

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 17 – August 23, 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 and September. 921 Elizabeth Ave., Elizabeth, NJ

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. \$10/hr. 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.

Pest Control Technicians - Corbett Exterminating on Wednesday August 19th, 1pm-3pm. Pest Control Technicians inexperienced and experienced. Must possess 6 years of driving experience

with a clean driving record. Pass a pre-employment drug screening and criminal background check. Must pass the skills assessment test. Job entails working closely with residents and management at multi-family housing to solve pest problems at hand. Pay rate: \$13.00 to start for inexperience candidates – negotiable for experienced technicians.

Warehouse, Food Assemblers, CDL Drivers, Driver's Helper, etc. – Gate Gourmet will be on **Monday August 24th, 1pm-3pm**. The largest independent provider of airline catering and provisioning services. Located in Elizabeth, New Jersey, Gate Gourmet currently has openings for the following full time positions: Food Assemblers - 2 openings. \$ 8.50 per hr., Warehouse - 1 openings. \$10.00 per hr., CDL Drivers/Class A or B - 6 opening. \$12.20 per hr., Porters – 2 openings. \$ 8.50 per hr., Equipment Assemblers - 2 openings. \$ 8.61 per hr., Storeroom Clerk - 2 openings. \$10.00 per hr., Dishwasher - 2 openings. \$ 8.50 per hr. Driver's Helper no CDL required (Driver's License is required) \$10 hr.

Road Service Technicians – Pop-A-Lock will be on **Friday August 28th, 9am-11am**. ROAD SERVICE TECHNICIANS needed in Union and Middlesex County. 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.

CHHA and Companions – Senior Helpers will be on **Wednesday September 2nd, 1pm-3pm**. **Certified Home Healthcare Aides / CHHA** (hourly and live-in) - Requirements: Minimum 1 year of experience. CHHA (New Jersey State Licensed). Current PPD & Physical (within 12 months). Valid Driver's License, Auto Insurance & Reliable Vehicle (not required for live-in). Two employer and personal references. Hourly: \$11/hr. Live-ins: \$105/day. **Companions** (help with errands, provide companionship, light housekeeping, engaging client, and transportation to appointments). Requirements: Minimum 1 year of experience. Valid Driver's License, Auto Insurance & Reliable Vehicle. Two employer and personal references. Pay for Companions - \$9/hr. * Flexible schedules to meet your needs * Paid training* Paid vacation * Annual raises and bonuses based on performance.

Warehouse Workers, Forklift Drivers – Real Time Staffing will be on **Wednesday September 9th, 1pm-3pm**. General Labor/Warehouse – South Plainfield – \$9.00 to start. Forklift Operator – South Plainfield – \$12.00 to start. General Labor/Warehouse – New Brunswick- \$10.00 to start. General Labor/Warehouse-Cranbury- \$11.50 to start \$9/hr, Various shifts. PLEASE **APPLY ONLINE PRIOR TO THE RECRUITMENT DATE at LaborReady.com for the New Brunswick location.**

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**

Tuesday, August 25: Open House at the Workforce Innovation Business Center!!!

Workforce Innovation Business Center Mills at Jersey Gardens, 651 Kapkowski Road in Elizabeth, NJ. Starts from 10am to 1PM. Companies are hiring for several positions such as:

Housekeepers

Organized and has Great attention to detail such as recording room maintenance requirements. Experience with cleaning areas from top to bottom. Stock guest rooms with supplies and prior experience with transport cart. Knowledge of sanitation chemicals for designated surfaces, according to OSHA regulations and hotel requirements. Clean bathrooms. Removing trash, dirty linen, and room service items.
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Servers

Extensive knowledge of food, wine and spirits. Experience with wine presentation and service. Fine dining and banquet experience. Experience with a POS system. Ability to speak another language is a plus but not required. Barista skills a PLUS, too!

Cashiers/Concessionaires

Experience with POS. Professional and friendly; able to provide exceptional customer service. Experience with cash counting as well as counting out tills. Exceptional multi-tasker; can juggle order taking while performing money transactions. Ability to distinguish counterfeit bills.

