
JOBS

Job Type

ACCOUNTING

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/22/2018 9407 Billing Clerk

Company Name

Mount Construction

Job Description

Berlin NJ **Salary** to be determined

Mount Construction Company, Inc., Mount Materials, LLC, Harleysville Materials, LLC, Bull Waste & Recycling, Inc., and the Mount Charitable Foundation comprise The Mount Group. Founded in 1991, Mount Construction, Inc. is a full-service Construction, Site Improvement and Emergency Response services provider in New Jersey and the surrounding areas. Our proactive solutions cover multiple sectors spanning transportation, utilities, roadwork, bridges, construction, as well as federal, state and local governments, and related agencies.

BILLING CLERK

We are currently seeking to add an entry level **BILLING CLERK** to the Mount Construction Team based out of our Corporate Headquarters in Berlin, New Jersey. The Billing Clerk in a full time, non-exempt position and will support the Billing Administrator for the 4 separate entities that make up the Mount Group of Companies.

Essential Duties & Responsibilities:

- Create and maintain project and customer files
- Provide administrative support
- Address questions and complaints from customers
- Responsible for verifying and processing daily invoices
- Receive and review daily job tickets, checking for description of work completed, extra parts used

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on the job, and required paperwork

- Process billing transactions in a timely and productive manner
- Ensure all job labor is costed and billed correctly on each job ticket
- Audit job costs entered in the billing system and printed on registers to the billed amount daily
- Meet production goals and month end processing requirements

Qualifications / Requirements:

- 1-2 years' experience as billing clerk or similar position
- Excellent communication and customer service skills
- Excellent math skills.
- Strong attention to detail and good organizational skills
- Strong Microsoft Office and computer skills
- Experience with accounting software or construction industry, a plus

Offers of employment are contingent upon the successful completion of a physical, drug and alcohol screen, and credit and background checks, as required by the position.

Application Instructions

TO START THE APPLICATION PROCESS: Please provide your resume and email to Employment@MountConstruction.com. Please also include answers to the following questions:

- This is an entry level position. What motivates you to perform routine tasks?
- Describe your experience if any with billing and invoice software.
- What sort of work culture do you find most appealing and why?
- What challenges are you looking for in this billing clerk position?

Schedule fulltime

Work Phone 856-768-8493

Ext

Job Type

ACCOUNTING

Job Type **ACCOUNTING**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/25/2018 9367 Collections Specialist, Accounts Payable

Company Name **AmerisouceBergen**

Job Description Conshohocken PA **Salary** Competitive

Under general supervision of the Accounts Payable Supervisor responsible for supporting the accounts payable activities in the facility performing tasks requiring quick resolution of issues.

Performs daily accounts payable activities such as maintenance of the general ledger and preparation of various accounting statements and financial reports.

Responsible for preparing all payables and completing all standard operating procedures as required.

Collections (Accounts Receivable) - tracking, verifying and evaluating data

Makes calls to vendors to clarify any questionable invoice items prices or signatures; calls department for proper information and or data regarding invoice payments.

Facilitates the payment process by ensuring all required documentation is accompanied with the payment request.

Takes phone calls and responds to any questions from departments or vendors as it relates to invoice payments.

Maintains frequent contact with internal and external customers in order to address all payment issues.

Assists other corporate associates and the Regional Director of Finance.

May assist other Accounts Payable Clerks in departmental initiatives.

Performs related duties as assigned.

Requires broad training in fields such as business administration accountancy sales marketing computer sciences or similar vocations generally obtained through completion of a four year bachelor's degree program or equivalent combination of experience and education. Normally requires a minimum of three (3) years of experience.

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Ability to communicate effectively both orally and in writing
Knowledge of general accounting principles
Proven ability to obtain payment or organize payment plans
Strong interpersonal skills
Strong mathematical and analytical skills
Strong organizational skills; attention to detail
Knowledge of Microsoft Word Excel and PowerPoint

Application Instructions

interested candidates may apply online or email resume for consideration to Alicia Bausinger at alicia.bausinger@amerisourcebergen.com

Schedule fulltime

Work Phone 610-727-7340 **Ext**

Job Type ACCOUNTING

Posting Date 8/21/2018 **Job #** 9308 **Job Title** Experienced Tax Professional
Co-Op Internship FT PT Temp

Company Name H&R Block
Job Description Deptford NJ **Salary** will discuss Famil

H&R Block is hiring! We're looking for experienced tax preparers, or those with bookkeeping, accounting, and/or finance backgrounds. Excellent opportunity with flexibility, career growth and competitive pay that recognizes the experience you bring to the table. Interested? Please take our Tax Knowledge Assessment (<https://www.hrblock.com/corporate/income-tax-course/index.html>) Passing will fulfill our requirement for employment.

Don't have experience & want to learn? We offer a 60hr Course that will teach the fundamentals & basics for tax prep starting next month at various H&R Block locations. H&R Block classes are a simple, convenient way to learn everything you ever wanted to know about taxes but were afraid to ask. Our tax preparation classes can help you master your annual return. It can also lead to a job!

Application Instructions

interested candidates should apply online or email resume for consideration to Jeanette Peel at jeanette.peel@tax.hrblock.com

Schedule Flexible schedules. **Work Phone** 856-495-1740 **Ext**

Job Type

ACCOUNTING

Posting Date 8/16/2018 **Job #** 9301 **Job Title** Tax Associate Intern Co-Op Internship FT PT Temp

Company Name Campaign for Working Families

Job Description

Philadelphia PA Salary N/A

Every year, the Campaign for Working Families, Inc. recruits, trains, and manages hundreds of volunteers and interns who staff free tax sites across Philadelphia and surrounding counties, as well as South Jersey. In 2018, CWF's Philadelphia and South Jersey tax sites provided over 33,000 taxpayers with access to important tax credits through free tax preparation, resource building and asset development services. Since our founding, we have brought in over \$398 million in refunds to our region's economy.

For this upcoming tax season, CWF is seeking highly-motivated and mature individuals with above-average PC skills to fill our Tax Associate intern positions. The position is ideal for students with WorkStudy grants; however, all students are encouraged to apply as each will learn critical skills that will enhance your resume and prospects for employment upon graduation.

Individuals should possess strong quantitative skills, accounting or tax preparation experience. This is a great training opportunity for Accounting, Finance and Business majors. Tax Associates will be engaged in various roles including tax preparation (including virtual) and Quality Review, as well as operations/administrative support. Duties and responsibilities may expand based upon individual strengths and schedule availability.

