

June 22 – June 29, 2020

**UNION COUNTY COLLEGE
UNION COUNTY AMERICAN JOB CENTER**

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

**UNION COUNTY COLLEGE
THE INDUSTRY-BUSINESS INSTITUTE AT UNION COUNTY COLLEGE**

Self-paced Instruction Now Available from Union County College’s Continuing Education and Workforce Development

Now individuals can sign up for these self-paced professional and personal development online classes. These carry no registration/tuition fees if you sign up before June 30, 2020. Click on the class name for details and registration:

- [12 Steps to a Successful Job Search](#)
- [Personal Financial Management](#)
- [Effective Communications](#)
- [Individual Excellence](#)
- [Managing Customer Service](#)
- [Fundamentals of Supervision and Management](#)
- [Marketing Your Business on the Internet](#)
- [Creating Web Pages](#)
- [Small Business Marketing on a Shoe String](#)
- [Creating Word Press Websites](#)

Please contact Continuing Education Office if you have questions. 908-709-7600 or coned@ucc.edu.

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

Here are some resources for your own personal job search.

In addition to job boards **Indeed, LinkedIn and Ziprecruiter**, add these to your job search tool box:
Facebook Job Search Groups:

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

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

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

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

New Jersey Department of Labor Resources:

<https://careerconnections.nj.gov/>

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

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

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

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

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

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

EMPLOYMENT OPPORTUNITIES

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.

NOW HIRING: Accounts Receivable Specialist; Bilingual Office Support (Spanish/English); Assistant Warehouse Manager; General Laborer (1st & 2nd shift).

HOW TO APPLY: Call us at (732) 806 9562, or email: delilah.hilcken@expresspros.com

Actively Recruiting for Essential Jobs: During this time of social distancing, your Howell Express office is still actively recruiting and placing people in jobs in Ocean and Monmouth counties. We are committed to our community to continue to help good people find good jobs and good clients find good people, while following current CDC and other government directives. Our clients cannot close because of the lifesaving work they do. It will take us all working together to get our communities back on track. Express in Howell is here to help!

OFFICE SERVICES/ADMINISTRATIVE:

Accounts Receivable Specialist. Temporary or Permanent Opportunity for: A highly organized and team-oriented individual with collections and A/R experience. Someone with the ability to work with internal management, accounting team, as well as other office staff on a daily basis.

Responsibilities Include: AR, Collections among other administrative tasks. QuickBooks experience required. Position Type: Evaluation Hire, Full Time. Where/When: Lakewood, Day Shift
Pay: Compensation is up to \$18/hr.

Bilingual Office Support (Spanish/English). Temporary or Permanent Opportunity for: The ideal candidate is attentive to detail and has demonstrated experience in customer service and administrative tasks. This is a great position with a great salary in a thriving industry!

Responsibilities Include: customer service, answering phones, inbound and outbound sales calls, data entry and managing and coordinating appointments.

Position Type: Evaluation Hire, Full Time. Where/When: Howell, Day Shift. Pay: \$15/hr with room for growth.

LIGHT INDUSTRIAL/COMMERCIAL

Assistant Warehouse Manager: Temporary or Permanent Opportunity for: Someone looking for a long-term opportunity with growth, working in a friendly warehouse environment. **Responsibilities include:** Warehouse maintenance, picking customer orders and filling out paperwork accordingly, unloading containers, computer work, and additional help throughout the warehouse as needed. Position

type: Evaluation Hire, Full Time. Where/When: Lakewood, 1st Shift. Pay: \$14.00-\$15.00/Hr. **General Laborer (1st & 2nd shift)**

Temporary or Permanent Opportunity for: a reliable and hardworking person to add to their growing team for the 1st or 2nd shift. **Responsibilities Include:** Load materials, tools, and equipment on the company's truck for each job. Basic experience working with wood, hand tools, and reading a tape measure is strongly preferred! Position Type: Evaluation Hire, Full Time. When/Where: Lakewood, 1st & 2nd shift Pay: \$13.00-\$14.00/Hr.

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

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.

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

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

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

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

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

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

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

<http://bit.ly/UCCJobConnectionWebPage>

and on the County of Union website home page at www.ucnj.org.

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



UNION COUNTY
We're Connected to You!



A Service of the Union County
Board of Chosen Freeholders

