

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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Nov 20 – Nov 26, 2017

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

ACADEMY STAFFERS INC. - Need extra cash \$\$ for the Holidays...We are recruiting for the **Seasonal Package Handlers** position @ Newark Liberty International Airport Competitive Salary Must pass criminal background check and drug screen. **Address: 17 Academy Street, 5th Floor Newark, NJ 07102. Phone: (973) 622-4537 (Ask for Ms. Wade or Ms. Rogers)**
Time: 10:00 AM – 3:00 PM

AFTER SCHOOL PROGRAM - Staff Wanted! The hours are from approximately 7:00am—9:00 am and/or 2:30 pm-6:00 pm, Monday-Friday. Flexible schedules for students are available. Compensation starting at \$10/hour (additional compensation may be available based on education and experience) **The Work-Family Connection locations in Long Hill, Bound Brook, Roselle Park, Chatham and Florham Park.** **Responsibilities** for this position include working with children, implementing curriculum and activities, assisting with homework, maintaining the safety and supervision of the program. Further, this person needs to be a motivated, team player with a positive attitude. Please submit your resume and letter of interest detailing why you think you would be a good fit for this position to employment@workfamily.org. Type “Job Opportunity” into the subject line.

BROOK HEALTH CARE, LLC— Do you love helping people? We are looking to hire compassionate, professional, **CERTIFIED HOME HEALTH AIDES** to care for our clients in Middlesex County! Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. Daily tasks that may include any of the following duties, but not be limited to: companionship, bathing, dressing, med reminders, assist with ambulation, meal prep, shopping, errands, transportation, light housekeeping. **Qualifications:** CHHA License; One (1) year direct patients care experience; PPD2-Step; Physical or MDs Note; Immunizations (MMR/Varicella); CPR Certification; Be able to lift, bend, reach, etc., Clean criminal background check and driving record; Ability to travel per job requirement; Valid driver’s license and reliable transportation at all times. Available for: Days, Evenings, Weekends, and Live-in shifts. For more information: deborah@brookhc.com. Please apply to: <http://brookhc.com/employees-applicants/>. **Instructions:** Scroll down and click RED “NJ Job Application” button to complete an online application for our NJ office. Log in: njapplicant. Password: brookhc

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/>

CONSTRUCTION SPECIALTIES (CS) – is looking for a Sales Support Assistant. Location: US-NJ-Cranford. **Overview.** Under general direction, provides support to the sales order process. **Responsibilities:** 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 to perform the essential functions, including but not necessarily limited to the following: Maintain details of the sales order entry process as needed. Administer and create sales and bookings related reports as needed. Support and correspond with members of sales department and external customers as needed. File and organize all job files. Assume additional related responsibilities as required. **Qualifications: Capabilities:** Organizational Skills. Detailed Orientated Collaboration. Time management skills. Customer Service focused. Communication skills. **Experience:** 3-5 years Administrative or Sales Support experience. **Education:** Associates Degree, Bachelor's preferred.
<https://careers2-csgroup.icims.com/jobs/1681/sales-support-assistant/job?mode=view>

CONSTRUCTION SPECIALTIES (CS) - is looking for a Maintenance Supervisor. Scope of position: Under general direction performs work as instructed by Maintenance Supervisor. Maintains shop tools, equipment, vehicles, building and grounds in a clean and good working order. **Essential duties and responsibilities:** 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 to perform the essential functions, including but not necessarily limited to the following: Follow manager's directions in a timely fashion. Perform basic maintenance duties and establish and maintain effective working relationships with co-workers. Skill in maintaining & operation of power and hand tools, supplies, and equipment proactively and as directed. Operates company vehicles or equipment as needed. Reports any safety or facility maintenance issues to the Maintenance Supervisor. Promotes safety as the highest priority by assisting in safety training and promoting awareness. Performs routine inspections (per OSHA guidelines). Report findings to management and take appropriate actions. May need to load and unload trucks weighting 100-150 pounds. Very limited. Other duties as directed and required. **SUPERVISORY RESPONSIBILITIES:** No. **CAPABILITIES:** Efficient. Collaboration. Organized. Detail-oriented. **EXPERIENCE:** 2-5 years of experience. **EDUCATION:** Technical School or Associates degree preferred. Please visit: <https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job>