Requirements & Responsibilities:

- o Attend 20-24 hours of training to certify as an Advanced Tax Preparer
- o Assist with tax preparation trainings held for volunteers in January
- o Commit to 10-15 hours per week from January 21st through April 15th
- o Attend our annual Financial Wellness Day

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- o Serve at least one shift with our Mobile Tax Team
- o Work closely with Site Management Team and serve as Quality Reviewer
- o Support Site Management Team in administrative tasks

Only students who can make the commitment outlined above are encouraged to apply.

Application Instructions

Interested candidates can submit their resume via email to Jonathan Barnes at jbarnes@cwfp Philly.org

Schedule 10-15 hours per week **Work Phone** 267-457-2653 **Ext**

Job Type ACCOUNTING

Posting Date 5/1/2018 **Job #** 9147 **Job Title** Volunteer Accounting/Finance Assistant
Co-Op Internship FT PT Temp

Company Name Heart 2 Heart Services
Clementon NJ **Salary** volunteer

Job Description
participate in financial, billing, and marketing aspects of programs, projects, and campaigns

Application Instructions

Interested candidates should email resume to heart2heartsvcs@gmail.com, or apply online at www.heart2heart.services or call Denise Poole at 856-352-5424

Schedule varies **Work Phone** 856-352-5424 **Ext**

Job Type ALLIED HEALTH

Posting Date 10/16/2018 **Job #** 9399 **Job Title** Medical Assistant Co-Op Internship FT PT Temp

Company Name New Jersey Urology, LLC

Job Description Voorhees NJ **Salary** will discuss

Perform typical medical assisting duties. Prefer a certified candidate but will consider a candidate working towards certification. This is a very busy office. Qualified candidate must be mature, organized, possess exceptional communications skills, and an outstanding ability to multi-task

Application Instructions

Interested candidates may submit resume for consideration via email to Rhonda Thompson at rthompson@dnullc.com

Schedule varies **Work Phone** 000-000-0000 **Ext**

Job Type ALLIED HEALTH

Posting Date 9/18/2018 **Job #** 9350 **Job Title** Field Associate/EMT Co-Op Internship FT PT Temp

Company Name On Time Ambulance, Inc.

Job Description Voorhees NJ **Salary** depends on experi

SUMMARY: The field associate-EMT transports and cares for clients transported to various appointments, hospitals, schools, and facilities. He/she is responsible for the safety and well-being of clients during transportation to their destination. The field associate-EMT will comply with all state, local, and company policies and procedures applicable to his or her level of training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Be familiar with company policies/standards and always drive in a safe and responsible manner.
2. Project a professional image and attitude when interacting with clients, the public and fellow employees.
3. Perform basic life support procedures under Department of Health regulations.
4. Obtain vitals and make a full patient assessment as required by Department of Health regulations.
5. Practice safety at all times when handling patients and ambulance equipment.
6. Move patients in a safe manner particularly when moving up and down stairs.
5. Wear seat belt at all times when operating company vehicles and require clients to do the same.
7. Ensure that wheelchairs and child restraints are properly secured to the stretcher, and that the stretcher is properly secured to the vehicle.

8. Perform CPR, as necessary. Immediately advise dispatch of any medical or non-medical emergencies or incidents involving patients, and other passengers.
9. Be familiar with safe lifting and moving techniques and be physically/mentally fit for performance of job duties.
10. Be familiar with proper use of all vehicle safety equipment (e.g. stair chair, reeves, child seats, fire extinguisher., etc.).
11. Be responsible for assigned equipment. Must inspect all equipment and report any malfunctions.
12. Be familiar with all company forms related to ambulance transports, and their purposes. Fill them out properly.
13. Adhere to Emergency Medical Technician dress code and personal appearance policies.
14. Have a working knowledge of the company communication systems and communication policies and procedures.
15. Report all field incidents, accidents, problems, and non-routine situations that have arisen to dispatchers, supervisors, or managers on daily basis.
16. Be familiar with and comply with rules at major receiving client/facility locations.
17. Assume responsibility for cleanliness of vehicle on a daily basis. Perform pre-trip and post-trip inspection.
18. Make sure that all utilized equipment is replaced at the end of shift, including the replacement of oxygen tanks.

19. Be familiar with maps and capable of navigating in all response areas of the company.
20. Inspect and report any vehicle damage or malfunction. Must refuel vehicle. Be familiar with fleet card usage.
21. Remain in close contact with dispatch, updating them on vehicle location and client information.
22. Maintain order on the vehicle.
23. Ensure that minors are left with approved guardians.
24. Perform other related duties as required.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Must successfully complete the company's orientation and training. Must submit to and successfully pass State criminal history review, and drug and alcohol testing program.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, facility representatives, and other employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to read maps and navigate directions.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR (Cardio Pulmonary Resuscitation), Valid NJ Drivers License in good standing, EMT (Emergency Medical Technician), MAVT (Mobility Assistance Vehicle Technician) (as required for vehicle).

IMMUNIZATIONS, VACCINATIONS: PPD - 2 Step, other vaccinations required by Facility

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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 will be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must frequently lift and/or move up to 150 pounds and occasionally lift and/or move more than 250 pounds. Specific vision abilities required by this job

Job Type

ALLIED HEALTH

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Application Instructions

Interested candidates may apply online at <http://www.ontimeambulance.com> or may contact Marlene Relvas via email at mrelvas@ontimeambulance.com

Schedule varies

Work Phone 000-000-0000

Ext

Job Type ALLIED HEALTH

Posting Date 8/30/2018 **Job #** 9322 **Job Title** Medical Assistant
Co-Op Internship FT PT Temp

Company Name Bruneau Family Care
Mount Laurel NJ **Salary** depends on experi

Job Description

Performs both front and back office duties in a small but busy practice. Applicant must present themselves professionally, have exceptional communication skills, be able to multi-task, and have a strong academic record including an excellent GPA and attendance record.

Application Instructions

If you meet ALL the qualifications contained in the job description above, please email your resume for consideration to Lisa Drzal at lisadrzal@bruneaufamilycare.com

Schedule 2-3 days a week, part time **Work Phone** 000-000-0000 **Ext**

Job Type ALLIED HEALTH

Posting Date 7/31/2018 **Job #** 9273 **Job Title** Medical Assistant Co-Op Internship FT PT Temp

Company Name CFG Health Network

Job Description Camden NJ **Salary** Depends on exper

Provides medical and administrative assistance to members of the healthcare team.

