HOT JOBS

CENTRAL OKLAHOMA WORKFORCE INNOVATION BOARD
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HOT JOBS

WEIDNER APARTMENT HOMES

Weidner seeking full-time Community Grounds Technician:

Location:

Yukon, OK

Position Summary:

As a Community Grounds Technician, you will be responsible for the daily upkeep and appearance of your community in order to maintain a welcoming environment for residents and guests. A successful Community Grounds Technician is able to manage their time effectively, is detail oriented, a trustworthy team player, and takes pride in their work. In addition, this position needs to be accountable and attentive to provide excellent customer service skills when interacting with residents, associates and vendors.

Responsibilities:

- Perform daily grounds maintenance of the property including picking up and disposing of all trash, pet defecation removal, maintain pet waste stations, and sweeping walkways.
- Maintain all trash rooms for cleanliness and functionality; ensure trash chutes are operable and working, unclogging as needed. Clean pools as directed, monitor chemical balance, maintain logs as required by city ordinances, when applicable. Conduct inspections and routine repairs of the irrigation system, when applicable. As requested, assist Maintenance and Housekeeping teams preparing vacant apartment homes; trash out vacant units, etc. Accompany vendors to vacant and/or occupied units, as needed. Clean windows, breezeways, all amenities/common areas, model homes and offices, complete building repairs/paint and replace exterior/ interior light bulbs as needed. Water plants manually, as needed. Monitor supplies and maintain equipment. Ensure maintenance shop/custodial area is clean, organized, and professionally presentable at all times.

Qualifications:

- Able to lift and carry up to 80 pounds, climb ladders and climb multiple flights of stairs.
- Able to use appliance dolly, push/pull up to 200 pounds. Working knowledge of English; detail oriented, well organized. Agree to a criminal background check and voluntary drug testing. Have access to personal vehicle and/or reliable transportation, at all times. Driver's license, vehicle and vehicle insurance must be valid and unexpired at all times.

Apply Here

Please contact Kim Jones, One Stop Operator, **for information only**. (Issued 12/10/2025) at Onestopop@cowib.org or by telephone: 405.506.5741, TTY: 711 or 800.722.0353.

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COWIB's WIOA Title I program funding statement can be found at https://cowib.org/funding/.

Ideal Homes seeking full-time Payroll and Benefits Coordinator:

Location:

Norman, OK

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.

Apply Here

Anderson Merchandisers seeking full-time Territory Retail Lead:

Location:

Holdenville, OK

Position Summary:

Our associates have a lot in common. They have great interpersonal skills, enjoy working independently, are self-motivated, and have a relentless drive. Did we mention that while they are working hard, they also like to have fun? We offer flexible hours, competitive pay, and great benefits for both full and part-time associates. If this sounds like a good fit for you, come join our team! The majority of responsibility for the Territory Sales Lead is the supervision and development of the assigned associates to drive sales and meet retailer and client expectations. The Territory Sales Lead will also be responsible for project completion, stocking and maintaining the areas we are responsible for, and store communication. This responsibility is demonstrated by effectively selling and educating customers and store personnel about product lines and other project (s) deemed necessary. The Territory Sales Lead reports directly to the Market Sales Manager.

Responsibilities:

- Build rapport through daily communication with store associates and management.
- Train, supervise, and develop skills of Sales Merchandisers, fellow Territory Sales Leads, and seasonal associates. Educate customers and store personnel on the features and benefits of our client's brands and product lines. Maintain accuracy and high quality of work in all areas of the store to meet or exceed client expectations. Have detailed knowledge of all company policies
- Communicate successes or potential barriers to the Market Sales Manager. Knowledgeable, detailed understanding and consistent use of all available functions of handheld device
- Maintain company, client and retailer confidentiality.

Qualifications:

- High School Diploma or equivalency certification required.
- Valid driver's license is required as travel to additional locations may be necessary
- Automobile liability insurance is required to be maintained
- Must be eligible to work in the U.S.

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Stericycle

Stericycle seeking full-time Box Truck Route Driver – Experience is Required:

Location:

Stroud, OK

Position Summary:

The Medical Waste Route Driver is responsible for servicing assigned accounts in the most professional way, ensuring that customers' needs are met on a continual basis for various waste pickup and supply delivery. This role will always provide the highest level of customer service possible.

