

JANUARY 31, 2022 – FEBRUARY 4, 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. 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

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.

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

Warehouse Associate – New Providence, NJ: 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, Two 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

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.

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. Applications available Monday to Friday 8am to 3:30pm. All Staffing Warehousing 311 Raritan Avenue, 2nd 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 or email resume to 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 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.



Business Furniture Inc, Parsippany, NJ: TWO OPENINGS Sales Assistant

The ideal candidate will be responsible for supporting our sales team. You will be a key contributor to our sales team's success. You will primarily be in charge of scheduling and preparing our sales team for important meetings and trade shows. You will provide outstanding customer service by liaising between the sales team and the customer. **Responsibilities:** Assist in creating sales material for sales preparation and success, Coordinate scheduling with clients and sales team members, Lead client correspondence, Coordinate shipping and delivery, and Handle customer inquiries and issues. **Qualifications:** Customer-service oriented, and proficient in Microsoft Office. **Salary:** Depends on experience. **Apply to:** Linda D'Adamo at ldadamo@bfifurniture.com.

Meyer & Depew, Kenilworth, NJ: THREE OPENINGS HVAC Service Technician

Responsibilities: Perform skilled mechanical duties in the maintenance and repair of residential and light commercial HVAC systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment. **Qualifications:** High school diploma or G.E.D. Certificate Graduate of an HVAC technical institute or school. Two years of documentable HVAC operation, maintenance and repair experience in the HVAC trade. U.S. Environmental Protection Agency 608 certification. Valid driver's license, w/ clear record. NATE certification is a plus, but not required. Knowledge of generators is a plus, but not required. NJ Master HVAC/R License a plus, but not required. Basic hand and power tools are needed. Must be able to lift a minimum of 75 lbs. Must be able to climb ladders. Must be able to endure walking, squatting, bending, balancing, climbing, kneeling, crawling and prolonged standing. Ability to advise customers of potential issues and suggest upgrades to improve efficiency and indoor air quality products. Experience with both gas-heat and cooling products from various manufacturers. Basic record-keeping techniques. We use tablets instead of paper tickets. Communicate effectively both orally and in writing. Understand and follow oral and written directions. Work cooperatively with others. Work independently with little direction. **Salary Range:** 40K- 100K. **Benefits:** Comprehensive health plan - medical, dental, vision. 401(k) match, life insurance, supplemental plans, employee assistance program, and more. **Apply to:** jobs@meyer-depew.com.

FedEx, Parsippany, NJ: VP Executive Assistant

Responsibilities: Performs diverse secretarial and administrative duties for corporate officer which, by nature of the superior's position, involves high-level contacts and exposure to sensitive information necessitating considerable use of tact, diplomacy, discretion and judgment. **Desired Skills and Qualifications:** Excellent oral and written communication and interpersonal skills for successful interface with all levels of management and non-management. Good spelling, punctuation, English language, administrative and organizational skills. Ability to prioritize mail, telephone calls and compose correspondence for executive's review and/or action. Ability to plan, coordinate and execute meeting set-up and events, including providing agendas, detailed data, information and resources for executives. Ability to use Microsoft Office software. Minimum Education High School diploma/GED. Certified Professional Secretary (CPS) or one (1) year related college courses preferred. Minimum Eight (8) years related business experience. **Salary Range:** 50K – 60K. . **Benefits:** Full benefits package. **Apply to:** fedex.com/careers.

