

## FEBRUARY 1 – FEBRUARY 5, 2021

### HIGHLIGHTS

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](mailto: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](http://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>

National Labor Exchange NLx: <https://usnlx.com/>

**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](mailto: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 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](mailto: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](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [LindenFirstNJ@gmail.com](mailto: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](http://cic-nj.org/cicevents) to receive call in information. Questions? Please email [RoselleFirstJobs@gmail.com](mailto:RoselleFirstJobs@gmail.com). This is a free service for Roselle residents. No sessions on City Holidays.

## EMPLOYMENT OPPORTUNITIES

### **Wonder: Cranford, NJ: Chef -On-Road**

**Description of Responsibilities** • As a Chef-on-Road (COR), you'll play a key role in preparing, packaging, and delivering exceptional meals (we're talking Michelin-star quality) to our customers in assigned delivery zones. In this role, you are the connection point to our customer and quite literally the "face" of our business. You'll be greeting and interacting with them outside their homes and delivering amazing cuisines to their doors, so your commitment to excellence in hospitality is key. Because our CORs are some of the most critical roles within our company, you can rest assured you'll be actively involved in making suggestions, refining processes, and taking pride and ownership in customer feedback. So, what else is involved besides delighting our customer's taste buds? You will need to perform culinary operations such as the assembly and preparation of high-quality foods. You do not need to be a chef (you'll receive top-notch training!), but you should be comfortable in a kitchen and around food. You will operate a commercial (NOT CDL) vehicle at low speeds in suburban neighborhoods around Union County, NJ, and will be responsible for the well-being of the vehicle and its safe operation throughout your shift.

**Description of Skills/Experience Required/Desired (Minimum):** • This position will start as part-time. Compensation starts at \$20/hour (which is a mix of base wage and guaranteed tip). You're eligible to receive a bonus after your first 30 days and an additional bonus after your first 6 months. Why stop there? You'll also receive an employee referral bonus if you introduce us to another COR who gets hired by Wonder. You will receive training and a uniform. You will be provided a commercial vehicle to drive. Shift hours are 3PM–11PM. You must be available to work 4 consecutive days and must be able to work weekdays and weekends. You must pass a criminal background check, drug screening, and DOT physical. You must have a valid driver's license with no major moving violations or license suspensions within the last 3 years. **Apply To:** <https://grnh.se/1d7582293us>

### **FEDEX GROUND, Middlesex County: Package Handler** Number of openings 50

FedEx Ground is an essential business that needs people to help us support the economy, handling life-saving medications and other items that keep our communities as prepared as possible during these uncertain times. FedEx Ground will continue to hire for essential positions like this one. 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 2-4-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. Salary range \$15 - \$20 Per Hour. Must be at least 18 years of age. Must be able to load, unload and sort packages, as well as perform other related duties.

**Apply to** [Groundwarehousejobs.fedex.com](http://Groundwarehousejobs.fedex.com)

**United Window and Door, Springfield, NJ: Maintenance Mechanic First Shift**

United Window & Door Mfg. Inc. is a premier manufacturer of vinyl window and doors. Our rapidly growing company is searching for talented people who seek the challenges and excitement of joining an industry leader. We are currently seeking an experienced Maintenance Mechanic for the first shift. The Maintenance Mechanic will be an integral part of our company who will be responsible for troubleshooting, repairs and preventative maintenance service of all manufacturing equipment and facility.

**Description of Responsibilities:**

- Troubleshoot and repair manufacturing equipment
- Maintain and repair manufacturing equipment in a manner that minimizes downtime
- Performs duties in compliance with safety rules, standard operating procedures and good manufacturing practices.
- Reads and interprets equipment manuals and work orders to perform required maintenance and service
- Perform routine scheduled maintenance during downtime
- Keep accurate records of maintenance of production equipment
- Assist in set up, changeover and startup of production lines
- Assist in the installation of new production equipment
- Ability to troubleshoot a problem and offer a resolution while minimizing downtime

**Requirements for the Maintenance Industrial Technician :**

Bilingual Spanish / English. Minimum of 3 years of manufacturing/industrial maintenance experience, window and door manufacturing environment a plus. Must be a self-starter and be able to work independently or as part of a team. Benefits for the Maintenance Mechanic: Paid Union health benefits by employer, Paid Pension by Employer Paid Holidays, Vacation and Sick time EOE

**AmeriCare Physical Therapy, Garwood & Piscataway NJ: Front Desk**

Looking to hire Front Desk support staff for Garwood and Piscataway Office. **Pay Rate:** \$14 -\$15 Per Hour with benefits. Full time position from 30 up to 40 hours. Position requires two nights a week.

