

Do you know someone who is looking for a job or could benefit from career support? Please consider sharing this valuable resource with them.

Oklahoma Works offers free services to support job seekers at every stage of their career journey—whether they are updating a resume, exploring new career options, re-entering the workforce, or ready to connect with local employers.

Services available include:

- Monthly hiring events with local employers
- Weekly Hot Jobs email featuring current openings
- Resume and application assistance
- Job leads and career tips via social media

Job seekers can learn more by visiting [www.swb-ok.com](http://www.swb-ok.com) or by connecting with their nearest Oklahoma Works American Job Center.

We proudly serve 17 counties across southern Oklahoma and are committed to helping individuals find meaningful employment and build long-term career success.

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### **Upcoming Hiring & Workforce Events (Southern Region)**

Monday, May 18 - Oklahoma Works Hiring & Resource Event - 4209 W. Hwy 70 Durant, OK

Wednesday May 27th - Worklahoma Wilburton 107 NW 3rd St

Friday, May 29 - Worklahoma Durant – Work Ready 1001 W. Main St. Durant, OK

Wednesday, June 3 - Oklahoma Works Hiring & Resource Event - Patrick Lynch Public Library 206 S. McKenna St. Poteau, OK

Wednesday June 24th - Oklahoma Works Hiring & Resource Event - Pocola Community Center 106 S. Pocola

Wednesday June 24th - Worklahoma Idabel - Museum of the Red River 10am to 2pm

Thank you for helping spread the word—sharing this information could help someone take their next step toward meaningful employment.

MELISSA A. COOK | BUSINESS SERVICES MANAGER  
Southern Workforce Board

Dynamic Workforce Solutions has two open Career Navigator positions — one in Hugo and one in Idabel.

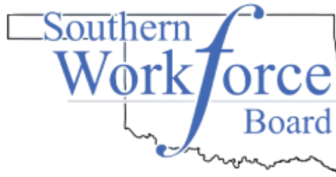
The Career Navigator provides integrated workforce planning services to career center customers. This role assists customers in developing, evaluating, and effectively implementing plans to obtain employment and strengthen employment skills.

Responsibilities include developing and maintaining contact with customers and service providers to identify service needs, as well as helping customers engage in self-assessment and career planning.

For the full job description and to apply, please visit Dynamic Workforce Solutions or use the links below for the job description and application.

Idabel CN posting- <https://dwfs.applicantpro.com/jobs/4072264>

Hugo CN posting- <https://dwfs.applicantpro.com/jobs/4082606>




# Southern Workforce Board - Weekly Hot Jobs

[www.swb-ok.com](http://www.swb-ok.com) | [mcook@swb-ok.com](mailto:mcook@swb-ok.com)

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Week of May 10, 2026

 **Bryan County** (6 Employers Hiring)

## Reynolds Construction

• Apartment Manager | Bryan County | Full-Time

Duties: Strong communication skills, both verbal and written; Some basic knowledge of government-based computer programs a plus; A positive personality and patience when working with elderly residents; Reliable transportation; Monday thru Friday 7:30 am to 4:30 pm

 Apply: Email resume to [rconstruction6420@gmail.com](mailto:rconstruction6420@gmail.com)

## Choctaw Nation

• Durant Casino Facilities Director | Bryan County | Full-Time | \$100 to \$130K

Duties: You will plan, direct, and prioritize maintenance operations of Choctaw facilities and general building systems. Monitor preventative maintenance and facility repair processes.

Monitor the safety and accessibility of the Choctaw Nation and its facilities. Be the contact for the department for code (e.g. ADA, Fire Life Safety) compliance issues, accessibility improvement projects, and other code related issues. Develop, recommend, and administer policies to support building maintenance operations and support services. Create the maintenance budget, procurement and other fiscal management activities associated with building maintenance activities, RFPs, and outside vendor contracts. You will develop maintenance staff, in the management operations of Choctaw Nation facilities. Collect and analyze a variety of complex data, including utility costs and usage. Perform statistical analysis and summarize findings in applicable reports or other communication media. Ensure that all work performed has a work order filled out and completed. Manage work orders to ensure that work orders are completed promptly, and all time is being captured in CMMS. Enforce Choctaw Nation policies, rules, practices and ensure assets are being controlled. Develop and justify the need for systems, equipment, supplies, purchases, and monitor usage. Oversee proper order and stock supplies. Responsible for inventory/security of supplies.

