

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

Job Connection

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April 29 – May 5, 2019

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

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

DISPLACED HOME MAKER ASSISTANCE - What is a displaced home maker? A displaced home maker is someone who finds themselves as the primary source of household income due to death or displacement of a spouse or divorce. How do I get started? To set up an appointment to obtain complete program information, including eligibility requirements and available classes, contact CEWD Recruiting at **908-659-5114** or, via email at cewd-recruiting@ucc.edu.

UNION COUNTY COLLEGE OCCUPATIONAL TRAINING CLASSES FOR UNEMPLOYED THIS SPRING: Our programs include job search support, such as resume writing, interview skills, online job search tips, creating your online profile, partnerships with area employers who look to Union County College as a recruitment resource. All our programs lead to industry-recognized certifications. Workforce Grant-Funded Career Certification Programs at Union County College. The programs are:

Accounting Technician:

Anticipated Start Date: May 20, 2019 to September 10, 2019

Alternative Start Date: May 27, 2019 to September 17, 2019

Program Schedule: Monday - Thursday, 12:00pm - 5:00pm

Workforce Grant-Funded Career Certification Programs at Union County College:

Administrative Assistant (Microsoft Office Word Specialist, Excel Specialist, and Outlook Specialist)

Accounting Technician (QuickBooks Certified User)

Computerized Office Skills (Microsoft Office Excel Specialist, and Word Specialist)

Fundamentals of Supply Chain Management (CSCMP)

Medical Billing (Certified Professional Biller)

Medical Coding (Certified Professional Coder)

Pharmacy Technician (CPhT)

Patient Care Technician (NHA)

Welding (American Welding Society (AWS); Certified Stick (SMAW) Welder AWS D1.1/D1.1M)

For additional information, contact your American Job Center or our Center for Economic and Workforce Development at **908-659-5114** or email us at: cewd-recruiting@ucc.edu

UNION COUNTY COLLEGE is hiring a **PT Job Developer** (Job Placement Services) for their Elizabeth Campus. The candidate will be part of the Center for Economic and Workforce Development. The schedule will be from 8:AM to 2:00PM, Monday thru Friday. This a Grant funded position. **Description of Responsibilities:** Assist CEWD students find employment (FT/PT jobs) that improve their chances for continuing employment, completing a UCC degree and /or to end dependency on public assistance. Work with CEWD Student Services staff and Program Coordinators to develop individual employability/academic plans for students. Help to carry out skills assessment and other related activities that enhance the best student job match. Follow up on student placement success and provide retention documentation as required by grant

fundes. Contribute to the continuous expansion of the CEWD job database by establishing and maintaining close communication with employers. To apply go to: <https://ucc.peopleadmin.com/postings/4870>

ELIZABETH ONE STOP CAREER CENTER
921 ELIZABETH AVE., ELIZABETH, NJ 07201

Job Title: Warehouse –Package Handler for FedEx Ground – Part-Time and Full-Time at our Woodbridge Hub in Keasbey, NJ. Think Fast. Think FedEx Ground. Interested in a fast-paced job with career advancement opportunities? Join the FedEx Ground team as a package handler. Come see why FedEx ranks among America’s “Best Places to Work.” We offer competitive hourly rates, multiple raises in the first year, and tuition reimbursement. Package handlers are eligible for medical, dental and vision benefits as well as vacation and holiday pay, after completion of an eligibility period. Part-time positions are available. Full-time and flexible scheduling are available in some locations. **Qualifications:** Entry level Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties Daily Activities: General warehouse operations, load and unload trucks, shipping and receiving, movement of material, package tracking, dock labor, and transportation /distribution. **Recruitment:** Elizabeth One Stop Career Center 921 Elizabeth Ave., Elizabeth, NJ 07201 1pm-3pm. For more information, please go to: <https://Groundwarehousejobs.fedex.com>

Braker Daltonics Inc in Carteret is hiring 5 Machine Operators for 2ns & 3rd shifts. 2nd shift: 3:45 pm 12:15 am Monday through Friday, weekends when business needed. 3rd shift: 11:30 pm 8:00 am Monday through Friday, weekends when business needed. 12- hour shift 3 or 4 times a week: 7 pm to 7 am. **Job Description:** Oversee and coordinate plant operations and activities. Troubleshoot and resolve issues in a timely fashion Load and unload equipment and materials. Provide innovative solutions to improve plant efficiency. Conduct routine preventive maintenance on the plant. Log and record readings for equipment and procedures. Sets up and operates automatic or semiautomatic machines and related equipment in a continuous production/processing operation. Monitors meters, gauges, valves, flow ratios, temperatures, pressures, and related controls and guidelines to ensure adherence to production/process specifications Reports any malfunctions or abnormalities and makes minor adjustments and repairs to equipment. Performs all work in accordance with established safety procedures. Job rotation is an essential job function. Other assignments as needed. **Qualifications:** 3 Years Previous experience in plant operations or other related fields. Familiarity with plant tools and equipment. Strong troubleshooting and critical thinking skills. Ability to handle physical workload. Ability to thrive in a fast-paced environment. Full time and Part Time roles available on a rotating schedule. Weekends included. **Recruitments:** Elizabeth One Stop Career Center, 921 Elizabeth Ave., Elizabeth, NJ 07201. Monday, April 29, 2019 1 pm-3pm
Plainfield One Stop Career Center, 200 W. 2nd St. Plainfield, NJ 07060. Friday, May 3, 2019 1pm-3pm

HUMANE CONCEPTS HEALTHCARE SCHOOL, 1767 Morris Ave, Union, NJ 07083. Obtain 2- in- 1 certifications as follows: Certified Nurse Aide (C.N.A), CPR certificate. Our employer- partners are waiting to hire you! Call: 908-416-0522. Pre-Registration is required. Humane Concepts Healthcare School is an LWD Opportunity Partnership training provider. High School Diploma or GED is a minimum requirement for this training. **Connect with your local one stop center or counselor.** To be eligible to receive training you must: Currently be registered with the One-Stop Career Center. Currently receiving UI or unemployed and UI ended within the past 52 weeks or, eligible unemployed individuals who meet the definition of WIOA dislocated worker.

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ALL STAFFING WAREHOUSING – Truck Unloaders/Loaders . Great Earning Potential. We are looking for reliable candidates with **experience** in unloading and loading trucks for our clients in Middlesex County, NJ. First shift positions available. Great earning potential! For more information and an appointment to apply please call **732-689-1805**. **Required:** Heavy Lifting (up to 75lbs), standing on your feet for an extended period of time, fast paced environment. **Incentive Based Pay** (Paid by the Truck or the task assigned). **Not an Hourly Job**. Faster production equals more money. Healthy, active, and physically fit. Rethrow pallets. Shrink Wrap. Apply In-Person weekdays 8:30am to 3:30pm. All Staffing Warehousing 311 Raritan Ave, 2nd Floor. Highland Park, NJ 08904. **Required:** Two forms of ID for application: one your Photo ID and second your Social Security Card or Birth Certificate.

COUNCIL FOR AIRPORT OPPORTUNITY is recruiting for the following open positions at Newark Liberty International Airport: Cooks \$12.45. Cashiers \$12.45. Sales Associates \$12.45. CDL A B \$13.00 +. CDL Hazmat \$20.00. CDL P Endorsement. Ramp Agents - Driver's license required \$12.45. Security Guards – SORA required \$12.45 +. Apply at 17 Academy St. 5th floor 9:00 am - 1:30 pm Monday – Friday. Bring original social security card, valid photo i.d. and an updated resume. Call **(973) 622 - 4537** for additional information.

COUNCIL FOR AIRPORT OPPORTUNITY - Airline Customer Service Representative. Skills required: English proficient, other languages may be required. **Basic Math Skills:** Adding, Subtracting, Dividing, and Multiplying, Computer Literate. Able to stand, bend, squat, reach, grasp and pick up items, occasional lifting up to 70lbs. Reading & comprehension of reference materials, instructions, policies & procedures. Open availability, flexible schedule. HS Diploma or GED required. **Description of responsibilities:** Perform a broad range of duties depending on location and service demands while delivering a high-quality product. Daily functions may include rotating from ticket counter, lobby area, gate functions, customs, arrivals and other areas within the airport. Assist passengers in various areas throughout the airport. Verify flight information and passenger documentation. Constant passenger & crew interaction. Operate jet bridge (if trained). Resolve issues with flight activity to ensure on-time departure. Some cash handling transactions, manifests, and labeling. **Salary:** \$10.45/hr. and up. **Benefits:** Medical, uniform and cleaning allowance, flight benefits. **To apply:** Go to 17 Academy St. 5th Floor. Bring original social security card/valid photo i.d. resume. Dress in professional attire. **For more information:** Contact: Amber Pierce at (973) 622-4537. **Email:** apierce@caonj.com.

ENABLE NJ - COMMUNITY LIVING SPECIALISTS (Direct Support Professionals). Monmouth, Middlesex & Ocean County, NJ. Enable NJ is a great place to work! We offer personal and professional growth along with competitive pay, 401K with employer match, generous PTO policy, health, dental, vision in the Social Services industry. Open position. **Direct Support / Community Living Specialist** – Edison, Neptune, Oakhurst, Brick, NJ. FT/ PT & Sub per diem positions – all shifts available. We offer personal and professional growth along with the best compensation plan in the social services industry. We offer extensive training and flexible schedules. So, if you are passionate, customer focused, have a high level of integrity....come join our TEAM... **Qualifications required:** Must be 18 yrs. or older. Possess a valid driver's license. HS diploma. Ability to effectively communicate with the consumers, ability to complete necessary work-related documentation through paper and computer record systems and ability to meet the physical demands of providing personal care. **Preferred qualifications:** 1-year exp. Working with developmentally disabled individuals. Computer literacy using MS word. We want to be your employer of choice. Please submit your resume to – Lturner@enablenj.org.

ENCADRIA STAFFING SOLUTIONS A GEORGIA PACIFIC COMPANY – General Laborer. Encadria Staffing Solutions is seeking a General Laborer to work 2nd shift at our Elizabeth, NJ facility. GP Harmon Recycling, a subsidiary of Georgia –Pacific, is one of the largest pure traders of recycled fiber in the world, trading more than 100 thousand tons per week. We develop markets for our supplier's recovered materials and provide a reliable source of quality feedstock to our global customer base. To learn more about our Harmon Recycling division, visit <http://www.gpharmon.com/>
A Day in The Life Typically Includes: Ability to unload trailers of plastics bags manually by hand and place in gaylords.

Remove boxes with recyclables and sort into gaylords manually by hand. Sweep (with push broom) plant floor and inside of trailers throughout the shift. Close and open trailer doors which requires bending and reaching and some use of force. Transport gaylords of material by hand on wheeled cart (pushing/pulling) up to approximately 200 lbs. **Salary Range:** \$11 per hour. **Submitting Representative's Name:** Natika Boyd-Johnson. natika.boyd-johnson@gapac.com. **Job Location:** Elizabeth, NJ 07201. **Tel. Number:** (404) 652-7924. **Education requirements:** High School Diploma/GED. Apply to: <https://jobs.encadria.com/job/General-Laborer-Temp-to-Hire-Jobs-in-Elizabeth-NJ/4487721>

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.**

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.