**TO APPLY: SEND RESUME VIA EMAIL TO: Susan Rele [susan@americarept.com](mailto:susan@americarept.com).**

**FOUR NEW POSITIONS AT SERVPRO, Mountainside, NJ**

**TO APPLY: SEND RESUME AND COVER LETTER VIA EMAIL TO: Gina Tipton**

**[gtipton@servprowessex.com](mailto:gtipton@servprowessex.com)**

**Job File Coordinator**

Do you love helping people through difficult situations? Then, don't miss your chance to join our Franchise as a Job File Coordinator. In this position you will be making a difference every day. We're seeking someone who is great on the phone, who has excellent analytical skills, and who is a serious multi-tasker. If you are self-motivated and have superb interpersonal skills, then you'll thrive in this work environment. Our idea of the ultimate candidate is one who is proactive, experienced, truly enjoys providing superior service, and loves taking ownership. As a valued SERVPRO® Franchise employee, you will receive a competitive pay rate with opportunity to learn and grow.

**Description of Responsibilities:**

- Provide excellent customer service
- Send out email and written correspondence
- Complete internal job file quality reviews
- Meet crucial deadlines
- Perform detailed and accurate data entry
- Prepare estimates and billing invoices
- Coordinate crew and job scheduling
- Assist other departments, as needed

**Position Requirements:** 2+ year(s) of administrative or office-related experience. Experience with billing, quality assurance, and scheduling a plus. Experience in service industry environment a plus. Outstanding written and verbal communication skills, including proper pronunciation and grammar, and a consistently courteous and professional tone of voice at all times. Possess polite, confident, and excellent customer service skills, including listening and questioning skills. Ability to remain calm and professional during tense or stressful situations. Excellent organizational skills and strong attention to detail. Very self-motivated and goal oriented. Ability to multi-task. Capability to work in a fast-paced, team-oriented office environment. Proficient in Microsoft Office (i.e., Outlook, Word, Excel). Ability to learn new software, including Xactimate® and proprietary software. Minimum of HSD/GED preferred. Able to successfully complete a background check subject to applicable law. **Hours:**40 hours/week, flexible to work overtime when required 8 a.m. and 5 p.m. **Pay Rate:** Competitive pay based on experience. We are an EOE M/F/D/V employer Benefits: Flexible schedule Health insurance.

**Accounts Receivable Payable Clerk**

The Accounts Receivable Payable Clerk plays a vital role in our organization by maintaining financial records and assisting with the general operations of the Accounting department. The accounting clerk will handle a broad spectrum of accounting duties such as general bookkeeping, payroll, banking, accounts payable and accounts receivable. This individual will also be responsible for performing general office duties such as drafting correspondence, filing and creating reports.

**Description of Responsibilities:**

**Financial Administration:**

- Maintain accurate records in QuickBooks®
- Maintain vendor and subcontractor relationships
- Manage Accounts Receivable:
- Ensure Accounts Receivable is kept current
- Obtains revenue by: Verifying transaction information, Computing charges and refunds, Preparing and mailing invoices, Identifying delinquent accounts and insufficient payments
- Reminding delinquent accounts, Notifying customers of insufficient payments,
- Process customer payments and prepare deposits, ensure payments are applied to accounts correctly and timely, reconcile payments received to deposit amount, Ensure timely commission payment. Manage Accounts Payable, Review all accounts payables for accuracy.