Perform other tasks as assigned.

 Apply:

[https://egoh.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1001/job/26945/?utm\\_medium=jobshare&utm\\_source=External+Job+Share](https://egoh.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/26945/?utm_medium=jobshare&utm_source=External+Job+Share)

SWB is an Equal Opportunity Employer/Program and Activities. Auxiliary aids and services are available upon request to individuals with disabilities. SWB's employment program is 100 percent funded by the U.S. Department of Labor through awards totaling \$5,000,000.

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## **FMG Hotels**

• Room Attendants | Bryan County | Full-Time | 12/hr

Duties: Cleaning rooms by brand standards

 Apply: on site

## **Roll Offs**

• Chipper/Grinders, Logistics Coordinator, Sales/Account Receivable | Bryan County | Full-Time |

Chippers/Grinders-\$17, Sales/AR-\$18-20, Logistics Coordinator-\$16-18.

Duties: Logistics Coordinator: As a Logistic Coordinator, you will be responsible for overseeing and managing the logistics operations of our company. This includes coordinating shipments, and ensuring timely delivery of products to customers. The ideal candidate will have strong analytical skills, excellent communication abilities, and a solid understanding of logistics processes.

Responsibilities:

- Coordinate and manage all aspects of logistics operations, including shipping
- Collaborate with internal teams to ensure accurate demand planning and forecasting
- Conduct regular audits to ensure compliance with company policies and procedures
- Resolve any issues or discrepancies related to shipments or inventory
- Provide support in implementing process improvements to enhance efficiency
- Reading BOLs to better suit drivers and customers
- Securing backhauls for drivers
- DAT board and Truck Stop is a plus
- Insurance, pre-employment hiring processes is a plus
- Accounting/Payroll, Data entry

Sales/AR:

Bilingual is a huge plus. Join our team as an Accounts Receivable Clerk where you will play a vital role in ensuring the financial health of our organization. We are seeking a detail-oriented individual with a strong background in accounting and exceptional organizational skills.

Responsibilities:


- Manage accounts receivable functions including invoicing, processing payments, and collections
- Perform data entry
- Reconcile accounts to ensure accuracy and completeness
- Assist with month-end closing procedures
- Communicate with customers to resolve billing inquiries and discrepancies
- Collaborate with the accounting team on various financial tasks

 Apply: In person at 8567 US 70, Durant, OK 74701 or on [indeed.com](https://www.indeed.com)

## **OneHealth Wellness Clinic**

• Office Assistant | Bryan County | Part-Time | 10

Duties: Greet and check in/out patients, Answer phone calls, Check and respond to emails

 Apply: In person, email resume to [info@onehealthwellnessclinic.com](mailto:info@onehealthwellnessclinic.com)


