

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

Job Connection

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

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August 3 – August 9, 2015



**ARE YOU SUDDENLY
THE HEAD OF YOUR
HOUSEHOLD?**



FUNDING FOR TRAINING IS AVAILABLE!

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

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

Death of a spouse, or disablement of a spouse, or divorce

...find themselves as the primary source of household income.

Eligible Participants will have an opportunity to participate in Job Search Workshops and Certification courses

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

Among this week's events...

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

Housekeepers, Cooks, Banquet Servers, Event Setup, Front Desk, Dishwashers, Maintenance Workers –on Wednesday August 5th, 1pm-3pm. Housekeepers- 1 year prior housekeeping experience. Ability to manage multiple tasks and meet deadlines. Reliable/Dedicated Individuals. Self-motivated. Detail oriented. Well groomed, professional appearance. Ability to communicate effectively with the public. Stock cart with supplies. Replace dirty linens. Make beds. Clean bathrooms. Dust furnishings. Vacuum carpets. Pay Rate is \$11 hr. **Cooks-** Cooks must have at least 6 months of experience in the Hospitality Industry. Pay rate is \$10 - \$16 hr. depending on experience. **Banquet Servers-** Prepare coffee breaks, carts, and stations with appropriate food and beverages as stated in Banquet Event Order. Prepare tables, action stations, buffets, service carts, dessert table/carts and cordial carts. Previous banquet experience in service and set-up is required. Serving Alcohol Responsibly (SAR) Training preferred Knowledge of the appropriate table settings and service ware preferred. Excellent communication skills. Highest commitment to customer service and attention to detail. Well

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

groomed, professional appearance. Must be able to lift 25lbs. Other Positions Available: **Front/Bell Desk, Event Set Up/Tear Down, Dishwashers, Laundry Attendants, Maintenance Workers.** PLEASE APPLY ONLINE PRIOR TO THE RECRUITMENT DATE at **LaborReady.com** for the New Brunswick location.

Security Guards- Metro One Security will be at the Union County One-Stop Career Center on **Friday August 7th, 9am - 12pm.** Qualified Security guards are needed to work in retail stores in Essex and Passaic County. Hiring for numerous shifts. Pay rate is up to \$11.00 per hour. Opportunity for advancement working at Metro One LPSG. Requirements: Must have an up to date SORA license. Must be able to pass a drug screening. Must have up to date DMV ID. Full and Part time work is available. Must be able to work special events. Reliable personal vehicle is preferred.

FedEx Package Handlers – FedEx will be at the Union County One-Stop Career Center Elizabeth on **Monday, August 10th, 1pm-3:30pm.** Job location: Woodbridge Hub – Keasbey, NJ. \$11.76 - \$12.76 to start. Part time and Full time shifts available. 2:00PM to 6:00 PM, 7:00PM to 11:00PM, 11:30PM to 3:00AM, 3:30AM to 8:00AM and 2:30AM to 7:30AM.

Warehouse, Picker/Packer, Drivers, Waste Management Crew, Concession Cashiers, General Laborers – Labor Ready will be at the Union County One-Stop Career Center on **Monday August 17th, 1pm-3pm.** **Auction Drivers-** in Manville. Drive and park vehicles in garage or parking lot, valid license required. \$10hr. 1st shift/various days. **Warehouse Pick/Packer** – in Linden. Picking, packing, processing product, filling and/or labeling of boxes for shipment. Sorting items for shipping and receiving. Assist with all aspects of food production and projects as assigned. \$10 hr. 1st shift/Sat. – Wed. **Concession Cashiers–Bridgewater, NJ** Prepares and serve simple menu items, collects payment and makes correct change. Interact with customers quickly and with a courteous demeanor in order to assure customer satisfaction. Verify I.D. on all customers ordering alcohol. Clean up work area, maintain store product presentation; remove trash \$9.50 p/hr., Various shifts. **Waste Management-Plainfield & Matawan** Constantly, hop and off the truck picking up garbage, throwing trash and emptying the garbage cans into the back of the truck. \$10/hr., First Shift Monday through Friday. **General Labor- Central, NJ** Cleanup work area, maintain store product presentation; remove trash and discard using safety procedures. Tasks might include: Operate hand and power tools of all types. Clean up rubble, debris and other waste materials to eliminate possible hazards. Assist other workers. Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations. \$9/hr, Various shifts. PLEASE **APPLY ONLINE PRIOR TO THE RECRUITMENT DATE** at **LaborReady.com** for the New Brunswick location.

**Positive Recruitments coming up at the Union County One-Stop in Plainfield. 200
W 2nd Street Plainfield, New Jersey 07062**

AJ SQUARED SECURITY will be recruiting on

Thursday August 6 and Monday August 10 from 9am – 12pm

200 Security Officers are needed for P.G.A. Event in Plainfield, New Jersey NJ 1026606
SORA license is preferred but company will offer training classes and job placement for those
who do not have it. **Must be 18 years of age and pass drug test.**

Must be able to stand for long periods of time. R/W/S English. Authorized to work in the U.S.
The event runs from 8-24-15 thru 8-30-15. This is full time temporary work. Two 12 hours shifts
are available. Uniforms will be provided.

Every Monday: Open House at Community Access Unlimited In Elizabeth

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

Every Monday: Cavalry Staffing is Hosting an Open House

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

Car detailers are responsible for cleaning and preparing vehicles to be rented again by a new customer. A valid NJ driver's license (no probationary or provisional license), no DUI/DWI and no more than 1 moving violations or at-fault accident in the last 3 years with at least 1 full year of driving history is required for ALL positions. Able to work on your feet and/or drive in various weather conditions for 10-12 hours. Starting pay is \$8.38/hour. We offer flexible scheduling, part weekly pay with electronic pay cards, and offer medical insurance to ALL employees starting at date of hire. **Interested in scheduling an interview, please contact Theodora Tribie at 862-234-**

2822 or respond via to ttribie@cavalrystaffing.com. We are holding an Open House MONDAY between 10am- 3pm Cavalry Staffing 24 Commerce St. Suite 1725 - 17th Floor Newark, NJ 07102

Monday, August 3rd: Labor Ready Recruitment

From 9am-12noon

Plainfield One Stop Career Center 200 W 2nd Street, Plainfield, NJ

Please start the application/screening process on our website: www.laborready.com

Hiring for: Auction Drivers– Manville NJ 1024789 \$9 p/hr. Drive and park vehicles in garage or parking lot, valid license required; 1st shift \$10/hr. **Cashiers NJ0991816 \$9.50 p/hr.**

& Servers-Bridgewater NJNJ0991679 \$11.00 p/hr. Ensuring guests receive an exceptional level of service by assisting guests at points of sale. Style of service may include take-away, cafeteria-style, restaurant-style or in-seat service format. Their top priority will be to ensure that company standards for handling cash and credit card transactions are consistently executed. Various Shifts

Waste Management NJ0986772-North Plainfield. Working in a Millwork shop using equipment to produce custom doors. Must be able to read a tape measure. Must be able to work some Saturdays during busy season. Some experience preferred using a chop saw, table saw and radial saw. 1st shift \$9p/hr.

Tuesday, August 4th: Are you a woman interested in a career in the construction field?

Sisters in the Brotherhood will be at the Union County One-Stop Career Center in Elizabeth at 1:00pm. Come and learn about opportunities for women in the construction industry!

Union County One-Stop Career Center 921 Elizabeth Ave. Elizabeth, NJ 07201. To register, please email Kathleen.Eaton@dol.state.nj.us Walk-ins welcome!

Tuesday, August 11th: Positive Recruitment for Pop-A-Lock

From 9am-12noon

Plainfield One Stop Career Center 200 W 2nd Street Plainfield, NJ 07062

ROAD SERVICE TECHNICIANS ARE NEEDED TO WORK IN UNION AND MIDDLESEX COUNTY.

NJ1026389 JOB ENTAILS: Tire changes, Jump Starts, Unlocking car doors and fuel deliveries. Must have a reliable vehicle. Able to work independently. Must have a clear criminal background record. Full and part time positions are available. Minimum pay is \$500.00 per week commission. Work from home on call shift work per week. Part time no minimum shifts are needed to work. Paid company training. Promotions and bonus opportunities are available.

