

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

Job Connection

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Feb. 6 – Feb. 12, 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!**

500 POSITIONS AVAILABLE AT BLUE APRON

Information Session on Friday February 10, 2017 at 2:00pm—5:00pm. Located at Workforce Innovation Business Center 651 Kapkowski Road, Elizabeth, NJ 07201. Blue Apron, a 2012 startup that delivers fresh pre-portioned ingredients for home-cooked meals, is adding 500 employees at its fulfillment center here in Linden, NJ. Come Learn More! Come learn more. Open to Union County Residents Only. **For more information, please contact Susan Gomez at 908-355-4444. Register online at <http://ucnj.org/wdb/job-fairs-and-opportunities/>**

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**

WEDNESDAY FEBRUARY 15th WORKSHOP. LEARN HOW TO START OR GROW A SUCCESSFUL BUSINESS

Learn more by attending a free information session from 6:00PM - 7:30PM. The location will be on Community Access Unlimited 80 West Grand St. Elizabeth, NJ 07202. Register now for The Community Business Academy, a 12-week course offering hands-on training in the fundamentals of starting and growing a business. Classes are available in English and Spanish.

Rising Tide Entrepreneur and Rising Tide Capital is pleased to partner with: Community Access Unlimited. To RSVP call 201-432-4316 x 123 or e-mail Briana@RisingTideCapital.org to confirm your attendance

WEDNESDAY FEBRUARY 8th COMMUNITY FOODBANK OPEN HOUSE

Starts at 10:00 a.m. Are you interested in working in the food service industry, but need job training? The Food Service Training Academy offers TUITION-FREE TRAINING through its 16-week culinary training program! **Where: Community Foodbank of New Jersey 31 Evans Terminal Rd. | Hillside, NJ | 07205.** What is the Food Service Training Academy? Receive FREE food prep and culinary arts job training with life skills, job readiness and employment services. Learn Culinary Terminology and Food Safety. Fundamentals of Baking, Menu planning and nutritional skills. Hands on training in a commercial kitchen with professional kitchen equipment. ServSafe Certification upon completion. **New classes start March 20, 2017!** You **MUST** obtain a High school diploma or GED. Paid tuition and public transportation for those who qualify! For additional info call 908.355.FOOD.

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

BLUE APRON is hiring for several positions. Information Session on TUESDAY, FEBRUARY 7TH from 10AM – 12NOON. All Hourly Fulfillment Center roles start at \$13/hour! Full time and part time positions available! Competitive benefits! Including medical, dental, vision and more! Must be at least 18 years of age to be eligible. We have three core teams that work together to bring Blue Apron to life: Kitchen Team: Responsible for ensuring full execution of all ingredient filings for each week's box. Packing Team: Puts our finished ingredients into boxes. They are the final quality check on all items. Shipping and Receiving Team: Receives our ingredients and organizes finished boxes to send to our customers. Located in Linden, NJ **Want to join our team? Apply at blueapron.com/jobs.**

FARMLAND FRESH DAIRIES on WEDNESDAY, FEBRUARY 8, 2017 from 1:00pm – 3:00pm. AVAILABLE POSITIONS: Warehouse Associates and Route Delivery Drivers CDL Class A. NJ1194179 Warehouse Associates Entry level full time. 15 openings. Prepare orders by processing requests/supply orders, pick packing Place orders in in assigned area or department within the warehouse. Hourly pay is \$10 – \$11.00. NJ1194160 Route Delivery Driver CDL Class A - 10 openings Drive a three zone refrigerated 48 FT tractor trailer in the tristate area. Two (2) years minimum tractor trailer driving experience. Valid Class A commercial Driver License with a clean driving. Must pass drug screen and background check. Two years local food or beverage delivery experience. Hourly pay is \$21.75 - \$28.45 Employee referral bonuses, Driver Safety bonuses, and excellent benefits package. **YOU MAY APPLY AT www.farmlandmilk.com**

HEART TO HEART Monday, February 27th, 2017 from 1:00 pm – 3:00 pm. **Direct Care** - \$10.00 - \$13.00 per hr. NJ1176085. Must be at least 18 years of age or older**Driver's License valid in the state of NJ with a good driver's history**Criminal Background Check**1 year of experience working with individuals with developmental disabilities preferred**AA or BA preferred. **CHHA** \$9.00 - \$11.00 per hr. NJ1177191**Individual client care**A variety of scheduling options**Continuous support 24/7**Recognition and scholarship programs**Weekly pay, insurances, referral bonuses, and paid time off**NJ Home Health Aide license required**At least three months of verifiable work experience**.

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

SCORE ENTREPRENEUR SERIES on Wednesday, February 8, 2017 from 10:00 AM - 12:00 PM. Located at 550 Jersey Avenue, New Brunswick, NJ 08901. Still job searching?? Have a business idea?? Want to be your own Boss? Have you thought about starting your own Business??? If you answered yes to any of these question, please join us for a FREE seminar series. Session two: Writing a Successful Business Plan. The most common mistake a new business makes is failure to create a business plan. A solid business plan is your road map to success and a critical tool for funding. This seminar discusses how to design an effective plan for your business and document that plan for investors and other interested parties. It details the components of a business plan and how to ensure that its various parts "fit together." **If interested in attending you MUST register by using URL: <https://goo.gl/tGSrzp>**

Unique Nursing Track Training Program Session on Tuesday, February 14, 2017 starting at 10:00 AM (arrive 15 minutes early for registration). Located at 550 Jersey Avenue, New Brunswick, NJ 08901. Complete 150 hours of FREE classroom training with 40 hours of Internship training. Receive License for both CNA/CHHA. Learn to delegate medicine. Additional employability skills training provided. **Eligibility requirements include: MUST QUALIFY WITH PROGRAM ELIGIBILITY - MUST BE AT LEAST 18 YEARS OR OLDER - MUST BE AN UNEMPLOYED NEW JERSEY RESIDENT.**

OUR HOUSE, INC- JOB FAIR FOR DIRECT CARE PROFESSIONALS

Biweekly Job Fair, on Wednesdays, starting February 1, 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 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.**

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 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. 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.** To learn more about the agency visit our website at www.caunj.org. Be prepared to fill out an application. Make sure you bring a resume! EOE.