Responsibilities

- Prepares treatment rooms for examination of patients.
- Interviews patients.
- Measures patient’s vital signs and records information in patient’s chart.
- Provides basic patient education.
- Assists members of the healthcare team with procedures that occur in the medical unit.
- May be required to draw and collect samples from patient and prepare specimens for laboratory analysis.
- Maintains the needed clerical and clinical supplies for the unit.
- Assist with administrative/clerical duties as necessary.
- All other duties as assigned.

Qualifications

Job Type

ALLIED HEALTH

- High School Diploma or equivalent.
- Graduate of an accredited Medical Assistant Program or comparable program.
- One year experience working in a physician office, clinic or ambulatory health care center.
- Must be CPR certified.

Application Instructions

Interested applicants must apply online at
<https://careers-cfghealthnetwork.icims.com/jobs/2285/medical-assistant---part-time---day-shift---camden/job>

Schedule 16 hours per week 7 am to 3:3 **Work Phone** 000-000-0000 **Ext**

Job Type AUTOMOTIVE

Posting Date 9/19/2018 **Job #** 9353 **Job Title** Assembly Technician Co-Op Internship FT PT Temp

Company Name Onyx Valve
Cinnaminson NJ **Salary** Start at \$12-15hr

Job Description

We offer benefits, vacation and sick time and there is opportunity for growth for the right candidate

We are seeking an Assembly Technician to become part of our team. We are willing to train the right person. You must have the right attitude and be a quick learner.

- You must have previous experience working in manufacturing, assembly or as an electrical or electro-mechanical tech

- Must be able to lift 50 lbs - this is a physical job

- Knowledge of soldering and ability to read a wiring diagram is a plus but not required

- Familiarity with assembly tools is a must

Responsibilities:

- Rotate through tasks for specific production processes
- Conduct quality inspections and bench test items before shipping
- Prepare finished products for shipment
- Maintain a clean and orderly work area

This is a full time position. Candidates are eligible for paid time off, (vacation and sick days), after a certain amount of days being employed

Job Type AUTOMOTIVE

Application Instructions

Email resume to josh@onyxvalve.com with subject line "Assembly Tech"

Schedule fulltime **Work Phone** 609-305-1300 **Ext**

Posting Date 10/31/2018 **Job #** 9421 **Job Title** Purchasing Assistant Co-Op Internship FT PT Temp

Company Name RAM Electronics

Job Description Cinnaminson NJ **Salary** will discuss

Review purchase requisitions. Send orders to suppliers. Review inventory of stock before placing orders. Review shortage list. Interact with suppliers on a day to day basis. Review deliveries against orders

Application Instructions

Interested candidates please contact Xiomara Zepeda by phone or email resume to xiomara@ramelectronics.net

Schedule part time, flexible **Work Phone** 856-864-0961 **Ext**

Job Type BUSINESS

Posting Date 10/10/2018 **Job #** 9377 **Job Title** Billing Specialist Co-Op Internship FT PT Temp

Company Name Kennedys CMK
Basking Ridge NJ **Salary** commensurate wit

Job Description

Kennedys CMK is seeking a Legal Billing Specialist to join our Financial Operations team in Basking Ridge, New Jersey. Qualified candidates will contribute to the effectiveness of the Finance department by providing efficient service to clients in order that business objectives of the firm are achieved. Main duties and responsibilities include: ensuring timekeepers fully comply with time recording policies and client guidelines; producing and circulating WIP reports as required; maintain matter budgets and resolve billing related issues; responding to all queries and requests in a timely and efficient manner. Qualified candidate will also be responsible for drafting, amending and coordinating the lodgement of ebills; processing rejections, tracking and completing required follow-up action and ensuring write-offs are authorized in line with the firms policies. Commitment to delivering a professional service to the highest standards with strong focus on client service; attention to detail; self-motivation; excellent communication and interpersonal skills; and ability to prioritize workload are critical to this position. Expert knowledge of Excel required. For additional information about our firm please visit: www.kennedyslaw.com.

Application Instructions

email resume to resumes@kennedyscmk.com

Schedule fulltime **Work Phone** 908-848-6300 **Ext**

Job Type BUSINESS

Posting Date 10/10/2018 **Job #** 9376 **Job Title** Collections Specialist Co-Op Internship FT PT Temp

Company Name Kennedys CMK
Basking Ridge NJ **Salary** commensurate wit

Job Description

Kennedys CMK is seeking a Collections Specialist to join our Financial Operations team in Basking Ridge, New Jersey. Qualified candidate will provide a comprehensive credit control service – pursue clients frequently and effectively to secure payment with KCMK’s agreed payment terms; proactively engage timekeepers and partners to improve collections and reduce debt; review aged debt lists regularly; ensure the credit control database is updated regularly and maintained with current activity summary; attain and maintain cash collection targets; producing and ensuring the prompt, accurate delivery of statements and reminder letters to clients. Commitment to delivering a professional service to the highest standards with strong focus on customer service; attention to detail; self-motivation; and excellent communication and interpersonal skills with a confident telephone manner are critical to this position. Expert knowledge of Excel required. For additional information about our firm please visit: www.kennedyslaw.com.

Application Instructions

email resume to resumes@kennedyscmk.com

Schedule fulltime **Work Phone** 908-848-6300 **Ext**

Job Type BUSINESS

Posting Date 10/10/2018 **Job #** 9380 **Job Title** Account Executive Co-Op Internship FT PT Temp

Company Name PLS Logistics Services

Job Description Philadelphia PA **Salary** 36,000 base salary

Overview:

Do you have an extreme work ethic, a take-no-prisoners attitude toward success?
Are you an aggressive, outgoing individual with a thick skin?
Does the challenge of cold calling and securing your financial freedom excite you?
If you answered yes to all of these questions, then this may be the sales career for you!

PLS is where hard work meets the dream.

As an Account Executive at PLS Logistics, you will act as an imperative link between your customers and carriers, making sure that their freight is picked up and delivered across the nation, 24/7/365. You will directly call the shots, and ultimately drive yourself and PLS Logistics to prosperity and success. This will all come with the zealous support of the company around you. In this thriving industry, we are looking for a self-motivated team member, who thrives in a fast-paced daily environment.

