

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

# Job Connection

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**Oct. 12– Oct 18, 2015**

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

## **THURSDAY, OCTOBER 15, 2015: EXPRESS EMPLOYMENT PROFESSIONALS IN PARSIPPANY-OPEN HOUSE**

Warehouse workers, Customer Service Reps, Machine Operators and More!- from 9AM-1PM is having an open house for **70+ Job openings** in the Parsippany, NJ area.

Full time and part time opportunities with overtime opportunities as well.

**Recommend registration at [www.ExpressNorthernNJ.com](http://www.ExpressNorthernNJ.com) prior to open house but Walk Ins are Welcome! Please call 973-316-4885 prior to the event!**

## **THURSDAY, OCTOBER 15, 2015: NJ TRANSIT needs Part-Time Bus Operators!**

The Open House will start at 6:00 pm (please be prompt) and the pre-employment test will take approximately 3 hours. The event will take place at NJ TRANSIT 180 Boyden Avenue, Maplewood, NJ. Please park in the employee parking garage. Seating is limited and candidates will be processed on a first come, first served basis. PLEASE BRING: Two forms of identification (one with a picture). A completed employment application (can be downloaded from [www.njtransit.com](http://www.njtransit.com), click on careers). **CANDIDATES MUST:** Possess a High School diploma or GED. Be 21 years of age or older. Have at least 3 years non-provisional driving experience with valid NJ driver's license, NJ Commercial Driver's License (CDL) with airbrake & passenger endorsements, or PA/NY CDL license with airbrake & passenger endorsements. Have a safe driving record with less than 5 accumulated points. Be available for an intensive training program for 20-24 business days from 8:00 am to 4:30 pm, Monday-Friday. Perfect attendance is required throughout the training program. Commit to working one or both of the rush hour periods: 5:30 am to 9:30 am and/or 2:00 pm to 8:00 pm. NJ TRANSIT will help you to obtain your CDL. **(Valid for NJ Drivers ONLY)**  
**New Jersey Transit is an Equal Opportunity Employer. The State of New Jersey has a residency law**

## ***Among this week's events...***

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

**Warehouse Workers - Abacus on Wednesday's October 14<sup>th</sup> & 28<sup>th</sup>, 1pm-3pm. Warehouse Worker - Job located in Carteret. Pay \$10-\$11 hr. Long term, temp-perm positions. Full time**

positions, 1st, 2nd and 3rd shifts available. Experience in pick/pack, electric pallet jack and RF scanner. Must have reliable means of transportation.

**Mentors & Front Desk Coordinator – New Jersey Safe Net on Friday October 16<sup>th</sup>, 9am-11am. Mentors** - Will be mentoring young people. Writing reports daily and monthly. Company is in Newark. \$9 - 10hr. PT, 20hrs. Mon-Sat. Must be at least 21 years of age and have a driver's license. High School Diploma/GED. Must have a clean criminal history. **Front Desk Coordinator** - Welcomes and directs visitors, answers the telephone, constructs emails and memos, takes inventory. Must have excellent communication skills, knowledge of Microsoft Office including Excel, be able to handle pressure.

**Package Handler – FedEx on Monday October 19<sup>th</sup> from 1-3pm.** 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.

**Shoppers (Selectors), Ambassadors (Drivers), Refrigeration Mechanics, 2<sup>nd</sup> Shift Supervisors and Analyst – Ahold eCommerce Sales (AES) on Thursday October 15<sup>th</sup> & Thursday October 22<sup>nd</sup>**, 10am-2pm. AES Company is a highly automated distribution center which supplies product for an expanded Peapod by Stop & Shop fulfillment operation. FT and PT Shoppers (Selectors) & Ambassadors (Drivers). Industrial Refrigeration Mechanic, 2<sup>nd</sup> Shift Operations Supervisor and 2<sup>nd</sup> Shift Transportation Supervisor. Also seeking a Supply Chain Systems Analyst.