Baristas

Must possess extensive knowledge for preparing all coffee beverages. POS System knowledge and experience. Exceptional customer service skills.

Bartenders

Professional, friendly, and outgoing. Knowledgeable in beer, wine, and spirits. Familiar with wine presentation and service. Experience pouring drinks using standard pour according to specifications. Experience with POS system a plus. Ability to speak another language is a plus but not required.

Prep Cook

Possess a great understanding of food preparation and presentation. Enjoy cooking in a variety of environments and thrive in fast-paced, high pressure situations. Fast and flexible learner; excellent knife skills--able to wash, peel, chop and slice! Team-oriented and good at taking direction. Maintains proper food handling, safety and sanitation standards while preparing food, serving food and clean-up.

Station/Grill Cook

Multifaceted and able to take on numerous stations in the kitchen. Must be able to take a lot of orders and multi-task well. Maintains proper food handling, safety and sanitation standards while preparing food, serving food and clean-up. Enjoy cooking in a variety of environments and thrive in fast-paced, high pressure situations. Fast and flexible learner; excellent knife skills--able to wash, peel, chop and slice! Well-versed in breakfast, eggs, omelets, pancakes, etc. is a plus.

Dishwashers/Bussers

Organized and efficient--take pride in keeping your area clean! Commercial dishwashing experience a plus. Knowledge of proper rinsing, washing and sanitizing techniques

Few Positive Recruitments at the Plainfield One Stop Career Center: 200 West Second Street Plainfield, NJ 07060

Friday, August 21 at 9:00AM – 12:00PM on the 2nd floor. If interested...attend the Information Session. **Hiring Package Handlers:** Must be at least 18 years old. Must have High School Diploma/ GED. **Job location: Woodbridge Hub - Keasbey, NJ** \$11.76 or \$12.76/hr. to start. Part—time shifts available: Monday – Friday 2:00pm - 6:00pm, 7:30pm - 11:00pm, 11:30pm - 3:00am, 3:30am - 8:00am NJ1024631.

Tuesday, August 25 at 9am - 12pm. Real Time/ Select Staffing Hiring for: **General Labor/Warehouse** – South Plainfield – \$9.00 to start **NJ1029017** Forklift Operator – South Plainfield – \$12.00 to start **NJ1029026**. **General Labor/Warehouse** – New Brunswick- \$10.00 to start **NJ1029019**. **General Labor/Warehouse-Cranbury-** \$11.50 to start **Enter the Job Order NJ1029021** For more info: log into www.jobs4jersey.com – **OnRamp**

EMPLOYMENT OPPORTUNITIES

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

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>**

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 – is hiring for several positions. **Please apply at <http://www.arcunion.org/careers/opportunities.php>.** Use the Job Code when submitting your resume. **Submit your information to: The Arc of Union County Human Resources. The location is 70 Diamond Road Springfield, NJ 07081 Fax: (973) 315-0008 careers@arcunion.org**

ASHLEY FURNITURE HOMESTORES EDISON – is hiring **FT Product Specialist (Furniture Sales) w/ benefits.** 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, and Edison & Paramus, NJ. **Please submit your resume to lturmer@ashleyne.com**

BRAHIM – is hiring 10 Sales Associate Part time. Base Salary \$8.50-10.00/HR + Commission. Must have 1-2 years proven experience. Must be able to work weekends and evenings. Must have great communication skills. Must be willing to work 30 hours a week. Must have great customer service skills. Must be 18 years old. **Store opens 8/27 this Month. They will conduct interviews 8/19. All interested candidates, please email their resume to baptiste@ucc.edu**

