

Your link to
information on jobs
and hiring events
throughout
the greater
Union County area

The Job Connection

A weekly selection of local job listings and recruiting events

January 31 – February 6, 2011

Presented as
a joint venture of
Union County
College
and the
Union County Board
of Chosen Freeholders

THANK GREEN. PRINT  ONLY WHAT YOU  NEED. RECYCLE WHAT YOU  PRINT.

MONDAY: OPEN HOUSE AT COMMUNITY ACCESS UNLIMITED IN ELIZABETH

Community Access Unlimited is an expanding social service agency in Union County. We want you to apply to assist people w/ disabilities or at-risk youth reach their goals! Attend our Open House from 4pm-6pm on January 31 at 80 West Grand Street in Elizabeth, NJ. Walk-in's welcome or schedule an appointment at 908-354-3040 ext 203. We are looking to fill the following positions: **Asst Counselor** (3pm-11pm) \$11 per hr. **PT Overnight & Weekend** hrs. available. \$10.25 per hr. Experience working w/ individuals w/disabilities preferred. Positions require trainings outside of normal work hrs & a min of a HS Dip/GED, Driver's license & car. Fax resume to: 908-354-0283 or email to recruit@caunj.org. EOE.

MONDAY TO FRIDAY: OPEN HOUSE FOR SHIPPING STAFF AND ORDER SELECTORS

1/31/11 thru 2/4/11, 8AM-3:00 PM, 301 Mill Rd., Edison, NJ 08837. Keefe Group, a leader in the correctional supply industry, has several FT positions available including **Shipping Staff** and **Order Selector**. Req: reading/math skills, valid ID, pass bkgd/drug screen. Benefits include competitive pay, Profit Sharing, 401(k) & medical. Please bring copy of resume. Apply online at: www.centricgroup.com. EOE
Web Id: 33289.

TUESDAY: UNION COUNTY PRISONER RE-ENTRY INITIATIVE ORIENTATION

'Reconnections' is a prisoner Re-Entry initiative developed through a partnership between United Way of Greater Union County, Union County Department of Human Services, Union County College and the Nicholson Foundation. Reconnections helps formerly incarcerated individuals gain access to services so that they may develop meaningful, productive skills that they can use to make their lives better. The project will also provide essential support services to address an individual's immediate needs to ensure his or her successful re-integration to the community. Individuals that qualify for the Reconnections program must meet the following criteria: Individuals recently released from prison or jail (within 180 days of release); must be 18 years old or over; must be a Union County resident. Upcoming orientation at the Plainfield One Stop Center, 200 West 2nd St, 2nd Floor at 11:00a.m. on **Tuesday, January 31**. For questions and additional information please call: Plainfield 908-757-9090 x 7311; Elizabeth 908-558-8000 x 3272.

TUESDAY: ASSISTED LIVING & ADULT DAY CENTER RECRUITING CHHAs, CNAs

Buckingham Place Assisted Living & Adult Day Center recruiting **Certified Home Health Aides and CNA's**. Tuesday, February 1st from 10am to 12pm at the New Brunswick One Stop Career Center, 550 Jersey Avenue, New Brunswick 08901. FT & PT available; shifts/days vary; excellent benefits including 401K; South Brunswick location; no public transportation. Onsite training available. NJ0785049.

WEDNESDAY: RENEWAL BY ANDERSEN RECRUITING FIELD MARKETING CANVASSERS

Renewal by Andersen recruiting at New Brunswick One Stop Career Center, 550 Jersey Avenue, New Brunswick 08901 on Wednesday, February 2nd from 10am to 12pm. **Field Marketing Canvassers** - National window replacement company in Cranford has multiple openings; paid training; unlimited potential for growth. Canvassers start at \$10/hr plus incentives; entry level employees can expect to earn \$15-20/hr after training; approx. 25 hrs/wk. & schedule allows for FT opportunity. Requires high school diploma or equivalent; driver's license/own vehicle preferred. Opportunity for advancement with clean driving record. Will be working in the field booking free estimates. NJ0784798.

