

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

# Job Connection

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**Jan 16 – Jan. 22, 2017**

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 Basic Computer training for eligible participants. **FOR MORE INFORMATION, CALL (908) 965-6087 AND ASK FOR DEPARTMENT ASSISTANT ERICA ARNOLD!**

### **UNION COUNTY COLLEGE CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT PROGRAM FOR OUT OF SCHOOL YOUTH**

Offering free occupational training courses in: **Office skills, Medical Billing and Coding Specialist**. Paid externships are offered in conjunction with training. Upon completion of both courses and paid externships, students will be able to meet the demands of a competitive occupations in high- growth industries such as Business and Health Care. **Union county youth success program for ages 16-24. For more information, please contact Monika Mack at (908) 659-5171. CENTER FOR ECONOMIC & WORKFORCE DEVELOPMENT 40 West Jersey Street Elizabeth, NJ 07202**

### **CAREER DAY COMING UP AT THE ESSEX COUNTY ONE-STOP CAREER CENTER 50 SOUTH CLINTON STREET, 2<sup>ND</sup> FLOOR, ROOM 2069 EAST ORANGE, NJ 07018**

#### **YCS Clinician Recruitment on Wednesday, January 25, 2017 from 10:00AM TO 2:00PM.**

Intensive in Community, is seeking, part-time Clinicians to work with children, adolescents, and families by providing services based on individualized treatment plans. Provide individual assessments and individual, family and group therapy to adolescent, and children population. Demonstrates knowledge of principles and practices of psychotherapy, clinical social work, psychologists or Nurse Practitioner Demonstrated ability to establish and maintain effective working relationships Demonstrated ability to exercise good judgment in evaluating situations and choosing an appropriate course of action Demonstrated ability to communicate effectively both orally and in writing. **Job Requirements** \*\*\*Please Note: Applicants who do not meet the minimum requirements below will not be considered\*\*\* **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) or Licensed Associate Counselor (LAC); Licensed Social Worker (LSW), or Licensed Professional Counselor (LPC) or Licensed Professional Counselor. Two (2) years of full-time clinical work experience. **Additional requirements:** Traveling is required. Valid NJ driver's license is required. Clinicians should have their own transportation. Work Schedule: Hours are based on case assignment. Clinicians are expected to be flexible to family's availability, and thus, may include accommodating weekends. All new hires are required to attend a week orientation, upon hire, only on Monday 8:45-4:00pm. **Visit us at [www.ycs.org](http://www.ycs.org) and apply under employment opportunities.**

**CAREER DAY COMING UP AT THE UNION COUNTY ONE-STOP IN ELIZABETH,  
921 ELIZABETH AVE. ELIZABETH, NJ 07201**

**TNG will be on Monday, January 23rd, 2017 from 1:00 – 3:00 pm. Reset Merchandiser Jobs** Are Available Immediately!!!! TNG is a leading merchandising company in the USA, servicing over 70,000 retail locations throughout the country. We currently have openings for part time Retail Reset Merchandisers to service retail locations in the following areas: Elizabeth Union WHAT WILL I BE DOING? As a Retail Reset Merchandiser you will be part of a team that resets certain areas of a (primarily grocery) store, taking down current displays and products and replacing them with new products and displays. **Responsibility:** Stock displays with new or transferred merchandise. Hang, attach or replace price tags on merchandise when missing or requested to change. Set up advertising signs and displays on shelves, counters, tables and other specified locations. Correctly separate and identify back stock, discontinued and unallocated items in boxes, bins, and crates in location(s) identified by Team Lead. Clean display cases, shelves and aisles. Provide continuity coverage based upon identified on-going schedule. Special projects or audits. WHAT DOES THE POSITION OFFER? \$12.00 an hour starting rate and Job growth opportunities. QUALIFICATIONS: Candidates must be at least 18 years of age. 6+ months experience as a merchandiser or equivalent experience is preferred but not required. Be punctual and be able to work late/overnight night and early morning shifts. Candidates must have reliable transportation necessary for local travel and proof of insurance. This is a physical job and requires candidates to lift up to 50 lbs. and perform tasks that involve stooping, walking, bending, searching for items and standing for long periods of time. Handle light power tools, (drills), and manual tools, (hammer, screw drivers etc.). In order to perform the job you must have access to a smart phone with the ability to take and upload pictures computer, internet, and email for regular communication with your supervisor. Basic math skills, ability to estimate quantities deal candidate should be responsible, provide great customer service, take direction from team lead, and be able to work well with minimal supervision. Maintain a professional appearance at all times. TNG is an Equal Opportunity Employer and we do perform background checks on perspective new hire candidates.

## MONDAY, JANUARY 16, 2017 CONDUENT JOB FAIR OPEN HOUSE

Starts from 3:00pm – 7:00pm. The positions are located in Hamilton or Lawrenceville Offices. **Job Fair Location:** 100 American Metro Blvd, Suite 105, Hamilton, NJ. Follow signs to 100 East and then 100 SOUTH Entrance. Location accessible via NJ Transit Train/Bus. **Call Center – Customer Care Assistant (Job #16029774 bilingual / Job #16029775).** Responds to telephone inquiries and requests from NJ FamilyCare applicants and recipients. Gathers information, researches/resolves inquiries and logs customer calls. Communicates appropriate options for resolution in a timely manner. Bilingual preferred. Minimum Requirements: Customer Service professional with excellent communication skills. Desired candidate must have the ability to multi-task and work in a high-paced environment. Proficient in the use of MS Office Suite. Fluent in English/Spanish preferred. **Call Center – Workforce Management Analyst (Job #16029016).** Responsible for support of Contact Center operational teams. Functions include forecasting, scheduling, reporting, management of intra-day staffing and service for Contact Center operations. This position will oversee all real-time and intra-day activities to ensure operational goals are met. Minimum of 3-5 years of progressive experience in call center workforce management. Experience with Avaya CMS, Verint Impact 360 (formerly Blue Pumpkin) or other WFM platform (e.g. Aspect eWFM, IEX). **HOW TO APPLY (Select One): Bring your resume to the Job Fair Open House; or Apply online at [www.conduent.com/jobs](http://www.conduent.com/jobs) and search for Job Number referenced above.**

## MONDAY, JANUARY 30, 2017 YCS HIRING EVENT

**Morristown & Morris Township Library** - 1 Miller Road, Morristown, NJ 07960. 10:00 AM – 2:00 PM. \*\*\*RESUMES ARE REQUIRED – On the spot interviews\*\*\*. **Behavioral Support Supervisors** - The primary purpose of this position is to oversee personal assistant staff to ensure they provide quality daily hands-on care and supervision of assigned consumers. Work Schedule: \*Monday-Friday 09:00 AM - 05:00 PM (Must be flexible to work all shifts and all days). YCS Locations: Sawtelle Pamela, Randolph, NJ; Sawtelle Emmans, Flanders, NJ. \*High school diploma or GED required and three years of experience OR \*Bachelor's degree in psychology, social work or related field and one year of experience. **Personal Assistants** - To provide quality daily care (personal hygiene, housekeeping and other related tasks) to and ensure health and safety of consumers in the home and community; and to provide assistance to consumers in meeting individual goals and objectives as defined in the Individual Habilitation Plan. \* YCS Locations: Sawtelle Morris, Denville, NJ; Sawtelle Pamela, Randolph, NJ; Sawtelle Emmans, Flanders, NJ. \*High school diploma or GED required. ***All new hires are required to attend a week orientation: Monday through Monday 8:45am-4:00pm, upon hire.*** Visit us at [www.ycs.org](http://www.ycs.org) and apply under employment opportunities.

**CAREER DAY COMING UP AT THE UNION COUNTY ONE-STOP IN PLAINFIELD,  
200 W SECOND STREET, PLAINFIELD, NJ 07062**

**Keystone Plastics, Inc will be on Thursday January 19th 2017 from 9:00 am – 12 noon.** Hiring General Operators / Machine Operators. **Responsibilities:** Ability to operate machine assigned. Ensure machine(s) are operating as needed and be able to stop the operation in the event of misfires or breaks. Ability to meet daily production goals. Report breakdowns, stoppages and material shortages daily. Ability to read work orders. **Key Competencies:** GED or High School diploma desired. Ability to perform lifting periodically. Position requires standing for most of the shift. 1 year experience preferred, however, will train qualified candidates. Ability to take & read measurements. Pay rate \$13.00 per hr. Shifts: 2nd (4:00 – 12:00) or 3rd (12:00-8:00) Must Speak Spanish & understand or speak some English.