CONSTRUCTION SPECIALTIES (CS) is looking for a Maintenance Helper - Location: US-NJ-Cranford. **# Positions:** 1. Type: Regular Full-Time. **Overview:** Under general direction performs work as instructed by Maintenance Supervisor. Maintains shop tools, equipment, vehicles, building and grounds in a clean and good working order. **Responsibilities:** 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 to perform the essential functions, including but not necessarily limited to the following: Follows manager's directions in a timely fashion. Perform basic maintenance duties and establish and maintain effective working relationships with co-workers. Skill in maintaining & operation of power and hand tools, supplies, and equipment proactively and as directed. Operates company vehicles or equipment as needed. Reports any safety or facility maintenance issues to the Maintenance Supervisor. Promotes safety as the highest priority by assisting in safety training and promoting awareness. Performs routine inspections (per OSHA guidelines). Report findings to management and take appropriate actions. May need to load and unload trucks weighting 100-150 pounds. Very limited. Other duties as directed and required. **Qualifications:** Efficient. Collaboration. Organized. Detail-oriented. **Experience:** 2-5 years experience. **Education:** Technical School or Associates degree preferred. Please visit: <https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job>

DELTA T GROUP DIRECT CARE: Delta-T Group is currently seeking Math Teachers with a year or more experience in the field. We have full-time and part-time needs available!! You must have the following requirements: NJ Teaching Certification in Math. College Degree. NJ Department of Education Fingerprints. Experience working in a school setting with children. Fax Resume to: 732-636-8024. Call: Dana at 732-791-4067. Email Resume: Djoyce@deltatg.com

As an independent contractor of Delta-T Group, you will: Have the opportunity to help others. Enjoy a flexible schedule by choosing assignments which fit your schedule. Earn supplemental income. Be affiliated with an agency serving the behavioral healthcare field for 20 years.

DELTA T GROUP DIRECT CARE: Delta-T Group is currently seeking English Teachers with a year or more experience in the field. We have full-time and part-time needs available!! You must have the following requirements: NJ Teaching Certification in English. College Degree. NJ Department of Education Fingerprints. Experience working in a school setting with children. Fax Resume to: 732-636-8024. Call: Dana at 732-791-4067. Email Resume: Djoyce@deltatg.com

As an independent contractor of Delta-T Group, you will: Have the opportunity to help others. Enjoy a flexible schedule by choosing assignments which fit your schedule. Earn supplemental income. Be affiliated with an agency serving the behavioral healthcare field for 20 years.

DELTA T GROUP DIRECT CARE: We here at the Delta T Group contract **New Nurses as well as Experienced Nurses** to do sub work in the Schools. We work with 80% of the New Jersey Schools. We like to keep the Nurses within 30 minutes of their home. We have various opportunities including working 1 to 5 days a week. If you're interested in per diem, full time, or just interested in becoming a **School Nurse** contact Mesha Whitsett at The Delta T Group via email or telephone 973-791.4091 mwhitsett@deltatg.com. When working with The Delta T Group you are considered a independent contractor, we do not provide benefits. You will also need to get fingerprinted by the NJ Board of Education. I will provide that information during the in person interview on how to get that done. Pay rates depend on the district, they are all different. Hours are normal school hours unless your covering a school trip, the hours can vary. We have extensive substitute School Nurse needs reach out to me today for more information. Thank you, **Mesha Whitsett**. Recruiter. **Delta-T Group** One Woodbridge Center. Suite 512. Woodbridge NJ 07095. mwhitsett@deltatg.com www.delta-tgroup.com

