

# Job Posting Analytics

Lightcast Q3 2025 Data Set

August 2025

Berrien, Branch, Calhoun, Cass, Kalamazoo,  
St. Joseph, and Van Buren Counties



Michigan

# Parameters

Select Timeframe: Jul 2025 - Jul 2025

Occupations:

Results should include

Code	Description
29-1141	Registered Nurses
29-1171	Nurse Practitioners
29-1249	Surgeons, All Other
29-2034	Radiologic Technologists and Technicians
29-2099	Health Technologists and Technicians, All Other

Code	Description
31-1131	Nursing Assistants
31-9092	Medical Assistants
35-2014	Cooks, Restaurant
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
41-2011	Cashiers

Regions:

Code	Description
26021	Berrien County, MI
26023	Branch County, MI
26025	Calhoun County, MI
26027	Cass County, MI

Code	Description
26077	Kalamazoo County, MI
26149	St. Joseph County, MI
26159	Van Buren County, MI

Job Title:

Results should include

Description
Medical Assistants
Family Medicine Medical Assistants
Family Nurse Practitioners
Environmental Services Technicians
Registered Nurses

Description
Medical Surgical Registered Nurses
X-Ray Technologists
Cashiers
Requisition Sales Associates
Cooks

Company:

Results should include

Description
Pfizer
Fast Pace Health

Description
Walmart
Bronson Healthcare

Ascension
Meijer
Border Foods

Corewell Health
Stryker
Oaklawn Hospital

Minimum Experience Required: Any

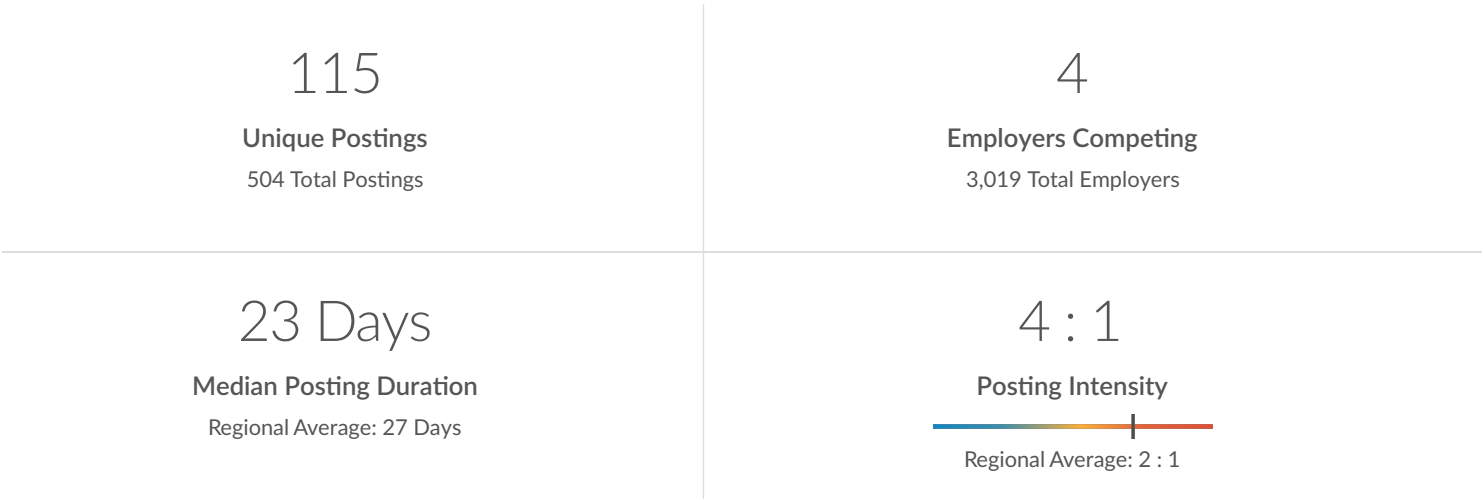
Education Level: Any

Job Type: Include Internships

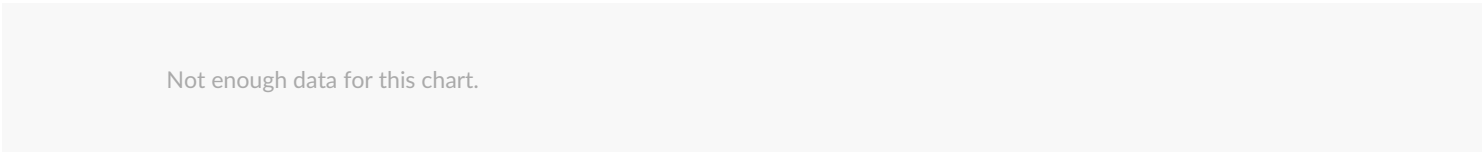
Keyword Search:

Posting Type: Active Postings

# Job Postings Overview

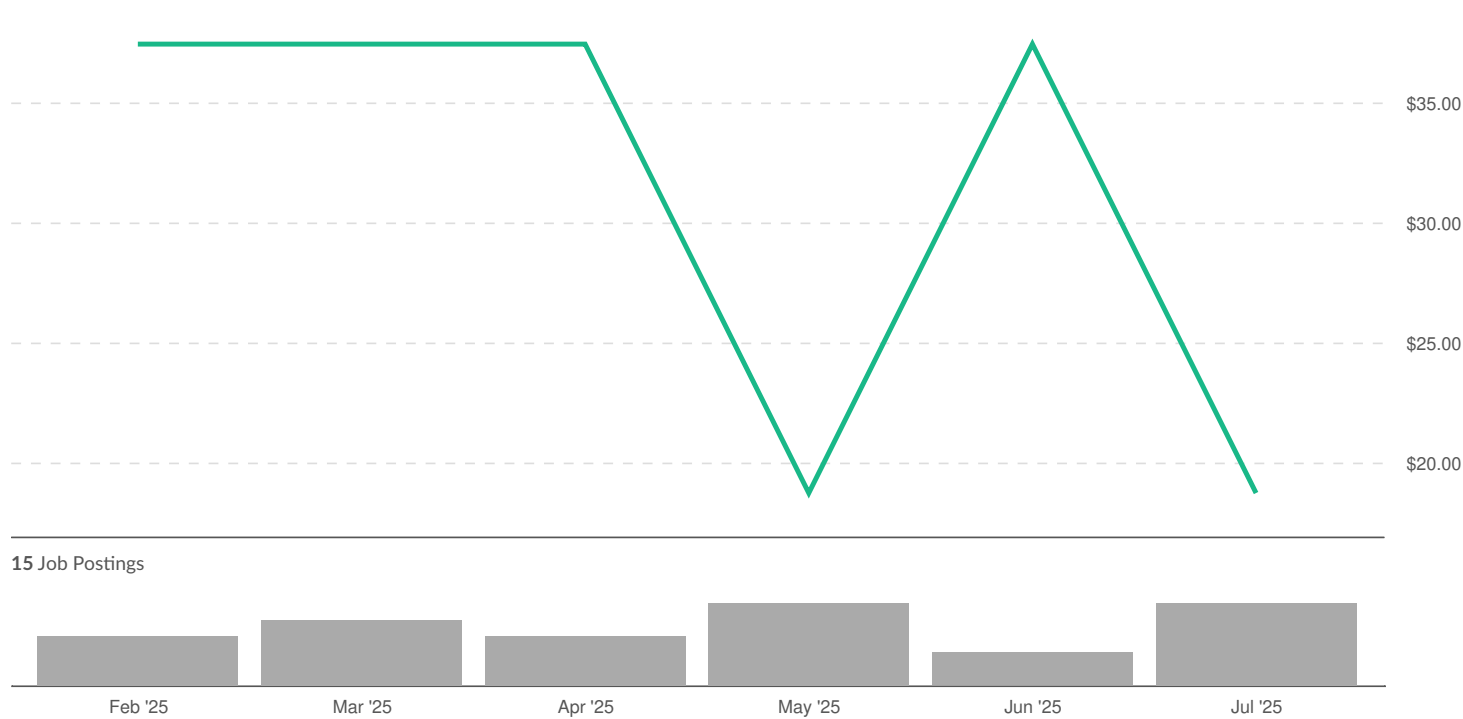


## Advertised Salary

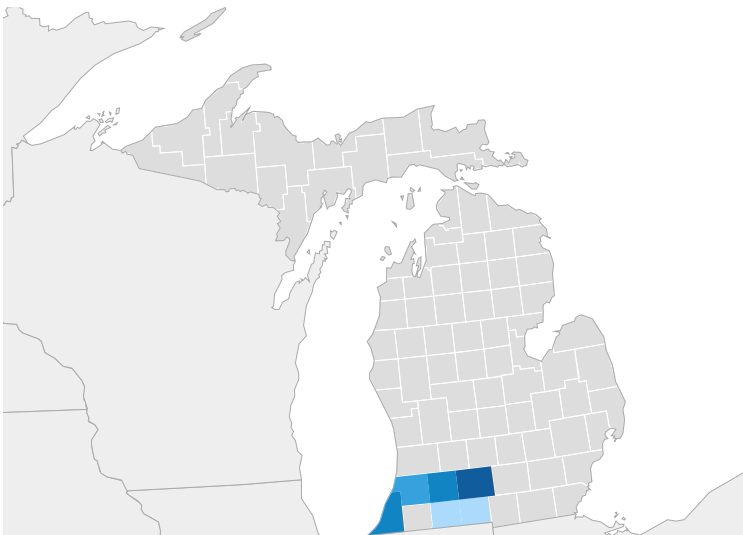


# Advertised Salary Trend

▼ 50.0% Feb 2025 – Jul 2025  
\$37.50 Median

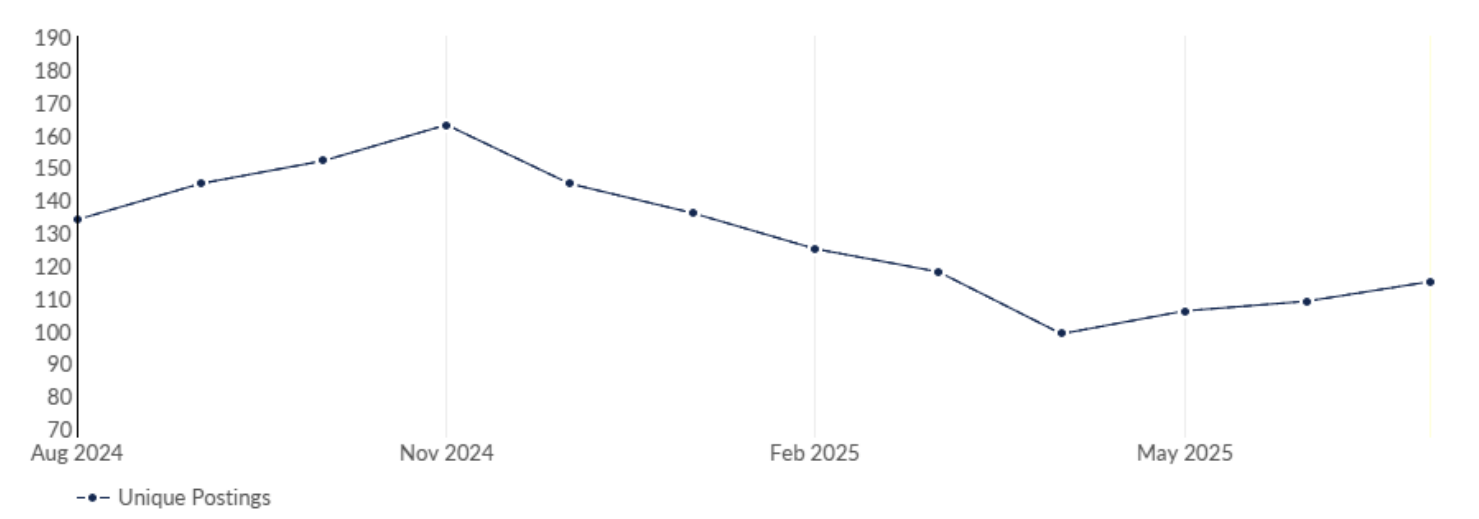


# Job Postings Regional Breakdown



County	Unique Postings (Jul 2025)
Calhoun County, MI	63
Kalamazoo County, MI	20
Berrien County, MI	18
Van Buren County, MI	10
Branch County, MI	2

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jul 2025	115	4 : 1
Jun 2025	109	5 : 1
May 2025	106	5 : 1
Apr 2025	99	5 : 1
Mar 2025	118	5 : 1
Feb 2025	125	5 : 1
Jan 2025	136	5 : 1
Dec 2024	145	5 : 1
Nov 2024	163	5 : 1
Oct 2024	152	5 : 1
Sep 2024	145	5 : 1
Aug 2024	134	5 : 1

# Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	39	34%
High school or GED	38	33%
Associate's degree	39	34%
Bachelor's degree	17	15%
Master's degree	0	0%
Ph.D. or professional degree	0	0%

# Minimum Education Breakdown





Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	38	0	33%
Associate's degree	31	8	27%
Bachelor's degree	7	10	6%
Master's degree	0	0	0%
Ph.D. or professional degree	0	0	0%

# Experience Breakdown











Minimum Experience	Unique Postings	% of Total
No Experience Listed	77	67%
0 - 1 Years	30	26%
2 - 3 Years	8	7%
4 - 6 Years	0	0%
7 - 9 Years	0	0%
10+ Years	0	0%









# Top Companies Posting

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Oaklawn Hospital	294 / 54	5 : 1 	n/a
Bronson Healthcare	61 / 33	2 : 1 	19 days
Corewell Health	79 / 16	5 : 1 	29 days
Meijer	70 / 12	6 : 1 	16 days







# Top Cities Posting

City	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Marshall, MI	274 / 48	6 : 1 	n/a
Kalamazoo, MI	39 / 18	2 : 1 	18 days
Battle Creek, MI	45 / 14	3 : 1 	16 days
Saint Joseph, MI	39 / 8	5 : 1 	25 days
Niles, MI	28 / 6	5 : 1 	30 days
South Haven, MI	15 / 6	3 : 1 	29 days
Paw Paw, MI	6 / 3	2 : 1 	n/a
Coldwater, MI	7 / 2	4 : 1 	n/a
Albion, MI	2 / 1	2 : 1 	n/a
Benton Harbor, MI	3 / 1	3 : 1 	n/a







# Top Posted Occupations

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	188 / 39	5 : 1 	30 days
Medical Assistants	154 / 36	4 : 1 	25 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	43 / 20	2 : 1 	18 days
Cashiers	70 / 12	6 : 1 	16 days
Nursing Assistants	41 / 6	7 : 1 	n/a
Cooks, Restaurant	8 / 2	4 : 1 	15 days









# Top Posted Occupations

Occupation (O*NET)	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	188 / 39	5 : 1 	30 days
Medical Assistants	154 / 36	4 : 1 	25 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	43 / 20	2 : 1 	18 days
Cashiers	70 / 12	6 : 1 	16 days
Nursing Assistants	41 / 6	7 : 1 	n/a
Cooks, Restaurant	8 / 2	4 : 1 	15 days



# Top Posted Occupations

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Registered Nurse	188 / 39	5 : 1 	30 days
Medical Assistant	154 / 36	4 : 1 	25 days
Janitor / Cleaner	43 / 20	2 : 1 	18 days
Cashier	70 / 12	6 : 1 	16 days
Nursing Assistant	41 / 6	7 : 1 	n/a
Cook	8 / 2	4 : 1 	15 days

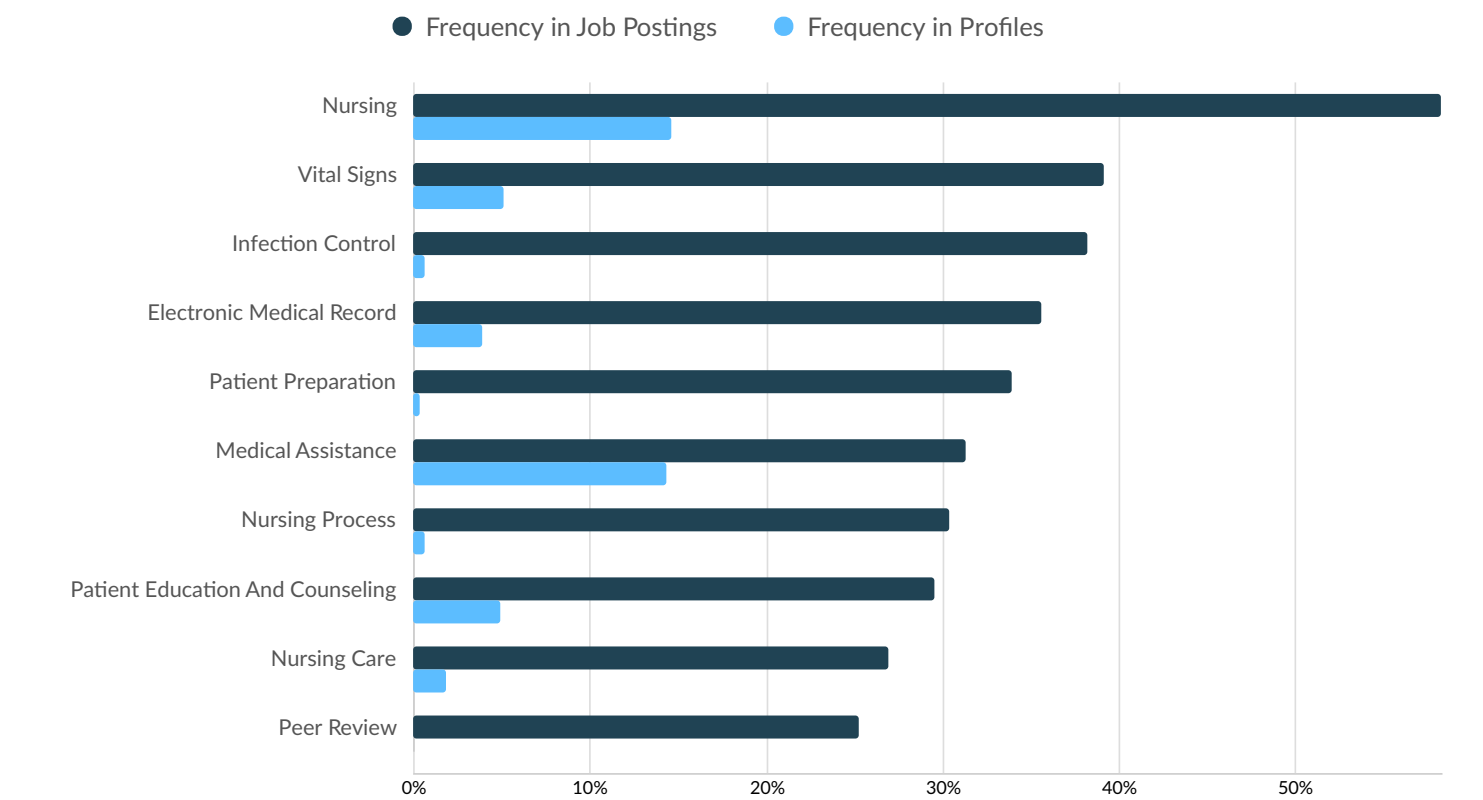
# Top Posted Job Titles

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	162 / 31	5 : 1 	57 days
Requisition Sales Associates	136 / 25	5 : 1 	n/a
Environmental Services Technicians	43 / 20	2 : 1 	18 days
Medical Assistants	58 / 15	4 : 1 	35 days
Cashiers	70 / 12	6 : 1 	16 days
Medical Surgical Registered Nurses	23 / 7	3 : 1 	29 days
Family Medicine Medical Assistants	4 / 3	1 : 1 	23 days
Cooks	8 / 2	4 : 1 	15 days

# Top Industries

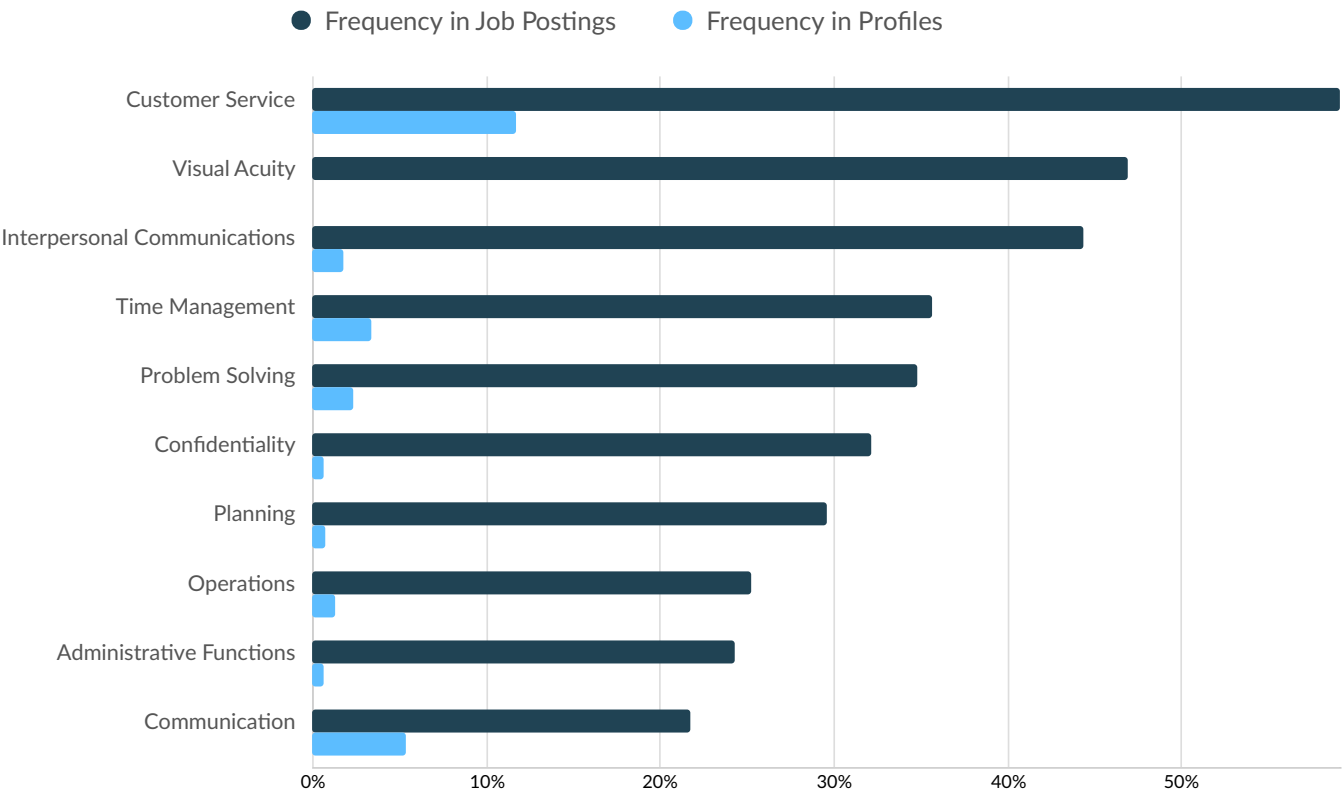
	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
General Medical and Surgical Hospitals	434 / 103	4 : 1 	23 days
Department Stores	70 / 12	6 : 1 	16 days

# Top Specialized Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Nursing	67	58%	112	15%	+20.1%	Rapidly Growing
Vital Signs	45	39%	39	5%	+17.2%	Growing
Infection Control	44	38%	5	1%	+17.1%	Growing
Electronic Medical Record	41	36%	30	4%	+12.1%	Growing
Patient Preparation	39	34%	3	0%	+15.8%	Growing
Medical Assistance	36	31%	110	14%	+11.9%	Growing
Nursing Process	35	30%	5	1%	+24.2%	Rapidly Growing
Patient Education And Counseling	34	30%	38	5%	+11.6%	Growing
Nursing Care	31	27%	14	2%	+19.1%	Growing
Peer Review	29	25%	0	0%	+18.4%	Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Customer Service	68	59%	90	12%	+5.2%	Stable
Visual Acuity	54	47%	0	0%	+18.9%	Growing
Interpersonal Communications	51	44%	14	2%	+12.5%	Growing
Time Management	41	36%	26	3%	+14.5%	Growing
Problem Solving	40	35%	18	2%	+11.3%	Growing
Confidentiality	37	32%	5	1%	0.0%	
Planning	34	30%	6	1%	+10.9%	Growing
Operations	29	25%	10	1%	+8.1%	Stable
Administrative Functions	28	24%	5	1%	+13.6%	Growing
Communication	25	22%	41	5%	+3.6%	Lagging

# Top Software Skills

There is not enough data to display this section.

# Top Qualifications

	Postings with Qualification
Basic Life Support (BLS) Certification	70
American Red Cross (ARC) Certification	61
Registered Nurse (RN)	53
Certified Medical Assistant (CMA)	29
Basic Cardiac Life Support	26
Advanced Cardiovascular Life Support (ACLS) Certification	24
Licensed Practical Nurse (LPN)	20
Valid Driver's License	15
Certified Clinical Medical Assistant (CCMA)	15
Critical Care Registered Nurse (CCRN)	11

# Appendix A

## Top Posting Sources

Website	Postings on Website (Jul 2025)
peopleanswers.com	48
indeed.com	47
myworkdayjobs.com	45
diversityjobs.com	22
dejobs.org	19
hospitalcareers.com	5
retirementjobs.com	4
corewellhealth.org	3
jobserve.com	3
simplyhired.com	3
healthjobsnationwide.com	1

# Appendix B

## Sample Postings



### EVS Associate- Kalamazoo, PRN 3rd Shift

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Kalamazoo, MI	O*NET: 37-2011.00
Company: Bronson Healthcare	Job Title: Environmental Services Technicians

EVS Associate

- Kalamazoo, PRN 3rd Shift EVS Associate
- Kalamazoo, PRN 3rd Shift locationsBronson Methodist Hospitaltime typePart timeposted onPosted 4 Days Agojob requisition id

#### JOB44151 CURRENT BRONSON EMPLOYEES

- using the career worklet in Workday.

This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBMH Bronson Methodist Hospital TitleEVS Associate

- Kalamazoo, PRN 3rd Shift Join Our Team at Bronson Hospital in Kalamazoo!

Position:

Environmental Service Associate Location:

Bronson Hospital Kalamazoo Department:

Environmental Services Shift:

PRN 3rd Shift Make a Difference in Patient Care! At Bronson Hospital, we aremitted to keeping our patients and visitors safe and healthy. We're looking for an Environmental Service Associate to help maintain cleanliness and infection control across the hospital. You'll play an important role in making sure the hospital is a clean, safe place for everyone.

What You'll Do:

Clean and sanitize patient rooms (both occupied and unoccupied), public areas, surgical areas, and other spaces as assigned Stock supplies and keep equipment clean and in working order Follow safety and infection control guidelines to ensure the hospital is always clean and safe Provide excellent service to both hospital staff and patients Work closely with the Environmental Services Manager to make sure all tasks arepleted to the highest standards Follow detailed instructions and regularly check your work to meet quality standards

What We're Looking For:

A positive attitude and a strong desire to help others Attention to detail and the ability to follow safety and cleanliness guidelines Ability to work well with a team and follow instructions from supervisors Goodmunication skills and a willingness to learn Ability to work in a fast-paced environment and stay focused on the task at hand Previous experience in cleaning is a plus, but not required Why Work at Bronson? A 2024 Forbes Best-In-State Employer Competitive salary Shift differential pay Comprehensive Wellness Program Rotating weekends Benefits start on Day 1 Work with a supportive and friendly team Opportunities to learn and grow in the healthcare field Be part of a hospital that values your hard work and dedication to keeping themunity healthy Effective April 19, 2021 a high school diploma or general education degree (GED) is no longer required for this position.

- Ability to work independently.
- Must be able to communicate (verbally and in writing) in English (at or above the 8th grade level) with departmental staff and internal and external customers.
- Must possess interpersonal skills that represent Bronson in a positive and professional manner.
- Must exhibit excellent customer service skills, thoroughness and time management skills..
- Must be able to comfortably accept delegation and negotiate task priorities.

Work which produces levels of mental/visual fatigue which are typical of jobs that perform a wide variety of duties with frequent and significant uncontrollable deadlines. Work may include the operation of and full attention to a personal computer or CRT up to 40 percent of the time. Involves regularly lifting of bulky or moderately heavy weights (i.e., up to 50 pounds), and occasionally assisting with heavier tasks or expending the equivalent effort in pushing, pulling, or otherwise handling material, equipment, and other objects. Performs most duties while standing, sitting, and/or walking. Lifts and/or pushes supplies and equipment. Frequent reaching, stooping, bending, kneeling, and crouching, is required to perform many job duties. Ability to work while standing on a stepladder at a height of four feet is required. Occasional exposure to risk of injury when working with electrical equipment. Must be able to walk stairs when necessary. Good balance is required when performing all duties. The employee is occasionally required to work in confined spaces and occupied areas. May experience occasional pressure due to multiple calls and inquiries. May be called upon to handle emergency or crisis situations. Required protective clothing may include gloves, eye protection, face protection, and shoe covers.

- Performs all cleaning functions involved in daily general cleaning and maintaining of patient rooms, operating rooms and ancillary areas, patient related areas, and departmental general areas following the system's ten steps of cleaning as defined in the Environmental Services Department Manual.

Maintains knowledge of, and complies with, all relevant laws, regulations per CDC, OSHA, the EPA, Joint Commission and policies, procedures and standards necessary for role.

- Follows all isolation procedures in isolation and contact plus rooms
- Detail clean vents, fan fixtures, tops of windows, door frames, wall art, bumpers, furniture and other areas as necessary
- Cleans public areas; lobbies, waiting rooms, rest rooms, elevators, utility rooms, exam rooms, offices, stairwells, and other areas assigned
- Collects and replaces all sharps and black pharmacy box containers in patient care areas.

Documents and maintains records of assigned cleaning tasks. Restocking of supplies in assigned areas as needed. Communicates information and requests as appropriate to the registered nurse and/or patient care assistant. Communicate and provide exceptional service to patients, staff, families and visitors. Maintains confidentiality of patient and unit data per HIPPA regulations. Removes trash and soiled linen from assigned areas and transports to disposal area. Keeps work areas neat and orderly, cleans equipment and assists with other duties as assigned. May operate mechanical floor equipment such as IMops, vacuums, sweepers and other related environmental equipment. Cleans equipment and stores in assigned locations. Direct visitors as necessary. May collect trays from patient rooms. Coordinates activities related to cleaning area with department coordinator as needed. Assumes responsibility for own growth and development; attends regular staff meetings. Actively participates and supports the Bronson Management System by attending huddles and adopting the problem solving methods. Operates ultraviolet (UV) disinfection equipment (Surfacide UV Robot).

- BBC Only All other duties as assigned which may include the use of the trashpactor, and emptying trash and linen chutes.

Specific to

### BMH Lab, BSH, BLH & BLIRC:

Collect, label and organize all Biomedical Waste for pick up by the waste hauler. Collect, transport and take all recycling to pactor oringle dumpster. Transport waste to appropriate pactor or outside dumpster as needed. Change privacy curtains w needed. Round, inspect and maintain all assigned areas within scope of facility. Areas to include but not limited to: Lab work areas, offices, restrooms, waiting areas, patient procedure rooms, stairwells, receiving dock, ambulatory storage, EVS closets, BIO storage rooms, recycling areas inside and outside, elevator landing, elevator's inside and out, elevator tracks. Proper use of and maintenance of all assigned floor care machinery. Machinery to include but not limited to: auto scrubbers, corded and battery powered vacuums, iMop, burnishers and side by side scrubbers. Shift Third Shift Time Type Part time Scheduled Weekly Hours 10 Cost Center 1620 Environmental Services (BMH) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson

Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration. take a moment to watch a brief video highlighting employment with Bronson!

Medical Assistants — Bronson Healthcare in Battle Creek, MI (Jul 2025 - Active)

Full Time - Medical Assistant (4, 10 hour shifts) - Bronson Internal Medicine - Battle Creek	
Link to Live Job Posting: <a href="https://bronsonhg.wd1.myworkdayjobs.com">bronsonhg.wd1.myworkdayjobs.com</a>	
Location: Battle Creek, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Medical Assistants
<div>Full Time</div> <div><ul style="list-style-type: none"><li>Medical Assistant (4, 10 hour shifts)</li><li>Bronson Internal Medicine</li><li>Battle Creek Full Time</li><li>Medical Assistant (4, 10 hour shifts)</li><li>Bronson Internal Medicine</li><li>Battle Creek locationsBronson Battle Creektime typeFull timeposted onPosted 6 Days Agojob requisition id</li></ul></div> <div>JOB44143 CURRENT BRONSON EMPLOYEES</div> <div><ul style="list-style-type: none"><li>using the career worklet in Workday.</li></ul></div> <div><p>This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBBC Bronson Battle Creek TitleFull Time</p><div><ul style="list-style-type: none"><li>Medical Assistant (4, 10 hour shifts)</li><li>Bronson Internal Medicine</li><li>Battle Creek Working under provider's direction provides general nursing functions for the practice.</li></ul></div><p>Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstratetencies specific to the population served. High school diploma or general education degree (GED) required</p></div> <div>MUST MEET ONE OF THE FOLLOWING</div> <div>Successfulpletion of an accredited medical assistant program</div> <div>CMA/CCMA/RMA</div> <div>certifiedMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire</div> <div>Note:</div> <div><p>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months. BLS certification is required within 90 days of hire/transfer. Knowledge of clinical skills as required with Medical Assistant Certification/Registration. Effective problem-solving and prioritization skills. Must possess excellent interpersonal skills and process information in a confidential manner. Must be able toomunicate clearly and effectively with patients, doctors and other staff. Ability to maintain patient confidentiality. Ability to work independently and function as an integral team member with other healthcare professionals. Must have personalputer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization'sputerized systems. Must have excellent verbal andmunication skills. Ability to maintain positive customer service. Ability to establish effective working relations with nhvsicians, office staff, and employees in a</p></div>	

Agency to maintain positive customer service; Agency to establish effective working relations with physicians, office staff, and employees in a team environment. Must maintain the highest level of confidentiality. Work which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personalputer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required. Prepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other. Document pertinent information in chart. Maintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place. Administer treatments as requested by the physician. Obtain specimens for urine testing, phlebotomy, etc. Performs laboratory tests as directed by the physician. Accurately documents required information in patient charts. Set up and assist physician with procedures (laceration repair, pap/pelvic, etc.). Schedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc. Prepares patients for tests/procedures by providing appropriate instructions. Coordinate admissions, referrals, call in prescriptions, etc. Stock exam rooms with supplies as needed. Conduct day to day inventory of supplies and report items to be ordered. Assist in the scheduling of appointments in EMR system as required. Able to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient. Assists inpletion of misc. patient forms (Worker Compensation, Disability, etc.) Attend staff, educational or other meetings as required. Performs other related duties as assigned by nurses, practice manager, or physician. Shift10 Hour Day Shift Time TypeFull time Sign-On Bonus

### External Candidates Only:

Up to \$1,500.00 Retention BonusExternal Candidates Only, \$1,500.00 Scheduled Weekly Hours40 Cost Center8566 Bronson Internal Medicine Battle Creek (BBC) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

### EVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Battle Creek, MI	O*NET: 37-2011.00
Company: Bronson Healthcare	Job Title: Environmental Services Technicians

EVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm EVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm  
locationsBronson Battle Creektime typePart timeposted onPosted 6 Days Agojob requisition id

#### JOB44063 CURRENT BRONSON EMPLOYEES

- using the career worklet in Workday. This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBBC Bronson Battle Creek  
TitleEVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm Join Our Team at Bronson Battle Creek Hospital!

