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JOBS

AK Tube LLC

A Subsidiary of AK Steel Corporation

AK Tube LLC, located in Columbus IN, is a recognized leader in the production of high quality stainless steel tubing. Become a part of a growing team committed to being #1 in the industry.

QUALITY/CUSTOMER SERVICE SPECIALIST

The ideal candidate will have extensive knowledge and experience in processing, cutting, bending, and forming of tubing in order to service our customer base in a hands-on environment. The successful candidate must have the ability to establish and maintain a good working relationship with the customer, as well as the ability to work in a team environment with customer teams and AK Tube LLC teams on problem solving activities.

A high school diploma or GED and manufacturing experience is required. In addition, the qualified candidate will have the ability to read and interpret blueprints, and the ability to use Microsoft Office applications. Travel will be required for customer visits.

INSIDE SALES MANAGER

AK Tube LLC is looking for an Inside Sales Manager to supervise and assist the Inside Sales staff in the sale of our products. The successful candidate will provide leadership, product knowledge, training, and business guidance needed to be successful.

The Inside Sales Manager will work with the Outside Sales force in developing new accounts as well as working closely with existing customers. This would include marketing, pricing, and the outside sales elements of the department in the collection, analysis, and distribution of marketing and pricing information.

As Inside Sales Manager, the responsibilities of the department would include, but not limited to, recruiting and hiring of new employees for the sales team; training and career development of the members of the team; supervising the receipt and processing of customers' purchase orders; and development and implementation of procedures of operation for the department.

The qualified candidate will have experience in sales and customer service, with a Bachelor Degree in Business/Marketing. Good communication and interpersonal skills is required to succeed in this position.

Qualified candidates should submit their resume for either of the positions outlined above with cover letter indicating the position for which you are applying to:

AK Tube LLC
Attn: Administrative Manager
150 W. 450 S., Columbus, Indiana 47201
An Equal Opportunity Employer

STAMPING ENGINEER

Arvin Sango, Inc., a Madison, Indiana manufacturer of exhaust systems and other original equipment parts, has an immediate opening for a **Stamping Engineer**.

Primary responsibilities include leading product launches within the facility; performing process improvement and optimizing processes in stamping operations, being a leader for lean manufacturing initiatives, bringing in new manufacturing equipment, setting up of the equipment.

The successful candidate will provide technical support of state-of-the-art, high speed automated equipment for metal stamping, forming, assembly and packaging processes involving mechanical feeds, pneumatics, hydraulics and electronic systems.

Principle activities include developing equipment and tooling for new products; project activity and resource management; plan & implement capital expenditures for future manufacturing needs; developing improvements for current manufacturing methods & processes; analyze production labor utilization for optimum efficiency; create specs, research suppliers & purchase equipment; APQP concurrent engineering with multi-function teams and troubleshoot and solve production problems.

Requirements include extensive work experience (2 years) with stamping operations, experience with progressive, transfer and tandem dies, manufacturing project management experience, and a Bachelor's Degree in Engineering (equivalent experienced considered). Also required are good organizational skills and the ability to work well in a team environment.

Arvin Sango, Inc. offers a stimulating, high tech work environment backed by an excellent salary and benefits package. For immediate consideration, forward your resume and salary requirements, in confidence to: **Director of Human Resources, 2905 Wilson Ave., Madison, Indiana 47250; Fax: 812-273-8339; E-mail: ksassen@arvinsango.com.** No phone calls please. Visit us on the web at www.arvinsango.com. Arvin Sango, Inc. is an affirmative action/equal opportunity employer.

HELP WANTED FULL-TIME

Salesperson
 Must have exp. in the sales of motorcycles & ATVs. Spina's Motor Sports, Call 765-342-6335.
SMALL WORLD DAY CARE - FT. Exp. preferred. Must be 18. To apply come to the center, 6 Trafalgar Square, Trafalgar, IN.
 Southside Food Manufacturing Co. is accepting resumes for **Production Dept.** (night shift, exp. a plus) and **Maintenance Mechanic**
 Requires 2 yrs. exp. in electrical, welding, machine repair, preferably a food plant. Written test in all areas of maintenance. Excellent benefits, including vacations, major holidays, insurance plan & more. No calls, resume only. Fax 317-782-2680 or email lweller@royalfp.com