Teva Pharmaceuticals, Elizabeth, NJ: FIVE OPENINGS Operator Trainee

Manufactures sufficient quantities of quality products at or below budgeted production costs in order to meet marketplace demand. Sets up equipment operation feed, speed and temperature. Follows established procedures for operating various conventional and/or CNC (computerized numerical control) manufacturing equipment for tasks such as dispensing, weighing, checking, charging, mixing/blending, drying, sieving, compressing, encapsulating, coating, spray drying, as instructed by the batch record for production processing. Resolves issues related to the organization's production, machinery, and processing operations. Follow instructions provided by Master Formulas, Standard Operating Procedures (SOP's), and policies (company and safety) to produce quality products utilizing various manufacturing technologies and equipment. **Desired Skills and Qualifications:** Ability to understand and operate an assortment of production equipment within each manufacturing department. Capable of disassembling and assembling specific production equipment and troubleshooting process and equipment related issues. Capable of working independently as well as in team-oriented environments. Ability to operate forklifts, manual and electrical pallet jacks. Ability to operate automated, mechanized, and/or manual equipment. Clean manufacturing rooms and equipment per applicable standard operating procedures. Accurately document all critical data on master formulas and/or other supporting documents. Wear proper Personal Protective Equipment to prevent personal and product contamination (hair and beard covers, respirators, Tyvek arm sleeves, etc.) 0-2 years of experience with pharmaceutical or manufacturing related facilities. Able to follow cGMPs and SOPs. Read, write and comprehend English. Perform basic math functions. **Salary:** \$24.36P/HR. **Benefits:** Included. **Apply to:** Mirtha Lopez at Mirtha.lopez@tevapharm.com

NJ Youth Corps, Roselle, NJ: TWO POSITIONS

Program Assistant (Full-Time)

The Program Assistant is responsible for providing program and administrative support to team members throughout the planning and implementation of the NJ Youth Corps (NJYC) program of Union County. Duties include communicating between program Corps members and staff, creating and updating program schedules, assisting in the planning and development of program services, escorting and supervising youth at community service projects, supporting the implementation of the life skills and education programs, and managing programmatic operations. The Program Assistant reports to the NY Youth Corps - Union County Program Manager. **Responsibilities:** Participates in the recruitment, intake, orientation, and termination processes including the collection of required documents, placing phone calls, answering questions regarding program structure, and following up with youth to complete program requirements. Maintains ongoing attendance logs using electronic systems and ensures data is reported accurately. Stays abreast of the NJYC contractual obligations, changes in contract, policies and any other changes in program goals and objectives and communicates changes in a professional and timely manner. Maintains accurate and complete Corps member files as required by the contract including, but not limited to: o enrollment documents o completion of academic assignments o attendance in community service projects o completion of mandated life skills programming o supportive service documentation. Files and stores paper and electronic documents in a safe, efficient, and orderly manner for prompt retrieval ensuring hard copy and/or electronic files are and audit ready. Assists Corps members in pre-interview preparation and post-interview follow up during the recruitment phase. Provides staff information concerning Corps members' overall attendance, conduct and performance, relaying any pertinent information

concerning the Corps members' needs. Answers in-coming telephone calls and provides any pertinent information while also placing calls to Corps members and other community agencies related to program needs. Maintains and stocks inventory of program supplies and uniforms, informing coordinator of items needed. Monitors, records, and assists with the scanning and scoring of assessment inventories and tests, while also keeping track of test dates. Monitors and supervises service projects as needed. Assists with the organization of special activities such as completion ceremonies, field trips, reunions, etc. Works in a productive and cooperative manner with all staff and Corps members. Accepts all other assignments to help meet programmatic goals assigned by supervisor and administration. **Minimum Requirements:** • Bachelor's degree in Human Resources, Psychology or related field and One (1) year of working experience with vulnerable youth/communities preferred or Associates degree and a minimum of 3 years working with vulnerable youth • Excellent communication and organizational skills required • Computer skills: MS Word, Excel, Access required • Ability to work harmoniously with supervisors, co-workers and persons of varied educational experience, social and economic backgrounds required • Flexibility of schedule and able to work some weekends and evenings as needed • Valid driver's license and excellent driving record required • Available when off site, during working hours, using UWGUC mobile system app. **Salary:** Dependent on experience. **Apply to:** Jasmine Sowah at jasmine.sowah@uwguc.org

