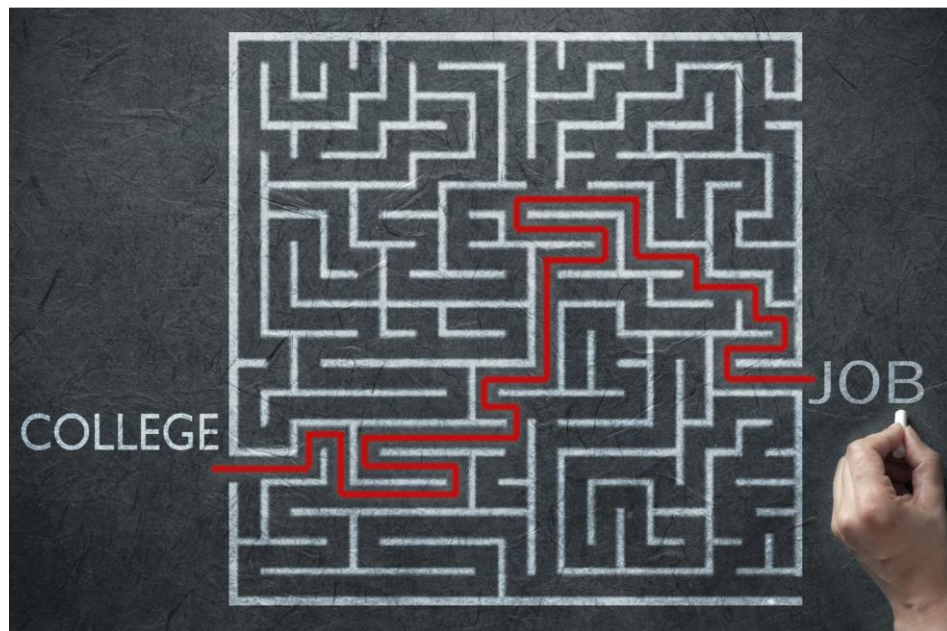




**CAREER  
SERVICES**

## JOB AND CAREER E-BLAST

Let us help you navigate your career options. Review this new e-publication the Elms Office of Career Services will publish regularly featuring employer postings. In this e-blast the Elms Career Services will share information on part- and full-time jobs, seasonal jobs and internships opportunities with our students, alumni, faculty and staff.



Email [careers@elms.edu](mailto:careers@elms.edu) if you have a job opportunity you would like the Elms Office of Career Services to feature to help our students and alumni navigate their careers.

**Elms College, Office of Career Services**  
**Center for Student Success, Alumnae Library, 2<sup>nd</sup> Floor**  
291 Springfield Street  
Chicopee, MA 01013  
413-265-2272  
Career Appointments: [careers@elms.edu](mailto:careers@elms.edu)



[facebook.com/elmscareers](https://www.facebook.com/elmscareers)

@ElmsCareers

October, 2017



**This e-blast issue features the following Employers:**

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**Disclaimer:** The information in the Elms College Job and Career e-blast is provided as an informational resource to the Elms College community. Employers share their job posting information with the Office of Career Services regularly. This document does not represent any guarantee, promise or verification of any job placement or appointment, benefits, hourly wages and or salary. Each individual applicant must pursue and or discuss employment and non-paid internships opportunities directly with employers on their own behalf. The Elms College Office of Career Services is choosing to publish the employer provided posting information as a resource and convenience to Elms students and alumni. Providing the posting information does not represent any endorsement of employers/companies/organizations and or their products and or services.



## About us

The Brien Center is a 501(c)3 not-for-profit corporation that operates a network of comprehensive and integrated community mental health and addiction treatment services in Berkshire County, Massachusetts. Berkshire County is ideally located in the Berkshire Hills on the western edge of Massachusetts, and is just 2 ½ hours from both Boston and New York City and is thriving with business, as well as cultural and recreational amenities.

## Career Opportunities - October 13, 2017

The following require a HS Diploma/GED and may require additional education/experience as noted:

### Client Services Support -Part-Time in Pittsfield

- The part-time position provides clerical/front desk support to the Child and Adolescent Community Service Agency weekday evenings in Pittsfield. Duties include copying, filing, typing, data entry and other general clerical duties; Positions also provide medical records and intake support. 1-3 years prior switchboard/reception/ office experience required; Medical Office experience preferred.

### Community Based Recovery Facilitator/Case Worker - Full-Time in Pittsfield

- In our Adult Community Services program, these positions work as members of a team to provide opportunities for individuals to develop skills to be used on their journey of recovery for personal growth with hope and optimism focusing on working with individuals in their pursuits of independence. 4-year degree preferred or 3-5 years human services experience.

### Direct Care Specialist - Therapeutic Training and Support and Options For Youth - Full-Time in Pittsfield

- These positions provide outreach to children, families and collateral contacts throughout the individual's school, home and other community agencies. The DC Specialist supervises young persons-served in the day treatment (using a group-based model for intervention) and after school programs while participating in program planning, preparation and coverage of the program. Positions require a High School Diploma or equivalent and two years of experience working with the Child/Adolescent population; A BA/BS in a Human Services field and one year experience working with children/adolescents OR an AS in a Human Services field and two years of experience working with children/adolescents preferred. Either educational level must meet requirements as stipulated in the CBHI approved listing of degrees that meet MCE credentialing criteria.

### Direct Care Support/Recovery Facilitators and Specialists - Full-Time, Part-Time and Per-Diem in Pittsfield and North Adams

- Provides assistance in the population living with a chronic behavioral health disorder with daily living activities, passing medications in accordance with MAP, while providing outreach as needed. Available in our Acute Services, Addiction Services, Community Based Supports and Child and Adolescent Programs. All positions require 7-days, 24-hours flexibility and a driver's license with use of an insured vehicle. A 4-year degree in Human Services or a related field OR 3-5 years Human Services experience required for Specialist positions.

### Program Assistant(s) - Per-Diem in North Adams and Pittsfield

- In our Adult Day Health Program, these positions direct recreational and physical activities; provide assistance to participants in daily living and provide rehabilitative and maintenance services according to participants care plan. 3 years of recent experience working with the elderly or chronically disabled and First Aid and CPR Certification required.
-

### Shift Coordinator - Community Services - Full-Time in Pittsfield

- This position is responsible for oversight of the *evening* residential shifts including: site operations, staffing, internal audits, compliance with external audits, staff development, consultation, supervision, documentation requirements, site beautification and participate in implementation of individual action plans for person's served. [This position requires a bachelor's in Human Services AND/OR 5 years Human Services experience.](#)

[The following require a Bachelor's Degree and may require additional education/experience as notated:](#)

### Community Support Provider - Full-Time in Pittsfield

- The Community Support Provider (CSP) position is responsible for delivering services which promote access to aftercare and other community-based services following inpatient treatment service discharge. The CSP supports linkages with resources in the community and develops and coordinates plans for specific activities to assist clients in achieving recovery goals. [This position requires experience in case management.](#)

### Crisis Triage Coordinator - Part-Time in Pittsfield

- This position is responsible for triaging incoming calls, dispatching clinicians as needed, maintaining on-call schedules and providing additional support to the Acute Services staff. [This position requires previous reception/office support experience and a Bachelor's Degree in a related field.](#)