PLS Company Video:

<http://www.youtube.com/watch?v=-XWOxGx0R3g>

Essential Functions

- Proactively develop a new portfolio of clients through cold calling industry leads – Building your empire
- Use your negotiation skills with clients and carrier freight rates
- Take charge of client service issues through to the point of resolution
- Be the liaison between shipper, consignee, and carrier

- Build and foster strong relationships across North America
- Be open to coaching and learning while putting in the time and effort to be successful
- Entrepreneurial spirit & success driven attitude

The Foundation

- **START:** Participate in 1 week of classroom training to learn the basics of logistics
- Crash course on the industry & our systems.
- **MIDDLE:** 3 months direct mentorship with our talented Account Executives
- Learn the operations piece inside and out.
- **END:** Approximately 13 months of sales coaching from our Group Sales Managers
- In depth sales training to help you prepare to meet the needs and goals of your customers.
- Direct support from a Group Sales Manager – ALL of our GSM's started as trainees, which that means they have all sold for us, so you learn from someone who walked a mile in your shoes.
- 1-1 coaching sessions, breakout meetings, and all the tools to be successful in sales.

Qualifications:

- College degree: 2 or 4-year degree preferred
- Sales experience is a plus
- Military experience is a plus
- Extreme multitasking
- Tenacious
- Competitive
- Committed
- Work Hard - Play Hard Attitude
- Strong communication Skills
- High Energy and Enthusiasm
- Confident decision making
- Attention to Detail
- Must have a valid driver's license

Job Type BUSINESS

Application Instructions

Interested candidates please submit resume for consideration to Eleanor Pillsbury at epillsbury@plslogistics.com

Schedule over 40 hrs per week **Work Phone** 215-309-7665 **Ext**

Posting Date 10/10/2018 **Job #** 9373 **Job Title** Management/Management Trainee Co-Op Internship FT PT Temp

Company Name Tires Plus by Bridgestone

Job Description West Berlin NJ **Salary** 45-55 k

Immediate openings in the Cherry Hill location for all positions. Qualified candidate will have a passion for excellence, willing to learn and grow within the organization, perform in sales, have a appetite for customer satisfaction, safety, budget control, loss prevention and employee retention. Automotive experience preferred by not required. Must have high energy, a can do attitude, and have the ability to learn, adapt, and react to business trends and demands

Application Instructions

interested candidates may submit resume via fax or email to Phil G. at 615-493-3147 or genoesephil@bfusa.com. Interested candidates may also call or apply online

Schedule fulltime **Work Phone** 615-937-7401 **Ext**

Job Type BUSINESS

Posting Date 9/24/2018 **Job #** 9366 **Job Title** Resource Builder Intern Co-Op Internship FT PT Temp

Company Name Campaign for Working Families

Job Description Philadelphia PA **Salary** N/A - Internship

Every year, the Campaign for Working Families, Inc. (CWF) recruits, trains, and manages hundreds of volunteers who staff free tax sites across Philadelphia and surrounding counties, including South Jersey. In 2018, CWF’s Pennsylvania and South Jersey tax sites provided over 33,000 taxpayers with access to important tax credits through free tax preparation, resource building and asset development. Since our founding, CWF has generated over \$398 million in refunds; directly benefiting clients and boosting the region’s economy.

For this upcoming tax season, CWF is seeking highly motivated and mature individuals with above-average PC and software skills to fill our Resource Builder Intern positions. The position is ideal for students with WorkStudy Grants; however all students are encouraged to apply for the position.

At select tax sites, Resource Builder interns will provide coordination, organization and in some cases, supervision of other volunteers for activities that connect taxpayers and other Philadelphia residents to programs and services that promote financial stability. Resource Builder interns will work closely with Resource Specialists to assist with; client intake, screening and application process to determine what additional public benefits or other programs for which clients might be eligible. Additionally, Resource Builder interns will be required to certify at the Basic Tax Preparer level in order to understand the tax preparation process and support tax site operation; to best serve client needs.

Spring Schedule:

Must be available to work daytime shifts, two to three days a week (Monday-Saturday) during tax season Jan. 15th - April 17th). Minimum weekly hour requirement is 10-15 hours. Interns will be

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assigned to primarily Super Sites with additional sites to be determined.

Interns will be engaged in a variety of activities/projects including the following:

- o Participate in at least one Resource Builder training event (Nov – Jan)
- o Obtain IRS tax certification at Basic level (CWF offers training)
- o Actively promote client benefit enrollment, savings and other asset building programs
- o Provide administrative support to the Site Management Team
- o Provide case management to clients while working with Director of Asset Development

Only students who can commitment to the required schedule (outlined above) are encouraged to apply.

Application Instructions

To apply, please email resume and cover letter to Kenneth Haubert, Director of Asset Development: khaubert@cwfphilly.org.

Only students who can commitment to the required schedule (outlined above) are encouraged to apply.

Schedule Must be available to work dayt **Work Phone** 215-982-2219 **Ext**

Job Type BUSINESS

Posting Date 9/13/2018 **Job #** 9339 **Job Title** Human Resources Inter Co-Op Internship FT PT Temp

Company Name The Borgen Project
Job Description Seattle WA **Salary** unpaid internship

This is a remote internship opportunity, allowing the intern to work from home. This internship role will focus on national recruitment and updating job postings. Duties include:
Update job postings (80%) of internship
Inform groups and classes of openings
Take on various other tasks as needed
Assist with fundraising - 25 hours of this internship is dedicated to creating and implementing a personal fundraising campaign
Assist with advocacy efforts

Application Instructions

Learn more at <http://borgenproject.org>. If interested, send resume and cover letter to hr@borgenproject.org with "HR Internship" in the subject line.

Schedule 12 hours per week for 12 week **Work Phone** 206-414-1032 **Ext**

Job Type BUSINESS

Posting Date 8/21/2018 **Job #** 9310 **Job Title** Intern Co-Op Internship FT PT Temp

Company Name Berlin Rental: The Event Place

Job Description Berlin NJ Salary Internship

We are an event rental and event planning company. We are a small family business that has been open for a little over a year. Our family also owns other rental companies in south jersey but we are currently only looking for interns for our event store. Although new, our business has expanded faster than we could have ever imagined. We rent tents, tables, chairs, wedding arbors, linens, backdrops, and more. We also offer full wedding planning services and day of coordination. We are looking for interns who would like to gain first hand experience in the event industry and/or event rental industry.

Duties would include answering phones, meeting with customers, giving customers quotes, decorating wedding arbors, answering emails, social media management, office organization, window display decorating, coordinating with event planners at various venues, showroom organization, and other related duties as needed. We may also have the opportunity for students to work with us on site during event set ups at various locations as well as assist us with our wedding planning and day of coordination. Gain first hand experience assisting the owners of an event rental company. As owners of the company we can show the students the complete ins and outs of not only the event rental industry but also how to run a business.