DELTA T GROUP DIRECT CARE Locations: Closter, Westwood, Northvale, Hillsdale, Teaneck NJ. **Basic Job Functions:** Delta-T Group is a high volume Behavioral Healthcare Referral Service seeking Direct Care Professionals / Residential Aides to work with the developmentally disabled population in a group home setting. By working as a contractor with us, you get to pick which assignments are best for you: We offer everything from flexible per-diem work to continuous 40-hour work weeks. You provide us with what your availability is, and we will match you with work. We offer weekly compensation! **Responsibilities include:** Implementing exciting recreational activities. Assisting consumers with their medications Nutrition. Transporting consumers safely to and from appointments (depending on the client). And more! **Shift availability:** Schedules can vary depending on the client. Morning: 7a-3p (or a variant 8a-4p, 9-5p) Evening: 3p-11p (2p-10p, 4p-12a). Overnight: 11p-7a (10p-6a, 12a-8a). MUST have experience working with the DDD population! **Please Provide:** Contact information. Valid Driver's License. Updated TB/Physical. Updated CPR/FA Copy Highest Level of Education Completed. Three (3) Professional References (must be over 1 year, 2 supervisors & 1 co-worker). Please send resume & cover letter to: Kissy Narvaez, Staffing Coordinator Email: knarvaez@deltatg.com calls are welcome (732)791-2983 OR Liz Calderon rcalderon@deltatg.com (732) 791-2988.

DELTA T GROUP DIRECT CARE: Delta-T Group. Full Time and Part Time Teacher's Aides/One-on-One Aides/Paraprofessionals needed. Delta-T Group is an Education and Behavioral Healthcare referral service for specialized types of healthcare and education professionals. Delta T Group has been in business for over 20 years and currently has 14 offices nationwide. We are currently looking for Full Time and Part Time Paraprofessionals/One-on-One Aides/Teacher's Aides with experience to start immediately in the Northern New Jersey Area!!! We have 10+ openings for Full time and Part Time Paraprofessionals /One-on-One Aides/ Teacher's Aides to start immediately in the Northern New Jersey Area working in a school environment!!! (Middlesex, Somerset, Hunterdon, Union, Hudson, Essex, Morris, Warren, Bergen, Passaic, and Sussex Counties!). **Requirements to start working:** The appropriate candidate will have at least 1 year of experience working as Teacher's Aide/Paraprofessional/One-on-One Aide. If you have been fingerprinted through the New Jersey Department of Education that is a definite plus!!!! Must be willing to get your New Jersey Department of Education Fingerprints. Must be willing to get or have an updated TB and Physical within the year. If you meet all of these Requirements and enjoy working in a school Call Today!!!! For more information please contact: Andrea Paez apaez@deltatg.com 732-791-2976.

EDISON DISTRIBUTION CENTER - Account Manager. Base Salary + Commission – TBD 50% Travel. **General purpose of the job:** This is a sales position that has a defined territory and an established customer base. The Account Manager will work with the Vice President Sales to promote, develop, and increase the profitable sales volume of his/her business. The Account Manager is expected to promote a positive and ethical image to all customers and contacts. This position is also expected to know his/her customer's needs as well as how to apply company services, products and policies to exceed those needs. **Essential duties and responsibilities:** Follow fiscal sales and marketing plans. Achieve set goals and forecasts Promote company services and products to customers. Recognize and react to territory trends. Aggressively prospect new account opportunities within sales territory. Maintain and service current account base. Maintain accurate account records Travel monthly to visit existing customers and potential customers. Meet and communicate with Vice President Sales regularly. Complete miscellaneous projects assigned by Vice President Sales. **Supervisory responsibilities:** This position has no supervisory responsibilities. **Job Requirements: Education and/or experience:** Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience. **Language skills:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. **Mathematical skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. **Reasoning ability:** Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. **Other qualifications:** Sales experience preferred. Strong communication and organizational skills Ability to understand and apply sales concepts. Ability to understand profit margins and forecasts. Outstanding problem-solving skills. Demonstrated leadership skills. Self-starter and goal-oriented. Ability to travel on company business Purchasing experience a plus. PC experience (Microsoft Word/Excel) a plus. **Physical demands:** While performing the duties of this job, the employee will often be required to stand, walk, sit, use hands, reach, talk and hear. There are no special vision requirements. **Work environment:** While performing the duties of this job, the employee will occasionally be exposed to moderate noise levels (examples: business office with computers and printers, light traffic. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. **About Us.** Keefe Group, through its affiliates, Keefe Supply Company, Keefe Commissary Network, Access Securepak, Access Corrections, ICSolutions and Advanced Technologies Group, is the nation's leading supplier of food products, personal care products, electronics, clothing, technology, telecommunications and software solutions to the correctional market. Since 1975, Keefe has serviced the correctional market exclusively and pioneered the evolution of products, packaging and technology services to fit the needs of facilities nationwide. **Please send your resume to Jennifer Bilodeau at: jbilodeau@keefegroup.com**

EDISON DISTRIBUTION CENTER - Driver – (Non-CDL). 16 or 26 foot trucks only. Salary - \$14 hourly.

