

Elizabeth residents:
Get info on jobs at
the Jersey Gardens
Mall and in the
City of Elizabeth!
Details on page 4.

The Job Connection

For the week of

January 30 – February 5, 2012

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

This week: connect  with company reps at these events ...

Monday (30th): Social Services Open House

Community Access Unlimited is opening new programs in Union County. Apply to assist people with disabilities or at-risk teens reach their goals! Attend our Open House from 4pm-6pm on January 30th at 80 West Grand Street in Elizabeth. Walk-in's welcome or schedule an appointment at 908-354-3040x203. We are looking to fill the following positions: **MANAGEMENT POSITIONS** starting at \$35K. BA/BS, supervisory exp in field req'd. **DD OVERNIGHT & PT SUPPORT WORKER** \$10.25 per hr. Experience with direct care required Weekend hrs Avail. All positions require trainings outside of normal work hrs & a min of a HS Diploma / GED, Driver's license & car. For additional requirements visit our website at www.caunj.org. Fax resume to: 908-354-0283 or email to recruit@caunj.org. EOE.

Thursday (2nd): Health Career Fair

Thursday, February 2, from 10:00AM to 2:00PM at the Hilton Garden, 50 Raritan Center Parkway, Edison, NJ 08837. Bring copies of your updated resume. Come meet with Hospitals, Long Term Care Facilities, Skilled Nursing Homes, Rehab Centers and Home Care Agencies. Sponsored by Guide Publications. Contact Rebecca at Rebecca@njguidepublications.com, or (732) 263-9675. Web: www.Njguidepublications.com.

Thursday (2nd): Edison Job Fair

Thursday, February 2, from 11:00am to 2:00pm at the Renaissance Woodbridge Hotel, 515 US Highway One South, Iselin, 08830. Bring 10 copies of your resume and dress appropriately (business attire). Meet face-to-face with top employers at the National Career Fairs Job Fair! Attendance is free! Register at www.nationalcareerfaairs.com and you will receive the company list and our online job fair guide. Free resume reviews will be available at the event from our two local career experts. See you at the job fair! Phone: (877) 561-5627 Ages 18 and up. Sponsored by National Career Fairs. Event Contact: Peggy Hillman, peggy@ncfairs.com, Phone: (702) 818-8896.

Saturday (4th): Driver Open House

Salson Logistics is Now Hiring Class A Drivers. Local Drivers Pier Experience a must. Excellent Benefits: Medical, Dental, 401(k), well-maintained equipment, EZ Pass, Fuel Card, Holiday & Vacation Pay. Requirements: 2+ yrs experience, Twic card required, clean background, No felonies in 10 yrs, No DUI in 5 yrs, clean MVR max 2 Points. Visit us at our Open House Feb. 4th, 8am to 12pm. Salson Logistics, 888 Doremus Ave., Newark, NJ 07114. Call Today! 973-986-0222. Web Id: 97515.



Mark your calendar ...

February 8th: Veterans Re-Entering Workforce Career Conference

Wednesday, February 8, 9:00AM - 3:00PM at 1280 Wall St West, Lyndhurst, NJ 07071. Please bring at least 20 copies of your resume and dress for success. Copy of your DD214 (Discharge from Active Duty). Event details: General Sessions - support services resource fair employment fair with hiring companies job coaching and one on one consultation special sessions: Your GI Bill benefits & eligibility VA health benefits Apprentice Works! Earn & Learn. Sponsored By: MOSAIC Center, Bergen Community College, NJ Dept of Labor. Event contact: Diane Fewkes, dfewkes@bergen.edu. Phone: (201) 301-1249.