THURSDAY: INFO SESSION FOR FREE CLASSES IN VISUAL MERCHANDISING

Attention: Elizabeth residents! Start a career as a visual merchandiser. Free job training in visual merchandising. This “**Intro to Visual Merchandising**” course includes: Review Merchandising and the Consumer. How the industry markets to consumers. Understanding Fashion Seasons, category size, and market segments. What is visual/fashion merchandising? Understand how lighting is a key element in merchandising and the role of fixtures. Understand how signage plays a role in a display Learn the tools of the trade and how to apply them to the industry. Project Management. Take advantage of this free training program and jump into the dynamic world of visual merchandising. If you are an art major, creative type, or into decorating - this program is for you! When: Classes held February 14 to March 4, 2011, Monday to Friday, 8:00 am to 3:30 pm. Where: Retail Skills Center at the Jersey Gardens Mall, 651 Kapkowski Rd., Elizabeth, NJ 07201 (Lower level near Entrance D). How: To register, call (908) 355-4444 Monday to Friday, 9:00am to 5:00pm. (Please note: Social Security no. and Proof of address are required to enroll.) Information Sessions: You’re invited! February 3rd at 11:00 am. This program is paid for under the Urban Enterprise Zone (UEZ) program.

THURSDAY: STAFFMARK RECRUITING FOR VARIOUS WAREHOUSE POSITIONS

Staffmark recruiting at New Brunswick One Stop Career Center, 550 Jersey Avenue, New Brunswick 08901 on Thursday, February 3rd from 9:30am to 1:00pm. **Forklift Operators; Electric Pallet Jack Operators / Selectors; Unloaders; Mail Sorters – PT; Picker/Packers.** Multiple warehouse openings; starting salaries range from \$8.50 to \$10/hr. Worksite locations are in Cranbury and Monmouth Junction. There is no public transportation to any of these worksites. You must have your own transportation and be willing to submit to background check and drug testing. 6 months experience also required. NJ0784599; NJ0784603; NJ0784568 NJ0784562; NJ0784563.

FRIDAY: WELLS FARGO GROUP INTERVIEW FOR REVERSE MORTGAGE CONSULTANTS

Wells Fargo With you when you're looking for a rewarding career. You have the skills and the passion to make a difference. At Wells Fargo, we're with you. Our supportive environment enables our team members to build relationships with each other, our customers and our communities. Group Interview: Friday, February 4th 12:00pm-3:00pm Courtyard by Marriott 250 Davidson Avenue Somerset, NJ 08873 We are hiring **Reverse Mortgage Consultants!** We are currently in search of motivated professionals to originate reverse mortgages. This position will involve creating awareness and demand among our senior customers. This potentially lucrative position is ideal for candidates with at least 1 years sales experience and the ability to self-source leads and create profitable business relationships with various sources. Mortgage experience required. Join our team. Please email resume to Laura.Pearson@wellsfargo.com which will confirm your attendance. An email with the details for this position will be sent to you. Visit our careers site at wellsfargo.com/careers and search for Req# 3435813. Wells Fargo is an Affirmative Action and Equal Opportunity Employer M/F/D/V. (2011 Wells Fargo Bank, N.A. All Rights Reserved Published in The Hunterdon County Democrat.

NEXT WEEK AND BEYOND...

FEBRUARY 9, 16: CUSTOMER SERVICE & SALES JOB TRAINING INFO SESSIONS...page 8

JOB SEARCH REMINDER: 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.

ADJUSTER - Paper Bag Manuf. Company in the Elizabeth / Newark area is seeking individuals to manage and maintain bag production lines. Candidates must have a minimum of 3 years experience with high speed production equipment or equivalent mechanical qualifications. Bilingual is a plus. Must be able to work any shift. We offer a competitive wages based on skill level. We offer benefits package, including 401K. EOE M/F/V/D - must include salary requirement Mail/Fax resume: Duro Bag, 750 Dowd Avenue, Elizabeth NJ 07201 F-908-351-8593 Web Id: 33539.

ADMINISTRATIVE ASSISTANT - A not for profit organization based in Union, New Jersey has an opening for an Administrative Assistant to provide administrative support to the Director and governing Board and coordinate assigned activities and programs, including administering a program for seniors involving scheduling and supervision of staff and grant reporting; administration of human resources for staff of 30 (benefits/payroll). Successful candidate Must have 5 years demonstrated experience; solid MS Office skills (Word/Excel/Power Point); excellent verbal and written communication skills; great attention to detail and organization skills; ability to prioritize work flow and complete multiple tasks simultaneously and accurately while at the same time demonstrating tact in dealing with all levels of staff and the general public. Salary commensurate with experience + benefits. Fax resume: 908-687-0251 Web Id: 33220.

