

December 18 – December 25, 2020

HIGHLIGHTS

Happy Holidays!

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. All fields should be completed before submitting.

Questions about this? Email burke@ucc.edu. Job Submissions link is right here also:

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

Job seekers, please forward this to a friend in need. To sign up to receive this in your email, submit your [info here](#).

Caseworkers, employers, others, please scroll to last page of this newsletter to link to sign up to receive this newsletter via email.

UNION COUNTY COLLEGE
UNION COUNTY AMERICAN JOB CENTER

“Job seekers in Union County can use the new “Union County Works” website at 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
CENTER FOR ECONOMIC AND WORKFORCE DEVELOPMENT

Here are some resources for your own personal job search.

In addition to job boards **Indeed, LinkedIn and Zip recruiter**, 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>

Top 100 Employers Hiring NOW: 1,120,000+ Open Jobs - 8.6.2020

<https://job-hunt.org/coronavirus/covid19-top-employers.shtml>

Now Hiring: Mobile Inspection Assistant

How to apply: Interested persons should send a resume, brief cover letter, and contact information to:

Info@TridentBuildingInspections.com

Mobile Inspection Assistant wanted. Professional home and building inspection company based in Somerset county is seeking an assistant. This is a temporary position, to criss-cross New Jersey (and beyond) with the owner and senior inspector, assisting by inputting data, writing and formatting reports in a fast-paced environment. The ideal candidate is someone who: has related experience or has interest in houses and buildings, in addition to real estate buying and selling, is comfortable with Android and Windows based operating systems, is a detail-oriented, technical issues problem solver, among other things, maintains a valid New Jersey driver's license, as well as an insured vehicle, and who navigates the roads well, is able to work on computer screens while riding in a car without feeling sick or tired, as drive time allows for inspection reports to be completed. You will assist with the writing and formatting of these reports for delivery, has the ability to maintain a high level of professionalism during client interactions.

**MONMOUTH COUNTY
WORKFORCE DEVELOPMENT BOARD**

NOW HIRING: Academic Tutor – Mathematics; Director, Nursing; Senior Technician, Testing Services; Associate – High School and Strategic Partnerships .

NEW JERSEY COURTS. Statewide positions available. Seeking entry levels and experienced professionals. Innovative court system. Comprehensive benefits. Volunteer internships and bilingual opportunities. New Jersey's court system includes the municipal courts, the trial courts, the Appellate Division, the Tax Court and the Supreme Court. Careers available in: Case management, Probation, Court Interpreting, Legal, Information Technology, Administration, Human Resources, Finance, Clerical, Customer Service. Tips for applying: It is important to demonstrate the minimum qualifications on your resume & application. Only applications completed **in full** will be considered, including all required attachments. For local contact information, search "Human Resources" or EEO in the search box on www.njcourts.gov.

Apply at www.njcourts.gov

STAFFING AGENCY:

ALL STAFFING WAREHOUSING – Located in Highland Park, NJ is looking for a Roaming Warehouse Supervisor for our sites. We have been in existence over 13 years and our business is growing.

Experience required: We are looking for someone with Warehouse experience who could check on sites daily and be the Representative between the Sales Office and the warehouse facilities.

Experience with Container Unloading a must and experience working with Warehouse Temps.

General requirements: Must have a valid driver's license. Must have valid car insurance.

Must have a good driving record. The hours for this position would be Monday to Friday; 7am to 4pm. Hours may vary depending on the needs of our customers. **Please call or text Steve at 732-689-1805.** Please submit a resume to: Steve.D@aswlogistics.net. Come in and apply Monday to Friday 8am to 4pm. Walk ins are welcome. All Staffing Warehousing, 311 Raritan Ave., 2nd Floor, Highland Park, NJ 08904. <https://www.warehousestaffinglumperservice.com/>

Salary is \$600 to \$700 per week.