**Shuttle Bus Drivers – Golden Touch Transportation on Tuesday October 20<sup>th</sup>, 1pm-3pm.** There are thirty (30) shuttle bus driver openings near Newark airport. Transport passengers from parking lots to airport. Full or part time. Varied shifts 5:30am-2pm, 1:30pm-10pm and 9:30pm-6am H.S. diploma or GED is needed. Class A or B with passenger endorsement is required. Health benefits and 401k will be available for full time workers. Pay rate is \$11.50 per hour.

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**Few Positive Recruitments coming up at the Union County One-Stop in Plainfield. 200 West Second St – Floor 2, Plainfield, NJ 07060**

**FEDEX on Thursday, October 15, 2015, 9:00 AM - 12:00 PM. Package Handlers.** Must be at least 18 years old. Must have High School Diploma/ GED. Job location: Woodbridge Hub - Keasbey, NJ \$12.05 or \$13.05/hr. to start. Part—time shifts available: Monday – Friday 2:00PM - 6:00PM, 7:00PM - 11:00PM, 11:30PM - 3:00AM, 3:30AM - 8:00AM, 2:30AM – 7:30AM

**Shuttle Bus Associates - Golden Touch Transportation on Wednesday, October 21, 2015,** there are thirty (30) shuttle bus driver openings near Newark airport. Transport passengers from parking lots to airport. Full or part time. Varied shifts 5:30am-2pm, 1:30pm-10pm and 9:30pm-6am HS

Diploma or GED is needed. Class a or b with passenger endorsement is required. Health benefits and 401k will be available for full time workers. Pay rate is \$11.50 per hour

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### **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](mailto:rwright@caunj.org). To learn more about the agency visit our website at [www.caunj.org](http://www.caunj.org). Be prepared to fill out an application. Make sure you bring a resume! EOE.**

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### **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](mailto: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**

## **EMPLOYMENT OPPORTUNITIES**

**A+ PERSONNEL** – is hiring Filing Clerk in Newark. **Responsibilities:** Data entry, archiving files, placing files into folders, and cataloguing file box content. **Requirements:** Must know MSWord and Excel, must be detail oriented, must be dependable, and must be able to follow instructions. At this time this position will be 20 – 25 hours per week temp position, but has the potential to become a full time position with the client. **If qualified and interested, please forward your resume as a Word.doc attachment to: [JillR@AplusPersonnel.com](mailto:JillR@AplusPersonnel.com)**

**ABM (NYSE:ABM)** – is hiring for auditing clerk in Newark. ABM is looking for an Audit Clerk who will work under the direction of the Audit Supervisor. The Accounting Clerk is responsible for maintaining databases and providing administrative support to the audit department. Handling correspondence, reviewing and analyzing cashier transactions. Data entry, filing, and general office duties as directed by the Audit Supervisor. **Essential Duties:** Maintain databases. Provide administrative support. Handling correspondence. Filing and general office duties. Revenue reconciliations. Practices and complies with all Company policies and procedures. Perform other duties as assigned. \*Job duties may be modified at any time. **Position Requirements:** Minimum three (3) years Administrative experience. Proficiency in advanced mathematics. Professional team player in a fast paced, deadline driven environment. Excellent verbal and written communication skills using correct business English, including the ability to communicate in a detailed and articulate manner with clients in all levels of management and peers. Demonstrated outstanding customer service skills. Ability to prioritize and multi-task in a fast paced environment. Excellent organizational and analytical skills with an eye for detail and accuracy. Proficient in Microsoft Excel, Word and Outlook. **Minimum Requirements:** A High School Diploma or GED is required. Must have a minimum of three (3) years of administrative experience. Must be able to perform basic math and record information applicable to the job assignments. **To apply, please go to <https://abm.mua.hrdepartment.com/hr/ats/Posting/view/30360>**

**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](http://www.accelero.net) to see more information!**

**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](http://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](mailto:careers@arcunion.org)**