February 9th: Accufleet recruiting for Drivers at Newark Airport

Newark Airport Employment Opportunities, Thursday, February 9th, 9:00am – 4:00pm at the Crowne Plaza Hotel, 901 Spring Street, Elizabeth, 07201. What to Bring: A current NY/NJ driver's license, Social Security card, Passport and Work Authorization Card (if applicable). You will need to provide us with your last 10 yrs of employment history. All applicants will be required to pass a criminal background check and drug screen. Details: Accufleet International is hiring for **LAVATORY/ WATER DRIVERS**. We are hiring for all 3 shifts. Starting pay is \$9.50/hr with a \$0.50 increase after 90 days. We are also looking to hire an **ASSISTANT MANAGER**. You will need a minimum of 5 years experience. All jobs require a valid driver's license and all jobs are located at Newark Airport. Directions to Event: Crowne Plaza Hotel is located at the corner of North Ave and RT1/9 (Spring Street). Phone 908-527-6430. Sponsored by Accufleet International. Questions? Contact Mitch Shulman, mshulman@accufleet.com, Phone: 908-812-8618.



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

ADMINISTRATIVE ASSISTANT - CNY Services is seeking a candidate for a full-time or part-time in our continuing day treatment program. Duties include: scheduling appointments, entering participant info, answering & transferring phone calls, providing info to participants, and support to all service staff & management. Must have strong organizational skills, excellent communication skills, excellent judgment & conflict management skills, and a positive, customer-focused attitude. Requirements: Associates degree preferred, or HS Diploma/GED. At least one year administrative assistant experience. What you need for this position: - Excellent oral and written communication skills - Strong command of MS Word, Excel and PowerPoint - Willing to take initiative when appropriate - Able to translate conceptual discussion into tangible deliverables - MS Visio and MS Access a plus. Please apply at <http://jobs.nj.com/jobs/detail/45170574/12>.

ADMINISTRATIVE ASSISTANT – new position in Union County. Responsibilities: Provide general administrative and clerical support to the department. Provide administrative support to senior-level executives for day-to-day operations as well as individual projects as needed. Open, sort and distribute mail, fax documents, keep files, order office supplies and maintain supplies. Responsible for scheduling, organizing and recording all staff meetings. Organize administrative systems to support department members including filing/records retention and other functions as required. Schedule conference room usage. Manage staff calendars, updating monthly schedule, and arrange travel itinerary and related activities. Prepare presentation materials. Telephone coverage as assigned. Other duties related to the Company as a whole, as assigned. Requirements: Minimum 3 years administrative assistant experience. A business/administrative school graduate or equivalent in industry experience. Must have strong interpersonal skills, be a team player and be willing to work in an environment where individual initiative and accountability to the team are required. Must be able to work with limited day-to-day supervision. Strong PC experience and Microsoft Word experience required. Strong Access and PowerPoint skills desirable. Excellent written and oral communication skills. Please email resume to: resumes@primetimepersonnel.com. Job Order no. 11880.

ADMINISTRATIVE ASSISTANT / RECEPTIONIST - International Freight Company in Clark seeks Administrative Assistant / Receptionist to join our Team. Greeting visitors, general office tasks such as coordinating incoming and outgoing mail, and providing support and assistance to our Finance and Management teams on special projects are just some of the responsibilities in this great entry level position. The ideal candidate will have well-developed interpersonal and communication skills, a strong work ethic and integrity along with good planning and organizational skills with strong attention to detail and excellent computer skills. Must also be able to adapt to changing priorities and willing to take on additional tasks as they arise. Full benefits including Medical, Dental, Vision, Vacation and 401K. Email resume to Laural@Carotrans.com. No phone calls please.

ART DIRECTOR - County Wide Realty, Inc. has (1) opening (3yr. of exp + Associates Degree in Graphic Design & Related) in Roselle Park, NJ. Design/create graphics to meet promotional needs. Email resume to csolis@century21atlantic.com Web Id: 99468.

BOOKKEEPER - Part-time Bookkeeper (25 hrs/wk) needed for busy Westfield NJ vascular surgery practice. Reconcile accounts, record transactions, balance ledgers, prepare bank deposits, prepare reports, process A/P, and perform general office admin. Min. 4+ yrs experience (medical office preferred). Proficient in QuickBooks. Accpac a plus. Learn more about us at: tcvcg.com. Email resume to: HR@tcvcg.com Published in The Suburban News.

