

## JANUARY 17, 2022 – JANUARY 21, 2022

### 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

Training and Funding are Available... To assist displaced homemakers to transition into the workforce. What is a displaced homemaker? 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. This Grant offers to Eligible Participants: • Computer Basics Classes • Job Readiness Classes • Workshops • Finance • Career Planning • Couponing • Health Wellness • Dress for Success • Nutrition • Occupational Trainings Funded by a grant from the NJ Department of Children and

Families Division on Women. Accredited by the Middle States Commission on Higher Education. Union County College does not discriminate and prohibits discrimination, as required by state and /or federal law, in all programs and activities, including employment and access to its career and technical programs. Accredited by The Middle States Commission on Higher Education. 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](mailto:cewd-recruiting@ucc.edu).

## **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 toolbox:  
**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:**

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

## **STAFFING AGENCIES:**

### **ALL STAFFING WAREHOUSING (NEW):**

**Warehouse Associate** – New Providence, NJ: Two Openings. Monday-Friday 8am-5:00pm. Pay is \$15/hr. Forklift Experience is a plus but not required and must be able to lift 50-100lbs consistently.

**Truck Unloaders** – Edison, Cranbury, Monroe, , & Sayreville

Start time is between 7am and 8am. Paid per load. Potential to earn over \$200 per day or more.

**General Labor** -Clifton, NJ: Monday to Friday 7:30am to 4:00pm. \$15/hr. Must be able to lift 75lbs.

Warehouse experience preferred.

**General Labor** -Edison, NJ: Monday to Friday 7:00am to 3:30pm. \$16/hr. Heavy lifting and hand-truck knowledge required. Will be lifting heavy appliances on a consistent basis.

**Driver Helper**- Edison, NJ: Monday to Friday. Start time 4:45am til finish. \$14/HR with approximately 10 hours of overtime

**Sorter/Packer** – Somerset, NJ, Four Openings. Schedules – 4 different shifts / 1 person per shift, Shift 5: Sunday – Tuesday 7pm – 7am, Wednesday 7pm – 1am, Shift 6: Wednesday 1pm – 7pm, Thursday – Saturday 7am – 7pm. Lifting boxes 35-40lbs. Only Speaking Spanish is fine. \$14-\$15/HR (Shift 4, Shift 5 and Shift 6). \$17/hour (Shift 7)

**Material Handler** – Somerset, NJ (1 Opening). Monday to Friday 9:00am to 5:30pm. \$17/HR - \$18/HR. Lifting boxes 35-40lbs. Must be able to handle materials (Making small plastic lids)

**Forklift Operator** – East Windsor. Monday to Friday start time 7:00am. \$18/hour. Must know the sit-down forklift

**Forklift Operator** – Westwood, NJ. Monday to Friday 7:30am to 5:00pm. \$23/hour. Must have previous warehouse experience.

**Warehouse Associate (Overnight)** – Edison, NJ (3 Openings). Sunday to Thursday 6:30pm to 5:00am. \$17/HR with 10 hours of overtime. Must be able to work in cold environment. Training 3 weeks Monday to Friday 9am to 6pm.

**Part Department**-Edison, NJ. Monday to Friday 7:00am to 3:30pm. \$16/HR. Must be able to lift heavy items consistently. Must be good with computer

**Quality Control**-Somerset, NJ Day time 7am to 7pm. Daytime shifts are 3 days on the 1<sup>st</sup> week and 4 days on the 2<sup>nd</sup> week. \$16.50/HR. Must be able to verify that plastic products are made correctly. Meet all safety precautions. Ensure they meet all proper dimensions. 1-2 Years of manufacturing experience. Ensure food safety.

**Please check out our website at:** <https://www.facebook.com/pages/category/Employment-Agency/All-Staffing-Warehousing-LLCNJ-104858228252306/>. Contact our Recruiter, Sulia Mason. Call or text 215-932-7404. Or email [Sulia.m@aswlogistics.net](mailto:Sulia.m@aswlogistics.net). Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2<sup>nd</sup> Floor, Highland Park, NJ 08904.

