

A source for jobs and employment-related events in the greater Union County area

# Job Connection

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**May 9 – May 15, 2016**

A joint venture of Union County College and the Union County Board of Chosen Freeholders



## ARE YOU SUDDENLY THE HEAD OF YOUR HOUSEHOLD?

**FUNDING FOR TRAINING IS AVAILABLE!**



Union County College's Center for Economic and Workforce Development (CEWD) provides services to displaced homemakers to assist them to transition into the workforce.

*A "displaced homemaker" is defined as an individual who has worked in the home and through...*

***Death of a spouse, or disablement of a spouse, or divorce ...find themselves as the primary source of household income. Trainings for eligible participants include:***

- Basic Computer ● Job Search & Maintenance ● ESL ● Medical Coding & Billing ● Office Skills

***FOR MORE INFORMATION, CALL (908) 965-6087 AND ASK FOR DEPARTMENT ASSISTANT ERICA ARNOLD!***

## Information Session: Training Opportunity for Unemployed Individuals through the Transportation, Logistics and Distribution Talent Development Center

**Friday, May 20, 2016 from 9:30 am to 11:30 am Union County College, Kellogg Building 40 West Jersey Street, Elizabeth, NJ 07202 Room K 517 908-965-6024**

This program in Supply Chain Management prepares you for positions in customer service, warehouse and transportation operations, logistics, manufacturing and service operations, demand planning, inventory management, procurement and supply management. Classes are held at Union County College, Elizabeth Campus. Each course is 40 hours long. M-Th, 8:30 am to 2:00 pm and leads to certification by The Council of Supply Chain Management Professionals upon successful passing of the certification exam for each course. Classes are scheduled to begin in June 2016. Job Placement Support throughout the program.

**Eligibility Requirements:** Actively collecting unemployment insurance - Recently Exhausted benefits (last 52 weeks) - Meet definition of WIA/WIOA dislocated worker. **Requirements for participation:** A New Jersey resident. Be able to work immediately upon completion of training. Have reliable transportation. Submit required documentation. Earned a High school diploma or GED. TABE test may be required. (TABE 6 score minimum). Satisfactory

background/drug screening for employment. Attend the Information Session and Employer Recruitment Session. Register for Information Session at: [bit.ly/TDCInfoSession5-16](http://bit.ly/TDCInfoSession5-16)

**Bring to Information Session:** 2 Copies of your Resume/pen. Documentation of your unemployment status. Social Security Card. Proof of residency in New Jersey. The LINCS (Leveraging, Integrating, Networking, and Coordinating Supplies) in SCM (Supply Chain Management) program consists of up to eight (8) courses as follows: Supply Chain Management Principles \* Warehousing Operations Transportation Operations \*Customer Service Operations Demand Planning \*Manufacturing & Service Operations \*Inventory Management \*Supply Management & Procurement. Participants in this training program (see reverse) may be eligible to attend one or several of these training modules. \* Required prerequisite for all additional training courses.



## New at Union County College



Union County College LINCS- Supply Chain Management (SCM) program will prepare you for employment in transportation, logistics and distribution. We are currently recruiting **VETERANS** for grant-funded courses starting this summer:

- Supply Chain Management Principles
- Warehouse Operations
- Customer Service Operations
- Transportation Operations
- Demand Planning
- Manufacturing & Service Operations
- Inventory Management
- Supply Management & Procurement

Each program is 40 hours long and includes the CSCMP exam. Students will earn certifications from the Council of Supply Chain Management Professionals (CSCMP) through successful completion of an exam at the conclusion of each training module. Job placement assistance available upon completion of this training course. Classes are offered during business hours and in the evening. **For Information and enrollment, contact: Gina Jorge at 908-965-6008 or [gina.jorge@ucc.edu](mailto:gina.jorge@ucc.edu). Partner with us!** If your organization is looking to fill positions in the Supply Chain field, come meet our industry trained and ready to work LINCS participants!



## Open House Wednesdays: Express Employment Professionals

Every Wednesdays from 9am to 2pm. Location is 140 Littleton Road, Suite 110, Parsippany, NJ Come and Apply! Bring a Friend! 70+ openings available in Morris County. All shifts available. 7 delivery drivers, 10 machine operators, 50 pick/pack, 3



electronic solderer and warehouse workers. Please call 973-316-4885 with questions. **Apply online at [Expresspros.com](http://Expresspros.com) prior to coming in and select the Parsippany location.**

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## **Communities In Cooperation Inc. invites you to attend the Roselle First Job Fair**

Wednesday, May 25, 2016 -Time: 10 am to 12 pm.

Location: Roselle Borough Hall, 210 Chestnut Street, Roselle, NJ 07203, Council Chamber on the 1st floor. Need to bring 15 resumes and cover letter. **Featuring: Robert Wood Johnson Fitness and Wellness Center, Blink Fitness, Rutgers University, Sam's Club, Marriott Newark Liberty Int'l Airport, Trinitas Hospital, New York Community Bank, Council for Airport Opportunities & more. No resume printing on site.**



**Questions: Call (908)245-1735. R.S.V.P. by May 23, 2016 to:  
[rosellefirstjobs@gmail.com](mailto:rosellefirstjobs@gmail.com)**

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## **Connections Personnel Open House**

**Tuesday and Thursday from 10am-2pm – Industrial:** Pickers/ Packers, Warehouse Workers, Forklift Drivers, Shipping & Receiving clerks, Machine Operators, Assemblers, General Laborers. **Manual Machinist** – Middlesex Company seeking a manual machinist. Candidate must be familiar with operating and programming CNC machines. Tool making experience, a plus. **Electronic Assembler** – South Plainfield Company seeking an electronic technician / assembler. **Candidate** will diagnose and troubleshoot defective parts as well as assemble small electronic components. **Wire bonding and soldering** experience a plus. Knowledge of electronic circuits and components required. **Laborer- North Plainfield Company** seeking laborers to assist in their lumber department. **Candidate must be able to read a ruler / tape measure. Basic math skills required.** Experience operating table and radial saws needed. **Steel Production Operator-** Company in Whippany is in need of a heavy steel production operator. **Candidate will assemble products per engineering drawings, load and unload materials from trucks to the stock area then to the production floor as needed. Candidate will feed materials into the machines and inspect products as they finish.** Machinist- Somerset Company- 3rd shift. Candidate will operate a variety of production equipment. Must have the ability to verify dimensions of finished product visually or by using basic measuring devices, micrometers, caliper and gauges etc. Candidate should have the ability to read prints and verify that the product conforms to customers specifications. Candidate will keep inspection and documentation data.

**Wednesday from 10am to 2pm - Office personnel:** Clerical, Customer Service, Administrative, Assistants, Accounting Clerks, and Data Entry. **Please stop by one of our offices at: Connections Personnel 764 Easton Ave. Somerset, NJ 08873 Call to register and for directions 732-745-9955 Connections Personnel 1911 Westfield Ave. Connections Personnel 1911**

Westfield Ave. Scotch Plains, NJ 07076. For more information, go to [www.connectionspersonnel.com](http://www.connectionspersonnel.com). Call to register and for directions. 908-322-5200

**New Brunswick, NJ Company is looking for a Die Bonder / Wire Bonder Operator.** Set up, program and maintain both manual and automated wire bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Set up, program and maintain automated die bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers. Perform production wire bonding and die bonding for several diode laser products, including laser chips, laser arrays, photo diodes, ASICs, and similar micro components. Experience operating and working with Palomar, ASM bonders and Unitemp reflow equipment is a big plus. Experience handling and assembling small parts underneath a microscope with tweezers and or vacuum wands. **Please apply: Connections Personnel, 764 Easton Ave. Somerset, NJ or call for more information: 732-745-9955**



*Quality care you can trust.  
Compassion you can count on.*

**Job Fair: May 12, 2016 from 9:00am-4:00pm. Location: (Main Hospital Boardroom) 300 Central Avenue East Orange, NJ 07018.** Available Opportunities: Must have minimum of 1 year hospital experience for the following openings: \*Med/Surgery \*Telemetry \*Emergency Department \*Clinical Coordinators\*Critical Care \*Hemodialysis\*. **For more information contact: Jahaira J. Concepcion (Jay Jay). (Recruiter, Human Resources). Telephone: 973-395-4022 Email: [concepciopj@evh.org](mailto:concepciopj@evh.org)**

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**Every Monday: Open House at Community Access Unlimited In Elizabeth**  
**Community Access Unlimited** is an expanding social service agency that wants you to apply to become part of a dynamic team leading the way to assisting people with disabilities or at-risk youth reach their goals! We have direct care positions available assisting individuals with developmental disabilities that live independently in the community. All positions require: valid driver's license; vehicle to use while working; original HS Diploma/GED. Prior experience working with individuals with developmental disabilities preferred. To apply for a position please attend an **Open House** held on **Mondays, 4 pm – 6 pm at 80 West Grand St, Elizabeth.** **To make an appointment for an Open House, call an HR rep at 908-354-3040 ext. 203. If you can't attend an open house, fax your resume to 908-354-0283 or email to [rwright@caunj.org](mailto:rwright@caunj.org).** To learn more about the agency visit our website at [www.caunj.org](http://www.caunj.org). Be prepared to fill out an application. Make sure you bring a resume! EOE.

