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Connection

A joint venture of

Union County

College

and the

Union County

Board of Chosen Freeholders

A source for jobs and employment-related events

in the greater Union County area

![MC900286542[1]]()

The Job

Please: Print only what you need.  Recycle what you print.

**Nov 6 – Nov 12, 2017**

**CAREER DAY COMING UP AT THE UNION COUNTY ONE - STOP IN ELIZABETH, 921 ELIZABETH AVE. ELIZABETH, NJ 07201**

**FEDEX Ground, Recruitment Monday, November 13, from 10:00am to 12:00pm.** Now Hiring!Package Handlers(NJ1266071) Six Locations: Edison/Nixon Lane, Dayton, East Brunswick, Cranbury, Jersey City and Dover: $13.30 to $14.30 to start. Full time and flexible schedules available in some locations.

**PLAINFIELD ONE STOP CAREER CENTER – 200 W 2nd STREET, PLAINFIELD,**

 **NEW JERSEY 07062**

**SILVER LINE BUILDING PRODUCTS, LLC. - Recruitment**- NJ 1320674. **Thursday, November 9th 2017. From 1:00 - 3:00 pm.** 630 US Route 1 North, North Brunswick, NJ 08902. Hiring now!

**Production Associate.** Full time positions available. 1st Shift: 7:00AM – 3:30PM. 2nd Shift: 3:00PM – 11:30PM. 3rd Shift: 11:00PM – 7:30AM. 1st & 2nd Shift $11.00 Accepting Apps

3rd Shift  $12.00 Immediate Openings!!! Weekly Pay Period. Benefits: Health, Vision & Dental Insurance, Vacation Days, and Holidays. To Apply: Please go to our career website [**http://andersencareers.com/**](http://andersencareers.com/)**.** If you have any questions please call 732-435-1000 Ext: 4001 or 4107

# OPEN HOUSE WEDNESDAYS: EXPRESS EMPLOYMENT PROFESSIONALS

****Every Wednesdays from 9am to 2pm. Location is 140 Littleton Road, Suite 110, Parsippany, NJ Come and Apply! Bring a Friend!  70+ openings available in Morris County.  All shifts available.  7 delivery drivers, 10 machine operators, 50 pick/pack, 3 **electronic solderer** and **warehouse workers**.  Please call 973-316-4885 with questions. **Apply online at Expresspros.com prior to coming in and select the Parsippany location.**

# CONNECTIONS PERSONNEL: OPEN HOUSE

**Tuesday and Thursday from 10am-2pm – Industrial: Pickers/Packers, Warehouse Workers, Forklift Drivers, Shipping & Receiving clerks, Machine Operators, Assemblers, and General Laborers**. **Manual Machinist –** Middlesex Company seeking a manual machinist. Candidate must be familiar with operating and programming CNC machines. Tool making experience, a plus. **Electronic Assembler –** South Plainfield Company seeking an **electronic technician / assembler**. **Candidate** will diagnose and troubleshoot defective parts as well as assemble small electronic components. **Wire bonding and soldering** experience a plus. Knowledge of electronic circuits and components required. **Laborer- North Plainfield Company** seeking laborers to assist in their lumber department**. Candidate must be able to read a ruler / tape measure. Basic math skills required.** Experience operating table and radial saws needed. **Steel Production Operator-** Company in Whippany is in need of a heavy steel production operator. **Candidate will assemble products per engineering drawings, load and unload materials from trucks to the stock area then to the production floor as needed.** **Candidate will feed materials into the machines and inspect products as they finish.**  **Machinist**- Somerset Company- 3rd shift. Candidate will operate a variety of production equipment. Must have the ability to verify dimensions of finished product visually or by using basic measuring devices, micrometers, caliper and gauges etc. Candidate should have the ability to read prints and verify that the product conforms to customers specifications. Candidate will keep inspection and documentation data.

**Wednesday from 10am to 2pm - Office personnel: Clerical, Customer Service, Administrative, Assistants, Accounting Clerks, and Data Entry.** Please stop by one of our offices at**: Connections Personnel *764 Easton Ave.* *Somerset, NJ 08873.* Call to register and for directions: *732-745-9955.* Connections Personnel 1911 Westfield Ave. Scotch Plains, NJ 07076. For more information, go to** [**www.connectionspersonnel.com**](http://www.connectionspersonnel.com)**. Call to register and for directions. 908-322-5200.**

**NEW BRUNSWICK, NJ COMPANY is looking for a Die Bonder / Wire Bonder Operator.** Set up, program and maintain both manual and automated wire bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers.Set up, program and maintain automated die bonding machines for assembly and packaging of semiconductor devices, specifically diode lasers.Perform production wire bonding and  die bonding for several diode laser products, including laser chips, laser arrays, photo diodes, ASICs, and similar micro components.Experience operating and working with Palomar, ASM bonders and Unitemp reflow equipment is a big plus.Experience handling and assembling small parts underneath a microscope with tweezers and or vacuum wands. **Please apply:  Connections Personnel, 764 Easton Ave. Somerset, NJ or call for more information: 732-745-9955**

# **WORKFORCE INNOVATION BUSINESS CENTER CAREER DAY**

# 651 KAPKOWSKI RD. ELIZABETH, NJ 07201

**GAP -** is an American worldwide clothing and accessory store. The Gap Store located at the Mills at Jersey Gardens is looking to hire part time/seasonal sales and stock associates with multiple shifts. Hiring Part-time: 100 positions available. Interested? **Tuesday November 7, 2017 at 10:00 am.** Where? **Workforce Innovation Business Center Mills at Jersey Gardens, 651 Kapkowski Road in Elizabeth, NJ**. Registration is required for this event! To register please go to: [**http://ucnj.org/wdb/job-fairs-and-opportunities/**](http://ucnj.org/wdb/job-fairs-and-opportunities/)**.** Candidates must be willing to work weekends. Please bring a copy of your resume at the event. For more information please call 908-355-4444

**DUNKIN’ DONUTS –** is hiring for its new location in Parkway South Woodbridge. They are hiring both Full Time & Part Time and all shifts. **Crew Staff Members. Shifts Leaders**. **Recruitment Event: 20 Positions.** Friday, November 10, 2017. 10:00 am. Workforce Innovation Business Center. Mills at Jersey Gardens. 651 Kapkowski Road. Elizabeth, NJ 07201. **Friday November 10, 2017 10:00 am**. **Workforce Innovation Business Center Mills at Jersey Gardens, 651 Kapkowski Road in Elizabeth, NJ**. All interested candidates must have either Supervisory and/or Customer Service & Sales experience**. Please email your resume to Isaias Rivera stating your desired position at isaias.rivera@ucc.edu. Then please call Susan Gomez to reserve a spot at 908-355-4444.**

**EMPLOYMENT![MC900286542[1]]()OPPORTUNITIES**

**AFTER SCHOOL PROGRAM - Staff Wanted!** The hours are from approximately 7:00am—9:00 am and/or 2:30 pm-6:00 pm, Monday-Friday. Flexible schedules for students are available. Compensation starting at $10/hour (additional compensation may be available based on education and experience) **The Work-Family Connection locations in Long Hill, Bound Brook, Roselle Park, Chatham and Florham Park.** **Responsibilities** for this position include working with children, implementing curriculum and activities, assisting with homework, maintaining the safety and supervision of the program. Further, this person needs to be a motivated, team player with a positive attitude.  Please submit your resume and letter of interest detailing why you think you would be a good fit for this position to **employment@workfamily.org**. Type “Job Opportunity” into the subject line.

**BROOK HEALTH CARE, LLC**— Do you love helping people? We are looking to hire compassionate, professional, **CERTIFIED HOME HEALTH AIDES** to care for our clients in Middlesex County! Our caregivers provide any type of care necessary to our clients and help them stay safe and comfortable wherever they live. Daily tasks that may include any of the following duties, but not be limited to: companionship, bathing, dressing, med reminders, assist with ambulation, meal prep, shopping, errands, transportation, light housekeeping. **Qualifications**: CHHA License; One (1) year direct patients care experience; PPD2-Step; Physical or MDs Note; Immunizations (MMR/Varicella); CPR Certification; Be able to lift, bend, reach, etc., Clean criminal background check and driving record; Ability to travel per job requirement; Valid driver’s license and reliable transportation at all times. Available for: Days, Evenings, Weekends, and Live-in shifts. For more information: deborah@brookhc.com. Please apply to: **http://brookhc.com/employees-applicants/**. **Instructions**: Scroll down and click RED “NJ Job Application” button to complete an online application for our NJ office. Log in: njapplicant. Password: brookhc