### Peer Specialist - Full-Time in Pittsfield

- This position provides a safe, intensely-supervised and supportive therapeutic environment for children/adolescents needing acute crisis stabilization, while implementing an individualized treatment plan for each consumer. [Individuals with experience working with families with a child under the age of 21 required - personal, "lived experience" strongly preferred; Certification as a Peer Specialist preferred.](#)

[The following require a Master's Degree and may require additional education/experience as notated:](#)

### Child and Adolescent In-Home Therapist(s) - Full-Time in Pittsfield

- These individuals will work as part of a dynamic team, providing In-Home Behavioral Health Services. Also completing diagnostic mental health assessment and providing treatment for youth and caregivers on an outreach basis throughout Berkshire County. [Position requires independent license in social work or mental health counseling \(LICSW or LMHC\) OR eligibility and receipt of license within 6 months of eligibility date.](#)

### Clinical Service Coordinator I or II - South 40 Therapeutic Day Services in - Part-Time in North Adams

- These positions provide Behavioral Health Treatment, Case management, Therapeutic Recreational services, coordination of family meetings, intake assessments , maintaining of collateral contacts with providers and clinical oversight in Day Services.

### Clinicians (Social Workers/Mental Health Counselors) - Available in the following Divisions: Adult, Child and Adolescent Outpatient and Crisis Stabilization; Acute Services; Addiction Services - Full and Part-Time and Fee-For-Service in all of Berkshire County

- These positions provide a full continuum of therapeutic and clinical services. These services are provided for children, adolescents, adults and families in a variety of settings throughout Berkshire County and include risk assessment, crisis intervention, family support and psychotherapy. [All clinicians must receive license in Social Work or Mental Health Counseling within 6 months of eligibility date. Emergency Services Clinicians do not require license eligibility.](#)

### Clinician(s) - Community Services (Licensed Practitioner of the Healing Arts) - Full-Time in Pittsfield

- These positions provide recovery services to adults within the Community-Based Flexible Supports Program in Central Berkshire County. [All clinicians must receive license in Social Work or Mental Health Counseling within 6 months of eligibility date.](#)

### Clinician - Family Resource Center - Part-Time in North Adams

- This position will provide comprehensive mental health assessments including the Child/Adolescent Needs and Strengths (CANS) Assessment, short-term treatment and care planning to youth and families within the Family Resource Center. [This position requires 5 years of experience working with the child/adolescent population as a licensed social worker or mental health counselor. Also, CANS Certification required within 1<sup>st</sup> week of employment.](#)

### In-Home Therapist - Child and Adolescent Services - Full-Time in Pittsfield

- These positions provide mental health and addiction treatment services to children and families within Berkshire County. Services are provided on an outreach basis. [These positions require license-eligibility and one year of post-degree experience.](#)

### Medical Behavioral Health Clinician - Full-Time in Adams and Pittsfield

- These positions will provide mental health/substance abuse assessment and counseling to adults, children and families experiencing and/or anticipating issues of adjustment to illness or issues related to change in medical condition at the Adams Internists office in Adams and Community Health Program in Pittsfield. [Adams position requires independent license in social work \(LICSW\); Pittsfield requires Social Work license-eligibility.](#)

### Program Supervisor - Child and Adolescent Crisis Stabilization Unit - Full-Time in Pittsfield

- This position oversees the Child Crisis Stabilization Unit. The Program Supervisor will assist in administrative oversight of the clinic, supervise and facilitate trainings; Aid in the new hire and orientation process of CSU staff and supervision. [Significant professional experience in mental health with the child and adolescent population required.](#)

### The following positions require a professional license or certification in the State of Massachusetts:

#### Licensed Practical Nurse - Respite - Full-Time in Pittsfield

- This weekday, 1<sup>st</sup> shift position provides psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general health care of the Respite Program persons-served. The nurses also complete nursing assessments, referrals, and play an integral role within the psychiatric/medical team.

#### Licensed Practical Nurse(s) or Registered Nurse(s) - Crisis Stabilization Unit - Full-Time in Pittsfield

- This weekday, 2<sup>nd</sup> shift position and weekend, double 1<sup>st</sup> and 2<sup>nd</sup> shift position provide psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general health care of the Child Crisis Stabilization Unit residents. The nurses also complete nursing assessments, referrals, and play an integral role within the psychiatric/medical team.

#### Occupational Therapist - Consultant - Fee-For-Service in Pittsfield

- This position provides Occupational Therapy consultation to the Child/Adolescent population-served in The Continuum Program on a fee-for-service, per-diem basis.

#### Registered Nurse - Department of Developmental Services - Full-Time in Pittsfield

- This RN position provides psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general healthcare of persons served within the Department of Developmental Services contract. The RN also completes nursing assessments, referrals, and play an integral role within the psychiatric/medical team.

#### Registered Nurses and Licensed Practical Nurses - Per-Diem - Crisis Stabilization Unit in Pittsfield and Adult Day Health in Pittsfield and North Adams

- These positions provide psychiatric nursing care, i.e., assessment, medication, education and monitoring of medication regimes and supervision of the general health care of the persons-served. The nurses also complete nursing assessments, referrals, and play an integral role within the psychiatric/medical team. [Nursing positions require flexible availability to include some nights and weekends.](#)

### The following positions will be hired as temporary:

#### Office-Based Opioid Treatment Registered Nurse Case Manager - Full-Time - Temporary - Berkshire County-wide

- This TEMPORARY position will provide skilled nursing care, case management and coordination of the plan of care for those being treated for opioid use disorder. In close collaboration with the buprenorphine certified physicians, in-house behavioral health providers and our partners in the community, the RN Case Manager will provide and coordinate the daily and long-term care of patients in recovery. [Case management experience strongly preferred with experience in substance use disorder treatment services. Also, weekly travel to Great Barrington and North Adams locations is required.](#)

**\*\*We are currently accepting applications for Undergrad and Graduate Internships. Human Services Degrees including Social Work and Counseling Psychology are encouraged to apply!\*\***

**Benefits Include:** Extraordinary leave time accrual, Health Insurance with an available Health Reimbursement and Savings Account; Dental; Vision; Disability and Life Insurance and Flexible Spending. Also, Competitive salary with supplemental “overflow” for outpatient clinician positions and free supervision towards licensure (where applicable).

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For more information on benefits available and to apply, please visit [www.briencenter.org](http://www.briencenter.org)

*A pre-employment CORI and RMV background check are required.  
The Brien Center is an Affirmative Action/Equal Opportunity Employer*

Join one of Berkshire County’s largest non-profit employers in providing high-quality support to individuals with addiction and behavioral health disorders to facilitate their recovery process and to gain independence in the community.



*For more information and full job descriptions visit [www.communityaction.us](http://www.communityaction.us).  
AA/EOE/ADA*

**Two Head Start/Early Head Start Home Based Home Visitor Positions Available**

Large Head Start/Early Education and Care program has a unique opportunity for a passionate Home Visitor. The successful candidate must be motivated, results driven and detail oriented, with excellent communication, data entry, and time management skills and be able to plan and implement engaging and effective home-based early educational learning experiences.

The ideal candidate will have BA/BS in ECE, Human Services or related field, 5 years' experience in ECE, Human Services or related field and familiarity with Head Start. Bilingual candidates encouraged to apply. 37.5 hours per week school year with reduced hours in the summer. Pay range: \$16.38-\$17.48. Excellent benefits, training, supervision and collaborative work environment.

