

# Hot Jobs List

Week of July 14, 2025



## Admissions Clerk - ADAIR COUNTY HEALTH CENTER INC

\$40,000/year - Full-time, Part-time

Not specified

1101 N Broadway Ave, Stilwell, OK 74960

Adair County

**Position Description:** Interview patients or representatives to collect and enter admission information into computer systems. Explain hospital regulations, escort patients, obtain signed statements, and assist with office tasks like data compilation, storing valuables, and processing payments.

**Education:** None specified

**Experience:** None specified; secretarial or administrative experience preferred Required

**Skills:**

- Secretarial skills
- Computer knowledge
- Public relations

**Apply:** [https://www.theladders.com/job-listing/-4359743746373012266/admissions-clerk.htm?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.theladders.com/job-listing/-4359743746373012266/admissions-clerk.htm?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Teller - Arvest Bank

\$15.38 - \$18.26/hour - Part-time

Monday to Friday 7:30 AM - 6:30 PM, Frequent Saturdays 8:30 AM - 1:30 PM

1720 S Muskogee Ave, Tahlequah, OK 74464

Cherokee County

**Position Description:** Process customer transactions via personal contact, mail, or night deposit, ensuring accuracy and efficiency. Identify customer needs, refer them to product specialists, and provide excellent service while adhering to bank policies and procedures.

**Education:** High school diploma or GED

**Experience:** None specified; banking or customer service experience preferred

**Required Skills:** Customer service Transaction processing Communication

**Apply:** [https://www.breakroom.cc/en-us/jobs/listing/10920976-arvest-bank-operations-inc-teller-tahlequah-oklahoma-74464?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.breakroom.cc/en-us/jobs/listing/10920976-arvest-bank-operations-inc-teller-tahlequah-oklahoma-74464?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Extension Administrative Support Specialist - Oklahoma State University

Full-time

112 W Canadian Ave, Vinita, OK 74301

Craig County

**Position Description:** Provide administrative support to extension educators by managing agency accounts, handling purchases, deposits, and travel arrangements. Perform and delegate database entry, manage extension program tasks, and assist with daily activities using Microsoft Office and relevant software.

**Education:** High school diploma or GED

**Experience:** At least 1 year of clerical or customer service experience

**Required Skills:**

- Administrative support
- Microsoft Office
- Account management

**Apply:** [https://www.tealhq.com/job/extension-administrative-support-specialist\\_347b1c88-f2ff-46de-af6a-219022f51e2e?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.tealhq.com/job/extension-administrative-support-specialist_347b1c88-f2ff-46de-af6a-219022f51e2e?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Postal Delivery Associate - Postal Jobs Resource

\$23.47 - \$38.62/hour - Full-time

Kellyville, OK 74039

Creek County

**Position Description:** Assist customers with mailing needs, sort and distribute mail for timely delivery, and complete clerical tasks like postage and tracking documentation. Ensure efficient mail processing and operational streamlined services to handle large mail volumes effectively.

**Education:** High school diploma or equivalent

**Experience:** None specified; customer service or clerical experience preferred

### Required Skills:

- Customer service
- Mail processing
- Clerical tasks

### Apply:

[https://www.learn4good.com/jobs/oklahoma/transportation/4368727621/e/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.learn4good.com/jobs/oklahoma/transportation/4368727621/e/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Program Assistant (Floater) - Boys & Girls Clubs of Delaware County

\$8.00 - \$10.00/hour - Part-time

Jay, OK 74346

Delaware County

**Position Description:** Assist in delivering activities in program areas like Education, Social Recreation, Arts & Crafts, Physical Education, and Health & Life Skills. Ensure programs promote youth success and safety, provide guidance, and role model positive behavior for members.

**Education:** High school diploma or equivalent

**Experience:** None specified; youth program or activity coordination experience preferred

**Required Skills:** Program support, Youth guidance, Multitasking

### Apply:

[https://www.indeed.com/viewjob?jk=1b2c3d4e5f6a7b8c&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.indeed.com/viewjob?jk=1b2c3d4e5f6a7b8c&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## General Labor - Cascades Inc

Full-time  
Pryor, OK 74361  
Mayes County

**Position Description:** Perform general labor tasks in a manufacturing environment, supporting production processes, material handling, and facility maintenance. Ensure compliance with safety standards and contribute to operational efficiency at Cascades Inc.'s facility.

**Education:** None specified

**Experience:** None specified; general labor or manufacturing experience preferred

**Required Skills:** Manual labor, Safety compliance, and Teamwork

**Apply:** <https://www.climatetechlist.com/jobs/general-labor-cascades-inc-pryor-ok-usa-mayes-county-ok-usa-oklahoma-usa-united-states-north-america/apply>



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## Personal Care Aide - Cherokee Nation Home Health Services

Part-time  
Eufaula, OK 74432  
McIntosh County

**Position Description:** Assist elderly or disabled members with essential daily living needs in their homes, following individualized care plans. Provide compassionate support, ensure safety, and maintain compliance with care standards and state requirements.