ALL STAFFING WAREHOUSING - Sit down Forklift Operators/Bag Handlers. Forklift Drivers must have experience of at least a year on the 'sit down' propane forklift and warehouse experience is preferred.

Bag Handlers must be able to lift bags 50 to 100lbs repeatedly and able to palletize and wrap pallets.

Requirements for Forklift Drivers: You must have experience on a 'sit down' Forklift.

You must be familiar with Loading and Unloading. Requirements for Bag Handlers: You must be able

to lift repeatedly. You must be able to lift between 66 lbs. and 155 lbs. You must be willing to do

other duties as assigned by the manager. Salary: \$13.39 to \$14. **Job Location:** 311 Raritan Ave, 2nd Floor, Highland Park, NJ 08904. **Representative:** Steve DeStefano. **E-Mail:** Steve.d@aswlogistics.net

Tel.: 732-689-1805

COUNCIL FOR AIRPORT OPPORTUNITY - Seasonal and Permanent Warehouse Worker-Package

Handler. Be able to lift up to 70lbs. **October hires:** New hires that have perfect attendance until the end of December, will get a \$500 (one time) bonus paid in January 2021.

November hires: New hires that have perfect attendance until the end of December, will get a \$300 (one time) bonus paid in January 2021. **December hires:** New hires that have perfect attendance

until the end of December, will get a \$200 (one time) bonus paid in January 2021. Load, unload, and sort packages in the warehouse. 17 Academy St., Newark NJ 07102.

Submissive representative: apierce@caonj.com

Tel.: (973) 622-4537

LINDEN FIRST EMPLOYMENT & TRAINING CENTER

Seeking employment opportunities? Let us assist you at the Linden First Employment & Training Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email LindenFirstNJ@gmail.com. This is a free service for Linden residents and other Union County municipalities. No sessions on City Holidays.

ROSELLE FIRST WORKFORCE CENTER: Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. Intake and Mandatory Orientation, Training Sessions are held on Wednesdays at 11 AM & 3 PM via conference call. Must register at cic-nj.org/cicevents to receive call in information. Questions? Please email RoselleFirstJobs@gmail.com. This is a free service for Roselle residents. No sessions on City Holidays.

WAREHOUSE WORKERS - Temporary Seasonal Wonderful opportunity to earn \$\$\$ for the holidays! **Temporary Seasonal Warehouse Project** with site locations in the **Cranford, Linden and Rahway** areas. All areas are accessible by either train or bus. Parking is also available. **Offering multiple shifts. 1st Shift - 6am to 2:30pm or 2nd Shift - 3:30pm to 12am. Candidates must be available to work Monday through Friday and either Saturday or Sunday.**

Pay is \$15 per hour (time and half, paid for any hours over 40)

Positions available are: Picker/Packer – Picker/Packers are responsible for receiving orders and selecting items for packing. Attention to detail for reading and matching item numbers. Packing boxes, sorting and stacking boxes on pallets to prepare them for shipping and delivery.

Labeler – Labelers are responsible for checking orders and labeling packages appropriately. Attention to detail with numbers and addresses to ensure shipping to the correct location. Reloading pallets with labeled packages. **Loader/Unloader** – Loaders/Unloaders are responsible for the final step of preparing orders for delivery. They will build, wrap and sort pallets with shrink wrap for transport. Load trucks. Receive truck deliveries. Keep warehouse neat by discarding used shrink wrap, cartons, etc. **All of these positions will require you to be on your feet most of the day. Lots of standing/lifting/bending/reaching. Must be able to lift/move items up to 50lbs.** Candidates must be able to speak and read and understand English. Due to COVID this company is taking the utmost precaution for all employee's safety and well-being. Temperatures are taken daily. Masks are to be worn at all times while on the premises and employees are encouraged to wash their hands and use hand sanitizer regularly throughout the day. The work areas are set up to facilitate social distancing. The warehouse is cleaned on a regular basis.