CAREERS AT PSE&G - PSEG provides an excellent opportunity for growth and contribution, along with a highly competitive compensation and benefits program. We have “Regular” and 3-5 year “Project” positions available across the company. We are looking for talented experienced professionals for many positions. Some positions may require pre-employment testing. In keeping with our value of SAFETY, all positions require a successful background check and drug screen. For complete details and to apply, please visit www.pseg.com/careers. Public Service Enterprise Group (PSEG) is an equal opportunity employer.

CHILDREN’S SPECIALIZED HOSPITAL - We are looking for top performers who are interested in advancing their career with the largest pediatric rehabilitation system in the United States. With nine locations throughout NJ including Union County locations in Fanwood, Mountainside and Roselle Park, we have varied opportunities for clinical, administrative, and support services staff. Consider joining Children's Specialized Hospital — you'll be joining a unique organization that places the needs of the child and family at the center of all its activities. On our website www.childrens-specialized.org you can: Learn about our [Mission & Values](#), check out our [Benefits](#), read our [EEO & Diversity Statements](#), search our [Job Opportunities](#), and apply online for the opportunities that interest you. If you require further information, please email hrapplications@childrens-specialized.org.

CLERICAL POSITION - Welcome to Registrar and Transfer Company! Founded in 1899, with headquarters in Cranford, R&T is the nation’s oldest, most widely respected specialist in the stock transfer business. We have an opportunity for an Examination Clerk in our Transfer Services group. If you have 1 to 2 years of business experience and would like to grow your skills with continual learning this may be the job for you! Job responsibilities include, but are not limited to: Review of incoming stock transfer requests, Interpret and set-up of transfer requests for forwarding to data entry processing, Mailing new stock certificates post transfer, Accessing mainframe to create turnaround tickets assigned to all transfer requests (moderate data entry), Verifying validity of Medallion Signature Guarantee stamps by utilizing the medallion scanning equipment, Create exception notices, via a pc based system, to be delivered to individuals and entities that presented a transfer request that has been deemed insufficient, Interact with various sections with the Transfer Operations Department to coordinate the processing of incoming transfer requests. Requirements: 1– 2 years business experience, commitment to detail and accuracy, Working knowledge of Word and Excel, Good communication skills, Able to work occasional over time, and Works well in a team environment. Skills: Capable of handling high volumes of data in a fast paced environment, Able to meet deadlines, Willing to be cross trained, Attention to Detail, and Organized. Excellent benefits, including employer paid medical, 401k and a congenial work environment! Email resume and salary requirements to EValente@rtco.com and use “Clerical Position” as the subject of the email.

CLIENT CARE CENTER SUPERVISOR – There's strength in our numbers. Investors Bank, one of the largest community banks in NJ, currently has the following opportunity: **Client Care Center Supervisor**. Will directly manage a team of approximately 10 Service Specialists. Manage the day-to-day operation, escalated calls, performance metrics, and the delivery of service via inbound calls. A minimum of 3-5 years of experience in call center management, managing staff, leadership and customer service skills required. Position is currently based in Short Hills and will relocate to Metro Park within 3-6 months. Current hours of operation are Monday-Friday 7:30 AM – 8:00 PM, Saturday 7:30 AM – 2:30 PM. This position is a flexible schedule (40 hours in 4 days) and Saturday is required. Our team members enjoy competitive salaries and benefits. Please forward resumes to: Email: human_resources@myinvestorsbank.com Fax: 973-564-8185 Investors Bank 101 JFK Parkway, Short Hills, NJ 07078.