Please email cover letter and resume with Home Based Home Visitor in title to:

[caad303@communityaction.us](mailto:caad303@communityaction.us)

*For more information and full job description visit [www.communityaction.us](http://www.communityaction.us). AA/EOE/ADA*

Community Action is committed to building a diverse workforce. AA/EOE/ADA



HHA/CNA/Nursing Student/Direct Care Aide  
Homecare Positions Available  
Immediate Openings!

Huntington - Full Time 930am - 530 PM  
Southwick- Tues. 830am-1230 PM / Fri. 900am-100pm  
Southwick- 7am-10 am  
Westfield – Angel Calls \$15.00 per hour – 10am -11am, Tue. Fri.  
Westfield 3pm -5pm, Mon.Wed. Thu. Fri..

Benefits-

Competitive Part Time wage  
Earned Paid Time Off  
Employee Bonus Program  
Holiday pay  
Occasional Overtime available  
Mileage reimbursement  
Travel time reimbursement  
Local clients - close to home

Requirements of position –

HHA/CNA/Nursing Student/Direct Care Aide - Group Home  
Personal Care experience working with seniors  
Positive work references from a supervisor  
Clean criminal history  
Own a Vehicle  
Please Call Visiting Angels @ 413-733-6900 or  
Send Resume to hgobeil@comcast.net



## **NOTICE OF JOB OPENING**

**DATE:** OCTOBER 16, 2017

**WWLP-22News**

**1 Broadcast Center**

**Chicopee, MA 01013**

**POSITION:** NEWS PRODUCER

**JOB DESCRIPTION:** The producer delivers and contributes accurate, visual, news content across all media platforms. Principal Duties & Responsibilities include:

- \* Responsible for evaluating stories; organizing them into a cohesive sequence within a newscast or digital content for the web.
- \* Oversees writing, production, and timing of broadcast or on-line publication.
- \* Define strategic direction for content coverage to meet business objectives.
- \* Manage news room, contribute to the editorial process and make solid decisions in breaking news situations.
- \* Monitor postproduction processes to ensure accurate completion of details.
- \* Execute strategies that engage and grow audiences across all digital devices.
- \* Write, produce and edit material that appeals to target audiences.
- \* Research production topics using the internet, video archives, and other information sources.

Specialized Knowledge/Skills/Abilities:

- \* Must be able to interact well with video journalists, anchors, videographers, news managers, production and engineering staff.
- \* Detail oriented; proficient in non-linear editing.
- \* Excellent verbal, written, grammar and analytical skills.
- \* Strong news judgment, journalistic integrity and understanding of viewer needs and expectations.
- \* Knowledge of media production, communication and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- \* Ability to meet quality standards for service & evaluate customer satisfaction.
- \* Proficient in non-linear editing.
  
- \* Utilize state-of-the-art television technology; MS Outlook, E-mail.
  
- \* High stress environment with deadline pressures. Some travel may be required on an occasional basis.

**HOURS:** TBD

**PRIOR EXPERIENCE OR TRAINING REQUIRED:** Bachelor's Degree in Communications, TV/film or equivalent experience may substitute, 3-5 years experience in television or radio broadcast/production.

**APPLY ONLINE:** <https://nexstar.hua.hrsmart.com/hr/ats/Posting/view/6535>

**TELEPHONE:** *no calls please*. **EOE/Minorities/Females/Veterans/Disabled.**

**eliminating racism  
empowering women**  
ywca

**OVW Consolidated Youth Project Director**

Parent and Youth Support Programs

<b>Department:</b>	Programs
<b>Reports to:</b>	Director of Parent & Youth Support Services
<b>Schedule:</b>	Full time, 37.5 hours/week Monday—Friday, 9:00am – 5:00pm, with flexibility to meet program needs
<b>FLSA Status:</b>	Exempt
<b>Posted:</b>	October 16, 2017

The YWCA of Western Massachusetts is a nonprofit organization dedicated to eliminating racism and empowering women. We do this through a variety of services that support all people who have experienced domestic violence, sexual assault or intimate partner abuse, strengthen relationships between parents and children, and build skills for employment and self-sufficiency.

**Expectations of all Employees:**

In the performance of essential and general job responsibilities, all YWCA employees are expected to:

- Demonstrate commitment to the YWCA's social justice mission and principles of trauma-informed work.
- Represent the YWCA in a professional and competent manner to participants, community members, organizational partners, and others.
- Perform quality work within program guidelines and deadlines.
- Work effectively as a team contributor and foster a positive working environment.
- Work independently while understanding the need for communication and coordinating work efforts with other employees and organizations.
- Maintain professional behavior and strict confidentiality.

**Position Purpose:**

The Youth Project Director provides leadership for the implementation of the OVW Consolidated Youth Program. Funded through the federal Office for Violence Against Women (OVW), the Youth Program works throughout the City of Springfield to provide intervention and prevention activities for youth and young adults (ages 13-24) who may have experienced sexual assault, teen dating violence, domestic violence, and/or stalking. Further, the Project Director guides related initiatives and activities pertaining to child and family counseling, community education, and youth engagement.

This position will also be responsible for the adherence to program contractual obligations and quality of program services while ensuring a strengths-based model of service delivery that is mission driven and respectful of a diverse population to promote client self-sufficiency.

**Qualifications:**

- Bachelor's degree with a minimum of 2 years of relevant experience preferred;
- Prior supervisory experience with demonstrated experience working with youth survivors of teen dating violence, domestic violence, sexual assault, sex trafficking, and/or stalking;
- Knowledge of Springfield-area human services;
- Competency in operating within anti-oppression and trauma-informed frameworks;
- Understanding and active commitment to issues of diversity and inclusion, especially around communities of color and LGBTQIA+ individuals;
- Must be committed to the YWCA's mission and be able to actively and responsibly support its vision when working with internal and external stakeholders;
- Exhibit positive energy, sound judgment, ability to work independently and as part of a team, and be able to work effectively with program staff, leadership, and clients;
- Must be detail-oriented with ability to develop and adhere to project plans, meet deadlines and achieve objectives;
- Excellent verbal, written, and organizational skills, including strong computer skills;
- Must have access to reliable transportation, have a safe driving record, and be able to travel throughout Hampden County; and
- Ability to lift up to 40 pounds.

**Duties and Responsibilities:**

- Supervise, inspire, and evaluate the Youth program team which currently consists of fewer than 5 members.

- Provide regular program status updates to the Director of Parent & Youth Support Services.
- Partner with the Director of Parent & Youth Support Services and the Director of Programs & Grants regarding opportunities for program growth and continuous improvement.
- Conduct community outreach including participation in relevant task force meetings as well as county and/or state-based initiatives toward the goal of forging and sustaining productive relationships with community-based providers and grantors.
- Organize, coordinate, and/or facilitate ongoing meetings with youth, advisory council members, community-based providers, and grantors.
- Facilitate the advisory council's support of the Springfield Public School's implementation of the new Teen Dating Policy which includes the training of staff, administration, and parents of the policy and referrals to the YWCA.
- Assist in the planning, coordination, and co-facilitation of youth leadership team (between 15-20 members) through a positive youth development lens, providing support for their peer education and community organizing work.
- Create and maintain relevant curriculum and activities for education about relevant issue areas.
- Facilitate and/or co-facilitate trainings and community education around issues including but not limited to sexual assault, domestic violence, dating violence, and/or stalking to providers and community members at the YWCA and in the larger community.
- Ensure adherence to and delivery of program-specific contractual obligations.
- Cultivate a strengths-based model of service delivery that is mission driven and respectful of diverse communities of youth.
- Assist in the hiring, on-boarding, and professional development of Youth program staff.