Application Instructions

Interested candidates may inquire by calling Michelle Palmer at 856-809-2809, or contacting via email at mrd169@scarletmail.rutgers.edu

Schedule 10 hours per week **Work Phone** 856-809-2809 **Ext**

Job Type

BUSINESS

Job Type BUSINESS

Posting Date 8/13/2018 **Job #** 9291 **Job Title** Intern Co-Op Internship FT PT Temp

Company Name Office of Congressman Norcross

Job Description Cherry Hill NJ Salary N/A

RESPONSIBILITIES

Intern duties vary on a daily basis, but are all critical to the function of our office. Daily tasks include, but are not limited to, answering phones, responding to constituent requests, compiling research on targeted issues and assisting with staff-led projects. In addition, interns are encouraged to participate in events in the community along with staff. Interns will be trained in the responsibilities of all levels of government so that they may best aid constituents.

This internship will run through the Fall semester, though interested interns may also apply to continue into the Spring semester. Although this internship is unpaid, students gain invaluable work experience. The hours are flexible to accommodate students' course or work schedules, but generally run 9:00 a.m. to 5:00 p.m. Both high school and college interns will be accepted however interns are expected to complete 12 hours weekly over the course of the semester.

QUALIFICATIONS Prospective applications should be highly motivated self-starters, eager to learn about the work of a United States Congressman and the mechanisms of the federal government. We are looking for individuals with an excellent work ethic, ability to work with constituents and most importantly, a willingness to learn.

Additional information regarding this opportunity can be found at <https://norcross.house.gov/services/internships/congressional-internship-application>

Application Instructions

Please submit a resume and cover letter to Shaun O'Connor via email at: Shaun.OConnor@mail.house.gov

Job Type BUSINESS

Schedule 12 hours per week **Work Phone** 856-427-7000 **Ext**

Job Type BUSINESS

Posting Date 8/9/2018 **Job #** 9277 **Job Title** US DOL/VETS Work Study Program
Co-Op Internship FT PT Temp

Company Name US Dept of Labor, Veterans Employment & Training

Job Description Philadelphia PA Salary Internship

The Student in this position will be engaged primarily in Regional Office staff activities in support of region-wide (six states: DC, DE, MD, PA, VA, and WV) information dissemination regarding the resources available through programs, policies and initiatives carried out by and through the Veterans' Employment and Training Service (VETS) and other agencies to veterans and their dependents, and employers. The time spent performing services under the College Internship Program of the below functions; will only be strictly in an administrative matter for the Student and not of a decision-making capacity in behalf of the worksite Supervisor or Manager.

10% - Support provision of information to veterans and dependents about the resources available through the Veterans' Employment and Training Service programs, policies and initiatives, as well as state workforce and other partner/stakeholder agencies.

0-10% - Support provision of technical assistance and enforcement information to veterans, Reservist, and members of the National Guard regarding the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA), as well as veterans preference in Federal government hiring and reduction in force regarding the Veterans Employment Opportunities Act of 1998 (VEOA). Assist with the administration of the FOIA program.

25% - Support provision of information about agency-specific programs and initiatives in coordination with military transition points as well as recently-demobilized Guard and Reserve components. Assist with Veteran Appreciation day events and other agency events in support of the staff. Support provision of information to transitioning service members and their families' on accessing Department of Labor services, as well as information to connect with other supportive agencies/organizations. Excellent Customer Service responsibilities will be a-part of all assignments requested from the participation of the Students on all office duties, activities and events.

10% - Support provision of information from inquiries to employers, veterans, reservists, members of the Guard, and other agencies for assistance on employment, training, reemployment, veterans preference, and other related matters. Incumbent will assist with the on-boarding of other Interns.

45% - Support provision of information to veterans about other agencies that provide services not normally provided by the Veterans' Employment and Training Service. The incumbent will receive on-going professional development classes as needed. Incumbent will be able to sit in of selective staff meetings and participate with the meetings. Incumbent will be asked if time permits to prepare a work-performance or related presentation as a power-point and/or excel function. The incumbent will perform administrative duties, work-on data bases and be expected to perform different applications on the computer to support the assignments of the Vets' office. Worksite Supervisor and Manager will provide guidance and information to support the Student with his/her resume, interviewing skills and career presentations, if time permits.

The incumbent will be trained in the above duties by the Work Site Supervisor and/or Manager and/or his/her designee. The percentages only provide a general idea or minimum percentage of the participation in these duties.

Application Instructions

Interested candidates should submit their resume via email to Matthew Yaure at yaure.matthew.a@dol.gov or to Miguel Howell at howell.miguel.b@dol.gov, as soon as possible for Fall 2018 consideration. Application processing can take up to 3 weeks.

Schedule varies

Work Phone 215-861-5390 **Ext**

Job Type BUSINESS

Posting Date 7/9/2018 **Job #** 9253 **Job Title** Sales Intern Co-Op Internship FT PT Temp

Company Name PLS Logistics

Job Description Philadelphia PA **Salary** paid internship, c

Overview

Looking for a fun internship, in a collaborative and supportive environment? Our interns gain real world, hands-on experience in the world of sales, logistics and supply chain.

Job summary

The PLS Sales Internship Program is based on our full-time Account Executive Trainee position. This internship will allow interns to learn all aspects of a 3rd party logistics sales career by assisting the freight brokerage team on various tasks such as prospecting potential customers, booking loads, negotiating prices, and interacting with current customers. PLS interns are looked at as employees and are always held to a high standard to represent PLS in a positive light.

Our sales internship is a project-based internship that will allow interns to learn about and work in the industry and present on a given topic at the end of the internship! You will also have the opportunity to participate in a career support session with our corporate recruiters to discuss resume building and interview skills!

Summary of essential job functions

- Contribute in industry research to gain knowledge on industry trends
- Proactively generate leads and develop clients through cold calling industry leads
- Negotiate client and carrier freight rates
- Take charge of client service issues through to the point of resolution
- Be the liaison between shipper, consignee, and carrier
- Participate in projects and presentations
- Other duties as required by business needs or as assigned

Minimum Requirements

- PC proficient (Microsoft Office preferred)
- Communication and organizational skills
- Ability to adapt to job requirements

Minimum Qualifications

- Pursuing Bachelor's degree in business or related field

Duration of the program

- Our internship program is 10 weeks in length and 40 hours per week

Application Instructions

Interested applicants may submit resume for consideration via email to Eleanor Pillsbury at epillsbury@plslogistics.com

Schedule 40 hours per week for 10 week **Work Phone** 215-309-7665 **Ext**

Job Type BUSINESS

Posting Date 6/28/2018 **Job #** 9246 **Job Title** General Manager in Training
Co-Op Internship FT PT Temp

Company Name Wawa
Barrington NJ **Salary** depends on experi

Job Description

Job Summary: The College Graduate Leadership program is a world class opportunity for a new college graduate to launch a management career. This rotational program offers leadership development, essential management skills, training, and the experience to build a solid foundation of store management. The college graduate will spend time learning the skills necessary to successfully move through each rotation managing more responsibility. Once achieving the completion of the last rotation, you will have the foundation for a successful career as a General Manager in Training

Movement through each rotation is dependent upon demonstration of skills through a formal evaluation and proficiency in the role.