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### **Brucepac**

• Maintenance | Bryan | Full-Time | \$21/hr

Duties: See employer for Job Description

 Apply: In person or online at Brucepac

### **Carter County** (5 Employers Hiring)

### **Pronto! Staffing**

• Maintenance Tech | Carter County | Full-Time | 20

Duties: Experience in apartment maintenance or a related field is preferred

Basic skills in plumbing, electrical, carpentry, and troubleshooting

HVAC or EPA certification is a plus but not required

Ability to speak and understand English clearly

Must have a valid driver's license and a clean driving record

Reliable work history and great customer service skills

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

### **Pronto! Staffing**

• Leasing Agent | Carter County | Full-Time | 15

Duties: Responsibilities

Greet visitors and answer multi-line phone calls

Show available apartments to people looking for a new home

Enter data into the computer system and process rental applications

Prepare lease packets and move-in paperwork

Help with rent collection and office tasks

Update records and create work orders for maintenance

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

### **Pronto! Staffing**

• Assistant Manager | Carter County | Full-Time | 16

Duties: Keep accurate financial records and help with basic accounting tasks

Accept rent payments and update account ledgers

Manage delinquency reports and handle collections in a professional way

Serve as the main contact for resident questions and lease renewals

Lead the office and oversee daily tasks when the Property Manager is out

Use email and office systems to complete daily paperwork

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### **Pronto! Staffing**

- Server/Kitchen Staff | Carter County | Temporary | 16

Duties: Take food and beverage orders and deliver meals to guests

Clear tables and maintain a clean dining area

Assist with basic food preparation and plating meals

Help with dishwashing and keeping the kitchen organized

Follow all safety and sanitation standards

Restock supplies and materials as needed

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

### **Pronto! Staffing**

- General Labor | Carter County | Full-Time | 17

Duties: Help with facility clean-up and organization for the first two weeks

Use machinery to crush materials and load boxes

Assist with metal furnace and mill processing operations

Work closely with a team to meet daily production goals

Follow all safety rules and wear the required safety gear

Keep the work area clean and safe

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

### **Pronto! Staffing**

- Welder/Fabricator | Carter County | Temporary | 25

Duties: Build and manufacture metal parts and safety guards for industrial machines

Use MIG and Arc welding methods to create clean, polished welds

Measure materials accurately and read blueprints and welding symbols

Repair and install safety guarding throughout the facility

Perform quality tests on welds and paint finished assemblies

Use various hand tools like grinders, drills, and saws safely

Keep the work area clean and follow all safety rules

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

### **Oklahoma Department of Veterans Affairs**

- LPN - Night Shift | Carter County | Full-Time | 31

Duties: LPN Nursing

 Apply: [jobs.ok.gov](http://jobs.ok.gov)

### **Oklahoma Department of Veterans Affairs**

- Patient Care Assistant - Licensed LTC | Carter County | Full-Time | 20.00-25.00

Duties: CNA duties

 Apply: [jobs.ok.gov](http://jobs.ok.gov)

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### **Pronto! Staffing**

- General Labor | Carter | Full-Time | 17

Duties: Help with facility clean-up and organization for the first two weeks

Use machinery to crush materials and load boxes

Assist with metal furnace and mill processing operations

Work closely with a team to meet daily production goals

Follow all safety rules and wear the required safety gear

Keep the work area clean and safe

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

### **PRONTO! STAFFING**

- GENERAL LABOR | Carter | Full-Time | 17

Duties: Must have open availability for all shifts (1st, 2nd, and 3rd)

Ability to work rotating 12-hour shifts between days and nights

Just be able to speak and understand English


Previous experience with furnaces or mill equipment is a plus

 Apply: [WWW.PRONTOSTAFFING.COM](http://WWW.PRONTOSTAFFING.COM)

### **Southbrook Healthcare**

- RN/LPN | Carter County | Part-Time | 26.00/hr and up based on credentials and exp

Duties: Standard long-term care and skilled nursing duties

 Apply: Call or come in and ask for Claudia (DON), Pricilla (ADON) or Sarah (Staffing Coordinator)

### **Southbrook Healthcare**

- Certified Medication Aide | Carter County | Part-Time | \$16.00/hr

Duties: Dispense medication to long-term care residents and skilled nursing patients

 Apply: Come in or call. Ask for Claudia (DON), Pricilla (ADON) or Sarah (Staffing Coordinator)

### **Pronto! Staffing**

- Tire Tech | Carter | Full-Time | 15.5

Duties: You'll be responsible for removing, repairing, and replacing tires on large trucks, including responding to flats and wear issues to keep the fleet running safely. Daily tasks include using hand tools and power tools to mount, dismount, patch, and inspect tires. You'll also keep track of tire inventory, monitor stock levels, and help order new tires and supplies when needed.

In addition, you'll maintain a clean and organized work area, follow all safety procedures, and work both inside the shop and outdoors in varying weather conditions. The role requires frequent lifting (50–100 lbs), standing for long periods, and working in a fast-paced, hands-on environment.

 Apply: [www.prontostaffing.com](http://www.prontostaffing.com)

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## Southern Tech

• Esthetics Instructor | Carter | Full-Time

Duties: Supports and promotes the SouthernTech adopted quality initiatives including the Baldrige criteria, Oklahoma Quality Award Foundation criteria, Tech Centers That Work, and Lean Office.