ASSISTANT BOOKKEEPER - Req'd by Int'l trading co. in Springfield NJ. Applicants must be detail oriented and computer literate. Please email resume & expected salary to info@egreen4u.com.

ASSISTANT SUPPORT COUNSELOR – full-time, at Community Access Unlimited in Elizabeth. DD Assistant Support Counselor: Seeking an individual to work with individuals with DD in a residential setting. Responsible for providing direct supervision including assistance with daily living skills. The hours for the position vary but include evening and weekend hours. Position requires a HS diploma/GED and experience preferred. Car and driver's license required. Please apply at www.caunj.org. EOE.

BILLING CLERK - Company in Union, NJ is looking for a Billing Clerk to process online billing and produce reports. Must be proficient in Excel. Company offers Medical, Dental, Life, 401(k). Please email your resume with salary requirements to: jobpostnj@gmail.com or fax to 908-624-9197.

BINDERY: FOLDING MACHINE LOADERS & BOX PERSON - Exp a must. Call (908) 245-1110 for details. Web Id: 33353.

BOOKKEEPER - F/T Payroll tax prep/QB required. Forward resume to edalli@llicpa.com or fax 908-358-0508. Web Id: 30811.

BOOKKEEPER - Growing Distribution Company in Woodbridge area seeks full-time Bookkeeper who will be responsible for receivable collections. Accounts Payable and other bookkeeping duties. Attention to detail and computer literacy essential to position. Minimum 3 years experience. Dealing with vendors, customers and in-house salespeople requires flexible attitude. We provide an excellent salary and benefits. Fax resume to 732-636-0898.

BOOKKEEPER - Union County Real Estate Company seeking a bookkeeper with a strong background in QuickBooks. Highly challenging environment. This position will report directly to the CFO and will be responsible for implementing and reviewing ledgers, performing journal entries and variance analysis, and assisting with closing periods. Three + years experience. Please fax resume to 559-344-2020. Web Id: 31377.

CALL CENTER CUSTOMER SERVICE SUPPORT - immediate opening. Int'l Co seeking customer service support person with one year call center experience. Must have excellent communication & written skills. Proficiency in Excel, Word & data entry skills. Fax resume with salary requirement to HR at (908) 289 0705 or e-mail to infousa@directlink.com.

CHILDREN'S SPECIALIZED HOSPITAL – full-time and part-time career opportunities in Mountainside, Fanwood, Roselle Park, New Brunswick. A few of the current positions at the Mountainside location are posted here. For a complete list of all opportunities at all locations, please visit www.childrens-specialized.org

DIETARY ASSISTANTS (2) – High School diploma or equivalent. Dietary, PT (32hrs/wk and 25hrs/wk), Grade D (R2579-0, R2584-0). Performs a variety of duties in preparing, distributing and clean up of cold food for patients and staff. High School diploma or equivalent. Previous food service experience preferred. Apply at www.childrens-specialized.org

NURSING ASSISTANT – High School diploma or equivalent. Long Term Care, Per Diem (R2535-0). Assists professional nursing staff by providing direct patient care and other support services. High School graduate or equivalent. 1-2 years experience preferred. Placement on the NJ Nurse Aide Registry. Certified Long Term Care Facility Nursing Assistant certification. Apply at www.childrens-specialized.org

RESTORATIVE NURSING ASSISTANT – High School diploma or equivalent. Long Term Care; PT (20 hrs/wk); Grade F (R2485-0). Works with patients needing restorative nursing measures to gain or to maintain their highest possible practical, functional level. Responsible for carrying out restorative program developed by the therapists. High School diploma or equivalent. Occupational, Physical, and Speech Therapies will provide the Restorative CNA with training as well as direct supervision after he/she has received appropriate training/education to perform the tasks. Minimum of two years clinical CNA experience, with consistently good performance evaluations. Current Long Term Care Facility Nursing Assistant certification and placement on the NJ Nurse Aide Registry. Apply at www.childrens-specialized.org.

