

JANUARY 11 – JANUARY 15, 2021

HIGHLIGHTS

Happy New Year!

Employers, please review the Constant Contact email for the links for submitting job postings. Please submit jobs through the JotForm link. Jobs are included in this listing for two weeks. If you want to list longer, please resubmit or send an email requesting more time. All fields should be completed before submitting. Questions about this? Email katrina.james-pellam@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 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

Occupational Training Programs at the Center for Economic and Workforce Development this winter include the following for individuals who meet the eligibility requirements.

Fundamentals of Supply Chain Management- Certifications in four areas: Supply Chain Management Principles, Inventory Management, Transportation Operations, Customer Service.

IC3-Digital Literacy – Certiport Certification.

Accounting Technician – Certification in QuickBooks, MS Excel, includes essential accounting principles.

See your Career Counselor at the American Job Center for more information and to determine your eligibility for these training programs. Flyers with additional details are downloadable from the links on the email.

HERE ARE SOME RESOURCES FOR YOUR PERSONAL JOB SEARCH EFFORT.

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>

STAFFING AGENCIES:

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.

EMPLOYMENT OPPORTUNITIES

Tig/Mig Welder at Precision Escalator Products: Number of Openings 2

Description of Responsibilities • Weld together components made from aluminum, stainless steel, bronze and/or iron parts. • Operate specialized machinery for industrial welding • Set up components for welding according to specifications. • Operate angle grinders to prepare parts that must be welded. • Align components using calipers, and clamp pieces. • Test and inspect welded surfaces and structure to discover flaws. • Monitor equipment for appropriate usage and temperature. • Monitor work environment for hazards and maintains healthy ventilation levels to avoid particle or gas inhalation • Load and unload parts onto and off pallets/skids • Follow established housekeeping and safety practices. • Other duties as assigned.

Description of Skills/Experience Required/Desired (Minimum): • High school diploma or GED required • Ability to read and comprehend procedures as well as basic arithmetic skills. • Ability to successfully complete specialized technical training courses. Preferred: • Experience using a variety of welding equipment and procedures. • Experience in using electrical or manual tools. • Deftness and attention to detail • Demonstrate ability to work independently. • Knowledge of relative safety standards and willingness to use protective clothing (face shield, gloves, etc.)

To Apply: Submitting Representative's Name Cynthia Gonzalez.

E-mail cynthia@precisionescalator.com Phone Number (908) 259-9009 Address of Job Location 147 N. Michigan Ave Kenilworth, NJ, 07033 United States.

Benefits Included: Medical, Vision, Dental

THREE NEW POSITIONS AT VANGUARD LOGISTICS BELOW

TO APPLY: SEND RESUME AND COVER LETTER VIA EMAIL TO: James Prestia, Branch Manager

james.prestia@vanguardlogistics.com

Traffic LCL (non-exempt) at Vanguard Logistics

GENERAL PURPOSE OF POSITION To provide the highest level of Customer Service in the industry through prompt, competitive and correct Loading of all containers, routing of freight and moving freight as booked. Maintaining a high degree of professional communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES

- a. Plan fully utilized containers
- b. Ensure NDNL policies are adhered to
- c. Resolve issues with warehouse and vendors as needed
- d. Roll and advise on bookings not loaded per cutoff
- e. Maintain adequate empty equipment levels
- f. Carefully review and finalize all loads timely to ensure carrier docs cutoffs are met
- g. Complete rail billings or provide details to carriers in order to allow loads to be received by the rail or port
- h. Properly segregate hazardous materials
- i. Report service failures to supervisor or manager **Continued on next page**

- j. Maintain and update sailing schedules
- k. When needed proactively chase documents and cargo for maximum utilization
- l. Maintain bookings with s/s lines 4-6 weeks in advance to guarantee space

ADDITIONAL DUTIES & RESPONSIBILITIES

- a. Maintain accurate and timely communication and responses to all parties, (i.e. internally within your local facility, other NACA offices or agents in the US and overseas). This includes notifying customers when shipments deviate from what is booked.
- b. Complete task and projects as assigned by management.

COMMUNICATION Respond to all communication (written, verbal, internal & external) within the day of receipt.

ATTENDANCE

- a. To be at the assigned work station as per your scheduled start of shift.
- b. Adhere to company policy in regards to sick/vacation time as to not disrupt the workflow of the team. Flexible hours may be required.
- c. Attend all meetings and training as required.

