

THE
JOB
REPORT™



SPONSORED BY:
TODD HOFFMAN

A Listing Of Career Opportunities For The Newark, NJ Area.

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A

ACCOUNTING

Prepare financial reports and make recommendations on Company's policies, systems and procedures; Must have thorough knowledge of accounting methods, principals, practices and the ability to apply the knowledge; Prepare General Ledger.

PREFERRED CANDIDATES FROM UTILITY OR CONSTRUCTION BACKGROUND.

APPLY AT: <http://www.ziprecruiter.com/job/Accountant/a8652c63/?>

ACCOUNTING ANALYST

An outstanding opportunity exists with our client, a leading Life Insurance Company in NYC. In this visible, challenging role you will prepare and review journal entries and perform related analysis. Lead the partnership accounting processes.

APPLY AT: <http://www.kforce.com/Jobs/Job.aspx?job=1696~AQG~1071491P1~99&keyword=&>

ACCOUNTING SPECIALIST

Prudential's Asset Management Finance is currently seeking an Accounting Specialist in the Asset Management Center Finance organization. This position is part of the central controller's group in Asset Management Finance responsible for the coordination and preparation of the consolidated financial reporting and analysis for the Asset Management segment and PIM Inc. legal entity.

APPLY AT: https://pru.taleo.net/careersection/external_actuary/jobdetail.ftl?job=57535

ACCOUNTING TECHNICIAN

The Armament Research, Development and Engineering Center is the Army's "Center of Lethality," a designation that reflects its importance as a provider of more than 90 percent of the Army's lethality to soldiers. ARDEC's overall missions are: to improve already fielded items, develop new items, maintain a strong armament technology base in government, industry and academia and provide technical support to soldiers in the field.

APPLY AT: <http://jobview.usajobs.gov/GetJob.aspx?JobID=100705079>

ACCOUNTING ASSISTANT (TEMPORARY TO PERMANENT)

We are seeking an Accounting Assistant to provide general accounting support to our very busy department. The ideal person should have a positive attitude, strong social skills, a customer oriented attitude and thrive in a fast-paced, hard-working environment.

APPLY AT: <http://www.avepoint.com/about/careers-job-listings/?nl=1&jvi=oWplVfwl,Job&jvs=>

SUPERVISING ACCOUNTANT

Under the direction of the Assistant Director, CCOE Finance is responsible for the supervision of all finance and accounting operations for the Center for Continuing and Outreach Education, which is a University-wide responsibility. Supervises all work in regards to the finance and accounting areas. Supervises and prepares the preparation of financial analysis and reports. Reviews and recommends improved policies, systems, and methods to the Assistant Director, CCOE Finance.

UMDNJ offers a competitive salary & comprehensive benefits package including child care. Affirmative Action/Equal Opportunity Employer, M/F/D/V. For more information, visit www.umdnj.edu/hrweb.

APPLY AT: http://umdnj.hodesiq.com/job_detail.asp?JobID=2537045&user_id=

ACCOUNTANT

info & prep co. fin. reports, i.e. bal shts, P&L stmnts. Min. reqmt. bach. in acctg. or ID studies w/concn in acctg, or related field + 5 yrs. exp. Mail resumes to: John S. Cho, MD, P.C. Attn: HR, 464 Hudson Terrace, Ste. 104, Englewood Cliffs, NJ 07632.

WEB LINK: <http://jobs.northjersey.com/jobs/detail.aspx?j=17214229-0003115404-01&rst=009>

ACCOUNTS PAYABLE CLERK

Bed Bath and Beyond has an immediate need for a FT Accounts Payable Clerk. Duties include being responsible for the complete invoice process; high volume of check assembly; be familiar with proof of delivery, reconciliation; high volume of data entry; filing, copying, scanning, and faxing.

APPLY AT: https://prod.fadvhms.com/AllBedBathBeyond/Jobboard/JobDetails.aspx?__ID=*87A082E75DCF1124

AUDIT ANALYST

Edison, NJ: Techno Marketing Group LLC to work on audit problems, credit risk management, analyze balance sheet schedules, accounting systems to provide assistance in preparation of accounting reports and follow up of internal audits/accounting systems using Quickbooks, Quickbase, Excel, Microsoft Access. Analyze/access underlying information to extract data & establish computer audit trails using ACL. Review internal audit plans, research charge backs. For consideration send resume to: Techno Marketing Group LLC, 90 Woodbridge Center Drive, Suite 610, Woodbridge, NJ 07095 Attn: HRAA

STAFF ACCOUNTANT W/ TOYS 'R' US

This is a challenging and excellent growth potential position. The candidate will be an important member of the Corporate Accounting department, reporting to Senior Accountant within Corporate Accounting. The Staff Accountant will be primarily responsible for all facets of accounting for, but not limited to, income statement and balance sheet accounts, accruals, journal entries, and account analyses relating to the Company's payroll and related tax and benefits.

APPLY AT: <http://toysrus.taleo.net/careersection/1/jobdetail.ftl?lang=en&job=89961&src=JB-202>

A Cont.

ADMINISTRATIVE ASSISTANT

H.S. diploma required. College graduate preferred. Current administrative experience required. This is a full-time position with 8am-4pm shift available, including occasional weekends. The candidate selected for this position will serve as a receptionist with the following responsibilities: assist with the administrative details necessary to maintain the operation of the center; maintain calendars for volunteers, massage therapy and pet therapy; provide telephone coverage; order supplies and maintain appropriate inventory.

APPLY AT: http://atlantichhealth.hodesiq.com/job_detail.asp?JobID=2537858&user_id=&

ADMINISTRATIVE ASSISTANT DEPT. OF PLASTIC SURGERY PER DIEM FLEXIBLE HOURS

Per-Diem Assistant provides administrative support to the Chair of the Department of Plastic & Reconstructive Surgery. Responsibilities include all scheduling, reception, clerical support, processing invoices, maintaining/tracking credentials, preparation/attending events, meeting minutes, handling confidential matters and other duties as assigned.

