

A source for jobs and employment-related events in the greater Union County area

Job Connection

A joint venture of Union County College and the Union County Board of Chosen Freeholders

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Sept 11 – Sept 17, 2017

CAREER DAY COMING UP AT THE UNION COUNTY ONE - STOP IN ELIZABETH, 921 ELIZABETH AVE. ELIZABETH, NJ 07201

FEDEX - Tuesday, September 12th, 2017, From 1:00 to 3 PM, Hiring Package Handlers, for locations in Woodbridge (Keasbey) and Edison, Job order number: NJ1237909. Pay \$12.30 to \$14.30 to start! Part Time Position available immediately!

FEDEX - Recruitment, Friday, September 22, 2017, From 10:00am – 12noon.

Now Hiring! Package Handlers, (NJ1266071), Six Locations: Edison/Nixon Lane, Dayton, East Brunswick, Cranbury, Jersey City and Dover \$13.30 to \$14.30 to start. Full time and flexible schedules available in some locations.

FLEETLOGIX – Recruitment, Monday, September 18th, 2017 1:00pm – 3:00pm. We are pleased to announce that Fleet Logix will become the new service provider for EHI EWR. We are now hiring for: EHI – EWR, transporters - NJ1296513, VSA'S - NJ1296512, lead transporter - supervisors - Office locations: 815 Elizabeth Ave., 3rd Floor, Ste. #402, Elizabeth, NJ 07201. Tel.: 908-469-1651. Mon – Friday; 9am-12pm/1pm-4pm

RECRUITMENT EVENTS AT THE MIDDLESEX COUNTY ONE STOP

HEARING LIFE – Thursday, September 14th, Wednesday, September 20 and Wednesday September 27, 2017, 10 AM to 12:00PM, 550 Jersey Avenue, New Brunswick, NJ 08901 Call Center Representative, Job order number: NJ1276474, Location: Somerset, Pay: \$12.00 hourly, Benefits: Health and Dental Insurance, Vacation and 401K. Bring your resume & dress appropriately

FEDEX INFOSESSION - Thursday, September 12th, 161 New Brunswick, 3rd floor Perth Amboy, NJ 08861 and **Thursday, September 19th, 2017, From 1:00 to 3 PM,** 550 Jersey Avenue New Brunswick, NJ 08901 Hiring Package Handlers, for locations in Woodbridge (Keasbey) and Edison, Job order number: NJ1237909. Pay up to \$14.30 per hour!

**CAREER DAY EVENT AT PLAINFIELD ONE - STOP - 200 W 2ND STREET
PLAINFIELD, NJ 07062**

AUDTALENT – Recruitment, Tuesday, September 12th, 2017, from 1:00pm – 3:00pm, Hiring Outbound Call Center Representatives for our Somerset, NJ location! Flexible scheduling available! 2501 Cottontail lane Somerset, NJ. Pay: \$12.00 hourly, plus unlimited commission. **Essential Functions:** Outbound calls to current and potential patients, schedule appointments for free hearing tests, communicate with hearing care professionals throughout the United States, maintain call logs and reports. **Minimum Skills Required:** High School Diploma or GED, proactive customer service skills, excellent phone manner, ability to work independently, prior outbound call center or telesales experience is a plus. The Company Offers: Full Benefits Package (Medical, Dental, Prescription and Vision), PTO, and 401K.

OPEN HOUSE WEDNESDAYS: EXPRESS EMPLOYMENT PROFESSIONALS

Every Wednesdays from 9am to 2pm. Location is 140 Littleton Road, Suite 110, Parsippany, NJ
Come and Apply! Bring a Friend! 70+ openings available in Morris County. All shifts available. 7 delivery drivers, 10 machine operators, 50 pick/pack, 3 electronic solderer and warehouse workers. Please call 973-316-4885 with questions. **Apply online at Expresspros.com prior to coming in and select the Parsippany location.**



CONNECTIONS PERSONNEL: OPEN HOUSE

Tuesday and Thursday from 10am-2pm – Industrial: Pickers/Packers, Warehouse Workers, Forklift Drivers, Shipping & Receiving clerks, Machine Operators, Assemblers, and General Laborers. **Manual Machinist** – Middlesex Company seeking a manual machinist. Candidate must be familiar with operating and programming CNC machines. Tool making experience, a plus. **Electronic Assembler** – South Plainfield Company seeking an electronic technician / assembler. **Candidate** will diagnose and troubleshoot defective parts as well as assemble small electronic components. **Wire bonding and soldering** experience a plus. Knowledge of electronic circuits and components required. **Laborer- North Plainfield Company** seeking laborers to assist in their lumber department. **Candidate must be able to read a ruler / tape measure. Basic math skills required.** Experience operating table and radial saws needed. **Steel Production Operator-** Company in Whippany is in need of a heavy steel production operator. **Candidate will assemble products per engineering drawings, load and unload materials from trucks to the stock area then to the production floor as needed. Candidate will feed materials into the machines and inspect products as they finish.** Machinist- Somerset Company- 3rd shift. Candidate will operate a variety of production equipment. Must have the ability to verify dimensions of finished product visually or by using basic measuring devices, micrometers, caliper and gauges etc. Candidate

should have the ability to read prints and verify that the product conforms to customers specifications. Candidate will keep inspection and documentation data.

Wednesday from 10am to 2pm - Office personnel: Clerical, Customer Service, Administrative, Assistants, Accounting Clerks, and Data Entry. **Please stop by one of our offices at: Connections Personnel 764 Easton Ave. Somerset, NJ 08873. Call to register and for directions: 732-745-9955. Connections Personnel 1911 Westfield Ave. Scotch Plains, NJ 07076. For more information, go to www.connectionspersonnel.com. Call to register and for directions. 908-322-5200**

NEW BRUNSWICK, NJ COMPANY is looking for a Die Bonder / Wire Bonder Operator. Set up, program and maintain both manual and automated wire bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Set up, program and maintain automated die bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Perform production wire bonding and die bonding for several diode laser products, including laser chips, laser arrays, photo diodes, ASICs, and similar micro components. Experience operating and working with Palomar, ASM bonders and Unitemp reflow equipment is a big plus. Experience handling and assembling small parts underneath a microscope with tweezers and or vacuum wands. **Please apply: Connections Personnel, 764 Easton Ave. Somerset, NJ or call for more information: 732-745-9955**

EMPLOYMENT OPPORTUNITIES

BARISTAS FOR CAFE IN FANWOOD- Baristas wanted casual dining Cafe in Fanwood. Fast paced and fun place to work, flexible shifts. If you are a hardworking, reliable individual who has integrity and dedication, we are looking for you! Some weekend and evening shifts are required. Cafe is open daily 7am-10pm, summer hours open until 11pm Friday & Saturday. Pay is commensurate with experience. Day shifts are available. Email LBoyko@inroadsto.com

CHEVYS FRESH MEX – is hiring Job-Bar Back in Linden, NJ. **Key Responsibilities:** Ensure bar area is clean & presentable. Set up bottles (beer) on bar, “top shelf” liquor on back shelf. Ensure beer taps are working properly. Place appropriate bar snacks on counter; if applicable. Keep supplies; snacks, napkins, etc. stocked throughout shift. "Bus" tables in bar area as necessary. Follow management’s closing procedures nightly. Keep bar, bar area and supplies clean. Make change for bartender as needed. Floor care; sweeping and mopping floor. Wash floor mats. Facilitate trash removal for bar area; trash removed and placed in dumpster prior to departing. **Qualifications:** Previous bar and/or restaurant experience preferred. Able to transport glass racks and cases up to 25lbs up to 15 times a shift. High endurance level required. Lift up to fifty (50) pounds, unassisted. Stand for long periods. Bending, stretching, and kneeling throughout shift. 18+ years old. **For more information, please go to <http://www.dohertyinc.com/careers-jobs.html>**