**CAREER DAY COMING UP AT MIDDLESEX COUNTY ONE-STOP CAREER  
CENTER**

**Hearing Life will be on Tuesday, January 17, 2017 from 10:00 AM to 12:00 PM. No one admitted after 11:45 AM.** Call Center Representative Job order number: NJ1195124. Location: Somerset. Pay: \$12.00 hourly. Benefits: Health and Dental Insurance, Vacation and 401K. Located at 550 Jersey Avenue, New Brunswick, NJ 08901. **Pre-registration preferred by completing the registration form:**<http://goo.gl/forms/iWU29AmFLL>. **PLEASE BRING TWO COPIES OF YOUR RESUME & DRESS APPROPRIATELY FOR INTERVIEW**

**Super Stud Building Products first event will be on Wednesday, January 18, 2017 from 10:00 AM to 12:00 PM. No one admitted after 11:45 AM.** The location will be on Middlesex County One Stop Career Center--550 Jersey Avenue, New Brunswick, NJ 08901. **Next event will be on Monday, January 23, 2017 from 10:00 AM to 12:00 PM. No one admitted after 11:45 AM.** The location will be on --Middlesex County One Stop Career Center--161 New Brunswick Avenue, 3rd floor, Perth Amboy, 08861. Hiring Mechanic - Job Order Number: NJ1195042 Location: Edison. Duration: Full Time - second shift. Competitive Salaries and Benefit Packages: Sick, Health, Medical, 401K, and a BONUS PACKAGE. **Pre-registration preferred by completing the registration form:** <http://goo.gl/forms/iWU29AmFLL>. **PLEASE BRING TWO COPIES OF YOUR RESUME & DRESS APPROPRIATELY FOR INTERVIEW.**

**Williams – Sonoma Inc. will be on Thursday, January 19, 2017 from 10:00 AM - 12:00 PM.** The location will be on Middlesex County One Stop Career Center 550 Jersey Avenue, New Brunswick, NJ 08901. **NOW HIRING for:** Merchandise Processor - Forklift Driver. Job order number: NJ1197617. Shift: second. Merchandise Processor - Forklift Driver. Job order number: NJ1197597. Shift: first. HR Kronos Administrative Assistant. Shift: first. **Pre-registration**

preferred by completing the registration form: <http://goo.gl/forms/iWU29AmFLL>. PLEASE BRING TWO COPIES OF YOUR RESUME & DRESS APPROPRIATELY FOR INTERVIEW

**BRIDGEWAY REHABILITATION SERVICES OPEN HOUSE for JOB SEEKERS  
OUR HOUSE, INC- OPEN HOUSE FOR DIRECT CARE PROFESSIONALS**

**Biweekly Open House, on Wednesdays, starting January 4, between 1-3:30pm at our Admin office, 76 Floral Avenue, Murray Hill, NJ.** Minimum requirements-HS/GED, valid driver's license, own transportation and the ability to spend first 2 weeks in mandatory trainings. College grads interested in beginning a career should also visit our website for more information. Interested individuals need to visit our website, [www.ourhousenj.org](http://www.ourhousenj.org) for more details and to download an application to bring with them to the open house. Positions include are part time, full time and awake/overnight. We seek caring individuals who truly want to make a difference in someone else's life and those with experience preferred. **If unable to attend, fax: 908-464-8263 or email: [recruiter@ourhousenj.org](mailto:recruiter@ourhousenj.org).**

**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.**



**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**

**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 PLUS ONE**- currently seeking a **Part Time Customer-Service professional** to work at an upscale corporate fitness center in **Jersey City, NJ**. The shift days and hours are **Monday – Friday, 5AM - 9AM**. A Plus One Receptionist is responsible for providing the gold standard of customer service, and administrative and clerical support to the Plus One team, the client, and to fitness/spa center members and guests. **POSITION RESPONSIBILITIES:** Comply with all Plus One and Client policies and procedures as outlined in the Team Member Manual. Greet members and guests as they enter the fitness/spa center using a personalized approach and demonstration of P.R.I.D.E and the 5/10 Rule to determine nature and purpose of visit, and direct or escort them to specific destinations. Respond to member/guest suggestions, concerns, and complaints in a timely, professional, and consistent manner while providing the gold standard in customer service. Take ownership of challenges by finding the appropriate team member who can directly assist, if unable to provide efficient support to member/guest. Activate emergency action plans and administer first aid, as necessary. Operate telephone within three rings to answer screen, or forward calls, providing information, and/or taking messages. Manage calendars and arrange appointments with clients and guests following the Standard Operating Procedure explained by supervisor. Provide daily follow-up confirmation/reminder calls to clients/guests with appointments. Receive and/or verify payment and record receipts for services. Distribute daily mail, faxes and other information as required. Transmit information or documents, such as confirmation emails, to clients/guests using computer, mail, or facsimile machine. Manage the “lost and found” collection of the facility when applicable and/or follow the Standard Operating Procedure explained by supervisor. Manage inventory of supplies and retail products. **ESSENTIAL KNOWLEDGE AND EXPERIENCE:** Must have the customer skills to network, engage, and interact with all clients, guests, and participants in accordance with P.R.I.D.E. Prior experience as a receptionist, clerk, secretary or related customer service environment required. Competency in basic computer skills, email Microsoft Suite (Word, Excel, Outlook) and web applications. Must have current CPR/AED and First Aid certifications within the first four weeks of date of hire if shift schedule causes individual to be the sole Plus One team member in the facility. Must speak professionally using appropriate vocabulary and grammar to obtain and relay information to and from clients and guests. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, other office procedures and terminology. **VALUED BUT NOT REQUIRED KNOWLEDGE AND EXPERIENCE:** High school diploma, GED, or equivalent. Experience with Forbes Standards. **For more information, please go to <https://chk.tbe.taleo.net/chk05/ats/careers/requisition.jsp?org=PLUSONE&cws=1&rid=5349>**

**AARON'S**- is hiring Customer Service Representative in Perth Amboy, NJ. **Job Duties:** Personally support every customer to Own it. Customer Care & Service. Drive Sales through building authentic relationships with customers. Assist customers on the showroom floor. Accept & process current customer payments. Assist with store sales by in store marketing. Input customer information into the store computer for new lease agreements. Update customer information & account status in the store's computer system. Manage cash transactions with customers. Administrative Assistance. File & maintain customer folders and records. Answer incoming telephone calls. Maintain regularly mailing campaign. Process order forms and references. Maintain the appearance & organization of the customer transaction counter. Assist in the maintenance of the showroom through cleaning, organizing & merchandising. Additional duties as assigned by management. **Job Requirements:** High school diploma or equivalent. Excellent interpersonal skills are required for daily customer contact. Working knowledge of electronic products (appliances, computers, etc.). Strong sales skills- showroom and telephone. Position may require lifting up to 50 lbs. without help. Excellent telephone manners. Strong communication skills. Strong computer skills. Maintain professional appearance. **For more information, please go to <https://jobs.aarons.com/job/-/-/1618/3696304?src=JB-10900&ss=paid>**

**ACCREDITED HEALTH SERVICES** - Immediate Placement Full Time Position - Home Care Agency seeking a full-time Clerk for our Perth Amboy office. Home Health Care Experience helpful but not required \*\*\*Individual must be energetic, reliable, hardworking, self-motivated with great work ethic\*\*\*Must be computer literate\*\*\*Must be bilingual

English/Spanish\*\*\*Work Schedule is M-F 9:00am-5:30PM. Resume without salary requirements will not be considered. We offer benefits which include Medical, Dental, Vision, Life Ins., Fully Vested 401k, (employer match). **Located at 313 State Street, Ste. 414 Perth Amboy, NJ 07601. EOE/M/F/V/D Pre-employment Drug Screen Required**

**ACGI ASSOCIATES INTERNATIONAL**- is hiring Entry Level Management Trainee in Lyndhurst, NJ. **Responsibilities:** As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager, you'll learn how to mentor, train, develop, manage and promote a staff of your own. **What We Are Looking For:** Bachelor's degree in business, marketing, or similar concentrations. 1-3 years' experience in a related industry (marketing, sales, customer service, etc.). In lieu of the above experience, we will also consider time in professional / college athletics and active military service. Ability to think strategically and have great problem solving skills. Prior experience in management or leadership is a plus. **For more information, please go to <http://jobs.jobvite.com/iconindustries/jobs>**

**ADMINISTRATIVE POSITION** - Fast Paced Insurance Agency located in Elizabeth, NJ is looking to hire an Administrative Assistant. . In this position you will be assisting the office Manager with day-to-day administrative/bookkeeping responsibilities. You will be responsible for managing: Accounts payable and receivable, Bank reconciliations, Payroll Filing/scanning, and General administration tasks. **COMPENSATION PACKAGE INCLUDES:** \$10-\$12 per hour to start, Paid Vacation, Paid Sick Days, Group Health Insurance, Employee Discount Membership, and Credit Union Membership. **ADDITIONAL INFORMATION:** WORK SCHEDULE: Monday-Friday 9AM-5:30PM. The ideal candidate will have excellent organizational and time management skills. Must have basic computer knowledge.\*Knowledgeable in QuickBooks a plus \*\*\*MUST BE Bilingual English & Spanish\*\*\* **Interested Candidates please email your resume to [isaias.rivera@ucc.edu](mailto:isaias.rivera@ucc.edu) and Call Susan Gomez to set up a pre-screening interview.**

