



# CLEVELAND-CLIFFS INC. Indiana Harbor Non-Craft Vacancy Posting

**PLANT-WIDE SIMULTANEOUS POSTING**  
For Local 1010 & Local 1011 Employees

Date of Posting: **Wednesday, September 22, 2021** Expires: **Tuesday, October 5, 2021**

LOP[Department]	SeniorityUnit/Branch	Labor Grade	Posting Number	Job Title	Estimated Vacancies	Contact Name	Contact Number
IHE STEEL PRODUCING	FURNACE	2	2021-0256	SERVICE TECHNICIAN	1	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	CASTER	2	2021-0257	SERVICE TECHNICIAN	1	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	SCARFER	2	2021-0258	SERVICE TECHNICIAN	1	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	CRANES	2	2021-0259	SERVICE TECHNICIAN	1	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	LIME PLANT	2	2021-0260	SERVICE TECHNICIAN	1	BEN ZAVALA	399-6466
IHE STEEL PRODUCING	FURNACE - BRANCH SUPPORT	2	2021-0261	SERVICE TECHNICIAN	8	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	RHOB/PIT - BRANCH SUPPORT	2	2021-0262	SERVICE TECHNICIAN	6	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	CASTER - BRANCH SUPPORT	2	2021-0263	SERVICE TECHNICIAN	14	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	CRANES - BRANCH SUPPORT	2	2021-0264	SERVICE TECHNICIAN	10	HEATHER WESLEY	399-8281
IHE STEEL PRODUCING	LIME PLANT - BRANCH SUPPORT	2	2021-0265	SERVICE TECHNICIAN	3	HEATHER WESLEY	399-8281
IHE 80" HSM	3-4 SLAB YARD BRANCH SUPPORT	2	2021-0266	SERVICE TECHNICIAN	8	ADRIANNA GONZALEZ	399-3884
IHE 80" HSM	ROLLING BRANCH SUPPORT	2	2021-0267	SERVICE TECHNICIAN	18	ADRIANNA GONZALEZ	399-3884
IHE 80" HSM	CRANES BRANCH SUPPORT	2	2021-0268	SERVICE TECHNICIAN	18	ADRIANNA GONZALEZ	399-3884
IHE 80" HSM	COIL CARRIERS BRANCH SUPPORT	2	2021-0270	SERVICE TECHNICIAN	8	ADRIANNA GONZALEZ	399-3884
IHE 80" HSM	SHIPPING BRANCH SUPPORT	2	2021-0271	SERVICE TECHNICIAN	5	ADRIANNA GONZALEZ	399-3884