**Prior to the start of rotation 1, the associate must be proficient in all store positions leading up the Customer Service Supervisor (CSS) role.

Rotation 1:

Customer Service Supervisor (6 months): The Customer Service Supervisor (CSS) is responsible for the complete operations of the store when a more senior level manager is not present. This position will assist store management in customer service, product availability, safety, shift management, and vendor care. CSS works in support of the store management team to ensure customer satisfaction (including store conditions), maximize sales, and achieve established goals. Where applicable, this position will assist the management team with managing the fuel offer.

Principal Duties:

1. Provide a pleasant shopping experience for all customers, respond to and resolve customer

- complaints or inquiries and solicit customer feedback and input as necessary.
- 2.Participate with the store management team and improve store performance in areas of sales, controllable expenses, merchandising, marketing, associate retention and associate training and make appropriate recommendations to store management regarding the same.
 - 3.Supervise the performance of one to 20 associates when serving as shift supervisor.
 - 4.Ensure the 24/7 execution of all customer service programs and processes.
 - 5.Ensure execution of established safety, security, quality, and store operations policies, procedures and practices. Responsible for all cash processes which also include deposit preparation, lottery, gift cards, and checks where applicable.
 - 6.Complete cash and lottery processes.
 - 7.Responsible for maintaining accurate article level inventory to maximize sales; perform cycle counts and orders.
 - 8.. Administers check-in of external and internal vendors according to corporate procedures
 - 9.Provide direction, motivation and coaching for all associates during the shift.

Rotation 2:

Food and Beverage Manager: (12 Months) The Food and Beverage Manager (FBM) is responsible for managing all aspects of the food service and beverage operation. By utilizing the food service team, this manager is responsible for the efficient execution of all fresh food/ food service programs in compliance with corporate and regulatory guidelines and supporting the General Manager in all facets of running the store. The FBM is responsible to meet and/or exceed food service and beverage performance and profitability goals according to corporate objectives. The FBM is responsible for maintaining a safe, sanitary and appetizing food service environment. The FBM ensures an exceptional customer experience.

Principal Duties:

- 1.Ensure the 24/7 execution of all food service programs including proper ordering, production planning, product handling and display.

2. Responsible to meet and/or exceed food service and beverage performance and profitability goals according to corporate objectives.
3. Execute food service efficiencies and ensure planograms are utilized and followed.
4. Analyze food service results and trends. Prepare action plans to leverage the store's fresh food strengths and address areas of opportunity to ensure food service profitability. Execute all action plans.
5. Responsible to be an expert on all food service marketing programs, campaigns, strategies and initiatives. Educate all food service associates to be the same.
6. Execute the training, coaching and performance management of food service customer service associates. Assist with all matters relating to food service associates and the store team - recruiting, hiring, training, coaching, associate engagement and performance management. Recognize and reward associates.
7. Execute the corporate training plan for all food service CSAs and effectively conduct hands on training to ensure associate proficiency.
8. Ensure execution of established safety, security, quality, and store operations policies, procedures and practices.
9. Ensure a pleasant shopping experience for all customers. Respond to customer complaints or inquiries. Solicit customer feedback, input and information through various communication vehicles. React to information and create a plan to consistently meet the expectations of all customers.
10. As needed, run shift, including deposit preparation and fuel operations, where applicable.

Rotation 3:

Assistant General Manager (6 Months): The Assistant General Manager (AGM) is responsible for leading the day-to-day operations of the store in the absence of the General Manager and to otherwise support the General Manager in all facets of running the store.

Principal Duties:

1. Monitor and analyze business processes and results to ensure that the store's profitability goals are met. This includes reviewing and analyzing reports, completing the store performance tracking

board, and managing shrink and spoilage.

2. Analyze results and trends and prepare action plans to leverage the store's strengths and address areas of opportunity. Ensure the execution of action plans.

3. Manage cash and lottery processes.

4. Supervise the day-to-day task assignments and performance for all associates. Assist with all matters relating to Customer Service Associates and the store team to include recruiting, hiring, training, coaching, associate engagement and performance management. Recognize and award associates.

5. Manage labor by planning and preparing work schedules and coordinating daily assignments and activities of associates to meet the needs of the business. In full-service fuel stores, responsibilities include supporting the General Manager with all areas of fuel labor to include the scheduling of Fuel Associates.

6. Execute the corporate training plan for all Customer Service Associates and effectively conduct hands-on training to ensure associate proficiency.

7. Ensure the planning and execution of established safety, security, quality, and store operations policies, procedures and practices. Ensure proper safety program execution.

8. Ensure a pleasant shopping experience for all customers. Respond to and resolve customer complaints or inquiries. Solicit customer feedback, input and information through various communication vehicles. React to information and create a plan to consistently meet the expectations of all customers.

9. Build relationships with community partners to strengthen the connection between the store and the community in which it operates.

Essential Functions for all Rotations:

1. Exceptional customer service

2. Superior relationship building and leadership skills

3. Highly effective communication

Job Type**BUSINESS**

4. Excellent analytical, critical thinking and problem solving skills
5. Proven self-starter with demonstrated ability to make decisions
6. Experience, skills, and abilities consistent with the Wawa Core Values and Competencies
7. Ability to work well individually as well as in a team environment
8. Ability to learn Food Safety Risk Audit (FSRA) process and procedures and demonstrate on a daily basis
9. Ability to multi-task in fast paced environment
10. Ability to learn and demonstrate all Wawa Safety and Quality Assurance processes and procedures.
11. Must be able to lift and carry up to 35 lbs
12. Work safely with equipment that can create and hold very high temperatures using appropriate personal protective equipment.
13. Must be at least 18 years old
14. Must have reliable transportation
15. Must wear slip resistant shoes at all times
16. Must be able to tolerate exposure to cleaning products
17. Availability to work all shifts (where applicable), weekends and holidays

Application Instructions

Interested candidates may contact Carl Donato for application instructions via phone at 609-440-0414, or via email at carl.a.donato@wawa.com

Schedule varies**Work Phone** 609-440-0414 **Ext**

Job Type BUSINESS

Posting Date 5/8/2018 **Job #** 9156 **Job Title** Business Intern Co-Op Internship FT PT Temp

Company Name Royalty Mentoring Inc.