**CELGENE CORPORATION is hiring a Construction Engineer. Type: Contract. Location: Summit, NJ 07901. Essential Functions:** Initiates, manages and leads cross-functional/cross-site construction projects of medium to large scope and complexity at NJ sites. Develops project scope of work with assistance from the customer, architect and engineers. Assists with developing bid documents/RFQs for A/E and contractor scope of work. Develops capital acquisition requisition documentation as required. Prepares purchase requisitions for project work and tracks them through final payment. Tracks and monitors project spending against capital budget. Ensures project timeline is met, anticipates next steps, and coordinates with impacted groups, as required. Facilitates project meetings, directs engineering firms and consultants, provides field supervision and equipment inspection. Performs technical analysis / assessment of new and proposed technologies to balance performance, cost and maintainability. Monitors project for quality control and safety issues. Reviews all project documentation for compliance to standards. Prepares all project closeout documentation. Provides expert knowledge and direction as Engineering site representative during interactions with all cross functional groups, as required. Participates in the forecasting of project and capital budgets. Provides Engineering technical support and leadership to Corporate Services and their customers. Identifies problems, leads troubleshooting and provides solutions for site infrastructure systems. Supports corporate sustainability programs and initiatives through assistance with training and events. Incorporates energy saving and LEED initiatives into projects, when feasible. Supports site asset management and preventive maintenance programs. Provides start up and commissioning documentation for all new equipment associated with projects. Assists with creating new asset history information. Initiates, guides and reviews the development and revision of required preventive maintenance procedures, work instructions and guidance documents for new equipment and processes. Promotes and provides excellent customer service and support. Regularly reviews, prioritizes, coordinates and promptly responds to customer project and support requests. Provides expert technical support and guidance on facilities/project-related issues and provides key decisions and recommendations to senior management on courses of action, as required. Maintains a positive relationship with all the members of the Engineering department and site customers while promoting a positive team environment. Promotes and maintains compliance with corporate, safety and regulatory policies. Maintains all required Corporate, Facilities and EHS training as required. Champions adherence to and improvement of all safety procedures and hazard communication. **Required Competencies- Knowledge, Skills, and Abilities:** Strong understanding of building system design and construction in areas such as life-safety, lighting, mechanical, electrical, and plumbing. Significant knowledge of architectural design and construction. Strong working knowledge of building codes, NEC, NFPA, OSHA and other basic safety training. Strong knowledge of FDA / cGXP requirements impacting Facilities systems, equipment and instrumentation within the pharmaceutical industry. Knowledge of critical utility systems such as HVAC, plant steam, compressed air, vacuum, RO/DI water, compressed gas and emergency power systems. Strong knowledge and experience with the operation of pharmaceutical laboratory, facilities and manufacturing systems. Experience at coordinating outside contractors and managing resources in support of system and equipment upgrade, installation, start-up and commissioning. Ability to interact effectively with laboratory, QA, and Facilities groups as well as senior management. Maintains a high level of multi-tasking ability in conjunction with proven organizational skills. Strong ability to organize assigned tasks in a high paced environment and concurrently monitor tasks / assignments with others that may impact timely completion. Ability to effectively manage multiple tasks and activities simultaneously. Strong written and verbal communication skills along with excellent presentation skills. Proficient at writing well-formulated emails and reports. Ability to follow oral and written instructions, read and interpret engineering manuals/drawings relevant to the trade or assigned task. Ability to effectively communicate with employees, contractors and vendors. Strong experience with technical writing and document development / generation. Exceptional leadership skills that encourages empowerment and ownership within the team and organization. Demonstrated ability to coach and mentor junior engineers as well as delegate tasks and responsibilities. Ability to work independently with no supervision. Intermediate estimating, budgeting and financial tracking skill. Highly proficient in Microsoft Office Suite – Word, Excel and Outlook, and the innate ability to learn new software as required. **Competencies:** Technical / Professional Knowledge. Problem Solving / Troubleshooting. Project Management. Decision Making. Action Oriented. Multi-tasking. Team Player / Building Relationships. Active Listener. Strategic Thinking. **Education & Experience:** BS degree in Engineering or closely related field or equivalent work. Minimum 10 years of experience in project engineering management on a commercial or industrial site. Prefer 5 years experience on an FDA regulated site. **Working Conditions:** Ability to sit, stand, walk and move within workspace for extended periods. Ability to perform repetitive tasks including hand to finger manipulations, grasping, pushing and pulling. Minimal travel in North America. Environmental Conditions: Environment may include working in office or on construction site. Ability to work safely in an environment with hazardous, radioactive, and infectious materials and waste. Ability to work safely in an environment with exposure to high temperature / pressure steam, and other fluids, compressed gasses, odors, various noise levels, moving parts, vibration, wet/slippery areas and high voltage energy supplies. Ability to work safely when working alone, or working with others. Please send resume and cover letter to: Elaina Wolfe. Sr. Coordinator. Engineering, Construction, and Carbon Management. **elwolfe@celgene.com**

**CHELSEA SENIOR LIVING IN FANWOOD, NJ -** Is Hiring a P/T Front Desk Concierge. **Summary**: Greets residents, residents’ families and general public in a gracious and welcoming manner. Interfaces with all departments to facilitate communication. Oversees office work including distribution of mail, updating of menus, maintenance of beverage and snack buffet and new employee paperwork. **Duties and responsibilities**: Maintains log of all visitors/guests to the residents. Consistently maintains a kind, caring and respectful attitude towards residents, residents’ families and guests. Sensitive to the special needs of the seniors and demonstrates a genuine, caring attitude. Responsible for hiring, training, supervising and scheduling part-time receptionist. Sets, maintains, communicates and holds staff accountable for a high standard of performance. Answers telephone in a courteous and confident manner. Always maintains an assertively friendly positive attitude. Notifies appropriate staff when there is a person or person waiting in the lobby to meet with members of the staff. Interfaces with all departments to facilitate communication through the use of the telephone, walkie-talkies and other communicative devices. Transfers calls to the appropriate party. Takes messages when the desired person is not available. Notifies the individual when he or she is off the phone that there is a message or places the written message in the appropriate box. Responsible for a timely distribution of messages. Notifies the dietary department when the Beverage and Snack Buffet needs replenishing. Places soiled dishes and plates in the bottom cabinet as needed.

Informs nursing when a resident in the lobby area requires attention. Redirects confused residents from the front or side entrance. Maintains a list of residents who wish their personal laundry done by housekeeping/laundry staff. Compiles a list of people who want papers and what papers they have ordered. Maintains a list of residents who wish to use the Beauty Shop. Notifies the Food Services Department if a resident is going to have a guest for a meal. Notifies the Health Services Director or designee, when an emergency call request registers on the emergency call computer station. Notifies the Executive Director or designee and the Building Services Director or designee, if a fire emergency is reported; follows established procedures to notify staff of the emergency. Respects residents’ confidentiality at all times. Completes computer work, office work and projects assigned by the Executive Director or other Department Heads. Maintains an adequate supply of: New Employee Packets, admission Packets, employee Handbooks, Monitors office supplies and re-orders when necessary, processes new employee paperwork, distributes and files appropriately, sorts and distributes business mail to appropriate parties, maintains confidentiality of all residents at all times, other duties as assigned.

**Qualifications**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities. **Education/Experience**: Two to four years related experience or training. Language Skills: Ability to respond to common inquiries and complaints from residents, residents’ families, regulatory agencies or members of the community. Ability to read and comprehend simple instructions. Ability to project their voice on the phone and in person. Reasoning Ability: Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with problems involving several concrete variables in standardized situations.

**Other Skills and Abilities**: Must interact with ill and disabled residents and with those affected by Alzheimer’s disease or related memory impairments, residents’ families, other employees, regulatory agencies and the public. Must be able to cope with the mental and emotional stress of the position. Have current First Aid and CPR certification.