EMPLOYMENT  OPPORTUNITIES

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**

ACCUFLEET- is looking for a “hands-on” operations Assistant Manager, willing to do whatever it takes to ensure the success of our Newark Airfield service operation. The Assistant Manager will be responsible for all aspects of field operations, for efficiently and profitably managing and directing all ramp activities and for providing a safe, quality product covering a range of airline field services to customers. While the vast majority of our current field services are performed in the evenings and overnight, this position is a 24/7 job, and the assistant manager will be expected to “be there” whenever needed to ensure the successful operation and delivery of services to customer. AccuFleet looks forward to finding the right candidate to help grow. **JOB KNOWLEDGE, SKILL, AND ABILITY:** The ability to communicate effectively in English with written and oral skill. The ability to use mathematical operations (addition, subtraction, etc.). Knowledge of modern office procedures and methods including telephone communication, office systems, and record keeping. Skills to use a personal computer and various software packages. Ability to handle and resolve recurring problems. Organizing and seeing to the safe and appropriate use of equipment, facilities, and materials needed to accomplish certain work. Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. The ability to understand and organize a problem and then select a method to solve the problem. Adjusting actions in relation to others actions. Knowledge of principles and methods for directing people including their relative cost, advantages, and limitations. The Manager must be a self-starter and have the ability to use time management skills to maximize daily production. Knowledge of safety and security operations, rules, regulations, precautions, preventions and the protection of people, data, and property. Knowledge of policies and practices involved in personnel/human resource functions this includes recruitment, selection, training, regulations, procedures, and labor relations. **For more information, <https://www.hralliance.net/Apply/JobInfo.aspx?positionId=5576&locationId=1752>**

AGL CONSUMER SERVICES – is hiring Customer Service Coordinator in Clifton, NJ. **Responsibilities:** Customer Service Coordinator - CS Team Leader. Key player in the communication and completion of the order process with other departments; liaison between Sales, customer service, public relations, advertising. Interact with customers providing information in response to inquiries about products or services. Supporting all aspects of product knowledge. Responsible for the accuracy of all the data. Project management, including coordination of resources. **Qualifications:** 1-2 years’ experience in a customer service role; preferred knowledge of techniques and tools relating to coordinating and tracking projects / orders. Must be highly organized, responsive, detail oriented, team player with a “can do” attitude and have the ability to prioritize and complete multiple tasks with a high degree of accuracy. This position requires an individual who is self-directed and detail-oriented with an inquisitive nature and the desire to solve problems. Ability to communicate clearly and concisely, both orally and in writing. Must be able to diplomatically enforce deadlines. Excellent interpersonal skills with a focus on rapport building, listening, and questioning skills. Our goal is to energize, equip and develop extraordinary people to drive unpredicted results. We are looking for talented people to join our team of passionate professionals! Compensation and Perks: \$38,000 - \$44,000 with complete paid training period. We will also have a management track available to top performers in their first six months. **For more information, please go to http://jobs.jobvite.com/careers/iconindustries/job/owUH4fwV?__jvst=Job%20Board&__jvsd=Indeed**

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**

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**

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.**

ATRIA SENIOR LIVING – is hiring Server/Wait staff in Cranford, NJ. **Responsibilities:** Responsible for setting and clearing tables, taking residents food and beverage orders and serving residents in a timely professional manner. Provide a high level of customer service and promote a restaurant style dining atmosphere. Work closely with the culinary service director and/or executive director to keep residents satisfied with food and dining programs. Set tables in accordance to Atria standards. Serve residents and guests beverages as requested. Review daily menu with residents. Takes and delivers accurate meal orders to residents and guests. Remove used or soiled plates, utensils, glasses, linen from the dining room as needed. Assist with preparation and execution of the Art of Atria Dining enhancement programs. Adhere to Quality Enhancement standards and standard food safety practices. Assist with preparation and execution of special events, banquets, and theme meals. When applicable acquaint new residents with menus, seating, and dining options and hours. Clean and sanitize carpet, tables, chairs, condiment containers, and equipment used in the dining room. Communicate resident likes and dislikes to Director of Culinary Services and/or Restaurant Manager for menu planning purposes and resident satisfaction. Create a strong sense of team work and cooperation among all staff. Attend Pre-Meal stand up held for all dining and kitchen staff. May perform other duties as needed and/or assigned. **Qualifications:** Basic reading, writing, and mathematical skills. Strong communication and teamwork skills. Strong organization and time management skills. Able to resolve problems of dissatisfied customers and/or employees. **For more information, please go to www.atriaseniorliving.com.**

AVIS BUDGET GROUP – is hiring customer service in Newark, NJ. In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map. **Basic Qualification / Minimum Requirements:** Must have a high school diploma or equivalent. At least 6 months of experience in a customer service role. Valid driver's license and a good driving record with previous driving experience. Basic computer skills in order to enter information into our database. We offer a wide range of exciting benefits for part time employees, including: Employee Assistance Program, Employee discounts, and Training opportunities. Opportunities to make charitable donations. Voluntary unpaid time off. Discounted prices on the purchase of Avis/Budget cars. 401(k) (eligible after 1,000 hours of service). Employee Stock Purchase Plan (eligible after 90 days of service). Vacation car rental. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. **For more information, https://careers.avisbudgetgroup.com/jobs/vacancy/customer-service-associate-1665/1683/description/?_channelid=11**

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**

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>**

BRIDGEWAY REHABILITATION SERVICES - is for hiring for several positions, throughout NJ. Leading psychiatric rehabilitation service agency providing assistance for residents of Northern and Central New Jersey who have experienced psychiatric disabilities. The spirit of Bridgeway flows through all of our programs which provide skill development and support services to assist people in their journey towards mental health recovery, wellness, self-sufficiency and quality of life. Bridgeway provides innovative high quality services and incorporates best practices to improve positive outcomes for persons served. Bridgeway seeks to share expertise with mental health professionals and organizations through technical assistance and training. **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 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**