APPLY AT: <http://yoursbhscareer.com/us/new-jersey/clerical/jobid1433147-administrative-assistant-dept.-of-plastic-surgery-per-diem-flexible-hours?apstr=%26emid%3D3640>

ADMINISTRATIVE ASSISTANT

Manage the business, computer and communications functions of the center. Organize and operate the center's office systems while representing the company and the center positively to the community. Update and maintain center files in an orderly manner in accordance with state and federal regulations and within Bright Horizons Family Solutions guidelines.

APPLY AT: https://www10.ultirecruit.com/bri1002/JobBoard/JobDetails.aspx?__ID=*92E90E64874009EE

ASSISTANT GENERAL COUNSEL

The Assistant General Counsel is responsible for providing legal advice to the company with regard to various areas of assigned specialization. The incumbent has clear authority in specialized areas to act for the company. Also develops and maintains internal relationships and provides coordination with outside counsel when necessary.

APPLY AT: https://applicants.horizon-bcbsnj.com/psc/hrprdap/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=28426&SiteId=1&PostingSeq=1&

ADMINISTRATIVE ASSISTANT

Provides administrative support to the property management department staff by typing correspondence, opening and prioritizing mail, answering and placing phone calls, and copying, faxing and shipping materials. Responds to routine requests for information and forms from field staff, vendors, and other departments.

APPLY AT: http://newark.careerboard.com/job/1330656-.aspx?job_id=1330656&

ADMINISTRATIVE ASSISTANT

Under the Site Manager's responsibility, the Administrative Assistant is responsible for the performance of diverse administrative tasks related to the regular site activity, to the administrative support and office work and accounting. This person will also be responsible for the different aspect related to the Human Resources.

APPLY AT: http://us.randstad.com/content/findjobs/job-details/index.xml?id=83165¤tPage=1&__version=1&WT.mc_id

ADMINISTRATIVE ASSISTANT II W/ MOUNT SINAI

This position provides a wide variety of administrative support services including budget preparation and control activities, preparation and control of records, statistics and reports regarding operations and personnel matters. May serve as administrative liaison with others related to purchasing, human resources, facilities and operations. Typically reports to a division head.

APPLY AT: https://mountsinaicss.igreentree.com/css_external/CSSPage_JobDetail.ASP?T=20110711090625&

ADMINISTRATIVE/SALES ASSISTANT

Professional and detailed Administrative Assistant needed in fast paced environment. \$11.00 per hr.

APPLY AT: https://www.appone.com/maininforeq.asp?Ad=195458&R_ID=552645&Refer=http://www.simply-hired.com/a/jobs/list/q-administrative/l-newark%2C+nj/pn-3&B_ID=20

ADMINISTRATIVE ASSISTANT

Make the Right Move and join a winning team! Build your career with us. HSBC - North America is part of HSBC Group, one of the largest banking and financial services organizations in the world. Our domestic strength and extensive global network provides our employees with the best of both worlds - the friendliness of a local organization and the resources of a worldwide network - for diverse experiences and challenging career opportunities.

APPLY AT: https://ushsbc71.recruitmax.com/MAIN/careerportal/Job_Profile.cfm?szOrderID=95237

ADMINISTRATIVE ASSISTANT SENIOR W/ EXPERIAN

The Administrative Assistant provides clerical, administrative and general office support to an executive, department or group of professionals. They will also welcome clients, guests and other internal Experian management as an ambassador for the business, as well as knowledgeably routes general inquiries to the right parts of the business.

APPLY AT: <http://www.applyhr.com/20338524>

ADMINISTRATIVE ASSISTANT

At Verizon, we're equally committed to the success of our company and of the careers of our professionals. If you're ready to join such a company, you're ready for Verizon.

APPLY AT: <https://www22.verizon.com/about/careers/openings/HJOBP000000003408452.html>

ADMINISTRATIVE ASSISTANT

The Administrative Assistant accurately maintains word processing production for a variety of team members and must be able to apply the latest software technology and keep current with upgrades to ensure job related productivity. The candidate must be able to recognize the nature of material and keep in full confidence all work entrusted to them.

APPLY AT: https://parentenet.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=658&site_id=148

ADMINISTRATIVE ASSISTANT I

This position reports to a manager and is accountable for contributing to the efficiency of departmental operations through the performance of various administrative functions.

APPLY AT: http://jobs.axelon.com/private/myjobs/openjob_outside.jsp?a=lxjdnw442og0srueh1ggcb6lt6cfum0001s35xinj8j8kyumqt4s62i2y57nbsvg&SearchString=&StatesString=&source=indeed.com&id=689700

ADMINISTRATIVE ASSISTANT

for small engineering and land surveying firm. Position responsibilities include answering telephones and interaction with clients, project input, scanning of files and large maps, filing, billing, purchasing, etc. . Position includes medical benefits and 401-K plan. Immediate opening.

All applicants must send their resume, cover letter and salary requirements via email to info@riggassociates.com. No faxes or telephone calls, please.

ADMIN ASST, W. Orange. P/T in a fast-paced, multi-departmental environment. Must be available specific hours during the week. Some hours may be flexible. Must be proficient in Microsoft Office applications, along with internet/website skills. Add'l computer skills as needed. Telephone reception, clerical duties. Must be detail-oriented, flexible, organized and possess excellent interpersonal skills. Email resume to: jobs@jccmetrowest.org

ADMINISTRATIVE ASSISTANT W/ NON-PROFIT

Community Access Unlimited, an expanding social service agency is seeking a detail-oriented individual to provide admin support to Senior Management. Responsibilities include: assuring the accuracy of databases, reports, internal & external communications, filing systems & overall adherence to Agency Business Plan. Individuals will also assist with facilitating advocacy initiatives for individuals with developmental disabilities such as: updating and maintaining a website and monitoring government advocacy action alerts. A qualified candidate will have excellent writing & communication skills & advanced proficiency in Microsoft Office. BA/BS preferred w/2 years admin exp, valid driver's license & car required. Fax resume with salary requirements to 908-354-0283 or email to recruit@caunj.org

B

BAKER

Full Time experienced cake baker. Decorating experience a plus. Located in Union County. Call Raul 908-591-7278.