Recommends new approaches, policies, and procedures to effect continuous improvements in services to customers.

Supports and assists in the development and execution of the SouthernTech strategic plan.

Assigns appropriate instruction areas and formally evaluates instruction of the course material, in cooperation with the Director.

Responsible for reports and student records required by the State Department of Career and Technical Education. Provide testing and process required paper work for certificates available through the program.

Coordinates all program meetings, testing sessions, and student meetings and activities.

Selects, coordinates schedule, and monitor sites for on the job training experiences, clinicals, internships, or live work projects to enhance curriculum, if applicable.

Establish student dress code and establish a safe environment by ensuring students understand the proper safety procedures in the related trade.

Monitor and update inventory and equipment reporting any discrepancies to keep inventory current.

Play a leading role in Job Placement for graduates, and determine their employment status.

Supervises student counseling, discipline, referrals, progress reports, and handbook rules and regulations.

Provide students the opportunity to learn and practice techniques in leadership and job-related skills.

Update technical skill levels as necessary to update curriculum and to deliver current, marketable training to students.


Maintain accurate attendance records in cooperation with the school registrar and the Oklahoma Board of Cosmetology/Barbering, evaluate student performance, and assign letter grades.

Organize and supervise field trips that enhance student's job awareness and broaden their knowledge of the field of study.

Design group learning projects that develop skills in teamwork and problem resolution.

Maintain State, National, and industry specific certifications as required by SouthernTech.

Instruct and assist students in operating computers utilizing a variety of educational software applications. See website for full job description

 Apply: You may apply for employment at SouthernTech on <https://www.sotech.edu/> by clicking on the Introduce Yourself button beneath the position for which you wish to apply. Only applicants that complete the application and the assessment process will be considered. If you have a disability which adversely affects your ability to complete an on-line application, please contact Jenn Akins, HR Director, by telephone at 580-224-8275 or by email at [jakins@sotech.edu](mailto:jakins@sotech.edu) or Kimberly Vick, HR Specialist, by telephone at 580-224-8340 or by email at [kvick@sotech.edu](mailto:kvick@sotech.edu) for assistance.

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### **Hunter Super Techs**

- HVAC COMFORT SPECIALIST | Carter | Full-Time

Duties: Meet with homeowners to discuss HVAC system options

- Help customers find comfort solutions that fit their needs and budget
- Offer financing options and explain system benefits
- Work with a fast-paced, team-oriented company

 Apply: Call today to apply: 580-223-9090 or Email your resume to: [Ashley@huntersupertech.com](mailto:Ashley@huntersupertech.com)

### **Choctaw County** (1 Employers Hiring)

### **Dynamic Workforce Solutions**

- Career Navigator | Choctaw | Full-Time | \$15 - \$16

Duties: The career navigator provides integrated workforce planning services to career center customers. Aids customers in developing, evaluating, and effectively initiating and implementing plans to find employment and/or employment skills. Work involves developing and maintaining contact with customers, and/or service providers for service needs. Helps customers to engage in self-assessment; see complete job description on website

 Apply: [www.dwfs.us](http://www.dwfs.us) or <https://dwfs.applicantpro.com/jobs/4082606>

### **Johnston County** (2 Employers Hiring)

### **Sundowner Trailers, Inc.**

- MIG Welder | Johnston | Full-Time | 18-20

Duties: Welding and fitting aluminum material to build trailers

 Apply: <https://www.sundownertrailer.com/Careers.html>

### **Sundowner Trailers**

- Welders, General Production Assemblers | Johnston | Full-Time | \$15-\$23/hr

Duties: See employer

 Apply: [www.sundownertrailer.com](http://www.sundownertrailer.com)

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## **LeFlore County** (1 Employers Hiring)

### **Oldcastle Infrastructure**

• Maintenance Technician | Leflore County | Full-Time | \$25.00-\$35.00/hour

Duties: Change molds and inserts in machines as required for production needs

Install, troubleshoot, adjust, and repair equipment, electrical components and special purpose machines as assigned

Diagnose mechanical and electrical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary

Operate a variety of hand and power tools to repair, grease, weld, cut, fabricate, change parts and complete tasks as assigned

Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists. Perform routine preventive maintenance to ensure that machines continue to run smoothly

Dismantle equipment to gain access to and remove defective parts using hoists, cranes, hand tools, and power tools

Ability to think independently while successfully functioning in a team environment, with a proven track record of contributing toward team goals

 Apply:

<https://jobs.crh.com/search/?q=&locationsearch=poteau%2C+OK&searchResultView=LIST&markerViewed=&causellIndex=&facetFilters=%7B%22jobLocationCity%22%3A%5B%22Poteau%22%5D%7D&pageNumber=0>

## **Love County** (1 Employers Hiring)

### **WinStar Hotel and Casino**

• Room Attendants | Love | Full-Time

Duties: Upkeep with rooms


 Apply: Text [HotelTeam to 85000](tel:85000)

## **Marshall County** (4 Employers Hiring)

### **Terry Retha**

• Lawncare Help | Marshall County | Full-Time | 15

Duties: Mowing, weed-eating, picking up brush, etc.

 Apply: call 580-277-6970 or 580-222-8260.

### **Chickasaw Pointe Golf Club**

• Grounds Maintenance | Marshall | Part-Time | Starting \$14

Duties: Mowing, trimming, golf course maintenance (must be 18+)

 Apply: Pick up application at Golf Pro Shop


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### **Catfish Bay Marina**

• Marina Maintenance | Marshall | Part-Time | Starting at \$15

Duties: General maintenance, painting, etc. (Must be 18+)

 Apply: Pick up application in person at that Marina Office

### **Big Tex Trailors**

• Welders | Marshall | Full-Time | \$17-\$23/hr

Duties: Welding

 Apply:

<https://www.paycomonline.net/v4/ats/web.php/portal/96B4F6F5DA7BCED92975702561BB84AD/jobs/286207#lapply-sign-in>

## **McCurtain County** (6 Employers Hiring)

### **Elara Caring**

• Talent Acquisition Specialist | McCurtain County | Part-Time | 13.50/hr

Duties: Provide personal care support, including bathing, grooming, dressing, and hygiene assistance

Assist clients with mobility, transfers, and daily living activities

Prepare meals and assist with feeding when needed

Perform housekeeping, laundry, and household tasks

Provide companionship and emotional support to improve quality of life

Assist with errands, grocery shopping, and transportation to appointments (when applicable)

Promote a safe, comfortable, and respectful environment for each client

 Apply: <https://careers.elara.com/us/en>

### **Fortrex**

• Food Safety Team Member (General Labor) | McCurtain | Full-Time | 17.5

Duties: We are seeking a meticulous and dedicated Food Safety Sanitor to join our team and ensure the highest standards of cleanliness and safety in our food production processes.

 Apply:

[https://fortrex.avature.net/en\\_US/careersmarketplace/JobDetail/0518-Food-Safety-Team-Member-2nd-Shift-General-Labor-Afternoon-FT-2nd-Mo-Tu-We-Th-Fr-Sa-Su-Holiday/3142](https://fortrex.avature.net/en_US/careersmarketplace/JobDetail/0518-Food-Safety-Team-Member-2nd-Shift-General-Labor-Afternoon-FT-2nd-Mo-Tu-We-Th-Fr-Sa-Su-Holiday/3142)

### **Choctaw Nation**

• Gaming, Food & Beverage, Retail | McCurtain | Full-Time | Depends on position

Duties: See employer for job description

 Apply: [choctawcareers](http://choctawcareers)

### **Fortrex Solutions**

• Sanitation | McCurtain | Full-Time

Duties: See employer for job description

 Apply: <https://www.fortrexsolutions.com/careers/>

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## **Tyson Foods**

• Labor and Forklift | McCurtain | Full-Time | 16.5

Duties: See employer for Job Description

 Apply: <https://www.tysonfoods.com/careers>

## **Dynamic Workforce Solutions**

• Career Navigator | McCurtain | Full-Time | \$15 - \$16

Duties: The career navigator provides integrated workforce planning services to career center customers. Aids customers in developing, evaluating, and effectively initiating and implementing plans to find employment and/or employment skills. Work involves developing and maintaining contact with customers, and/or service providers for service needs. Helps customers to engage in self-assessment. See full job description on site