CAREPOINT HEALTH - The Senior Accountant will be instrumental in all aspects of the financial reporting process. Assists in preparation of monthly financial statements and accompanying schedules and worksheets including “Budget vs. Actual” variance report and balance sheet reconciliations. Prepares journal entries and maintains monthly closing binders with backup for manager review. Assist in preparing assigned schedules for audit, including narratives, reconciliations, and other analysis. Ensure that all deliverables comply with regulatory guidance and professional standards. Assist with special projects, annual internal/external audit and 3rd party vendors. Perform analysis relating to journal entries and gain an understanding of the sub ledger system and the underlying business process. Report and maintain key statistical information and perform calculations on net patient revenue. Cross trains in other functions to provide support for other members of the Finance team. Provide assistance to Accounting Manager and other staff as needed. **Requirements:** B.S in

Accounting/Finance required; CPA a plus, 3-4 years accounting industry experience, healthcare experience preferred, Experience with MS Word, MS Excel, MS Outlook ; knowledge of Meditech preferred, Must be able to effectively handle multiple projects, Good communication and customer service skills. Hours- Day shift. **For more information, go to www.CarePoint.org or <http://www.indeed.com/cmp/CarePoint-Health/jobs/Senior-Accountant-871233ffbc88d5f5?sjudu=QwrRXKrqZ3CNX5W-09jEvSq7fW3LByPRPmf7H75Zw4GgVCvqstTz5p4TwAFKTBoZRJYPMvdohc0rsRTShTUQRfk4CvhXUja6OI7FCuA4SCE>**

CHIPOTLE – is hiring Restaurant Team Member - Crew (2179 - Newark_ NJ) (15009066). Crew members get to learn about and work at a variety of stations: Tortilla, Salsa, Prep, Grill, Expo, and Take-Out. In each area they're greeting and interacting with Chipotle's customers directly, making their meals, while portioning out the ingredients to our standards. Crew members' responsibilities require them to be on their feet working while clocked in, unless on break. If they are not busy, they are expected to take on tasks they see that need to get done, and pitch in to help their teammates. In addition to following Chipotle's policies and procedures, principal responsibilities include, but are not limited to: **Food Prep** Following recipes accurately and maintaining food preparation processes such as cooking, marinating, seasoning, and grilling meats; chopping herbs; dicing, cutting, and slicing vegetables, Completing hot and cold food preparation assignment accurately, neatly, and in a timely fashion, Preparing food throughout the day as needed, anticipating and reacting to customer volume, Maintaining appropriate portion control and consistently monitoring food levels on the line, Maintaining proper food handling, safety, and sanitation standards while preparing and cooking food. **Customer Experience** Providing friendly, quality customer service to each Chipotle customer, working toward understanding and articulating Food with Integrity. **The ideal candidate will:** Have the ability to develop positive working relationships with all restaurant employees and work as part of a team by helping others as needed or requested. Have the ability to speak clearly and listen attentively to guests and other employees. Have the ability to maintain a professional appearance at all times and display a positive and enthusiastic approach to all assignments. Be able to exhibit a cheerful and helpful attitude, and provide exceptional customer service. Be able to adapt to changing customer volume levels with a sense of urgency. Have the ability to demonstrate a complete understanding of the menu. Be able to follow instructions for recipes and sanitation guidelines. Have the ability to be cross-trained in all areas of the kitchen and line. Have the ability to communicate in the primary language(s) of the work location. At Chipotle we don't have multiple job titles for our entry level employees but all of our crew will play the role of dishwasher, cashier, server, host, bartender, cook, prep cook, etc. so be prepared to learn a lot and work hard if you join the team. Most of the jobs that we are hiring for are entry level positions. If you are interested in interviewing for a restaurant general manager or assistant restaurant manager position and have previous restaurant management experience you can search our careers page for more opportunities as we may have some of those positions available. Most of these management positions are filled internally but there are some exceptions. **Primary Location: 222 Market Street Newark 07102. For more information, please go to http://jobs.chipotle.com/us/united-states/restaurant/jobid8073331-restaurant-team-member-crew-%282179-newark-nj%29?utm_source=indeed&utm_medium=*%26utm_campaign=*%26utm_term=%26utm_content=**

