

**Daily Job Leads Thursday 10-2-2025**

**Syracuse Mini Job Fair 10-8-25 10am-1pm @ CNY Works!**

**Onondaga County:**

**Actalent- Fully Remote Technical Writer-FT- DG0646715** (E. Syracuse, NY)

**General Information:** Create & maintain structured documentation for complex technology systems, collaborate with the ILS team to produce user manuals, operations manuals, & quick reference guides.

**Qualifications:** 3+ yrs. of relevant exp. in technical writing, proficiency in document control, DoD, & FAA compliance, exp. with template design software, MS Word, & PDF files, BA/BS degree in writing, information design, or communication, Exp. with MadCap Flare & HTML template writing, Familiarity with DoD, Aerospace, or FAA programs.

**How to Apply:** <https://nlx.jobsyn.org/d9f889705af142f89fb97cf6c62460b3161>

**Elmcrest Children's Center- Respite Services DSP (Casey's Place)-PT- DG0647219** (Syracuse, NY)

**General Information:** Provide constant supervision & safety of the children.

**Qualifications:** HS Diploma/GED, Previous exp. with developmental disabilities, preferred.

**How to Apply:** <https://nlx.jobsyn.org/1e16f269abcd4ee482bfbb994b99dd37161>

**Dot Foods, Inc.- Application Analyst - PIM -FT- DG0645654** (Liverpool, NY)

**General Information:** Responsible for the configuration of the PIM application.

**Required Qualifications:** Bachelor's Degree or equivalent Dot exp.- Strong business analysis & communication skills- SQL exp. and troubleshooting skills.

**How to Apply:** <https://nlx.jobsyn.org/a5f11edc3a6f49f48d2a9ec77189593f161>

**Comfort Windows- Roofer / Crew Lead- FT- DG0642043** (Syracuse, NY)

**General Information:** Install, repair, & replace residential roofing systems, Supervise & direct a crew of roofers on job sites.

**Qualifications:** 3+ yrs. of residential roofing exp., Exp. leading or managing a roofing crew, Strong knowledge of residential roofing tools, materials, & techniques.

**How to Apply:** <https://nlx.jobsyn.org/1b3e4b475ac84c028cc44467e6810d23161>

**Oswego County:**

**Seneca Hill Manor Nursing Home- Resident Care Aide to CNA Dept. -FT- NY1546859** (Oswego, NY)

**General Information:** Function in a supportive role to assist the nursing staff and residents. The Resident Care Aide will not provide any direct resident care.

**Qualifications:** Must be 18 years of age & have a desire/interest in working with the elderly.

**How to Apply:** <http://www.oswegohealth.org>

**KeyCorp- Branch Manager -FT- DG0651426** (Fulton, NY)

**General Information:** accountable for branch operations and compliance.

**Required Qualifications:** HS Diploma/GED or- Bachelor's Degree, 3 yrs. exp. in a sales capacity with a demonstrated ability to lead and coach a successful sales team.

**How to Apply:** <https://nlx.jobsyn.org/9b8ef35f6aca4ebc8c695a188b18d8d1161>

**Cayuga County:**

**Mozaic- Administrative Assistant -FT- DG0652917** (Auburn, NY)

**General Information:** Involves maintaining and updating databases for individuals receiving Day/Employment services in Cayuga & Yates County.

**Qualifications:** Proficient in Excel, possess strong computer skills, and have extensive knowledge with Microsoft Office applications, 2 yrs. of exp. as an administrative assistant are preferred, an associate degree is also desirable.

**How to Apply:** <https://nlx.jobsyn.org/d65c41211f4d4308b9b4907bd5b5bba6161>

**WMT Precision- 1st shift Lathe Operator -FT- NY1546813** (Auburn, NY)

**General Information:** Operate CNC Lathes, operating two machines simultaneously when cycle time and experience level allow, as instructed.

**Required Qualifications:** Not provided.

**How to Apply:** <http://www.weavermachine.com/>

**Cortland County:**

**SUNY Cortland- Library Assistant 1-FT-(NY HELPS) DG0655694** (Cortland, NY)

**General Information:** Responsible for the maintenance of the library's physical collection & some electronic collection items.

**Required Qualifications:** One year of full-time clerical experience in a library setting.

**How to Apply:** <https://nlx.jobsyn.org/da7309ed3150456fbf6585f9a6bc8fd6161>

**NYS Civil Service- Bus Security Assistant (Sunny Cortland) -PT-Temporary- DG0652876** (Cortland, NY)

**General Information:** Ensure the safety and security of the University's downtown shuttle bus on Friday and Saturday nights from 10:30pm to 3:30am during the academic semesters.

**Required Qualifications:** Candidate must be able to stand/walk/ride in a moving vehicle, have good communication and writing skills and be physically able to respond to physical disturbances.

**How to Apply:** <https://nlx.jobsyn.org/a1f059217d8f4717877f104334f945e3161>