Instructor Consultant Position

Provide academic instruction to prepare program participants for the General Equivalency (GED) test so that they can obtain a high school diploma. Monday – Thursday 9 am to 12 pm. **Responsibilities:** Develop and update a curriculum designed to address participant's learning objectives. Provide academic instruction in Language Arts, Writing, Reading, Science, and Social Studies to students in preparation of the GED Exam in a manner appropriate for individual and group needs. Establish good rapport with participants and provide encouragement regularly. Identify and manage all course materials and electronic applications to supplement instruction. Work closely with Program Counselor to provide counseling in the classroom to reduce friction and improve morale. Administer appropriate assessment instruments and makes interpretations and recommendations for remediation. Complete bi-monthly progress evaluations for each participant. Responsible for the accountability, direct control, and safety of the participants during academic instruction. Utilize technology (zoom) to provide remote education to participants not able to attend in person. Conduct outreach services to follow-up with youth, provide support completing assignments, inquire about absences, etc. Travel to main office as needed to pick up supplies, use the space for activities, attend staff meetings, etc. Escort participants to take GED exams at the appropriate site. Other duties as assigned by the Youth Corps Program Manager **Minimum Requirements:** Bachelor's degree in education or related field ➤ At least one-year relevant instructional experience preferred . Prior experience with underserved populations a plus. Ability to work harmoniously with people of varied education, experience, social and economic background. **Apply to:** Jasmine Sowah at jasmine.sowah@uwguc.org

Anthem, Inc., Paterson, NJ: LTSS Service Coordinator-RN Clinician

Responsibilities: The LTSS-RN is responsible for overall management of member's case within the scope of licensure; provides supervision and direction to non-RN clinicians participating in the member's case in accordance with applicable state law and contract; develops, monitors, evaluates, and revises the member's care plan to meet the member's needs, with the goal of optimizing member

health care across the care continuum. **Requirements:** Requires 3-4 years of experience in working with individuals with chronic illnesses, co-morbidities, and/or disabilities in a Service Coordinator, Case Management, or similar role; or any combination of education and experience, which would provide an equivalent background. Requires an RN. Masters in Health/Nursing preferred. The territory for this position will cover Hudson, Essex, Morris, Union Counties and surrounding areas.

Apply to: <https://anthemcareers.ttcportals.com/jobs/8392725-ltss-service-coordinator-rn-clinician>

RWJ Barnabas Health, Rahway, NJ: Nursing Assistant

The Nursing Assistant provides care in the health care system within the scope of practice defined by regulatory standards and assures awareness of ethical standards of practice as defined by the ANA code of ethics. The NA assures safety in practice and is inclusive of the principles of evidence-based practice by maintaining a realization of own individual level of knowledge and experience and assumes responsibility for his/her own professional advancement. Responsible for identifying and relaying patient safety issues, hazardous environments (i.e., damaged floors/walls/ceiling tiles/unsecured areas) or other pertinent patient information to the staff nurse. Responsible for knowledge of the patient population served. Communicate effectively and collaborate with all patient care providers, patients and visitors. The NA is an individual practitioner and interdisciplinary team member integrating all aspects of the provision of care and individualizes the plan of care to address a specific patient's needs. Responsible for other essential duties as required.

Education/Training/Certification/Licensure: High school graduate or equivalent. 1-2 years of experience as Certified Nursing Assistant, Patient Care Technician, Certified Medical Assistant or Nursing student with a grade point average of 3.0 or better with one year of clinical experience. Must have experience in an Acute Care setting or an Acute Care Rehabilitation Facility. Ability to read, write, speak and comprehend English. Basic Life Support Certification from the American Heart Association (AHA). **Salary:** 16.00-17.00. **Apply to:**

