HOT JOBS

CENTRAL OKLAHOMA WORKFORCE INNOVATION BOARD
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KLX Energy Services seeking full-time DOT Coordinator (98335):

Location:

Union City, OK

Position Summary:

- KLX Energy Services LLC provides a broad range of technical solutions and equipment to our customers. We provide the right people, best equipment and most convenient locations to deliver expert energy services for every phase of the wellsite. This includes drilling, completions, re-fracing, production, workover, and plug and abandonment. From technical services and wireline to rentals and accommodations, we keep our customers operations running economically, effectively and safely. At KLX, you'll work side-by-side with devoted professionals. You'll enjoy the benefits of a strong and evolving company; such as excellent compensation and benefits packages, limitless opportunities for professional growth, and a voice in shaping our future. All while working in an environment that emphasizes teamwork, integrity, and professionalism. We are currently seeking a DOT Coordinator for our Union City, OK location.

Responsibilities:

- Ensure all drivers turn in accurate daily log. Enter data into the log checking software and verifying accurate mileage and fuel reporting. Maintain all driver files; ensure compliance with FMCSR requirements. Notify employee and District Manager when driver's qualification expiration is approaching (within 5 days of expiration). Ensure all documents required by DOT are complete and accurate. Forward in timely manner all required documents to the appropriate offices. Ensure all drivers are properly qualified before driving. Ensure all background investigations are completed within the 30-day requirement. Interface with HR regarding any new hire documentation required. Handle registration, titling and licensing of KLX vehicles. Responsible for EMKAY, fuel and maintenance. Maintain complete asset list for KLX

Qualifications:

- Education: High School Diploma/Equivalent.

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Costco seeking full-time Pharmacy Technician Non-Certified:

Location:

Norman, OK
$21.00 - $31.90

Position Summary:

Administer the payroll process for the company. Be knowledgeable of all of the bonus and commission structures and accurately manage them.
Work with other departments when payments are needed.
Manage our escrow accounts accurately. Keep them organized for proper tracking.
Deposit accounts receivables daily.

Responsibilities:

- Process payroll, cobra services and employee benefits.
- Process payroll weekly for smaller companies.
- Maintains employee confidence and protects payroll operations by keeping confidential information.
- Handle correspondence with insurance representatives.
- Deposit funds for operating and escrow accounts.
- Process earnest money check request.
- Pay benefit invoices monthly.
- Manage benefit billing of subsidiary companies, and reconcile A/R for benefits.
- Administer and Maintain payroll system.
- Leave and FMLA tracking
- Payroll administered for subsidiary companies.
- Accounting knowledge – post general ledger entries in a timely manner
- Produce reports as requested for Department of Labor, and insurance audits.
- Prepare, plan, and execute benefits open enrollment annually.
- Support for sister companies in payroll and benefits.
- Meet with new hires to go over benefits, leave time, and payroll.

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Belmont seeking full-time Maintenance Technicians:

Location:

Holdenville, OK
Wetumka, OK
$16 hourly

Position Summary:

The Property Maintenance Technician ensures high-quality upkeep of two senior living communities: Savannah Park of Wetumka and Savannah Park of Holdenville. Duties include installing, maintaining, and repairing appliances, equipment, structures, plumbing, electrical systems, and HVAC—always complying with local codes. The goal is to maintain a safe, attractive, and comfortable environment for residents and property owners.

Responsibilities:

- Respond to and complete work orders in a timely, efficient manner. Perform corrective maintenance, including drywall, appliance, electrical, plumbing, and HVAC repairs. Demonstrate professionalism, respect for assets, and maintain confidentiality when working in residents' apartments. Collaborate with residents, co-workers, vendors, and contractors to facilitate community maintenance.

Qualifications:

- Experience and proficiency in drywall repair, appliance installation, electrical, plumbing, and HVAC systems.
- Must provide own general maintenance tools.
- Valid driver's license
- Minimum education: High school diploma or GED.

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Champion Homes seeking full-time Office/Operations Manager – Bilingual, Spanish/English:

Location:

Oklahoma City, OK
$42,000 - $70,000

Position Summary:

Titan Factory Direct is seeking a dependable and detail-oriented Office/Operations Manager for our Oklahoma City, OK location. This position plays a key role in supporting dealership operations through process management, financial documentation, and administrative efficiency.

Responsibilities:

- The Office/Operations Manager is responsible for maintaining efficient daily operations within a fast-paced manufactured home dealership. This role manages key administrative and financial functions, including:
- Office management and administrative organization
- Preparing and processing finance documents
- Billing, invoicing, and payment of vendor invoices
- Loan processing coordination
- Contractor scheduling and workflow tracking
- Customer communication and status updates
- Comprehensive, industry-specific training is provided.