**Education:** None specified; personal care training program completion required

**Experience:** None specified; personal care or caregiving experience preferred

**Required Skills:** Caregiving, Communication, and Dependability

**Apply:** [https://www.linkedin.com/jobs/view/personal-care-aide-mcintosh-county-at-cherokee-nation-home-health-services-4247576554?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.linkedin.com/jobs/view/personal-care-aide-mcintosh-county-at-cherokee-nation-home-health-services-4247576554?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Warehouse Operations Supervisor - NFI Industries

Full-time Friday - Sunday 7:00 AM - 7:00 AM

Muskogee, OK 74403

Muskogee County

**Position Description:** Supervise warehouse personnel and daily operations to meet production goals, ensuring efficient shipping and receiving. Manage labor, equipment, and safety compliance, provide coaching, and drive process improvements using performance metrics and Lean/Six Sigma tools.

**Education:** High school diploma required; Bachelor's degree in Supply Chain, Business, or related field preferred

**Experience:** 1-5 years of supervisory experience preferred

**Required Skills:** Supervisory skills, Warehouse management, and Process improvement

**Apply:** [https://careers.nfiindustries.com/careers-home/jobs/23146?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://careers.nfiindustries.com/careers-home/jobs/23146?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Field Supervisor - US Department of Commerce

\$21.14 - \$27.48/hour - Part-time, Temporary

Nowata, OK 74048

Nowata County

**Position Description:** Supervise and manage field staff conducting surveys or data collection for the US Department of Commerce. Ensure accurate data gathering, oversee team performance, and maintain compliance with federal guidelines and procedures.

**Education:** None specified

**Experience:** None specified; supervisory or field operations experience preferred

**Required Skills:** Supervisory skills, Data collection, and Compliance

**Apply:** [https://www.ziprecruiter.com/c/US-Department-of-Commerce/Job/Field-Supervisor/-in-Nowata-County,OK?jid=babba39e5b8bef54&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/US-Department-of-Commerce/Job/Field-Supervisor/-in-Nowata-County,OK?jid=babba39e5b8bef54&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)[(https://www.ziprecruiter.com/Jobs/Zip-Recruiter)



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## Receptionist - Okmulgee County Criminal Justice Authority

\$12.00/hour - Full-time 8-hour shift, Day shift  
Okmulgee, OK 74447  
Okmulgee County

**Position Description:** Serve as the first point of contact, greeting visitors and managing multi-line phone systems. Handle mail, maintain visitor logs, adhere to security protocols, and perform administrative tasks while ensuring excellent customer service and confidentiality.

**Education:** High school diploma preferred

**Experience:** At least 2 years of administrative or secretarial experience preferred

**Required Skills:** Customer service, Administrative tasks, and Microsoft Suite

**Apply:**

[https://www.indeed.com/viewjob?jk=8f4d94330c4f8170&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.indeed.com/viewjob?jk=8f4d94330c4f8170&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Investigator - OSAGE NATION

Full-time  
Pawhuska, OK 74056  
Osage County

**Position Description:** Collaborate with child support staff to locate non-custodial parents, administer the Tribal Intervention Program to assist with employment, and serve child support pleadings efficiently. Ensure compliance with legal and program requirements while maintaining confidentiality.

**Education:** Associate's degree in Criminal Justice, Public Administration, Political Science, or Sociology preferred

**Experience:** 2 years of job-related experience required in lieu of degree

**Required Skills:** Investigation, Legal terminology, and Microsoft Office

**Apply:** [https://www.ziprecruiter.com/c/OSAGE-NATION/Job/Investigator/-in-Pawhuska,OK?jid=025edebcf8c24f89&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/OSAGE-NATION/Job/Investigator/-in-Pawhuska,OK?jid=025edebcf8c24f89&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Youth Development Professional-After School Program - Boys and Girls Club of Ottawa County

\$9.20/hour - Part-time Afternoon shift,  
Monday to Friday  
Miami, OK 74354  
Ottawa County

**Position Description:** Engage with youth ages 6-18 to foster a welcoming environment, develop and lead programs in arts, sports, education, and leadership. Serve as a mentor, ensure safety, and track member progress while collaborating with staff to enhance the Club experience.

**Education:** High school diploma or equivalent; seniors in high school with positive recommendation considered

**Experience:** 1 year of childcare or youth development experience preferred

**Required Skills:** Youth mentoring Program coordination Communication

**Apply:** [https://www.glassdoor.com/job-listing/youth-development-professional-after-school-program-boys-and-girls-club-of-ottawa-county-JV\\_IC1136895\\_KO0,51\\_KE52,88.htm?jl=1008781994401&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.glassdoor.com/job-listing/youth-development-professional-after-school-program-boys-and-girls-club-of-ottawa-county-JV_IC1136895_KO0,51_KE52,88.htm?jl=1008781994401&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Field Supervisor - US Department of Commerce

\$21.14 - \$27.48/hour - Part-time, Temporary

Pawnee, OK 74048

Pawnee County

**Position Description:** Supervise and manage field staff conducting surveys or data collection for the US Department of Commerce. Ensure accurate data gathering, oversee team performance, and maintain compliance with federal guidelines and procedures.