Please submit resume to kristine@mtkstaff.com for immediate consideration

EMPLOYMENT OPPORTUNITIES

AIDI: Warehouse Associate – Job Description: Architectural Iron Designs, Inc. is a nationwide supplier of quality architectural metals and decorative iron components for various applications including railings, driveway gates, garden gates, fences, window guards, furniture and anything you can imagine! We offer a complete range of products in various materials including steel, cast iron, brass, bronze and aluminum. To complement the projects, we also have a full range of finishes for metalwork and gate hardware. In addition to our catalog we have 3 websites showing the full range of our product offering: archirondesign.com, locks4gates.com and duragates.com. We are currently seeking Warehouse Associates to fulfil customer orders, receive incoming products and for general warehouse tasks. This is a great opportunity for someone interested in joining a small but growing company in the construction industry. Candidates will have the opportunity learn more aspects of the

business for advancement within the company. The qualified candidate must be a dynamic individual, with a positive attitude, and someone ready to join our team as we continue to grow. **Description of skills and experience:** Good verbal and written communication skills. Basic math and computer skills. Ability to work physically for picking and packing orders. Previous warehouse experience preferred but not required. Forklift experience a plus but not necessary. Construction industry related experience a plus. Knowledge of UPS WorldShip or FedEx shipping software a plus. Able to multitask in a small company environment. Good work attitude and be able to work in a group.

Description of Responsibilities: Pull, pack and ship orders in an accurate manner. Schedule and prepare LTL orders. Organize stock and maintain inventories. Inspect goods for defects, damages and discrepancies. Organize space in the warehouse and perform cleaning duties. Handle walk-in customers. **Submissive representative:** Jay Shah. **Tel.:** (908) 757-2323. **Job Location:** 950 S 2nd Street, Plainfield, NJ 07063. Please send resume to: jay@archirondesign.com

Salary range: \$14 to \$16 per hour.

A&F Services: A & F Services is currently hiring for the following positions: Forklift Drivers - Days and Nights. 24 Straight Truck Drivers. Class A Drivers. Data Entry. Please send resume to Frank Zampini at fzampini@dispatchewr.com

Tel.: (201)538-3401. **Job Location:** 333 First Street, Elizabeth, N.J. 07206.

COMMUNITY ACCESS UNLIMITED - Community Organizer. Job Description. Expanding Union County Non-Profit, is seeking a dynamic individual to increase organization awareness and organizing activities at the local, state and national levels. **Responsibilities include:** recruiting, developing and training indigenous organizers with disabilities and assisting in fund-raising activities. Position requires BA/BS in related field exp in fundraising, community organizing & Microsoft office programs. Non-profit experience & working with people with disabilities preferred. Applicants must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. Please submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org. Full Time positions include a comprehensive and competitive benefits package! We provide you with Personal Protective Equipment (PPE).

COMMUNITY ACCESS UNLIMITED - Youth Academic and Career Coach Full time

We are currently seeking a master's level career coach to work with Essex and Union County youth ages 16-21 at help establish college-readiness activities as part of a larger career and life plan. The coaches will assess and facilitate the needs of each youth in terms of college and career vocational readiness ranging from soft skills to academic prerequisites.

The ideal candidate for this position has minimum of one-year experience working with youth, Master's Degree in special education, psychology, social work, or related field required.

He or she must have a genuine desire to work with youth, a valid driver's license, and a car for work purposes. We provide you with Personal Protective Equipment (PPE). Submit resumes to Lbaigorrea@caunj.org or jdougl@caunj.org. Enjoy a comprehensive and competitive benefits package that support you and your family in every aspect of life. EOE

COMMUNITY ACCESS UNLIMITED - Non-Profit Accounts Receivable Supervisor

Social Service Agency is currently seeking a qualified Accounts Receivable Supervisor to help within a busy Accounting office. The ideal candidate for this position is detail-oriented, highly organized self-starter with a related degree and previous supervisory experience in Accounts Receivable and must have strong computer skills, especially Microsoft Excel. Bachelor's Degree in Accounting and/or comparable education, a valid driver's license and reliable transportation are required. Knowledge of NAV accounting software is a plus. EOE. Full Time positions include a comprehensive and competitive benefits package! We provide you with Personal Protective Equipment (PPE). Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org.

