

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

Job Connection

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

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January 06 – January 12, 2020

UNION COUNTY COLLEGE CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

DISPLACED HOME MAKER ASSISTANCE - What is a displaced home maker? A displaced homemaker is defined as an individual who has worked in the home for a number of years and through the death, disablement, or divorce of a spouse finds themselves as the primary source of household income. In many cases they may be underemployed and, therefore, unable to support themselves and/or their children. Through New Jersey's Displaced Homemaker (DH) programs, a participant may obtain or upgrade their skills for transition into the paid labor market. 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 FALL: 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. Career Certification Programs at Union County College are funded through Workforce Grants. The programs are:

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

Fundamentals of Supply Chain Management (CSCMP)

Start Date: **January 2020**

Program Schedule: **Monday – Thursday, 8:30 AM – 2:00 PM**

For eligibility contact The Union County American Job Center at 908 965-3929 (Elizabeth). For additional Program information contact our Center for Economic and Workforce Development at 908-659-5114 or email us at: cewd-recruiting@ucc.edu

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

DOLLAR TREE – Plainfield Hiring Event: Assistant Store Managers, Seasonal Cashiers, Stockers. Wednesday, January 8 1 pm to 4 pm. **Union County One-Stop Career Center. Employment Services – 2nd Floor - 200 W 2nd St, Plainfield, NJ 07060.** Job Order #NJ1464595. To apply, please visit: www.DollarTree.com/Careers

EMPLOYMENT OPPORTUNITIES

AGENCY LISTINGS:

ACTIVE STAFFING SERVICES - Working from 10 to 14 hours per day. Working in a refrigerated warehouse, Able to operate a Ryder Jack with at least 1 year recent experience., able to do heavy lifting on a continuous basis, can work the overnight shift, be available to work on the weekends, and commute to either Newark or Linden (there is a building in both areas and if the person lives closer to one we can interview them for that facility specifically. The compensation will be \$14.50 (and higher based on experience). If interested, call Vincent at 347-723 - 0861.

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.

ALL STAFFING WAREHOUSING - ASW is hiring Scanners/Warehouse Workers for our client in Wayne, NJ. Work will start in October. First and Second Shift available. First shift is 7am to 3:30PM. Second shift is 3:30PM to 12am. Required to scan boxes and put away. The pay is between \$11 and \$12 per hour. Temp to perm opportunities available for the right candidates. Must be reliable and dependable. Please call 732-442-2255 or 732-689-1805 for more information and to schedule a time to apply. Apply in person Monday to Friday between 8:30am and 3:30PM. All Staffing Warehousing 311 Raritan Ave. 2nd Floor, Highland Park, NJ 08904.

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.

LINDEN FIRST EMPLOYMENT & TRAINING CENTER - Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation, Training Sessions are held on **Wednesdays 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 the Amalfe Center, 1268 Shaffer Avenue, Roselle, NJ **(908) 245-1735**. Walk-ins welcome on Mondays 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.

GENERAL LISTINGS:

BRIGHTSTAR CARE OF WESTFIELD – Certified Home Health Aides. Successful completion of a Home Health Aide Program. Minimum of one (1) year of documented health care experience. High school diploma or GED. Certified CPR and negative TB skin test or chest x-ray. Must be able to stand walk, squat, bend, kneel, reach, twist, push and pull. Varied assistance is required depending on the mobility of the client. Must be able to lift up to 50 pounds. Providing assistance and hygiene care as directed, including but not limited to: bathing, grooming, oral care, dressing, undressing, toileting activities and assisting with measurements, if necessary. Providing assistance with daily tasks, including but not limited to: feeding, meal preparation, linen changes, light housekeeping, providing transportation to doctor appointments, outdoor activities, and shopping. Assisting client with active and passive mobility work defined by the plan of care and documenting observed changes to the Director of Nursing. Up to 3 weeks PTO. Weekly pay with direct deposit. 90 day & annual bonus, if qualified. Employee Referral Bonus Program. PAID Orientation and Ongoing Training/Inservices. FREE CPR Training. Mileage reimbursement between cases. Flexible work schedules on a variety of assignments, procedures, and treatments. Weekend and evening opportunities, in-home and facility based. **Company Address:** 560 Springfield Ave, Westfield, NJ 07090 **Submitting Representative's Name:** Angela Maltese. **To apply send resume to:** angela.maltese@brightstarcare.com or call (908) 322-8200.