CAREPOINT HEALTH – is hiring Concierge Network Development Partner in Jersey City. The Patient Concierge Manager (Participant) is eligible for the Plan. The position may also be referred to as B2B Manager where the primary responsibilities include: Increasing inpatient and outpatient volume through personal concierge services. Developing programs and initiatives to grow business lines at CarePoint Health. Promote physicians within the CarePoint Health Medical Group. Business development duties as assigned by Executive Vice President and Chief Strategy Officer. Concierge services include effectively managing personal hotline for patient referrals, assisting patients in scheduling appointments for hospital services and loyalist physicians, walking patients to and from all hospital-based appointments and assisting them through the duration of their visit to CarePoint facilities-including ER, Radiology, Surgery or inpatient admission, following up with patients and providers after physician referrals, expediting patients and referring physicians retrieve reports after their appointments, visits or admissions. Other duties as assigned. **Job Requirements** Bachelors Degree in Marketing or Business Administration required; Master's Degree preferred. Experience in healthcare required. 2-4 years of Business to Business (B2B) Development or sales marketing experience. Ability to manage time effectively; manage multiple projects and priorities simultaneously. Attention to detail and outstanding work ethic. **Hours:** 9a-5:30p. **for more information, please go to www.CarePoint.org.**

CIOX HEALTH - is currently seeking qualified professionals for a Client Service Specialist to process medical records requests at a local facility in Rahway. This is an entry level position responsible for processing all release of information (ROI) specifically medical record requests in a timely and efficient manner ensuring accuracy and providing customers with the highest quality product and customer service. Associate must at all times safeguard and protect the patient's right to privacy by ensuring that only authorized individuals have access to the patient's medical information and that all releases of information are in compliance with the request, authorization, company policy and HIPAA regulations. **Qualifications:** A High School Diploma or GED is required. Must be able to communicate effectively in the English

language. Administrative experience in an office setting; previous release of information, medical records, or other related experience in a healthcare environment is preferred. Proven customer service experience and/or training. Ability to effectively use computer software and technology as required by the member facility including Microsoft Word and Excel. Ability to understand and become knowledgeable of Release of Information standards, policies & procedures and HIPAA regulations and to complete work in compliance of these and other standards. Ability to read and comprehend simple, healthcare terminology. Effective verbal and written communication skills. Effective organizational skills a must. Ability to use fax, copier, microfilm machine, and multiline phone system and other required work tools. https://re22.ultipro.com/HEA1014/JobBoard/JobDetails.aspx?__ID=*D3E740EBAD333BD6

COLLEGE CENTRAL NETWORK – Go to 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.**

COMCAST SPOTLIGHT – is hiring Administrative Assistant 2 in Bloomfield, NJ. **Job Summary:** Responsible for providing administrative support to senior management and staff. Coordinates multiple projects; orchestrates meetings, researches agenda items, analyzes data, and compiles reports. Maintains necessary office supplies and ensures various equipment is properly configured, installed, and maintained. Works with moderate supervision/guidance. Is accountable for individual results and impact on team. **Core Responsibilities:** Provides administrative and clerical support including correspondence, typing, filing, research, maintenance of office equipment and various projects. Practices good judgment, discretion, and confidentiality of sensitive information regarding department activities. Creates intricate spreadsheets, Word documents, and/or PowerPoint presentations. Screens and directs incoming phone calls. Responsible for overall front office activities, including the reception area, mail purchasing requests and facilities. Manage conference room reservations, facilitate all aspects of meetings and help organize events. Update, plan and coordinate executives' calendar of events for the leader; Schedule appointments and prepare detailed itineraries, complete with travel, accommodations, etc. Maintain travel and expense reports and records, including form preparation and figure reconciliation. Perform general administrative duties as assigned by Leadership team. Must be self-motivated, diligent, organized and have demonstrated ability to juggle multiple tasks and competing priorities. Ability to learn quickly and readily adapt to change. Regular, consistent and punctual attendance. Must be able to work variable schedule(s) and overtime as necessary. Other duties and responsibilities as assigned. **Job Specification:** High School or Equivalent. Generally requires 2-5 years related experience. **For more information, please go <https://comcast.jibeapply.com/jobs/152872?IT=7173243>**

COMMUNITY SURGICAL SUPPLY- is hiring Customer Relations Specialist in Linden, NJ. As a Customer Relations Specialist with Community, you will: Answer all calls in a professional, polite manner, ensuring proper etiquette and timeliness of response. Process all new patient referrals as assigned. Obtain all documents and additional information necessary to

enter patient demographics, insurance information and patient notes into company program. Make any data corrections as necessary in company program. Distribute new patient referrals upon completion of data entry to appropriate staff/departments for continued processing. Communicate with sales force and management; interact with external and internal customers in an appropriate and professional manner. Performs special projects and other duties as assigned.

Requirements: Customer service experience in the medical/healthcare field is preferred, but will train. Knowledge of HME, and Medicare guidelines is preferred. Bilingual is a plus. Must possess good communication and people skills. Must be detailed oriented, organized and neat in person and habits. Computer literate. Ability to work in a team office environment. **Physical Demands:** The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. **Community Surgical conducts drug, background and motor vehicle checks in our hiring practices. For more information, please go to <http://www.communitysurgical.com/employment.htm>**

COMPASS GROUP – is hiring 6 Part-Time FOOD SERVICE WORKERS in Orange Township School District; 400 Lincoln Ave, Orange, NJ 07050. **Essential Duties and Responsibilities:** Performs prep work such as washing, peeling, cutting and seeding fruits and vegetables. Weighs and measures designated ingredients. Carries pans, kettles and trays of food to and from work stations, stove and refrigerator in accordance with safety standards. Stores food in designated areas following wrapping, dating, food safety and rotation procedures. Cleans work areas, equipment and utensils. Distributes supplies, utensils and portable equipment. Utilizes approved food recipes and production standards to ensure proper quality, serving temperatures and standard portion control. Serves customers in a friendly, efficient manner following outlined steps of service. Resolves customer concerns and relays relevant information to supervisor. Ensures compliance with company service standards and inventory and cash control procedures. Assures compliance with all sanitation and safety requirements. Performs other duties as assigned. **For more information, please go to <http://www.altogethergreat.com/careers/>**

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.caonynj.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**

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. 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. **Contact Information Phone: 732-791-4075 Email: 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.** 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. 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.**