# EMPLOYMENT OPPORTUNITIES

**A&M INDUSTRIAL** – is hiring Human Resource Supervisor. **Essential Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Develops and administers various human resources plans and procedures for all company personnel. Plans, organizes and controls all activities of the department. Participates in developing department goals, objectives and systems. Implements and annually updates compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool (salary budget); analyzes compensation; monitors the performance evaluation program and revises as necessary. Develops, recommends and implements personnel policies and procedures; prepares and maintains handbook on policies and procedures; performs benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost-effectiveness, information activities program and cash flow. Develops and maintains affirmative action program; files EEO-1 annually; maintains other records, reports and logs to conform to EEO regulations. Conducts recruitment effort for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; monitors career-pathing program, employee relations counseling, outplacement counseling and exit interviewing; writes and places advertisements. Establishes and maintains department records and reports. Participates in administrative staff meetings and attends other meetings, such as seminars. Maintains company organization charts and employee directory. Evaluates reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed. This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. **Headquarters: 37 West Cherry St. Rahway, NJ 07065**  
**Dist. Center: 322 Half Acre Road. Cranbury, NJ 08512. (O) 800-864-2660 x407 (F) 732-574-1110 [kburke@am-ind.com](mailto:kburke@am-ind.com)**  
**[www.am-ind.com](http://www.am-ind.com)**

**ACELERO LEARNING** - We are looking for the right candidates to join our team and you might know of them! Here is the list of opportunities: **Feel free to visit our website at [www.acerlo.net](http://www.acerlo.net) to see more information!**

**AERCO HEATING & COOLING LLC** is a family-owned business since 1962. Presently, we have a position available for an HVAC service technician /installer with a minimum of 5 years HVAC experience and good mechanical troubleshooting skills. We expect that he or she has a valid driver's license with a clean record, has his/her own tools, are willing to submit to drug testing and a criminal background check, is conscientious, can work independently and will present themselves in a clean, neat and professional manner in both appearance and in actions. Additionally, an applicant must have good verbal and written communications skills. We work Monday through Friday 9am - 5:30pm with a half hour lunch. There is occasional overtime during the week as well as on a Saturday. We are closed on Sundays. We offer paid holidays and vacation as well as a fair pay commensurate with one's abilities. **To apply, please email Michele Panila AERCO Heating & Cooling LLC at [aercohvach@outlook.com](mailto:aercohvach@outlook.com) or fax to 732-541-1347**

**ALTERNATIVE INC** –New Jersey-based non-profit organization is committed to providing services and support to individuals with special needs. The agency is growing rapidly and is in need of qualified candidates! To provide individuals with comprehensive support services, they strive for candidates to make the right choice in choosing Alternatives, Inc. as their prospective employer. This agency offers generous benefit packages for employees, as well as rewards for performance and years of service. Operating in a competitive industry, Alternatives continues to be a leader with salaries, technology and services. They promote lifelong education and personal development within their company. We are in the process of opening THREE NEW GROUP HOMES! Currently seeking staff for Phillipsburg, Jackson & Brick! **To apply: Visit [www.alternativesinc.org](http://www.alternativesinc.org)**

**APPLEBEES** – is hiring servers and To-go servers in Union and Linden, NJ. **For more information, please go to <http://re22.ultipro.com/DOH1000/JobBoard/SearchJobs.aspx?Page=Search>**



**ARC OF UNION** – is hiring for several positions. Please apply at <http://www.arcunion.org/careers/opportunities.php>. Use the Job Code when submitting your resume. **Submit your information to: The Arc of Union County Human Resources. The location is 70 Diamond Road Springfield, NJ 07081 Fax: (973) 315-0008 [careers@arcunion.org](mailto:careers@arcunion.org)**

**ASHLEY FURNITURE HOMESTORES OF METRO NY/NJ** is a great place to work and shop! We offer personal and professional growth along with the best compensation plan in the furniture industry. We offer extensive training and flexible schedule. They are recruiting for PT SALES ASSOCIATE – NIGHTS & WEEKENDS, FAIRFIELD & SECAUCUS, NJ \*\*\*\*\*SUPPLEMENTAL INCOME\*\*\*\*\*Weekends are mandatory! So if you are passionate, customer focused, have a high level of integrity and have great math skills....come join our TEAM... WE WANT TO BE YOUR EMPLOYER OF CHOICE!!!!  
**Please submit your resume to [ltturner@ashleyne.com](mailto:ltturner@ashleyne.com)**

**BOMBARDIER** – is hiring Engineering Manager in Newark, NJ. Based in Newark, New Jersey, you will manage the day to day operations of the Field Service Engineers (FSE's) in support of the Newark AirTrain site under direction of site leadership and with the goal of meeting all company, regulatory, and contractual engineering and maintenance targets. **In your role you will:** Manage day to day priorities of Field Service Engineers to improve and maintain systems and subsystems of the Newark AirTrain within contractual requirements and company policies; Act as liaison between site and SYS Engineering regarding system modifications and upgrades utilizing established company procedures; Lead and support the FSE's in discharge of their duties in support of the site; Provide relevant and timely performance feedback to all team members; Create and actively support development plans for FSE's and other direct reports; Address and document any performance issues that may arise; Build an engineering team that is productive and mutually supportive of each other and the goals of the site; Monitor system performance against established targets develop troubleshooting and mitigation plans to address engineering issues; Manage the department budget; Work with SYS Engineering to identify obsolescence issues; Work with procurement and quality in qualifying new suppliers/contractors; Provide reports on engineering activities and related projects to the site leadership and customer as needed and in the format required by the situation: Written, oral, or formal presentation; Act as the primary representative to the customer on specified activities and assume role of site leader for short periods if requested to do so. **Qualifications:** Hold a Bachelor's degree in engineering, preferably electrical, but mechanical could be accepted; Cumulate a minimum of ten (10) years of experience working as an engineer, and at least five (5) years of management experience; Possess extensive knowledge and experience in use of Microsoft Office Suite, database software and at least one maintenance management software package; Background in the transportation industry will be considered an advantage; Demonstrated past experience in solving complex problems involving people, financial constraints and deadlines; Ability to hold people accountable; Team leadership skill is strong; English communication skills are excellent, both written and spoken. **We thank all applicants for their interest; however, only those under consideration will be contacted. Join us at [careers.bombardier.com](http://careers.bombardier.com)**

**BROOK HEALTH CARE, LLC** – IMMEDIATE OPENINGS AVAILABLE for CNAs/CHHAs/PCAs, to join our team and work in Central Jersey. Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. Duties will include, but not be limited to bathing, dressing, med reminders, assist with ambulation, meal prep, shopping, errands, transportation, light housekeeping. Job Requirements: Certification and one year direct patients care experience; PPD Two-Step; Dr.'s Note; CPR certification; Be able to lift, bend, reach, etc.; Clean criminal background check and driving record; Ability to travel per job requirement; Valid driver's license and reliable transportation at all times; Day/Evening/Weekend/Live-in shifts. **Applications can be filled out at: <http://brookhc.com/employees-applicants/>. Scroll down and click the button "NJ Applicant," use the log in and password provided on website. E-mail resume to: [deborah@brookhc.com](mailto:deborah@brookhc.com)**

**CABLEVISION** – is hiring bill collectors, customer service, and sales. **For more information, please go to <http://jobs.cablevision.com/>**

**CAPITAL ONE** – is hiring for several teller positions in several parts of New Jersey. **For more information, please go to <http://capitalonecareers.com/how-to-apply>**

**COACH - NOW HIRING IN Jersey Gardens Mall, Elizabeth, NJ PART TIME SALES ASSOCIATES Contact Chadwick at [Chadwickthibault@gmail.com](mailto:Chadwickthibault@gmail.com) or stop in and visit The Mills at Jersey Gardens Mall Location in Elizabeth, NJ 07201 651 Kapkowski Rd. Coach is an Equal Opportunity and Affirmative Action Employer**

**COLLEGE CENTRAL NETWORK** – Go to [www.collegecentralnetwork.com](http://www.collegecentralnetwork.com) to gain access to a variety of employment opportunities. Check out CCN's Job Search Kit for tools to build your job search résumé. Find resources to: create concise and effective résumés; market yourself with professional cover letters; and prepare yourself for interviews. With formats, guides and samples, CCN's Job Search Kit provides the basics to get you started if you are a student, as well as a refresher course if you have already graduated.

**COLLEGE NANNIES –. Full Time and Part Time Nannies, throughout New Jersey, which include Lincroft, Livingston, Maplewood, and West Orange.** As a nanny, there are various positions available to you, whether full-time, part-time or on-call nanny positions for infants to school aged children. These positions are available to start with immediate hire, upon completing hiring and/or placement process. Nannies will be placed based on skill set, experience and availability. We offer flexible scheduling, ongoing support, and a variety of positions to fit your skills and preferences. Nanny positions may be full-time, part-time, hourly babysitting, summer only and/or after school. All applicants must meet following requirements: Must have reliable form of transportation and ability to travel distance, Be very reliable, mature, honest, and have genuine love of children, Have previous child care experience and valid reference (note: reference not allowed to be family members), CPR and First Aid training (not required before interview). Must be a role model for children at all times, Must have the ability to keep up with interactive play, depending on child(ren) age group. **Apply to the Livingston Center today! Interested candidates should fill out and submit their applications at: <http://www.collegenannies.com/livingstonnj>. Click on the "Join the Team" tab at the top of the page and then select the "Apply Now" link to start work at College Nannies and Tutors, Livingston Placement Center.**

**COMMUNITY SOLUTIONS, INC** – is hiring Administrative Assistant in Newark, NJ. **Description:** Assist Program Director in administrative matters and carry out all office management functions. Full Time: Mon-Fri, 9am-5pm  
**Duties:** Provide overall administrative support, including but not limited to: incoming calls, faxes, incoming and outgoing mail. Assist manager in various projects including, but not limited to: budget development, contract proposals, proposal writing, grant requests and new initiatives. Organize and maintain up to date and orderly assigned office files, and continually record and update information. Computerize Agency information and complete reports as needed or directed. Compile quarterly and annual statistics. Handle outside inquires and staff requests regarding department issues as assigned. Write letters and other correspondence as assigned. Research and compile information in areas of office management such as pricing of office supplies, printing, posting, and office equipment. Maintain an inventory of office/program supplies, order as required. Assist Manager in monitoring department information and other assigned weekly, monthly and quarterly reporting. Maintain a working knowledge of and abide by the Agency's programs, policies, and procedures. Perform other duties as assigned by the supervisor. **Qualifications:** A Bachelor's Degree plus one year of Administrative experience. Education may be substituted with relevant experience on a one year for one year basis. Must have experience with Microsoft Word, Excel, Access, Windows, and Outlook. Community Solutions, Inc. is an Equal Opportunity Employer, M/F/Disabled/Veteran. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. VEVRAA Federal Contractor. **To apply, please go to <http://csionline.iapplicants.com/ViewJob-720205.html?jb=3&source=31225>**

