

**DECEMBER 20, 2021 – DECEMBER 31, 2021**



## HIGHLIGHTS

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email [katrina.james-pellam@ucc.edu](mailto:katrina.james-pellam@ucc.edu). Job Submissions link is right here also: <https://form.jotform.com/IBlatUCC/job-submissions>

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

## UNION COUNTY AMERICAN JOB CENTER

Job seekers in Union County can use the new “Union County Works” website at [ucajc.org](http://ucajc.org) to find job openings, job training and education opportunities, help creating resumes, and more. It is the first county-based “virtual one-stop” employment service in New Jersey. Union County Works is a project of Union County’s American Job Center. The launch of the new online platform makes the American Job Center the first local workforce area in the state of New Jersey to offer a virtual one stop to its residents.” Visit this link to access the portal: <https://www.ucajc.org/vosnet/Default.aspx>

**UNION COUNTY COLLEGE  
CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT**

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • Couponing • Health Wellness • Dress for Success • Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at 908-659-5114 or, via email at [cewd-recruiting@ucc.edu](mailto:cewd-recruiting@ucc.edu).

**HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.**

In addition to job boards **Indeed, LinkedIn and Zip recruiter**, add these to your job search toolbox:  
**Facebook Job Search Groups:**

Northern NJ Jobs: <https://www.facebook.com/groups/432657580269807>

NJ Jobs: <https://www.facebook.com/NJ.comJobs>

Jobs in NJ: <https://www.facebook.com/groups/902605226459921>

North Jersey Jobs: <https://www.facebook.com/groups/NorthJerseyJobs>

**New Jersey Department of Labor Resources:** <https://careerconnections.nj.gov/>

**State of New Jersey COVID-19 Jobs and Hiring Portal:**

<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>

**NJ COVID-19 Information Hub: Contact Tracer Interest Registration page:**

<https://covid19.nj.gov/forms/tracer>

National Labor Exchange NLx: <https://usnlx.com/>

**State of New Jersey Department of Labor and Workforce Development Job Fair Information:**

<http://lwd.state.nj.us/WorkForceDirectory/jobfair.jsp>

**Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs:**

<https://job-hunt.org/coronavirus/covid19-top-employers.shtml>

## **STAFFING AGENCIES:**

### **ALL STAFFING WAREHOUSING (NEW):**

**Production Worker**– Hillsborough, NJ: Three Openings. Monday-Friday 7:50am-3:50pm. Tuesday – Thursday 7:20am to 3:50pm. Friday 7:20am to 1:50pm. Pay is \$17/hr. Must be able to read and write English. Must have at least 1 ½ years of warehouse experience and know how to operate machinery. Forklift (sit-down) is a huge plus.

**Warehouse Associate** – New Providence, NJ: Two Openings. Monday-Friday 8am-5:00pm. Pay is \$15/hr. Forklift Experience is a plus but not required and must be able to lift 50-100lbs consistently.

**Truck Unloaders** – Edison, Cranbury, Monroe, , & Sayreville

Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

**Production Separator/Batcher**– South Plainfield, NJ. Two Openings. Monday to Friday 8:00am to 4:30pm. \$15/hr. Work with a blender with various food products. Consistently lift 55lbs. Must be able to work flexible schedule. Bilingual English & Spanish a plus.

**General Labor** -Clifton, NJ: Monday to Friday 7:30am to 4:00pm. \$15/hr. Must be able to lift 75lbs. Warehouse experience preferred.

**General Labor** -Edison, NJ: Monday to Friday 7:00am to 3:30pm. \$16/hr. Heavy lifting and hand-truck knowledge required. Will be lifting heavy appliances on a consistent basis.

**Driver Helper**- Edison, NJ: Monday to Friday. Start time 4:45am til finish. \$14/HR with approximately 10 hours of overtime

**Sorter/Packer** – Somerset, NJ, Four Openings. Schedules – 4 different shifts / 1 person per shift, Shift 5: Sunday – Tuesday 7pm – 7am, Wednesday 7pm – 1am, Shift 6: Wednesday 1pm – 7pm, Thursday – Saturday 7am – 7pm. Lifting boxes 35-40lbs. Only Speaking Spanish is fine. \$14-\$15/HR (Shift 4, Shift 5 and Shift 6). \$17/hour (Shift 7)

**Material Handler** – Somerset, NJ (1 Opening). Monday to Friday 9:00am to 5:30pm. \$17/HR - \$18/HR. Lifting boxes 35-40lbs. Must be able to handle materials (Making small plastic lids)

**Reach Operator** – Edison (Pending). Monday to Friday. 9am to 5:30pm. \$18/HR

**Order Picker** – Waldwick, NJ. Monday to Friday 7:00am to 3:30pm. \$15.00-\$25.50/HR. Experience with RF Scanner. Previous Experience using material handler equipment. Walk behind, scissor lift, Crown wave pick carting. Able to perform cycle counts