**ASHLEY FURNITURE HOMESTORES EDISON** – 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. The **Office Manager** is accountable for supervising store administrative operations to achieve high levels of customer service, store productivity and profitability. The Office Manager is scheduled to work a minimum of 48 hours per week including Saturdays (the number of hours worked will increase during holidays or blackout periods, for vacation coverage, or for other business needs), close a minimum of two nights each week, and have two days off each week, except during holidays or blackout periods. Regular attendance at the assigned store in accordance with these expectations is an essential function of the job and all functions are performed at designated job location. The Office Manager may occasionally perform non-exempt duties, such as cashiering, unloading trailers or merchandising as needed for proper store operation, travel to other locations and on short notice, and/or perform other duties as assigned from time to time. **Education & Experience Requirements:** High School Diploma required. Some College preferred. Two to three years office experience required; furniture retail experience preferred. One year supervisory experience required. **WE WANT TO BE YOUR EMPLOYER OF CHOICE!!!! Please submit your resume to [lturner@ashleyne.com](mailto:lturner@ashleyne.com)\***

**BABYSITTER NEEDED!** I am looking for a reliable babysitter to pick up and drive my 18 year old mildly autistic son and my 15 year daughter to after school events on Tuesdays, Thursdays and alternate Fridays from about 3:00 to 7:30 p.m. Additional hours may be available in return for housekeeping. I am located in Chatham near the Short Hills Mall. I need someone who can drive and who is a legal resident. **Please e-mail me back at [fenians4@hotmail.com](mailto:fenians4@hotmail.com) or call me at 908-656-8804 if you are interested.**

**BANK OF AMERICA** – is hiring a part-time Teller in Linden, NJ. Responsibilities: Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales. Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America. **Required Skills:** Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment. Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment. A minimum of six months experience with cross-selling, up-selling and/or referring products. Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections. Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances. Ability to sell customers on meeting with a sales associate to learn about products/services. Ability to respond and assist customers with inquiries and/or problem resolution. Ability to work effectively as a team member. Strong communication skills (including verbal and non-verbal) and active listening skills. Careful attention to detail and time management. Proficiency in basic computer skills. Pass pre-employment assessment. **Desired Skills:** Minimum of six months cash handling experience. **For more information, please go to <http://careers.bankofamerica.com/job-detail/1500056814/united-states/us/teller-linden-nj-aviation-plaza-part-time-20-hrs-full-benefits?apstr=%26src%3DJOB-11684>**

**BMO HARRIS BANK** - The Operations Analyst (OA) is responsible for a number of monitoring and reporting activities that contribute to the effective 24/7 operation of hardware, software, network and application resources within the Bank's processing environments. The OA is also accountable for supporting Intermediate and Senior Analysts in confirming all service level agreements are met in terms of online availability, connectivity and report and statement completion. **Knowledge:** Possesses a university degree/college diploma or equivalent work experience, and/or 1 to 3 years' experience in the IT environment. Demonstrates basic knowledge of supported hardware, systems applications, networks and platforms. Displays some knowledge of raised floor automation tools, software and processes. Exhibits basic knowledge of support organization and processes. Maintains a basic understanding of ITIL Processes. **Skills:** Possesses good communication skills, both verbal and written. Demonstrates basic technical and problem identification skills. Is able to handle problems at times of a complex nature. Is comfortable with shift rotation. **To find out more visit our website at [www.bmoharris.com/careers](http://www.bmoharris.com/careers).**

