

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

# Job Connection

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

**April 11 – April 17, 2016**

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



## ARE YOU SUDDENLY THE HEAD OF YOUR HOUSEHOLD?

### **FUNDING FOR TRAINING IS AVAILABLE!**



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

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

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

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

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

## ***80 POSITIONS Full Time & Part Time Available***

**Barcode** is a restaurant/sports club where guests will be able to "Eat, Chill, and Play." The venue is seeking Bartenders, Servers, Hosts, Line cooks, Dishwashers, and Managers.

Interested? Come Learn More!

**Tuesday & Wednesday April 12th & 13th at 10:00am and/or 2:00pm**

Workforce Innovation Business Center

Mills at Jersey Gardens, 651 Kapkowski Road in Elizabeth, NJ



### **You must attend one of the Sessions**

Interested candidates must be bi-lingual in English and Spanish.

Interested candidates please email your resume to [lsaias.rivera@ucc.edu](mailto:lsaias.rivera@ucc.edu).

**Please call to reserve a spot to attend one of the mandatory sessions.**

**For more information please call us at (908) 355-4444**

**(Se habla Español)**

***A Service of the Union County Board of Chosen Freeholders***

## New at Union County College

Union County College LINCS- Supply Chain Management (SCM) program will prepare you for employment in transportation, logistics and distribution. Grant-funded courses are now being offered TUITION FREE in the following:

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

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



## FREE Training Program: Metal Fabrication/CNC Machinist Training to Begin April, 2016



Description:	Requirements:
<ul style="list-style-type: none"> <li>▪ Training for high-tech jobs in Advanced Manufacturing</li> <li>▪ 288 hours of hands-on training</li> <li>▪ Graduates will be eligible to receive Nationally Recognized NIMS Measurement, Materials, and Safety Credential</li> <li>▪ Training includes: Lathes, Milling, CNC, Grinding, Blueprint reading, and more</li> <li>▪ Job Placement Assistance Provided</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must be 6+ months unemployed or underemployed**</li> <li>▪ Must register with Ready To Work Program</li> <li>▪ High School Diploma or GED (recommended, not required)</li> <li>▪ Must be NJ resident over 18 years of age</li> <li>▪ Must pass Bennett Mechanical Aptitude Test</li> <li>▪ Reliable transportation</li> <li>▪ Must be ready to work upon completion Satisfactory background/drug screening</li> </ul>

**For additional information, call Nancy Burke at 908-527-7207**



## Open House Wednesdays: Express Employment Professionals

Every Wednesdays from 9am to 2pm. Location is 140 Littleton Road, Suite 110, Parsippany, NJ Come and Apply! Bring a Friend! 70+ openings available in Morris County. All shifts available. 7 delivery drivers, 10 machine operators, 50 pick/pack, 3 electronic solderer and warehouse workers. Please call 973-316-4885 with questions. **Apply online at [Expresspros.com](http://Expresspros.com) prior to coming in and select the Parsippany location.**



## Connections Personnel\_Open House

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

**Wednesday from 10am to 2pm - Office personnel:** Clerical, Customer Service, Administrative, Assistants, Accounting Clerks, and Data Entry. **Please stop by one of our offices at: Connections Personnel 764 Easton Ave. Somerset, NJ 08873 Call to register and for directions 732-745-9955 Connections Personnel 1911 Westfield Ave. Connections Personnel 1911 Westfield Ave. Scotch Plains, NJ 07076. For more information, go to [www.connectionspersonnel.com](http://www.connectionspersonnel.com). Call to register and for directions. 908-322-5200**

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

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**Few Positive Recruitments coming up at the Union County One-Stop in Elizabeth.  
921 Elizabeth Ave, Elizabeth, NJ**

**Cable Installation Technicians** – Prince Telecom on Monday, April 11th from 1-3pm. CABLE INSTALLATION TECHNICIANS -25 Full Time Openings. Job Duties: Installation and/or Repair of Cable TV, Telephone and Internet services following installation requirements. EARN: \$10.00 per hr. - during 4-6 week training period. EARNING POTENTIAL: \$400 - \$700 + a week. High School Diploma or equivalent preferred. Valid driver's license REQUIRED.

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**Every Monday: Open House at Community Access Unlimited In Elizabeth**

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

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**Every Monday: Cavalry Staffing is Hosting an Open House**

Calvary Staffing is a drug and alcohol-free workplace and is one of the fastest growing staffing firms in the country. We partner with industry leading clients in Transportation. We are seeking **DRIVERS AND CAR DETAILERS** to work with us at major car rental facilities in **NEWARK LIBERTY INTERNATIONAL AIRPORT**. Drivers help us to transport rental cars throughout several facilities.

Car detailers are responsible for cleaning and preparing vehicles to be rented again by a new customer. A valid NJ driver's license (no probationary or provisional license), no DUI/DWI and no more than 1 moving violations or at-fault accident in the last 3 years with at least 1 full year of driving history is required for ALL positions. Able to work on your feet and/or drive in various weather conditions for 10-12 hours. Starting pay is \$8.38/hour. We offer flexible scheduling, part weekly pay with electronic pay cards, and offer medical insurance to ALL employees starting at date of hire. **Interested in scheduling an interview, please contact Theodora Tribie at 862-234-2822 or respond via to [ttribie@cavalrystaffing.com](mailto:ttribie@cavalrystaffing.com). We are holding an Open House MONDAY between 10am- 3pm Cavalry Staffing 24 Commerce St. Suite 1725 - 17th Floor Newark, NJ 07102**

# EMPLOYMENT OPPORTUNITIES

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

**ADP** – is hiring workforce Analyst I in Parsippany, NJ. In this role you will be responsible for developing accurate forecasts (long, mid & short) for multiple client channels including but not limited to Inbound, Outbound, Email and Chat, as well as, back office workload. In addition, you will be responsible for developing accurate long-range forecasts to determine overall staffing capacity requirements. In addition, you will develop staffing capacity requirements to support EasyPay and RUN and all migration efforts. This person will also develop accurate mid-range forecasts to allow for accurate planning of associate development, coaching and training needs. He/She works closely with Service Management Project Teams to assess the impact of the project on the forecast and the ability to deliver on associate initiatives. The Workforce Forecast Analyst works with Sr. Leadership and Finance during the fiscal planning process to ensure that planned FTE headcount supports the Associate and Client Experience goals of SBS. **QUALIFICATIONS REQUIRED:** Bachelor's Degree--Required with Major Area of Concentration in Math, Business, Statistics, Technology or related field. 3-5 years of experience. **For more information, please go to <http://jobs.adp.com/>**

**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. **To apply: Visit [www.alternativesinc.org](http://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](mailto:careers@arcunion.org)**

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

**AVIS BUDGET GROUP** – is hiring Oil and Tire Technician in Newark. **Requirements:** High school diploma or equivalent, Minimum of 6 months of automotive maintenance experience or recent auto tech school degree, Valid driver's license and a good driving record, Must be willing and able to work a flexible schedule including nights, weekends and holidays, Ability to perform day-to-day physical tasks involving moderately demanding work including: standing, kneeling, crawling, turning, and pushing or lifting moderately heavy objects. **Compensation & Benefits:** We provide a full-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan. You will also be eligible for our ASE reimbursement program to assist in your professional development as an auto mechanic. **For more information and to apply, please go to [https://abg.greatjob.net/jobtools/jncustomsearch.searchResults?in\\_organid=18540&in\\_jobDate=All](https://abg.greatjob.net/jobtools/jncustomsearch.searchResults?in_organid=18540&in_jobDate=All)**