**Physical Demands**: Must be in good physical condition and able to move freely throughout the residence. While performing the duties of this position, the employee is regularly required to effectively communicate with the residents, residents’ families, other employees, regulatory agencies and the public. The employee must occasionally be able to push, lift or move up to 50 pounds. Good observation skills are necessary for this position. This position requires working every Saturday 8am-3pm and every other Sunday 3pm-9pm. Opportunity to work more hours, flexibility needed. Interested candidates please send resume to: [**http://www.chelseaseniorliving.com/**](http://www.chelseaseniorliving.com/)

**CINTAS –** is hiring in Union, NJ for a Maintenance Technician I. **Description:** Responsibilities include but are not limited to assisting with repairing, maintaining, installing and troubleshooting industrial equipment, systems and components including but not limited to washers, dryers, steam tunnels, conveyor systems and boilers; assisting with performing preventive/predictive maintenance; resolving safety concerns; performing indoor and outdoor housekeeping; monitoring inventory supplies; and maintaining maintenance records. **Qualifications:** Minimum two years working experience repairing industrial processing equipment in an industrial environment or in the military required. Ability to read maintenance literature printed in English required. Prior experience with and ability to read a blueprint is required.
Basic Microsoft Office computer skills required. Boiler knowledge preferred. HVAC experience preferred. Prior experience and ability to perform welding activities including MIG, TIG, ARC, cutting and brazing preferred. Ability to stand for up to 7 hours in an 8 hour shift required. Competitive Pay, 401(k)/Profit sharing/ESOP. Medical, Dental and Vision Insurance Package. Disability and Life Insurance Package. Paid Vacation and Holidays. Career Advancement Opportunities. Apply at: **http://careers.cintas.com/**

**CONSOLIDATED CONTAINER COMPANY –** is hiring in Elizabeth, NJ General Equipment Maintainer (GEM). The GEM reports directly to the Maintenance Supervisor. **Total Rewards**: Consolidated Container Company is committed to providing a competitive Total Rewards Package that meets our employees’ needs. From a choice of medical, dental and vision plans to retirement savings opportunities through a 401(k), company match and Roth feature, CCC offers a comprehensive benefits package. We want our employees to have a work life balance ensuring they are at their best in whatever they do. We offer a generous holiday, vacation and time off program as well as opportunities to contribute to our local communities and broader scale sustainability efforts. In addition to recognition we believe in supporting our employee’s professional growth and development. We provide employees a wide range of free e-courses through our Learning Management System as well as training sessions, seminars and a generous tuition reimbursement benefit. **Responsibilities**: Job Summary: The General Equipment Maintainer will perform repairs, preventive and corrective maintenance on production machinery, plant blow mold equipment and facility. They are also responsible for following our company's Good Manufacturing Practices. **Essential Duties & Responsibilities**: Ensure compliance with corporate and plant safety standards and with applicable laws and regulations issued by regulatory agencies. Install, adjust and repair blow mold, trimmers, palletizer and other related equipment. Perform mold, neck tooling changes, pin and other equipment changes. Inspect and replace pneumatic and hydraulic hoses. Inspect, rebuild and replace valves and pumps. Perform preventive maintenance on all related equipment. Maintain machines in optimal processing condition. Weld, fabricate, and repair various machines. Troubleshoot, locate root problems and repair blow mold, baggers & support equipment. May operate blow mold or injection machines. Communicate with other departments on a frequent basis. Other duties as assigned by management. **Qualifications**: The requirements listed below are minimum requirements for the job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to safely perform the essential functions of the job, unless such accommodation would impose an undue hardship on the Company. **Education and/or Experience:** High school diploma or general education degree (GED) required. Certificates, licenses, registrations: May require a current OSHA forklift certification. **Physical demands**: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to safely perform the essential functions of the job, unless such accommodation would impose an undue hardship on the Company. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee frequently is required to lift and/or move up to 50 pounds. **Work Environment:** While performing the duties of this job, the employee is regularly exposed to moving mechanical parts in a production environment. The noise level in the work environment is usually loud. Temperatures inside the plant can fluctuate between hot and cold according to seasonal changes. Personal protective equipment (PPE) is required in the production department and other designated areas. Please visit our website at: [**www.cccllc.com**](http://www.cccllc.com/)

**ELIZABETH DEVELOPMENT COMPANY:** Provides **Job Preparation and Placement**, a free program for unemployed adults in Elizabeth, NJ. Receive comprehensive services: Job training, job placement, and post-employment support services. Building Trades and Construction Pre-Testing and Job Preparation- Monday-Friday 11am-3pm. Careers in Hospitality training, classes starting in Fall 2017. Training in the Hospitality Industry, including: Culinary services, Food and beverage services, Hotel and Lodging, Event Coordination and more. \*No Experience necessary\* \*Learn new skills while on the job\* \*Empowerment workshops\*. \*Pre-employment training life skills training\* \*Job coaching and mentorship\* **For more information call us today at 908-289-0262, or stop in our office- 205 First Street, Elizabeth, NJ 07206**

**EDGEWOOD PROPERTIES ­­–** Is Hiring for **Property Management and Maintenance**: Community Managers, Concierges, Leasing Consultants, Appliance Repair Techs, Boiler Operators, Groundskeepers, Housekeepers, HVAC Techs, Maintenance Techs, Painters, Pest Control Techs, Plumbing Techs, Power washers, and Security Guards. **Construction and Excavation:** Cabinet Makers, Civil CADD Ops, Commercial Carpenters, Environmental Techs, Heavy Equipment Operators, Laborers – Excavation/Pipe, Landscapers & Irrigation Techs, Mechanics – Gas & Small Engine, Mechanics – Aerial Lift/Forklift, Mechanics – Truck and Heavy Equip., Spacklers, Trim Installers, Truck Drivers w / CDL B Lic., Woodwork Apprentices. **For more information, visit: edgewoodproperties.com/careers**

**ENTERPRISE HOLDINGS –** is hiring in Newark for a Building Maintenance Technician. This person will handle repairs, preventive maintenance and grounds maintenance of all on-site buildings and grounds in the Union, Essex, and Hudson County areas.  The position will be responsible for maintaining the appearance and cleanliness of all buildings and customer service areas, as well as certain lot areas.  The individual will be expected to perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.  A vehicle is supplied for transportation and storage of tools, equipment and materials. **Responsibilities**: General maintenance and repair work including (but not limited to): Electrical: Ballasts, bulbs, parking lot lights, outlet installation, dedicated circuits, and sign repair, comfort with higher voltage, electrical troubleshooting. Plumbing: Clogs, drain cleaning, sink/faucet repair/replacement, toilet repair/replacement, leak repair, hot water heater repair/replacement, basin cleaning in garages, pit/drain cleaning and snaking in garages, repair of broken pipes, sweat pipes. Painting: Latex/oil based paints, brush and roller applications, plaster, drywall and wallpaper repair. Glass: tempered, board ups. Locks: Deadbolts, levers, all hardware. Doors: Metal/wood, closers, hinges, sweeps, etc. IT: Tele-data wiring, Low voltage cable work. HVAC: working knowledge of HVAC systems and minor repair. Moving items as needed (i.e. furniture, file cabinets, boxes, etc.). Delivery of office and building supplies to the correct departments and locations. Cleaning not assigned to the cleaning crew, including commercial equipment such as vacuums, car wash, etc. Exhibit a professional appearance and comply with all uniform requirements. Maintain a regular and reliable level of attendance and punctuality. Small appliance and equipment installation (pressure washers, air compressors, etc. Perform miscellaneous job-related duties as assigned, including landscaping.
**Qualifications:** We are looking for individuals with solid work ethic, communication ability and enjoy working with hands-on projects.  The ideal candidate will possess the following: Must be at least 18 years of age. Must be available to work a flexible schedule, including nights and weekends. Electrical, Plumbing, or HVAC trade skill(s) preferred. Experience with repair/maintenance of household items (“handyman” type skills). Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Ability to lift at least 80 pounds repeatedly due to heavy equipment. Ability to move and climb ladders (6-30 feet). Strong communication and time management skills. Be able to analyze problems and work through them independently. Must be willing to accept a starting pay of $20/hour, depending on experience. Apply at**: https://go.enterpriseholdings.com/our-company/about-us**

**FAMOUS DAVE-** Is hiring: **Server. $213** per hour plus tips, **Host.** $5.15 per hour plus tips. **Togo cashier.** $8.38 per hour

**To apply click on this link:** [**https://recruiting.adp.com/srccar/public/RTI.home?c=1149951&d=ExternalCareerSite**](https://recruiting.adp.com/srccar/public/RTI.home?c=1149951&d=ExternalCareerSite)**,** then choose the location “Mountainside” as well as the job you are applying for.

**GEO GROUP-** is hiring a FT teacher / Educator at Talbot Hall assessment facility – Kearny NJ. We offer extensive training and flexible schedules. So if you are passionate about working in correctional type facility, customer focused, have a high level of integrity….come join our TEAM…Bachelor’s degree in related field. State certification as a Teacher in the state in which the work is performed. Computer teacher must be proficient in Windows and MS Office package software

Ability to use personal computers and associated software applications. **WE WANT TO BE YOUR EMPLOYER OF CHOICE**!!!!

Please apply online to: **jobs.geogroup.com**

**GEO GROUP - is** hiring a FT security monitor $11.25 per hour – Newark at Delaney Hall. We offer extensive training and flexible schedules. So if you are passionate about working in correctional type facility, customer focused, have a high level of integrity….come join our TEAM... **WE WANT TO BE YOUR EMPLOYER OF CHOICE**!!!!