CLEANING PEOPLE NEEDED. FOR LOCAL CLEANING COMPANY. For Scotch Plains areas part-time mornings. 10 – 15 hours per week. Residential (homes) cleaning. Daytime hours only. Cleaning experience required. Must live within 15 mile radius. Car required. Must have driver's license, social security card. **To fill out an online application go to: <http://www.nj.cmzclean.com/careers.html> visit www.cmzclean.com for information. Please call 908-322-4502**

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 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/> to find out about positions that are available**

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&eresc=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.**

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**

DUNKIN DONUTS - Looking for applicants who can be promoted to Shift Leader, Asst. Manager, Manager, and above in Linden! The key to our success has been our team; we pride ourselves on team building, working hard to promote from within and do our best to give our people an opportunity to grow with us. Most of our management team has grown with us, and many of the people who began working with us are now Shift Leaders, Asst. Managers, Restaurant Managers, Training Managers, and Multi-Unit Managers. In fact, all of our current Multi-Unit Managers began as crew members working with our company. Currently, we are looking for more dedicated people to join our team! Part-time & Full-time shifts are available. Shifts Available: 5am, 6am, 12pm -6pm, 2pm-10pm, 10pm-6am. Please state which shift you are applying for. Core Competencies: *Provide high quality guest satisfaction & customer service. Qualifications: *A positive, energetic and enthusiastic personality. *No experience necessary, previous experience in a fast food establishment is a plus. Benefits & Compensation: *Flexible hours (morning & afternoon/evening) *Great work environment. *Career growth opportunity. *\$8.38 /hour + tips + Health Care for Full Time Employees. Salary: \$8.38 /hour. **To apply, please go to <http://www.indeed.com/cmp/Dunkin-Donuts/jobs/Crew-Member-ca7d9ada7aff293?q=Restaurant>**

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/maininforeq.asp?Ad=287417&R_ID=1086784&Refer=http://www.indeed.com/jobs&B_ID=83**

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.

FORBES - is seeking a detailed, driven, creative thinker to join our growing team as a **Brand Marketing Associate** reporting directly to the Brand Marketing Director in Jersey City. This person will help amplify and maintain the world's #1 business news brand to drive advertising and partnership revenue through our sales team. If you enjoy the challenges and opportunities of working at a startup combined with the benefits of working for a seasoned company, then Forbes is the place for you. You'll have the opportunity to collaborate with diverse stakeholders across the business – E.g.: BrandVoice, consumer marketing, events, custom, editorial, product and insights. **Job Summary:** The Brand Marketing Associate will work with the Brand Marketing team to plan, produce and execute a range of programs including marketing and sales collateral, client outreach via email blasts, social strategy, events and any other tools that will bring in new business and generate more revenue from existing media partnerships. **Requirements:** 6 months experience (internships count!), Ability to thrive in a fast-paced, entrepreneurial environment, Collaborate with internal teams (including sales, marketing, creative, editorial and others), clients and agencies, Work well with all levels in the company from administration to senior management, Ability to work efficiently on multiple projects and meet tight deadlines, Strong writing skills/verbal & written communications skills, Organization, prioritizing and multi-tasking, Proactive, eager and energetic, and Team player. **Education Required/Preferred:** College Degree. **To find more information and apply, please go to** <https://www2.apply2jobs.com/forbes/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=670&CurrentPage=1&sid=41>

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 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**