EARTHRISE TRANSPORT – is seeking Part-time School Minivan Drivers in Middlesex, Somerset, and Union County areas. Drivers MUST have CDL Driver's License with Passenger-(P) & School Bus-(S) endorsements. Compensation: \$15 per hour (Drivers). Wages are calculated depending on route from driver's home to student's location, to school, and back to driver's home. Morning and afternoon routes available. Please note: These are NOT Yellow school buses. These are minivans as shown in the picture. Knowledge sets include: Busses, Driver, Driving, Passenger buses, Transportation. Minivan, Schoolbus, School Bus. **Normal Work Days:** Monday, Tuesday, Wednesday, and Thursday. **Salary Range:** 15.00 - 15.00 /Hour. **Post is open till:** 31st January, 2017. **Education:** Applicants should have No Specific Requirement. **Minimum Age:** Applicants must have age 21 yrs. (Required by NJMVC and NJDOE). **License:** Applicants must have following driver's license: Class C/CDL: Pass Transport, School Bus, Applicants must also have following license(s): CDL, School Bus Endorsement (S), and Passenger Endorsement (P). **Language:** Applicants must know the following language(s): Must be able to speak and understand English. **Special Requirements:** Applicant must agree to be fingerprinted for Criminal Background Check. Applicant must agree to be tested for DOT Medical Certificate. Applicant must agree for random Drug & Alcohol testing. Applicant must have a driveway or a safe location to park school vehicle. **ALL Interested applicants must apply on <http://careerconnections.nj.gov/> under job order # NJ1193515**

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. 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. & J. GALLO WINERY – is hiring Warehouse Operations Reconciliation Assistant in Elizabeth, NJ. **ESSENTIAL FUNCTIONS** Plans and coordinates on a daily basis between transportation capacity and business requirements. Responsible for nightly reconciliations. Responsible for tracking and analyzing returns for specific accounts, including accounts in “Cash on Delivery” (COD) status, etc. Collects, confirms and records overage, shortage and deficiencies. Effectively monitors, implements and ensures adherence to safety policies. Ensures all Department of Transportation procedures are followed and the company is compliant. Manages the accident and incident reporting process. Keeps training logs up to date. Responsible for all building and fire safety inspections. Coordinates with Sales, Customer Service, Warehouse and Customers on all delivery issues. Provides support to the Transportation Router. Manage multiple priorities influenced by various business facets (union labor, store requirements, distribution requirements, etc.) to continually achieve the highest level of service at the lowest cost. Investigates and prepares in-depth analyses for potential savings opportunities within the planning, routing and delivery execution processes. Responsible for daily communication with delivery Drivers, processing their delivery paperwork and reviewing driver reports for accuracy and reporting any issues to management. Maintains satisfactory attendance, to include timeliness. Responsible for understanding and complying with applicable quality, environmental and safety regulatory considerations. If accountable for the work of others, responsible for ensuring their understanding and compliance. This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. **MINIMUM QUALIFICATIONS:** High school diploma or GED from an accredited institution. 1 year of warehouse or clerical experience. Intermediate level skills in Microsoft Excel, Word and PowerPoint. Required to lift and move up to 50 pounds. Fluent in the English language. Experience reading and writing in English. Skilled in reading, comprehending, interpreting and executing simple instructions, short correspondence and memos. Proven ability to work well in a high stress environment. Good communication skills, problem solving, time management and organizational skills. Skilled in writing simple correspondence. Skilled in adding, subtracting, multiplying and dividing using whole numbers. **For more information, please go to <http://gallocareers.com/>**

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**

EVEREST GLOBAL SERVICES, INC. - is seeking a Programmer for its headquarters in Liberty Corner, New Jersey. The primary responsibility of this position is to perform analysis, design, development, unit testing and documentation for small-to-medium system implementations. This includes analyzing business requirements to determine optimal technical solutions. **Additional responsibilities include but are not limited to:** Work in a team setting in relation to design and development activities using approved database and software development tools and methodologies. Work from business requirements to develop optimal technical solutions. Perform analysis, design, development, unit testing and documentation for small-to-medium system implementations. Design, code, test, debug, document and implement software applications according to established standards. Coordinated test plans and acceptance criteria. Perform root cause analysis on issues and provide effective timely technology resolutions. Provide ongoing production support (i.e. document, test, implement & business user communication). **Work Experience and Qualifications:** Bachelor's degree in Computer Science or an equivalent combination of education, training, and progressive experience. 1 – 3 years of experience in application program development. Must have the following coding experience: .NET, C#, SQL, JavaScript, Visual Studio, SSMS, TFS/VSO. Knowledgeable in the following preferred: HTML5, Angular, Knockout, Webapi, Json, XML, REST. Everest is committed to recruiting and retaining the most talented individuals in the industry. We offer a dynamic work environment and a competitive compensation and benefit package, which includes a 401k plan, retirement/savings option, tuition reimbursement, medical, dental, vision, life and group legal plans. **For more information, <https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1331200&partnerid=25713&siteid=5365>**

FAMILY DOLLAR- is hiring Customer Service in Orange, NJ. As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. **Principle Duties & Responsibilities:** Provides customer engagement in positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation. **Position Requirements: Education:** Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. **Experience:** Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments. **Physical Requirements:** Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. **Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays. **For more information, please go to <https://familydollar.taleo.net/careersection/9/jobdetail.ftl?job=381284&src=JB-10960>**

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**

FORD MOTOR COMPANY – is hiring Warehouse Attendant in Cranbury, New Jersey. **Job Description:** All candidates need to be scheduled for a pre-employment basic skills test in order to be eligible for hiring with Ford Motor Company. Temporary work with full time hours & Temporary work with part time hours available. Could lead to permanent position. Must be able to lift at least 50 lbs., physical activity, walking, bending, lifting, pushing, etc. Stock keeping, packing out car parts. Driving PMHV equipment may be necessary. Must be able to stand and walk for long hours. Knowledge set includes, inventory, tracking software (hand held scanners), lift trucks and pallet jackets used, warehousing. Pay: \$15.78 - \$15.78 Hourly. Work Days: Monday thru Friday. Shift: Third (Night). **Minimum Education Required:** Less than High School. **To apply, contact the employer by telephone: Phone: Melilla, Linda (609) 395-6509**

