

# Career Connections Job Packet

## Career Connection Recruitment Opportunities

Kelly Services  
608-752-7558

Furst Staffing  
608-745-7100

QPS Employment Group  
608-325-4690

Manpower  
608-754-8148

Aerotek  
608-240-3110

April 11, 2019

**WANTED: DRIVER** with class A CDL for Hopper Bottom work. Kempel Brothers LLC, Lena. 815-275-3571.

## Help Wanted

**EXECUTIVE ASSISTANT** 15 to 25 Hours Per Week The President of Growth Advantage LLC (a training and consulting firm) is planning to open an office in the Monroe, WI area and is looking for an executive assistant 15 to 25 hour per week (has the potential to become full-time). Growth Advantage manages many events and is a deadline-driven organization. Interested in a hardworking individual that is proficient at Microsoft Office (PowerPoint, Word & Excel), exceptional with math & Excel Spreadsheets, strong writing & proofing skills, detailed & accurate and excited about working in a learning environment. Position offers flexible work hours, holiday and vacation pay as well as income based on experience and skills. Email your resume to [jobs@growth-advantage.com](mailto:jobs@growth-advantage.com)

**HIGH NOON SALOON & EATERY** in Orangeville, IL., now hiring bartenders, cooks, and wait-staff. Apply within or schedule an interview. 815-789-4695.

**WEEKEND HOSPITALITY TEAM** New Glarus Brewing has seasonal part time weekend Hospitality Team openings. Must be 18 year or older and be available to work every weekend from 9AM-6PM thru October. Starting pay is \$13.50/hr. If you are interested in working in a friendly fast paced environment please pickup an application at our Giftshop between 10am-5pm or go to [www.newglarusbrewing.com](http://www.newglarusbrewing.com). New Glarus Brewing Company 2400 State Hwy 69 New Glarus, WI 53574 No Phone Calls or Faxes

## DRIVERS WANTED

1

HIRING DRIVERS for milk routes. Class A or B license. Full or Part-time. Night-time routes. Nice equipment- easy loads. 608-214-3485.

2

IF YOU ARE READING THIS, SO ARE YOUR POTENTIAL EMPLOYEES! Save Money! Affordable advertising in MANY papers! WISCONSIN COMMUNITY PAPERS (WCP) and the WISCONSIN CLASSIFIED AD NETWORK (WCAN) Call toll-free 1-800-727-8745 or visit our website: [www.wisad.com](http://www.wisad.com) (WCAN)

3

QUALIFIED CLASS-A OTR Driver wanted for dedicated runs and drop and hook. Excellent Pay Guaranteed weekly salary and benefits, including: medical, dental, vision and 401K. Home every weekend. For more information please call Freeport Recycling Center 815-232-2906 [kevin@freeportrecyclingcenter.com](mailto:kevin@freeportrecyclingcenter.com)

4

WANTED: DRIVER with class A CDL for Hopper Bottom work. Kempel Brothers LLC, Lena. 815-275-3571.

## HELP WANTED

5

AVON - Earn Extra \$\$ Sell online or in person from home or work. Free website included. No inventory required. For more info, Call"" 855-805-5096 (WCAN)

6

EQUITY LIVESTOCK in Monroe is seeking a laborer to work in the Livestock yards. Must have a willingness to work in a

fast-paced environment and pay attention to detail. Cattle experience preferred, but not required. On the job training will be provided.

7

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8

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9

LIFEGUARD HIRING VILLAGE OF MONTICELLO THE VILLAGE OF MONTICELLO WILL BE HIRING LIFEGUARDS FOR SUMMER POOL POSITIONS (Full & Part time). APPLICATIONS CAN BE PICKED UP AT THE CLERK'S OFFICE, 140 N. MAIN ST. MONTICELLO, WI OR AT [WWW.VI.MONTICELLO.WI.US](http://WWW.VI.MONTICELLO.WI.US) Positions will remain open until filled.

10

PART TIME help wanted at modern parlor dairy farm - 2 miles NW of Winslow, Stateline Road. Several shift times available. Weekends + M-F 5-8:30AM, 3:30-7PM. Phone or text 815-821-4151 for more details.

11

PART-TIME POSITIONS- retail experience preferred. 3-4 day schedule. No Holidays. Tuesday-Saturday 9AM-5:30PM. Paid weekly. Good starting rate. Apply at Chocolate Temptation- 1004 17th Ave., Monroe, WI. Artisan Chocolates-Gourmet Coffees-Desserts.

12

WEEKEND HOSPITALITY TEAM New Glarus Brewing has seasonal part time weekend Hospitality Team openings. Must be 18 year or older and be available to work every weekend from 9AM-6PM thru October. Starting pay is \$13.50/hr. If you are interested in working in a friendly fast paced environment please pickup an application at our Giftshop between 10am-5pm or go to [www.newglarusbrewing.com](http://www.newglarusbrewing.com). New Glarus Brewing Company 2400 State Hwy 69 New Glarus, WI 53574 No Phone Calls or Faxes

# Ophthalmic Assistant #2136

Apply

Monroe, WI

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Eye Care

## Employment Status

Full time - Permanent

## Shift Start Time

7:00 AM

## Weekend Frequency

None

## Position Summary

Works under the supervision of the Director of Nursing. Performs patient-oriented procedures utilizing numerous examination and skills unique to Ophthalmology. Schedules tests, procedures, surgeries, and receives and relays precise messages. Prepares patient to see the provider and assists with the examination. Cares for children and adult patients age infant to 100+ years)

Performs other duties as assigned.

## REQUIREMENTS:

**EDUCATION:** High school graduate or equivalent required; Ophthalmic assistant training, successful completion of the AAO Ophthalmic Assistant home study course or certification thru JCAHPO, related experience in an eye clinic preferred.

**EXPERIENCE:** One to three years Ophthalmic Assistant experience preferred.

**LICENSES/CERTIFICATIONS:** None

## Location

Clinic

## Standard Hours (hours/week)

40

## Shift End Time

5:00 PM

## On-Call Required

No

## Total Rewards

*Exceptional health care. An exceptional experience.*

Monroe Clinic offers a total rewards benefit program including competitive pay, employee discounts, combined time off, education assistance program, retirement plan and a dental and health plan including vision! Driven by mission, Monroe Clinic's Service Standards, bring together our vision to work together to achieve the highest standards in health care. To learn more about our unique foundation from merging of innovation and mission visit [monroeclinic.org](http://monroeclinic.org).