Responsibilities:

- Pick up and transport waste safely according to all federal, state, and local rules and regulations. Plans daily schedule based on customers' needs by reviewing daily paperwork, e.g., manifest, route sheets, previous VCR, etc. provided by the Transportation manager/Supervisor or Dispatcher. Follows routing software route schedule. May prepare and load trucks to service select accounts for the day ensuring enough supplies are added. Required to unload trucks at various Stericycle and customer sites; including ensure securing of waste. Pick up specified waste from each customer site scheduled for the day. Ensures that customers have packaged and prepared the waste according to all federal, state, and local rules and regulations before transporting. Provide the highest level of customer service to assigned accounts daily, communicating any issues to the Transportation Manager/Supervisor or Dispatcher for resolution. This includes, but is not limited to re-routes, adjustments in container sizes, training, etc. Ensures waste, supplies, and material handling equipment are secured prior to operating the vehicle on a public highway. Ensures that assigned paperwork is completed legibly, neatly, accurately, and completely and returned to Transportation Supervisor. Ensures that employee covering for specific route is aware of any situations outside the norm in order to provide the highest level of customer service. Reports any problems/issues with accounts to Transportation Supervisor and/or Dispatcher before the close of business each day.

Qualifications:

- Preferred Education: in High School or Equivalent

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Bizzell seeking full-time Outreach & Admissions Counselor:

Location:

Guthrie, OK

Position Summary:

Bizzell is seeking an Outreach and Admissions Counselor at the Guthrie Job Corps Center in Guthrie, Oklahoma. The Outreach & Admissions Counselor will be responsible for meeting Center and contract arrival goals through community outreach and involvement to attract eligible applicants that can benefit from participation in the Job Corps Program. Additionally, supports student retention throughout program enrollment

Responsibilities:

- Conduct innovative outreach activities with public service agencies, community organizations, schools, and individuals who might refer eligible candidates to the Job Corps program. Interview interested candidates and obtained pertinent information on each one.
- Prepare documentation on potential students and review with the center as applicable or necessary. Maintain monthly goals established by the PRH and management. Review and audit all assigned areas regularly for contractual compliance and effectiveness of delivery of services to students. Prepare related reports. Arrange for and assist in providing pre-enrollment orientation, schedule tours of the center. Prepare necessary and required reports related to the outreach. Assist in the development of new and revised policies and procedures affecting student recruitment. Create network with youth development agencies, one-stop agencies, churches, and community organizations to provide a wide base for recruiting potential students. Introduce labor market information to help with the career transition process and analyze local labor market career paths. Participate in student employability programs and activities. Support, promote, and enforce the Job Corps' Zero Tolerance Policy.
- Promote the development of Career Success Standards by modeling appropriate behaviors, mentoring students where necessary and monitoring both positive and negative behaviors through interventions. Maintain accountability of students and property; adhere to safety practices.

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Loves seeking full-time Maintenance Technician:

Location:

Okemah, OK
102 W. Copeland, Okemah, OK, 74859, USA

Maintenance Technicians play a crucial role in our operations by ensuring a safe, clean, and well-maintained environment. Additionally, you'll assist your manager in maintaining smooth operations to swiftly serve our customers. Your dedication significantly contributes to our customers' satisfaction and desire to return. No experience? No problem! We will teach you!

Responsibilities:

- This is a customer-facing position with general customer service duties including, but not limited to, helping, resolving issues, and ensuring a positive customer experience.
- Assisting store, restaurant, and truck care departments with general cleaning, maintenance, stocking, and customer service needs.
- Use of various tools and equipment to clean and maintain the overall facility operations to include, but not limited to, equipment repairs and maintenance (HVAC systems, fuel systems, service trucks, refrigeration systems, etc.), pressure washing, plumbing repair, site inspections, and other assigned duties.
- Additional duties could include cross-training in other departments such as Store Cashier, Restaurant Cashier, Facility Maintenance, and Leadership Roles.
- Always put the safety and satisfaction of your customers first, complying with company safety policies & procedures.
- Ability to move, lift 25+ pounds. Ability to work in various temperatures.

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OKC-OMS seeking full-time Technical Oral Surgical Assistant:

Location:

Oklahoma City, OK

Position Summary:

- The Surgical Assistant's primary responsibilities include performing patient care activities as a member of the surgical team, taking and developing images, cleaning, packaging, sterilizing, and storing supplies, instruments, and equipment.

Responsibilities:

- Supports risk management and participates in programs directed to patient and staff safety. Considers patient rights in performance of job duties and responsibilities. Contributes to the quality management process; identifies role and contributions upon request. Adheres to safety policies and procedures in performing job duties and responsibilities. Reports observed or suspected violations, hazards, and noncompliance according to Practice policy. Observes safety measures in performance of job duties and responsibilities. Responds to emergency situations with competence and composure. Communicates effectively with patients, visitors, physicians, and coworkers. Interactions are respectful and courteous. Objectively evaluates suggestions, grievances, and processes to identify opportunities to improve performance and quality of care or seeks further guidance, as needed. Documents that information received from the patient is disseminated to the appropriate people or departments. Documents patient care records and other forms according to Practice policy. Communicates information about the patient's status to others responsible for patient care. Performs assisting duties and responsibilities. Reviews schedule at least one week in advance and prepares as necessary (make sure implants, abutments, splints, stents, etc. are available at the appropriate office). Assists doctors with surgical procedures (extractions, biopsies, implants, bone grafts, etc.); suction, irrigation, pass instruments, cut sutures, etc. Performs office procedures as directed (remove surgical splints, fit splints, remove sutures, place packs, etc.). Reviews post-op instructions with surgery patients. Reviews charts/paperwork before doctor sees patient; completes appropriate paperwork.