CUSTOMER SERVICE REPRESENTATIVE - Welcome to Registrar and Transfer Company! Founded in 1899, with headquarters in Cranford, NJ, R&T is the nation’s oldest, most widely respected specialist in the stock transfer business. Over the years, thousands of public companies, large and small, trading on all U.S. exchanges, have relied on us to provide efficient, complete, in-house service with the very highest standards of professional, yet personal customer service. We currently have an exciting opportunity for a Customer Service Representative in our Investor Relations group. The position requires working from 11:00am to 7:00pm. If you have at least 1-2 years of business experience and would like to grow your skills with continual learning this may be the job for you! Job responsibilities include but are not limited to Responding to shareholder inquiries via telephone in a timely manner, Resolving daily problems, Preparing, tracking and managing all email communications, and Creating and maintaining all correspondence. REQUIREMENTS: Must be able to work 11:00am – 7:00pm, 1 – 2 years business experience, Friendly and professional telephone etiquette, Excellent verbal and written communication skills, Customer service experience in a service environment preferred, Must be dependable. Email resume and salary requirements to EValente@rtco.com and use “Customer Service Rep” as the subject of the email.

DRIVER / FURNITURE - Village Office Supply is looking for individuals to assemble, inspect, deliver & install office furniture at client's site. This person will work as a team and be provided with appropriate lifting equipment and tools. No experience necessary, willing to train the right candidate. Excellent customer service skills a must as well as ability to read and follow directions. Qualified candidates must possess a valid, clean driving record/background, be able to drive a standard transmission, good map reading skills, positive attitude, able/willing to work OT, be able to lift heavy items and pass a physical including drug screen. We offer a competitive hourly rate, overtime, benefits, 401(k), paid time off and bonuses. Please call Human Resources at (732) 564-3119. Web Id: 99573.

DRIVERS / DELIVERY - earn extra money delivering Phone Books in the Union County & Summit Area. Flex Hrs; must have Insured Vehicle, Valid Driver's License & Must Be At Least 18 Yrs. Old. No Exp Necessary. Clerks & Loaders Needed. 855-955-7337. www.sddsinc.com Web Id: 98097.

ELIZABETH PUBLIC SCHOOLS - Immediate Vacancies 2011-2012 School Year: ELEMENTARY TEACHERS; LANGUAGE ARTS TEACHERS – Middle School; READING SPECIALISTS; BILINGUAL TEACHERS; SPECIAL EDUCATION TEACHERS; MATH TEACHERS; SCIENCE TEACHERS; LIBRARIAN/ MEDIA SPECIALISTS; SCHOOL NURSES; SUPERVISOR OF NURSING; SUPERVISOR OF GUIDANCE; SUPERVISOR OF MUSIC NJ. Certification Required. Interested applicants should submit a letter of interest and resume to: Karen Murray Executive Director for Human Resources, Elizabeth Public Schools, 500 North Broad Street, Elizabeth, NJ 07208, Fax: (908) 436-5037, makeadifference@elizabeth.k12.nj.us. All applicants will be assured full consideration. The Elizabeth Board of Education is an affirmative action, equal opportunity employer. Think - Learn - Achieve - Care.

ELIZABETH RESIDENTS: THE RETAIL SKILLS CENTER WANTS TO HELP YOU WITH YOUR JOB SEARCH - Come to the RSC and learn about employment opportunities at the Jersey Gardens Mall and in the City Of Elizabeth! To get all the details, please call 908-355-4444 and book an appointment. Dates available are February 1st, 2nd and 3rd. We look forward to hearing from you!

EMPLOYMENT OPPORTUNITIES AT SHOPLET - Shoplet.com is a fast growing, dynamic leading business-to-business e-marketplace. Shoplet provides an easy-to-use, one-stop source for business products including office supplies, technology products, mailing/shipping supplies and printing. Our expertise and innovative purchasing solutions enable our clients to realize significant overall savings. Job descriptions, qualifications and competitive compensation details and instructions on how to apply, are on the Shoplet.com website at <http://www.shoplet.com/about/opportunities.html>.