**THE COUNCIL FOR AIRPORT OPPORTUNITY** is recruiting Customer Service Representatives, Security Guards, Drivers, Aircraft Cleaners and Cash Handler/Teller with 3 years or more experience with great customer service skills. **Apply at [www.caonynj.com](http://www.caonynj.com) then bring your original social security card and valid photo ID with a resume to 17 Academy Street, Newark, Monday-Thursday 9:00 a.m. - 2:00 p.m. Must be able to pass the background check and drug test.**

**CRANFORD FAMILY DENTISTRY** - Seeking a part-time receptionist for a friendly family dental practice. No Wednesday hours. Looking for a professional, personable, self-motivated individual to fit our friendly and hard-working team. Experience preferred, SoftDent a plus! **Fax or e-mail resume to: (908) 276-2585 or [dr.robertrizzi@gmail.com](mailto:dr.robertrizzi@gmail.com)**

**DELTA T GROUP** is a national behavioral education referral agency with over 20 years of experience in referral services. **Teacher Aide / Teacher Assistant / Paraprofessionals.** Where: Throughout the state of NJ (North, Central, and South). Schedule: Monday thru Friday 7a-3p. Requirements: One (1) year or more of experience working with students in a classroom setting. Updated TB (within the past year), willing to obtain the DOE prints. Compensation varies based on work experience \$10 plus. **For more information please contact me directly: Kissy Narvaez, Staffing Coordinator and email most updated resume to [knarvaez@deltatg.com](mailto:knarvaez@deltatg.com). Substitute Teachers in Union and Essex Counties.** Mon-Fri school hours. Must be able to provide or acquire: Substitute Certification and **Unofficial** Transcripts for College Credit verification. GET REGISTERED TODAY: Below is a link to our website and online application. Please feel free to look it over and let me know if you have any questions. [www.delta-tgroup.com](http://www.delta-tgroup.com). **Contact Information Phone: 732-791-4075 Email: [ljordan@deltatg.com](mailto:ljordan@deltatg.com). School Nurse per diem or fulltime, contact Mesha Whitsett at The Delta T Group via email or telephone 973-791.4091 [mwhitsett@deltatg.com](mailto:mwhitsett@deltatg.com).** Delta-T Group is currently seeking Teachers with a year or more experience in the field. We have full-time and part-time needs available!! **Delta-T Group staffs everything from Substitutes Teachers, Art Teachers, English Teachers, Etc.** We service all of New Jersey and have open positions in every county!! You must have the following requirements: NJ Teaching Certification and or Substitute Certification, College Degree, NJ Department of Education Fingerprints, and Experience working in a school setting with children. **Science, English, and Math Teachers with a year or more experience in the field.** We have full-time and part-time needs available!! **You must have the following requirements:** NJ Teaching Certification in the subject matter, College Degree, NJ Department of Education Fingerprints, and Experience working in a school setting with children. **If you are interested please reach out to Dana by any of the following: Fax Resume to: 732-636-8024 (Attention Dana). Call: Dana at 732-791-4067. Email Resume: [Djoyce@deltatg.com](mailto:Djoyce@deltatg.com). Special Education Teachers - a year or more experience in the field. You must have the following requirements: NJ Teaching Certification, College Degree, NJ Department of Education Fingerprints, and Experience working in a school setting with children. Apply now and speak with Charlie to hear about exciting teaching opportunities in your area! If you are in between jobs, looking for something more flexible, or just love to teach get in touch with me today so we can get you started! Call Charlie at 732-515-7062.**

**DENTONS** – is hiring Litigation Associate in Short Hills, NJ. is seeking an associate with excellent academic credentials to join our growing Litigation practice. **The person hired for this position will work collaboratively with partners and be a key member of the team, and can expect to assume such responsibilities as:** Drafting and preparing motions and papers and other litigation documents. Formulating legal strategy. Conducting legal research. Managing document production. Supporting the team by performing work on other litigation-related matters as needed. Additionally, for those with an interest in growing trial experience skills, this position offers opportunities to prepare and take depositions, make court appearances, and participate in client presentations. **Position Requirements:** Exceptional writing, research and analytical skills. Dedicated and goal-oriented with a strong work ethic. Superior organizational and time-management skills. Demonstrated ability to effectively communicate with colleagues and clients. Excellent interpersonal, networking and business development skills. **Technical Skills:** 4-6 years of complex litigation experience required. Previous law firm experience is strongly preferred. Substantial e-discovery and document management systems experience is a plus. **For more information, please go to <http://www.dentons.com/en/careers.aspx>**

**DUREX** – is Assembly Supervisor and Refrigeration Tech in Union, NJ. Expanding contract manufacturing company with product lines. Company manufactures food service equipment used in convenience stores and has a need for a licensed refrigeration tech who is qualified to charge cooling systems. Individual must be licensed and have 5 years' experience. The position entails building refrigeration equipment as well as heated warmers and roller grills. Company seeks an aggressive self-starting individual who seeks a growth opportunity. **Forward your resume to [amendoza@durexinc.com](mailto:amendoza@durexinc.com)**

**EDGEWOOD PROPERTIES** - is seeking a talented Real Estate Transaction Coordinator/Paralegal Trained, whose hands-on effort will ensure smooth, through and efficient residential and commercial closing transactions within our in-house legal department. Reporting to the Principle Attorney, the Transaction (Manager, Coordinator, Professional) will directly be responsible for every aspect of routine residential and sophisticated commercial real estate transactions from contract inception to closing, including whatever ongoing follow-up, tracking and reporting is deemed necessary. Top



candidates will be self-starters with high degrees of common sense and good judgement as well as be highly organized with perfect attention to detail. They will be able to maintain composure under pressure; take full responsibility for bringing real estate transaction to closure while avoiding any and all business/legal exposures due to carelessness. We seek a paralegal who feels passionate about real estate and is willing to put in the effort to excel. Paralegals with significant residential and commercial real estate transactional experience are encouraged to apply. **DUTIES & RESPONSIBILITIES:** Be responsible for processing all real estate contracts step by step from inception through closing and maintain electronic and paper files. Coordinate due diligence for a variety of commercial and residential real estate transactions, including, acquisitions and dispositions, borrowings, etc. Prepare and file a variety of documents, including, deeds, mortgages, UCC financing statements, etc. Manage all timelines to ensure that deadlines are met. Review and summarize title commitments and surveys. Work closely with title companies to clear title and obtain title policies. Prepare and distribute closing binders Coordinate the closing process for various transactions commercial and residential real estate transactions. Coordinate inspections and closing with all parties. Maintain regular communication with clients, cooperating agents, and service providers to ensure and advise on progress toward closing. Be responsible updating the internal team on the progress of all contracts and advise agents of when they need to become involved in negotiations or issue resolution. Ensure that all post-closing disbursements, filing, and procedures take place. Obtains client testimonials following the transaction.\* Acts as key relationship point of contact with all vendor and service providers. **REQUIREMENTS:** Bachelor's degree. Paralegal certificate strongly desired.\* 5 - 7 years' experience in residential and commercial real estate transaction management, preferably in a large law firm setting, an in-house legal department or a title company.\* Notary of the Public\* Experience working in a fast-paced environment with a high volume of routine and sophisticated/complex closings.\* Excellent communication skills, both written and verbal.\* Strong attention to detail, organization, and analytic skills\* Ability to organize and maintain systems for file management.\* Independent, self-starter willing and not afraid to accept complete responsibility for process and outcomes. In return, we offer competitive compensation, along with comprehensive benefits, including medical and dental and vision benefits, life insurance, a 401(k) with company contribution, corporate fitness facility on site, discount on housing and home appliances and a corporate team environment. **For immediate consideration, please apply online or email your resume with salary requirements directly to resumes@edgewoodproperties.com. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.**

**E&S ACADEMY** – hiring for several position in South Plainfield. E & S Academy is a private Vocational school that offers multiple certification programs and licensing for healthcare professionals. E & S Academy is approved by the NJ Board of Nursing, Department of Education, NHA and Division of Consumer affairs. **Admissions Counselor: Job Description:** Fully understand and explain each academic program offered by E & S Academy. Provide information and assistance to prospective students based on the recruitment cycle that we offer. Evaluate all qualifications and requirements of applicants, registered students and prospective students. Fully implement the company's enrollment and recruitment procedure. Understand and work with other departments and counselors to ensure student registration acceptance, tuition reimbursement and increase in referrals. Establish positive and effective relationships with all students, prospective students, department counselors and instructors to increase the enrollment of students. Perform Office filing and duties needed. Ensure collection of all documents and tuition required by all students. **Requirements:** Spanish/English is a must. Ability to work in fast paced environment. 1-year experience working in an office setting similar to job description. Experienced in using computers and professional. **Full-time and Part-time Admissions Representative: Job Description:** Fully understand and explain each academic program offered by E & S Academy. Provide information and assistance to prospective students based on the recruitment cycle that we offer. Evaluate all qualifications and requirements of applicants, registered students and prospective students. Fully implement the company's enrollment and recruitment procedure. Understand and work with other departments and counselors to ensure student registration acceptance, tuition reimbursement and increase in referrals. Establish positive and effective relationships with all students, prospective students, department counselors and instructors to increase the enrollment of students. Perform Office filing and duties needed. Ensure collection of all documents and tuition required by all students. **Requirements:** Spanish/English is a must, Ability to work in fast paced environment, 1-year experience working in an office setting similar to job description, Experienced in using computers and professional. **For consideration, please submit your resume via email. www.esacademy-usa.com**