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. **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 – Full Time Receptionist: Job Description - We are looking for a dedicated long-term employee to join our team in our busy Elizabeth office! Community Access Unlimited is seeking a detail-oriented individual to be able to work in a fast-paced environment, greet visitors, answer a busy switchboard and provide excellent customer service. Additional responsibilities include: data entry, sort mail and provide administrative supports to our team. A qualified candidate will have excellent writing & communication skills, excellent in Microsoft Office and bilingual in Spanish is a must. High School Diploma/GED w/2 years admin exp, valid driver's license & car required. EOE. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED - Registered Nurse (RN). Do you have a passion for nursing, but don't want to work in a hospital setting? We are seeking a qualified Registered Nurse (RN) for a full-time nursing opportunity with steady hours in a community-based setting working with individuals with developmental disabilities. The RN provides nursing services to meet the needs of individuals with developmental disabilities and helps train staff. Full-Time with a comprehensive benefits package. EOE. **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 - 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. **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.cajnj.org. **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. **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. **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 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.cajnj.org. **Benefits:** Medical Insurance, Dental Insurance, 401(K), Life Insurance, Tuition Assistance, Paid Time Off, Longevity/Anniversary Recognition, Staff Recruitment Incentive and Staff Training. **Job Address:** 80 West Grand Street, Elizabeth NJ 07202. **Tel.:** (908) 354-3040. Email: Lbaigorrea@caunj.org

COMMUNITY ACCESS UNLIMITED: Youth Support Counselor Full and Part-Time Positions. Job Description:

Community Access Unlimited has multiple Youth Counselor openings within the Union County area. Youth Counselors are 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. EOE. Position requires a HS Diploma/GED and 1-year experience working with adolescents, car and driver's license. CAU offers awesome benefits: Paid Orientation and Training, Paid time off, Tuition assistance, longevity recognition and staff recruitment incentives. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Accounting Clerk. Job Description: We are currently seeking Accounting Clerks (Full-Time) for a high-paced office. Positions are available in the Accounts Payable, and Rep Payee Departments. EOE. The ideal candidate for this position is a team player who is highly organized, detail-oriented, works well under pressure, and enjoys interacting with customers and staff. This is an entry level position, and we will train the right candidate for this job. Previous business experience is a plus, but not required. The ideal candidate will be detail-oriented, good with numbers, and possess strong computer skills (especially Microsoft Excel). A valid driver's license and reliable transportation are required. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

COMMUNITY ACCESS UNLIMITED: Social Service Program Director. Job Description: 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. This position requires on-call responsibilities, which includes evenings, weekends, and holidays. The ideal candidate for this position has minimum of three years' experience working with people with disabilities, two years supervisory experience, BA/BS degree in special education, psychology, social work, or related field required. EOE. He or she must have a genuine desire to work with individuals with developmental disabilities, a valid driver's license, a car for work purposes, knowledge of DDD regulations, and strong leadership skills. Please submit resumes to jdouglas@caunj.org or lbaigorrea@caunj.org.