COMMUNITY ACCESS UNLIMITED: BCBA-Board Certified Behavior Analyst Full Time

Social Service agency is currently seeking a Board-Certified Behavior Analyst (or BCBA candidate) to work with individuals with developmental disabilities and autism, oversee Registered Behavior Technicians, run groups and trainings, and create plans. The candidate will focus on developing and maintaining behavior plans, skill acquisition plans, staff training, and conducting Functional Behavior Assessments using the principles of applied behavior analysis and positive behavior supports. Candidates for this position should have their BCBA, a Master's degree in a related field, and at least two years of experience working with people with individuals with developmental disabilities and using Applied Behavior Analysis therapy. Applicants must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. Full Time positions include a comprehensive and competitive benefits package! We provide you with Personal Protective Equipment (PPE). Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org.

COMMUNITY ACCESS UNLIMITED: Awake Overnight. Job Description: Social Service agency is currently seeking Essential Workers for Full Time Awake Overnight position. In this essential position, you will be providing overnight supervision in a residential setting for individuals with developmental disabilities. Responsibilities include: Ensuring safety of members on the overnight shift. Administer and document medications and/or changes in medical status. Assisting with ADLs including: showering, bathing, etc.... Transporting members to and from work or day program, a medical appointment, etc.... Documentation. Hours are 11:00PM - 9:00AM, and days will vary depending on the program. One week of PAID orientation is required prior to the start of your assignment. Ongoing PAID training outside of normal work hours is also required. The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. Positions are located in Union County. We are continuing the \$3 bonus increase for hours worked and provide you with Personal Protective Equipment (PPE). Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org. Full Time Positions include awesome benefits package!

COMMUNITY ACCESS UNLIMITED: Direct Support Professional Part-Time. Job description:

Social Service agency is currently seeking Essential Workers for Part Time Weekend positions to join our team to make a difference in someone's life! The role of a Direct Support Professional is to assist in the daily care of people with disabilities in a residential setting and provide onsite supervision and support 24 hours per day, 7 days per week. Your vital job functions are essential to members' health, safety and welfare. **Part-Time Weekend** hours are typically **7:00 AM - 3:00 PM** or **3:00 PM - 11:00 PM**

Saturday and Sunday. Pays \$11.53 / hr. One week of paid orientation is required prior to the start of your assignment. Ongoing on the job paid training outside of normal work hours is also required. The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. Positions are located in Union County. EOE. Email resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

COMMUNITY ACCESS UNLIMITED: Direct Support Professional Full-Time 3-11pm

Job Description: Social Service agency is currently seeking Full Time 3pm-11pm. **Direct Support Professionals** to join our team to make a difference in someone's life! The role of a DSP is to assist in the daily care of people with disabilities and provide onsite supervision and support 24 hours per day, 7 days per week. Your vital job functions are essential to members' health, safety and welfare. **Full-Time hours are 3:00 PM -11:00 PM** and includes weekends, days will vary depending on the program. One week of paid orientation is required prior to the start of your assignment. Ongoing paid training outside of normal work hours is also required. Position pays \$12.93 / hr. Full Time positions include awesome benefits package! The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with individuals with developmental disabilities. Positions are located in Union County. EOE. Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