**ECMC** - Receptionist/Office Assistant in South Plainfield, NJ. **General Job Description:** You're reliable, on-the-ball, and you have excellent verbal and written communication skills. In this role you will use your talents to make an excellent first impression on prospective students and campus visitors. You'll answer and direct phone calls with professionalism, take messages as needed, input leads and new student information, maintain records, and both audit and prepare transcript requests for mailing. You will use your experience and skill sets to evaluate and resolve student inquiries, issues, and problems, and to ensure appropriate action is taken to the satisfaction of our students, company, and regulatory agencies in compliance with policies, procedures, and legal requirements. You'll assist in keeping the college in perfect working order and make a difference in the lives of many. **Job Responsibilities:** Answer the phone and/or switchboard in a professional and ethical manner, directing calls to the person requested by caller or that person's designee. Maintain an accurate tracking record of daily inquires and leads as instructed by the Director of Admissions. Take messages for college personnel and prepare the new student file folders. Audit transcript requests for accuracy and prepare them for mailing in a timely manner. Greet all campus visitors in a cordial and professional manner. Assist prospective applicants in completing preliminary admission paperwork. Maintain a comfortable, organized lobby area for prospective applicants. Provide general administrative support to the College President and other management staff. Perform other duties and responsibilities as assigned. **Qualifications:** High school diploma or equivalent degree. 6 months experience as a receptionist, or the appropriate level of education and experience as determined by the College President. **To apply, please go to <https://cci.taleo.net/careersection/zenith/jobdetail.ftl?job=605280&sid=12>**

**EDUCATION LAW CENTER (ELC)** - is currently seeking a Fundraising Coordinator/Administrative Assistant to work with the staff on a variety of fundraising and administrative activities in Newark, NJ. The work includes: **Fundraising:** Manage schedule of grant proposals, reports, and donor communications; Develop and manage periodic fundraising mailings and track and evaluate results; Manage the development database (Donor Perfect) and run reports as needed; Ensure that gift acknowledgements and donor communications are sent in a timely manner; Maintain all development records and data and ensure their accuracy and usefulness, for both developing and analyzing strategy; Write drafts of donor communications; Assemble and distribute the annual appeal newsletter; Work closely with the Executive Director to increase corporate support from businesses and promote sponsorship opportunities for ELC events and programs; Coordinate annual fund-raising reception and lecture; and Track dues collection and regularly follow-up with participants to ensure they are paid. **Administrative:** Coordinate meetings (scheduling, distributing support materials, correspondence, meeting minutes); Prepare travel arrangements for staff; Assist in the production of documents; Supervise the work of the receptionist; and Provide general office support as needed. **Technical:** Provide computer support and troubleshoot problems; Design and format reports and email notices in Microsoft Publisher; and Update website as directed. **Communications:** Maintain and update group distribution lists and update contacts; Distribute news articles and other materials as requested; and Post news articles and other information to Twitter and Facebook. **Qualifications:** Bachelor's Degree; 1 to 3 years of administrative experience preferred; Strong computer skills including Microsoft Word, Excel, Publisher; Basic web design skills and knowledge of HTML a plus; Ability to work in a team environment; Strong customer service orientation and attention to detail; Ability to handle multiple tasks simultaneously. **To apply, send a resume, cover letter, writing sample and college transcript (unofficial is fine) by email to: Theresa Luhm at [tluhm@edlawcenter.org](mailto:tluhm@edlawcenter.org). No phone calls please.**

**EF EDUCATION FIRST** – is hiring Activities Manager in Union, NJ. As the Activities Manager, you assume responsibility for planning, organizing and delivering the activities program from concept to implementation during the Summer 2016 program. This individual provides oversight, management and coaching to a team of Activity Leaders, as well as directing program logistics such as bus transportation, event planning, and payments to suppliers. This is a high-energy role that requires a strong leader and manager, someone who can drive the program and ensure Activity Leaders have the tools, training and guidance to showcase the local area and provide life-changing experiences to the students. **Responsibilities:** Manage, coach, motivate and provide performance evaluations to your team of Activity Leaders. Plan, organize and oversee a variety of activities, social events, daytrips and multi-day excursions included on the activity program. Deliver daily team meetings; create and distribute daily “game plans” to your team. Manage finances to ensure activities remain within budget; manage activity stock and supplies. Manage all activity program logistics, including bus transportation, staff scheduling and troubleshooting. Coordinate all logistics for student arrivals and departures. Manage relationships

with local suppliers and partners, including submitting payments and processing invoices. Lead a full day Activity Leader training prior to the student arrivals. Be available to work late nights for some events, such as host family evenings, arrivals and departures, and also to assist with emergency situations should they arrive. **Candidate Profile:** Has management experience (1+ preferred). Has experience working with young people and/or experience working with international students. Is business-minded with a strong sense of customer service and attention to detail. Is enthusiastic, upbeat and a natural leader with high energy and an entrepreneurial spirit. Possesses strong communication skills and teamwork abilities. Goes above and beyond, never settling for status quo. Can attend a Senior Staff training prior to contract commencing. EF Education First is the world leader in international education. With more than 40,500 staff and teachers working in 53 countries around the world, our mission is simple: opening the world through education. Since we were founded 50 years ago, EF has helped more than 15 million people see the world, learn a language, or earn an academic degree. **Visit <http://careers.ef.com> if you're interested in joining our global team.**

**FEDEX** – is hiring Retail Customer Service Associate in Summit, FL. The Retail Customer Service Associate consistently delivers a positive customer experience to all customers, utilizing consultative skills to anticipate customer needs, suggest alternatives and provide solutions. This customer service focused team member is knowledgeable in all areas of the Center's business, including print, signs & graphics, and shipping. They will be responsible for taking orders, coordinating activities in the Center, providing pricing and product information, and recommending appropriate FedEx Office products and services. The Retail Customer Service Associate will operate and maintain a wide variety of equipment, move boxes and equipment, stock materials, manage the production queue and output, manage complex projects, manage retail supply, and complete assigned tasks based on priority. **Minimum Qualifications and Requirements:** High school diploma or equivalent education, 6+ months of specialized experience, Excellent verbal and written communication skills. For new hires, must meet all FedEx Office employment qualifications in force at time of hiring. For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook. **To apply, please go to <http://careers.van.fedex.com/>**

**FOOD SERVICE TRAINING ACADEMY- *Community Kitchen* partner of feeding America. We Have the Recipe for a New Start...learn more. Open House" on May 11th, 2016 at 10:00 a.m.** Learn cooking and food preparation training, Knowledge of professional kitchen equipment, Culinary terminology, Institutional hands on training (bulk production), Cooking methods, Food Safety, Menu planning and nutritional skills, Baking Program, ServSafe® Certification, Job and Life skills counseling towards full time employment, Must possess a HS Diploma or GED to participate, Paid tuition for those who qualify, and Paid Public Transportation is available for those who qualify. Day Classes: Monday through Friday 8:30 am – 4:00 pm (16 weeks). **Please contact Ms. Murray, Administrator 908-355-3663 Ext. 240 31 Evans Terminal, Hillside, NJ 07205**

**GATE GOURMET** - We are now hiring for Food Assemblers to work in our flight kitchen located at the Newark airport. This position is represented by a labor Union and is covered by one or more collective bargaining agreement. A Food Assembler completes and assembles food items on upright carts and airline equipment, including tray setups. Tray setups must follow airline specifications and usually include tray, paper tray liner, cup, plates, dessert, salad, snacks, bread, butter, condiments and eating utensils. **Our Employees Must Be Able to:** Work assigned schedule which may include multiple shifts, weekends and holidays. Work overtime when required. Arrive to work on-time. Pass a criminal background check. Pass a drug screen. Handle fish, beef, pork, poultry and other food products. Complete paperwork. Communicate with Supervisors and co-workers. Follow directions. Work as a member of a team. **Education Requirements:** Not applicable. **Environmental Requirements:** Will be exposed to extreme temperature changes and noise. Must be able to lift, push, pull, move product, equipment and supplies up to twenty-five (25) pounds. Regularly stands, bends, lifts and moves intermittently during shifts of 8+ hours. **To apply, please go to <http://www.gategourmet.com/careers>**

**THE GATEWAY FAMILY YMCA- Rahway Branch has the following positions open: Part-time Lifeguard:** We are looking for motivated and hardworking people to join our lifeguarding team! A YMCA lifeguard monitors pool activities and ensures member safety. Lifeguards need to possess knowledge of rescue procedures and emergency medical

procedures. To help prevent incidents, lifeguards must enforce all safety guidelines as outlined by the YMCA. We currently have opening (5:30am), mid-day, and weekend shifts open. **Part-time Swim Instructor** The primary responsibility of this position is to instruct others on how to be safe in, and around water. Swim instructors lead group, private and semi-private swim lessons to all ages and ability levels. Instructors create a fun and inviting learning environment to ensure a positive member experience. Builds strong relationships with participants and continually recommends classes based on skill levels. Flexible scheduling; weeknights and Saturday mornings. Required experience: 1 year **Part-time Water Fitness Instructor**. Teach Water Aerobics classes of varying intensities at The Gateway Family YMCA- Rahway Branch. Provide high quality instruction and excellent communication with participants. Required experience: 1 year. **Please contact our Aquatics Director, Jaimie Hinshelwood at 732 388 0057 or by email ([Jhinshelwood@tgfymca.org](mailto:Jhinshelwood@tgfymca.org)) to apply today! All hourly wages are competitive and based off of experience.**

**GATEWAY FAMILY YMCA – ELIZABETH** - Are you a college/graduate student looking for an exciting summer volunteer/internship experience? Do you have an interest in working with the homeless population? During the summer months (May-August), The Gateway Family YMCA Housing Department is in need of interns to assist the housing staff with providing case management services to the homeless residents (single men, single women, and families) who reside in our shelters. Interested applicants would need to have some experience in social work, mental health, substance abuse, or another related social service field, and be able to commit to at least 5 hours a week for 2+ months. **If you are interested, please contact Courtney Fairbanks, Senior Director of Housing, at 908-355-9622 ext. 1233**