**BOY SCOUTS OF AMERICA** – is hiring a District Executive in Staten Island. **RESPONSIBILITIES:** Work with a volunteer board of directors and other community and business leaders to identify, recruit, train, guide, and inspire them to become involved in youth programs. Achieve progress towards specific goals and objectives which include: program development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention. Be responsible for extending programs to religious, civic, fraternal, educational, and other community-based organizations through volunteers. Secure adequate financial support for programs in assigned area. Achieve net income and participation objectives for assigned camps and activities. Recruit leadership for finance campaign efforts to meet the financial needs of the organization. Ensure that all program sites are served through volunteers, regular leader meetings, training events and activities. Collaborate with adult volunteers and oversee achievement of training for their respective role. Be a good role model and recognize the importance of working relationships with other professionals and volunteers. The executive must have communication skills and be able to explain the program's goals and objectives to the public. Provide quality service through timely communication, regular meetings, training events and activities. Have a willingness and ability to devote long and irregular hours to achieve council and district objectives. **Desired Skills:** Strong marketing, fund-raising and program development background is highly desired. Non-profit, fundraising or sales experience is a plus. Must be comfortable with public speaking and interacting with diverse audiences. Excellent people skills, enthusiastic, punctual, responsible and creative. Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, and planning. Committed to personal and professional productivity, while maintaining high ethical and professional working standards. **Requirements:** Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law. Bachelor's degree from an accredited college or university (transcript with the date degree conferred stated is required for employment). Attained 21 years of age or older unless prohibited by any applicable law. Ability to work varied hours when necessary, evening activities and weekend work is frequently required to achieve positive objectives. Ability to travel for training at least once a year for one to two weeks. A Scouting background is helpful but not required for employment. Offers for employment are subject to criminal, reference and motor vehicle background checks. In addition to offering a competitive salary of \$38,000,

Professional Scouting offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, accidental death, a defined benefit retirement plan, plus compensation for authorized and approved business related expenses to include phone and mileage reimbursement. We also offer generous vacation policy and ten holiday observances. **How to apply: Qualified candidates must submit cover letter and resume with salary history to [greg.mustoe@scouting.org](mailto:greg.mustoe@scouting.org) only the most qualified candidates will be contacted.**

**CABLEVISION** – is hiring bill collectors, customer service, and sales. **For more information, please go to <http://jobs.cablevision.com/>**

**COLLEGE CENTRAL NETWORK** – Go to [www.collegecentralnetwork.com](http://www.collegecentralnetwork.com) to gain access to a variety of employment opportunities. Check out CCN's Job Search Kit for 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 – Full Time and Part Time Nannies in Morristown, Maplewood, Chatham, South and West Orange.** 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.**

**DELTA - T GROUP** - is a national behavioral education referral agency with over 20 years of experience in referral services. Seeking Bus Aides. Must be willing to obtain education fingerprints. Schedule: Monday - Friday 7:30 AM - 9:30 AM AND 1:30 PM - 3:30 PM. Compensation \$10/hr. **For more information please contact: Mrs. Kissy Narvaez. Email a resume in a word doc. to: [knarvaez@deltatg.com](mailto:knarvaez@deltatg.com) or fax: 732.636.8024 to my attention.**

**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>**

**FAITH LUTHERAN CHURCH in New Providence** is seeking a Nursery Attendant for Sunday mornings. Hours are 8:15 to 12:15 and starting salary is \$16 an hour. We are seeking someone who works well with children to care for 4 to 6 children during the morning worship and education time. **Applicants should call the Church Office at 908 464 5177 or email either Pastor MacPherson at [pastor.mac@verizon.net](mailto:pastor.mac@verizon.net) or Pastor McCreedy at [Pastorjane@mccreedy.com](mailto:Pastorjane@mccreedy.com).**

**THE GATEWAY FAMILY YMCA – WELLNESS CENTER BRANCH** - WISE Adult Day Services Program JOB OPENING Part-time Transportation Assistant Monday through Friday. Approximate shift times: 7:40AM – 9:40AM; 3PM – 5PM The WISE Adult Day Services Program is seeking a dedicated, flexible, responsible, and energetic team player to assist WISE Center participants to and from their homes; on and off the transportation van; and to supervise participants while they are being transported. Applicant must have a High School diploma and experience in customer service. Must have experience in working with the elderly and/or disabled. Bilingual Spanish/English is a plus. This position requires working outside in different weather conditions and may involve heavy lifting. Potential applicants do not have to be available for all shifts.