**COUNCIL FOR AIRPORT OPPORTUNITY** - Various Job Opportunities available:

Cargo Warehouse Agents, Cooks, Electrical Maintenance Technicians, Material Handlers, Package Handlers, Security Guards, Food Production Associates, General Maintainer (plumbing, carpentry, electrical skills required). **Description of Skills/Experience Required/Desired (Minimum):** Some of the positions require a valid driver's license and some require a SORA. HS/GED Technical. **Pay Rate:** Minimum \$16.20 per hour. **Apply to:** [www.caonynj.com](http://www.caonynj.com) or email resume to [career@caony.com](mailto:career@caony.com).

#### **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.



**The Millennium Group, Tinton Falls, NJ: THREE FULL TIME POSITIONS**

**Administrative Assistant-Mailroom Department: Edison, NJ**

**Responsibilities:** Provide excellent customer service while sorting and distributing mail and assisting facilities. Perform functions in the mailroom-Post mail on mail machine, Operate copy machine, Delivery Mail / accountable mail and packages, Scan documents - burn to CD's, Maintain Pantry areas, Maintain convenience copiers, Performs other duties as assigned, and Pick up / deliver mail to the post office. **Salary:** \$16/HR. **Benefits:** Eligible for: PTO (Vacation, Sick, and Holiday), Medical, Dental, Vision Insurance, 401k, and more!

**Printer Technician Assistant- Floater (Entry Level), Nutley NJ**

**Responsibilities:** Maintain different printing devices (fix minor issue with printers and copiers, replace toner waste, etc. ). Daily walk through to ensure devices are working properly, Troubleshooting printer errors, Set up of printers and page counters, Maintain Print server, Train users on how to use copiers properly (print, copy, scan), Work with 3rd party vendors, Ship packages ( UPS).

**Qualifications:** High School diploma or GED equivalent required. Ability to lift up to 50 lbs. 6 months to 1 year experience in printer maintenance. Proficiency in MS-Office: Word, Excel, Outlook, and Power Point. Ability to appropriately handle confidential and highly sensitive material. **Salary:** \$16.00 + \$10 per day travel expenses. **Benefits:** Eligible for: PTO (Vacation, Sick, and Holiday), Medical, Dental, Vision Insurance, 401k, and more!

**Mailroom Assistant w/copier & printer exp. (Floater), Nutley NJ**

**Responsibilities:** Maintain different printing devices (fix minor issue with printers and copiers, replace toner waste, etc.) Daily walk through to ensure devices are working properly. Troubleshooting printer errors, Set up of printers and page counters, Maintain Print server, Train users on how to use copiers properly (print, copy, scan) Work with 3rd party vendors, Process incoming and outgoing mails and packages, Order and re-stock office and postal supplies. **Qualifications:** High School diploma or GED equivalent required. Ability to lift up to 50 lbs. 6 months to 1 year experience in printer maintenance. Proficiency in MS-Office: Word, Excel, Outlook, and Power Point. Ability to appropriately handle confidential and highly sensitive material. Valid driver's license. **Salary:** \$16.00 + \$10 per day travel expenses. **Benefits:** Eligible for: PTO (Vacation, Sick, and Holiday), Medical, Dental, Vision Insurance, 401k, and more!

Go to [www.tmgofficeservices.com](http://www.tmgofficeservices.com) and hit the "CAREERS" button to apply.

