

# Help Wanted Advertising

## Week of April 14, 2021



### PT Transit Dispatchers Needed in Glencoe and Buffalo

\$20.47 per hour plus excellent benefits!

Trailblazer Transit is looking for PT office professionals in Glencoe and Buffalo to provide excellent customer service and stability in a fast-paced, team oriented environment. Strong communication skills, attention to detail, and a positive attitude are required. Duties include answering telephones, and two-way radios, scheduling rides, record keeping, and general office support. Minimum qualifications include the ability to read maps, provide directions, organize data and control and direct resources. Post-secondary degree is preferred as the position requires high-level thinking skills.

• PT 2PM-6PM

Employees work each day Monday through Friday with the opportunity to work extra hours as needed. Successful applicants must pass a drug test and background checks. EEOE.

#### ONLINE APPLICATION

Available on our website at: [www.TrailblazerTransit.com](http://www.TrailblazerTransit.com)



Come and Join Our Team!  
**1-888-743-3828**

Call toll free for application and information.  
Applications accepted until positions are filled.

**LABORERS WANTED-** A small const. co. located in Buffalo, MN is looking for a full time general laborer and part time college / high school summer help. Local work, no. exp. needed, will train. \$16-\$24 per hour. Interested applicants please contact us at [spinnerinc@charter.net](mailto:spinnerinc@charter.net) or **763-682-4471**.

## FIND YOUR PERFECT EMPLOYEE PLACE A HELP WANTED AD TODAY!



**ANNANDALE Advocate**

[ads@annandaleadvocate.com](mailto:ads@annandaleadvocate.com)  
Downtown, Main St.,  
Annandale, MN 55302

**The Maple Lake MESSENGER**

[office@maplelakemessenger.com](mailto:office@maplelakemessenger.com)  
218 Division St. W.,  
Maple Lake, MN 55358



### Professional Transit Drivers \$20.17 per hour plus excellent benefits!

Looking for positive, hardworking people with excellent driving, customer service and interpersonal skills. Trailblazer Transit offers a clean working environment and maintains a high-quality fleet of medium-sized transit buses. Openings for full-time and part-time positions in the Glencoe and Buffalo garages. Minnesota Commercial Driver's License (Class A, B or C) with passenger endorsement is required. Trailblazer may assist desirable applicants to obtain proper license.

Trailblazer Transit is a government entity that provides general public transportation in Sibley, McLeod, and Wright Counties. Almost anyone can ride for almost any reason! Service is provided to people of all ages, from children to seniors. Successful applicants must pass a drug test and background checks. EEOE.

#### ONLINE DRIVER APPLICATION

Available on our website at:  
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### Administrative Assistant

Work in Central Minnesota's "Heart of the Lakes" area! Malco Products, SBC, located in Annandale, MN offers you a great employment opportunity without the long commute. As the nation's leading manufacturer of specialty precision hand tools for the HVAC industry, Malco is seeking a multi-talented individual to work at our facility. Qualifications, experience and duties of the Administrative Assistant include:

- High school diploma or GED or three months related experience
- Proficient in Microsoft Office Suite
- Provide advanced clerical/administrative support
- Prepare reports; obtain and compile data, enter data into the PC, produce reports and verify accuracy
- Set up and maintain necessary files/documentation for the department
- Set up and schedule meetings

The starting in training pay is \$18.78/hour. We offer a flexible benefits program where you can pick and choose many options in our plan. We are a 100% owned Employee Stock Ownership Plan (ESOP) company where all employees are shareholders of company stock. Along with the excellent starting wage and benefits program, we have a clean, safe, climate controlled working environment.

To apply, complete the online application or print and complete an application found at [malcotools.com](http://malcotools.com) and mail, fax, email or deliver the application to:

**MALCO PRODUCTS, SBC**  
Attn: Human Resources Manager  
P.O. Box 400, Annandale, MN 55302-0400  
Facsimile: (320) 323-4441  
Email: [hr@malcotools.com](mailto:hr@malcotools.com)



Equal Opportunity Employer

# TYLOHELO

## COLLEGE STUDENTS SUMMER JOBS AVAILABLE! \$16 / HOUR

### Woodworkers/Production/Warehouse

Cokato-based TyloHelo Inc., a globally focused leader in the sauna and steam bath industry, has opportunity for Seasonal Woodworkers and Warehouse workers.

Fast paced and exciting job responsibilities include operation of various power and hand tools to manufacture high quality sauna components.

- Starting as soon as summer break starts (April or May)
- Work available through end of summer (or extended if desired)
- Woodworking and Warehouse positions available
- Possible internship/coop opportunities with some degree majors

#### The ideal candidate will possess the following:

- Enthusiasm, energy and reliability
- Woodworking or related skills a plus
- Ability to use a tape measure
- Excellent organizational skills/self-motivated
- Ability to work well alone or with others
- We will train as needed

TyloHelo Inc. provides a safe work environment, a team/family-oriented culture, with attractive wage and benefit package. Positions report to the Production Manager. If interested, please e-mail a resume or stop by to fill out an application. Or, go to [www.indeed.com](http://www.indeed.com) to apply and arrange for a virtual interview.

ATTN: Human Resources  
575 East Cokato Street, Cokato, MN 55321  
email: [hradmin@tyloheloinc.com](mailto:hradmin@tyloheloinc.com)



[www.tyloheloinc.com](http://www.tyloheloinc.com)