CINTAS – is hiring in Union, NJ for a Maintenance Technician I. **Description:** Responsibilities include but are not limited to assisting with repairing, maintaining, installing and troubleshooting industrial equipment, systems and components including but not limited to washers, dryers, steam tunnels, conveyor systems and boilers; assisting with performing

preventive/predictive maintenance; resolving safety concerns; performing indoor and outdoor housekeeping; monitoring inventory supplies; and maintaining maintenance records. **Qualifications:** Minimum two years working experience repairing industrial processing equipment in an industrial environment or in the military required. Ability to read maintenance literature printed in English required. Prior experience with and ability to read a blueprint is required. Basic Microsoft Office computer skills required. Boiler knowledge preferred. HVAC experience preferred. Prior experience and ability to perform welding activities including MIG, TIG, ARC, cutting and brazing preferred. Ability to stand for up to 7 hours in an 8 hour shift required. Competitive Pay, 401(k)/Profit sharing/ESOP. Medical, Dental and Vision Insurance Package. Disability and Life Insurance Package. Paid Vacation and Holidays. Career Advancement Opportunities. Apply at: <http://careers.cintas.com/>

CONSOLIDATED CONTAINER COMPANY - – is hiring in Elizabeth, NJ General Equipment Maintainer (GEM). The GEM reports directly to the Maintenance Supervisor. **Total Rewards:** Consolidated Container Company is committed to providing a competitive Total Rewards Package that meets our employees' needs. From a choice of medical, dental and vision plans to retirement savings opportunities through a 401(k), company match and Roth feature, CCC offers a comprehensive benefits package. We want our employees to have a work life balance ensuring they are at their best in whatever they do. We offer a generous holiday, vacation and time off program as well as opportunities to contribute to our local communities and broader scale sustainability efforts. In addition to recognition we believe in supporting our employee's professional growth and development. We provide employees a wide range of free e-courses through our Learning Management System as well as training sessions, seminars and a generous tuition reimbursement benefit. **Responsibilities:** Job Summary: The General Equipment Maintainer will perform repairs, preventive and corrective maintenance on production machinery, plant blow mold equipment and facility. They are also responsible for following our company's Good Manufacturing Practices. Essential Duties & Responsibilities: Ensure compliance with corporate and plant safety standards and with applicable laws and regulations issued by regulatory agencies. Install, adjust and repair blow mold, trimmers, palletizer and other related equipment. Perform mold, neck tooling changes, pin and other equipment changes. Inspect and replace pneumatic and hydraulic hoses. Inspect, rebuild and replace valves and pumps. Perform preventive maintenance on all related equipment. Maintain machines in optimal processing condition. Weld, fabricate, and repair various machines. Troubleshoot, locate root problems and repair blow mold, baggers & support equipment. May operate blow mold or injection machines. Communicate with other departments on a frequent basis Other duties as assigned by management. **Qualifications:** The requirements listed below are minimum requirements for the job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to safely perform the essential functions of the job, unless such accommodation would impose an undue hardship on the Company. **Education and/or Experience:** High school diploma or general education degree (GED) required. Certificates, licenses, registrations: May require a current OSHA forklift certification. **Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to safely perform the essential functions of the job, unless such accommodation would impose an undue hardship on the Company. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee frequently is required to lift and/or move up to 50 pounds. **Work Environment:** While performing the duties of this job, the employee is regularly exposed to moving mechanical parts in a production environment. The noise level in the work environment is usually loud. Temperatures inside the plant can fluctuate between hot and cold according to seasonal changes. Personal protective equipment (PPE) is required in the production department and other designated areas. Please visit our website at: www.cccllc.com

CRATE & BARREL & YOU – Is Hiring: Competitive Salaries, Generous discount on all Crate & Barrel, CB2, and LOD, Business Casual Environment, Employee Events, Flexible 4-5 day Schedule, Overtime Opportunities, Cross-brand and Cross, Function career opportunities, Health Care Benefits, Medical, Dental, Vision, Holiday Pay, Paid Time Off, 401k Plan, Life Insurance Short and long term disability. For more information and to apply online please visit: www.Crateandbarrel.com/careers

CRATE & BARREL & YOU – Is Hiring at their Cranbury Outlet, 315/311 Half Acre Road, Cranbury, NJ 08512, All Shifts, Part Time, Full Time, Seasonal, Opportunities!! Leadership Positions, Packers, Pickers, Loaders/Unloaders, Forklift Operators

For more information and to apply online please visit: www.crateandbarrel.com/careers

CHELSEA SENIOR LIVING IN FANWOOD, NJ - Is Hiring a P/T Front Desk Concierge. **Summary:** Greets residents, residents' families and general public in a gracious and welcoming manner. Interfaces with all departments to facilitate communication. Oversees office work including distribution of mail, updating of menus, maintenance of beverage and snack buffet and new employee paperwork. **Duties and responsibilities:** Maintains log of all visitors/guests to the residents. Consistently maintains a kind, caring and respectful attitude towards residents, residents' families and guests. Sensitive to the special needs of the seniors and demonstrates a genuine, caring attitude. Responsible for hiring, training, supervising and scheduling part-time receptionist. Sets, maintains, communicates and holds staff accountable for a high standard of performance. Answers telephone in a courteous and confident manner. Always maintains an assertively friendly positive attitude. Notifies appropriate staff when there is a person or person waiting in the lobby to meet with members of the staff. Interfaces with all departments to facilitate communication through the use of the telephone, walkie-talkies and other communicative devices. Transfers calls to the appropriate party. Takes messages when the desired person is not available. Notifies the individual when he or she is off the phone that there is a message or places the written message in the appropriate box. Responsible for a timely distribution of messages. Notifies the dietary department when the Beverage and Snack Buffet needs replenishing. Places soiled dishes and plates in the bottom cabinet as needed. Informs nursing when a resident in the lobby area requires attention. Redirects confused residents from the front or side entrance. Maintains a list of residents who wish their personal laundry done by housekeeping/laundry staff. Compiles a list of people who want papers and what papers they have ordered. Maintains a list of residents who wish to use the Beauty Shop. Notifies the Food Services Department if a resident is going to have a guest for a meal. Notifies the Health Services Director or designee, when an emergency call request registers on the emergency call computer station. Notifies the Executive Director or designee and the Building Services Director or designee, if a fire emergency is reported; follows established procedures to notify staff of the emergency. Respects residents' confidentiality at all times. Completes computer work, office work and projects assigned by the Executive Director or other Department Heads. Maintains an adequate supply of: New Employee Packets, admission Packets, employee Handbooks, Monitors office supplies and re-orders when necessary, processes new employee paperwork, distributes and files appropriately, sorts and distributes business mail to appropriate parties, maintains confidentiality of all residents at all times, other duties as assigned. **QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities. Education/Experience: Two to four years related experience or training. Language Skills: Ability to respond to common inquiries and complaints from residents, residents' families, regulatory agencies or members of the community. Ability to read and comprehend simple instructions. Ability to project their voice on the phone and in person. Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with problems involving several concrete variables in standardized situations. Other Skills and Abilities: Must interact with ill and disabled residents and with those affected by Alzheimer's disease or related memory impairments, residents' families, other employees, regulatory agencies and the public. Must be able to cope with the mental and emotional stress of the position. Have current First Aid and CPR certification. Physical Demands: Must be in good physical condition and able to move freely throughout the residence. While performing the duties of this position, the employee is regularly required to effectively communicate with the residents, residents' families, other employees, regulatory agencies and the public. The employee must occasionally be able to push, lift or move up to 50 pounds. Good observation skills are necessary for this position. This position requires working every Saturday 8am-3pm and every other Sunday 3pm-9pm. Opportunity to work more hours, flexibility needed. Interested candidates please send resume to: <http://www.chelseaseniorliving.com/>