Wednesday, August 5th: VOLT Workforce Solutions - JOB FAIR

Located at Oxford Instruments in Carteret, NJ– Immediate Openings! Full time employment with benefits for candidates with production, warehouse, and manufacturing experience. Please bring resumes and be prepared to interview with Hiring Managers! Positions are 1st, 2nd and 3rd shifts from \$12.50-\$14.40/hr.! Please join us from 3:00 PM-7:00 PM at Oxford Instruments – 600 Milik Street, Carteret, NJ 07008 – No early walk-ins accepted. **Please email Jennifer Cremonesi at jcremonesi@volt.com for more information. EOE**

EMPLOYMENT OPPORTUNITIES

ACCRUENT is looking for top performing sales executives who have experience selling enterprise software applications to a company's key decision makers for their real estate and facilities management solutions. These Account Executives will be responsible for all activities related to the strategic sale of the company's products or services as related to their Assigned Accounts in their respective industry (Wireless, Higher Ed, Retail) on a worldwide basis. Additionally, these key members of the sales team will be responsible for selling high volume, strategic deals to new and existing clients who are among many of the top companies or universities in the US, while working as a team player within the company to exceed established goals. *We are currently recruiting for Account Executives in multiple remote locations around the US.* **KNOWLEDGE, SKILLS & ABILITIES:** Minimum 4-7 years of proven experience in **Enterprise Software sales required.** Experience selling to an organization's key decision makers for real estate and facilities management solutions such as VP of Real Estate, Director of Facilities, VP of Construction, etc. is required for Higher Ed or Retail vertical; experience selling to an organization's key decision makers for network operations and wireless infrastructure required for Wireless. Bachelor's degree in Business, Communications, Engineering, or a similar discipline. Experience in ERP/FM, CAD, or major enterprise sales. Must be able to demonstrate ability to achieve sales success; including executive-level relationships, account penetration, solution selling, and coordination of multi-site account management. Strong analytical skills, including market strategy, customer requirements and success factors, and a value based selling process. Excellent written and verbal communication skills, creation of convincing and strategic sales approach, proposal, documentation and presentation. Team leader with strong interpersonal skills. Strong understanding of industry trends, key players, terminology and overall economics of the marketplace. Ability to publicly represent the client with internal and external customers and at events and seminars. Detailed sales process knowledge. Travel as required (50-75%). **To apply, please go to <http://www.hirebridge.com/jobseeker2/viewdetail.asp?joblistid=333575&come=&page=1&logo=yes&s=&acceptShift=0&cid=6516&source=indeed.com>**

ACELERO LEARNING - We are looking for the right candidates to join our team and you might know of them! Here is the list of opportunities: **Feel free to visit our website at www.accelero.net to see more information!**
Monmouth/Middlesex: Click here for flyer: Recruitment Flyer- ALMMC

Payroll and Benefits Manager (Acelero Inc, Shared Services)	Assistant Teacher
Human Resources Coordinator	Floater Assistant Teacher (Part time)
Teacher (Bilingual preferred)	Extended Day Teachers (P/T)

ACT 1 - Global Pharmaceutical Company is seeking a project based file clerk. Minimum Qualifications: High School diploma or equivalent, and minimum of one (1) year experience, preferably in pharmaceuticals, cosmetics or food industry; or an equivalent combination of education and experience. Physical Requirements and Working Conditions: Subject to extended periods of sitting, standing, walking, pushing and pulling, stooping and crouching climbing and walking, vision to monitor, occasional lifting of equipment or materials weighing up to 50 to 70 pounds. Position requires individual to lift approximately 35 pound bins during transporting of documents. Position requires individual to have personal vehicle to transport documents on a daily basis. We have 60+ boxes in Parsippany, NJ. and paperwork that need to be filed, pulled, boxed and sent to off-site records storage. Need someone that will really own this, and understand the importance of being able to access and locate complete and accurate files. Salary: \$15.00 /hour. **To apply, please go to <http://www.indeed.com/cmp/Act-1/jobs/Filing-Clerk-40f600648030eccc>**

AGILEX FRAGRANCES - We currently have an opportunity at our Piscataway, NJ facility for a **Marketing Manager**. This position has responsibility across all segments related to Agilex's business including air care, home care, I&I and personal care/fine fragrance. This position involves working closely with fragrance development and sales teams by developing persuasive analysis and customer presentations using available data and research tools which support olfactive recommendations for existing and potential customers. **Minimum Qualifications:** Bachelor's Degree in Marketing or related field required. 7 years' experience in marketing role in consumer products or fragrance related field. Advance PC skills required including Excel, Word, PowerPoint and database application. **To find out more information and apply, go to http://jobs.njjobmarket.com/jobseeker/job/24579900/Marketing%20Manager/Agilex%20Fragrances/?vnet=0&max=25&str=1&sort=date_**

ALTERNATIVE INC –New Jersey-based non-profit organization is committed to providing services and support to individuals with special needs. The agency is growing rapidly and is in need of qualified candidates! To provide individuals with comprehensive support services, they strive for candidates to make the right choice in choosing Alternatives, Inc. as their prospective employer. This agency offers generous benefit packages for employees, as well as rewards for performance and years of service. Operating in a competitive industry, Alternatives continues to be a leader with salaries, technology and services. They promote lifelong education and personal development within their company. **To apply: Visit www.alternativesinc.org**

ARC OF UNION – Please apply at <http://www.arcunion.org/careers/opportunities.php>. Use the Job Code when submitting your resume. Submit your information to: The Arc of Union County Human Resources. Please use the Job Code when submitting your resume. 70 Diamond Road Springfield, NJ 07081 Fax: (973) 315-0008 careers@arcunion.org. Several positions that are available:

WE ARE CURRENTLY SCHEDULING CANDIDATES FOR OUR JULY OPEN HOUSE EVENTS. SUBMIT YOUR RESUME TODAY!!!

DEPARTMENT	STATUS	POSITION, JOB CODE, & LOCATION	REQUIREMENTS
Adult Day Program	Full-Time	Program Specialist UCC-PS Roselle, Springfield	High school diploma; at least 1 yr experience in a residential program or nursing facility; proficient computer skills
Career Services	Full-Time	Job Coach UCC-JC Springfield	Associates degree; Bachelor's Degree preferred; experience with job placement for individuals with disabilities
Early Intervention Services	Consultant	Behavior Specialist UCC-BSEI Union County	NJDOE cert in Special Education; experience providing behavior intervention services with children ages 0-5 in an in-home setting
Early Intervention Services	Consultant	Occupational Therapist Consultants UCC-OTCEI Union County	NJ OT license; experience with children ages 0-3 in an in-home setting

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Early Intervention Services	Consultant	Speech-Language Pathologist Consultants <i>UCC-SLPCEI</i> Union County	NJ Speech license; experience with children ages 0-3 in an in-home setting
Family Support Services	Varies	Respite Worker <i>UCC-RW</i> Mountainside	High school diploma; experience working with children and adults with developmental disabilities
Intensive In-Home Program	Consultant	ABA Instructor <i>UCC-ABAIH</i> Union County	Master's degree in psychology, special education, guidance and counseling, social work or related field preferred. Bachelor's degree with one year of relevant experience or high school diploma or GED with three years of relevant experience required.
Intensive In-Home Program	Consultant	BCBA <i>UCC-BCBAIHH</i> Union County	Bachelor's Degree (Master's Degree preferred) in psychology, special education, guidance and counseling, social work or a related field; at least one year of supervised experience in developing and implementing behavior support plans for children ages 3-21 who have intellectual/developmental disabilities; BCaBA; BCaBA under the supervision of a BCBA. Demonstrated commitment to concepts of positive behavior management, community integration, and knowledge and experience with ABA services required.
Kohler School	Full-Time	Behavior Specialist <i>UCC-BS</i> Mountainside	Valid NJ Educational Services or Teaching Certificate required (BCBA certification/eligibility preferred); at least 3 years experience working directly with children with developmental disabilities and behavior challenges conducting functional assessments, developing data collection systems, developing, training and monitoring of behavioral interventions/plans, and data analysis; excellent oral and written communication skills; experience in staff training.
Kohler School	Full-Time	Speech Therapist <i>UCC-SP</i> Mountainside	Bachelor Degree (Master's Degree preferred) in Speech Language Pathology. Experience with feeding and therapeutic interventions for children with developmental disabilities.
Residential Program	Full-Time	Assistant Program Supervisor <i>UCC-APS</i> Union County	College degree preferred; experience working with adults with developmental disabilities in a residential program
Residential Program	Full-Time	Skill Instructor <i>UCC-SI</i> Union County	High school diploma; at least 1 yr experience in a residential program or nursing facility; proficient computer skills; valid NJ driver's license
Residential Program	On-Call	Skill Instructor Substitute <i>UCC-SISUB</i> Union County	High school diploma; at least 3 yrs experience in a residential program or nursing facility; proficient computer skills; valid NJ driver's license
Transportation	On-Call	Bus Aide Substitute <i>UCC-BASUB</i> Union County	High school diploma; previous experience as a bus aide preferred
Transportation	On-Call	Driver Substitute <i>UCC-DRSUB</i> Union County	High school diploma; previous experience as a bus aide preferred

