

Your link to  
information on jobs  
and hiring events  
throughout  
the greater  
Union County area

# The Job Connection

A weekly selection of local job listings and employment-related events

## September 19 - 25, 2011

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

### **ELIZABETH RESIDENTS: NEW ROUND OF FREE CUSTOMER SERVICE & SALES TRAINING CLASSES ARE NOW FORMING (in E.S.L. format, too!)**

Get all the details and registration information on page seven!

#### ***This week's employment-related events include ...***

#### **TUESDAY TO THURSDAY (20<sup>th</sup> – 22<sup>nd</sup>): PRE-SCREENING FOR OVER 250 JOBS**

The Retail Skills Center is hosting Job Opportunity Days! Need a Good Job? Difficult times! Better Results! Over 250 jobs are ready to be filled. The Retail Skills Center can help you: Meet your career goals; Set new directions in your career search; and develop a new strategy. Hundreds of new opportunities are available, so call for a pre-screening appointment today! Pre-screening dates are: September 20, 21, 22, 27, 28, 29 and 30 at the Retail Skills Center in the Jersey Gardens Mall, 651 Kapkowski Road Elizabeth, NJ 07201. 908-355-4444. Time: 10:00AM – 4PM each day. Attire is business casual. Cost is free. Bring a smile, a resume and a positive attitude! These are retail positions for Sales Associates, Stock, and Cashiers.

The Retail Skills Center is a program funded by the city of Elizabeth Urban Enterprise Zone (UEZ) Program.

#### **TUESDAY (20<sup>TH</sup>): TECHNOLOGY, ENGINEERING, SECURITY CLEARANCE JOB FAIR**

From 11AM to 3PM at the Edison Hotel & Conference Center (formerly the Holiday Inn Edison), 3050 Woodbridge Ave. Edison, NJ 08837. Meet face-to-face with recruiters from these leading companies: Configuration Management, Inc.; Geisinger Health System; inVentiv Health; NIKSUN Inc; Princeton University; The McGraw-Hill Companies; SetFocus\*; Somfy Systems Inc.; The Hibbert Group; Wyndham Worldwide. Pre-register at: [www.tjfairs.com](http://www.tjfairs.com). For Information Call 1-800-695-1939. \*Virtual Participant.

#### ***Mark this date on your job search calendar ...***

#### **OCTOBER 3<sup>rd</sup>: NEWARK JOB FAIR**

It's free! Coast-to-Coast Career Fairs invites you to attend the Newark Job Fair on Monday, October 3<sup>rd</sup> from 11:00am – 2:00pm. This is a great opportunity to meet face to face and interview with dozens of NJ's top employers who are hiring for positions in all types of industries. Candidates in all fields are encouraged to register to attend. Location: The Ramada Plaza, 160 Frontage Rd, Newark, NJ 07114. Register now at: [http://www.coasttocoastcareerfairs.com/career\\_fairs/details/NJ/Newark/Newark\\_register\\_1011.html](http://www.coasttocoastcareerfairs.com/career_fairs/details/NJ/Newark/Newark_register_1011.html)

**DO YOU QUALIFY FOR FREE EDUCATIONAL ASSISTANCE UP TO \$4,000.00?!** Details on page 4

#### **JOB SEARCH REMINDER:**

When responding to job leads from this or any source, do not send money or share confidential personal information such as your social security number or credit card number. Check out the company's website in advance of placing an application or attending a recruiting event.

## COLLEGE CENTRAL NETWORK FOR EMPLOYMENT OPPORTUNITIES

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 the tools to build your job search résumé. You'll 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're a student, as well as a refresher course if you've already graduated.

**ACCOUNTANT** - Growing Union County CPA firm seeks accountant with a minimum of five years recent experience with a small CPA firm. Responsibilities will be to perform write up, preparation of compilation and review financial statements, preparation of personal and business tax returns. Knowledge of QuickBooks, MS Office and MS Excel is required. CSA is a plus. Must work efficiently and timely on projects and be a self-starter. Excellent benefits. E-mail resume with salary history and requirements to [smcpa@hotmail.com](mailto:smcpa@hotmail.com). Resumes without salary history and requirements will not be considered.