HELP WANTED PART-TIME

Bookkeeper PT Fund Accounting & MS Office Exp. Req. Prepare & review A/P, G/L, Fin. statements. Send resume w/Salary History. Attn: SPRC, 1300 E. Adams Dr. Franklin, IN 46131
Caring People Needed
 Join us in making a real difference in the lives of the elderly. Non-medical companionship & help in their homes. Independent work, flexible, PT hrs available. No certification required.
Home Instead Senior Care
 Call 317.767.7682 Ext #1
COUNTER PERSON
 Honest, friendly, dependable. PT, 7-11am only. Southport & Bluff Rd. area. Royal Cleaners, Call 317-432-4094.
 Teachers
Mt. Auburn Daycare
 NOW HIRING PT Teachers 2:30pm-6pm M-F, must be at least 18 w/high school diploma or GED. Apply in person, 3100 W. Stones Crossing Rd., Greenwood, IN 46135. 535-8555, ext. 1
Telephone Surveys
 Heron Associates opinion marketing research is hiring Telephone Interviewers to call consumers & businesses locally to participate in research projects. NO SALES. Day & eve./Sat. morning shifts avail. \$8.50 hr. + vacation & retirement plan. Call Paul, 317-882-3800

HELP WANTED PART-TIME

WANTED
 "Come to Grandma's" Childcare age ages. Whiteland, 317-535-7423
 Amy's Structured Toddler Daycare-6:30am-5pm. Learning, circle time & more! 317-889-0820
 Baby Sitting in my home, great rates, all ages welcome. Hours are negotiable. 317-535-9449.
 Child Care Center Grove area. Openings all ages, 5 yrs. exp.
 Call Mandi 317-919-0231
CHILD CARE AVAILABLE
 Greenwood, FT/PT openings, \$95/week. Call 895-0523
LICENSED CHILDCARE
 All ages, large fenced yard, preschool, CPR, Greenwood. 317-535-9341
 Mt. Auburn Daycare & Preschool. Open 6-6, INFANTS 6 wks.-12 yrs. Pre-K & All Day Kinder. 535-8555
 dc1mtaurne@insightbb.com

ENVIRONMENTAL SPECIALIST

Arvin Sango, Inc., a Madison, IN manufacturer of exhaust systems and other original equipment parts, has an immediate opening for an **Environmental Specialist** at their Madison, Indiana facility.

Qualified candidate will organize and coordinate the division environmental program to ensure compliance with all environmental regulations. The work requires professional knowledge of environmental regulations, principles, and methods used to evaluate environmental conditions, and ensure environmental and safety compliance.

The candidate will be responsible for identifying and filing all regulatory reports as necessary; ensure that best practices related to environmental issues are being identified and followed on a daily basis; assist in identification of all waste streams and proper management of each waste stream - on a plant level; interface with regulatory agencies and divisional personnel to direct environmental efforts within the plant; responsible for investigating, measuring, and tracking environmental performance and effectiveness of the environmental program.

Must possess good knowledge of OSHA standards and EPA regulations - specifically Indiana, Kentucky, and California; demonstrate ability to work independently and efficiently in a high-pressure environment; be available to support all shifts and locations; possess excellent interpersonal and communication skills with ability to work with all employees.

Requirements include Associate or Bachelors degree in environmental field; 3-5 years experience in environmental field; experience working with regulatory agencies preferred; excellent written, oral and computer skills; ability to work in a team environment across multi-site organization is required.

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HELP WANTED FULL-TIME

Back Office Medical Assist. Billing Person
 FT/PT. Fax resume to 317-497-6135
 Murphy's Landing Medical Center, 6925 S. Harding St. Ste. B1 Indpls, IN 46217

HELP WANTED FULL-TIME

Asst. Manager /Leasing
 Southside apt. community. Fax resume to 317-783-7299 or email pdale@muesingmgt.com

HELP WANTED FULL-TIME

BOOKKEEPER EXPERIENCED
 For Southside CPA Firm FT. Please fax resume to: 317-788-3160; call 317-788-6222 to schedule an appointment.

HELP WANTED FULL-TIME

CATERING SUPERVISOR
 Exp. required, people skills and great customer service focus a must! Please apply in person 9am-5pm, see Linda Bradley at the Napolitan Student Center at Franklin College.