Please contact Susan Butler, WISE Center Director, Resumes and inquiries can be e-mailed to: [sbutler@tgfymca.org](mailto:sbutler@tgfymca.org)

**THE GATEWAY FAMILY YMCA- Rahway Branch has the following positions open:**

**Part-time Lifeguard:** We are looking for motivated and hardworking people to join our lifeguarding team! A YMCA lifeguard monitors pool activities and ensures member safety. Lifeguards need to possess knowledge of rescue procedures and emergency medical procedures. To help prevent incidents, lifeguards must enforce all safety guidelines as outlined by the YMCA. We currently have opening (5:30am), mid-day, and weekend shifts open.

**Part-time Swim Instructor** The primary responsibility of this position is to instruct others on how to be safe in, and around water. Swim instructors lead group, private and semi-private swim lessons to all ages and ability levels. Instructors create a fun and inviting learning environment to ensure a positive member experience. Builds strong relationships with participants and continually recommends classes based on skill levels. Flexible scheduling; weeknights and Saturday mornings. Required experience: 1 year

**Part-time Water Fitness Instructor** Teach Water Aerobics classes of varying intensities at The Gateway Family YMCA- Rahway Branch. Provide high quality instruction and excellent communication with participants. Required experience: 1 year.

**Please contact our Aquatics Director, Jaimie Hinshelwood at 732 388 0057 or by email ([Jhinshelwood@tgfymca.org](mailto:Jhinshelwood@tgfymca.org)) to apply today! All hourly wages are competitive and based off of experience.**

**HARMONY HOUSE** - The Case Manager (CM) will be responsible for promoting the NCC mission by ensuring quality, professionalism and efficiency in all services rendered. Responsibilities include under the general supervision of the program administrator, case management services to program participants; ensuring that the program is operating in compliance with all contractual requirements including but not limited to data entry using Homeless Management Information System (HMIS), program rules and standards.

**The ideal candidate will possess the following attributes and experience:** Experience conducting new participant intake and the ability to ensure all supporting documents including documentation of homelessness are verified and in file to determine program eligibility. Ability to conduct comprehensive participant assessments to collect functional, environmental, psychosocial, financial, employment, housing, educational, and health information as appropriate to develop a case plan. Demonstrate the ability to maintain, monitor and create management files and caseload of participants; at a minimum, meet with participants on a bi-weekly basis provide case management services and document progress in achieving stated goals. Ability to initiate the transfer of an individual to other services or terminate services when the client determines they are no longer required or desired. Demonstrate the responsibility for generating monthly, quarterly, and annual and ad-hoc reports for submission to management and funders. Excellent communication skills, both written and oral. Willingness to collaborate with public and private agencies to assess and improve the delivery of intensive case management. Skills and characteristics conducive to and suitable for dealing with individuals who are low income, homeless, mentally ill, chemically addicted and/or of diverse cultural or racial origins. Bachelor's Degree in Human Service field, preferred. 2-4 years of working in the social service field providing agency or other business related experience in a fast paced and professional environment. Transportation and good driving record, CDL preferred.

**For further information about NCC, please visit [www.newcommunity.org](http://www.newcommunity.org). For consideration, please submit your resume to: [human.resources@newcommunity.org](mailto:human.resources@newcommunity.org) or fax: 973-639-7866.**

**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](http://www.idealists.org) for more information.**

**INSPIRITY- AUX** - As a Customer Service Representative (CSR), you are the most visible member of the team. You provide daily client end-user support for the Managed Print Services program in one or more healthcare facilities. You have exceptional interpersonal and communication skills, as demonstrated by your employment history. You are diplomatic, a superb listener, a hands-on problem-solver and able to prioritize tasks in a fast-paced hospital environment. You pay attention to detail and you are comfortable managing and analyzing data for reports and public presentations. You are able to 'think on your feet' and share information about the company's policies and procedures to all levels of hospital caregivers and administrators. You are a troubleshooter and a team player who approaches your job with energy,

enthusiasm and integrity. You will work closely with the Resident Team Manager, Technical Service Representatives, outside vendors and the extended support team to ensure that service delivery exceeds expectations and to contribute to the development of new and emerging business solutions for the client. **Please reply to this ad and call 832-601-4387 to begin the hiring process.**