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

EVEREST HEALTHCARE SERVICES - Certified Nursing Assistant. Description of skills: Must have 6+ months of nursing home experience. Ability to build rapport with patients. Compassionate and caring demeanor. Familiarity with medical terminology. Ability to work well in teams. **Responsibilities:** Provide basic patient care according to facility guidelines Assist patients with activities of daily living. Assist in the transport of patients. Provide companionship to patients Maintain a clean and healthy environment. **Job Location:** 3840 Park Avenue, Suite B204, Edison NJ 08820. **Representative:** Selena Hamlin. **Salary Range:** \$14.00 - \$16.00 per hour. **To apply:** Email your resume to: selenah@everesthealthcare.net. Tel.: (732) 548-1266. Or go to: www.Everest-Healthcare.net

EXOTHERMIC MOLDING – Administrative Assistant. Phone skills, Filing, Organizational skills, computer skills, Quick Books. Salary range: \$15 - \$20/hr. Please send resumes to: paul@exothermic.com. **Job Location:** 50 Lafayette Place, Kenilworth NJ 07033. Tel.: (908) 272 - 2299

EXP REALTY - THE SLEEPY HOLLOW TEAM - Real Estate Associate. Motivated, energetic, people skills, sales experience are all helpful, ability to interact via social media platforms, communication skills, willing to train and learn. **Job Location:** 1030 Central Avenue, Suite E, Plainfield NJ 07060. **Submitting Representative's:** joseph.burris@exprealty.com Tel.: (908) 305-1583.

FEDEX GROUND – Warehouse/Package Handler - 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. For more information, please go to: <https://Groundwarehousejobs.fedex.com>

FOOD SERVICE TRAINING ACADEMY - Culinary Arts/Baking/Certification Program. Representative: Rosemarie Murray
Location: 31 Evans Terminal, Hillside NJ 07205. **Email:** rmurray@cfbnj.org
Tel.: (908) 355 – 3663. **Educational requirements:** HS Diploma/GED

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.

MACHINERY SERVICES CORP.: Shipping/Receiving/Warehouse. Description of skills desired: Machinery Services Corp. / Rapid Pump and Meter Service Co., Inc. an electrical and mechanical contractor providing comprehensive industrial services for over 40 years in the New Jersey, New York Metro region is seeking an organized, energetic individual with a positive attitude who thrives in a fast-paced environment. **Job Responsibilities:** Perform duties related to shipping, receiving and warehouse organization. Clean and maintain supplies, tools, equipment, and storage areas. Maintain physical stock, count store and verify inventory counts. Assist customers with dropping off and picking up of Pumps and other equipment. Answer phone as required. **Job Requirements:** Must be data entry proficient. Must be able to work in a fast-paced environment. Must be able to read, write and speak English sufficiently to perform job functions. Ability to lift and manipulate heavy objects. Must be able to work overtime as required. Able to drive forklift Must have a valid driver's license. Mandatory pre-employment drug testing. We offer competitive salary & benefits – medical coverage, 401/K (company match). **Send resumes to:** apply@rapidservice.com. **Job Location:** Wall Township, NJ 07727. **Tel.:** (973) 345-5600.

MACHINERY SERVICES CORP. - Maintenance Mechanic Helper. Description of skills desired: Electrical and Mechanical Contractor seeks a dedicated, responsible and service minded individual to work in the Industrial, Commercial, and Transportation sectors to help maintain equipment and production tools. Must be able to troubleshoot, repair and install equipment. Helps mechanics or other tradespeople with dismantling, overhauling, and assembling of equipment and machinery. Basic Electrical skills/experience, and automation control. Ability to use hand tools and trade type tools. **Job Type: Full-time.** Valid driver's license required. Mandatory Pre-Employment Drug Testing. **Benefits:** Excellent salary commensurate with experience. Comprehensive medical benefit plan. 401(k) with company matching. Paid vacation Life insurance. **Job Location:** Wall Township, NJ 07727. **Send resumes to:** apply@rapidservice.com
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.