Please apply online to **jobs.geogroup.com**

**GEO GROUP –** is hiring a **MEDICAL TECHNICIAN – TALBOT HALL, KEARNY, NJ.** This position provides defined medical care to residents in a sensitive, caring and professional manner including carrying out direct physician orders or working within the guidelines of Health Services Administrator, administering medications and providing day-to-day care within the scope of his/her professional practice.  This position contributes to the therapeutic residential setting by serving as a resource to staff and as a role model of therapeutic and ethical staff practices. **Primary Duties and Responsibilities.** Performs routine EKG, blood draws, blood sugar finger sticks and urinalysis. Documents completely all patient encounters in the medical records. Schedules patient appointments during open sick call hours. Performs daily weights, intake and output as directed by the physician or RN. Prepares patients for nurse and doctor sick call by taking vital signs and weights. Plant PPDs and Tetanus injections once trained. Assist in performing initial evaluations for new arrivals. Maintains a good working relationship with other correctional personnel, nursing staff, physician and other outside agencies. Performs office duties such as answering phone calls, pulling medical records, etc. Performs a variety of duties not listed, to be determined, and assigned as needed for the medical department. Assist in emergency situations. Functions under the supervision of the physician or Registered Nurse as per written orders. Performs other duties as assigned. **Requirements:** High school diploma or equivalent. Graduate of an accredited Medical Assistant program. One (1) year of experience in an office setting or clinic. Ability to use personal computers and associated software applications. Hours are 7am-3pm (some overtime flexibility required). Certified for EKG and Blood work. **WE WANT TO BE YOUR EMPLOYER OF CHOICE!!!! Please apply online to jobs.geogroup.com**

**GOODWILL INDUSTRIES OF GREATER NEW YORK AND NORTHERN NEW JERSEY, INC.** – is hiring a Makerspace Technician, Position Type: Entry-Level (3 yrs experience or less) General Purpose: In a few brief sentences summarize the primary duties and responsibilities. The Makerspace Technician will oversee the community and program participant use of the equipment, including computer use and use of the 3D printer and laser cutter. As needed, the Makerspace Technician will provide instruction and guidance on equipment use. The Makerspace Technician is the main point of contact for individuals wishing to use the Makerspace for professional development or job seeking support, and will represent Goodwill’s mission of empowering individuals who have barriers to employment. **Essential Functions**: Describe the duties that define the core responsibilities of the job. Participate in outreach for participants to participate in the Make Your Job program. Conduct career assessments to help participants’ articulate needs and connect them with job and entrepreneurship opportunities in the community. Provide orientation to participants on the equipment, programs and resource available at the center.  Prepare, organize and maintain information on a weekly basis including case notes, reports and tracking data required. Learn the operation of the 3D printer and laser cutter by attending a Train the Trainer class at Rutgers Division of Continuing Studies (DoCS); Liaison to Rutgers for additional help and troubleshooting. Provide instruction in the operation of the equipment to program participants. Provide support to program participants in the use of the equipment by facilitating accommodations through the use of outside resources and one on one tutoring and other supports, as needed. Facilitate entrepreneurship opportunities by attending workshops and liaison to the Center for Urban Entrepreneurship and Economic Development (CUEED). Participate in meetings to develop and design prototype for scaled version of the program. Completes all case notes as per the case note and paperwork compliance procedure. Enter consumer information into Foothold Awards system. (Other duties and assignments as may be assigned at the sole discretion of the employer). **Qualifications**: Describe the minimum educational and experience requirements/preferences. Required: HS or GED Diploma; Bachelor’s degree preferred. **Skills Required**: Describe the minimum skills required or preferred. Intermediate Word, Excel and Outlook preferred. Excellent communication and written skills. Must be able to prioritize and multi-task. Navigate and negotiate through difficult situations. Ability to communicate with all levels of employees. **Scope of Responsibility & Positions Supervised**: Where applicable describes level of authority, decision making discretion, consequences of actions, supervisory and fiscal responsibility. Provide metrics where possible. Level of supervision received. Will receive supervision from the Coordinator of Pre-Employment Services as needed. **Special Working Conditions**: Describe unusual working conditions or environmental factors. Makerspace work area may be dusty and noisy. Lifting up to 25 lbs. required. Involves working with heavy tools and machinery. **To apply**:  Email resume to **LFiore@goodwillny.org****.**

**HAMPTON INN SOUTH PLAINFIELD:** Career Open House! Hampton Inn South Plainfield, 205 New World Way

South Plainfield, NJ 07080. Tuesday, November 14, 2017, 9:00 AM to 4:00 PM. **Cook, Food Server, Cashier, and Utility Worker.** If you’re craving a better opportunity to use your creativity, leadership and culinary gifts, there’s something extraordinary on the menu for you. We’re Compass Group—the largest foodservice and support services provider in the world. One of our many prestigious companies—FLIK Lifestyles—is looking for several culinary professionals for their client in Basking Ridge, NJ. **Qualifications:** Cook – Full Time and Part Time. 1 year of Line cook experience (preferred). Food Server – Full Time and Part Time. Experience preferred, but willing to train. **Cashier – Full Time and Part Time. Excellent customer service skills; willing to train if no experience. Utility Worker – Full Time.** Previous food service experience (preferred); willing to train. **What You Can Expect from Us**: While you’re serving up the best dining experiences in the world, you’ll be savoring the best employment experience of your career. You’ll enjoy: A variety of career opportunities to match your skills and experience. Freedom to take your career from sector to sector while you move up the ladder. Comprehensive benefits for full-time employees. **About Us**: Compass Group North America provides diverse dining services across corporations, patient and resident dining in healthcare, senior living, executive dining, and more. Join us in our ongoing commitment to provide exceptional food service. Reserve your interview time, today. Come meet with hiring executives who can change the direction of your culinary career! Contact us now to lock in your interview appointment! Simply email your resume to **compass@rcieventmgt.com**. (Please specify appropriate job title, followed by “39162” in the subject line.) Or, call or text: (347) 915-5669. Walk-ins Welcome! Unable to pre-schedule? No problem. Walk-ins are accepted. Bring a copy of your resume. Not able to attend? Submit your resume to **compass@rcieventmgt.com** for consideration.

**HI-TECH TRUCKING is hiring CDL class A drivers! Company drivers and Owner Operators.**FULL TIME, Local and Tri-state Area. Weekly pay/Benefits available. Good driving record and MUST have a Twic Card or apply for one. Please contact Nataly 908-583-6913 immediate start.

**HOUSE KEEPING –** Referred Maids Corporation is hiring. Order Number: NJ1297532. Date Job Order Received:

09/07/2017. Number of Openings:  6. Minimum Experience required: 1 year, 6 months. **Job Description**: Love to clean? No nights’ occasional weekends! Come join our team! Paid training, weekly pay, Hours M-F, maybe a Sat must be available from 8:00-6:00. Average approx. 30-40 hours per week. Must love cleaning, have car, license and insurance, must have clear background and drug free. Average weekly pay is $350 to 450. Residential Housekeepers – Housecleaner

Professionally clean customer homes using Referred Maids' unique cleaning procedures and products. Overall objectives are to leave the home looking and smelling freshly cleaned and groomed. Uses Referred Maids cleaning products and procedures to clean, dust cobwebs, cleaning all hanging light fixtures and dusting baseboards and windowsills each cleaning. Use Referred Maids cleaning products and procedures to clean, sanitize, and deodorize all bathroom fixtures, showers, tubs, toilets, sinks, mirrors and vanities. Move all reasonably moveable furniture in rooms to clean under and behind. Vacuums all upholstered furniture, including under all cushions each cleaning. **Residential Housekeeper Qualifications:** Housekeepers are expected to maintain a professional appearance. Experience in customer service

MUST be able to pass background check and drug screening. Must have a valid driver’s license, clean driving record, and reliable transportation. Residential Housekeeper Benefits: Average compensation = $350-$450 weekly. No nights, Weekends, or holidays. Paid time off. Be the best you can be at the company that has been delivering the best in

Job Location: New Brunswick, New Jersey. Pay: $350.00 - $500.00 Weekly. **Benefits**:  No benefits provided

Hours per Week: 32. Duration: Full Time, Over 150 Days. Work Days: Monday thru Saturday. Shift: Rotating

Public Transportation: Public Transportation is available. Minimum Education Required: High School Diploma. Driver Licenses, Including Endorsements: Automobile. How to Apply: To apply, contact the employer by telephone, or by email: Phone: Edwards, Bertha (732) 207-0254. Email: **Info@referredmaids.com**

**INROADS TO OPPORTUNITIES**/**OCUC** in Roselle currently has 3 Job Openings: **Program Aide/Van Driver** for Day Habilitation program for adults with disabilities, does NOT require CDL license. Duties will include transporting individuals with mental illness and/or developmental disabilities to and from program, assisting program director with group and recreational activities. High school graduate, one or more years of college preferred. Must have valid NJ driver's license with a clean driving record. Full-time, Mon-Fri, 35+ hours per week. Excellent Benefits, Paid Time Off & Holidays.