BANQUET SERVERS/BARTENDERS

We are a full service Banquet Staffing Agency looking to hire: Banquet Servers / Bartenders.

BEST BUY

For information on various job openings at locations throughout the greater Union County area please visit website: www.bestbuy-jobs.com.

BOOKKEEPER

With over 3,500 employees and management contracts in 34 cities in North America, is one of North America's largest parking operators. Impark is a growing parking management company with a diverse workforce and an environment that fosters both personal and career growth. We are a seeking a candidate for a Bookkeeper at our Montclair State University location in New Jersey. To provide financial accountability and reporting onsite. To ensure financial policies and procedures are being followed.

APPLY AT: <http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=IMPARK&cws=1&rid=1447>

BOOKKEEPER

Growing manufacturer is seeking full-charge bookkeeper. Responsibilities include A/P, cash management, & preparation of monthly and quarterly financial statements. Must be familiar w/Journal entries, General Ledger, & taxes. Must be organized and handle multiple tasks. Min 5 yrs direct A/P exp. w/good computer skills. Knowledge of Macola Progression program a plus. Send resume w/salary requirements in confidence to: HR Mgr, Parker Laboratories, 286 Eldridge Rd, Fairfield, NJ. 07004. Fax 973-276- 9510

APPLY AT: http://wehealny.myvurv.com/main/careerportal/Job_Profile.cfm?szCareerPortalID=173&szUniqueCareerPortalID=5db41d03-df28-4126-9f51-c6f97105fd66&szOrderID=13456

BOOKKEEPER / ACCOUNTANT

Dynamic real estate co in Fort Lee is looking for a bookkeeper with excellent communication & accounting skills. Candidate must be proficient in Yardi, Quickbooks & MS Office. Must also be able to manually enter info into ledger. Please fax resume with refs to 201-592-9220 or email: lakeviewltd@aol.com

BOOKKEEPER

The ideal candidate should have 2+ years of experience in an Architectural, Engineering, Construction, or Design Firm. Responsibilities will focus on accounts payable, accounts receivable, payroll, project billing, job costing, cash management, monthly financial reporting and liaison with the accountants for year end tax preparation. This job requires a self motivated person who takes initiative in a fast paced, creative environment. Diller Scofidio + Renfro is currently using the Axium Ajera Portfolio & Quickbooks software. Experience and /or comfort with this software is preferred. Knowledge of Microsoft Office Suite is a must. This is a part-time position. Cover letters and resumes should be submitted by email to employment@dsrny.com. Please include the position title "Bookkeeper" in the subject line. No phone calls or recruiters at this time.

Website: <http://www.dsrny.com>

BOOKKEEPER

J.H. Cohn LLP is one of the leading accounting and consulting firms in the United States, with offices in New York, New Jersey, Connecticut, and southern California. Since 1919, the professionals at J.H. Cohn have faithfully served clients, employees, and the community with integrity, honesty and superior technical expertise. For more information about J.H. Cohn, please visit www.jhcohn.com.

BUSINESS ANALYST

This position will be a business analyst role that primarily supports the Retirement, ETF and Mutual Fund product areas. The primary role of this position is to support key deliverables including analytical reports, presentations, web-support, etc.

APPLY AT: <http://sh.webhire.com/servlet/av/jd?ai=800&ji=2555018&sn=I>

BUSINESS OFFICE MANAGER

Supervision of Business Office Functions, Financial Positions, and Business Offices Employees. Hire, training and manage business office staff. Conduct team meetings. Establish and maintain personnel records. · Perform routine payroll duties. Maintain current policies and procedures for the Surgery Center business office. · Responsible for the Center's operations within all legal, regulatory, and accreditation standards as it relates to the business office and medical records department.

APPLY AT: <https://www.hrapply.com/uspi/AppJobView.jsp?link=3594&page=AppJobList.jsp>

BUS DRIVER

P/T for school district. Min. 4 hrs.daily.\$20/hr.,no benefits.CDL Class B w/PS endorsement req. Avail Sept. Apply in person by 7/115/11 at Emerson Board of Education Office, 133 Main St., Admin. Bldg.,Emerson, NJ 07630. Previous applicants need not apply.

BUS DRIVER/PATIENT TRANSPORT

Under the supervision of the Coordinator, drives, cleans, services and makes minor repairs to vehicles used in transporting persons on assigned trips and established routes. Operates a vehicle having a capacity of up to forty-four (44) passengers. Provides driver service, using vans, sedans, buses or other vehicles as assigned. Performs various clerical and record keeping duties as assigned.

APPLY AT: http://umdnj.hodesiq.com/job_detail.asp?JobID=2525789&user_id=

BUS DRIVERS

MORRIS PLAINS SCHOOL DISTRICT - "The Community of Caring" - Substitute School Bus Drivers Needed. Effective September 1, 201. Must hold CDL license with "P", "S", and Air Brake Endorsements. Please send letter of interest and resume no later than Friday, July 29, 2011 to: Mrs. Alice Bresett, School Business Administrator, Morris Plains School District, 500 Speedwell Avenue MorrisPlains, NJ 07950

BUS DRIVER

Previous exp. required CDL w/P&S endorsement- \$15.00 per hr. Apply: www.clarkschools.org.

C

CASH MANAGEMENT OPERATIONS

Customer support for Cash Management Service (Internet Banking) / Main duties are to guide our customers on implementing, training our service.