DIVINE HEALTH MEDICAL SUPPLY, INC. – Order Number: NJ1296380. Date Job Order Received: 09/05/2017
Number of Openings: 1 - is hiring an Office Aide for a location in Perth Amboy, NJ. Minimum Experience Required: No experience requirement provided. Job Description: Seeking an experienced coder & Biller to process insurance claims & collecting co-pay from clients & patients. Submit & process prior authorizations to Insurance Companies. Liaison with Insurance Companies & Physicians for proper & timely filing. Pay: \$10.00 - \$13.00 Hourly. Benefits: No benefits provided. Hours per Week: 35. Duration: Full Time, Over 150 Days. Work Days: Monday thru Friday. Shift: First (Day). Public Transportation: Public Transportation is available. Minimum Education Required: High School Diploma

Driver Licenses, Including Endorsements: No Driver License requirements specified. How to Apply: To apply, contact the employer in person, by telephone, by fax, or by email: Oweh, Tania, 377 Smith Street, Perth Amboy, NJ 08861. Phone: Oweh, Tania (973) 518-3244, Fax: Oweh, Tania (732) 735-3191, Email: tkachikwu@divinemedicalsupply.com

ELIZABETH DEVELOPMENT COMPANY: Provides **Job Preparation and Placement**, a free program for unemployed adults in Elizabeth, NJ. Receive comprehensive services: Job training, job placement, and post-employment support services. Building Trades and Construction Pre-Testing and Job Preparation- Monday-Friday 11am-3pm. Careers in Hospitality training, Classes starting in Fall 2017. Training in the Hospitality Industry, including: Culinary services, Food and beverage services, Hotel and Lodging, Event Coordination and more. *No Experience necessary* *Learn new skills while on the job* *Empowerment workshops*. *Pre-employment training life skills training* *Job coaching and mentorship* **For more information call us today at 908-289-0262, or stop in our office- 205 First Street, Elizabeth, NJ 07206**

EDGEWOOD PROPERTIES – Is Hiring for **Property Management and Maintenance:** Community Managers, Concierges, Leasing Consultants, Appliance Repair Techs, Boiler Operators, Groundskeepers, Housekeepers, HVAC Techs, Maintenance Techs, Painters, Pest Control Techs, Plumbing Techs, Power washers, and Security Guards. **Construction and Excavation:** Cabinet Makers, Civil CADD Ops, Commercial Carpenters, Environmental Techs, Heavy Equipment Operators, Laborers – Excavation/Pipe, Landscapers & Irrigation Techs, Mechanics – Gas & Small Engine, Mechanics – Aerial Lift/Forklift, Mechanics – Truck and Heavy Equip., Spacklers, Trim Installers, Truck Drivers w / CDL B Lic., Woodwork Apprentices. **For more information, visit:** edgewoodproperties.com/careers

ENTERPRISE HOLDINGS – is hiring in Newark for a Building Maintenance Technician. This person will handle repairs, preventive maintenance and grounds maintenance of all on-site buildings and grounds in the Union, Essex, and Hudson County areas. The position will be responsible for maintaining the appearance and cleanliness of all buildings and customer service areas, as well as certain lot areas. The individual will be expected to perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards. A vehicle is supplied for transportation and storage of tools, equipment and materials. **Responsibilities:** General maintenance and repair work including (but not limited to): Electrical: Ballasts, bulbs, parking lot lights, outlet installation, dedicated circuits, and sign repair, comfort with higher voltage, electrical troubleshooting. Plumbing: Clogs, drain cleaning, sink/faucet repair/replacement, toilet repair/replacement, leak repair, hot water heater repair/replacement, basin cleaning in garages, pit/drain cleaning and snaking in garages, repair of broken pipes, sweat pipes. Painting: Latex/oil based paints, brush and roller applications, plaster, drywall and wallpaper repair. Glass: tempered, board ups. Locks: Deadbolts, levers, all hardware. Doors: Metal/wood, closers, hinges, sweeps, etc. IT: Tele-data wiring, Low voltage cable work. HVAC: working knowledge of HVAC systems and minor repair. Moving items as needed (i.e. furniture, file cabinets, boxes, etc.). Delivery of office and building supplies to the correct departments and locations. Cleaning not assigned to the cleaning crew, including commercial equipment such as vacuums, car wash, etc. Exhibit a professional appearance and comply with all uniform requirements. Maintain a regular and reliable level of attendance and punctuality. Small appliance and equipment installation (pressure washers, air compressors, etc. Perform miscellaneous job-related duties as assigned, including landscaping.

Qualifications: We are looking for individuals with solid work ethic, communication ability and enjoy working with hands-on projects. The ideal candidate will possess the following: Must be at least 18 years of age. Must be available to work a flexible schedule, including nights and weekends. Electrical, Plumbing, or HVAC trade skill(s) preferred. Experience with repair/maintenance of household items (“handyman” type skills). Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Ability to lift at least 80 pounds repeatedly due to heavy equipment. Ability to move and climb ladders (6-30 feet). Strong communication and time management skills. Be able to analyze problems and work through them independently. Must be willing to accept a starting pay of \$20/hour, depending on experience. Apply at: <https://go.enterpriseholdings.com/our-company/about-us>

GOODWILL INDUSTRIES OF GREATER NEW YORK AND NORTHERN NEW JERSEY, INC. – is hiring a Makerspace Technician, Position Type: Entry-Level (3 yrs experience or less) General Purpose: In a few brief sentences summarize the primary duties and responsibilities. The Makerspace Technician will oversee the community and program participant use of the

equipment, including computer use and use of the 3D printer and laser cutter. As needed, the Makerspace Technician will provide instruction and guidance on equipment use. The Makerspace Technician is the main point of contact for individuals wishing to use the Makerspace for professional development or job seeking support, and will represent Goodwill's mission of empowering individuals who have barriers to employment. **Essential Functions:** Describe the duties that define the core responsibilities of the job. Participate in outreach for participants to participate in the Make Your Job program. Conduct career assessments to help participants' articulate needs and connect them with job and entrepreneurship opportunities in the community. Provide orientation to participants on the equipment, programs and resource available at the center. Prepare, organize and maintain information on a weekly basis including case notes, reports and tracking data required. Learn the operation of the 3D printer and laser cutter by attending a Train the Trainer class at Rutgers Division of Continuing Studies (DoCS); Liaison to Rutgers for additional help and troubleshooting. Provide instruction in the operation of the equipment to program participants. Provide support to program participants in the use of the equipment by facilitating accommodations through the use of outside resources and one on one tutoring and other supports, as needed. Facilitate entrepreneurship opportunities by attending workshops and liaison to the Center for Urban Entrepreneurship and Economic Development (CUEED). Participate in meetings to develop and design prototype for scaled version of the program. Completes all case notes as per the case note and paperwork compliance procedure.