NEW YORK REGIONAL CENSUS CENTER – Census Jobs. FT/PT. Submitting Representative's Name: Mariane Ibrahim.
Email address: Mariane.a.ibrahim@2020census.gov. **Tel.:** (609) 960-2605. **Salary Range:** \$25 - \$27.50 Hour
Apply to: [2020CENSUS.GOV/JOBS](https://2020census.gov/jobs)

NEWARK REGIONAL BUSINESS PARTNERSHIP (NRBP) - Job Description: Database Assistant/Administrative Project Coordinator. NRBP seeks a full-time database assistant/administrative project coordinator to maintain the integrity of the membership database (Weblink) and to support team members and projects to help ensure efficient, effective and timely operations. Overall duties center on two primary categories: database/email management and project coordination. Responsibilities: 1. **Database Management:** a. Maintain data integrity of NRBP's membership through its management software, Weblink, by entering and updating contact information in a timely fashion; creating and updating committee and special interest contact lists; entering all interactions with contacts (e.g. calls, invitations and meetings). b. Routinely check and correct errors in format and spelling, duplicate records, etc. Recommend necessity, process and interval for database "cleanups". c. Maintain database performance by troubleshooting problems with staff. d. Prepare reports/lists as scheduled for member retention including member care calls and dues receivables. e. Maintain the integrity of the Constant Contact mailing list by reviewing sent reports and taking corrective action on undeliverables, bouncebacks, unopened for resending, etc. Upload an updated list as often as possible but no less than weekly. Consult on an ongoing basis with staff on anomalies, email effectiveness, etc. 2. **Event Administration:** a. Promptly process reservations for events, prepare and organize name tags, registration lists, receipts, table/speaker tent cards, etc. Monitor registration for pace of signup or capacity concerns and alert senior staff. b. Assist as necessary with other event prep and onsite event management including attendee greeting and registration. c. Close out events in a timely manner, compile accurate attendee list for billing purposes. 3. **Office Support:** a. Based upon experience, suggest improvements/enhancements/efficiencies to current processes related to database/recordkeeping, events and member services. b. Engage in positive and responsive communication with members and sponsors. c. Assist in completing daily office responsibilities such as answering phone calls, filling requests, recording reservations, mailing membership packages, maintaining lists, etc. d. Assist with packet preparation, appointment scheduling, committee notification and member calls as needed by staff. **Required skills:** Great attention to detail and deadlines – accuracy is a priority. Proficient with MS Office products (Outlook, Word, Excel and PowerPoint). Proficient in internet research, and ability and willingness to master Weblink contact management software Proficient in email communication (Constant Contact). Ability to prioritize and manage multiple projects; flexibility to adjust to changing priorities. Ability to work independently as well as part of a team, takes direction. Professional appearance and demeanor. Understand and appreciate member perspectives. Solid written and verbal communication skills. **Education:** Certificate or Associate degree in related field. **Experience:** Minimum of three (3) years database management and or office/administrative experience working extensively with databases. Experience working in a collaborative office environment. Salary commensurate with skills and experience. **About NRBP:** Newark Regional Business Partnership (NRBP) is the leading member-based organization connecting businesses in the Greater Newark region. By CONNECTING, INFORMING and ADVOCATING on behalf of our members, NRBP strengthens the region's business infrastructure and REVITALIZES New Jersey's largest city. NRBP leverages our deep experience to bridge sectors and foster individual and collective success for our broad-based and diverse membership, which includes 400 corporations, professional firms, small businesses, educational institutions and not-for-profit organizations. NRBP is a 501c6 not for profit organization. Please send resume to: Newark Regional Business Partnership 60 Park Place, Suite 1800 Newark, NJ 07102 Contact: Barbara E. Kauffman, bkauffman@newarkrbp.org.

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.

