



# Ottawa County

A proud partner of the  
American Job Center network

## JOB POSTING

EMPLOYER NAME						
FULL ADDRESS (Street, City, & ZIP)						
JOB TITLE					WORKSITE ZIP CODE	
POSTING ACTIVE DATE			POSTING EXPIRATION DATE (Open positions are automatically active for 30 days unless stated otherwise)			
DESIRED SKILLS/DUTIES						
LICENSES/CERTIFICATIONS			SALARY/WAGE		EDUCATION LEVEL	
WORK DAYS						
SUN	MON	TUES	WED	THURS	FRI	SAT
WORK SHIFTS						
1ST	2ND	3RD	ROTATING	SPLIT		
EMPLOYMENT TYPE						
FULL-TIME	PART-TIME	PERMANENT	TEMPORARY	CONTRACT		
CONTACT NAME				CONTACT EMAIL		
PREFERRED METHOD OF DIRECT CONTACT						
CALLS WANTED		APPLY ONLINE		APPLY IN PERSON AT		
EMAIL RESUME TO		FAX RESUME TO		MAIL RESUME TO		

**SEND FORM TO:**

**Email: [ymannon@ocic.biz](mailto:ymannon@ocic.biz)**

**Fax: 419-898-1749**