CLEANING / MAINTENANCE - person needed to be responsible for interior & exterior of office building. Must be able to do thorough cleaning (including bathrooms), work outdoors in inclement weather, occasional heavy lifting & minor repairs. Must be able to work independently and follow a schedule. Mon - Fri, 40 hours, full benefits. Must have 5 years experience with checkable references. Union, NJ. Fax resume / information to 908-688-7601 or email jobs2497@gmail.com. Web Id: 31376.

COMPUTER HELP DESK ASSISTANT - Community Access Unlimited a social service agency in Union County is seeking an individual to provide on-site technical assistance to agency computers. Responsibilities include: running cables, scanning, troubleshooting computer issues at the sites and teaching computer training. A qualified candidate will be a self-starter with prior experience providing technical support and computer troubleshooting. The position will require traveling throughout the Union county area. Car, driver's license, HS diploma/GED required. The position is part-time, up to 28 hours per week. Apply online at recruit@caunj.org or Fax resume to 908-354-0283. EOE.

CORRUGATED OPERATORS - Corrugated manufacturer located in Newark, NJ looking for Experienced & Skilled Corrugator Operators to work in a fast paced, safety-oriented, team environment. Positions in the following areas; Corrugator control room operators, Corrugator single face operators, Corrugator double backer operators, Flexo operators, Die cutter operators, Post gluer operators. Shift hours required, union shop, benefits included. Apply online at: <http://www.uscorr.com/careers/current-openings>.

CUSTOMER SERVICE INTAKE - For home medical equipment Co. Min 1-2 years DME experience. F/T, Monday-Friday 9-5pm to join our expanding HME team. Excellent salary based on experience. Health Benefits package includes paid vacation, holiday, sick time, matched 401K pension plan. New modern North Jersey office. Fax resume w/salary requirements 201-243-3282. Web Id: 32024.

DAYTIME PORTER - Mon thru Fri, part time, must travel to clean offices in Linden, Edison, Scotch Plains, Union & Westfield. Must be Reliable. Car & Travel to above locations is required. Start Immediately. Call (908) 709-3316 Ext 2. Web Id: 31195.

COLLEGE CENTRAL NETWORK – visit www.collegecentralnetwork.com to gain access to a variety of employment opportunities. Check out CCN's [Job Search Kit](#) for the tools to build your job search résumé. You'll find resources to: create concise and effective [résumés](#); market yourself with professional [cover letters](#); and prepare yourself for [interviews](#). With formats, guides and samples, CCN's Job Search Kit provides the basics to get you started if you're a student, as well as a refresher course if you've already graduated. Sign up online, or stop by Room 111 at the UCC Elizabeth Campus Lessner Building and speak with Jorge E. Rivera.

DENTAL ASSISTANT / SALES - Newark Dental. If you are looking for a career change into Sales and have Dental product knowledge call us today! Bilingual Spanish/English a +. Sal, Bonus & 401K. 973-564-5005. Fax: 973-564-9725. EOE M/F Web Id: 32027.

DISPATCHER - Local food distributor is now hiring experienced dispatchers to work overnight shift. Knowledge of the NY metro area and DOT req. a plus. Job resp. include Maint. of DOT records, Liaison between customer and drivers, Scheduling of drivers, Equip. check in, Routing, Fleet maintenance. Paperwork review. All shifts have split days off Sat/Mon. Job benefits include medical and matching 401 K. EOE. Please send resumes with salary req to: hire@bakersexpress.com or mail to HR, 200 Helen St., South Plainfield, NJ 07080. Web Id: 32442.

DRIVER AIDE - A NJ State agcy seeks temp driver for blind social workers to do field visits 2-3 days p/w. Duties include driver/guide services, cler asst. NJ driver's license required. Car provided. \$12.85 p/h. Fax cover/resume to "Driver Aide" at (973) 648-2201 or email to rhonda.morris@dhs.state.nj.us. EOE. Web Id: 33280.

DRIVERS - Messenger Service looking for F/T or P/T for Drivers with own vehicle for route & rush work call 908-810-1480. Web Id: 33676.

