobs.gov
VACO	http://www.vaco.com/indianapolis
Vitamin T	http://vitamintalent.com/find-work/
Wolfe & Associates, Inc.	http://www.wolferecruiting.com
Women Working in Technology	http://womenworkingintechnology.org/wp/
World Wide Staffing	http://www.worldwidestaffinginc.com
JOB BOARDS	WEBSITE
BeYond	http://www.beyond.com/
CandidatePoint	http://candidatepoint.com/recommended-jobs
Careeralerter	http://www.careeralerter.com/home
CareerAlerts	http://www.careeralerts.com/
careeravenue	http://www.careeravenue.com/

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STILL LOOKING?

CareerBuilder	http://www.careerbuilder.com/jobs-job-fairs-in-indianapolis.in
Craigslist-Indianapolis	https://indianapolis.craigslist.org/
CyberCoders	https://www.cybercoders.com/
David Careers	http://davidcareers.com/
Defenders Careers	https://defenderdirectcareers.silkroad.com/
Dice	http://www.dice.com/
efinancialcareers	http://www.efinancialcareers.com/
FindYourCareer.com	http://www.findyourcareer.com/
FlexJobs	https://www.flexjobs.com/
Geebo Job Alerts	https://geebo.zipalerts.com/login
Glassdoor	https://www.glassdoor.com/index.htm
hiredboard	http://www.hiredboard.com/jobs/
Indeed	http://www.indeed.com/jobs
Job Alert Service	http://www.jobalertservice.com
Job Hunt Digest	http://www.jobhuntedigest.com/?q=
Job Thunder	http://www.jobthunder.com/jobs
JobDiagnosis	http://www.jobdiagnosis.com
JobGoRound.com	http://www.jobgoround.com/
JobRight	http://www.jobright.com
Jobs2Careers	http://www.jobs2careers.com/
JobsBall	http://jobsball.co.uk/
JOBSEEQ	http://www.jobseeq.com/#jobs
JobsFlag	http://jobs.jobsflag.com/
Jobtomic	http://www.jobtomic.com
jobungo	http://www.jobungo.com
Johnson Jobs	http://www.johnsonjobs.com
JustJobs	https://justjobs.com/
Kimble Group	www.kimblegroup.com
Ladders	https://www.theladders.com/theladders/
LinkedIn	www.linkedin.com
Monster	http://www.monster.com
Encore.org	http://encore.org/jobs-encore-org/
Online Job Applications	http://www.onlinejobapplications.com/
Post Job Free	https://www.postjobfree.com/
PRSA Hoosier Chapter	http://www.prsaohosier.org/job-bank
RecommendedJobs	http://www.recommendedjobs.com/#jobs
Resume Library Com	https://www.resume-library.com/
SalesJobs.com	https://www.salesjobs.com
Search Find Hired	http://searchfindhired.com/
SimplyHired	http://www.simplyhired.com/
Startwire	http://www.startwire.com/

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SuggestedJobs	http://www.suggestedjobs.com/#jobs
The Job Network	http://www.thejobnetwork.com/
TopUSAJobs	https://jobs.glidepath.com/careers/
VirtualVocations	https://www.virtualvocations.com
Work Now America	http://www.worknowamerica.com/jobs
Wullo	http://www.wullo.com/jobs.php#
Your Sales Engineer Jobs	https://www.getsalesengineerjobs.com/
ZipRecruiter	https://www.ziprecruiter.com/

OTHER AVAILABLE RESOURCES

To learn more about these Services, visit our Passport to Employment Class
Monday Nights – 7:00-9:00pm @ Church at the Crossing

Introduction to P2E Participants
 Danny's Closet of Hope
 Dress for Success
 Trinity Free Medical Clinic & other Healthcare
 Connect 2 Help (211)
 Food Pantries
 Emergency Shelters
 Employment Services/Staffing Companies
 Recruiters by Specialty
 Ex-Offender Re-Entry Assistance
 Neighborhood Christian Legal Clinic & Legal Services
 Mental Health & Substance Abuse
 Counseling Services
 Veterans Assistance
 Compassionate Support: Stephen Ministry/Divorce Care
 WorkOne Organizations
 Vocational Training & English as a Second Language