PREMIER HOME HEALTH CARE SERVICES - Premier Home Health Care Services is looking for We are currently hiring **LPNs and RNs** for our staffing division. We offer flexible schedules. **Benefits Included:** Medical, Paid time off. **Job Location:** 2400 Morris Ave., Suite 203, Union NJ 07083. **Submitting Representative's:** Kevin Morales. **Send resume to:** kmorales1@premierhomehealthcare.com
Tel.: (908) 322-8883

PROGRESSIVE EDGE PT LLC – LPT Assistant. Candidates who are currently obtaining/looking to pursue a Physical Therapy degree are preferred. Filing and organization skills preferred. Knowledge of MS Word and Excel. Help to prepare heat packs and ice packs for patients. Help patients perform prescribed exercises under the supervision of a therapist. Maintain a safe and clean working environment. Clean all equipment throughout clinic. Proficiency in Spanish preferred. All work is performed under the supervision of a Licensed Physical Therapist. **Salary:** \$10.00-12.00/hr. **Job Location:** 1390 Stuyvesant Ave, Union, New Jersey 07083. **Submitting Representative's:** Andrew Iuzzolino. **Tel.:** (908) 964- 8574.
To apply send resume to: progressiveedgept@yahoo.com

PROJECT READY - Job Readiness Program is a free 5-week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing and search for jobs. Basic computer skills, including Microsoft Word, Excel and PowerPoint are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins Tuesday, January 14, 2020 and ends on Thursday, February 13, 2020. For more information, please call us at (908) 353-1045, Ext 8, or email Projectready@sjeliz.org. If you are interested in attending our program, please join us for our Open House which is on Tuesday, January 7, 2020 at 10:00 am. We are located at the Saint Joseph Social Service Center – Church Building 118 Division Street, Elizabeth New Jersey 07201. Seats are limited.

ROSELLE DAYCARE CENTER – Lead teacher. Full time Lead teacher position available to start immediately. Hours are Monday - Friday 8:30 AM - 4:30 PM. Please call to set up an interview. **Salary:** \$1,920.00 per month. **Educational requirements:** CDA, AA in Early Childhood. **Job Location: Street Address:** 111 W. 5th Avenue, Roselle, NJ 07203
Tel.: (908) 241-8787. **E-mail:** roselledaycare@comcast.net

ROYAL COMMUNITY SUPPORTS - Companion/Caregiver. Description of responsibilities: No experience required! Flexible, part- or full-time hours (16 – 40 hours weekly). NJ driver's license and reliable car. Respectful and compassionate. Good time management skills. Strong communication & interpersonal skills – willing to learn sign language. Strong ethics. Physical endurance – must be able to swim, run 1 mile and lift 75 lbs. Professional and compassionate attitude is the most important qualification for this very satisfying and rewarding position providing high quality assistance with activities of daily living to young man with developmental disabilities. The ideal candidate will be patient and friendly with excellent communication skills. Training and on-going support provided. Be a pleasant and supportive companion. Help clients take prescribed medication. Assist clients with personal care and hygiene. Plan and prepare meals with assistance from the client. Perform light housekeeping duties with client's assistance. Report any unusual incidents. Act quickly and responsibly in cases of emergency. **Salary range:** \$20 - \$25. **Job Location:** 333 Central Av Westfield, NJ, 07090. **Submitting Representative's:** Kim Munley. **Address:** 215 N. Scotch Plains Ave., Westfield, NJ, 07090. **Number of Openings:** 3. **Send resume to:** kim@munley.org. **Tel.:** (201) 895-6262.

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

SEAL SPOUT CORPORATION: Machinist / CNC operator. Known as an industry leader in the manufacture of metal, plastic and paper pour spouts. We also manufacture the inserting machines. A fourth generation, 75-year, family owned and operated business. We offer an excellent work environment in a small, very clean, air-conditioned shop. Looking for a Machinist with 3 years experience for all around machine shop work. CNC experience a plus. Candidate will perform various assignments as needed and have the opportunity to grow. Hours: Monday thru Friday from 7:00am to 3:30pm. **Educational requirements:** High School Diploma. Benefits included: 11 Holidays, 10 PTO days, medical, dental, life insurance and 401K. Salary based on experience; \$18.00 - \$25.00 per hour. **Address:** 50 Allen Road, Liberty Corner, NJ, 07938. Located right off exit 33 from Route 78. **Tel.:** (908) 647-1900.
Send your resume to Frank Lombardo: flombardo@sealspout.com.