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) to apply today! All hourly wages are competitive and based off of experience.**

GNC- is currently seeking store managers that are looking to "fast track" their career with a dynamic and growing organization Paramus, NJ. **Essential Duties and Responsibilities:** Manage the operations, staffing, and sales/profit goals in a single assigned retail store. Ensure total compliance with all store operations policies. Sell merchandise to customers by following GNC's prescribed selling methods. Manage the store's inventory with GNC guidelines. Receive, check, and shelf all merchandise orders. Responsible for keeping store clean and uncluttered. Manage work schedules within established budgets for optimal store coverage. Hire, train, discipline, review, and terminate employees. **Job Specifications:** At least 2 years of retail sales and/or store management experience in a specialty retail environment. **Preferred:** Bachelor's degree and at least 2 years of retail sales and/or store management experience in a specialty retail environment. **Skills and Abilities:** Basic math skills. Strong interpersonal and ethical behavior to manage the company's assets and employees. Excellent customer service skills to develop a relationship-selling culture. GNC offers a competitive salary with excellent benefits. **For more information, please go to <http://careers.gnc.com/>**

GOOD SHEPHERD SERVICES – is hiring Administrative Manager, Residential Administration in New York. **Job Summary:** The Receptionist answers telephone calls and receives visitors in a courteous and professional manner at all times. Responsible for the operation of the switchboard, which includes receiving, sending and transferring calls throughout the building. Provide assistance with copying, filing, shredding and other light duties as required. Accept deliveries, including large express parcel deliveries, and distribute mail. Identify individuals requesting entry into the building before permitting their entry. Document and maintain a record of all persons leaving and entering the facility, including employees, workmen, fire department employees, police department employees, and all other visitors. Monitor participant activities on the first floor, notify staff of guests upon arrival and report any pertinent information to supervisory staff. When applicable, observe the behavior of people (notably residents and their guests) while on the first floor and if a resident or their guest leaves the reception area without permission, kindly return them to the reception area. Assist people to and from the entrance of the building and to other first floor areas. Integrate the Sanctuary Model

SELF (Safety, Emotional Management, Loss and Future) framework into daily. Practice to ensure quality care and an effective work environment. Perform other duties as assigned. **Qualifications:** High School Diploma or GED required. One or more years experience as a Switchboard Operator/Receptionist preferred. Must have basic typing and computer skills, such as MS Word and Outlook. Must be able to assist people to exits/entrances and to other designated areas of the facility. Must be able to lift and distribute mail weighing up to 40 pounds. Must have a commitment to work from a strength-based and/or youth development perspective. Bilingual (English/Spanish) preferred. **For more information, please go to <https://goodshepherds.org/join-us/careers/>**

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**

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.**

IDEALIST FOR ANYONE INTERESTED IN NON-PROFIT – If you are seeking employment or volunteer opportunities in non-profit, please visit www.idealists.org for more information.

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**

JOHNNY ROCKETS – is hiring Supervisors in NYC. As a Supervisor, you will supervise and coordinate activities of restaurant team members during shifts. You will provide exceptional customer service to all guests who enter the restaurant and provide a dining experience that exceeds expectations in the areas of cleanliness and food quality. You will ensure that the restaurant runs smoothly in the areas of guest relations and labor cost. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** Models superior Guest service skills for all staff to follow. Supervises the staff to ensure each job is performed properly. Ensures Guest Promise is being met by staff every shift, to include dancing, twirling straws and serving ketchup with a smile. Manages the restaurant's cash in accordance with our cash handling policy, procedures and processes. Handles Guest concerns "right here and now." Each Guest transaction must be handled in a way that spreads Johnny Rockets' reputation in a positive manner. Responsible for expanding or contracting labor based on the day's business. Oversees side work/preparation respective for both opening and closing shifts. Maintains a positive and upbeat attitude toward Guests and co-workers. This is a service position meaning that you are always servicing either an internal or external Guest. Working safely by using good judgment and following all company and OSHA regulations is required. For California employees only – maintain a valid Food Handler Card. **EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) and six to twelve months' related experience and/or training; at least six months experience in Certified Trainer position. **For more information, please go to <http://www.johnnyrockets.com/rocketeer-careers.html>**

JPMORGAN CHASE & CO – is hiring Legal- Assistant General Counsel- Office of Legal Obligations in NYC. **Primary Responsibilities will include:** Lead and participate on cross-functional teams to develop and maintain Legal Obligations. Lead and collaborate with others on initiatives to monitor changes in law and regulation at the state and federal level. Deliver expertise around preemption matters. Develop and implement validation methodologies and other quality assurance tools. Build and manage other cross-enterprise product subject matter expertise as required. Collaborate with appropriate product areas lawyers to enhance consistency of legal positions. Routinely research and analyze state statutes, case law and local laws to quickly assess impacts on the firm’s products, services and businesses. Summarize and report on Legal Obligations and changes to existing law. Work with Compliance counterparts, as well as counterparts in Risk and Oversight and Controls, to identify and implement process changes to ensure compliance with state and local laws. Prepare, and maintain on an ongoing basis, matrices and other job aids to allow for on-going reporting. Occasional research to support special projects as needed. **Qualifications:** Juris Doctor degree. Minimum of 3-5 years’ experience working with legislation or regulation of financial services or other highly regulated industries. (The level of the position is commensurate with level of experience.). Attorney must be licensed to practice law and a member in good standing in the state/jurisdiction in which the position is based or otherwise in compliance with the in-house counsel registration rules of that state/jurisdiction. Strong leadership skills and experience working in matrix-reporting work environments. Strong research and writing skills. Strong interpersonal, management and advocacy skills. **For more information, <https://jpmchase.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=3096346&src=JB-13027>**