# Access Center Representative #2130

Monroe, WI

## EMPLOYMENT STATUS

Part time - Permanent

## STANDARD HOURS/WEEK

16

## Department

Access Center

## Employment Status

Part time - Permanent

## Shift Start Time

11:00 PM

## Weekend Frequency

Every Third Weekend

## Position Summary

Works under the supervision of the Guest Services Coach, Director of Service Excellence, and Vice-President of Service Excellence. Demonstrates Monroe Clinic Service Standards and service excellence skills in performing job duties in order to create an exceptional experience for every guest, every time. Answers internal and external telephone calls using a professional and pleasant voice at all times, determines purpose of call and directs accordingly without undue waiting. Responds to, acknowledges and initiates all emergency alerts immediately and accurately. Performs receptionist, cashiering, and room reservation duties which requires great attention to detail. Performs other duties as assigned.

## REQUIREMENTS:

**EDUCATION:** High School Diploma

**EXPERIENCE:** Customer Service experience including telephone, receptionist and front desk experience preferably in a healthcare or hospitality setting.

**LICENSES/CERTIFICATIONS:** None

## Location

Hospital

## Standard Hours (hours/week)

16

## Shift End Time

7:00 AM

## On-Call Required

No

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# Food Preparation and Service Specialist #2129

Apply

Monroe, WI

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Nutrition Services

## Employment Status

Full time - Permanent

## Shift Start Time

11:00 AM

## Weekend Frequency

Bi-Weekly

## Position Summary

Works under the direction of Nutrition Services Coaches and takes instruction from chefs. This position will cover various food preparation and service stations, including grill, deli, catering, and patient meals in both back of house and front of house. These stations will be assigned as a specialty with flexibility to cover other stations.

## REQUIREMENTS:

EDUCATION: HS diploma or equivalent preferred.

EXPERIENCE: Demonstrated customer service experience. Food service industry experience preferred.

LICENSES/CERTIFICATIONS: ServSafe Licensed preferred

## Location

Hospital

## Standard Hours (hours/week)

40

## Shift End Time

7:30 PM

## On-Call Required

No

## Total Rewards

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# Facilities Life Safety Engineer #2128

Apply

Monroe, WI

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Facility Services

## Employment Status

Full time - Permanent

## Shift Start Time

8:00 AM

## Weekend Frequency

Other

## Position Summary

The Facilities Engineer is responsible for motivating project teams to practice Monroe Clinic's Vision, Values and Service Excellence Standards. The Facilities Engineer clearly defines expectations, LEAN processes and action steps to accomplish the department's strategic goals. The Facilities Engineer builds relationships and shared purpose within the team and across departments, and will drive improved customer satisfaction.

The Facilities Engineer will develop and implement facility capital projects and support all facilities aspects of clinical capital projects. The Facilities Engineer will lead organizational compliance in The Joint Commission Emergency Management and Life Safety chapters to ensure compliance with all applicable building codes, safety regulations, and The Joint Commission standards.

## REQUIREMENTS:

**EDUCATION:** Bachelor's degree in Engineering, Fire Safety, Safety, Architecture or related field is strongly preferred. A Bachelor's degree with appropriate prerequisite knowledge, experience and skills will be considered.

**EXPERIENCE:** Three to five years' experience in a supervisory position or demonstrated leadership preferred. Excellent presentation and communication skills. High proficiency MS Word, Excel, and Power Point applications.

## LICENSES/CERTIFICATIONS:

Current certification/licensure/registration in a field related to plant, technology, and safety management (i.e., Certified Healthcare Facility Manager (CHFM), Certified Healthcare Safety Professional (CHSP), Certified Life Safety Specialist (CLSS-HC), Professional Engineer (PE) or able to attain within one year of hire.

## Location

Hospital

## Standard Hours (hours/week)

40

## Shift End Time

5:00 PM

## On-Call Required

No

## Total Rewards

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# CNA - WinnPrairie #2125

Apply

Freeport, IL

## EMPLOYMENT STATUS

Part time - Permanent

## STANDARD HOURS/WEEK

24

## Department

Winn Prairie

## Employment Status

Part time - Permanent

## Shift Start Time

7:00 PM

## Weekend Frequency

Every Third Weekend

## Position Summary

Works under the supervision of the Registered Nurse, License Practical Nurse and the RN Coach and Director. Assists in providing quality resident care and performing tasks delegated by Registered Nurse/License Practical Nurse. This resident care is delivered within the scope of their qualifications and competencies and under supervision of the Registered Nurse/License Practical Nurse. Is required to work on the Assisted Living Unit and Memory Care Unit according to the distribution of staff and residence.

## REQUIREMENTS:

**EDUCATION:** Successful completion of a Certified Nursing Assistant program required. High school degree or equivalent preferred.

**EXPERIENCE:** None required.

**LICENSES/CERTIFICATIONS:** Requires IL Certified Nursing Assistant certification and BLS certification upon hire. Non-Violent Crisis Intervention Training is required within 90 days of hire date.

## Location

Winn Prairie

## Standard Hours (hours/week)

24

## Shift End Time

7:30 AM

## On-Call Required

No

## Total Rewards

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# Patient Accounts Representative #2124

Apply

Monroe, WI

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Patient Accounts - Epic

## Employment Status

Full time - Permanent

## Shift Start Time

8:00 AM

## Weekend Frequency

None

## Position Summary

Follows up with third party payers, including commercial payers, Medicare, and Medicaid, to process insurance claims; works to improve reimbursement, revenue cycle time, and reduce claim errors and denials; primarily works with insurers, coding, and other departments to resolve billing delays; performs other duties as assigned.

The Credit Balance and Refund specialist identifies overpayments and reviews refund requests assuring compliance with Hospital policies and procedures are followed.