General purpose of the job: Maintain and safely operate a delivery vehicle for transporting commissary orders to specified KCN commissary personnel and locations. **Essential duties and responsibilities:** Transport commissary orders from Distribution Center/Warehouse to designated facility in accordance with appropriate Federal and State laws. Assist in the loading and unloading of commissary orders at the designated pick-up and drop-off locations, ensuring orders are properly loaded and secured. Ensure orders have been properly signed for and released to approved KCN employees only. Maintain all paperwork/documentation on all inventory shipped. Report any discrepancies or incidents related to product delivery or equipment malfunctions/damages. Maintain required driving laws. Conduct general and preventative maintenance, refueling, and cleaning on delivery vehicle to ensure proper, clean and safe drivability. Maintain all proper forms, certifications, and requirements to remain in acceptable standing with OSHA and DOT. Complete miscellaneous duties assigned by KCN Management. **Job Requirements: certificates, licenses, registrations:** Class D and/or Class CDL License Current DOT Physical. **Other qualifications:** One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must be a self-starter who can work well with people at all levels both in and out of KCN Organization and the correctional facility in a professional

manner. Ability to work in a correctional environment. Ability to define problems and resolve them quickly. Ability to work well with ever changing priorities and or situations. Excellent organizational skills. Ability to work independently or within a team. Ability to lift up to 50 pounds on average and occasionally lift up to 100 pounds. Familiarity with inventory management. Must have a satisfactory driving record. Must pass drug screening, background check and MVR check 1 year Over the Road experience preferred. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. **About us:** Keefe Group, through its affiliates Keefe Supply Company, Keefe Commissary Network (KCN) and Access Catalog Company, is the nation's leading supplier of food, personal care products, electronics and clothing to the correctional commissary market. An industry leader since 1975, Keefe has pioneered the evolution of products and packaging to fit the unique requirements of commissaries nationwide. **Please send your resume to Jennifer Bilodeau at: jbilodeau@keefegroup.com**

EDISON DISTRIBUTION CENTER - Sales Assistant – Edison Distribution Center. Ideal candidate should be willing to grow with the position and develop with the company. Future travel (2-3 years) will be up to 50%. Salary - \$42 – 45K
Job Description: Essential duties and responsibilities: Coordinate projects for Sales Department. Assist customers with questions or concerns. Trace outbound customer shipments and follow up with the customer. Input customer orders, send replacements and samples. Gain thorough product knowledge. Handle travel arrangements for Sales Department. Prepare journal vouchers and account adjustments. Handle backorders and revisions for customer orders. Work as main contact person for Account Managers when they travel. Complete Daily Sales Report, AASC20, C3, etc. Provide general administrative support for sales staff. Complete miscellaneous duties as assigned by Vice Presidents. **Job Requirements: Qualifications:** Effective communication and interpersonal skills. Professional, upbeat telephone voice. Multi task oriented. Prior sales experience preferred, but not required. Excellent organizational skills. Customer service experience a plus. Front-line problem solving ability. Ability to use 10-key calculator. PC experience-Microsoft Word and Excel a plus. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. **Please send your resume to Jennifer Bilodeau at: jbilodeau@keefegroup.com**

EDISON DISTRIBUTION CENTER - Shipping/Receiving Staff. Salary: \$12.75 hourly plus bonus. **General purpose of the job:** Responsible for pulling freight and UPS orders while maintaining a productive level of performance. Maintaining warehouse cleanliness and a safe inventory level. **Essential duties and responsibilities:** Reliable attendance is required; ability to adhere to assigned work schedule. Responsible for shipping and receiving duties. Maintaining a productive level of performance. Assist in maintaining a safe inventory level. Responsible for daily cleaning and maintenance of the distribution center. Keeping the Distribution Center safe for all employees to work in. **Supervisory responsibilities:** This position has no supervisory responsibilities. **Job Requirements: Education and/or experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. **Language skills:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. **Mathematical skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. **Reasoning ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. **Other qualifications:** Good communication skills. Be able to perform at a productive level. Warehouse experience a plus but not necessary. Must obtain forklift certification. **Physical demands:** While performing the duties of this job, the employee is regularly required to stand; walk and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. **Please send your resume to Jennifer Bilodeau at: jbilodeau@keefegroup.com**