**BRIDGEWAY REHABILITATION SERVICES** is a leading psychiatric rehabilitation service agency providing assistance for residents of Central and Northern New Jersey who have experienced psychiatric disabilities. At this time, we have the following positions available: Psychiatrist, Wellness Nurse, Community LPN, Community RN, Wellness Specialist, Wellness Clinician, Licensed Clinician, , Employment Specialist, Dual Recovery Specialist, Homeless Outreach Specialist and Family Support Specialist in the following counties: Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Somerset, Sussex, Union and Warren. **To apply for a position please attend our Open House held on Friday, February 19, 2016, 10:00am-1:00pm at 615 North Broad Street Elizabeth, NJ. If you are unable to attend the Open House, please fax your resume and cover letter to:908-355-6668, send via email to [Human.Resources@bridgewayrehab.org](mailto:Human.Resources@bridgewayrehab.org) or apply on our website [www.bridgewayrehab.org](http://www.bridgewayrehab.org).**

**BROOK HEALTH CARE, LLC** - is seeking professional and compassionate **Certified Nursing Assistants (CNAs)** and **Certified Home Health Aides (CHHAs)** to join our team and work in Central Jersey. Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. **Job Requirements:** Current Certification and one (1) year direct patients care experience; PPD 2-Step; Dr.'s Note; CPR certification; Be able to lift, bend, reach, etc.; Clean criminal background check and driving record; Ability to travel per job requirement; Valid driver's license and reliable transportation at all times; **Day/Evening/Weekend/Live-in Shifts.** Duties will include, but not be limited to bathing, dressing, med reminders, assist with ambulation, meal prep, shopping, errands, transportation, light housekeeping. Salary will commensurate with experience. **Applications can be filled out at: <http://brookhc.com/employees-applicants/>.** Scroll down and click the button "NJ Applicant." Use the log in and password provided on website. **For more information contact: [deborah@brookhc.com](mailto:deborah@brookhc.com)**

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

**CANTEEN** – is hiring 2 positions for Mechanic in Avenel, NJ. Location: 190 Homestead Ave, Avenel, NJ 07001. Note: online applications accepted only. Schedule: Monday - Friday 7:00 AM - 3:30 PM. Requirement: Relevant experience preferred and good driving record. **Essential Duties and Responsibilities:** Provides quality customer service by providing one-on-one attention to detail. Responds to dispatch calls for machine and equipment repairs. Calls on existing customers to determine adequacy of service; resolves service complaints. Inspects machines and equipment to determine locate causes of malfunctions, dismantles machines to gain access to problem area. Inspects parts to detect wear, misalignment or other problems; removes and replaces worn or defective parts; repairs broken parts; realigns and adjusts components; tests machine operation following repair. Reviews inventory and orders parts; ships and receives machines; maintains equipment inventory. Sets up and operates mechanical equipment and small hand tools for machine and equipment repair. Maintains clean and safe work environment; performs job safely. Contributes to the team; exhibits professionalism with customers, fellow employees and others. Performs other duties as assigned. **Qualifications:** Type I Refrigeration Certification and valid Non-CDL Class C driver's license. **To apply, please go to <https://hourlyjobs.compassgroupcareers.com/viewalljobs/>**

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

**COLLEGE NANNIES** –. **Full Time and Part Time Nannies, throughout New Jersey, which include Lincroft, Livingston, Maplewood, and West Orange.** As a nanny, there are various positions available to you, whether full-time, part-time or on-call nanny positions for infants to school aged children. These positions are available to start with immediate hire, upon completing hiring and/or placement process. Nannies will be placed based on skill set, experience and availability. We offer flexible scheduling, ongoing support, and a variety of positions to fit your skills and preferences. Nanny positions may be full-time, part-time, hourly babysitting, summer only and/or after school. All applicants must meet following requirements: Must have reliable form of transportation and ability to travel distance, Be very reliable, mature, honest, and have genuine love of children, Have previous child care experience and valid reference (note: reference not allowed to be family

members), CPR and First Aid training (not required before interview). Must be a role model for children at all times, Must have the ability to keep up with interactive play, depending on child(ren) age group. **Apply to the Livingston Center today! Interested candidates should fill out and submit their applications at: <http://www.collegenannies.com/livingstonnj>. Click on the "Join the Team" tab at the top of the page and then select the "Apply Now" link to start work at College Nannies and Tutors, Livingston Placement Center.**

**THE COUNCIL FOR AIRPORT OPPORTUNITY** is recruiting for Aircraft Cleaners and Drivers at Newark Liberty Airport. Must pass for the pre-employment testing and the background check. **Apply at [www.caonj.com](http://www.caonj.com), then come to 17 Academy Street Newark, NJ 07102 Monday-Thursday 9:00 a.m - 2:00 p.m.** Bring a valid state or government photo i.d. and original social security card. Dress in business attire.

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

**DUNKIN DONUTS** is opening a new Store in Summit, NJ at 10 Ashford Ave. We are looking for Restaurant Managers, Assistant Managers, Shift Leaders and Crewmembers. Full and Part Time positions are available. If you have QSR experience in any of the positions listed please submit your resume for immediate consideration. **Those interested in crew positions should Email your name, phone number and Email address to [jobs@natcdonuts.com](mailto:jobs@natcdonuts.com). Interviews will be conducted in the next 3 weeks.**

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

**EDGEWOOD PROPERTIES -** is seeking a talented Real Estate Transaction Coordinator/Paralegal Trained, whose hands-on effort will ensure smooth, through and efficient residential and commercial closing transactions within our in-house legal

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

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



Ability to work in fast paced environment, 1-year experience working in an office setting similar to job description, Experienced in using computers and professional. **For consideration, please submit your resume via email.**

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

**EF EDUCATION FIRST** – is hiring Activities Manager in Union, NJ. As the Activities Manager, you assume responsibility for planning, organizing and delivering the activities program from concept to implementation during the Summer 2016 program. This individual provides oversight, management and coaching to a team of Activity Leaders, as well as directing program logistics such as bus transportation, event planning, and payments to suppliers. This is a high-energy role that requires a strong leader and manager, someone who can drive the program and ensure Activity Leaders have the tools, training and guidance to showcase the local area and provide life-changing experiences to the students. **Responsibilities:** Manage, coach, motivate and provide performance evaluations to your team of Activity Leaders. Plan, organize and oversee a variety of activities, social events, daytrips and multi-day excursions included on the activity program. Deliver daily team meetings; create and distribute daily “game plans” to your team. Manage finances to ensure activities remain within budget; manage activity stock and supplies. Manage all activity program logistics, including bus transportation, staff scheduling and troubleshooting. Coordinate all logistics for student arrivals and departures. Manage relationships with local suppliers and partners, including submitting payments and processing invoices. Lead a full day Activity Leader training prior to the student arrivals. Be available to work late nights for some events, such as host family evenings, arrivals and departures, and also to assist with emergency situations should they arrive. **Candidate Profile:** Has management experience (1+ preferred). Has experience working with young people and/or experience working with international students. Is business-minded with a strong sense of customer service and attention to detail. Is enthusiastic, upbeat and a natural leader with high energy and an entrepreneurial spirit. Possesses strong communication skills and teamwork abilities. Goes above and beyond, never settling for status quo. Can attend a Senior Staff training prior to contract commencing. EF Education First is the world leader in international education. With more than 40,500 staff and teachers working in 53 countries around the world, our mission is simple: opening the world through education. Since we were founded 50 years ago, EF has helped more than 15 million people see the world, learn a language, or earn an academic degree. **Visit <http://careers.ef.com> if you’re interested in joining our global team.**