ASHLEY FURNITURE HOMESTORES - Ashley Furniture Home Stores of Metro NY/NJ is a great place to work and shop! We offer personal and professional growth along with the best compensation plan in the furniture industry. We offer extensive training and flexible schedule. Weekends are mandatory (certain roles). So if you are passionate, customer focused, and have a high level of integrity, come join our TEAM. We currently have an opportunities for: Fairfield, Secaucus & Paramus, NJ. **FT Product Specialist (Furniture Sales), PT Customer Service.** Please submit your resume to careers.ashleyne.com. Or contact us at careers@ashleyne.com

AT&T – is hiring for Retail Sales Consultant. As a Retail Sales Consultant, you'll belong to a supportive team in a fast-paced environment. Together, you can connect people to the latest technology – all while meeting sales goals. If you love working with people, then this may be the job for you. From the initial greeting to closing the sale, you will play a big role in shaping the retail experience. Bottom line? You are the go-to customer service expert. Sharing your knowledge with our growing customer base comes with many rewards. Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$47,175.00 in total compensation in the first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of \$55,521 per year. **For more information and to apply, please go to http://connect.att.jobs/us/linden/retail/jobid7873872-retail-sales-consultant-%28hc-nynj-essex_union-county-nj%29**

CAPSTONE LOGISTICS – is hiring Unloaders, in food distribution center, whom are able to lift 75+lbs in a face paced environment. **Shifts:** 1st shift: 6:30am -Finish - 2nd shift: 4:00pm – Finish - 3rd shift: 10:00pm – Finish. **Compensation:** Training pay: \$10/hr. Regular pay is based on production. Avg. \$400-\$500/wk. **Daily Responsibilities:** Perform pre-shift checks of work area. Breakdown, re-stack & handle freight products from pallet to pallet by hand and by using forklift and pallet jack. Product and quantity verification. Maintain a clean and safe work environment. **To learn more about Capstone, visit us at: <http://www.capstonelogistics.com>**

GALLOPING HILL GOLF COURSE – is hiring Caterings Sales Coordinator \$30,000 + Commission. **Position Summary:** This position is responsible for participating in the development and implementation of sales strategies, plans, and programs primarily designed to increase Catering events, maximize revenues, and promote a positive image of the facility. Responsibilities include the implementation of various strategies including direct and/or telephone sales, direct marketing communications, advertising, special event promotions and community & municipal relations, etc. Responsibilities also include conducting periodic market research to provide information essential for revising current collateral, which enhance the Company's competitiveness in the marketplace, as well as for fiscal and operational analysis as appropriate. Maximize the club's profitability from the catering sales. **Essential Duties and Responsibilities:** Effectively sell catering events, including but not limited to (Weddings, Social Events, School Events, Corporate Meetings, Fundraisers, and Trainings) at a level to meet or exceed the budgeted requirements. Build relationships with hotels, convention contacts, special event groups, wedding organizations, civic organizations, etc. to promote special events. Develop and organize all group events, special events and manage communication between departments to help ensure coordination of activities. Maintain positive relationships and communicate clearly, tactfully, and persuasively with employees, customers and outside contacts as applicable. Ensure that all employees, especially customer contact personnel, fully understand all pertinent details in order to maximize customer satisfaction. Monitor facility activities and make recommendations to improve customer service and/or operational efficiencies. Maintain knowledge of current and projected industry developments through continuous attention to marketing and wedding periodicals and participation in relevant trade organizations. Works with the Chef and others to schedule/coordinate personnel requirements for private functions Develops detailed plans for each catered event at the facility. Assists in the preparation of the marketing plan and annual budget to increase the profitability of the banquet operation; monitors performance against budgets; recommends corrective actions as necessary to help assure that budget goals are met. Assure the efficient and timely submission of all banquet sales reports as required by club. Perform other duties as appropriate and directed by management. **Qualifications:** Positive attitude, professional manner and appearance in all situations. BA or BS degree preferred. 3 years applicable sales and management experience, preferably in the golf, wedding or hospitality industry. Demonstrated experience and capability in the areas of budget development, fiscal management, strategic planning, staff management and sales. Demonstrated quality written, verbal, and interpersonal communication skills. Ability to analyze and solve

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problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends/holidays. Positive attitude, professional manner and appearance in all situations. Demonstrated quality written, verbal, and interpersonal communication skills. **All interested Candidates please contact Henri at 908-355-4444, and email him your resume at baptiste@ucc.edu**

CHARLES MOVING AND STORAGE - Driver/Helper's (Union) Experience Driver needed, good driving record, must have moving experience be able to drive 26 foot box truck (Manual transmission) Non CDL. **Call 973-763-6000 immediate hire pay. \$11-14 per hour. www.charlesmovingandstorage.com**

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

COLLEGE NANNIES – Mid-afternoon/evening helper needed in Chatham. Family is looking for a nanny/helper for their 11 month old and 2.5 year old children, Monday through Friday starting 3:30/4pm until 8 p.m. The Family is flexible with start time. The Nanny would be working alongside of the Father. Care will include meal prep, including preparing the child's lunch for the next day, bath time, getting children ready for bed, cleaning up after the children, straightening up their toys and occasionally the children's laundry. Nanny must be very energetic and be able to keep up with very active 2.5 month old. Must have flexible schedule and be able to stay and late as 9pm on some days. Ideal candidate must have moderate cooking skills and come up with ideas to get 11 month old fussy eater to eat. **Part time Nanny need in West Orange.** Family in West Orange is looking for a nanny and household helper for their 9 year old daughter. Position would start in September, Monday through Friday 3pm to 6pm plus one additional weekend day/night out with time to be determined (6 days a week: 21 hours). Duties include: picking up child from school (which is walking distance) and taking her to after school programs, making sure child's bedroom is clean, doing child's laundry only, ironing for the house (however laundry and ironing are optional) plus night time routine. Looking for someone who can motivate without yelling, someone who is able to develop their own routine or follow through on routines set by family, a creative and inspirational individual who is able to assist with homework especially in English (due to second language) and math. A role model who can embody and explain the good thing in life. Child has no allergies, is very welcoming likes horseback riding, American culture, piano, imaginary play (girly girl: princess, unicorns, castles etc.), and crafts. Ideally candidate is a creative spirit who can be a proactive role model who takes initiative. **West New York – Fall After School Caregiver.** Family located in West New York, New Jersey, with a lovable four year old boy is looking for an after school nanny for the fall. The schedule has the ability to either start at 3:30 or 4:30pm until 6:30 p.m. Monday through Friday, however, guaranteed hours will be established upon hire. Family would like a trial run for two days the first week of August. Position will not start officially until September 8, 2015. Family is open to both male and female candidates. Candidates must be mature, caring, responsible, organized and friendly. Must have the ability and skill to communicate with the parent, child & school personnel. Care duties will include pick-up from school, possible afternoon play dates or a learning activity at home, dinner, bath & bed time routine, play area tidying. Applicants also must have own reliable vehicle and have the ability to create a healthy meal for child (heating up pre-made meals is also an option). Caregiver will also be a house manager with other included duties such as cleaning up child's lunch box & making lunch for next school day. Loading dishwasher daily & running dishwasher as needed, making sure the house is kept tidy (although no heavy cleaning required), laundry for mom and child at the end of the week, and most importantly, candidate must be able to follow instructions and check in with parent as needed. **Weeknight and weekend nanny.** Family in Livingston with six year old twin boys needs care 2 nights a week on Monday and Wednesday nights from 6:45 p.m. to 9:45 p.m. and again on Saturday from 2 p.m. to 10 p.m. every weekend, with an occasional Sunday evening. Caregiver must be able to handle any situations that arise in the home. Boys are very active and loving but at times may test boundaries and what they can get away with. Caregiver also must be able to handle both mom and grandma living in the home. Caregiver will be in charge but must be able to handle any disruptions during the day. Caregiver must be firm, loving, consistent and patient while engaging children in activities and tasks. Family is looking for a

long term caregiver, starting in August/September. **Full Time and Part Time Nannies** Nannies for part to full-time hours needed. As a nanny, there are various positions available to you, whether full-time, part-time or on-call nanny positions for infants to school aged children. These positions are available to start with immediate hire, upon completing hiring and/or placement process. Nannies will be placed based on skill set, experience and availability. We offer flexible scheduling, ongoing support, and a variety of positions to fit your skills and preferences. Nanny positions may be full-time, part-time, hourly babysitting, summer only and/or after school. All applicants must meet following requirements: Must have reliable form of transportation and ability to travel distance, Be very reliable, mature, honest, and have genuine love of children, Have previous child care experience and valid reference (note: reference not allowed to be family members), CPR and First Aid training (not required before interview). Must be a role model for children at all times, Must have the ability to keep up with interactive play, depending on child(ren) age group. Apply to the Livingston Center today! **Interested candidates should fill out and submit their applications at: <http://www.collegenannies.com/livingstonnj>**. Click on the "Join the Team" tab at the top of the page and then select the "Apply Now" link to start work at College Nannies and Tutors, Livingston Placement Center.