KINDERCARE EDUCATION – is hiring Dishwasher in Roseland, NJ. **When you join our team as a Cook you will:** Maintain kitchen and related equipment safely and hygienically. Order food and supplies. Dispense and store medication, as requested. Complete timely and accurate documentation according to KinderCare Education and other licensing or regulation requirements. Help with and take on responsibility in other daily center duties, as needed. Support your center’s success by partnering with center staff and leadership to achieve goals around enrollment, accreditation, and engagement. **Required Skills and Experience:** A love for children and a strong desire to make a difference every day. Familiarity with proper conditions and food storage, the ability to understand the needs of children with food allergies, and to implement methods of food cross-contamination avoidance. Ability to follow nutritious menus and prepare sufficient quantity of foods for center population. Basic math skills required for measuring and calculating serving portions. Possess a Food Handler’s License or willingness to obtain. At least one year of institutional cooking -- food ordering experience highly desirable. Two or more years of experience working with children, highly desirable. Must be physically able to use the computer with basic proficiency and the ability to lift up to 40 pounds is strongly desired and may be required to work in some classrooms or in the kitchen. Ability to speak, read, and write English. **For more information, please go to <http://www.kindercare.com/about-us/connect-with-us/careers>**

LABCORP- is hiring Customer Service Rep in Cranford, NJ. **Requirements:** License/Certification/Education: Requires a High School Diploma or equivalent w/1-3 years of applicable experience. **Job Description:** Serves as a liaison between LabCorp branches or regional laboratories and its customers in response to inquires and problems. Researches, troubleshoots and resolves customer problems. Performs a wide variety of administrative/clerical duties (i.e., payroll, paternity testing, billing, data entry, and phlebotomy). **For more information, please go to <https://jobs.labcorp.com/job/-/-/668/3913419?sid=60>**

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 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.** 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>**

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

NEW PENN- is hiring part-time Office Clerk in South Kearny, NJ. This is a part-time position primarily involving data entry as well as performing various clerical functions in delivering excellent customer service skills for internal and external customers. **Responsibilities:** Maintain positive customer relations in problem solving. Route phone calls to appropriate persons, assist in dispatch functions. Demonstrate ability to interface with dispatch, operations, billing and other internal departments to provide prompt solutions to customer needs. Efficiently operate various office machines including: typewriter, adding/calculator, copiers and facsimile machines. Use mainframe computer terminal CRT to access and/or update data. Ability to multi-task by utilizing organizational and prioritization skills and effectively manage tasks. Exhibit effective written, verbal and personal skills for handling customer phone inquiries, working with both print and electronic correspondence and assisting other team members, supervisors and upper management. Typing and keyboarding skills; speed and accuracy, ten key adding/calculator proficiency. **MINIMUM REQUIREMENTS:** Strong attention to detail, good organizational skills, ability to maintain professional demeanor with customers that may be unhappy. Ability to work effectively with internal departments to provide acceptable, effective resolutions to customer service problems in a timely manner. Commensurate basic computer skills to readily enter, access, review or change data as required. Organizational and prioritizing skills to expedite and effectively manage work load. Typing and keyboarding skills with speed and accuracy. Effective verbal, written and interpersonal communications skills. Ability to communicate with internal and external customers effectively. Ability to work varying shifts/hours/days. **For more information, please go to <http://jobs.newpenn.com/index.shtml>**

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 then click on 'NJT Employment Application'. **Please apply to ONLY open positions. Please**

send your application to 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 sessions are updated on a monthly basis.

NEWYORK-PRESBYTERIAN HUDSON VALLEY HOSPITAL is hiring Patient Access Coordinator. The Patient Access Coordinator serves as the patient's main point of contact and the face of the NewYork-Presbyterian organization as the patient schedules, is approved for, and registers for treatment. Under the supervision of the Administrator, the Patient Access Coordinator is responsible for scheduling patients for visits, tests, and admissions, registering patients when they arrive, screening for medical necessity, and obtaining necessary pre-certifications and authorizations. These tasks must be completed with an emphasis on both accuracy, to ensure payment from third parties, and customer service, to foster a positive patient experience. **Preferred Criteria:** Knowledge of hospital procedures, routines, regulations and medical terminology preferred. **Required Criteria:** Qualified candidates have at least one year of clerical experience supported by a high school diploma or GED. Energetic, approachable individual with a desire to put patients first. Must be detail oriented, able to problem solve and work independently. Ability to multi-task and perform various registration duties on demand. Includes willingness to cover all areas as needed. **For more information, please go to <http://careers.nyp.org/>**

NOVARTIS is recruiting for a Respiratory Sales Specialist role in New Brunswick. The Respiratory Sales Specialist will be part of the Respiratory Division. The Respiratory Sales Specialist will develop, coordinate and implement a strategic business plan for key providers, including Centers of Excellence and large specialist practices (Pulmonologists). Responsible for driving sales for a complex biologic including a thorough understanding of the Specialty Pharmacy distribution model and buy and bill for an injectable medication. Collaborate with sales, marketing, and home office to develop and execute account centric programs aligned with franchise strategic imperatives. This individual will be responsible for gaining a thorough understanding of the customer, the decision-making process, key decision-makers and influencers. He/she must develop a deeper understanding of specific customer needs and identify key business opportunities. This individual will lead the execution of an integrated business strategy and tactical plan by effectively collaborating with account First Line Manager, nurse educator, sales specialist and other internal resources as necessary. Finally, this individual will be responsible to ensure the strategy is consistent with national objectives (e.g. brand & segment strategy). Position will be filled commensurate with experience. EEO Statement The Novartis Group of Companies are Equal Opportunity Employers and take pride in maintaining a diverse environment. We do not discriminate in recruitment, hiring, training, promotion or any other employment practices for reasons of race, color, religion, gender, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status. **Minimum requirements Education:** Undergraduate degree required; MBA preferred. **Languages: English. Experience:** Strong business background. Five years pharmaceutical sales experience required-Respiratory background strongly preferred. Minimum 2 yrs. in hospital or specialty sales: pulmonology or allergy preferred. Proven ability to establish and cultivate key customer relationships. **For more information, please go to <https://sjobs.brassring.com/tgwebhost/home.aspx?partnerid=13617&siteid=5260>**

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.** If you are interested in attending our program please join us for our Open House which is on Tuesday, February 7, 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**