ELIZABETH PUBLIC SCHOOLS – Think; Learn; Achieve; Care. Immediate Vacancies 2010-2011 School Year: **Latin Teachers; Special Education Teachers**. Required Certifications: Student with Disabilities/Teacher of the Handicapped with Certification in English or in Mathematics; **Science Teachers** Middle School/High School; **School Nurses** (RNs or School Certified). Interested applicants should submit a letter of interest and resume to: Carmen Southward, Interim Supervisor of Human Resources, Elizabeth Public Schools, 500 North Broad Street, Elizabeth, NJ 07208. Fax: (908) 436-5037, email makeadifference@elizabeth.k12.nj.us. Complete applications received by February 3, 2011 will be assured full consideration. The Elizabeth Board of Education is an affirmative action, equal opportunity employer.

ENTRY LEVEL - Fine motor skills and eye for detail required. Prior experience such as sculpting, carving, arts & crafts, wiring, working with small items, watch repair, jewelry making, etc., could be helpful. If you are eager to learn and are dependable, we may have an opening for you in our dental laboratory. Ambitious, capable individuals will be trained in carving, polishing, wax or plaster. Must be able to read/speak English. \$9./hr to start. Qualified candidates email HR@KuwataPanDent.com. Web Id: 32568.

EXPORT LOGISTICS CO-ORDINATOR / DATA ENTRY CLERK - Req'd by Int'l trading co. in Springfield NJ. Applicants must be detail oriented and computer literate. Please email resume & expected salary to info@egreen4u.com.

LINE COOKS – Smashburger at Newark Airport. Now Hiring. Line Cooks- Experience preferred. Please email resumes and letters of interest to natalie.freeman@mascott.com to schedule an interview. Web Id: 33533.

MAINTENANCE - YMCA, Part Time, Must be mechanically inclined. General knowledge of commercial building repair and maintenance, 908-688-9622, poleary@ymcaeuc.org, Fax 908-851-9377 Published in The Suburban News/The Independent Press.

MANUFACTURING - Manufacturing Opportunity: An established successful growing Newark based MFG Company specialized in manufacturing polytetrafluoroethylene (PTFE) micropowders, as well as a leading worldwide supplier of a broad line of other micronized powders and dispersions seeks production workers with technical ambitions. Educational experience is a plus, developmental potential required. Competitive salary and benefits. Company supports education. Please send resume to S.L. Dept. 15770, One Star-Ledger Plaza, Newark, N.J. 07102 Web Id: 31808.

MANUFACTURING: VARIOUS POSITIONS - Vantage Apparel, a leading promotional product company, has several opportunities available in our Avenel facility. - Production Coordinator FT 12:30pm 9pm - Embroidery Machine Operators FT 4:30pm- 1am (3 mo. training 8am-4:30pm) - Apparel Decoration Digital Machine Operator FT 4:30pm 1 am - Picker/Packers PT 2pm 6pm- Screen Printers (experienced only). Excellent communication skills, basic computer skills a must. E-mail resume to: maureenk@vantageapparel.com (include job title), fax to 732- 340-3283, mail to: Vantage Apparel, 100 Vantage Drive, Avenel, NJ 07001, or apply in person. Web Id: 32677.

MARRIOTT HOTELS – Marriott is consistently recognized as an employer of choice by Working Mother, Diversity Inc., and Latina Style magazine among others. Fortune magazine recognized Marriott as one of its “100 Best Companies to Work For”, for the twelfth consecutive year. Benefits may include: medical, dental, vision, 401(k) profit sharing, paid time off, tuition reimbursement, career advancement, hotel room discounts and more. Employment opportunities are posted on the Marriott website for positions at locations throughout the greater Union County area, including: **Agent - At Your Service; Attendant - Banquet Aisle; Attendant - Bar; Attendant - Dining Room / Utility; Bistro Server - Refreshing Bus AM; Cook; Dishwasher / Utility; Driver – Limousine / Van; Driver - Shuttle Bus; Food Runner; Guest Service Representative; Housekeeper; Housekeeping Aide; Housekeeping Aide – Banquets; Maintenance - Technician I; Officer - Loss Prevention PM; Server; Specialist - Guest Services.** Please apply online at www.marriott.com/careers.