COMMUNITY ACCESS UNLIMITED: Registered Behavior Technician (RBT) Full-Time

Job Description: Community Access Unlimited is currently seeking an **RBT** candidate to work with individuals with developmental disabilities, implement individualized behavior analytical procedure (i.e. teaching, measurement, behavior-reduction) under the guidance of a BCBA. Assist in the creation of individualized curriculum, utilizing data collection methodology, logging detailed session notes, reviewing and implementing procedural changes referenced in BCBA protocols. Candidates for this position should have their high school diploma with 3 years of experience in Applied Behavior Analysis or bachelor's degree in psychology, special education, social worker or a related field and 1 year of Applied Behavior Analysis. Candidate must have a genuine desire to work with individuals with developmental disabilities, a vehicle to use for work purposes, and a valid driver's license. EOE. One week of paid orientation is required prior to the start of your assignment. Ongoing paid training outside of normal work hours is also required. Position pays \$15.78 / hr. Full Time position includes a comprehensive benefits package! Submit resumes to Lbaigorrea@caunj.org or jdouglas@caunj.org

Responsibilities: Follow treatment/teaching plans as per BCBA. Ensures that required documentation is complete and is in compliance with regulations and standards. Complete all graphing as designed by BCBA supervisor. Develops an effective counseling/support relationship. Ensures compliance with all applicable federal and state laws and all company policies. Implement individualized behavior analytic procedures. Assist in the creation of curriculum. Performs other duties as required.

Qualifications: Bachelor's degree with 1 year of ABA experience or High School Diploma with 3 years of ABA experience. Previous experience working with individuals with developmental disabilities. Excellent computer and Microsoft Office skills, especially Excel. Excellent communication skills, verbal and written. Car to use for work purposes. Valid driver's license.

COMMUNITY ACCESS UNLIMITED: Youth Assistant Support Counselor Full-Time

Job description: Social Service agency is currently seeking Youth Counselors to join our team to make a difference in someone's life! The **Assistant Support Counselor** supervises youth ages 13-17 in a residential program setting. Responsibilities for an ASC include assisting youth with daily living skills, supportive counseling, attending recreation trips, administering medications, planning menus, food shopping, documentation, transporting youth to and from school and medical appointments. Full Time hours are 4:00PM - 12:00AM and includes working Saturday and Sunday. Residential programs are located in Union County. Position pays \$12.93 / hr. One week of PAID orientation is required prior to the start of your assignment. Ongoing PAID training outside of normal work hours is also required. The ideal candidate for this position has a high school diploma or GED, a valid driver's license, reliable transportation, and a genuine desire to work with youth. EOE. Full Time positions include a comprehensive benefits package! Submit resumes to Lbaigorrea@caunj.org or jdouglas@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.

FEDEX GROUND: PT & FT Package Handlers. Interested candidates must be at least 18 years of age and must be able to load, unload and sort packages, as well as perform other related duties. FedEx Ground is hiring part-time and full-time individuals to load and unload packages in our fast-paced warehouse environment. Part-time employees typically work a 3-5-hour shift per day. Full-time employees work approximately two shifts per day of varying lengths. Package Handlers are responsible for warehouse duties including: the physical loading, unloading and/or sorting of packages of varying sizes and weights by hand, including lifting, pushing, pulling, carrying, scanning, placing packages, as well as physical bending, twisting, kneeling and etc. in a safe and efficient manner. Shifts may vary depending on warehouse package volume and business needs. We offer competitive hourly rates, multiple raises in the first year, and a tuition reimbursement program. Package Handlers are eligible for medical, dental and vision benefits as well as paid time off and paid holidays, after completion of an eligibility period. **Representative:** Kathy Dalcourt
Job Location: 25 Talmadge Road, Edison, NJ 08817. **Email address:** kathleen.dalcourt@fedex.com
Tel.: (732) 287-7886. **Pay rate:** Up to \$18/hour. **To apply:** <https://Groundwarehousejobs.fedex.com>

HERITAGE HOME SERVICE: All Around Crew Member. Desire to learn and must be reliable. General construction and home improvement company has 2 openings available. General laborer \$15 \$18/hr. and Mid-level technician \$18-25/hr. Will train the right person. The company provides a

motivated individual an excellent opportunity for growth. Must be able to work M-F and a driver's license is a plus. Desire to learn and must be reliable. General construction and home improvement company has 2 openings available. General laborer \$15 - \$18/hr. and Mid-level technician \$18-25/hr. Will train the right person. The company provides a motivated individual an excellent opportunity for growth. Must be able to work M-F and a driver's license is a plus. **Job Location:** 1253 Springfield Ave. Suite 343, New Providence New Jersey 07974. **Representative:** Robert Mehalik
Send resume to: heritagehomeservicesllc@gmail.com
Tel.: (973) 879-6473