THE ARC OF ESSEX COUNTY is the premier service provider for children and adults with intellectual and developmental disabilities, such as Autism and Down Syndrome, in Northern New Jersey. Join us for an employment open house and to learn about career opportunities. Open Positions: Assistant Directors, Program Managers, Shift Supervisors, Direct Support Professionals, Facilities/Maintenance. When: Every Tuesday from 2pm-5pm. Location: 123 Naylon Avenue, Livingston, NJ 07039. Also apply: www.arcessex.org

GENERAL LISTINGS:

ACCURATE BUSHING COMPANY - Assembly - Job Qualifications/ Minimum qualifications: High school education. Comfortable working in a light industrial/ manufacturing environment. Effective communication skills, detail-oriented, team player attitude. Ideal qualifications: One to three years of prior assembly experience. **Main Job Functions:** Visually inspect, clean, assemble, mark (etch) and package ABC bearing products prior to customer delivery or placement in stock room. Products must be assembled to Quality Manager's exact instructions as noted in routing and/or drawings. **Main Responsibilities:** The Assembler's main job responsibilities may include any of the following tasks: 1. Components - Inspect visually for contaminate (rust, dirt), then wash/clean. Etch components as required by routing. 2. Produce final assemblies- Assemble bearings by hand or machine, put in seals, etc. to meet ABC routing and drawing. Insert grease plug or fitting in bearing if required by routing. Grease bearings by hand or machine per routing and ABC drawing. 3. Assembly inspection- Visually examine bearing for defects (Rust, plate, dirt etc.) Rotate bearings to ensure proper turning, drag and smoothness. Deliver all special bearing assemblies to inspection department. Deliver standards to inspection if required by ABC Quality Manager. 4. Package and Box- Insert bearings in required bag, then seal bag. Insert bearing in box. Use appropriate box as per routing. Insert appropriate plug bag in box. Insert packing in box if required. Close box. 6. Miscellaneous- Run bagging machine for plugs. Put in stock. Disassemble product per Quality department requirements. Rebox returned product to stock. Relubricate bearings. Machines Used: Assembly machines, honers, hot sealers, laser etching machines, carton folder, carton closer, parts cleaners, bar coders. Machine brands include: Sunnen, Letnan, Monode, Clamco, Pacesetter, Denison, Bivans, Safety Kleen, Magnus, Colonial Press. **Benefits:** Vacation, Overtime. **Send resume** to Christina Froelich at: CFroelich@accuratebushing.com. **Tel.:** (908) 789-1121. **Job Location:** 443 North Ave. Garwood, NJ 07027.

II-VI ADVANCED MATERIALS - Maintenance Operator – 1st Shift . Maintenance Operator – 1st Shift

Advanced Materials, a division of II-VI Incorporated, is a customer driven, world leading commercial supplier of high performance, high quality silicon carbide (SiC) substrates and other wide bandgap and high thermal conductivity materials such as CVD Diamond. Our products are used worldwide in the RF electronics, wireless infrastructure and power switching industries. We are committed to "Materials That Matter" through our drive to achieve performance excellence in all that we do. We offer an excellent benefits package designed to attract and retain individuals willing to accept the challenge and risk associated with being part of a successful company. Our benefits include a company-wide, quarterly bonus incentive

program, medical, dental and vision insurances, 401K program with a substantial match, profit sharing program, tuition reimbursement, life insurance, paid time off (PTO), paid holidays, stock purchase program, computer purchase program and more. A six-month performance review will be conducted and based on training progress you may be eligible for an increase. We are currently seeking a self-motivated Operator for our 1st shift in our manufacturing and production operation to join our growing facility located in Pine Brook, NJ. We are conveniently located close to Routes 80, 287, and 46. Shift Schedule: 1st Shift - 6:00 AM to 6:00 PM. Work Schedule: Week One - 3 days on/ 4 days off. Week Two - 4 days on/ 3 days off. Overtime for 3-day work week will be paid after 34.5 hours. **Maintenance Operator:** Responsible for the operation and maintenance of equipment. Performs a wide variety of boule and wafer fabrication tasks in support of manufacturing processes. Practical knowledge of semiconductor wafer fabrication and hands-on experience in the operation, maintenance and repair of fabrication process tools or similar type tools. Ability to read and understand engineering drawings & process procedures. Experience with precision measurement methods and systems. Knowledge of and ability to work effectively with process development tools and systems such as SPC, DOE & ISO 9000 methodologies. **Experience/Requirements:** 1 -3 years' experience in relevant technology, laboratory or production environment. High School Diploma or equivalent. Experience with networked PC based computer system. (Microsoft Office and Outlook). Must be technically inclined with mechanical skills. Demonstrated ability to follow instructions and procedures while offering suggestions for continuous improvement. Due to ITAR compliance, this position requires that a candidate be a U.S. citizen, Permanent Resident Alien, or Protected Individual per 8 U.S.C. 1324b(a)(3). Advanced Materials/II-VI Incorporated is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, or protected Veteran status. Visit our website at: www.II-VI.com. Employment is subject to verification of pre-employment drug screening results and background check. No agencies or phone calls please. **Job Type:** Full-time. **Experience:** machine maintenance: 1 year (Required). Work authorization: United States (Required). **Benefits offered:** Paid time off. Health insurance. Dental insurance. Healthcare spending or reimbursement accounts such as HSAs or FSAs Other types of insurance. Education assistance or tuition reimbursement. **Employee discounts:** Workplace perks such as food/coffee and flexible work schedules. **No of positions:** 1 **Position reports to:** Production operator. **Representative's name:** Teresa Cooper. **Email:** teresa.cooper@II-VI.com. **Tel.:** (973) 439-6212. **To apply:** <https://www.indeed.com/job/maintenance-operator-4d950f6577f3edce>. **Job Location:** 20 Chapin Rd, Suite 1007, Pine Brook New Jersey 07058.

ALARIS HEALTH AT RIVERTON - LPN and RN Positions Available. Sign on Bonus for Staff RNs. Alaris Health at Riverton, a 122 bed-skilled nursing Center in Rahway, New Jersey, seeks LPNs, and RNs to provide resident care, treatment and services to the residents of the Center, and attend to the unit's daily operations each shift and unit level. **Responsibilities include:** administering residents' medication and/or treatment. Assisting in developing and implementing resident and nursing care plans. Counting and recording class drugs at the beginning and end of every shift. Communicating pertinent data to charge nurse, superior and/or physician. Providing residents emotional and physical comfort and ensuring their safety. Assisting physicians in making rounds and examining residents. Supervising and coordinating nursing personnel in providing direct resident care in adherence with state and federal regulations. **Job Requirements:** Graduate of an approved school for practical or vocational nursing. Currently licensed by the New Jersey State Board of Nursing. Rehabilitative or geriatric nursing experience is preferred. Able to withstand strenuous physical activity. Possess manual dexterity to handle instruments and equipment and visual and aural acuity to detect changes in residents' conditions. Possess understanding, patience and tact in dealing with infirm, chronic or acutely ill residents, their families and visitors. Ability to positively interact with everyone from residents to government agencies and the general public. General knowledge of personnel policies and procedures and an understanding of supervisory responsibilities. Ability to work independently, problem solve and make decisions as necessary. Ability to understand and follow oral and written instructions in the English language, which may be of a technical nature. Experience in long term care or adult medical day care a plus. **Salary Range:** Commensurate with experience. Available Health Insurance. To apply, send your resume to: Israel Kanarek, LNHA at: ikanarek@alarishealth.com. **Tel.:** (732) 499-7927. No. of positions: Multiple shifts available. **Address:** 1777 Lawrence Street, Rahway, NJ 07065.

ALARIS HEALTH AT RIVERTON - CNA Positions Available. Alaris Health at Riverton, a 122 bed-skilled nursing Center in Rahway, New Jersey, seeks a certified nurse aide (CNA) to perform a myriad of resident care activities and related non-professional services that are essential to caring for our residents' personal needs and comfort. **Additional responsibilities include:** Performing duties in a respectful manner that is conducive to residents' safety and comfort and in accordance with

standards of high-quality care. Assisting with resident's activities of daily living. Making appointments for residents, accompanying them on a timely basis, assisting with post-mortem care and transferring residents' belongings and equipment as directed. Reporting any and all changes in a resident's condition to his/her family or responsible party. Ensuring that residents and families receive the highest quality of service in a caring and compassionate atmosphere that recognizes each individual's needs and rights. **Job Requirements:** High school education or high school equivalency diploma is preferred. Full command of the English language (written, read and spoken). Attend a minimum of 12 hours of continuing education programs provided by the Center to maintain certification and successfully complete a state-approved certified nursing assistant program. Possess a positive demeanor and the ability to communicate with everyone from residents to the general public. Experience in long term care or adult medical day care a plus. **Salary Range:** Commensurate with experience. Available Health Insurance. To apply, send your resume to: **Israel Kanarek, LNHA** at: ikanarek@alarishealth.com. **Tel.:** (732) 499-7927. No. of positions: Multiple shifts available. Address: 1777 Lawrence Street, Rahway, NJ 07065

ALARIS HEALTH AT RIVERTON - RN Unit Manager. Sign on Bonus. Alaris Health at Riverton, a 122 bed-skilled nursing Center in Rahway, New Jersey, seeks a unit manager at a professional nursing level to lead the department and assume 24-hour responsibility for the continuity of nursing care and management of the residents' welfare. **Additional responsibilities include:** Collaborating with the director of nursing in maintaining adequate nursing coverage to provide safe nursing care 24 hours a day, seven days a week, covering on weekends and holidays as requested. Orienting, demonstrating, teaching and evaluating nursing staff's skills and assessing their work performance. Implementing the progressive counseling process and making recommendations or taking disciplinary action as needed. Participating in the development, implementation and evaluation of quality assurance activities for the Center and/or unit. Developing and implementing discharge plans with residents, their families and the interdisciplinary team. Developing a program to facilitate continuity of care when residents are transferred to other nursing Center or the hospital. Preparing written reports, reviewing records and participating in data collection as needed. Submitting budget requests. And above all, ensuring that residents and families receive the highest quality of service in a caring and compassionate atmosphere which recognizes the individuals' needs and rights. **Job Requirements:** Graduated from an accredited school of nursing. Minimum of one year in a leadership role (e.g. head nurse, supervisor or similar). Currently licensed by the New Jersey State Board of Nursing Examiners of Nurses. Association of Professional Nurses membership is recommended. Strong leadership and organizational skills. Ability to work independently, problem solve and make responsible decisions. Ability to positively interact with everyone from residents to government agencies and the general public. Experience developing and implementing programs, policies and procedures necessary to providing quality care. Highly knowledgeable about nursing and medical practices and procedures as well as Federal and State regulations laws, regulations and guidelines pertaining to long-term care. Experience in long term care or adult medical day care a plus. **Salary Range:** Commensurate with experience. Available Health Insurance. To apply, send your resume to: **Israel Kanarek, LNHA** at: ikanarek@alarishealth.com. **Tel.:** (732) 499-7927. No. of positions: 1. **Address:** 1777 Lawrence Street, Rahway, NJ 07065

AMERICARE PHYSICAL THERAPY – PTA. AmeriCare Physical Therapy provides you with the ability to improve your clinical skills and achieve excellence alongside a team of talented practitioners. Through shared learning and mentoring experiences, you will be able to provide patients with the highest standard of care, treating a variety of integrative orthopedic, sports-related, and neurological conditions. At AmeriCare, every patient is a partner in their care, encompassed by a team approach to maximize function. As our therapist owned practice continues to expand, we are seeking an enthusiastic Physical Therapist Assistant with strong clinical and communication skills. At AmeriCare, we want to support your goals to help you learn, grow, and succeed. Professional development and mentorship support. Continuing education and flexible schedules. Culture of innovative growth and respect for your team. We look for the best and have the systems in place to help you excel. Excellent pay, health benefits, 401 K plan with employer match, reimbursement for CEUs, paid license fee, vacation time, Paid Holidays and Productivity bonus. **Required experience:** Must have a current NJ PTA license degree from an accredited physical therapy assistant program. **Salary:** Negotiable. **Job Location:** 300 South Avenue, Garwood, NJ 07027. **Representative's Name:** Susan Rele. **E-mail:** susan@AmeriCarePT.com. **Tel.:** (908) 414-0070.