NEW JERSEY TRANSIT BUS OPERATORS – part-time positions available! Criteria: Twenty-one (21) years of age or older; Possess three (3) years driving experience with a valid NJ Driver’s License, NJ Commercial Driver’s License or a NY or PA Commercial Driver’s License (CDL) with unrestricted airbrake and passenger endorsements; Be able to obtain a validated NJ CDL permit that has been stamped indicating passing written tests for passenger, airbrake and general knowledge endorsements. The expiration date on the permit must be valid for at least fourteen (14) days beyond the first day of the scheduled training program; Safe driver with a good driving record and have less than five (5) accumulated points; Present a driver’s abstract certified by the Division of Motor Vehicles (DMV) at the time of interview that is less than ninety (90) days (3 months) old; Available to participate in the structured training program for eighteen (18) to twenty-two (22) business days, Monday through Friday from 8:00 a.m. to 4:30 p.m. Perfect attendance is required throughout the training period; Commitment to work schedule as needed during one (1) or both peak commuter rush hour periods; either 5:00 a.m. to 9:00 a.m. and/or 2:00 p.m. to 8:00 p.m; Read, write and speak the English language; Pass all phases of the written test; Pass interview and physical examination which consists of a drug and alcohol screen and tuberculosis test; Accept the current rate of \$15.07 per hour at the completion of training or after 30 calendar days of employment, whichever comes first; To obtain a validated New Jersey Commercial driver’s license permit, consult your local DMV for specific requirements. CDL Manual may be obtained on the internet. Only a certified driver’s abstract from the DMV will be accepted for interview. A NJ driver’s abstract may be obtained Monday through Friday. Please consult the DMV website, or the Blue section of your Yellow Pages for more information about Division hours and phone numbers. Only a certified driver’s abstract from the DMV will be accepted. The abstract must be presented at the time of the interview. Abstracts may be obtained in some of the following locations: Wayne, East Orange, Eatontown, City Line (Kennedy Blvd), Jersey City / Bayonne Border, Trenton, Newark. Check your local DMV for hours and services available. The NJ abstract fee is \$15.00 and a driver’s license is required. To send your request by mail, include a \$15.00 check or money order with your name and copy of your driver’s license and mail to: Division of Motor Vehicles, Service Data Output Abstract Section, CN 142, Trenton, NJ 08666. If interested in this position, you may visit the Personnel office at NJ Transit General Office Building, Attention: Strategic Staffing Department, 180 Boyden Ave, Maplewood, NJ 07040 and complete an application, or visit us at www.njtransit.com/careers.

MEDICAL ASSISTANCE & RECEPTIONIST - Full Time, Part Time, Experience necessary. Fax 908-687-2039. Published in The Suburban News/The Independent Press.

MEDICAL SECRETARY - FT University based Orthopaedics Practice Office located in Newark. Graduate of an accredited business/medical secretarial curriculum with 2 years experience. Requirements include computer literacy, medical terminology, strong organizational skills and office professionalism a must. Please e-mail cover letter and resume to: jobsinortho@hotmail.com. Web Id: 33667.

PRE-SCHOOL TEACHER - Established Pre-School in Rahway has Immediate Opening. ECED degree a plus. Young 3's Lead Teacher. Approx. 6 hours/day, 7am Opener. Call (732) 381-7227 or email resume: busybee.director@verizon.net. Web Id: 33453

PRODUCTION CONTROL ASSISTANT - work with the Production Control Team to coordinate customer requirements. Data entry, invoicing, purchasing and production document preparation. Bilingual a plus. Contact Charlie Briggs via email charlie@superiorpowder.com for an interview.

PRODUCTION SHIFT SUPERVISOR - Paper Bag Manufacturing Company in the Eliz/Newark area is seeking a Shift Supervisor to manage production operations on one of our three shifts. Candidates must have a minimum of 5 years supervisory experience in a manufacturing environment and have good written and verbal communication skills. Bilingual is a plus. Mechanical skills are a plus and must be able to work any shift. We offer a competitive wages based on skill level and benefits package, including 401K. EOE M/F/V/D. Must include salary requirement. Mail/Fax resume: Duro Bag Mfg., 750 Dowd Avenue, Elizabeth, NJ 07201 F-908-351-8593 Web Id: 33560.

RECEPTIONIST / ADMINISTRATIVE - Immediate opening. Growing Cranford Mortgage Co. seeking high energy, efficient, professional & friendly F/T individual with excellent Voice & phone skills to answer phones at front desk. Bilingual-OK. Requirements: Operating a multi line switchboard; Greeting visitors, organizing mail; Filing, other administrative projects; Handle incoming sales leads, clients; Excellent presence, computer skills Word, Excel, Outlook; Various general office responsibilities; Multi task. Great opportunity excellent environment M-F 9-5, benefits, 401k. Please fax resumes 866-287-8272.

