



MEDINA TALENT SEARCH

For Businesses and Job Seekers

October 29, 2025

Employment Opportunity with Hilzinger America Corp



Hilzinger America Corp., manufacturer of industrial buffing & polishing tools; deburring tools; technical brushes, is looking for a Part-Time Administrative Assistant to help them keep things running smoothly at their 620 E. Smith Road facility. Responsibilities include but are not limited to:

- Provide administrative support, including scheduling, filing, lite accounting, and data entry.
- Assist with email correspondence and document preparation.
- Maintain office organization and supplies.
- Collaborate with team members to ensure efficient operations.

For more information on this position and to apply, click [HERE](#).

Employment Opportunities with Medina County District Library

The Medina County District Library is seeking applicants for the following positions at their 210 S. Broadway branch:



- Library Associate - Flex (Part Time) provides reference and reader's advisory services, prepare and conduct programs, assist patrons with the use of library resources and e-media, assist with collection maintenance, assist patrons in the check-out area, register patrons for library cards, and perform all duties relating to the processing of materials.
- Librarian - Readers' Advisory (Part Time) provides readers' advisory services to patrons and staff. Joins the Collection Resources (Technical Services) Department and coordinates work with Acquisitions Librarians. Promotes the library's collection and services via community speaking engagements, columns in local magazines and social media. Trains MCDL staff on Readers Advisory and serves as chair of the Author Events Committee.
- Collection Resources Page (Library Inventory Processor, Part Time) processes new material by applying appropriate labels, writing numbers on items, applying tape when necessary, and sorting and packing crates of materials. Other assignments include unpacking and checking in new materials, repairing items and making deliveries around the Medina building.

For more information on these positions and to apply, click [HERE](#).

Employment Opportunity with Foundry Social

At The Foundry Complex, their mission is to Make a Difference for People by creating unforgettable, fun-filled experiences for every guest. Foundry Social is currently accepting applications for the role of Service Supervisor. This position plays a vital leadership role on the Foundry Social service team — blending the energy of front-line hospitality with the accountability of leadership and operational excellence. The Service Supervisor acts as the bridge between the service staff and management, ensuring that their high standards of service, teamwork, and guest experience are consistently met. This position is ideal for team members who lead by example, embody enlightened hospitality, and are passionate about providing unforgettable guest experiences while uplifting those around them. For a complete job description and to apply, click [HERE](#).



If you no longer wish to receive this newsletter, please click [Unsubscribe](#). Please do not block or mark it as spam.

Thank you.