AWM PROPERTY GROUP, LLC – Paid Internship. **Number of Hours:** 15 to 20 flexible hours. **Duration of Internship:** 3 months minimum. **Description of Responsibilities:** Acquisitions Manager for Real Estate Investment Firm. Objective to have a consistent pipeline of properties. Working with banks to make offers Building relationships with REO Listing Agents.

Keeping stats. Maintaining and building a Marketing campaign. Assuring assistant is completing necessary tasks and or provide support. **Number of Openings:** 3. **Submitting Representative's:** Hilda Utria. **E-mail:** awmpropertygroup@gmail.com. **Phone Number:** (732) 543-5681. **Job Location:** 158 Ryders Lane, East Brunswick, NJ, 08816.

CENTER FOR DIGESTIVE DISEASES – Medical Receptionist/Assistant. GI Medical Practice with the main office located in Union and a satellite office in Livingston is looking for an experienced Medical Receptionist/Assistant. Ideal candidate will have exceptional customer service and decision-making skills, strong work ethics and a professional demeanor. Interpersonal skills a must. Experience in gastroenterology (GI) Medical Front Desk in gastroenterology (GI) preferred. Responsibilities include, but not limited to, answering phones, registering patients, patient intake, data entry and filing. Candidate must be, computer literate and be organized. **Send resume to Ana,** at: gihelp@comcast.net or fax: (908) 688 3161. **Submitting Representative's:** Jaymina Patel. **Job Location:** 695 Chestnut Street, Union, NJ 07083 **Tel.:** (908) 688-6565. **Benefits:** Yes. **No. of positions:** 1.

CENTER FOR HOPE HOSPICE & PALLIATIVE CARE – Hiring LRN. Description of Skills/Experience Required/Desired: The Center for Hope, a unique Union County based non-profit providing hospice and residential services, seeks only dedicated, caring and energetic RNs who want to have a positive impact on the lives of our patients and their families. We seek nurses who will thrive in a varied and challenging environment and are comfortable working in our facilities and providing high quality home care services. The successful candidate will be a proven team player and an independent thinker with excellent nursing and interpersonal skills. The Center offers an attractive salary; generous paid time off; and, a full benefits package. Some evening and weekend hours are required. Nurses interested in joining our team of skilled professionals should send a resume and cover letter to: hr@cfhh.org. **Submitting Representative's Name:** Dan Di Mond **Job Location:** 1900 Raritan Road, Scotch Plains, New Jersey, 07076. **Tel.:** (908) 288-9152. **Position Reports to:** Director of Residential Services. **Number of Openings:** 10+.

CLARK NURSING & REHABILITATION CENTER - Activity Assistant. **Description of Responsibilities:** This position requires someone who is outgoing and enthusiastic. This individual needs to be able to transport persons in wheelchairs and work with various disciplines. This position requires planning recreation programs with arts n' crafts, playing games and assisting persons with afflicted dementia. You need to lead and be able to gather a group and lead the activity in this geriatric setting. Experience in long term care or adult medical day care a plus. The recreation Director supervises the activity assistant in coordinating and implementing an activities program that will meet the psychosocial, emotional, mental, spiritual and physical needs of all facility residents. The Assistant assures that delegated documentation is completed, and that all guidelines and regulations reading the Activities program are followed. **Salary Range:** \$11.50/ Hour. Available Health Insurance. **Educational Requirements:** High School Diploma. **To apply send your resume to: Susan Masterson at:** smasterson@clarkrehab.com. **Tel.:** (732) 396-7100. **No. of positions:** 1. **Address:** 1213 Westfield Avenue, Clark, New Jersey 07066

COMMUNITY ACCESS UNLIMITED: Weekly Open House: Mondays 4:00PM-6:00PM & Fridays 12:00PM-2:00PM, 80 West Grand St. Elizabeth, NJ 07202 or fax your resume at (908) 354-0283 or email your resume and cover letter to recruit@caunj.org. Whether you are looking for a full-time position with advancement opportunities or a part-time position that offers flexibility and the chance to enrich the lives of CAU members, Community Access Unlimited could be the next step on your career path. Most of our positions in residential services are direct care in nature. Valid driver's license, a car for work and high school diploma or GED is required for all positions.

COMMUNITY ACCESS UNLIMITED - Certified Home Health Aide. We are seeking caring CHHA's for services within a 50-mile radius of Union County to work with the elderly, and or individuals with physical, or developmental disabilities. Responsibilities include but are not limited to: housekeeping, cooking, shopping assistance, laundry, and medication administration under the new NJ Board of Nursing guidelines, medication reminders, personal care, transfers and other daily household tasks. A qualified candidate must possess a HS Diploma/GED, CHHA certificate, driver's license and a vehicle to use for work purposes. EOE. **Responsibilities:** Ensures that all safety and infection control practices are followed. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provide housekeeping, cooking, shopping assistance, laundry and medication administration. Provide services within a 50-mile

radius of Union County. **Qualifications:** Current Home Health Aide Certificate. At least one year experience preferred. Excellent communication skills, verbal and written. Excellent computer and Microsoft Office skills, especially Excel. Valid driver's license. Car to use for work purposes. High school diploma or GED required. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Awake Overnight Direct Support Professional. We are currently seeking a qualified individual to provide direct supervision in a residential setting on the overnight shift for individuals with developmental disabilities. Positions are in Union County. Hours are typically 11:00 PM-9:00 AM, and days will vary depending on the program. Apply at www.cauj.org. **Responsibilities include:** Provides overnight supervision in a residential setting for individuals with developmental disabilities. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing and hygiene and helps with fire drills and/or other health and safety issues as needed. **Skills required:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED - Direct Support Professional. We are currently seeking Direct Support professionals to provide supervision in a residential setting for individuals with developmental disabilities. Hours are typically 3:00 PM-11:00 PM includes weekends and days will vary depending on the program. Positions are in Union County. Full-time position. EOE. **Responsibilities:** Helps ensure a safe, clean, organized, environment. Ensures that required documentation is complete and is in compliance with regulations and standards. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Provides hands on assistance with activities of daily living including bathing hygiene and helps with fire drills and/or other health and safety issues as needed. Food shopping menu planning and meal preparation. Helping to arrange and attend social activities. Transporting members to and from work or day program, a medical appointment, etc. **Qualifications:** High school diploma or GED required. Valid driver's license. Car to use for work purposes. Excellent communication skills, verbal and written. Previous experience working with individuals with developmental disabilities a plus. Willing and able to attend required trainings outside of normal work hours. **Benefits:** Medical Insurance. Dental Insurance. 401(K). Life Insurance. Tuition Assistance. Paid Time Off (PTO). Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED - Social Service Assistant Director. We are currently seeking a qualified individual to provide administrative oversight for our supervised apartment programs for individuals with developmental disabilities and to supervise the quality of support services provided. The salary starts at \$37,000 and is increased to \$39,000 after successful completion of the required orientation period and training. There is the potential to increase to \$40,000 one year after completing the orientation period. He or she must have a genuine desire to work with individuals with developmental disabilities. **Responsibilities:** Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Ensures that required documentation is complete

and is in compliance with Agency and DDD regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) preferred. At least two years of experience working with people with developmental disabilities. Experience in supervising and managing staff. Knowledge of DDD regulations. Valid driver's license. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Strong leadership skills. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Employee of the Month/Outstanding Part Timer Recognition. Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Youth Coordinator. We are currently seeking a qualified individual to provide administrative oversight for our community-based residential programs for youth at-risk. The ideal candidate for this position has a bachelor's degree (BA/BS), at least two years of experience working with youth at-risk, knowledge of DCP&P regulations, genuine desire to work with adolescents, previous supervisory or management experience and strong leadership skills. EOE. **Responsibilities:** Helps establish and maintain standards and procedures that ensure the health and safety of everyone. Recruits, hires, and oversees the appropriate levels of staff to meet member and program needs. Ensures the facility, grounds, and equipment are maintained in a clean, sanitary, and safe condition. Helps prepare, oversee, and monitor the annual budget. Helps resolve member and family concerns. Ensures that required documentation is complete and is in compliance with Agency and DCP&P regulations and standards. Performs other duties as required. **Qualifications:** Bachelor's degree (BA/BS) required. At least two years of experience working with people with at-risk adolescents. Experience in supervising and managing staff. Valid driver's license. Knowledge of DCP&P regulations. Strong leadership skills. Excellent communication skills, verbal and written. Willing and able to be on-call, which may include evenings, weekends, and holidays. Excellent computer and Microsoft Office skills, especially Excel. **Benefits:** Medical Insurance. Dental Insurance, 401(K), Life Insurance. Paid Time Off (PTO). Tuition Assistance. Employees of the Year Award. Employee of the Month/Outstanding Part Timer Recognition. Legal Services. Longevity/Anniversary Recognition. Long-term Disability Insurance. Short-term Disability Insurance. Employee Assistance Plan (EAP). Project Assistance Loans/Grants. Staff Recruitment Incentive. Bereavement Days. Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor. Expanding social service agency is seeking an individual to work with at-risk adolescents in a residential setting. Responsible for providing direct supervision to adolescents including assistance with daily living skills and supportive counseling. The hours for the position vary but include evening and weekend hours. Full time. Apply at www.cauj.org. **Responsibilities include:** Ensures that required documentation is complete and is in compliance with regulations and standards. Helps ensure a safe, clean, organized, environment. Attends required trainings, staff meetings, and other meetings/events as requested. Performs other duties as required. Physically remains on the premises of assigned location for the duration of the shift, unless directed elsewhere by management or a supervisor. Ensures that the site, and equipment are maintained in a clean, sanitary, and safe condition. Provides training for daily living skills, supportive counseling and community integration for youth at-risk. Transport members to medical appointments, recreation activities, etc. **Qualifications:** Willing and able to attend required trainings outside of normal work hours. Highly organized and self-motivated. Able to work days, evenings, weekends, and holidays. Excellent computer and Microsoft Office skills. Valid driver's license. Access to a car to use for work purposes. Willing and able to attend required training's outside of normal work hours (between the hours of (9am-5pm) 1 year experience working with at-risk adolescents. High school diploma or GED required. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. Address: 80 West Grand Street Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY FOOD BANK OF NEW JERSEY. Join the Community FoodBank of NJ's Food Service Training Academy. **New class starts April 15 - July 31, 2019.** Tuition and public transit are free for those who qualify. Receive hands-on instruction from classically trained chefs in a commercial kitchen. Participants are placed in internships and provided with employment services. You must have a high school diploma or GED. For additional info call (908) 355 - 3663 ext.: 240. Community FoodBank of New Jersey | 31 Evans Terminal Rd | Hillside, NJ | 07205 | 908.355.FOOD | cfbnj.org