COMMUNITY ACCESS UNLIMITED - We are currently seeking a qualified Accounting Clerk to help within a busy Accounting office. The Accounting Clerk performs a variety of accounting support tasks including payroll and tax filing. The ideal candidate for this position is a highly organized self-starter with a high school diploma or GED and previous payroll or related business experience. He or she must be detail-oriented and good with numbers and must have strong computer skills, especially Microsoft Excel. A valid driver's license and reliable transportation are required. **RESPONSIBILITIES** Helps with payroll and tax filing. Helps maintain an orderly accounting system. Complies with local, state, and federal reporting requirements and tax filings. Ensures that required documentation is complete and is in compliance with regulations and standards. Helps with other accounting and/or administrative duties as required. **QUALIFICATIONS** High school diploma or GED required. Previous payroll or related business experience required. Highly organized and self-motivated. Excellent computer and Microsoft Office skills, especially Excel. Experience with business applications a plus, such as payroll and accounting software. Excellent communication skills, verbal and written. Excellent interpersonal skills to interact professionally with customers, vendors, and staff. Reliable transportation. Valid driver's license. **To apply, Please go to <https://communityaccessunlimited.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?TemplateId=160254&IsAutoRefresh=True&r=Indeed&tzi=Eastern%20Standard%20Time>**

COMMUNITY HOPE, INC- is a non-profit agency dedicated to assisting individuals recovering from mental illness through transitional and supportive housing. We are currently seeking part-time Behavioral Health Counselors to provide direct residential support services to consumers in community residences. Pay Rate: \$12/hr. **To apply, please go to <http://www.communityhope-nj.org/> Jobs that are available:**

PARTNERSHIP/CHAMP Program – Morris Plains

PT – Overnight Saturday & Sunday: 12am–8am
PT – Saturday & Sunday: 4pm–12am (6 vacancies)
PT – Monday & Friday: 4pm-10pm
PT – Monday & Thursday: 5pm-9:30pm / Friday: 5pm-12am
FT – Overnight Monday - Friday: 12am-8am
FT – Sunday: 11pm-5pm / Monday, Tuesday, Thursday: 4pm-12am / Wednesday: 2pm-12pm

TRANSITIONAL HOUSING PROGRAM - Boonton

PT – Saturday: 9am-3pm / Sunday: 12pm-6pm / Monday: 1pm-9pm

Responsibilities: Provides onsite consumer supervision. Participates as a team member in the maintenance and care of agency facilities and ensures safety of the consumers in those facilities. Provides medication education. Transports consumers in agency vehicles in a safe, cautious and responsible manner. Observes consumers' self-administration of prescribed medication as per agency procedures. Supervises and assists consumers in housekeeping, maintenance, and upkeep of the residence. Identifies, supervises, and assists consumers with Personal Care tasks and daily living skills and

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bills appropriately for those services. Develops, supervises and facilitates recreational and socialization activities for consumer. Coordinates as directed any contacts with adjunctive services. Provides consumer advocacy. Qualifications: Must have a 4 year behavioral science degree; OR High School diploma and 4 years of experience in the mental health-care setting OR some combination of the two: 2 years of experience plus 2 years of education. Valid driver's license with good driving record.

THE COMPASS GROUP - We have an opening for a Full-Time **ATTENDANT, CATERING** position. **Location:** 1 Johnson & Johnson Plaza, New Brunswick, NJ 08903. **Note:** online applications accepted only. **Schedule:** 6:30 AM - 3:00 PM, flexibility when needed. **Requirement:** Catering experience preferred. **Summary:** Delivers and serves food at scheduled functions under the supervision of the catering captain. Ensures the accurate execution of all events during his/her shift. May drive a catering delivery truck. Sets up and serves at functions; cleans event area during and after events; breaks down the setup and leaves the area neat and clean; returns leftover food and equipment to the catering facility in a timely manner. **Qualifications:** Valid driver's license may be required; must possess or able to obtain a valid food handler's permit and/or alcohol servers' permit where required by state law. **To learn more about the position and apply, please go to https://hourlyjobs.compassgroupcareers.com/job/NEW-BRUNSWICK-ATTENDANT%2C-CATERING-%28FULL-TIME%29-Job-NJ-08903/279476600/?feedId=97700&utm_source=Indeed&utm_campaign=CompassGroupHoldings_Indeed&resc=Indeed**

THE COUNCIL FOR AIRPORT OPPORTUNITY -recruiting for shuttle drivers with a CDL license class AB with passenger endorsement. Hazmat endorsement for fueling. This is two different airport companies that require the background check. Apply online at www.caonj.com bring original social security card valid driver's license, to 17 Academy St. Newark, NJ Monday-Thursday 9am-2pm. Business attire is required.

CPC BEHAVIORAL HEALTHCARE – is hiring Receptionist/Technical Clerk. Under the general direction of the Administrative Secretary II, the Receptionist/Technical Clerk operates the Agency's centralized phone system, answers and routes both external and internal phone calls. The operator's work schedule and daily routine are under the immediate supervision of an Administrative Secretary to whom the operator reports. Standards for handling calls and system maintenance are supervised by the Administrative Secretary II to whom the operator also reports. The Receptionist/Technical Clerk is responsible for maintaining a professional image with clients and the general public, for handling telephone calls, for making judgments about handling overloads during peak calling periods, for appropriately routing emergency calls, and for the general routing of calls to Agency staff. It should be noted that absolute priority must go to picking up incoming calls as rapidly as possible. **MAJOR RESPONSIBILITIES/PERFORMANCE OBJECTIVES:** Operates phone system and doubles as Receptionist to maintain order in waiting room and announce appointments to therapists. Handles incoming and outgoing telephone calls and messages, and direct calls and messages to proper locations. Responsible for maintaining confidentiality of client-related information. Maintains a log of service problems and equipment breakdowns, reports problems immediately to the Support Staff Coordinator for correction, and in the coordinator's absence, secures needed repairs or maintenance. Instructs staff as needed on use of telephone system and its functions. Keeps track of therapists' locations to expedite routing of calls and messages, and maintains a directory of office extensions. Pulls billing folders and prints service tickets for the next day's clients. Puts together charts for new clients. On a weekly basis, makes up a master schedule from therapists' individual schedules. When necessary, distributes surveys to clients and follows through to see they are completed and returned. Provides clerical services, which includes but is not limited to, reconciliation with service tickets, reservations for board and group rooms, accepting fees and issuing receipts when needed, general typing as assigned by the Administrative Secretary. **MINIMAL QUALIFICATIONS:** High School Diploma **PREFERRED QUALIFICATIONS:** One-year experience as a Receptionist. **To apply, please go to <http://www.indeed.com/viewjob?jk=49880adb3b343bf6&q=Retail&l=Elizabeth%2C+NJ&tk=19p4r6e2uaevid6>**

D'ARTAGNAN – is hiring Help Desk Technician. In this role you will ensure an outstanding level of customer service by: providing direct IT support to personnel; being responsible for organizing the Helpdesk to be flexible and adaptable to meet the changing needs of the company; by identifying, researching and resolving and complex technical problems; and by