HOME DESIGNS COMPANY - Interior Designer. Description of skills: English and Spanish required. Min. 2 years of design experience. Preferred Knowledge in 2020 Design or ProKitchen software. Preferred experience in sales. Basic understanding of residential construction is preferred. Strong communication skills. Detail oriented. Highly motivated with a strong work ethic. Work well in a team environment. **Job Summary:** Responsible for assisting buyers in the selection of all standard and upgrade options; documenting, processing, approving and distributing change orders; and setting and adjusting pricing. **Responsibilities:** Provide buyers with product information, available upgrade options, and pricing information. Assist buyer with decision making by determining needs, wants and budget. Manage the change order process. Assist in interior design projects that may need professional interior design consultation. **Representative's name:** Miguel Rodriguez. Send resume to: info@homedesignscompany.com.
Tel.: (973) 519-0266. **Job Location:** 169 Somerset St, North Plainfield, NJ 07060

JOHNSTONE SUPPLY- Open positions and job finding skills offer. Our business is thriving and we're still growing. Due to our growth, we have several open positions for material handlers (entry level) and counter sales (more technical/HVAC knowledge required) people open throughout our branches in New Jersey and Staten Island for people interested in the HVAC wholesale distribution industry.
[Johnstone Supply Open Positions](#)

THE JORDAN REAL ESTATE GROUP - Now hiring. Bookkeeper/Accounting/Title Disbursement Agent Quality Title & Abstract Agency/The Jordan Real Estate Group. How to apply: Please send resume to opportunity@thejordangroup.net
Contact: Kathy Ciacciarelli, 3415 Sunset Ave, Ocean, NJ 07712. **Phone:** 732-460-1920. **Email:** Opportunity@thejordangroup.net . **Position:** Closing Coordinator/Title Insurance/Paralegal Salary Range: \$20.00 per hour. **Job Type:** Full-time – Monday- Friday 8:30- 5:30. Quality Title & Abstract Agency and The Jordan Real Estate Group, provide multi-state title insurance and real estate appraisal services with an office located in Ocean, New Jersey (Monmouth County). We are seeking a dynamic member for our disbursement/funding team. Must have experience in bookkeeping, accounting or have related skills. Job duties include the preparation of closing statements for real estate transactions, balancing ledgers, invoice preparation, cutting checks and disbursements off escrow funds. Salary \$20 per hour. Great opportunity for advancement. Full time benefits include participation in medical insurance, life insurance, 401K, paid time off.

M&M HOME INVESTORS: Administrative Assistant. Spanish is mandatory. Serves customers by selling products and meeting customer needs. Services existing accounts, obtains orders, and

establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors. Effective communication. Teamwork. Responsibility Problem-solving. Responsible for selling a company's products by identifying leads, educating prospects on products through calls, trainings, and presentations, and providing existing customers with exceptional support. Additionally, make calls, organize files, create correspondence, prepare reports and documents, manage calendars to schedule appointments, sort mail, prepare invoices and offer general staff support. **Job Location:** 169 Somerset Street, North Plainfield New Jersey, 07060. **Send resumes to:** Miguel Gomez. **Email:** mgomez@mmhomeinvestors.com
Tel.: (973) 519 - 0266

NEW JERSEY WATERJET INC. : Machine Operator. Busy Waterjet Machine Shop. Air-Conditioned Shop. Looking to fill full time position. Overtime Available. Willing to train the right candidate. Opportunity galore!! Must be strong, have valid driver's license and own car. Waterjet Machine Operator. Shipping & Receiving. Machine Maintenance. **Submitting Representative's:** Larry Price. **Tel.:** (732) 910-1602. **Email:** larry@newjerseywaterjet.com
Job Location: 725 Lehigh Ave, Suite 4, Union NJ 07083. **Salary range:** \$ 18.00 to \$25.00 per hour.