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**EEO STATEMENT**

It is the policy of YWCA of Western Massachusetts to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, pregnancy or maternity, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the YWCA will provide reasonable accommodations for qualified individuals with disabilities.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

**AT-WILL EMPLOYMENT**

The YWCA is an “at-will” equal opportunity employer. While the YWCA will continue to operate with care regarding employment decisions, the YWCA and its employees may terminate the employment relationship at any time and for any reason, with or without cause, and without advance notice. Exceptions include select, non-exempt positions.

**CRIMINAL BACKGROUND CHECKS**

The YWCA, in our effort to provide safety to those we serve, and to protect our agency, performs criminal offender record information (CORI) checks on all prospective employees. Final offers of employment are contingent upon receipt of an acceptable CORI report as solely determined by the YWCA.

**INTRODUCTORY PERIOD**

All employment at the YWCA begins with a 120-day Introductory Period.

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Employee Signature

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Date

# YANKEE CANDLE®

## Materials Coordinator Internal & External Search

<b>DEPARTMENT:</b>	Planning
<b>BUILDING:</b>	YCP - Manufacturing
<b>HOURS:</b>	1 <sup>st</sup> Shift, 8:00am – 4:30pm, Monday – Friday
<b>STATUS:</b>	Non-Exempt, Full-time

### ***Job Summary:***

The Materials Coordinator supports the finished goods planner with raw material ordering. The coordinator is responsible for ordering raw material components using MRP and following up with suppliers to ensure timely deliveries. The coordinator provides analysis as necessary and monitors requirements versus supplier availability. The coordinator is also responsible for detecting shortages and working with the supplier and finished goods planner to resolve these.

### ***Minimum Requirements:***

- Associates Degree or equivalent experience preferred
- Previous Experience with an Enterprise Resource Planning system preferred.
- APICS Certification a plus.
- Previous experience dealing with purchase orders and suppliers.
- Excellent communication skills both written and oral.
- Must be fully competent in Microsoft Excel Microsoft Word.
- Strong attention to details.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

**Project Coordinator**  
**Internal & External Search**

**DEPARTMENT:** Data Integrity  
**BUILDING:** YCP-Manufacturing  
**HOURS:** Training – 4-6 months, Monday – Friday, 7:30am – 3:30pm  
Post Training – Monday – Friday, 8:30am – 5:00pm  
**STATUS:** Non-Exempt, Full-Time

***Job Summary:***

The Project coordinator ensures on-time data entry and validation of new item information in Oracle for new item projects including meeting project timelines/schedules. Additionally, they are responsible for ensuring the integrity of the parts over their life to ensure accurate operations. You will track progress and identify obstacles, and provide recommendations pertaining to systems and process. Team members will have areas of specialty with a specific customer base, but also will cross train and lead team members in their area when needed. Specifically, but not limited to:

- Perform accurate completion of part setup and validation, create/update and work from spreadsheets and reports and research/compile data. Provide training to customers relating to Oracle processes.
- Prepare and input initial Bills of Material into Oracle for new manufactured items and as raw material items become available during the development timeframe to ensure on-time product launches. Provide project updates to leadership and customers as requires
- Understand Item categorization framework and file transfer requirements of data to provide feedback to customers to ensure data flow and usages is as expected.
- Complete daily validations, corrections, and updates to ensure integrity of operations.
- Schedule daily and special reports for information used in initial part number and Bills of Material setups, as well as for tracking raw material status flows Item Master and Bills of Materials.
- Attend and participate in weekly meetings to share and gather information related to current and upcoming projects. Receive and maintain requests for new projects using project tracking software. Maintain workflow and similar documents as current, working with team for updates.
- Obtain approvals and communicate need for such to ensure SOX process is followed. Maintain accurate records of work performed, source documentation and approvals and be able to research and obtain such source data when required.
- Ability to analyze and troubleshoot issues as they arise.

***Minimum Requirements:***

- Associate's degree or equivalent experience preferred, 3 – 5 years previous experience.
- High degree of confidentiality required, and a strong ability to work independently and in a team environment.
- Highly adaptable to various administrative routines requiring speed, accuracy, and flexibility
- Thorough knowledge of spreadsheet software required. Comfort in abilities to work with large data files easily, efficiently, and accurately.
- Demonstrated ability to handle multiple and concurrent tasks and to prioritize own work required with Excellent attention to detail and strong organizational skills.
- Strong oral and written communication skills
- Capable of trouble shooting systems and reports and working with Business Information Systems for solutions
- Experience in Oracle systems preferred

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

**Project Coordinator**  
**Internal & External Search**

<b>DEPARTMENT:</b>	Data Integrity
<b>BUILDING:</b>	YCP-Manufacturing
<b>HOURS:</b>	Training – 4-6 months, Monday – Friday, 7:30am – 3:30pm Post Training – Tuesday – Saturday, 10:00am – 6:30pm
<b>STATUS:</b>	Non-Exempt, Full-Time

***Job Summary:***

The Project coordinator ensures on-time data entry and validation of new item information in Oracle for new item projects including meeting project timelines/schedules. Additionally, they are responsible for ensuring the integrity of the parts over their life to ensure accurate operations. You will track progress and identify obstacles, and provide recommendations pertaining to systems and process. Team members will have areas of specialty with a specific customer base, but also will cross train and lead team members in their area when needed. Specifically, but not limited to:

- Perform accurate completion of part setup and validation, create/update and work from spreadsheets and reports and research/compile data. Provide training to customers relating to Oracle processes.
- Prepare and input initial Bills of Material into Oracle for new manufactured items and as raw material items become available during the development timeframe to ensure on-time product launches. Provide project updates to leadership and customers as requires
- Understand Item categorization framework and file transfer requirements of data to provide feedback to customers to ensure data flow and usages is as expected.
- Complete daily validations, corrections, and updates to ensure integrity of operations.
- Schedule daily and special reports for information used in initial part number and Bills of Material setups, as well as for tracking raw material status flows Item Master and Bills of Materials.
- Attend and participate in weekly meetings to share and gather information related to current and upcoming projects. Receive and maintain requests for new projects using project tracking software. Maintain workflow and similar documents as current, working with team for updates.
- Obtain approvals and communicate need for such to ensure SOX process is followed. Maintain accurate records of work performed, source documentation and approvals and be able to research and obtain such source data when required.
- Ability to analyze and troubleshoot issues as they arise.

***Minimum Requirements:***

- Associate's degree or equivalent experience preferred, 3 – 5 years previous experience.
- High degree of confidentiality required, and a strong ability to work independently and in a team environment.
- Highly adaptable to various administrative routines requiring speed, accuracy, and flexibility
- Thorough knowledge of spreadsheet software required. Comfort in abilities to work with large data files easily, efficiently, and accurately.
- Demonstrated ability to handle multiple and concurrent tasks and to prioritize own work required with Excellent attention to detail and strong organizational skills.
- Strong oral and written communication skills
- Capable of trouble shooting systems and reports and working with Business Information Systems for solutions
- Experience in Oracle systems preferred

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.