**THE EXECUTIVE OFFICE OF VISIONS OF GOD FAMILY WORSHIP CHURCH** is now accepting resumes for the following paid Part-time positions. **Administrative Assistant (Part-time) - Clerical:** Typing, Filing, Data Entry. **Reception:** Answering Phones, Meeting Room Prep. **Administration:** Pastoral Assistance, Staff Meetings. **Jr Communications Assistant (Part-time) - Secretarial:** Typing, Letter Composition, Notation/Documentation. **Communications:** Web/Blog Administration; Telecommunications Management (MultisiteConference Calls); Social Media Management: **Project Assistant** - Light Typing, Document Management/Creation, Microsoft Word (Expert), Excel (Intermediate), and PowerPoint (Expert) and/or similar software systems, WordPress Administration. Rate: \$16/hour; 4 Days a week. **REQUIREMENTS** Applicants must have car and driver’s license. **Send resume and cover letter to [baptiste@ucc.edu](mailto:baptiste@ucc.edu)**

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

**THE GATEWAY FAMILY YMCA- Rahway Branch has the following positions open: Part-time Lifeguard:** We are looking for motivated and hardworking people to join our lifeguarding team! A YMCA lifeguard monitors pool activities and ensures member safety. Lifeguards need to possess knowledge of rescue procedures and emergency medical procedures. To help prevent incidents, lifeguards must enforce all safety guidelines as outlined by the YMCA. We currently have opening (5:30am), mid-day, and weekend shifts open. **Part-time Swim Instructor** The primary responsibility of this position is to instruct others on how to be safe in, and around water. Swim instructors lead group, private and semi-private swim lessons to all ages and ability levels. Instructors create a fun and inviting learning environment to ensure a positive member

experience. Builds strong relationships with participants and continually recommends classes based on skill levels. Flexible scheduling; weeknights and Saturday mornings. Required experience: 1 year **Part-time Water Fitness Instructor** Teach Water Aerobics classes of varying intensities at The Gateway Family YMCA- Rahway Branch. Provide high quality instruction and excellent communication with participants. Required experience: 1 year. **Please contact our Aquatics Director, Jaimie Hinshelwood at 732 388 0057 or by email ([Jhinshelwood@tgfymca.org](mailto:Jhinshelwood@tgfymca.org)) to apply today! All hourly wages are competitive and based off of experience.**

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

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

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

**GOODWILL INDUSTRIES** – is hiring Career Specialist. Develop job opportunities for individuals with various disabilities. Schedule interviews and follow up with employers to make placements. Build and maintain employer relationships and contacts by visiting employers in the community. Maintain documentation of placement services rendered and employment verifications. Complete internal statistical reports and progress reports for funding sources. Ensure employer satisfaction with program/placement services and candidates. Become familiar with labor laws, demand occupations and ADA. Maintain the following goals for the first 90 days of employment: 30 days - Develop 15 jobs, schedule 5 interviews, place 1 consumer, and accrue 60 billable hours per month. 60 days - Develop 20 jobs, schedule 8 interviews, place 2 consumers, and accrue 70 billable hours per month. 90 days - Develop 25 jobs, schedule 13 interviews, place 3 consumers, and accrue 80 billable hours per month. **To apply, submit your application online at [www.goodwillnj.org](http://www.goodwillnj.org) and forward a copy of your resume to Kevin Britt, [KBritt@goodwillny.org](mailto:KBritt@goodwillny.org)**

**HEWLETT PACKARD ENTERPRISE** – is hiring Financial Reconciliation Analyst in Berkeley Heights, NJ. **Job Responsibilities:** Manage end of lease activities with lease customers who are returning leased assets to HPFS. Entails working directly with customers to identify leased assets being returned, issue RMA # for those assets and assist them with their asset management queries, managing escalations where applicable and providing adjudication reports upon completion of the reconciliation process. Role is E2E (end-to-end) in scope from returns notification to asset termination and requires working with a number of support functions to ensure that customer returns requests are satisfactorily fulfilled; e.g. liaising with logistics to ensure that the pickups / deliveries are properly scheduled, working with reconciliation teams to ensure the assets correctly reconciled and working with a termination support team to close off the leases correctly. Work with 3rd

party service providers within the returns space as appropriate. Liaise and proactively work with other HPFS roles e.g. Sales, Customer Delivery, asset management and portfolio management as appropriate (e.g. UPM management, restructures, early returns, missing and damages fees, etc.). Proactively promote value added services such as prepaid PASS, disk wipe, onsite scanning, portfolio reporting. Provide excellent customer service to responding, tracking and resolving customer inquiries. Manage workload in line with defined operational metrics including TAT, revenue and customer loyalty targets. E2E TAT to be benchmarked at 1 billing cycle. Deliver accurate returns forecasts to management. Negotiate damage charges on returned assets where applicable. Responsible for delivering other tasks as deemed appropriate by management.

**Qualifications:** Bachelors Degree, or equivalent in a business related field. **Skills Required:** 2 years of experience in the construction and maintenance of large complex datasets in Excel. 2 years of experience with financial data analysis and reporting from diverse data sources (Business Objects, SAP/Oracle, etc. At least 2 years in a customer facing or service delivery role, gathering requirements and complex data. At least 1 one years of experience managing multiple moderate to complex financial projects, proving flexibility and an ability to multi-task. **Preferred skills:** A second language highly advantageous from the following; French, Spanish or Portuguese. Basic IT product knowledge (hardware components, network terminology, etc.). Basic accounting knowledge a benefit. **For more information and to apply, please go to <https://hpe.taleo.net/careersection/2/jobdetail.ftl?job=3569129&apstr=%26src%3DJJB-12042>**

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

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

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

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

**INNOVATIVE THERAPY GROUP** - seeks a full-time School Psychologist for a Public School near Westfield NJ. Immediate Opening for long term placement at Public School located near Westfield, NJ. High School Caseload Monday-Friday 8:30 am - 3:15 pm. **REQUIREMENTS:** School Psychologist Certification, Experience with Student Testing, Experience with School Counseling. **For more information call: (732) 523-0531.** Innovative Therapy Group is a state wide company that specializes in staffing the Special Ed Department of School Districts.