EDISON DISTRIBUTION CENTER - Shipping Staff – KCN – Edison. Salary \$11.50 hourly plus weekly bonus potential
Job Description: General purpose of the job: Responsible for accurate pulling and shipping of KCN orders. **Essential duties and responsibilities:** Reliable attendance is required; ability to adhere to assigned work schedule. Ability to pull minimum of standard number of commissary orders per hour. Ship and receive products as needed. Stock picking positions as needed. Fill work orders accurately and efficiently. Help keep accurate documentation of orders filled. Package and ship complete work orders. Maintain cleanliness and organization of warehouse. Assist Coordinator/Supervisor with projects as they develop. Complete miscellaneous projects assigned by Warehouse Supervisor or Manager. **Supervisory responsibilities:** This position has no supervisory responsibilities. **Job Requirements: Education and/or experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. **Mathematical skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. **Other skills and abilities:** Ability to work well with ever changing priorities and or situations. Ability to work well in a team. Ability to work with minimal supervision. **Other qualifications:** Forklift experience preferred, but not required. Order filling experience a plus. Ability to qualify for correctional facility security clearance. Must pass drug screening test. Must pass background check. **Physical demands:** While performing the duties of this job, the employee will often be required to stand, walk, use hands, reach, stoop, kneel, talk and hear. The employee will occasionally be required to sit. The employee will often be required to lift up to 25 pounds and occasionally up to 50 pounds. We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing. **Please send your resume to Jennifer Bilodeau at: jbilodeau@keefegroup.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>

FAMOUS DAVE- Is hiring: **Server.** \$2.13 per hour plus tips, **Host.** \$5.15 per hour plus tips. **Togo cashier.** \$8.38 per hour
To apply click on this link: <https://recruiting.adp.com/srccar/public/RTI.home?c=1149951&d=ExternalCareerSite>, then choose the location “Mountainside” as well as the job you are applying for.

GEO GROUP- is hiring a FT teacher / Educator at Talbot Hall assessment facility – Kearny NJ. We offer extensive training and flexible schedules. So if you are passionate about working in correctional type facility, customer focused, have a high level of integrity....come join our TEAM...Bachelor’s degree in related field. State certification as a Teacher in the state in which the work is performed. Computer teacher must be proficient in Windows and MS Office package software Ability to use personal computers and associated software applications. **WE WANT TO BE YOUR EMPLOYER OF CHOICE!!!!** Please apply online to: jobs.geogroup.com

GEO GROUP - is hiring a FT security monitor \$11.25 per hour – Newark at Delaney Hall. We offer extensive training and flexible schedules. So if you are passionate about working in correctional type facility, 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

GEO GROUP – is hiring a MEDICAL TECHNICIAN – TALBOT HALL, KEARNY, NJ. This position provides defined medical care to residents in a sensitive, caring and professional manner including carrying out direct physician orders or working within the guidelines of Health Services Administrator, administering medications and providing day-to-day care within the scope of his/her professional practice. This position contributes to the therapeutic residential setting by serving as a resource to staff and as a role model of therapeutic and ethical staff practices. **Primary Duties and Responsibilities.** Performs routine EKG, blood draws, blood sugar finger sticks and urinalysis. Documents completely all patient encounters in the medical records. Schedules patient appointments during open sick call hours. Performs daily weights, intake and output as directed by the physician or RN. Prepares patients for nurse and doctor sick call by taking vital signs and weights. Plant PPDs and Tetanus injections once trained. Assist in performing initial evaluations for new arrivals. Maintains a good working relationship with other correctional personnel, nursing staff, physician and other outside agencies. Performs office duties such as answering phone calls, pulling medical records, etc. Performs a variety of duties not listed, to be determined, and assigned as needed for the medical department. Assist in emergency situations. Functions under the supervision of the physician or Registered Nurse as per written orders. Performs other duties as assigned. **Requirements:** High school diploma or equivalent. Graduate of an accredited Medical Assistant program. One (1) year of experience in an office setting or clinic. Ability to use personal computers and associated software applications. Hours are 7am-3pm (some overtime flexibility required). Certified for EKG and Blood work. **WE WANT TO BE YOUR EMPLOYER OF CHOICE!!!! Please apply online to jobs.geogroup.com**

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.