**Receiving Clerk** – Waldwick, NJ. Monday to Friday 7:00am to 3:30pm. \$16.00-\$16.50/HR. Previous Experience using RF Scanners. Previous Experience for Forklift and Pallet Jack

**Forklift Operator** – East Windsor (Two Openings). Monday to Friday start time 7:00am. \$18/hour. Must know the sit-down forklift

**Forklift & General Labor** – Edison(One Opening). Monday to Friday 7:00am/7:30am to 3:30pm to 4:00pm. \$15.00-\$16.00/hour. General Warehouse experience. Must know the sit-down forklift

**Please check out our website at:** <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or email [Sulia.m@aswlogistics.net](mailto:Sulia.m@aswlogistics.net). Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2<sup>nd</sup> Floor, Highland Park, NJ 08904.

**COUNCIL FOR AIRPORT OPPORTUNITY** - Various Job Opportunities available:

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry,

electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** [www.caonynj.com](http://www.caonynj.com) or email resume to [career@caony.com](mailto:career@caony.com).

#### **LINDEN FIRST EMPLOYMENT & TRAINING CENTER**

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at [cic-nj.org/cicevents](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [LindenFirstNJ@gmail.com](mailto:LindenFirstNJ@gmail.com). This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

**ROSELLE FIRST WORKFORCE CENTER:** Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at [cic-nj.org/cicevents](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [RoselleFirstJobs@gmail.com](mailto:RoselleFirstJobs@gmail.com). This is a free service for Roselle residents. No sessions on City Holidays.

## **EMPLOYMENT OPPORTUNITIES**

#### **PROCEED, Inc., Elizabeth, NJ: Outreach/Support Staff (Three Openings)**

PROCEED, Inc. is seeking an individual to provide the community with information and to assist with the process of applying for the LIHEAP/USF program and NJ DCA American Rescue Plan Arrearage Program. PART TIME TEMPORARY Mon-Fri 9am-2:30pm. **Responsibilities:** Assist participants with their enrollment applications, verify supporting documents according to program requirements. Enter information into program database, verify accuracy of data, and successfully complete all applications with the goal of benefits approval. Perform communication duties such as greeting clients and visitors, answer and transfer phone calls, review paperwork, filing, and any other duties required to maintain program standards/policies. Responsible for outreach with the goal of increasing awareness of the LIHEAP/USF and ARP programs and services to increasing participant numbers. Information and referral services to other program within the agency, for example, Rental assistance, Counseling Field work at local utility companies, housing buildings, and/or other public facilities scheduled. Conduct home visitations if necessary. Other duties as requested by supervisor. **Required Qualifications:** Class D Driver's License. **Salary: \$20/HR. Apply to :** Dee Perez at [dperez@proceedinc.com](mailto:dperez@proceedinc.com).

#### **Stephanie A. Moray, CPA & Associates, Springfield, NJ: Paid Internship**

Small CPA practice looking for a bright individual to assist in various bookkeeping, accounting, tax, and administrative areas. Ideal opportunity for 4th year accounting student or recent accounting graduate who is looking to explore the world of accounting as it pertains to small business. No less than 20 hours a week (more hours available if desired). Willing to work out mutually acceptable schedule. Must have excellent communication skills, and be proficient in QuickBooks, Excel, Word, and Outlook. Must be able to work independently with instruction "Can do" team player approach. Apply to [admin@moraycpa.com](mailto:admin@moraycpa.com)

### **Step One Academy, Plainfield, NJ: Administrative Assistant**

**Duties, and Responsibilities:** Maintain all daycare records. Aid in administrative audits. Answer calls or inquiries from clients and public. Monitor and update all files and records for state standard compliance. Assist Directors, Representatives/Sponsors, and Teachers in administrative and computer duties. Input and keep all virtual records up to date. **Required Qualifications:** You should be able and capable to speak with parents and work with children Bi-Lingual English and Spanish. You will receive training and continuing education required of a childcare provider. Background checks and other required legal documents will be asked for or filed. CPR is necessary, but we can help you schedule the class for it as well. **Salary: Range** \$13.00 - \$15.00/HR. **Apply to:** Jared Joseph at [jjoseph@steponeacademy.com](mailto:jjoseph@steponeacademy.com)