**INSTITUTE OF CULINARY EDUCATION (ICE)** - has an exciting Part Time opportunity to work in our Special Events Division. Our Chef Assistants represent the backbone of this division and you will be responsible for assisting our illustrious Chef Instructor(s) during our private culinary events. This part-time position will provide an opportunity to aid in instructing guests on prep, cooking, and other miscellaneous techniques and tips. Schedule should allow flexibility to ebb and flow with ICE's needs. **SPECIFIC JOB RESPONSIBILITIES:** Assist and lead guests in the preparation and cooking of a specific menu as per chosen by the group, for groups up to 90 people. Provide room set up for each private event including equipment, place settings, knives, cutting boards, etc. Answer guest questions regarding equipment use, food preparation and cooking techniques. Follow instruction regarding obtaining the pulls from Stewarding. Continually maintain the cleanliness and organization of the kitchen and/or classroom. Perform other duties as assigned by Manager or Chef Instructor. Our new 72,000-square-foot facility is located at 225 Liberty Street and is open 355 days and nights a year. **For more information about ICE, please visit our website at [ice.edu](http://ice.edu).**

**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](http://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>.

**NJ TRANSIT** – NJ TRANSIT is recruiting for some exciting opportunities: NJ Transit is accepting applications and resumes for various positions listed on our website, [njtransit.com](http://njtransit.com). Please specify what position you are applying for on the 2nd page of the application and how you heard of the position. In addition, please visit our website to obtain information regarding open houses and various job fairs. **Please fax applications/resumes to 973-665-7575 or email to [njtsr@njtransit.com](mailto:njtsr@njtransit.com).** **Note that applications are good for one year from date applied, NJ Transit is not considering applications / resumes for non-vacant positions. The State of NJ has a residency law. E.O.E M/F.** The company is, also, recruiting for Part-Time Employment Opportunity. **All resumes can be sent to [chrmllo@njtransit.com](mailto:chrmllo@njtransit.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](https://pru.taleo.net/careersection/external_actuary/jobdetail.ftl?job=258637&src=JB-10500)**

**RAYMOUR & FLANIGAN FURNITURE-** Please resume (no cover letter needed to) Clayton Cardoza email: [ccardoza@raymourflanigan.com](mailto:ccardoza@raymourflanigan.com) is hiring for: **Interior Design Professional In Training / Design Consultant: Full Time, Retail Sales Associate / Design Consultant: 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/>

**SHERWIN-WILLIAMS** – Management Trainee Program! The Management/Sales Training Program includes self-study modules, structured on-the-job training, classroom instruction at our regional training facilities, as well as ongoing education throughout your career. Your training will encompass all aspects of store management, including paint and associated products, customer service, professional sales and marketing, credit and accounts receivable management, human resources management, profit and loss and merchandising management. After you complete the training program, you'll be able to progress into paint store management positions. Our Assistant Store Managers and Store Managers oversee a million-dollar business, providing leadership and insight into the development and strategy of their store. Many Management/Sales Trainees choose a path that leads to a career in professional sales. In this role, they grow the company's market share by selling to large, commercial users such as painting contractors, purchasing agents, manufacturers, and other commercial users who need large volumes of our high-quality products. Generally, sales representatives apply their trade in specific regions or territories. Management/Sales Trainees are eligible for professional sales positions once a track record of success within the stores has been established. **BASIC QUALIFICATIONS:** Must have a valid Driver's License. Must have a Bachelor's degree from an accredited college or university. You may apply for this position if you have your bachelors degree, or will obtain one within the next 12 months. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be willing to work all scheduled hours which may include evenings and weekends, with or without reasonable accommodation. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). Must be able to tint paint, therefore, must have good color perception. Must be able to operate a computer and communicate via the telephone. **PREFERRED QUALIFICATIONS:** Prior work experience in sales or customer service. Willingness to relocate for promotional opportunities. Bilingual ability is an added plus. Come join the training program that will serve as the springboard for all of your career aspirations. We look forward to hearing from you! **To learn about our company and our culture go to [Sherwin.com/careers](http://Sherwin.com/careers).**