**Seasonal Gift Assembler 1<sup>st</sup> Shift**  
**Internal & External Search**

**DEPARTMENT:** Gift Assembly  
**BUILDING:** YCG - Manufacturing  
**HOURS:** 1<sup>st</sup> Shift, Monday – Friday, 6:00am - 2:00pm (5:45am - 1:45pm)  
**STATUS:** Non-Exempt, Full-time

***Job Summary:***

Are you looking to gain experience and knowledge in a new field of work? This is an exciting opportunity to join the nations' leading designer, manufacturer, wholesaler and retailer of premium scented candles!

As a Candlemaker, you will be responsible for performing a variety of light industrial tasks, including but not limited to, packaging, assembling, inspecting, and completing various candle products within the Manufacturing Division. While manufacturing experience is a plus, we are willing to train motivated individuals with a solid work history who are able to perform above the minimum qualifications.

If this sounds like a position you are interested in hurry and apply to become a member of the elite Yankee Candle Team!

***Minimum Requirements:***

- High School diploma or equivalent or 1 -3 years solid work experience (manufacturing preferred)
- Safety Awareness and thorough knowledge of proper lifting procedures; with the ability to stand for up to 8 hours as well as exert physical effort for weights up to 40 lbs.
- Solid communication skills and the ability to work both independently and in a team are essential.
- Strong attention to detail; good hand/eye coordination; and excellent accuracy are critical.
- Ability to exercise good judgment and to respond positively to instructions and standard procedures, with patience, and speed while maintaining a safe, healthy and productive work environment.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

**Seasonal Gift Assembler 2<sup>nd</sup> Shift**  
**Internal & External Search**

**DEPARTMENT:** Gift Assembly  
**BUILDING:** YCG - Manufacturing  
**HOURS:** 2<sup>nd</sup> Shift, Monday – Friday, 2:00pm-10:00pm (2:15pm-10:15pm)  
**STATUS:** Non-Exempt, Full-time

***Job Summary:***

Are you looking to gain experience and knowledge in a new field of work? This is an exciting opportunity to join the nation's leading designer, manufacturer, wholesaler and retailer of premium scented candles!

As a Candlesmith, you will be responsible for performing a variety of light industrial tasks, including but not limited to, packaging, assembling, inspecting, and completing various candle products within the Manufacturing Division. While manufacturing experience is a plus, we are willing to train motivated individuals with a solid work history who are able to perform above the minimum qualifications.

If this sounds like a position you are interested in hurry and apply to become a member of the elite Yankee Candle Team!

***Minimum Requirements:***

- High School diploma or equivalent or 1 -3 years solid work experience (manufacturing preferred)
- Safety Awareness and thorough knowledge of proper lifting procedures; with the ability to stand for up to 8 hours as well as exert physical effort for weights up to 40 lbs.
- Solid communication skills and the ability to work both independently and in a team are essential.
- Strong attention to detail; good hand/eye coordination; and excellent accuracy are critical.
- Ability to exercise good judgment and to respond positively to instructions and standard procedures, with patience, and speed while maintaining a safe, healthy and productive work environment.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

**Seasonal Part-Time Sales Associate**  
**Internal & External Search**

**DEPARTMENT:** Retail Yankee Candle Village  
**BUILDING:** YCS – Flagship Store  
**HOURS:** Various Schedules, 10:00am – 6:00pm  
**STATUS:** Non-Exempt, Part-Time

***JOB SUMMARY:***

The Retail Sales Associate will consistently perform the four non-negotiable sales standards of ASAP Selling in order to drive merchandise sales and provide exemplary guest service; assist in daily merchandise restocking and store maintenance; carry out store safety, security and related operational procedures; and similar other duties primarily in support of the YCC Flagship store including; food service areas such as fudge, popcorn and ice cream ; guest interaction with wax hand dipping, candle dipping and creating wax jar candles. Duties require employee availability to compliment the holidays, weekend and evening hours, when Yankee Candle's doors are open for convenient and accessible retail service to the public.

***MINIMUM REQUIREMENTS:***

- All team members must exhibit all of the attributes of “Stage Presence”. The required attributes are as follows; Being **Enthusiastic** and **Welcoming** with all guests, Performing every task and interaction with a **Positive Attitude**, Being **Approachable**, **Personable**, and **Engaging** with every interaction, Greeting every guest with a **Smile**.
- Operate Point-Of-Sale (POS) register with speed and accuracy to record all guest purchases/transactions. Obtain guest payment and review for proper legal tender following established procedures for cash, checks and charges. Wrap guest purchases for transit, using tissue or similar material for protection as necessary.
- Demonstrated ability to assist with any store cleaning/restocking to keep store appearance at expected levels.
- Great attitude and willingness to learn.
- Strong attention to detail and excellent communication skills are required.
- Ability to work independently as well as a team.
- Flexibility to work later hours in the evening is required when our retail store hours increase.
- Safety Awareness and thorough knowledge of lifting procedures.
- Ability to lift 35 to 40 pounds from floor to waist level on a regular basis.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need. Must be available all day Saturday. We offer time-and-a-half for all Sundays and holidays worked.

***Notice:***

This position is subject to a criminal background check and potentially and an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

# CORPORATE OPPORTUNITIES

## Accounts Receivable Associate Internal & External Search

**DEPARTMENT:** Finance  
**BUILDING:** YCO – South Deerfield  
**HOURS:** 1<sup>st</sup> Shift, Monday – Friday, 8:00 am – 4:30 pm  
**STATUS:** Non-Exempt, Full-Time

The Accounts Receivable associate is responsible for processing checks, charge cards and daily cash receipt reports. This person is also responsible for directly contacting customers regarding discrepancies with payment, calling on past due accounts; receiving and resolving customer related inquires; investigating chargebacks; making appropriate adjustments; updating relevant files and records; and similar other duties primarily in support of credit/billing operations.

### **Key Qualifications:**

- Demonstrated basic bookkeeping skills including thorough knowledge of debits, credits and balancing.
- At least 1 year accounts receivable experience preferred.
- Solid customer service skills preferably in an accounts receivable/credit office environment.
- Strong telephone technique including the ability to be courteous and tactful in telephone communication required.
- Strong computer skills and data entry experience required; MS Office experience required. Oracle experience is a plus.
- Highly adaptable to various clerical routines requiring accuracy, neatness, flexibility and ability to maintain high degree of confidentiality.
- Strong attention to detail and good organizational skills is a must. Demonstrated ability to work independently as well as a team member is required.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

### **Notice:**

This position is subject to a criminal background check and potentially and an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification

## **Assistant Manager, Channel Marketing**

### **Internal & External Search**

<b>DEPARTMENT:</b>	Wholesale – Brand Activation & Trade Marketing
<b>BUILDING:</b>	YCO – Corporate
<b>HOURS:</b>	Monday – Friday, 8:30 am – 5:00 pm
<b>STATUS:</b>	Exempt, Full-time

#### ***Job Summary:***

Under direction of the Channel Marketing Manager, the Assistant Customer Marketing Manager will be responsible for development and implementation of programs designed to achieve marketing goals for assigned wholesale customers. Builds and maintains strong internal and external partnerships in order to successfully execute marketing plans.