RECEPTIONIST / CUSTOMER SERVICE REPRESENTATIVE - Demolition/Recycling facility located in Newark, NJ looking to fill a fulltime position to assist us with our daily operations. The ideal candidate is comfortable and enjoys working in a small office setting and has no problems working alone. He or she excels at problem-solving, possesses a strong outgoing personality, and is reliable, punctual, positive, energetic, humble, and efficient. Furthermore, the ideal candidate must be able to handle a wide variety of assignments and tasks with minimal instruction and supervision. He or she must also have the ability to prioritize effectively, learn anything and everything as needed, have sound judgment, excellent logical and critical thinking skills, and possess excellent follow-through skills. Responsibilities Include But Are Not Limited To: Serve as a receptionist. Interact with clients (mostly through phone) and schedule appointments as necessary. Operate standard office equipment. Answer all incoming calls in a timely and professional manner. Take detailed messages and route to appropriate individual. Respond to client inquiries and complaints promptly and professionally. Scanning, faxing, and copying documents. Other miscellaneous duties as assigned. Please email and/or fax resume to: tsanfilippo@fioreenterprise.com. Fax (973)465-7583.

RECEPTIONIST / OFFICE MANAGER - Optometrist Office in Summit seeking FT Receptionist/Office Manager. Computer skills, previous experience in Dr.'s office required. Working Days: Mon, Tues, Thurs, Fri, Sat. (half day). Fax resume to 908-273-4522. Published in The Suburban News/The Independent Press.

SHOP RITE NOW HIRING: MULTIPLE POSITIONS - now hiring! Due to growth and expansion, ShopRite, the Supermarket Leader is currently offering employment opportunities for the following full time positions in an inner city, Union County, NJ store. Must have supermarket or related retail experience for all positions. **ASSISTANT STORE MANAGER-CLOSING:** Exciting opportunity for a seasoned pro to manage 2nd shift in a high volume store. Must have experience in front end controls and closing a store. **PRODUCE MANAGER:** Seeking a seasoned pro, self-starter with knowledge of ethnic merchandising practices. **ASSISTANT DELI DEPT. MANAGER:** Seeking a seasoned pro for 2nd shift with experience in controlling shrink, inventory, QA, safety and customer service. **BAKERY MANAGER:** Seeking a seasoned pro with experience in scratch, bake off, formula, production controls and excellent organization skills. **EXPERIENCED 2ND MAN/MEAT MANAGER:** Seeking a seasoned pro (7-10 years) with heavy experience in cutting, ordering and merchandising. **ASSISTANT GROCERY MANAGER-3RD MAN:** Seeking a seasoned pro for the 2nd shift position to anchor second shift in high volume market. **HBA/NON-FOODS MANAGER:** Experienced in Health and Beauty, Non Foods and seasonal products. **SCANNING COORDINATOR:** Seeking a seasoned pro for position to manage labels, price changes, data entry, report generation and scheduling. **NITE CREW CHIEF:** Experienced Night Crew chief needed to motivate and manage a productive night crew in high volume market. **HEAD BOOKKEEPER:** Experienced Bookkeeper able to manage cash office and cashier accountability for a high volume market. Send resumes to: P7Recruiter@Wakefern.com. Or, fax resumes to 732-906-5215. All positions require veritable past employment including salary history. Wakefern Food Corporation is an Equal Opportunity Employer committed to a diverse workforce reflecting the communities we serve. We regret that only those being considered will be contacted.

SHOP FOREMAN - Transportation-First Shift-Diesel Maintenance Shop. Large transportation company in central NJ seeks experienced Shop Foreman. Must be familiar with a very active/high volume shop and have 5+ year experience in all phases of truck repair, good pc & communication skills. We offer a competitive salary and excellent benefit program. Send confidential resume which must include salary requirements to: truckingtl@yahoo.com. EOE Web Id: 32862.

TRINITAS REGIONAL MEDICAL CENTER – visit www.trinitas.org to view employment opportunities in various departments.

Employment Opportunities at **Union County College**

For a complete list of employment opportunities, go to www.ucc.edu; select *Community and Business* on the home page, then select *Jobs at UCC* from the drop down menu.