APPLY AT: http://public.bullhornstaffing.com/JobBoard/Standard/BHContent_JobDetail.cfm?privateLabelID=368&jobPostingID=8398&originalsource=Indeed.com

CASHIER W/ STAPLES

Primarily responsible for providing customer service, consistent with our Easy Sales and Service standards.

APPLY AT: https://wfa.kronostm.com/index.jsp?LOCATION_ID=4773796484&POSTING_ID=4773884334&locale=en_US&applicationName=StaplesNonReqExt&SEQ=postingLocationDetails&src=JB-10063

CASHIER W/ LOWE'S

Responsible for operating cash register, processing customer payments, bagging customer goods, etc. Greet and acknowledge all customers in a friendly, professional manner and provide quick, responsive customer service.

APPLY AT: https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?jobId=2682969&PartnerId=25239&SiteId=5014&type=search&JobReqLang=1&

CASHIER

Fast-paced Deli needs Sandwich Makers and Cashiers for Full Time positions. Weekends A Must. Paid Vacations! Health and Dental Insurance and 401K! Please apply in person at 328 Millburn Ave, Millburn, New Jersey 07041

CASHIER W/ WALMART

Receives cash from Customers or associates in payment for goods or services by performing the following duties. Provides excellent Customer service through: Practising the 10-Foot Attitude. Greeting all Customers warmly. Assisting Customers with the bagging and loading of their merchandise. Moving to the outside/front of the register, when possible, to greet the next Customer. Maintains excellent productivity levels by: Scanning merchandise quickly and accurately.

APPLY AT: <http://jobs.walmartstores.com/ca/new-brunswick/other/jobid1574849-cashier-jobs>

CERTIFIED MEDICAL ASSISTANT

Completed certification for Medical Assistant required through AAMA, NCCT, or AMT. Previous Family Practice physician practice experience required. Must be able to give injectable medications to all ages. Experience with electronic medical records a plus. Must be able to multitask. This is a full-time position with shift 10am-6pm available. Must be able to rotate through Saturday morning hours in the near future.

APPLY AT: http://atlantichhealth.hodesiq.com/job_detail.asp?JobID=2537854&user_id=&SimplyHired.com%20?utm_source=simplyhired.com.com&utm_medium=cpc&utm_campaign=sponsored_jobs

CERTIFIED HOME HEALTH AIDES AND HOMEMAKERS

Jewish Family Service of Central New Jersey. Must have a car and valid driver's license; no live in, hourly shifts available. Competitive salary. Please call Karen Winter, Director of Nursing at 908-352-8375 or email kwinter@jfscentralnj.org

CERTIFIED HOME HEALTH AIDES AND LIVE-INS

Best Workplace. Best Team. Best Care. At Meridian At Home, the balance our team members keep between their very full personal and professional lives is a priority. Our goal is to take the very best care of our team members, so they can take the very best care of our patients. The best care starts with you. CHHA and Live-In opportunities available! To join our team, please visit our website and apply at: meridianhealth.com

COOK, DELI COUNTER PERSON, UTILITY POSITIONS

Open for Zagat-rated Deli-Rest. No late nights, Sun or Holidays. Closed Sat in summer. Convenient to bus/train/parking. 1 block Pru Center, Hobby's, 32 Branford Pl, Downtown Newark, 973-623-0410

COOKS

Outstanding Opportunity, immediate openings for four qualified candidates start working on August 14, 2011. Revolution Foods, a new company is opening in Elizabeth, NJ. Benefits package: competitive salary, paid vacation and sick time, 401K, stock options. Qualification: Experience working with formulas, technical cooking skills, experience working with large quantity, industrial production, USDA plant experience. Team player! Interested candidates please call the Retail Skills Center at 908-355-4444 for further details.

CUSTOMER SERVICE REPRESENTATIVE - A well-established intermodal trucking company, located in the Port NY/NJ seeks a dependable professional customer service representative. Maintaining the highest level of customer satisfaction; Order Entry; Problem Solving & Troubleshooting - The ability to identify, analyze and quickly resolve problems; Scheduling/Follow up; Solid Communication and Interpersonal Skills: communicating effectively and efficiently with customers, steamship lines, dispatch, management, and co-workers; Detail oriented and accuracy; Email or Fax resumes with salary history to Patti@besttrans.com, or Fax to: (973) 465-5313.

CUSTOMS AND BORDER PROTECTION OFFICERS

For more information and to apply, please visit www.cbp.gov/careers.

CONSTRUCTION INSPECTOR

Exp'd only. of water supply projects in NJ/NY. P/T work schedule on an as needed basis. Computer skills required. Send resume/salary reqs. to: Personnel PO Box 5 Northvale, NJ 07647-0005

CONSTRUCTION

Project Manager, Jersey City, Hudson County NJ: Review of bids contracts, plans, specification and project design. Negotiate change orders. Prepare submittals, shop drawings and as built drawings using AUTOCAD. Prepare, monitor and update project schedule by using Primavera Suretrak. Supervise construction work, maintain quality control and site safety programs. Survey and layout of work using various survey instruments like laser level and transit. Advise site superintendents. Prepare closeout documents. Prepare monthly progress payments. Coordinate with Architects, Engineers, Subcontractors and Government officials. Maintain manpower. Organize project staff. Prepare project reports using primavera Expedition, monitor cost control budget. Bachelors degree req'd major in Civil Eng. or equivalent, 5 yrs exp req'd in job offered or Project Superintendent, Supervise 2 workers, Wed to Sun, 07:00 am to 03:00 pm willing to work off hours, 40 hr/wk @ \$118,000.00 p/yr. E-mail resume to PMY Construction Corp Att: Operations Manager: @ dpatel902@aol.com

CONSTRUCTION MANAGER

At Black & Veatch, you can work on projects of complex size and scope across a full spectrum of construction services within the worldwide energy, water, telecommunications and federal markets. We are a global construction company with both union and merit shop capabilities, and a procurement team experienced in reducing purchasing costs, mitigating risks and maximizing scheduled.