**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 Host and Hostess in Union, NJ. **Key Responsibilities:** Greets (both arriving and departing) and seats all guests in a friendly manner and assists in maintaining the overall guest flow of the restaurant. Opens door for guests arriving and departing. Accommodates any special needs of guests, i.e., boosters, highchairs, disabilities. Manages the Wait List when the restaurant is full. Provides guest assistance to servers as needed. Maintains a clean and organized work area and completes cleaning as assigned. Fills out the feature board and inflates balloons. **Qualifications:** Reading, writing and verbal communication skills required. Mobility required during the entire shift. Transports and carries objects (such as high-chair) up to 15 pounds up to 15 times a shift. Ability to wipe down table tops, table legs, pick up debris off the floor and wipe down booth seats in all areas of the restaurant. 18+ years old. **For more information, please go to <http://www.dohertyinc.com/careers-jobs.html>**

**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 HOMESTORE** - 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 So if you are passionate, customer focused, and have a high level of integrity, come join our TEAM...We currently have an opportunity for: **FT SALES ASSOCIATE – Paramus NJ & Secaucus \*\*\*\*\*** So if you are passionate, customer focused, have a high level of integrity and have great math skills....come join our TEAM. **Please submit your resume to Lakesha Turner Recruiter Factory Direct Enterprises LLC. d/b/a Ashley Furniture HomeStore 08837 Phone: 732-548-1278**

**ATLANTIC RESPONSE INC.** — in East Brunswick is looking for a full-time driver / field technician for immediate employment. OSHA 40 hour hazwoper training preferred but can be trained in house as well. CDL Class A or B with Haz-Mat endorsement. Working knowledge of vacuum and Rolloff trucks. Clean driving record required. **Other job duties to include:** Hands on work in the field during responses or projects. Set up site equipment and stations. Performed labor and construction duties. Adhered to all health and safety standards. Maintained ability to perform under arduous field conditions. **Pay:** \$12.00 - \$18.00 Hourly. **Benefits:** Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays. **Minimum Education Required:** High School Diploma. **Driver Licenses, Including Endorsements:** Truck - Class A; Hazardous Materials; Tank Hazard; Air Brake; Tank Vehicle. **How to Apply:** To apply, contact the employer in person: **Dayke, Ralph 12 D Connerty Court East Brunswick, NJ 08816.**

**BARNABAS HEALTH-** is hiring Teacher Assistant in Newark, NJ. **Description:** The teacher assistant is to assist in implementing the curriculum and in providing physical and emotional care to the children at the center. Also he/she is to work cooperatively with all staff members and maintain a level of professionalism. **Requirements:** Child Development Associate credential OR 2 years' experience working with children. **For more information, please go to [https://saintbarnabas.hodesiq.com/job\\_detail.asp?JobID=5375486&user\\_id=&emid=3640](https://saintbarnabas.hodesiq.com/job_detail.asp?JobID=5375486&user_id=&emid=3640)**

**BLUE APRON** - IS COMING TO LINDEN IN SPRING 2017. NJ1195119. Hiring full time Fulfillment Team Members at \$13.00 per hour. If interested in becoming a team member, please click below on the attached link. **<http://blueapron.referrals.selectminds.com/jobs/fulfillment-team-member-linden-nj-632>**

**BONEFISH GRILL-** is hiring part-time host and hostess in Secaucus, NJ. The responsibilities of the hostess include monitoring the open dining sections of the restaurant for empty and cleaned tables, estimating wait times for guests, monitoring the guest waiting list, and ensuring that the needs of the guests are met while they are waiting. The hostess is often responsible for answering the telephone, booking reservations and moving tables together to accommodate large parties. **For more information, please go to <https://www.bonefishgrill.com/careers>**

**BRIDGEWAY REHABILITATION SERVICES** – is hiring for several positions. **Wellness Specialist (full-time) Cranford, NJ for the Residential Intensive Support Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area required. CADC, CRC or BSW preferred. One year full-time work experience in the residential mental health field is required. **Wellness Specialist (part-time, 15 hours per week) Elizabeth, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area preferred. AS degree in Psychiatric Rehabilitation and Treatment will be considered in lieu of a Bachelor's degree. Two years full-time work experience in the mental health field is required. **Psychiatric Nurse (full-time) Hasbrouck Heights, NJ for the PACT Team. Requirements:** New Jersey Registered Nurse License required, BSN preferred. One year full-time work experience in the psychiatric nursing field is required. **Wellness Nurse (full-time) Washington, NJ for the PACT Team. Requirements:** New Jersey Registered Nurse License required, BSN preferred. One year full-time work experience in the psychiatric nursing field is required. **Family Support Specialist (full-time) Washington, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related field required. Two years full-time work experience in mental health field is required. **Wellness Specialist Bilingual (full-time) Jersey City, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related field required, Bilingual Spanish speaking a must. Two years full-time work experience in the mental health field is required. **Co-Occurring Specialist (full-time) two vacancies one in Plainfield and one in Washington, NJ for the PACT Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area required. CAC or CADC required. Master's

degree preferred. Two years full-time work experience providing mental health/substance abuse services is required. **ICMS Wellness Specialist (full time) Newton, NJ for the Community Support Team program. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related area required. Two years full-time work experience in the mental health field is required. **Wellness Nurse RN (part-time 15 hours per week) Flemington, NJ for the Supportive Housing Team. Requirements:** New Jersey Registered Nurse License required, BSN preferred. One year full-time work experience in psychiatric nursing is required. **Community LPN (part-time, 15 hours per week) two vacancies one in Elizabeth, NJ and one in Fords, NJ for the Residential Intensive Support Team. Requirements:** New Jersey Licensed Practical Nurse License required. Two years full-time work in the psychiatric nursing field is required. **Senior Counselor (Full time) Elizabeth, NJ for the Justice Involved Services Team. Requirements:** Master's degree in Counseling, Psychology, Social Work or related area required. CADAC, CPRP or LAC/LSW preferred. A minimum of two years full-time related work experience, including supervision and/or service coordination/development in the community mental health setting is required for this position. **Wellness Specialist (full-time) Newton, NJ for the ICMS Team. Requirements:** Bachelor's degree in Counseling, Psychology, Social Work or related field required. Two years full-time work experience in the mental health field is required. **All of our current vacant positions require a valid Driver's License with no more than one moving violation within the past year. Interested candidates should submit their cover letter and resume to [Human.Resources@bridgewayinc.com](mailto:Human.Resources@bridgewayinc.com) or fax it to 908-355-6668.**

**BROOK HEALTH CARE, LLC—IMMEDIATE JOB OPENINGS IN MIDDLESEX COUNTY for CNAs/CHHAs/PCAs!** 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; PPD2-Step; Dr.'s Note; Immunizations; 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. Hiring: Days/Evenings/Weekends/Live-in shifts. **Please apply to: <http://brookhc.com/employees-applicants/>. Instructions: Scroll down to NJ Applicants, please press the red "NJ Job Applicant" button to complete an online application for our NJ office. Use the log in and password we have provided for you. For more information: [deborah@brookhc.com](mailto:deborah@brookhc.com)**

**CAPITOL CARE INC** – is hiring Human Services - Assistant Compliance Officer in Somerset, NJ. We are seeking an organized, detail-oriented professional to ensure that our services, facilities, policies, and files are compliant with all requirements. Knowledge of regulatory standards (DDD, DMHAS, CARF, etc.) is an essential responsibility, and prior compliance or quality assurance experience in a human services field is preferred. A demonstrable ability to learn quickly and adapt will be critical to your success. You will learn about our myriad service elements and be taught how to use our proprietary auditing systems in order to ensure and improve the quality of our services. Your typical responsibilities may include conducting facility and file audits at residential and day program locations, participating in policy review and other committee meetings, assisting with agency investigations, reviewing and submitting incident reports to state agencies, liaising with State personnel and other stakeholders, etc. We will provide you with a 5 day Orientation, during which you will be trained in these and other skills. Additional on-site training is conducted, and attendance of off-site training is encouraged. This is a Full Time non-exempt position. Hours are Monday – Friday 8am – 4pm. The position pays \$14.43 an hour. Health, dental, vacation, and sick-leave benefits are available to all eligible full time employees. **Requirements:** You must be 18 years or older, able to pass a criminal and motor vehicle background check, have a HS/GED diploma and valid driver's license, and be able to pass a pre-employment physical and TB test prior to working (and annually thereafter); one year experience working in a human services/behavioral health field is preferred, but not required. We will train you in American Red Cross First Aid/CPR, Medications, Preventing Abuse and Neglect, Crisis Management, and more. Reasonable accommodations may be made to enable you to perform essential functions if necessary. **For more information, please go to <http://www.capitol-care.org>**