To access a printable application please go to our Employment Forms page. You may now also access printable Employee Benefits Forms and our Employee Handbook.

Applications & resumes are only considered for positions that are currently open. All correspondence in reference to job offerings should be emailed to HRJobs@ucc.edu.

Copies of the job postings are available in the entranceway to the Faculty Lounge in the Nomahegan Building. You may send or email your resume with a cover letter to HRJobs@ucc.edu.

Small Business Events: NJ SBDC AT KEAN UNIVERSITY AND UNION COUNTY BUSINESS RESOURCE CENTER PRESENT “WINTER 2011 SMALL BUSINESS CERTIFICATE SERIES”

NJ Small Business Development Center at Kean University in partnership with Union County Business Resource Center is hosting the “Winter 2011 Small Business Certificate Series.” The workshops will be held at Union County Business Resource Center, 200 W. Second St, 2nd Floor, Plainfield, NJ 07060. Co-sponsors of the “Winter Small Business Series” include: The U.S. Small Business Administration, Union County Business Resource Center and The City of Plainfield collectively offer a series of weekly workshops for Entrepreneurs and Business Owners. Pre-Registration is required. Most of the workshops have a minimal fee of \$10.00. Space is limited. To register, please call (908) 737- 4220. (Free ample parking available behind PNC Bank on West Second Street.)

Friday, February 4: Best Business Practices in These Turbulent Times	10:00 a.m. – 12:00 p.m.
Friday, February 11: Developing a Winning Business Plan	9:00 a.m. – 11:30 a.m.
Friday, February 18: Financing Your Small Business	9:00 a.m. – 11:00 a.m.

If you would like to add your email address to our distribution list or remove your name from it, please send an email to cewd-jobdev@ucc.edu with “Add” or “Delete” on the Subject line.

ELIZABETH RESIDENTS:

ENROLL IN A FREE EDUCATIONAL / EMPLOYMENT-RELATED PROGRAM!

NEW CLASSES ARE FORMING...ENROLL NOW!

Details on next page

▶ CUSTOMER SERVICE & SALES JOB TRAINING ◀

Get ready for the spring hiring season! Prepare yourself for a career in retail!

This 90-hour certificate course is designed to prepare Elizabeth residents for a career in retail.

Topics include:

- ▶ The World of Retail & Store Staffing
- ▶ Store Lay-out & Design
- ▶ Critical Work Functions
- ▶ Resume-Writing & Interviewing Skills
- ▶ Job Leads

Class dates and times: February 28th thru March 18th from 9:00am – 3:30pm

Location: Retail Skills Center, Jersey Gardens Mall, Elizabeth (lower level near Entrance D).

For complete details and/or to register:

Call 908-355-4444 Mon. - Fri. 9:00am – 5:00pm. ***Don't delay: limited seating available!***

There will be information sessions on February 9th and 16th at 11:00am at the RSC.

Please note: a social security no. is required to enroll.

▶ START A CAREER AS A VISUAL MERCHANDISER ◀

FREE JOB TRAINING IN VISUAL MERCHANDISING

This “INTRO TO VISUAL MERCHANDISING” course includes:

- * Review Merchandising and the Consumer.
- * How the industry markets to consumers.
- * Understanding Fashion Seasons, category size, and market segments.
- * What is visual/fashion merchandising?
- * Understand how lighting is a key element in merchandising and the role of fixtures
- * Understand how signage plays a role in a display Learn the tools of the trade and how to apply them to the industry.
- * Project Management.

Take advantage of this **FREE** training program and jump into the dynamic world of visual merchandising. If you are an art major, creative type, or into decorating - **this program is for YOU!**

When: Classes held February 14 to March 4, 2011, Monday to Friday, 8:00 am to 3:30 pm

Where: Retail Skills Center at the Jersey Gardens Mall, 651 Kapkowski Rd., Elizabeth, NJ 07201 (Lower level near Entrance D)

How: To register, call (908) 355-4444 Monday to Friday, 9:00am to 5:00pm (Please note: Social Security no. and Proof of address are required to enroll.)

Information Session: You're invited! This Thursday, Feb. 3, 11:00 am

THESE PROGRAMS ARE PAID FOR UNDER THE URBAN ENTERPRISE ZONE (UEZ) PROGRAM