**SNELLING – SUMMIT** - Great Opportunity for an Entry Level College Graduate \$12.00 per hour. Temp to Hire Data Entry professional with fast paced key strokes needed. This is a fast paced job, requiring good MS Excel and reading and responding to e-mails efficiently and accurately. Documents come via e-mail, must be able to handle import information regarding security filings, print and reply to docs and sending out thank you notes round out your busy days. Clear legible handwriting. Read, write and speak English clearly. Must have your own transportation. **Apply: Send resume to Debra Flowers [dfresumes@snellingsummit.com](mailto:dfresumes@snellingsummit.com) or Call (908) 273-6500 Ext. 627**

**STARBUCKS** – is hiring for several positions in Union and Warren, NJ. Please apply at [www.starbucks.com/careers](http://www.starbucks.com/careers) and select the Union and Warren NJ stores as their preferred locations.

**STATE FARM INSURANCE** – is hiring an Attorney at Summit. **DUTIES AND RESPONSIBILITIES:** Handles litigation and other legal assignments in accordance with guidelines established by the Corporate Law Department. Handles motions, arbitrations, bench trials, and jury trials commensurate with level of experience. Promotes the ethical and professional practice of law while interacting with State Farm associates, clients, litigants, members of the bar, members of the judiciary and their staff, and all others while engaged in the practice of law on behalf of clients and State Farm. **SKILLS:** J.D. /L.L.B., preferably from an A.B.A. Accredited Law School, in the top half of graduating class and an active member in good standing of Bar in state of operation. Knowledge of insurance defense practice, including local and state discovery rules, trial procedures and applicable substantive law commensurate with level of experience. **For more information about our company, careers and Total Rewards, visit [www.statefarm.com/careers](http://www.statefarm.com/careers).**

**SUNBURST** – is hiring Preschool and recreational coaches to help expand our program! Candidates must have a positive coaching style and be flexible and willing to be part of a coaching team. Full and Part time positions are available.

**Requirements for Recreational coaches:** Experience in gymnastics or teaching children is preferred *but will train, if the right fit*. Previous experience and success with structuring and supervising a recreational gymnastics program is a plus. Applicants should be energetic and team players. Recreation coaches need simple understanding of gymnastics. If you want to be a part of the fastest growing and largest gym in Union, New Jersey – apply today! Become part of our winning team! *Like working with kids? Have a good, positive attitude? Contact us today!* **565 Rahway Avenue. Union, New Jersey 07083 908-810-1300 [info@sunburstnj.com](mailto:info@sunburstnj.com) [www.sunburstnj.com](http://www.sunburstnj.com)**

**SUPERFOOD SUPERMARKET:** Now Hiring 30 Positions for a new store in Middlesex, NJ opening in November. Full time & Part Time Positions available in Bakery, Customer Service, Grocery, Specialty, Produce, Prepared Foods, Seafood, and Management. Must have great customer service skills, reliable transportation, flexible schedule to work including Holidays and weekends. Salary is negotiable depending on experience. **Interested Candidates must attend one of the two information sessions held Tuesday October 21st at 10:00am or 2:00pm and/or Wednesday October 22nd at 10:00am or 2:00pm. For consideration, please email your resume at [sflores@ucc.edu](mailto:sflores@ucc.edu) and call Susan Gomez to reserve a spot at 908-355-4444.**