**CHEESECAKE FACTORY-** is hiring servers at Short Hills, NJ. At The Cheesecake Factory there is pride in every detail, from our made-from-scratch menu to our beautiful restaurant. We know that people are our greatest resource and we now have amazing opportunities for individuals with Passion and Perfection to join our team. We offer: Flexible scheduling – full and part time, Paid Time Off, and Benefits offered at 25 hours (Medical, Dental, Vision). Career growth potential –

we promote 40% of our managers from within! Discounted Shift Meal. Discount Perk Program (gym membership, cell phone discounts and more). 25% discount when dining as a guest and so much more! **Position Summary:** The Server ensures all guests are provided with prompt and friendly service according to The Cheesecake Factory standards. The Server describes menu items, assists guests in making food and beverage selections, takes and rings in orders, delivers food and beverages, processes payments, and assists fellow team members to ensure overall guest satisfaction. **REQUIREMENTS:** One year experience in a full-service restaurant preferred. Must be upbeat, outgoing and positive. Must be able to assist guests and possess great guest relations skills. Ability to work positively in a fast-paced environment. Excellent verbal communication and interpersonal skills. Basic math skills. Ability to work effectively within a team. Ability to be on your feet and alert for extended periods of time. Ability to lift up to 35 lbs. as needed. Continuous use of hands and arms. Continuous bending, reaching and twisting. Please apply online today. Qualified candidates will be contacted for an interview. **For more information, please go to <http://ww3.cakecareers.com/job-detail/217552/2017-01-06>**

**CHILLIS-** is hiring several positions in Secaucus, NJ. **Dishwasher-** As a Dishwasher your job includes: Washing dishes, glassware, flatware, pots and pans using dishwasher. Operating dish machines to company and manufacturer specifications. Using proper measurements of detergent and sanitizer in the dish machine. Following our safety and sanitation policy at all times. **Prep Cook** - As a Prep Cook your job includes: Properly executing all recipe procedures. Preparing a variety of foods with different methods of preparation. Following company safety and sanitation policies and procedures. Completing assigned prep work to stock and set up stations as necessary. **Bartender** - As a Bartender your job includes: Providing an enjoyable bar experience for every Guest. Being visible behind the bar at all times to assist Guests and Team Members. Possessing up-to-date knowledge of all food, liquor, beer, wine, and retail offered. Providing responsible service of alcoholic beverages. **For more information, please go to <http://www.chilisjobs.com/>**

**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 ACCESS UNLIMITED** – Union County social service agency seeks a FT in-house Maintenance Worker to perform routine building maintenance and landscaping. Experience in basic plumbing, snow removal, painting, lawn maintenance, shrubbery trimming, debris removal, and valid driver's license and car required. Equipment and vehicle provided for business use. **Email your resume to [RWright@caunj.org](mailto:RWright@caunj.org) or fax to (908) 354-0283. EOE.**

**THE COUNCIL FOR AIRPORT OPPORTUNITY** is recruiting for Special Recruitment for Customer Service Representatives at Newark Liberty Airport. **Customer Service Requirements:** Must be flexible and able to work all shifts. Must meet all Port Authority requirements to obtain Port Authority Badge. Must be able to lift and/or move items up to 50 pounds. Must

speak English fluently, a second language is a plus. **Customer Service Responsibilities Include:** Greeting and supporting customers in a polite and friendly manner. **Apply [www.caonymj.com](http://www.caonymj.com) : Bring original social security card non-laminated and valid photo ID dress in business attire. 17 Academy St. Newark, NJ 07102, FOR MORE INFORMATION (973) 622-4537**

**CPC LOGISTICS**- the nation's leader in providing truck drivers for private fleets has an immediate opening for an Administrative Assistant with transportation industry experience in Linden NJ. This position reports directly to the On-Site Operations Manager. **Responsibilities include:** Daily communication with Drivers. Interaction and proper communication with drivers and management alike. Weekly Payroll function. Filing and maintenance of documents such as DVIR's, bills of lading, etc. Professional phone etiquette, answering phones. Coordination with equipment vendor to insure timely maintenance. Operating to achieve the best use of manpower and equipment. **Qualified candidates will:** Have 2-5 years of experience in transportation or related field experience. Be familiar with EOBR systems. Be familiar with Microsoft Office programs. Understand the DOT Hours of Service rules and compliance issues. Be familiar with CSA. Have a focus on customer service. Have excellent problem solving skills. **We Offer:** \$16/hour, 40 hours per week, paid weekly. Benefits (Eligible after 30 days), Health Insurance, Life Insurance, and Dental Insurance. Voluntary Vision Insurance, 401k, Paid vacation after 1 year, and Paid holidays after 30 days. **For more information, please go to <http://www.callcpc.com/jobs/>**

**CUSHMAN & WAKEFIELD** – is hiring Portfolio Manager in Newark, New Jersey. **Responsibilities:** Responsible for maintaining desired internal financial benchmarks for each asset within the portfolio as defined by the Director of Property Management, President and Asset Manager. This includes occupancy levels, income levels, delinquency percentage, IRR and cash flows. Function as a leader in creating customer service programs for external and internal customers. Includes developing a work environment that ensures customer service activities and enhancing its value to the organization. Manage financial performance by maintaining an acceptable P&L performance through development of overall operating procedures and policy. Provide input in asset management decisions and scheduling of capital expenditures for each community. Monitor hiring and raise requirements for each community. Establish competencies with the Employment Manager to achieve higher success in hiring and retention. Assist in evaluation of the Community Manager, assists, with others as needed; ensure training and development of on-site personnel; assist with coaching, write-up sessions and termination process as necessary. Review and present all information to owners and investors. Includes monthly financial reports and performance reports and annual budgets and business plans. Provides on-the-job training as a mentor to Operations Manager and Community Manager which includes providing a leadership vision to the goals of the company. Also, facilitates selected formal training classes promoted by the Training Department. Involved in new acquisitions, third party and development by providing insight, analysis, pro forma, marketing evaluation, staffing, capital planning, GRP growth, etc. Review and sign contracts of no greater than one year term. **Requirements:** 4-year college degree, CPM designation preferred in addition to degree. Minimum of 5 years multi-site property management responsibilities. Highly organized. Superior verbal, written and presentation skills. Ability to function within various disciplines (i.e., construction, information systems, and accounting). Ability to communicate company vision effectively. **For more information, please go to [https://cw.wd1.myworkdayjobs.com/en-US/External/job/Newark-New-Jersey-USA/Portfolio-Manager\\_R14032?src=JB-10090](https://cw.wd1.myworkdayjobs.com/en-US/External/job/Newark-New-Jersey-USA/Portfolio-Manager_R14032?src=JB-10090)**

**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.**

**DINOSAUR BBQ NEWARK** - NOW HIRING \*Hosts, Servers, Line Cooks\* **APPLY IN PERSON AT 224 Market Street Newark, NJ 07102.** HOURS TO APPLY.....ANY DAY BETWEEN 2PM - 4PM. We appreciate authenticity and personality so come as you are! !! Award-winning Dinosaur Bar-B-Que is now seeking EXPERIENCED Staff. For over 25 years, we have been a home away from home for bikers, business people, families, and foodies alike. We are nationally acclaimed and were named the country's Number One BBQ on Good Morning America, as well as been featured on various Food Network and Travel Channel shows. The Dinosaur motto is W DFA -- we don't XX around. That just about says it all. **PLEASE MAKE SURE you take a look at some videos on our website to get to know us better, then come in for an interview! <http://www.dinosaurbarbque.com/history.aspx>**

**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, and 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](mailto: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.**

**EDISON JOB CORPS** - Job Corps is tuition-free to income-eligible young men and women ages 16 through 24. Job Corps offers hands-on training in high-demand industries like health care, information technology, automotive, culinary and many more. Training programs take approximately 8 to 15 months to complete. Job Corps works—80 percent of Job Corps graduates either enter the workforce, join the military, or go on to higher education or an apprenticeship. Edison Job Corps also provides tuition-free on campus housing, meals, placement services and more! **To apply contact Ingrid Coutinho at (732)393-3532 or visit <http://edison.jobcorps.gov>**

**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](http://www.esacademy-usa.com)**

**THE FAMILY OFFICE SERVICES GROUP AT BESSEMER TRUST** - which provides accounting and reporting services to a wide variety of high net worth individuals, their foundations and endowments, is actively recruiting a Senior Accountant to join its Woodbridge, New Jersey office. **Job Responsibilities:** The primary focus of this position will be inputting, analyzing, and summarizing current as well as historical financial data in order to support the preparation of many of the following unaudited statements: balance sheets, statements of net worth, income statements, budgets, cash flow statements and estate plan summaries. Responsible for reconciling various types of bank and investment accounts. Responsible for proper recording of portfolio income and expenses and reconciling to monthly broker statements and annual 1099s. Must have a good understanding of alternative investments and be responsible for recording transactions in QuickBooks and reconciling to K-1’s. Must have an understanding on how to consolidate entities and book eliminating journal entries for consolidations. Must be able to respond quickly to clients’ various requests, including ad hoc analysis and reporting needs. Must be able to interact with other departments including payroll, bill pay, consolidated investment reporting, and tax, as well as directly with clients and client advisors. Responsible for overseeing bookkeepers or junior accountants on some accounts. **Qualifications:** Bachelor’s degree in accounting or finance with a minimum of 5 to 7 years relevant work experience. CPA or CPA candidate strongly preferred. Tax experience beneficial.