Part-time Job Coach to assist adults with disabilities who have been placed in community based employment. Flexible schedule is required, including some evenings and weekends. Must be HS graduate, one or more years of college and/or experience with adults with disabilities preferred. Must have completed or be willing to complete Job Coach Series training. Must be computer literate. 20-24 hour/week to start. **Full-time Warehouse Worker** to load/unload containers, move materials, assist in shipping/receiving, etc. - forklift experience is a plus. Must have high school diploma and valid NJ driver's license with a clean driving record. Full-time 30-35 hrs. /wk., Mon-Fri, Excellent Benefits, Paid Time Off & Holidays.

Send resume to**LBoyko@inroadsto.com** or fax to **908-241-2025**.

**JERSEY JOB CLUB** - To find a good job in challenging times, successful jobseekers look for opportunities to get an edge. Jersey Job Clubs give you the tools and support you need to find the right job, fast. We'll help you develop new skills and build up skills you already have. Attend workshops on resume wiring, job search, interviewing, networking and LinkedIn. Receive job leads in your email! Receive individual attention by making one-on-one appointments with the Jersey Job Club leader! **To be eligible to participate, attend the General Orientation any Tuesday at 9:30am or 2:00pm. Union County One-Stop Career Center 921 Elizabeth Ave Elizabeth, NJ 07201. For more information, email Kathleen.Eaton@dol.nj.gov**

**LINDEN FIRST EMPLOYMENT & TRAINING CENTER**- Seeking employment opportunities? Let us assist you, Intake and Mandatory Orientation & Training Sessions are held on Mondays at Linden City Hall - 301 N. Wood Avenue, 3rd Floor Planning Board Room. Arrive at 9:45 am to sign in and obtain instructions.   Sessions begin promptly at 10 am. Free parking City Hall Parking Garage (top level) with building access from the parking deck entrance. **For information: (908) 290 3107 For Linden residents. No sessions on City Holidays.**

**MADDALENAS CHEESECAKE SAMPLERS** NJ1311578. **CATERING BY THE MADDALENA'S INC**. RINGOES, NJ, 08551

**Duties and Responsibilities.** Looking for people with outgoing personalities to promote our product and provide samples in stores located in Mercer, Hunterdon, Morris and Somerset counties. This person should be a multi-tasker, reliable, trustworthy, and organized! If you have a great attitude and enjoy working with the general public, then this is the job for you. **Job responsibilities**: Pick up and return product at our facility. Set up the demo event. Conduct demo event. Break down/clean up event. Able to start working soon. **Job requirements**: Be able to stand up to 4 hours. Ability to work independently. Available on weekends. Own a car and have current insurance. **Nature of Work**: Duration: Part Time, Regular. Normal Work Days: Saturday, Sunday. Working Hour per Week: 10 hour(s). Normal Work Shifts: First (Day)

Salary Range: 12.00 - 12.00 /Hour. Post is open till: 30th November, 2017. Number of Job Openings: 10. **Education**

Applicants should have a High School Diploma/GED. **Minimum Age:** Applicants should have age 18 yrs. (Insurance Reasons)

**License**: Applicants should have following driver's license: Class D/Regular. **Language:** Applicants should know the following language(s): English

**MAINTENANCE SUPERVISOR - CONSTRUCTION SPECIALTIES (CS) is looking for a Maintenance Supervisor. SCOPE OF POSITION:** Under general direction performs work as instructed by Maintenance Supervisor. Maintains shop tools, equipment, vehicles, building and grounds in a clean and good working order. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including but not necessarily limited to the following: Follow manager’s directions in a timely fashion. Perform basic maintenance duties and establish and maintain effective working relationships with co-workers. Skill in maintaining & operation of power and hand tools, supplies, and equipment proactively and as directed. Operates company vehicles or equipment as needed. Reports any safety or facility maintenance issues to the Maintenance Supervisor. Promotes safety as the highest priority by assisting in safety training and promoting awareness. Performs routine inspections (per OSHA guidelines). Report findings to management and take appropriate actions. May need to load and unload trucks weighting 100-150 pounds. Very limited. Other duties as directed and required. S**UPERVISORY RESPONSIBILITIES**: No. **CAPABILITIES:** Efficient. Collaboration. Organized. Detail-oriented. **EXPERIENCE:** 2-5 years of experience. **EDUCATION:** Technical School or Associates degree preferred. Please visit: [**https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job**](https://linkprotect.cudasvc.com/url?a=https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job&c=E,1,h_F6FyN6EthQYFREEWuYpQA4flICs6dT4v9aCleA2_KiR6eEwNbTSMPZ8cYTCwAOt_RHaBS9C84O5PIM-aBlSjStTJWhQ9BqyhxrQg,,&typo=1)

**MAINTENANCE HELPER. CONSTRUCTION SPECIALTIES (CS) is looking for a Maintenance Helper. Location:** US-NJ-Cranford. **# Positions:** 1. Type**:** Regular Full-Time. **Overview:** Under general direction performs work as instructed by Maintenance Supervisor. Maintains shop tools, equipment, vehicles, building and grounds in a clean and good working order. **Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, including but not necessarily limited to the following: Follows manager’s directions in a timely fashion. Perform basic maintenance duties and establish and maintain effective working relationships with co-workers. Skill in maintaining & operation of power and hand tools, supplies, and equipment proactively and as directed. Operates company vehicles or equipment as needed. Reports any safety or facility maintenance issues to the Maintenance Supervisor. Promotes safety as the highest priority by assisting in safety training and promoting awareness. Performs routine inspections (per OSHA guidelines). Report findings to management and take appropriate actions. May need to load and unload trucks weighting 100-150 pounds. Very limited. Other duties as directed and required. **Qualifications:** Efficient. Collaboration. Organized. Detail-oriented. **Experience**: 2-5 years experience. **Education**: Technical School or Associates degree preferred. Please visit: [**https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job**](https://linkprotect.cudasvc.com/url?a=https://careers2-csgroup.icims.com/jobs/1691/maintenance-helper/job&c=E,1,h_F6FyN6EthQYFREEWuYpQA4flICs6dT4v9aCleA2_KiR6eEwNbTSMPZ8cYTCwAOt_RHaBS9C84O5PIM-aBlSjStTJWhQ9BqyhxrQg,,&typo=1)

**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.

**MEDICAL COLLECTION SPECIALIST - COMMUNITY SURGICAL SUPPLY –** Several positions are available at their locations in Kenilworth and Toms River. **Job summary**. : Coordinate all patient and insurance collections by analyzing assigned aged trial balance. Contact patients regarding outstanding balances. Follow up with insurance carriers in a timely manner. Maintain daily and monthly productivity goals to maximize cash flow. Work daily denial and resubmit insurance claims. Respond to patient billing and statement inquiries. Keep abreast of changes in contracts and insurance carriers through in-services and memos. Communicate with customer service and management on ongoing basis. Make recommendations to management for write-offs. Assist other staff and perform other duties as assigned.

**Requirements and Qualifications**: Must have 1 - 2 years medical collection experience, HME preferred but, not required. Must possess excellent interpersonal, communication and organizational skills. Self-motivated with the ability to work independently with minimal supervision. Computer literate. Self-starter, able to handle multiple tasks. Medical background and an understanding of HCPCs and ICD10 codes. **Physical Demands**: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. **Insurance authorization coordinator**: J**ob summary**. Verify patient’s medical insurance benefits. Obtain ongoing insurance authorizations/medical necessity documents. Update patient demographics/information in the billing master files. Stay current with knowledge of third-party payer requirements and working closely with the customer service and collection teams are both essential for success. Performs various duties as assigned by management. Ideal candidate should possess the ability to work in a fast paced environment, with the ability to multitask and consistently handle a high work volume. The proven ability to reach goals and objectives is essential. Strong organizational and analytical skills are a must. Home Medical Equipment (HME) or Home Respiratory experience preferred, but not necessary. A working knowledge of commercial and third-party medical reimbursement is a must. **Physical Demands**: The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, this sedentary position requires an associate to regularly sit, use hands to finger, handle or feel and talk or hear. The associate is occasionally required to stand; walk and reach with hands and arms. The associate may occasionally exert up to 10 pounds of force, and/or a negligible amount of force frequently or consistently to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Community Surgical Supply conducts drug, background and motor vehicle checks in our hiring practices. Community Surgical Supply recruits and retains talented individuals without regard to gender, race, age, marital status, disability, and veteran status or any other status protected by federal, state or local law. Community Surgical Supply is an Equal Employment Opportunity and Affirmative Action Employer. EEO/AAE. **Community Surgical Supply. 668 North Michigan Ave. Kenilworth, NJ 07033.** [**www.communitysurgical.com**](http://www.communitysurgical.com)