Enter consumer information into Foothold Awards system. (Other duties and assignments as may be assigned at the sole discretion of the employer). **Qualifications:** Describe the minimum educational and experience requirements/preferences. Required: HS or GED Diploma; Bachelor's degree preferred. **Skills Required:** Describe the minimum skills required or preferred. Intermediate Word, Excel and Outlook preferred. Excellent communication and written skills. Must be able to prioritize and multi-task. Navigate and negotiate through difficult situations. Ability to communicate with all levels of employees. **Scope of Responsibility & Positions Supervised:** Where applicable describes level of authority, decision making discretion, consequences of actions, supervisory and fiscal responsibility. Provide metrics where possible. Level of supervision received. Will receive supervision from the Coordinator of Pre-Employment Services as needed. **Special Working Conditions:** Describe unusual working conditions or environmental factors. Makerspace work area may be dusty and noisy. Lifting up to 25 lbs. required. Involves working with heavy tools and machinery. **To apply:** Email resume to LFiore@goodwillny.org.

JERSEY JOB CLUB - To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. Jersey Job Clubs give you the tools and support you need to find the right job, fast. We'll help you develop new skills and build up skills you already have. Attend workshops on resume writing, job search, interviewing, networking and LinkedIn. Receive job leads in your email! Receive individual attention by making one-on-one appointments with the Jersey Job Club leader! **To be eligible to participate, attend the General Orientation any Tuesday at 9:30am or 2:00pm. Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. For more information, email Kathleen.Eaton@dol.nj.gov**

LINDEN FIRST EMPLOYMENT & TRAINING CENTER - Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation & Training Sessions are held on Mondays at Linden City Hall - 301 N. Wood Avenue, 3rd Floor Planning Board Room. Arrive at 9:45 am to sign in and obtain instructions. Sessions begin promptly at 10 am. Free parking - City Hall Parking Garage (top level) with building access from the parking deck entrance. **For information: (908) 290 3107 For Linden residents. No sessions on City Holidays.**

MARRIOTT – Marriott International is consistently recognized as an employer of choice around the globe by FORTUNE and Working Mother magazines, Diversity Inc., Great Places to Work Institute, and the CRF institute among others. Benefits may include medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. **To begin your journey, go to www.marriott.com/careers.** Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state, or local laws.

MAINTENANCE MECHANIC: Working Foreman for nonprofit work center in Roselle. Must have ***strong mechanical aptitude and troubleshooting skills on a variety of mechanical equipment***, as well as computer skills to maintain data base of equipment/work orders. **Job Duties** include: Trouble-shooting and repair of small conveyors, packaging machines, cafeteria and other equipment, including forklifts and pallet jacks. Maintaining data base of all work orders, equipment, scheduled maintenance, repairs and mandatory inspections, and accomplishing same. Working alongside and supervising Maintenance Mechanic to assure work orders are prioritized and completed in a timely manner. Completing normal maintenance and upkeep of 4 buildings and the systems typically found in them. Performing routine preventive maintenance, repairing minor problems, and ascertaining when outside vendors may be required to accomplish equipment repair. Seeking out and researching vendors as to cost and quality of work to insure the best and most cost effective choice for our Center. The chosen candidate will be required to work with most staff throughout the agency, so an approachable, supportive demeanor is required. Will occasionally need to respond to emergency situations. Full-time (30-35 hrs/wk) or Part time (25 hrs. per wk.) Mon-Fri, Excellent Benefits, Paid Time off & Holidays. Salary: \$20 to \$27/hr, based on abilities and experience. Send resume to LBoyko@inroadsto.com or fax to 908-241-2025.

MEDICAL COLLECTION SPECIALIST - COMMUNITY SURGICAL SUPPLY – Several positions are available at their locations in Kenilworth and Toms River. **Job summary.** : Coordinate all patient and insurance collections by analyzing assigned aged trial balance. Contact patients regarding outstanding balances. Follow up with insurance carriers in a timely manner. Maintain daily and monthly productivity goals to maximize cash flow. Work daily denial and resubmit insurance claims. Respond to patient billing and statement inquiries. Keep abreast of changes in contracts and insurance carriers through in-services and memos. Communicate with customer service and management on ongoing basis. Make recommendations to management for write-offs. Assist other staff and perform other duties as assigned.

Requirements and Qualifications: Must have 1 - 2 years medical collection experience, HME preferred but, not required. Must possess excellent interpersonal, communication and organizational skills. Self-motivated with the ability to work independently with minimal supervision. Computer literate. Self-starter, able to handle multiple tasks. Medical background and an understanding of HCPCs and ICD10 codes. **Physical Demands:** The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. **INSURANCE AUTHORIZATION**

COORDINATOR: JOB SUMMARY. Verify patient's medical insurance benefits. Obtain ongoing insurance authorizations/medical necessity documents. Update patient demographics/information in the billing master files. Stay current with knowledge of third-party payer requirements and working closely with the customer service and collection teams are both essential for success. Performs various duties as assigned by management. Ideal candidate should possess the ability to work in a fast paced environment, with the ability to multitask and consistently handle a high work volume. The proven ability to reach goals and objectives is essential. Strong organizational and analytical skills are a must. Home Medical Equipment (HME) or Home Respiratory experience preferred, but not necessary. A working knowledge of commercial and third-party medical reimbursement is a must. **Physical Demands:** The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Community Surgical Supply conducts drug, background and motor vehicle checks in our hiring practices. Community Surgical Supply recruits and retains talented individuals without regard to gender, race, age, marital status, disability, and veteran status or any other status protected by federal, state or local law. Community Surgical Supply is an Equal Employment Opportunity and Affirmative Action Employer. EEO/AE. **Community Surgical Supply. 668 North Michigan Ave. Kenilworth, NJ 07033. www.communitysurgical.com**

MILLER'S ALE HOUSE – is hiring Part-time Server in Woodbridge, NJ. Description A Server is responsible for representing Miller's Ale House Restaurant by providing guest service that exhibits professionalism, attention to detail, and the desire to create a welcoming environment. S/he will work directly with other team members to ensure that the guests' visit exceeds their expectations. **Essential Requirements & Key Responsibilities:** Arrives to work on time as scheduled in full uniform. Greet guests in a warm and friendly manner while also acknowledging all guests that come within five feet. Follows the steps of service as defined in the training materials. Provides highest level of service by adhering to all Miller's Ale House service standards. Fulfills all job responsibilities in order to contribute to a "one great shift" operation. Serves alcoholic beverages in accordance with company standards and state alcohol service requirements. Work directly with other FOH team members to ensure all of the guest's needs are fulfilled in a timely manner. Ensure menu knowledge to address guests' questions; including food allergy issues. Proper food handling and sanitation of work areas; to include ensuring cleanliness of restrooms upon departure. Interact with guests to create "Ale House Raving Fans". Maintain neat and organized server stations and FOH work areas; to include sweeping and mopping as needed. Accomplishes all running and end of shift side work; including ensuring work areas are stocked and ready for the next scheduled server to take over; ensures cleanliness upon departure from restrooms. Notifies management immediately of any potential issue with guests, team members, and/or long ticket times. **Required Skills & Education** Desire to provide exceptional service throughout the entire shift. Strong communication skills and the ability to work alone as well as with a team. Ability to multitask and work in a fast paced environment. Ability to work with numbers and handle cash. Team Members must be 18 years of age at the time of hire. **For more information, please go to <https://millersalehouse.com/careers/>**