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

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

JOHNSON & JOHNSON - is currently recruiting for a Data Operations, Analyst located in Piscataway, NJ. The Customer Data Operations, Associate Analyst is responsible for regional customer end-to-end master data and project management processes. This includes data governance activities utilizing a strong partnership with franchises/regions, IT, and internal business stakeholders. This position is also responsible for driving data quality; creating reports/metrics to ascertain data quality and integrity; research, analysis and root cause identification of data errors and providing key design input for application functionality. This person will also act as a primary liaison for Franchises and various other functional units by building interdependent partnerships. They will also establish new customers and the customer role (individual, ship-to, bill to, pay from) through request from other internal J&J sources (e.g., Franchises, Contact Center, etc.) in the Master Data Management application. Contacts customers to request additional information and to verify customer data during the customer creation process. Notifies internal J&J sources if data provided is insufficient or invalid to create the customer and requests clarification or additional data. Troubleshoots and solves issues relative to customer set up using established SOPs and guidelines. Develops proposed solutions for review/discussion with Supervisor when problem is more complex or affects multiple processes across the department. Data ownership (including accuracy and validity). Completes requests within established SLAs and notifies requestor that the activity has been completed (accepted/rejected), and, if necessary, why. In addition, knowledge transfer/training (or continuous education) back to requestor (i.e., franchise, department, CCM, etc.) is required to minimize reject rate. Performs cross references utilizing 3rd party data (from multiple third party sources) by matching them to the right J&J customer on behalf of MD&D and Pharma franchises by following establish. Provides MDM Instructor Led Training. Creates and updates core master data SOPs as directed. Understands impacts of processing customer requests to downstream processes/systems. This candidate will also support Data Quality tasks assigned by management to timely and accurately review customer master data to promote superior quality of data within MDM. Participation on projects as required and assigned by management. Utilization of strong analytical skills to conduct an analysis of the data/trends, root cause identification and collaborate with key stakeholders to create appropriate action plans to correct issues. Must be able to articulate customer processes, findings, recommendations and/or present MDM Training to appropriate stakeholders. Demonstrates independent work ethic with appropriate balance escalating any issues and challenges. Demonstrates ability to meet timelines and milestones of project work. Understands and communicates downstream impacts of change to multiple systems to franchise and region business partners. Supports Enterprise Master Data Management (EMDM) projects with regard to customer data. Collaborates with Analyst/Senior Analyst to contribute to project status report. **Qualifications:** A Bachelor's Degree is required. 2+ years with business experience in master data, operations or cross-functional business environment is required. Excellent analytical and problem-solving skills, excellent organizational and prioritization skills are required. Prior experience working with Master Data preferred. Knowledge of ERP Systems – SAP, JDE or equivalent required. Knowledge of Informatica MDM is also preferred. Excellent communication and change management skills are required. Experience in enterprise-wide programs/projects is preferred. Cross-functional business knowledge sales/marketing/finance/operations) is a plus. Demonstrates the ability to translate data into decisions.

Must be able to work independently with appropriate balance, escalating any issues and challenges required. Proven ability to meet timelines and milestones of project work required. Basic knowledge of all Microsoft Office applications, (experience collecting data, creating spreadsheets, review and executive summary of data, etc.) is required. Previous analytics experience (experience collecting data, performing analysis, and review of analysis) is preferred. Previous successful experience working within a matrix environment is preferred. Ability to travel domestically up to 5% is required. Candidates must be willing and able to work in Piscataway, NJ since this position is located in NJ and is not eligible for relocation. **For more information, please go to http://jobs.jnj.com/job/Piscataway-Customer-Data-Operations%2C-Associate-Analyst-Job-NJ-08854/284541900/?feedId=41100&utm_source=Indeed&utm_campaign=Postings_Indeed&utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed**

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**

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

NEIGHBORHOOD HEALTH SERVICES CORPORATION (NHSC) - he Controller will direct and assist in the management of all financial activities of the organization. The Controller will report to the VP/CFO and provide management oversight for all essential financial functions including but not limited to Accounts Payable, Payroll, Cash Management, General Ledger and budgeting. **ESSENTIAL FUNCTIONS and PRINCIPAL ACCOUNTABILITIES:** Prepare reports that summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations. Advise on insurance coverage for protection against property losses and potential liabilities. Direct determination of depreciation rates to apply to capital assets. Advise on desirable operational adjustments due to tax code revisions. Arrange for audits of company's accounts. Direct preparation of budgets and reports required by regulatory agencies. Coordinate the month-end and year-end closing process. Review company financial statements for accuracy and clarity. Manage the Accounting functions. Establish and maintain systems and controls, which verify the integrity of all systems, processes and data, and enhance the Company's value. Participate in a wide variety of special projects and compile a variety of special reports. Conform with and abide by all regulations, policies, work procedures, and instructions. **POSITION QUALIFICATIONS Education Required.** Bachelor's degree in Accounting or Finance. MBA desirable. Must have 10 years of hands-on accounting managerial experience. **License, Certificate, Registration.** Certified Public Accountant preferred **Previous Work Experience:** Should have 5-10 years' experience in all aspects of accounting. Proven supervisory experience. Exceptional communication skills. Proficient knowledge of Excel, problem solving and analytical skills required.