 **MILLER’S ALE HOUSE** – is hiring Part-time Server in Woodbridge, NJ. Description A Server is responsible for representing Miller’s Ale House Restaurant by providing guest service that exhibits professionalism, attention to detail, and the desire to create a welcoming environment. S/he will work directly with other team members to ensure that the guests’ visit exceeds their expectations. **Essential Requirements & Key Responsibilities:** Arrives to work on time as scheduled in full uniform. Greet guests in a warm and friendly manner while also acknowledging all guests that come within five feet. Follows the steps of service as defined in the training materials. Provides highest level of service by adhering to all Miller’s Ale House service standards. Fulfills all job responsibilities in order to contribute to a “one great shift” operation. Serves alcoholic beverages in accordance with company standards and state alcohol service requirements. Work directly with other FOH team members to ensure all of the guest’s needs are fulfilled in a timely manner. Ensure menu knowledge to address guests’ questions; including food allergy issues. Proper food handling and sanitation of work areas; to include ensuring cleanliness of restrooms upon departure. Interact with guests to create “Ale House Raving Fans”. Maintain neat and organized server stations and FOH work areas; to include sweeping and mopping as needed. Accomplishes all running and end of shift side work; including ensuring work areas are stocked and ready for the next scheduled server to take over; ensures cleanliness upon departure from restrooms. Notifies management immediately of any potential issue with guests, team members, and/or long ticket times. **Required Skills & Education** Desire to provide exceptional service throughout the entire shift. Strong communication skills and the ability to work alone as well as with a team. Ability to multitask and work in a fast paced environment. Ability to work with numbers and handle cash. Team Members must be 18 years of age at the time of hire. **For more information, please go to** [**https://millersalehouse.com/careers/**](https://millersalehouse.com/careers/)

**MORGAN PROPERTIES** is hiring a **Maintenance Technician** in Elizabeth, NJ. What you will be doing: We are currently looking for a hard-working and customer service minded individual with prior apartment maintenance experience to fulfill a Maintenance Technician need at our properties. As a maintenance technician, you’ll be responsible for trouble-shooting service issues that our residents encounter including - HVAC, general appliance work, carpentry, and plumbing. You’ll work with the members of the maintenance team to ensure that both the inside and the exterior of the property meet both company standards and applicable laws. You will respond to maintenance tickets, follow-up with residents and the office staff, and work in an on-call rotation that will require nights and weekend flexibility, since property management is a 24/7 job. What we’ll expect from you: Well-rounded experience in all facets of apartment maintenance including plumbing, electrical, HVAC, carpentry, and small appliance repair. Work alongside the maintenance and office team to provide exceptional customer service to resolve all maintenance related issues to the satisfaction of our residents. Outstanding interpersonal and communication skills required to interact with both residents and office staff. Previous job experience: Property Maintenance, Contractors Construction workers, hotel management maintenance. HVAC certification and/or Boiler’s License a plus. Valid drivers’ license along with good driving record and auto insurance is required. Emergencies happen. In order to ensure we are addressing these issues as soon as possible, our Maintenance Technicians must live within 30 minutes of the property. Education: High school diploma or general education degree (GED); One year or more related experience and/or training; or equivalent combination of education and experience. The “Benefits” of Employment:

Employee referral payment program, educational enhancement program, medical, dental, and vision benefits, life/AD&D Insurance, long and short term disability, retirement Plan - 401(k) Plan, discount on an apartment with any one of our properties, free access to pool and fitness center, discount on PC Richards Appliances, discount on Verizon wireless products/phone plans, discounts on CDW Computer Centers products. Apply at: **http://morgan-properties.com/CAREERS2009/index.asp**

**NEW JERSEY INSTITUTE FOR DISABILITIES** – is hiring for several positions throughout the state of NJ. **To apply, please go to** [**http://www.cpamc.org/currentemployment.htm**](http://www.cpamc.org/currentemployment.htm)

**NJ TRANSIT** – **PLEASE VISIT OUR WEBSITE (NJTRANSIT.COM) TO OBTAIN INFORMATION REGARDING OPEN TESTING SESSIONS, OPEN POSITIONS, AND JOB FAIRS**. Applications can be obtain by visiting our website, [**www.njtransit.com/careers**](http://www.njtransit.com/careers) then click on 'NJT Employment Application'. **Please apply to ONLY open positions. Please send your application to** **njtsr@njtransit.com** **or fax 973-665-7575.** Please ensure that the application is complete before sending to NJ Transit. Incomplete applications will NOT be reviewed by recruiters.  Testing session are updated on a monthly basis.

**NJ TRANSIT NEEDS BUS OPERATORS!** **Date: Monday, November 20, 2017 Time: 9:30 am (please be prompt**)

Approximately 3.5 hours to complete paperwork and take Timeline: pre-employment test. **Union County One Stop Location: 921 Elizabeth Avenue Elizabeth, NJ 07201.** Metered parking is available in the lot across the street. Parking: as well as on Elizabeth Avenue. Seating is limited and candidates will be processed on a first come, first served basis.

All necessary intake documents will be completed on the day of the test. **Please bring**: 2 forms of identification (1 must be a valid driver’s license with a picture). **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 21-25 business days from 8:00 am to 4:30 pm, Monday-Friday. Perfect attendance is required throughout the training program.

Be available, without restriction, all days and hours of the week to cover an assigned shift. 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.

**NJ TRANSIT h**as exciting opportunities. **Position**: **Drug & Alcohol Testing Technician**. **Department**: Human Resources (Medical Services). ELIGIBLE FOR O/T: Yes. SUPERVISOR: Drug & Alcohol Program Manager. **Work location**: Northern & Southern NJ locations. **Principal accountabilities**: 1. Conducts breath alcohol tests and urine collections for D&A testing on any NJ Transit employee selected for random, follow-up, reasonable suspicion, reasonable cause, return-to-duty and post-accident D&A testing. Maintains complete confidentiality regarding selected employees and chain of custody documentation. 2. Completes and secures chain of custody forms for all alcohol tests and urine specimen collections in strict adherence with US DOT regulations and maintains and files paperwork and related documentation. 3. Efficiently deals with employees at all levels of NJ TRANSIT. Must be able to diffuse difficult employees and handle hostile situations so that testing can be completed without incident. Ensures that all testing information is documented according to regulations, policies and procedures. Ensures all paperwork is properly secured and maintained. 4. Independently researches employee work rosters, develops testing schedules to ensure that random testing is conducted within framework specified by federal regulations. Reports to field locations, conducts D&A testing in assigned region and ensures that notification, specimen collection, chain of custody paperwork and procedures are in adherence with FTA, FRA, FMCSA regulations, and NJ TRANSIT’s Drug & Alcohol Free Workplace policies for random drug testing. 5. Calibrates testing equipment including Alco Sensor IV/ RBT IV Breathalyzer units located in medical facilities throughout the state and on portable RBT Breathalyzer units. Submits calibration verification paperwork in a timely manner. Troubleshoots and resolves equipment breakdowns, performs system overrides and ensures that equipment is re-calibrated and working properly.
6. Testifies at union grievances meetings, hearings, arbitrations and trials concerning specific D&A testing procedures followed, inappropriate actions taken by employees during testing process or testing results. 7. Performs 24/7 on-call duties to conduct post-accident, reasonable suspicion and reasonable cause D&A testing at field locations throughout the system, per departmental or organizational need, as required. 8. Performs all other duties that may be required by the Director, Medical Services or designee. **Knowledge skills required**: High School Diploma, or equivalent, and a minimum of three (3) years’ experience working directly with the public, dealing with problem resolution and conflict management within a medical environment required. USDOT Certified preferred or must be willing to satisfactorily complete training to perform drug and alcohol testing once awarded the position. Must be able to become certified as a DATT within five months as a condition of employment. Experience in a medical environment required. Excellent written and verbal communication and interpersonal skills required. Ability to work independently, to utilize critical thinking and problem solving skills are required. • All candidates must submit, prior to interview, a Division of Motor Vehicle drivers abstract (less than 90 days old) demonstrating an acceptable driving record. • Must be able and willing to work very flexible schedule, including nights, weekends, holidays, in all types of weather conditions, and available for 24/7 on-call duty, per departmental or organizational need. **All Positions, Applications (Bus Operator/Locomotive/ Standard Application), JOB Fairs & Testing Sessions can be viewed at njtransit.com**

**NJ TRANSIT is HIRING! Full Time BUS OPERATORS.** Starting Pay Rate: $16.90/hr. Top Pay Rate: $28.16/hr.

Full Benefit Package: includes Medical, Prescription, Dental, Eye Care, Pension, Paid Sick Days, Paid Vacation and

13 Paid Holidays. **Consideration will be given if you:** Are twenty one (21) years of age or older; able to read, write and speak the English language and possess a High School Diploma or GED. Possess three (3) years non–provisional driving experience with a valid \*\*New Jersey Driver’s License. Possess a Commercial Driver’s License (CDL) with airbrake and passenger endorsements (NJ TRANSIT will provide training to obtain needed licenses and endorsements). Have a safe driving record that is in good standing with less than five (5) accumulated points. Are available to participate in the structured training program for twenty-one (21) to twenty five (25) business days, Monday through Friday from 8:00 am -4:30 pm (training for CDL holders is only 12 days)–perfect attendance at training is required. Pass all phases of the written test. Pass our company’s interview process and physical examination to qualify for a medical certification (physical exam includes a drug and alcohol screening). If you are interested in this position, you may visit the **STRATEGIC STAFFING** office at the address listed below, and complete an application, or you may visit our website at **ttp://www.njtransit.com/careers**

NJ TRANSIT, 180 BOYDEN AVENUE, MAPLEWOOD, NEW JERSEY 07040. MONDAY-FRIDAY 9:00 am- 4:00 pm.