**THE GATEWAY FAMILY YMCA –WELLNESS CENTER BRANCH** - WISE Adult Day Services Program. Registered Nurse, Part-Time the WISE Adult Day Services Program is seeking a dedicated, flexible, energetic team player to oversee nursing/medical aspects of our social adult day program. Experience in community nursing or long-term care preferred; bilingual Spanish/English a plus. Must have current RN licensure in the State of New Jersey. **Please contact Susan Butler, WISE Center Director, Resumes and inquiries can be e-mailed to: [sbutler@tgfymca.org](mailto:sbutler@tgfymca.org)**

**GATEWAY FOUNDATION** – is hiring Alcohol & Drug Counselor in Newark. **Description:** Completes comprehensive assessment of clients' substance abuse history and treatment requirements and develops individualized treatment plan. Provides individual and group counseling and may facilitate didactic groups. Documents treatment/discharge plans and clients' progress and responses to treatments; maintains related records and charts. Performs case management and contributes to client care monitoring. **Requirements:** Must have at least 6 months previous clinical experience in the substance abuse treatment field. Minimum Associate's degree preferred, including or supplemented by credits in social work, sociology, health, nursing, psychology, rehabilitation, or counseling. Documented clinical training including Assessment – Domain I and Counseling – Domain II. Experience in a corrections environment a plus. Must be able to obtain New Jersey Department of Corrections clearance. **CERTIFICATION REQUIREMENT:** Must be able to obtain CADC within 4 years of hire. **For more information, please go to <http://gatewaycorrections.org/>**

**HIGHER END STORE HIRING** - We are looking for sales associates and customer service associate high energy, able to meet a conservative fashion forward dress code, able to embrace technology, outgoing personality and the ability to sell, up-sell, assist customer in a friendly, timely and efficient manner. **Please submit your resume to [baptiste@ucc.edu](mailto:baptiste@ucc.edu). Or call 908-355-4444 for more information. Workforce Innovation Business Center. 651 Kapkowski Road Elizabeth, NJ. Located Lower Level**

**HILLSIDE PUBLIC SCHOOLS** – is hiring a 10 month Secretarial/Clerical-Secretary. **QUALIFICATIONS and RESPONSIBILITIES:** Associates degree, 60 College credits or business school experience preferred. Ability to keep a complete set of books under minimal supervision and possess all necessary knowledge and skills involved in the hand bookkeeping process. Secretarial and bookkeeping experience. Ability to meet and work effectively with the public. Ability to maintain effective working relationships with all employees. Knowledge of office procedures. Functional literacy. Satisfactory completion of a bookkeeping course. **All interested qualified personnel may apply on line: [applitrack.com/hillsidek12/onlineApp](http://applitrack.com/hillsidek12/onlineApp).**

**HORIZON BLUE CROSS/BLUE SHIELD** – is hiring for several positions in the Business Process Improvement, Government, administrative, and Finance department. **To find out about positions and apply, please go to** <https://jobs.horizonblue.com/joblist.html?pageto-next=2&ERFormID=newjoblist&ERFormCode=7.566500203653064>

**HOTEL INDIGO NEWARK DOWNTOWN** – is hiring Cook I. **Job Description** Prepare food of consistent quality following recipe cards and production and portion standards, per check from servers. Start food items that are prepared ahead of time, making sure not to over prepare estimated needs. Date all food containers and rotate as per HEI Hotels and Resorts standards, making sure that all perishables are kept at proper temperatures. Check pars for shift use, determine necessary preparation, freezer pull and line set up. Note any out of stock items or possible shortages. Assist in keeping buffet stocked. Return all food items not used on next shift to designated storage areas, being sure to cover/date all perishables. Assist in setting up plans and actions to correct any food cost problems, control food waste, loss and usage per HEI Hotels and Resorts standards. Operate, maintain and properly clean deep fryer, broiler, stove, steamer, food processor, mixer, slicer, oven steam table, tilt kettle, waffle iron and flat top grill. Comply with attendance rules and be available to work on a regular basis. Perform any other job related duties as assigned. Hotel experience preferred. Finger/hand dexterity in order to operate food machinery with or without reasonable accommodation. Ability to grasp, lift and/or carry, or otherwise, move goods weighing a maximum of 100 lbs. on a continuous schedule with or without reasonable accommodation. Must have the ability to communicate in English. **To apply, please go to** [http://jobs.chrco.com/job/6412232/1/?\\_\\_jbsrc=4852DF02-5816-4E5A-9D1C-FE28D476EB97](http://jobs.chrco.com/job/6412232/1/?__jbsrc=4852DF02-5816-4E5A-9D1C-FE28D476EB97)

**IDEALIST FOR ANYONE INTERESTED IN NON-PROFIT** – If you are seeking employment or volunteer opportunities in non-profit, please visit [www.idealists.org](http://www.idealists.org) for more information.

**INSURANCE AGENCY** - located in Elizabeth, NJ is looking to hire a Receptionist/Processor.

RECEPTIONIST/PROCESSOR: Answer Phone, Receive and review office email, Scanning/filing documents, Process Payments, Data Entry, Customer Service, and Communicate with clients via E-mail. Must have office experience Pay \$10 PER HOUR. Health Insurance after 90 days. WORK SCHEDULE: Monday-Friday 9AM-5:30PM. ADDITIONAL INFORMATION: The ideal candidate will need to have good customer service skills and basic computer knowledge.\* Bilingual Spanish/English a must\***All interested candidates please submit your resume to** [isaias.rivera@ucc.edu](mailto:isaias.rivera@ucc.edu). **For more information please call 908-355-4444.**

**KELLOGG'S COMPANY** - Come grow with us as a Full Time Merchandiser and play a key role in delivering superior in-store customer service IN Union, NJ. **WHAT WILL I BE DOING?** In your role as a Full Time Merchandiser, you will help the Kellogg business to continue to grow our business and build on our success by: Organizing, rotating and stocking shelves during each store visit – the platform for providing excellent customer service. This includes transferring cases of product from the backroom to the store's sales floor. Ensuring the Kellogg's product is on display and shelves are looking their best by properly rotating product and removing all stale or damaged packages. Represent the Kellogg team by communicating with store partners and management, following your itinerary and being flexible with schedule changes. Maintaining a professional demeanor with the public and store personnel when performing your duties. You will always be required to work safely. **WHAT DO I NEED TO DEMONSTRATE?** At Kellogg Company, we place a huge emphasis on recruiting the best people to help grow our business and build on our success. We are looking for someone who can not only learn with us, but also meet the following requirements: **Required:** High School Diploma/GED, Demonstrated superior customer service and verbal communication skills. Availability to work on Holidays and weekends and work an average of 40-45 hours per week on a regular basis required. Familiar with using phone application technology in order to communicate and retrieve data, enter hours and communicate with manager on Company-provided cell phone. Ability to conduct physical work, frequently lift 15lbs and occasionally up to 50lbs. Valid driver's license, vehicle insurance, access to reliable transportation and motor vehicle history with 2 or less moving violations within the last 36 months. **To apply, please go to** <https://kelloggs.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=389881&src=JB-10140>

**KPMG** – is hiring Senior Administrative Assistant in Short hill, NJ. Our focus is on fostering a high performance culture, one that develops a top-notch talent pool with the skills and determination to deliver above and beyond. At KPMG,



employees benefit from this approach with the best opportunities to succeed and fulfill their professional aspirations. They do so knowing that they are part of a responsible and positive organizational culture. Our business services groups consist of professionals with a wide range of skills and backgrounds. We are currently seeking a Senior Administrative Assistant, to join our Advisory team in our Short Hills office. **Responsibilities:** Provide administrative support to partners and practice management teams. Prepare client billings, time and expense reporting, coordinate travel, and arrange meetings. Compose and edit letters, memos, invoices, meeting minutes, and other documents. Perform research using internal and external resources. Provide backup support, as needed. **Qualifications:** Minimum of five years of administrative experience, preferably in a professional services environment. High School diploma or equivalent; completed coursework from an accredited college/university is preferred. Proficiency in Microsoft Office Suite applications, including Word, Excel, PowerPoint, and Outlook. Ability to work overtime, as needed. KPMG offers a comprehensive compensation and benefits package. No phone calls or agencies please. **For more information, please go to <http://www.respondhr.com/47989323>**

**LINDEN FIRST EMPLOYMENT & TRAINING CENTER** - Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation & Training Sessions are held on Mondays at Linden City Hall - 301 N. Wood Avenue, 3rd Floor Planning Board Room. Arrive at 9:45 am to sign in and obtain instructions. Sessions begin promptly at 10 am. Free parking - City Hall Parking Garage (top level) with building access from the parking deck entrance. **For information: (908) 290 3107 for Linden residents.** No sessions on City Holidays.