#### **Responsibilities:**

- Executes marketing plans which support channel customer marketing needs and contribute towards the achievement of division sales and profit goals.
- Partners with internal wholesale sales staff, customer marketing manager, brand marketing, sales analytics team and assigned customer account contacts in order to develop annual customer marketing strategy and plans.
- Drives execution of key consumer marketing communication initiatives such as signage, circulars, coupons, social and digital advertisements to support marketing activities and brand awareness.
- Project manages creation of marketing collateral materials and leads creation of accompanying creative, sample, video, visual and photography requests.
- Works closely with account manager and sales team to create and deliver customer presentations to achieve the intended objectives.

#### **Key Qualifications:**

- Bachelors Degree or equivalent
- 2-4 years related experience
- Strong Project Management and organizational skills
- Proficient in MS Office
- Strong verbal and written communication skills
- Ability to work independently and build effective business partner relationships at various organizational levels
- Prior channel, customer or brand marketing experience preferred

**Assistant Manager, Safety**  
**Internal & External Search**

**DEPARTMENT:** Safety  
**BUILDING:** YCP – Manufacturing  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time

***Job Summary:***

Together with the Director of Safety, the Assistant Safety Manager leads the safety efforts across the corporation including multiple industrial sites. The Assistant Safety Manager identifies, develops, and implements safety programs and strategies in order to reduce or eliminate accidents and injuries and acts as a subject matter expert and consultant to the organization on matters related to safety and health. Additionally, this position will be responsible for:

**Responsibilities:**

- Fosters a safety culture that integrates effective Health and Safety strategies, activities, and decision making into all operations through collaboration with the Business Units throughout the company
- Provides leadership and expertise to identify and control hazards, develop and implement safety and improvement programs, and to maintain regulatory compliance.
- Establishes and oversees accident reporting and investigation. Actively leads or participates in investigations of a serious or sensitive nature
- Acts as a technical resource and subject matter expert on specialized safety topics including chemical and noise exposure, machine guarding, confined space entry, ergonomics, lockout/tagout, material handling, powered industrial trucks and HAZMAT
- Identifies, develops, coordinates, and implements effective safety education and training, awareness and promotional activities, recognition and awards, accountability, and employee involvement programs.
- Administration and development of written programs, policies, procedures, and records.
- Develops, analyzes, and distributes safety performance measures. Communicates trends, best practices, and regulatory updates pertinent to the business
- May be called on to represent the company to internal and external stakeholders.

**Key Qualifications:**

- Bachelor's Degree or equivalent experience. Bachelor's Degree in Occupational Safety or related field preferred.
- 7-10 years of direct safety responsibility, preferably in an industrial environment.
- Comprehensive knowledge of the safety and health programs, policies, risk identification and control strategies, and federal and state regulations. CSP, OSHA outreach trainer, Powered Industrial Truck trainer experience preferred.
- Ability to maintain a high degree of confidentiality including confidential information, including product, process, financial and legal compliance.
- Proven leadership experience with the ability to work within diverse and challenging situations to achieve results in a straight forward and composed manner.
- Strong interpersonal and communication skills with excellent analytical and problem solving skills.
- Ability to work independently and to deliver results with minimum supervision.
- Competency in Microsoft business applications including Word, Excel and PowerPoint.
- Flexibility in work schedule is required including varying shifts, work on holidays, weekends and extended hours with minimal notice and as required by operational need. May need to respond to safety related emergencies. Some travel may be required.

**Assistant Manager, Trade Strategy**  
**Internal & External Search**

**DEPARTMENT:** Wholesale  
**BUILDING:** YCO – Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time

***Job Summary:***

The Assistant Manager, Trade Strategy provides the wholesale division with analytics that support the sales organization and wholesale leadership team’s ability to measure and drive strategic initiatives. Has a thorough knowledge of business analytics and data reporting best practices, creates and maintains the data reporting tools that facilitate the wholesale organization to deliver against customer targets. Works closely with POS data providers and IT to better mine our currently available data, while continually looking for new data sources. In addition, but not limited to:

- Proactively manage POS data systems including SKY IT and IRI syndicated data, including monitoring data integrity, data cleansing and repairs, and system improvements
- Builds and maintains a library of wholesale scorecards and dashboards built around customer KPOs, continually looks to improve the insights available as well as the communication/training of the available reports to the sales staff and leadership team
- Provide analytical support data gathering, analysis, insights generation, presentation for use by sales, marketing, and brand teams to develop growth strategies
- Assist Sales Managers, Customer Marketing Managers, and Category Sales Managers in promotional analysis to measure effectiveness and ROI of promotions
- Assist technology initiatives-present and future. Create and disseminate actionable information based on reports
- Actively support sales teams in the annual financial planning process (F process), with specific responsibility for providing data and insight

***Minimum Requirements:***

- Bachelor's degree in business or related area
- 2 – 3 years of relevant experience in category, forecast, or financial analytics in a retail or wholesale environment, POS or Syndicated Data within Consumer Products industry
- Candidate must possess the following competencies: strong analytical skills, attention to detail, problem solving, critical thinking, good business judgment, and be a high energy self-starter as well as a collaborative team player
- Ability to follow outlined processes and make recommendations for increased efficiency where appropriate
- Demonstrated proficiency in Office applications, including Excel, PowerPoint, and Word, BI tools such as Oracle, Tableau, QuikView, and syndicated or customer POS data

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need.

**Notice:** This position is subject to a criminal background check and potentially an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

**Assistant Manager, Sales Operations**  
**Internal & External Search**

**DEPARTMENT:** Wholesale  
**BUILDING:** YCO – Corporate  
**HOURS:** 1<sup>st</sup> Shift, Monday – Friday, 8:30 am – 5:00 pm

Under direction of the Wholesale Sales Operations Manager, responsible for development and implementation of programs designed to achieve sales goals across all Wholesale channels. Builds and maintains strong internal and external partnerships in order to successfully project manage and execute sales execution programs.

**Responsibilities:**

- Executes marketing process improvements pertaining to but not limited to the four wholesale key initiatives which supports the sales and execution towards the achievement of division sales and profit goals. The four key initiatives are source book, sales meeting & pre-book programs.
- Drives development and execution of sales communication and works with 3<sup>rd</sup> party sales partners as needed to provide item set up and pricing updates.
- Partners with sales organization to communicate proper messaging and clarify of assigned programs as well as ensure sales team has all required selling tools.
- Supports on-going execution of technology- based sales and marketing platforms including execution of Wholesale website, CRM utilization.
- Assists the Sales Operations Manager in the support of cross functional projects, alignment and communication with Brand, Creative and Marketing on product launches, company campaigns and changes. Works closely to ensure alignment on execution and communication with Marketing Activation Vice President.
- Assist the Sales Operations Manager by providing ad hoc sales resources to the team as needed. Item information, guidance, alignment, answers sales team open questions.

**Key Qualifications:**

- Bachelor's Degree or equivalent experience.
- 3 years related experience: strong project management skills
- Proven results and experience demonstrating strategic thinking, innovative creativity, analytical and superior organizational skills
- Strong Communication, both in written and oral form
- Prior sales experience and knowledge of customer relationship management software (i.e. salesforce.com) preferred.
- Solid business partner with the ability to build effective relationships internal and external to the organization.
- Proficiency with Microsoft Office, with a focus on Microsoft Word, Excel, and PowerPoint.
- Ability to work with highly confidential information is a must.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need. Some travel will be required as necessary.