Qualifications:

- Office Management experience (Required)
- Invoicing and Bookkeeping experience (Required)
- Customer Service experience (Required)
- Spanish/English (Required). Loan Processing or Finance experience (Preferred)
- Strong proficiency in Microsoft Excel and Word. Excellent organizational and prioritization skills.
- High attention to detail and accuracy. Ability to perform well in a structured, fast-paced environment.

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Langston University seeking full-time Administrative Assistant I - 307:

Location:

Langston, OK
$27,000 - $30,000

Responsibilities:

- This position plays a key role in ensuring the smooth operation of ARO by providing administrative support to the staff therein and servicing as a resource to the university community. Exercise discretion in the handling and dissemination of confidential and other sensitive information (such as student file contents and budget matters). Responsible for opening the office for business, daily. Receives, greets, and directs visitors to appropriate individuals or office within the institution and maintains records of visitors. Answers, properly routes, and return phone calls. Greets incoming office callers, screening them to determine the purpose of their call or visit, and providing them with the necessary assistance to ensure they are directed to the best resource(s). Responsible for maintaining the record of callers for reference. Must have the ability to work well under pressure, experience in managing multiple projects and meeting deadlines is required. Excellent knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.) is also required. Responsible for supervising and directing the work of student employees within the Office, including setting work schedules and approval of electronic timesheets. Responsible for collecting, opening, sorting, and distributing incoming mail. Assist with all aspects of ARO events and perform routine office tasks such as: Office supply inventory maintenance and ordering, maintenance of office equipment including arrangement for service calls as needed, reconciliation of records, such as travel and purchasing documents, general procurement tasks and processing of invoices/receipts. Experience with SciQuest platform (OK Corral) preferred. Responsible for filing documents and maintaining office files, to include active and inactive student files. Responsible for ensuring student files are transferred to the appropriate LU School, as students matriculate to upper division. Must have at least three years of experience as an administrative assistant, administrative specialist, office manager, or related position.

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Oklahoma Corrections seeking full-time Customer Service Representative II:

Location:

Okfuskee County, OK
$28,983.84

Qualifications:

Positions in this job family are responsible for establishing contact with both internal and external customers. They provide the customer with the requested information or assistance concerning the services provided by the agency, institution, or unit, or direct this request to those who can provide the service. Responsibilities may include operating various types of telephone or communications equipment, including switchboards, communications consoles and telefax machines; issuing equipment, supplies, auto parts or other materials; processing applications for various licenses or permits; serving as a cashier in an institution.

Responsibilities:

- Responds to requests for informational materials; researches and fills requests for those requesting such materials and information; ensures an adequate inventory of materials concerning the service. Prepares notice of statements and sends copies to customers; reconciles discrepancies in billing and issues reminder notices. Maintains inventory or other records; purchases necessary materials; sets up displays; maintains cleanliness of work area; and sells merchandise. Receives customers or visitors; answers telephone calls; secures and provides requested information; provides services; or directs the request to those who can provide the customer with the information or services. Receives requests for information and services and provides such services using advanced technological equipment. Responds to requests concerning the interpretation of agency or program policies and procedures; develops policies and procedures for the operation of daily activities. Prepares mail and parcels for mailing; sorts and distributes mail; operates scales and meters to determine proper postage. Screens, examines and verifies documents for correctness, appropriateness, adequacy and conformity to establish requirements and follow up on requests or discrepancies. Monitors e-messaging on Securus. Maintains ACA files.

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Edward Jones

Edward Jones seeking full-time Branch Office Administrator:

Location:

Oklahoma City, OK
$21.38 - $22.71

Position Summary:

As a Branch Office Administrator, you'll be a vital part of our team, providing seamless support to our clients. You'll play a key role in supporting client accounts, facilitating communication, and ensuring a positive client experience. This is a fantastic opportunity to grow your career in a dynamic and rewarding environment.

Responsibilities:

- Comprehensive 6-month training including an experienced peer to help mentor you
- A wide support network that extends from your branch office to your region to the home office
- You'll often work independently but will have a team of thousands backing you every step of the way
- Delivering exceptional personalized service to ensure clients feel understood and informed
- Taking an active role in the annual business planning process to assist in developing strategies for the upcoming year
- Actively listen for situations in the clients' lives that may indicate a need for additional services
- Driving marketing activities such as planning and executing events

Qualifications:

- Provide exceptional service to clients via inbound and outbound calls. Aptitude to learn and understand the financial services industry. Strong ability to work independently at the direction of the financial advisor. Handle various administrative tasks, including scheduling appointments, preparing materials for client meetings, managing correspondence and supporting marketing initiatives. Strong computer literacy with willingness to learn new technology and programs such as MoneyGuide, Salesforce, Microsoft Office products and other firm-provided software.