**LITTLE BEARS DAY CARE CENTER, Hillside NJ.** Teachers position available, whether full-time, part-time for our 3-4 year old classroom. The right candidate should have friendly personality, self-motivated, enjoy working with children, and able to develop & implement lesson plans. You will be placed based on your experience and availability. We offer flexible scheduling. All applicants must meet following requirements: Must have reliable form of transportation and pass a background check. Must be very reliable, mature, honest, and have genuine love of children, Must Have Bachelor Degree and experience in Child Care. **Drop off resume at Little Bears Day Care Center, 422 New York Place, Hillside NJ or email to "[Littlebears.center@verizon.net](mailto:Littlebears.center@verizon.net)"**

**LONGHORN STEAKHOUSE** – is hiring for several positions in Piscataway, NJ. **For more information, please go to <http://www.longhornsteakhouse.com/careers>**

**MARKETING COMMUNICATIONS MANAGER** - Preference is someone with nonprofit experience or from the Music Industry in Montclair. 60K Salary. Monday - Friday 9am-5pm **Relevant Experience and Skills:** Proven track record of at least three years of actively creating and managing marketing functions for an organization, ideally mission-based. Strong writer – rich vocabulary, proficient grammar, impactful and succinct storyteller. Strong proofreading and editing skills. A self-starter, consistently taking initiative, displaying an entrepreneurial spirit and thriving in a fast-paced environment. Project management experience including the proven ability to effectively manage multiple projects, self-prioritize, and adjust to shifting priorities while meeting deadlines and showing attention to detail. Early adapter with technology, and experience using technology in previous employment. Social media savvy; demonstrated experience updating websites and creating and posting content on social media for marketing and/or promotion of an organization, with the purpose of driving conversation and action. Ability to serve as a unifying force with internal team and external constituents (staff, Board, Regional Advisory Boards, teachers, students, alumni, supporters) who serve as a channel to share the organization's story and targeted messages. Experience managing agencies and contractors in any or all of the following: PR, marketing/branding, promotion, social media, photography, video, design. Knowledge of HTML and CSS. Experience with WordPress and knowledge of theme frameworks. Ability to manipulate photos and create basic graphics as needed to integrate into web content. Familiarity with or willingness to learn about industry trends and web best practices. Excellent communication skills and ability to work well with team members; a good collaborator who can not only recognize and optimize the talents, expertise and skills of others, but who can also foster enthusiasm. **Preferred, but not required:** Experience with Salesforce or other database systems (Note: Salesforce is a central tool in our work). Experience with Pagelines and Headway. Basic proficiency with graphic design tools such as Photoshop, Illustrator and InDesign. Knowledge of search engine optimization (SEO) including basic keyword research and best practices. Knowledge of earned and donated media. Experience working in the field of education or with music, teachers

or kids. **Ideal Attributes:** Detail oriented, reflective, and committed to ongoing innovation. Exceptionally strong interpersonal, written and aural communication skills. Ability to anticipate problems and take initiative. A collaborative individual that is willing to consider diverse opinions and integrate them into creating effective solutions. An individual of the highest integrity. **Please send resume with cover letter to [baptiste@ucc.edu](mailto:baptiste@ucc.edu)**

**MARRIOTT** – Marriott International is consistently recognized as an employer of choice around the globe by FORTUNE and Working Mother magazines, Diversity Inc, Great Places to Work Institute, and the CRF institute among others. Benefits may include medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. **To begin your journey, go to [www.marriott.com/careers](http://www.marriott.com/careers).** Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state, or local laws.

**MERCK** – Career opportunities at <http://www.merck.com/careers/home.html>.

**M/F FOR OUTSIDE SALES POSITION (Hillside, New Jersey)** 35 year old Wire Rope Co. in Hillside, NJ is looking for RECENT COLLEGE GRAD to train for outside sales position calling on Industrial accounts from CT. to MD. Candidate must be aggressive, self-motivated, detailed oriented and willing to learn about our unique industry. We will train successful candidate on all our products before going on the road. Salary is \$30,000 while training then salary plus commission once on the road plus auto expenses. We offer full Benefits and Profit Sharing. **E-mail Resume to [Sales@bilcogroup.com](mailto:Sales@bilcogroup.com) or call Bilco Wire Rope and Supply and ask for Mike. 908-351-7800. Web Site: [www.bilcogroup.com](http://www.bilcogroup.com)**

**NEIMAN MARCUS GROUP** – is hiring clerical in Short hills NJ. Duties: Inventory control functions. Follow policies and procedures for department, bookkeeping, reconciliations, and stock control. Communication with buying and operational departments. Tracking and monitoring Special Orders for associates and customers. Audit preparedness. Performs additional tasks as required. **Job Requirements:** Functional/Technical Skills, Customer Focus, Technical Learning, Managing and Measuring Work, Written Communication, Process Management, Personal Learning, and Planning. Bachelor's degree from a four-year college or university preferred. Must have previous retail experience and be detailed oriented. To perform this job successfully, an individual must be able to perform each job duty satisfactorily. The requirements listed above are representative of the knowledge, skills and/or ability required. **To apply, please go to <http://www.neimanmarcuscareers.com/index.shtml>**

**NEWARK PUBLIC SCHOOL** - The District Superintendent invites qualified and interested persons to apply for the position of Labor Relations Specialist-Confidential within the Office of Labor Relations. Go to [http://www.idealist.org/view/job/X6Mf9b56FDw4?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.idealist.org/view/job/X6Mf9b56FDw4?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed) for more information. **External applicants interested in the position are invited to submit an on-line application by visiting our website at [www.nps.k12.nj.us](http://www.nps.k12.nj.us). Job ID 18118.**

**NEW JERSEY INSTITUTE FOR DISABILITIES** – is hiring for several positions throughout the state of NJ. **To apply, please go to <http://www.cpamc.org/currentemployment.htm>**

**NEW JERSEY PERFORMING ARTS CENTER** – is hiring for Research Internship, which is ideal for Arts Administration majors or those interested in a career in non-profit fundraising (Development). The Development team oversees and executes all aspects of NJPAC's individual, corporate and foundation giving program, including planning, implementation, donor relations, administration and assessment in order to satisfy annual fundraising goals. The intern should be proficient in Microsoft Office and databases and have strong communication skills. Additionally, the intern should be detail-oriented, organized, and self-motivated. This is an opportunity to gain valuable insight into the internal processes of a major performing arts center and, specifically, a busy Development office. This is an unpaid internship. **Essential Duties and Responsibilities:** Use online services, periodicals, business publications and other tools to draft in-depth research profiles on individuals, corporations, and/or foundations. Daily perusal of periodicals and Google alerts and distribution of relevant articles. Assist with identification of new donors and coordinate prospect review meetings

with staff. Conduct research as assigned for department cultivation/special events and assist with events as needed. Maintain records both electronic and hard copy. Help with collection and synthesis of quantitative and qualitative data from vendors. Update database to ensure constituent records are accurate and comprehensive. Perform other duties as assigned. **Qualifications:** Ability to handle projects independently, with a minimum amount of supervision. Ability to maintain confidentiality of information, materials and files. Excellent communication skills and good telephone manner. Ability to interact comfortably and confidently with people of all levels. Ability to function effectively in an entrepreneurial environment. Ability to commit to 10-20 hours per week. Working knowledge of Microsoft Office applications. **No phone calls please. Unless otherwise noted, please e-mail résumé to [jobopportunities@njpac.org](mailto:jobopportunities@njpac.org) (be sure to note the job title in the subject line of your e-mail).**

**NJ TRANSIT** – Currently seeking Electricians. Must have a High School Diploma or GED. Three 3 years of construction experience in the installation, repair and troubleshooting of commercial or industrial electrical wiring. **Must be able to work all shifts, Saturdays Sundays and holidays.** Ability to use testing equipment. Must complete background check which includes criminal, former employer, Social Security, license and proof of graduation and reference checks. If you are a current NJ Transit Employee, your work records covering a three-year period will be reviewed, i.e. attendance, safety, disciplinary records, and a review form will be forwarded to your current supervisor for completion. **Forward completed applications and resumes to: 180 Boyden Avenue Maplewood, NJ 07040 Fax: 973-232-7422 Email: [CHRMLEF1@njtransit.com](mailto:CHRMLEF1@njtransit.com). Applications can be obtain by visiting our website, [www.njtransit.com/careers](http://www.njtransit.com/careers) then click on 'NJT Employment Application'.** Please indicate on 2nd page of the application where you heard of this position (i.e., DOL, military, college, name of agency, etc...). **APPLICATIONS MUST BE RECEIVE NO LATER THAN WEDNESDAY, AUGUST 31, 2016.**

**NEW YORK ACADEMY OF SCIENCES** – is hiring Marketing Coordinator in New York City. **SCOPE OF RESPONSIBILITIES:** Under the direction of the Associate Director of Marketing, this individual will design and execute the Academy's event marketing, membership acquisition campaigns, STEM mentor recruiting, and other key initiatives. The core goal of this role is to maximize event registration and membership revenues, and to support the Academy's mission through promotion of key strategic initiatives. **REQUIRED QUALIFICATIONS:** Undergraduate degree required. Marketing or Communications concentration preferred. Minimum of 1 year experience in events/conference promotion or marketing. Excellent communication, writing, and project management skills required. Ability to work independently, as well as part of a team. Ability to multi-task and coordinate simultaneous projects and move quickly from idea to implementation. Ability to work in a fast-paced environment; we're looking for someone who can "hit the ground running." Familiarity with Adobe, InDesign, Photoshop and HTML a plus. **To apply, please go to <http://www.nyas.org/AboutUs/Careers.aspx>.** Applications must include a resume, cover letter, and salary requirements

**NOVARTIS** – is hiring Cardiovascular Area Business Leader in Newark, NJ. Responsible for the performance for the NPC approved cardiovascular portfolio within the territories and assigned hospitals that comprise his/her area (district). The HAS ABL - CS is responsible for leading a team of Hospital Account Specialists in this defined geography. The HAS ABL-CS is a "player coach", required to lead, coach and manage team members to deliver sales results that meet/exceed objectives while also establishing strong professional relationships with key stakeholders, target physician groups and key institutions. The HAS ABL-CS also ensures that business activity is consistent with Novartis' compliance and legal standards. **Major Accountabilities:** Hire, train, coach and develop Hospital Account Specialists. Act as a "player-coach", establishing strong professional relationships with key stakeholders, target physician groups and key institutions. Conduct performance evaluations for each specialist and develop coaching plans as appropriate. Implement compensation program to effectively reward integrity-based, high performance and desired leadership behaviors. Effectively manage performance of Hospital Account Specialists in both the community and hospital/account settings. Build strong, cross-functional relationships to leverage Novartis' expertise in order to accomplish business goals and customer objectives. Grow volume and market share to meet and exceed business goals. Direct field activities and resource allocation to maximize business results. Anticipate, monitor and report changes in marketplace to effectively manage both tactical and strategic initiatives. Ensure the development and effective implementation of customer specific account plans. Demonstrate ethical leadership and foster an environment that promotes ethical behavior and

compliance with company policies and applicable laws. Work cross-functionally with other Novartis commercial functions. Effectively manage and prioritize competing stakeholders' interests.