## REQUIREMENTS:

**EDUCATION:** High School degree required.

**EXPERIENCE:** Healthcare patient accounts billing, collections & coding experience preferred.

**LICENSES/CERTIFICATIONS:** None required.

## Location

Clinic

## Standard Hours (hours/week)

40

## Shift End Time

5:00 PM

## On-Call Required

No

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# Patient Registration Representative #2122

Apply

Freeport, IL

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Patient Registration

## Employment Status

Full time - Permanent

## Shift Start Time

6:30 AM

## Weekend Frequency

Other

## Position Summary

Works under the supervision of the Registration Coach, Director of Service Excellence, and Vice-President of Service Excellence with an indirect reporting relationship to the Coach of the department. Demonstrates Monroe Clinic Service Standards in performing job duties, creating an exceptional experience for every guest, every time. This position serves as a host to respective waiting areas, performing reception and secretarial functions in a very fast paced environment that requires a high level of organizational skill and attention to detail. This position may require travel and working at any and all Monroe Clinic locations, including our branches, our main campus, as well as in our clinic scheduling services.

## REQUIREMENTS:

EDUCATION: High school education or equivalent

EXPERIENCE: Previous experience in customer service, medical terminology and insurance preferred

LICENSES/CERTIFICATIONS: BLS Certification

## Location

Freeport

## Standard Hours (hours/week)

40

## Shift End Time

7:00 PM

## On-Call Required

No

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# Optometrist #2121

Apply

Monroe, WI

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Eye Care

## Employment Status

Full time - Permanent

## Shift Start Time

8:00 AM

## Weekend Frequency

None

## Position Summary

Works in collaboration with department providers and/or other providers to plan, implement, coordinate and evaluate health and eye health care for routine, acute and chronic patients. Orders and interprets appropriate lab services and treatments. Exercises judgment on any condition requiring consultation, referral or evaluation by the collaborating physician or other healthcare professionals. Provides staff and patient education as appropriate.

### QUALIFICATIONS:

#### EDUCATION:

Degree from a program accredited by the Accreditation Council of Optometric Education (ACOE) program required.

#### EXPERIENCE:

Previous experience in a healthcare related field preferred

#### LICENSES/CERTIFICATIONS:

State licensure required based on location(s) of professional practice.

## Location

Clinic

## Standard Hours (hours/week)

40

## Shift End Time

5:00 PM

## On-Call Required

No

## Total Rewards

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# Medical Assistant #2112

Apply

Monroe, WI

## EMPLOYMENT STATUS

Full time - Permanent

## STANDARD HOURS/WEEK

40

## Department

Cardiology

## Employment Status

Full time - Permanent

## Shift Start Time

8:00 AM

## Weekend Frequency

None

## Position Summary

The Medical Assistant (MA) works collaboratively with the healthcare team to: collect patient information, prepare patients to see the provider, and assist the provider with exams and procedures. Works under the direction of an Advanced Practice Provider (APP) or Physician. Medical Assistants cannot make independent medical assessments or give medical advice to patients.

### REQUIREMENTS:

#### EDUCATION:

Successful completion of a post-secondary medical assisting program and certification within 90 days of hire.

#### EXPERIENCE:

Experience in a clinic setting or physician office preferred.

#### LICENSES/CERTIFICATIONS:

Successful completion of Medical Assistant credentialing exam required within 90 days of hire date. If school is accredited by CAAHEP or ABHES, successful completion of the Certified Medical Assistant (CMA) exam through the American Association of Medical Assistants is strongly preferred. Employee may obtain other credentialing such as Registered Medical Assistant (RMA) examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) examination given by the National Center for Competency Testing, the Certified Clinical Medical Assistant (CCMA) examination given by the National Healthcareer Association, and the Clinical Medical Assistant Certification (CMAC) examination given by the American Medical Certification Association. The Medical Assistant must utilize the appropriate credentials and maintain certification throughout employment.

## Location

Clinic

## Standard Hours (hours/week)

40

## Shift End Time

5:00 PM

## On-Call Required

No

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# Radiologic Technologist #2111

Apply

Monroe, WI

## EMPLOYMENT STATUS

Per Diem

## STANDARD HOURS/WEEK

0.05

## Department

Imaging

## Employment Status

Per Diem

## Shift Start Time

6:00 AM

## Weekend Frequency

Other

## Position Summary

Radiologic Technologists are diagnostic imaging professionals that are qualified by professional credentialing and academic and clinical experience to provide diagnostic patient care services using ionizing radiation and related diagnostic procedures. The scope of practice includes those procedures, acts, and processes permitted by law, for which the individual has received education and clinical experience, has demonstrated competency, and has completed the appropriate ARRT certification(s).

Working under the supervision of the Director of Medical Imaging, Imaging Services Coach, and radiologists, technologists are responsible for performing required diagnostic radiology procedures that require independent skills and judgment to apply prescribed radiographs with ionizing radiation for diagnostic purposes. Radiologist technologists also perform related departmental activities including: EHR and PACs documentation, patient transporting and scheduling, computer billing, quality control, performing high quality patient care for patients of all ages. Radiologic technologists perform other duties as assigned.

## REQUIREMENTS:

**EDUCATION:** High school education or equivalent; Graduate of an accredited school of radiologic technology.

**EXPERIENCE:** Entry level technical position; does not require previous experience.

**LICENSES/CERTIFICATIONS:** Registered by the ARRT in Radiologic Technology. Location specific state licensure is required within 30 days of hire date. Employee may begin job orientation but may not take x-ray exposure until state licensure is received. BLS for Healthcare Providers (CPR & AED) required upon hire and must be maintained.

Current compliance with continuing clinical education requirements.

## Location

Hospital

## Standard Hours (hours/week)

0.05

## Shift End Time

11:30 PM

## On-Call Required

No

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# Customer Service Specialist #2110

Apply

Monroe, WI

## EMPLOYMENT STATUS

Per Diem

## STANDARD HOURS/WEEK

14

## Department

Nutrition Services

## Employment Status

Per Diem

## Shift Start Time

3:00 PM

## Weekend Frequency

Bi-Weekly

## Position Summary

Duties may include assembling and delivering patient and guest trays using exceptional customer service. Servicing guests in the café; transporting carts; re-stocking food and supplies; operating cash register; cleaning dishes, equipment and work area. Perform other duties as assigned.