**INSTITUTE OF CULINARY EDUCATION (ICE)** - has an exciting Part Time opportunity to work in our Special Events Division. Our Chef Assistants represent the backbone of this division and you will be responsible for assisting our illustrious Chef Instructor(s) during our private culinary events. This part-time position will provide an opportunity to aid in instructing guests on prep, cooking, and other miscellaneous techniques and tips. Schedule should allow flexibility to ebb and flow with ICE's needs. **SPECIFIC JOB RESPONSIBILITIES:** Assist and lead guests in the preparation and cooking of a specific menu as per chosen by the group, for groups up to 90 people. Provide room set up for each private event including equipment, place settings, knives, cutting boards, etc. Answer guest questions regarding equipment use, food preparation and cooking techniques. Follow instruction regarding obtaining the pulls from Stewarding. Continually maintain the cleanliness and organization of the kitchen and/or classroom. Perform other duties as assigned by Manager or Chef Instructor. Our new

72,000-square-foot facility is located at 225 Liberty Street and is open 355 days and nights a year. **For more information about ICE, please visit our website at [ice.edu](http://ice.edu).**

**INTERNATIONAL RESCUE COMMITTEE** – is hiring Intensive Services Social Worker in Elizabeth, NJ. **Job Overview/Summary:** The IRC in New Jersey's Preferred Communities Intensive Case Management (ICM) program assists with the long term, successful integration of newly arrived refugees and other humanitarian entrants with medical and mental health needs. The Intensive Services Social Worker is a part time position, approximately 20 to 28 hours per week, providing team-based case management, ensuring that clients are connected to necessary services and resources both within and outside of IRC's programs. S/he supervises BSW and MSW level interns and community health promoters and leads health and wellness initiatives. S/he is expected to build capacity to address the medical and mental health needs of newly arrived refugees both organizationally and throughout Union county and surrounding counties. **Job Requirements:** Bachelor's Degree in public health, social work, human services or related field. Master's degree in Social Work; SIFI certificate desired or minimum 3 years post-graduate work experience. At least two years case management experience required. Experience working with refugees, victims of human trafficking, immigrant populations or vulnerable populations strongly preferred. Understanding of New Jersey welfare, health insurance and medical systems preferred. Demonstrated success working and communicating effectively in a multi-cultural environment. Proven ability to contribute both independently and as a key team member. Self-starter with excellent problem solving skills combined with the proven ability to multi-task, prioritize duties, and manage time effectively. Fluent in English, both spoken and written; bilingual ability in one of the predominant languages of the local client base is desired: French, Spanish, Arabic, Dari or Pashto. Proficient in Microsoft Office applications (Word, Excel, Outlook). **For more information and to apply, please go to <http://www.rescue.org/careers>**

**LEVY RESTAURANTS** – is hiring for several positions at the Golf Course in Springfield, NJ. The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards...and now, the 2016 PGA Championship! **For more information and to apply, please go to <http://workatlevy.com/job-detail/160710/2016-02-23?referral=Indeed>**

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

**LITTLE BEARS DAY CARE CENTER, HILLSIDE NJ.** Teachers assistant, there are various positions available to you, whether full-time, part-time positions for infants to school aged children. These positions are available to start with immediate hire, upon completing hiring and/or placement process. You 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. All applicants must meet following requirements: must have reliable form of transportation and pass a background check. Must be very reliable, mature, honest, and have genuine love of children, have previous child care experience. **Drop off resume at Little Bears Day Care Center, 422 New York Place, Hillside NJ or email to "Littlebears.center@verizon.net"**

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

**MARKETING COMMUNICATIONS MANAGER** - Preference is someone with nonprofit experience or from the Music Industry in Montclair. 60K Salary. Monday - Friday 9am-5pm **Relevant Experience and Skills:** Proven track record of at least three years of actively creating and managing marketing functions for an organization, ideally mission-based. Strong writer – rich vocabulary, proficient grammar, impactful and succinct storyteller. Strong proofreading and editing skills. A self-starter, consistently taking initiative, displaying an entrepreneurial spirit and thriving in a fast-paced environment. Project

management experience including the proven ability to effectively manage multiple projects, self-prioritize, and adjust to shifting priorities while meeting deadlines and showing attention to detail. Early adapter with technology, and experience using technology in previous employment. Social media savvy; demonstrated experience updating websites and creating and posting content on social media for marketing and/or promotion of an organization, with the purpose of driving conversation and action. Ability to serve as a unifying force with internal team and external constituents (staff, Board, Regional Advisory Boards, teachers, students, alumni, supporters) who serve as a channel to share the organization's story and targeted messages. Experience managing agencies and contractors in any or all of the following: PR, marketing/branding, promotion, social media, photography, video, design. Knowledge of HTML and CSS. Experience with WordPress and knowledge of theme frameworks. Ability to manipulate photos and create basic graphics as needed to integrate into web content. Familiarity with or willingness to learn about industry trends and web best practices. Excellent communication skills and ability to work well with team members; a good collaborator who can not only recognize and optimize the talents, expertise and skills of others, but who can also foster enthusiasm. **Preferred, but not required:** Experience with Salesforce or other database systems (Note: Salesforce is a central tool in our work). Experience with Pagelines and Headway. Basic proficiency with graphic design tools such as Photoshop, Illustrator and InDesign. Knowledge of search engine optimization (SEO) including basic keyword research and best practices. Knowledge of earned and donated media. Experience working in the field of education or with music, teachers or kids. **Ideal Attributes:** Detail oriented, reflective, and committed to ongoing innovation. Exceptionally strong interpersonal, written and aural communication skills. Ability to anticipate problems and take initiative. A collaborative individual that is willing to consider diverse opinions and integrate them into creating effective solutions. An individual of the highest integrity. **Please send resume with cover letter to [baptiste@ucc.edu](mailto:baptiste@ucc.edu)**

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

**MATCHBOOK LEARNING AT MERIT PREP** seeks to employ educators and leaders who are talented and passionate about student achievement and looking for an opportunity to create a school that delivers remarkable results for students. We are currently hiring for a Dean Position, for our 5-10 campus in Newark, NJ. Leads school-wide effort to build and maintain a strong positive achievement-oriented school culture where students grow in a warm and supportive environment. Implements and improves upon school behavior systems and supports. Establishes strong mutually respectful relationships with students and families. **RESPONSIBILITIES:** Communicates clear vision for and models daily a culture of high expectations in action. Maintains and updates behavior systems that support academic achievement and social/emotional growth of students. Regularly collects cultural data through school walk-throughs and online tools and disseminates reports to track progress and student growth. Analyzes attendance behavior and participation data with school leadership to identify and address challenges. Trains and supports staff in classroom management and in building positive relationships with students and parents. Meets regularly with staff to review student issues and develop social/emotional growth goals as part of students personalized learning plans. With school leadership participates and leads student community meetings. Develops and implements school advisory curriculum and after school program. Provide behavior support for off-ground activities including home visits. **QUALIFICATIONS:** Believes all students can achieve at the highest levels. Tireless commitment to all students' academic success and personal development. Holds oneself accountable for results and exemplifies highest ethical standards. Entrepreneurial spirit and comfort with ambiguity as well as learning new tools and applications. Strategic thinker problem-solver and excellent judgement in decision-making. Able to analyze data to increase student and staff achievement. Clear communication and strong interpersonal skills. Works effectively independently with minimal oversight as well as part of a team. 1-2+ years experience. **For more information and apply, go to <http://www.matchbooklearning.com/careers>**

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

**M/F FOR OUTSIDE SALES POSITION (Hillside, New Jersey)** 35 year old Wire Rope Co. in Hillside, NJ is looking for RECENT COLLEGE GRAD to train for outside sales position calling on Industrial accounts from CT. to MD.

Candidate must be aggressive, self-motivated, detailed oriented and willing to learn about our unique industry.