Position:

Environmental Service Associate Location:

Bronson Battle Creek Hospital Department:

Environmental Services Shift:

Part Time- 32 hr/wk 2nd Shift Benefits Eligible Make a Difference in Patient Care! At Bronson Hospital, we aremitted to keeping our patients and visitors safe and healthy. We're looking for an Environmental Service Associate to help maintain cleanliness and infection control across the hospital. You'll play an important role in making sure the hospital is a clean, safe place for everyone.

What You'll Do:

Clean and sanitize patient rooms (both occupied and unoccupied), public areas, surgical areas, and other spaces as assigned Stock supplies and keep equipment clean and in working order Follow safety and infection control guidelines to ensure the hospital is always clean and safe  
Provide excellent service to both hospital staff and patients Work closely with the Environmental Services Manager to make sure all tasks arepleted to the highest standards Follow detailed instructions and regularly check your work to meet quality standards

What We're Looking For:

A positive attitude and a strong desire to help others Attention to detail and the ability to follow safety and cleanliness guidelines Ability to work well with a team and follow instructions from supervisors Goodmunication skills and a willingness to learn Ability to work in a fast-paced environment and stay focused on the task at hand Previous experience in cleaning or maintenance is a plus, but not required Why Work at Bronson? A 2024 Forbes Best-In-State Employer Competitive salary Shift differential pay Comprehensive Wellness Program Rotating weekends Benefits start on Day 1 Work with a supportive and friendly team Opportunities to learn and grow in the healthcare field Be part of a hospital that values your hard work and dedication to keeping themunity healthy Effective April 19, 2021 a high school diploma or general education degree (GED) is no longer required for this position. (BBC only) Michigan driver's license and insurability may be required

- Ability to work independently.
- Must be able toomunicate (verbally and in writing) in English (at or above the 8th grade level) with departmental staff and internal and

external customers.

- Must possess interpersonal skills that represent Bronson in a positive and professional manner.
- Must exhibit excellent customer service skills, thoroughness and time management skills..
- Must be able to comfortably accept delegation and negotiate task priorities.

Work which produces levels of mental/visual fatigue which are typical of jobs that perform a wide variety of duties with frequent and significant uncontrollable deadlines. Work may include the operation of and full attention to a personalputer or CRT up to 40 percent of the time. Involves regularly lifting of bulky or moderately heavy weights (i.e., up to 50 pounds), and occasionally assisting with heavier tasks or expending the equivalent effort in pushing, pulling, or otherwise handling material, equipment, and other objects. Performs most duties while standing, sitting, and/or walking. Lifts and/or pushes supplies and equipment. Frequent reaching, stooping, bending, kneeling, and crouching, is required to perform many job duties. Ability to work while standing on a stepladder at a height of four feet is required. Occasional exposure to risk of injury when working with electrical equipment. Must be able to walk stairs when necessary. Good balance is required when performing all duties. The employee is occasionally required to work in confined spaces and occupied areas. May experience occasional pressure due to multiple calls and inquiries. May be called upon to handle emergency or crisis situations. Required protecting clothing may include gloves, eye protection, face protection, and shoe covers.

- Performs all cleaning functions involved in daily general cleaning and maintaining of patient rooms, operating rooms and ancillary areas, patient related areas, and departmental general areas following the system's ten steps of cleaning as defined in the Environmental Services Department Manual.

(For

## BBC & BLH ONLY

- may do laundry) Maintains knowledge of, andplies with, all relevant laws, regulations per CDC, OSHA, the EPA, Joint Commission and policies, procedures and standards necessary for role.

- Follows all isolation procedures in isolation and contact plus rooms
- Detail clean vents, fan fixtures, tops of windows, door frames, wall art, bumpers, furniture and other areas as necessary
- Cleans public areas; lobbies, waiting rooms, rest rooms, elevators, utility rooms, exam rooms, offices, stairwells, and other areas assigned
- Collects and replaces all sharps and black pharmacy box containers in patient care areas.

Documents and maintains records of assigned cleaning tasks.Restocking of supplies in assigned areas as needed.Communicates information and requests as appropriate to the registered nurse and/or patient care assistant.Communicate and provide exceptional service to patients, staff, families and visitors.Maintains confidentiality of patient and unit data per HIPPA regulations.Removes trash and soiled linen from assigned areas and transports to disposal area.Keeps work areas neat and orderly, cleans equipment and assists with other duties as assigned.May operate mechanical floor equipment such as IMops, vacuums, sweepers and other related environmental equipment.Cleans equipment and stores in assigned locations.Direct visitors as necessary.May collect trays from patient rooms.Coordinates activities related to cleaning area with department coordinator as needed.Assumes responsibility for own growth and development; attends regular staff meetings.Actively participates and supports the Bronson Management System by attending huddles and adopting the problem solving methods.Operates ultraviolet (UV) disinfection equipment (Surfacide UV Robot).

- BBC OnlyAll other duties as assigned which may include the use of the trashpactor, and emptying trash and linen chutes.

ShiftSecond Shift Time TypePart time Sign-On Bonus

## External Candidates Only:

Up to \$375.00 Retention BonusExternal Candidates Only, \$375.00 Scheduled Weekly Hours32 Cost Center1620 Environmental Services (BBC) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

Requisition Sales Associates — Oaklawn Hospital in Marshall, MI (Jul 2025 - Active)

Medical Assistant - Requisition #551360	
Link to Live Job Posting: <a href="https://mint.peopleanswers.com">mint.peopleanswers.com</a>	
Location: Marshall, MI	O*NET: 31-9092.00
Company: Oaklawn Hospital	Job Title: Requisition Sales Associates



## MEDICAL ASSISTANT

### Job Summary:

Under direct supervision of a provider performs a variety of clinical and administrative tasks while striving to offer perfect care every time to patients. Clinical duties include greeting and escorting patients to the exam room, measuring and recording vitals, collecting, and recording medical and medication histories, preparing patients for examination/procedure, assisting the provider as directed and ensuring efficient clinic patient flow. Additional duties include specimen collection with accurate labeling and prescriptions as directed by the provider. Maintains equipment and supplies. Administrative duties include answering telephones, scheduling appointments, accurate patient registration, processing referrals and prior authorizations. Maintain focus on patient centered care and customer service.

### Essential Functions:

Consistently use an outward mindset and put forth exemplary effort in accomplishing his/her goals and objectives in a manner that helps others to achieve their goals and objectives. Obtains and records vital signs, height and weight, medical and medication history. Documents all medical information appropriate and accurately in the EMR. Sends records to Health Information Management, as needed. Prepares patients for examination/procedure and ensures patient flow. Assists provider and nursing staff as guided. Implement medical orders in a safe and proper manner. Collects specimens and properly labels, administer immunizations and medication via various routes (IM, SQ, Oral, Nasal), as directed by the provider. Maintains rooms, equipment and supplies to uphold standard precautions. Answers telephones ensuring to handle customer inquiries promptly and appropriately. Schedules appointments, process referrals and prior authorizations. Registers patients, ensuring accuracy, collection and scanning of proper documents, and all required registration steps are followed. Provides patient centered care and customer service.

### Minimum Qualifications:

Qualified candidate will have an active American Heart Association or American Red Cross Basic Cardiac Life Support (BLS) Certification within 90 days of hire and hold one of the following: Registered or Certified Medical Assistant or Licensed Practical Nurse in the State of Michigan or Commiserate combination of education and experience as deemed appropriate by Human Resources and ABR-OE Credential upon hire or Commiserate combination of education and experience as deemed appropriate by Human Resources and Registered or Certified Medical Assistant completion within 90 days.

### Knowledge, Skills & Abilities:

Experience in a medical office or similar setting required. Must possess interpersonal skills sufficient to deal effectively and courteously with a diverse group of patients, doctors, internal callers, and other healthcare personnel, while maintaining strict medical ethics. Successful completion of registration or certification in an accredited Medical Assistant program preferred. Demonstrated knowledge of medical assistant competencies, computers, and EHRs. Patient access knowledge preferred. PCMH experience is a plus.

### Working Conditions:

Potential travel to other offices aiding in relief and/or provider schedules. Potential exposure to blood/body fluids and contagious disease.

### Physical Requirements:

Constantly stand, walk, reach, see/visual acuity, handle/grasp/feel, talk/hear, taste/smell. Frequently sit, reach, push/pull, bend/twist, stoop/kneel/crouch. Lift/carry 1 to 50+ lbs. Marshall, 200 N. Madison, Marshall, MI 49068

Requisition Sales Associates — Oaklawn Hospital in Marshall, MI (Jul 2025 - Active)

Medical Assistant - Requisition #317538	
Link to Live Job Posting: <a href="https://mint.peopleanswers.com">mint.peopleanswers.com</a>	
Location: Marshall, MI	O*NET: 31-9092.00
Company: Oaklawn Hospital	Job Title: Requisition Sales Associates

## MEDICAL ASSISTANT

### Job Summary:

Under direct supervision of a provider performs a variety of clinical and administrative tasks while striving to offer perfect care every time to patients. Clinical duties include greeting and escorting patients to the exam room, measuring and recording vitals, collecting, and recording medical and medication histories, preparing patients for examination/procedure, assisting the provider as directed and ensuring efficient clinic patient flow. Additional duties include specimen collection with accurate labeling and prescriptions as directed by the provider. Maintains equipment and supplies. Administrative duties include answering telephones, scheduling appointments, accurate patient registration, processing referrals and prior authorizations. Maintain focus on patient centered care and customer service.

### Essential Functions:

Consistently use an outward mindset and put forth exemplary effort in accomplishing his/her goals and objectives in a manner that helps others to achieve their goals and objectives. Obtains and records vital signs, height and weight, medical and medication history. Documents all medical information appropriate and accurately in the EMR. Sends records to Health Information Management, as needed. Prepares patients for examination/procedure and ensures patient flow. Assists provider and nursing staff as guided. Implement medical orders in a safe and proper manner. Collects specimens and properly labels, administer immunizations and medication via various routes (IM, SQ, Oral, Nasal), as directed by the provider. Maintains rooms, equipment and supplies to uphold standard precautions. Answers telephones ensuring to handle customer inquiries promptly and appropriately. Schedules appointments, process referrals and prior authorizations. Registers patients, ensuring accuracy, collection and scanning of proper documents, and all required registration steps are followed. Provides patient centered care and customer service.

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### Knowledge, Skills & Abilities:

Experience in a medical office or similar setting required. Must possess interpersonal skills sufficient to deal effectively and courteously with a diverse group of patients, doctors, internal callers, and other healthcare personnel, while maintaining strict medical ethics. Successful completion of registration or certification in an accredited Medical Assistant program preferred. Demonstrated knowledge of medical assistant competencies, computers, and EHRs. Patient access knowledge preferred. PCMH experience is a plus.

### Working Conditions:

Potential travel to other offices aiding in relief and/or provider schedules. Potential exposure to blood/body fluids and contagious disease.

### Physical Requirements:

Constantly stand, walk, reach, see/visual acuity, handle/grasp/feel, talk/hear, taste/smell. Frequently sit, reach, push/pull, bend/twist, stoop/kneel/crouch. Lift/carry 1 to 50+ lbs. Marshall, 200 N. Madison, Marshall, MI 49068

# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

# Job Posting Analytics

Lightcast Q3 2025 Data Set

August 2025  
Branch, Calhoun, Kalamazoo,  
and St. Joseph Counties



Michigan

# Parameters

Select Timeframe: Jul 2025 - Jul 2025

Occupations:

Results should include

Code	Description
11-9051	Food Service Managers
11-9111	Medical and Health Services Managers
29-1141	Registered Nurses
29-2061	Licensed Practical and Licensed Vocational Nurses
29-2099	Health Technologists and Technicians, All Other

Regions:

Code	Description
26023	Branch County, MI
26025	Calhoun County, MI

Company:

Results should include

Description
Pfizer
Ascension
Meijer
Border Foods
Walmart

Minimum Experience Required: Any

Education Level: Any

Job Type: Include Internships

Keyword Search:

Posting Type: Active Postings

Code	Description
31-1131	Nursing Assistants
31-9092	Medical Assistants
35-3023	Fast Food and Counter Workers
41-2011	Cashiers
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Code	Description
26077	Kalamazoo County, MI
26149	St. Joseph County, MI

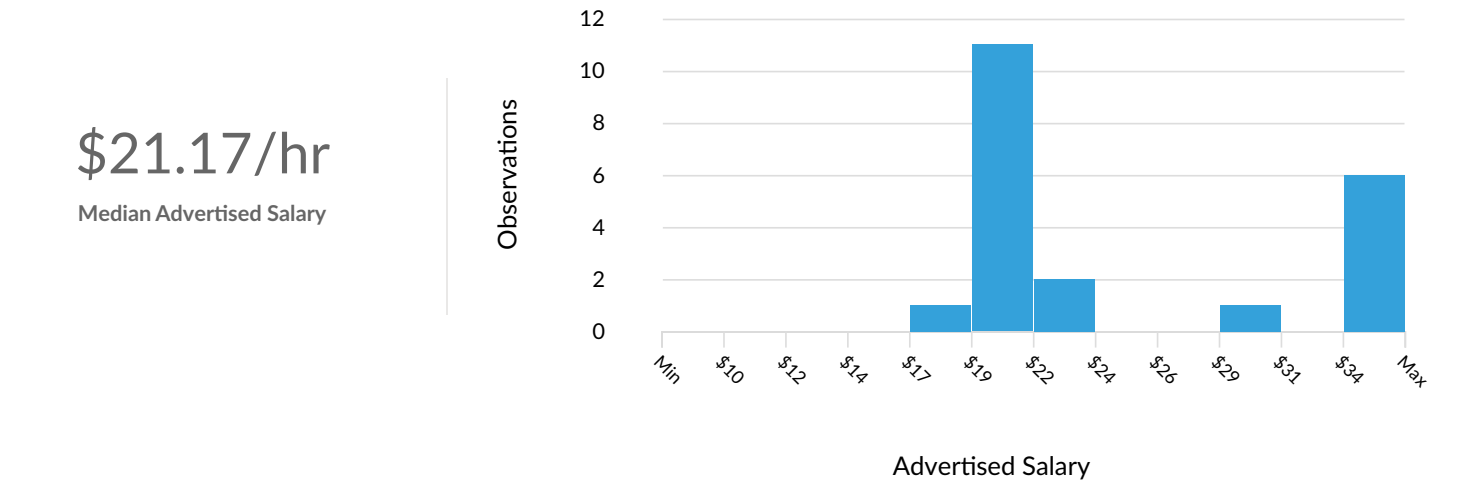
Description
Bronson Healthcare
Corewell Health
Zoetis
Stryker
Oaklawn Hospital

# Job Postings Overview



## Advertised Salary

There are 21 advertised salary observations (6% of the 331 matching postings).



# Advertised Salary Trend

▼43.6% Feb 2025 – Jul 2025  
\$37.54 Median

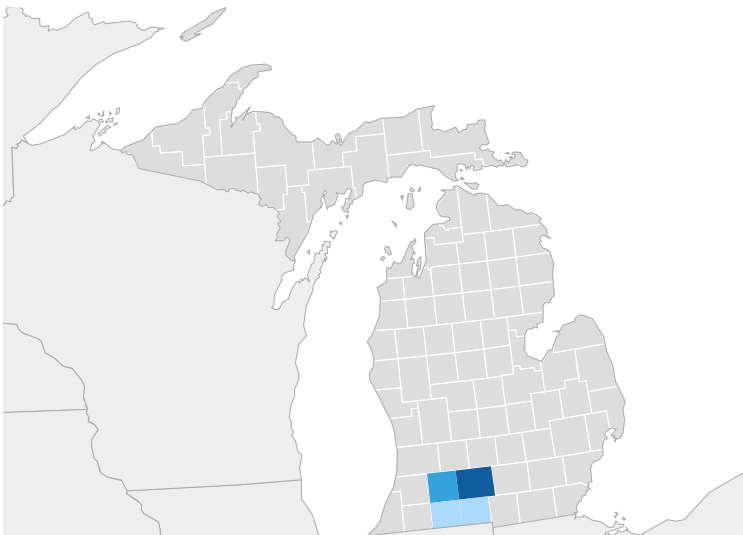


98 Job Postings



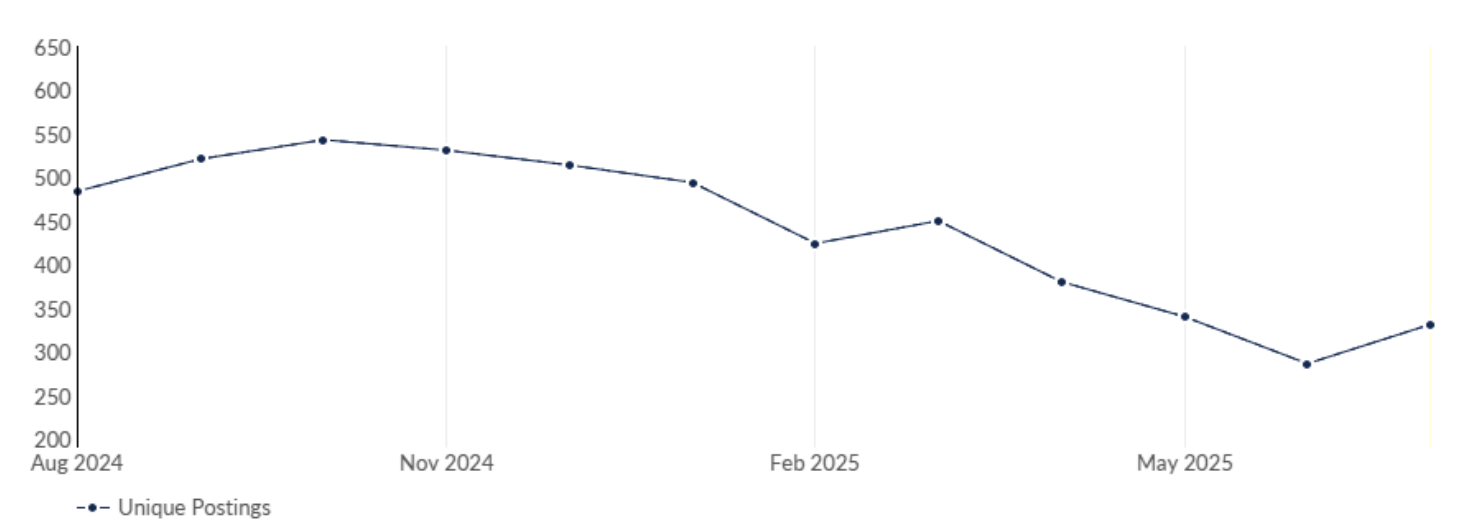


# Job Postings Regional Breakdown



County	Unique Postings (Jul 2025)
Calhoun County, MI	225
Kalamazoo County, MI	92
Branch County, MI	8
St. Joseph County, MI	6

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jul 2025	331	3 : 1
Jun 2025	286	4 : 1
May 2025	340	4 : 1
Apr 2025	380	4 : 1
Mar 2025	450	4 : 1
Feb 2025	424	4 : 1
Jan 2025	494	4 : 1
Dec 2024	514	4 : 1
Nov 2024	531	4 : 1
Oct 2024	543	4 : 1
Sep 2024	521	4 : 1
Aug 2024	484	3 : 1

# Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	108	33%
High school or GED	74	22%
Associate's degree	149	45%
Bachelor's degree	71	21%
Master's degree	24	7%
Ph.D. or professional degree	3	1%









# Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	74	0	22%
Associate's degree	110	39	33%
Bachelor's degree	34	36	10%
Master's degree	5	18	2%
Ph.D. or professional degree	0	3	0%











# Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	241	73%
0 - 1 Years	43	13%
2 - 3 Years	42	13%
4 - 6 Years	5	2%
7 - 9 Years	0	0%
10+ Years	0	0%











# Top Companies Posting

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Oaklawn Hospital	815 / 170	5 : 1 	34 days
Bronson Healthcare	151 / 109	1 : 1 	29 days
Meijer	97 / 20	5 : 1 	16 days
Walmart	22 / 13	2 : 1 	16 days
Stryker	20 / 10	2 : 1 	18 days
Border Foods	13 / 7	2 : 1 	n/a
Pfizer	3 / 1	3 : 1 	42 days
Ascension	1 / 1	1 : 1 	n/a














# Top Cities Posting

City	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Marshall, MI	779 / 159	5 : 1 	34 days
Kalamazoo, MI	124 / 75	2 : 1 	29 days
Battle Creek, MI	111 / 61	2 : 1 	23 days
Portage, MI	45 / 12	4 : 1 	16 days
Coldwater, MI	20 / 8	3 : 1 	35 days
Three Rivers, MI	17 / 4	4 : 1 	33 days
Albion, MI	7 / 3	2 : 1 	n/a
Sturgis, MI	6 / 2	3 : 1 	48 days
Tekonsha, MI	5 / 2	3 : 1 	n/a
Comstock Township, MI	3 / 1	3 : 1 	n/a











# Top Posted Occupations

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	406 / 110	4 : 1 	23 days
Medical Assistants	243 / 74	3 : 1 	35 days
Health Technologists and Technicians, All Other	136 / 45	3 : 1 	34 days
Medical and Health Services Managers	110 / 37	3 : 1 	18 days
Cashiers	81 / 21	4 : 1 	16 days
Fast Food and Counter Workers	37 / 11	3 : 1 	19 days
Nursing Assistants	54 / 10	5 : 1 	n/a
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	26 / 9	3 : 1 	38 days
Food Service Managers	13 / 7	2 : 1 	n/a
Licensed Practical and Licensed Vocational Nurses	16 / 7	2 : 1 	55 days











## Top Posted Occupations

Occupation (O*NET)	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	403 / 107	4 : 1 	23 days
Medical Assistants	243 / 74	3 : 1 	35 days
Patient Representatives	127 / 40	3 : 1 	34 days
Medical and Health Services Managers	110 / 37	3 : 1 	18 days
Cashiers	81 / 21	4 : 1 	16 days
Fast Food and Counter Workers	37 / 11	3 : 1 	19 days
Nursing Assistants	54 / 10	5 : 1 	n/a
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	26 / 9	3 : 1 	38 days
Food Service Managers	13 / 7	2 : 1 	n/a
Licensed Practical and Licensed Vocational Nurses	16 / 7	2 : 1 	55 days
Health Technologists and Technicians, All Other	9 / 5	2 : 1 	n/a
Clinical Nurse Specialists	2 / 2	1 : 1 	n/a
Critical Care Nurses	1 / 1	1 : 1 	n/a








# Top Posted Occupations

Occupation	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurse	402 / 106	4 : 1 	23 days
Medical Assistant	243 / 74	3 : 1 	35 days
Registrar / Patient Service Representative	126 / 39	3 : 1 	34 days
Healthcare Administrator	56 / 22	3 : 1 	18 days
Cashier	79 / 19	4 : 1 	16 days
Fast Food / Counter Worker	37 / 11	3 : 1 	19 days
Office / Administrative Assistant	26 / 9	3 : 1 	38 days
Nursing Assistant	53 / 9	6 : 1 	n/a
Licensed Practical / Vocational Nurse	16 / 7	2 : 1 	55 days
Restaurant / Food Service Manager	13 / 7	2 : 1 	n/a

# Top Posted Job Titles

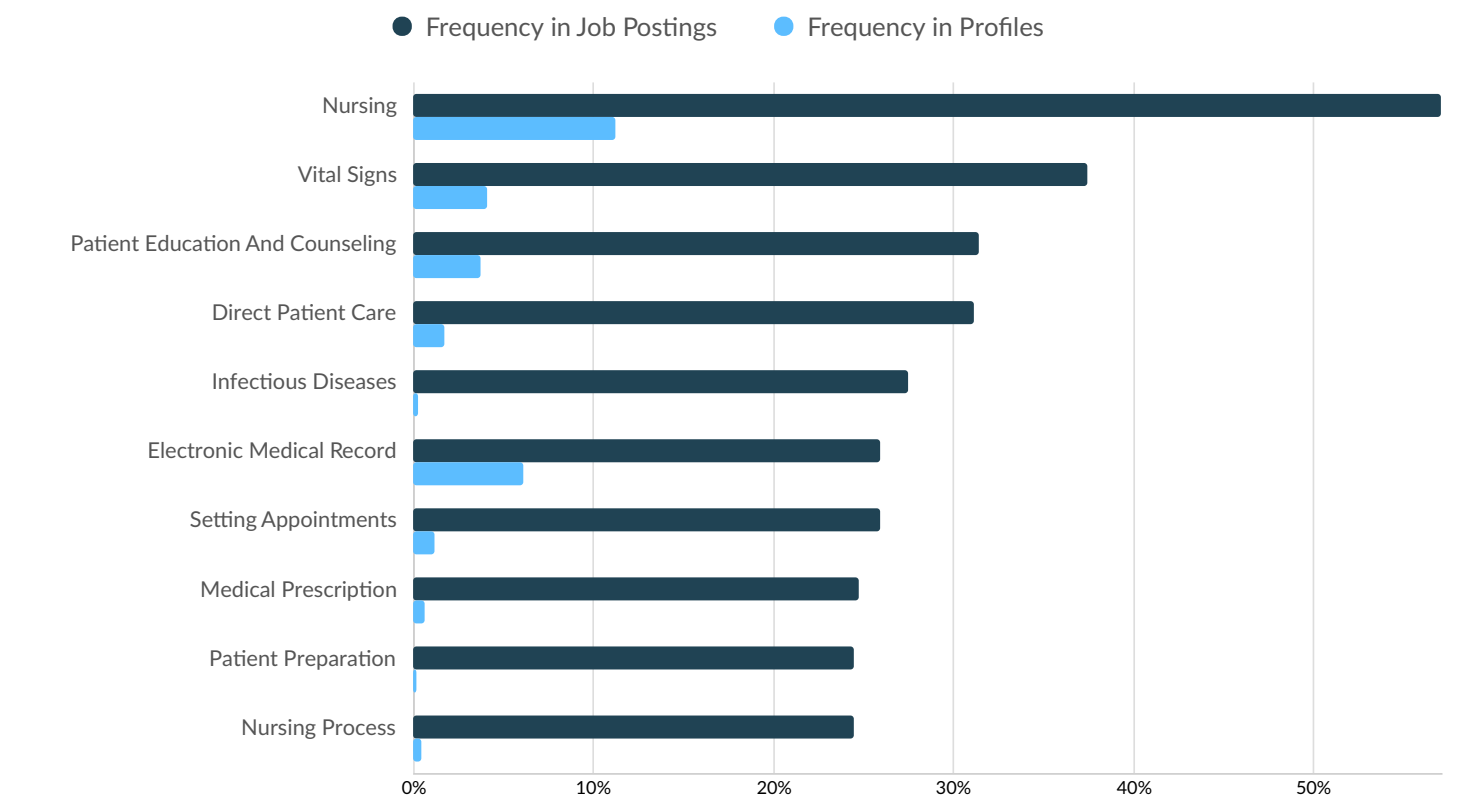
	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	159 / 29	5 : 1 	n/a
Requisition Sales Associates	136 / 25	5 : 1 	n/a
Department Assistants	70 / 18	4 : 1 	34 days
Emergency Services Registered Nurses	62 / 13	5 : 1 	n/a
Pre-Registration Representatives	48 / 12	4 : 1 	n/a
Medical Assistants	17 / 8	2 : 1 	35 days
Personal/Family Assistants	39 / 8	5 : 1 	n/a
Primary Care Medical Assistants	22 / 8	3 : 1 	n/a
Cashiers	56 / 8	7 : 1 	16 days
Cashiers/Front End Supervisors	15 / 7	2 : 1 	n/a

# Top Industries

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
General Medical and Surgical Hospitals	966 / 279	3 : 1 	29 days
Department Stores	97 / 20	5 : 1 	16 days
Warehouse Clubs and Supercenters	22 / 13	2 : 1 	16 days
Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers	20 / 10	2 : 1 	18 days
Limited-Service Restaurants	13 / 7	2 : 1 	n/a
Pharmaceutical Preparation Manufacturing	3 / 1	3 : 1 	42 days
All Other Miscellaneous Ambulatory Health Care Services	1 / 1	1 : 1 	n/a