Demonstration of a progression in responsibility with direct staff management experience. Excellent proficiency in the use of QuickBooks accounting software. Strong computer skills and proficiency in Microsoft Office. Clear communicator with good writing and presentation skills who is detail oriented, highly motivated, and a self-starter. Strong organizational skills with the ability to prioritize and manage multiple assignments for several clients in a fast-paced environment and the ability to meet deadlines with efficiency and accuracy. Demonstrated ability to use tact, discretion, confidentiality and good judgment in handling sensitive and confidential matters and documentation. **For more information, please go to <https://www.bessemertrust.com/portal/site/bessemernew/Careers/>**

**FIVE GUYS BURGERS & FRIES**- is hiring crew member in several locations. **We have 4 locations: Jersey City, North Bergen, Bayonne and Harrison.** At Five Guys, we have a unique work environment, because we value our employees and want them to be Five Guys experts. To do this, we train every Crew Member to work every position in the restaurant-- from the register, to the grill, to morning prep and evening close, our crew members become a team working in all aspects of the restaurant! We also offer a unique Crew Member Bonus Program that provides the opportunity to earn cash bonuses two times a week, giving our Crew Members the opportunity to earn much higher incomes! We have an open kitchen experience, giving us a fun and sometimes loud working environment, with tons of team communication. The Crew's burger creation is part of the customer experience! So, what's it take to be a successful Five Guys Crew Member? Energy & Stamina – it's a team-based work environment and crew energy is important. Ability To Work At A Fast Pace – Our kitchen's have a lot going on and there's lots of on-the-line communication and job rotation. It's not for everybody. Good Communication – Our Crew Member team is vocal and supports each other on what's happening in real-time during each shift -- we're all about working as a team! Love for Burgers and Classic Rock and Roll – We make some of the best burgers and fries in the biz and do it to the sounds of classic rock and roll. Yes, singing is encouraged. Caring About Your Teammates – Always working for the success of your team. If this sounds like you, then what are you waiting for? Join our team today! **For more information, please go to <http://www.fiveguys.com/Careers>**

**FOOD SERVICE TRAINING ACADEMY- *Community Kitchen* partner of feeding America. We Have the Recipe for a New Start...learn more.** 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**

**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.**

**HEART TO HEART HOME CARE** - is looking to fill the following positions: **Board Certified Assistant Behavior Analyst** - Under the supervision of the BCBA, develop and implement Behavior Support Plans and corresponding skill programs, including, but not limited to training staff and parents and recording and reporting treatment data. **Qualifications:** Bachelor's degree in Psychology, Special Education, Guidance and Counseling, Social Work or a related field. At least one

year of supervised experience developing and implementing behavior support plans for individuals who have intellectual/developmental disabilities. Board Certified Assistant Behavior Analyst (BCaBA) certification in good standing. Applicant must also pass Criminal Background check and pass TB test. **Preferred:** Crisis management training. Experience conducting or assisting with Functional Behavior Assessments under the direction of a BCBA. Experience creating function-based Behavior Support Plans. Experience training behavioral technicians to implement Behavior Support Plans. Knowledge of developmental milestones and learning sequences, Activities of Daily Living and Positive Behavior Supports. Familiarity with common assessments including the VB-MAPP, Vineland, AFLS and/or ABLLS. Experience writing and implementing skill programs including task analyses. (Physical abilities, reliable transportation) etc. Ability to graph using excel. **Responsibilities:** Be responsible for and ensure the safety of the individuals receiving services. Assist the BCBA in conducting assessments, including, but not limited to Functional Behavior Assessments and skill assessments such as the VB-MAPP, AFLS, etc. Develop individualized behavior support plans and skill development plans under the supervision of the BCBA. Provide ongoing training and support of behavior technicians implementing the plan through modeling, instruction and ongoing supervision and feedback. Provide support and training to parents and caregivers. Develop and oversee data collection systems related to plan goals and outcomes. Regularly report data and progress to the BCBA. Modify behavior support plans based on frequent, systematic evaluation of direct observational data. Provide written progress reports to the BCBA (weekly?). Participate in progress meetings with the BCBA at least once per month. Provide written quarterly data summaries of treatment progress. Maintain confidentiality in all records containing PHI according to HIPAA and Heart to Heart policy. **Behavior Technician - Qualifications:** Bachelor's degree in Psychology, Special Education, Guidance and Counseling, Social Work or a related field. At least one year of supervised experience implementing behavior support plans for individuals who have intellectual/developmental disabilities. High School Diploma or GED. At least three years of supervised experience in implementing behavior support plans for individuals who have intellectual/developmental disabilities. Reliable and available transportation. Successful Criminal Background Check. Community Support Staff will not be listed on the Central Registry. **Preferred:** Crisis management training. Enthusiastic, able to work independently, excellent written communication skills. Experience recording data on skill programs and behavioral interventions. Receptive to feedback, eager to learn. Ability to work independently and follow written instructions. Excellent communication skills, both verbal and written. Professional, reliable and punctual. **Position Responsibilities:** Be responsible for and ensure the safety of the individuals receiving services. Properly monitor and record behavior data, such as frequency, duration, common antecedents, etc. Implement Behavior Support Plan components as directed by the BCaBA or BCBA. Follow written skill program objectives and record data as appropriate and instructed. Communicate regularly with the case supervisor and participate in required meetings. Accept and make positive changes in response to feedback. Maintain confidentiality in all records containing PHI according to HIPAA and Heart to Heart policy. Develop and maintain an interactive relationship with individuals and their caregivers that reflect values and principles held by Heart to Heart Home Care. Exhibit proficiency and implement all tasks needed to serve the individuals appropriately including implementation of treatment plan goals and other tasks as needed. Complete all DDD required trainings and continue to improve skills through trainings required by Heart to Heart Home Care. Must cooperate with Heart to Heart and Department of Human Services staff in any inspection or investigation. Follows through with additional responsibilities and tasks related to care and compliance as assigned by management or administration. **To apply, please contact either Carmen Medina or Carmen Perez at 973-678-5500.**

**HOTEL INDIGO NEWARK DOWNTOWN** – is hiring Server in Newark, NJ. **ESSENTIAL JOB FUNCTIONS:** Take and serve guest orders promptly and according to service manual. Do all necessary set-up sidework as assigned. Answer any guest questions about the menu. Operate the electronic cash register/P.O.S. system (where applicable). Check food before serving it to guest to ascertain that appearance, temperature and portions are correct. Perform any other job related duties as assigned. **ESSENTIAL JOB FUNCTIONS:** Set up banquet room as instructed by Supervisor to include linen, service ware and glassware. Attend roll call meetings before events to learn function particulars, including guest and hotel expectations. Greet guests and respond to requests in a friendly and courteous manner. Serve the food and/or beverage in the order and to the expectation of the Supervisor to ensure consistency throughout the banquet. Promptly remove dishes as guests complete each course and/or meal at the end of the meal or function. Abide by all State, Federal and Corporate requirements pertaining to serving alcoholic beverages. Replenish beverages as necessary, and check with guests for overall satisfaction. Comply with attendance rules and be available to work on a regular basis.