HI-TECH TRUCKING is hiring CDL class A drivers! Company drivers and Owner Operators. FULL TIME, Local and Tri-state Area. Weekly pay/Benefits available. Good driving record and MUST have a Twic Card or apply for one. Please contact Nataly 908-583-6913 immediate start.

INROADS TO OPPORTUNITIES/OCUC in Roselle currently has 2 Job Openings: **Part-time Job Coach** to assist adults with disabilities who have been placed in community based employment. Flexible schedule is required, including some evenings and weekends. Must be HS graduate, one or more years of college and/or experience with adults with disabilities preferred. Must have completed or be willing to complete Job Coach Series training. Must be computer literate. 20-24 hour/week to start. **Full-time Warehouse Worker** to load/unload containers, move materials, assist in shipping/receiving, etc.- forklift experience is a plus. Must have high school diploma and valid NJ driver's license with a clean driving record. Full-time 30-35 hrs/wk, Mon-Fri, Excellent Benefits, Paid Time Off & Holidays. **Send resume to**LBoyko@inroadsto.com **or fax to 908-241-2025.**

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 wiring, 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.**

MACY'S JOB: Seasonal Asset Protection / Loss Prevention Overnight Security Guard, Full Time: Bridgewater Commons
Job Number: 710110338. **Job Overview:** The Seasonal Asset Protection Overnight Security Guard's primary responsibility is to work as part of a team and maintain a strong focus on customer service to meet department and store objectives for deterring theft and ensuring a safe business environment. This position involves long periods of standing. In most instances the Seasonal Asset Protection Overnight Security guard will stand at a customer and/or employee entrance/exit door(s) for long periods of time and/or walk through high shortage departments to deter theft and provide customer service.
Essential Functions: Deter theft by offering customer service. Remained stationed at a fixed post, i.e. entrance/exit doors, for long periods of time for extended periods of time to provide a strong visible presence. Communicate with the Asset Protection Department. Respond to customer and associate incidents to facilitate first aid and minimize company liability Assist Detectives with the Recovery of stolen merchandise. Successfully complete all Asset Protection training requirements and maintain personal certifications as required by law. Works on special assignments, investigations, and surveillance as directed by Store Asset Protection Manager. Perform other duties as needed. Follows shortage programs and procedures Perform these functions in an efficient manner, as directed by the Supervisor. Regular, dependable attendance and punctuality. **Qualifications:** Education/Experience: High School Diploma or equivalent. Some college is desirable. Completion of Store Agent Training program required upon assignment to position. Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills. Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Reasoning Ability: Self-starter, able to work independently and as part of a team and must have good time management skills. Physical Demands: This position involves long periods of standing and remaining stationary. It also involves regular walking, hearing, and talking. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. **Other Skills:** Ability to think and act clearly in possible stressful and hostile situations. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Collaborate and function as a member of a team. Must possess a strong sense of urgency. Work Hours: Flexible with scheduling and available to work retail hours, which will include early morning, day, late evening, weekends, and/or holidays. You must be available to work Thanksgiving Day, the day after Thanksgiving, Saturday after Thanksgiving and the entire week before Christmas and the entire week of Christmas. This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment. Click Here For Job Posting. http://www.eyworkforceservices.com/job-posting.cfm?CBO_ID=5420&CLIENT_ID=7&JOB_ID=1164632. All candidates must apply online by clicking the above link. Salary will always start at no less than the state minimum wage.