CONNECTIONS PERSONNEL - Supply Chain Manager. Description of Skills: Clear and effective communication written and verbal. Intermediate knowledge of ERP systems (preferably SAP / Materials Management and SCM). Understanding of Supply Chain Management aspects. Strong purchasing skills especially in the area of negotiations with vendors and active supplier management. Intermediate knowledge in use of Microsoft Office (Word, Excel, PowerPoint, Outlook). Attention to detail and capable of handling multiple tasks in parallel. **Description of Responsibilities:** Supplier On time delivery. Inventory turnover (ITO). Inventory provisions (E&O). Purchase price variances. Cost savings (purchase price) Purchasing. Supervises Purchasing personnel and responsible for all 3rd party purchasing tasks. Sourcing of MRO (material required for organization like office supplies, tools etc.). Coordinates with Sales, Manufacturing, and Quality Assurance to assure that material is available as required to meet production schedules and customer delivery requirements. Handling of purchasing requisitions (BOM Materials) provided by SAP. Responsible for the communication of material status throughout the entire procurement cycle. Monitoring of supplier delivery performance in order to avoid supply constraints. **Supply Chain Management.** Constantly monitor key supplier performance (on time delivery). Participate on supplier audits and meetings. Active collaboration with H+S global procurement / category management. Continuous improvement on supplier lead times. VMI / consignment contracts. Negotiate frame contracts. Maintain purchasing performance reports. Analysis & Continuous Improvements. Responsible for purchasing relevant master data in SAP/ERP. Defines and implements purchasing strategy. Runs frequent inventory analysis (low runner vs high runner / ABC-XYZ) and adjusts planning master data accordingly in order to constantly maintain a high performance. Responsible for various projects affecting the job holder's area. All other relevant duties as assigned. **Education/Experience:** Bachelor's degree or 5+ years' experience in a production planning and purchasing role in a technical or production environment. Minimum 3 years of supervisory experience preferred. **Salary:** \$75,000.00 annually. **Job Location:** Warren, NJ. Apply to: morristown@connectionspersonnel.com. **Submitting representative:** Jessica Cella. **Address:** 69 Maple Ave Morristown, NJ, 07960. **Email:** morristown@connectionspersonnel.com . **Tel.:** (973) 292-9300

CONNECTIONS PERSONNEL – Also hiring for the following positions: Accounting Clerk, Dispatcher/Office Assistant , Data Analyst, Shipping Lead, Customer Service, Field Service Engineer, Office Manager, Office Clerk, Account Payable Coordinator, General Laborer, Forklift Operator, Warehouse Clerk, CDL Class A driver, Palletizer, Electrical-Mechanical Engineer, RF Microwave Technician, Electrical Tech, Q/C Inspector, Automation Engineer, Calibrator Inspector, Design Engineer, Calibration Laboratory, Vendor Surveillance Coordinator, Production Worker and Machine Operator, Staff Accountant. Apply to: morristown@connectionspersonnel.com. Submitting representative: Jessica Cella. Address: 69 Maple Ave Morristown, NJ, 07960. Email: morristown@connectionspersonnel.com . **Tel.:** (973) 292-9300

CUSTOMIZED DISTRIBUTION SERVICES, INC. - Inventory Control Systems Clerk: Description of Skills/Experience Required/Desired: Ability to comply with Company policies, procedures, and expected standards of behavior to include the Company's tardiness and absenteeism policy. 1+ year(s) of recent experience in a similar role; preferably in a fast-paced distribution environment. 1+ year(s) of prior experience operating a forklift. High school diploma or GED required. Experience with an RF-based warehouse management system (WMS) is preferred. Proficient with an RF Scanner. Ability to read, count accurately, do simple math, and write legibly. This includes the ability to correctly interpret and log a large sequence of numbers in the correct order. Must have excellent communication skills; both written and verbal. This includes the ability to speak, read, and write the English language. **Description of Responsibilities:** Assist the Customer Service and Operations Department by maintaining an accurate count of all inventory. Ensure that any inventory loss is immediately reported. Receive, unpack, inspect, and count inbound materials and components. Enter all electronic customer inventory and order information. Communicate appropriately and professionally with all colleagues and client representatives. Perform reconciliations of current inventory as necessary and/or requested and immediately notify supervisory and management staff of any discrepancies. Operate a sit-down or stand-up forklift as necessary to move product. Maintain a competency and certification concerning the safe operation of forklift equipment, (i.e. stand-up, sit down forklifts, and pallet jacks). Comply with established procedures concerning equipment inspections and sign out. Assist with the training of newly hired personnel. Participate daily with general housekeeping of warehouse. Maintain a competency and working knowledge of the RF system and equipment. **Salary:** \$14.00 Hr. **To apply:** <https://usr54.dayforcehcm.com/CandidatePortal/EN-US/CDS/Posting/View/282>. **Education:** HS Diploma or GED. **Position reports to:** Customer Service Manager. **Job Location:** 301 Middlesex Center Boulevard, Monroe Township, NJ 08831. **Benefits:** Cigna- Medical, Dental, etc. **Representative:** Nicole Miller at nmiller@cdslogistics.com. **Address:** 20 Harry Shupe Boulevard, Wharton NJ, 07885. **Tel.:** (973) 366-5090

DMS Express Inc - OTR Driver. Requirements: CDL-A, 2 yrs. local, regional or OTR experience. **Overview:** Drivers will deliver general dry van freight to NJ, PA, OH, upstate NY, Mass, CT, DE, MD and NC (on occasion) OTR Drivers normally from NJ to Florida (mostly East Coast). More than 95% of loads are drop and hook. Base terminal in Kearny, NJ. **Compensation:** \$40,000-\$80,000 Per year. Direct deposit. Paid weekly. Medical Benefits!!! **Apply at:** www.dmsexpressinc.com. **Job Location:** 350 Central Ave, Kearny, NJ 07032. **Tel.:** (201) 206-0465. **Representative:** Agnes James.

DUNKIN' DONUTS/NATC DONUTS - Various positions available: Please apply at: www.natcdonuts.com. **Job Location:** 315 Central Avenue, Clark, NJ 07066. **Denise Meola:** dmeola@natcdonuts.com. **Tel.:** (908) 324-4956.

EARTH RELOCATION INC. - Administrative Assistant. Description of skills: Bilingual, Office Administration, Computer skills, Import / Export understanding will be a plus. We will provide required training. Customer Service experience will be a plus, candidate should be a quick learner and self-motivated. Candidate will be responsible to contact clients , gather needed documents, use CRM software, submit documentations to requested parties, be on top of day to day activities, submit time sensitive documents by deadlines posted, keep clients informed and updated with shipment status etc. **Salary Range:** \$30,000-40,000 annually. **No. of openings:** 2. **Representative:** Samir Shah. **Email:** samir.shah@earthrelocation.com. **Job Address:** 1001 Roosevelt Ave, Unit 4, City: Carteret, NJ 07008. **Tel.:** (201) 875-5400.

EARTH RELOCATION INC. – Global Move Specialist. Description of skills: Bilingual, sales experience is beneficial, good with MS Excel/Word and internet usage and also with phone sales. Candidate will be responsible to sell door to door international packing and moving services to prospective clients based on sales leads provided and should be capable of closing the deal through constant follow ups via phone and email. Candidate should be based in NY/NJ area for convenient commute to our office and should be willing to travel to see clients and conduct on site survey estimations. **Educational requirement:** Bachelor's degree preferred. **Salary Range:** 30,000 annually. **No. of openings:** 2. **Representative:** Samir Shah. **Email:** samir.shah@earthrelocation.com. **Job Address:** 1001 Roosevelt Ave, Unit 4, City: Carteret, NJ 07008. **Tel.:** (201) 875-5400.

EARTH RELOCATION INC. – Sales/Admin Assistant. Paid Internship. No of hours: 25 hours per week. **Duration:** 3-6 months. We need motivated interns who are looking to build their careers in International Trade Industry. We need candidates for sales as well as admin assistance . If candidate is good, then there will be opportunity to join full time. We will provide the required training for the candidate's success. **Expected Learning Experience:** International Trade, Sales, Office Admin, Import/Export Operations , Logistical Experience. **Course of study/training:** Undergraduate student Recent or Pending Graduate (post degree). Occupational Training Program student. **No. of openings:** 2. **Representative:** Samir Shah. **Email:** samir.shah@earthrelocation.com. **Job Address:** 1001 Roosevelt Ave, Unit 4, City: Carteret, NJ 07008. **Tel.:** (201) 875-5400.

EDIBLE ARRANGEMENTS OF SUMMIT. Driver. Description of skills/experience required/responsibilities: Clean Driving Record. Available Monday - Friday 12-5. Delivery Experience (nice to have). Prompt delivery of our arrangements help with various kitchen tasks (i.e.: wash dishes; prep fruit; throw out garbage etc.), possibly help with customer service activities **Salary Range:** \$12 per hour. **Representative:** Steve Maffei. **Email:** smaffei1014@optonline.net. **Tel.:** (732) 266-6723. **Job Location:** 5 Warren Ave. Green Brook, NJ, 08812. **No. of positions:** 1.

ENABLE NJ - FT Residential Manager. Throughout NJ. Duties: The Residential Manager works with a person-centered team to develop, implement, and coordinate supports that address the needs and interests of consumers and assist them in safely reaching their personal goals for skill development and community integration. The manager plans and coordinates all activities, manages the daily schedule, and ensures the space used is adequately furnished and supplied with materials and equipment to facilitate independent living. Activities will include community activities, recreation and daily living skills training. Manager will ensure staff work to help participants reach their goals and receive training as needed to effectively work with consumers. The Residential Manager is responsible for ensuring that the group home operates within the policies and procedures of the agency and meets licensing and accreditation standards. **Qualifications:** Must be 18 years of age or older. High School Diploma or GED. Two (2) years experience working with persons with physical and/or developmental disabilities; 1-year experience as supervisor. Ability to complete certification as a Safety Care Specialist; certification requires physical moves that include, but are not limited to, kneeling, bending, pushing, pulling and supporting another's weight. Ability to understand and implement individualized supports. Ability to effectively communicate with the

consumers with whom they are working. Ability to create appropriate activities for consumers. Strong written and verbal communication skills. Ability to effectively complete work-related documentation through paper and computer records system. Computer literacy in using Word, Excel, Outlook and Electronic Case Records systems. Valid driver's license and abstract (not to exceed 5 points) . **Preferred:** Bachelor's degree in related field. Pre-service DDD Trainings. Enable NJ is a great place to work! We offer personal and professional growth along with competitive pay, 401K with employer match, generous PTO policy, health, dental, vision. 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 submit your resume to – Lturner@enablenj.org