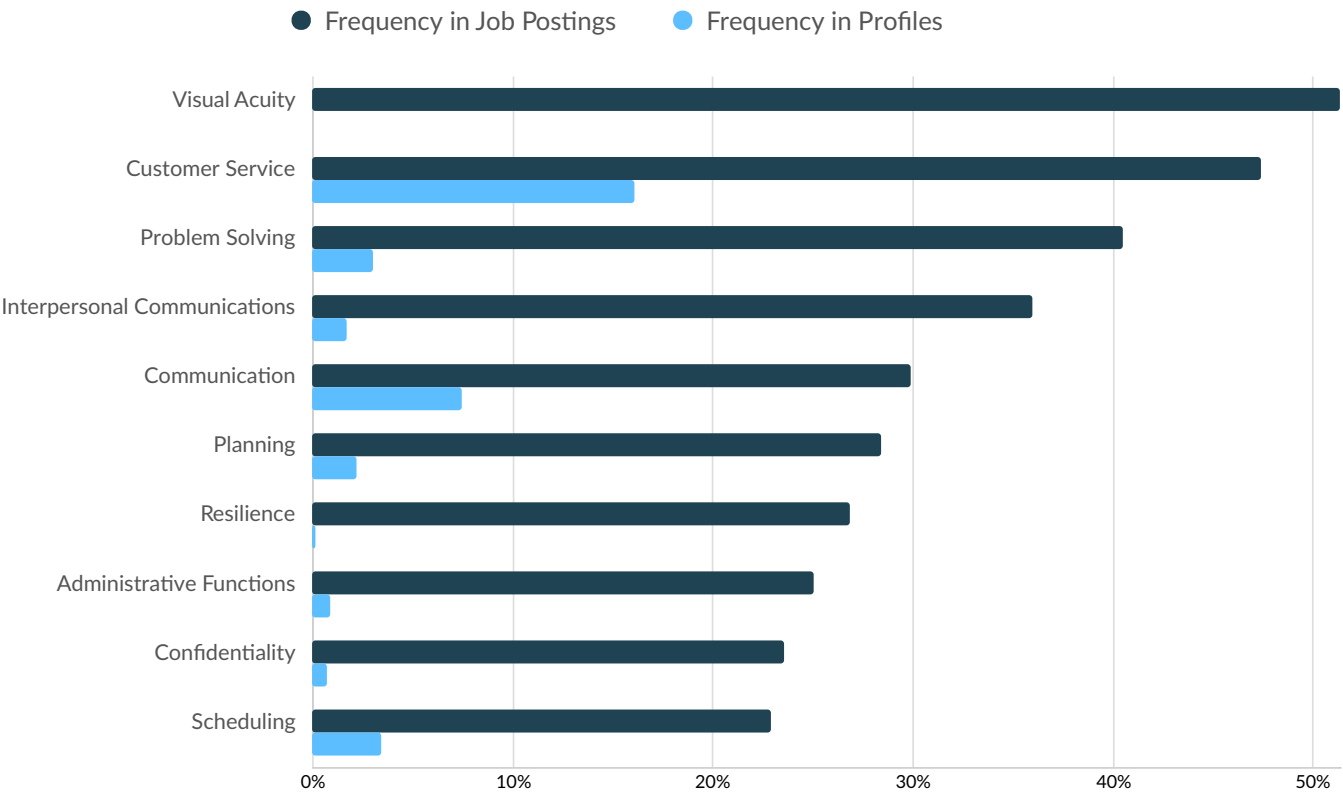


# Top Specialized Skills



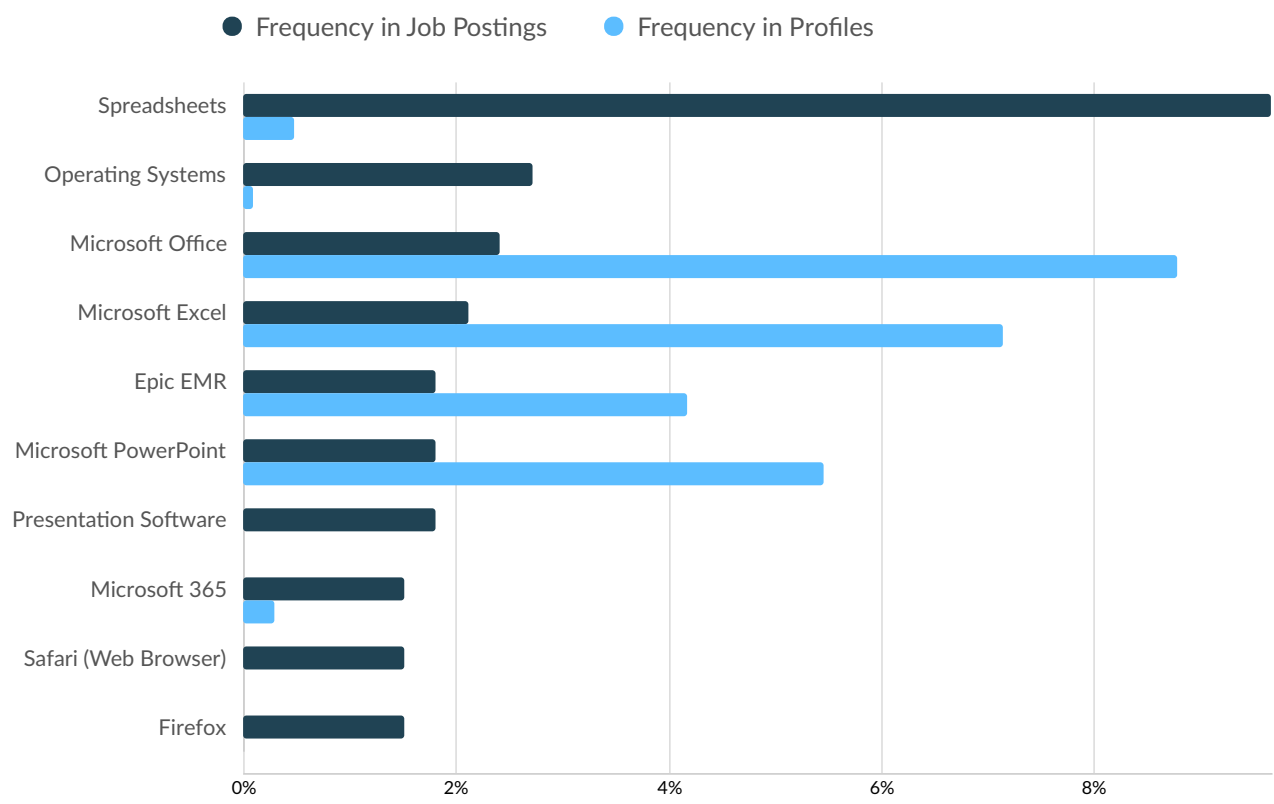
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Nursing	189	57%	261	11%	+20.1%	Rapidly Growing
Vital Signs	124	37%	95	4%	+17.2%	Growing
Patient Education And Counseling	104	31%	88	4%	+11.6%	Growing
Direct Patient Care	103	31%	40	2%	+16.6%	Growing
Infectious Diseases	91	27%	7	0%	+9.2%	Growing
Electronic Medical Record	86	26%	142	6%	+12.1%	Growing
Setting Appointments	86	26%	27	1%	+10.9%	Growing
Medical Prescription	82	25%	14	1%	+8.5%	Growing
Patient Preparation	81	24%	5	0%	+15.8%	Growing
Nursing Process	81	24%	11	0%	+24.2%	Rapidly Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Visual Acuity	170	51%	0	0%	+18.9%	Growing
Customer Service	157	47%	375	16%	+5.2%	Stable
Problem Solving	134	40%	70	3%	+11.3%	Growing
Interpersonal Communications	119	36%	40	2%	+12.5%	Growing
Communication	99	30%	174	7%	+3.6%	Lagging
Planning	94	28%	51	2%	+10.9%	Growing
Resilience	89	27%	3	0%	+12.7%	Growing
Administrative Functions	83	25%	21	1%	+13.6%	Growing
Confidentiality	78	24%	17	1%	0.0%	
Scheduling	76	23%	81	3%	+16.4%	Growing

# Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Spreadsheets	32	10%	11	0%	+22.2%	Rapidly Growing
Operating Systems	9	3%	2	0%	+22.6%	Rapidly Growing
Microsoft Office	8	2%	204	9%	+18.5%	Growing
Microsoft Excel	7	2%	166	7%	+17.7%	Growing
Epic EMR	6	2%	97	4%	+16.4%	Growing
Microsoft PowerPoint	6	2%	127	5%	+26.1%	Rapidly Growing
Presentation Software	6	2%	0	0%	+21.0%	Rapidly Growing
Microsoft 365	5	2%	7	0%	+18.9%	Growing
Safari (Web Browser)	5	2%	0	0%	+16.7%	Growing
Firefox	5	2%	0	0%	+7.9%	Stable

# Top Qualifications

Postings with Qualification	
Basic Life Support (BLS) Certification	172
Registered Nurse (RN)	128
American Red Cross (ARC) Certification	117
Certified Medical Assistant (CMA)	73
Advanced Cardiovascular Life Support (ACLS) Certification	61
Basic Cardiac Life Support	57
Licensed Practical Nurse (LPN)	55
Valid Driver's License	37
Pediatric Advanced Life Support (PALS)	35
Trauma Nurse Core Course (TNCC)	29

# Appendix A

## Top Posting Sources

Website	Postings on Website (Jul 2025)
peopleanswers.com	147
myworkdayjobs.com	120
indeed.com	79
diversityjobs.com	14
dejobs.org	13
icims.com	9
walmart.com	8
disabledperson.com	5
retirementjobs.com	5
jobserve.com	3
kentwoodrecruiter.com	3
snagajob.com	2
southbendrecruiter.com	2
allretailjobs.com	1
associationcareernetwork.com	1
careercircle.com	1
gr8jobs.net	1
healthjobsnationwide.com	1
portagerecruiter.com	1
rochesterrecruiter.com	1
stryker.com	1
themuse.com	1
wyomingrecruiter.com	1

# Appendix B

## Sample Postings

Full Time - Medical Assistant- Bronson Primary Care Providers- E. Centre, Kalamazoo	
Link to Live Job Posting: <a href="https://bronsonhg.wd1.myworkdayjobs.com">bronsonhg.wd1.myworkdayjobs.com</a>	
Location: Kalamazoo, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Primary Care Providers
<div>Full Time</div> <div><ul style="list-style-type: none"><li>Medical Assistant</li><li>Bronson Primary Care Providers</li><li>E. Centre, Kalamazoo Full Time</li><li>Medical Assistant</li><li>Bronson Primary Care Providers</li><li>E.</li></ul></div> <div>Centre, Kalamazoo locationsBronson Methodist Hospitaltime typeFull timeposted onPosted 3 Days Agojob requisition id</div> <div>JOB44225 CURRENT BRONSON EMPLOYEES</div> <div><ul style="list-style-type: none"><li>using the career worklet in Workday.</li></ul></div> <div>This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBMH Bronson Methodist Hospital TitleFull Time</div> <div><ul style="list-style-type: none"><li>Medical Assistant</li><li>Bronson Primary Care Providers</li><li>E.</li></ul></div> <div>Centre, Kalamazoo Working under provider's direction provides general nursing functions for the practice. Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstratepetencies specific to the population served. High school diploma or general education degree (GED) required</div> <div>MUST MEET ONE OF THE FOLLOWING</div> <div>Successfulpletion of an accredited medical assistant program</div> <div>CMA/CCMA/RMA</div> <div>certifiedMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire</div> <div>Note:</div> <div>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months. BLS certification is required within 90 days of hire/transfer. Knowledge of clinical skills as required with Medical Assistant Certification/Registration. Effective problem-solving and prioritization skills. Must possess excellent interpersonal skills and process information in a confidential manner. Must be able tomunicate clearly and effectively with patients, doctors and other staff. Ability to maintain patient confidentiality. Ability to work independently and function as an integral team member with other healthcare professionals. Must have personalputer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization'sputerized systems. Must have excellent verbal andmunication skills.</div>	

Ability to maintain positive customer service. Ability to establish effective working relations with physicians, office staff, and employees in a team environment. Must maintain the highest level of confidentiality. Work which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personalputer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required. Prepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other. Document pertinent information in chart. Maintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place. Administer treatments as requested by the physician. Obtain specimens for urine testing, phlebotomy, etc. Performs laboratory tests as directed by the physician. Accurately documents required information in patient charts. Set up and assist physician with procedures (laceration repair, pap/pelvic, etc.). Schedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc. Prepares patients for tests/procedures by providing appropriate instructions. Coordinate admissions, referrals, call in prescriptions, etc. Stock exam rooms with supplies as needed. Conduct day to day inventory of supplies and report items to be ordered. Assist in the scheduling of appointments in EMR system as required. Able to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient. Assists inpletion of misc. patient forms (Worker Compensation, Disability, etc.) Attend staff, educational or other meetings as required. Performs other related duties as assigned by nurses, practice manager, or physician. ShiftVariable Time TypeFull time Sign-On Bonus

### External Candidates Only:

Up to \$1,500.00 Retention BonusExternal Candidates Only, \$1,500.00 Scheduled Weekly Hours40 Cost Center7724 Bronson Primary Care Partners

- East Centre (BMH) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth.

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# Bakery Clerks — Meijer in Battle Creek, MI (Jul 2025 - Active)

Bakery Food Clerk	
Link to Live Job Posting: <a href="https://diversityjobs.com">diversityjobs.com</a>	
Location: Battle Creek, MI	O*NET: 35-3023.00
Company: Meijer	Job Title: Bakery Clerks
<p>As a family company, we serve people and communities. When you work at Meijer, you're provided with career and community opportunities centered around leadership, personal growth and development. Consider joining our family - take care of your career and your community! Meijer Rewards Weekly pay Scheduling flexibility Paid parental leave Paid education assistance Team member discount Development programs for advancement and career growth Please review the job profile below and apply today! This position is responsible for taking stock from either an I-cart or pallet and, with using the correct location codes provided on the box, put the stock in the correct location on the shelf and repeat this process until the assigned area is finished. What will you be doing? You will stock food shelves with a variety of products. Pull back stock and trash to the back room to the correct areas. Work with management to ensure correct areas are stocked in a timely fashion. Maintain a friendly demeanor with customers. Work night shifts. What skills will you use? You have adequate knowledge of computer systems and is comfortable using them. You are process driven and has ability to follow procedures in an organized and efficient way. Ability to stay calm while working in a fast-paced environment. Desire to work with customers on a consistent basis. You have the ability to lift up to 50lb boxes. The ability to lift, carry, push, pull, bend and twist while handling product. The ability to stand for long periods of time. Knowledge of the operation of a fork lift and pallet jack is a plus. We opened our doors more than 90 years ago with the goal of helping people provide for themselves and their family. Today we're a multi-billion dollar retailer with more than 70,000 employees across six states. Our Midwest geography includes corporate offices in Grand Rapids, Michigan, plus manufacturing facilities, distribution centers and over 270 stores across Michigan, Illinois, Indiana, Kentucky, Ohio and Wisconsin. Meijer is an Equal Opportunity Employer, fostering a diverse and inclusive workplace. We are committed to treating all persons with dignity and respect. Meijer's policy is to not discriminate because of any applicant or team member's race, color, national origin, sex, sexual orientation, gender identity or expression, pregnancy, religion, age, physical or mental disability, uniformed service or veteran status, or any other lawfully-protected classification. If you have a disability and require a reasonable accommodation to complete any part of your application, please click here to submit your request. Submissions that are not seeking help to complete the application due to a disability will not be responded to.</p>	

## ENT Physicians — Oaklawn Hospital in Marshall, MI (Jul 2025 - Active)

### Department Assistant - Ear, Nose, & Throat

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Marshall, MI

O\*NET: 29-2099.08

Company: Oaklawn Hospital

Job Title: ENT Physicians

Department Assistant - Ear, Nose, & Throat 3.5 3.5 out of 5 stars 200 North Madison Street, Marshall, MI 49068

#### Job Summary:

Handles administrative duties within a medical office and performs clerical duties to maintain an organized healthcare office and allow medical staff to focus on patient care. He or she also maintains a line of communication between the patient and clinical staff.

#### Essential Functions:

Consistently uses an outward mindset and puts forth exemplary effort in accomplishing his/her goals and objectives in a manner that helps others to achieve their goals and objectives. Answers incoming calls and routes to proper destination, creates appointments, creates messages on patient's behalf. Greets and checks in patients and visitors; Assists patients with registration and scheduling. Processes incoming mail and faxes. Prepares Electronic Medical Record by scanning necessary documents. Inventories, orders, and maintains all office supplies. Assists patients to complete documents such as intake and insurance forms. Directs patients when necessary. Confirms current patient information, ensures that the proper physician is listed. Verifies insurance eligibility. Contacts patients prior to visit for confirmation of visit, co-insurance, and copay Collects copay and outstanding balances on patient accounts. Assists with quality assurance initiatives. Updates patient demographics including insurance information and scans insurance card into chart. Evaluates daily schedules to accommodate patient flow and minimize missed appointments. Coordinates scheduling of incoming referrals. Scheduling high tech imaging appointments. Communicates with the clinical staff to ensure all appropriate patient information is gathered.

#### Minimum Qualifications :

18 years of age.

#### Knowledge, Skills & Abilities:

Associate's degree or equivalent formal education is preferred; excellent telephone, written communication and interpersonal skills; ability to prioritize multiple tasks while maintaining focus and effectiveness, maintaining a high productivity level to maximize the productivity of the department leader and managers; excellent analytical and problem-solving skills; experience with data extraction from multiple information systems; proficiency in a variety of computer software programs and/or systems is required, experience using email, electronic calendar, word-processing, and spreadsheets; able to work independently.

#### Working Conditions:

Must work in a busy office and public environment while maintaining a friendly demeanor during all interactions with diverse populations of physicians, nurses, patient family members, etc. Potential exposure to blood/body fluids and contagious disease.

#### Physical Requirements:

Constantly sit, see/visual acuity, handle/grasp/feel, talk/hear, taste/smell. Frequently walk, bend/twist. Occasionally lift/carry 1 to 25 lbs.

Administrative Assistant-Full Time- Internal Medicine Hospitalist Specialists on BMH campus -Kalamazoo	
Link to Live Job Posting: <a href="http://www.indeed.com">www.indeed.com</a>	
Location: Kalamazoo, MI	O*NET: 43-6014.00
Company: Bronson Healthcare	Job Title: Internal Medicine Hospitalists
Administrative Assistant-Full Time•Internal Medicine Hospitalist Specialists on BMH campus•Kalamazoo 3.5 3.5 out of 5 stars Kalamazoo, MI	
CURRENT BRONSON EMPLOYEES	
<p>•Please apply using the career worklet in Workday. This career site is for external applicants only. Love Where You Work! Team Bronson is compassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for our community. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. Location BMH Bronson Methodist Hospital Title Administrative Assistant-Full Time•Internal Medicine Hospitalist Specialists on BMH campus•Kalamazoo Under minimal supervision and according to established policies and procedures, the Administrative Assistant provides secretarial /clerical services to one or more directors (or a management team) in an assigned area. This may include managing calendars of one or more leader. The Administrative Assistant Prepares and types a variety of correspondence, records, etc.; receives and directs internal and/or external customers; maintains and updates files, gathers data and prepares a variety of recurring and special reports; etc. In addition to carrying out job responsibilities characteristic to a Staff Assistant, the Administrative Assistant handles additional key responsibilities that are more technical in nature and require a more analytical approach. These responsibilities may include auditing data/reports, assisting Managers/Directors in updating and maintaining assigned budgets, and completing additional special projects for the department as assigned. The incumbent maintains confidentiality of the organization and all customers. Employees providing direct patient care must demonstrate competencies specific to the population served. High school diploma or general education degree (GED) and 3-5 years general office experience required Associate's degree preferred Must be proficient with multiple standard software(s) on personal computer (Microsoft Work, Excel, PowerPoint, Outlook, Sharepoint, and Internet) with keyboarding speed of 65 words per minute (skills tested through Human Resources at an acceptable level). Must possess excellent interpersonal communication skills and demonstrated ability to independently handle decision making. Must be dependable with good interpersonal skills Ability to stay focused with multiple distractions Cohesively work with team in high stress situations Competent in decision-making, problem solving Effective time management skills with ability to prioritize workload; self-directed Ability to adapt, maintain effectiveness when new information presents and/or situation changes Additional knowledge of general or specific medical/technical terminology may be required for certain departments. Work which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personal computer or CRT between 40 and 70 percent of the time. The job produces some physical demands. Typical of jobs that include regular walking, standing, stooping, bending, sitting, and some lifting of light weight objects. Duties will vary depending on department of assignment Completes a variety of secretarial/clerical tasks including transcription of written or dictated materials, processing of invoices and purchase requisitions, making travel arrangements, meeting planning, create and/or type correspondence, agendas, memos, forms, tables, charts, schedules, etc. Depending on the area this may require knowledge of medical or other special terminology. Maintains and updates records and files; may compile and maintain financial and/or budget data. Operates a variety of automated standard office equipment, such as CRT's, personal computers, typewriters or word processors, calculators, photocopying machines, etc. Independently develops and maintains spreadsheets and databases to input, maintain and retrieve data, track statistics, monitor activities and to provide regular and recurring reports. Independently composes/develops routine memos, correspondence, agendas, short articles, and written materials to communicate plans and programs. Able to complete simple analysis Maintains director/staff's schedule. Schedules and/or reschedules appointments and advises director/staff of schedule changes/modifications. Places, receives, and directs phone calls; takes and transmits messages. Provides information to callers, or refers them to others. Communicates concisely, effectively and to the</p>	

point in a professional manner both orally and in writing. Exceptional knowledge of English grammar, spelling and punctuation Proactively manages director/staff's schedule. Schedules and/or reschedules appointments and advises director/staff of schedule changes/modifications. In addition to the above general secretarial/clerical duties, performs specific functions unique to the individual area such as preparing and distributing worksheets and other materials, inputting production and other operational data, processing payroll transactions, coordinating educational functions, etc. Specific duties for Security Assisting Security department and Workplace Violence Program with scheduling, meeting minutes, training, planning and dispatch. Specific duties for Center for Learning Schedule all training activities including the BMS implementation events. Prepare materials for all training and BMS activities. Make room and facility arrangements for specials needs of training activities. Coordinate all CEU requirements for the department. Send surveys after training events as needed. Coordinate the preparation of office and equipment for new team members. Maintain CFL whiteboard calendar in the visibility room. Maintain CFL huddle board metrics. Assist in the coordination of the calendars for the LPI consultants. Utilize the CFL Outlook Inbox/Calendar Review the EDI, ED Game and other training classes for attendance 2 weeks ahead of classes. Assist in maintaining the BMS SharePoint and Intranet pages. Assist in the coordination of HVN activities. Shift First Shift Time Type Full time Scheduled Weekly Hours 40 Cost Center 7500 Internal Medicine Hospital Specialists (BMH) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

Medical Assistant - Part time, 24 hours per week 8 am - 8pm - Urgent Care - Kalamazoo - Part-time	
Link to Live Job Posting: Posting is no longer active	
Location: Parchment, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Urgent Care Medical Assistants
<p>p style="text-align:left"span class="emphasis-2"b</p> <p>CURRENT BRONSON EMPLOYEES</p> <ul style="list-style-type: none"><li>• Please apply using the career worklet in Workday.</li></ul> <p>This career site is for external applicants only./b/span/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bLove Where You Work!/b/pp style="text-align:left"Team Bronson is compassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for our community. /pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"If you're ready for a rewarding new career, join Team Bronson and be part of the experience./pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/ph2spanbLocation/b/span/h2BMH Bronson Methodist Hospitalh2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTitle/b/h2Medical Assistant</p> <ul style="list-style-type: none"><li>• Part time, 24 hours per week 8 am</li><li>• 8pm•Urgent Care•Kalamazoop style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bDescription/b/ppWorking under provider's direction provides general nursing functions for the practice. Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstrate competencies specific to the population served./pullipspanHigh school diploma or general education degree (GED) required/span/p/li/ulp/ppi</li></ul> <p>MUST MEET ONE OF THE FOLLOWING</p> <p>/i/pulliSuccessful completion of an accredited medical assistant program/lili</p> <p>CMA/CCMA/RMA</p> <p>certified/liliMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire/lili</p> <p>Note:</p> <p>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months./li/ulp/pullipBLS certification is required within 90 days of hire/transfer./p/lilipKnowledge of clinical skills as required with Medical Assistant Certification/Registration./p/lilipEffective problem-solving and prioritization skills./p/lilipMust possess excellent interpersonal skills and process information in a confidential manner./p/lilipMust be able to communicate clearly and effectively with patients, doctors and other staff./p/lilipAbility to maintain patient confidentiality./p/lilipAbility to work independently and function as an integral team member with other healthcare professionals./p/lilipMust have personal computer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization#39;s computerized systems./p/lilipMust have excellent verbal and communication skills./p/lilipAbility to maintain positive customer service./p/lilipAbility to establish effective working relations with physicians, office staff, and employees in a team environment./p/lilipMust maintain the highest level of confidentiality./p/lilipWork which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time the operation of and full attention to a personal</p>	

small amount of work requiring alertness and concentration for sustained periods of time; the operation of and attention to a personal computer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required.

/p/lilipPrepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other.

/p/lilipDocument pertinent information in chart.

/p/lilipMaintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place.

/p/lilipAdminister treatments as requested by the physician.

/p/lilipObtain specimens for urine testing, phlebotomy, etc.

/p/lilipPerforms laboratory tests as directed by the physician.

/p/lilipAccurately documents required information in patient charts.

/p/lilipSet up and assist physician with procedures (laceration repair, pap/pelvic, etc.).

/p/lilipSchedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc.

/p/lilipPrepares patients for tests/procedures by providing appropriate instructions.

/p/lilipCoordinate admissions, referrals, call in prescriptions, etc.

/p/lilipStock exam rooms with supplies as needed.

/p/lilipConduct day to day inventory of supplies and report items to be ordered.

/p/lilipAssist in the scheduling of appointments in EMR system as required.

/p/lilipAble to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient.

/p/lilipAssists in completion of misc. patient forms (Worker Compensation, Disability, etc.).

/p/lilipAttend staff, educational or other meetings as required.

/p/lilipPerforms other related duties as assigned by nurses, practice manager, or physician.

/li/ulh2/h2p style="text-align:inherit"/var/emsi/ark/ph2/h2h2bShift/b/h212 Hour Day Shift/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTime Type/b/h2Part timep style="text-align:inherit"/var/emsi/ark/ph2bSign-On Bonus/b/h2

## External Candidates Only:

Up to \$750.00p style="text-align:inherit"/var/emsi/ark/ph2bRetention Bonus/b/h2External Candidates Only, \$750.00h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bScheduled Weekly Hours/b/h224h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bCost Center/b/h28829 Urgent Care (BMH)p style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bAgency Use Policy and Agency Submittal Disclaimer/b/pdivpiBronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies (#34;Recruiters#34;) in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration./i/p/div p style="text-align:left"span class="emphasis-2"b

## CURRENT BRONSON EMPLOYEES

- Please apply using the career worklet in Workday.

This career site is for external applicants only./b/span/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bLove Where You Work!/b/pp style="text-align:left"Team Bronson is compassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for our community. /pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"If you're ready for a rewarding new career, join Team Bronson and be part of the experience./pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/ph2spanbLocation/b/span/h2BMH Bronson Methodist Hospitalh2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTitle/b/h2Medical Assistant

- Part time, 24 hours per week 8 am
- 8pm•Urgent Care•Kalamazoop style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bDescription/b/ppWorking under provider's direction provides general nursing functions for the practice.

Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstrate competencies specific to the population served./pullipspanHigh school diploma or general education degree (GED) required/span/p/li/ulp/ppi

## MUST MEET ONE OF THE FOLLOWING

## CMA/CCMA/RMA

certified/liliMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire/lili

### Note:

Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months./li/ulp/pullipBLS certification is required within 90 days of hire/transfer./p/lilipKnowledge of clinical skills as required with Medical Assistant Certification/Registration./p/lilipEffective problem-solving and prioritization skills./p/lilipMust possess excellent interpersonal skills and process information in a confidential manner./p/lilipMust be able to communicate clearly and effectively with patients, doctors and other staff./p/lilipAbility to maintain patient confidentiality./p/lilipAbility to work independently and function as an integral team member with other healthcare professionals./p/lilipMust have personal computer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization#39;s computerized systems./p/lilipMust have excellent verbal and communication skills./p/lilipAbility to maintain positive customer service./p/lilipAbility to establish effective working relations with physicians, office staff, and employees in a team environment./p/lilipMust maintain the highest level of confidentiality./p/lilipWork which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personal computer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required./p/lilipPrepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other./p/lilipDocument pertinent information in chart./p/lilipMaintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place./p/lilipAdminister treatments as requested by the physician./p/lilipObtain specimens for urine testing, phlebotomy, etc./p/lilipPerforms laboratory tests as directed by the physician./p/lilipAccurately documents required information in patient charts./p/lilipSet up and assist physician with procedures (laceration repair, pap/pelvic, etc.)./p/lilipSchedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc./p/lilipPrepares patients for tests/procedures by providing appropriate instructions./p/lilipCoordinate admissions, referrals, call in prescriptions, etc./p/lilipStock exam rooms with supplies as needed./p/lilipConduct day to day inventory of supplies and report items to be ordered./p/lilipAssist in the scheduling of appointments in EMR system as required./p/lilipAble to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient./p/lilipAssists in completion of misc. patient forms (Worker Compensation, Disability, etc.)./p/lilipAttend staff, educational or other meetings as required./p/lilipPerforms other related duties as assigned by nurses, practice manager, or physician./p/li/ulh2/h2p style="text-align:inherit"/var/emsi/ark/ph2/h2h2bShift/b/h212 Hour Day Shift/h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTime Type/b/h2Part timep style="text-align:inherit"/var/emsi/ark/ph2bSign-On Bonus/b/h2

### External Candidates Only:

Up to \$750.00p style="text-align:inherit"/var/emsi/ark/ph2bRetention Bonus/b/h2External Candidates Only, \$750.00h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bScheduled Weekly Hours/b/h224h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bCost Center/b/h28829 Urgent Care (BMH)p style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bAgency Use Policy and Agency Submittal Disclaimer/b/pdivpiBronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies (#34;Recruiters#34;) in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration./i/p/div

### Qualifications:





# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

# Job Posting Analytics

Lightcast Q3 2025 Data Set

August 2025  
Branch County



Michigan

# Parameters

Select Timeframe: Jul 2025 - Jul 2025

Occupations:

Results should include

Code	Description
11-1021	General and Operations Managers
11-9051	Food Service Managers
13-1199	Business Operations Specialists, All Other
17-2081	Environmental Engineers
29-1141	Registered Nurses

Code	Description
29-2099	Health Technologists and Technicians, All Other
35-3023	Fast Food and Counter Workers
41-1011	First-Line Supervisors of Retail Sales Workers
41-2011	Cashiers
41-2031	Retail Salespersons

Regions:

Code	Description
26023	Branch County, MI

Company:

Results should include

Description
ProMedica
Border Foods
Walmart
Dollar General

Description
Bronson Healthcare
Bob Evans Restaurants
Clemens Food Group

Minimum Experience Required: Any

Education Level: Any

Job Type: Include Internships

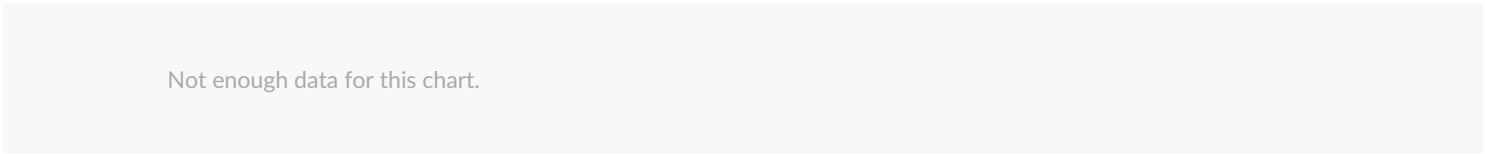
Keyword Search:

Posting Type: Active Postings

# Job Postings Overview

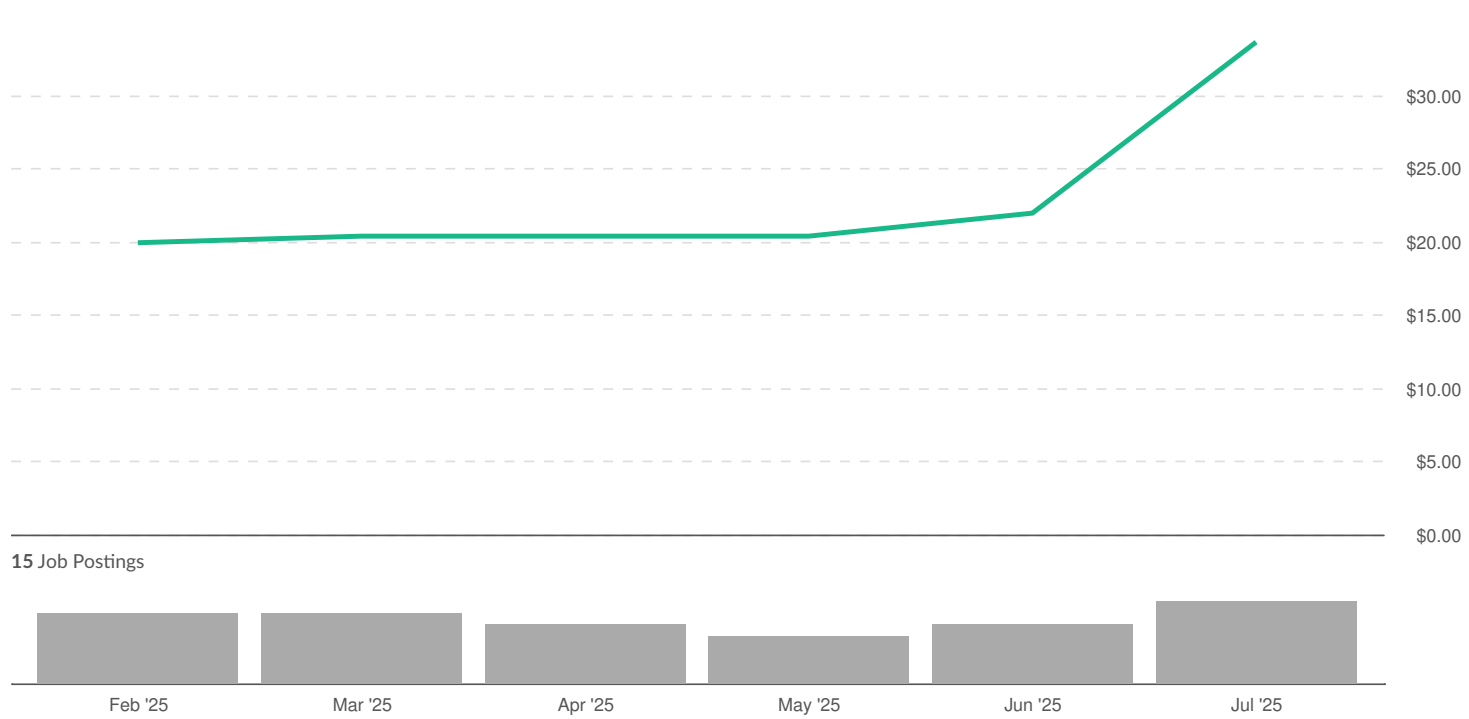


## Advertised Salary

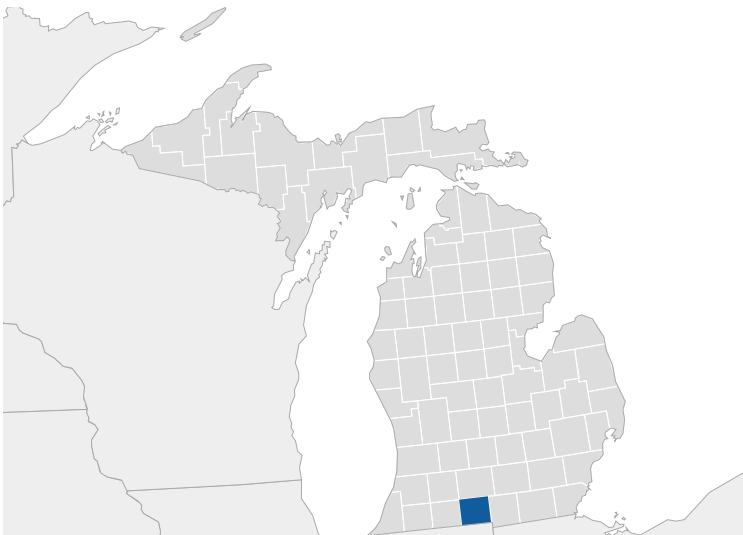


# Advertised Salary Trend

▲ 68.8% Feb 2025 – Jul 2025  
\$21.97 Median

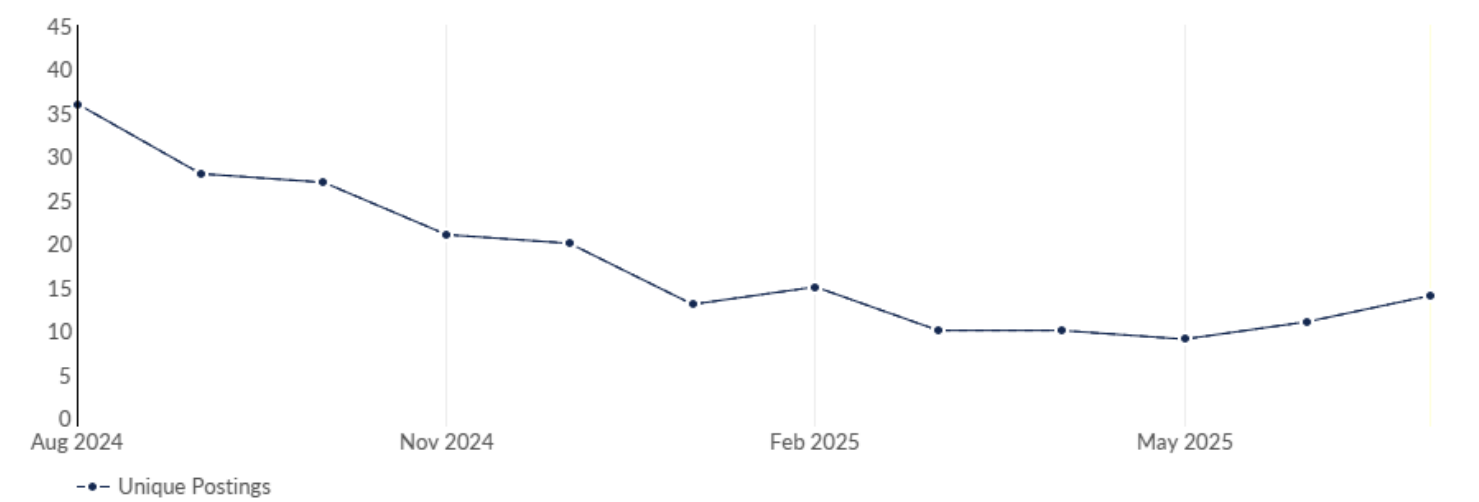


# Job Postings Regional Breakdown



County	Unique Postings (Jul 2025)
Branch County, MI	14

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jul 2025	14	2 : 1
Jun 2025	11	2 : 1
May 2025	9	2 : 1
Apr 2025	10	2 : 1
Mar 2025	10	2 : 1
Feb 2025	15	2 : 1
Jan 2025	13	3 : 1
Dec 2024	20	3 : 1
Nov 2024	21	3 : 1
Oct 2024	27	3 : 1
Sep 2024	28	3 : 1
Aug 2024	36	3 : 1

# Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	10	71%
High school or GED	4	29%
Associate's degree	0	0%
Bachelor's degree	0	0%
Master's degree	0	0%
Ph.D. or professional degree	0	0%

# Minimum Education Breakdown






Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	4	0	29%
Associate's degree	0	0	0%
Bachelor's degree	0	0	0%
Master's degree	0	0	0%
Ph.D. or professional degree	0	0	0%

# Experience Breakdown


Minimum Experience	Unique Postings	% of Total
No Experience Listed	5	36%
0 - 1 Years	7	50%
2 - 3 Years	1	7%
4 - 6 Years	1	7%
7 - 9 Years	0	0%
10+ Years	0	0%



# Top Companies Posting

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Walmart	18 / 6	3 : 1 	18 days
Bob Evans Restaurants	5 / 3	2 : 1 	n/a
ProMedica	2 / 2	1 : 1 	n/a
Dollar General	2 / 2	1 : 1 	n/a
Bronson Healthcare	1 / 1	1 : 1 	n/a

# Top Cities Posting

City	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Coldwater, MI	28 / 14	2 : 1 	18 days


# Top Posted Occupations

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
First-Line Supervisors of Retail Sales Workers	14 / 4	4 : 1 	54 days
Registered Nurses	3 / 3	1 : 1 	n/a
Food Service Managers	3 / 2	2 : 1 	n/a
Cashiers	2 / 2	1 : 1 	n/a
General and Operations Managers	3 / 1	3 : 1 	18 days
Fast Food and Counter Workers	2 / 1	2 : 1 	n/a
Retail Salespersons	1 / 1	1 : 1 	n/a

# Top Posted Occupations

Occupation (O*NET)	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
First-Line Supervisors of Retail Sales Workers	14 / 4	4 : 1 	54 days
Food Service Managers	3 / 2	2 : 1 	n/a
Registered Nurses	2 / 2	1 : 1 	n/a
Cashiers	2 / 2	1 : 1 	n/a
General and Operations Managers	3 / 1	3 : 1 	18 days
Critical Care Nurses	1 / 1	1 : 1 	n/a
Fast Food and Counter Workers	2 / 1	2 : 1 	n/a
Retail Salespersons	1 / 1	1 : 1 	n/a






# Top Posted Occupations

Occupation	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Retail Store Manager / Supervisor	14 / 4	4 : 1 	54 days
Registered Nurse	3 / 3	1 : 1 	n/a
Restaurant / Food Service Manager	3 / 2	2 : 1 	n/a
Retail Sales Associate	2 / 2	1 : 1 	n/a
Operations Manager / Supervisor	3 / 1	3 : 1 	18 days
Fast Food / Counter Worker	2 / 1	2 : 1 	n/a
Cashier	1 / 1	1 : 1 	n/a

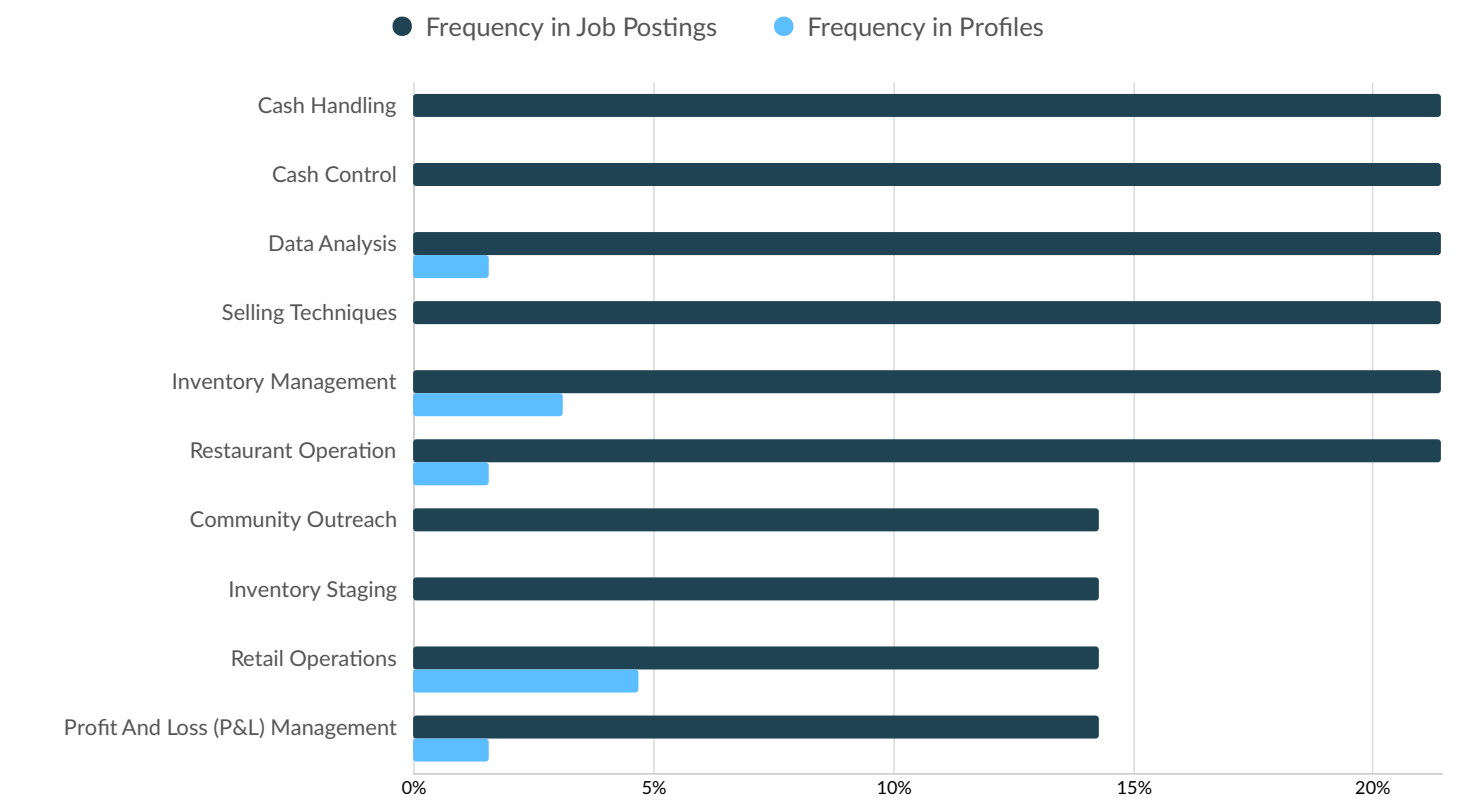
# Top Posted Job Titles

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Operations Management Trainees	12 / 2	6 : 1 	54 days
Pharmacy Sales Associates	1 / 1	1 : 1 	n/a
Registered Nurses Unit Manager	1 / 1	1 : 1 	n/a
Key Supervisors	1 / 1	1 : 1 	n/a
General Managers	2 / 1	2 : 1 	n/a
Store Managers In Training	1 / 1	1 : 1 	n/a
Cashiers/Front End Supervisors	1 / 1	1 : 1 	n/a
Wound Care Registered Nurses	1 / 1	1 : 1 	n/a
Hematology/Oncology Nurse Practitioners	1 / 1	1 : 1 	n/a
Store Managers	1 / 1	1 : 1 	n/a

# Top Industries

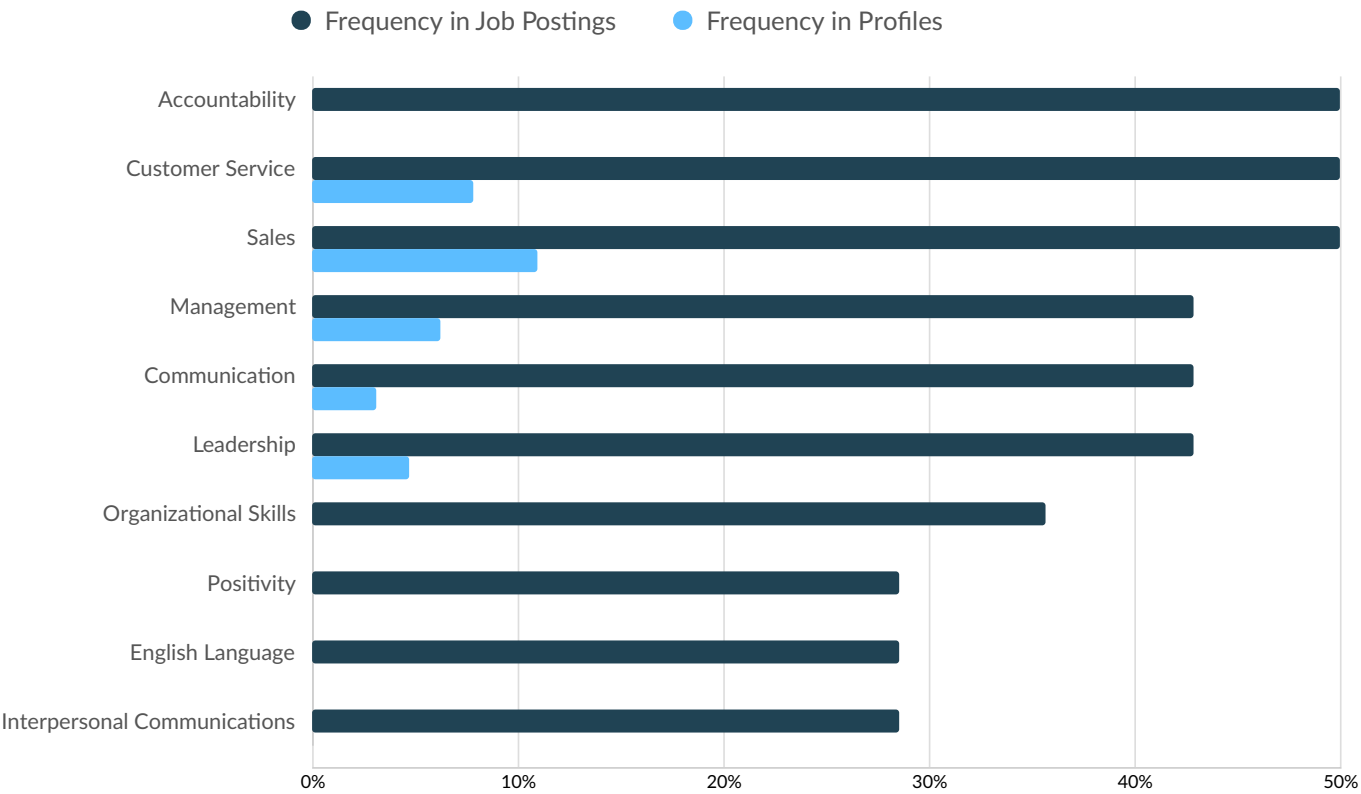
	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Warehouse Clubs and Supercenters	18 / 6	3 : 1 	18 days
Full-Service Restaurants	5 / 3	2 : 1 	n/a
Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers	2 / 2	1 : 1 	n/a
All Other General Merchandise Retailers	2 / 2	1 : 1 	n/a
General Medical and Surgical Hospitals	1 / 1	1 : 1 	n/a

# Top Specialized Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Cash Handling	3	21%	0	0%	+8.9%	Growing
Cash Control	3	21%	0	0%	+25.1%	Rapidly Growing
Data Analysis	3	21%	1	2%	+25.8%	Rapidly Growing
Selling Techniques	3	21%	0	0%	-1.2%	Lagging
Inventory Management	3	21%	2	3%	+12.6%	Growing
Restaurant Operation	3	21%	1	2%	+28.0%	Rapidly Growing
Community Outreach	2	14%	0	0%	+24.6%	Rapidly Growing
Inventory Staging	2	14%	0	0%	+15.7%	Growing
Retail Operations	2	14%	3	5%	+11.0%	Growing
Profit And Loss (P&L) Management	2	14%	1	2%	+18.3%	Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Accountability	7	50%	0	0%	+18.7%	Growing
Customer Service	7	50%	5	8%	+5.2%	Stable
Sales	7	50%	7	11%	+7.8%	Stable
Management	6	43%	4	6%	+5.3%	Stable
Communication	6	43%	2	3%	+3.6%	Lagging
Leadership	6	43%	3	5%	+8.5%	Stable
Organizational Skills	5	36%	0	0%	+14.3%	Growing
Positivity	4	29%	0	0%	+18.4%	Growing
English Language	4	29%	0	0%	+15.3%	Growing
Interpersonal Communications	4	29%	0	0%	+12.5%	Growing

# Top Software Skills

There is not enough data to display this section.

# Top Qualifications

	Postings with Qualification
Registered Nurse (RN)	2
Bachelor Of Science In Business	2
Advanced Cardiovascular Life Support (ACLS) Certification	2

# Appendix A

## Top Posting Sources

Website	Postings on Website (Jul 2025)
indeed.com	6
walmart.com	5
careercircle.com	3
dejobs.org	3
healthjobsnationwide.com	2
associationcareernetwork.com	1
careerarc.com	1
disabledperson.com	1
dollargeneral.com	1

# Appendix B

## Sample Postings



Operations Management Trainees — Walmart in Coldwater, MI (Jul 2025 - Active)

(USA) Coach/Ops Mgr Trainee	
Link to Live Job Posting: <a href="http://www.indeed.com">www.indeed.com</a>	
Location: Coldwater, MI	O*NET: 41-1011.00
Company: Walmart	Job Title: Operations Management Trainees
<p>Position Summary... What you'll do... Leads and develops teams effectively by teaching training and actively listening to associates touring stores and providing feedback TourtoTeach communicating and collaborating with all levels of associates regarding store operations utilizing technology business initiativesmerchandising and company direction introducing and leading company change efforts providing clear expectations and guidance to implementbusiness solutions and communicating business objectives to teams effectivelyModels and demonstrates exceptional customer service standards to store associates by following and demonstrating the One Best Way OBWservice model managing and supporting customer service initiatives for example store of the community and community outreach programsensuring customer needs complaints and issues are successfully resolved developing and implementing action plans to correct deficiencies andproviding process improvement leadership to ensure a high quality customer experienceDrives the financial performance and sales of the designated store area by reviewing and evaluating PL Profit Loss statements managing andassisting in budgeting forecasting and controlling expenses in designated business area to confirm they are indexed to sales monitoring andensuring effective merchandise presentation seasonal transitions inventory flow and operational processes and developing and implementingaction plans to mitigate shrink and ensure sales and profit goals are achieved for business areaProvides supervision and development opportunities for hourly associates by hiring training and mentoring of associates assigning duties settingclear expectations providing associate recognition communicating expectations consistently and effectively promoting a belonging mindset in the workplace and recruiting and developing qualified associates to meet staffing needs and achieve company growth potentialCoordinates completes and oversees jobrelated activities and assignments by developing and maintaining relationships with key stakeholdersupporting plans and initiatives to meet customer and business needs identifying and communicating goals and objectives building accountability forand measuring progress in achieving results identifying and addressing improvement opportunities and demonstrating adaptability and promotingcontinuous learningProvides supervision and development opportunities for associates by hiring and training mentoring assigning duties providing recognition andpromoting a belonging mindset in the workplaceEnsures compliance with company policies and procedures and supports company mission values and standards of ethics and integrity byimplementing related action plans utilizing and supporting the Open Door Policy and providing direction and guidance on applying these in executingbusiness processes and practicesRespect the</p> <p>Individual:</p> <p>Builds highperforming teams embraces differences in people cultures ideas and experiences creates a workplace where associates feel seen supported and connected through a culture of belonging creates opportunities for all associates to thrive and performx000BRespect the</p> <p>Individual:</p> <p>Works collaboratively builds strong and trusting relationships communicates with impact energy and positivity to motivate and influencex000BRespect the</p> <p>Individual:</p> <p>Attracts and retains the best talent empowers and develops talent and recognizes others contributions and accomplishmentsAct with</p> <p>Integrity:</p> <p>Maintains and promotes the highest standards of integrity ethics and compliance models the Walmart values to support and foster our culture</p>	

holds oneself and others accountable supports Walmart's goal of becoming a regenerative company by making a positive impact for associates customers members and the world around us by creating a sense of belonging eliminating waste participating in local giving Act with

### Integrity:

Acts in a selfless manner and is consistently humble self-aware honest fair and transparent Serves Our Customers and Members Delivers results while putting the customer first considers and adapts to how where and when customers shop and applies the EDLP and EDLC business models to all plans Serves Our Customers and Members Makes decisions based on data insights and analysis balances short and long-term priorities and considers our customers fellow associates shareholders suppliers business partners and communities when making plans Strive for

### Excellence:

Displays curiosity and a desire to learn takes calculated risks demonstrates courage and resilience and encourages learning from mistakes Strive for

### Excellence:

Drives continuous improvements adopts and encourages the use of new technologies and skills and supports others through change At Walmart, we offer competitive pay as well as performance-based bonus awards and other great benefits for a happier mind, body, and wallet. Health benefits include medical, vision and dental coverage. Financial benefits include 401(k), stock purchase and company-paid life insurance. Paid time off benefits include PTO (including sick leave), parental leave, family care leave, bereavement, jury duty, and voting. Other benefits include short-term and long-term disability, company discounts, Military Leave Pay, adoption and surrogacy expense reimbursement, and more. You will also receive PTO and/or PPTO that can be used for vacation, sick leave, holidays, or other purposes. The amount you receive depends on your job classification and length of employment. It will meet or exceed the requirements of paid sick leave laws, where applicable. For information about PTO, see <https://one.walmart.com/notices>. Live Better U is a Walmart-paid education benefit program for full-time and part-time associates in Walmart and Sam's Club facilities. Programs range from high school completion to bachelor's degrees, including English Language Learning and short-form certificates. Tuition, books, and fees are completely paid for by Walmart. Eligibility requirements apply to some benefits and may depend on your job classification and length of employment. Benefits are subject to change and may be subject to a specific plan or program terms. For information about benefits and eligibility, see One.

Walmart . The hourly wage range for this position is \$31.25-\$38.46 • Plus Differential to meet legislative requirements, where applicable. • The actual hourly rate will equal or exceed the required minimum wage applicable to the job location. Additional compensation includes annual or quarterly performance bonuses. Additional compensation for certain positions may also include: - Regional Pay Zone (RPZ) (based on location) Minimum Qualifications... Outlined below are the required minimum qualifications for this position. If none are listed, there are no minimum qualifications. 2 years' of college; OR 1 year's retail experience and 1 year's supervisory experience; OR 2 years' general work experience and 1 year's supervisory experience. For facilities that sell firearms, I acknowledge that the position for which I am applying will require successful completion of a firearms- specific Criminal Background Check (CBC) and Firearms Authorized Training. For facilities that sell only ammunition and have state specific requirements, I acknowledge that the position for which I am applying may require a current state issued Certificate of Eligibility. Associates will be required to attend and successfully complete all job-required trainings and assessments (for example, Academy trainings, Open Door trainings, etc.) Preferred Qualifications... Outlined below are the optional preferred qualifications for this position. If none are listed, there are no preferred qualifications. Bachelor of Science in Business Management and Leadership through Live Better U and Bellevue University, Certificate of Completion in People and Business Leadership through Live Better U and Bellevue University, General work experience supervising 5 or more direct reports to include the responsibility of performance management, mentoring, hiring, and firing Primary Location... 800 E Chicago St, Coldwater, MI 49036-2055, United States of America

Cashiers/Front End Supervisors — Walmart in Coldwater, MI (Jul 2025 - Active)

Cashier & Front End Services	
Link to Live Job Posting: <a href="https://careers.walmart.com">careers.walmart.com</a>	
Location: Coldwater, MI	O*NET: 41-2011.00
Company: Walmart	Job Title: Cashiers/Front End Supervisors
<p>Cashier Smile, greet, and thank customers with a positive attitude Stand for long periods of time while checking out customers quickly and accurately Keep your area clean and presentable Answer customer questions and help them with their needs Be available to assist associates across the store as needed Cart and Janitorial Ensure customers have a great first and last impression Gather carts from the parking lot Operate equipment to move carts from the parking lot to inside the store Clean restrooms, salesfloor, and parking lot as needed Have a positive attitude in all weather conditions. • For a complete list of duties and responsibilities, please see the actual job description. #storejobs</p>	

Order Fillers — Walmart in Coldwater, MI (Jul 2025 - Active)

Online Orderfilling & Delivery	
Link to Live Job Posting: <a href="https://careers.walmart.com">careers.walmart.com</a>	
Location: Coldwater, MI	O*NET: 41-2011.00
Company: Walmart	Job Title: Order Fillers
<p>Acknowledge and greet customers with a smile Answer customer questions Help customers find the products they are looking for Assist fellow associates as needed throughout the store Keep your area stocked, clean, and safe • For a complete list of duties and responsibilities, please see the actual job description. #storejobs</p>	

Jewelry Managers — Walmart in Coldwater, MI (Jul 2025 - Jul 2025)

<b>(USA) Operations Manager - Floor (fashion, Import, Jewelry, Regional, Returns, Sams, Wm.com, Hmsc)</b>	
Link to Live Job Posting: Posting is no longer active	
Location: Coldwater, MI	O*NET: 11-1021.00
Company: Walmart	Job Title: Jewelry Managers
<p>Position Summary... What you'll do... Communicate with or to individuals or groups verbally and/or in writing eg customers suppliers associates Drive and implement the business plan for area of responsibility to achieve facility goals eg production quality safety and implement operational improvements Forecast staffing workload and performance results to meet business demands for workload and performance results for area of responsibility Prepare review and/or analyze business reports and use information to identify operational improvements eg production quality safety Monitor and ensure area of responsibility's compliance with Logistics and company quality and safety standards policies procedures and directives by developing distributing and/or maintaining procedures and supporting documentation Identify and ensure associate customer and supplier concerns are resolved using own judgment or consulting others when needed Supervise and manage associates and leaders in area of responsibility by giving direction monitoring performance and providing feedback identifying training and development needs and providing opportunities for learning and growth teaching supporting and modeling Logistics and company policies and procedures and participating in the hiring promotion coaching teaching and evaluation of associates leaders and managers Respect the individual: Builds high performing teams embraces differences in people cultures ideas and experiences creates a workplace where associates feel seen supported and connected through a culture of belonging creates opportunities for all associates to thrive and perform x000B Respect the individual: Works collaboratively builds strong and trusting relationships communicates with impact energy and positivity to motivate and influence x000B Respect the individual: Attracts and retains the best talent empowers and develops talent and recognizes others contributions and accomplishments Act with</p> <p><b>Integrity:</b></p> <p>Maintains and promotes the highest standards of integrity ethics and compliance models the Walmart values to support and foster our culture holds oneself and others accountable supports Walmart's goal of becoming a regenerative company by making a positive impact for associates customers members and the world around useg creating a sense of belonging eliminating waste participating in local giving Act with</p> <p><b>Integrity:</b></p> <p>Acts in a selfless manner and is consistently humble self-aware honest fair and transparent Serve Our Customers and Members Delivers results while putting the customer first considers and adapts to how where and when customers shop and applies the EDLP and EDLC business models to all plans Serve Our Customers and Members Makes decisions based on data insights and analysis balances short and long term priorities and considers our customers fellow associates shareholders suppliers business partners and communities when making plans Strive for</p> <p><b>Excellence:</b></p> <p>Displays curiosity and a desire to learn takes calculated risks demonstrates courage and resilience and encourages learning from mistakes Strive for</p> <p><b>Excellence:</b></p> <p>Drives continuous improvements adopts and encourages the use of new technologies and skills and supports others through change At Walmart we offer competitive pay as well as performance-based bonus awards and other great benefits for a happier mind body and wallet</p>	

Walmart, we offer competitive pay as well as performance based bonus awards and other great benefits for a happier mind, body, and wallet. Health benefits include medical, vision and dental coverage. Financial benefits include 401(k), stock purchase and company-paid life insurance. Paid time off benefits include PTO (including sick leave), parental leave, family care leave, bereavement, jury duty, and voting. Other benefits include short-term and long-term disability, company discounts, Military Leave Pay, adoption and surrogacy expense reimbursement, and more. You will also receive PTO and/or PPTO that can be used for vacation, sick leave, holidays, or other purposes. The amount you receive depends on your job classification and length of employment. It will meet or exceed the requirements of paid sick leave laws, where applicable. For information about PTO, see <https://one.walmart.com/notices>. Live Better U is a Walmart-paid education benefit program for full-time and part-time associates in Walmart and Sam's Club facilities. Programs range from high school completion to bachelor's degrees, including English Language Learning and short-form certificates. Tuition, books, and fees are completely paid for by Walmart. Eligibility requirements apply to some benefits and may depend on your job classification and length of employment. Benefits are subject to change and may be subject to a specific plan or program terms. For information about benefits and eligibility, see One.

Walmart . The annual salary range for this position is \$84,000.00

- 126,000.00 Additional compensation includes annual or quarterly performance bonuses. Additional compensation for certain positions may also include:
- Regional Pay Zone (RPZ) (based on location)
- Stock Minimum Qualifications.

.. Outlined below are the required minimum qualifications for this position. If none are listed, there are no minimum qualifications.

### Minimum Qualifications:

Bachelor's Degree in business or a related field (e.g., Management, Logistics, Business Administration, Financial Management, Production/Operations Management); and 1 year's experience in an operations/distribution/logistics/retail environment, supervising, evaluating, mentoring, and developing managers/supervisors; managing workload; and participating in the hiring and promotion of employees for multiple departments / areas OR 1 year's experience as a Walmart Logistics Area Manager supervising, evaluating, mentoring, and developing associates; managing associate workload; and participating in the hiring and promotion of associates OR 3 years' experience in an operations/distribution/logistics/retail environment, supervising, evaluating, mentoring, and developing managers/supervisors; managing workload; and participating in the hiring and promotion of employees for multiple departments / areas. Associates will be required to attend and successfully complete all job-required trainings and assessments (for example, Academy trainings, Open Door trainings, etc.). Preferred Qualifications... Outlined below are the optional preferred qualifications for this position. If none are listed, there are no preferred qualifications. Financial Modeling and Analysis, Managing challenging workforce issues, Modeling/Forecasting, Preparing and executing budgets, Profit and Loss (P&L)

### Accountability, Supervising Associates, Walmart Logistics Manager Bachelors:

Business, Bachelors:

Finance, Bachelors:

Logistics, Bachelors:

Management, Bachelors:

Operations Management Primary Location... 500 Jonesville Rd, Coldwater, MI 49036-9648, United States of America

# Key Supervisors — Bob Evans Restaurants in Coldwater, MI (Jun 2025 - Aug 2025)

Key Supervisor	
Link to Live Job Posting: Posting is no longer active	
Location: Coldwater, MI	O*NET: 11-9051.00
Company: Bob Evans Restaurants	Job Title: Key Supervisors
<p>Key Supervisor 3.4 3.4 out of 5 stars 361 North Willowbrook Road, Coldwater, MI 49036 Up to \$22 per hour depending on experience and geographic location / local market demand Early Close / No late nights Great Work Life Balance Career Growth Opportunities Excellent Benefits including 401(k) with</p> <p>Employer Match Our Purpose:</p> <p>We pride ourselves on serving high quality farm fresh food at Bob Evans! We are</p> <p>AMERICAS FARM FRESH!</p> <p>We work hard, pay attention to details (perfect plates, perfect bags), and provide our guests with the best, all-around family dining experience. We have immense pride in our culture and roots to our communities. Working at Bob Evans is about being part of something big we have a passion for taking care of each other and our guests while serving farm-fresh food at a great value. Our Founder, Bob Evans, was all about growing good...join us at Bob Evans and be an integral part of .... Where Good Grows.</p> <p>Key Supervisor Responsibilities:</p> <p>The position of Key Supervisor is a fast-paced role that supports the daily operations and staff of the restaurant, including the execution of all Company policies, procedures, programs, and systems. This role contributes to the success of the restaurant by building sales, hitting goals, as well as driving restaurant profitability. Provides daily working supervision of team members during opening and closing shifts to ensure Company standards are maintained and continually improved Models professional behavior while creating a warm, friendly, and hospitable atmosphere that encourages team members to perform at their BEST Maximizing the financial success of the restaurant through productive and guest focused shifts Opens and/or closes the restaurant in accordance with Company policies and procedures Provide supervision support during shift not necessarily related to opening or closing the restaurant Effectively handles guests complaints resulting in highly satisfied guests All other duties as assigned Bob Evans Restaurants, LLC is EEO compliant and participates in</p> <p>E-Verify Why Choose Us:</p> <p>Competitive Compensation Health and Welfare Benefits 401(k) with Company Match Flexible Scheduling Opportunity for development and career growth</p> <p>Knowledge:</p> <p>Excellent communication skills Strong interpersonal skills and conflict resolution abilities Strong planning and organization skills Dedication to providing exceptional guest service Excellent computer skills Strong analytical/problem solving skills Exceptional team building capability Basic business math and accounting skills Basic personal computer literacy Ability to manage multiple projects Ability to be a role model in employee appearance and presentation Available to work a variety of shifts and weekends</p> <p>Education/Experience:</p> <p>High School diploma or equivalent Prior experience in a leadership role is required. A minimum of 1-2 years of prior experience in a family,</p>	

fast-food, or casual dining restaurant is strongly preferred College and/or culinary schooling preferred

### Physical Requirements:

The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those that must be regularly met by an employee to successfully perform the essential functions of this job. This list is not designed to contain a comprehensive listing of activities and the employer reserves the right to change or assign other duties to this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job you will regularly be required to: Stand for entire shift and walk for long periods of time without rest or sitting down Push, lift, carry and transfer up to 50 pounds Reach with hands Use hands to finger, handle, or feel objects, tools, or controls Bend and stoop Can taste and smell Verbally communicate with others Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus Have ability to freely access all areas of restaurant including selling floor(s), stock area, and register area We continue to update our safety and sanitation procedures to follow the current CDC, local, and state guidelines. Our goal is to provide a safe environment for both our employees and guests.

### Brand:

#### Bob Evans Restaurants Address:

361 North Willowbrook Rd Coldwater, MI - 49036

#### Property Description:

02035 -

#### Coldwater Property Number:

02035

# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.