IHE 80" HSM	5 ROLL SHOP BRANCH SUPPORT	2	2021-0272	SERVICE TECHNICIAN	5	ADRIANNA GONZALEZ	399- 3884
IHE #3 COLD STRIP MILL	#3 CAL BRANCH SUPPORT	2	2021-0277	SERVICE TECHNICIAN	5	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	80" TANDEM MILL BRANCH SUPPORT	2	2021-0278	SERVICE TECHNICIAN	12	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	#5 PICKLE LINE BRANCH SUPPORT	2	2021-0279	SERVICE TECHNICIAN	8	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	E/W SHIPPING BRANCH SUPPORT	2	2021-0280	SERVICE TECHNICIAN	5	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	E/W FINISHING BRANCH SUPPORT	2	2021-0281	SERVICE TECHNICIAN	5	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	CRANES/MOBILE BRANCH SUPPORT	2	2021-0282	SERVICE TECHNICIAN	15	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	ROLL SHOP BRANCH SUPPORT	2	2021-0283	SERVICE TECHNICIAN	4	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	ANNEAL BRANCH SUPPORT	2	2021-0284	SERVICE TECHNICIAN	2	ROSE ERBY	399- 3915
IHE #3 COLD STRIP MILL	TEMPER MILL BRANCH SUPPORT	2	2021-0285	SERVICE TECHNICIAN	3	ROSE ERBY	399- 3915
IHE INTERNAL LOGISTICS	CLEANING SERVICES	2	2021-0286	SERVICE TECHNICIAN	2	RICHARD JUNKENS	219- 399- 7116
<b>APPLICANTS MUST HAVE A CURRENT CDL B LICENSE</b>							
IHE CENTRAL SHOP	SERVICE TECHNICIAN	2	2021-0287	SERVICE TECHNICIAN	1	ZANDRA BLANKENSHIP	399- 5595
IHE IRON PRODUCING	RAW MATERIALS #7	2	2021-0288	SERVICE TECHNICIAN	3	CHRISTINE BYTNAR	399- 4072
IHE IRON PRODUCING	FURNACE #7 BRANCH SUPPORT	2	2021-0289	SERVICE TECHNICIAN	7	CHRISTINE BYTNAR	399- 4072
IHE IRON PRODUCING	RAW MATERIALS #7 BRANCH SUPPORT	2	2021-0290	SERVICE TECHNICIAN	3	CHRISTINE BYTNAR	399- 4072
IHE IRON PRODUCING	SINTER PLANT BRANCH SUPPORT	2	2021-0291	SERVICE TECHNICIAN	5	PATRICIA RASSBACH	399- 3492
IHW INTERNAL	INTERNAL LOGISTICS	2	2021-0292	PLANT TRANSPORTATION SPECIALIST	1	BOB MCKINNEY	399- 4401
MEU AND TRANSPORATION	VAC SERVICES	2	2021-0293	SERVICE TECHNICIAN	1	RON HAMMON	399- 5125
<b>APPLICANTS MUST HAVE A CURRENT CDL B LICENSE</b>							
IHW SECURITY	UTILITY PERSON	1	2021-0294	UTILITY	1	NICK MCNINCH	219- 399- 6290
IHW IRON PRODUCING	ORE DOCK	3	2021-0295	OPERATING TECHNICIAN	2	MARTHA DREWNIK	399- 2863
IHW IRON PRODUCING	UTILITY PERSON	1	2021-0296	UTILITY	2	MARTHA DREWNIK	399- 2863
IHW STEEL PRODUCING	UTILITY	1	2021-0297	UTILITY	2	CHCUK SCUDERI	399- 2701

**TO ALL BIDDERS:** PLEASE MAKE SURE TO USE THE CORRECT POSTING NUMBER FOR THE CORRECT JOB TITLE. THE POSTING NUMBER WILL BE USED TO SLOT BIDDERS IF A DISCREPANCY ARISES.

Bids placed at the Main Office Lobby will be accepted until 4:30 pm on the day the posting closes. Bids can also be emailed to [bubids@clevelandcliffs.com](mailto:bubids@clevelandcliffs.com) until midnight of the closing date.



# CLEVELAND-CLIFFS INC. Indiana Harbor Craft Vacancy Posting

**PLANT-WIDE SIMULTANEOUS POSTING**  
For Local 1010 & Local 1011 Employees

Date of Posting: **Wednesday, September 22, 2021** Expires: **Tuesday, October 5, 2021**

LOP[Department]	SeniorityUnit/Branch	Labor Grade	Posting Number	Job Title	Estimated Vacancies	Contact Name	Contact Number
IHE TIER 1/TIER 2 MTM	TIER 1 OR TIER 2 QUALIFIED	3	2021-0252	TRAINEE/CANDIDATE	20	ROGER HUGHES	219-399-4699
IHE TIER 1/TIER 2 MTE	TIER 1 OR TIER 2 QUALIFIED	3	2021-0253	TRAINEE/CANDIDATE	10	ROGER HUGHES	219-399-4699
IHW TIER 1/TIER 2 MTM	TIER 1 OR TIER 2 QUALIFIED	3	2021-0254	TRAINEE/CANDIDATE	20	ROGER HUGHES	219-399-4699
IHW TIER 1/TIER 2 MTE	TIER 1 OR TIER 2 QUALIFIED	3	2021-0255	TRAINEE/CANDIDATE	10	ROGER HUGHES	219-399-4699
IHE 80" HSM	MTM	4	2021-0273	MTM	2	ADRIANNA GONZALEZ	399-3884
IHE 80" HSM	MTE	4	2021-0274	MTE	2	ADRIANNA GONZALEZ	399-3884
IHE #3 COLD STRIP MILL	MTM	4	2021-0275	MTM	2	ROSE ERBY	399-3915
IHE #3 COLD STRIP MILL	MTE	4	2021-0276	MTE	2	ROSE ERBY	399-3915
IHE CENTRAL MAINT	HVAC	4	2021-0298	MTE	6	JEREMY KSZATOWSKI	219-399-2374