Job Description Clayton NJ **Salary** 0.00

Assisting with daily operations such as sending emails, marketing tasks, and updates to website. Assist with recruitment, social media content, and event planning. Opportunity for some accounting work.

Application Instructions

Interested candidates must submit resume and cover letter, indicating the Business Intern as the position of interest to venus@royaltymentoring.com

Schedule varies **Work Phone** 856-214-2076 **Ext**

Job Type BUSINESS

Posting Date 5/1/2018 **Job #** 9145 **Job Title** Volunteer Research Assistant
Co-Op Internship FT PT Temp

Company Name Heart 2 Heart Services
Clementon NJ **Salary** volunteer

Job Description
Assist in seeking foundations to support the organizations cause, assist in writing grant proposals

Application Instructions

Interested candidates should email resume to heart2heartsvcs@gmail.com, or apply online at www.heart2heart.services or call Denise Poole at 856-352-5424

Schedule flexible **Work Phone** 856-352-5424 **Ext**

Job Type BUSINESS

Posting Date 5/1/2018 **Job #** 9146 **Job Title** Volunteer Public Relations Assistant
Co-Op Internship FT PT Temp

Company Name Heart 2 Heart Services
Clementon NJ **Salary** volunteer

Job Description
Assist with cause pomotion through social media websites and other relevant outreach programs

Application Instructions

nterested candidates should email resume to heart2heartsvcs@gmail.com, or apply online at www.heart2heart.services or call Denise Poole at 856-352-5424

Schedule flexible **Work Phone** 856-352-5424 **Ext**

Job Type CAD

Posting Date 10/31/2018 **Job #** 9420 **Job Title** Engineering Support Co-Op Internship FT PT Temp

Company Name RAM Electronics
Cinnaminson NJ **Salary** will discuss

Job Description

Looking for AutoCAD student who is good with math and measurements to provide support with diagrams and drawings. Part time position with the opportunity for fulltime

Application Instructions

Interested candidates please contact Xiomara Zepeda by phone or email resume to xiomara@ramelectronics.net

Schedule flexible part time hours **Work Phone** 856-864-0961 **Ext**

Job Type CAD

Posting Date 10/31/2018 **Job #** 9418 **Job Title** Mechanical Drafter/Designer
Co-Op Internship FT PT Temp

Company Name Inductotherm Corp

Job Description Rancocas NJ **Salary** \$18 - \$27 per hour

Mechanical Drafter/Designer

Job Summary:

Draftsman will be responsible for creating drawings that exhibit the detail and method of assembly for a variety of machinery and mechanical devices. Experience in machine design drafting, weldment and assemblies is required.

Education:

- 2 years Formal Drafting Training or Equivalent.

Essential Functions:

- Proficient in the use of SolidWorks/AutoCad
- Knowledge in standard drafting practices.
- Good basic math skills.
- Experience in machine design drafting, including weldment, water systems and assemblies.
- Able to read measuring devices (tape measures, rulers, Vernier calipers).
- Excellent phone and communication skills.
- Candidate should be able to provide creative input/suggestions and be able to express oneself clearly and persuasively.
- Create and store drawings into automated manufacturing systems.
- Prepare variations of design and explain concepts to manufacturers.
- Compute mechanical formulas to develop and design detailed specifications for components of machinery.
- Regular attendance and able and willing to work a reasonable amount of overtime.

- Maintain a clean and safe work area.
- Handle miscellaneous duties as assigned.

Non-essential Functions:

- Experience in designing/drafting electrical cabinets is a plus.
- Available to travel domestically and internationally.

Essential Physical Requirements:

- 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.
- Listen to and understand information presented through spoken words and sentences.
- Communicate information and ideas, both written and verbally so others will understand.
- Read and understand information and ideas presented in writing.
- Hold a valid driver's license and able to drive an automobile.
- Able to travel on short notice by public transportation including (i.e.: aircrafts, trains, bus, cars) domestically and internationally.
- Must disclose any surgical implants, pins, braces or other devices that could be affected by induction fields.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Condition of Employment:

- Must be able to satisfactorily complete the Inductotherm Corp. hiring process requirements which includes a comprehensive assessment, drug testing, and a background check.

Inductotherm Corp. is an Equal Opportunity employer of qualified individuals and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status or any other basis protected by applicable federal, state or local law. Inductotherm Corp. also prohibits harassment of applicants or employees based on any of the protected categories.

Job Type CAD

Posting Date 9/24/2018 **Job #** 9362 **Job Title** CAD Drafters Co-Op Internship FT PT Temp

Company Name Imperia
Bordentown NJ **Salary** DOE

Job Description

2 openings. Imperia Engineering Partners is seeking an entry level drafting professional to design utility type projects (ex. high voltage substations, power plants and/or power delivery systems.) The ideal candidate would be a recent graduate from a Technical School or institution with an applicable CAD training program. Candidates must have experience using AutoCAD and MicroStation software. GIS experience is highly desired.

Responsibilities and Duties

- Under technical supervision provide CAD drafting of electrical schematics, loop drawings, panel layout drawings, mechanical layout drawings, panel cut-out, assembly drawings, etc.
- Performs self-check on drawings prior to submitting it to design supervisor or lead
- Adhere to numerous client standards and successful completion of all required training (internal and external)
- Other responsibilities as requested by Design Supervisor

Qualifications and Skills:

- High School Diploma/GED required
- Technical School Certificate or Associates Degree required
- Experience using both MicroStation and AutoCAD
- GIS experience is highly desired
- Ability to adhere to internal and external standard operating procedures
- Good work ethic and ability to work both individually and as a team
- Must be receptive to training and mentoring
- Candidate must have strong verbal and written communication skills; supporting examples a plus

Job Type CAD

Posting Date 9/21/2018 **Job #** 9359 **Job Title** Drafting and CADD Professional Co-Op Internship FT PT Temp

Company Name Princeton Hydro, LLC
Sicklerville NJ **Salary** DOE

Job Description

Princeton Hydro, LLC seeks a qualified Drafting and CADD Professional for our New Jersey office locations. Candidates should have at least 5 continuous years of technical drafting experience for the preparation of engineering plans and details, working with CADD systems of standardization, and US Army Corps of Engineers and NJDOT CADD standards. Candidates should, at a minimum, possess an Associate Degree in technical drawing, and have a basic understanding of engineering standards and theory.