### REQUIREMENTS:

**EDUCATION:** HS diploma or equivalent preferred. Must be at least 16 years of age.

**EXPERIENCE:** Demonstrated customer service experience.

**LICENSES/CERTIFICATIONS:** N/A

## Location

Hospital

## Standard Hours (hours/week)

14

## Shift End Time

7:30 PM

## On-Call Required

No

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# Environmental Services Technician #2100

Apply

Freeport, IL

## EMPLOYMENT STATUS

Part time - Permanent

## STANDARD HOURS/WEEK

5

## Department

Environmental Services

## Employment Status

Part time - Permanent

## Shift Start Time

9:00 PM

## Weekend Frequency

Other

## Position Summary

Environmental Services Technician: Works under the supervision of the Environmental Services Coach. Performs a variety of environmental services activities according to specific and detailed instructions to maintain sanitary, orderly, and attractive conditions in an assigned area of the Clinic. Must be 18 years of age to apply. Performs other duties as assigned.

## REQUIREMENTS:

**EDUCATION:** High School Diploma or equivalent upon hire preferred, or obtained within 12 months.

**EXPERIENCE:** At least 0-2 years of experience is preferred. On the job training will be provided.

**LICENSES/CERTIFICATIONS:** N/A

## Location

Freeport Urgent Care

## Standard Hours (hours/week)

5

## Shift End Time

11:00 PM

## On-Call Required

No

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# Unit Secretary/Telemetry Technician #2097

Apply

Monroe, WI

## EMPLOYMENT STATUS

Per Diem

## STANDARD HOURS/WEEK

0.05

## Department

Inpatient Services

## Employment Status

Per Diem

## Shift Start Time

6:30 AM

## Weekend Frequency

Bi-Weekly

## Position Summary

Works under the supervision of the Inpatient Services Manager and Director of Inpatient Services. Performs general secretarial/clerical/receptionist duties for the assigned nursing unit. Performs other duties as assigned.

Monitors heart rhythm patterns of patients throughout the inpatient nursing units to detect abnormal pattern variances and reports these to the Registered Nurse.

## REQUIREMENTS:

**EDUCATION:** High school diploma or general education degree (GED) required. Unit secretary training preferred. Successful completion of a basic telemetry course preferred. CNA education preferred.

**EXPERIENCE:** Experience in health-related field or as unit secretary preferred. Ability to read and interpret cardiac rhythms preferred.

**LICENSES/CERTIFICATIONS:** CNA certification preferred

**SCHEDULE:** This position will be availability/per diem status, and will provide coverage for weekday & weekend day & pm shifts. A minimum of 2 shifts every 6 wks. is required, with at least one of them being a weekend shift.

## Location

Hospital

## Standard Hours (hours/week)

0.05

## Shift End Time

11:00 PM

## On-Call Required

Yes

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# Phlebotomist #2096

Apply

Monroe, WI

## EMPLOYMENT STATUS

Per Diem

## STANDARD HOURS/WEEK

0.05

## Department

Lab & Preadmission Services

## Employment Status

Per Diem

## Shift Start Time

5:00 AM

## Weekend Frequency

Other

## Position Summary

Performs phlebotomy functions and non-technical duties in areas including the hospital laboratory, outpatient and off-site services. Understands and demonstrates age-specific competencies with patients ranging in age from neonates to geriatrics. Provides customer service that exceeds patients' expectations. Participates in a continuous improvement atmosphere within the Monroe Clinic Laboratory to provide a safe environment for patients and staff, maximize technical and support personnel resources, enhance service delivery, and affect appropriate cost controls. Performs other duties as assigned.

### REQUIREMENTS:

**EDUCATION:** Equivalent of four years of high school education preferred.

Phlebotomy courses completed preferred.

**EXPERIENCE:** One year experience in a hospital setting preferred.

**LICENSES/CERTIFICATIONS:** ASCP Phlebotomy Certification preferred.

**SCHEDULE:** Hours will be as early as 5:00 am and as late as 6:00 pm (when providing coverage for Health Risk Assessments, mainly from March-August of each year). Also prefer flexibility to work an occasional pm, nite, and/or weekend shift. Schedule is completed 3-4 weeks in advance. Minimum hours requirement of 8 hrs./pay period.

## Location

Hospital

## Standard Hours (hours/week)

0.05

## Shift End Time

6:00 PM

## On-Call Required

No

## Total Rewards

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## Order Fulfillment / Shipping

Nicki's Diapers / Planet Wise Inc - New Glarus, WI

\$8.50 - \$10.00 an hour

Be part of Planet Wise Inc., an established group of internet stores specializing in environmentally friendly baby products and more. Planet Wise is currently seeking an earth and kid friendly person to join our team. Must be a team player, have a good sense of humor and work quickly.

### Essential Duties and Responsibilities:

- Process & pick web orders from inventory
- Receive and count product
- Ship orders
- Help with inventory maintenance and general office work
- Provide aid to other departments as needed
- Able to work in a fast paced environment

### Qualifications:

**\*\*Attention to detail\*\***

Physical requirements: Occasionally lift and carry up to 25 pounds, cannot transfer strong odors to product (ex. smoke) so must be odor free while on premise.

Ability to change priorities and direction when required

Hours are 8am to 4pm, Monday - Friday. 40 hours per week. Some part time positions available as well. Still interested? Please email your resume to Laci.

Job Type: Full-time

Salary: \$8.50 to \$10.00 /hour

### Experience:

- eCommerce: 1 year (Preferred)

### Benefits offered:

- Paid time off
- Retirement benefits or accounts
- Employee discounts

### Pay Frequency:

- Bi weekly or Twice monthly



## Auto Sales Manager

[Home Run Auto Group](#) 11 reviews - Monroe, WI

- 
- Job
  - Insights
- 

**Alphorn Ford in Monroe is looking for an experienced automotive Sales Manager** to help us improve sales, train and direct our team of sales associates. Only applicants with automotive sales dealership or management experience will be considered.