**ACCOUNTS PAYABLE ASSOCIATE** - North/Central NJ consumer products company seeks full time accounts payable associate. Associate would be responsible for posting & coding invoices, expense reports, processing payments, intercompany reconciliations, vendor contact and special projects. One to two years of solid experience required. Excellent verbal and computer skills a must. A good working knowledge of Excel required. Experience with Navision is a huge plus. Benefits available. Send resumes with salary requirements to [dasupraresume@gmail.com](mailto:dasupraresume@gmail.com) Resumes received with no salary requirements will not be considered.

**ADMINISTRATIVE ASSISTANT** - Cerebral Palsy League, Inc, is seeking an Administrative Assistant for this dynamic PT opportunity for experienced Administrative Assistant to support Executive Management team; Excellent organizational and computer skills a must. Must be proficient in MS Office. Great hours, flexible schedule! Send resume to: The Cerebral Palsy League, 61 Myrtle St, Cranford, NJ 07016 Fax: 908-709-1334 Email: [Staffing@thecplinc.org](mailto:Staffing@thecplinc.org) EOE Web Id: 43142.

**AUTO (SERVICE ADVISORS; TECHNICIANS; PARTS MANAGER; PARTS COUNTER; LOT)** - Route 22 KIA - Hillside, NJ. Now hiring for Service: Service Advisors; Technicians; Parts Manager; Parts Counter; Lot. We offer competitive salary, bonuses, 401K & Benefits. Call Scott: (908) 468-0018. Email: [jlp618@yahoo.com](mailto:jlp618@yahoo.com).

**AUTO BODY EXPERIENCED PAINTER / HELPER** - Great working environment, 401K plan, paid sick & vacation days. Call Brad at Dobbs Autobody, 973-376-3535. Web Id: 43623.

**BEST BUY** – for information on various job openings at locations throughout the greater Union County area please visit website: [www.bestbuy-jobs.com](http://www.bestbuy-jobs.com).

**BOOKKEEPING / SECRETARIAL** - P/T, Must be proficient in QuickBooks, Excel & Word. Please call 908-363-0982, Summit. Published in The Suburban News.

**CHEF** - Seeking experienced, dedicated Chef to run kitchen for established American and European restaurant in Linden. Someone who is creative, looking to work hard and excited about food. Email resume [chutnik@verizon.net](mailto:chutnik@verizon.net) or fax 908-523-1701.

**CNAs** - Clark Nursing & Rehabilitation Center is seeking Part-time C.N.A's for all shifts must be able to work at least one weekend a month. Fax resume to 732-396-1924, Attn: Director of Nursing. Web Id: 44185.

**COUNTERPERSON / TAILOR** - Busy dry cleaners needs counter and tailor person with experience. Apply in person 1253 Springfield Ave. New Providence NJ. 07904 Web Id: 43455.

**CUSTOMER SERVICE** – Edison-based manufacturer of Electrical Connectors and Tools seeks energetic, reliable, outgoing person with good attention to details. Primary tasks will involve order processing, customer service and inside sales. We offer training, attractive salary and benefits. [www.cembreinc.com](http://www.cembreinc.com) Please send resumes to [hr.us@cembreinc.com](mailto:hr.us@cembreinc.com) or fax 732-225-7414.

**CUSTOMER SERVICE REPRESENTATIVE** - for Credit Union located in Clark. Position involves dealing with customers mostly over telephone in all aspects of banking including deposits & loans. Full time, M - F 8-5, no weekends. Flex hours. Excellent benefits. Attractive incentive program. Requirements: College Grad or High School Grad. Ideal candidate will have several years experience working for a financial institution, be personable and outgoing with good communication skills, able to multi task, and self starter. Ideal candidate will have good communication skills and knowledgeable with Word & Excel. Must be detail oriented and a quick learner. EOE/affirmative action employer. Email resume to [byrne.rich@gmail.com](mailto:byrne.rich@gmail.com).

**CUSTOMER SERVICE/CALL CENTER** - LifeStation Alarm Monitoring of Millburn/Union, NJ is NOW HIRING for Full Time opportunities in our 24/7 Call Center. Candidates must be able to work evening and overnight shifts, including weekends and have access to reliable transportation. A minimum of a HS Diploma or GED is required. Qualified applicants will be detail-oriented, well-spoken, both verbally and in writing, customer-focused, have a consistent job history, and be interested in working with computers in a Call Center environment. Paid training, excellent benefits, as well as room for growth and stability are offered here! Apply online today by sending your resume to [careers@lifestation.com](mailto:careers@lifestation.com). For more information, please call 866-880-6204. [www.lifestation.com](http://www.lifestation.com)

**DATA ENTRY / FILE CLERK** - Large consumer products distributor in North Central New Jersey seeks data entry/file clerk. Responsibilities include data entry for inventory, shipping & scanning. Excellent communication and computer skills (Excel, Word) required. Email resume and salary history/requirements to [hr@sunham.com](mailto:hr@sunham.com). Resumes without salary information will not be considered. Benefits available. Web Id: 44337.