MADDALENAS CHEESECAKE SAMPLERS NJ1311578. CATERING BY THE MADDALENA'S INC. RINGOES, NJ, 08551
Duties and Responsibilities. Looking for people with outgoing personalities to promote our product and provide samples in stores located in Mercer, Hunterdon, Morris and Somerset counties. This person should be a multi-tasker, reliable, trustworthy, and organized! If you have a great attitude and enjoy working with the general public, then this is the job for you. **Job responsibilities:** Pick up and return product at our facility. Set up the demo event. Conduct demo event. Break down/clean up event. Able to start working soon. **Job requirements:** Be able to stand up to 4 hours. Ability to work independently. Available on weekends. Own a car and have current insurance. **Nature of Work:** Duration: Part Time, Regular. Normal Work Days: Saturday, Sunday. Working Hour per Week: 10 hour(s). Normal Work Shifts: First (Day) Salary Range: 12.00 - 12.00 /Hour. Post is open till: 30th November, 2017. Number of Job Openings: 10. **Education** Applicants should have a High School Diploma/GED. **Minimum Age:** Applicants should have age 18 yrs. (Insurance Reasons) **License:** Applicants should have following driver's license: Class D/Regular. **Language:** Applicants should know the following language(s): English.

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.

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>**

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>**

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 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.

NJ TRANSIT is HIRING! Full Time BUS OPERATORS. Starting Pay Rate: \$16.90/hr. Top Pay Rate: \$28.16/hr. Full Benefit Package: includes Medical, Prescription, Dental, Eye Care, Pension, Paid Sick Days, Paid Vacation and 13 Paid Holidays. **Consideration will be given if you:** Are twenty one (21) years of age or older; able to read, write and speak the English language and possess a High School Diploma or GED. Possess three (3) years non–provisional driving experience with a valid **New Jersey Driver’s License. Possess a Commercial Driver’s License (CDL) with airbrake and passenger endorsements (NJ TRANSIT will provide training to obtain needed licenses and endorsements). Have a safe driving record that is in good standing with less than five (5) accumulated points. Are available to participate in the structured training program for twenty-one (21) to twenty five (25) business days, Monday through Friday from 8:00 am - 4:30 pm (training for CDL holders is only 12 days)–perfect attendance at training is required. Pass all phases of the written test. Pass our company’s interview process and physical examination to qualify for a medical certification (physical exam includes a drug and alcohol screening). If you are interested in this position, you may visit the **STRATEGIC STAFFING** office at the address listed below, and complete an application, or you may visit our website at <http://www.njtransit.com/careers>
NJ Transit, 180 Boyden Avenue, Maplewood, New Jersey 07040. Monday-Friday 9:00 Am- 4:00 Pm.

OHM GLASS CREATIONS - Glass Installer/ Glazier. Monroe, NJ, 08831. **Duties and Responsibilities.** Handling and installing of heavy glass for residential and commercial jobs, such as frameless shower enclosures, store fronts and building metal framework. Nature of Work. **Duration:** Full Time, Regular. Normal Work Days: Varies. Working Hour per Week: 40 hour(s) Overtime work might be required. Salary Range: 15.00 - 25.00 /Hour. **Education:** Applicants should have a High School Diploma/GED. License: Applicants should have following driver's license: Class D/Regular. **Benefits:** Leave: Paid holidays, Vacation/paid time off, Medical. Retirement: 401K. Insurance: Health.

PASP SEEKING REFERRALS -The Union County Personal Assistance Services Program (PASP) assists Union County residents with permanent physical disabilities in living independently by meeting their daily needs for personal care. This program is currently seeking client referrals. 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 be 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 908-527-4845 or LGutierrez@ucnj.org.**

RECEPTIONIST PART-TIME: Independent, not-for-profit mental health agency in Elizabeth seeking long term, part-time member to join team. Availability Friday 10 a.m. to 6:00 p.m. with some flexibility for occasional on-call coverage. Reception / office experience required with great telephone etiquette skills. Friendly and poised mannered while adhering to high degree of safety and confidentiality in daily interactions with clients and staff. Perform general front desk duties,

switchboard, Reception, working knowledge and data entry in the use of electronic health record system and Microsoft applications. **Please send resume to:** facshr@facsnj.org or fax to 908.965-3227. Only qualified candidates will be contacted. Fingerprinting, child abuse and persons with disabilities abuse background checks required.