- Automotive Sales Managers must be able to engage customers to optimize the sale
- Automotive Sales Managers are responsible for encouraging a strong team morale and healthy competitive spirit
- Automotive Sales Managers are enthusiastic, productive and lead by example
- Automotive Sales Managers track daily sales, appointments and call follow-up
- Automotive Sales Managers manage customer satisfaction and generate new leads

### Benefits:

- Love where you work!
- Health, Dental & Life Insurance
- Short term Disability Insurance
- 401K with company match
- Vacations & Discounts

\*\*\*ACCEPTING APPLICATIONS until 4/30/19

L3

4 hours ago

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.



## Production Scheduler

[Emmi Roth USA](#) Monroe, WI

- 
- Job
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- 

We are currently looking for a Production Scheduler at our Monroe plant. If you are currently looking for an opportunity to work for a fast-growing company in an exciting industry where you can make a difference, Emmi Roth may be the place for you.

Emmi Roth, a subsidiary of Switzerland-based Emmi Group, is a leading producer of specialty cheeses. Our expansive portfolio displays a unique marriage of cheeses from two different worlds with very similar traditions and local values – from handcrafted award-winning Roth cheeses from Wisconsin to Emmi’s full range of traditional varieties imported from Switzerland.

The Production Scheduler is responsible for creating and implementing the weekly plant make schedule including cheese production, packaging, cheese prep and affinage. Ensures all materials and resources are available to meet company objectives in the most cost effective and efficient manner.

### Responsibilities:

- Create and coordinate weekly production schedules within JD Edwards
- Create work orders for weekly production schedules and reconcile open work orders
- Own the process of maintaining materials in JD Edwards ensuring proper inventory levels and materials are available to execute the schedule
- Monitor the schedule and anticipate possible changes due to availability of resources or other issues
- Collaborate daily with team to ensure schedules adherence or to make adjustments if necessary
- Manage milk delivery schedule creating purchase orders, securing spot loads and reconciling open purchase orders
- Deploy bulk and finished goods product from the plant to the distribution center or converters
- Identify and implement cost savings and process improvements to boost overall performance and proficiency
- Actively participate in Emmi Operation Excellence to improve workplace safety, reduce waste and improve factory efficiencies
- Adhere to ERU food safety policies and all government food safety and sanitation regulations (ex. FDA, HACCP, GMP, OSHA)
- Performs all other duties as assigned

### Qualifications:

- 4-year college degree in manufacturing, procurement, or a relevant field OR a combination of education and experience
- Experience in a manufacturing environment; food industry preferred
- Highly proficient with systems and computer software including an ERP and MicroSoft Office
- Good written and verbal communication skills
- Ability to multi-task and prioritize under pressure
- Excellent organization and problem-solving skills
- Detail-oriented nature
- Ability to work with minimal supervision

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

## Production Operator/Coater Operator - 2nd and/or 3rd Shift

[R.R. Donnelley & Sons Company](#) 3,349 reviews - Monroe, WI

Responsible for the efficient and safe operation of the production equipment to produce quality products. Responsible for the delegation of duties & providing leadership to the production assistants.

### Specific Duties and Responsibilities:

- Follows all safety / quality rules, policies, and procedures. Verifies that production crew members, and support personnel are also doing so. Coordinates with Supervision to correct deficiencies.
- Directs production equipment operation in the most safe and efficient manner while maintaining product quality.
- Conduct lab tests as needed in accordance with the Standard Operating Procedures.
- Communicates with and assists machine crew, and other support personnel in meeting Dept objectives.
- Directs (Pre)Make-ready, Maintenance, Housekeeping/clean-up and production equipment production activity.
- Communicates / coordinates with operators on other shifts and Supervision to ensure smooth shift changes, communicate problems encountered, corrective action taken, and development of manufacturing best practices.
- Ensures that crew is inspecting for and taking action to mark / correct / prevent mfg. defects.
- Directs / monitors mixing and metering of coatings required to manufacture all products.
- Serves as Departmental EHS Lead in the event of emergency. Directs Dept. personnel to safety and supplies headcount information to Emergency Commander.
- Coaches / counsels machine crew and support personnel, as needed, with Supervision.
- Perform other related duties and overtime as required.

### Required Skills

#### Education:

High school diploma or its equivalent preferred.

#### Experience:

Previous industrial/machine experience in manufacturing environment is preferred but not required. Training will be provided.

### Required Experience

#### Qualifications:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to maintain a quality working relationship through both written and verbal communication. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to understand and practice safety policies and procedures.

#### Essential Functions:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and /or move more than 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

RRD is an EEO/AA including Vets and Disabled Employer

## **Production Operator (2nd and/or 3rd shift)**

### Position Purpose

:

Duties include manufacturing business forms on high-speed presses with priority given to safety, quality, waste and productivity. Operates Tprinting presses.

### Specific Duties and Responsibilities

:

Operate printing press at top speed while maintaining quality.

Complete pre-make ready successfully (Read docket, prepare materials and obtain production supplies).

Complete make ready by changing size, punching, gluing, put paper in correct position, change plates and clean ink units.

Consistently check product and make necessary adjustments.

Lubricate, adjust and maintain the press to keep it in good operating condition.

Complete press logs, st control charts and packing lists.

Follow Standard Operating Procedure when developed.

Pull samples throughout run in accordance with existing sample procedure.

Active participation in team meetings and cooperation in team environment.

Delegate and direct assigned Press Helpers to ensure efficient productivity.

Proactively promote a safe working environment.

Perform other related duties and overtime as required.

RRD is an EEO/AA including Vets and Disabled Employer

### Required Experience

#### Experience

:

Previous industrial/machine experience in manufacturing environment preferred but not required. Training will be provided.

### **Essential Functions:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.



## **Intake Specialist - Team 4**

**Schedule: 7PM-7AM, 2-2-3 rotating days schedule    1st Major Area of Responsibility – Intake**

*(Key Duties)*    Coordinate unloading of milk from trucks and transfer to proper storage unit(s) by following all Grande and regulatory procedures to ensure highest quality and safety of milk to go into production processes.

- Verify seals, wash tags, and weights from farm pick-up slips to ensure milk has not been tampered with.
- Load out cream, whey and milk from storage areas for appropriate processing.
- Perform monitoring of equipment, temperatures, and sanitation to ensure milk quality.
- Maintain and order supplies and starter to keep production running efficiently.
- Operate, inspect, and troubleshoot intake equipment. Perform general maintenance as needed.