 Apply: [www.dwfs.us](http://www.dwfs.us) or <https://dwfs.applicantpro.com/jobs/4072264>

## **Pittsburg County** (5 Employers Hiring)

### **1 of a Kind in Home Care**

• In Home Caregiver for the Elderly | Pittsburg County | Part-Time | 13

Duties: Help the elderly in their home with activities of daily living like housekeeping, laundry, errands, grooming

 Apply: <https://13389.axiscare.com/>

### **McAlester Regional Health Center**

• Nutritional Tech | Pittsburg County | Full-Time | 12

Duties: As a Nutritional Tech, you'll help prepare and deliver meals to patients. This includes putting together meal trays, making sure everything is correct, and delivering them on time. You'll also stock and clean patient galley areas to keep things organized and sanitary. In this role, you'll work with the dietary team to make sure patients receive the right meals and that food service areas stay clean and running smoothly.

 Apply: <https://www.mrhcok.com/careers/>

### **McAlester Regional Health Center**

• Medical Assistant Registered | Pittsburg County | Full-Time

Duties: Prepare patients for examination by taking vital signs, medical histories, and documenting symptoms. Assist physicians and nursing staff during patient examinations and minor procedures.

Maintain accurate and up-to-date patient medical records using electronic health record (EHR) systems.

Schedule patient appointments, manage referrals, and coordinate follow-up care.

 Apply: <https://www.mrhcok.com/careers/>

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### **J&J Automotive**

- Automotive Technician | Pittsburg | Full-Time | \$15- \$22/hr

Duties: Maintenance: Perform routine services including oil changes, fluid level checks, tire rotations, and brake inspections. Diagnostics: Identify mechanical and electrical issues using computerized diagnostic equipment and visual inspections. Repairs: Replace or repair worn parts such as brake pads, sensors, wheel bearings, and belts. Documentation: Maintain accurate records of all diagnostic tests, parts used, and work performed. Shop Safety: Keep your workspace clean and organized, adhering to all safety protocols and equipment operating instructions. Communication: Clearly explain necessary repairs and timelines to service advisors or customers.

 Apply: Please send your resume to [Jandjautomotive78@gmail.com](mailto:Jandjautomotive78@gmail.com) or apply in person at 840 SW Grant McAlester

### **Oklahoma Corrections**

- Correctional Officers + More | Pittsburg | Full-Time


Duties: See employer for job description

 Apply: [joinodoc.com](http://joinodoc.com)

### **Lil Sprouts Learning Center**

- Teacher | Pittsburg | Full-Time

Duties: Child Care Learning Center


 Apply: Call to schedule an interview 918-548-3337 or apply in person at 106 Brewer Ave, Savanna OK

### **Pontotoc County** (6 Employers Hiring)

#### **Call A Ride Public Transit**

- Driver/Dispatcher | Pontotoc County | Full-Time | \$1900 monthly salary

Duties: Full time Driver to transport call on demand passengers in ADA accessible vehicle, curb to curb, in Pontotoc County. Driver responsible for pre-trips inspections of vehicle, using tablet to utilize manifest and collect fares, use navigation to plan routes for time management and communicate with dispatch and fellow drivers by 2 way radio. Also cross train to dispatch 1 week per month. Dispatcher responsible for answering phone and scheduling rides using software that communicates with tablets, preparing/maintaining reports with excel spreadsheets and miscellaneous clerical duties.

 Apply: In person at 15425 CR 3540, Ada, OK 74820

SWB is an Equal Opportunity Employer/Program and Activities. Auxiliary aids and services are available upon request to individuals with disabilities. SWB's employment program is 100 percent funded by the U.S. Department of Labor through awards totaling \$5,000,000.

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## **Amrize Cement Plant**

• Maintenance-Operations Supervisor for Geocycle | Pontotoc County | Full-Time

Duties: ABOUT THE ROLE : Produce tire derived fuel within volume and cost budgets at our waste tire processing facility in Ada, OK.

WHAT YOU'LL ACCOMPLISH: Operate mobile equipment and tire shredding equipment.