FASTSIGNS OF NEWARK - Sales Associate. Also Known as: **CSR, Customer Service Representative.** **Position Description** Responsible for sales activities from lead generation through the project management process. Develop and implement agreed upon Sales and Marketing Plan which will meet both personal and business goals of expanding customer base in the marketing area. Work with the center's management and support teams for the achievement of customer satisfaction and revenue generation, in line with company vision and values. **Responsibilities:** 1. Serve as first point of contact for walk-in, email, Ecommerce and telephone customers. 2. Develop annual sales plan with Franchise Partner or Center Manager, detailing activities to follow during the fiscal year. 3. Demonstrate the ability to carry on a business conversation with customers and decision makers. 4. Sell consultatively and make recommendations to prospects and clients using various products and the FASTSIGNS Selling Solution System. 5. Identify sales prospects and contact these using a "drill down" and "share of wallet" concept. 6. Develop and maintain a database of qualified leads through referrals, telephone canvassing, direct mail and email. 7. Follow up on new leads and referrals resulting from telephone, marketing and email activity. 8. Develop a complete understanding of pricing and proposal models. 9. Complete all paperwork and follow established center procedures from initiation through completion of a project (i.e., Work Order, credit approvals, POS entry, pre-payment collection, artwork approval, delinquent account collection, reporting). 10. Prepare estimates and establish/maintain estimate follow-up procedures. 11. Communicate with customers on order status and changes the production schedule. 12. Execute a variety of marketing functions: Incenter database mailings based on targeted POS lists, thank you cards 5-7 days after order is picked up, implement a call-mail-call program, distribute press releases regarding center activities, execute FASTMAIL campaigns, etc. 13. Maintain an attractive retail environment (clean, organized and functional). 14. Support center franchise partner or center manager as needed with reports, close-out, invoices, and daily, weekly and monthly paperwork. Ensure WIP summary is up to date. 15. Prepare status reports, including activity, closings, follow-up, and adherence to goals for weekly sales meetings. Participate in center staff and sales meetings. 16. Assist in the implementation of company marketing plans as needed. 17. Perform market research, competitive shops and customer surveys. 18. Identify and resolve customer satisfaction issues. 19. Establish and maintain effective team relationships with all support departments. 20. Adhere to all company policies, procedures and business ethics codes. 21. Contact customers within 3-5 days of order pick-up/delivery to confirm customer satisfaction. Participate in and practice the FASTSIGNS sales mentality of "Everybody Sells". Constantly be looking for sales opportunities for the center. Serve as a backup for answering the phone if the franchise partner, manager and sales/service employees are busy assisting other customers. Assist at the front counter as needed. Understand the sales process enough to consult with customers to determine project needs and solutions. **Additional Responsibilities** 1. Participate in marketing events such as open house(s) and telemarketing programs. 2. Assist in collection of account receivables. 3. Coordinate shipping schedules and delivery of merchandise and services. **Working Conditions** 1. Working conditions are normal for an office and a light manufacturing environment. Report to franchise partner or center manager. **Salary Range:** \$20,000 annually. **Submitting Representative's Name:** Robert Acquaye. **Job Location:** 210 Market St. Newark, NJ 07102. Send resume to: 605@fastsigns.com

GARDEN STATE COLD STORAGE - CARTERET, LLC. - Job Title: Inventory Control Specialist FLSA Status: Non- Exempt. Job Description: Work Schedule: Mon.- Fri. 9:30a.m. – 6p.m. Department/Level: 5 Reports to (primary): Inventory Manager Reports to (secondary): General Manager Supervises. **Position Summary:** The objective of Inventory Control at Garden State Cold Storage is to maintain accurate records and physical inventory within the warehouse. Inventory Control will also be responsible to communicate with customers in regard to inventory questions, yearly inventory audits and setting up warehouse inventory system alerts for customers. **Essential Job Functions:** On-going daily inventory counts. Adjustments & Holds of inventory when needed. Communicating with customers in regard to inventory matters. Teaching customers to use the online system to refer to inventory when needed. Using the WMS to issue true cycle count tickets. Answer telephone calls as needed and direct them to the correct person. **Qualifications:** 3+ years' experience in warehouse inventory and/or warehouse operations. Supervisory, data entry and customer service experience. Proficient in using

telephones, emails, fax and Microsoft Office applications and warehouse management systems. **Knowledge, Skills and Abilities:** Working knowledge of freezer warehouse operations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Good interpersonal skills – having the ability to work with all types of people. Excellent customer service skills. Superior math skills. Excellent written and oral communication skills. **Physical Demands of the Job.** 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. While performing the duties of this job, the employee is occasionally required to stand; sit, walk. The employee is required to use a computer, telephone, fax/scanner/copier and other office tools. **Work Environment:** While performing the duties of this job, the employee is subject the following work environment: The employee may be subject to both inside and outside environmental conditions. The employee is required to work in a normal office environment. The employee may be subject to extreme cold: temperatures typically between 35-40 degrees Fahrenheit and occasionally may be exposed to temperatures of zero degrees Fahrenheit. The employee may be subject to hazards in the warehouse including moving pallets; material and/or equipment handling. The noise level in the warehouse environment can be loud. **Employee Acknowledgement:** This job description is not intended to be all-inclusive. This position may be assigned to perform other related duties to meet the ongoing needs of the organization. Additionally, the person employed in this position is expected to adhere to all company policies and to act as a role-model representing leadership and corporate culture. The objective of Inventory Control at Garden State Cold Storage is to maintain accurate records and physical inventory within the warehouse. Inventory Control will also be responsible to communicate with customers in regard to inventory questions, yearly inventory audits and setting up warehouse inventory system alerts for customers. **Essential Job Functions:** On-going daily inventory counts. Adjustments & Holds of inventory when needed. Communicating with customers in regard to inventory matters. Teaching customers to use the online system to refer to inventory when needed. Using the WMS to issue true cycle count tickets. Answer telephone calls as needed and direct them to the correct person. **Qualifications:** 3+ years' experience in warehouse inventory and/or warehouse operations. Supervisory, data entry and customer service experience. Proficient in using telephones, emails, fax and Microsoft Office applications and warehouse management systems. **Knowledge, Skills and Abilities:** Working knowledge of freezer warehouse operations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Good interpersonal skills – having the ability to work with all types of people. Excellent customer service skills. Superior math skills. Excellent written and oral communication skills. **Representative:** Maureen Martin. **Address:** 474 Wilson Avenue, Newark, NJ 07105. **Email:** hr@gscoldstorage.com **Tel.:** (973) 5890524. **Address of Job Location:** 580 Port Carteret Drive, Carteret, NJ 07008.

GEO GROUP – FT Security Monitors \$11.75 per hour – Kearny, NJ. 3rd shift: 11PM - 7AM. Summary: This position maintains an orderly environment within the assigned unit or area of the facility and performs standard operating procedures in accordance with facility policies and procedures as required by Company and client contractual requirements. The operations counselor follows daily schedules and always conducts him/herself in an exemplary manner. **Primary Duties and Responsibilities:** Supervises all resident movement within the assigned unit/area. Reports resident accidents or injuries to supervisor. Provides orientation to new residents and discharges residents. Performs scheduled resident headcounts and completes written count reports. Conducts daily inspections and searches of resident sleeping quarters and body searches. Monitors eye drug testing. Reports all resident behavioral problem incidents in writing to supervisor and conducts appropriate crisis intervention. Collects urine samples for random and routine substance abuse screenings of residents as required. Transports residents by company vehicle to out-of-facility appointments. Remains at assigned security check point and monitors security cameras to maintain safe and secure orderly environment for residents during the daily scheduled activities. Enforces the facility rules of conduct with the residents. Supervises resident visitation. Performs other duties as assigned. We offer personal and professional growth along with 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

GLOBAL INSURANCE AGENCY, LLC a fast-paced Insurance Agency located in Elizabeth, NJ is looking to hire a Front Desk/Office Assistant. **Description of responsibilities:** Answer Phones, Data Entry, Receive and review office mail. Communicate with clients via E-mail /phone. \$10-\$12 per hour to start. Paid Vacation. Paid Sick Days. Group Health Insurance. Work Schedule: Monday-Friday 9AM to 5 PM. The ideal candidate will need to possess good customer service skills and basic computer knowledge. Bilingual Spanish/English a must. To apply for this position, please email us at alexa@globalinsurancenj.com or fax resume to 908-469-8460.

GRACELAND ADULT MEDICAL DAY CARE is seeking a **Social Worker**. **Description of Skills:** A minimum of bachelor's degree in social work. Must be certified social worker by the NJ State Board of Examiners. Capability to speak fluent Spanish is preferred but not required. **Description of Responsibilities:** Help older adults adjust and cope with different problems that they experience. Assess clients to determine their unique needs. This could be done through an interview with them, their family members, and other experts such as doctors and nurses. If the older adults still reside in their homes, home visits can become an integral part of your interaction with them. Once their needs are assessed, a plan is made to address their needs. Apart from diagnostic assessment of their needs, periodic evaluation is also done to monitor their well-being and any changes in their needs. You may also help them utilize services that could address their needs. For example, if your client is having financial problems, you could liaise between them and financial services or institutions. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GRACELAND ADULT MEDICAL DAY CARE is seeking a **Certified Nursing Assistant**. **Description of Skills:** High School diploma or GED Completion of a state-approved CNA certification training course. Basic computer skills. Ability to work as part of a team and to handle multiple tasks safely and effectively. Good communication skills, including the ability to communicate sensitive information with empathy ("bedside manner"). **Description of Responsibilities:** Assist with daily living activities. This includes delivering meals to patients, turning and ambulating patients and providing plenty of fresh water, as well as extra nourishment between meals. Help patients with personal hygiene. Provide patients with bedpans, help with baths, shampoos and showers. Provide adjunct care for the patient, including ice packs, non-sterile dressings and therapeutic baths. Check vital signs and record daily information in the patient's chart. Helps patients by supporting personal hygiene and daily living needs, providing comfort, transportation, and vital sign monitoring. Assist the nurses and other staff as needed. Adhere to professional standards, follow policies and procedures and abide by federal, state and local requirements, as well as Joint Commission standards. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

GRACELAND ADULT MEDICAL DAY CARE is seeking an **Activity Director**. **Education Requirements:** Completed ME PAPI course. **Description of Skills:** We are looking for someone who is a NJ Certified Activity Director or who has completed ME PAPI course. **Job Type:** Full-time Experience: Activities: 3 years (Preferred). **Description of Responsibilities:** The Activity Director shall plan, implement, supervise, and evaluate member activities, which encompass social, spiritual, psychological and cognitive aspects of the program. **Number of Openings:** 1. **Job Location:** 316 Madison Ave, Perth Amboy, NJ, 08861. **Representative:** Miss Lovina. **To apply:** Email your resume to: gracelandamdc@gmail.com. **Tel.:** (973) 699-4826.

HANDLER MFG., LLC is seeking a **CNC Machinist**. **Responsibilities and Duties:** Experience working with sheet metal, able to use CNC machines to bend and punch sheet steel. Able to use welding and fabrication equipment as well as all types of hand tools and power tools. Able to calculate using blue print drawing files and product templates. Leadership behavior, team player, solid work ethic, pay attention to detail and safety, be teachable. **No. of openings:** 1 – 2. **Benefits:** Medical, 401K, profit sharing, paid holidays and paid vacation. **Salary:** \$15 - \$20.00. **To apply send resume to:** rickladuca@handlermfg.com. **Tel.:** (908) 233-7796. **Job location:** 612 North Avenue, Westfield, NJ 07090.