**DENTAL HYGIENIST** – Career Opportunity. Our friendly, progressive team seeks experienced hygienist. Organized and well-versed in aesthetic and functional dentistry, Dentrix and digital x-rays experience, strong communication skills and a passion for learning is essential. Top salary, Westfield office, part-time leading to full-time. Send resume to [Lynda@doctormerriman.com](mailto:Lynda@doctormerriman.com).

**DOLCE HOTELS AND RESORTS** - located at 300 North Maple Ave, Basking Ridge, NJ 07920. **Room Attendant, Buffet Attendant, Utility Steward, Front Desk Agent.** Please apply for jobs via our website, <http://www.dolce-basking-ridge-hotel.com>.

**DRIVER** - Over the Road, CDL A Switcher - Carteret. Full Time/Part Time - AM/PM Shifts. Minimum 2 years Jockey experience, Clean License, Checkable Local References. Good pay and benefits. Call (800) 428-9378. EOE Web Id: 43606.

**DRIVER (NON-CDL)** - Samson Electrical Supply, 1764 New Durham Rd, So. Plainfield. Duties include loading/unloading scheduled deliveries, valid NJ driver license & clean driving record required. 6am to route completion. Apply in person. Web Id: 44341.

**DRIVERS** - North Jersey-based operation Megabus, A Coach USA Company, a leading public transportation company, is now hiring. Requires a valid CDL with passenger and airbrakes endorsements. No moving violations in the last three years and a clean criminal background check. Must have at least one year bus driving experience. Earn \$19.50 per hour after you have completed all of your classroom and behind-the-wheel training. Apply in person at 349 First St., Elizabeth, NJ 07206, or e-mail: [barbara.guzman@coachusa.com](mailto:barbara.guzman@coachusa.com). EOE Web Id: 41884.

**FIELD DATE COLLECTORS** - P/T, F/T reps needed to inspect homes, \$12-\$14 p/hr. Please use reference number 15577. Apply at [www.mueller-inc.com](http://www.mueller-inc.com) Web Id: 43152.

**FOOD SERVICE TRAINING ACADEMY CULINARY ARTS PROGRAM** - Do you want to make a career of cooking? We can help! Work with seasoned Chefs to receive culinary training at its best. Our facility is a high quality culinary training environment with a very supportive staff to help you reach your goal. In this 14 week program you will receive training in: Knife Skills; Recipe and its conversions; Identification and use of all kitchen equipment; Culinary terminology; Institutional hands on cooking (bulk production); Cooking methods; Poultry, Meat, Seafood identification and fabrication; Minimum internal temperatures; Serv-Safe training and certification; Baking Program for those that qualify and more. Paid scholarships for those who qualify. For additional information contact: Ms. Murray, Administrator (908) 355-3663 x 240. Community Food Bank of NJ. Fighting hunger and poverty.

**HOME GOODS, MARSHALLS, TJ MAXX, WINNERS, HOME SENSE, STYLE SENSE** – a variety of positions available at locations throughout the area. Get the details and apply online at [www.tjxjobs.com](http://www.tjxjobs.com).

**LEGAL SECRETARY** – f-t. Suburban Union/Essex County Law Firm seeks Legal Secretary with a minimum of 2 years' experience. Knowledge of MS Word/Outlook, typing, Dictaphone, scheduling and filing required. Excellent people, telephone and organization skills. Send resume to [mabarattucci@schechnerlaw.com](mailto:mabarattucci@schechnerlaw.com) or fax to (973)376-5620 Published in The Suburban News.

**MACHINE OPERATORS & ADJUSTERS** - A fast paced manufacturing facility is seeking experienced machine operators with strong mechanical aptitude, to operate a bag machine and Adjusters with experience in machine set up, maintenance skills, and mechanical ability. Candidate must be able to work any shift. Apply In Person: Ronpak, 4301 New Brunswick Ave. South Plainfield NJ or Email: [hresources@ronpak.com](mailto:hresources@ronpak.com) Web Id: 42423.