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=2415785&PartnerId=13617&SiteId=5260&codes=IND>

**NYU LANGONE MEDICAL CENTER** - We have an exciting opportunity to join our team as a Building Service Attendant. In this role, the successful candidate will be responsible for the maintenance of an approved level of cleanliness and sanitary conditions of the areas assigned within the Medical Center. Minimum Qualifications:

To qualify you must be able to communicate and understand simple directions in English. Must be able to read MSDS & chemical labels. **Preferred Qualifications:** One to two years' experience cleaning in a Health Care environment preferred but not required. Qualified candidates must be able to effectively communicate with all levels of the organization. **For more information, please go to <http://careers.nyumc.org/jobs/descriptions/building-service-attendant-new-york-new-york-job-6414957>**

**POLLO CAMPERO** – is hiring for several positions in Plainfield. **For more information, please go to <http://zippyapp.com/applicant/>**

**PROJECT READY** is a free 6 week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins Tuesday, May 17, 2016 and ends on June 23, 2016. **For more information, please call us at (908) 353-1045, Ext 8, or email [Projectready@sjeliz.org](mailto:Projectready@sjeliz.org). We are located at The Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.**

**PRUDENTIAL** is hiring for several professional positions in several departments, such as Finance, Actuarial, Human Resources, Business Ethics department. **To find out more information and apply, please go to [https://pru.taleo.net/careersection/external\\_actuary/jobdetail.ftl?job=258637&src=JB-10500](https://pru.taleo.net/careersection/external_actuary/jobdetail.ftl?job=258637&src=JB-10500)**

**ROSELLE FIRST WORKFORCE CENTER** - Seeking employment opportunities? Let us assist you at The Roselle First Workforce Center. **We are now located inside Borough Hall- Lower Level, 210 Chestnut Street, Roselle, NJ (908) 245-1735.** Walk-ins welcome on Tuesdays at 11 am for intake with a mandatory orientation job readiness session to follow from noon - 2 pm. This is a free service for Roselle residents and other Union County municipalities.

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

**SEARCH CONSULTING** - Successful educational center serving learners with autism is seeking an organized, efficient, and driven individual for Operations Manager position. Duties include managing office operations and procedures, maintaining records for clients and employees within HIPAA guidelines, managing accounts payable and receivable, and fostering relationships within the industry. **QUALIFICATIONS:** Office management experience, Knowledge of office management systems and procedures, Excellent time management skills and ability to multi-task and prioritize work, Attention to detail and problem solving skills, Excellent writing and verbal communication skills, Strong organizational and planning skills, Proficiency in MS Office (Word, Excel). **RESPONSIBILITIES INCLUDE:** Manage accounts payable/receivable, facilitate insurance processing, assist with new client development/networking, develop and maintain marketing materials, create and implement systems to ensure efficient daily operations, and maintain client and employee records. **For more information, please contact Carol at [carol.ruiz@ucc.edu](mailto:carol.ruiz@ucc.edu)**

**SEARS** - HIRING MANAGERS ARE CURRENTLY INTERVIEWING FOR IN HOME APPLIANCE REPAIR TECHNICIANS THROUGHOUT NJ, NY AND PA! **Enter the keyword for the position you wish to apply to: To be considered for an interview, apply online at <http://jobs.sears.com>**

<b>684930BR</b> – Refrigeration Technician (Lakewood, NJ)	<b>686831BR</b> - Laundry Technician (Pennsauken, NJ)
<b>696032BR</b> – Refrigeration Technician (Wall, NJ)	<b>682100BR</b> – Laundry Technician (Staten Island, NY)

<b>696041BR</b> – Small Engine Repair Technician (Wall, NJ)	<b>664083BR</b> – Refrigeration Technician (Staten Island, NY)
<b>684916BR</b> – Refrigeration Technician (N. Plainfield, NJ)	<b>686673BR</b> – Refrigeration Technician (Bensalem, PA)
<b>684915BR</b> – Laundry Technician (New Brunswick, NJ)	<b>686879BR</b> – Laundry Technician (Philadelphia, PA)
<b>696015BR</b> – Laundry Technician (Watchung, NJ)	<b>686269BR</b> – HVAC Technician (Bensalem, PA)
<b>686777BR</b> – Laundry Technician (Lawrenceville, NJ)	<b>686831BR</b> - Laundry Technician (Pennsauken, NJ)

**SENIOR HELPERS** is searching for a Certified Home Health Aide (CHHA) for an elderly, female client in Carteret. She needs a caregiver on the weekends from 5:00pm - 7:00pm (Saturdays & Sundays). Sweet lady who just needs a friendly caregiver to help get around, with meals, dressing, personal care and someone to talk to! **Grisell Mercado**  
**Human Resources and Operations Manager. 732-993-6991 gmercado@seniorhelpers.com**

**SOCIAL WORK CAREERS AT ST. JOSEPH'S HEALTHCARE SYSTEM** – is hiring a Full-Time Crisis counselor at St. Joseph's Healthcare System. Master's degree in social work, psychology or closely related field; 1 yr of experience in a psychiatric setting plus 3-6 months of on-the-job training and orientation or Bachelor's degree and 2-3 years previous experience Valid driver's license required. <http://jobs.stjosephshealth.org/us/paterson/social-work/jobid10105717-crisis-counselor?ss=paid>

**ST. MARY'S HOSPITAL** – is hiring Adolescent Residence Counselor in Passaic. **Job description/Responsibilities:** Supervise, engage and support adolescent consumers in a residential setting. Responsible to ensure medication monitoring and education, progress on Master Treatment Plan, personal care skill development, age appropriate group, leisure and recreational activities. To be able to communicate and collaborate effectively with families, program psychiatrist, and other mental health providers. Experience which enable the residence counselor to work appropriately with youth diagnosed with a serious mental illness. Associates Degree – one (1) year experience working with youth in a group setting, or as above. Bachelor's Degree – no experience necessary. **TRAINING:** Basic understanding of mental health services and role of residence counselors in mental health services. Valid New Jersey Driver's License. **For more information, please go to <https://www.smarthires.com/showempjob.htm>**

**TRUESDALE** - A well-established landscape company in Union County, NJ, is looking for self-motivated/driven individuals to become part of our team. All members of our team are expected to have a great attitude, good work ethic, and work long hours when needed and pass a drug test. Must be legal to work in the US. **Expectations:** Have a valid Driver's License with a good driving record. Have reliable transportation to and from work, be professional, and Exhibit a pleasant and teachable attitude, Show initiative, be able to work with others, and 3 years minimum experience in the landscape trade. **If you are interested in this position, please forward your resume/job experience to: Truesdale Nursery & Landscape Services [contactus@truesdalelandscaping.com](mailto:contactus@truesdalelandscaping.com) or Fax them to 908-834-2666 or Call us at 908-834-2675**

**TURNING POINT** – is hiring for several positions in different parts of New Jersey. **For more information and to apply, please go to <http://turningpointcareers.com/>**

**UNION COUNTY COLLEGE** – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. **For job descriptions and to apply, please visit <https://ucc.peopleadmin.com/>. EOE/Affirmative Action Employer committed to diversity.**

**THE UNION COUNTY DEPARTMENT OF PARKS AND RECREATION** is now hiring full-time and part-time lifeguards for the Walter Ulrich Memorial Pool in Rahway and the John Russell Wheeler Pool in Linden, for the 2016 summer season. Applicants must be age 16 or older. Those taking classes for certification can be 15 during their training. **Call the Parks Department now at 908-298-7849 or email [warinanco@ucnj.org](mailto:warinanco@ucnj.org) to get more information and learn how to apply.**

**UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS (UCVTS)** located on Raritan Road in Scotch Plains, is now accepting applications for its Adult Full-Time and Post-Secondary Continuing Education Programs. UCVTS offers a wide range of vocational programs for persons interested in retraining, career advancement, continuing education, or personal improvement. Our philosophy is to provide high quality, low cost training to individuals interested in a vocational career. Our purpose is to develop responsible graduates who are academically, technically, and vocationally competent and prepared for the workplace and future success. Our Adult Full-Time classes run from September to June and accept



students four times a year. The vocational courses offered include: Automotive Technology, HVAC/ Plumbing, Cosmetology, and Electrical Technology. UCVTS also offers continuing education and apprenticeship coursework in the evening three times a year. **Please call the UCVTS Admissions Office at (908) 889-8288x301 or visit [www.ucvts.tec.nj.us](http://www.ucvts.tec.nj.us) for more information. We nurture your aspiration to find a career that's right for you!**

**UPS** – is hiring Part Time Package Handler in Edison, NJ. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn and Learn program on your first day of work. The shifts are 3:30-8:30am and 5pm-10pm Monday through Friday. **Interested applicants can apply online at [www.upsjobs.com](http://www.upsjobs.com).**

**VICEROY HOTEL GROUP** – is hiring Guest Service Agent in NYC. The Guest Service Agent is focused on providing efficient service and creating memorable experiences by making emotional connections with all of our guests. The Guest Service Agent position will act as a key hotel ambassador during the guest arrival and departure processes, and throughout the guest's stay. Reporting directly to the Front Office Manager, this position will ensure exceptional customer service while demonstrating accuracy and efficiency. **General Responsibilities Include:** Maintain complete knowledge of and comply with all departmental policies/service procedures/standards. Maintain complete knowledge of correct maintenance and use of equipment. Use equipment only as intended. Anticipate guests' needs, respond promptly and acknowledge all guests. Maintain positive guest relations at all times. Resolve guest complaints in a timely manner, ensuring guest satisfaction. Monitor and maintain cleanliness, sanitation and organization of assigned work areas. Education: High school diploma or equivalent preferred. Minimum two years' experience within Guest Reception or a similar position preferred, preferably a luxury hotel setting. All colleagues must maintain a neat, and well-groomed appearance (specific standards will be provided). **To find out more information and apply, please go to <http://www.viceroyhotelsandresorts.com/en/careers>**