HEARST - O, THE OPRAH MAGAZINE – Advertising Sales Intern. **Responsibilities and Duties:** O, The Oprah Magazine is looking for an eager, energetic advertising sales intern for summer of 2019. The sales team manages advertising within the magazine and works in partnership with the Marketing and Editorial department on a daily basis. Objectives + Outcomes may include but are not limited to: Gain a professional network in NYC. Learn key communication skills both internally and outside of the magazine. Intern will be able to complete a hands-on project that analyzes a theoretical Target Account and presents a Marketing idea. The intern may have the opportunity to present it to the sales/marketing team. Intern will be able to learn what a Sales Assistant/Executive Assistant does each day. Potential to shadow Sales Reps on meetings, brainstorming and sales calls. Intern will learn how to look for inspiration in competitive magazine for various categories. **Preferences + Requirements:** All students must show proof that they are receiving college credit for this unpaid internship. Previous internship experience is encouraged though not required. A Major in Communications, Marketing and Business is preferred though not required. Must be going into junior or senior year of college. Ideal intern candidate will be available 3 days/week. Start/End date is flexible. **Salary Range:** Unpaid - School Credit only. **Job Location:** 300 West 57th Street,

New York, NY 10019. **Submitting representative's name:** Alexia Vicario. **Email:** alexia.vicario@hearst.com. **Tel.:** (212) 903-5335.

JJJ DISTRIBUTORS – Picker/Packer. Responsibilities and Duties: Entry Level Picker/packer. Will train. Spanish speaking is required to work with Spanish products. Picker packer and warehouse duties. **Position reports to:** Warehouse Manager. **Salary range:** 10-12 per hour. Entry level. **Benefits:** Vacation and 401k after a year. **Job Location:** 400 Trumbull St, Elizabeth, NJ 07206. **Submitting representative's name:** Carlos Rodriguez. **E-mail:** carlosr@jjjdistributors.com **Tel.:** (908) 355- 8854

MCAULIFFE CONTRACTORS - Laborer/Helper. Assist job/Truck leader. Clean: Shop, Truck, empty debris. Load materials Carry materials and equipment into work site. Unload properly upon return. Learn / assist basic cutting, digging. Learn use, care and safety on all tools. Make intermittent supply runs. Anticipate next steps. Maintain orderliness of truck Remain flexible: crew/site changes daily. Adhere to all company safety protocols. Maintain Basic Belt. Maintain personal "cubby" and "go bag". Maintain assigned area of shop upkeep/maintenance. Attend training courses/programs as directed. **Job Address:** 723 Fairfield Avenue, Kenilworth NJ 07033. **Send resume to:** sales@structurenj.com **Tel.:** (908) 245-9131. **Salary Range:** \$30,000 - 35,000 annually. No experience required. Some construction or construction related experience preferred.

MACHINERY SERVICES CORP. - Welder. Send resumes to Dawne Beltramini at: apply@rapidservice.com. **Job Location:** PO Box AY. 285 Straight Street, Paterson NJ 07509. **Tel.:** 973-345-5600.

NEED IT NOW LOGISTICS - CDL A & CDL B Drivers. Description of skills desired: Applicant must be 21 or older. At least 1 year of verifiable experience as a CDL Class A Driver or CDL B Driver. Valid Class A driver's license and valid medial (DOT) card. Clean driving & criminal record (No major violations or accidents). Reliable transportation to & from Warehouse (Avenel, NJ). A valid email address & working cell phone. Ability to pass a pre-employment drug test/background check. **Description of Responsibilities:** SOS Logistics (Need It Now Delivers) a leading logistics provider has immediate job openings for dependable CDL Class A Truck Drivers to safely operate a company provided tractor trailer and unload/deliver products to an assigned route schedule. Using a positive, friendly attitude, our drivers build relationships with each customer and become familiar with their operations to meet needs and expectations. **No of openings:** 10. **Benefits:** Medical Benefits After 6 months. **Job Location:** 29 Spring Street, West Orange, New Jersey 07050. **To apply:** Send resume to Alaya Bishop at: alaya.bishop@nindelivers.com. **Salary:** \$20.00/ hr.

NV5 WEBSITE - Field Technician/Special Inspections. Description of responsibilities: Requirements for Technicians vary depending on the type of work to be performed. Familiar with ASTM, AASHTO and ACI standards for testing and inspections. Must be a motivated individual who can follow direction. Prepare daily reports for submission to QC Manager. A valid driver's license and a reliable vehicle. Excellent written and verbal skills. NV5's Rahway NJ office is seeking Field Technicians and Inspectors with experience in one or more of the following: soil inspection, reinforced concrete, masonry, spray applied fireproofing, structural steel inspection or non-destructive testing. Candidates should be an ACI Level I Field Technician, ICC reinforced concrete, ICC Structural Masonry, ICC Fireproofing, ICC Structural Steel Bolting or Welding, certified welding inspector or NDT (ultrasonic, magnetic-particle or liquid penetrant) and New Jersey DCA certified. We are located in central New Jersey and offer services throughout New Jersey, the five Boroughs of New York, Long Island and the Philadelphia area. **Salary:** TBD. **Benefits Included:** Medical Coverage Dental Coverage Vision Coverage Voluntary Life 401(k) Program Financial Consulting through Morgan Stanley Smith Barney Paid Time Off (PTO) Holiday Pay Employee Assistance Program (EAP). **No. of Openings:** 3. **Job Location:** 903 East Hazelwood Ave Rahway, NJ, 07066. **Representative:** Brian Arone. **Tel.:** (732) 382-3553. **E Mail:** Brian.Arone@NV5.com. **To apply go to:** [NV5 Website](#).

ON TIME TRANSPORT – EMT. Description of responsibilities: On Time Transport has provided Caring in Motion since 1990, providing mostly non-emergent medical transport to patients to and from different medical providers. With multiple locations and over 350 employees, we are looking for EMT'S to join our On-Time Team. Full-Time, Part-Time, and Per-Diem positions available. Frequent Overtime Opportunities. Flexible shifts available. Paid Time Off Accrual. Shift Differentials. Free CEU courses also includes EMT Core Refresher. \$1000 Tuition Reimbursement for new Full Time EMTs within 90 days of certification. All ambulances have Stryker Power Cots. Multiple Stryker Power Loads. Multiple Power Stair Chairs. No experience needed as training is provided. Medical, Dental, Vision 401K. **Description of Skills desired:** must have an EMT

certification. Driver's License in good standing. Must successfully pass criminal history review and drug screening. An AA/EEO Employer. **Number of openings:** 30. **Apply at:** ontimetransport.com. Email your resume to Malene Relvas at: mrelvas@ontimeambulance.com Tel.: (908) 445-2238. **Job Location:** 135 E Highland Parkway, Roselle, New Jersey 07203. **Driver's license requirement:** Type D.

ON TIME TRANSPORT – Medical Biller. Description of responsibilities: Medical Biller's role is to bill accurately and to perform collection and follow up activities related to claim payment for the Customer Care Billing Department. Responsibilities include posting payments to outstanding invoices, performing simple arithmetic computations, and checking EMT/driver logs for completeness and accuracy. Work is performed according to established procedures, and is reviewed or monitored frequently until familiarization with billing procedures is achieved.

Essential Functions: Post and Collect payments received from customers and clients for all charges. Search for patient demographics & insurance • Contact insurance companies & patients for eligibility & information verification. Run collection reports/workflows for all unpaid claims. Follow up with insurance companies on all denials. Reviews, corrects and classifies invoices for accuracy and completeness. Prepares credits or refunds when required and forward to accounts payable. Submit all bills timely and accurately. Verify all Medicare and Medicaid information. Maintain Medicare and Medicaid records are accurately filed. Maintain required documentation is received before bills are sent Review all driver logs/EMT Patient Care reports for all appropriate signatures before bills are sent. Determine if any additional documentation is required before bills are sent. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. **Required Knowledge, Skills and Abilities:** High School education. College education and/or equivalent work experience preferred. Understand RescueNet (RN), Navinet, Zirmed, EMS Charts and various insurance websites, preferred. Knowledge of Medicare rules and regulations; o Electronic claim submissions and remittance procedures Commercial insurance claim requirements. Health Insurance Portability and Accountability Act (HIPAA) requirements and record retention compliance. Excellent written and verbal communications skills required. Must be highly-organized Excellent (or established) inter-personal skills. Knowledge and expertise with Microsoft Products preferred, specifically Excel and Word. Computer proficiency preferred. Working knowledge of EMS systems/private ambulance and medical transportation systems preferred. An AA/EEO Employer. **Description of Skills desired:** must have a Medical Billing Certification. **Number of openings:** 1. **Apply at:** ontimetransport.com. Email your resume to Malene Relvas at: mrelvas@ontimeambulance.com Tel.: (908) 445-2238. **Job Location:** 135 E Highland Parkway, Roselle, New Jersey 07203.

OUR HOUSE INC. - Direct Support Professional. Description of responsibilities: Trains and supervises residents in the development/enhancement of independent living skills in such major areas as nutrition, meal planning and preparation, household skills, clothing maintenance, personal grooming and hygiene, money skills, recreational and social skills, safety, travel training, sexuality training, self- advocacy and other areas. May be responsible for providing a high level of assistance with hygiene, including but not limited to; bathing, toileting, changing diapers, changing catheters, changing colostomy bags, etc. Responsible for the safety and well-being of the residents. Provides adequate supervision for the individuals in the home as outlined in their IHP/ISP. **Required:** High school diploma, clean driving record and valid license, 1 yr. experience. **Salary:** \$12.00 per hour. **Job Location:** 76 Floral Ave., Murray Hill NJ 07974. **Submitting Representative's Name:** Blair Dolphin. bdolphin@ourhousenj.org **Tel.:** (908) 464-8008.

OUR HOUSE INC. – Assistant Site Manager. Description of responsibilities: Must be at least 18 years of age. Must possess a high school diploma or equivalent. College background with related courses or degree preferred. Supervisory experience and experience working with people with developmental disabilities helpful. Must have valid driver's license with good driving record. Upon employment must pass all mandatory DDD trainings including supervisory training and maintain current certification in Standard First Aid and CPR. Trains and supervises residents in the development/enhancement of independent living skills in such major areas as nutrition, meal planning and preparation, household skills, clothing maintenance, personal grooming and hygiene, money skills, recreational and social skills, safety, travel training, sexuality training, self- advocacy and other areas. Supervises the administration of resident medication in accordance with Our House, Inc. and Division of Developmental Disabilities medication procedures. Assists with the supervision of residential staff. trains, delegates assignments, monitors job performance, provides input on staff evaluations, develops staff potential

and communicates changes/needs to Senior Site Manager or Site Manager and staff. Attends and participates at monthly staff meetings. Conducts the meetings in the absence of the Senior Site Manager or Site Manager or as assigned.

Required: High school diploma. **Salary:** \$16.00 per hour. **Job Location:** 76 Floral Ave., Murray Hill NJ 07974. **Submitting Representative's Name:** Blair Dolphin. bdolphin@ourhousenj.org. **Tel.:** (908) 464-8008.