OUR HOUSE, Inc.: Direct Support Professional. Description of skills: Must be at least 21 years of age. Must possess a high school diploma or equivalent. College background with related courses and related work experience preferred. Must have valid driver's license with good driving record. Upon employment must pass all mandatory Division of Developmental Disabilities trainings and maintain current certification in First Aid and CPR, Handle with Care, and other trainings as required by Our House, Inc., the Department of Developmental Disabilities, and Medicaid. Trains the residents, who are individuals with developmental disabilities, in independent living skills in group homes or apartments, which are located in single family and multi-family homes. Takes direction from the in-charge staff member. May assume in-charge responsibilities in the absence of all managerial staff if in-charge status criteria are met. Determination of in-charge status is made by the Site Manager.
Submitting representative: Elisea Arroyo. earroyo@ourhousenj.org
Tel.: (908) 464-8008. **Company's location:** 76 Floral Ave. ,Murray Hill NJ 07974. **Salary:** \$12.25 per hour. **Benefits:** 401K, Generous PTO, Employee Assistance Program, Medical Benefits for Full-Time Employees, Employee Tuition Reimbursement.

PARKER INTERIOR PLANTSCAPE: Warehouse Associate. Must have strong work ethic, be detail oriented and have a positive attitude. Ability to follow instructions. Ability to handle physical workload including bending, squatting, walking, stretching, climbing a ladder, reaching, lifting up to 50 lbs. and able to push or pull cartons weighing up to 100 lbs. Must be able to stand for the entire shift. General hours are: 07:00 AM - 3:30 PM. Hours may vary so you need be flexible. Nights and weekends are mandatory during our peak season. Ability to drive trucks preferred but not required. Bilingual Spanish/English preferred but not required. This position will pick and pack shipments, shrink wrap décor, box materials, load and unload trucks, and assist with a facility move. In addition to any other tasks assigned. **Benefits:** Medical, Dental, Vision, 401K, PTO. **Submitting Representative's:** Karen Downey. **Tel.:** (908) 564-0141. **Email:** hr@parkerplants.com
Job Location: North Ave. ,Plainfield, NJ 07060. **Send resumes to:** steffi@parkerplants.com

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

SERVICE PLUMBER – Now hiring: Service Plumber - Zarella Plumbing. How to apply:

To apply call: 732 - 988 9400 or zarellaplumbers@optonline.net

Details about position: Part time / Full Time service plumber, experienced. Drivers licensed, hand tools, self-starter. Reliable, clean appearance, people skills. Salary is negotiable.

SPIRIT LOGISTICS NETWORK, INC. : Spirit Logistics Network is looking for a motivated and responsible **Claims Assistant**. The position is responsible for claims processing and assisting customers to ensure resolution of any damages or complaints. **Responsibilities:** Assist customers with claims resolution Perform data entry in company software programs; maintain database records and compile reports from database as needed. Fax/copy/scan/email/file documents. Other duties and projects as assigned. Experience in Data Entry, Customer Service and/or Claims is a big plus. **Submitting Representative's Name:** Kimberly Carvalho. **Tel.** (908) 665 – 9660. **Email:**

kimberly.carvalho@spiritln.com

Job location: 100 Morris Ave. Suite 201, Springfield, NJ 07081

TEMPLE SHOLOM - Religious School Teacher. Previous teaching experience or other roles interacting with children. Temple Sholom of Scotch Plains/Fanwood is seeking a 6th grade Religious School teacher. Our program meets on Sunday mornings (9:30 am -12:00 noon in person and 11am-noon while virtual – with full pay). Classes will be "Virtual Only" at least through February.