PTC THERAPEUTICS- is hiring Legal Filing Clerk in South Plainfield, NJ. **Job Description:** The Contract Legal File Clerk performs basic contract management and filing duties, all according to instruction received from, and procedures established by, the manager, PTC attorneys and/or other members of PTC's Legal Department. These duties include, but are not limited to: filing, typing, preparing outgoing correspondence, photocopying, collating and processing contracts and other legal documents. Collaborating closely with attorneys and other members of the legal department, the incumbent may also assist with, and support, daily activities associated with the company's Contract Management System. The incumbent works cross-functionally with internal departments and external resources on legal related issues. The Contract Legal File Clerk supports adherence to relevant regulatory and compliance requirements and company policies and procedures as appropriate. **Primary duties and responsibilities:** Performs routine administrative work pertaining to the filing and distribution of contracts and other legal documents; maintains organization and structure of files; performs basic document and file organization, indexing, coding, data entry and searches. Assists with the implementation, set-up and daily activities associated with the company's Contract Management System. Provides administrative support to the Legal department and assists with routine clerical projects as needed. **Education/experience required:** Associate degree in a relevant discipline and/or a minimum 1 year of relevant work experience in a law firm or corporate environment. **Special Knowledge or Skills Required:** Proficiency with Microsoft Office. Excellent verbal and written communication and skills. Ability to work independently and collaboratively, as required, in a fast-paced, matrixed, team environment consisting of internal and external team members. Analytical thinker with excellent problem solving skills and the ability to adapt to changing priorities and deadlines. Excellent planning, organization and time management skills including the ability to support and prioritize multiple projects. <https://sjobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&jobId=263915&PartnerId=26291&SiteId=6075#/0>

REALOGY – is currently looking for a part-time (30+ hours) Wire Desk Associate to work in our Madison, NJ office. The hours for this role will be approximately 1 PM – 6 PM. The Wire Desk Associate will manage numerous, time-sensitive wire transfer requests that require 100% accuracy. This individual in this role MUST be able to process large quantities of data. **Key Responsibilities:** Manage daily wire transfer activities to ensure time sensitive wire transfers (i.e. Payoff wires with deadlines) get processed first. Review documentation for completeness and accuracy to assure compliance with company wire transfer procedures and requirements. Enter and/or release wires in bank system(s) accurately. Provide timely response to customer inquiries. Interact with banks when required. Run and maintain various bank reports. Maintain Wire Transfer Request Log to ensure no wires are duplicated. Confirmation of incoming funds. Timely review of wire transfer requests and support documents received by various branch locations. Access and navigate various instances of company "Title" system (I-Closing). Proofread and release wire transfer entered into bank systems by others. Confirm successful transfer of funds and record bank confirmation numbers into Wire Transfer Request Log. Run end of day reports for each branch location and reconcile transferred amounts against original requests. Respond to internal and external customer inquiries as relates to the transfer of incoming and outgoing funds. Communicate with branch locations to identify and resolve issues based on the companies wiring procedures and requirements. Work with banks to resolve issues. Keep fellow team players aware of any wires on hold or expected documents. Additional responsibilities as assigned. **Minimum Requirements:** High school or GED required. 1-year customer service experience. Escrow, Title Company, Mortgage or Banking experience preferred. Data entry experience required. Candidates may be required to pass exam required for NJ Resident Producer License. Must have excellent oral and written communication skills. Strong PC skills required. Excellent interpersonal and time management skills. Must be able to adhere to appropriate company policies and procedures. Must be able to identify internal and external customer requirements and expectations. Must be detail focused and possess excellent follow up skills. Superior organizational skills. **For more information, please** https://jobs.realogy.com/?locale=en_US

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 than call to be considered for an interview. 908.325.6095 Cranford Office / Application available in Spanish on line**

REVLON- is hiring a part-time Assoc, Regulatory Specialist in Edison, NJ. Provide support with regulatory functions, including but not limited to: Tracking internal formulation project assignment. Weracs Product Registration. Update Bulk/MC cross reference list as needed. Create and maintain MSDS (Material Safety Data Sheet) database and handle external MSDS requests and updates. Reformatting all MSDSs to GHS Standards. Position requires some knowledge of biological and chemical mechanisms and interpreting regulations. Able to work independently with minimal supervision. Proficient in Microsoft Office Suite. Strong written and oral communication skills. Semi-Annually distribute all updated. MSDS documents to CHEMTREK& Rocky Mountain. Author new MSDS documents and updated existing documents. Assist building safety officer with duties, including – Hazardous waste disposal and inspections, OSHA Audits. DOT/Hazardous shipping classification, Safety Committee and training. Administer weekly hazardous waste disposal inspections. Conduct OSHA audits yearly on all laboratories and offices. Manage safety training for all employees on site. Assist on in-house safety studies as needed. Coordinate the review process of label copy between various departments including marketing, legal, trademark, marketing, R&D, and claims in a strict time frame. Compile all feedback and prepare reports on each copy. **For more information, please go to <http://www.revlon.com/careers>**

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/>**

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>**

684930BR – Refrigeration Technician (Lakewood, NJ)	686831BR - Laundry Technician (Pennsauken, NJ)
696032BR – Refrigeration Technician (Wall, NJ)	682100BR – Laundry Technician (Staten Island, NY)
696041BR – Small Engine Repair Technician (Wall, NJ)	664083BR – Refrigeration Technician (Staten Island, NY)
684916BR – Refrigeration Technician (N. Plainfield, NJ)	686673BR – Refrigeration Technician (Bensalem, PA)
684915BR – Laundry Technician (New Brunswick, NJ)	686879BR – Laundry Technician (Philadelphia, PA)
696015BR – Laundry Technician (Watchung, NJ)	686269BR – HVAC Technician (Bensalem, PA)
686777BR – Laundry Technician (Lawrenceville, NJ)	686831BR - Laundry Technician (Pennsauken, NJ)

SKID-STEER OPERATORS NEEDED - Winter Services' management team understands the stringent demands of the Tri-State area. Through a regimen of pre-season preparation, year round research, shared information with other industry leaders, continual upgrades to our equipment fleet and consistent follow-through Winter Services provides its clients with unsurpassed protection against winter's worst. **We need operators in Newark, New Providence and Central NJ. Please contact Steve DeStefano, Recruiter at 201-538-2143. Please apply online at www.winterservices.net. The position is seasonal during snow events and pays \$25 per hour. You will need to complete new hire paperwork and provide identification.**