APPLY AT: https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=412379&PartnerId=25131&SiteId=5173&type=search&JobReqLang=1&recordstart=1&codes=WIND

COMMERCIAL PROJECT MANAGER

The Project Manager has the overall responsibility to ensure that Commercial Projects are completed successfully, projects costs are managed to budget, and the schedule is completed in accordance with the contract milestones. The Project Manager oversees and leads the project cross functional team including legal, contracts administration, interconnection and rebates, engineering, purchasing, logistics, and direct hire construction from time of project contracting to its completion. The Project Manager acts as the REC authorized representative with responsibility for overall project contact administration and client management. The Project Management manages and directs Project Management staff including Assistant Project Managers and Project Administrators.

APPLY AT: <http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=RECSOLAR&cws=1&rid=1073>

CONSTRUCTION CARPENTER SUPERVISOR/FOREMAN JOBS

GC seeking detail oriented candidate with 10 yrs. experience for immediate start. Must have ability to read blue prints, work with tools, coordinate trades and meet deadlines. Must have experience with public projects. Computer knowledge needed in Excel, Outlook and Microsoft Project.

APPLY AT: http://www.tradejobsonline.com/tradejobs/2893468/2/Construction-Carpenter-Supervisor-Foreman.html?utm_

CUSTOMER SERVICE REPRESENTATIVE

Duties include receiving and placing telephone calls. Cultivating customer relationships by handling questions and concerns with speed and professionalism. Performing data entry and using software programs to aid management staff in overall operation. Seeks to solve customer concerns while placing a premium on first rate customer service. Coverage Hours: 8:30am to 4:30pm, Monday through Friday.

APPLY AT: <http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=IMPARK&cws=1&rid=1446>

CUSTOMER SERVICE DESK ASSOCIATE

Primarily responsible for providing customer service, consistent with our Easy Sales and Service standards. Responsible for efficient and effective service desk operations. Bloomfield, NJ (Store 549-135 Bloomfield Ave.)

APPLY AT: https://wfa.kronostm.com/index.jsp?LOCATION_ID=4773796484&POSTING_ID=4773874584&locale=en_US&applicationName=StaplesNonReqExt&SEQ=postingLocationDetails&src=JB-10063

D

DATA ENTRY CLERK

Must have intermediate level Microsoft Access and Excel skills; Required to complete a form of an Excel test. Must be organized and detail oriented.

APPLY AT: <http://www.ziprecruiter.com/job/Data-Entry-Clerk/42bb0fc8/>

DATA ENTRY/OFFICE SUPPORT

Must be detail oriented. Provide clerical and logistic support to the Service Center. Process Service Orders, maintain parts and logistic files, answer phones, generate and forward service center reports, interface with contractors and maintain office files. Interface with all levels of management, all employees of service center, store personnel and other company associates.

APPLY AT: <https://rac.taleo.net/careersection/rac+str+ext/jobdetail.ftl?job=836700&src=JB-11020>

DATA ENTRY ANALYST

Point of contact for project managers and CMMS group on submittal of new equipment/retirement forms (Excel) completed by A&E firms. Create new equipment records and retired existing equipment in NED (MS Access forms) based on forms submitted by A&E firms. Work closely with Project Engineers to create new equipment records in NED for internally managed projects.

APPLY AT: http://search0.smartsearchonline.com/obcc/jobs/jobdetails.asp?job_number=6425



Be A Leader.

**State
Of The
Community
2**

Learn How To End Violence, Poverty, & Hunger.

ONLY AT:
WWW.NEWARKREVOLUTION.COM

DENTAL ASSISTANT (STATEWIDE)

Assists the Dentist during the examination and treatment of patients. Performs certain inter-oral tasks in response to specific instructions from and under the direct supervision of a licensed dentist. Interrelates and works effectively with inmates, other members of the dental staff, medical and nursing staff, correctional staff at all levels, administrative and support staff.

APPLY AT: http://umdnj.hodesiq.com/job_detail.asp?JobID=2339644&user_id=

DENTAL ASSISTANT

Bilingual, Spanish/Eng. Must be able to take digital xrays. Comp knowledge helpful. Must be able to work evening hours and Saturdays. E-mail resume to: tmjman11@aol.com

DENTAL OFFICE MANAGER

Union County. Must be knowledgeable in all aspects of front desk as well as clinical duties. Practice Works software experience a plus. Please e-mail resume to laserdg@comcast.net

DISPATCHER (EMT)

The primary purpose of the Emergency Medical Services Dispatcher position is to use the Medical Priority Dispatch System to answer and triage telephone requests for emergency and non-emergency assistance from, and for, patients of all ages and populations, gather and process pertinent information, provide pre-arrival and post-dispatch instructions, and dispatch and coordinate the response of appropriate resources while monitoring all communications for efficiency and the safety of responding units under the supervision of an EMS Communications Supervisor. For more information, visit www.umdnj.edu/hrweb.

APPLY AT: http://umdnj.hodesiq.com/job_detail.asp?JobID=2336889&user_id=

DISPATCHER

115 year old co seeking Dispatcher/ Cust. Svc Rep to handle fast pace, multiply phone calls with drivers & customers. Must multi task, great phone skills, avg computer skills. \$700-\$800 per wk depending on ability + benefits. Call 973-675-8313 ext 214 - Tell us about yourself. Fax resume: 973-676-8506

DISPATCHER

A well-established intermodal trucking company located in the heart of the Port of NY/NJ has an immediate opening for an experienced dispatcher. This is an excellent opportunity. Please send resumes with salary history to: Patti@besttrans.com or fax to: 973-465-5313

APPLY AT: <http://jobs.nj.com/careers/jobsearch/detail?jobId=39562323>

DRIVER HELPER W/ WASTE MANAGEMENT

Driver Helpers are responsible for assisting in the collection and hand loading of residential waste. They constantly lift, push, and pull waste bags and cans that weigh from 50 to 75 pounds as part of their daily routine. Often, these waste cans have no wheels or handles for maneuverability and the driver helper must have the physical strength to adjust accordingly.