RESTAURANT - DON FELIX is hiring 3 to 5 **bartenders**. **Requirements:** Must Speak English. Bilingual is a Plus (Spanish) Preparing alcoholic or non-alcoholic beverages for bar and patrons, interacting with customers, taking orders and serving snacks and drinks. Assessing bar customers' needs and preferences and making recommendations. Must be able to work weekends and evenings. Starting pay is 7/hr. + Tip. All interested candidates must email their resume to isaias.rivera@ucc.edu and call Susan for a pre-screening interview. For more information, call 908-355-4444

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**

SQUARELINK VIRTUAL SOLUTIONS, LLC – **NOW HIRING: Customer Service Agents!** We are currently recruiting Work from Home customer services agents to provide customer service support for our clients. Take advantage of working from home and creating your own schedule. Pay rate varies between \$11-\$16+ per hour. **Training begins soon!!** Must be 18 years or older. Customer Service experience preferred, but not required. Please send your resume to squarelinkvs@gmail.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**.

TIDY-UP SERVICES, LLC- Looking for **commercial cleaning personnel** in the northern New Jersey area (Union County & Essex County). An ideal candidate will be able to successfully perform the following responsibilities: * Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. * Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera * Determine type of chemicals and equipment necessary for specific cleaning tasks. * Dust furniture and scrub surfaces clean * Clean and service restrooms with mops and disinfectants * Performs routine maintenance of housekeeping equipment. * Identifies cleaning problems and determines appropriate remedies. There are multiple part-time positions open, potentially leading to full-time positions. Hands on training available. Must have a valid driver's license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to tidyupservicesllc@gmail.com

TRANSITION FAIR. SAVE THE DATE: Transition Fair for Parents/Students/Former Graduates/Professionals: Not Sure What to Do After High School? Lost in Transition? Representatives of Educational and Adult Services: Division of Vocational Rehabilitation Services, Division of Developmental Disabilities, County Colleges, Vocational Schools, Community Based Agencies (Inroads to Opportunities, ARC), Branches of Armed Forces, ...**Saturday, December 2, 2017; 10:00 am-12:00 Noon Kean University, Nathan Weiss Graduate College, East Campus 215 North Ave, Graduate Student Lounge, Hillside NJ, 07205.** Speakers: Darin Anderson, Community Access Unlimited, There's no Holding Us Back: Planning for adult life and the importance of self-advocacy. 10:15-10:40. Jerisa Chiumbu-Maseko, Director, The Arc of NJ, Planning for Adult Life: 10:40-11:15. Networking: 11:15-12:00. Networking 11:15-12:00. **FOR MORE INFORMATION, CONTACT:** Leila Molaie, Email: Leila.Molaie@dol.nj.gov Josh Bornstein, Email: jbornstein@ucesc.org. Solo Okonkwo, Email: Solomon.Okonkwo@dol.nj.gov . New Jersey Division of Vocational Rehabilitation Services (NJ DVRS) (908) 965-3940

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 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 - Package Car Delivery Driver - Bound Brook - Tuesday - Saturday \$18.75 per hour. Must be at least 21 years old, have a Clean Driving Record, NO points or moving violations over the last 12 months, including a seat belt ticket or cell phone ticket. Must be able to Drive a Stick Shift apply online at www.upsjobs.com - Package Delivery Driver - complete application and set your interview appointment.

UPS - Car Washer - 8pm to Midnight - with additional hours available \$10.20. Must be at least 21 years old, Drive a stick Shift - Duties: Sweep out the Package Cars, Fuel up on the Property, Wash and Park back in Designated Spot. Apply online at www.upsjobs.com - fill out the application for Package Delivery Driver

UPS - Bound Brook - Hiring Package Handlers - 2 Shifts. Preload/Sunrise - Tuesday through Saturday - 4am - 9am approximately \$11.00 per hour. Twilight - Monday through Friday - 5pm - 10pm approximately \$10.20 per hour Loading, Unloading, Sorting of Packages in the Warehouse, Constant bending, stooping, lifting. Must be at least 18 years old, Authorized to Work in the US, Able to Lift up to 70 pounds on your own. Apply online at www.upsjobs.com - complete your application and set your interview appointment.

UPS - Bound Brook - Hiring Drivers Helpers - Monday through Friday \$10.20 per hour (no driving involved). You must be able to meet the Driver out on their route, you assist the driver with deliveries under the Driver's direction. You must be at least 18 years old authorized to work in the US, be able to lift up to 70 pounds on your own, have the ability to get in and out of the package car, bending, lifting continuously. Apply online at www.upsjobs.com - complete your application and set your interview appointment

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.westfieldynj.org/about-us/job-opportunities or email a resume to humanresources@westfieldynj.org

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 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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