<https://www.rwjbarabashealthcareers.org/jobs/?facility=RWJ%20Rahway>

Easter seals NJ, East Brunswick, NJ: Employment Specialist-Fluent in American Sign Language Seeking a FT ASL Employment Specialist to provide supportive employment services to individuals with disabilities and special needs. American Sign Language required. **Responsibilities:** Provide effective supported employment services to assist individuals with hearing loss and some with additional special needs in obtaining and maintaining competitive employment that results in self-sufficiency and increased independence. Establish and maintain quality employer partnerships that result in the employment of consumers. Identify natural supports for persons served that promote their ability to increase self-sufficiency and independence. Assist consumers in overcoming barriers to employment and secure competitive employment that is consistent with his or her vocational goal. Assist the consumer with on-the-job coaching to acquire the skills needed to perform the specific job task, which may require hands on training or other learning accommodations to ensure that skills are learned. May work evenings, nights, weekends and/or holidays to accommodate schedules of persons served, employers or other service activity. Must possess a valid driver's license and an acceptable driving record. Will spend at least 65% of more of total scheduled work hours in the community providing services consumers. Effective verbal & written communication skills with supervisor, participant and stakeholders. Must be fluent in American Sign Language and knowledgeable of

hearing loss, communication uses, culture and accommodations in the workplace. Must pass the SLCE test administered by DVRS. **Salary: \$22P/HR.** Benefits: Easter seals of NJ offers paid training, 403(b) retirement Plan and generous Paid Time Off for all employees! To view all benefit information, visit www.eastersealsnjbenefits.com. **Apply to:** www.eastersealsnj.org/careers

Accurate Bushing Company, Garwood, NJ: THREE POSITIONS

Shipping and Receiving Assistant Main Job Functions Verifies and keeps records on incoming and outgoing shipments. Prepares items for shipment. **Main Responsibilities:** The Shipping and Receiving Assistant's main job responsibilities may include any of the following tasks: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Affixes shipping labels on packed cartons identifying shipping information on cartons. Inserts items into containers, using spacers, fillers, and protective padding. Binds containers with shipping tape. Places identifying information and shipping instructions onto containers. Posts weights and shipping charges, and affixes postage. Unpacks and examines incoming shipments. Routes items to departments. Examines outgoing shipments to ensure shipments meet specifications. Maintains inventory of shipping materials and supplies. Occasionally directs Stock Clerk in preparing outgoing and receiving incoming shipments. Records information on outgoing and incoming shipments in computer. Follow instructions and training of Hazard Communication Program in regards to handling waste for shipment and receiving of goods which require MSDS paperwork. **Machines Used:** Lift truck, hand truck, computer terminal. **Minimum qualifications:** High school education. Basic grade school math. Comfortable working in a light industrial/ manufacturing environment. Ability to apply principles of rational systems (bookkeeping, etc.) to solve practical problems. Effective communication skills, detail-oriented, team player attitude. Ideal qualifications: One to three years of shipping and receiving experience.

Assembler

Main Job Functions: Visually inspect, clean, assemble, mark (etch) and package ABC bearing products prior to customer delivery or placement in stock room. Products must be assembled to Quality Manager's exact instructions as noted in routing and/or drawings. **Main Responsibilities** The Assembler's main job responsibilities may include any of the following tasks: Components - Inspect visually for contaminate (rust, dirt), then wash/clean. Etch components as required by routing. Produce final assemblies- Assemble bearings by hand or machine, put in seals, etc. to meet ABC routing and drawing. Insert grease plug or fitting in bearing if required by routing. Grease bearings by hand or machine per routing and ABC drawing. Assembly inspection- Visually examine bearing for defects (Rust, plate, dirt etc.) Rotate bearings to ensure proper turning, drag and smoothness. Deliver all special bearing assemblies to Inspection department. Deliver standards to inspection if required by ABC Quality Manager. Package and Box- Insert bearings in required bag, then seal bag. Insert bearing in box. Use appropriate box as per routing. Insert appropriate plug bag in box. Insert packing in box if required. Close box. Labeling- Place appropriate label sticker on box. Bar code if required. Miscellaneous- Run bagging machine for plugs. Put in stock. Disassemble product per Quality department requirements. Rebox returned product to stock. Relubricate bearings.