**SOLE Shoes, Westfield, NJ: Salesperson**

**Responsibilities:** Maintain a positive and friendly attitude. Service customers in the sale of shoes. Measure and fit children's shoes. Ring sales. Pack shoes back in boxes and restore to stock room. Unpack deliveries, organize and store in stock room. Keep selling floor organized and clean. Keep to cleaning schedule. Other duties as assigned. Candidate must feel comfortable working with children. You will be climbing stairs and ladders so candidate must be physically capable. **Salary:** \$12/HR. **Send resume to:** Anna Mastroianni at [autumnraininc@aol.com](mailto:autumnraininc@aol.com)

**Leader Financials, Clark, NJ: Part-Time Monday – Friday Automobile Credit Clerk/Customer Service**

**Responsibilities:** Assist credit managers with their request of paperwork. Maintain security by following procedures and policies handling sensitive information. Pull/run credit reports for auto loan applications and find old loan applications. Prepare automobile contracts, entering all information into the computer for dealers. Sometimes prepare hand-written contracts also if needed. Update information on accounts/customer service. Dealing with dealers, contacting dealers, plus all clerical work to include filing, scanning, mailing out letters and working on denial letters. **Qualifications:** High school or equivalent, computer experience a must, math and phone skills a must. Requires customer service, organization, reporting, and document skills. Bilingual preferred but not necessary. Half days on Saturdays are a must. **Send resume to:** Kimberly Rivera at [krivera@leadersfc.com](mailto:krivera@leadersfc.com).

**SecureSpace, Piscataway, NJ: Part-Time Assistant Store Manager**

SecureSpace is seeking a Part Time Assistant Store Manager to help manage the operations of a large self-storage facility. The ideal candidate would be an energetic, friendly, and ambitious self-starter who is looking for optimal career growth potential at an exciting new company. **Responsibilities include (but are not limited to):** Meeting and exceeding sales objectives (both in person, over the phone, or based on internet leads), managing cash receipts and payments, collecting late fees, following up on outstanding balances, and the sales and inventory management of retail merchandise. Creating a welcoming environment for potential customers as well as current renters including the ability to consult, troubleshoot, and adapt will be essential for Assistant Store Managers to be effective problem-solvers. Assistant Managers will spend a lot of time following up with potential customers over the phone, via email, and also in person (storage consultations and site tours). Taking great care of our patrons and providing them with a best-in-class experience at our facility will help us to build and propel our brand. We want to differentiate ourselves from the competition and our beautiful facilities and our amazing staff will be the key to our success. Spending a portion of time each day monitoring and maintaining the facility – walking through the facility to check for cleanliness and upkeep, sweeping the property, cleaning units, ensuring supplies are appropriately stocked, and performing other light maintenance tasks. Performing independently on a day-to-day basis with a focus on teamwork and partnerships with Store and District manager or the leadership team. Working with the Store Manager to provide guidance to junior members of the team, and lead by example with on-the-job training. **Qualifications:** Customer service: 2 years (Preferred). **Salary:** \$14 - \$16/HR. **Apply to:** <https://www.indeed.com/job/part-time-assistant-store-manager-93e3f22dd86fa09b>

**Deli King Clark, Clark, NJ: Deli Counter Help**

**Responsibilities:** Customer interaction. Handling food. Slicer experience or willing to learn.

**Qualifications:** Deli counter experience a plus. Kosher food knowledge an additional plus. Willing to learn and can work weekends. **Send resume to:** Kenny Lavroff at [delikingofclark@comcast.net](mailto:delikingofclark@comcast.net)

**Randstad at HelloFresh, Newark, NJ: Warehouse Picker/Packer**

Morning Shift: 7:00am to 5:30pm at \$18.00/HR. Night Shift 7:00pm to 5:30am AT \$19.50/HR. Any days worked on Saturday + Sundays are paid an extra \$1.00/HR. \$500 Start-up bonus after 30 days.