For more information, please go to <http://www.indeed.com/cmp/Neighborhood-Health-Services-Corporation/jobs/Controller-e220f07392e55ed4?q=Accountant>

NEW JERSEY INSTITUTE FOR DISABILITIES - PORT READING, NJ - The New Jersey Institute for Disabilities has an immediate opening for a full-time Program Assistant to work with Adults with developmental and related disabilities in a day program setting located in Port Reading. Responsibilities include assisting clients with activities of daily living, participating in, and implementing, client individual habilitation plans, transporting clients and assisting with toileting and meals. HS diploma or equivalent, strong communication skills and a valid driver's license are required. **To learn more about this opportunity click on the link provided.** <http://rtc.umn.edu/rtcmedia/directsupport/>

NJ TRANSIT - TRANSIT is recruiting for some exciting opportunities: NJ Transit is accepting applications and resumes. Please specify what job you are applying for on the 2nd page of the application. 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 (NJTRANSIT.COM) TO OBTAIN INFORMATION REGARDING PART TIME BUS OPERATOR OPEN HOUSES.**

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>**

PROJECT READY is a free 6 week job readiness and computer skills training class designed for adults who are actively looking for work. Volunteer tutors help students identify skills, write resumes, practice interviewing, and search for jobs. Basic computer skills, including Microsoft Word and Excel, are also taught. The program runs Tuesday through Friday from 9:30 am until 2:30 pm. The next session begins September 08, 2015 and ends on October 15, 2015. **For more information, please call us at (908) 353-1045, Ext 8, or email Projectreadyprg@yahoo.com. If you are interested in participating in this class, join us for our Informational and Sign up session on Tuesday August 18, 2015 at 1pm.** We are located at The Saint Joseph Social Service Center – Church Building 118 Division Street Elizabeth New Jersey 07201. Seats are limited –Students selection by lottery.

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.

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

SENIOR HELPERS is hiring Certified Home Health Aides! 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** Ideal candidates have: At least 1 year of experience; 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.**

SUNRISE SENIOR LIVING - Find the Career of a Lifetime as a Nurse with Sunrise Senior Living in Westfield, NJ. **Minimum Resident Care Director Requirements.** Graduate of approved college / school of nursing. Maintains a current state license as a professional Registered Nurse (RN). A minimum of two (2) year's RN experience caring for seniors. A minimum of one (1) year nurse management experience, including hiring team members, coaching, performance management scheduling, and daily operations supervision. Demonstrated knowledge of applied nursing practices, techniques and methods in accordance with federal, state and local regulations. Knowledge of Electronic Health Systems. (Other opportunities for RN's, LPN's and LVN's also available and requirements vary for non-management nursing positions). **As the Nursing Leader for a community, you will:** Oversee coordination of residents' health and wellness needs, ancillary services, medication program management and completion of assessments and individual service plans. Direct, coach and mentor a team of nurses in sustaining the health and well-being of the residents within your Sunrise community. Identify the on-going needs and services of residents through the assessment/ Individualized Service Plan Process. Oversee the medication management programs. Ensure quality assurance and regulatory compliance while promoting the highest degree of quality care and service. Be responsible for recruiting, hiring and training clinical team members and for their performance management, evaluation and engagement. **To find more information and apply, please go to: <http://www.indeed.com/jobs?q=health+care&l=Linden%2C+NJ&radius=15>**

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 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>**