RIDER INSURANCE COMPANY is seeking a **Product Analyst**. **Reports to:** Production Manager. **Description of Skills:** Must have strong written and verbal communication skills. Proficiency with Excel, and strong math skills are required. Must be detail-oriented and able to work in a fast-paced environment. Must possess strong analytical and problem-solving skills. **Description of Responsibilities:** Full-time, entry level opportunity for a Product Analyst. This position will work with business and systems partners to analyze and resolve problems with business processing discovered in production or in test environments. Monitor and manage rate adequacy to assure all products are delivering target underwriting margins. Develop and maintain a competitor knowledge base. Continual analysis of business and user needs. **Benefits Included:** Health insurance, paid vacation & sick days, 401k plan, flexible schedule. **Education requirements:** Bachelor's. **To Apply:** Send resume to: mwilkes@rider.com. Monica Wilkes, 120 Mountain Avenue, Springfield, NJ 07081. **Tel.:** (973) 564-5468.

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

STATE FARM AGENCY - Staff Assistant. Bi-lingual / Spanish. Reports to: Agent / Office manager. Part-time Hours: 20-24 per week. **General Description:** To work as an employee of a State Farm independent contractor agent assisting the agent in selling and marketing State Farm products and services and in providing quality service to State Farm customers. **Note:** This job description is considered to be a classification and recruiting tool and is not intended to limit the assignment of work. **Work Experience:** This is an entry level position –with 0-6 months experience in customer service, office or retail desirable. Basic Computer / Mobile Device skills, including Internet and Social Media applications. Experience working with Microsoft Office (Word, Excel, Power Point, Outlook) software. **Skills/Abilities:** Strong listening, oral and written communications skills. Ability to organize and act on several activities concurrently. Initiative and Self Reliance: make decisions on a timely basis and take necessary actions without direction from others. Goal oriented: highly motivated and resourceful to achieve results. Ability to learn and apply product and customer knowledge to professionally service and assist in the marketing of State Farm products. – Problem solving ability: apply and balance conceptual and analytical thinking by breaking down complex problems, evaluating alternative sources of action and their likely outcomes, and selecting the best alternative. Ability to pay close attention to detail and accuracy. Ability to create and maintain business relationships with team members, prospects and policyholders. Proven track record of trustworthiness, dependability and ethical behavior. Self-confidence, perseverance, strong work ethic: remain positive and maintain progress towards a goal in spite of obstacles and adversity. **Job Related Training Requirements** (Upon Hire) Successfully complete State Farm's "Remarkable" on-line Training. Successfully complete the entire Customer Service on-line training series. Successfully complete the Social Media Training and "Enterprise Customer Relationship Management" (ECRM) programs. **Duties & Responsibilities:** Perform Beginning of Day and End of Day activities as defined by agency Administrative / Daily Duties chart. Provide service to the public and policyholders in a pleasant and courteous manner. Take and process customer payments. Prepare forms, policies and endorsements when required. Work with agent's computer system to update information in customer databases (Prospector Plus, CMS notes, Activity Managements Systems, UAX, ASE, etc.) promptly and accurately. Contact prospects and current policyholders for sales appointments. Meet customer service goals and assist with marketing goals as directed by the agent. Assist in registering existing and new customers to State Farm Mobile App and State Farm On-line. Interested candidates can apply at our website: www.gliseljimenez.com. Once on the site, scroll towards the bottom & click on the "We're Hiring" tab. Then click on the "Staff Assistant" position to apply. They will enter their information and can attach a resume for review.

SEATON HACKNEY FARM VENTURES, LLC. - Administrative Assistant. **Description of Skills:** Organizational and filing skills, excellent communication skills. **Description of responsibilities:** Will interact with our staff as well as the children at Camp and their parents, file documents, answer phones/questions, help organize Camp Assembly and Dismissal. **Salary Range:** \$15-\$20. **Educational Requirements:** Freshman at College or similar. **Submitting Representative's Name:** Marc Schumacher. **Email:** seatonh@verizon.net. **Tel.:** (908) 797- 3993. **Job Location:** 440 South Street, Morristown, NJ 07960 **Benefits:** Negotiable. **Number of openings:** 2.

STARLIGHT CLEANERS is seeking a **Cashier**. **Skills:** We will train the right person. **Description of Responsibilities:** Taking in and giving out customers' garments. **Send resume to Michael Novello** at: mnovello@mac.com. **Salary:** \$11 to \$13 per hour. **Address:** 274 North Ave. Westfield, NJ 07090.

STATE FARM is seeking a **Part-Time Insurance Agent**. **Position Summary:** Rodriguez Insurance and Financial Services Inc., is looking to grow its family. We are offering part-time positions with flexible hours. The Ideal candidate should: Be Self-driven. Fluent in Spanish. Have Strong verbal, written and presentation skills. High energy and motivated
Requirement: Candidate must obtain the NJ Property and Casualty license and Life/Health license within 30 days of employment. You will be put through an in-house, highly interactive training program to learn the necessary insurance and sales skills to succeed. Starting pay is \$12/hr. with opportunity to increase upon receiving license. All interested candidates please email your resume to isaias.rivera@ucc.edu and call Susan Gomez at 908-965-2992 to set up a prescreening interview. **Salary:** \$12-15 hr. DOE. **Job Location:** 815 Elizabeth Ave, Elizabeth, New Jersey 07201. **No. of position:** 1.

SUNRISE ASSISTED LIVING OF WESTFIELD – Caregiver. **Description of skills/responsibilities:** Looking for Certified Home Health Aides and/or Certified Nurses Assistants to assist in providing assistance to seniors with care- bathing, dressing, etc. **Salary:** \$13/hour. **Job Location:** 240 Springfield Avenue, Westfield NJ 07090. **To apply:** sunrise.com- website under careers tab. **Submitting Representative's Name:** Aishani Patel. E-mail: westfield.ed@sunriseseniorliving.com
Phone Number: (908) 317-3030. **Number of openings:** 2

THE MIDLAND SCHOOL is seeking a **Support Counselor (FT)**. **Description of responsibilities:** Midland Adult Services, Inc., located in Branchburg, NJ is a non-profit social service agency serving adults with developmental disabilities in Somerset County. Our mission is to provide the highest quality services and supports to empower the individuals living in Midland's community homes to reach their highest level of independence and become contributing members of their communities. We are seeking Support Counselors to assist developmentally disabled adults with daily living skills such as cooking, cleaning, shopping, and attending activities. HS diploma/GED and computer skills are required. Prior DDD & DSP experience preferred. Flexible shifts, including weekends, overnights, and overtime available. **Salary:** \$ 10.50 per hour. **Send resumes to: Stacey Gravina** at aceti@midlandschool.org . **Tel.:** (908) 722-8222 x 128. **Job Location:** 94 Readington Road, Branchburg, NJ 08876. **Benefits:** Medical& Dental benefits, PTO, free training.

TIFFANY & CO. - Distribution Associate (summer). **Description of responsibilities:** Must have basic computer skills Must be able to lift up to 35lbs and 50lbs on occasion. Standing position with use of repetitive motion. Good communication skills. Packing and picking in a fast pace environment. Multiple tasks in inventory, matching 'skus', packaging, wrapping. **Salary Range:** \$13.00 per hour. **Send resumes to:** Dianne Bevacqua.
dianne.bevacqua@tiffany.com
Tel.: (973) 254-7623. **Job Location:** 15 Sylvan Way, Parsippany NJ 07054.

TRICO POLY SYSTEMS – Electrical Technician. **Description of Skills/Experience Required/Desired:** 1. Electrical understanding of common industrials parts/controls and circuits (heaters, relays, temp controllers, solenoids, motors, VFDs, PLCs). 2. Knowledge of standard electrical test equipment: multimeters and current meters. 3. Understand electrical schematics. 4. Some assembly work using standard tools (wrenches, screwdrivers, etc.) 5. MS Office (Word, Excel). **Preferred experience:** 2-10 yrs. preferred, but not required: AutoCAD, basic PLC programming. **Benefits Included:** yes (after evaluation period) **Description of Responsibilities** 1. After initial training period of 2-3 months, person will be responsible for testing our equipment before shipment. General assembly work will be required. 2. Once trained, person will also be responsible for customer phone support (troubleshooting). 3. Light domestic travel will also be required. One week every two or three months. **Salary Range:** 18 – 25 per hour. **Number of Openings:** 1. **Education Requirements:** 2 yr. electrical associates degree or equivalent. **Job Location:** 60 Brown Ave. Springfield, NJ, 07081. **To apply:** send resume to Joe Matos. **Email:** jmatos@tricopoly.com. **Tel.:** (973) 376-7770.

TUMINO'S TOWING - Office Assistance. **Description of Skills:** Phone, filing, general computer skills, Microsoft Word, ability to learn industry specific software. **Description of Responsibilities:** Answer phones, data entry, filing, assistance with collections. **Salary range:** \$10.00-\$13.00. **Benefits:** To be determined. **Position reports to:** Office Manager. **Job Location:** 900 Julia Street Elizabeth, New Jersey, 07201. **To apply go to:** 900 Julia Street Elizabeth, New Jersey, 07201.

Educational Requirements: High school Diploma. **Submitting Representative's Name:** Amanda Roman. **E-mail:** amanda@tuminostowing.com. **Tel.:** (908) 351-1450.

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) 889-8288 x 301** or visit www.ucvts.tec.nj.us for more information. We nurture your aspiration to find a career that's right for you!

UNITED WINDOW AND DOOR MFG. INC – Supply Chain Supervisor. Description of Skills/Experience Required: United Window & Door Mfg. Inc. is a premier manufacturer of vinyl window and doors. Our rapidly growing company is searching for talented people who seek the challenges and excitement of joining an industry leader. We are currently seeking an experienced **Supply Chain Supervisor**. This candidate will be an integral part of a dedicated team that is responsible for the performance of the assigned area in terms of Safety, Quality, Delivery and Costs while directing the Inventory Control department towards continuous improvement. Responsibilities Include but are not limited to: Supervise and coordinate the development and communication of materials flow, information flow and inventory management for the plant. Lead, direct and participate in continuous improvement activities. Provide linkage to support other teams such as Accounting, Engineering, IT and Distribution. Coach, train, support and develop a team of flexible, multi skilled staff Design and implement cost improvement business models. Requires ability to define problems, collect data, analyze data, offer solutions and implement these strategies to achieve the desired results. Develop and implement effective processes for new product offerings/enhancements and ramp- up/ ramp down plans for material changes. Promote safety and ensure a safe work environment and safe employee work habits. Maintain high level of visibility with staff. Use hands on approach to communicate daily and involve staff in problem solving. Develop a high-performance work team by providing appropriate training, tools, guidance, coaching and feedback. Support and involve employees in identifying and permanently removing obstacles. Create and maintain a respectful work environment by listening, seeking facts to support decisions, managing one's own reactions and addressing unacceptable behavior. **Qualifications:** Requires a 4-year degree Solid understanding of information systems that support supply chain and manufacturing operations. Excellent teamwork, interpersonal, analytical and conceptual skills. Demonstrated ability to work with and motivate your team. Project Management experience. Proficiency in excel, word, and access preferred. Bilingual in English/Spanish a plus. We offer a competitive salary with an exceptional benefits package which includes, Medical, Dental, Prescription, Vision, Life Insurance and Voluntary Life Insurance, Short Term and Long-Term Disability benefits, Flexible Spending Accounts, AFLAC insurance and 401 k Program. **Job Location:** 24-36 Fadem Road, Springfield NJ 07081. **Send resume to: Leigh Cuccio at** lcuccio@unitedwindowmfg.com
Tel.: (973) 912-0600)

UPS - Package Handler. Essential Functions (must be able to): Bend, stoop, crouch, crawl, climb, stand, walk, and turn/pivot. Part Time 3-5 hours per day, 5 days per week(Position will always be part time). Extended hours may be required as service needs dictate. Report to work on a regular, timely basis. This is a union position. - Must be available for 5 days in the slotted shift times. Shift times include: Monday-Friday: 5PM-10PM(\$10.60 per hr.) Monday-Friday: 11PM-4AM(\$10.60 per hr.). Tuesday-Saturday: 4AM-9AM(\$11.00 per hr.). After 1 year of Employment, entitled to medical benefits. Medical benefits include: Medical, Dental, Prescription, & Vision. **Salary Range:** \$10.60-\$11.00 per hour. **Job location:** Street Address: 493 County Ave, Secaucus, New Jersey 07094.