In our religious school, we have a progressive, unique, trimester curriculum. Our guiding principal is focused on us encouraging future leaders of meaningful Jewish Worship. We accomplish this by providing a strong foundation for our students' lasting Jewish identity. We are seeking a dynamic, enthusiastic, caring and knowledgeable teacher who can help us meet our educational goals.

Teachers are expected to be: Open-minded and creative; Passionate about Judaism and synagogue-school education; Comfortable using technology and innovative ways of educating children in the 21st century; Capable of inspiring curiosity and interest in Judaics among our students and families; Be a collaborative partner and a reliable communicator with parents, other teachers, the Principal and Rabbi. Our teaching staff is comprised of amazing individuals with a long history of service to the Temple. Openings in our team are unusual and this one is only occurring due to a spouse relocation. Temple Sholom prides itself on being a warm congregation that cares for its staff and members as part of an extended family. We encourage involvement and participation and provide our members with a well-rounded and diverse program of activities that touch every area of Jewish Life: Worship, Education and Community. To apply please email resume and cover letter to:

Sandy Nussbaum – principal@sholomnj.org

Job Location: 1925 Lake St, Scotch Plains, NJ 07076. **Tel.:** (908) 889-4900

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.

UPS - Now Hiring for Seasonal Jobs at 493 County Avenue, Secaucus, NJ 07094. Apply online at www.upsjobs.com

Package Handlers: The Benefits of working for UPS: \$23.00 per hour (Preload Only) \$16.00 per hour (Full-time). Weekly paycheck. Work 3½ - 5 hours per day (1 shift) or 8 hours per day (2 shifts). Seasonal employment. Immediate work. Full-time available Walk-in interviews. Permanent Opportunity after January 2021. Shifts Available: (PT) 4:30am - 9am (Tues.-Sat.). (FT) 11:00pm—9am (Mon.-Fri.). Walk-in Interviews Wed., Thurs., and Friday. Between 8:00am - 12pm. Please bring a State Photo ID

UPS – Warehouse Worker. Physical work must be able to bend, stoop, turn, twist, lift, climb, and stand for 3.5-5.5 hours. Responsible for loading or unloading the tractor trailers at an efficient speed. Must be able to work as directed and must be able to lift of to 70 lbs. by yourself. Must be available to work all 5 days for each shift. **Representative:** Kayla Simon. **Email address:** kaylasimon@ups.com. **Job Location:** 100 Middlesex Center Blvd. Monroe Township, NJ 08831. **Tel.:** (732) 397 3237. **Salary:** \$16.00 per hour. **To apply:** www.updjobs.com

UPS – Package Handler. Description of Skills/Experience Required/Desired: Today, UPS is customer first, people led, innovation driven. It's powered by more than 495,000 employees connecting more than 220 nations and territories across roads, rails, air, and ocean. Tomorrow, UPS will continue to lead the industry and connect the world, with a commitment to quality service and environmental sustainability. Our mission here at UPS is to inspire our people and business partners to do their best, offering opportunities for personal development and success. **Job Details:** In this fast-paced warehouse job, you'll lift, lower and slide packages up to 70 lbs. You'll typically work 5-hour shifts, approximately 25 hours per week in this part-time role. As part of the UPS team, you'll receive a competitive hourly rate and an attractive benefits package. Take the next step on your career journey as a Package Handler/Warehouse Worker at UPS. Shift: Sunrise (4:00 AM - 9:00 AM) Days: Tuesday-Saturday. Medical/Dental/Vision/Prescription--Tuition based assistance for college students. **Submitting Representative's Name:** Michael Perlamuter. **E-mail:** mperlamuter@ups.com **Phone Number:** (908) 839-5177. **Job Address:** 100 Middlesex Center Boulevard, Monroe Township New Jersey, 08831. **Salary Range:** \$14.00 per hour. **Apply to:** <https://www.jobs-ups.com/>

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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.

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THE UNION COUNTY BOARD OF CHOSEN FREEHOLDERS

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



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