Working conditions: 30–35-degree freezer setting, standing for 10-hour shifts. 250 referral bonuses per each referral. Weekly pay-every Friday is payday. 4 days of work 3 days off. Must be willing to work weekends. Become permanent with the company after 440 hours (approximately 90 days). Must comply with all GMP and company regulations. This opportunity is temp to permanent position, talent will be strictly working at the company HelloFresh. Also offering part time roles! These roles are specifically for Saturday and Sundays. Morning shifts at a rate of \$19.00/HR and night shifts are at a rate of \$20.50/HR. **Apply at the following links .** [Warehouse Morning Shift Application](#), [Warehouse Night Shift Application](#), [Warehouse Part Time Morning Application](#), and [Warehouse Part Time Night Application](#)

**Union County College,(Center for Economic & Workforce Development) Elizabeth, NJ: Three Openings Part-time Program Coordinator – Grant Funded**

Assume the responsibility for the realization of the goals of educational/training program awarded to CEWD. In conjunction with appropriate Center staff, recruit staff, schedule, organize, coordinate and evaluate the overall activities of the assigned programs. Assist with the development of educational/training programs, orient instructors and staff, schedule ongoing professional development activities. Monitor student participation and progress. Provide funders with appropriate information and reports. **Preferred Experience:** Minimum requirement of 3 years' management experience with local, state or federal programs. Proposal writing experience is required. Familiarity with occupational education needs and goals helpful. Competencies and Skills Required Interpersonal, organization and communication skills required. Proficiency with MS office products including Excel and Access and web page development and maintenance. Analytical and problem-solving skills. Excellent customer service, oral and written communication skills, including ability to communicate effectively with a diverse external community and a diverse campus community. Valid driver's license and access to an automobile. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a "quick study" in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to student service and a diverse population. Ability to multi-task in a busy environment. Ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel to other campuses, CEWD satellites and/or other satellites assigned as needed. **Education Requirements:** Bachelor's degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7484>

### **Part-time Student Service Generalists – Grant Funded**

Responsible for recruiting, advising and guiding participants to sustain successful participation in the Union County College/Center for Economic & Workforce Development Programs. The Generalist will be responsible but not limited to facilitate applications, recruiting, assessment, advising, registration, and placement through personal contact and follow through with the prospective student as she/he proceeds through the intake process. **Competencies and Skills Required:** At all times exercise professionalism and confidentiality with staff and students. Outstanding customer service and communication skills. Proficiency in MS Office suite of applications and social media. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a “quick study” in order to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. Analytical and problem-solving skills. Ability to take required initiative to solve problems. Ability to collaborate with others. Commitment to service and a diverse student population. Ability to multi-task in a busy environment and ability to meet deadlines. Ability to remain discreet with student and staff information. Flexibility of schedule. Ability and willingness to travel locally. Valid driver’s license and reliable vehicle. **Preferred Experience:** Experience working in Workforce Development programs. **Education Requirements:** Bachelor’s degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7490>

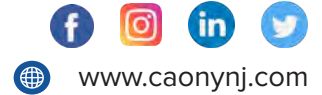
### **Part-Time Student Services Associate – Grant Funded**

The Student Service Associate is the initial contact with students seeking entry into the college and with existing students seeking services. Is responsible for advising and guiding participants to sustain successful participation in the UCC-CEWD Programs. This is a grant funded position. **Characteristics, Duties, and Responsibilities:** Guide and counsel participants in UCC-CEWD programs. Orient students into assigned program. Design employability plans with participant. Aide participants in implementation of employability plan. Develop and implement motivational workshops designed for employment support and retention. Identify client supportive service needs and to perform liaison duties with cooperative agencies and programs to eliminate needs (i.e., childcare, housing, etc.). Participate in the intake process. Prepare and maintain necessary records and files on enrollment, counseling, and placement. Initiate and conduct placement follow-up and placement confirmation. Respond to all program requests. Accept all other assignments which help CEWD realize contractual goals. Travel to all campuses and satellite locations as needed. Travel to worksites driving a College vehicle. Some evenings and Saturdays may be required. · Other duties as assigned by unit supervisor and CEWD administration. **Preferred Experience:** Minimum of one (1) year of office or related experience is required. **Competencies and Skills Required** · Competency in Word, Excel, Outlook & Windows required. Must be able to read, write and speak English, ability to read, write and speak Spanish is a plus. Must possess strong interpersonal skills to interact tactfully and courteously with students, the general public, faculty, and other staff members. Must be a “quick study” to quickly grasp knowledge of policies and procedures relating to every aspect of student services that a prospective or current student may utilize. **Education Requirements:** Associates degree required. **To get more information and to apply go to:** <https://ucc.peopleadmin.com/postings/7453>.