# Job Posting Analytics

Lightcast Q3 2025 Data Set

August 2025  
Calhoun County



Michigan

# Parameters

Select Timeframe: Jul 2025 - Jul 2025

Occupations:

Results should include

Code	Description
11-9051	Food Service Managers
29-1141	Registered Nurses
31-1128	Home Health and Personal Care Aides
31-9092	Medical Assistants
35-3023	Fast Food and Counter Workers

Code	Description
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners
41-1011	First-Line Supervisors of Retail Sales Workers
41-2031	Retail Salespersons
49-9071	Maintenance and Repair Workers, General
53-3032	Heavy and Tractor-Trailer Truck Drivers

Regions:

Code	Description
26025	Calhoun County, MI

Company:

Results should include

Description
Clean Team
Hogan
Border Foods
Dollar General
Bronson Healthcare

Description
Taco Bell
Oaklawn Hospital
Subway
Select Medical
Elara Caring

Minimum Experience Required: Any

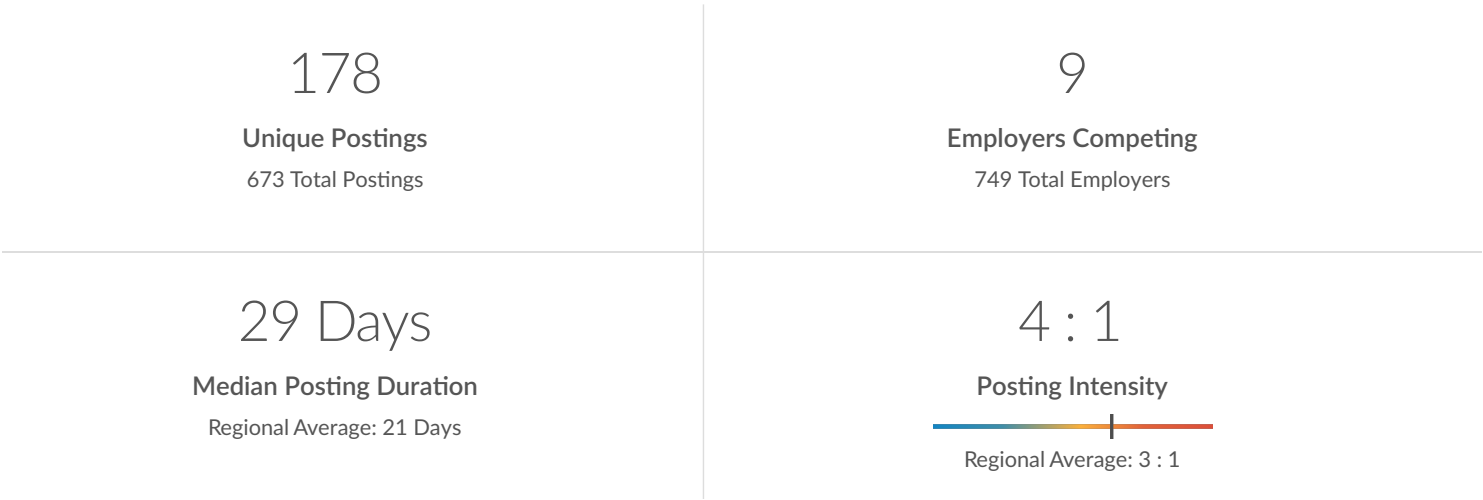
Education Level: Any

Job Type: Include Internships

Keyword Search:

Posting Type: Active Postings

# Job Postings Overview

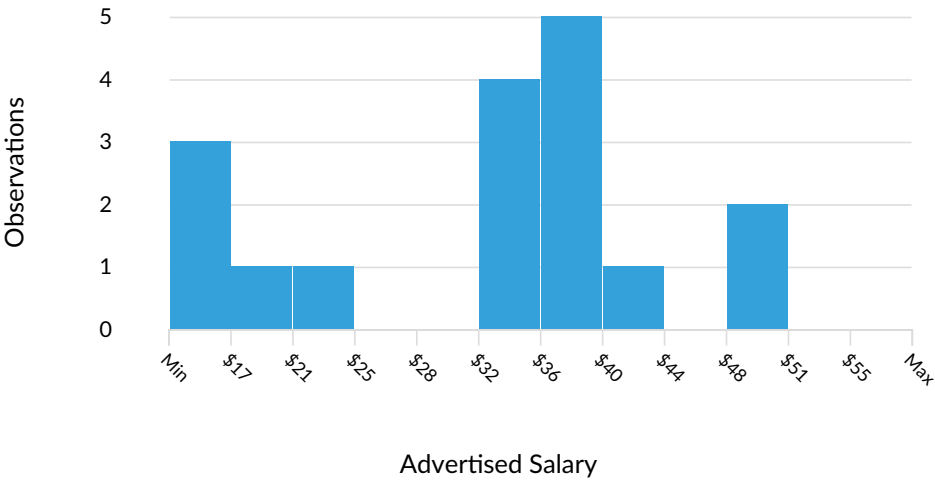


## Advertised Salary

There are 17 advertised salary observations (10% of the 178 matching postings).

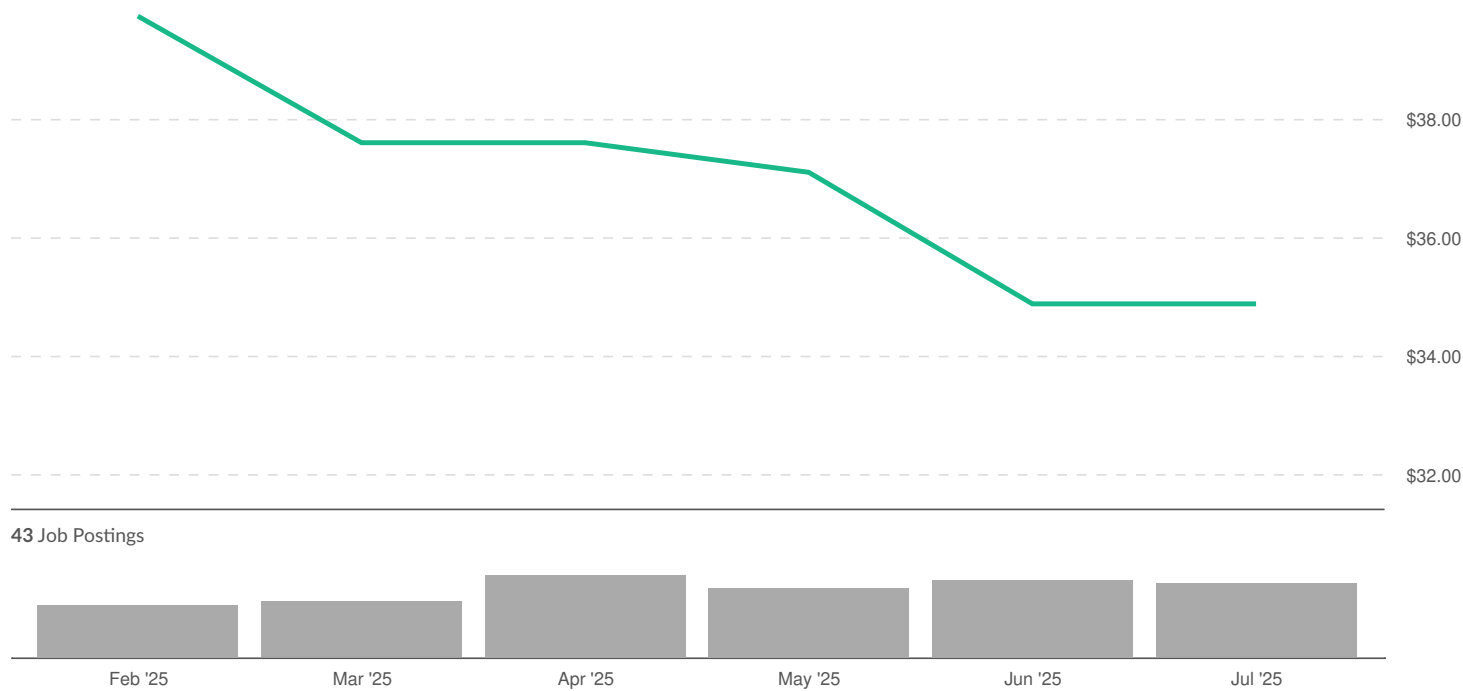
\$34.89/hr

Median Advertised Salary



# Advertised Salary Trend

▼ 12.2% Feb 2025 – Jul 2025  
\$37.60 Median

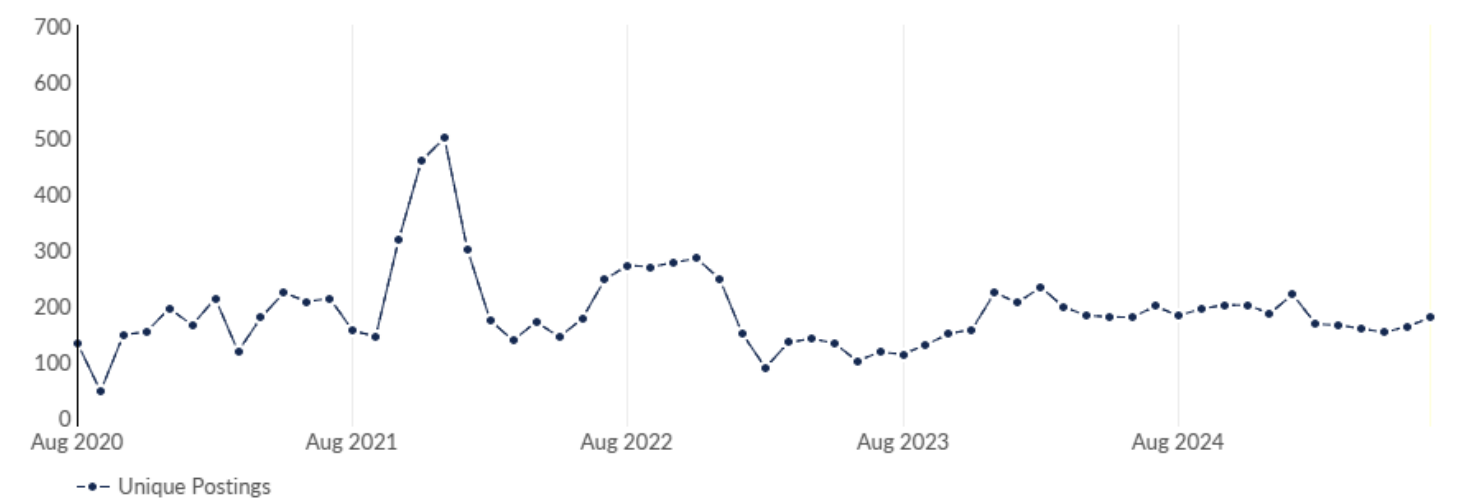


# Job Postings Regional Breakdown



County	Unique Postings (Jul 2025)
Calhoun County, MI	178

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jul 2025	178	4 : 1
Jun 2025	163	4 : 1
May 2025	152	4 : 1
Apr 2025	159	4 : 1
Mar 2025	165	4 : 1
Feb 2025	167	4 : 1
Jan 2025	220	5 : 1
Dec 2024	186	5 : 1
Nov 2024	201	4 : 1
Oct 2024	201	4 : 1
Sep 2024	194	4 : 1
Aug 2024	182	3 : 1
Jul 2024	199	3 : 1
Jun 2024	179	3 : 1
May 2024	180	3 : 1
Apr 2024	182	3 : 1
Mar 2024	198	3 : 1
Feb 2024	233	3 : 1
Jan 2024	205	3 : 1
Dec 2023	223	3 : 1

Nov 2023	157	4 : 1
Oct 2023	150	4 : 1
Sep 2023	130	4 : 1
Aug 2023	113	3 : 1
Jul 2023	117	3 : 1
Jun 2023	101	3 : 1
May 2023	133	3 : 1
Apr 2023	141	3 : 1
Mar 2023	134	3 : 1
Feb 2023	89	4 : 1
Jan 2023	149	3 : 1
Dec 2022	248	2 : 1
Nov 2022	284	2 : 1
Oct 2022	277	2 : 1
Sep 2022	269	2 : 1
Aug 2022	272	2 : 1
Jul 2022	247	2 : 1
Jun 2022	176	2 : 1
May 2022	144	3 : 1
Apr 2022	171	3 : 1
Mar 2022	138	2 : 1
Feb 2022	173	2 : 1
Jan 2022	300	2 : 1
Dec 2021	499	2 : 1
Nov 2021	459	2 : 1
Oct 2021	317	2 : 1
Sep 2021	145	2 : 1
Aug 2021	155	2 : 1
Jul 2021	213	2 : 1
Jun 2021	207	2 : 1
May 2021	223	2 : 1

Apr 2021	179	2 : 1
Mar 2021	118	2 : 1
Feb 2021	213	2 : 1
Jan 2021	165	2 : 1
Dec 2020	195	2 : 1
Nov 2020	153	2 : 1
Oct 2020	148	2 : 1
Sep 2020	47	2 : 1
Aug 2020	132	2 : 1

## Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	65	37%
High school or GED	33	19%
Associate's degree	69	39%
Bachelor's degree	37	21%
Master's degree	3	2%
Ph.D. or professional degree	0	0%

## Minimum Education Breakdown







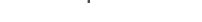


Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	33	0	19%
Associate's degree	61	8	34%
Bachelor's degree	17	20	10%
Master's degree	2	1	1%
Ph.D. or professional degree	0	0	0%








# Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	128	72%
0 - 1 Years	39	22%
2 - 3 Years	11	6%
4 - 6 Years	0	0%
7 - 9 Years	0	0%
10+ Years	0	0%









# Top Companies Posting

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Oaklawn Hospital	540 / 107	5 : 1 	17 days
Bronson Healthcare	51 / 35	1 : 1 	23 days
Dollar General	18 / 11	2 : 1 	53 days
Hogan	18 / 9	2 : 1 	32 days
Elara Caring	21 / 6	4 : 1 	18 days
Subway	7 / 4	2 : 1 	n/a
Select Medical	12 / 4	3 : 1 	n/a
Clean Team	4 / 1	4 : 1 	n/a
Border Foods	2 / 1	2 : 1 	n/a










## Top Cities Posting

City	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Marshall, MI	539 / 108	5 : 1 	18 days
Battle Creek, MI	119 / 61	2 : 1 	29 days
Albion, MI	6 / 4	2 : 1 	18 days
Tekonsha, MI	7 / 4	2 : 1 	53 days
Springfield, MI	2 / 1	2 : 1 	n/a











## Top Posted Occupations

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	392 / 87	5 : 1 	18 days
Medical Assistants	200 / 52	4 : 1 	29 days
First-Line Supervisors of Retail Sales Workers	25 / 13	2 : 1 	40 days
Heavy and Tractor-Trailer Truck Drivers	18 / 9	2 : 1 	32 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	15 / 7	2 : 1 	16 days
Food Service Managers	9 / 5	2 : 1 	n/a
Home Health and Personal Care Aides	13 / 4	3 : 1 	n/a
Retail Salespersons	1 / 1	1 : 1 	n/a


# Top Posted Occupations

Occupation (O*NET)	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	392 / 87	5 : 1 	18 days
Medical Assistants	200 / 52	4 : 1 	29 days
First-Line Supervisors of Retail Sales Workers	25 / 13	2 : 1 	40 days
Heavy and Tractor-Trailer Truck Drivers	18 / 9	2 : 1 	32 days
Janitors and Cleaners, Except Maids and Housekeeping Cleaners	15 / 7	2 : 1 	16 days
Food Service Managers	9 / 5	2 : 1 	n/a
Home Health Aides	10 / 3	3 : 1 	n/a
Personal Care Aides	3 / 1	3 : 1 	n/a
Retail Salespersons	1 / 1	1 : 1 	n/a



# Top Posted Occupations

Occupation	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurse	391 / 86	5 : 1 	18 days
Medical Assistant	200 / 52	4 : 1 	29 days
Retail Store Manager / Supervisor	25 / 13	2 : 1 	40 days
Tractor-Trailer Truck Driver	18 / 9	2 : 1 	32 days
Janitor / Cleaner	15 / 7	2 : 1 	16 days
Restaurant / Food Service Manager	9 / 5	2 : 1 	n/a
Home Health Aide	10 / 3	3 : 1 	n/a
Caregiver / Personal Care Aide	3 / 1	3 : 1 	n/a
Nursing Manager / Supervisor	1 / 1	1 : 1 	n/a
Retail Sales Associate	1 / 1	1 : 1 	n/a

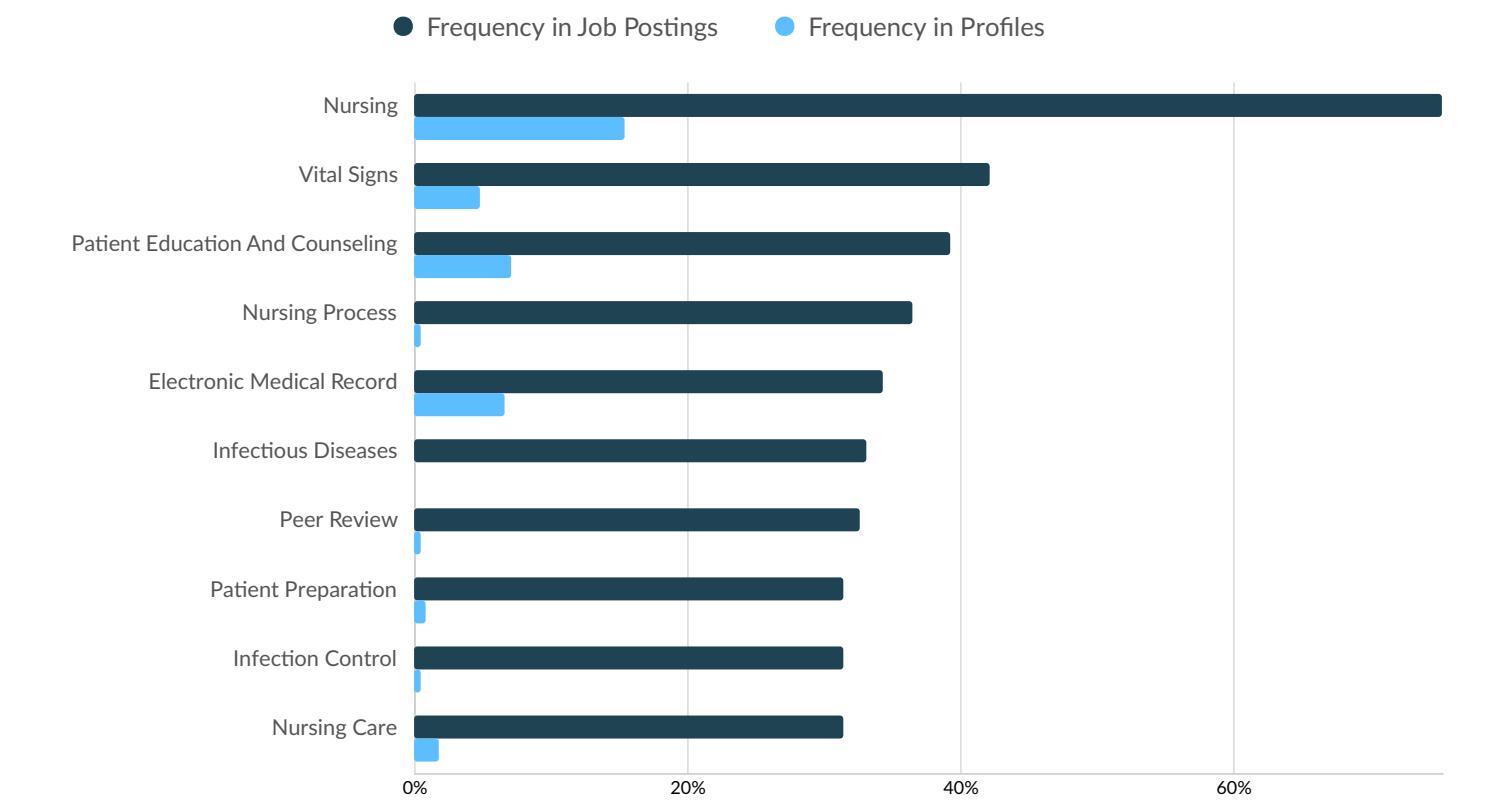
# Top Posted Job Titles

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	154 / 26	6 : 1 	n/a
Requisition Sales Associates	88 / 17	5 : 1 	n/a
Emergency Services Registered Nurses	62 / 13	5 : 1 	n/a
Personal/Family Assistants	39 / 8	5 : 1 	n/a
Store Managers	15 / 8	2 : 1 	53 days
Primary Care Medical Assistants	19 / 6	3 : 1 	n/a
Environmental Services Technicians	11 / 6	2 : 1 	16 days
CDL-A Truck Drivers	14 / 6	2 : 1 	32 days
Medical Assistants	5 / 4	1 : 1 	n/a
Registered Nurses Cat	30 / 4	8 : 1 	n/a

# Top Industries

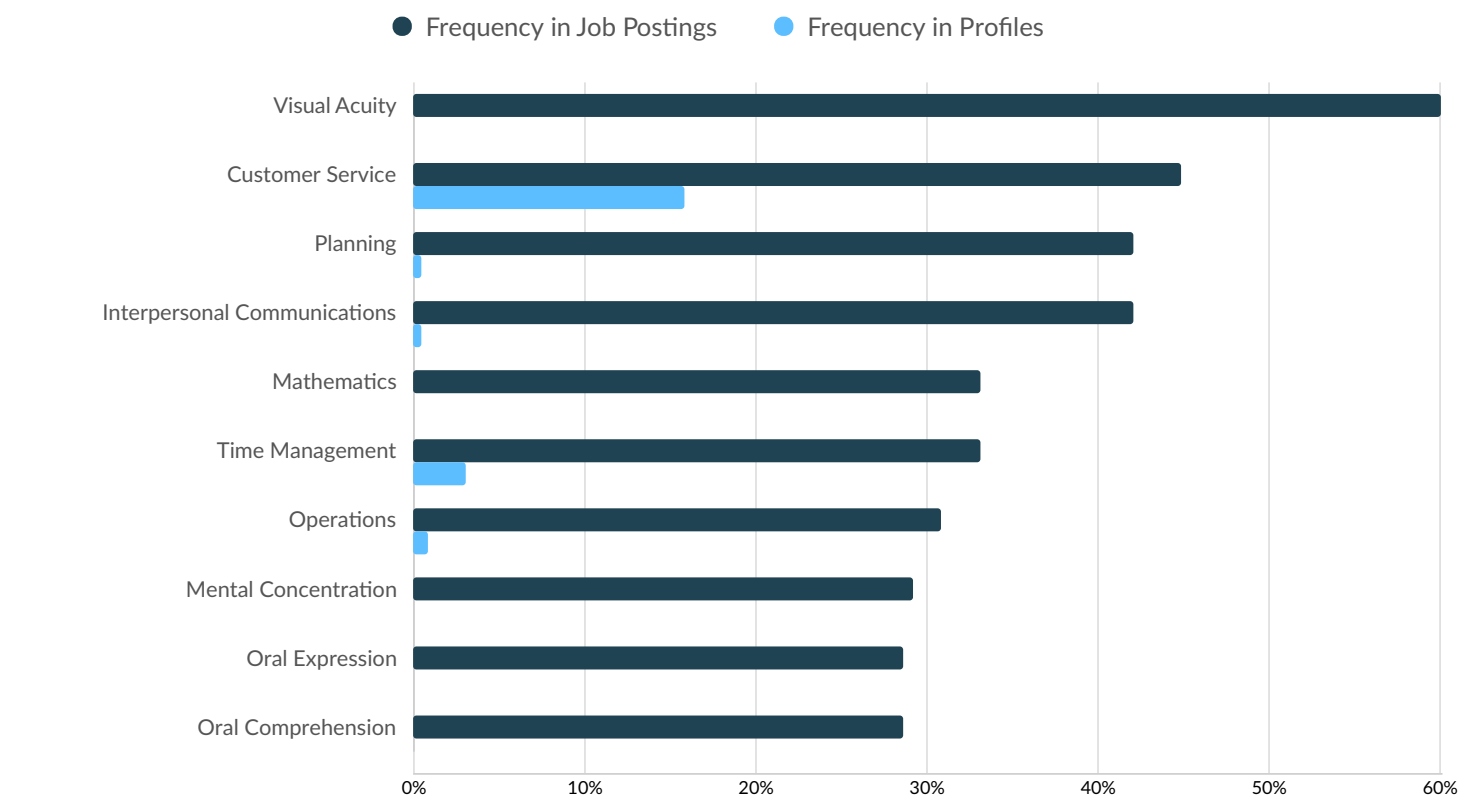
	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
General Medical and Surgical Hospitals	591 / 142	4 : 1 	23 days
All Other General Merchandise Retailers	18 / 11	2 : 1 	53 days
Motorcycle, ATV, and All Other Motor Vehicle Dealers	18 / 9	2 : 1 	32 days
Home Health Care Services	21 / 6	4 : 1 	18 days
Limited-Service Restaurants	9 / 5	2 : 1 	n/a
All Other Outpatient Care Centers	12 / 4	3 : 1 	n/a
Janitorial Services	4 / 1	4 : 1 	n/a

# Top Specialized Skills



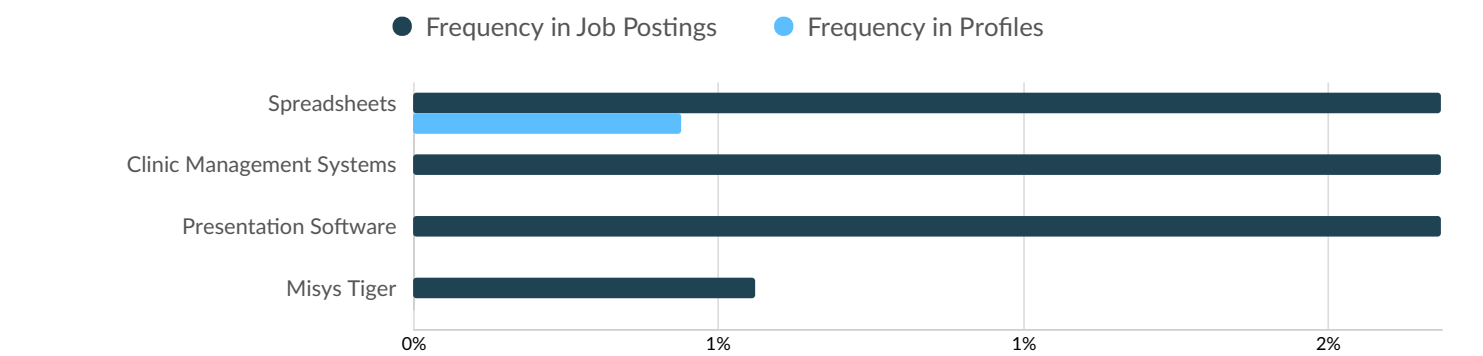
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Nursing	134	75%	35	15%	+20.1%	Rapidly Growing
Vital Signs	75	42%	11	5%	+17.2%	Growing
Patient Education And Counseling	70	39%	16	7%	+11.6%	Growing
Nursing Process	65	37%	1	0%	+24.2%	Rapidly Growing
Electronic Medical Record	61	34%	15	7%	+12.1%	Growing
Infectious Diseases	59	33%	0	0%	+9.2%	Growing
Peer Review	58	33%	1	0%	+18.4%	Growing
Patient Preparation	56	31%	2	1%	+15.8%	Growing
Infection Control	56	31%	1	0%	+17.1%	Growing
Nursing Care	56	31%	4	2%	+19.1%	Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Visual Acuity	107	60%	0	0%	+18.9%	Growing
Customer Service	80	45%	36	16%	+5.2%	Stable
Planning	75	42%	1	0%	+10.9%	Growing
Interpersonal Communications	75	42%	1	0%	+12.5%	Growing
Mathematics	59	33%	0	0%	+20.2%	Rapidly Growing
Time Management	59	33%	7	3%	+14.5%	Growing
Operations	55	31%	2	1%	+8.1%	Stable
Mental Concentration	52	29%	0	0%	+12.7%	Growing
Oral Expression	51	29%	0	0%	0.0%	
Oral Comprehension	51	29%	0	0%	0.0%	

# Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Spreadsheets	3	2%	1	0%	+22.2%	Rapidly Growing
Clinic Management Systems	3	2%	0	0%	+9.6%	Growing
Presentation Software	3	2%	0	0%	+21.0%	Rapidly Growing
Misys Tiger	1	1%	0	0%	+66.7%	Rapidly Growing

# Top Qualifications

	Postings with Qualification
Basic Life Support (BLS) Certification	120
American Red Cross (ARC) Certification	101
Registered Nurse (RN)	90
Certified Medical Assistant (CMA)	51
Advanced Cardiovascular Life Support (ACLS) Certification	46
Basic Cardiac Life Support	44
Licensed Practical Nurse (LPN)	43
Pediatric Advanced Life Support (PALS)	23
Trauma Nurse Core Course (TNCC)	20
Valid Driver's License	20

# Appendix A

## Top Posting Sources

Website	Postings on Website (Jul 2025)
peopleanswers.com	94
indeed.com	46
myworkdayjobs.com	34
craigslist.org	8
dejobs.org	8
dollargeneral.com	6
careerarc.com	5
gr8jobs.net	2
southbendrecruiter.com	2
applicantpro.com	1
healthcareers.com	1
healthjobsnationwide.com	1
mentorrecruiter.com	1
taylorrecruiter.com	1



# Appendix B

## Sample Postings

Managers — Subway in Albion, MI (Jul 2025 - Active)

Manager	
Link to Live Job Posting: <a href="http://www.indeed.com">www.indeed.com</a>	
Location: Albion, MI	O*NET: 11-9051.00
Company: Subway	Job Title: Managers
<p>Manager Subway - 11268-0 Albion, MI 49224 As part of the Subway® Team, you as a Manager will focus on eight main things: Providing an excellent guest experience Ensuring that great food is prepared &amp; served Keeping our restaurants functional, clean and beautiful Managing inventory and money control systems Coordinating local marketing initiatives, including community outreach Recruiting staff Maintaining standards of restaurant safety and security Being a team player In addition to the role of a Manager, key parts of your day to day will consist of: Recruiting and rewarding outstanding Team members Ensuring safety and security protocols are followed. Including being aware of local and national healthy and food safety codes Maintaining business records and analyzing them to help increase sales Identifying and contacting prospective Guests to promote sales Supporting local and national marketing initiatives, ensuring restaurant is ready on every level for the beginning of a new marketing window Planning special events and promotions As a Subway® Team Member, you'll have access to: Brand partnership discounts Scholarship Opportunities Opportunity to earn University course credits Hands on career experience in a restaurant business</p> <p>PREREQUISITES</p> <p>Education :</p> <p>High school diploma or equivalent, college degree preferred</p> <p>Experience :</p> <p>A minimum of 2 years in a restaurant environment, experience in supervising and training staff.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Must be an excellent communicator with the ability to deal with all levels of team members. Computer knowledge is essential.</p> <p>Physical :</p> <p>Ability to work any area of the restaurant as needed and to operate computerized Point of Sale system/cash register. This position requires bending, standing and walking the entire workday. Must have the ability to lift 10 pounds frequently and up to 30 pounds occasionally. You will receive training on your roles and responsibilities Full Time/Part Time and Day/Evening/Weekend Shift positions vary by location</p> <p>INDMANAGE</p>	

Medical Assistant - Full Time, 80 hrs PP - Bronson Urology Specialists - Battle Creek	
Link to Live Job Posting: <a href="https://bronsonhg.wd1.myworkdayjobs.com">bronsonhg.wd1.myworkdayjobs.com</a>	
Location: Battle Creek, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Medical Assistants Specialist
<p>Medical Assistant</p> <ul style="list-style-type: none"><li>• Full Time, 80 hrs PP</li><li>• Bronson Urology Specialists</li><li>• Battle Creek Medical Assistant</li><li>• Full Time, 80 hrs PP</li><li>• Bronson Urology Specialists</li><li>• Battle Creek locationsBronson Battle Creektime typeFull timeposted onPosted 6 Days Agojob requisition id</li></ul> <p>JOB44003 CURRENT BRONSON EMPLOYEES</p> <ul style="list-style-type: none"><li>• using the career worklet in Workday.</li></ul> <p>This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBBC Bronson Battle Creek TitleMedical Assistant</p> <ul style="list-style-type: none"><li>• Full Time, 80 hrs PP</li><li>• Bronson Urology Specialists</li><li>• Battle Creek Working under provider's direction provides general nursing functions for the practice.</li></ul> <p>Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstratetencies specific to the population served. High school diploma or general education degree (GED) required</p> <p>MUST MEET ONE OF THE FOLLOWING</p> <p>Successfulpletion of an accredited medical assistant program</p> <p>CMA/CCMA/RMA</p> <p>certifiedMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire</p> <p>Note:</p> <p>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months. BLS certification is required within 90 days of hire/transfer. Knowledge of clinical skills as required with Medical Assistant Certification/Registration. Effective problem-solving and prioritization skills. Must possess excellent interpersonal skills and process information in a confidential manner. Must be able toomunicate clearly and effectively with patients, doctors and other staff. Ability to maintain patient confidentiality. Ability to work independently and function as an integral team member with other healthcare professionals. Must have personalputer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization'sputerized systems. Must have excellent verbal andmunication skills. Ability to maintain positive customer service. Ability to establish effective working relations with physicians, office staff, and employees in a team environment. Must maintain the highest level of confidentiality. Work which produces high levels of mental/visual fatigue, e.g.,</p>	

interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personalputer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required. Prepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other. Document pertinent information in chart. Maintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place. Administer treatments as requested by the physician. Obtain specimens for urine testing, phlebotomy, etc. Performs laboratory tests as directed by the physician. Accurately documents required information in patient charts. Set up and assist physician with procedures (laceration repair, pap/pelvic, etc.). Schedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc. Prepares patients for tests/procedures by providing appropriate instructions. Coordinate admissions, referrals, call in prescriptions, etc. Stock exam rooms with supplies as needed. Conduct day to day inventory of supplies and report items to be ordered. Assist in the scheduling of appointments in EMR system as required. Able to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient. Assists inpletion of misc. patient forms (Worker Compensation, Disability, etc.) Attend staff, educational or other meetings as required. Performs other related duties as assigned by nurses, practice manager, or physician. Shift Time TypeFull time Sign-On Bonus

### External Candidates Only:

Up to \$1,500.00 Retention BonusExternal Candidates Only, \$1,500.00 Scheduled Weekly Hours40 Cost Center8194 Bronson Urology Specialists

- Battle Cre (BBC) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth.

Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

Full Time - Medical Assistant - Cardiothoracic Surgery - Kalamazoo	
Link to Live Job Posting: <a href="https://bronsonhg.wd1.myworkdayjobs.com">bronsonhg.wd1.myworkdayjobs.com</a>	
Location: Battle Creek, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Cardiothoracic Surgery Physician Assistants
<div>Full Time</div> <div><ul style="list-style-type: none"><li>Medical Assistant</li><li>Cardiothoracic Surgery</li><li>Kalamazoo Full Time</li><li>Medical Assistant</li><li>Cardiothoracic Surgery</li><li>Kalamazoo locationsBronson Healthcare Group</li></ul></div> <div>time typeFull timeposted onPosted 6 Days Agojob requisition id</div> <div>JOB44103 CURRENT BRONSON EMPLOYEES</div> <div><ul style="list-style-type: none"><li>using the career worklet in Workday.</li></ul></div> <div>This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBHG Bronson Healthcare Group TitleFull Time</div> <div><ul style="list-style-type: none"><li>Medical Assistant</li><li>Cardiothoracic Surgery</li><li>Kalamazoo Working under provider's direction provides general nursing functions for the practice.</li></ul></div> <div>Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstratetencies specific to the population served. High school diploma or general education degree (GED) required</div> <div>MUST MEET ONE OF THE FOLLOWING</div> <div>Successfulpletion of an accredited medical assistant program</div> <div>CMA/CCMA/RMA</div> <div>certifiedMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire</div> <div>Note:</div> <div>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months. BLS certification is required within 90 days of hire/transfer. Knowledge of clinical skills as required with Medical Assistant Certification/Registration. Effective problem-solving and prioritization skills. Must possess excellent interpersonal skills and process information in a confidential manner. Must be able toomunicate clearly and effectively with patients, doctors and other staff. Ability to maintain patient confidentiality. Ability to work independently and function as an integral team member with other healthcare professionals. Must have personalputer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization'sputerized systems. Must have excellent verbal andmunication skills. Ability to maintain positive customer service. Ability to establish effective working relations with physicians, office staff, and employees in a team environment. Must maintain the highest level of confidentiality. Work which produces high levels of mental/visual fatigue, e.g.,</div>	

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### External Candidates Only:

Up to \$1,500.00 Retention BonusExternal Candidates Only, \$1,500.00 Scheduled Weekly Hours40 Cost Center8906 Cardiothoracic Endovascular And Vascular (BMH) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

Full Time - Medical Assistant (4, 10 hour shifts) - Bronson Internal Medicine - Battle Creek	
Link to Live Job Posting: <a href="https://bronsonhg.wd1.myworkdayjobs.com">bronsonhg.wd1.myworkdayjobs.com</a>	
Location: Battle Creek, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Medical Assistants
<div>Full Time</div> <div><ul style="list-style-type: none"><li>Medical Assistant (4, 10 hour shifts)</li><li>Bronson Internal Medicine</li><li>Battle Creek Full Time</li><li>Medical Assistant (4, 10 hour shifts)</li><li>Bronson Internal Medicine</li><li>Battle Creek locationsBronson Battle Creektime typeFull timeposted onPosted 6 Days Agojob requisition id</li></ul></div> <div>JOB44143 CURRENT BRONSON EMPLOYEES</div> <div><ul style="list-style-type: none"><li>using the career worklet in Workday.</li></ul></div> <div><p>This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBBC Bronson Battle Creek TitleFull Time</p><div><ul style="list-style-type: none"><li>Medical Assistant (4, 10 hour shifts)</li><li>Bronson Internal Medicine</li><li>Battle Creek Working under provider's direction provides general nursing functions for the practice.</li></ul></div><p>Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstratetencies specific to the population served. High school diploma or general education degree (GED) required</p></div> <div>MUST MEET ONE OF THE FOLLOWING</div> <div>Successfulpletion of an accredited medical assistant program</div> <div>CMA/CCMA/RMA</div> <div>certifiedMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire</div> <div>Note:</div> <div><p>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months. BLS certification is required within 90 days of hire/transfer. Knowledge of clinical skills as required with Medical Assistant Certification/Registration. Effective problem-solving and prioritization skills. Must possess excellent interpersonal skills and process information in a confidential manner. Must be able toomunicate clearly and effectively with patients, doctors and other staff. Ability to maintain patient confidentiality. Ability to work independently and function as an integral team member with other healthcare professionals. Must have personalputer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization'sputerized systems. Must have excellent verbal andmunication skills. Ability to maintain positive customer service. Ability to establish effective working relations with nhvsicians, office staff, and employees in a</p></div>	

Agency to maintain positive customer service; Agency to establish effective working relations with physicians, office staff, and employees in a team environment. Must maintain the highest level of confidentiality. Work which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personalputer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required. Prepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other. Document pertinent information in chart. Maintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place. Administer treatments as requested by the physician. Obtain specimens for urine testing, phlebotomy, etc. Performs laboratory tests as directed by the physician. Accurately documents required information in patient charts. Set up and assist physician with procedures (laceration repair, pap/pelvic, etc.). Schedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc. Prepares patients for tests/procedures by providing appropriate instructions. Coordinate admissions, referrals, call in prescriptions, etc. Stock exam rooms with supplies as needed. Conduct day to day inventory of supplies and report items to be ordered. Assist in the scheduling of appointments in EMR system as required. Able to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient. Assists inpletion of misc. patient forms (Worker Compensation, Disability, etc.) Attend staff, educational or other meetings as required. Performs other related duties as assigned by nurses, practice manager, or physician. Shift10 Hour Day Shift Time TypeFull time Sign-On Bonus

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Up to \$1,500.00 Retention BonusExternal Candidates Only, \$1,500.00 Scheduled Weekly Hours40 Cost Center8566 Bronson Internal Medicine Battle Creek (BBC) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.



## EVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Battle Creek, MI	O*NET: 37-2011.00
Company: Bronson Healthcare	Job Title: Environmental Services Technicians

EVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm EVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm locationsBronson Battle Creektime typePart timeposted onPosted 6 Days Agojob requisition id

### JOB44063 CURRENT BRONSON EMPLOYEES

- using the career worklet in Workday. This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBBC Bronson Battle Creek TitleEVS Associate- Battle Creek, 2nd shift 64 hr.pp 3pm-11:30pm Join Our Team at Bronson Battle Creek Hospital!

Position:

Environmental Service Associate Location:

Bronson Battle Creek Hospital Department:

Environmental Services Shift:

Part Time- 32 hr/wk 2nd Shift Benefits Eligible Make a Difference in Patient Care! At Bronson Hospital, we aremitted to keeping our patients and visitors safe and healthy. We're looking for an Environmental Service Associate to help maintain cleanliness and infection control across the hospital. You'll play an important role in making sure the hospital is a clean, safe place for everyone.

What You'll Do:

Clean and sanitize patient rooms (both occupied and unoccupied), public areas, surgical areas, and other spaces as assigned Stock supplies and keep equipment clean and in working order Follow safety and infection control guidelines to ensure the hospital is always clean and safe Provide excellent service to both hospital staff and patients Work closely with the Environmental Services Manager to make sure all tasks arepleted to the highest standards Follow detailed instructions and regularly check your work to meet quality standards

What We're Looking For:

A positive attitude and a strong desire to help others Attention to detail and the ability to follow safety and cleanliness guidelines Ability to work well with a team and follow instructions from supervisors Goodmunication skills and a willingness to learn Ability to work in a fast-paced environment and stay focused on the task at hand Previous experience in cleaning or maintenance is a plus, but not required Why Work at Bronson? A 2024 Forbes Best-In-State Employer Competitive salary Shift differential pay Comprehensive Wellness Program Rotating weekends Benefits start on Day 1 Work with a supportive and friendly team Opportunities to learn and grow in the healthcare field Be part of a hospital that values your hard work and dedication to keeping themunity healthy Effective April 19, 2021 a high school diploma or general education degree (GED) is no longer required for this position. (BBC only) Michigan driver's license and insurability may be required

- Ability to work independently.
- Must be able toomunicate (verbally and in writing) in English (at or above the 8th grade level) with departmental staff and internal and

external customers.

- Must possess interpersonal skills that represent Bronson in a positive and professional manner.
- Must exhibit excellent customer service skills, thoroughness and time management skills..
- Must be able to comfortably accept delegation and negotiate task priorities.

Work which produces levels of mental/visual fatigue which are typical of jobs that perform a wide variety of duties with frequent and significant uncontrollable deadlines. Work may include the operation of and full attention to a personalputer or CRT up to 40 percent of the time. Involves regularly lifting of bulky or moderately heavy weights (i.e., up to 50 pounds), and occasionally assisting with heavier tasks or expending the equivalent effort in pushing, pulling, or otherwise handling material, equipment, and other objects. Performs most duties while standing, sitting, and/or walking. Lifts and/or pushes supplies and equipment. Frequent reaching, stooping, bending, kneeling, and crouching, is required to perform many job duties. Ability to work while standing on a stepladder at a height of four feet is required. Occasional exposure to risk of injury when working with electrical equipment. Must be able to walk stairs when necessary. Good balance is required when performing all duties. The employee is occasionally required to work in confined spaces and occupied areas. May experience occasional pressure due to multiple calls and inquiries. May be called upon to handle emergency or crisis situations. Required protecting clothing may include gloves, eye protection, face protection, and shoe covers.

- Performs all cleaning functions involved in daily general cleaning and maintaining of patient rooms, operating rooms and ancillary areas, patient related areas, and departmental general areas following the system's ten steps of cleaning as defined in the Environmental Services Department Manual.

(For

## BBC & BLH ONLY

- may do laundry) Maintains knowledge of, andplies with, all relevant laws, regulations per CDC, OSHA, the EPA, Joint Commission and policies, procedures and standards necessary for role.

- Follows all isolation procedures in isolation and contact plus rooms
- Detail clean vents, fan fixtures, tops of windows, door frames, wall art, bumpers, furniture and other areas as necessary
- Cleans public areas; lobbies, waiting rooms, rest rooms, elevators, utility rooms, exam rooms, offices, stairwells, and other areas assigned
- Collects and replaces all sharps and black pharmacy box containers in patient care areas.

Documents and maintains records of assigned cleaning tasks.Restocking of supplies in assigned areas as needed.Communicates information and requests as appropriate to the registered nurse and/or patient care assistant.Communicate and provide exceptional service to patients, staff, families and visitors.Maintains confidentiality of patient and unit data per HIPPA regulations.Removes trash and soiled linen from assigned areas and transports to disposal area.Keeps work areas neat and orderly, cleans equipment and assists with other duties as assigned.May operate mechanical floor equipment such as IMops, vacuums, sweepers and other related environmental equipment.Cleans equipment and stores in assigned locations.Direct visitors as necessary.May collect trays from patient rooms.Coordinates activities related to cleaning area with department coordinator as needed.Assumes responsibility for own growth and development; attends regular staff meetings.Actively participates and supports the Bronson Management System by attending huddles and adopting the problem solving methods.Operates ultraviolet (UV) disinfection equipment (Surfacide UV Robot).

- BBC OnlyAll other duties as assigned which may include the use of the trashpactor, and emptying trash and linen chutes.

ShiftSecond Shift Time TypePart time Sign-On Bonus

## External Candidates Only:

Up to \$375.00 Retention BonusExternal Candidates Only, \$375.00 Scheduled Weekly Hours32 Cost Center1620 Environmental Services (BBC) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

# Job Posting Analytics

Lightcast Q3 2025 Data Set

August 2025  
Kalamazoo County



Michigan

# Parameters

Select Timeframe: Jul 2025 - Jul 2025

Occupations:

Results should include

Code	Description
11-9199	Managers, All Other
15-1252	Software Developers
15-1299	Computer Occupations, All Other
17-3026	Industrial Engineering Technologists and Technicians
29-1141	Registered Nurses

Code	Description
29-2061	Licensed Practical and Licensed Vocational Nurses
29-2099	Health Technologists and Technicians, All Other
31-1131	Nursing Assistants
31-9092	Medical Assistants
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Regions:

Code	Description
26077	Kalamazoo County, MI

Company:

Results should include

Description
Pfizer
Ascension
Meijer
Bronson Healthcare
Corewell Health

Description
Capital One
Western Michigan University
Zoetis
Stryker
Kalamazoo County Government

Minimum Experience Required: Any

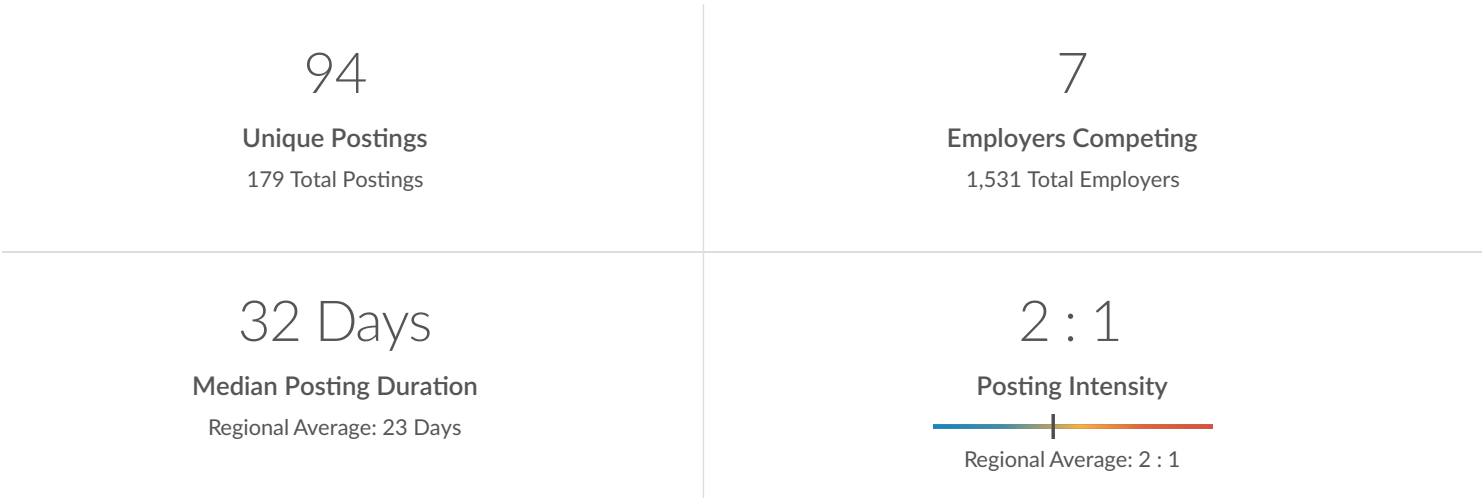
Education Level: Any

Job Type: Include Internships

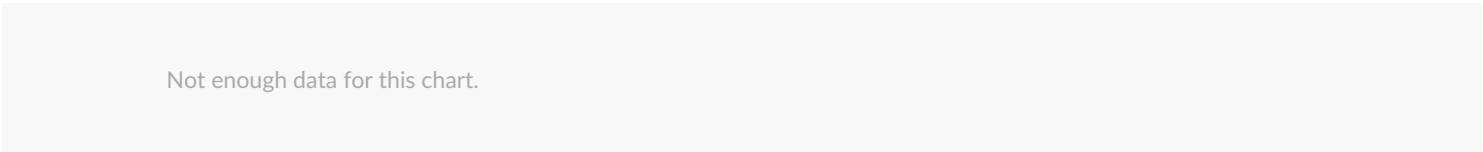
Keyword Search:

Posting Type: Active Postings

# Job Postings Overview

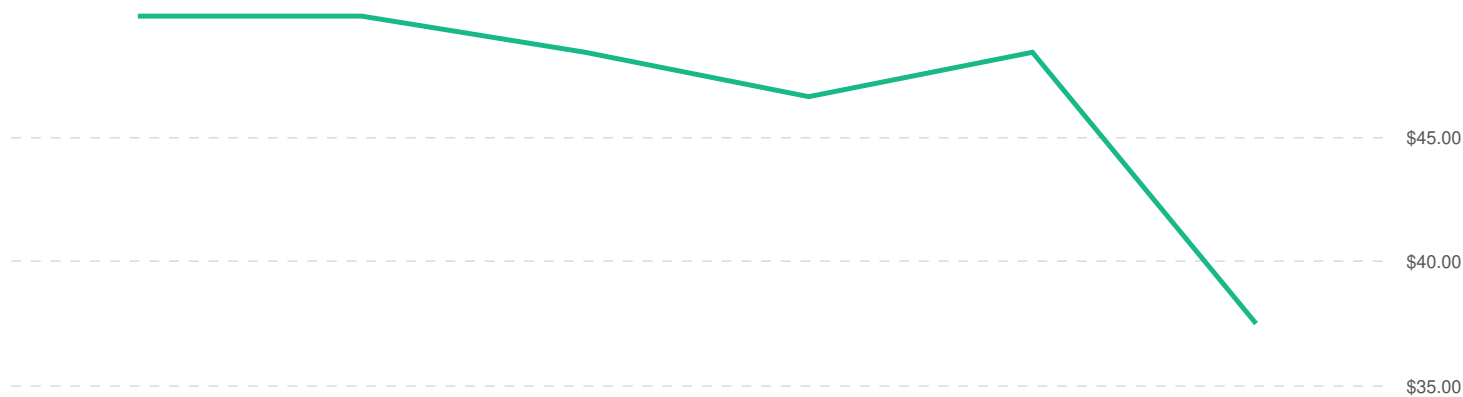


## Advertised Salary



# Advertised Salary Trend

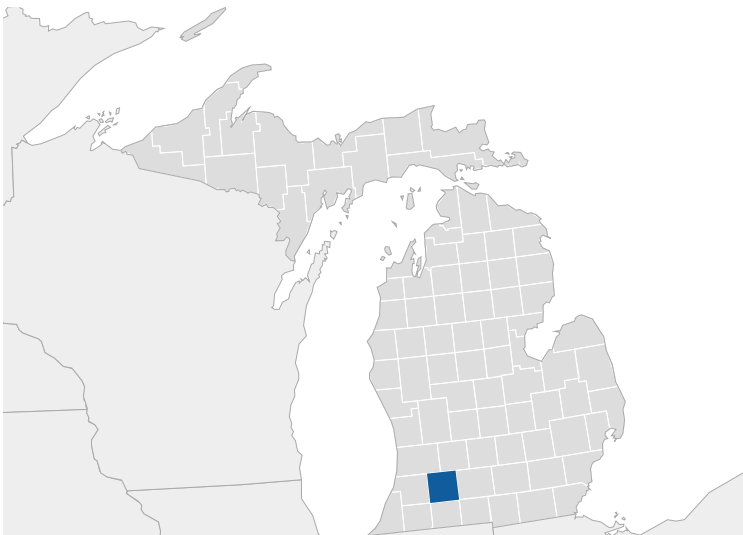
▼24.7% Feb 2025 – Jul 2025  
\$46.65 Median



70 Job Postings



# Job Postings Regional Breakdown

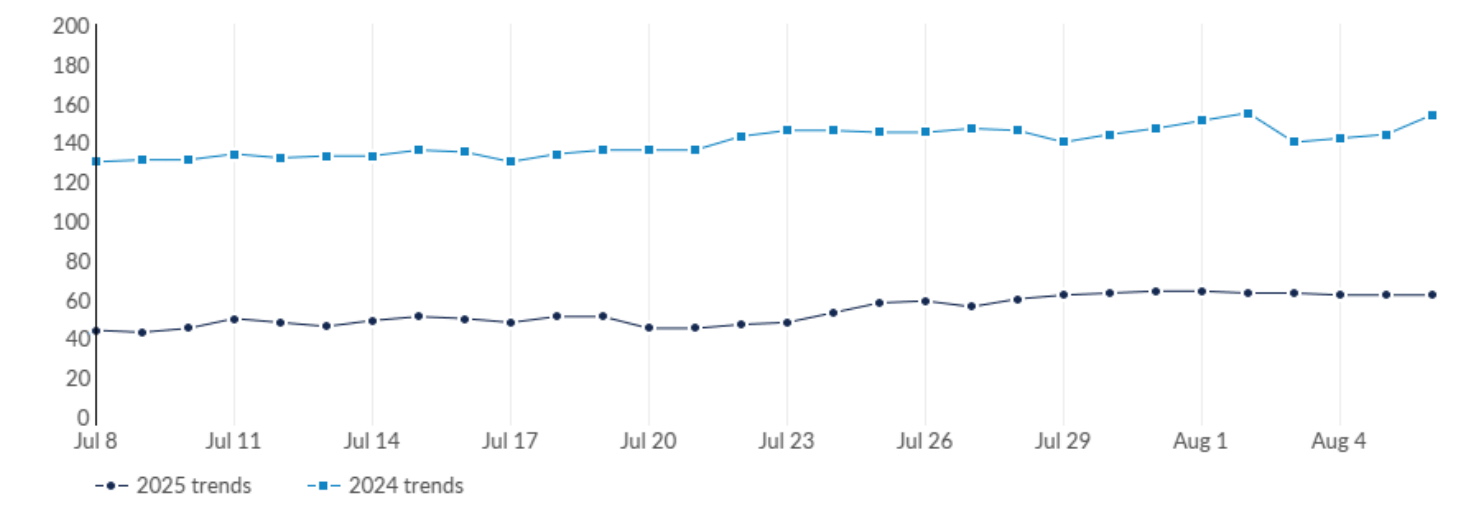


County	Unique Postings (Jul 2025)
Kalamazoo County, MI	94



# Unique Postings Trend

This view displays the most recent 30 days of job postings activity to show near-term trends. It does not reflect your timeframe.



Day	Unique Postings	Last Year's Unique Postings	% Change
July 8, 2025	44	130	-66.2%
July 9, 2025	43	131	-67.2%
July 10, 2025	45	131	-65.6%
July 11, 2025	50	134	-62.7%
July 12, 2025	48	132	-63.6%
July 13, 2025	46	133	-65.4%
July 14, 2025	49	133	-63.2%
July 15, 2025	51	136	-62.5%
July 16, 2025	50	135	-63.0%
July 17, 2025	48	130	-63.1%
July 18, 2025	51	134	-61.9%
July 19, 2025	51	136	-62.5%
July 20, 2025	45	136	-66.9%
July 21, 2025	45	136	-66.9%
July 22, 2025	47	143	-67.1%
July 23, 2025	48	146	-67.1%
July 24, 2025	53	146	-63.7%
July 25, 2025	58	145	-60.0%

July 26, 2025	59	145	-59.3%
July 27, 2025	56	147	-61.9%
July 28, 2025	60	146	-58.9%
July 29, 2025	62	140	-55.7%
July 30, 2025	63	144	-56.3%
July 31, 2025	64	147	-56.5%
August 1, 2025	64	151	-57.6%
August 2, 2025	63	155	-59.4%
August 3, 2025	63	140	-55.0%
August 4, 2025	62	142	-56.3%
August 5, 2025	62	144	-56.9%
August 6, 2025	62	154	-59.7%

## Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	7	7%
High school or GED	29	31%
Associate's degree	46	49%
Bachelor's degree	51	54%
Master's degree	24	26%
Ph.D. or professional degree	2	2%

# Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	29	0	31%
Associate's degree	26	20	28%
Bachelor's degree	28	22	30%
Master's degree	4	18	4%
Ph.D. or professional degree	0	2	0%

# Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	53	56%
0 - 1 Years	8	9%
2 - 3 Years	14	15%
4 - 6 Years	9	10%
7 - 9 Years	6	6%
10+ Years	4	4%









# Top Companies Posting

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Bronson Healthcare	78 / 53	1 : 1	29 days
Stryker	60 / 27	2 : 1	39 days
Western Michigan University	31 / 6	5 : 1	26 days
Kalamazoo County Government	5 / 5	1 : 1	19 days
Pfizer	3 / 1	3 : 1	42 days
Ascension	1 / 1	1 : 1	n/a
Zoetis	1 / 1	1 : 1	15 days
















# Top Cities Posting

City	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Kalamazoo, MI	139 / 78	2 : 1	29 days
Portage, MI	37 / 14	3 : 1	40 days
Parchment, MI	1 / 1	1 : 1	n/a
Richland, MI	2 / 1	2 : 1	n/a











# Top Posted Occupations

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	49 / 35	1 : 1 	23 days
Medical Assistants	38 / 21	2 : 1 	35 days
Managers, All Other	24 / 10	2 : 1 	32 days
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	34 / 9	4 : 1 	26 days
Software Developers	11 / 6	2 : 1 	40 days
Computer Occupations, All Other	16 / 6	3 : 1 	26 days
Health Technologists and Technicians, All Other	6 / 6	1 : 1 	22 days
Licensed Practical and Licensed Vocational Nurses	1 / 1	1 : 1 	55 days



## Top Posted Occupations

Occupation (O*NET)	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurses	46 / 32	1 : 1 	23 days
Medical Assistants	38 / 21	2 : 1 	35 days
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	34 / 9	4 : 1 	26 days
Managers, All Other	18 / 8	2 : 1 	32 days
Software Developers	11 / 6	2 : 1 	40 days
Information Technology Project Managers	6 / 3	2 : 1 	26 days
Health Technologists and Technicians, All Other	3 / 3	1 : 1 	n/a
Patient Representatives	3 / 3	1 : 1 	22 days
Computer Systems Engineers/Architects	7 / 2	4 : 1 	n/a
Clinical Nurse Specialists	2 / 2	1 : 1 	n/a
Regulatory Affairs Managers	4 / 1	4 : 1 	n/a
Compliance Managers	2 / 1	2 : 1 	n/a
Penetration Testers	3 / 1	3 : 1 	n/a
Critical Care Nurses	1 / 1	1 : 1 	n/a
Licensed Practical and Licensed Vocational Nurses	1 / 1	1 : 1 	55 days







# Top Posted Occupations

Occupation	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Registered Nurse	46 / 32	1 : 1 	23 days
Medical Assistant	38 / 21	2 : 1 	35 days
Office / Administrative Assistant	34 / 9	4 : 1 	26 days
Software Developer / Engineer	11 / 6	2 : 1 	40 days
Program Manager	10 / 4	3 : 1 	n/a
Higher Education Administrator	7 / 3	2 : 1 	39 days
Clinical Nurse Specialist	2 / 2	1 : 1 	n/a
Registrar / Patient Service Representative	2 / 2	1 : 1 	43 days
Health Technician / Technologist (Other)	2 / 2	1 : 1 	n/a
IT Manager / Director	4 / 2	2 : 1 	n/a

# Top Posted Job Titles

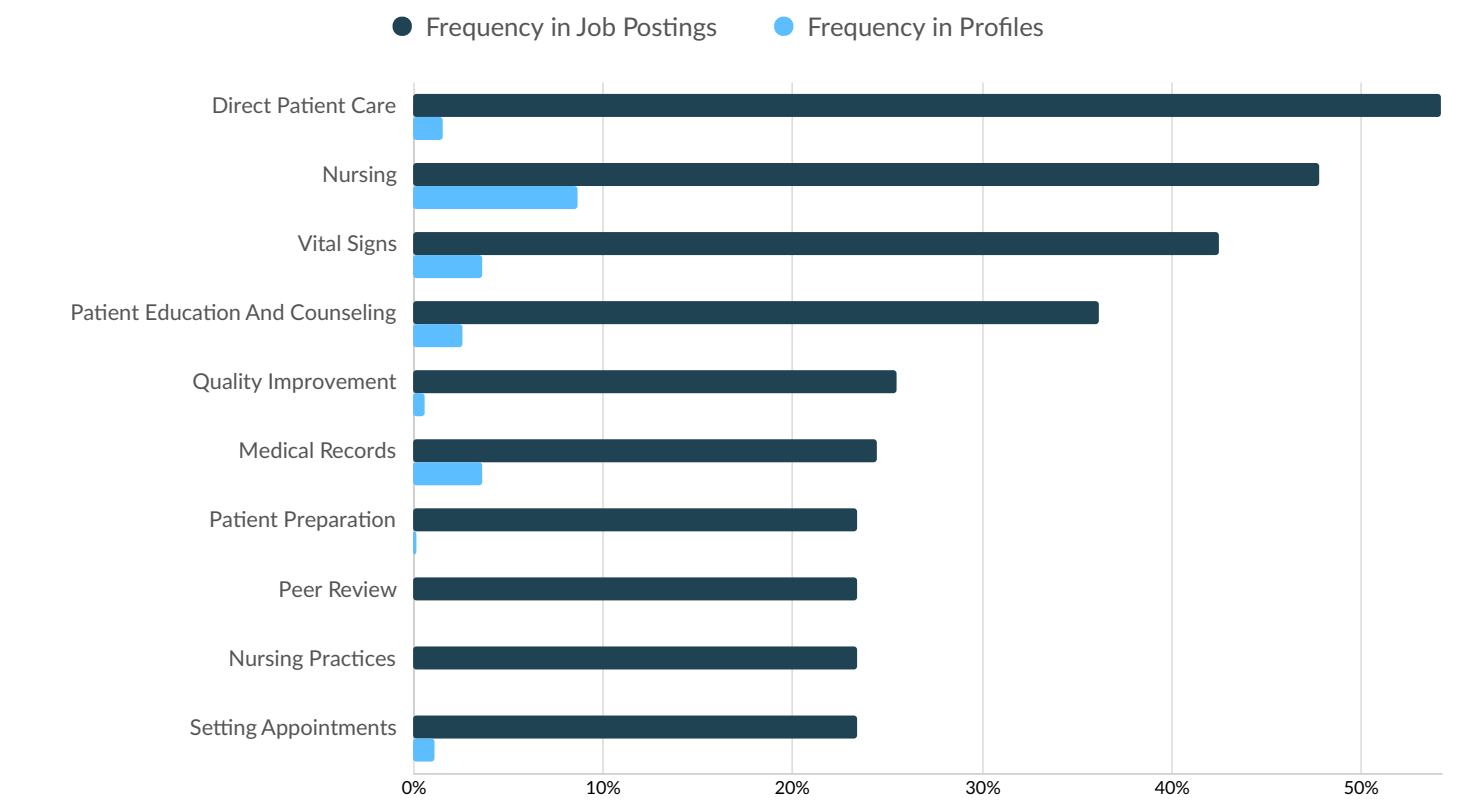
	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Pediatric Registered Nurses	9 / 7	1 : 1 	17 days
Administrative Assistants	32 / 7	5 : 1 	26 days
Medical Assistants	14 / 5	3 : 1 	35 days
Registered Nurses	5 / 3	2 : 1 	n/a
Nurses	2 / 2	1 : 1 	n/a
Data Solutions Managers	4 / 2	2 : 1 	n/a
Mother-Baby Registered Nurses	2 / 2	1 : 1 	23 days
Primary Care Medical Assistants	3 / 2	2 : 1 	n/a
Outreach Program Coordinators	3 / 2	2 : 1 	n/a
Medical Surgical Registered Nurses	2 / 2	1 : 1 	n/a

# Top Industries

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
General Medical and Surgical Hospitals	78 / 53	1 : 1 	29 days
Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers	60 / 27	2 : 1 	39 days
Colleges, Universities, and Professional Schools	31 / 6	5 : 1 	26 days
Other General Government Support	5 / 5	1 : 1 	19 days
Pharmaceutical Preparation Manufacturing	4 / 2	2 : 1 	15 days
All Other Miscellaneous Ambulatory Health Care Services	1 / 1	1 : 1 	n/a