We will train successful candidate on all our products before going on the road. Salary is \$30,000 while training then salary plus commission once on the road plus auto expenses. We offer full Benefits and Profit Sharing. **E-mail Resume to**

[Sales@bilcogroup.com](mailto:Sales@bilcogroup.com) or call **Bilco Wire Rope and Supply** and ask for **Mike. 908-351-7800. Web Site:**

[www.bilcogroup.com](http://www.bilcogroup.com)

**NEWARK AIRPORT** – hiring for several positions. **Key Holder** - The Key Holder is an acting member of the management team when the Store Manager and Assistant Manager are not in the store. The Key Holder is responsible for operational functions that the Store Manager and Assistant Store Manager are trained on, opening and closing store procedures, and training employees, operating the Point of Sale software, and dividing sales. The Key Holder will uphold and deliver the Swatch retail promise to every customer. It is essential that the Key Holder be capable of operating the store, should the Store Manager and Assistant Store Manager be absent for any length of time. The Key Holder is expected to be the link between the Management Team and PT Sales Associate. **ESSENTIAL DUTIES and/or RESPONSIBILITIES:**

Support the Management Team to accomplish important tasks such as store cleanings and the execution of all visual merchandising updates and standards. Assist with the training of all new employees as well as the re-training of existing employees when needed. Motivate and work together with employees to meet and exceed sales goals. Inform employee of new updates and general developments in the company. Help ensure that Back Stock is adequate and help manage inventory properly. Promote a work environment that is positive, customer-service oriented, and compliant with established company policies and procedures. Support the Management Team by monitoring the activities of the store employees to maximize efficiency, minimize errors and respond to customer's needs in a timely fashion. Key Holder will be held accountable for "Customer Service Lead segments" and utilizing Swatch training materials. **KNOWLEDGE**

**REQUIREMENTS, SKILLS and/or ABILITIES:** Solid organizational and communication skills, the Key Holder must be able to fully operate the store when the Management Team is absent Ability to partner with the Management Team on operational matters Knowledge of Point of Sale software and cash management is preferred. Strong attention to detail and must have a team-player mentality. Ability to creatively cultivate long- term customer relationships, ability to deal with problems and resolve in a professional manner and must be able to accommodate scheduling expectations by supervising store a minimum of 5 full shifts per week, including weekend, evening, and holiday shifts. Open availabilities for weekends and closings are a must. **EDUCATION and/or EXPERIENCE:** High School Diploma or equivalent required. 2 years' experience in a retail or customer service environment required. 1 Plus years of Supervisory experience preferred. Experience with commission base selling. Spanish, Mandarin, Portuguese speaking is a plus \*Base Hourly plus commission. **Assistant Store**

**Manager.** Assistant Store Manager Job Duties: Trains store staff by reviewing and revising orientation to products and sales training materials; delivering training sessions; reviewing staff job results and learning needs with retail store manager; developing and implementing new product training. Evaluates competition by visiting competing stores; gathering information such as style, quality, and prices of competitive merchandise. Attracts customers by originating display ideas; following display suggestions or schedules; constructing or assembling prefabricated display properties; producing merchandise displays in windows and showcases, and on sales floor. Promotes sales by demonstrating merchandise and products to customers. Helps customers by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery. Prepares sales and customer relations reports by analyzing and categorizing sales information; identifying and investigating customer complaints and service suggestions. Maintains inventory by checking merchandise to determine inventory levels; anticipating customer demand. Contributes to team effort by accomplishing related results as needed. Assistant Store Manager Skills and Qualifications: Competitive Analysis, Management Proficiency, Creative Services, Supply Management, Customer Service, Presentation Skills, Analyzing Information, Basic Safety, Promotions, Understanding the Customer, and Customer Service Lead segments experience.

\*Open availability (Closings and weekend a must). **EDUCATION and/or EXPERIENCE:** High School Diploma or equivalent required. 5 years' experience in a retail or customer service environment required, 2 Plus years of Supervisory experience preferred. Experience with commission base selling. Spanish, Mandarin, Portuguese speaking is a plus. Base hourly plus monthly commission. **Sales Associate** - Greeted customers and determined their needs and wants. Discussed type, quality and number of merchandise required for purchase. Recommended merchandise based on individual requirements. Advised

customers on utilization and care of merchandise. Provided advice to clients regarding particular products or services. Explained the use and advantage of merchandise to customers. Answered customers' queries and concerns. Demonstrated live working of items. Quoted prices and discounts as well as credit terms, trade-in allowances, warranties and delivery dates. Assisted in display of merchandise. Maintained sales records for inventory control. \*Open availability (Closings and weekend a must). **EDUCATION and/or EXPERIENCE:** High School Diploma or equivalent required, 2 years' experience in a retail or customer service environment required, Experience with commission base selling, and Spanish, Mandarin, Portuguese speaking is a plus. Base hourly plus monthly commission. **Please send your resume to [baptiste@ucc.edu](mailto:baptiste@ucc.edu)**

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

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

**NJ TRANSIT** – Currently seeking Electricians. Must have a High School Diploma or GED; Three 3 years of construction experience in the installation, repair and troubleshooting of commercial or industrial electrical wiring; Must be able to work all shifts, Saturdays Sundays and holidays; Ability to use testing equipment; Must complete background check which includes criminal, former employer, Social Security, license and proof of graduation and reference checks. **If you are interested in any position listed on our website please submit a completed application via fax, email or U.S. Mail to: Specialty Recruiting 180 Boyden Avenue, Maplewood, NJ 07040. Fax: 973-665-7575. Email: [NJTSR@njtransit.com](mailto:NJTSR@njtransit.com). Applications can be obtain by visiting our website, [www.njtransit.com/careers](http://www.njtransit.com/careers) then click on 'NJT Employment Application'.**

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

**THE PAULO FREIRE CHARTER SCHOOL** – is hiring STEM Instructional Coach in Newark. STEM Instructional Coach helps guide faculty within the school to design and deliver the highest-quality curricula and to ensure that students' learning experiences are engaging and rigorous. The STEM Instructional Coach dialogues with teachers within the STEM content areas (Science, Technology, Health/Physical Education, and Mathematics) about their pedagogical practices and planning in order to further each individual teacher's development. Expectations of this role include regularly scheduled classroom observation and feedback sessions, support of curriculum and lesson design, planning and delivery of professional development sessions, and sharing external professional development opportunities with faculty and school leadership. The STEM Instructional Coach supports data-driven instruction to ensure student mastery of grade-level and college-readiness standards. The STEM Instructional Coach reports directly to the Principal and is also accountable to the Chief Academic Officer and School Leaders. **Skills & Qualifications:** Bachelor's Degree, Master's Degree in Education, Curriculum and Instruction, or other related area preferred. Possession of New Jersey Standard Teaching Certification, or out-of-state certification, in Secondary Mathematics or Secondary Science. A minimum of 4 years of successful teaching in a low income schools with demonstrated exemplary student results. Must have the ability to evaluate and implement successful

Mathematics and Science instructional programs. **To apply, please visit <http://www.thefreireschool.org/employment-application.html>.**