**Associate Product Safety Specialist**  
**Internal & External Search**

**DEPARTMENT:** Regulatory  
**BUILDING:** YCO – Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time

***Job Summary:***

Under the supervision of the Director of Regulatory Compliance, works internally and externally to ensure timely and thorough evaluation of all Yankee Candle products with respect to ingredient safety, product safety, and regulatory compliance with US (local, state, federal), EU and other international safety regulations. Serves as Regulatory representative in cross-functional projects and provide support to our customers, e.g., Product Development, Legal, R&D, and other YCC departments in their daily operations.

**Responsibilities:**

- Works with suppliers to obtain required toxicology and regulatory information, and conduct literature and toxicological database search to fill data gaps.
- Performs initial safety, toxicological and regulatory reviews of raw materials, and fragrances for YCC products.
- Prepare ingredient dossiers per applicable regulations under supervision
- Conduct fragrance and formula review and enter information in YCC system
- Reviews and coordinates safety testing on products and formulas during the product development processes to support CLP classification and product safety assessment.
- Conducts global regulatory reviews, and prepares product information dossiers per safety regulations under supervision
- Provides regulatory support for specific chemical regulations pertinent to the customer's product lines
- Responds to inquiries pertaining to regulatory and product safety. Provides recommendations and assistance to the Director.
- Build close relationships with YCC suppliers and vendors, and timely communicate the safety and regulatory requirements for YCC products
- Represents Product Safety and Regulatory Compliance on various projects with the company, especially as related to ingredient safety and product compliance.
- Reviews, summarizes, and presents critical issues to the Director of the Regulatory Department on regular basis. Maintains a complete record of activities and submitting accurate and detailed reports on a timely basis.

**Key Qualifications:**

- Minimal Bachelor's Degree in Science (Toxicology, Biology, Pharmacology, or relevant scientific disciplines).
- At least 2-3 years' of experience in consumer products and ingredients safety and evaluation and regulatory issue management.
- Experience with chemical, cosmetic and toxic substances (air care or fragrance experience) strongly desired.
- Demonstrated success in multiple project management / coordination.
- Self-motivated, working independently without daily supervision.
- Proficiency with software and databases in SDS generation and CLP label development is desired.
- Must be detail oriented with effective verbal and written communication skills.

**Associate Project Manager**  
**Internal & External Search**

**DEPARTMENT:** Customer Delivery  
**BUILDING:** YCO – Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time

***Job Summary:***

The Associate Project Manager will be a key member of the Customer Delivery Team set out to develop world-class project execution. The main responsibility is to manage a cross-functional team in order to develop, commercialize and launch innovative product solutions that meet cost, schedule and scope requirements. These projects can range from short term consumer activation to larger complex projects that are not product related. Additionally, the PM will aid in the both the accuracy and analysis of project planning & report out.

**Responsibilities:**

- Independently lead projects that range in complexity in new/existing markets and technology.
- Responsible for delivering key Customer Delivery KPI's of project timing, cost, quality, and budget.
- Partner with Trade, Brand Activation and Channel Marketing to define project scope & design.
- Monitor and report status of project progress and risks to upper management.
- Hold regular reviews with managers to ensure program and project plans are aligned with the innovation strategy.
- Leads Network Joint Planning Sessions to collaboratively develop standardized timelines for projects.
- Establish formal weekly team meetings & communication methods that drive project execution & completion.
- Manage project scope alignment, adherence and changes to ensure successful project delivery.
- Motivate and monitor project team members and contractors while influencing them to take positive action and accountability for their assigned work.
- Identify and resolve issues and conflicts within the project team and escalate issues as needed.
- Interact effectively with Development and Delivery Teams.
- Build, develop, and grow any business relationships vital to the success of the project.
- Participate in post launch audit output evaluations to recommend advancements for continuous improvement of project execution practices.

**Key Qualifications:**

- Bachelor's degree in engineering, or in a related field with equivalent working experience.
- 3+ years of experience in project management. Experience leading projects and programs with high complexity.
- Proven ability to facilitate relations between business groups and technology departments at a global level.
- Demonstrated familiarity with structured project management methodologies.
- Demonstrated familiarity with basic manufacturing processes and production planning.

**Notice:** This position is subject to a criminal background check and potentially an education verification as part of the application process. At the time of interview, internal and external applicants will be required to sign a release authorizing the company to conduct criminal background check and/or education verification.

**ERP Analyst II**  
**Internal & External Search**

**DEPARTMENT:** Information Technology  
**BUILDING:** YCO - Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time  
**SALARY GRADE:** Exempt Position – Band P2  
**CONTACT:** Rachel Lane, ext. 7129583

***Job Summary:***

Assist with the development and maintenance of the Enterprise Resource Planning (ERP) program. Collaborates with business users to understand and create business functional requirements. Customizes and configures workflow to allow the integration of client/server applications. Tests ERP layout to ensure the system is meeting corporate and business functional needs.

**Responsibilities:**

- Works directly with IT and business users to thoroughly understand functional requirements to produce effective technical design documentation using best practice development standards for our ERP system.
- Assist in the implementation of purchased application software and integrating it with company applications, data bases and technology platforms.
- Responsible to manage progress toward resolving critical production support and application enhancement requests are prioritized with IT department.
- Review business requirements with the goal of developing high-level solution design, timelines and resource estimates for implementation, including deployment recommendations factoring in the Information Technology Department standards, security, audit and compliance requirements.
- Works in collaboration with the business users and IT team to ensure production support and application enhancement request and system changes are prioritized.
- Customizes and configures workflow to allow for the integration of client/server applications.
- Responsible for designing, planning and executing application testing strategies and tactics to ensure software quality throughout all stages of implementation and testing process.

**Key Qualifications:**

- Bachelor's degree (BA or BS) or equivalent experience
- 3-5 years of experience as a Business Analyst or Applications Administrator in an IT environment or business functional area.
- Strong teamwork and interpersonal skills and the ability to effectively communicate; strong oral and written communication skills
- Excellent analytical problem solving and decision making skills within functional and technical areas
- Strong leadership skills; attention to detail and organization of status reports
- Knowledge of application design activities tools and techniques, knowledge and experience with implementing purchased application software; knowledge of application testing and ability to execute.

**Financial Analyst, Wholesale**  
**Internal & External Search**

**DEPARTMENT:** Wholesale  
**BUILDING:** YCO - Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**REPORTS TO:** Vice President, Wholesale Finance

***Job Summary:***

This position is responsible for supporting the daily operations within the group through the development, maintenance and analysis of financial models and analytical tools to support the business. Specifically:

- Act as business partner to account/channel stakeholders by developing tools that enhance business analytics and serve to clarify findings, supporting profitable decision-making recommendations and effectively evaluating historical performance;
- Prepare accounting entries and maintain related records and analyses that properly record and document financial activities of assigned business channel;
- Act as a key participant in the annual budgeting and reforecasting processes which includes coordinating key timelines, maintaining close partnerships with budget stakeholders, managing data collection and consolidation and assisting in the overall review of channel financial projections
- Monitor and maximize stakeholder segment margin; identify key performance successes / issues versus plan and last year and provide timely and actionable feedback;
- Play a lead role in optimizing trade fund spending by evaluating promotional opportunities, challenging historical assumptions, identifying risks to plan spending levels, and regularly communicating with stakeholders.
- Assist as requested in the compilation and preparation of financial schedules and analyses to be used at Period Reviews, Annual Plan Reviews, Quarterly Division Financial Updates, etc.