**MEDICAL ASSISTANT / RECEPTIONIST** - For dermatologist's office. Heavy typing/multi-tasking. Exp required. P/T, flex schedule necessary. Roselle Park. Call 908-241-8277. Web Id: 41477.

**MARRIOTT** – Positions at Marriott include these locations and others: Newark Liberty Int'l Airport, 600 Routes 1 and 9 So., Newark, 07114; Newark Liberty International Airport Marriott, 1 Hotel Rd, Newark, 07114; Newark Airport Renaissance, 1000 Spring St, Newark, 07201; Newark Elizabeth, 87 Glimcher Realty Way, Elizabeth, 07201; Bridgewater Marriott, 700 Commons Way, Bridgewater, 08807; Residence Inn Newark Elizabeth/Liberty International Airport, 83 Glimcher Realty Way, Elizabeth, 07201. Benefits may include: medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. Positions at Marriott locations in this area as of September 17, 2011:

- Attendant-Bellstand
- Attendant-Concierge
- Attendants-Dining Room/Utility
- Attendant-Gourmet Coffee
- Attendant-Laundry
- Bistro Svrs/Cooks-Refresh Bus AM
- Bistro Svrs/Cooks-Refresh Bus PM
- Bistro Svrs-Refreshing Bus AM
- Bistro Svrs-Refreshing Bus PM
- Clerk-Front Desk
- Cooks
- Cook II
- Dishwasher/Utility
- Driver-Limousine/Van
- Driver-Shuttle Bus
- Engineer III
- Food Runner
- Guest Service Aide
- Guest Service Rep-PM
- Guest Service Representatives
- Housekeepers
- Housekeeper-Pay Per Room
- Housekeeping Aides
- Housekeeping Aides-Banquets
- Housekeeping Aide-PM
- Maintenance-Technician I
- Night Auditor
- Servers
- Servers-Banquets
- Server-Room Service
- Station Attendant
- Supervisor-Banquet Kitchen
- Supervisor-Engineering
- Supervisor-Front Office
- Technician-Audio Visual

Apply at [www.marriott.com/careers](http://www.marriott.com/careers). EOE committed to hiring a diverse workforce and sustaining inclusive culture.

**MEDICAL OFFICE RECEPTIONIST** – Fast-paced medical office in Union seeks receptionist & traveling office receptionist. Must have at least 3 years medical exp., speak Spanish & be a team-player. Please fax resume w/ salary requirements to: 908-851-7492.

**MERCHANDISER** – part-time, to promote daycare/karate center in Newark area. \$9.25 per hour. Must have car. Email resume to [davenportkfy@aol.com](mailto:davenportkfy@aol.com) Web Id: 44302.

### FREE EDUCATIONAL ASSISTANCE UP TO \$4,000.00 (PLUS A FREE COMPUTER\*!)

Attention, former Union County T.A.N.F. recipients: Has your TANF case closed within the last 24 months? Have you worked at any time since then? If so, you might qualify for a free NJ government program that can help you get the occupational training you may need in order to advance your career and get on the road to earning a better living for you and your family! The Career Advancement Voucher Program offers qualified individuals free financial assistance up to \$4,000.00 for additional occupational training through the Union County College Center for Economic & Workforce Development (UCC - CEWD). Available training programs include: Computerized Office Skills; ESL Secretarial (Office Skills); Accounting Technician; Medical Billing and Coding; and Administrative Assistant / Secretarial Sciences. Upon successful completion of the program you'll earn a Certificate and will be eligible to receive a free refurbished desktop computer (\*while supplies last). Low cost subsidized child care may be available. For more details, please call recruitment specialist Bruno Iannone at the UCC - CEWD in Elizabeth, (908) 659-5114.

**NJ TRANSIT** - NJ TRANSIT is only accepting applications and resumes for Part-Time Bus Operators and for positions listed on the website, [www.njtransit.com](http://www.njtransit.com). NJ TRANSIT is not considering applications / resumes for non-vacant positions. You can fax your application to either 201-649-1932 or 201-708-8726 and mention The Job Connection on the 2nd page of the application. Please note that applications are good for one year from date of applied and that The State of New Jersey has a residency law.