**Education:** None specified

**Experience:** None specified; supervisory or field operations experience preferred

**Required Skills:** Supervisory skills, Data collection, and Compliance

**Apply:** [https://www.ziprecruiter.com/c/US-Department-of-Commerce/Job/Field-Supervisor/-in-Pawnee-County,OK?jid=b109dfcfda18d2f3&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/US-Department-of-Commerce/Job/Field-Supervisor/-in-Pawnee-County,OK?jid=b109dfcfda18d2f3&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Title Escrow Processor - Rogers County Abstract

Full-time

Claremore, OK 74017

Rogers County

**Position Description:** Support the Escrow Closing team by preparing residential escrow files, clearing titles, and assisting with document preparation. Maintain clear communication with clients, provide excellent customer service, and handle occasional local travel for closings with mileage compensation.

**Education:** High school diploma or equivalent

**Experience:** 1 year of residential real estate transaction experience preferred

**Required Skills:** Escrow processing Customer service Microsoft Word

**Apply:** [https://www.tealhq.com/job/title-escrow-processor\\_7b962c85-420a-408a-9770-202dacc75176?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.tealhq.com/job/title-escrow-processor_7b962c85-420a-408a-9770-202dacc75176?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

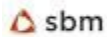


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## Custodian - SBM Management

\$15.50 - \$16.00/hour - Part-time  
Saturday - Sunday 7:00 AM - 3:30 PM  
Roland, OK 74954  
Sequoyah County

**Position Description:** Perform custodial duties including floor care (vacuuming, mopping, carpet spotting), surface care (dusting, sanitizing, cleaning windows), waste removal, and light maintenance (replacing light bulbs, restocking supplies) to maintain a clean and safe environment.

**Education:** None specified

**Experience:** 3-6 months of custodial experience preferred

**Required Skills:** Cleaning techniques, Communication, and Equipment maintenance

**Apply:**

[https://www.indeed.com/viewjob?jk=ecf5ab802ca9bcdd&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.indeed.com/viewjob?jk=ecf5ab802ca9bcdd&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## NOV Energy Products and Services

\$20.00+/hour - Full-time

M-F 10 Hour Shift Work (4:30 AM – 3:00 PM and 3:00 PM – 11:30 PM)

9910 E 56<sup>th</sup> St N| Tulsa, OK 74117

Tulsa County

### Position Description:

- Laminator/Assembler
- Fiber Glass Machine Operator (not CNC)
- Fiber Glass Tank Finishers
- Every role pays over \$20+ and night shift has a shift differential:
  - 5pm – 11pm: (+\$4.75)
  - 11pm – 5am: (+\$3.56)

**Education:** High school diploma or GED

**Experience:** 6 months minimum call center experience required

### Required Skills:

- Customer service
- Communication
- Schedule adherence

### Apply:

[https://www.indeed.com/viewjob?jk=0fafef967417ccf1&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.indeed.com/viewjob?jk=0fafef967417ccf1&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## Manufacturing Opportunities - OK - DMI Companies

Full-time

Monday to Friday

300 S.E. 15th Street, Wagoner, OK 74467

Wagoner County

**Position Description:** Perform manufacturing tasks including assembly, metal-forming, machine operation, inventory control, material handling, and shipping/receiving to produce HVAC accessories. Work in a fast-paced environment with accuracy and commitment to quality.

**Education:** None specified

**Experience:** None required; manufacturing experience preferred

**Required Skills:** Assembly, Machine operation, and Dependability

**Apply:** [https://www.ziprecruiter.com/c/DMI-Companies/Job/Manufacturing-Opportunities-OK/-in-Wagoner,OK?jid=65cfec5051dc6d96&utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.ziprecruiter.com/c/DMI-Companies/Job/Manufacturing-Opportunities-OK/-in-Wagoner,OK?jid=65cfec5051dc6d96&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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## OTR Class A CDL Flatbed Driver - Melton Truck Lines

\$1,300 - \$1,500/week - Full-time

Bartlesville, OK 74006

Washington County

**Position Description:** Operate flatbed trucks to transport goods over-the-road, averaging 2,200-2,500 miles per week. Handle tarping loads for additional pay, utilize late-model equipment, and receive comprehensive flatbed training with 24/7 driver support.

**Education:** None specified

**Experience:** flatbed or OTR driving experience preferred

**Required Skills:** Flatbed driving, Load tarping, and Safe driving

**Apply:**

[https://www.learn4good.com/jobs/bartlesville/oklahoma/transportation/4087977569/e/?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.learn4good.com/jobs/bartlesville/oklahoma/transportation/4087977569/e/?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)



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