**Key Qualifications:**

- BA Degree in Accounting/Finance or equivalent experience
- 3-5 years of related business experience
- Ability to multi-task and manage through multiple priorities with diplomacy
- Proven organizational skills, detail-orientation and solid work ethic
- Excellent communication skills, both verbal and written
- Solid analytical skills
- Must be able to work independently as well as be part of a team within the matrix environment
  - Intermediate to Advanced MS Office Skills, with a focus on Excel and Access

**Global Capacity Manager**  
Internal & External Search

**DEPARTMENT:** Planning  
**BUILDING:** YCO - Corporate  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm

The Global Capacity Manager is responsible to access the long range planning capacity for North America and International candle factories and key finished good suppliers for a rolling 5 year horizon. Leads Sales and Operations monthly meetings and leads sales and operations planning process improvements.

**Responsibilities:**

- Using various data sources for demand and supply, assembles a long range capacity assessment by factory. Data sources include the planning system, budget data, new introduction project plans and Excel data sources.
- Facilitates the monthly sales and operations meetings, including setting the agenda, assembling the presentation and running the meeting. Identify areas of concern and summarize recommendations to address issues by shifting supply from one factory to another or adding machines.
- Works closely with manufacturing to understand future production rates in detail by machine and product type.
- Assists, when needed, other planning resources in scheduling and planning of production lines,
- Works with planners and suppliers to assemble long term capacity plans for key finished good suppliers.
- Works closely with the Project Manager's in the development and planning processes for new product introductions to ensure capacity implications are understood. Key resource from planning at GKM project meetings.

**Key Qualifications:**

- Bachelor's degree, MBA Preferred
- A minimum 7 years planning experience, ideally with 2 years of multi-site planning
- Previous planning systems experience, including in depth familiarity with MPS; Oracle experience a plus
- 3+ years' experience in sales and operations planning.
- Possesses proficiency in planning/analysis;
- Experience in developing supplier relationships;
- Strong communication skills; excellent organizational and presentation skills
- Excellent Excel skills

**Purchasing Agent**  
**Internal & External Search**

**DEPARTMENT:** Purchasing  
**BUILDING:** YCP - Manufacturing  
**HOURS:** Monday – Friday, 8:30 am – 5:00 pm  
**STATUS:** Exempt, Full-time

The Purchasing Agent is responsible for the sourcing and procurement of a variety of materials and services that meet standards in quality, cost and delivery timelines within the specific guidelines of designated Yankee Candle business areas. The successful candidate will effectively and efficiently research, source and select the best suppliers which includes negotiation of pricing, terms or timelines and managing the associated purchasing process. The Purchasing Agent also operates as an extension of the Senior Purchasing Agent and supports the management of projects which includes raw material development, new product component development and identifying sources and trends within the National and International markets. Specific duties include but are not limited to:

**Responsibilities:**

- Overall management of a variety of raw materials/finished goods and suppliers, analyzing information to determine the appropriate purchasing requirements, negotiating with suppliers, and providing specific reporting on commodities
- Interview and confer with various suppliers to solicit bids. With this information, analyze, evaluate and select products/materials from the suppliers whose quality, delivery, terms and costs are acceptable
- Communicate with internal management customers as well as external suppliers to understand and communicate appropriate business requirements to ensure proper procurement
- Manage the overall supplier relationship including, invoice discrepancies, quality issues to determine appropriate correction actions (if necessary) which includes supplier follow up to resolve issues
- Recommend cost saving improvements in supply chain systems, sourcing processes, quality or materials
- Assist in the management of the art and regulatory approval process as well as the assisting in the management of inventory, commodity development and quality
- Drive productivity savings through competitive bidding, product review, negotiations and synergy projects

**Key Qualifications:**

- Bachelor's Degree or equivalent purchasing experience.
- 3 - 5 years purchasing experience within a Consumer Package Goods Manufacturing environment or equivalent experience.
- Proven results and experience demonstrating strategic thinking, innovative creativity, analytical and superior organizational skills
- Solid negotiating and supplier relationship skills
- Demonstrated project management skills with the ability to manage at all levels of the organization.
- Strong Communication, both in written and oral form, as well as the ability to present, persuade and influence at all levels.
- Solid business partner with the ability to build effective relationships internal and external to the organization.
- Proficiency with Microsoft Office, with a focus on Microsoft Word, Excel, and PowerPoint.
- Ability to work with highly confidential information is a must.
- 

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need. Some travel will be required as necessary.

**Samples Coordinator**  
**Internal & External Search**

**DEPARTMENT:** Wholesale  
**BUILDING:** YPP - Logistics  
**HOURS:** 1<sup>st</sup> Shift, Monday – Friday, 8:30 am – 5:00 pm

Responsible for coordinating all YCC sample needs for a number of business units to support sales results, marketing, photography and visual merchandising sample product needs. In addition to these teams the Samples Coordinator partners with other teams within the company to support YCC new product projects. Some of these teams include: Product Development, OBTL's, Project Managers, YCM Transportation, National Account Specialist s, Accessory and Gift Buyers.

**Responsibilities:**

- Coordinates all corporate sample needs. This consists of any NEW fragrance/innovation. These samples are ordered / requested for Wholesale, Retail, YCE and other international or corporate needs.
- The sales and customers kits which are sent out to wholesale national account manager and wholesale account the beginning of every quarter. This includes keeping up to date information on current accounts and tracking all information within an excel spreadsheet.
- Coordinates gathering and sending out samples of new product that are need for major account and corporate meetings. These meetings are as follows: Wholesale customer meetings, Wholesale sales meetings, Board of Directors meeting, Retail DM meetings, and any major corporate meeting that presents new products.
- Works closely with the Accessory and Gift Buyers to coordinate any sample needs for wholesale. Also manages the inventory and space of gift and accessory samples. Gathers and sends out any gift sets and accessories needed for wholesale account meetings.
- Responsible for all NEW samples that are needed for photography in: wholesale sourcebook, YCE sourcebook, retail catalog or marketing signature etc...
- Coordinate sample needs for international trade shows and Wholesale showrooms. This includes ordering and “mocking” up product from YCP, YCM and vendors, sending out and tracking samples.
- Responsible for tracking inventory of samples to “forecast” quantities for what will be needed in future sample needs.
- Maintains the samples area, which is located at YDC. This includes keeping the area clean and organized, while making sure all samples stay in the designated area.

**Key Qualifications:**

- 6 months – 1 year related experience
- Strong Communication, both in written and oral form
- Excellent interpersonal and communication skills.
- Ability to work in an ever-changing environment with efficiency and accuracy
- Proficiency with Microsoft Office, with a focus on Microsoft Word, Excel, and PowerPoint.

Flexibility in work schedule is also required for possible overtime, work on holidays, weekends and extended hours with minimal notice and as required by operational need. Some travel will be required as necessary.