SENIORBRIDGE - Certified Home Health Aide – CHHA. Certified Home Health Aide – CHHA. Come join one of the leading national healthcare companies and top-rated places to work for Certified Home Health Aides (CHHAs) in all of New Jersey. Humana at Home is currently hiring Certified Home Health Aides for our Senior Bridge team. We have openings for all shifts, both Live-In and Live-Out positions in Northern New Jersey. In addition to competitive compensation, Humana at Home takes pride in our Home Health Aides and we are proud to offer the following benefits: Paid In-service Training. PTO including part time positions. Flexible start dates. Referral bonuses. Star Awards. Long cases. Certified Home Health Aide Requirements: Must be a Certified Home Health Aide in the state of New. Pass our background check. Previous homecare experience a plus. Ability to work in a team environment. 2 step PPD or chest X-Ray if required. Build a career and work for a company that cares just as much about our Home Health Aides as we do our patients. Apply today! **Submitting Representative's Name:** Shateka Robinson. **Job Location:** 7 Regent Street, Suite 709, Livingston, NJ 07039. **E-mail:** ssingley@humana.com **Phone Number:** (973) 533-1730. **Salary Range:** 12.00 per hour. **Please call:** Shateka at 973-533-1730.

SHULTS INSURANCE AGENCY INC. Bilingual (English/Spanish) Customer Service Rep.
lou@shultsinsuranceagency.com. **Submitting Representative's:** Lou Shults. **Job Location:** 282 South Avenue Suite 201 Fanwood, NJ 07023. **Tel.:** (908) 889-7444. **Salary Range:** \$13 - \$ 15 per hour.

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.

STEPHENS BROS TAX SERVICE, LLC - Tax, Accounting & Marketing Intern. Our company is creating a internship program to teach each intern how to start and run their own tax professional business in their community. We are accepting 1 to 3 tax, accounting and marketing interns during tax season (January 1, 2020 to April 30, 2020). The program starts October 30th, 2019. **Submitting Representative's:** Joseph Stephens. **Job Location:** 1139 E Jersey Street, Suite 214, Elizabeth New, Jersey 07201. **Send resume to:** info@stephensbros.com
Tel.: (201) 500 - 9595

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
Tel.: (908) 317-3030. **Number of openings:** 2

THE DUDLEY-SMITH LAW FIRM, LC - Administrative Assistant. Description of responsibilities: The assistant will perform a variety of clerical and administrative tasks with precision, accuracy and professionalism. Those duties include but are not limited to handling incoming and outgoing mail, filing, drafting documents, ordering supplies, and maintaining the office. The ideal candidate for this position must be able to handle frequent communications with various courts, adversaries, clients both in person and on the phone. The candidate must be well-mannered, well-groomed, punctual, patient and professional. The attorney may frequently be out of the office. Therefore, the assistant must be able to demonstrate initiative and independence and possess the common sense needed to make appropriate judgment calls as to matters that require the attorney's immediate attention. Working knowledge of common office equipment (copier, scan, fax, postage meter). **Description of skills and knowledge:** Microsoft Word, Excel. Some office experience strongly preferred. **Email resumes to Celeste Dudley** at : cdudley@dudleysmithlaw.com . **Salary:** \$12 per hour.