APPLY AT: http://postings.greatjob.net/waste_management/index.cfm?event=getJobDetails&jobcode=ERPLT&media=IDC

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

E

EXECUTIVE ASSISTANT - Min. 5 years experience supporting executive management, exc. computer skills required, written /verbal communication skills, competitive salary / benefits package. Email resumes to resumes@njbankers.com.

EXECUTIVE

Determine and formulate executive policies and provide the overall direction of companies or private and public sector organizations within the guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.

APPLY AT: http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=JB96W575KKZKXVJQG4C

EXECUTIVE ADVERTISING SALES POSITION

The primary responsibility of the Cross Channel Account Executive is to drive and grow new business revenue with Fortune 2000 advertisers in a specific vertical. You'll manage business relationships to ensure that your clients' needs and requirements are met.

APPLY AT: <http://www.google.com/intl/eo/jobs/uslocations/new-york/adsales/am/account-executive-entertainment-new-york/index.html?#>

EXECUTIVE DIRECTOR

NJ State Municipal Prosecutors Association seeks part time director to organize quarterly meetings, CLE seminars, publicity, and annual convention along with maintaining website, membership list and dues collection. Fax Resume to J.H. Barr, NJSMPA President 732-340-0610 or email Jhb2c@aol.com.

F

FORK LIFT OPERATOR

The Forklift Operator is responsible for operating a forklift truck to stack and retrieve supplies and materials as well as following our company's Good Manufacturing Practices.

APPLY AT: <https://jobs-ccllc.icims.com/jobs/2801/job?>

FREIGHT HANDLER FORKLIFT OPERATOR

Manual loading and unloading of freight with the use of a pallet jack, hand truck or forklift, general labor, and warehouse maintenance. Take full charge of the assigned receiving area. Know the proper location and receiving process for all accounts.

APPLY AT: <https://eaglegl.taleo.net/careersection/2/jobdetail.ftl?job=161780&src=JB-10120>

FORKLIFT OPERATOR 3RD SHIFT

Responsible for loading, unloading, staging, pulling and distributing pallets of product supplies. High School Diploma or GED required.

APPLY AT: https://dpsg.hua.hrsmart.com/ats/js_job_details.php?reqid=46074&site_id=148

H HOME GOODS, MARSHALLS, TJ MAXX, WINNERS, HOME SENSE, STYLE SENSE
A variety of positions available at locations throughout the area. Get the details and apply online at www.tjxjobs.com.

HOMEMAKERS AND CHHAs

Jewish Family Service of Central New Jersey. Must have car and valid driver's license; no live in, hourly shifts, competitive salary. Please call Karen Winter, Director of Nursing, 908-352-8375 or kwinter@jfscentralnj.org.

HOT STAMP OPERATOR

See today's ad for Pre-Press Operator, Hot Stamp Operator, Glue Adjuster, Quality Technician, CDL Driver

HUMAN RESOURCES DIRECTOR W/ AMAZON.COM

APPLY AT: <http://sub-amazon.icims.com/jobs/143725/login?mode=prepopulate&iis=Advertisement-Internet%20Posting>

HUMAN RESOURCES MANAGER

The HR Manager will be responsible for heavy recruiting (80%), employee relations and onboarding and orientation processes. This is a FAST paced environment in a department that prides itself on delivering results and maintaining an excellent trusted reputation. Candidates must be able to demonstrate how they have achieved results in a demanding environment as well as provide examples of how they have mastered multi-tasking. Candidates must be able to work independently.

APPLY AT: https://ioracle.ipc.com/OA_HTML/OA.jsp?OAFunc=IRC_VIS_VAC_DISPLAY&p_svid=5362&p_spid=264002

I INSURANCE INSPECTORS

P/T, F/T reps needed to inspect homes, \$12-\$14 p/hr.

APPLY AT: www.mueller-inc.com

J JANITOR

(Staten Island, NY) Keep building in clean/or-derly condition. Perform heavy duties, such as cleaning floors/shampoo-ing rugs/washing walls & glass/removing rubbish. Duties may include performing routine maintenance/notifying management of need for repairs and cleaning snow or debris from sidewalk. Permanent Full Time position, Mon-Fri 8am-4pm, 40hrs/ wk. 6 months min experience required. \$34,840.00/ yr. Submit resumes to: Recruitment & Employment Office, Jewish Community Center of S.I., Attn: Job Ref #JEW48338, P.O.Box 56625, Atlanta, GA 30303.

JANITOR MAINTENANCE

Primary responsibilities are the janitorial duties outlined above in the Standard Job description field. In addition, tasks may include landscaping, grounds upkeep, security oversight, general maintenance, warehousing or non-complex manufacturing assignments, as well as occasional snow removal. Experience and/or knowledge about basic use of personal computer will be beneficial. Candidate will be required to be available to work first or second shift, and overtime as needed. Must be able to stand or walk for long periods of time and will be required to lift typical janitorial products; ie., vacuum cleaners, mop buckets, trash cans, etc. Must be able to operate cleaning equipment and handle various cleaning chemicals.

APPLY AT: https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=207825&partnerid=25037&siteid=5010

L LABORER

For construction co. Bloomingdale area. Some knowledge of construction helpful. Valid license a plus.
Call 973-283-0794

LABORER/DRIVER HELPERS

Laborers are responsible for assisting in the collection and hand loading of residential waste, as well as the transporting of this waste to a landfill site. They constantly lift, push, and pull waste bags and receptacles that weigh from 50 to 75 pounds as part of their daily routine. Often, these waste receptacles have no wheels or handles for maneuverability, and the laborer must have the physical strength to adjust accordingly.