### **2nd Major Area of Responsibility– Sanitation**

*(Key Duties)*

- Perform general sanitation of tanker, silos, and other intake equipment to ensure milk safety.

### **3rd Major Area of Responsibility – Regulatory Compliance**

*(Key Duties)*

- Track data on testing, weights, producers, truck numbers, and grade A permits in compliance with government regulations.
- Testing and analysis of milk samples for freshness, drug residue, bacteria, antibiotics, etc. Maintain required records and produce required reports.
- Complete all required documentation, recordkeeping, and reporting as required by law and/or regulatory agencies, (i.e. DNR, DOL, EEOC, FDA, IMS, OSHA, SQF, USDA, WDA, etc.).
- Follow all SAFETY (food & workplace) policies and procedures.

### **4th Area of Responsibility – All other duties and responsibilities as requested or required**

*(Key Duties)*

- Perform other duties and responsibilities as requested or required.
- Follow all company policies and procedures.
- Follow government standards and regulations.
- Provide back-up relief as needed.

## **Experience**

Preferred

- Basic math, reading, and writing skillsAbility to follow instructions/policies/procedures in written, verbal, or diagram form.
- 3 year(s): Minimum of three (3) years of related work experience and/or training required, preferably in a food manufacturing industry.

## **Education**

Required

- High School Diploma or better

Preferred    GED or better



## Auto Sales Manager

**Alphorn Ford in Monroe is looking for an experienced automotive Sales Manager** to help us improve sales, train and direct our team of sales associates. Only applicants with automotive sales dealership or management experience will be considered.

- Automotive Sales Managers must be able to engage customers to optimize the sale
- Automotive Sales Managers are responsible for encouraging a strong team morale and healthy competitive spirit
- Automotive Sales Managers are enthusiastic, productive and lead by example
- Automotive Sales Managers track daily sales, appointments and call follow-up
- Automotive Sales Managers manage customer satisfaction and generate new leads

### Benefits:

- Love where you work!
- Health, Dental & Life Insurance
- Short term Disability Insurance
- 401K with company match
- Vacations & Discounts

\*\*\*ACCEPTING APPLICATIONS until 4/30/19

## Dairy Production Associate I - Days - Team 1

- Job
  - Insights
- 

### 1st Major Area of Responsibility – Production

*(Key Duties)*

- Perform a single or a combination of routine tasks involved in the manufacturing of cheese and/or whey products by following established procedures, to produce product according to company specifications, quality and safety objectives.
- Carry out preparatory and basic duties such as loading and unloading, setup and monitoring of equipment, stirring/mixing, testing, inspecting, recording data, and providing feedback to Cheesemakers or Process Specialists.
- Ensure production is running efficiently and processes meet Grande and regulatory standards.
- Complete required paperwork.
- Assist with training new Associates.



## **2nd Major Area of Responsibility– Sanitation**

*(Key Duties)*

- Maintain a clean working area by performing general sanitation of areas and equipment. Tear down and re-assemble equipment as required.

## **3rd Major Area of Responsibility – Regulatory Compliance**

*(Key Duties)*

- Complete all required documentation, recordkeeping, and reporting as required by law and/or regulatory agencies, (i.e. DNR, DOL, EEOC, FDA, IMS, OSHA, SQF, USDA, WDA, etc.).
- Follow all SAFETY (food & workplace) policies and procedures.

## **4th Area of Responsibility – All other duties and responsibilities as requested or required**

*(Key Duties)*

- Perform other duties and responsibilities as requested or required.
- Follow company policies and procedures.
- Follow government standards and regulations.
- Provide back-up relief as needed.

## **Experience**

Preferred

- Minimum of three (3) months of work experience and/or training preferred, preferably in a food manufacturing industry.

## **Education**

Preferred

- High School Diploma or better
- GED or better



## Assistant Director

[La Petite Academy](#) 1,143 reviews - Belleville, WI 53508  
\$750 SIGN ON BONUS

Our organization prides itself on excellence, putting the education and development of our children first and foremost. When you consider a career at Learning Care Group, know you will be joining a team that is passionate about thoroughly preparing their students for all the challenges that lie ahead.

In an Assistant Director, we look for committed individuals who want to make a difference in the lives of young children and their families, while effectively and efficiently running all School operations. Some of the exciting things that you will do as an Assistant Director include, but are not limited to:

- Make a difference every day!
- Be accountable for the operation of the school, ensuring that the school is operating in accordance with company and state licensing standards.
- Be responsible for ensuring an educational, caring and safe environment for the children and parents.
- Spark imagination, build self-esteem and help children discover new things each day.
- Promote the positive image of the company and play a major role in making the company a provider of choice in educational programs for the communities that we service.
- Recruit, select and retain quality staff.
- Help achieve profitability for the company.

Job Requirements:

- At least 21 years of age
- High school diploma or GED
- Qualified for 51 children or more by the Registry in Wisconsin and preferably a Level 12 or higher.

## Lineworker

[Colony Brands, Inc.](#) Monroe, WI

Part-time, Temporary

Are you interested in a fun working environment with great people to work with? Then Colony Brands, Inc. is the place for you...

### January-August (Bakery & Production Line workers)

Bakery Line worker duties consists of the baking, decorating, and packaging of our baked goods while ensuring products meet our quality standards.

Production Line worker duties include preparing the gift pack containers, inserting various edible, and non-edible items in the correct location within the packaging container while ensuring all products meet our quality standards.

### September-December (Shipping Line workers)

Shipping Lineworker job duties consists of loading carts with gift packs and filling the flow racks, filling totes according to enclosed picking ticket, checking orders for accuracy, pulling products from cooler and freezer racks, and inspecting and loading trucks to

ensure customer satisfaction of orders being shipped.

Please apply now! We accept walk-in interviews from 8:00 AM to 4:30 PM, Monday through Friday at 851 1st Avenue Monroe, WI. For questions or to schedule an interview, please call our employment office: (800) 487-9477

## Formulation - Production Worker F-Su 6pm-6am

[Jack Link's Protein Snacks](#) 49 reviews - New Glarus, WI 53574

[Apply On Company Site](#)

- Job
- Insights

### Job Description

The role of the Production Worker is to perform necessary functions in order to efficiently, safely, and correctly prepare and process raw material to prepare it for cooking or cut & package finished product in preparation for shipment to customer.

### DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position shall consist of, but not be limited to, the following:

#### General:

- Follow daily production schedule and achieve specified goals.
- Ensure product conforms to specifications.
- Prevent and minimize rework and/or inedible.
- May require working on taping machines, shrink wrap machines, pallet jacks, trash and recycling compactors.
- Perform standard operating procedures of production and inspection functions as directed.
- Successfully complete all necessary technical training and skills verification as directed.
- Successfully complete all necessary soft skills training as directed.
- Return from breaks in a timely manner; notify lead/foreman/supervisor before leaving the department.
- Accurately complete all necessary paperwork as directed.
- Attend all department and company scheduled meetings.
- Works scheduled shift as assigned.
- Maintain a safe, clean and organized work area.
- Immediately report all accidents and deficiencies to the lead/foreman/supervisor.
- Ensure safety devices are installed and working properly.
- Suggest improvements; continuously improve the quality of all support activities.
- Perform all required duties within OSHA and company safety standards.
- Follows set company and OSHA safety rules, regulations, and guidelines at all times.
- Follow Good Manufacturing Practices (GMPs), Hazard Analysis and Critical Control Point (HACCP) training, along with company pre-requisite programs, Standard Operating Procedures (SOP's), and Standard Sanitation Operating Procedures (SSOP's).
- Performs other duties and responsibilities as necessary.
- Ensure products are correctly labeled and identified for proper disposition.
- Keep record of products used to follow FIFO (first in – first out)

#### RAW:

- Add ingredients to batch and verify against formulations in Blending system.
- Move meat into machine(s) and/or combos and/or v-mags using appropriate tools and techniques
- Load meat racks, push meat trucks from one area to another, visually monitoring meat for quality.
- Maintain accurate records, washing and sanitizing carts, racks, and trucks.

## Qualifications

### **REQUIRED EDUCATION AND EXPERIENCE**

**Required Education:** None

**Required Experience:** None

**Preferred:** Knowledge of warehouse and assembly line experience is a plus.

### **REQUIRED SKILLS, KNOWLEDGE and ABILITIES:**

- Must be able to work in a fast-paced environment.
- Must be able to perform repetitive functions.
- Must adhere to all company policies and regulatory guidelines.
- Must be able to accept direction from Department Leads and supervisors
- Must be able to communicate with co-workers and supervisor.
- Must be able to work in a team oriented environment.
- Must be able to perform duties with minimal supervision.
- Excellent attendance and dependability
- Attention to detail
- Fast-paced environment
- Work well with others
- Great communication skills

## Additional Information

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to be successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, lift and/or move up to 25 pounds, and talk or hear. The employee is occasionally required to sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is a plant / office setting with varying degrees of temperatures and noise levels. Exposure to manufacturing equipment movement and wet / slippery floors. Travel may be required.

### **Equal Employment Opportunity Employer**

Jack Link's is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **E-Verify**

Jack Link's provides the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new Team Member's Form I-9 to confirm work authorization. **IMPORTANT:** If the Government cannot confirm that you are authorized to work, we are required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment. We do not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9. In order to determine whether Form I-9 documentation is valid, we use E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph. If you believe that Jack Link's has violated our responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515). All your information will be kept confidential according to EEO guidelines.

## **Administrative Assistant/Title Clerk**

Francois Ford - Belleville, WI

\$18 - \$21 an hour

Save this job

Are you an energetic person who has dealership experience as a title clerk? We are looking for a talented individual to take on our title clerk role. You would report sales, submit contracts for funding, record Vincent statements, process warranty cancelations, issue refund checks and numerous other duties. Come and join a fun and growing company.

Job Type: Full-time

Salary: \$18.00 to \$21.00 /hour

Experience:

- Title Clerk: 2 years (Required)



## **Warehouse Associate-Picker / Packer-Full Time Weekend**

Belleville, WI 53508

Duluth Trading Company is a “no bull” brand that started in 1989. The heart of Duluth Trading’s success is creating one-of-a-kind men’s and women’s clothing, innovative tools and ingenious gadgets while being humorous story tellers. The talented people we seek want to be proud of where they work, have a commitment to do things better and be part of a retail, web and catalog apparel company that knows where it’s going.

### **What we offer you:**

- Flexible hours
- Year-round 40% off employee discount
- Growth opportunities
- Cross functional training
- Casual dress code
- Great employee rewards program with the opportunity to get free merchandise
- Celebrate success
- New technology

**As a Warehouse Associate-Picker/Packer, a typical day might include the following. If this sounds interesting, and you are someone who pokes average in the eye we want to hear from you!**

- Pick orders using an RF device or Tablet with a scanner
- Place order into appropriate tote on cart, making sure barcodes on product are facing up.
- Place completed picks in tote and back on the automated conveyor when completed
- Assign tote to pack table using RF device.
- Pack orders using a tablet or touch screen monitor in order to verify the items match the order, or pack pre-verified carts.
- Place orders in appropriate size bag or box and insert catalog and or inserts.
- Completely tape the top and bottom of box and seal bag.
- Make sure shipping label is on bag or box and send down the line to ship confirm area.

*The responsibilities outlined in this position description are a guideline for the general duties of the position and are not exhaustive of all duties inherent in the job. Duluth Trading Company is an equal opportunity employer.*

# Shipping Receiving Warehouse Worker

[Family Fresh Pack](#) Monticello, WI

\$13 an hour

## Primary Responsibilities

- Organization of storage areas
- Receiving and organizing materials
- Help unload and load trucks
- Verify tags on skids
- Keep the racks updated with correct tags
- Keeping materials organized in a way that is efficient for both production and the shipping department
- Daily temperature monitoring and communicating with the maintenance department when there is a problem
- Safe operation of warehousing equipment
- Prepare for incoming products to speed up the receiving process
- Order Picking
- Pull materials for production

## Other tasks and training required

- Cross-train for other jobs in the S&R/Warehousing department
- Fill in with production work when caught up on Shipping /Receiving work
- Sweep and pick up coolers and dock area every day

## Requirements

- **One or more years of forklift experience**
- **Excellent communication skills**
- **Proficient math skills**
- **Excellent attention to details**
- **Heavy lifting required (50# +)**

Job Type: Full-time

Salary: \$13.00 /hour

Experience:

- forklift: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

License:

- Forklift Certified (Preferred)

Language:

- English (Preferred)

Work authorization:

- United States (Required)

Shifts: Mornings required

## Parts Specialist

Francois Ford - Belleville, WI

\$12 - \$14 an hour

Francois Ford is rapidly expanding and we are in need of an experienced parts counter person. The ideal candidate will be able to serve both the shop and create new relationships that will increase our retail sales. Work in a fun environment at a brand new store with very competitive pay.