**SYNERFAC** – is hiring a Batch Maker in Springfield, NJ. **Responsibilities:** Read batch cards to determine product specifications, processing information, technical information. Record production and test data for each food product batch, such as: ingredients and lot numbers, used temperatures, mixing speeds, and test results. Monitor and regulate gauges, recording instruments, flow meters, and thermometers to correctly adjust the addition of raw materials, mixing temperatures, mixing speeds, etc. to maintain product quality, and ensure safe and efficient operation. Operate and tend machines to mix or blend any of a wide variety of food products such as edible oils, dressings, margarines, spreads, shortenings, cooking cherries, vinegars, cooking wines, etc. Patrol work area to detect leaks, equipment malfunctions, and to monitor operating conditions. Report any deficiencies to Production Supervisor / Maintenance Supervisor. Examine product samples during production in order to evaluate necessary in-process testing requirements. Sample in-process products for the quality assurance laboratory for testing. Test samples of products to ensure compliance with specifications, using test equipment. Document results in required log books and/or batch records. Report any deviations of results to the Quality Assurance Manager. Modify manufacturing directives with written authorization by the Quality Assurance Department by adjusting mixing time cycles and/or addition of ingredients. Responsible for having knowledge of transfer valves, pumps, etc. which transfers bulk product from manufacturing tanks to run tanks. Clean and sanitize all equipment necessary for the manufacture of food products. **Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the minimum knowledge, skill, and/or ability required. Must be able to pass a forklift safety and operations training certification written and practical tests. High school diploma or general education degree (GED); one to three months related experience and/or training. Ability to read and comprehend instructions, batch cards, manuals, short correspondence, memos, etc. Ability to communicate with supervisors, pre-weighers, production and quality personnel. Ability to add, subtracts, multiply and divide in all units of measure using whole numbers, common fractions and decimals. Ability to compute rate to ratio, and percent. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to fingers; reach; stretch; bend; kneel; crouch; etc. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required include close vision, color vision and peripheral vision. **To apply, contact Sean MacDonald. Technical Recruiter | Synerfac Technical Staffing p: 732-271-9333 | f: 732-271-9110 | e: [smacdonald@synerfac.com](mailto:smacdonald@synerfac.com)**

**TELECOMMUNICATIONS, KPMG** - currently seeking an Associate/ Senior Associate, to join the Market Execution Center in our Short Hills office. **Responsibilities:** Participate in various aspects of business activities including reporting, e-billing, procurement, onboarding management, and pipeline and financial reporting. Manage the creation and delivery of account communications at the direction of team leads to support knowledge sharing and monitoring of activity on a global basis. Participate in go to market efforts to facilitate account activities including providing communications and contributing to business development initiatives. Review, analyze, and track relevant relationship metrics to make certain account objectives are met and initiate steps to track activity with appropriate team leads. Track thought leadership and manage distribution process and draft communications. Develop action steps to achieve optimal business results based on account needs. **Qualifications:** Minimum three years of related experience in finance, human resources, resource management or

marketing; preferably within a professional services firm or similar environment. Bachelor's Degree in Business Administration, Finance, Human Resources, or other related field from an accredited college or university. Proficient with Microsoft Office Suite applications including Word, Excel, PowerPoint and Outlook. Experience with Microsoft Access, customer relationship databases and resource management and scheduling tools preferred. Ability to exercise independent judgment to make day to day decisions with minimal supervision. **To apply, please go to <http://www.respondhr.com/43209228>**

**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](http://www.ucvts.tec.nj.us) for more information. We nurture your aspiration to find a career that's right for you!**

**USPS** - Earn \$25,000 towards your college education! UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays. Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc. UPS provides an excellent employment opportunity for students. Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000. This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn and Learn program on your first day of work. **Anyone interested can apply online at [www.upsjobs.com](http://www.upsjobs.com).**

**WESTFIELD ARE Y** has P/T openings in Childcare/Education/Event Staff/ Pre-school/ Physical Programs. Please refer to our website for more detailed information. [www.westfieldnj.org/about-us/job-opportunities](http://www.westfieldnj.org/about-us/job-opportunities) or email a resume to [humanresources@westfieldnj.org](mailto:humanresources@westfieldnj.org)

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