**NURSE / RN UNIT MANAGER** - Ashbrook Care & Rehabilitation Center in Scotch Plains seeks an experienced RN Unit Manager with 3+ years managing sub-acute/Long Term Care residents. Must have strong leadership skills with knowledge of state regulations and MDS 3.0 process. Please email resume to [sfurman@ashbrookcc.com](mailto:sfurman@ashbrookcc.com) or fax to: 908-889-6573. Web Id: 41065.

**OFFICE ADMINISTRATOR** - at Interweave, non-profit education center in Summit. Excellent people skills, computer competence, writing abilities and administrative aptitude to handle phone and greet office visitors, keep database (FileMaker Pro) prepare bank deposits for bookkeeper. Write short publicity blurbs for posting online and in local newspapers. Apple experience necessary. 25-30 hours/week, 46 weeks per year. Some flexibility in hours. Generous holiday time off. To apply, send resume to [information@interweave.org](mailto:information@interweave.org), or fax 908-277-2283. Information at [www.interweave.org](http://www.interweave.org). Published in The Suburban News.

**OFFICE ADMINISTRATOR** - Small business in Linden requires 4 hours per day. Duties include all office management, customer contact, basic bookkeeping/accounting and credit control. Knowledge of MAS 90 or similar accounting program a great advantage. Salary based on experience. Submit resume to: Faust Thermographic Inc, PO Box 1277, Linden, NJ 07036 or Fax 908-474-8042. Web Id: 43862.

**OFFICE MANAGER** - you will be involved in all aspects of our seventeen-year-old, advertising-supported, recruitment magazine and website. Your job will have one primary focus: making things run smoothly. You must work well under pressure. You must be flexible, assertive, meticulous, organized, focused, creative, proactive and quick thinking. You must work extremely well in a team, with no ego issues! The successful candidate will have these qualities, and more: Hands-On Experience: We want you to manage in the trenches. This is a very hands-on job. Accordingly, we would like you to have at least two years' experience in running an office, preferably in the publishing industry. Other publishing-related experience is a plus. Bookkeeping Expertise: You will need to have strong bookkeeping skills, preferably using QuickBooks. Terrific Writing Skills: A magazine rises and falls on the written word, in print, on line and internally. We need you to have impeccable grammar, vocabulary and a love of writing. People Skills: This is a very people-oriented position. You will need to work well with our publisher, employees, contractors, advertisers and vendors, and build ongoing relationships with our current and future professional society partners. You will work as a liaison between sales staff and our editorial department. You'll work directly with the editor in chief on deadlines and progress reports. You'll be responsible for coordinating editorial activities with the sales effort. It will be up to you to use your great interpersonal communication skills to coalesce our magazine's various functions into a coherent and successful whole. And more: You must be ready and willing to manage a number of special projects, often of a confidential nature, for the publisher. We will also expect you to be social media savvy. You'll need strong Microsoft Office skills and you must be able to travel to our Springfield, NJ office daily (sorry, no telecommuting in this position!). In return, you'll get an excellent salary and generous benefits (medical, 401K and profit sharing). Please send resume and cover letter to: [nekeyia@diversitycareers.com](mailto:nekeyia@diversitycareers.com); fax (973) 912-8599.

**PUBLIC RELATIONS** - PR secretary needed with demonstrated organizational & communication skills to coordinate schedules, handle media & phones, research clips, write. Tech savvy & proficiency in Microsoft Word, Excel required. Ability to quickly learn new Web-based programs. College, PR & writing experience a plus. To apply, go to: <http://njit.jobs> & search posting # 0600739. EOE/AA Web Id: 42935.

**PURCHASING CLERK** - Leading manufacturer is looking for a motivated, self-starter to execute cost effective MRO Purchases, Enter Orders, Purchase & control the vendor base for all items, coordinate majority of new projects which requires materials & services and coordinate all new raw material testing. Expedite orders, run back order reports, maintain raw cycle count program, enter receipts, coordinate quotes, weekly inventory, ship MRO Items for repair. Use MRP system to analyze purchased finished good product requirements, enter Ink PO's, & order paper. Responsible for quarterly mock recalls needed to support audit requirements. Manage waste water disposal and Pest control program with outside services. We offer a competitive salary, growth opportunity and benefits package. Send resume/letter of interest to: HR Department, Ronpak, Inc., 4301 New Brunswick Ave., South Plainfield, NJ 07080. Fax (732)-968-1357 or Email: [HResources@ronpak.com](mailto:HResources@ronpak.com) Web Id: 42424.