Optimize and maintain operating schedules . Operate equipment in a manner to maximize productivity and equipment life. Manage & scheduling 24/7 operations. Optimize & maintain PM scheduling Act as backup to Facility Manager. Operate equipment to optimize production and life cycle costs of equipment. Maintain KPIS: Production Report/shift logs/Shredder Maintenance documents. Manage/schedule staff for wear part change overs and complete maintenance as directed for maintenance and repairs for shred equipment in coordination with Facility Manager. Complete Mobile equipment inspections address issues repairs with Facility Manager Maintain and operate equipment efficiently. Coordinate with a third party transportation team on empty trailers. Address non-routine situations in the operation of the facility. Interface with Amrize personnel, operating staff, visitors to the site, customers, and transporters. Coordinate personnel training of shredders and task training of mobile equipment. Schedule, supervise, train and develop hourly employees. Demonstrate a commitment to communicating, improving and adhering to health, safety and environmental policies in all work environments and areas. Promote a culture of safety and exhibit these behaviors

 Apply:

<https://careers.amrize.com/Amrize/job/Ada-Maintenance-Operations-Supervisor-OK-74820/1367667100/>

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## Amrize Cement Plant

• Electrical/Instrument Technician | Pontotoc County | Full-Time | CBA Driven

Duties: ABOUT THE ROLE: The primary objective of this position is to perform testing and electrical maintenance repair of the plant's equipment.

WHAT YOU'LL ACCOMPLISH: Troubleshoot and repair a diverse range of electrical equipment throughout the cement plant (Example: Instrumentation circuits, motor control circuits up to 13.8 kilovolts, low and medium voltage drives, monitoring analyzers) Schematic reading & instrumentation calibration Digital and Analog PLC program use in troubleshooting Low and medium voltage cable routing, splicing and terminating Basic mechanical activities (For example: Non-critical welding, laser alignment) Perform walk-by inspections & diagnostic checks Maintain documentation, plan and organize work, participate in various team activities This position will work with technicians and management as well as customers. They will communicate and work together to ensure the customer's needs are met in a safe and constructive manner.

Other duties as assigned Demonstrate a commitment to communicating, improving and adhering to health, safety and environmental policies in all work environments and areas. Promote a culture of safety and exhibit these behaviors.

Additional Requirements: Ability to work independently -Mathematical ability - High degree of accuracy

The ability to operate electrical test equipment- Good oral and written communication skills

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee frequently is required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee will frequently be required to walk on rocky, irregular surfaces that may be muddy and in reduced lighting conditions. The employee is occasionally required to sit. The employee must frequently shovel for 3 minutes with an 8 lb. shovel, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places; fumes or airborne particles, confined space, outside weather conditions, low lighting, artificial lighting, and explosives. The employee is regularly exposed to wet and/or humid conditions, proximity to electrical equipment, and vibration. The noise level in the work environment is usually moderate and occasionally.

Successful candidates must adhere to all safety protocols and proper use of Amrize approved Personal Protection Equipment ("PPE"), including but not limited to respirators. Employees that are required to wear respirators must be clean shaven where the respirator seal meets the face in order to pass the qualitative and quantitative fit tests.

 Apply: <https://careers.amrize.com/Amrize/job/Ada-ElectricalInstrument-Technician-OK-74820/1382949900/>

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## Amrize Cement Plant

• Material Handler for Geocycle | Pontotoc County | Full-Time

Duties: Additional Requirements: Good communication skills-Strong ability to work self-directed

Demonstrated problem solving skills and sound decision making based upon available information

Flexible, able to adjust to changing priorities and propose improvement actions

Able to facilitate the collaboration of people in assigned area -Initiative and self-starting abilities; willing to take

action to resolve problems - Set and possess high work standards - Customer focused, both internally and

externally- Implements OH&S Mission: Ensures alignment of OH&S activities arising from OpCo OH&S

mission- Ensures adequate OH&S organization: Ensures relevant actions are taken so that OH&S

requirements are met. - Identifies Hazards & Control Risks: Actively manages risks by ensuring that all related

control activities are implemented thoroughly - Manages Incidents: Drives committed and effective incident

management

Ensure compliance with internal control procedures

Communicating problems in operations, unwarranted deviations from established standards, and violations of policy or law.