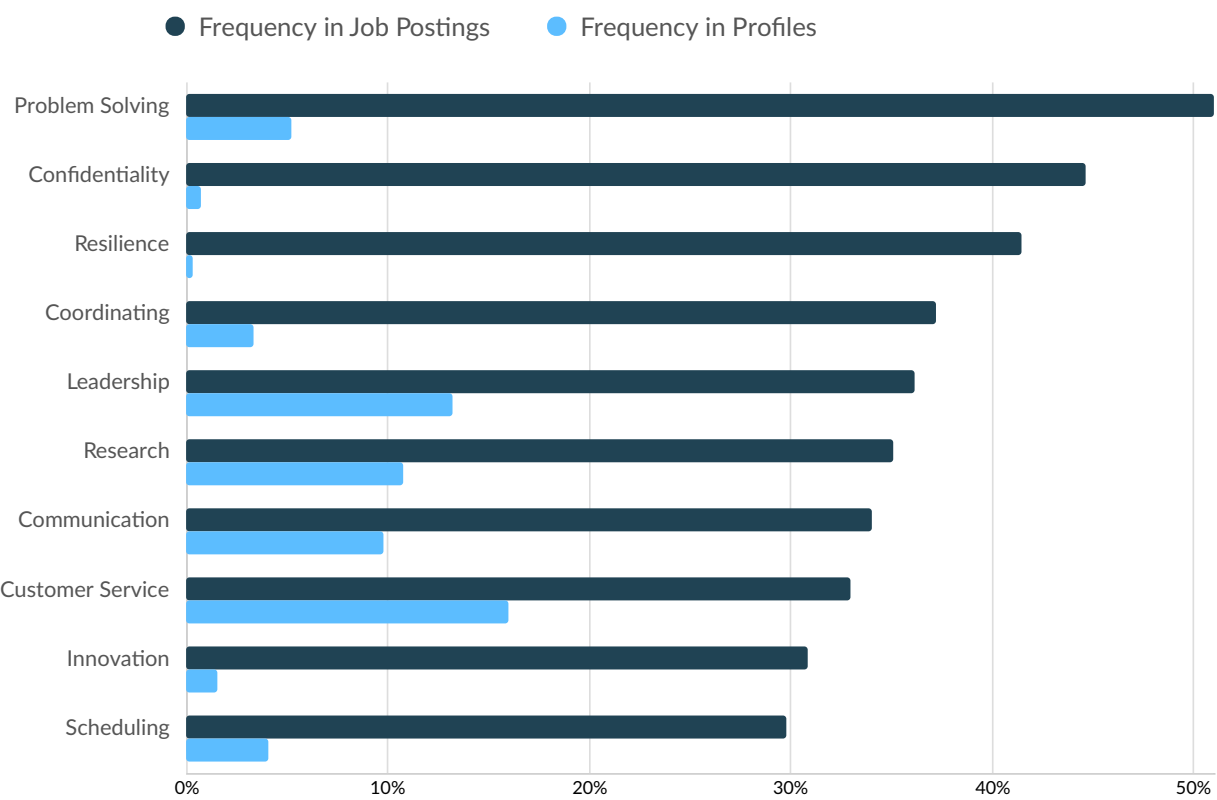


# Top Specialized Skills



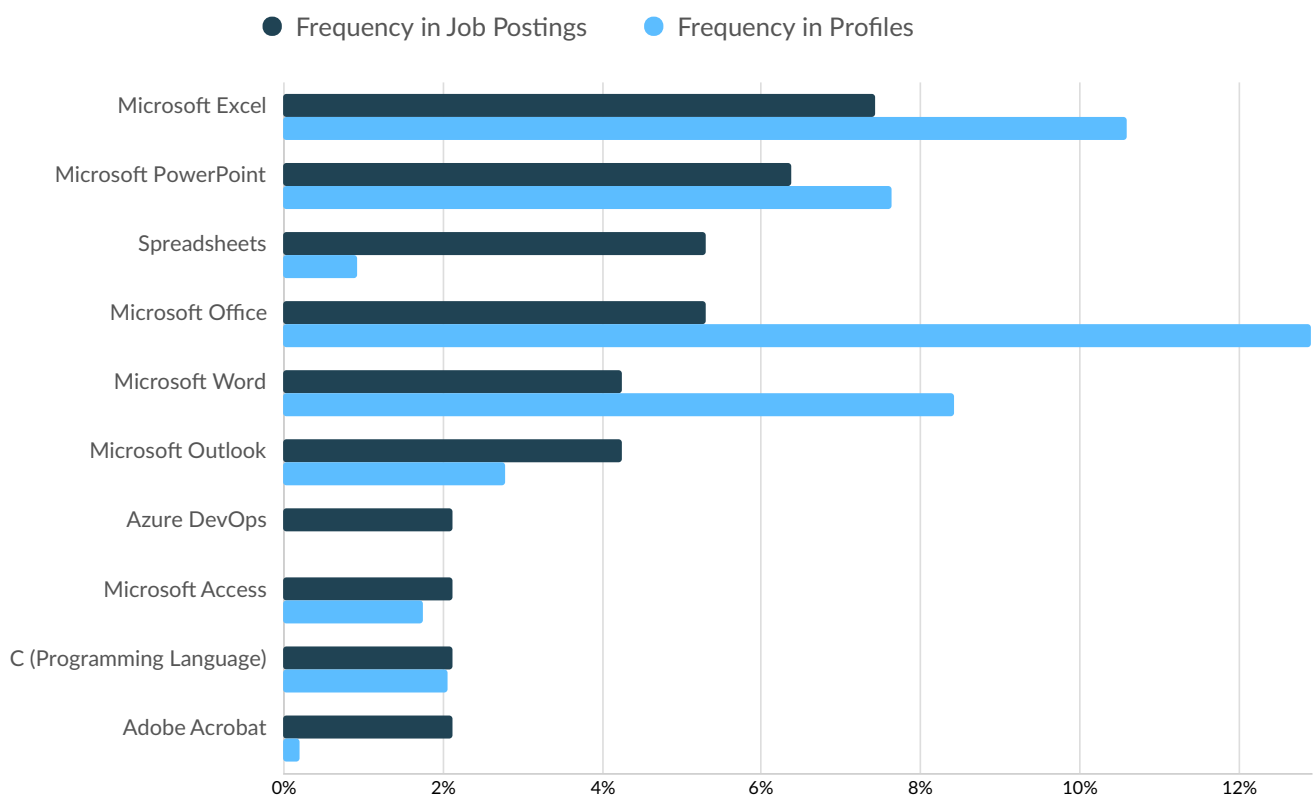
	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Direct Patient Care	51	54%	31	2%	+16.6%	Growing
Nursing	45	48%	168	9%	+20.1%	Rapidly Growing
Vital Signs	40	43%	70	4%	+17.2%	Growing
Patient Education And Counseling	34	36%	51	3%	+11.6%	Growing
Quality Improvement	24	26%	11	1%	+16.1%	Growing
Medical Records	23	24%	70	4%	+12.5%	Growing
Patient Preparation	22	23%	4	0%	+15.8%	Growing
Peer Review	22	23%	0	0%	+18.4%	Growing
Nursing Practices	22	23%	0	0%	+19.6%	Rapidly Growing
Setting Appointments	22	23%	22	1%	+10.9%	Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Problem Solving	48	51%	101	5%	+11.3%	Growing
Confidentiality	42	45%	14	1%	0.0%	
Resilience	39	41%	6	0%	+12.7%	Growing
Coordinating	35	37%	65	3%	+14.7%	Growing
Leadership	34	36%	257	13%	+8.5%	Stable
Research	33	35%	209	11%	+17.2%	Growing
Communication	32	34%	190	10%	+3.6%	Lagging
Customer Service	31	33%	310	16%	+5.2%	Stable
Innovation	29	31%	30	2%	+25.8%	Rapidly Growing
Scheduling	28	30%	79	4%	+16.4%	Growing

# Top Software Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Microsoft Excel	7	7%	205	11%	+17.7%	Growing
Microsoft PowerPoint	6	6%	148	8%	+26.1%	Rapidly Growing
Spreadsheets	5	5%	18	1%	+22.2%	Rapidly Growing
Microsoft Office	5	5%	250	13%	+18.5%	Growing
Microsoft Word	4	4%	163	8%	+7.2%	Stable
Microsoft Outlook	4	4%	54	3%	+25.0%	Rapidly Growing
Azure DevOps	2	2%	0	0%	+18.2%	Growing
Microsoft Access	2	2%	34	2%	+3.9%	Lagging
C (Programming Language)	2	2%	40	2%	+10.1%	Growing
Adobe Acrobat	2	2%	4	0%	+7.2%	Stable

# Top Qualifications

	Postings with Qualification
Registered Nurse (RN)	32
Basic Life Support (BLS) Certification	29
Registered Medical Assistant (RMA)	19
Certified Medical Assistant (CMA)	19
Certified Clinical Medical Assistant (CCMA)	18
Advanced Life Support	16
Advanced Cardiovascular Life Support (ACLS) Certification	15
Certification In Electronic Fetal Monitoring (C-EFM)	11
Pediatric Advanced Life Support (PALS)	10
Trauma Nurse Core Course (TNCC)	9

# Appendix A

## Top Posting Sources

Website	Postings on Website (Jul 2025)
myworkdayjobs.com	51
indeed.com	36
dejobs.org	20
icims.com	10
stryker.com	6
wmujobs.org	6
hercjobs.org	5
scholarshipdb.net	2
snagajob.com	2
disabledperson.com	1
gr8jobs.net	1
healthjobsnationwide.com	1
jobserve.com	1
retirementjobs.com	1

# Appendix B

## Sample Postings

### Full Time - Medical Assistant- Bronson Primary Care Providers- E. Centre, Kalamazoo

Link to Live Job Posting: [bronsonhg.wd1.myworkdayjobs.com](https://bronsonhg.wd1.myworkdayjobs.com)

Location: Kalamazoo, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Primary Care Providers

Full Time

- Medical Assistant
- Bronson Primary Care Providers
- E. Centre, Kalamazoo Full Time
- Medical Assistant
- Bronson Primary Care Providers
- E.

Centre, Kalamazoo locationsBronson Methodist Hospitaltime typeFull timeposted onPosted 3 Days Agojob requisition id

#### JOB44225 CURRENT BRONSON EMPLOYEES

- using the career worklet in Workday.

This career site is for external applicants only. Love W You Work! Team Bronson ispassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for ourmunity. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. LocationBMH Bronson Methodist Hospital TitleFull Time

- Medical Assistant
- Bronson Primary Care Providers
- E.

Centre, Kalamazoo Working under provider's direction provides general nursing functions for the practice. Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstratepetencies specific to the population served. High school diploma or general education degree (GED) required

#### MUST MEET ONE OF THE FOLLOWING

Successfulpletion of an accredited medical assistant program

#### CMA/CCMA/RMA

certifiedMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire

Note:

Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months. BLS certification is required within 90 days of hire/transfer. Knowledge of clinical skills as required with Medical Assistant Certification/Registration. Effective problem-solving and prioritization skills. Must possess excellent interpersonal skills and process information in a confidential manner. Must be able tocommunicate clearly and effectively with patients, doctors and other staff. Ability to maintain patient confidentiality. Ability to work independently and function as an integral team member with other healthcare professionals. Must have personalputer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization'sputerized systems. Must have excellent verbal andmunication skills.

Ability to maintain positive customer service. Ability to establish effective working relations with physicians, office staff, and employees in a team environment. Must maintain the highest level of confidentiality. Work which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personalputer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required. Prepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other. Document pertinent information in chart. Maintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place. Administer treatments as requested by the physician. Obtain specimens for urine testing, phlebotomy, etc. Performs laboratory tests as directed by the physician. Accurately documents required information in patient charts. Set up and assist physician with procedures (laceration repair, pap/pelvic, etc.). Schedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc. Prepares patients for tests/procedures by providing appropriate instructions. Coordinate admissions, referrals, call in prescriptions, etc. Stock exam rooms with supplies as needed. Conduct day to day inventory of supplies and report items to be ordered. Assist in the scheduling of appointments in EMR system as required. Able to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient. Assists inpletion of misc. patient forms (Worker Compensation, Disability, etc.) Attend staff, educational or other meetings as required. Performs other related duties as assigned by nurses, practice manager, or physician. ShiftVariable Time TypeFull time Sign-On Bonus

### External Candidates Only:

Up to \$1,500.00 Retention BonusExternal Candidates Only, \$1,500.00 Scheduled Weekly Hours40 Cost Center7724 Bronson Primary Care Partners

- East Centre (BMH) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth.

Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.



Administrative Assistant-Full Time- Internal Medicine Hospitalist Specialists on BMH campus -Kalamazoo	
Link to Live Job Posting: <a href="http://www.indeed.com">www.indeed.com</a>	
Location: Kalamazoo, MI	O*NET: 43-6014.00
Company: Bronson Healthcare	Job Title: Internal Medicine Hospitalists
Administrative Assistant-Full Time•Internal Medicine Hospitalist Specialists on BMH campus•Kalamazoo 3.5 3.5 out of 5 stars Kalamazoo, MI	
CURRENT BRONSON EMPLOYEES	
<p>•Please apply using the career worklet in Workday. This career site is for external applicants only. Love Where You Work! Team Bronson is compassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for our community. If you're ready for a rewarding new career, join Team Bronson and be part of the experience. Location BMH Bronson Methodist Hospital Title Administrative Assistant-Full Time•Internal Medicine Hospitalist Specialists on BMH campus•Kalamazoo Under minimal supervision and according to established policies and procedures, the Administrative Assistant provides secretarial /clerical services to one or more directors (or a management team) in an assigned area. This may include managing calendars of one or more leader. The Administrative Assistant Prepares and types a variety of correspondence, records, etc.; receives and directs internal and/or external customers; maintains and updates files, gathers data and prepares a variety of recurring and special reports; etc. In addition to carrying out job responsibilities characteristic to a Staff Assistant, the Administrative Assistant handles additional key responsibilities that are more technical in nature and require a more analytical approach. These responsibilities may include auditing data/reports, assisting Managers/Directors in updating and maintaining assigned budgets, and completing additional special projects for the department as assigned. The incumbent maintains confidentiality of the organization and all customers. Employees providing direct patient care must demonstrate competencies specific to the population served. High school diploma or general education degree (GED) and 3-5 years general office experience required Associate's degree preferred Must be proficient with multiple standard software(s) on personal computer (Microsoft Work, Excel, PowerPoint, Outlook, Sharepoint, and Internet) with keyboarding speed of 65 words per minute (skills tested through Human Resources at an acceptable level). Must possess excellent interpersonal communication skills and demonstrated ability to independently handle decision making. Must be dependable with good interpersonal skills Ability to stay focused with multiple distractions Cohesively work with team in high stress situations Competent in decision-making, problem solving Effective time management skills with ability to prioritize workload; self-directed Ability to adapt, maintain effectiveness when new information presents and/or situation changes Additional knowledge of general or specific medical/technical terminology may be required for certain departments. Work which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personal computer or CRT between 40 and 70 percent of the time. The job produces some physical demands. Typical of jobs that include regular walking, standing, stooping, bending, sitting, and some lifting of light weight objects. Duties will vary depending on department of assignment Completes a variety of secretarial/clerical tasks including transcription of written or dictated materials, processing of invoices and purchase requisitions, making travel arrangements, meeting planning, create and/or type correspondence, agendas, memos, forms, tables, charts, schedules, etc. Depending on the area this may require knowledge of medical or other special terminology. Maintains and updates records and files; may compile and maintain financial and/or budget data. Operates a variety of automated standard office equipment, such as CRT's, personal computers, typewriters or word processors, calculators, photocopying machines, etc. Independently develops and maintains spreadsheets and databases to input, maintain and retrieve data, track statistics, monitor activities and to provide regular and recurring reports. Independently composes/develops routine memos, correspondence, agendas, short articles, and written materials to communicate plans and programs. Able to complete simple analysis Maintains director/staff's schedule. Schedules and/or reschedules appointments and advises director/staff of schedule changes/modifications. Places, receives, and directs phone calls; takes and transmits messages. Provides information to callers, or refers them to others. Communicates concisely, effectively and to the</p>	

point in a professional manner both orally and in writing. Exceptional knowledge of English grammar, spelling and punctuation Proactively manages director/staff's schedule. Schedules and/or reschedules appointments and advises director/staff of schedule changes/modifications. In addition to the above general secretarial/clerical duties, performs specific functions unique to the individual area such as preparing and distributing worksheets and other materials, inputting production and other operational data, processing payroll transactions, coordinating educational functions, etc. Specific duties for Security Assisting Security department and Workplace Violence Program with scheduling, meeting minutes, training, planning and dispatch. Specific duties for Center for Learning Schedule all training activities including the BMS implementation events. Prepare materials for all training and BMS activities. Make room and facility arrangements for specials needs of training activities. Coordinate all CEU requirements for the department. Send surveys after training events as needed. Coordinate the preparation of office and equipment for new team members. Maintain CFL whiteboard calendar in the visibility room. Maintain CFL huddle board metrics. Assist in the coordination of the calendars for the LPI consultants. Utilize the CFL Outlook Inbox/Calendar Review the EDI, ED Game and other training classes for attendance 2 weeks ahead of classes. Assist in maintaining the BMS SharePoint and Intranet pages. Assist in the coordination of HVN activities. Shift First Shift Time Type Full time Scheduled Weekly Hours 40 Cost Center 7500 Internal Medicine Hospital Specialists (BMH) Agency Use Policy and Agency Submittal Disclaimer Bronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies ("Recruiters") in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration.

<b>Medical Assistant</b>	
Link to Live Job Posting: <a href="http://www.wmujobs.org">www.wmujobs.org</a>	
Location: Kalamazoo, MI	O*NET: 31-9092.00
Company: Western Michigan University	Job Title: Medical Assistants
<p>Medical Assistant 4.2 4.2 out of 5 stars 1903 West Michigan Avenue, Kalamazoo, MI 49008 Position Details Posting Summary College VP Student Affairs-DIV Executive Area VP Student Affairs Department Sindecuse Health Center Posting Detail Information Posting Number S1251P Job Type Full Time, Regular Pay Type Nonexempt/Hourly Pay Grade C Campus Location WMU-Kalamazoo - Main Campus Salary Range Pay is commensurate with qualifications and experience, combined with an excellent benefits package. General Summary Provides direct patient care, instruction and education to patients. Major Duties Provides intake and initial patient evaluation. Prepares patients for exams and treatments. Identifies and assists patients with special needs. Processes lab specimens. Completes and enters results for all point of care testing. Performs general radiologic (x-rays) exams and uploads findings to electronic medical records. Assists the attending clinician with a variety of examinations and procedures. Provides patient education on topics such as diet, contraceptives, clinical procedures and overall health issues. Performs procedures, including but not limited to suture removal, electrocardiograms, vision testing, ear lavage, wound care, compression wraps and respiratory testing. Prepares and administers oral and parenteral medications and immunizations as ordered. Ensures compliance with standing protocols. Utilizes an electronic medical record system. Ensures accurate documentation and appointment scheduling consistent with needs of patients and continuity of care. Processes infectious and hazardous medical waste material according to Occupational Safety and Health Administration standards and Centers for Disease Control guidelines. Conducts processing and sterilization procedures for instruments and materials used in clinical care of patients. Participates in continuing education activities to maintain required Medical Assistant certification, Basic Life Support training, and radiation safety. Ensures patient confidentiality in accordance with federal law. Coordinates patient referrals and monitors status to ensure timeliness of appointing to specialty care. Stocks and maintains exam rooms with standard levels of supplies, medications, linens, forms, and equipment. Minimum Qualifications Nine month to one-year certificate program in related field from an accredited institution. Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), Certified Clinical Medical Assistant (CCMA), or eligible to take certification examination within 6 months of hire. One year of relevant experience. Strong interpersonal, written and verbal communication skills. Direct patient care clinical experience. First Aid/CPR/AED certification. Desired Qualifications Special Instructions to Applicants Internal applicants should use the WMU - Internal Application. External applicants should use the WMU Application. Additional Position Information Staff Compensation System pay grades and rates are available using the</p> <p>URL:</p> <p><a href="https://wmich.edu/hr/staffcompensation">https://wmich.edu/hr/staffcompensation</a> . Western Michigan University offers generous benefits to its employees including health, dental, vision, life and disability insurance, retirement, and tuition discount for the employee and tuition remission for eligible dependents. To access information about the specific benefits available for this position, s://www.wmich.edu/hr/enrollment-staff . Physical requirements and working conditions Office or other indoor work with minimal physical demands such as occasionally lifting or moving materials less than 25 pounds. Assists with patients in wheelchairs and transfers to/from exam tables. Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc. Work with infectious waste, biohazardous materials, radiation exposure, and patient specimens.</p>	

Digital Solution Architect (Hybrid)	
Link to Live Job Posting: <a href="https://dejobs.org">dejobs.org</a>	
Location: Portage, MI	O*NET: 15-1252.00
Company: Stryker	Job Title: Digital Solution Architect Managers
<p>As a Digital Solution Architect, you will be a technologist that applies modern low-code and AI-driven technologies—especially Microsoft technology—to solve problems, design, build, and enable digital solutions. You will bridge the gap between theoretical knowledge and practical application, possessing both technical expertise and a strong understanding of the systems and processes involved. In this technology-focused business developer role, you will use modern technology to deliver business-led projects that will transform complex processes and manual tasks into smart, simplified, scalable, insightful, cost-effective digital solutions. You will also support administration activities, requirements gathering, app development, automation of processes, user acceptance testing, master data management, training programs, sustainment, and other tasks needed. •</p> <p>What You Will Do:</p> <p>•+ Accelerate digital innovation, reduce costs, automate processes, enhance data-driven insights, streamline results, and empower the workforce by eliminating waste. + Develop business solutions that leverage Microsoft applications;with a strong knowledge of PowerApps and Power Automate. + Support administration activities, requirements gathering, app development, automation of processes, user acceptance testing, master data management, training programs, and other tasks as needed. + Design, develop, test, and maintain solutions built using Microsoft Power Platform applications. + Build and maintain Power Appstailored to the organization's specific needs. + Build and maintain Power Automate flows for process automation, approvals, notifications, and system integrations. + Develop and maintain a comprehensive architecture strategy and roadmap aligned with business objectives, ensuring scalability, reliability, and performance. + Design and implement efficient and robust models, integration pipelines, and data storage solutions to meet business requirements. + Collaborate with cross-functional leadership to understand data needs, identify opportunities for digital solutions, and recommend appropriate technologies and methodologies. + Define and enforce digital governance practices, quality standards, and security measures to ensure integrity and compliance. + Conduct performance tuning and optimization of digital solutions to maximize efficiency and minimize latency. + Monitor and analyze digital infrastructure and systems, identifying opportunities for improvement, implementing enhancements, and troubleshooting issues to ensure reliable solutions •</p> <p>What You Will Need:</p> <p>•</p> <p>Required:</p> <p>+ Bachelor's degree in Information Technology, Computer Sciences, Engineering, Management Information Systems or related field. + Minimum 4 years of professional experience in a similar role. + Minimum 2 yearsof hands-on experience with Microsoft Power Apps and Power Automate. + Experience architecting and building business solutions leveraging Power Apps and Power Automate. + Experience in cloud platforms and experience architecting solutions in a cloud environment, leveraging cloud-based data storage and processing services. + Experience creating, automating, and maintaining business related systems. + Experience developing digital business systems and business processes. + Familiarity with agile and scrum methodologies and experience working in cross-functional teams. + Strong communication and collaboration skills with the ability to work across technical and non-technical stakeholders.</p> <p>Preferred:</p>	

+ Experience with Microsoft Dataverse, Azure services, or Power BI. + Knowledge of master data management and data governance practices. + Exposure to AI integration in low-code solutions. + Background in business process improvement or Lean. + Knowledge of design thinking.

#### Health benefits include:

Medical and prescription drug insurance, dental insurance, vision insurance, critical illness insurance, accident insurance, hospital indemnity insurance, personalized healthcare support, wellbeing program and tobacco cessation program.

#### Financial benefits include:

Health Savings Account (HSA), Flexible Spending Accounts (FSAs), 401(k) plan, Employee Stock Purchase Plan (ESPP), basic life and AD&D insurance, and short-term disability insurance. Stryker offers innovative products and services in MedSurg, Neurotechnology, Orthopaedics and Spine that help improve patient and healthcare outcomes. Alongside its customers around the world, Stryker impacts more than 150 million patients annually. Depending on customer requirements employees and new hires in sales and field roles that require access to customer accounts as a function of the job may be required to obtain various vaccinations as an essential function of their role.

Stryker Corporation is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex, gender identity, sexual orientation, national origin, disability, or protected veteran status. Stryker is an EO employer - M/F/Veteran/Disability.

Medical Assistant - Part time, 24 hours per week 8 am - 8pm - Urgent Care - Kalamazoo - Part-time	
Link to Live Job Posting: Posting is no longer active	
Location: Parchment, MI	O*NET: 31-9092.00
Company: Bronson Healthcare	Job Title: Urgent Care Medical Assistants
<p>p style="text-align:left"span class="emphasis-2"b</p> <p>CURRENT BRONSON EMPLOYEES</p> <ul style="list-style-type: none"><li>• Please apply using the career worklet in Workday.</li></ul> <p>This career site is for external applicants only./b/span/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bLove Where You Work!/b/pp style="text-align:left"Team Bronson is compassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for our community. /pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"If you're ready for a rewarding new career, join Team Bronson and be part of the experience./pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/ph2spanbLocation/b/span/h2BMH Bronson Methodist Hospitalh2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTitle/b/h2Medical Assistant</p> <ul style="list-style-type: none"><li>• Part time, 24 hours per week 8 am</li><li>• 8pm•Urgent Care•Kalamazoop style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bDescription/b/ppWorking under provider's direction provides general nursing functions for the practice. Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstrate competencies specific to the population served./pullipspanHigh school diploma or general education degree (GED) required/span/p/li/ulp/ppi</li></ul> <p>MUST MEET ONE OF THE FOLLOWING</p> <p>/i/pulliSuccessful completion of an accredited medical assistant program/lili</p> <p>CMA/CCMA/RMA</p> <p>certified/liliMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire/lili</p> <p>Note:</p> <p>Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months./li/ulp/pullipBLS certification is required within 90 days of hire/transfer./p/lilipKnowledge of clinical skills as required with Medical Assistant Certification/Registration./p/lilipEffective problem-solving and prioritization skills./p/lilipMust possess excellent interpersonal skills and process information in a confidential manner./p/lilipMust be able to communicate clearly and effectively with patients, doctors and other staff./p/lilipAbility to maintain patient confidentiality./p/lilipAbility to work independently and function as an integral team member with other healthcare professionals./p/lilipMust have personal computer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization#39;s computerized systems./p/lilipMust have excellent verbal and communication skills./p/lilipAbility to maintain positive customer service./p/lilipAbility to establish effective working relations with physicians, office staff, and employees in a team environment./p/lilipMust maintain the highest level of confidentiality./p/lilipWork which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time the operation of and full attention to a personal</p>	

small amount of work requiring alertness and concentration for sustained periods of time; the operation of and attention to a personal computer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required.

/p/lilipPrepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other.

/p/lilipDocument pertinent information in chart.

/p/lilipMaintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place.

/p/lilipAdminister treatments as requested by the physician.

/p/lilipObtain specimens for urine testing, phlebotomy, etc.

/p/lilipPerforms laboratory tests as directed by the physician.

/p/lilipAccurately documents required information in patient charts.

/p/lilipSet up and assist physician with procedures (laceration repair, pap/pelvic, etc.).

/p/lilipSchedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc.

/p/lilipPrepares patients for tests/procedures by providing appropriate instructions.

/p/lilipCoordinate admissions, referrals, call in prescriptions, etc.

/p/lilipStock exam rooms with supplies as needed.

/p/lilipConduct day to day inventory of supplies and report items to be ordered.

/p/lilipAssist in the scheduling of appointments in EMR system as required.

/p/lilipAble to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient.

/p/lilipAssists in completion of misc. patient forms (Worker Compensation, Disability, etc.).

/p/lilipAttend staff, educational or other meetings as required.

/p/lilipPerforms other related duties as assigned by nurses, practice manager, or physician.

/li/ulh2/h2p style="text-align:inherit"/var/emsi/ark/ph2/h2h2bShift/b/h212 Hour Day Shift/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTime Type/b/h2Part timep style="text-align:inherit"/var/emsi/ark/ph2bSign-On Bonus/b/h2

## External Candidates Only:

Up to \$750.00p style="text-align:inherit"/var/emsi/ark/ph2bRetention Bonus/b/h2External Candidates Only, \$750.00h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bScheduled Weekly Hours/b/h224h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bCost Center/b/h28829 Urgent Care (BMH)p style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bAgency Use Policy and Agency Submittal Disclaimer/b/pdivpiBronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies (#34;Recruiters#34;) in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration./i/p/div p style="text-align:left"span class="emphasis-2"b

## CURRENT BRONSON EMPLOYEES

- Please apply using the career worklet in Workday.

This career site is for external applicants only./b/span/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bLove Where You Work!/b/pp style="text-align:left"Team Bronson is compassionate, resilient and strong. We are driven by Positivity which inspires us to be our best and to go above and beyond for our patients, for one another, and for our community. /pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"If you're ready for a rewarding new career, join Team Bronson and be part of the experience./pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/ph2spanbLocation/b/span/h2BMH Bronson Methodist Hospitalh2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTitle/b/h2Medical Assistant

- Part time, 24 hours per week 8 am
- 8pm•Urgent Care•Kalamazoop style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bDescription/b/ppWorking under provider's direction provides general nursing functions for the practice.

Records vital signs, immunizations, provides initial patient assessment, obtains concise patient history, and provides various clinical information and support to providers. Processes and posts information to patient's chart, educates patients and families regarding medications, treatments and care, and referrals. Employees providing direct patient care must demonstrate competencies specific to the population served./pullipspanHigh school diploma or general education degree (GED) required/span/p/li/ulp/ppi

## MUST MEET ONE OF THE FOLLOWING

## CMA/CCMA/RMA

certified/liliMeet eligibility requirements to take CMA/RMA and must be obtained within 6 months of hire/lili

### Note:

Vocational Coordinator to determine eligibility requirements for CMA or RMA within 6 months./li/ulp/pullipBLS certification is required within 90 days of hire/transfer./p/lilipKnowledge of clinical skills as required with Medical Assistant Certification/Registration./p/lilipEffective problem-solving and prioritization skills./p/lilipMust possess excellent interpersonal skills and process information in a confidential manner./p/lilipMust be able to communicate clearly and effectively with patients, doctors and other staff./p/lilipAbility to maintain patient confidentiality./p/lilipAbility to work independently and function as an integral team member with other healthcare professionals./p/lilipMust have personal computer skills with EMR experience highly desirable and the ability to input and retrieve data from the organization#39;s computerized systems./p/lilipMust have excellent verbal and communication skills./p/lilipAbility to maintain positive customer service./p/lilipAbility to establish effective working relations with physicians, office staff, and employees in a team environment./p/lilipMust maintain the highest level of confidentiality./p/lilipWork which produces high levels of mental/visual fatigue, e.g., interactive and repetitive or small detailed work requiring alertness and concentration for sustained periods of time, the operation of and full attention to a personal computer or CRT between 40 and 70 percent of the time. Involves considerable standing or walking, regular lifting of light-weight objects (i.e., 20 pounds or less) and assisting with heavier tasks such as assisting in lifting and moving patients. Minor straining or fatiguing positions must be assumed, and some fatiguing physical motions are required./p/lilipPrepares patient for examination including patient assessment, histories, vital signs, medication reconciliation, and routine testing of hearing, vision or other./p/lilipDocument pertinent information in chart./p/lilipMaintains documentation standards and reviews chart prior to appointment to assure requests and documents are in place./p/lilipAdminister treatments as requested by the physician./p/lilipObtain specimens for urine testing, phlebotomy, etc./p/lilipPerforms laboratory tests as directed by the physician./p/lilipAccurately documents required information in patient charts./p/lilipSet up and assist physician with procedures (laceration repair, pap/pelvic, etc.)./p/lilipSchedule outside tests or procedures for patients in other departments of facilities such as x-ray, MRI, etc./p/lilipPrepares patients for tests/procedures by providing appropriate instructions./p/lilipCoordinate admissions, referrals, call in prescriptions, etc./p/lilipStock exam rooms with supplies as needed./p/lilipConduct day to day inventory of supplies and report items to be ordered./p/lilipAssist in the scheduling of appointments in EMR system as required./p/lilipAble to screen calls and determine urgency, necessity of appointments or whether phone advice is sufficient./p/lilipAssists in completion of misc. patient forms (Worker Compensation, Disability, etc.)./p/lilipAttend staff, educational or other meetings as required./p/lilipPerforms other related duties as assigned by nurses, practice manager, or physician./p/li/ulh2/h2p style="text-align:inherit"/var/emsi/ark/ph2/h2h2bShift/b/h212 Hour Day Shift/h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bTime Type/b/h2Part timep style="text-align:inherit"/var/emsi/ark/ph2bSign-On Bonus/b/h2

### External Candidates Only:

Up to \$750.00p style="text-align:inherit"/var/emsi/ark/ph2bRetention Bonus/b/h2External Candidates Only, \$750.00h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bScheduled Weekly Hours/b/h224h2/h2h2/h2p style="text-align:inherit"/var/emsi/ark/ph2bCost Center/b/h28829 Urgent Care (BMH)p style="text-align:inherit"/var/emsi/ark/pp style="text-align:inherit"/var/emsi/ark/pp style="text-align:left"bAgency Use Policy and Agency Submittal Disclaimer/b/pdivpiBronson Healthcare Group and its affiliates ("Bronson") strictly prohibit the acceptance of unsolicited resumes from individual recruiters or third-party recruiting agencies (#34;Recruiters#34;) in response to job postings or word of mouth. Unsolicited resumes sent to any employee of Bronson by Recruiters, without both a valid written agreement with Bronson and a direct written request from the Bronson Talent Acquisition Department for a specific job position, will be considered the property of Bronson. Furthermore, no fees will be owed or paid to Recruiters who submit resumes for unsolicited candidates, even if those candidates are hired. This policy applies regardless of whether the Recruiter has a pre-existing agreement with Bronson. Only candidates submitted through a specific written agreement with the Bronson Talent Acquisition Department for a named position are eligible for fee consideration./i/p/div

### Qualifications:





# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

# Job Posting Analytics

Lightcast Q3 2025 Data Set

August 2025  
St. Joseph County



Michigan

# Parameters

Select Timeframe: Jul 2025 - Jul 2025

Occupations:

Results should include

Code	Description
11-9051	Food Service Managers
29-1141	Registered Nurses
31-1128	Home Health and Personal Care Aides
35-3023	Fast Food and Counter Workers
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Code	Description
41-1011	First-Line Supervisors of Retail Sales Workers
41-2011	Cashiers
41-2031	Retail Salespersons
49-9071	Maintenance and Repair Workers, General
51-9199	Production Workers, All Other

Regions:

Code	Description
26149	St. Joseph County, MI

Company:

Results should include

Description
Enviro-Clean Services
Birch Meadows Senior Care
Meijer
ADMIRAL
Border Foods

Description
Dollar General
Arby's
Taco Bell
State of Michigan
Compass Group

Minimum Experience Required: Any

Education Level: Any

Job Type: Include Internships

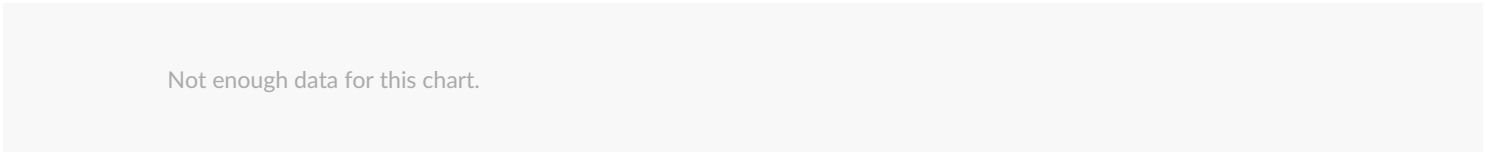
Keyword Search:

Posting Type: Active Postings

# Job Postings Overview

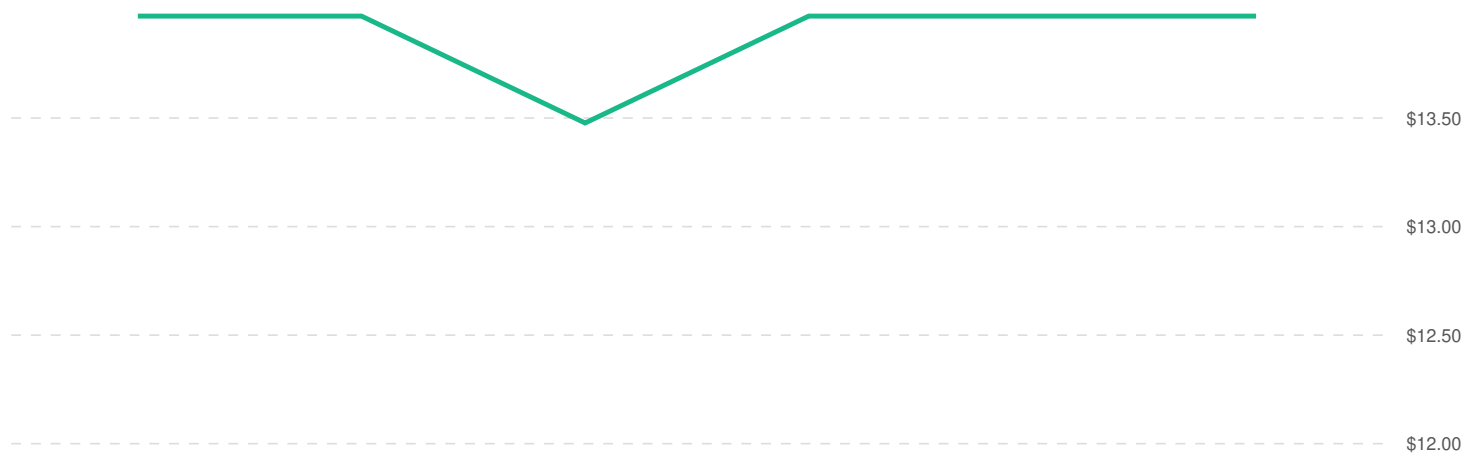


## Advertised Salary



# Advertised Salary Trend

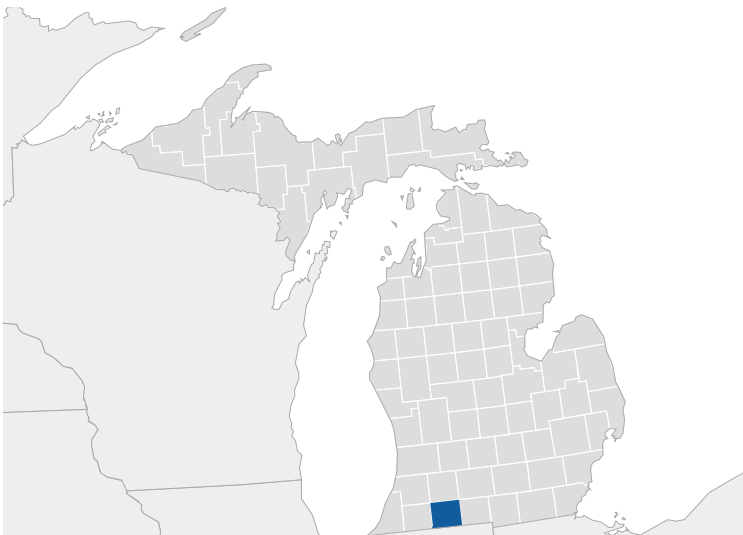
▲ 0.0% Feb 2025 – Jul 2025  
\$13.97 Median



14 Job Postings

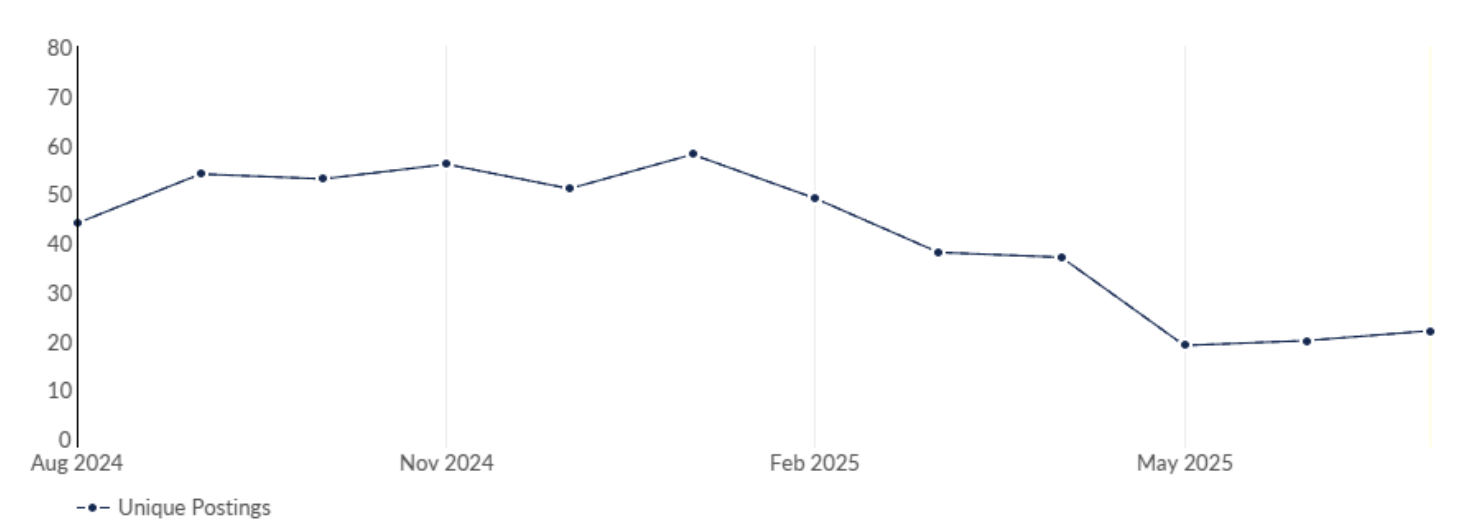


# Job Postings Regional Breakdown



County	Unique Postings (Jul 2025)
St. Joseph County, MI	22

# Unique Postings Trend



Month	Unique Postings	Posting Intensity
Jul 2025	22	3 : 1
Jun 2025	20	2 : 1
May 2025	19	3 : 1
Apr 2025	37	3 : 1
Mar 2025	38	3 : 1
Feb 2025	49	4 : 1
Jan 2025	58	4 : 1
Dec 2024	51	4 : 1
Nov 2024	56	3 : 1
Oct 2024	53	3 : 1
Sep 2024	54	3 : 1
Aug 2024	44	3 : 1



# Education Breakdown

Education Level	Unique Postings	% of Total
No Education Listed	14	64%
High school or GED	4	18%
Associate's degree	0	0%
Bachelor's degree	4	18%
Master's degree	0	0%
Ph.D. or professional degree	0	0%

# Minimum Education Breakdown

Minimum Education Level	Unique Postings (minimum)	Unique Postings (max advertised)	% of Total (minimum)
High school or GED	4	0	18%
Associate's degree	0	0	0%
Bachelor's degree	4	0	18%
Master's degree	0	0	0%
Ph.D. or professional degree	0	0	0%

# Experience Breakdown

Minimum Experience	Unique Postings	% of Total
No Experience Listed	17	77%
0 - 1 Years	2	9%
2 - 3 Years	0	0%
4 - 6 Years	3	14%
7 - 9 Years	0	0%
10+ Years	0	0%

# Top Companies Posting

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Meijer	34 / 8	4 : 1	48 days
Birch Meadows Senior Care	6 / 4	2 : 1	43 days
Dollar General	6 / 4	2 : 1	n/a
Arby's	8 / 4	2 : 1	n/a
ADMIRAL	1 / 1	1 : 1	29 days
State of Michigan	2 / 1	2 : 1	n/a







# Top Cities Posting

City	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Three Rivers, MI	38 / 14	3 : 1	52 days
Centreville, MI	6 / 4	2 : 1	n/a
Sturgis, MI	13 / 4	3 : 1	29 days








# Top Posted Occupations

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Retail Salespersons	22 / 8	3 : 1	29 days
Food Service Managers	8 / 4	2 : 1	n/a
Home Health and Personal Care Aides	6 / 4	2 : 1	43 days
First-Line Supervisors of Retail Sales Workers	3 / 2	2 : 1	n/a
Cashiers	11 / 2	6 : 1	48 days
Fast Food and Counter Workers	5 / 1	5 : 1	n/a
Maintenance and Repair Workers, General	2 / 1	2 : 1	n/a

# Top Posted Occupations

Occupation (O*NET)	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Retail Salespersons	22 / 8	3 : 1 	29 days
Food Service Managers	8 / 4	2 : 1 	n/a
Personal Care Aides	6 / 4	2 : 1 	43 days
First-Line Supervisors of Retail Sales Workers	3 / 2	2 : 1 	n/a
Cashiers	11 / 2	6 : 1 	48 days
Fast Food and Counter Workers	5 / 1	5 : 1 	n/a
Maintenance and Repair Workers, General	2 / 1	2 : 1 	n/a







# Top Posted Occupations

Occupation	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Retail Sales Associate	22 / 8	3 : 1 	29 days
Caregiver / Personal Care Aide	6 / 4	2 : 1 	43 days
Restaurant / Food Service Manager	8 / 4	2 : 1 	n/a
Retail Store Manager / Supervisor	3 / 2	2 : 1 	n/a
Cashier	11 / 2	6 : 1 	48 days
Fast Food / Counter Worker	5 / 1	5 : 1 	n/a
Field Service Technician	2 / 1	2 : 1 	n/a

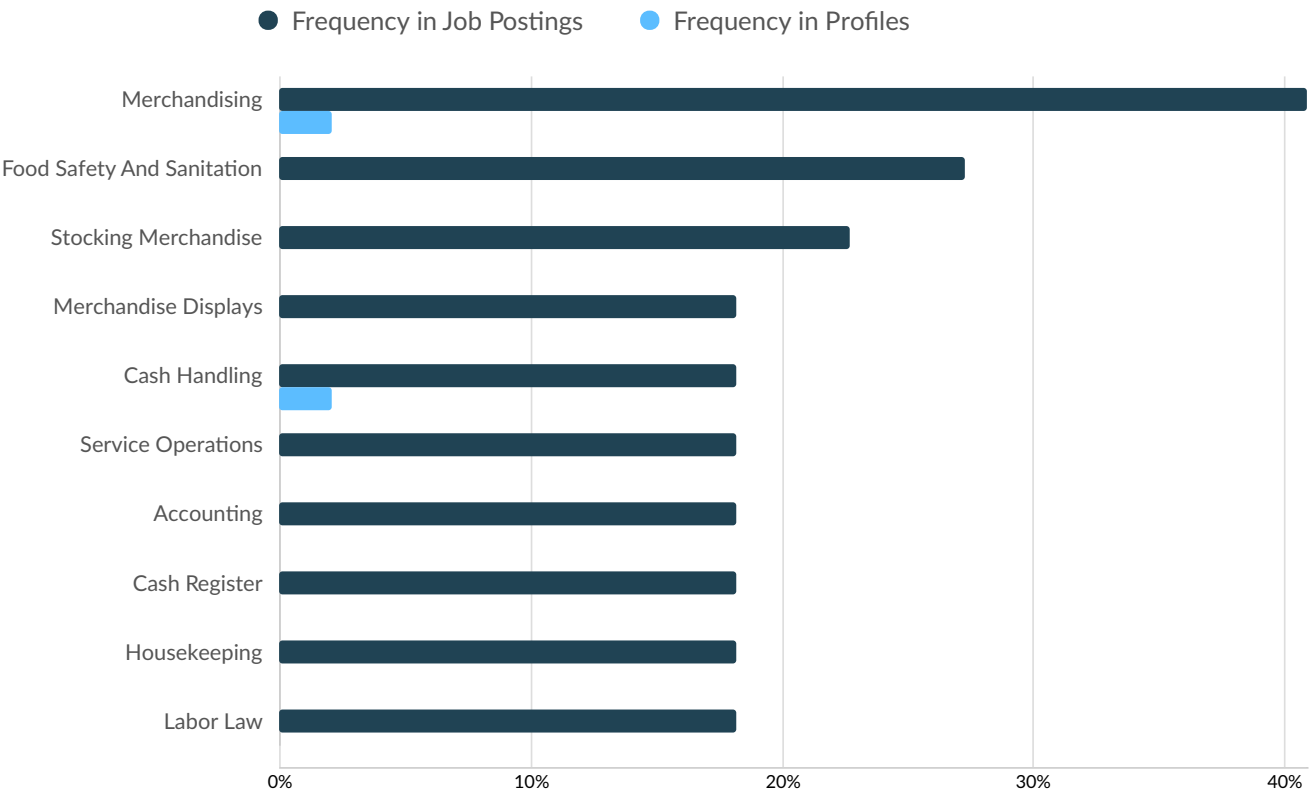
# Top Posted Job Titles

	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Store Directors	9 / 3	3 : 1 	n/a
Assistant Managers	5 / 2	3 : 1 	n/a
Caregivers	3 / 2	2 : 1 	n/a
Assistant Store Managers	3 / 2	2 : 1 	n/a
Sales Associates	3 / 2	2 : 1 	n/a
Shift Managers	3 / 2	2 : 1 	n/a
Cashiers	11 / 2	6 : 1 	48 days
Baggers	4 / 1	4 : 1 	56 days
Sales Associates/Cashiers	1 / 1	1 : 1 	29 days
Utility Clerks	5 / 1	5 : 1 	n/a

# Top Industries

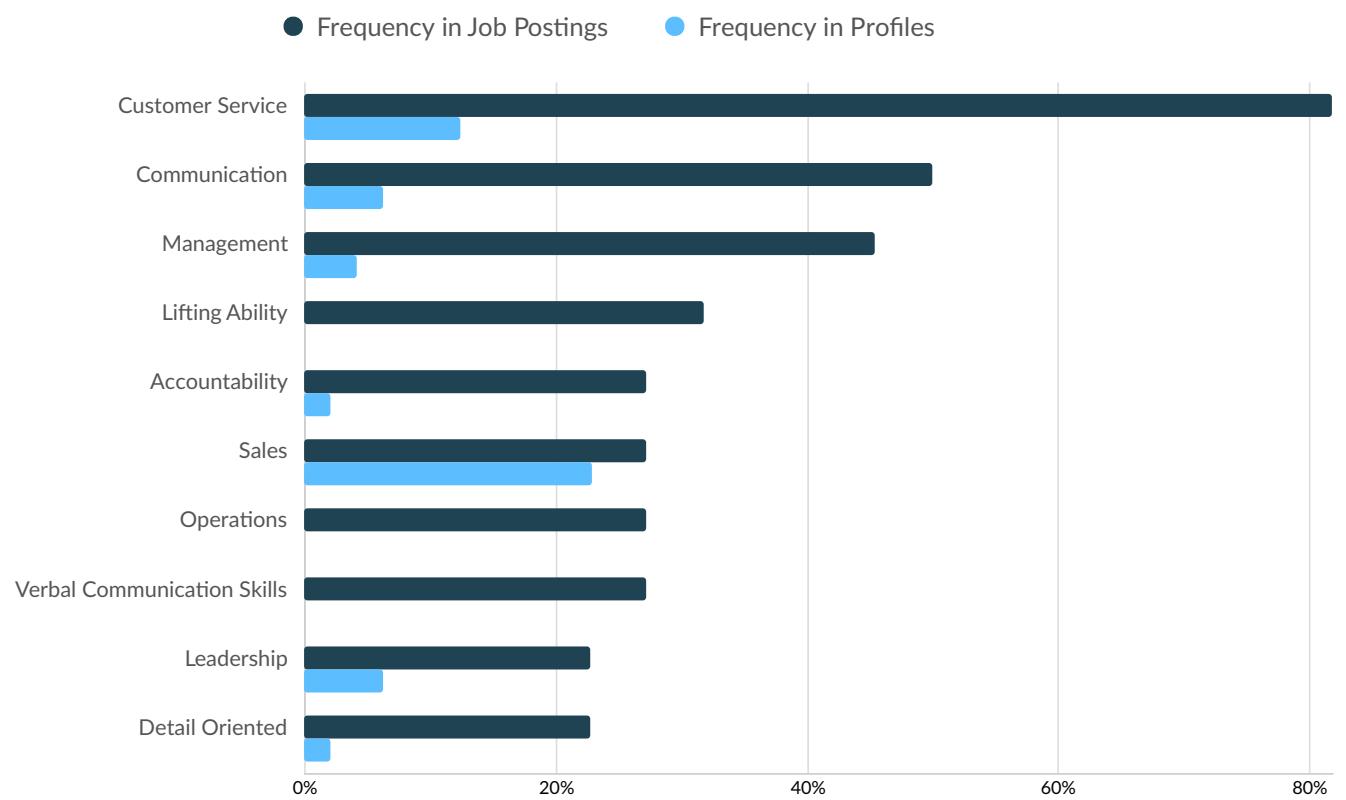
	Total/Unique (Jul 2025)	Posting Intensity	Median Posting Duration
Department Stores	34 / 8	4 : 1 	48 days
All Other General Merchandise Retailers	6 / 4	2 : 1 	n/a
Limited-Service Restaurants	8 / 4	2 : 1 	n/a
Unclassified Industry	6 / 4	2 : 1 	43 days
Other Gambling Industries	1 / 1	1 : 1 	29 days
Police Protection	2 / 1	2 : 1 	n/a

# Top Specialized Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Merchandising	9	41%	1	2%	+15.0%	Growing
Food Safety And Sanitation	6	27%	0	0%	+11.7%	Growing
Stocking Merchandise	5	23%	0	0%	+18.0%	Growing
Merchandise Displays	4	18%	0	0%	+22.0%	Rapidly Growing
Cash Handling	4	18%	1	2%	+8.9%	Growing
Service Operations	4	18%	0	0%	0.0%	
Accounting	4	18%	0	0%	+24.0%	Rapidly Growing
Cash Register	4	18%	0	0%	+21.4%	Rapidly Growing
Housekeeping	4	18%	0	0%	+13.3%	Growing
Labor Law	4	18%	0	0%	+8.9%	Growing

# Top Common Skills



	Postings	% of Total Postings	Profiles	% of Total Profiles	Projected Skill Growth	Skill Growth Relative to Market
Customer Service	18	82%	6	13%	+5.2%	Stable
Communication	11	50%	3	6%	+3.6%	Lagging
Management	10	45%	2	4%	+5.3%	Stable
Lifting Ability	7	32%	0	0%	+10.6%	Growing
Accountability	6	27%	1	2%	+18.7%	Growing
Sales	6	27%	11	23%	+7.8%	Stable
Operations	6	27%	0	0%	+8.1%	Stable
Verbal Communication Skills	6	27%	0	0%	+4.1%	Lagging
Leadership	5	23%	3	6%	+8.5%	Stable
Detail Oriented	5	23%	1	2%	+7.1%	Stable

# Top Software Skills

There is not enough data to display this section.

# Top Qualifications

Postings with Qualification	
ServSafe Certification	4
Valid Driver's License	4

# Appendix A

## Top Posting Sources

Website	Postings on Website (Jul 2025)
indeed.com	15
diversityjobs.com	7
myworkdayjobs.com	7
dejobs.org	6
arbys.com	4
careerarc.com	2
dollargeneral.com	2
retirementjobs.com	1



# Appendix B

## Sample Postings

# Utility Clerks — Meijer in Sturgis, MI (Jul 2025 - Active)

Utility Clerk	
Link to Live Job Posting: <a href="https://meijer.wd5.myworkdayjobs.com">meijer.wd5.myworkdayjobs.com</a>	
Location: Sturgis, MI	O*NET: 41-2031.00
Company: Meijer	Job Title: Utility Clerks
<p>As a family company, we serve people and communities. When you work at Meijer, you're provided with career and community opportunities centered around leadership, personal growth and development. Consider joining our family - take care of your career and your community!</p> <ul style="list-style-type: none"><li>• Meijer Rewards</li><li>• + Weekly pay + Scheduling flexibility + Paid parental leave + Paid education assistance + Team member discount + Development programs for advancement and career growth Please review the job profile below and apply today!</li></ul> <p>As an entry-level team member, you will have the opportunity to gain exposure to a variety of retail tasks related to additional services provided by our store, product and customer service. Meijer Courtesy Team Members enjoy interacting with people and know what 'above and beyond' customer service means.</p> <ul style="list-style-type: none"><li>• What You'll be</li></ul> <p>Doing:</p> <ul style="list-style-type: none"><li>• + Cart attendants will ferry shopping carts from outside the store back to the store interior.</li></ul> <p>+ Coordinating and collecting of the parking lot, lawn, and inside store trash. + Safely use snow removal equipment for properly removing snow. + Perishable and salvage returns. + Basic store and restroom cleaning. + Working with our service desk, store entrance, check lanes and parking lot areas. + Working with departments: Health and Beauty Care, Hardlines, Fashion/Softlines, Pets, Hardware, Card and Party, Outdoor, Seasonal and Floral. + This job profile is not meant to be all inclusive of the responsibilities of this position; may perform other duties as assigned or required.</p> <ul style="list-style-type: none"><li>• What You Bring with You (Qualifications):</li><li>• + Highly-organized with a keen sense for details.</li></ul> <p>+ Great listening and communication skills. + Can handle lifting, carrying, pushing, pulling, bending and twisting while handling product or using various equipment. + Ability to shine in a fast-paced environment. We opened our doors more than 90 years ago with the goal of helping people provide for themselves and their family. Today we're a multi-billion dollar retailer with more than 70,000 employees across six states. Our Midwest geography includes corporate offices in Grand Rapids, Michigan, plus manufacturing facilities, distribution centers and over 270 stores across Michigan, Illinois, Indiana, Kentucky, Ohio and Wisconsin. Meijer is an Equal Opportunity Employer, fostering a diverse and inclusive workplace. We are committed to treating all persons with dignity and respect. Meijer's policy is to not discriminate because of any applicant or team member's race, color, national origin, sex, sexual orientation, gender identity or expression, pregnancy, religion, age, physical or mental disability, uniformed service or veteran status, or any other lawfully-protected classification.</p> <ul style="list-style-type: none"><li>• If you have a disability and require a reasonable accommodation to complete any part of your application,</li><li>• please</li><li>• click</li><li>• here</li><li>• to submit your request</li><li>• . Submissions that are not seeking help to complete the application due to a disability will not be responded to.</li><li>•</li></ul>	

Shift Managers — Arby's in Three Rivers, MI (Jul 2025 - Active)

Shift Manager	
Link to Live Job Posting: <a href="https://careers.arbys.com">careers.arbys.com</a>	
Location: Three Rivers, MI	O*NET: 11-9051.00
Company: Arby's	Job Title: Shift Managers
<div>COMPANY OVERVIEW</div> <p>Based in Northern Indiana, AES Restaurant Group, LLC is a proud franchisee of Arby's® operating restaurants across 229 locations in 17 states . We're guided by our values: The letters AES stand for more than just our name. They stand for what we truly believe - our "Attitude Equals Success". As with any goal we will set, our Attitude about achieving those goals can Equal our Success. We Offer Bonus Program Full Time &amp; Part Time Shifts Health Insurance Health Savings Account PTO Employee Rewards &amp; Recognition Program! What will you do? As a Shift Manager you will ensure outstanding service and guest satisfaction by overseeing restaurant operations and direction of team members during assigned shifts. As a Shift Manager you will have full accountability for restaurant operations during shifts when management is not present. Top 5 Job Responsibilities Ensure team members provide outstanding service to satisfy guests Assist management with training and coaching team members Utilizes AES systems to run a great restaurant on all shifts Implements restaurant controls, especially cash and inventory Sets and meets restaurant goals for service, operations and financial results AES is very goal oriented. As the Shift Manager you will work with the General and Assistant Manager to achieve high performance in areas such as, Restaurant Operations Guest Satisfaction Customer Service Speed of Service Quality Control Workplace Safety Utilizing all systems and tools, including the Systems Board, RTI Task Lists Following all government regulations, employment law, food safety and operations policies and implement all accounting controls Whether you're looking for a change in your career or taking the first step, AES is a goal oriented company where you can develop your skills. We look forward to hearing from you! If you're an ideal candidate you excel in these areas: Treating others with and communicating with respect Coaching and Developing others Emotional Resilience and Patience Leadership Working in a fast-paced environment and thinking on your feet Holding yourself to high standards of integrity and customer satisfaction P&amp;L Management Operations Management Restaurant Management Managing Food Cost &amp; Labor Cost At AES, our vision is to be our guests' favorite fast food destination. Requirements Must have a reliable vehicle and valid driver's license Must be ServSafe certified or capable of obtaining certification. Ability to work in warm and cold temperatures Ability to stand for 8-10 hours Ability to lift up to 50lbs Ability to climb ladders for general maintenance Ability to perform the following motions Bending Squatting Twisting Pulling Reaching EEO Statement AES is an Equal Opportunity employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, creed, national origin, ancestry, alienage or citizenship status, age, disability, gender (including pregnancy, childbirth and other related conditions), sexual orientation, genetic information / characteristics, veteran or military status, marital status or any other characteristic provided by applicable federal, state or local laws.</p> <div>ADAA AES</div> <p>will endeavor to make a reasonable accommodation / modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal, state and local law. E-Verify AES participates in E-Verify.</p> <div>Employer:</div> <div>AES Restaurants</div>	

Assistant Managers — Arby's in Three Rivers, MI (Jul 2025 - Active)

Assistant Manager	
Link to Live Job Posting: <a href="https://careers.arbys.com">careers.arbys.com</a>	
Location: Three Rivers, MI	O*NET: 11-9051.00
Company: Arby's	Job Title: Assistant Managers
Assistant Manager (part of Inspire Brands) 3.5 3.5 out of 5 stars 700 S US Highway 131, Three Rivers, MI 49093 COMPANY	
OVERVIEW	
Based in Northern Indiana, AES Restaurant Group, LLC is a proud franchisee of Arbys operating restaurants across 229 locations in 17 states.	
Were guided by our values:	
<p>The letters AES stand for more than just our name. They stand for what we truly believe our Attitude Equals Success. As with any goal we will set, our Attitude about achieving those goals can Equal our Success. We Offer Competitive Bonus Program Full Time &amp; Part Time Shifts Health Insurance Health Savings Account PTO Employee Rewards &amp; Recognition Program! What will you do? As the Restaurant Assistant Manager you will assist in guiding the team to create a positive guest experience. Whether its setting the tone for the team when youre in charge, or upholding the highest standards of quality, safety, and cleanliness, your crew will count on you. Top 5 Job Responsibilities 1. Ensure your team provides outstanding service and satisfied guests 2. Hire, train &amp; coach the team 3. Utilize AES Systems to run a great restaurant every shift, every day 4. Implement restaurant controls, especially cash &amp; inventory 5. Set and meet restaurant goals for service, operations and financial results AES is very goal oriented. As the Restaurant Assistant Manager you will work with the General Manager to achieve high performance in areas such as, Operations Profit and Loss Guest Satisfaction Customer Service Speed of Service Quality Control Workplace Safety Utilizing all systems and tools, including the Systems Board, RTI Task Lists Following all government regulations, employment law, food safety and operations policies and implement all accounting controls Whether youre looking for a change in your career or taking the first step, AES is a goal oriented company where you can develop your skills. We look forward to hearing from you! If youre an ideal candidate you excel in these areas: Treating others with and communicating with respect Coaching and Developing others Emotional Resilience and Patience Leadership Working in a fast-paced environment and thinking on your feet Holding yourself to high standards of integrity and customer satisfaction P&amp;L Management Operations Management Restaurant Management Managing Food Cost &amp; Labor Cost At AES, our vision is to be our guests favorite fast food destination. Requirements Must have a reliable vehicle and valid drivers license Must be ServSafe certified or capable of obtaining certification. Ability to work in warm and cold temperatures Ability to stand for 8-10 hours Ability to lift up to 50lbs Ability to climb ladders for general maintenance Ability to perform the following motions Bending Squatting Twisting Pulling Reaching EEO Statement AES is an Equal Opportunity employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, creed, national origin, ancestry, alienage or citizenship status, age, disability, gender (including pregnancy, childbirth and other related conditions), sexual orientation, genetic information / characteristics, veteran or military status, marital status or any other characteristic provided by applicable federal, state or local laws.</p>	
ADAA AES	
will endeavor to make a reasonable accommodation / modification to the known physical or mental limitations of a qualified applicant with a disability to assist in the hiring process, unless the accommodation would impose an undue hardship on the operation of our business, in accordance with applicable federal, state and local law. E-Verify AES participates in E-Verify.	
Employer:	
AES Restaurant Group	

AES Restaurants Brand:

Arby's Address:

700 S. US Hwy 131 Three Rivers, MI - 49093

Property Description:

5968 -

Three Rivers Property Number:

5968

Caregivers — Birch Meadows Senior Care in Three Rivers, MI (Jul 2025 - Active)

Caregiver - 1st Or 2nd Shift - Weekends Only at Birch Meadows Senior Care

Link to Live Job Posting: [www.indeed.com](http://www.indeed.com)

Location: Three Rivers, MI	O*NET: 31-1122.00
Company: Birch Meadows Senior Care	Job Title: Caregivers

Caregiver - 1st Or 2nd Shift - Weekends Only at Birch Meadows Senior Care Birch Meadows Senior Care Three Rivers, MI 49093 Birch Meadows is a new Senior Care facility in Three Rivers, Michigan. We consider it an honor to serve our residents and we never take that privilege lightly. Our family has been in the senior care business since 1960 and we recognize the challenges families face when needing additional care for loved ones. We strive to provide an environment of dignity and comfort. Our dedicated team and low resident to staff ratio ensure the highest quality care for every individual entrusted to us. Birch Meadows is looking for competent Caregivers to care for our senior residents in a professional and compassionate manner. It's a very satisfying and rewarding job, since our elderly residents and their families are thankful for the high-quality assistance and care they receive. The ideal candidate will be patient and compassionate with excellent communication skills and reliable attendance. You should be able to follow instructions and perform a variety of tasks to help residents. Responsibilities include, but are not limited to: Assist residents with daily living activities such as getting in and out of bed, bathing, dressing, eating, using the toilet, standing, walking, and exercising Maintain a safe and healthy living environment by assisting with housekeeping, laundry, and kitchen duties Help residents maintain good personal hygiene Promote residents' mental alertness through involvement in activities of interest Carryout routine individualized healthcare needs, including administering medication depending on state regulations Record vital signs such as temperature, blood pressure, pulse, or respiration rate Monitor or report observations and changes in health status to management Keep records of resident care, condition, progress, or problems Promote residents' independence Responsibilities vary based on shift worked, but employees will be trained for all shift duties.

Qualifications:

Compassion and respect for the elderly Prior caregiving experience preferred, but not required Physical endurance and strength Interpersonal skills, including exceptional patience and listening skills Ability to work in partnership with other employees to maintain excellent employee relations, high employee morale, and world class senior care Commitment to working a full shift, arriving on time, and working overtime as needed Willingness to work regular weekends

To Apply:

Application for Employment can be found at [birchmeadows.org](http://birchmeadows.org). An applicant will only be considered once a completed application is received at Birch Meadows. By applying to this job, you agree to receive periodic text messages from this employer and Homebase about your pending job application. Opt out anytime. Msg & data rates may apply. Powered by Homebase. Free employee scheduling, time clock and hiring tools.

# Food Clerks — Meijer in Three Rivers, MI (Jul 2025 - Aug 2025)

Grocery Food Clerk	
Link to Live Job Posting: Posting is no longer active	
Location: Three Rivers, MI	O*NET: 35-3023.00
Company: Meijer	Job Title: Food Clerks
<p>As a family company, we serve people and communities. When you work at Meijer, you're provided with career and community opportunities centered around leadership, personal growth and development. Consider joining our family - take care of your career and your community! Meijer Rewards Weekly pay Scheduling flexibility Paid parental leave Paid education assistance Team member discount Development programs for advancement and career growth Please review the job profile below and apply today! Responsible for delivering remarkable customer service by providing customers with exceptional product knowledge, efficient service and a friendly attitude; will be exposed to a variety of retail tasks related to product, customer service and merchandising. Join a community. Build a career. We are searching for a new member of the Meijer family! When you join us as a Food Clerk, you will provide customers with exceptional product knowledge, efficient service, and a friendly attitude. You will play a vital role in keeping our store running smoothly and having a positive impact on the community we serve. Sound good to you? Join us! What will you be doing? Build rapport with customers. Display a friendly and outgoing attitude through good eye contact and body language. Respond to customer questions in an effective manner. Stock product and maintain product displays according to merchandising standards. Utilize technology to complete activities and tasks. Follow safety and sanitation procedures to ensure quality service and products for our customers. This position is applicable to the following departments: Meat, Seafood, Bakery, Deli, Grocery. What skills will you use? You are detail-oriented and organized. Strong listening and communications skills, face-to-face and virtually. Willingness to learn or existing familiarity with job-specific technology. Problem-solving competence and eagerness to troubleshoot when necessary. Process-driven with ability to follow procedures in an organized and efficient way. Ability to stay calm while working in a fast-paced environment. Desire to work with customers on a consistent basis. Ability to lift, carry, push, pull, bend, and twist while handling product. Ability to stand for long periods of time. Meijer starts with me. It's not just a brand name, it's a family name. Founded by Hendrik and Gezina Meijer and their children in 1934, Meijer treats our Team Members like they're a part of our family. We want to see them happy, growing, and successful. That's why our Team Members say, "Meijer starts with me." Sound like the place for you? Join us. Who are we a good fit for? We love working with talented people but more than that, we look for team members who thrive in a collaborative environment and want to help us build on our family culture. Meijer is a great place for you if you want a job that's more than a paycheck and a career that plays an important role in your community. We opened our doors more than 90 years ago with the goal of helping people provide for themselves and their family. Today we're a multi-billion dollar retailer with more than 70,000 employees across six states. Our Midwest geography includes corporate offices in Grand Rapids, Michigan, plus manufacturing facilities, distribution centers and over 270 stores across Michigan, Illinois, Indiana, Kentucky, Ohio and Wisconsin. Meijer is an Equal Opportunity Employer, fostering a diverse and inclusive workplace. We are committed to treating all persons with dignity and respect. Meijer's policy is to not discriminate because of any applicant or team member's race, color, national origin, sex, sexual orientation, gender identity or expression, pregnancy, religion, age, physical or mental disability, uniformed service or veteran status, or any other lawfully-protected classification. If you have a disability and require a reasonable accommodation to complete any part of your application, please click here to submit your request. Submissions that are not seeking help to complete the application due to a disability will not be responded to.</p>	

# Appendix C - Data Sources and Calculations

## Lightcast Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.