CALL CLASSIFIED / 736-2700

HELP WANTED FULL-TIME

ACCOUNTING DIRECTOR
GREAT BENEFITS!
 Greenwood Village South, a continuing care retirement community, is seeking an experienced Director of Accounting. Responsibilities include preparation of variance reports, budget preparation, audit, A/P, A/R, general ledger, issuing monthly statements, Medicare and supervising staff of two. Bachelors degree in accounting and minimum of five years prior work experience in accounting or related field required with supervisory experience preferred. Proficiency in computerized accounting systems and spreadsheets is necessary. Experience in health care setting and Medicare is a plus. Salary is competitive based on qualifications. We offer an excellent comprehensive benefits package with company matched retirement plan. If interested, please fax your resume to 859-4423.
GREENWOOD VILLAGE SOUTH
 295 Village Lane Pavilion Building Greenwood, IN 46143 (just south of Smith Valley Rd. on US 31)

Contractor
 Self-motivated person exp. in all areas of construction. Must have own tools & transportation. Call for interview 317-881-1245.
Driver
 A local company is seeking a driver for regional delivery area. Must have a Class A CDL, and a clean driving record. 2 years of tractor-trailer experience required. Home periodically through the week and every weekend. We offer competitive wages and benefits. Call Celsofano for details. 317-535-9008
 Fire Your Boss Be Your Own 26 yr. old co. w/proven track record. No product sales. 317-695-6680
Old Town Country Buffet is seeking applicants for the following positions:
 Wait Staff * Host * Dish * Cook * Catering Call 888-7860 or fax resume to 888-7938

HELP WANTED FULL-TIME

ACTIVITY THERAPY DIRECTOR
GREAT BENEFITS!
 Greenwood Village South, an upscale continuing care retirement community seeks an Activity Therapy Director for our Health Center. College graduate preferred. Minimum of 2 years experience in a social or recreational program in a licensed health care setting. We offer an excellent rate of pay along with a comprehensive benefits package and company matched savings and retirement plan. If interested, please fax your resume to 859-4423.
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HELP WANTED FULL-TIME

HOMEMAKERS NO NIGHTS! NO WEEKENDS! NO HOLIDAYS!
 •Mon-Fri., daytime hours only
 •Paid vacation & sick days.
 •Car & Insurance Needed Up to \$12/per hour Call Merry Maids for interview. 889-1050
House Cleaners
 FT. Work days, M-F. Supplies provided. \$8/hr to start. Valid IDL and Proof of insurance required. Must be 21 yrs or older to apply. Call 317-464-2640 for interview.
HVAC SERVICE TECH
 Needed Residential / Commercial HVAC Service Tech needed. 5 years minimum experience. Must have EPA certification, excellent pay and full benefit package. CALL CHUCK AT 317-781-2580
INSTALLER TECHNICIAN
 needed for audio video company. FT/PT. Please apply at 500 S. Polk St., Suite 1, Greenwood.
INSTALLER
 We are a rapidly growing company located on the east side of Indpls. We specialize in installation of shower doors, closet shelving, bath accessories, etc. for new home construction. We are seeking motivated, quality-focused individuals with a valid driver's license, 5 yr. clean driving record & familiarity with the city and surrounding communities. Construction experience is a definite plus. Wages commensurate with experience. We are a drug free workplace. Call 568-0692.

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 Self-motivated person exp. in all areas of construction. Must have own tools & transportation. Call for interview 317-881-1245.
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NURSING OPPORTUNITIES Day & Evening Shift Weekend Option Avail.
GREAT BENEFITS!
 Greenwood Village South, an upscale continuing care retirement community seeks **LPN/RN and CNA** in our state-of-the-art facility. We offer a competitive rate of pay and an excellent comprehensive benefits package with company matched retirement plan. If interested, stop by to complete an application at our **ARMS Building or fax resume to 859-4448.**
GREENWOOD VILLAGE SOUTH
 295 Village Lane Arms Building (just south of Smith Valley Rd. on US 31)
Occupational Health RN
 FT days in Franklin. New program, excellent opportunity! Email resume to JOTT1300@sol.com or 765-296-4581 for interview.
OFFICE MANAGER
 for a restoration company. Quickbook Contractor Pro or Quickbook Pro exp preferred. Please fax resume to 765-349-2217. Pay based upon qualifications.
 Restaurant
Jonathan Byrd's
 Has the following **Immediate Opening Part Time Banquet & Catering**
 Experience preferred. Valid drivers license and weekends required. Apply in person at Jonathan Byrds Cafeteria, I-65 & Main St., Greenwood.
Sales
National Fidelity
 Mortgage Co. licensed in multiple states is seeking qualified loan officers to expand its southside office. We provide all leads & processing with a competitive payout. If interested please call Mike at 317-780-1122
Sales
Outside Sales
 We are seeking a motivated, honest Salesperson that wants to earn more commission. Must have own transportation. Roofing, siding & windows. Earn \$1k to 5k Weekly Will train. Please call, 317-687-9050, fax resume to 317-687-9051, ask for Nick.

Contractor
 Self-motivated person exp. in all areas of construction. Must have own tools & transportation. Call for interview 317-881-1245.
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 Child Care Center Grove area. Openings all ages, 5 yrs. exp.
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