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Oklahoma County seeking full-time Property Services & Records Associate, County Clerk Job Number 2155:

Location:

Oklahoma City, OK

Position Summary:

The Oklahoma County Clerk's Office is seeking a detail-oriented, customer-focused Property Services & Records Associate to join our Property & Lien Records team. This position serves as a primary point of contact for the public, processes payments, and supports the accurate recording and maintenance of real and personal property records. This is an excellent opportunity for someone who enjoys serving the public, thrives in a fast-paced environment, and takes pride in accuracy, quality, and professionalism. Successful candidates must demonstrate strong time management, dependable attendance, and consistent punctuality.

Responsibilities:

- Greet and assist customers in person, by phone, email, and mail.
- Process cash, check, and credit card payments; balance an assigned cash drawer.
- Prepare daily deposits and submit reports to Accounts Receivable.
- Review, scan, record, and index documents in compliance with Oklahoma statutes.
- Process mailed and electronic recordings, including issuing rejection letters when required.
- Provide document research assistance and prepare official and certified copies.
- Assist military veterans with filing and retrieving DD-214 records.
- Maintain accurate timekeeping and follow all County and departmental policies.
- Demonstrate reliable attendance and punctuality to ensure adequate team coverage.
- Read and interpret handwritten and cursive documents accurately.

Qualifications:

- 1–2 years of office or customer service experience, including handling payments.
- High school diploma required; associate's degree or specialized training preferred.
- Basic computer proficiency and the ability to learn recording systems.

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City of Shawnee seeking full-time Probationary Firefighter:

Location:

Shawnee, OK

Position Summary:

This probationary position includes training for, and participating in, firefighting and rescue activities involving the protection of life and property.

Responsibilities:

- Works 24-hour shifts responding to emergency scenes as directed. Performs firefighting and rescue operations as directed by the Chain of Command. Observes and enforces departmental safety regulations. Respond to calls for medical service and administer treatment according to their level of emergency medical certification. Assist in maintaining departmental records, including equipment maintenance reports, emergency incident reports, and station inventory
- Attends training courses as needed and/or required. Participates in station and equipment cleaning and maintenance. Participates in fire related public education activities. Reports and performs other duties as assigned through the Chain of Command. Must meet and maintain the essential job functions reflect the physical, physiological, intellectual, and psychological demands of the occupation set forth in O.S. 49 100.1, et seq. Established in policy 1004

Qualifications:

- Must have the completed initial employment probationary period to satisfaction of department standards. Must possess High school Diploma, GED, or equivalent. Must be 18 to 45 years of age. Must possess a valid Oklahoma driver's license and maintain a status of insurability with the City's insurance carrier. Maintains a personal physical fitness level that allows for effective job performance. Must pass physical examination as required by Oklahoma State Firefighters Pension System. Must possess a valid National Registry and State of Oklahoma Emergency Medical Technician License or obtain one with the probationary period. Successfully complete an IFSAC or Pro-Board Firefighter I certification within the probationary period
- FEMA approved ICS-700, ICS-100.

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Seminole County seeking full-time Class A CDL Truck Driver District 3:

Location:

Seminole, OK

Position Summary:

Operate a Class A commercial tractor-trailer (GVWR over 26,001 lbs.) for local hauling of road materials, including belly-dump trailers. Must adhere to DOT rules and perform safety checks. [seminolecountyok.com]

Responsibilities:

- Safely drive and maneuver tractor-trailer across highways, as well as local and rural roads.
- Load, unload, and secure cargo properly; verify load accuracy before transport.
- Perform vehicle inspections and maintenance checks; report any mechanical issues.
- Keep accurate logs of driving hours, fuel use, and other required DOT documentation.
- Ensure compliance with DOT regulations: hours of service, weight limits, inspections.

Qualifications:

- Valid Class A Commercial Driver's License (CDL)
- Clean driving record
- Strong knowledge of local geography and map-reading ability
- Pass DOT drug and alcohol testing at hiring and randomly during employment

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The Workforce Innovation and Opportunity Act

Apply for WIOA to access these Work Experience and On-the-Job Training opportunities:

Work Experience for WIOA participants:

Canadian

Intrada Apartments - 319 S Grand Ave - El Reno - Housekeeping
V31 Academy of Knowledge LLC - 1929 SW 30th St - Yukon - Primary Teacher - Teacher Assistant

Okfuskee

Cross Timbers Insurance Group, LLC - 316 W Broadway - Okemah - Customer Service Rep