Qualifications:

- High school diploma or equivalent required.

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US Monitoring Inc. (USM) seeking full-time Call Center Representative/Operator, all Shifts:

Location:

Oklahoma City, OK

Position Summary:

Phone experience, Excellent Customer Service skills, General computer knowledge.
A background check is required. Must be reliable and work well with others.

Responsibilities:

Answering incoming calls. Make outbound calls to emergency services. Delivering messages to customers via E-mail or call transfer. Light office work including: data entry, sorting, filing, faxing, and copying paperwork.
Please use the form to contact us regarding career opportunities or call us 24/7 at (800) 358-2669.

Shift Availability:

(required)
7:00 AM- 3:00 PM
3:00 PM - 11:00 PM
11:00 PM - 7:00 AM
Full or Part Time
(required)
Full Time
Part Time

Apply Here

Rotech Healthcare Inc seeking full-time Medical Sales Account Executive:

Location:

Shawnee, OK

Position Summary:

We're a national provider focused on delivering essential respiratory therapies, providing wound care, and diabetes management. We need skilled, motivated Account Executives to help us grow. If you're passionate about making a meaningful difference while earning top-tier rewards, this opportunity is for you.

Responsibilities:

- (Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.)
- Identify, develop, and grow referral relationships within hospitals, physician clinics, and other service areas. Educate healthcare providers about Rotech's products, services, and value-based care. Own your rural territory: prospect, present, and close new accounts
- Partner with our local team to ensure seamless service. Report sales activity and territory trends to management via call planner. In person visits to referral sources.

Qualifications:

- Background check (company-wide). Results will not be used automatically to disqualify individuals. Instead, the Company will conduct an individualized assessment that considers the duties of the position, the nature and timing of the offense, and any evidence of rehabilitation, in accordance with applicable laws.
- Drug screen (when applicable for the position). Compliance with healthcare facility credentialing process (when applicable for the position). Valid driver's license in state of residence with a clean driving record (when applicable for the position). High school diploma or GED equivalent, required.

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Shelby HEALTHCARE

Shelby Healthcare seeking full-time LPNs & RNs:

Location:

Seminole, OK
LPN: $21–$28/hour (or $61,540/year)
RN: $72,128–$84,448/year

Position Summary:

- One-on-one care in client's home (pediatric, adolescent, and adult private duty nursing)
- Flexible scheduling: 8, 10, 12, 14, or 16-hour shifts available
- Lower stress work environment & fewer hours on your feet
- Local work (no long commutes)

Responsibilities:

- Provide private duty home care for patients in their homes
- Patient assessment, charting, and interaction
- Tube feeding, catheterization, and IV infusion (mid-level)
- Basic Life Support (BLS) and HIPAA compliance
- Work with patients with developmental disabilities
- Electronic health records (EHR) management

Qualifications:

- Active LPN or RN license in Oklahoma
- BLS Certification
- Experience with pediatric, adolescent, and adult care preferred
- Knowledge of physiology and HIPAA regulations
- Private duty nursing experience is a plus

Apply Here

COWIB's Programs & Services:

- **Training & support:** Funded training slots for income-eligible adults (application via cowib.org/apply).
- **Work Experience (WEX):** COWIB acts as employer of record; up to 240 hours of paid training with a supervising host site. (businesses can access forms at cowib.org/services/business-services-2)
- **On-the-Job Training (OJT):** Employer hires and trains; COWIB can reimburse up to 50% of wages for up to 6 months. (businesses can access forms at cowib.org/services/business-services-2)
- **Resources:**
  - Workforce Wednesday Hot Jobs
  - Community Resource Guide
  - Business Services

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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

Pottawatomie

Bison Metals Technologies LLC - 41600 Wolverine Rd - Shawnee - Machine Operator

Dynamic Workforce Solutions (DWFS) - - 2 John C Bruton Blvd - Shawnee - Administrative Assistant

Gateway to Prevention – 36609 W 45th -St Shawnee – Receptionist

Seminole

Dynamic Workforce Solutions (DWFS) - - 229 N 2nd St - Seminole - Administrative Assistant

Restored by May Mays Homes Inc. - 100 E Oak - Seminole - Customer Service Representative - Donations Specialist -Advertisement Specialist - Maintenance

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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

Reaching Our City – 7710 NW 10th St - Oklahoma City – Certified Nursing Assistant

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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