SMASHBURGER – is hiring Assistant Manager in Clark, NJ. Our Assistant Managers are leading the charge in the better-burger revolution! You would play a vital role both supporting the General Manager as well as leading the Team Members by example in a hands on role. Your passion for Quality Food and Amazing Guest Service is a cornerstone of what makes Smashburger the best at what we do! **Smashburger Assistant Manager Responsibilities:** Assists the GM in the hiring,

training and developing hourly team members. Assists the GM in making timely schedules and appropriate staffing levels in accordance to Smashburger labor matrix. Assists the GM in ordering inventory and checking in product delivery Provides support to the GM in managing shifts, assigning and coaching team members on job duties and performance. Ensures every guest has a SIZZLING experience. Delivers high quality, attractive food made according to Smashburger recipes. Follows proper sanitation and cleanliness standards in the restaurant to fulfill health requirements and Smashburger standards. Follows all cash handling procedures to minimize all cash shortages. Ensures that cash is deposited into the bank daily. Foster a safe work environment by following safety guidelines. Follow all guidelines and procedures as outlined by Smashburger. Maintaining proper employee records, and documentation per company standards and federal, state and local ordinances. **Smashburger Assistant Management Requirements:** Ideal candidates will have previous supervisory experience within the restaurant, retail, and/or hospitality industry. Must be willing to submit to a background check. Must be able to successfully complete food and alcohol safety certification programs. Proven ability to drive guest service initiatives by motivating and leading team members. Must possess a sense of urgency, enjoy fast paced environment, and guest service focus. Ability to successfully complete training program. Ability to follow all guidelines and procedures set forth by Smashburger, local, state, and federal employment regulations. Smashburger participates in E-Verify. **For more information, please go to <https://www.smashburger.com/joinsmashmanagers>**

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>**

TACO BELL – is hiring Fast Food Worker in East Brunswick, New Jersey. **Job Description:** work as a team make it fun reliable and family like culture serve customers with a smile and serve safe and accurate and fast food to our customers part time and full time available all shifts even potential for a career path we offer GED and also online college at an affordable price. Pay: \$8.44 - \$9.00 Hourly. **Minimum Education Required:** Less than High School. **To apply, contact the employer by telephone, by email, or on-line: Phone: Castillo, Anthony (917) 684-6999. Email: alaporte@yumandchill.com. Web-site: <http://www.tbbelljobs.com>**

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**

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/>**

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 for more information. We nurture your aspiration to find a career that's right for you!**

UNITED AIRLINES INC - is hiring Supervisor I – Food Services Operations in Newark, NJ. Job overview and responsibilities. Entry level role supervises a key functional department and may serve as Manager on Duty, overseeing entire kitchen on some shifts. Responsible for financial, operational, quality and regulatory performance of the assigned department and at times entire kitchen. Supervises the production staff, manages resources, schedules and performance issues. Responsible for production schedules, timeliness and quality of the product. Works closely with department manager to supervise shift employees and runs the day to day departmental operation. Responsible for employee scheduling, attendance, discipline, payroll, interviewing, accident investigation and safety awareness. Conducts shift briefings and other employee communication. Serves as Manager on Duty frequently. Assists leader to coordinate production schedules with other departments to meet overall operational needs of the kitchen. Responsible for departmental quality, productivity, overall performance, food safety compliance, regulatory compliance and departmental safety programs. Responsible for ensuring departmental goals and objectives are met. Participates with kitchen and corporate resources to implement Lean processes and objectives into the production process. **Qualifications:** Knowledge of catering operations. Strong leadership skills. Ability to work in a high paced environment and in temperature controlled (cold) production areas. Ability to effectively work with all levels of the organization, employees and outside suppliers. Excellent written and verbal communications skills. Computer skills including use of email, Word, Excel and PowerPoint. Fluent in English. 2 - 3 years in catering / food services operations. Valid driver's license. Ability to work various shifts within a 24/7 operation, including weekends and holidays. Must be legally authorized to work in the United States for any employer without sponsorship. Successful completion of interview required to meet job qualifications. Reliable, punctual attendance is an essential function of the position. **For more information, <https://ual-pro.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=EWR00002062-SM&src=JB-10440>**

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/>**

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 - (best form of contact) 732-560-2117 or 732-5602103- State that you are applying for the CAR WASH Position**

THE WALT DISNEY COMPANY – is hiring Sales Assistant in NYC. The Sales Assistant will support to the Account Executive team with tasks including daily maintenance of client’s schedule including brand allocation; ensuring schedules are airing correctly and efficiently solving discrepancies in a timely fashion. **Responsibilities:** Assist the Account Executives and Account Services Representatives in the development of sales proposals, booking contracts and addressing any post evaluation details required by specific clients. Work closely with traffic to ensure proper scheduling including special circumstances and missing traffic. Partner with revenue planning on all inventory management and daily maintenance of client’s media schedules. Assist clients with move requests. Preparing research and other sales related reports and media kits as needed. Resolving scheduling and billing discrepancies. Participating in local client meetings, where appropriate, with the Account Executives, in order to develop a rapport with client and agency contacts plus develop an understanding of the sales and talking points of the network and the marketing/media needs of the advertiser/agencies. Ensure timely production of expense and financial reports. Provide outstanding internal and external client service. Be knowledgeable of all appropriate software related to our operation; Microsoft Office, SAP, etc. Flexibility to occasionally work outside normal business hours in the event of deadlines or projects. Ability to form and continue key internal and external client relationships. **Preferred Qualifications:** A minimum of 1 year of experience in client services and sales. Proficient in Outlook (create/edit emails and appointments), Word (create/edit documents), Excel (create/edit documents) and Power Point (create/edit presentations). Strong math skills. **Required Education:** Bachelor’s Degree or equivalent work experience. **For more information, please go to <https://jobs.disneycareers.com/job/-/-/391/3921045?codes=INDEED>**

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.westfieldnj.org/about-us/job-opportunities or email a resume to humanresources@westfieldnj.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.

JOB SEARCH REMINDER - When responding to job leads from this or any source, do not send / accept money or share confidential personal information such as your social security number, credit card number, etc. Visit company’s website in advance of placing an application or attending a recruiting event.

****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

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