**EPA UNIVERSAL CERTIFICATION REQUIRED**

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# O&T PERMANENT VACANCY

Vacancy No.	20210248
Posting Date	9/22/2021
Deadline Date	10/5/2021
Department	USA Benefits (East Chicago)
Job Title	Benefits Specialist (1 Vacancy)
Reports To	Maxine Stankich

Business Unit	CLEVELAND-CLIFFS INC. IHE
Salary Grade	4 - 8
Monthly Rate	\$4,460 - \$5,932
Work Hours	Days
Work Days	Monday - Friday

**PLEASE NOTE:**

If a CLEVELAND-CLIFFS INC. employee from another local union accepts a transfer to an Office & Technical position, the transfer pending date will become his/her new seniority date within the Office & Technical Union (Local 1010-06) for purposes of seniority, vacation selection and Employment Security. Additionally, there will be no "right to reversion" to the employee's previous unit. The new Employment Security date will be used for applying the employment security language provided in the Collective Bargaining Agreement. All other benefits including, but not limited to vacation entitlement, pension, and health care benefits will be based on his/her date of first employment, or subsequent date of employment following a break in continuous service, with the other local union.

**JOB DESCRIPTION:**

- Provides administrative processing support in the pension area including retirements, deferred vested, surviving spouse and QDROS.
- Prepare weekly and monthly reports
- Uses various reports to initiate pension processing
- Perform audits on all retirements and pension set-ups sent to external pension vendor and others as requested
- Support and interact with both internal and external employees and vendors
- Provide administrative support for Process Manager - Pensions as needed
- General administrative support; any other duties assigned.

**JOB REQUIREMENTS:**

- Understand priorities of department (certain functions have strict timetables)
- Knowledge of benefit plans or ability to learn complex benefits plans
- Ability to work in a fast-paced environment, and able to prioritize and stay organized
- Must be able to learn multiple internal and external systems
- Good customer service and communication skills (both in person and on the phone)
- Possesses excellent math and problem solving skills
- Strong working knowledge of Word, Excel Outlook and Access
- Ability to lift 25 pounds (moving storage boxes, etc.)
- Ability to work overtime when requested

**TESTING REQUIREMENTS:**

Clerical Test Battery, Word, Excel, Typing 35 WPM. It is the bidder's responsibility to schedule their test with Human Resources 219-399-6635. If necessary, Clerical Battery test scores are good for 7 years.

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# O&T PERMANENT VACANCY

Vacancy No.	20210251
Posting Date	9/22/2021
Deadline Date	10/5/2021
Department	IHE #3 Cold Strip
Job Title	Administrative Assistant 1 Vacancy
Reports To	Bob Vanderzee

Business Unit	CLEVELAND-CLIFFS INC. IHE
Salary Grade	4 - 6
Monthly Rate	\$4,460 - \$5,240
Work Hours	Monday - Friday
Work Days	Days

**PLEASE NOTE:**

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**JOB DESCRIPTION:**

Responsibilities include, but are not limited to performing all schedule functions for both hourly and salaried personnel in the 3 Cold Strip mill. This individual will perform TIMES scheduling, paying, and any corrections as needed, maintain personnel files, schedule hourly and salaried vacations, order all supplies through Tabware; generate monthly report via Excel; input and track training via MTS; and provide general Administrative Support.