**RECEPTION / ADMIN** - Growing martial arts school in Garwood has immediate openings for Reception/Admin who is highly motivated and positive. Experience preferred. This requires working with students, ages 4 through adult, in a high-energy environment., 732-735-4876, [evolve1self@yahoo.com](mailto:evolve1self@yahoo.com) Published in The Suburban News.

**RECEPTIONIST** - Assisted Living looking for Per Diem Receptionist. Must be flexible to cover different shifts. Starting Salary \$10/hour Apply in Person at Atria 10 Jackson Dr Cranford, NJ 07016 908-709-4300. Web Id: 43471.

**RECEPTIONIST** - Growing CPA firm seeks a receptionist for a busy office. Responsibilities will include answering telephones, scheduling appointments, processing tax returns, scanning documents and various other clerical functions. Must be organized, a self starter and know MS Word. Please send resume with salary history and requirements to [smcpa@hotmail.com](mailto:smcpa@hotmail.com). Resumes without this information will not be considered.

**ROUTER / SHIPPING COORDINATOR** - Central NJ importer seeks shipping coordinator. Minimum 2 years retail distribution experience Familiar with customer compliance, EDI and ASN. Strong organizational skills and knowledge of Word and Excel a must. Able to handle large volume. Email resume and salary requirements to [hr@sunham.com](mailto:hr@sunham.com) . All responses without salary requirements will not be considered. Benefits available. Web Id: 44351.

**SALES** - F/T - Retail Sales Industry leader beauty distributor seeking a customer driven Sales Associate to sell hair care and skincare to professionals in our stores. Retail experience required, cosmetology helpful, bi-lingual a plus. F/T Benefits include medical, 401K, vacation. Contact 908-687-2752 (Union location) or 973-299-0711 (Parsippany location) Web Id: 44402.

**SALES (RETAIL FLOORING)** - Smart Carpet & Flooring is looking for in-home sales professionals to join our central & northern NJ sales teams. Salary + commission, earning potential \$50 - 90K. Full time position w/benefits including Co. vehicle, health insurance, uniforms, matching 401K, paid vacation & more. Excellent career opportunity for the right candidate. Apply online at: [www.smartcarpet.com](http://www.smartcarpet.com) or fax resume to 732-292-1430. Web Id: 41984.

Please consider the environment. Print only what you need and recycle what you print.

**SECURITY** - Cambridge Security Dispatch Mgrs for nights and weekends. \$12 to start, \$13 after probation. Must have good communication skills & basic knowledge of computers. Security Supervisors & Officers needed. Essex & Union Counties. \$9.50 to \$12.00/hr. Apply in person: 309 Glenwood Ave., Bloomfield NJ, Mon. to Thu. from 9 to 3. Proper attire required. Web Id: 42326.

**SHIPPING AND RECEIVING CLERK** - responsibilities include: Track and coordinate purchase orders; Schedule pick-up/delivery of freight; Prepare and submit basic U.S. customs paperwork; Serve as customer liaison with drivers; Keeping appropriate U.S. customs and Foreign Trade Zone records and insure all concerned are informed of any discrepancies encountered during operations; Additional duties and projects as assigned. If you enjoy working in a team environment, read on! Our position requires strong organizational skills. Additional qualifications include: Data-entry/general typing skills; Prior experience processing shipping documents domestic and international; Proficiency with Windows suite; Prior experience with ERP systems; A personal focus on accuracy and detail, including impeccable follow up skills; Excellent communication skills; The ability to work independently and be creative in solving problems; The ability to handle competing deadlines; An Associate's Degree or work toward a Bachelor's Degree is desirable. If you are interested, e-mail your resume and a cover letter to [buetne@mailforall.net](mailto:buetne@mailforall.net).

**SOCIAL WORKER** - Non-sectarian family agency seeks LCSW for part-time afternoon/evening counseling position in Elizabeth and/or Clark. Minimum 2 years experience. Managed care affiliations preferred. Spanish speaking a plus. Email resume to: [info@JFScentralnj.org](mailto:info@JFScentralnj.org).

**STOCK CLERKS** - Looking for the Perfect Part Time Job? We are now hiring Stock Clerks for our store in Westfield. Flexible Hours (weekends a must); Competitive Starting Rate; Friendly Working Environment; Training, experience not necessary; Must be at least 18 years old. Apply in person to: ShopRite Wines and Spirits, 333 South Avenue East, Westfield, NJ 07090 or email [James.deluca@sunrisecellars.com](mailto:James.deluca@sunrisecellars.com).