### **Randstad at HelloFresh, Newark, NJ: Warehouse Picker/Packer**

Morning Shift: 7:00am to 5:30pm at \$18.00/HR. Night Shift 7:00pm to 5:30am AT \$19.50/HR. Any days worked on Saturday + Sundays are paid an extra \$1.00/HR. \$500 Start-up bonus after 30 days. Working conditions: 30–35-degree freezer setting, standing for 10-hour shifts. 250 referral bonuses per each referral. Weekly pay-every Friday is payday. 4 days of work 3 days off. Must be willing to work weekends. Become permanent with the company after 440 hours (approximately 90 days). Must comply with all GMP and company regulations. This opportunity is temp to permanent position, talent will be strictly working at the company HelloFresh. Also offering part time roles! These roles are specifically for Saturday and Sundays. Morning shifts at a rate of \$19.00/HR and night shifts are at a rate of \$20.50/HR. Apply at the following links . [Warehouse Morning Shift Application](#), [Warehouse Night Shift Application](#), [Warehouse Part Time Morning Application](#), and [Warehouse Part Time Night Application](#)

### **Compass Group, Summit, NJ: Catering Attendant**

**Responsibilities:** Assembles and delivers all food and supplies for catered functions to their scheduled locations. Logs and maintains food temperatures. Arranges tables and decorations. Arranges buffet tables with food, beverage and service items according to standards. Serve food and beverages to guests. Thoroughly cleans location after event is completed. Returns food and beverages, serving equipment and utensils to catering facility. Distributes and collects customer comment cards for catered functions. Stocks, cleans and maintains catering facility and equipment. Ensures guests receive friendly, courteous service at all times. Maintains in-depth knowledge of complete menu and products on hand. Maintains clean and safe work environment. Follows safety and sanitation policy and procedures at all times. Performs other duties as assigned. **Qualifications:** Valid driver's license may be required; must possess or able to obtain a valid food handler's permit and/or alcohol servers' permit where required by state law. **Salary: Range** \$16.00 - \$18.00/HR. Both full-time and part-time positions offer the following benefits to associates: Medical Dental; Vision; Life Insurance/AD; Disability Insurance; Retirement Plan; Associate Shopping Program Health and Wellness Programs; Discount Marketplace; Identity Theft Protection; Pet Insurance Voluntary Benefits, including Critical Illness Insurance, Accident Insurance, Hospital Indemnity Insurance; Legal Services, and Choice Auto and Home Program. In addition, full-time positions also offer the following benefits to associates: Commuter Benefits; Employee Assistance Program Flexible Spending Accounts (FSAs). Free meals valued up to \$20 per day! Free uniforms and laundering

service available at select locations

**Union County College,(Center for Economic & Workforce Development) Elizabeth, NJ: Three Openings  
Part-time Program Coordinator – Grant Funded**

Assume the responsibility for the realization of the goals of educational/training program awarded to CEWD. In conjunction with appropriate Center staff, recruit staff, schedule, organize, coordinate and evaluate the overall activities of the assigned programs. Assist with the development of educational/training programs, orient instructors and staff, schedule ongoing professional development activities. Monitor student participation and progress. Provide funders with appropriate information and reports. **Preferred Experience:** Minimum requirement of 3 years' management experience with local, state or federal programs. Proposal writing experience is required. Familiarity with occupational education needs and goals helpful. Competencies and Skills Required Interpersonal, organization and communication skills required. Proficiency with MS office products including Excel and Access and web page development and maintenance. Analytical and problem-solving skills. Excellent customer service, oral and written communication skills, including ability to communicate effectively with a diverse external community and a diverse campus community. Valid driver's license and access to an automobile. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to student service and a diverse population. Ability to multi-task in a busy environment. Ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel to other campuses, CEWD satellites and/or other satellites assigned as needed. **Education Requirements:** Bachelor's degree required. To get more information and to apply go to <https://ucc.peopleadmin.com/postings/7484>

**Part-time Student Service Generalists – Grant Funded**

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union County College/Center for Economic & Workforce Development Programs. The Generalist will be responsible but not limited to facilitate applications, recruiting, assessment, advising, registration, and placement through personal contact and follow through with the prospective student as she/he proceeds through the intake process. **Competencies and Skills Required:** At all times exercise professionalism and confidentiality with staff and students. Outstanding customer service and communication skills. Proficiency in MS Office suite of applications and social media. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to service and a diverse student population. Ability to multi-task in a busy environment and ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel locally. Valid driver's license and reliable vehicle. **Preferred Experience:** Experience working in Workforce

Development programs. **Education Requirements:** Bachelor's degree required. To get more information and to apply go to <https://ucc.peopleadmin.com/postings/7490>