Machines Used: Assembly machines, honers, hot sealers, laser etching machines, carton folder, carton closer, parts cleaners, bar coders. Machine brands include: Sunnen, Letnan, Monode, Clamco, Pacesetter, Denison, Bivans, Safety Kleen, Magnus, Colonial Press.

Secondary Machine Operator

Main Job Functions & Responsibilities: The main job responsibilities of the Secondary Machine Operator may include one, some or all of the following tasks: Drilling - Face heads prior to drilling, straight drilling, semi-drilling, peck drilling, cross drilling and re-drilling. Honing, Hone inner diameter (I.D.) of bearing. Milling - Mill keyways on stem and mill slots. Turning - Utilize lathe machines (hand operated and computer controlled). Tapping threads. Broaching, Deburring – Utilize automated tumbling machines and hand deburr, Clean and polish metal parts, and Operate induction heat treating unit. **Machines Used:** Machine lathes, CNC lathes, honing machines, milling machines, drilling machines, screw machines, tumbling/cleaning machines. Brands include Hardinge, Milwaukee, Kent Owens, Nichols Miller, Walker Turner, Precise, Atlas Copco, Excell-O, Kingsbury, Sunnen, Leblond, Warner Swasey, Kramer.

For these roles Apply to: ABPersonnel@accuratebushing.com

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 and hit the "CAREERS" button to apply.

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.

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>

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>.



Open your business
to new talent.

Together we support
over 500,000 regional
jobs in Transportation,
Logistics and
Distribution (TLD).

Attention Employers: Join our Maritime TLD Internship, Apprenticeship & Job Fair

**Wednesday, February 9, 2022
11am-1:30pm**

Build your TLD workforce with talent that
supports the industry.

Recruiters have the opportunity to:

- Meet talent from the local community, colleges and universities interested in marine operations, supply chain management, drayage trucking, and logistics.
- Share available critical port careers and apprenticeships to motivated job seekers.
- Bring new perspectives and talent into your company's pipeline.

Register your company to participate.

It is encouraged to participate on a PC/Computer, rather than a mobile device, in order to use the full capabilities offered in the REMO platform. REMO's preferred browser is Chrome, however IOS Safari and Microsoft Edge can also be used. Please find additional REMO Help/Tips on their YouTube channel:
<https://www.youtube.com/channel/UCXz-ypDKTaTFxinSmVbPekg>



**Port of New York
& New Jersey**



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**



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.



Train as a Pharmacy Technician and Get Involved in a Growing Industry



The Pharmacy Technician plays a key role in the allied health field. Working under the supervision of a Licensed Pharmacist, Pharmacy Technicians assist in dispensing prescriptions in retail and private pharmacies. Employment opportunities exist in retail and mail-order pharmacies, hospitals and assisted living facilities.



Attend a Virtual Information Session to Learn More!!!!

- Become an apprentice!
- On-the-job learning
- 144 hours of Related Technical Instruction



Transforming
Our Community...
One Student
at a Time

Pre-register to attend one of these information sessions!

Tuesday, 12/21/21, 2:00 p.m. • Thursday, 12/23/21, 10:00 a.m.,
Wednesday, 1/5/22, 2:00 p.m., Friday, 1/7/22, 10:00 a.m.

<https://form.jotform.com/212845309542153>

You may be eligible for tuition reimbursement as an apprentice under the New Jersey HealthWorks Scaling Apprenticeship program.

New Jersey Healthworks Scaling Apprenticeship is sponsored by a \$12 million grant from the U.S. Department of Labor, Employment and Training Administration (Federal Award ID No. (FAIN): HG-33026-19-60-A-34). The USDOL grant included additional matching funds amounting to over \$500,000 to support OJT and other employer assistance from the New Jersey Department of Labor and Workforce Development GAINS Project.

JOB CONNECTION | U 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.

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.

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UNION COUNTY
We're Connected to You!



A Service of the Union County
Board of County Commissioners