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properly maintaining all system backups on internal network servers. DUTIES/RESPONSIBILITIES: Provide timely and considerate Help Desk support (desktops, servers, network, printers, and phones) for internal and remote users. Document technical solutions. Set up work stations for new employees and provide IT introductory training. Responsible for virus management; prevention, detection and removal. Troubleshoot current Microsoft operating systems, servers and workstations; Microsoft Office applications (Excel, Outlook, PowerPoint, Visio and Word). Provide support for phone messaging system, voicemail, electronic fax, and cellular phones. Provide support after normal working hours when necessary. Perform system backups and perform data restores. Follow documented processes. Requirements: Candidate must possess a minimum of 1-2 yrs. experience in a help desk role. Knowledge of Windows XP, Windows 7 and Microsoft Office Applications are essential. A+ Certification or equivalent education required. 1 year experience troubleshooting PC's, laptops, smart phones, Printers, and some copiers. **To apply, please go to <http://www.indeed.com/cmp/D%27Artagnan,-Inc/jobs/Help-Desk-Technician-7ef5a269cb13d183>**

DELTA T-GROUP is a national behavioral education referral agency with over 20 years of experience in referral services. Teacher Aide (Education Unit) Where: Trenton, NJ. Schedule: Monday - Friday 7:15 AM - 4 PM *Requirements: One year (1) or more of classroom setting experience. Updated PPD (within the past year). Compensation \$10-\$12 hour. **For more information please contact: Kissy Narvaez, Staffing Coordinator. Email a word doc. to: knarvaezdeltatg.com Office: 732-791-2983 www.deltatgroup.com**

ELIZABETH PUBLIC SCHOOLS – Physics. Applicants interested in this position, should click on the link below. **(Please click link to open, and then click on Employment Opportunities on the left hand side).** www.epsnj.org

EXPRESS EMPLOYMENT PROFESSIONALS - has nearly 700 franchise locations that provide a full range of employment solutions that include full-time, temporary, and part-time employment in a wide range of positions, including professional, commercial, and administrative. There are several positions, such as Administrative Assistant, Marketing Specialist, CDL Driver, Warehouse Shipping Clerk, and many more. **For more information and to apply, go to <http://www.expresspros.com/Job-Seekers/Default.aspx>**

EXTENSIS – is hiring a Staff Accountant with responsibilities to ensure accurate and timely accounting for Programs insurance operations. **KEY RESPONSIBILITIES:** Journal entry preparation, account analysis and account reconciliation. Coordinate with operations to identify and research open receivable items. Monitor customer account details for non-payments, delayed payments or other irregularities and provide needed support for collection efforts. Follow established procedures for processing client receipts. Prepare broker commission checks and ACHs. Weekly sweep of trust funds to trust accounts. Investigate and resolve billing discrepancies/errors and other accounting matters with internal business personnel. Periodically review financial statement worksheets submitted by underwriting. Provide support for annual financial audit and carrier audits. Communicate with insurance brokers and clients via phone and/or email in professional and courteous manner. Answer broker billing questions and provide them account reconciliations. Daily performance reports for underwriting team. Backup person for preparing daily bank reconciliations. Perform other ad hoc duties as assigned. **Skill Set Requirements:** Undergraduate degree in Accounting or related field. Must have intermediate to advanced proficiency in Microsoft Excel, Word and Outlook. Must be detail oriented with attention to internal reporting deadlines. Possess strong verbal and written communication skills. Effective organization, time management and planning skills are highly preferred. **For more information and to apply, please go to https://www.appone.com/mainforeq.asp?Ad=287417&R_ID=1086784&Refer=http://www.indeed.com/jobs&B_ID=83**

FAMILY DOLLAR - As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise. **Principle Duties & Responsibilities:** Provides customer engagement in positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and

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recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation. **Position Requirements: Education:** Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. **Experience:** Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments. **Physical Requirements:** Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. **Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays. **Skills & Competencies:** Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management. Primary Location: 09119/W IN RUTHERFORD 306 UNION AVE Rutherford 07070 **Education Level:** High School Diploma/GED (±11 years). **Shift:** Variable **Background Check Required:** Yes **Drug Screen Required:** Yes. **To apply, please go to**
<https://familydollar.taleo.net/careersection/9/jobdetail.ftl?job=392572&src=JB-10960>

FINANCIAL PLANNING ASSOCIATION – is hiring an Associate Accountant who will be assisting with a transformation effort to develop new accounting processes commensurate with growth in the various businesses. Transformation activities include establishing accounting practices for new legal entities, enhancing accounting processes, controls, systems and developing improved reporting of accounting results. **Job Duties:** Actively participate in the month end accounting close. Assist in the timely, accurate and complete preparation of account reconciliations and financial reporting. Work with others (i.e. respective finance/accounting departments) to prepare account reconciliations. Assist in the completion of various regulatory filings. Participate in the response to inquiries from management, auditors and regulatory agencies regarding accounting policies, procedures and problems. Assist in the quarterly reviews and annual audit process with external auditors, including financial statements and audit schedules. Participate in the development and completion of special projects as assigned. **To apply, please go to**
<http://fin.nj.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=FIN.NJ&jobid=ef5463c5-5f15-4890-8225-f5753e2632ba&stats=y>

FINANCIAL SERVICES PROFESSIONALS – We are looking to hire full-time Financial Services Professionals for our Edison & Wall Township offices who will 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. **To apply, please submit resume to**
mwfrake@ft.newyorklife.com.

GATE GOURMET - We are currently looking for a Billing Assistant to join our Finance Team based in Newark, New Jersey. Payroll assistant is responsible for personnel and benefits file maintenance, payroll administration, and orientation preparation, maintaining and updating employment and benefits coverage changes and verifications in the payroll system. Works with and has access to highly confidential information. **Essential Duties and Responsibilities:** Timely input of employee information changes including new hires and terminations into the HRIS and payroll system. Coordinates the Unemployment benefit audits. Filing and maintaining files including personnel, unemployment, immigration, I-9's, emergency contact, binder, benefits, compensation). Enters data for unit payroll on personal computer and performs other administrative duties as assigned. **Education:** High School diploma or equivalent; Associates or Bachelor's degree preferred but not required. **Work Experience:** Minimum 1-3 years' experience in an administrative role required. Experience in Payroll or Human Resources preferred. Experience with Ultimate Software (Ultipro) is preferred. **Job Skills:** Intermediate level Microsoft office skills Strong organizational skills with the ability to prioritize responsibilities and multi-task. Strong interpersonal skills, interacts well with multiple departments as required. Detail oriented Multi-lingual a plus. Communication Skills: Effective oral and written communication skills. Must have the ability to communicate and disclose

data in an accurate manner. Must be able to communicate effectively with management team and staff. **To apply, go to <http://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=GATEGOURMET&cws=1&rid=4889&source=Indeed.com>**

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

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

KPMG LLP - We are currently seeking an Associate to join our Audit practice in our Short Hills, NJ, Stamford, CT or New York City office. **Responsibilities:** Execute the day-to-day activities of audit engagements of various clients including Securities and Exchange Commission (SEC) registrants. Identify and communicate accounting and auditing matters to senior associates, managers and partners. Identify performance improvement opportunities. Interact with clients to help ensure the information flow from the client to the audit team is efficient. Understand and utilize KPMG's Audit Methodology **Qualifications:** One year of current and/or recent financial services audit experience in public accounting. BA/BS degree from an accredited college/university and eligible to sit for the CPA exam in their home office state applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP) and accounting procedures. Ability and willingness to travel. KPMG offers a comprehensive compensation and benefits package. No phone calls or agencies please. **To apply, please go to <http://www.respondhr.com/41163260>**

KELLY SERVICES - 300 Warehouse Sorters Needed in Avenel. Part-Time, Full Time, Temp and Temp-Perm. 1st, 2nd, and 3rd Shifts \$13.25 to 13.75 per hour. Full benefits available. Start Immediately. Screening Process required. Candidates must have valid identification. **2 Tower Center Blvd. East Brunswick, NJ 08816 OR Call 732-981-0124 APPLY IN PERSON**

LIFEGUARDS- The Gateway Family YMCA – Five Points Branch is looking for certified lifeguards for the early bird shifts Monday through Friday from 5:30 Am – 8:00 Am. Candidates must have current Lifeguard, CPR and First Aid certifications. Individuals must be reliable and dependable and arrive for this shift 15 minutes prior. For more information call Charles Cook at 908-688-9622 or email resume to Ccook@tgfymca.org

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

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

MICHAEL KORS – is hiring Account Payable Coordinator. **Key Responsibilities:** The primary purpose of this position is to ensure business needs meet the highest of standards in regards to Accounts Payable transaction processing, team dynamics, integrity and overall knowledge of accounts payable processes. Provide analytical support to reduce aged payables, increase productivity and overall performance of accounts payable processing within set company guidelines. **Qualifications:** Must have strong communication and interpersonal skills. Strong analytical ability (must be detail oriented and organized). Knowledge and understanding of fundamental accounting principles (debit/credit), general ledger accounts. Must be self-motivated, able to work independently, and must be able to adapt quickly to all types of processing revisions. Some Accounts Payable experience required. JD Edwards or similar preferred, but not required. Proficiency in MS Office applications. **To find more information and apply, go to <https://uscareers-michaelkors.icims.com/jobs/3441/accounts->**