MORGAN PROPERTIES is hiring a **Maintenance Technician** in Elizabeth, NJ. What you will be doing: We are currently looking for a hard-working and customer service minded individual with prior apartment maintenance experience to fulfill a Maintenance Technician need at our properties. As a maintenance technician, you'll be responsible for trouble-shooting service issues that our residents encounter including - HVAC, general appliance work, carpentry, and plumbing. You'll work with the members of the maintenance team to ensure that both the inside and the exterior of the property meet both company standards and applicable laws. You will respond to maintenance tickets, follow-up with residents and the office staff, and work in an on-call rotation that will require nights and weekend flexibility, since property management is a 24/7 job. What we'll expect from you: Well-rounded experience in all facets of apartment maintenance including plumbing, electrical, HVAC, carpentry, and small appliance repair. Work alongside the maintenance and office team to provide exceptional customer service to resolve all maintenance related issues to the satisfaction of our residents. Outstanding interpersonal and communication skills required to interact with both residents and office staff. Previous job experience: Property Maintenance, Contractors Construction workers, hotel management maintenance. HVAC certification and/or Boiler's License a plus. Valid drivers' license along with good driving record and auto insurance is required. Emergencies happen. In order to ensure we are addressing these issues as soon as possible, our Maintenance Technicians must live within 30 minutes of the property. Education: High school diploma or general education degree (GED); One year or more related experience and/or training; or equivalent combination of education and experience. The "Benefits" of Employment: Employee referral payment program, educational enhancement program, medical, dental, and vision benefits, life/AD&D Insurance, long and short term disability, retirement Plan - 401(k) Plan, discount on an apartment with any one of our properties, free access to pool and fitness center, discount on PC Richards Appliances, discount on Verizon wireless products/phone plans, discounts on CDW Computer Centers products. Apply at: <http://morgan-properties.com/CAREERS2009/index.asp>

MTK HIRING: MONROE TWP. GENERAL LABOR WORK Shift Monday - Friday 8:30A - 5:00P with flexibility for mandatory Overtime weekdays and Saturday's during peak seasons. **NJ Salary \$12 hour/ \$18 hourly OT Rate (OT is time worked over 40 hours)** Employees will be manually moving merchandise and materials around the facility using hand jacks and dolly's, general housekeeping duties keeping the facility free from debris. Some pick/pack will be involved but this is not a position where the employee is expected to pack in a work-station throughout the entire shift. Areas: Porter/Housekeeping (No kitchen trash/bathrooms) – removal of packaging materials, separating wooden pallets, Styrofoam, cardboard, etc. and placing in appropriate receptacles Pick/Pack – Order selection, building pallets for shipment, shrink wrapping pallets, packing individual items to be placed on pallet. Parts Inventory – Must have strong attention to detail, familiarity with cycle

counts, scan guns and will be matching serial numbers to pull parts required for repairs. General Prep – Will be staging equipment for repair technicians including unpacking items, removal of packaging materials/waste, and moving materials. This is a long term contract position with the potential to become permanent with the client company.

Health/Dental/Vision available after 90 days. Requirements must have warehouse experience. Must be able to lift 50+ lbs. **FORKLIFT OPERATORS** Shift Monday - Friday 8:30A - 5:00P with flexibility for mandatory Overtime weekdays and Saturday's during peak seasons. **Salary \$14 hour/ \$21 hourly OT Rate (OT is time worked over 40 hours)**. Employees will be operating forklifts moving merchandise and materials around the facility in addition to using hand jacks, dolly's, and maintaining general housekeeping duties keeping the facility free from debris. All Equipment Operators are expected to rotate in other areas as needed: Porter/Housekeeping (No kitchen trash/bathrooms) – removal of packaging materials, separating wooden pallets, Styrofoam, cardboard, etc. and placing in appropriate receptacles Pick/Pack – Order selection, building pallets for shipment, shrink wrapping pallets, packing individual items to be placed on pallet. Parts Inventory – General Prep – Will be staging equipment for repair technicians including unpacking items, removal of packaging materials/waste, and moving materials. This is a long term contract position with the potential to become permanent with the client company. Health/Dental/Vision available after 90 days. **All candidates will be subject to background/drug test screening. Requirements must have warehouse experience. Must be able to lift 50+ lbs. Must have excellent attention to detail. Excellent attendance record. Excellent references. If no evidence of prior forklift operation experience available, employee will be considered for positions without equipment operation starting at \$12 hourly. Must pass background/drug screen/Employment/Education verification. Email Resumes: jen@mtkstaff.net Mon – Fri: 8:30AM – 5:00PM. Mandatory Overtime the last week of each month incl. Saturday. NO CALLS PLEASE!**

NEW JERSEY INSTITUTE FOR DISABILITIES – is hiring for several positions throughout the state of NJ. **To apply, please go to <http://www.cpamc.org/currentemployment.htm>**

NEW MILLENNIUM BANK – is hiring Teller (Part-time). Position Summary: This position is responsible for providing quality customer service. Provide basic cash receipt and payment services in accordance with financial institution policies and procedures. Contribute in a quality nature that will result in growth and profitability for the department. Part-time position up to 22 hours weekly, day shift up to 6 days weekly. **Essential Job Functions:** Maintain a strong knowledge and understanding of appropriate banking laws, regulations, internal policies and procedures and complies fully with those laws, regulations, policies and procedures. Receive checks and cash for deposits to accounts, verify amounts, examine checks for proper endorsement and enter deposits into computer records. Cash checks and process withdrawals; pay out money after verification of signatures and customer balances. Receive loan and tax payments and ensure the payments are applied properly. Count, check and package coin and currency. Balance cash drawer at the end of the shift and compares totaled amounts to computer generated proof sheet. Report any discrepancies to the supervisor as necessary. Ensure that the teller station is properly stocked with forms, supplies, etc. Responsible for counting and processing of night depository bags ATM envelopes and proving of ATM on a daily basis while completing proper information on the appropriate forms. Maintaining prescribed security controls to protect the facility against criminal and fraudulent operations and unnecessary risk or exposure. Provide exceptional Customer Service while continually being aware of Cross-Sell opportunities and obtaining referrals for the Platform Staff. Contribute to maintaining a positive and professional atmosphere by working as part of a team in a professional environment. Open and close the office by following established security procedures. Represent New Millennium Bank in community affairs and civic organizations when needed. Contribute to maintaining a positive and professional atmosphere by working as part of a team in a professional environment. Adhere to the policies and procedures stated in the New Millennium Bank handbook. **To apply, please contact Sarita Bhalla at sbhalla@nmbonline.com**

NJ TRANSIT – PLEASE VISIT OUR WEBSITE (NJTRANSIT.COM) TO OBTAIN INFORMATION REGARDING OPEN TESTING SESSIONS, OPEN POSITIONS, AND JOB FAIRS. Applications can be obtain by visiting our website, www.njtransit.com/careers then click on 'NJ Transit Employment Application'. **Please apply to ONLY open positions. Please send your application to njtsr@njtransit.com or fax 973-665-7575.** Please ensure that the application is complete before sending to NJ Transit. Incomplete applications will NOT be reviewed by recruiters. Testing session are updated on a monthly basis.