COUNCIL FOR **Airport** Opportunity

Follow us on Social Media



## DOCUMENTS REQUIRED

- Social Security Card (unlaminated)
- State Driver's License
- Learner's Permit or Non-Driver's ID
- Working Documents Required

## JOB OPENINGS

CAO is currently working with airport employers to fill over 400 positions at JFK, LaGuardia and Newark Airports. Positions include:

- Security • Retail • Ramp Agent • Food Service
- Passenger Service Agent • Management
- Customer Service • Warehouse
- CDL Driver and many more!

## HOW TO APPLY

Register with CAO!



or

Call to schedule an appointment

During your visit, you will meet with a CAO representative to discuss job opportunities at the airport. Based on your qualifications the CAO team will work hard to match you to the right job opportunity. Applicants arriving after the check-in times will be directed to the next available check-in time.

## Visit your local CAO Career Center today!

### New York Career Center

(718) 523-7100  
Corporate Office  
90-04 161st Street,  
2nd Floor, Jamaica, NY, 11432

### LaGuardia Career Center

(718) 554-0222  
33-16 108th Street,  
3rd Floor, Recreational  
Building, Corona, NY 11368

### Rockaway Career Center

(718) 523-7100  
1931 Mott Avenue,  
Far Rockway, NY, 11691

### New Jersey Career Center

(973) 622-4537  
17 Academy Street,  
5th Floor, Newark, NJ, 07102



**SPRING 2022 OFFERINGS**



# Industry Credentials are your Pathway to Career Advancement, Employment Opportunities, Higher Pay, and Job Security

The Center for Economic and Workforce Development at Union County College offers Valuable Industry Credentials in several programs including:

**ACCOUNTING TECHNICIAN:** Start Date March 22, 2022

- Microsoft Office Specialist Excel Certification, Certiport
- Intuit QuickBooks Certification, Certiport

**FUNDAMENTALS OF SUPPLY CHAIN MANAGEMENT:**

Start Date February 7, 2022

*SCPRO FUNDAMENTALS (CSCMP) CERTIFICATES IN:*

- Supply Chain Management Principles
- Inventory Management
- Transportation Operations
- Customer Service Operations

**PATIENT CARE TECHNICIAN:** Start Date February 8, 2022

- National Certified EKG Technician (CET), NHA
- National Certified Phlebotomy Technician (CPCT), NHA
- National Certified Patient Care Technician (CPCT), NHA



**Transforming  
Our Community...  
One Student  
at a Time**

**Attend a Virtual Information Session hosted by Union County College**

Tuesdays at 11:00 am through January 2022

You must pre-register to attend these online/virtual events at:

<https://tinyurl.com/UCC2022>

**To get started or for more information contact us  
at 908-965-2992 or [cwd-recruiting@ucc.edu](mailto:cwd-recruiting@ucc.edu)**



**UNION COUNTY**  
*We're Connected to You!*



Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.

# JOB CONNECTION | UNION COUNTY COLLEGE

A JOINT VENTURE OF UNION COUNTY COLLEGE AND THE UNION COUNTY BOARD OF COUNTY COMMISSIONERS  
A SOURCE FOR JOBS AND EMPLOYMENT RELATED EVENTS IN THE GREATER UNION COUNTY AREA

## END OF LISTINGS

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

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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).

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**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