**TRINITAS REGIONAL MEDICAL CENTER** – Visit [www.trinitas.org](http://www.trinitas.org) to view employment opportunities in various departments.

**UMDNJ** - For detailed job descriptions and to apply on-line, please visit our website at [www.umdnj.edu/hrweb](http://www.umdnj.edu/hrweb). UMDNJ offers a competitive salary and comprehensive benefits package. UMDNJ is an AA/EO Employer, M/F/D/V.

**WELDERS** - Sheet metal job shop seeks Welders with exp in Tig. Company benefits, 401K & OT. 732-370-4455. Web Id: 42726.

**UNION COUNTY COLLEGE EMPLOYMENT OPPORTUNITIES: CRANFORD, ELIZABETH, PLAINFIELD, SCOTCH PLAINS** – positions posted on the UCC website as of September 17, 2011:

- Associate Director of Financial Aid Operations
- Astronomy Adjuncts
- Chemistry Adjuncts
- College for Kids Instructors
- Continuing Education Instructors
- Dance Adjuncts
- Database Report Writing Specialist
- Drama Adjuncts
- Economics Adjuncts
- EMT Adjuncts
- English Adjuncts
- ESL Adjuncts
- Financial Aid Systems Analyst/Counselor
- Fine Arts Instructor
- Full Time Secretary
- Head Men's Basketball Coach
- Industry-Business Institute (IBI) Instructors
- Keyboarding Adjuncts
- LPN Adjuncts
- Mathematics Adjuncts
- Music Adjuncts
- Part Time Data Entry Clerk
- Part Time Fitness Center Coordinator
- Photography Adjuncts
- Student Development Specialist - Special Populations - Grant Funded Position
- US History Adjuncts
- Visual Arts Adjuncts

To access a printable application please go to our Employment Forms page. You may now also access printable Employee Benefits Forms and our Employee Handbook. Applications & resumes are only considered for positions that are currently open. All correspondence in reference to job offerings should be emailed to [HRJobs@ucc.edu](mailto:HRJobs@ucc.edu). Copies of the job postings are available in the entranceway to the Faculty Lounge in the Nomahegan Building.

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If you would like to add your email address to the Job Connection distribution list or remove your name from it, please send an email to [cewd-jobdev@ucc.edu](mailto:cewd-jobdev@ucc.edu) and put "Add" or "Delete" on the Subject line.

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**⤵ Continue To Page 7 for Details on New Customer Sales & Service Classes ⤵**

# Attention: City of Elizabeth Residents

Take a free Customer Sales & Service class to help prepare you for a position in the Retail Industry!

Did you know?

... The Retail Industry is a \$4.19 trillion business and stores will be hiring for the Holiday Season! Prepare yourself to become part of this exciting industry.

*Choose the program that's the right fit for you:*

## ▶ **Customer Sales & Service** ◀

(October 17th to November 4<sup>th</sup>)

*Or,*

English is not your first language? We have a program for you ...

## ▶ **Customer Sales & Service – E.S.L.** ◀

(October 24th to November 18<sup>th</sup>)

In these classes you will learn the important selling skills employers want, including:

- Selling Features & Benefits
- How to overcome objections
- How to turn a “no” answer into a “yes”
- Problem solving strategies

You'll also receive a Basic math review.

- The Customer Service & Sales-E.S.L. class will also assist you in overcoming the challenges communicating about your job skills during interviews.

Plus, the Retail Skills Center staff will help you prepare your resume for your job search and will work with you to obtain interviews upon completion of the class.

**Details:**

**When:** Classes are Monday through Friday, from 9:00 a.m. to 3:30 p.m.

**Where:** Retail Skills Center in the Jersey Gardens Mall, 651 Kapkowski Rd., Elizabeth (on the lower level near Entrance D).

**How to register:** stop by the Retail Skills Center from Monday to Friday between 10 a.m. and 4 p.m., or call (908) 355-4444 for more details.

Please note that a proof of address is required to enroll.

*Don't wait ... this is a popular program and seating is limited, so please register soon!*

Then, get ready for an exciting training program! Take advantage of this opportunity to develop your skill sets for the dynamic world of retail ... *we hope you can join us!*



The Retail Skills Center is a program funded by the City of Elizabeth Urban Enterprise Zone (UEZ) program