**PETROCHOICE** - a leading distributor of lubricants, oils, fluids, and greases is currently recruiting delivery drivers for our Fords, NJ location. Hours are 6:30am to 3:00pm and you are home daily!! You must have a valid CDL with Hazmat and tanker endorsements, at least one year of experience and the ability to drive a manual transmission. We offer a generous starting salary, comprehensive benefit package, including medical/dental/vision, paid time off, company paid life insurance, company paid long term disability and 401K. Company cell phone, uniforms and yearly work boot allowance is provided. **To apply, visit [www.petrochoice.com](http://www.petrochoice.com) or apply in person at: 950 King George Rd, Fords, NJ 08863 EOE**

**PNC INVESTMENTS** – is hiring Investment Associate in Hoboken, NJ. **Job Profile:** Builds the branch customer base through proactive quality sales and service conversations. Manages the customer experience end to end, efficiently handling service transactions, identifying sales opportunities and making referrals to ecosystem partners as appropriate. Promotes investment and banking products and services to existing and prospective clients, demonstrating how PNC can help them achieve their financial goals. Identifies and acts upon opportunities through meaningful conversations with customers, making connections with PNC ecosystem partners as indicated. Creates customer loyalty and grows customer share of wallet through a differentiated customer experience. Applies product and procedural knowledge to solve customer problems appropriately and efficiently. Supports cross-selling of banking products and services. Builds and maintains relationships in the branch ecosystem, serving as primary contact for PNC Investments to allow for opportunities to develop investing relationships. Refers customers to appropriate channel. Performs branch banking duties as needed. **To apply, please go to <https://www.pnc.com/en/about-pnc/careers.html>**

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

**PROJECT READY** is a free 6 week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins Tuesday, May 17, 2016 and ends on June 23, 2016. **For more information, please call us at (908) 353-1045, Ext 8, or email [Projectready@sjeliz.org](mailto:Projectready@sjeliz.org). If you are interested in attending our program please join us for our Open House which is on Tuesday, May 03, 2016 at 1pm. We are located at The Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited.**

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

**PUBLIC HEALTH SOLUTIONS** - is currently seeking a Food Stamps Counselor to join their team. The Food Stamps Counselor is responsible for helping to establish and maintain the day-to-day program operations of Single Stop through a combination of direct service and program coordination. Specifically, the Food Stamps Counselor will be responsible for: Meeting with families individually to explain the benefits of the Food Stamp program, prescreen for Food Stamp eligibility, answer questions, explain the application process and documents necessary to apply, and help resolve problems encountered with the Food Stamp program. Assisting with creation of Food Stamp educational and outreach materials in English and review the Spanish translations to ensure linguistic and cultural appropriateness. Distributing Food Stamp materials to Public Health Solutions WIC Centers, MIC-Women's Health Services Centers, community partners including local elected officials. Making educational presentations in WIC waiting rooms, community events, and at community partner locations. Keeping track of outreach, material dissemination, and one-on-one client efforts to ensure compliance with the funding requirements. Tracking program data in BEN database. Flexibility to provide mobile enrollment with some Saturday hours in New York City. Regular meetings with the Director of the Health Insurance Enrollment Program.

**Qualifications and Experience:** High School diploma or equivalent. 1-2 years of experience working in a customer service environment. Excellent management and communication (both written and oral) skills required. Must be organized, detail



oriented, and work independently. Fluent in English and one of the following languages: Haitian Creole or Spanish. **To apply, please go to [http://www.healthsolutions.org/?event=page.Job\\_Listings](http://www.healthsolutions.org/?event=page.Job_Listings)**

**RBC** – is hiring Customer Protection Specialist in Jersey City, NJ. The Customer Protection control team is tasked with providing central governance and oversight for projects, change requests, and ad hoc daily processing supervision for teams that may impact Customer Segregation logic/performance. This role will call for the contribution of key subject matter expertise to prevent and/or detect and remediate issues pertaining to customer segregation. Project management, enforcement of best practice standards, management reporting, root cause analysis, and performance of detective/preventative controls will be core components of the role. Collaboration across multiple functional teams, business lines, technology partners, compliance, legal, finance, and senior stakeholders will be required. **REQUIREMENTS** Bachelors degree or equivalent preferably with emphasis in Business, Accounting, Finance, or Economics. Or strong extended experience in equivalent role. Minimum 7+ years experience In US Capital Markets Broker/Dealer Operations. Prior knowledge and experience with Broadridge (i.e. formerly ADP) family of products (eg. BPS, Impact, GPS, AOM, Gloss & PostEdge). Previous involvement in formally governed/managed project team. Strong Control and Risk Management focus. Demonstrated success in the execution of Operations-related project. Comfortable managing a portfolio of projects with competing priorities. Excellent communication skills. Strong analytical, logical and problem-solving skills. Ability to lead, influence, and drive change. Ability to handle multiple tasks and changing priorities while maintaining meticulous attention to detail and accuracy. Results and execution focused orientation with strong analytical and logical problem solving skills. **Please go to [https://jobs.rbc.com/?locale=en\\_US](https://jobs.rbc.com/?locale=en_US) for more information**

**RARITAN BAY MEDICAL CENTER** is hiring Director Case Mgmt & Social Work in Perth Amboy. **Job Description:** Plans, organizes and directs all functions of the Case Management and Social Work Departments at Raritan Bay Medical Center. Establishes departments' policies and procedures, quality assessment and improvement plan, staff training and development program and annual budget. Provides clinical guidance and supervision to the case management and social work staff to facilitate the delivery of quality, cost-effective health care, the appropriate utilization of health care resources and the provision of quality discharge planning/social work services to the clients of Raritan Bay Medical Center. **Job Qualifications:** Registered Nurse with BSN. Master's degree required, licensed to practice in the State of New Jersey. Advanced Competency Certification in Continuity of Care preferred. Six (6) years nursing experience including minimum of three (3) years in discharge planning/case management. Two (2) years' experience in supervisory or administrative capacity in a hospital or home health setting. **To learn more information and complete an application, please go to [https://rbmc.igreentree.com/CSS\\_External/CSSPage\\_SearchAndBrowseJobs.ASP?T=20160229143733&](https://rbmc.igreentree.com/CSS_External/CSSPage_SearchAndBrowseJobs.ASP?T=20160229143733&)**

**RED LOBSTER** – is hiring for several positions in Woodbridge, NJ. **For more information, please go to <https://www.redlobster.com/employment/>**

**REMEDY STAFFING** is hiring for warehouse positions for a new Logistics company located in Carteret NJ. Hours 6:00am or 7:00 am – 2:30 or 3:30PM, occasional overtime. \$11.00 per hour. **You must apply at [www.RemedyStaffNow.com](http://www.RemedyStaffNow.com). Call us to confirm we have your application 908.325.6095 and schedule an interview.**

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

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

**SEARCH CONSULTING** - Successful educational center serving learners with autism is seeking an organized, efficient, and driven individual for Operations Manager position. Duties include managing office operations and procedures, maintaining records for clients and employees within HIPAA guidelines, managing accounts payable and receivable, and fostering

relationships within the industry. **QUALIFICATIONS:** Office management experience, Knowledge of office management systems and procedures, Excellent time management skills and ability to multi-task and prioritize work, Attention to detail and problem solving skills, Excellent writing and verbal communication skills, Strong organizational and planning skills, Proficiency in MS Office (Word, Excel). **RESPONSIBILITIES INCLUDE:** Manage accounts payable/receivable, facilitate insurance processing, assist with new client development/networking, develop and maintain marketing materials, create and implement systems to ensure efficient daily operations, and maintain client and employee records. **For more information, please contact Carol at [carol.ruiz@ucc.edu](mailto:carol.ruiz@ucc.edu)**