Perform any other job related duties as assigned. **For more information, please go to [http://jobs.chrco.com/job/6793646/1/?\\_\\_jbsrc=4852DF02-5816-4E5A-9D1C-FE28D476EB97](http://jobs.chrco.com/job/6793646/1/?__jbsrc=4852DF02-5816-4E5A-9D1C-FE28D476EB97)**

**HUMANE CONCEPTS HEALTHCARE SCHOOL - FREE TRAINING** Funded By NJ Dept. of Labor and Workforce Development Humane Concepts Healthcare is a training school based in Union, NJ where we are offering a FREE training course funded by the NJ Dept. of Labor and Workforce Development for a 4-in-1 certificate program. Individuals who sign up will earn a certificate as a Certified Nurse Aide (CNA), Certified Home Health Aide (CHHA), Certified Medication Aide (CMA), and in CPR. The individuals that would like to take the program must be unemployed or have exhausted their unemployment benefits within the last year. At the culmination of the 12-week-long program, job placement support is provided. **Employer partners are awaiting to hire. If interested, please call (908) 416-0522.**

**ICAP-** is hiring Human Resource assistant in Jersey City. **JOB DUTIES:** The Human Resources Assistant, with supervision, handles some human resources related work of moderate difficulty. Facilitates new employee orientation along with Benefits Administrator, ensuring consistent presentation of company policies. Processes new hires and enters data in the HRIS ensuring data integrity at the highest level. Ensures that all required forms are completed and filed as appropriate. Maintains physical and electronic employment files. With supervision, coordinates semi-monthly payroll notification process ensuring all payroll actions are created and filed timely meeting all payroll deadlines. Answers incoming calls / greets visitors; responds to requests, escalating to appropriate HR contact as appropriate. Maintain department supplies; coordinate upkeep of general office equipment. With supervision, coordinate employee anniversary award program. Assists HR team with various company events and departmental projects. Other duties as may be assigned from time to time. **SKILLS AND EXPERIENCE REQUIRED:** Bachelor's degree plus one year of experience in a professional office environment or equivalent combination of education and experience. Bachelor's degree in Human Resources or related field preferred. MS Office. Excellent verbal and written communication skills. Strong attention to detail. Ability to maintain confidential information. **For more information, please go to <http://www.icap.com/careers/experienced-hire/current-opportunities/human-resources-assistant.aspx>**

**ICONECTIV-** is hiring Info. Security, App. & System Testing Analyst in Piscataway, New Jersey. **Responsibilities:** The Information Security, Application and System Testing Analyst will be responsible for maintaining a fully mature enterprise-wide IT Application and System Security Testing program. This role is challenged with the responsibility of identifying and safeguarding applications, systems, and emerging technologies while applying information security best practices. In addition, this role will be responsible for enhancing a robust cyber security Software Development Lifecycle (SDLC). This position will also have operational responsibility in the disciplines of: vulnerability management; incident response; malware analysis; audit and compliance schedules; security best practices to large database and high-transaction software systems in the Telecommunications space; advancing the program development of key risk and performance indicators with documented metrics. Some essential functions of the role include, but are not limited to the following: Work with sensitive and confidential information while maintaining the highest level of confidentiality, professionalism, and ethics. Maintain documented procedures and follow industry best practices for conducting application, system, and malware testing. Contribute to helping others learn industry security tradecraft. Perform application and system vulnerability assessments across the enterprise. Monitor overall IT Security Operations effectiveness. Assist with incident response and potential breach activities, on a 24x7 schedule, if necessary. Perform code reviews across a variety of programming languages and business units. Performing assessments of System Development Life Cycle (SDLC) processes. Developing test scripts and procedures to support the program's tactical and strategic initiatives. Other security-related projects that may be assigned according to skills. **Required Qualifications:** Candidates for this role must have direct experience with the following: Minimum of 6+ years work experience in application security. Minimum education requirement of B.S. degree in Computer Science. Strong ethics and understanding of ethics in business and information security. Experience performing secure code reviews. Experience remediating vulnerabilities with business partners. Knowledge of OWASP tools and methodologies. Understanding of Java, C++, Python, Pearl, HTTP and other web programming languages. Knowledge of secure system configurations for both Windows and Linux platforms. Ability to complete tasks and deliver professionally written and oral reports to clients at all levels of the organization. Possess current security certifications (e.g., CSSLP, CASS, OSWE). Participate and contribute to enterprise security breach response activities; 24x7 schedule, if necessary. Collaborate with both internal

and external partners to develop and update Security Operations standards, procedures, guidelines, and best practices. Developing and reporting of key information, metrics, security performance, and driving enterprise processes. Excellent communication, collaboration, and strong project management skills. The ability to obtain a government clearance. **For more information, please go to <http://iconectiv.jobs/>**

**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.

**IEEE COLLABRATEC**- is hiring Program Director in Piscataway, NJ. **Essential Functions:** Specific duties include but are not limited to: Provides strategic direction for the platform life cycle by defining and implementing processes that drive ongoing enhancements and updates to ensure the platforms not only meet today's needs but anticipate the future needs of members, customers, users, and the product manager stakeholders. Creates and maintains a long-term platform roadmap to ensure continuous innovation and market competitiveness of the platforms. Serves as the platform evangelist, collaborating with multiple marketing teams throughout the organization to help formulate clear and consistent messaging related to market positioning and outbound campaigns. Serves as the primary liaison for the program to appropriate Executive Staff and Volunteer leadership, and ensures effective status reporting and/or proposals to IEEE Board of Directors and its committees. **Education and Experience:** Bachelor's degree required in either a technical field such as Engineering or Computer Science or related fields in Business Administration or Product Marketing. An advanced degree such as an MBA is highly preferred. Minimum 10 years of closely related experience in electronic information products required, including social networks, communities, scholarly collaboration networks (e.g., Mendeley, Research Gate, etc.), and social analytics tools. Minimum 7 years of project management experience required. Minimum 7 years of experience assembling and evangelizing business plans, inclusive of developing P&Ls and forecasting. Minimum 7 years management experience required. Proven knowledge and experience managing end-user and institutional markets for social networking, online communities, online collaboration, or online publishing tools. **Skills & Other Requirements:** Ability to lead a team of cross-functional stakeholders to mutual agreement on prioritization of requirements and improvements, requiring consistent clear communications to all levels of stakeholders. Ability to drive consensus based on presentation of data. Experience in reviewing quantitative and qualitative research data to guide development for expressed and latent user needs. **For more information, please go to <https://ieee.taleo.net/careersection/2/jobdetail.ftl?job=SOC00000115&src=JB-10082>**

**JERSEY JOB CLUB** - To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. Jersey Job Clubs give you the tools and support you need to find the right job, fast. We'll help you develop new skills and build up skills you already have. Attend workshops on resume wiring, job search, interviewing, networking and LinkedIn. Receive job leads in your email! Receive individual attention by making one-on-one appointments with the Jersey Job Club leader! **To be eligible to participate, attend the General Orientation any Tuesday at 9:30am or 2:00pm. Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. For more information, email [Kathleen.Eaton@dol.nj.gov](mailto:Kathleen.Eaton@dol.nj.gov)**

**MAINTENANCE WORKER** - Union County social service agency seeks a FT in-house maintenance worker to perform routine building maintenance and landscaping. Experience in basic plumbing, snow removal, painting, lawn maintenance, shrubbery trimming, debris removal and valid driver's license & car required. Equipment & vehicle provided for business use. **Requirements:** Must have GED or High school Diploma Must have Transportation Bilingual in English/Spanish/& Portuguese a Plus. **All interested Candidates please email your resume to [sflores@ucc.edu](mailto:sflores@ucc.edu) and call Susan to schedule a pre-screening interview.**

**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.

**METROPOLITAN YMCA OF THE ORANGES** – is seeking a part-time Administrative Assistant to support Accounts Receivable for the East Orange YMCA branch located in East Orange, NJ. Under the direction of the Finance department, the individual is responsible for ensuring 100% parent compliance with the New Jersey Department of Human Services Division of Family Development's automated child care tracking and attendance system call e-Child Care (ECC). The Administrative Assistant will be required to develop a thorough understanding of the specialized software and electronic interface of New Jersey's ECC Provider Web Portal. Compliance with the ECC attendance requirements directly impacts the financial reimbursement from the State of NJ to the YMCA for the Program for Parents (PfP) subsidized school age child care slots. Forms and agreements must be completed in full correctly and immediately upon receipt in order to fully service our families. Daily tracking and reporting of electronic attendance records from the ECC Provider Web Portal, daily distribution of attendance tracking reports to the East Orange YMCA school age child care sites, communication with Site Supervisors regarding parent noncompliance, communication with parents regarding missing attendance and daily communication with the Accounts Receivable Specialist to discuss parent noncompliance that may require escalated action by the YMCA. Regular collection procedures are to be utilized for Accounts Receivable balances due and action taken on those accounts not having a payment plan or making payments in full. **Minimum Qualifications:** Bachelor's degree in Business Administration or a related field or equivalent experience. Minimum of two years successful experience working within a business administration capacity. Excellent financial skills. Highly organized office management skills. Proficient in Microsoft Office and Internet search engines. Excellent customer service and interpersonal skills. Ability to master the State of NJ's specialized third party software for eChild Care. Ability to interact and relate well to various populations. Outstanding communication skills, both written and verbal. Valid driver's license and transportation is required. Ability to work 15-20 hours per week. Please send resume, cover letter and three professional references and two personal references with one being a direct family member. **For more information, please go to <http://www.metroymcas.org/index.php?src=jobs>**

**MIDDLESEX COUNTY COLLEGE** – is hiring for several positions. **For more information, please go to <https://www.middlesexcc.edu/hr/>**

**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>**

**NJ TRANSIT** – PLEASE VISIT OUR WEBSITE (NJTRANSIT.COM) TO OBTAIN INFORMATION REGARDING OPEN TESTING SESSIONS, OPEN POSITIONS, AND JOB FAIRS. Applications can be obtain by visiting our website, [www.njtransit.com/careers](http://www.njtransit.com/careers) then click on 'NJ Transit Employment Application'. **Please apply to ONLY open positions. Please send your application to [njtsr@njtransit.com](mailto:njtsr@njtransit.com) or fax 973-665-7575.** Please ensure that the application is complete before sending to NJ Transit. Incomplete applications will NOT be reviewed by recruiters. Testing session are updated on a monthly basis.