APPLY AT: http://www.skilledworkers.com/employer/job_view.php?id=26509

LOCOMOTIVE ENGINEERS

NJ Transit is hiring for Locomotive Engineers. Starting rate \$25.84 per hour. Candidates must meet all necessary requirements. Visit www.njtransit.com for details. Please submit a cover letter and resume via email, fax or U.S. Mail to: Ms. Carla L. Matos (Locomotive Engineer), NJ Transit, 180 Boyden Avenue, Maplewood, NJ 07040.

M

MAINTENANCE DIRECTOR

Ashbrook Care & Rehabilitation Center, a 114- bed skilled nursing facility in Scotch Plains, NJ seeks a full-time maintenance director to direct and coordinate all building functions. Knowledge of mechanical, electrical, HVAC, plumbing and preventative maintenance required. Previous SNF/ALF experience, knowledge of regulatory requirements and basic computer skills are a plus. Personable team players only! Send resume to sfurman@ashbrookcc.com or fax to 908-889-6573

MANAGERS / STYLIST

Master Cuts in Jersey Gardens Mall and Woodbridge are seeking motivated and experienced Manager/stylist. Sign-on bonus w/exp. We offer competitive wages, benefits, paid vacations, commissions. For more info call Diane at 1-888-888-7778 ext 4223

MARKETING / ADMISSIONS

Bilingual Spanish a plus. 2 positions: 1/Assisting Living ,1/Adult Day Care. Develop referral leads, build census, must have car. Outside sales experience. Resumes to: chakim@ambercourtal.com.

MEDICAL SECRETARY - Bilingual with own transportation. Excellent writing & communication skills in English required. Elizabeth & Bayonne Locations. Fax resume to: 201-246-1386.

MERCHANDISE ASSOCIATES – multiple positions at TJ Maxx in Watchung. Please apply in store at 1515 RT. 22 W. Watchung, NJ 07069, or on the web at www.tjxjobs.com.

N

NEW JERSEY TRANSIT

All positions and applications can be viewed on our website, www.njtransit.com. Please note that applications are good for one year from date of application.



OFFICE CLERK

P/T, 3:30pm - 7pm, Mon-Fri. Able to answer phones, take orders & gen'l office duties. Ironbound Section, Newark. Apply in person at 10-12 Richard St, Newark, NJ 07105.

OFFICE ASSISTANT

Microsoft Word, gen office duties. Bookkeeping/sales exp. Bilingual Spanish, Paterson. Salary commen. w/exp. Email resume: felix@dnlconsultants.com

OFFICE RECEPTIONIST

Hackensack Sales Firm seeks articulate & reliable individual to be receptionist and phone operator, some admin functions. Working knowledge of Word, Excel & Outlook. Shifts: 9-1pm and 1-5:30pm. Fax resume w/shift preference & salary requirements to: 201-488-0246.

OFFICE ASSISTANT

Immediate opening for a full time office assistant in Woodbridge, NJ. Experience with MS Excel required. Typing needed, attention to detail, self motivation and organized. Ability to communicate in English & Chinese a plus. Email: johnng@fortunegroup.net

OUTSIDE SALES REPRESENTATIVES

Success that practically sells itself. Let's connect. Comcast wants to talk to you if you're a driven professional looking for the opportunity to earn \$80k+ per year. To qualify, you must have a high school diploma and reliable personal transportation. Previous sales experience is preferred. Apply at www.comcast.jobs/3510 or call 888-924-0012 today.

APPLY AT: www.comcast.jobs/3510

OFFICE MEDICAL SECRETARY

FT/PT positions avail at Pediatric office in Paterson. Surgical ofc in Glen Ridge. Please email resume: drljadhav@yahoo.com

OFFICE ADMINISTRATIVE ASSISTANT

Reports to the Assistant Dean for Finance and Administration. Provides financial and administrative support in the areas of budget, finance, accounting, payroll and administrative activities for the School of Public Affairs and Administrative (SPAA) and its Centers and Institutes.

APPLY AT: http://uhr.rutgers.edu/jobs/JobDetail.aspx?pst_num=11-000810

OFFICE SECRETARY

New file coordinator/secretary needed. 1-3 yrs. Exp. F/t, 35/hrs/wk for millburn law office. Responsible for set-up/assignment of new files/general secretarial duties. Must be detail oriented, medical, dental & retirement. Plan. Fax resume to (973) 564-7173.

OFFICE SUPPLIES ASSOCIATE W/ STAPLES

Primarily responsible for providing customer service, consistent with our Easy Sales and Service standards.

APPLY AT: https://wfa.kronostm.com/index.jsp?LOCATION_ID=4773796484&POSTING_ID=4773878293&locale=en_US&applicationName=StaplesNonReqExt&SEQ=postingLocationDetails&src=JB-10063

P

PAYROLL ADMINISTRATOR

Responsible for day-to-day processing of biweekly and monthly payrolls; Answer Broadridge call center phone lines and document all cases within our case management tool; Performs all of the research necessary to effectively handle employee payroll inquiries in a timely, accurate way.

APPLY AT: <https://www.broadridge.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=3792&CurrentPage=5&sid=47>

PAYROLL COORDINATOR W/ CBS TELEVISION NETWORK

Supports Operations Payroll department by processing a large volume of payroll source data for the purpose of generating weekly paychecks for more than 800 union employees, as employed by CBS Operations & Engineering, News and Sports representing 10 unions. Create import of payroll upload data through dynamic interface with operations Personnel Scheduling system. Integrate payroll data files, by date and department, into on-line Union Payroll system. Determine and apply appropriate union rates of pay for all per diem employees.