OUR HOUSE INC – SEEKING DIRECT SUPPORT PROFESSIONAL/STAFF - Founded in 1980, Our House, Inc. (OHI) is a private, non-profit 501(c) 3 organization that provides residential, employment and recreational services to individuals with developmental disabilities. We have steadily grown to 37 residences throughout Union, Essex, Somerset and Morris Counties. OHI seeks caring and dedicated staff to care for and to train the individuals served. Rates start at \$11/hour.

POSITION	LOCATION	STATUS	REQUIREMENTS
Direct Support Staff	Essex, Union, and Somerset Counties	Full-Time, Part-Time, O/N	High school diploma, clean driving record and valid license, 1 yr. experience
Floating Counselor	Essex, Union, and Somerset Counties	Any	High school diploma, clean driving record and valid license, 1 yr. experience
Senior Counselor	Essex, Union, and Somerset Counties	Full-Time	High school diploma, clean driving record and valid license, 1 yr. experience
Awake Overnight Counselor	Essex, Union, and Somerset Counties	Full-Time, Part-Time	High school diploma, clean driving record and valid license, 1 yr. experience

CONTACT US TODAY ~ Fax: (908) 464-8263 ~ E-mail: recruiter@ourhousenj.org

OVERLOOK MEDICAL CENTER is seeking a Per-diem Registrar for the Patient Access Unit. Flexible hours, including every other weekend. **Responsibilities:** Greet and register patients. Demonstrate excellent communication and customer service skills. Ability to multi-task with attention to detail. Will register patients in an accurate and timely manner entering demographic and insurance information. Collection of copay, deductibles, coinsurance, etc. Through the model of Shared Governance, collaborate with all members of the health care team with a focus on promoting evidenced based care within a healing culture for the patient population served and their families. Candidate will demonstrate and embrace the PRIDE core values (Professionalism, Respect, Involvement, Dignity and Excellence) in every aspect of their job. **Qualifications:** Education: High school graduate. **Requirements:** Medical office/insurance experience preferred but not required. **For more information, please go to <http://jobs.atlantichealth.org>**

PASP SEEKING REFERRALS -The Union County Personal Assistance Services Program (PASP) is currently seeking consumer referrals. This program assists Union County residents with permanent physical disabilities in living independently by meeting their daily needs for personal care. Eligible persons receive funding to hire a personal assistant who assists with activities of daily living such as bathing, meals, light housekeeping, laundry, bill paying, shopping and transportation. Personal assistants may be family members/relatives or may be hired through a home health aide agency. **To qualify** for PASP, persons must be between the ages of 18 and 70 and have one of the following activities: employed in a paid occupation or self-employed, enrolled in training/education related to employment, volunteering for a minimum of 20 hours per month, or serving as the primary caretaker for a child under the age of five (5). Persons must be able to self-direct or make decisions related to daily activities and managing a personal assistant. Eligibility is not based on income or assets; however, consumers may be required to contribute to the cost of their services based on their individual annual gross income and family size. For more information or to inquire about eligibility for the PASP program, **please contact Helen Alvarado at 908-527-4845 or via email at Halvarado@ucnj.org**

PROJECT READY is a free 5 week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins Tuesday, September 12, 2017 and Thursday ends on October 12, 2017. **For more information, please call us at (908) 353-1045, Ext 8, or email Projectready@sjeliz.org. If you are interested in attending our program, please join us for our Open House which is on Tuesday, August 29, 2017 at 1pm. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.**

ROSELLE FIRST WORKFORCE CENTER - Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. **We are now located inside Borough Hall- Lower Level, 210 Chestnut Street, Roselle, NJ (908) 245- 1735.** Walk-ins

welcome on Thursdays at 10 am for intake with a mandatory orientation job readiness session to follow from 10:30 am to 12 noon. This is a free service for Roselle residents and other Union County municipalities.

RUTGERS UNIVERSITY – is hiring for faculty, staff, and counseling positions. Please search for positions at <http://uhr.rutgers.edu/>

SANTANDER – is hiring tellers at the Bayway area in Elizabeth, NJ. Description: As a member of Santander’s retail banking division you’ll help serve Santander’s retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander’s retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank.

Responsibilities: Provides consistent world class customer service to internal and external customers which exceeds their expectations. Resolves customer issues with guidance. Promotes, refers and sells bank products and services Performs within the balancing guidelines, compliance and security procedures. Establishes and maintains the bank way as the singular priority in all activities. **Qualifications:** 3 months cash handling experience or degree in accounting or finance. Retail or customer service experience preferred. Basic computer knowledge and Windows skills required. Strong interpersonal and organizational skills. This is a float position for the Metro NJ area, based out of Elizabeth, NJ Bilingual Spanish/Portuguese Language Skills strongly preferred. **For more information, go to <https://jobs.santanderbank.com>**

SECURITY GROUP LLC – is hiring Front Desk Security Guard in Rahway, NJ. \$10 - \$16 an hour - Full-time, Part-time Commercial, Residential and Retail Sites in North/Central/South Jersey. Full-Time and Part-Time officers needed. Experience is a plus but we can assist candidates with getting NJ SORA license. Competitive pay rates based on experience and site, can range from \$10-\$16 per hour to start. Many sites have benefits. Advancement opportunities. **Requirements: 18+ age legal to work/reside in the USA. Clean criminal background. Speak/understand/read/write English (bi-lingual is a plus). Some sites may require drug testing. FT/PT/Floater schedules are available. Morning, Afternoon, Evening and Overnight shifts. Front desk, mobile & foot patrol, loss prevention, guard house, warehouse posts. Basic computer skills is a plus. Driver license is a plus. Own car is a plus, but necessary. Flexible availability is a plus. Join an industry that is growing yearly. Reliable security officers are needed for all industries. **Interested candidates should call 201-931-3434 or 201-936-6768****

SECURITY MONITORS FT – Newark NJ. We offer personal and professional growth along. We offer extensive training and flexible schedules. So if you are passionate, customer focused, have a high level of integrity....come join our TEAM... **WE WANT TO BE YOUR EMPLOYER OF CHOICE!!! Please apply online to jobs.geogroup.com**

ST. PETERS HEALTHCARE SYSTEM - View our active listings to find a position you would like to apply for. If you find a position for which you are qualified, you can click the "Apply Now" link to fill out an application. You will have an opportunity at the end of the application to attach a resume and cover letter. Please attach your resume in Microsoft Word or .pdf format. Don't forget to click the "Submit" button when you have completed your application and included your attachments. In order for your qualifications to be reviewed for the opportunity you are interested in, be sure to include the position title, requisition number(s) and applicable recruiter within the application as requested. **For listing and to apply, please go to <http://www.saintpetershcs.com/jobs>**