**OHM GLASS CREATIONS - Glass Installer/ Glazier**. Monroe, NJ, 08831. **Duties and Responsibilities**. Handling and installing of heavy glass for residential and commercial jobs, such as frameless shower enclosures, store fronts and building metal framework. Nature of Work. **Duration**: Full Time, Regular. Normal Work Days: Varies. Working Hour per Week: 40 hour(s)

Overtime work might be required. Salary Range: 15.00 - 25.00 /Hour. **Education**: Applicants should have a High School Diploma/GED. License: Applicants should have following driver's license: Class D/Regular. **Benefits**: Leave: Paid holidays, Vacation/paid time off, Medical. Retirement: 401K. Insurance: Health.

**RESTAURANT - DON FELIX** is hiring 3 to 5 bartenders. **Requirements**: Must Speak English. Bilingual is a Plus (Spanish)

Preparing alcoholic or non-alcoholic beverages for bar and patrons, interacting with customers, taking orders and serving snacks and drinks. Assessing bar customers’ needs and preferences and making recommendations. Must be able to work weekends and evenings. Starting pay is 7/hr. + Tip. All interested candidates must email their resume to isaias.rivera@ucc.edu and call Susan for a pre-screening interview. For more information, call 908-355-4444

**ROSELLE FIRST WORKFORCE CENTER -** Seeking employment opportunities? Let us assist you at **The Roselle First Workforce Center**. **We are now located inside Borough Hall- Lower Level, 210 Chestnut Street, Roselle, NJ (908) 245- 1735.** Walk-ins welcome on Thursdays at 10 am for intake with a mandatory orientation job readiness session to follow from 10:30 am to 12 noon. This is a free service for Roselle residents and other Union County municipalities.

**RUTGERS UNIVERSITY – is hiring for faculty, staff, and counseling positions. Please search for positions at** [**http://uhr.rutgers.edu/**](http://uhr.rutgers.edu/)

**SANTANDER** – is hiring tellers at the Bayway area in Elizabeth, NJ. **Description:** As a member of Santander’s retail banking division you’ll help serve Santander’s retail and small business customers as part of one of the top banks in the United States based on deposits. With principal presence in the northeast U.S., Santander’s retail division offers consumer and lending products to help our customers reach their financial goals. Santander currently serves nearly 2 million retail customers and 5.2% of the 2.7 million small businesses in the US footprint have a transactional account with Santander Bank. **Responsibilities:** Provides consistent world class customer service to internal and external customers which exceeds their expectations. Resolves customer issues with guidance. Promotes, refers and sells bank products and services

Performs within the balancing guidelines, compliance and security procedures. Establishes and maintains the bank way as the singular priority in all activities. **Qualifications:** 3 months cash handling experience or degree in accounting or finance. Retail or customer service experience preferred. Basic computer knowledge and Windows skills required. Strong interpersonal and organizational skills. This is a float position for the Metro NJ area, based out of Elizabeth, NJ. Bilingual Spanish/Portuguese Language Skills strongly preferred. **For more information, go to https://jobs.santanderbank.com**

**SECURITY GROUP LLC –** is hiring Front Desk Security Guard in Rahway, NJ.$10 - $16 an hour - Full-time, Part-time

Commercial, Residential and Retail Sites in North/Central/South Jersey. Full-Time and Part-Time officers needed. Experience is a plus but we can assist candidates with getting NJ SORA license. Competitive pay rates based on experience and site, can range from $10-$16 per hour to start. Many sites have benefits. Advancement opportunities. **Requirements:** 18+ age legal to work/reside in the USA. Clean criminal background. Speak/understand/read/write English (bi-lingual is a plus). Some sites may require drug testing. FT/PT/Floater schedules are available. Morning, Afternoon, Evening and Overnight shifts. Front desk, mobile & foot patrol, loss prevention, guard house, warehouse posts. Basic computer skills is a plus. Driver license is a plus. Own car is a plus, but necessary. Flexible availability is a plus. Join an industry that is growing yearly. Reliable security officers are needed for all industries. **Interested candidates should call 201-931-3434 or 201-936-6768**

**SQUARELINK** **VIRTUAL SOLUTIONS**, **LLC** – **NOW HIRING** Customer Service Agents! We are currently recruiting Work From Home customer services agents to provide customer service support for our clients. Take advantage of working from home and creating your own schedule. Pay rate varies between $11-$16+ per hour. **Training begins soon**!! Must be 18 years or older. Customer Service experience preferred, but not required. Please send your resume to **squarelinkvs@gmail.com****.**

**ST. PETERS HEALTHCARE SYSTEM** - View our active listings to find a position you would like to apply for. If you find a position for which you are qualified, you can click the "**Apply Now**" link to fill out an application. You will have an opportunity at the end of the application to attach a resume and cover letter. Please attach your resume in Microsoft Word or .pdf format. Don't forget to click the "**Submit**" button when you have completed your application and included your attachments. In order for your qualifications to be reviewed for the opportunity you are interested in, be sure to include the position title, requisition number(s) and applicable recruiter within the application as requested. **For listing and to apply, please go to** [**http://www.saintpetershcs.com/jobs**](http://www.saintpetershcs.com/jobs)

**ST. PETERS HEALTHCARE SYSTEM - Clerical & Secretarial**, HR Assistant I HS Diploma required, Bachelors preferred. Proficient in Microsoft Office Suite. Strong interpersonal skills. Excellent organizational skills and attention to detail. Fluency in Spanish desired. FT – Days. **Management & Supervisory,** Human Resources Information Systems Manager

Bachelor’s degree in HR, IT or related field. Advanced degree preferred. 5 yrs. of progressively responsible experience in HR w/ emphasis on HR processes & data. Working knowledge of Lawson required. Advanced experience utilizing Microsoft Excel. FT – Days. **Human Resources Information Systems –** Manager, Bachelor’s degree in HR, IT or related field. Advanced degree preferred. 5 yrs. of progressively responsible experience in HR w/ emphasis on HR processes & data. Working knowledge of Lawson required. Advanced experience utilizing Microsoft Excel. FT – Days. **Gianna Physician Practice of NY, PC.** RN / LPN / RN Specialty RN NJ RN License required, BSN preferred. Certification in the Creighton Model Fertility Care System to women & couples preferred. **Maintenance & Support Services,** Cafeteria AideHS or equiv. Experience preferred. PT - Days - 48hrs per pay. Per Diem – Days, Room Service Associate HS or equiv. Experience preferred. Per Diem – Evenings.

**Clerical & Secretarial,** Birth Registration Clerk HS or equivalent. Good computer skills. Associates degree preferred. Customer service, experience strongly preferred. Per Diem – Days. **Nursing Administration,** Clerical & Secretarial

Staffing System Coordinator Associates degree plus 3-5yrs of experience in staffing, data tabulation & analysis and budget

management. Applicants may substitute appropriate related experience for degree on a year for year basis. Nursing experience highly desirable. FT – Days. **Occupational Therapist** Must have a BS or MS, NJ license/registration or eligibility. Exp. is preferred especially in Pediatric Rehabilitation, NDT certification preferred but not necessary. Per Diem - Days

**ST PETER’S UNIVERSITY** – is hiring several administrative positions. For more information, go to [**http://www.saintpeters.edu/human-resources/job-openings/**](http://www.saintpeters.edu/human-resources/job-openings/)**.**  Unless otherwise specified, to apply, submit resume, cover letter and the names of three references to the following address: **Saint Peter’s University Office of Human Resources 121 Glenwood Avenue Jersey City, NJ 07306** **hrdept@saintpeters.edu****.**

**TIDY-UP SERVICES**, LLC- Looking for **commercial cleaning personnel** in the northern New Jersey area (Union County & Essex County). An ideal candidate will be able to successfully perform the following responsibilities: \* Clean, sweep, dust mop, and wet mop floors, stairways, and corridors to ensure cleanliness. \* Empty trash bins, wipe down mirrors and windows, disinfect doorknobs, light switches, et cetera \* Determine type of chemicals and equipment necessary for specific cleaning tasks. \* Dust furniture and scrub surfaces clean \* Clean and service restrooms with mops and disinfectants \* Performs routine maintenance of housekeeping equipment. \* Identifies cleaning problems and determines appropriate remedies. There are multiple part-time positions open, potentially leading to full-time positions. Hands on training available. Must have a valid driver’s license and reliable transportation. Must be 18+ years old. To apply please e-mail your resume and availability to **tidyupservicesllc@gmail.com**

**TRINITY EPISCOPAL DAY SCHOOL -** Full day Kindergarten teacher needed. Position available immediately. Must have teaching certificate. **Please contact Nancy Ditzel at 908-276-2881. S**eeking full-time teacher for a four year old class. Must have CDA/Associates degree. Hours 8:30am-3:15pm. **Send resume to: teds205@gmail.com.**

**TURNING POINT** – is hiring for several positions in different parts of New Jersey. **For more information and to apply, please go to** [**http://turningpointcareers.com/**](http://turningpointcareers.com/)

**UNION COUNTY COLLEGE** – Campuses in Cranford, Elizabeth, Plainfield, and Rahway. **For job descriptions and to apply, please visit** [**https://ucc.peopleadmin.com/**](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!**

**UPS - Package Car Delivery Driver** - Bound Brook - Tuesday - Saturday $18.75 per hour. Must be at least 21 years old, have a Clean Driving Record, NO points or moving violations over the last 12 months, including a seat belt ticket or cell phone ticket. Must be able to Drive a Stick Shift apply online at **www.upsjobs.com** - Package Delivery Driver - complete application and set your interview appointment.