Create checks for approved accounts payable. Pays invoices by: Verifying transaction information, Scheduling and preparing disbursement, Obtaining authorization of payment

- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- **Office Administration:** Maintain & keep an organized file system. Keep appropriate paperwork easily accessible, resulting in an organized file system, Contribute to team effort by accomplishing related results as needed

**Position Requirements:** QuickBooks, Administrative Writing Skills, Organization, Data Entry Skills, General Math Skills, Financial Software, Analyzing Information, Attention to Detail, Thoroughness, Reporting Research Results, Verbal Communication

**Formal Education/Training:** High school diploma/GED, Associate degree in accounting preferred or strong professional background of 2-3 years bookkeeping experience

**Physical and Work Environment Requirements:** This is a largely sedentary role in an office environment. However, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary. This is a full-time position working 8:00 a.m. – 5:00 p.m., Monday through Friday. This position may require longer hours, and some flexibility in hours may be needed dependent upon the business needs.

## **Production Crew Chief**

### **Description of Responsibilities**

Explain process and answer customer questions, as needed to secure job with customer.

- Monitor, communicate, and respond to customer needs/concerns.
- Communicate clear expectations to Production Technicians and supervise their activities.
- Perform production processes as scheduled and ensure quality control.
- Identify safety hazards, communicate, and establish control measures to ensure the safety of occupants and workers.
- Manage job file documentation to ensure complete and accurate project details.
- Manage and control costs of production projects.
- Manage assets by protecting and using equipment and materials properly.

**Position Requirements:** Effective written and oral communication

Basic math skills, Experience in cleaning/restoration preferred, effectively build a scope of work and communicate pricing and contract terms to customer and office staff. High school diploma/GED. IICRC certifications preferred. Ability to lift a minimum of 50 pounds regularly, occasionally up to 100 pounds with assistance. Ability to climb ladders, work at ceiling heights, work in tight spaces (e.g., crawls spaces, attics). Ability to sit/stand/walk for prolonged periods of time. Ability to repetitively push/pull/lift/carry objects. Ability to work with/around cleaning products/chemicals. Valid driver's license, reliable transportation to our office and ability to travel locally and out of state when necessary. Ability to successfully complete a background check subject to applicable law. **Pay Rate:** Starts at \$20/hour based on experience, with possibility of overtime pay and increases based on merit. Job Type: Full-time. COVID-19 considerations: All employees are required to wear a mask when entering a client's home or business. Masks must be worn when entering our facility, temperature is checked at the door along with a screening questionnaire.

## Repair Technician (Full Time)

### Description of Responsibilities

- Explain repair process and answer customer questions, as needed.
- Monitor, communicate, and respond to customer needs/concerns.
- Assist Estimators in assembling correct repair scope of work.
- Perform interior work on drywall repairs/replacement, light carpentry, painting and carpeting.
- Perform light electric, plumbing, HVAC, as part of mitigation stage of jobs.
- Complete exterior repairs to siding, decking gutters and roof shingles.
- Manage and control costs of repair projects.
- Manage assets by protecting and using equipment and materials properly.
- Communicate and assist mitigation crews as needed, for repair-based needs.

### Position Requirements

Effective written and oral communication.

- Basic math skills
- Exceptional experience in drywall repair, light carpentry, painting and small exterior finishes repairs.

**Position Requirements:** Bas High school diploma/GED ic understanding of plumbing, electric and HVAC trades Ability to lift a minimum of 50 pounds regularly, occasionally up to 100 pounds with assistance Ability to climb ladders, work at ceiling heights, work in tight spaces (e.g., crawls spaces, attics) Experience and ability to work with hand and power tools. Proficient at organization and problem solving. Attention to detail Valid driver's license, reliable transportation to our office and ability to travel locally and out of state when necessary. Ability to successfully complete a background check subject to applicable law. **Pay Rate** Starts at \$22.50/hour, neg based on experience, with possibility of overtime pay, incentive pay and increases based on merit.

Please visit our website, [www.servprocentralunioncounty.com](http://www.servprocentralunioncounty.com) for additional information.

SERVPRO® is an EOE M/F/D/V employer

## 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](http://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