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payable-

coordinator/job?mode=job&iis=Job+Board&iisn=Indeed&mobile=false&width=1030&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240

NJ TRANSIT - TRANSIT is recruiting for some exciting opportunities: NJ Transit is accepting applications and resumes for the following

Pipefitters (Various Locations)
Bus Serviceperson (Various Garages)
Electrician (Dover/Denville/Summit)
Rail Electrician (Port Jervis)
Assistant Testing (Maplewood)
Director of Medical Services (Maplewood)
Bus Foreman I & II (various locations in Northern and Southern Divisions)
Part-Time Bus Operators (Washington Township, Hamilton, Egg Harbor, Camden, and various Northern Division garages)

In addition to other positions listed at www.njtransit.com. Please fax application to 973-665-7575 or email to njtsr@njtransit.com, specifying what job you are applying for on the 2nd page of the application. Please note that applications are good for one year from date applied, NJ Transit is not considering applications / resumes for non-vacant positions. PLEASE VISIT OUR WEBSITE www.njtransit.com TO OBTAIN INFORMATION REGARDING PART-TIME BUS OPERATOR OPEN HOUSES AND VARIOUS JOB FAIRS. The State of NJ has a residency law. E.O.E M/F. **Fax application to 973-665-7575 or email to njtsr@njtransit.com. Please note that applications are good for one year from date of applied and that The State of NJ has a residency law. E.O.E M/F. *PLEASE VISIT OUR WEBSITE www.njtransit.com TO OBTAIN INFORMATION REGARDING PART-TIME BUS OPERATOR OPEN HOUSES.**

NORTHWOOD UNIVERSITY - is hiring Admissions Representative in the Newark office. The Undergraduate Admissions Representative is responsible recruiting for Northwood University's Midland, MI residential campus by establishing and maintaining effective partnerships with High Schools, generating inquiry cards through presentations, conducting Professional college Advisory sessions and contacting and securing applications for admissions. Admissions Representatives are essentially responsible for working with portfolio students from inquiry to start in conjunction with New Student coordinators in order to achieve start objectives. These responsibilities must be performed in an ethical manner consistent with the University's mission and vision. Job Requirements: • Bachelor's degree required • Public speaking and sales experience preferred • Ability to set and obtain short- and long-term goals with measurable results • Ability to work well in a team environment • Demonstrated organizational skills with the ability to multi-task • Working knowledge of Microsoft Office programs • Excellent interpersonal, communication and presentation skills, both written and oral which transcend diverse audiences • Highly motivated and solution-oriented with a high degree of integrity, ethics and dedication to the mission of the University • A completed application for employment and successful background screening are required of all Northwood University employees. **To apply, please go to http://www.careerbuilder.com/jobseeker/applyonline/applybegin.aspx?Job_DID=JHR7XJ78GHX4LM24591&sc_cmp1=JS_JDP_ApplyNowTop&IPath=EXINDSEP_G**

ONTIME MEDICAL TRANSPORTATION – is hiring a Full time Customer Care Specialist. As part of the Customer Care-Scheduling Department (CCSD), and under the supervision of the Scheduling Manager, the Customer Care Specialist is tasked with communicating with customers regarding all facets of transportation. This includes, but is not limited to, answering phone calls, entering transport requests from faxes or emails, and making confirmation phone calls on transports. The Customer Care Specialist is also responsible for responding to general customer service questions. Understand and utilize tools such as Computer-Aided Dispatch (CAD), vehicle tracking software, and scheduling software; Answer customer phone calls promptly and courteously; Monitor incoming faxes and emails for transport requests and enter information into the CAD system; Handle all types of transport requests; Be aware of all response time requirements

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by contract/customer; Understand the insurance authorization process and be able to accurately quote transport prices to customers; Perform other related duties as required. **To apply, please go to**
https://ontimetransport.candidatecare.jobs/job_positions/preview/6209?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

PORT AUTHORITY – Is hiring for Staff Auditor position. The selected candidate, working under the direction of senior auditors, will participate in the planning of audits and conduct reviews of various Port Authority functions, operations and business processes, including reviews of private sector partners doing business with the Port Authority. Reviews will include developing the audit scope and audit program; executing the audit work, including the gathering and analysis of required data and information, preparation of work papers and the drafting of reports summarizing the results of the audit and recommendations for improvement, as well as communicating audit results to auditee management. While based at the Journal Square Transportation Center, the position may require working at various PA facilities as well as working off hours. Candidates must obtain at least a Bachelors Degree. To find out more information and apply, please go to <http://www.respondhr.com/39574784>

PRIDE GLOBAL – The SEO Specialist's primary purpose is to create and execute successful SEO campaigns designed to meet specific client goals and objectives. The SEO Specialist is responsible for setting the strategy for the new campaigns as well as acting as the primary point of contact for any inquiries regarding those campaigns throughout the life cycle. The Specialist is responsible for making the strategic decisions that are tied to all search-related tasks and deliverables. Additionally, the SEO Specialist plays a central role in several reporting- and analysis-related tasks; responsible for the delivery of all SEO related tasks and deliverables; and is the client's primary SEO point of contact. **Requirements:** Bachelor's degree. Intermediate (2+ years) experience with Google Webmasters, Google Analytics and Google listings. Strong understanding of major search engine algorithms. Knowledge of local SEO, including experience with ranking for both organic and hybrid results and working with Google Mapmaker to achieve results. Ability to identify and recommend solutions to technical hurdles: Google Webmasters diagnostic issues, server and crawl errors. Troubleshooting site penalties Google+ issues and Mapmaker solutions. Strong experience with industry standard tools. Familiarity/ working experience with popular website analytic applications. Proficient with Microsoft Office Suite. Strong written and verbal communication skills - must be able to communicate in a clear and concise manner. Strong analytic skills. Strong project management skills are a plus. **To View Additional Job Opportunities, please visit our website at: www.russelltobin.com. Please fax or email resume to: Caroline Weber Staffing Manager 612-806-0972**

PRO UNLIMITED – is hiring for Client Service Representative. This position supports the success of PRO Unlimited by adding a necessary value in servicing our clients. This is an exciting career opportunity for someone who values advancement, growth, and high quality work. The Client Service Representative will manage the administration of daily, weekly, monthly and ad hoc reports for the client around temporary staffing, vendor statistics, and orientation statistics utilizing various software systems and databases. The CSR will gather data, collate information, create reports, analyze reports and ensure deadlines are met. The CSR will provide ongoing administrative support to the onsite team. Support managers on ad hoc projects for the client. Responsibilities: Reporting, start date and end date report, PRO audit report, compliance report, contact report, technology start report, extension report, background check report. Provide strategic analysis of reports. Assist with screening of candidates. Administrative support/customer service calls - background calls/emails, follow up emails to managers and vendors. System Updates - transfers, data change, end date, WAND (proprietary database) updates. Assist with new employee onboarding, collecting new hire documents. Ad hoc projects. Minimum Qualifications: Must have good customer service and administrative organizational skills. Good analytical skills. Light recruiting experience preferred. Advanced knowledge of Excel, Word, Outlook, and Internet. Good data entry. Detail oriented, critical thinker, problem solver. Must be a team player. Manage time effectively. Need to take initiative and need minimal direction. Must be resourceful. Bachelor's degree preferred. We offer a comprehensive benefits package. Salary is commensurate with experience. **Please visit us at www.prounlimited.com**