ST. PETERS HEALTHCARE SYSTEM - Clerical & Secretarial, HR Assistant I HS Diploma required, Bachelors preferred. Proficient in Microsoft Office Suite. Strong interpersonal skills. Excellent organizational skills and attention to detail. Fluency in Spanish desired. FT – Days. **Management & Supervisory,** Human Resources Information Systems Manager Bachelor’s degree in HR, IT or related field. Advanced degree preferred. 5 yrs. of progressively responsible experience in HR w/ emphasis on HR processes & data. Working knowledge of Lawson required. Advanced experience utilizing Microsoft Excel. FT – Days. **Human Resources Information Systems –** Manager, Bachelor’s degree in HR, IT or related field. Advanced degree preferred. 5 yrs. of progressively responsible experience in HR w/ emphasis on HR processes & data. Working knowledge of Lawson required. Advanced experience utilizing Microsoft Excel. FT – Days. **Gianna Physician Practice of NY,**

PC. RN / LPN / RN Specialty RN NJ RN License required, BSN preferred. Certification in the Creighton Model Fertility Care System to women & couples preferred. **Maintenance & Support Services**, Cafeteria Aide HS or equiv. Experience preferred. PT - Days - 48hrs per pay. Per Diem – Days, Room Service Associate HS or equiv. Experience preferred. Per Diem – Evenings. **Clerical & Secretarial**, Birth Registration Clerk HS or equivalent. Good computer skills. Associates degree preferred. Customer service, experience strongly preferred. Per Diem – Days. **Nursing Administration**, Clerical & Secretarial Staffing System Coordinator Associates degree plus 3-5yrs of experience in staffing, data tabulation & analysis and budget management. Applicants may substitute appropriate related experience for degree on a year for year basis. Nursing experience highly desirable. FT – Days. **Occupational Therapist** Must have a BS or MS, NJ license/registration or eligibility. Exp is preferred especially in Pediatric Rehabilitation, NDT certification preferred but not necessary. Per Diem - Days

ST PETER'S UNIVERSITY – is hiring several administrative positions. For more information, go to <http://www.saintpeters.edu/human-resources/job-openings/>. Unless otherwise specified, to apply, submit resume, cover letter and the names of three references to the following address: **Saint Peter's University Office of Human Resources 121 Glenwood Avenue Jersey City, NJ 07306** hrdept@saintpeters.edu.

SUMMIT MEDICAL GROUP – is hiring Medical Assistant/Patient Service Representative in Township of Warren, NJ. **Job Description:** The MA/PSR for Internal Medicine is responsible for assisting Physicians, APN/PAs with: Patient care, Patient flow, Procedures, Clerical duties, and Greeting patients/family. Scheduling patient appointments and tests in an efficient and timely manner. Collecting payments from patients, providing account balance, and issuing receipts. Posting payments to the correct accounts. Opening and closing batches daily as required. Preparing bank deposit bags. All Medical Assistants are required to obtain and maintain MA certification. **Requirements:** High School Diploma Required CMA Certification Required. **For more information, please go to** <https://jobs.summitmedicalgroup.com>

TOWNSHIP OF LIVINGSTON – is hiring Planning/Administrative Assistant in Livingston, NJ. Under the direction of the Land Use Administrator, this position will provide a variety of complex secretarial/clerical administrative assistance in the daily operation of the Planning Department. Candidates must be detailed oriented and comfortable providing excellent customer service while disseminating moderately technical or complex information to customers. The position requires strong multi-tasking skills, exceptional attention to detail, and demonstrated computer skills. A minimum of three (3) years of secretarial experience, preferably in land use, construction or zoning is required. Previous knowledge pertaining to the work of the Planning and Zoning Boards preferred. **Required education:** Associate. **Required experience:** land use, construction or zoning: 1 year secretarial: 3 years. Required license or certification: Rutgers' Planning Board/Zoning Board Secretary Designation. **Go to** http://livingstontownship.org/?page_id=1105 **and click on the position for the full job description and instructions on how to apply. Interested candidates should submit a cover letter, resume, and salary requirements to the email listed on the Employment Opportunities page.**

TRINITY EPISCOPAL DAY SCHOOL - Full day Kindergarten teacher needed. Position available immediately. Must have teaching certificate. **Please contact Nancy Ditzel at 908-276-2881.** Seeking full-time teacher for a four year old class. Must have CDA/Associates degree. Hours 8:30am-3:15pm. **Send resume to:** teds205@gmail.com.

TURNING POINT – is hiring for several positions in different parts of New Jersey. **For more information and to apply, please go to** <http://turningpointcareers.com/>

UNION COUNTY COLLEGE – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. **For job descriptions and to apply, please visit** <https://ucc.peopleadmin.com/>. **EOE/Affirmative Action Employer committed to diversity.**

UNION COUNTY EDUCATIONAL SERVICES COMMISSION - is a public agency located in Westfield, NJ that was established to provide cost-effective educational programs and services for the twenty-one school districts in Union County. We are currently seeking a part-time TECHNICAL SUPPORT SPECIALIST to join a growing IT Department. The qualified candidate will provide technical support on use of hardware/software; identify and resolve issues and help desk tickets; manage and deploy images and updates; assist IT personnel on special projects; and perform all other duties as assigned by the Network Administrator and Technology Manager. **Description:*** Available August, 2017 * Part - Time Position (Max. 29/hours per

week) * Flexible Schedule, Mon-Fri, 8:00-3:00 p.m.* Competitive Hourly Salary. Please review the full job posting and complete the online application in its entirety to be considered for an interview.

<https://www.applitrack.com/ucesc/onlineapp/default.aspx?Category=Technology>

UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS (UCVTS) located on Raritan Road in Scotch Plains, is now accepting applications for its Adult Full-Time and Post-Secondary Continuing Education Programs. UCVTS offers a wide range of vocational programs for persons interested in retraining, career advancement, continuing education, or personal improvement. Our philosophy is to provide high quality, low cost training to individuals interested in a vocational career. Our purpose is to develop responsible graduates who are academically, technically, and vocationally competent and prepared for the workplace and future success. Our Adult Full-Time classes run from September to June and accept students four times a year. The vocational courses offered include: Automotive Technology, HVAC/ Plumbing, Cosmetology, and Electrical Technology. UCVTS also offers continuing education and apprenticeship coursework in the evening three times a year. **Please call the UCVTS Admissions Office at (908) 889-8288x301 or visit www.ucvts.tec.nj.us for more information. We nurture your aspiration to find a career that's right for you!**

UPS - Part-Time Package Handler Jobs Available! The Benefits of working for UPS: Medical Benefits Available - Tuition Assistance- Work 3½ - 5 hours per day - Promotion from within - Driving Opportunities - 401(K) plan - Union Pension Plan - Stock Purchase Plan - Employee Discounts \$\$\$ - Paid Vacations and Holidays. Hours and Shifts Available: Twilight – Sunday – Thursday – 5pm – 10pm. **Please go to UPSjobs.com to apply. The Cranbury facility is located at: 100 Middlesex Center Blvd, Monroe Township NJ, 08831. UPS – is hiring for casual driving. Apply on line at <http://www.upsjobs.com>. Candidates must meet the following requirements:** Must be 21 years or older, Must pass a UPS road test, must pass a D.O.T. Physical, Must be able to lift up to 70 lbs. Must attend a driver training class, must meet UPS appearance guidelines, must be able to drive a standard (manual) transmission, must have a valid driver license in state of residence (neighboring state may be acceptable), no violations, accidents, suspensions, or revocations within past 12 months, no more than a combination of three violations or chargeable accidents in the past 36 months or 3 years (No DUI or DWI). **For more information or to schedule an interview: <http://www.upsjobs.com>. The UPS Meadowlands facility is located at: 493 County Ave, Secaucus NJ 07094. Phone: (201) 330-2315 and (201) 271-8456.**