THEOSMY HOME CARE AGENCY - Certified Home Health Aide. We have current job openings for Certified Home Health Aides in the following locations: Union County, Essex County and Middlesex County. Qualifications for HHA – Home Health Aides: Minimum one-year work experience & Current New Jersey Home Health Aide license listed in good standing with the Board of Education. **Job Responsibilities for Home Health Aides:** Activities of daily living, light housekeeping, bathing, dressing, grooming, toileting, range of motion / exercises, transfers / use of mechanical lifting devices, oral feeding, laundry, meal preparation, bed making , assisting with ambulation and medication assistance. Theosmy Home Care Agency pays \$12 per hour. We invest in our Theosmy Team. Please contact Naomie Fils-Aime. Email:

theosmyhomecareagency@gmail.com. Tel.: (908) 590-0933 to apply. **Job Location:** 20 Commerce Drive, Suite 135, Cranford, New Jersey 07016.

THINK KITCHEN - Key Holder and Sales Associate. Customer service skills and experience in sales. Greet and assist customers. Ability to ring up customers at pos. Ability to lift and moves objects up to 50 lbs. **Submitting Representative's Name:** Nadiyah Vaughn. **Email:** nadiyah.vaughn@gmail.com. **Tel.:** (973) 710-0616. **Job Location:** Street Address: 651 Kapkowski Rd. Suite 2442, Elizabeth, NJ 07201

TIDY-UP SERVICES, LLC. Looking for **commercial cleaning personnel** for open positions in SUMMIT NJ. Hours available Monday – Sunday 5:00pm - 9:00pm and 10:00pm-1:00am. An ideal candidate will be able to successfully perform the following responsibilities: Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera. Determine type of chemicals and equipment necessary for specific cleaning tasks. Dust furniture and scrub surfaces clean. Clean and service restrooms with mops and disinfectants. Performs routine maintenance of housekeeping equipment. Identifies cleaning problems and determines appropriate remedies. There are multiple part-time positions open, potentially leading to full-time positions. Hands on training available. Must have a valid driver's license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to tidyupservicesllc@gmail.com

TRANSLITE ENTERPRISES, INC. Customer Service/ Sales Support. Job Description: Data entry experience required. Must be computer literate. Proficient in MS Office (Microsoft Word, Outlook, and Excel). Strong written and verbal skills, effective and clear communication. Ability work to work in a fast-paced environment. Customer service experience preferred. Must demonstrate excellent attention to detail; high level of accuracy and follow through. Demonstrated the ability to work independently and meet deadlines. Translite Enterprises, Inc. located in Elizabeth, NJ immediately seeking a dynamic individual to fill the role of entry-level customer service professional to join our team. In this role, the individual will be responsible for handling customer service, process orders, and provide information about an organization's products and services. In addition to these responsibilities, this position will offer the right individual a continued career progression in our growing organization. This position is full time, Monday-Friday, 8:30am-5:00pm. Job responsibilities include but, are not limited to: Attracts potential customers by answering product and service questions; suggesting information about other products and services. Opens customer accounts by recording account information as well as maintaining customer records by updating account information. Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution. Answers calls to forward to the appropriate departments. Work closely with the Sales Team. Logs daily info into computer, (data entry) using quick books. All other general office support & customer service. **Submitting Representative's Name:** Melissa Castellano. **Job Location:** 107 Trumbull Street, Building, Elizabeth, Province: NJ Zip Code: 07206. **E-mail:** mcastellano@transliteent.com. **Phone Number:** (908) 355-3250