Job Type: Full-time

Salary: \$12.00 to \$14.00 /hour

Experience:

- parts: 1 year (Preferred)

COLONY BRANDS, Monroe, WI

## Featured Job Sourcing Manager (Kitchen & Household Goods)

1857BR

Monroe

[less](#)Sourcing Manager (Kitchen & Household Goods)

We are seeking a collaborative, pro-active Sourcing Manager for our Hardgoods division with significant global sourcing experience. Do you enjoy the intricacies of global sourcing in an ever-changing market? Do you have Hardgoods experience? If so, then Colony Brands, Inc. may be the position for you! Colony Brands, Inc. is one of North America's largest and most successful direct marketing catalog and e-Commerce companies. Our company has grown to include a diverse portfolio of affiliates, brands and products ranging from apparel to kitchen appliances, while maintaining our roots as a private, customer-centric business based in Monroe, WI. You'll have the opportunity to positively impact a stable, family-owned, people-oriented company in business since 1926. Colony Brands is not just about growing our profits – We are about giving our employees the opportunity for growth and providing a better place to live and work. **What You'll Do As a Sourcing Manager** you'll report to the Divisional Sourcing Manager for our Hardgoods division and be responsible for successfully sourcing and procuring materials and products that deliver the best possible value in price and quality while balancing risks and regulatory concerns for Kitchen and Household Goods. You'll partner with Category and Brand Merchandising, Planning and Inventory to ensure domestic and international sourcing activities are aligned to meet and adapt to the goals of the organization. You'll also be responsible for: Conducting general market research and analysis pertaining to industry capabilities, potential suppliers, and product specification and development opportunities • Evaluating and cultivating vendor relationships and contributing to the vendor RFP process • Facilitating product development and testing **What It Takes** We need an experienced Sourcing Manager with proven global sourcing and supply chain management experience. This person must possess professional level communication skills and thrive in a dynamic, cross-functional, collaborative team environment. Ideally you will have a Bachelor's degree in a Business, Logistics, Supply Chain, or Operations Management discipline and 5+ years' experience with vendor/manufacturing industry, product pricing, and costing. In addition, we are looking for: • Hardgoods product experience, particularly with kitchen & household goods • Superior analytical and problem-solving skills • A solution-oriented and customer-focused demeanor • Exceptional negotiation and conflict management skills • Strong organizational and project management skills • The ability to travel internationally

## Featured Job Assistant Technical Designer

1238BR

Monroe

[less](#)Assistant Technical Designer

At Colony Brands, our Technical Designers work collaboratively with our Merchandisers, Designers, Quality Assurance Team and Vendors to build our product from the “front-end”. Your work will center on garment construction and fit of apparel for selected company brands and catalogs Missy & Plus sizes. As an Assistant Technical Designer, your work will involve preparing specifications, fitting and providing correction directions to vendors from live model fit sessions. You’ll communicate daily with vendors and internal team members to acquire samples, specs, and other needed information or documentation. You’ll also be responsible for: The technical design process from initial development to final fit in specific classifications of product • Identifying problem items early in the spec development phase so that corrective action can be taken prior to factory issue • Attending development hand-off meetings and determining all technical design related requirements are addressed for all products • Relaying information, changes, and feedback from fit sessions to Merchandisers, Suppliers, & internal team members • Working closely with Quality Assurance team to collaborate on input for TOP issues, Production Issues, and Returns. We need a cross-functional player with professional level communication skills, who thrives on solving problems and working in a team environment. Ideally you will have a Bachelor's degree in Fashion Design or a Manufacturing discipline and at least 1 year of Technical Design experience. Extensive apparel fit experience is highly preferred. In addition, we are looking for: • Some pattern development experience • A good working knowledge of MS Office and Windows applications. • Above average organizational skills • The ability to work independently with limited supervision

## Senior Sourcing Manager (HOME)

1627BR

Monroe

[less](#)Senior Sourcing Manager (HOME)

We are seeking a collaborative, pro-active Senior Sourcing Manager with significant global sourcing experience. Do you enjoy the intricacies of global sourcing in an ever-changing market? If so, then Colony Brands, Inc. may be the place for you! As a Sr. Sourcing Manager for our Home Category, you’ll report to the Divisional Sourcing Manager and be responsible for successfully sourcing and procuring finished home goods and products that deliver the best possible value in price and quality while balancing risks and regulatory concerns. You’ll partner with our Brand Merchandising, Planning, and Inventory teams to ensure domestic and international sourcing activities are aligned to meet the goals of the organization. You’ll also be responsible for: Conducting general market research and analysis pertaining to industry capabilities, potential suppliers, and product specification and development opportunities • Evaluating and cultivating vendor relationships and contributing to the vendor RFP process • Facilitating product development and testing **QUALIFICATIONS:** We need an experienced Sourcing Manager with proven global sourcing and supply chain management experience within the home textiles industry. This person must possess professional level communication skills and thrive in a dynamic, cross-functional, collaborative team environment. Ideally you will have a Bachelor’s degree in a Business, Logistics, Supply Chain, or Operations Management discipline and 7+ years’ experience with vendor/manufacturing industry, product pricing, and costing. In addition, we are looking for: • 3+ years’ experience directly related to home goods • A positive, solution-oriented, and customer-focused demeanor • Exceptional negotiation and conflict management skills • Strong organizational and project management skills • The ability to travel domestically & internationally • 3+ years of experience leading a team