EXECUTIVE CHAUFFEURS - BostonCoach is looking for executive part-time chauffeurs in our Elizabeth office. Candidates must have a strong customer service orientation and a good driving record. Must be able to project a positive image of the company to clients, employees and the public. Starting salary of \$12 - \$14/hour; Paid training and benefits including gym and tuition reimbursement and discounts on products such as cell phone plans and auto/home insurance. Benefits begin the first day of employment! To qualify, you must be: age 21 or older and possess a clean driving record; ability to pass a drug test and background check and obtain a Taxi and Limousine Commission license; and willingness to work a flexible schedule including days, nights and weekends. Attendance at an open house is mandatory to be considered for employment. Sessions are held each Monday and Wednesday at 6:00 pm at 780 Dowd Avenue, Elizabeth. Reservations are not necessary and you should not submit your resume. Call (908) 965-0056x3050 with any questions or visit www.BostonCoach.com. BostonCoach is an EOE.

FINANCIAL SERVICES PROFESSIONALS - Company: New York Life. Job Type: Full Time. Degree Wanted: Associates, Bachelors, or Masters. Majors Wanted: Any Major. Location: Edison, NJ. We are looking to hire Financial Services Professionals, who market and sell our full line of financial products and services to individual families and small business owners. New York Life will sponsor and pay for all of the professional licenses necessary, provide a 3 year comprehensive training program and provide a full line of benefits including Health, Life & Dental Insurance, 401 (k) and Pension. We also have many management opportunities for those that qualify. Contact: Michael Frake, Email: mwfrake@ft.newyorklife.com, Phone: (732) 744-3764. Address: 399 Thornall St., 7th Floor, Edison, NJ 08837. Application Instructions: Please email all resumes to mwfrake@ft.newyorklife.com.

FOOD SERVICE COOKS - Whitsons School Nutrition seeks hard working, reliable food service cooks to join our team in Newark! Employees must be fingerprinted by State of NJ-Dept. of Education. Culinary arts degree or equivalent preferred. Min. 1 year culinary experience. Serve Safe, Safety, Hazcom, and Customer Service training class certifications. Must attend all other company sponsored training seminars. Service daily hot lunch line to ensure compliance with menu, portioning, presentation and quality guidelines. Perform temperature checks during meal period to ensure food is being served according to temperature requirements. Log results in manual. Follow sanitation requirements as prescribed by head chef. Assist in implementation and follow-up of sanitation cleaning schedule for all kitchen areas and equipment. Coordinate cooking, prepping, etc. of all items for meals. Must become proficient in recipe procedures and cooking techniques. Assist with production in all stations when applicable. Attend weekly kitchen meetings held by head chef. Perform additional duties as assigned. Flexibility to work tentative schedules Monday – Friday (7:00AM – 4:00PM). Online applications only. Requisition #558. www.whitsons.com/careers.

GENESIS HEALTHCARE – for an assortment of career opportunities in the healthcare industry, please visit www.genesishcc.com.

The Job Connection is available on the **Union County College** website at www.ucc.edu/Community/CEWD/Weeklyjobs.aspx.

There you will find this week's publication along with the previous four weeks' editions.

The Job Connection is also posted on the **County of Union** website home page at www.ucnj.org.