Apply at <https://www.jobs-ups.com/>

UPS - Looking for a great part time job? Starting Pay-\$10.35- \$11.00/hr. Tuition Assistance Program- up to \$5,250/year Medical Benefits after 1 Year. 401K Savings Plan. Employee Stock Discount Program. Employee Discount Program Advancement Opportunities. **Hiring:** Package Handler. Tuesday- Saturday - 4am-9am - 5pm-10pm. Apply Online at [upsjobs.com](https://www.jobs-ups.com/). Rep.: jesminburgos@ups.com. Tel.: (732) 563-2119. **Address:** 16 E Chimney Rock Rd., Bound Brook, NJ 08805.

VIKING PEST CONTROL - Service Technician. Full-Time. Location: TBD. **Reports to:** Service or Branch Manager where applicable. **Job Objective/Summary:** The Service Technician is the person that drives the company in terms of quality, production and customer retention. The Service Technician is responsible for meeting or exceeding our clients' expectations by arriving at inspections and performing pest control services within the scheduled time frame. In addition, Service Technicians should clearly communicate all of the features and benefits Viking has to offer during their inspections and service visits. The Service Technician is the face to face contact, customers will have with our company. Therefore, he or she must act with professionalism and integrity while performing his or her job while complying with all applicable federal and state laws regulating activities within the job function. **Essential Functions:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position. Establish a good working relationship with your branch/office/service manager, service coordinator(s) and fellow service technicians. Assure that all customers within the branch's territory receive the highest quality of service. Resolve all customer problems in a safe, legal and professional manner. Attend weekly branch huddle meetings. Pass pest control exams and become licensed in core and at least two categories of pest control in the state(s) he or she works. Clean and maintain equipment your company vehicle and maintain a safe driving record. Have the ability to read and interpret a map as well as follow instructions on pesticide labels. Follow instructions as given by a Service Coordinator, Branch, Service or Office Manager. Complete all paperwork neatly and in a professional manner according to Viking's policies and procedures in accordance with all State and Federal Regulations. Knowledge of Copesan Operation and ability to successfully pass all necessary Copesan & Viking University courses and annual re-certifications. Be dressed and groomed appropriately in a manner which promotes professionalism. Operate company vehicle in a safe and responsible manner which includes operating within the speed limit, wearing seat belts, using a hands-free headset if using a cell phone, complying with all state laws and taking any driver safety courses as directed by your Branch Manager. Locking up and securing any materials and equipment while not in use as required by law. Perform thorough and accurate inspections and services at all customer locations. Maintain an adequate attendance and tardiness record. Ability to sell add on services to customers. Collect payment for all services upon completion of work performed. Any other duties that may be assigned by management. **Competency/Position Requirements:** Knowledge, Skills, & Abilities. Strong verbal and legible written communication skills. Strong time management, prioritization, and planning skills. Strong organizational skills and be self-motivated. Ability to demonstrate flexibility when needed. Proficient working knowledge of PestPac and handhelds required. Proficient working knowledge of MS Office Suite (Excel, Word, PowerPoint, Outlook) preferred. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and draw and interpret graphs. Licensed in the necessary pest control categories and/or the ability to be licensed within three to six months of starting at the company. Must have valid Driver's License. Education/Experience: Service Technicians must possess a minimum of a high school diploma or equivalent. Working Environment/Conditions: This role is based in the field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Service Technicians travel frequently within their assigned branch territory. Travel to other region's branches and customer locations may be necessary on an "as needed" basis. Ability to tolerate a variety of environmental conditions, including but not limited to seasonal weather (extreme heat or cold), damp and/or dusty locations. Must be able to work between the hours of 8:00am and 6:00pm regularly. In addition, the ability to work three Saturdays per month is required. Extended hours may be required based on customer needs, particularly during our busy season which is April through September. While performing the duties of this job, one is regularly required to do the following: Walk, sit, stand, drive, write & carry items (up to 40lbs) for extended period of times and work on ladders and/or in crawl spaces, use small hand/power tools and tolerate heights when necessary. Walking in and around residential and commercial structures. This may include climbing steps and walking up and down various grades around the interior and exterior of the structure/facility. Changing into coveralls to protect clothing and wearing equipment such goggles and respirators as needed. Opening and closing windows and doors.

Reaching above shoulder height or over objects while using probing tools to inspect for insect damage and or activity. This list may not be all inclusive.

THE GATEWAY FAMILY YMCA - Social Service Assistant-Men's Housing. Service Skills: Appropriate appearance required. Greet residents and guests. Show interest in resident's concerns. Know residents' names and use them in their presence. Refer member's questions, concerns, or suggestions to appropriate department head/supervisor. Carry out other duties as assigned by your supervisor. Be courteous in all communication/correspondence within the organization. Be alert to safety factors and refer all potential hazards to appropriate department supervisor. Always look for ways to improve performance. Emphasize fun; make the Y a happy place with positive relationships. **Relationship skills:** Make residents feel comfortable and at ease. Be open, friendly and approachable to residents. Initiate interaction with and between residents. Frequently ask if there is any way you can help. **Principal responsibilities:** Assess residents on caseload, in accordance with Program guidelines. Completion of intake packet for residents entering the program. Using completed assessments, develop a Success Plan for each resident on assigned caseload. Ensure timely Intake screenings and revisions of Success Plans. Assist in the development of community resources. Document clear and concise notes that describe services in progress notes. Submit timely reports according to designated schedules. Provide guidance to residents on personal, family, financial, employment, educational, behavioral, crisis and substance abuse matters. Participate in weekly case management meetings and monthly program meetings. Conduct wellness checks. Ensure the safety of staff and residents in the program. Provide supervision and surveillance of the residents and visitors as needed. Ensure that found contraband is properly disposed. Conduct urine monitoring (if applicable). Monitor entry and egress of all residents. Handle emergencies in accordance with established policies and procedures. Ensure city, county and federal compliance is maintained in all relevant duties. Perform other functions as directed. **Effect on end results:** This position ensures that the residents in the YMCA stabilize their life and functions at maximum efficiency and courtesy to fully support the resident's objectives of the YMCA. To help client clarify their goals and objectives. To significantly improve each resident's ability to obtain and maintain permanent housing. To increase the client's motivation to remain employed and long-term satisfaction with their work environment. The achievement of established program outcomes. The achievement of quality and timely promotional and communications materials accurate and timely submission of reports and documents to Director of Social Services. **Submitting Representative's Name:** Laura Margeotes. E-mail: Lmargeotes@tgfymca.org **Tel.:** (908) 355-9622. **Job Location:** 135 Madison Ave. Elizabeth, New Jersey 07201. **Salary Range:** \$10-\$12 per hour. **No. of positions:** 4. **Send resume to:** tmccoy@tgfymca.org
Senior Housing Director

YMCA – Maintenance. Job Objective/Summary: The Five Points YMCA is currently looking for a skilled Maintenance/Housekeeping worker to perform upkeep tasks such as repairs and cleaning. You will be responsible for performing basic repair work to the facility as necessary, as well as ensuring that the building facilities is tidy and functional. Reliability and having a keen eye for detail is the first step to this job. The ideal candidate should have experience in maintenance and possess the physical stamina to complete all duties. **Requirements:** Must live in close proximity to branches. Effective written and oral communication skills/Bilingual a plus. Physically capable of lifting 50 pounds unassisted. Ability to stand/walk through the full duration of shift. Basic knowledge of HVAC, plumbing, and electrical systems. Experience using hands and electrical tools. Must have own transportation. Experience in maintenance work Able to work well with minimal supervision. Ability to prioritize tasks and follow specified procedure. **Responsibilities:** Maintain facility clean and tidy. Keep restrooms/locker rooms stocked and clean. Keep outside grounds clean and clear or any garbage/debris. Replace damaged bulbs/Ceiling Tiles. Minor sheetrock/wall repair. Minor plumbing/electrical repairs Move/transport furniture when necessary. Assist management when needed. **Send your resume to Rene Santiago:** rsantiago@tgfymca.org. **Tel.:** (908) 688-9622. **Job Location:** 201 Tucker Avenue, Union NJ.

THE GATEWAY FAMILY YMCA - Rahway - After-school Counselor. Job Objective/Summary: Must have 1 year of experience working in a recreational setting preferred and experience working with kids ages 4-13 school program. Assist in assuring the health, safety, and supervision of the children in their care by enforcing policies and procedures that govern school-age programs. Work collaboratively with all site personnel to facilitate and encourage positive peer interactions. Supervise and lead children in some age-appropriate activities. Adhere to YWCA Policies and Procedures as well as Risk Management Policies and Procedures. This includes reporting incidents to Site Supervisor. Meet with Site

Supervisor on a regular basis and attend departmental and other staff meetings as requested. Attend recommended training, educational programs that would enhance YWCA programs. Maintain confidentiality regarding all personal information about children, families, and staff. **Representative: Tony Williams. Email: awilliams@tgfymca.org. Tel.: (732) 388-0057. Job Location: 1564 Irving Street, Rahway, New Jersey 07065. Application at the Front Desk. Benefits: Free Employee Membership. No. of openings: 5.**

THE GATEWAY FAMILY YMCA-Rahway – Summer Camp Counselor. Job Objective/Summary High school graduate or equivalent; one year or more of college preferred. Previous experience working with children preferably in a day camp setting. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.... Must be at least 18 years of age. CPR, First Aid, AED certifications and Child Abuse Prevention training within 30 days of hire date. Previous experience with diverse populations preferred. Supervises a group of children. Plans and implements program activities that are culturally relevant, developmentally appropriate and consistent with YMCA values. Adheres to program standards including safety and cleanliness standards. Supports YMCA healthy eating and physical activities standards through coaching, mentoring, and monitoring menu quality. Attends staff meetings and trainings. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies. Cultivates positive relationships and maintains effective communication with parents, children and other staff. Models relationship-building skills in all interactions. Performs other duties as assigned. **Representative: Tony Williams. Email: awilliams@tgfymca.org. Tel.: (732) 388-0057. Job Location: 1564 Irving Street, Rahway, New Jersey 07065. Application at the Front Desk. Benefits: Free Employee Membership. No. of openings: 20.**

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