**UPS - Car Washer** - 8pm to Midnight - with additional hours available $10.20. Must be at least 21 years old, Drive a stick Shift - Duties: Sweep out the Package Cars, Fuel up on the Property, Wash and Park back in Designated Spot. Apply online at **www.upsjobs.com** - fill out the application for Package Delivery Driver

**UPS -** Bound Brook - Hiring **Package Handlers** - 2 Shifts. Preload/Sunrise - Tuesday through Saturday - 4am - 9am approximately $11.00 per hour. Twilight - Monday through Friday - 5pm - 10pm approximately $10.20 per hour

Loading, Unloading, Sorting of Packages in the Warehouse, Constant bending, stooping, lifting. Must be at least 18 years old, Authorized to Work in the US, Able to Lift up to 70 pounds on your own. Apply online at **www.upsjobs.com** - complete your application and set your interview appointment.

**UPS -** Bound Brook - Hiring **Drivers Helpers** - Monday through Friday $10.20 per hour (no driving involved). You must be able to meet the Driver out on their route, you assist the driver with deliveries under the Driver's direction. You must be at least 18 years old authorized to work in the US, be able to lift up to 70 pounds on your own, have the ability to get in and out of the package car, bending, lifting continuously. Apply online at **www.upsjobs.com** - complete your application and set your interview appointment

**VOLUNTEERS OF AMERICA** – is hiring Youth Care Counselor at Plainfield, NJ. **MINIMUM QUALIFICATIONS:** The position requires a high school diploma and one-year experience involving the supervision of children in the human services field or a bachelor’s degree in a social services related field. A valid driver’s license is required, with a clear driving record for 24 months and the availability to work a changeable schedule including nights, weekends and holidays. **Principal responsibilities:** Teach targeted skills to residents and counsel residents in skill and goal development. Role model appropriate social behavior, teaching interactions and corrective feedback. Develop and maintain positive relationships with residents, co-workers, family members, neighbors, and community resources.

Counsel towards resource development and use of behavioral therapeutic intervention towards goal attainment.

Coach and assist residents in the performance of daily household chores. Assist in the planning and supervision of recreational activities. Perform other related duties as required. **For more information, please go to http://voa-gny.applicantstack.com/x/detail/a265xrlgh4jv/aaac**

**WALGREENS** – is hiring greeter in Elizabeth, NJ. **Customer Experience**: Engages customers and patients by greeting them and offering assistance with products and services. Resolves customer issues and answers questions to ensure a positive customer experience. Models and shares customer service best practices with all team members to deliver a distinctive and delightful customer experience, including interpersonal habits (e.g., greeting, eye contact, courtesy, etc.) and Walgreens service traits (e.g., offering help proactively, identifying needs, servicing until satisfied, etc.). **Operations:** Maintains a position of visibility at the front of the store by the exit doors at all times.

Notifies management and Loss Prevention of any of the following: vandalism, robbery, fires, shoplifting, pickpockets, soliciting, loitering, and violent crimes. Observes and reports to management any suspicious persons or behavior. Deters vandalism, robbery, fires, shoplifting, pickpockets, soliciting, loitering and violent crimes.

Implements Company asset protection procedures to identify and minimize profit loss. Ensures compliance with state and local laws regarding regulated products (e.g., alcoholic beverages and tobacco products).

Responds to EAS Entry and Exit Alarms. Investigates the source of the alarm politely and professionally and with customer’s cooperation. Verify receipt for purchases and if receipt is missing, suggest to customer/employee to pay for item if merchandise was not paid for. Notify management of all such incidents. Perform bag checks on all employees as they depart store at the front door. Recognize and greet all customers and act as an “ambassador” of customer service. Regularly check behind front registers as identified by management. Report any irregularities to management and Loss Prevention. Direct customers arriving at the store seeking a refund to the Cosmetic department. Complies with all company policies and procedures; maintains respectful relationships with coworkers.

Completes special assignments and other tasks as assigned. **Training & Personal Development:** Attends training and completes PPLs requested by Manager or assigned by corporate. **Basic Qualifications**: Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico). Requires willingness to work flexible schedule, including evenings and weekend hours. **For more information, please go to https://jobs.walgreens.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.westfieldynj.org/about-us/job-opportunities**](http://www.westfieldynj.org/about-us/job-opportunities)**or email a resume to** **humanresources@westfieldynj.org**

**WORK READINESS ACADEMY** – is hiring Paraprofessionals Part-Time Positions in Westfield, NJ. **Description:**\* Part-Time, Monday - Friday \* Flexible Schedule (8:20 a.m. - 2:40 p.m.)\* Hours: Not to Exceed 29 per week\* Salary: $18.50/hour. **Requirements:** \* Minimum of 60+ College Credits\* High Degrees of Responsibility, Flexibility and Patience\* Effective organizational, interpersonal, and communication skills\* Prior experience working with students with Autism Spectrum Disorders, Cognitive Impairments and/or Multiple Disabilities preferred. **Please complete the online application in its entirety to be considered for an interview: https://www.applitrack.com/ucesc/onlineapp/**

**YOUTH CONSULTATION SERVICE (YCS)** is a private, not-for-profit, nonsectarian social services organization. YCS has been caring for children since 1918. As New Jersey’s leading private non-profit provider of behavioral health and social services. YCS offers hope to the state's most vulnerable children, and adults in its special education and autism programs, foster care, residential safe havens, programs for developmentally disabled consumers, and community based programs.

*\*\**All candidates must be 21 years or older and all new hired are required to attend a week orientation: Monday through Monday 8:45am-4:00pm*. \*\** **Personal Assistants:** Requirements: High School Diploma or GED, DDD relevant experience and/or personal knowledge of developmental disabilities, and valid NJ driver’s license are required. Preferred: Certificates in Pre-Service training, Danielle’s Law and Positive Behavioral Supports, Overview of Developmental Disabilities, Medication Administration, Preventing Abuse and Neglect of Persons with Developmental Disabilities certifications are preferred.**Residential Assistants:** Requirements: H.S. Diploma/G.E.D. College preferred. Must have a valid driver's license and (2) two years psychiatric experience working with children in a group setting.**Teacher Aides:** Requirements: High School Diploma is required; associate’s degree or college preferred. Experience working with students w/ special needs and able to follow directives. The primary purpose of this position is to intervene and assist students and staff in emotionally charged situations during the school day. Candidate will supervise, discipline, and advise special needs students. Role includes diffusing crisis and assisting with conflict resolution. **Fee for Service Clinicians*:***Requirements: Master’s degree in Social Work or Counseling, Doctoral level psychologist, Masters level psychologist en route to completing doctorate, or related mental health discipline. Current NJ State licensure to practice; social work in the State of New Jersey as a Licensed Clinical Social Worker (LCSW); Licensed Social Worker (LSW), Licensed Associate Counselor (LAC) or Licensed Professional Counselor (LPC). Experience required: Two (2) years of full-time clinical work experience. Clinicians will work with children, adolescents, and families by providing services based on individualized treatment plans. **Behavioral Assistants*:*** Requirements: High school diploma or GED. A minimum one year experience working with developmentally delayed children/youths and/or personal knowledge of development disabilities. A valid NJ driver’s license and reliable vehicle. Must be comfortable working in the family’s home. Able to drive up to 45 minutes to a client’s home (travel reimbursement available). Part-time positions available up to 30 hours per week. Flexible work schedule - Hours and days will vary depending on the shift needed Weekends included.**Interested candidates should apply online: https://re21.ultipro.com/you1000/JobBoard/ListJobs.aspx; for more information please visit** [**www.ycs.org**](http://www.ycs.org)

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