INDUSTRY-BUSINESS INSTITUTE (IBI) INSTRUCTORS - courses will be held at client locations and Union County College Cranford, Elizabeth, and Plainfield campuses. Must be available during weekdays. Weekend and evening opportunities may occur. General Description: Instructors needed to teach the following classes for Industry-Business Institute clients: 1. **OFFICE 2007 SUITE, INTERNET, WINDOWS** (in English and Spanish); 2. **CHANGE MANAGEMENT**; 3. **CUSTOMER SERVICE MANAGEMENT**; 4. **ACCOUNTING FUNDAMENTALS**; 5. **SUPERVISORY TRAINING**; 6. **TEAM BUILDING**; 7. **OPERATIONS MANAGEMENT**; 8. **PROBLEM SOLVING**; 9. **SERVSAFE – FOOD HANDLING CERTIFIED INSTRUCTOR**; 10. **SERVSAFE – ALCOHOL CERTIFIED INSTRUCTOR**; 11. **ENGLISH AS A SECOND LANGUAGE**; 12. **RETAIL AND HOSPITALITY INDUSTRY CUSTOMER SERVICE AND MANAGEMENT**; 13. **BUSINESS WRITING**; 14. **BUSINESS COMMUNICATIONS**; 15. **TECHNICAL WRITING**; 16. **TLD LOGISTICS** (Instructor experienced in logistics, warehousing, and supply chain management). If you are interested in any of the above job positions, please email hiscano@ucc.edu or FAX your resume with a cover letter to 908-965-6046, attn. Lisa Hiscano, Industry-Business Institute, Union County College. Union County College is an equal opportunity affirmative action employer committed to diversity.

JOB PLACEMENT SPECIALIST - unique opportunity for self-starter with excellent communication skills and 2 - 3 years recruitment or social services background to be responsible for job placement of students from our Food Service Training Academy. Desired candidate must have cooking and/or food service management exp. We offer excellent benefits, including 401k. Please send resume to hrdept@njfoodbank.org Community FoodBank of NJ, 31 Evans Terminal, Hillside, NJ 07205 Web Id: 99221.

LEGAL ASSISTANT - Law Office assistant busy Linden, New Jersey plaintiffs personal injury law firm. Must be articulate, have excellent communication skills, proficient with MS Word and have typing skills. Need to be able to compose letters and handle multiple telephone calls. Scheduling, dictation and basic secretarial skills required. Very professional office and we request only serious professional career minded people apply. Benefits available and salary to commensurate with experience. Bilingual is a plus. Email jobs@percariolaw.com resume, salary requirements and cover letter. No phone calls please.

NJ TRANSIT - NJ Transit is accepting applications and resumes for positions listed on the website at www.njtransit.com.

OFFICE ASSISTANT – new position in Berkeley Heights. Position is one day a week – All day. Responsibilities: Responsible for the opening and distribution of the mail received from all PO Boxes; Responsible for the filing; Responsible for the prepping and scanning of documents imaging system as well as the verification, correction and addition of the header detail to ensure proper routing; Prepare reports; Assist with ad hoc projects as they present themselves. Requirements: High School diploma or equivalent; 5 years experience in an office environment; Basic personal computer skills (working knowledge of Excel and Word); Must be well-organized; Must have strong communication skills. Please email resume to: resumes@primetimepersonnel.com.

RECEPTIONIST - For acupuncture and physical therapy office in Clark. Monday, Tuesday and Thursday 8 a.m. to 1:00 p.m. Computer experience required. Insurance forms, reports, phones, etc. Call 732-382-2434. Published in The Suburban News.

SECRETARY (CHILD STUDY TEAM) - Part-time 12-month position, effective immediately. Berkeley Heights Public Schools. Please send letter of interest and resume to: Judith A. Rattner, Superintendent of schools, 345 Plainfield Avenue, Berkeley Heights, NJ 07922. No phone calls please. Affirmative Action/Equal Opportunity Employer. Web Id: 96269

SENIOR ACCOUNTANT - Union County non-profit seeks a Senior Accountant to work within a dynamic Acct Dept. Responsibilities include: A/R, A/P, G/L & working w/ our IT dept to provide technical support for various Acct software programs. Qualified candidates should possess strong analytical skills, & a strong proficiency in software programs such as QuickBooks, Access, Fundware & report writer. Three years exp in Acct, staff supervision, Business degree, car & valid driver's license req'd. Not-for profit exp strongly preferred. Fax resume w/salary requirements to Community Access Unlimited, Fax (908) 354-0283. Or email to recruit@caunj.org EOE.