APPLY AT: https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=225480&partnerid=25084&siteid=5129

PAYROLL MANAGER

Managing the entire payroll process and developing the necessary procedures to accomplish the organization's payroll processing objectives. Automate current manual functions and streamline entire process flow. Manage the weekly and bi-weekly payroll processing for approximately 750 multi-state employees (Union and Executives) through ADP's PCPW software.

APPLY AT: <http://www.jobhost.org/jobs/viewjob/payroll-manager-1bcf3c5496ae3ee5?source=indeed&medium=organic>

PRE-PRESS OPERATOR, HOT STAMP OPERATOR, GLUE ADJUSTER, CDL DRIVER

Great company! Great opportunities! - Multi Packaging Solutions, a national mfr of printed folding cartons, is hiring for the following skilled positions: Pre-Press Operator, Hot Stamp Operator, Glue Adjuster, Quality Technician, CDL Driver. New to the industry? We have other opportunities available - willing to train! We offer a competitive salary & benefits. Send resume, include salary req's, to: Multi Packaging Solutions, Attn: HR, 901 Durham Ave, CN 1001, So Plainfield, NJ 07080; Email: sharon.wojtiewicz@multipkg.com; Fax: (908) 561-0206.



Orikl
THE MISSION

R&B / Neo-Soul / Vocal Jazz

www.orkllive.com

S

SALES ACCOUNT EXECUTIVE W/ CBS OUTDOOR

This position is responsible for sales and servicing of outdoor advertising inventory to new and existing clients in their respective markets.

APPLY AT: https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=189712&partnerid=25084&siteid=5129

SECRETARY NEONATAL (PT DAYS)

In this part-time days, 25 hrs/wk position, the Maternal Child Secretary is responsible for the performance of a variety of secretarial, organizational, and scheduling support services which result in the efficient operation of the entire Maternal Child Health Services.

APPLY AT: [http://yoursbhcareer.com/us/belleville/healthcare-administration/jobid1576911-secretary-neonatal-\(pt-days\)?apstr=%26emid%3D3640](http://yoursbhcareer.com/us/belleville/healthcare-administration/jobid1576911-secretary-neonatal-(pt-days)?apstr=%26emid%3D3640)

SECRETARY/ UNIT SECRETARY W/ EAST ORANGE GENERAL HOSPITAL

High School graduate or equivalent. Medical Secretary training background. Secretarial work, medical terminology and hospital experience preferred. 11pm-7am. To apply, email the Recruitment Coordinator at career@evh.org. PLEASE SEND ONLY ONE RESUME AND LIST YOUR POSITION(S) OF INTEREST IN YOUR EMAIL. <http://www.evh.org/>

SECRETARY BEHAVIORAL HEALTH (PER DIEM 11AM 7PM)

Under the supervision of the Nurse Manager or delegate, assists in the planning, organizing, implementing and evaluating the activities in the nursing station by performing clerical and receptionist duties and maintaining the physical environment of the area. Keeps unit supplied with all necessary stationery and other supplies at all times. General clerical duties including order entry and transcription, maintenance of unit logs and daily census.

APPLY AT: [http://yoursbhcareer.com/us/new-jersey/per-diem/jobid1367951-secretary-behavioral-health-\(per-diem-11a-7p\)?apstr=%26emid%3D3640](http://yoursbhcareer.com/us/new-jersey/per-diem/jobid1367951-secretary-behavioral-health-(per-diem-11a-7p)?apstr=%26emid%3D3640)



MORNING WOOD RADIO



Tune In Everyday From 6-10 AM

T

TRINITAS REGIONAL MEDICAL CENTER

Visit www.trinitas.org to view employment opportunities in various departments.

TRUCK MECHANIC

Union County Solid Waste and Recycling Collection and Transportation Company seeking experienced class A/B Truck mechanic with familiarity with hydraulics and Mack trucks. CDL preferred. Benefits include Health Ins, paid vacation and 401K. For more information please email: SWRecycletrans@gmail.com

TRUCK DRIVER: CLASS A CDL DRIVER, CLASS B CDL DRIVER

Company Drivers with 1+ yrs of OTR or regional experience, look no more we are your one stop shop! With one of the lowest turnover rates in the industry AND offering top pay in the industry we will be sure to fulfill your needs as a driver. This is one of the best truck driver's jobs available in the market!

APPLY AT: http://www.protruckdrivingjobs.com/display_job/54160

U

UMDNJ

For detailed job descriptions and to apply on-line, please visit our website at www.umdnj.edu/hrweb. UMDNJ offers a competitive salary and comprehensive benefits package

W

WAREHOUSE WORKER

We are currently seeking a warehouse worker to unloads containers from transport vehicles, moving them from one vehicle to another.

APPLY AT: http://careers.peopleclick.com/careerscp/client_stericycle/external/jobDetails.do?functionName=getJobDetail&jobPostId=7065&localeCode=en-us

WAREHOUSE

Immediate openings. Could lead to full time. Excellent starting salary. Four nights a week. Excellent benefits. Apply in person, R&R Marketing, 10 Patton Dr. West Caldwell, NJ.

WAREHOUSE RECEIVER

Candy distributor in Union (relocating to E. Hanover) is seeking experienced Warehouse Receiver. No exceptions. Immediate start. Benefits & 401K. Fax Resume-908-687-5824-email bjmc0924@yahoo.com.

WORKING FOREMAN / LABORERS - Full service asphalt & concrete company looking for motivated individuals who strive for quality. Must have experience in: milling & paving, asphalt & seal coating, crack filling, patching, concrete repair. Must speak English, Bi-lingual a plus, have valid driver's license, CDL a plus. Please call 908.561.3590 or email pattiv@suprememetro.com

WAREHOUSE WORKER

Build outgoing loads for placement on route delivery trucks. May load route trucks and semi-trailers with propane or battery-operated forklift and/or pallet jack, moving product in and out of the warehouse as required.

APPLY AT: https://dpsg.hua.hrsmart.com/ats/js_job_details.php?reqid=46776&site_id=148