TRANSLITE ENTERPRISES, INC. - Inside Sales Rep. Job Description: Proven work experience in sales support or direct sales. Minimum experience of 3 to 5 years. Ability to prepare sales proposals and quotations. Must be computer literate. Basic IT skills (databases, MS Word, Excel & Outlook). Familiarity with QuickBooks Software preferred. Ability to effectively communicate with all levels of the organization. Teamwork and organizational skills. Demonstrated the ability to work independently and meet deadlines. Driven Work Ethic. Associates degree or higher preferred; but not required. Adequate knowledge of Automotive Industry preferred; but not required. Familiarity with Dealerships, Transit Systems, and Fleet accounts preferred; but not required. We are looking for a professional Inside Sales Representative to manage, innovate, plan, grow, and be accountable for a sector of clients within our organization. You will be a representative for a National Glass Distributor to the Transportation Industry, headquartered in Union county, NJ but servicing the entire United States and parts of Canada. You will be responsible for improving performance, productivity, efficiency and profitability within your assigned sector through the implementation of effective methods and strategies. You will work within a team of peers accountable to the collective goal of maintaining your customer base while supporting continued growth. **Job responsibilities include** but are not limited to: Ensure that all clients in your assigned sector are engaged in regular dialogue. Enhance communications through regular blasts via email systems or by telephone. Perform Day to Day Customer Service across all sectors driven by incoming phone traffic. Be responsible to learn technical aspects of the products we distribute. Contribute towards the achievement of company's strategic sales goals and objectives.

Prepare your own sales data/reports and use them to improve growth. Prepare and Distribute existing sales literature to maintain a consistent marketing campaign. Work within a team across assigned sectors in order to maximize use of individual's strengths (yours and other colleagues in your group) for all sectors. Other duties as assigned or as business need dictates. **Submitting Representative's Name:** Melissa Castellano. **Job Location:** 107 Trumbull Street, Building, Elizabeth, Province: NJ Zip Code: 07206. **E-mail:** mcastellano@transliteent.com. **Phone Number:** (908) 355- 3250

TRINITAS REGIONAL MEDICAL CENTER is recruiting for Part Time and Per Diem Food Service Workers at Williamson Street Campus and New Point Campus. These are less than 30 hours per week and would be scheduled on either 6:30am-2:30pm, 11:30am-7:30pm, or 3:30-7:30pm. They would be required to work M-F as well as every other weekend and holiday. The pay rate starts at \$12.00-day shift and \$13.25 after 3pm. Must complete post offer physical and background check. **Job Description:** Assist with the serving of meals and ensuring that the meals arrives to floor on time. Ensures sanitation is completed in the department, to meet Regulatory standards. Works in the dish room ensuring that all dish ware is properly cleaned and sanitized. Clean all food truck, ensuring that all food debris is removed. **Job Requirements:** High school diploma, GED or applicable previous experience; Must have the ability to read, write and speak English (or other languages as necessary); Follow written and verbal instructions. Experience in health care environment desirable, but not required. **Link to apply:** <https://careers.trinitasrhc.org/jobsearch/job-details/foodserviceworker/4029/1/> [\[careers.trinitasrhc.org\]](https://careers.trinitasrhc.org). **Submitting Representative's:** Taryn Miller, Human Resources – Recruiter. Trinitas Regional Medical Center, 18 South Broad Street, Elizabeth, New Jersey, 07207. **Tel.:** 908-994-5334 **Fax:** 908-994-8280. **Email:** tmiller@trinitas.org

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!

UPS - Package Handler. UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. **Salary Range:** \$16.00 per hour. **Submitting Representative's Name:** William Guevara-Hernandez. **Job location:** 1 Clover Place, Edison, New Jersey 08837. Apply at <https://www.jobs-ups.com/> **E-mail:** wguevarahernandez@ups.com **Tel.:** (732) 417- 3454

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/>

WORRALL MEDIA - Account Executive. Friendly, personable, reliable, good work ethic. Enter the exciting career of advertising sales. Work with local businesses to develop relationships to create and design ads to help them grow. No closing or aggressive hard selling. No experience necessary, we will train capable candidates. Must have reliable car. **Job address:** 1291 Stuyvesant Ave. Union, New Jersey 07083. **Submitting Representative's:** Joe Farina.
jfarina@thelocalsource.com
Tel.: (908) 686-7700. **No. of positions:** 2-3.

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

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

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

The Job Connection is updated on the first business day of each week on the UCC website at <http://bit.ly/UCCJobConnectionWebPage> and on the County of Union website home page at www.ucnj.org.