**JOB REQUIREMENTS:**

- Ability to work in a dirty mill environment on a daily basis, requiring wearing of proper safety apparel
- Proficiency using TIMES System
- Understanding of CBA regarding scheduling and overtime practices
- Proficiency in ordering and receiving in Tabware; knowledge of MTS
- Skilled in Word and Excel
- Ability to handle large volume of work under pressure
- Multi-tasked & self-motivated w/minimal direction, proactively & independently seek solutions

**TESTING REQUIREMENTS:**

Clerical Test Battery, Typing (35 WPM), Excel & Word. Bidder's responsible for scheduling clerical test with Human Resources (219) 399-6635, if applicable. Clerical Test Scores are good for 7 years.

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# O&T PERMANENT VACANCY

Vacancy No.	20210250
Posting Date	9/22/2021
Deadline Date	10/5/2021
Department	IHE 80" Hot Strip Mill
Job Title	Inventory Verifier (5 Vacancies)
Reports To	Brian Warnock

Business Unit	CLEVELAND-CLIFFS INC. IHE
Salary Grade	4 - 6
Monthly Rate	\$4,460 - \$5,240
Work Hours	Days
Work Days	Sunday - Saturday

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**JOB DESCRIPTION:**

Plans daily activities to locate new hot band coils produced at the 80" Hot Mill and 80" Coil Process Line and stored in 80" Hot Band Storage Areas. Responsible for locating coils, verifying identification, inspecting, remarking coil ID and assigning an accurate location via a hand held Hot Band Coil Tracking Computer. Investigates, analyzes and resolves coil discrepancies using Quality procedures, systems, data, business practices, verbal and written communications and other tools provided. Collects and inputs inventory data into HBCT computer and OFS (Order Fulfillment System) for various reports for operating sections (e.g. Production scheduling, shipping, stock, etc.). Required to physically walk for long distances while being exposed to outdoor weather conditions (heat, cold, rain, snow & ice), uneven ground, mobile equipment movement (coil carriers and trucks) and overhead cranes.

**JOB REQUIREMENTS:**

- Self motivated individual with strong interpersonal and teamwork skills
- Superior problem solving and decision making ability
- Good verbal and written communication skills
- Ability to set priorities and manage time effectively
- Knowledge and experience using a personal computer is a plus

**TESTING REQUIREMENTS:**

None

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# O&T PERMANENT VACANCY

Vacancy No.	20210249
Posting Date	9/22/2021
Deadline Date	10/5/2021
Department	IHE Internal Logistics
Job Title	Administrative Assistant (1 Vacancy)
Reports To	Bobby Miroski

Business Unit	CLEVELAND-CLIFFS INC. IHE
Salary Grade	4 - 6
Monthly Rate	\$4,460 - \$5,240
Work Hours	Days
Work Days	Monday - Friday

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### JOB DESCRIPTION:

Position responsibilities include, but are not limited to:

- T.I.M.E.S. scheduling & paying absentee monitoring system, overtime tracking/reporting, prepare weekly and monthly reports, creating picks and scheduling vacations.
- Checking Trucking and Train records, maintaining spreadsheets and demurrage reports, other record keeping as needed.
- Creating/maintaining files, spreadsheets, databases & purchase requisitions.
- Filling in periodically for other positions that perform input into the Integrated Rail Tracking System.
- General administrative support; any other duties assigned.

### JOB REQUIREMENTS:

- Working knowledge of Excel, Word, Outlook & Access
- Experience in scheduling & paying in T.I.M.E.S., or the ability to learn
- Order/receive in TabWare, or the ability to learn
- Good written & oral communication skills
- Must be flexible to work occasional off-turns & weekends, if needed
- Must be self-motivated, able to work with minimal supervision, excellent attendance.

### TESTING REQUIREMENTS:

Clerical Test Battery, Word, Excel, Typing (35 wpm). Bidder's responsibility to schedule testing if applicable. Test scores are good for 7 years. Call Human Resources 219-399-6635 to schedule testing.

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