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

RAUXA - The Administrative Assistant will support the day-to-day administration, activities and assigned duties of an office. **Responsibilities:** Coordinates meetings and travel reservations as needed. Creates expense reports for SVP. Help with personal favors for SVP as needed. Manages administrative activities for assigned clients, including handling mail/packages, creating conference reports, preparing correspondence, and other administrative duties as assigned. Coordinate event planning. Manage and ensure sufficient office supplies. Clean and stock kitchen items. Front desk receptionist. Maintain all office printers. Greet and accommodate clients, visitors and vendors. Tidy office multiple times a day. Coordinate random requests with outer offices. Create nightly FedEx. Set-up new employees' desks. Assist office set up. Clean organize and supply room. Assist IT/IM set up computer equipment for meetings. Coordinating Monday's Sales Meetings and creating all NY packets. Assist employees with binding they may need. Work with Office Manager on general filing. Organize meetings with breakfast, lunch, snacks. General clerical duties including restaurant reservations. When requested, open job numbers, assist with Track-it and RED. **Qualifications:** Assisting Account Supervisor with new jobs and prospecting. Creating work orders, billing, updating weekly sales estimates. Research new business opportunity. Identifying contacts. Research samples and any other information they may need. **Skill Set/Knowledge:** Strong multitasking skills and ability to work in a flexible, dynamic and fast-paced environment. Excellent oral, written, and interpersonal communication skills. Excellent organization, prioritization skills and attention to detail. Highly motivated self-starter, with a positive, can-do attitude. Proficient in Microsoft PowerPoint, Excel and Word. Ability to receive direction and self-start. Highly motivated, with a can-do attitude. **Education/Experience Required:** BA/BS Marketing or Communications degree preferred or equivalent relevant experience required. **To apply, please go to <https://careers-rauxa.icims.com/jobs/1381/administrative-assistant/job?source=Indeed&mobile=false&width=843&height=500&bga=true&needsRedirect=false&jan1offset=300&jun1offset=-240>**

RAYMOUR & FLANIGAN FURNITURE- Please resume (no cover letter needed to) Clayton Cardoza email: ccardoza@raymourflanigan.com is hiring for: **Interior Design Professional In Training / Design Consultant: Full Time, Retail Sales Associate / Design Consultant: Full Time, Store Stock Assembly – Store Stock Support Associate: Full and Part Time, Store Customer Service Associate / Customer Care Associate / Cashier: Full and Part Time, Retail Showroom Sales Manager In Training: Full Time** At Raymour & Flanigan, we recognize and appreciate all of our team members' hard work and dedication. We pride ourselves on being a long term, privately held company that takes care of its associates by recognizing each individual's potential and investing in their future success! **Raymour & Flanigan provides a full range of comprehensive benefit programs to help you achieve your wellness and financial goals which include:** Health Insurance (Up to 80% of premium paid) and Prescription Drug Coverage, Dental and Vision Coverage, Company paid Life Insurance, Company paid Short-term Disability, 401(k) Retirement Plan w/ Company Match & Profit Sharing, Voluntary Life and Long-term Disability Insurance, Flexible Spending Account, Employee Assistance Program. **Other Great Benefits:** Weekly Pay, Paid Vacation and Holidays, Training and Development, Tuition Reimbursement Program, Generous Merchandise Discount Raymour & Flanigan proudly supports a drug free and smoke free work environment. Raymour & Flanigan is an Equal Employment Opportunity employer that does not discriminate against any associate or applicant on the basis of race, creed, color, religion, sex (including pregnancy), age, national origin, physical or mental disability, sexual orientation, marital or familial status, genetic information or other basis protected by law.

REMEDY STAFFING - Alcohol and tobacco compliance testers – Several positions available. This program tests store assistants to ensure they are requesting ID's for alcohol and tobacco purchases in the State of NY, Boroughs of NY City. As a compliance tester you will have a list of retail stores to visit and ask to purchase tobacco and/or alcohol, reporting back if you were asked for identification. There will be 1-3 days of work within the first 6 days on the month. There is no out of pocket expense for store visit, as there will not be an actual purchase. Pay is \$18.00 per hour, tolls will be reimbursed, however gas is not. The next assignment starts August 1st-August 6th. **Apply on line [www. RemedyStaffNow.com](http://www.RemedyStaffNow.com), Call**

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

Edwin Marrero at 908.325.6095 ex 107 to attend the open house on July 23rd 10:00am. The address is on **514 Centennial Avenue, Cranford NJ 07016.** Must have a valid driver's license, no points. Must have 4 years of driving experience. Must have a fully insured car

RESCARE – is hiring a Career Transition Specialist. **Job Description:** Assess graduates/former trainee's placement readiness, provide appropriate referrals and accompanying support services in accordance with DOL, Center, and ResCare requirements. Ensures timely placement and retention of assigned graduates and former enrollees in quality jobs, the military, or further education and training opportunities. Promotes job development through direct contact with employers, One-Stops, JTPA, and State Employment Agencies. **Job Requirements:** Bachelor' Degree required. One year experience in sales, marketing or counseling related services and four years of experience working with youth ages 16-24. Current valid Driver's License. **To apply, please go to <http://www.jobs.net/jobs/rescare/en-us/job/United-States/Career-Transition-Specialist/J3K1CY6Z5TGY1R087L/>**

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

SENIOR HELPERS is a leading Homecare Provider named one of the best places to work. Work near your home - we have immediate openings throughout Central New Jersey. Here's why Caregivers like to work for us: * Pay varies by assignment; * Flexible schedules to meet your needs; * Paid training; * Paid Vacation; * Annual raises and bonuses based on performance; * Retirement Savings Plan - 401(K) with matching contributions; * We treat our Caregivers like our family. **Job Requirements:** At least 1 Year of Experience, CNA/CHHA (New Jersey State Licensed), Current PPD & Physical (within 12 months), Valid Driver's License, Auto Insurance & Reliable Vehicle (not required for live-in). **Please contact: gmercado@seniorhelpers.com for more information.**

THERAPEUTIC OUTREACH FOR CHILDREN, INC - Seeking an experienced (3 yrs) counselor to provide support services to elementary and middle school students. Start Date: September 2015. General Job Responsibilities: **At the Elementary School level:** Provides for early identification and intervention of students' academic and personal/social needs to help remove barriers to learning, promote academic achievement, and create a foundation for future success. Liaison with outside agencies for child safety and welfare. Attend IEP meetings if needed. Provides school orientation to new students and plans for and assists student in grade level transition. Manages both school and individual student schedules. Determines student placement. Coordinates the process for identification of students with educational handicaps and report these to the appropriate district personnel. Provides academic, vocational, and personal counseling to students **At the Middle School level:** Provides a comprehensive developmental school counseling program to create a supportive climate and atmosphere whereby young adolescents can cope with the passage from childhood to adolescence and achieve academic success. The counselor will help students explore a variety of interests. Connect their learning in the classroom to its practical application in life and work. Adjust to high levels of activity coupled with frequent fatigue due to rapid growth. Search for their own unique identity as they begin turning more frequently to peers for ideas and affirmation. Provides school orientation to new students and plans for and assists student in grade level transition. Manages both school and individual student schedules. Determines student placement and guides students in course selection. Coordinates the process for identification of students with educational handicaps and report these to the appropriate district personnel. Provides academic, vocational, and personal counseling to students. **Accepting state certified/licensed applicants only.** **Application Procedure: Please submit your resume to our direct email, office@toinc.com. For more information, please go to <http://www.toinc.com/7-22-c-newark--nj-1.html>**

TIAA-CREF – is hiring Wealth-Management-Advisor-New-Brunswick. As a Wealth Management Advisor you will have the opportunity to deliver a distinctive client experience that leverages our unique value proposition. Successful Advisors at TIAA-CREF understand their client's unique financial objectives through one-on-one advice as well as leveraging our collaborative environment to deliver appropriate products and services. These products and services include Managed Accounts, Private Asset Management, Personal Trust Services, Retirement Plans, a family of no-load Mutual Funds, Life

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Insurance, IRAs, After-Tax Annuities, Brokerage Service and Education Savings plans. TIAA-CREF's work is primarily in the academic, medical, cultural and research fields. This role will include serving participants and clients. Strong applicants will have outstanding relationship management skills, solid financial service product knowledge and proven sales skills. Serve as TIAA-CREF's primary point of contact for high net worth and affluent clients. Manage and develop an assigned book of business of client relationships (approximately 400) across TIAA-CREF's products and services while complying with all regulatory requirements. Responsible for growing the book of business through identifying value-added products and services for clients, identifying and acquiring client assets held outside of TIAA-CREF and developing additional business through referrals. Build and solidify client relationships pre- and post-retirement through a distinctive experience that leverages the unique value proposition of the Individual Advisory Service's business. Manages client relationships with the goal of developing first call status for all financial planning needs. Coordinates communications among a client's account team and across applicable institutional segments. Some local travel may be required. **Basic Qualifications:** Existing Series 7, 66 (or 63 and 65) and appropriate state life insurance licenses are highly preferred. Candidates without existing licensing may be eligible for sponsorship per licensing guidelines. Minimum of 3 years of demonstrated advisory, client management and sales experience providing complex financial planning services exclusively for high net worth and affluent clients. Strong track record in generating sales and a broad background in retirement products, general investment matters and applicable tax and estate planning issues. Excellent interpersonal skills and face-to-face relationship building abilities. **To apply, please go to <http://careers.tiaa-cref.org/ShowJob/Id/256361/Wealth%20Management%20Advisor%20%20%20New%20Brunswick>**