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

**SGS** is hiring a Senior Accountant in Rutherford, NJ. **PRIMARY RESPONSIBILITIES:** To provide financial support and analysis to the business management. To support strategy development, planning and global projects in liaison with the Business Controller. To support and provide input in the continuous efforts to improve processes and to optimize the use of systems (Certnet). To support and carry out duties assigned by the NAM Finance team. **QUALIFICATIONS:** Education: Bachelor's Degree in Finance or technical degree required with at least 3 years working experience. Good knowledge of management accounting / planning and control practices. **REQUIRED SKILLS:** Excellent financial and analytical skills, Problem solving skills, and Conceptual thinking - strong in defining new processes. Mature, enthusiastic team player with excellent communication skills and Ability to operate independently and to be flexible. Customer focused, both internal and external. Proficient in MS Office (Excel, Word, PPT) including Macro programming: Knowledge of Hyperion or Oracle is an advantage. **For more information and to apply, please go to <http://jobs.sgs.com/jobs/senior-accountant-rutherford-nj-9091?src=JB-10260>**

**SOCIAL WORK CAREERS AT ST. JOSEPH'S HEALTHCARE SYSTEM** – is hiring a Part-time Social Worker at St. Joseph's Healthcare System. Master's degree in social work, psychology or closely related field; 1 yr of experience in a psychiatric setting plus 3-6 months of on-the-job training and orientation or Bachelor's degree and 2-3 years previous experience Valid driver's license required. **To find out more information and apply, please go to <http://jobs.stjosephshealth.org/us/usa/united-states/social-work/jobid10045126-crisis-counselor?ss=paid>**

**SOMERSET COMPANY** is looking for a temp-to perm receiving clerk: **General Purpose of Position:** This position is responsible for receiving and processing all incoming deliveries, receiving of incoming goods and services, entering information into the computer system, and other receiving duties as assigned. **Please call the Somerset office. 732-745-9955**

**TIDY-UP SERVICES, LLC- Looking for commercial cleaning personnel in the northern New Jersey area (Union County, Essex County, Hudson County, Passaic County, Morris County).** An ideal candidate 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. There are multiple part-time positions open, potentially leading to full-time positions. **Hands on training available. Must have a valid drivers license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to [tidyupservicesllc@gmail.com](mailto:tidyupservicesllc@gmail.com)**

**TORY BURCH** – is hiring for Email marketing Associate in NYC. Tory Burch is an American lifestyle brand that embodies the personal style and sensibility of its Chairman, CEO and Designer, Tory Burch. Launched in February 2004, the collection includes ready-to-wear, shoes, handbags, accessories, watches, home and beauty. **For more information or to apply, please go to <http://www.wiss.com/careers>**

**TRINITY EPISCOPAL DAY SCHOOL** - Part-time Spanish teacher need for a preschool in Cranford. Trinity Episcopal Day School currently has students ranging from 2 1/2 - Kindergarten. **Please send resume to [teds205@gmail.com](mailto:teds205@gmail.com).**

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

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

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

**UNION COUNTY VOCATIONAL-TECHNICAL SCHOOLS (UCVTS)** located on Raritan Road in Scotch Plains, is now accepting applications for its Adult Full-Time and Post-Secondary Continuing Education Programs. UCVTS offers a wide range of vocational programs for persons interested in retraining, career advancement, continuing education, or personal improvement. Our philosophy is to provide high quality, low cost training to individuals interested in a vocational career. Our purpose is to develop responsible graduates who are academically, technically, and vocationally competent and prepared for the workplace and future success. Our Adult Full-Time classes run from September to June and accept students four times a year. The vocational courses offered include: Automotive Technology, HVAC/ Plumbing, Cosmetology, and Electrical Technology. UCVTS also offers continuing education and apprenticeship coursework in the evening three times a year. **Please call the UCVTS Admissions Office at (908) 889-8288x301 or visit [www.ucvts.tec.nj.us](http://www.ucvts.tec.nj.us) for more information. We nurture your aspiration to find a career that's right for you!**

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

**VERISK'S SALES OPERATIONS** team needs a driven Commission Analyst to help design, administer and drive key processes that facilitate compensation and goal reporting, compensation payouts, and strategic planning activities specific to compensation plans and the integration of new initiatives into key reporting processes or compensation plans across multiple Sales organizations. **Here you will be a key member of the Sales Planning & Compensation team. Some of your primary responsibilities include:** Thoroughly understand compensation plans to ensure payments are accurate and in compliance. Support audit deliverables related to compensation payouts and provide assistance related to Sarbanes-Oxley testing of sales compensation processes. Responsible for the calculation of the monthly/quarterly/annual sales commissions for specific sales area as well as International sales. Support the overall sales compensation process, which

includes but is not limited to working with consulting services team in configuring plans in compensation system, maintaining the compensation database to ensure that all data required (i.e. Quotas, Actual sales, crediting rules...) for all plan participants are up-to-date and accurate. Responsible for issue escalations and response to sales teams on inquiries as requested, ensuring issue and error resolution. Have knowledge of commission plans to make determination of how to manually calculate commissions when needed. Prepare special pay forms and submit to payroll to ensure sales receives correct compensation pay outs in a timely manner. Perform staff support activities as needed for the development, implementation, communication and administration of sales commission programs, plans, policies and quotas. Able to audit data used to track sales incentives and commissions. Able to compile, analyze and interpret results of data gathering, identify general trends and patterns that may need to be addressed by management. Identify data sources and opportunities for additional automation and/or process streamlining. Lead or participate, as required, in developing and delivering training materials on compensation policies, processes and systems to sales teams as well as write up compensation plans. Actively participate in User Acceptance Testing activities associated with new or modified system implementations to ensure that systems are properly configured when adjustments are made to current compensation plans or new compensation plans are implemented. Ad-hoc duties as assigned. **Required Skills:** Bachelor's degree or equivalent experience 3-4 year's financial and/or sales administration/analysis. Highly proficient in Excel. Must be able to apply learned functional job methodologies and processes in the completion of work assignments. Understand impact job has on the organization. High level problem-solving skills and the ability to apply existing processes and procedures to solve problems. Technologically savvy and experience with report writing/business intelligence tools (e.g. Cognos, Salesforce, BIRST, Xactly, Peoplesoft). Superb oral/written communication and interpersonal skills. **If this opportunity looks exciting and challenging to you, please click submit now to apply or forward your resume to [jbrienza@verisk.com](mailto:jbrienza@verisk.com).**