**VNA HEALTH GROUP** – is currently looking for an HR Generalist to join our team. The position would be responsible for providing full range of human resource services to VNAHG business sites at Essex and Englewood location with a heavy emphasis on recruitment and retention. **Responsibilities:** Supports organization's mission by striving for excellence in all aspects of their job with a focus on positive interpersonal relationship with co-workers. Provides full life-cycle recruiting based on management needs and works with hiring managers to ensure compliance with all federal, state laws and regulations including Affirmative Action compliance. Assists in implementation and administration of HR policies and procedures and trains managers on various policies and practices. Maintains compliant and accurate employee files. Handles employee and labor relation issues for the sites and provides counsel to employees as well as be the primary point of contact for disciplinary recommendations. Collaborates with staff development to offer training opportunities and monitors compliance with mandatory and recommended trainings. Provides salaried and hourly wage administration including offers for new hires and promotions. Provides benefit administration including claims resolution and communicating benefits information to employees. Adheres to the organization's policy in regards to absenteeism and appearance. Omission of specific duties does not exclude them from this position if the work is similar, related or a logical assignment for this position. **Qualifications:** Bachelor's degree in Human Resources or related field. PHR or SHRM-CP certification preferred. 3-5 years of experience in Human Resources. Strong analytical and computer skills. Excellent verbal and written communication skills. Excellent customer service and organizational skills. Knowledge of standard concepts, practices and procedures within HR. Strong knowledge of federal, state and local employee laws and regulations. Working

Conditions/Physical Demand: Business Office Environment with phone and computer use. **To apply, please go to <https://careers-vnahg.icims.com/jobs/intro>**

**WAWA'S** – is hiring Customer Service and Fuel Associate in Woodbridge. **Customer Service Associate (CSA)** works in support of the store management team to facilitate the completion of all store level tasks and performs a variety of tasks related to different areas of the store including food preparation, cash register duties, customer service, general housekeeping and other related functions. The CSA ensures an exceptional customer experience that supports our vision to become “fast casual to go with world class convenience”. **The Fuel Associate (FA)** works in support of the Store Management Team to facilitate the completion of Gasoline related tasks. The FA will be expected to ensure fuel safety, customer service and fuel court related tasks are completed with efficiency and consistency. The FA is expected to properly execute all cash management processes, including cash handling, credit card processes and related safety procedures. The FA ensures an exceptional customer experience that supports our vision to become “fast casual to go with world class convenience”. **For more information, please go to [https://wfa.kronostm.com/index.jsp?seq=home&applicationName=Hourlywawa&locale=en\\_US](https://wfa.kronostm.com/index.jsp?seq=home&applicationName=Hourlywawa&locale=en_US)**

**WESTFIELD ARE Y** has P/T openings in Childcare/Education/Event Staff/ Pre-school/ Physical Programs. Please refer to our website for more detailed information. [www.westfieldynj.org/about-us/job-opportunities](http://www.westfieldynj.org/about-us/job-opportunities) or email a resume to [humanresources@westfieldynj.org](mailto:humanresources@westfieldynj.org)

**WISS** - A growing Real Estate company by the name of Washington Square, moving from NJ to the NYC area, is current seeking a full time Bookkeeper/Accounts Payables Coordinator. **Primary responsibilities include the following:** Create centralized process for Accounts payable for both operational expenses and job costing. Ensure invoices are paid timely and within periods to take advantage of discounts where applicable. Ensure proper coding of invoices. Ensure proper organizational approval of invoices and that internal controls are being followed. Provide clerical and administrative support to owners. Receive requests for materials and equipment and prepare purchase orders accordingly. Keep a record of insurance certificates for all onsite workers. Generate year end 1099's. Maintain Petty cash fund. Maintain an orderly accounting filing system. A continuous effort on improving the use of Yardi, seek training on the software and ways to improve processes and internal controls. **Required Skills and Qualities:** 5+ years' experience coordinating accounts payable and bookkeeping responsibilities. Yardi experience highly preferred. Experience in Real estate. Excellent Communication and interpersonal skills. Ability to work cooperatively and collaboratively with all levels at the Company. Ability to work independently. Compensation commensurate with experience. The salary for this role would be dependent upon one's level of experience. Only those candidates that match the specifications of this job will be contacted. Phone calls not accepted. **To find out more information, and apply, please go to <http://www.wiss.com/careers>**

**XSTREAM TRAVEL:** Are you ready to take control of your finances? If time and money were not an issue, where would you love to go? Currently, the travel industry is an 8 trillion dollar industry. Not million, not billion, but trillion. The travel industry is projected to reach 15 trillion within the next 10 years. Paycation Plus is the Direct Sales marketing arm of our parent company, Xstream Travel. Ever heard of Priceline.com? The Priceline Provider Network has over 500 affiliates, and guess who their 2nd highest partner is? You guessed it, Paycation Plus. Tired of living paycheck to paycheck? Become a Certified Travel Consultant with Paycation Plus today! **View the short 20 minute webinar to learn more. Please register by entering requested information at the beginning of the webinar. All guests are eligible to receive a complimentary travel voucher upon viewing the webinar. Webinar Link:[www.travelyourway2wealth.com](http://www.travelyourway2wealth.com).** Important Questions on webinar form, that need the following information. 1. Who invited you: Bruce Smith or Rachael Haywood 2. Your Upline Diamond: Dwayne Eddings. Upon completion of viewing the webinar, please email us at ([5stardiscounttravel.paycation@gmail.com](mailto:5stardiscounttravel.paycation@gmail.com)) or call 888 333-8511 to get started. Not getting paid what you are worth? Don't let this opportunity pass you by. Expect success. No one starts a business expecting failure. Disclosure. The Paycation Plus Opportunity is optional and is not a solicitation to participate, exclusively, in the team building or "recruiting" program. Any reference to potential income is not a guarantee and any income earned will be a product of a business owner's effort and hard work. Welcome to the

beginning of YOUR Financial Freedom! **Bruce Smith:** [5stardiscountravel.paycation@gmail.com](mailto:5stardiscountravel.paycation@gmail.com). **Rachael Haywood:** [etc2discountravel.paycation@gmail.com](mailto:etc2discountravel.paycation@gmail.com)



**YMCA in Monmouth County** - The Substitute is responsible for assisting the Classroom Teacher or Site Supervisor in preparing, implementing, and supervising activities for the children in the classroom or at the designated school site. In the absence of the Teacher or Site Supervisor, the Substitute will assume all duties of the Teacher/Site Supervisor. She/he is also responsible for assisting the Teacher/Site Supervisor with the site environment, communicating with parents and students, supervising staff and students. The Substitute must also demonstrate a commitment to our YMCA philosophy and have a high school diploma and at least 1 year experience working with school-age children. The incumbent must have a warm and friendly personality, be sensitive toward the feelings and needs of others, and be able to relate well to young children, be mature, responsible and organized. All substitutes must have reliable means of transportation. We currently have a job opening for substitutes in our Child Achievement Branch. **If you know anyone interested, please forward the attached job description and ask them to send their resume to [hr@cymca.org](mailto:hr@cymca.org). An application can also be downloaded from our website by visiting [www.thecommunityymca.org](http://www.thecommunityymca.org)**

**YOUTH CONSULTATION SERVICE (YCS)** is a private, not-for-profit, nonsectarian social services organization. YCS has been caring for children since 1918. As New Jersey's leading private non-profit provider of behavioral health and social services. YCS offers hope to the state's most vulnerable children, and adults in its special education and autism programs, foster care, residential safe havens, programs for developmentally disabled consumers, and community based programs. *\*\*All candidates must be 21 years or older and all new hires are required to attend a week orientation: Monday through Monday 8:45am-4:00pm, upon hire. \*\** **Personal Assistants:** Requirements: High School Diploma or GED, DDD relevant experience and/or personal knowledge of developmental disabilities, and valid NJ driver's license are required. Preferred: Certificates in Pre-Service training, Danielle's Law and Positive Behavioral Supports, Overview of Developmental Disabilities, Medication Administration, Preventing Abuse and Neglect of Persons with Developmental Disabilities certifications are preferred. **Residential Assistants:** Requirements: H.S. Diploma/G.E.D. College preferred. Must have a valid driver's license and (2) two years psychiatric experience working with children in a group setting. **Teacher Aides:** Requirements: High School Diploma is required; associate's degree or college preferred. Experience working with students w/ special needs and able to follow directives. The primary purpose of this position is to intervene and assist students and staff in emotionally charged situations during the school day. Candidate will supervise, discipline, and advise special needs students. Role includes diffusing crisis and assisting with conflict resolution. **Fee for Service Clinicians:** Requirements: Master's degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW); Licensed Social Worker (LSW), Licensed Associate Counselor (LAC) or Licensed Professional Counselor (LPC). Experience required: Two (2) years of full-time clinical work experience. Clinicians will work with children, adolescents, and families by providing services based on individualized treatment plans. **Behavioral Assistants:** Requirements: High school diploma or GED. A minimum one year experience working with developmentally delayed children/youths and/or personal knowledge of development disabilities. A valid NJ driver's license and reliable vehicle. Must be comfortable working in the family's home. Able to drive up to 45 minutes to a client's home (travel reimbursement available). Part-time positions available up to 30 hours per week. Flexible work schedule - Hours and days will vary depending on the shift needed Weekends included. **Interested candidates should apply online:** <https://re21.ultipro.com/you1000/JobBoard/ListJobs.aspx>; for more information please visit [www.ycs.org](http://www.ycs.org)

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

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