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

NEW UGG STORE OPENING - Hiring 20-30 People for: **Cash Lead (Part Time)** - The Cashwrap lead will consistently provide our customers with the highest level of service and assist the Store management team while monitoring the customer experience, driving sales and monitoring associate performance at the cashwrap. He/she must be knowledgeable of all products, promotions and company marketing initiatives. **Sales Associate (Part Time)** The Retail Store Sales Associate will provide a complete shopping experience for customers, involving product knowledge and environmental involvement. **Stock Associate (Part Time)** Receives, stores, picks, counts, or distributes material and products within establishments by performing the following duties in a safe, accurate, efficient, fast-paced, timely and cost effective manner. **All interested Candidates Must attend 1 of 2 mandatory information session: Thursday August 13th, 10:00 am or 2:00 pm OR Tuesday August 18th 10:00 am or 2:00 pm. All interested candidates must submit their resume to isaias.rivera@ucc.edu.**

UNICEF – is hiring Education Specialist who will contribute to the effective and efficient implementation of UNICEF's girls' education work program through a joint assignment to both the UNGEI Secretariat and newly established Girls' Education Results Manager. For UNGEI, the Education Specialist ensures that UNGEI's positions, plans and approaches are based on strategic analysis, programming evidence, and current knowledge of gender and education trends and issues. For UNICEF's work in girls' education, the Education Specialist will support the development and implementation of a work plan to strengthen results in girls' education, including supporting the development of equitable approaches to expanding secondary education, through technical support, tools and guidance. **Qualifications of Successful Candidate:** Advanced university degree in education, economics, social sciences and/or international development. Eight years of relevant work experience in social/international development. Strong knowledge in relation to the areas of gender equality, education, and inclusive development. **To apply for the position, go to https://careers.unicef.org/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbmN0X2d1aWQ9NTU5RjUy**

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UNION COUNTY COLLEGE – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. Positions as of 7/29/15 include:

- **BOOT CAMP INSTRUCTOR/ACADEMIC TESTING PROCTOR**
- **HEAD MEN'S BASKETBALL COACH**
- **STUDENT SERVICES ASSOCIATE**
- **ACCOUNTING CLERK**
- **ASSISTANT DIRECTOR OF PURCHASING**
- **PRINTING SERVICES COPY CENTER OPERATOR/FINISHING PERSON**
- **ONE-STOP MANAGER**
- **SENIOR HUMAN RESOURCES GENERALIST**
- **ADJUNCT FACULTY POOL (SEVERAL DEPARTMENTS)**
- **CONTINUING EDUCATION - YOUTH PROGRAM INSTRUCTOR POOL (P/T)**
- **CUSTODIAN POOL (P/T)**
- **CONTINUING EDUCATION INSTRUCTOR POOL (P/T)**
- **EMT INSTRUCTOR INTERN POOL (P/T)**
- **ESL INSTRUCTOR POOL (P/T)**
- **DIVISION SECRETARY**
- **FACILITIES MANAGER**
- **AMERICAN SIGN LANGUAGE/DEAF STUDIES & INTERPRETERS ADJUNCT**
- **HUMAN RESOURCES GENERALIST**
- **PARALEGAL ADJUNCT FACULTY**
- **CUSTODIAN (P/T) 2ND SHIFT**
- **ACADEMIC TESTING PROCTOR (P/T)**
- **ALLIED HEALTH PROFESSIONAL TUTOR (P/T)**
- **PUBLIC SAFETY OFFICER (P/T)**
- **ASSOCIATE DIRECTOR OF ADVISING, CAREER AND TRANSFER (CRANFORD)**
- **STUDENT CONDUCT OFFICER**
- **DEAN OF STUDENTS**
- **CIRCULATION CLERK (P/T)**
- **GED INSTRUCTOR POOL (P/T)**
- **LIBRARIAN (P/T)**
- **SENIOR ANALYST OF INSTITUTIONAL RESEARCH**
- **SENIOR ACCOUNTANT**
- **STUDENT OUTREACH GENERALIST (RECRUITER)**
- **ADMINISTRATIVE COORDINATOR**
- **SKILL INSTRUCTORS POOL (P/T)**
- **DIRECTOR OF INSTITUTE FOR INTENSIVE ENGLISH**

For job descriptions and to apply, please visit <https://ucc.peopleadmin.com/>. EOE/Affirmative Action Employer committed to diversity.

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

WARESTAFF NEW JERSEY LLC – is hiring a staffing agency, are currently hiring for the following positions: Lumper - 2nd shift - normal workday would be from 7pm to 2am; possibly could stay as late as 4am. Pay - \$9.50/hr. **Please go to <http://www.indeed.com/cmp/Warestaff-New-Jersey-LLC/jobs/Warehouse-Worker-7841923e84695f95>.**

WEICHERT, REALTORS If you're ready to try a new career in Real Estate Sales, you'll want to start at Weichert, Realtors® in Union County, New Jersey. No company will offer you more support. To begin with, Weichert is known to provide the best training in the industry. We follow that up with all the marketing materials you need to start growing your business. Hours are flexible and income potential is unlimited! **For more information about the Union Sales Office, contact Steve**

DeStefano, Recruiting Specialist at Weichert Realtors, (973) 290-5728 or email sdestefano@weichertrealtors.net. For more information on the Westfield and Summit Sales Offices, contact Michelle Dorant, Recruiting Specialist at Weichert Realtors, (973) 397-3571 or email mdorant@weichertrealtors.net Weichert, Realtors is an Equal Opportunity Employer.

YOUTHBUILD NEWARK – is hiring Advocate Counselor. The Advocate Counselor acts as a mentor helping students develop an Individual Development Plan (IDP) (or action plan), which guides individual student pathways and assists students in the development of skills needed to overcome hurdles. As this role is central in the development of school culture, Advocate Counselors must develop strong supportive relationships with students to build a cohesive community. Through this role, greater trust for the YBN system is fostered thereby preparing students/young people to engage beyond program/school settings with greater confidence. **Responsibilities include, but are not limited to:** Conducting outreach to recruit students. Providing one-on-one and group coaching and advocacy to support and motivate students. Maintaining case files and attendance in Power Schools, ETO and/or any other required data management system. Supporting the programming of students in the academic and elective areas that they need to graduate. Conducting advisory groups. Maintaining on-going communication with students' parents. Meeting regularly with immediate supervisors at YBN and respective school site. Monitoring student attendance, outreach attendance, home visits. Monitoring and counseling on students' academic progress. Making referrals as appropriate. Attending agency/school staff meetings and events. Attending after-school student and/or student and parent events. Working collaboratively with YBN and school staff teams. Supporting the overall school environment and culture, including but not limited to the development of staff strategies for dealing with potential behavior issues. Providing interventions to students to support the teaching process and to maximize learning and adjustments. Providing assistance to students, troubled by physical, emotional, social, medical, familial or chemical dependency problems. Serving on various committees within the school as deemed necessary by supervisory (YBN or school). Participating in planning teams and/or advisory boards. Cooperating with community service providers or other stakeholders in the rendering of critical social and emotional needs and related treatment services. **Qualifications:** Bachelors Degree in Education, Human Services or related field. Preferably, at least, two (2) years' experience working with at-risk (opportunity) youth. At least, one (1) year training or group work experience. Excellent, effective written and oral communications skills. Good analytical and problem-solving skills. Good organizational skills. Computer literacy/proficiency. Knowledge of office management principles and procedures. Demonstrated proficiency in operating standard office equipment and Microsoft Office applications. Strong organizational skills: the ability to work accurately with a great amount of detail. Records maintenance skills. Ability to plan, develop, and coordinate multiple projects. Knowledge of conflict resolution and /or mediation skills. Ability to develop, plan, and implement short- and long- range professional goals. Ability to foster a cooperative work environment. Ability to maintain the highest degree of confidentiality, integrity and professionalism. Ability to follow oral and written instructions. Ability to work independently. Ability to be an integral member of a team. Administrative skills (e.g. data management, etc.) a plus. **APPLICATION SUBMISSION:** Please submit the following information via e-mail: cover letter, resume (with relevant experience highlighted), salary history references Application information should be submitted via e-mail only. Please refrain from phoning office. Thank you. Application deadline: July 31, 2015. Salary commensurate with experience.

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