TRINITY EPISCOPAL DAY SCHOOL in Cranford is looking for a full time Pre-K teacher. Must have teaching certificate. TEDS is a preschool with children from 2 1/2 years of age through Kindergarten. **Please send resume to Nancy Ditzel at teds205@gmail.com**

TRS GROUP, INC - is hiring a Project Manager in the New Jersey/New York Area. TRS Group, Inc. is an environmental remediation company with projects throughout the U.S. We apply a new, but proven, technique for cleaning soil and groundwater called Electrical Resistance Heating (ERH). ERH is in its infancy and our employees have the chance to provide unlimited input into its expansion and growth. TRS has built a reputation on solid business relationships based on mutual trust and satisfaction and provides superior customer service, routinely provide guaranteed fixed price cleanups and complete our projects in a timely manner without costly change orders. TRS is seeking highly motivated, self-starting individuals to fill positions of responsibility that will strengthen the company and help TRS grow to the next level. TRS offers an above average compensation and benefits package effective day one of employment and the opportunity to be an integral part of a highly respected, fast growing, entrepreneurial, and innovative company. TRS is an equal opportunity employer. **Responsible for all project planning and project preparation required to implement TRS technology designs on assigned projects as follows:** Supervise all aspects of project completion, including project planning and scheduling, design, procurement, installation, operation, decommission, business analysis, and contract and vendor management. Using experience and expertise to determine the theoretical principles involved and the methodology to be followed to ensure that complex engineering assignments are accomplished on projects. Supervise other personnel assigned to his/her projects and ensure personnel are properly trained to complete tasking safely. Monitor system operations and identify data gaps or changes in remedial progress requiring system optimization. Direct field staff as necessary to safely meet internal and external project goals. Supervise Subcontractors and Vendors assigned to his/her projects. Responsible for overall professional management of issues involving clients, site owners, regulatory agencies, and the public. Performing project accounting duties including tracking costs and accurate client invoicing. Participation in project design process, using contract documents and design drawings provided by the Engineering team to supervise a TRS team in the construction of the ERH system on project sites. This task requires practical and field expertise to determine the proper methodology for efficient construction, including coordination of construction activities, oversight of subcontractors, and in-field decision making. Develop documents required to meet project needs, including permit applications, work plans, health and safety plans, progress reports and final reports. Responsible for preparing technical papers and make technical presentations at regional and national conferences. Assisting TRS Marketing personnel in preparing proposals and in making presentations to potential client and regulatory agencies. **Requirements:** BS or equivalent with 3-5 years of related environmental

experience of a direct or broad technical nature. Requires a working level knowledge in position-related technical areas, this includes the ability to understand the relationship between energy, heat, and physical and material properties. Completion of required training to ensure safety, quality assurance, and customer satisfaction. Ability to read, analyze and interpret common scientific and technical writing and standard construction and engineering drawings. Ability to handle a wide variety of technical issues over a broad range of work assignments. Ability to work with the mathematical concepts of geometry, trigonometry, and algebra. The ability to make rough calculations 'in the head' and to recognize proper orders of magnitude. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply advanced subject matter and expertise to resolve diverse problems that cannot be solved at lower management levels. Ability to understand and work within highly sophisticated and complex integrated systems. Work will be performed both in office and field settings. Proficiency in MS Word, Excel, PowerPoint, and standard internet and email software. For more information about TRS Group, Inc. **Please visit our website at www.thermalrs.com. For more information, please go to <http://www.indeed.com/cmp/TRS-Group,-Inc./jobs/Project-Manager-7e75c10d3faa4bae?sldu=QwrRXXKrqZ3CNX5W-09jEvWluBcfYv3mrYLqkE6Hctuq5twwmWdDjahDO-jqfOskOBtkQ14CFYIKlCxa8qAnCXQ>**

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: 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=cG9zdF9pbmN0X2d1aWQ9NTU5RjUyMDNDQjY4MjgwMUUxMDAwMDAwOUU3MTBGMEYmY2FuZf90eXBIPUVYVA%3d%3d&sap-client=100&sap-language=EN&sap-accessibility=X**

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

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!**

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