**NJIT**- is hiring Office Assistant. **Position Summary:** Student must be able to respond to the campus community's needs, facilitate dispatching various physical plant trades; have administrative skills; run campus errands. Assist with making office signage and with the data entry of the maintenance request system for the university. **Essential Functions:** Must have good communication and organizational skills. Pay attention to details, follow instructions and be responsible. Proficient in MS Office and have technical skills. **Prerequisite Qualifications:** Must have good customer service skills; be computer literate; a team player; follow instructions; create, organize & maintain work orders from the work order system; assist with the reconciliation of invoices from vendors/contractors & help process for payments; and help create status reports. **For more information, please go to <https://njit.jobs/applicants/jsp/shared/frameset/frameset.jsp?time=1483554650406>**

**PORT AUTHORITY OF NY & NJ LEADERSHIP FELLOWS PROGRAM** - The Port Authority of New York and New Jersey's Leadership Fellows Program is a distinguished program for graduate students who expect to receive their degree in

upcoming Fall or Spring semester. The Leadership Fellows Program is a two-year rotational program that offers on-the-job experience in approximately four different business functions ranging from finance and planning to operations and human resources, designed to build a strong foundation of business acumen, adaptability, and knowledge of Port Authority operations. Rotational assignments are coupled with an agency orientation and developmental opportunities to ensure a valuable experience. The breadth and depth of these experiences are critical in preparing Leadership Fellows to be future leaders within the agency. Past Leadership Fellows have contributed to key regional capital programs, learned the nuts and bolts of policy development, and managed the challenges of daily operations at our transportation facilities. After successful completion of the program, Leadership Fellows will be considered for key positions in areas such as policy analysis, finance, capital programs, or related business functions. **Qualifications:** Leadership Fellows are required to have their graduate degree by program start date. Leadership Fellows are selected based on academic achievement, analytical and communication skills, and work experience. The selection process for the Program is highly rigorous and consists of multiple rounds of interviews, including a qualitative interview, a competency-based panel interview, and multiple assessment exercises. **Qualifications:** Leadership Fellows are required to have their graduate degree by program start date. Leadership Fellows are selected based on academic achievement, analytical and communication skills, and work experience. The selection process for the Program is highly rigorous and consists of multiple rounds of interviews, including a qualitative interview, a competency-based panel interview, and multiple assessment exercises. **Please go to [www.JointhePortAuthority.com](http://www.JointhePortAuthority.com) and click on the "apply online" link on the upper right hand side of the page. The deadline to apply for the program is Friday, February 3 at 11:59pm EST.**

**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, February 14, 2017 and Thursday ends on March 23, 2017. **For more information, please call us at (908) 353-1045, Ext 8, or email [Projectready@sjeliz.org](mailto:Projectready@sjeliz.org). If you are interested in attending our program please join us for our Open House which is on Tuesday, January 24, 2017 at 1pm. 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)**

**REMEDY STAFFING** - Light Industrial Production Line Operator, Union, NJ. Manufacturer of metal products needs line assembly workers for light, simple assembly and packing. This friendly company manufactures metal plates and boxes for light switches and electrical outlets. **Duties include:** Stand at assembly line, reaching up to remove items hanging on a line, manipulating items on assembly line, packing items into boxes, and Assembling and packing components. Lifting and/or carrying up to 15lbs occasionally during shift. Maintaining safe and clean working environment by complying with procedures, rules, and regulations. Physical requirements include the need to: grip, grasp or twist using your hands and wrists regularly during shift. Stand or sit (depending on the assignment) for long periods. **Skills/qualifications:** Previous production/manufacturing experience a plus. **Hours/Shifts/Days:** Monday to Friday, 7:00am – 3:30 pm. Steady work: \$9.00 per hour. Public Transportation close by English/Spanish. Clothing/PPE. Jeans and t-shirt and sneakers. Gloves & eye protection will be provided when necessary. **Please apply at [www.RemedyStaffNow.com](http://www.RemedyStaffNow.com) than call to be considered for an interview. 908.325.6095 Cranford Office / Application available in Spanish on line**

**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/>**

**SANTANDER**- is hiring Teller in Bayway location of Elizabeth NJ. **Description:** As a member of Santander retail banking division you'll help serve Santander retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank. [POSITION DUTIES] Establishes and maintains the bank way as the singular priority in all activities. Performs within the balancing guidelines, compliance and security procedures. Promotes, refers and sells bank products and services. Provides consistent world class customer service to internal and external customers which exceeds their expectations. Resolves customer issues with guidance. **Qualifications:** 3 Months cash handling experience or degree in accounting or finance. Retail or customer service experience preferred. Basic computer knowledge and Windows skills required. Strong interpersonal and organizational skills. [EXPERIENCE] At least 1 years [SPECIALIZED KNOWLEDGE] Able to apply knowledge of products, procedures and policies. Must understand, support and comply with all regulatory policies and procedures, CRA initiatives / goals and Sovereign Bank policies. Should demonstrate basic knowledge of Retail products when questioned by customers. **For more information, please go to <https://jobs.santanderbank.com/job/-/-/5842/3656309?src=JB-10122>**

**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)

**ST. PETERS HEALTHCARE SYSTEM**- View our active listings to find a position you would like to apply for. If you find a position for which you are qualified, you can click the "Apply Now" link to fill out an application. You will have an opportunity at the end of the application to attach a resume and cover letter. Please attach your resume in Microsoft Word or .pdf format. Don't forget to click the "Submit" button when you have completed your application and included your attachments. In order for your qualifications to be reviewed for the opportunity you are interested in, be sure to include the position title, requisition number(s) and applicable recruiter within the application as requested. **For listing and to apply, please go to <http://www.saintpetershcs.com/jobs>**

**STAPLES** – is hiring General Manager in Bloomfield, NJ. **Position Summary:** Establish and maintain an environment to support and strengthen our Staples brand. The store leader is responsible for creating a culture focused on the differentiated customer experience through building a best in class team and delivering profitable sales and margin. **General Purpose:** Leadership, People Development, Customer Service, Operations, Results, Sales Management. **Role Qualifications:** Model the way to establish and create a customer centric environment. Proven track record of leading a team to strengthen and support our small business customer. Teach and reinforce behaviors that result in managers and associates delivering exceptional sales & service results. Experience working with a consultative selling environment that provides a total solution to all customers. Experience leading a team committed to operational excellence to drive profitable YOY sales and margin. Champion of Staples values; own it, Say it like it is, Be Caring, keep it simple, and Work together. **Position Responsibilities:** Leadership: Lead a team of managers & associates focused primarily on the small business customer through teaching, coaching and inspiring. Fosters a sense of energy, ownership and personal commitment. People Management: Pursue, attract, coach and retain talented candidates for key roles. Is responsible to ensure that the store culture embodies Staples values and is commitment to the community. Leveraging ideas and best practices from the team to ensure results. Selling & Customer Service: Champions a consultative and customer centric environment. Coaches every manager & supervisor to create a culture of consultative selling and total solutions while focused on the customer's needs. Holds services manager accountable for coaching and developing their team to deliver on

the same model. Store Operations/Results: Holds themselves and the team accountable for flawless execution of operational excellence. Driving profitable sales and margin while reducing variability and improving performance YoY. **Essential Skills and Experience:** Leadership: Inspire Passion, Develop team Capabilities, Influence others. People Management: Build Relationships, Demonstrate adaptability, Value diversity and inclusion. Selling & Customer Service: Focus on service, Foster open communication, Drive for results. Store Operations/Results: Analysis, Planning, Financial Acumen. **Basic Qualifications:** High School diploma or equivalent. One year progressively responsible store management experience in a retail environment as a General or Store Manager. **For more information, please go to <https://staples.taleo.net/careersection/33/jobdetail.ftl?job=497321&src=JB-10064>**