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

**WELLCARE** – is hiring Marketing Outreach Specialist in Newark, NJ. Develops, plans and implements the outreach (community and member) programs, and marketing strategy for events, activities and out reach to interested candidates and members in compliance with CMS regulations for Medicare/Medicaid and according to the prescribed rules and regulations of the Medicare/Medicaid Contract. Implements community programs throughout the service area with the purpose of (1) providing meaningful programs for community residents including marketing and education of WellCare and Harmony products directly resulting in membership growth, (2) strengthen member relations through specific marketing and education initiatives resulting in greater member retention (3) building community coalitions partnerships to specifically increase enrollment and member retention and (4) promoting WellCare and Harmony programs and related

initiatives. Promotes WellCare and Harmony products and directly assists with accomplishing outreach and enrollment goals. **Education/Experience:** A Bachelor's Degree in Marketing or in a related field or equivalent work experience. 2 years sales and/or marketing experience in HMO/Managed Healthcare or Insurance Industry. Appropriate Health Insurance license required - No violations or disciplinary actions. Successfully complete all required Medicare and Medicaid state, federal and corporate compliance training. **To find out more information and apply, please go to <https://www.wellcare.com/en/New-Jersey/Corporate/Careers>**

**WELLS FARGO** – Full-time Mortgage Processor in Cranford, NJ. Our Fulfillment team originates and services mortgage loans using fair and responsible lending practices to help turn houses into homes. Responsible for performing a variety of loan documentation duties on complex loan packages to ensure compliance with Company policies and procedures for loan products. **Functions include:** Processing, closing and compliance for loan products; interpreting policies while analyzing applicant, property and documentation. Ordering all required verifications, documentation and subsequent follow-ups. May provide guidance and training to other loan documentation team members. May manage an assigned pipeline of loans and/or assign new loans to other loan team members. May act as a liaison between lenders and legal department. **Required Qualifications:** 1+ year of experience in one or a combination of the following: customer service, loan administration, collections, or sales environment. **Desired Qualifications:** Intermediate Microsoft Office skills. Excellent verbal, written, and interpersonal communication skills. High attention to detail and accuracy skills. Strong telephone etiquette skills. 1+ year of processing experience and/or closing conforming and non-conforming loan products. Mortgage industry experience. Ability to prioritize work, meet deadlines, achieve goals, and work under pressure in a dynamic and complex environment. **To apply, please go to <http://wellsfargojobs.com/cranford/credit-jobs>**

**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.westfielddynj.org/about-us/job-opportunities](http://www.westfielddynj.org/about-us/job-opportunities) or email a resume to [humanresources@westfielddynj.org](mailto:humanresources@westfielddynj.org)

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

**XSTREAM TRAVEL:** Are you ready to take control of your finances? If time and money were not an issue, where would you love to go? Currently, the travel industry is an 8 trillion dollar industry. Not million, not billion, but trillion. The travel industry is projected to reach 15 trillion within the next 10 years. Paycation Plus is the Direct Sales marketing arm of our parent company, Xstream Travel. Ever heard of Priceline.com? The Priceline Provider Network has over 500 affiliates, and guess who their 2nd highest partner is? You guessed it, Paycation Plus. Tired of living paycheck to paycheck? Become a Certified Travel Consultant with Paycation Plus today! **View the short 20 minute webinar to learn more. Please register by entering requested information at the beginning of the webinar. All guests are eligible to receive a complimentary travel voucher upon viewing the webinar. Webinar Link:[www.travelyourway2wealth.com](http://www.travelyourway2wealth.com).** Important Questions on webinar form, that need the following information. 1. Who invited you: Bruce Smith or Rachael Haywood 2. Your Upline Diamond:

**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.

Dewayne Eddings. Upon completion of viewing the webinar, please email us at (5stardiscounttravel.paycation@gmail.com) or call 888 333-8511 to get started. Not getting paid what you are worth? Don't let this opportunity pass you by. Expect success. No one starts a business expecting failure. Disclosure. The Paycation Plus Opportunity is optional and is not a solicitation to participate, exclusively, in the team building or "recruiting" program. Any reference to potential income is not a guarantee and any income earned will be a product of a business owner's effort and hard work. Welcome to the beginning of YOUR Financial Freedom! **Bruce Smith:** [5stardiscounttravel.paycation@gmail.com](mailto:5stardiscounttravel.paycation@gmail.com). **Rachael Haywood:** [etc2discounttravel.paycation@gmail.com](mailto:etc2discounttravel.paycation@gmail.com)



**YOUTH CONSULTATION SERVICE (YCS)** is a private, not-for-profit, nonsectarian social services organization. YCS has been caring for children since 1918. As New Jersey's leading private non-profit provider of behavioral health and social services. YCS offers hope to the state's most vulnerable children, and adults in its special education and autism programs, foster care, residential safe havens, programs for developmentally disabled consumers, and community based programs.

**\*\*All candidates must be 21 years or older and all new hires are required to attend a week orientation: Monday through Monday 8:45am-4:00pm, upon hire.\*\*** **Personal Assistants:** Requirements: High School Diploma or GED, DDD relevant experience and/or personal knowledge of developmental disabilities, and valid NJ driver's license are required. Preferred: Certificates in Pre-Service training, Danielle's Law and Positive Behavioral Supports, Overview of Developmental Disabilities, Medication Administration, Preventing Abuse and Neglect of Persons with Developmental Disabilities certifications are preferred. **Residential Assistants:** Requirements: H.S. Diploma/G.E.D. College preferred. Must have a valid driver's license and (2) two years psychiatric experience working with children in a group setting. **Teacher Aides:** Requirements: High School Diploma is required; associate's degree or college preferred. Experience working with students w/ special needs and able to follow directives. The primary purpose of this position is to intervene and assist students and staff in emotionally charged situations during the school day. Candidate will supervise, discipline, and advise special needs students. Role includes diffusing crisis and assisting with conflict resolution. **Fee for Service Clinicians:** Requirements: Master's degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW); Licensed Social Worker (LSW), Licensed Associate Counselor (LAC) or Licensed Professional Counselor (LPC). Experience required: Two (2) years of full-time clinical work experience. Clinicians will work with children, adolescents, and families by providing services based on individualized treatment plans. **Behavioral Assistants:** Requirements: High school diploma or GED. A minimum one year experience working with developmentally delayed children/youths and/or personal knowledge of development disabilities. A valid NJ driver's license and reliable vehicle. Must be comfortable working in the family's home. Able to drive up to 45 minutes to a client's home (travel reimbursement available). Part-time positions available up to 30 hours per week. Flexible work schedule - Hours and days will vary depending on the shift needed Weekends included. **Interested candidates should apply online:** <https://re21.ultipro.com/you1000/JobBoard/ListJobs.aspx>; for more information please visit [www.ycs.org](http://www.ycs.org)

**YMCA in Monmouth County** - The Substitute is responsible for assisting the Classroom Teacher or Site Supervisor in preparing, implementing, and supervising activities for the children in the classroom or at the designated school site. In the absence of the Teacher or Site Supervisor, the Substitute will assume all duties of the Teacher/Site Supervisor. She/he is also responsible for assisting the Teacher/Site Supervisor with the site environment, communicating with parents and students, supervising staff and students. The Substitute must also demonstrate a commitment to our YMCA philosophy and have a high school diploma and at least 1 year experience working with school-age children. The incumbent must have a warm and friendly personality, be sensitive toward the feelings and needs of others, and be able to relate well to young

children, be mature, responsible and organized. All substitutes must have reliable means of transportation. We currently have a job opening for substitutes in our Child Achievement Branch. **If you know anyone interested, please forward the attached job description and ask them to send their resume to [hr@cymca.org](mailto:hr@cymca.org). An application can also be downloaded from our website by visiting [www.thecommunitymca.org](http://www.thecommunitymca.org)**

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