QUALIFICATIONS (R) Required, (P) Preferred

- Experience: (P) Related Transportation experience
(P) Related Customer service experience
- Education: (R) High School Diploma
(P) College Education or transferable experience
- Training: (R) Outside training in Customer Service, interpersonal and problem solving skills
- PC Skills: (P) Microsoft Windows Literate
- Other: (R) Fluency in English
(P) Bilingual

Import Traffic FAK/LCL Coordinator (NON-EXEMPT) at Vanguard Logistics

GENERAL PURPOSE OF POSITION

To provide the highest level of service in the industry through prompt and efficient distribution of cargo to its final destination, ensuring all documentation is accurate and cargo moves to correct final IPI destination while maintaining a high degree of professional communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES

Import Traffic responsibilities may vary by position and region (to be further defined in job specific SOP's), but may include:

- a. Verify/proof all marking confirmations are resolved in a timely manner
- b. Monitor General Order cargo/Send G.O. Notices
- c. Domestic Load Planning
- d. Creation/Arrival/Exporting of In Bonds
- e. Container Dispatch
- f. Door Deliveries **(continued on next page)**

ADDITIONAL DUTIES & RESPONSIBILITIES

- a. Complete tasks and projects as assigned by management.
- b. Maintain accurate and timely communication and responses to all parties, (i.e. internally within your local facility, other NACA offices or agents in the US and overseas).

COMMUNICATION

- a. Respond to all communication (written, verbal, internal & external) within the day of receipt in a kind and courteous manner.

POLICY & PROCEDURES

- a. Adhere to existing policies and procedures. Continued on next page
- b. Be at the assigned workstation as per your scheduled start of shift
- c. Attend all meetings and training as required.

QUALIFICATIONS (R) Required, (P) Preferred

- Experience: (P) Related Transportation experience
(P) Related Customer service experience
- Education: (R) High School Diploma
(P) College Education or transferable experience
- Training: (P) Outside training in Customer Service, interpersonal and problem-solving skills
- PC Skills: (P) Microsoft Office Literate
- Other: (R) Fluency in English
(P) Bilingual

Import Customer Service (NON_EXEMPT) at Vanguard Logistics

GENERAL PURPOSE OF POSITION

To provide the highest level of Customer Service in the industry through prompt sending of arrival notices, timely shipment status updates, responsive interaction with overseas agents, vendors and customers utilizing a high degree of professional communication skills.

ESSENTIAL DUTIES & RESPONSIBILITIES

- a. Verify arrival notice & invoice details are accurate, including invoices rated correctly for nomination accounts/Special Customer Rates
- b. Send Cargo Availability Notices once cargo is available at final CFS
- c. Verify AMS details, identify holds, troubleshoot issues to avoid possible delays and Customs fines
- d. Send Daily updates for shipments/containers on exam or government holds
- e. Notify all customers/agents of marks & piece count discrepancies same day CFS notifies us. Follow up daily until resolved and able to release cargo
- f. Ensure that all containers arrive at hbl destination to eliminate storage charges by tracking prompt delivery to warehouse, CY/Rail location, or door

- g. Liaise between customs broker & consignee for all shipments we are handling Customs clearance and/or ISF filings to avoid cargo going into General Order
- h. Pre-Audit files to ensure all agent credit/debit notes are obtained and correct
- i. Utilize import department & Directions tools (file checklists, Working Vessels Report, Cargo Status Report, etc.) to monitor all files to ensure:
 - i. All agent credit/debit notes are obtained & in order before file closing
 - ii. All customer invoices are paid and freight released
 - iii. All IPI and door shipments have moved to final destination
 - iv. All additional expenses are expensed and cost covered either by invoice to customer or credit note from agent
 - v. Proper parties have been contacted to arrange Customs Clearances if applicable
- i. Meet company's expectation pertaining to ACD/Phone system statistics
- j. Complete tasks and projects as assigned by management.

ADDITIONAL DUTIES & RESPONSIBILITIES

- c. Maintain accurate and timely communication and responses to all parties, (i.e. internally within your local facility, other NACA offices or agents in the US and overseas). This includes notifying customers & internal offices/agents when shipments deviate from what is booked.
- d. Communicate with Management, Sales, CFS, Traffic, Documentation, terminal and satellite offices regarding customers' requirements, service failures and cargo flow.
- e. Complete tasks and projects as assigned by management.

POLICY AND PROCEDURES

- d. Adhere to existing policies and procedures.
- e. Be at the assigned workstation as per your scheduled start of shift
- f. Remain logged on to phone system and available during assigned scheduled hours.
- g. Attend all meetings and training as required.
- h. Communicate with others in a courteous and helpful manner while simultaneously building stronger business relationships.

KEY PERFORMANCE INDICATORS

- a. All calls answered within 10 seconds.
- b. Zero re-queued ACD/Phone System calls
- c. Respond to all domestic email correspondence & return all calls within a 2 hour period
- c. Respond to all overseas email correspondence within same day

QUALIFICATIONS (R) Required, (P) Preferred

Experience: (P) Related Transportation experience
(P) Related Customer service experience

Education: (R) High School Diploma
(P) College Education or transferable experience.

- Training: (P) Outside training in Customer Service, interpersonal and problem-solving skills.
- PC Skills: (P) Microsoft Office Literate
- Other: (R) Fluency in English
(P) Bilingual

END OF LISTINGS

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 County Commissioners