SOCIAL SERVICE ASSISTANT DIRECTOR - Seeking an individual responsible for the administrative oversight of supervise programs for adults with developmental disabilities and the supervision of the quality of support services provided. Minimum of 2 years experience working w/ people with developmental disabilities and staff supervision. Position requires on-call responsibilities. BA/BS, car and valid driver's license required. Apply at www.caunj.org. EOE.

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. Competitive salary. Health Benefits. Non-Profit/Non-Sectarian Organization. Email resume to: info@jfscentralnj.org.

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 cwd-jobdev@ucc.edu and put "Add" or "Delete" on the Subject line.

SENIOR ADMINISTRATIVE ASSISTANT II – new position in Berkeley Heights. Responsibilities: Provide general administrative and clerical support to the oncology Regional Medical Liaison (RML) department; the field based group in Medical Affairs. Provide administrative support to the VP, and Sr. Director (e.g., work orders, purchasing, expense reports, travel arrangements, calendar management). Responsible for scheduling and organizing all logistics of meetings onsite and offsite. This includes the monthly all-staff webcasts and at least one all-staff offsite meeting each year. Organize administrative systems to support department members including filing/records retention, department website, LiveLink folders and other functions as required. Responsible for tracking the department budget including working directly with the contracting group on purchase orders and invoices and interacting directly with vendors. Prepare presentation materials and other training materials both printed and electronic in various formats such as PowerPoint, MS Word, Excel, pdf. Responsible for direct mailing to RMLs as necessary. Open, sort and distribute mail, fax and scan documents, keep files, order office supplies and maintain supplies. Other duties related to the above within Company, as a whole, as assigned. Requirements: Minimum 3 years administrative assistant experience. A business/administrative school graduate or equivalent in industry experience. Must have strong interpersonal skills, be a team player and be willing to work in an environment where individual initiative and accountability to the team are required. Highly independent; able to work with limited day-to-day supervision. Must be able to handle highly confidential information with solid judgment and discretion. Strong PC experience and Microsoft Word, Excel and PowerPoint experience required. Excellent written and oral communication skills. Limited travel; 3-4 trips of 3-4 days per year. Please email resume to: resumes@primetimepersonnel.com. Job Order #: 11924.

TRINITAS REGIONAL MEDICAL CENTER – Visit 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. UMDNJ offers a competitive salary and comprehensive benefits package. UMDNJ is an AA/EO Employer, M/F/D/V.

WAREHOUSE PICK/PACK - Full time warehouse position for a self-motivated individual. Candidate would be responsible for: Shipping and receiving, picking and packing, keeping warehouse organized and clean and assist with various projects as needed. Duties and responsibilities: Pick and pack customer orders from stock; Receiving, checking and put away of product; Must pay attention to detail and demonstrate accuracy and thoroughness; Must lift and or move 35 pounds; Will work closely with Warehouse Supervisors and Delivery Drivers; Receiving - replenishment of inventory and process; Quality Assurance - inspect orders for shipping. Qualifications/requirements: Warehouse/production experience; Ability to perform multiple tasks; Can read and recognize product variations; English speaking. Hours: Monday thru Friday 9:00 AM to 6:00 PM. This position is temporary for 2-3 months with the potential of going permanent. Please send contact information and/or resume to Fax: 201-943-4234 or HR@pcmarketinguwe.com.

UNION COUNTY COLLEGE: CRANFORD, ELIZABETH, PLAINFIELD, SCOTCH PLAINS

Positions posted on the UCC website as of January 28, 2012:


- American Sign Language Adjuncts - Spring Semester
- Continuing Education Instructors
- Director of Educational Opportunity Fund
- Industry-Business Institute (IBI) Instructors
- Spanish Adjuncts - Spring Semester

To view details of all positions, please visit <http://ucc.edu/administration/jobs/>.

Union County College is an equal opportunity affirmative action employer committed to diversity.

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.

Please consider the environment:  print only what you need; recycle what you print.