VOLUNTEERS OF AMERICA – is hiring Youth Care Counselor at Plainfield, NJ. **MINIMUM QUALIFICATIONS:** The position requires a high school diploma and one-year experience involving the supervision of children in the human services field or a bachelor's degree in a social services related field. A valid driver's license is required, with a clear driving record for 24 months and the availability to work a changeable schedule including nights, weekends and holidays. **PRINCIPAL RESPONSIBILITIES:** Teach targeted skills to residents and counsel residents in skill and goal development. Role model appropriate social behavior, teaching interactions and corrective feedback. Develop and maintain positive relationships with residents, co-workers, family members, neighbors, and community resources. Counsel towards resource development and use of behavioral therapeutic intervention towards goal attainment. Coach and assist residents in the performance of daily household chores. Assist in the planning and supervision of recreational activities. Perform other related duties as required. **For more information, please go to <http://voa-gny.applicantstack.com/x/detail/a265xrlgh4jv/aaac>**

WALGREENS – is hiring greeter in Elizabeth, NJ. **Customer Experience:** Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). **Operations:** Maintains a position of visibility at the front of the store by the exit doors at all times.

Notifies management and Loss Prevention of any of the following: vandalism, robbery, fires, shoplifting, pickpockets, soliciting, loitering, and violent crimes. Observes and reports to management any suspicious persons or behavior. Deters vandalism, robbery, fires, shoplifting, pickpockets, soliciting, loitering and violent crimes. Implements Company asset protection procedures to identify and minimize profit loss. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products). Responds to EAS Entry and Exit Alarms. Investigates the source of the alarm politely and professionally and with customer's cooperation. Verify receipt for purchases and if receipt is missing, suggest to customer/employee to pay for item if merchandise was not paid for. Notify management of all such incidents. Perform bag checks on all employees as they depart store at the front door. Recognize and greet all customers and act as an "ambassador" of customer service. Regularly check behind front registers as identified by management. Report any irregularities to management and Loss Prevention. Direct customers arriving at the store seeking a refund to the Cosmetic department. Complies with all company policies and procedures; maintains respectful relationships with coworkers. Completes special assignments and other tasks as assigned. **Training & Personal Development:** Attends training and completes PPLs requested by Manager or assigned by corporate. **Basic Qualifications:** Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico). Requires willingness to work flexible schedule, including evenings and weekend hours. **For more information, please go to <https://jobs.walgreens.com/>**

WESTFIELD ARE Y has P/T openings in Childcare/Education/Event Staff/ Pre-school/ Physical Programs. Please refer to our website for more detailed information. www.westfieldnj.org/about-us/job-opportunities or email a resume to humanresources@westfieldnj.org

WINSTON STAFFING SERVICES, LLC - is hiring Warehouse Assistant, Job Summary: Order Number: NJ1295356 Date Job Order Received, 08/31/2017, Number of Openings: 6, Minimum Experience Required: No experience requirement provided. Job Description: 6 to 8 spots, add and replace current staff, must be able to work 7am to 330pm, weekdays, occasional paid OT. Will be cleaning and repackaging boxes, production line set up in teams of four. Will get breaks but will be standing the whole time, and moving pretty quickly the whole day, will also have to lift 30lbs boxes in and out of the receiving and delivery cages. Must be able to speak and read English to do labeling and to make entries into computer to check boxes when done. The jobs will convert to full time within 4 to 6 months and there is career path as company is new division and growing. Will have to pass drug test and criminal background check, and verify latest level of education. Job Location: Edison, New Jersey, Pay: \$13.00 - \$13.00 Hourly, Benefits: No benefits provided, Hours per Week: Not specified. Duration: Full Time, 4-150 Days, Work Days: Monday thru Friday, Shift: First (Day), Public Transportation: Public Transportation is not available, Minimum Education Required: High School Diploma, Driver Licenses, Including Endorsements: No Driver License requirements specified, How to Apply: To apply, contact the employer by email: Email: jlucas@winstonstaffing.com

WORK READINESS ACADEMY – is hiring Paraprofessionals Part-Time Positions in Westfield, NJ. **Description:*** Part-Time, Monday - Friday * Flexible Schedule (8:20 a.m. - 2:40 p.m.)* Hours: Not to Exceed 29 per week* Salary: \$18.50/hour. **Requirements:** * Minimum of 60+ College Credits* High Degrees of Responsibility, Flexibility and Patience* Effective organizational, interpersonal, and communication skills* Prior experience working with students with Autism Spectrum Disorders, Cognitive Impairments and/or Multiple Disabilities preferred. **Please complete the online application in its entirety to be considered for an interview:** <https://www.applitrack.com/ucesc/onlineapp/>

YOUTH CONSULTATION SERVICE (YCS) is a private, not-for-profit, nonsectarian social services organization. YCS has been caring for children since 1918. As New Jersey's leading private non-profit provider of behavioral health and social services. YCS offers hope to the state's most vulnerable children, and adults in its special education and autism programs, foster care, residential safe havens, programs for developmentally disabled consumers, and community based programs. ****All candidates must be 21 years or older and all new hired are required to attend a week orientation: Monday through Monday 8:45am-4:00pm. **** **Personal Assistants:** Requirements: High School Diploma or GED, DDD relevant experience and/or personal knowledge of developmental disabilities, and valid NJ driver's license are required. Preferred: Certificates

JOB SEARCH REMINDER - When responding to job leads from this or any source, do not send / accept money or share confidential personal information such as your social security number, credit card number, etc. Visit company's website in advance of placing an application or attending a recruiting event.

in Pre-Service training, Danielle's Law and Positive Behavioral Supports, Overview of Developmental Disabilities, Medication Administration, Preventing Abuse and Neglect of Persons with Developmental Disabilities certifications are preferred. **Residential Assistants:** Requirements: H.S. Diploma/G.E.D. College preferred. Must have a valid driver's license and (2) two years psychiatric experience working with children in a group setting. **Teacher Aides:** Requirements: High School Diploma is required; associate's degree or college preferred. Experience working with students w/ special needs and able to follow directives. The primary purpose of this position is to intervene and assist students and staff in emotionally charged situations during the school day. Candidate will supervise, discipline, and advise special needs students. Role includes diffusing crisis and assisting with conflict resolution. **Fee for Service Clinicians:** Requirements: Master's degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW); Licensed Social Worker (LSW), Licensed Associate Counselor (LAC) or Licensed Professional Counselor (LPC). Experience required: Two (2) years of full-time clinical work experience. Clinicians will work with children, adolescents, and families by providing services based on individualized treatment plans. **Behavioral Assistants:** Requirements: High school diploma or GED. A minimum one year experience working with developmentally delayed children/youths and/or personal knowledge of development disabilities. A valid NJ driver's license and reliable vehicle. Must be comfortable working in the family's home. Able to drive up to 45 minutes to a client's home (travel reimbursement available). Part-time positions available up to 30 hours per week. Flexible work schedule - Hours and days will vary depending on the shift needed Weekends included. **Interested candidates should apply online:** <https://re21.ultipro.com/you1000/JobBoard/ListJobs.aspx>; for more information please visit www.ycs.org

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