**TARGET-** is hiring Loss Prevention Associate (Part-Time) in Clark, NJ. **Description:** Want to work with a team that has fun every day by helping guests and making them happy. Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner. Educate guests on REDcard benefits and all the ways the guest can save, pay and shop through digital tools and services. Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments. Target merchandise discount. Competitive pay. Flexible scheduling. **Qualifications:** Use excellent guest service skills. Strong work ethic and integrity. Inspired by the merchandise we sell. Learn new technology and enjoys solving problems. Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. Quickly and accurately scan and bag all items, handles money and collect payments. **For more information, please go to <https://jobs.target.com/job/-/-/1118/3699346?apstr=%26src%3DJB-10182>**

**TIDY-UP SERVICES, LLC- NOW HIRING FOR THE FOLLOWING POSITIONS:** Part-time commercial cleaning personnel. Full-time commercial cleaning personnel. Part-time bilingual assistant (Spanish/English). Key holder & driver. An ideal candidate for commercial cleaning will be able to successfully perform the following responsibilities: \* Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. \* Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera \* Determine type of chemicals and equipment necessary for specific cleaning tasks. \* Dust furniture and scrub surfaces clean \* Clean and service restrooms with mops and disinfectants \* Performs routine maintenance of housekeeping equipment. \* Identifies cleaning problems and determines appropriate remedies. Hands on training available. Must have a valid driver's license and reliable transportation. Must be 18+ years old. (\*\*Bilingual assistant candidates and Key holder/Driver candidates can double as a commercial cleaner\*\*). **To apply please e-mail your resume, availability, and position of interest to [tidyupservicesllc@gmail.com](mailto:tidyupservicesllc@gmail.com)**

**TRINITAS –** is hiring Food Service Worker in Elizabeth, NJ. **Job Description:** Assist with the serving of meals and ensuring that the meals arrives to floor on time. Ensures sanitation is completed in the department, to meet Regulatory standards. Works in the dish room ensuring that all dish ware is properly cleaned and sanitized. Clean all food truck, ensuring that all food debris is removed. **Job Requirements:** High school diploma, GED or applicable previous experience; Must have the ability to read, write and speak English (or other languages as necessary); Follow written and verbal instructions. Experience in health care environment desirable, but not required. **For more information, please go to <https://careers.trinitasrhc.org/jobsearch/job-details/foodserviceworker/1530/1/>**

**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/>**

**UHAUL-** is hiring Office Clerk in Edison, NJ. **Description:** Perform a variety of general clerical/basic accounting duties to provide support to marketing company personnel. Prepare reports, correspondence, memos, etc. Maintain office files and order supplies. Answer telephones, take messages, prepare outgoing mail. Should have basic working knowledge to operate personal computer. **Requirements:** Position requires a valid driver's license and a good driving record to operate a motor vehicle. Adhere to all local vehicular regulations while driving. U-Haul drivers that operate service vehicles and/or rental trucks with a GVWR of 10,001 lbs. or more or a combination of vehicles (truck and trailer) with a GCWR of 10,001 lbs. or more are required to have a driver qualification file. A medical certificate from a federally registered medical examiner must

be obtained to be a U-Haul CMV driver. **For more information, please go to [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=181550&mode=&r2r](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=181550&mode=&r2r)**

**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.**

**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!**

**UNITED HEALTH GROUP**- is hiring Compliance Officer in Edison, NJ. The Compliance Officer will monitor changes to laws, regulations and contractual requirements to ensure compliance with State & Federal laws, regulations and mandates. This individual will develop, implement and maintain the compliance program within United Healthcare Community & State in order to ensure that we are meeting company guidelines as well as state and federal requirements. They will establish and implement standard policies, procedures, processes and best practices across UnitedHealth Group to promote compliance with applicable laws and contractual obligations. The Compliance Officer will collaborate with the health plan attorney to conduct state - specific research and monitor changes to requirements to mitigate risks and achieve compliance. Will also support the collection of data for regulatory filings, coordinate and develop reports, projects, and assessment tools to verify compliance. They will develop compliance communications and drive problem resolution for a business. To be considered for this position, applicants need to meet the qualifications listed in this posting. **Required Qualifications:** Bachelor's degree and 3+ years of experience in a role directly managing a compliance program. 3+ years of experience and understanding of HIPAA and state privacy laws. 2+ years of experience in managed care and / or government programs. Experience leading audits and major program initiatives. Experience developing relationships with regulatory agencies. Ability to identify root cause issues and ensure appropriate corrective action. **For more information, please go to <https://careers.unitedhealthgroup.com/>**

**UNIVERSITY HOSPITAL** – is hiring Human Resources Representative (Front Desk) (Multiple Positions). Qualifications: Three (3) years of experience in a clerical or paraprofessional support position, preferably within a human resources or customer service area. Ability to project a positive, knowledgeable and helpful image to customers is required. Demonstrated proficiency in using the computer as a resource tool to assist applicants and employment staff and to create letters, documents, recruitment and informational material. Proficiency in typing and experience with word processing packages (WordPerfect or Microsoft Word) is required. Experience with Microsoft Access, Excel and PowerPoint is preferred. **Responsibilities:** Provides administrative and general office support for the Human Resources Generalists and departmental management. Assists in other areas of Human Resources as assigned. University Hospital offers a competitive salary & comprehensive benefits package including on-site child care. Affirmative Action/Equal Opportunity Employer, M/F/D/V. **For more information, visit [www.uhnj.org/hrweb](http://www.uhnj.org/hrweb).**

**UPS**- is hiring Loader/Unloader, Loader/Unloader A.M., Loader/Unloader P.M. **Overview:** To unload and load parcels weighing up to 70 pounds each. **Essential Functions (must be able to):** Bend, stoop, crouch, crawl, climb, stand, walk and turn/pivot for 3-5 hours days per day, 5 days per week part-time or 8+ hours, 5 days per week full-time. Continuously lift and lower packages that range up to 70 pounds each. Lift and lower packages while “unloading” at a rate of 800 to 1,300 packages per hour and while “loading” at a rate of 500 to 800 packages per hour. Grasp and maintain control of packages. Lift packages to heights above the shoulder and lower packages to foot level. See and hear with sufficient capability to perform assigned tasks and maintain proper job safety conditions. Variable temperatures and humidity. Exposure to dust,



dirt and noise. Confined work area. **Demonstrate cognitive ability to:** Follow directions and routines. Work independently with appropriate judgment. Exhibit spatial awareness. Read words and numbers. Concentrate, memorize, and recall. Identify logical connections and determine sequence of response. Process up to 2-3 steps ahead. Perform other functions that may be assigned. The essential functions of this position include, but may not be limited to those listed above. UPS retains the discretion to modify the duties of the position at any time. Job standards may vary by work assignment and location. **They are, also, hiring Drivers in multiple location. For more information or to schedule an interview, visit our website at: <http://www.upsjobs.com>.** - Seasonal Car Washer - Bound Brook Facility. Must be at least 18 years old, Must be able to Drive a Stick Shift, You Service the Package Car's for the following day by, sweeping them out, fueling them up (on the property) and Parking in the Hub. Hours Approx. 6PM to 2AM - Monday through Friday, Saturday & Sunday Hours Available as well - you could work 40-60 hours per week if you want the overtime. Rate \$10.15 per hour anything over 8 hours per day, paid at \$15.23. **If Interested Please Contact: Nancy McCarthy at email address: [nancymccarthy@ups.com](mailto:nancymccarthy@ups.com) - (best form of contact) 732-560-2117 or 732-5602103- State that you are applying for the CAR WASH Position**

**WELLS FARGO** – is hiring Regional Banking Branch Manager 2 in Metuchen, New Jersey. Required Qualifications 3+ years of experience assessing and meeting the needs of customers and/or solving customer problems 2+ years of management experience in retail or financial services. **Desired Qualifications:** Ability to effectively manage time and competing priorities in a retail environment. Ability to go above and beyond standard job responsibilities. Ability to navigate multiple computer systems, applications, and utilize search tools to find information. Ability to work effectively in a team environment and across all organizational levels; where flexibility, collaboration, and adaptability are important. Basic Microsoft Office skills. Experience complying with policies and procedures. Experience analyzing financial metrics. Experience developing strategic partnerships. Experience leading, motivating, coaching, training, and developing a team to meet performance objectives. Good communication skills including speaking clearly, succinctly, and accurately while using a pleasant tone and common conversational courtesies. High motivation with ability to successfully meet team objectives long term. Knowledge and understanding of laws and regulations pertaining to the banking industry. Knowledge and understanding of retail compliance controls, risk management, and loss prevention. Strong interpersonal skills with the ability to interact with all levels of an organization. Experience leading and motivating others in a work, military, or other formal organization. Ability to present to multiple levels of management. Management experience in a small or start-up branch office. An AA/AS degree or higher in business or finance. Experience leading or participating in events and activities for local networks or professional organizations, such as the chamber of commerce, professional business groups, or chapters of national organizations such as the United Way. **For more information, please go to <https://www.wellsfargojobs.com/>**

**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)

**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)

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