Successful candidates must adhere to all safety protocols and proper use of Amrize approved Personal

Protection Equipment ("PPE"), including but not limited to respirators. Employees that are required to wear

respirators must be clean shaven where the respirator seal meets the face in order to pass the qualitative and

quantitative fit test.

 Apply: <https://careers.amrize.com/Amrize/job/Ada-Material-Handler-OK-74820/1386092000/>

## Amrize Cement

• Laborer | Pontotoc | Full-Time | CBA Driven

Duties: WHAT YOU'LL ACCOMPLISH - Perform inspections & checklists on work areas

Participate in and complete any and all safety processes or procedures as required by the company or outside

regulatory agencies -Clean up and housekeeping duties as assigned - Operate various small to mid-sized

mobile equipment (skid steer, sweeper, water truck, vac-truck etc.) - Fill in vacancies within different areas of

the plant. -Maintain documentation, plan and organize work, participate in various team activities

Other duties as assigned - Demonstrate a commitment to communicating, improving and adhering to health,

safety and environmental policies in all work environments and areas. Promote a culture of safety and exhibit

these behaviors. Additional Requirements: Laborers will be required to work outside, at heights, warm

temperatures, in dusty environments and confined spaces. Positions may include changing schedules or

rotating shifts as necessary. Ideal candidates would have a high mechanical aptitude, Ability to work in a team

based environment and excellent mechanical knowledge, ability to weld and experience working in a heavy

manufacturing environment. Mobile equipment operation (Skid Steer, BobCat, Man-Lift operator) (preferred)

General Laboring (carrying, lifting parts and tools, cleaning) Experience using hand tools (Drills, pneumatic

powered tools, hammers, wrenches, etc.) Ability to read measuring tools - Understand Basic mathematics

Follow all safety, environmental and compliance policies - Successful candidates must adhere to all safety

protocols and proper use of Amrize approved Personal Protection Equipment ("PPE"), including but not limited

to respirators. Employees that are required to wear respirators must be clean shaven where the respirator seal

meets the face in order to pass the qualitative and quantitative fit tests.

 Apply: <https://careers.amrize.com/Amrize/job/Ada-Laborer-OK-74820/1355851500/>


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### **DJK Enterprises, Inc**

- Direct Care Professional | Pontotoc | Full-Time | 11.50-12.50 per hour

Duties: Job duties include assuring that the needs of our clients are met with health and safety being top priority. Assisting/preparing nutritional meals, assisting/completing laundry and housework, taking the client to recreational activities, administering medications. Staff will also train client on their habilitation goals as stipulated in the Individual Plan. Keep adequate and current required documentation. Complete shift change and perform other duties assigned by the Program Coordinator.

 Apply: Apply at [djken enterprises.org](http://djken enterprises.org) or in person at 603 E Main Street in Ada, OK

### **MSA Globe**

- Production Manager | Pontotoc | Full-Time

Duties: Leading and developing high-performing production teams

Driving operational efficiency and continuous improvement

Building and strengthening cross-functional partnerships

Fostering a collaborative, problem-solving culture

Supporting new product development and long-term growth

As our Production Manager, you'll play a critical role in aligning people, processes, and performance—while creating an environment where teams feel empowered to innovate, improve, and succeed.

 Apply: <https://careers.msasafety.com/jobs/9616?lang=en-us>

### **Big Five Community Services Inc**

- Driver | Pontotoc | Full-Time

Duties: Contact employer for complete job description

 Apply: Apply online at [www.bigfive.org](http://www.bigfive.org) or 580-924-5331

## **Pushmataha County** (1 Employers Hiring)

### **1 Of a Kind In Home Care**

- Caregiver | Pushmataha | Part-Time | Starting rate \$13

Duties: We offer assistance with daily activities to help you remain living independently in the comfort of your own home.

Cooking & Meal Prep


Help with Dressing & Grooming

Errands & Laundry

Light Housekeeping

Bathing Assistance & Hygiene Assistance

Companionship and Transfer Assistance

 Apply: <https://13389.axiscare.com/>

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