### **Part-Time Student Services Associate – Grant Funded**

The Student Service Associate is the initial contact with students seeking entry into the college and with existing students seeking services. Is responsible for advising and guiding participants to sustain successful participation in the UCC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UCC-CEWD programs. Orient students into assigned program. Design employability plans with participant. Aide participants in implementation of employability plan. Develop and implement motivational workshops designed for employment support and retention. Identify client supportive service needs and to perform liaison duties with cooperative agencies and programs to eliminate needs (i.e., childcare, housing, etc.). Participate in the intake process. Prepare and maintain necessary records and files on enrollment, counseling, and placement. Initiate and conduct placement follow-up and placement confirmation. Respond to all program requests. Accept all other assignments which help CEWD realize contractual goals. Travel to all campuses and satellite locations as needed. Travel to worksites driving a College vehicle. Some evenings and Saturdays may be required. · Other duties as assigned by unit supervisor and CEWD administration. **Preferred Experience:** Minimum of one (1) year of office or related experience is required. **Competencies and Skills Required** · Competency in Word, Excel, Outlook & Windows required. Must be able to read, write and speak English, ability to read, write and speak Spanish is a plus. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a “quick study” to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. **Education Requirements:** Associates degree required to get more information and to apply go to <https://ucc.peopleadmin.com/postings/7453>.



COUNCIL FOR **Airport** Opportunity

Follow us on Social Media



## DOCUMENTS REQUIRED

- Social Security Card (unlaminated)
- State Driver's License
- Learner's Permit or Non-Driver's ID
- Working Documents Required

## JOB OPENINGS

CAO is currently working with airport employers to fill over 400 positions at JFK, LaGuardia and Newark Airports. Positions include:

- Security • Retail • Ramp Agent • Food Service
- Passenger Service Agent • Management
- Customer Service • Warehouse
- CDL Driver and many more!

## HOW TO APPLY

Register with CAO!



or

Call to schedule an appointment

During your visit, you will meet with a CAO representative to discuss job opportunities at the airport. Based on your qualifications the CAO team will work hard to match you to the right job opportunity. Applicants arriving after the check-in times will be directed to the next available check-in time.

## Visit your local CAO Career Center today!

### New York Career Center

(718) 523-7100  
Corporate Office  
90-04 161st Street,  
2nd Floor, Jamaica, NY, 11432

### LaGuardia Career Center

(718) 554-0222  
33-16 108th Street,  
3rd Floor, Recreational  
Building, Corona, NY 11368

### Rockaway Career Center

(718) 523-7100  
1931 Mott Avenue,  
Far Rockway, NY, 11691

### New Jersey Career Center

(973) 622-4537  
17 Academy Street,  
5th Floor, Newark, NJ, 07102



**SPRING 2022 OFFERINGS**



# Industry Credentials are your Pathway to Career Advancement, Employment Opportunities, Higher Pay, and Job Security

The Center for Economic and Workforce Development at Union County College offers Valuable Industry Credentials in several programs including:

**ACCOUNTING TECHNICIAN:** Start Date March 22, 2022

- Microsoft Office Specialist Excel Certification, Certiport
- Intuit QuickBooks Certification, Certiport

**FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT:**

Start Date February 7, 2022

*SCPRO FUNDAMENTALS (CSCMP) CERTIFICATES IN:*

- Supply Chain Management Principles
- Inventory Management
- Transportation Operations
- Customer Service Operations

**PATIENT CARE TECHNICIAN:** Start Date February 8, 2022

- National Certified EKG Technician (CET), NHA
- National Certified Phlebotomy Technician (CPCT), NHA
- National Certified Patient Care Technician (CPCT), NHA



**Transforming  
Our Community...  
One Student  
at a Time**

**Attend a Virtual Information Session hosted by Union County College**

Tuesdays at 11:00 am through January 2022

You must pre-register to attend these online/virtual events at:

<https://tinyurl.com/UCC2022>

**To get started or for more information contact us  
at 908-965-2992 or [cwd-recruiting@ucc.edu](mailto:cwd-recruiting@ucc.edu)**



**UNION COUNTY**  
*We're Connected to You!*



Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

# JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS  
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

## END OF LISTINGS

Please: Print only what you need. ♻️ Recycle what you print.

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Jobseekers join the Job Connections Mailing List: <http://bit.ly/JobConnectionSignUp>

Employers join our Mailing List: <http://bit.ly/JobConnectionEmployers>

Agencies and case workers join our mailing list: <http://bit.ly/AgencyContacts>

Employers or recruiters may submit opportunities to the Job Connections Newsletter by following this link. Submissions must be received by 12 noon on the Wednesday before publication date.

<https://form.jotform.com/IBlatUCC/job-submissions>

The Job Connection is updated on the first business day of each week on the UCC website at

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at [www.ucnj.org](http://www.ucnj.org).

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**UNION COUNTY COLLEGE** *Transforming Our Community... One Student at a Time*



**UNION COUNTY**  
*We're Connected to You!*



A Service of the Union County  
Board of County Commissioners