Oklahoma

Alpha Community Foundation of Oklahoma, Inc - 3401 NE 16th St - Oklahoma City - General Office Intern
Building Roots Foundation, Inc - 1416 Devonshire Ct - Edmond - Welder
Bullseye Ventures LLC dba Parkhurst Ranch and Parkhurst Pumpkin Patch - 14816 E Second St - Arcadia - Grounds Crew- - Animal Care - Concessions- Admissions
Class Matters Inc. - 1025 NE 15th St - Oklahoma City - Administrative Coordinator- Instructional Assistant Site Coordinator - Food and Beverage Catering Coordinator - Peer Mentor - Student Success Coach - College to Careers Coach - Telecommunications Chairperson- Community Care Chairperson - Conference Planning Chairperson - Leadership & Enterprise Program Coordinator- Parent Liaison- Instructional Specialist- - Promotions Coordinator
Disciples First Christian OKC - 321 NW 36th St - Oklahoma City - Bicycle Mechanic
Duly Integrated Security – 230 W Wilshire Blvd - Oklahoma City – Security Installation Technician - Sales/Marketing -Administrative Assistant
Dynamic Workforce Solutions – 5005 N Lincoln Blvd- Oklahoma City – Administrative Assistant
Faithfully Fit OKC LLC - 4400 NW Expressway - Oklahoma City - Production Assistant
Hope for the Future - 4211 N. Barns Ave. - Oklahoma City - Creative Inventory Assistant - Receptionists/Front Desk- Janitorial – Family Engagement & Visitation Support Coordinator
IT Assets, Inc - 3844 NW 8th St - Oklahoma City - Auditing- eBay Lister - Prospector
Jesus House - 1335 Sheridan Ave - Oklahoma City - Warehouse Assistant
Life Changes and Wellness - 8815 NE 25th St - Spencer - Office Clerk - Front Door Monitor
Native Wings Like an Eagle Inc. - 1207 Sovereign Row, Ste B - Oklahoma City - Receptionist/Secretary

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The Workforce Innovation and Opportunity Act

(Oklahoma Continued)

Off the Hook Eatery – 125 W Britton – Oklahoma City- Food Expeditor Front End Prep Station Front End Cashier

Oklahoma County Diversion Hub Inc - 220 NW 10th St - Oklahoma City - Programs Assistant Administrative Assistant

Oklahoma Employment Security Commission -5005 N Lincoln Blvd - Oklahoma City – Career Coordinator

OMPA - 2701 W I-35 Frontage Rd - Oklahoma City - Administrative Assistant

Opportunities Industrialization Center of OK County, Inc. - 3033 N Walnut Ave, Bldg East - Oklahoma City - Development Database Assistant

Paseo Avenues - 901 NW 25th - Oklahoma City - Residential Assistant- Cook-Kitchen Assistant Warehouse Assistant

Providence Family Practice - 1024 SW 44th St, Ste 800 - Oklahoma City - Clinical Coordinator - Administrative Coordinator

Reaching Our City Inc. - 7710 NW 10th St - Oklahoma City - Administrative Assistant-Certified Nursing Assistant- Facilities and Logistics Assistant Direct Support Professional Logistics Assistant

SidexSide OKC - 900 N Broadway Ave - Oklahoma City - Marketing & Social Media Intern- Administrative and Employment Support Specialist

Stone Sisters Manufacturing - 2124 N Broadway Ave - Oklahoma City - Production Assistant

Teaching and Saving Kids (TASK) - 7401 NE 23rd St - Oklahoma City - Kitchen Helper - Task Intervention Specialist/Mentor

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The Workforce Innovation and Opportunity Act

On the Job Training (OJT) Opportunities for WIOA participants:

Logan

CBI Pipe & Supply - 7650 W. University Ave. - Guthrie - Shop Hand-Welding Assistant - $25 – Welder Manager - $25

Pintail Oil Services - 1015 E Warner Ave - Guthrie - General Laborer - $18

Tim's Body Worx, Inc. - 2319 S Division St - Guthrie - B-Level Auto Body Technician - $16- Tech Apprentice - $15

Oklahoma

America West Transportation – 721 NW 6th St - Oklahoma City – Transportation Driver - $17

Integrated HVAC LLC – 5600 Integrated HVAC LLC - Edmond – Installer Level I- $14 – Installer Level II - $15 – Installer Level III $17

Southwest Logistics - 2124 N. Broadway Ave. - Oklahoma City – Broker Sales Assistant $14

Stone Sisters Manufacturing – 5001 NE 23rd St - Oklahoma City - Production Assistant - $16

USIC, LLC - 2501 S Purdue - Oklahoma City - Utility Locator - $20

Pottawatomie

Bison Metals Technologies, LLC - 41600 Wolverine Road - Shawnee - Machine Operator - $16

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