MINIMUM EDUCATION, SKILLS AND EXPERIENCE

- Associate degree in technical drafting, engineering technology or similar education
- 5+ years continuous experience in drafting
- Excellent written and verbal communications skills, including the ability to produce high-quality engineering plans and specifications
- Expert in AutoCAD and Microstation (expertise in both is a must)
- Ability to travel for periods of a few days between offices as needed for projects
- Must enjoy working in team settings as well as independently with minimal supervision

- Ability to work in team settings and communicate effectively with clients and colleagues
- Have a passion for and devotion to the profession

Princeton Hydro, LLC is an award-winning water resources consulting firm that specializes in all areas of water and wetland resource management and geotechnical engineering. Since 1998, Princeton Hydro, LLC has provided unparalleled consulting services in the assessment, restoration, and management of our important natural resources. The expertise of our highly-experienced staff is reflected in our ability to deliver innovative, comprehensive ecosystem-based solutions. Princeton Hydro has offices in NJ, PA, CT, and MD. The company provides ecological, environmental, and engineering services in the private, commercial and government sectors within the Mid-Atlantic and Northeast.

The level of experience can vary, but the person must be willing to live our firm's core values of 1) integrity, 2) creativity, 3) endeavoring to be the best, 4) fostering human potential, 5) a positive working atmosphere, 6) Quality, and 7) safety.

Application Instructions

To apply for this position, please send a cover letter, resume and a few drawing examples to resume@princetonhydro.com

Schedule fulltime

Work Phone 856-818-9251 **Ext**

Job Type CAD

Posting Date 8/31/2018 **Job #** 9326 **Job Title** Intern Architect or CAD Drafter
Co-Op Internship FT PT Temp

Company Name Jay Madden Architect
Harvey Cedars NJ **Salary** to be determined

Job Description

Jay Madden Architect is seeking an experienced or entry level Architect, Intern Architect, or CAD Drafter to join our firm in Harvey Cedars, NJ, which specializes in custom residential design on Long Beach Island.

BArch preferred but not required. AutoCAD experience preferred.

Full time or part time.

Interns are offered an excellent opportunity to experience all phases of a project, from design through construction.

Application Instructions

Please send design and drafting samples to jaymaddenarchitect@comcast.net

Schedule will discuss **Work Phone** 609-494-0909 **Ext**

Job Type CNC

Posting Date Job # Job Title Co-Op Internship FT PT Temp
10/26/2018 9413 CNC Swiss Programmer

Company Name Microcision

Pennsauken NJ Salary competitive

Job Description

CNC Swiss Programmer
South Jersey

MICROCISION, a Pennsauken, NJ manufacturer- a worldwide leader in high precision medical device machining, is seeking talented individuals to join our team as CNC Swiss Programmer. For 50 years, Microcision has been a nationally recognized leader in the manufacturing of medical device implants and instrumentation. Microcision operates in our modern 40,000 sq. foot facility located in Pennsauken, New Jersey. Our manufacturing facility is equipped with the latest multi-axis CNC machines from Citizen, Star, and Tsugami.

The programmer will be responsible for the creation, modification and verification of new and existing CNC Swiss programs for multi axis swiss lathes.

Primary duties and responsibilities include the following:

Provides programming support in the production of Medical Implants and Devices

Develop new CNC Swiss programs and related documentation (i.e. tooling sheets) for production, in order to obtain and maintain maximum production efficiencies

Maintain, update and edit existing CNC Swiss programs for standardization and maximum efficiency (cycle time reduction, etc). Utilize feedback from shop floor personnel to optimize machining processes

Provide guidance and technical support to Setup operators

Uses PartMaker Software to produce CNC Swiss programs

Follow production schedules in order to meet customer requirements.

Complete and maintain documentation in accordance with ISO 13485:2003.

Support team environment throughout all production processes.

All other duties as assigned.

Candidate shall meet the following requirements:

Job Type CNC

Posting Date Job # Job Title Co-Op Internship FT PT Temp
10/26/2018 9414 CNC Swiss Machine Set Up and Operator

Company Name Microcision
Pennsauken NJ Salary competitive

Job Description

CNC Swiss machine set/up and operators
MICROCISION, a Pennsauken, NJ manufacturer- a worldwide leader in high precision medical device machining, is seeking talented individuals to join our team as CNC Set Up and/or Operators for Citizen, Star and Tsugami CNC Swiss Machines. Positions are available on both first and second shifts

Located in a completely new, state-of-the-art facility in Cooper River Park:

Potential candidates should have:

1-3+ years of experience operating Citizen, Star, and/or Tsugami CNC Swiss machines

Well-developed math skills, preferably in geometry

Understanding of metric and inch measurements

Possess good mechanical aptitude, good manual dexterity, knowledge of tools and their use

Ability to interpret prints, and tolerances

Task oriented, demonstrated ability to learn, work independently, and under instruction as needed

Experience with tolerances to 0.0001 inches

Strong oral and written communication skills in English

Able to work overtime when necessary.

Our manufacturing facility is equipped with the latest multi-axis CNC machines from Citizen, Star, and Tsugami.

Required education:

High school or equivalent

Required experience:

Experience in Citizen, Star, and/or Tsugami CNC Swiss machines.

Job Type CNC

Application Instructions

Apply in person or submit resume via email for consideration to Tiffany Carr at tcarr@microcision.com

Schedule fulltime **Work Phone** 215-744-0770 **Ext**

Job Type CNC

Posting Date 10/26/2018 **Job #** 9415 **Job Title** Quality Control Inspector
Co-Op Internship FT PT Temp

Company Name Microcision
Pennsauken NJ **Salary** competitive

Job Description

Quality Control Inspector - South Jersey / Philadelphia
Philadelphia area manufacturer located in Pennsauken, NJ - that is a leader in high precision medical device machining, has an opening for a Quality Control - Inspector. Primary duties and responsibilities include:
Perform first piece, in process, and final inspection of machined parts.
Assist machine programmers and set-up personnel to optimize both milling and screw machine set-up time and machine utilization.
Completion of internal and customer required quality documentation.
Preferred candidate's would be able to meet to meet the following requirements:
(3) years minimum inspection experience preferably with machined parts.
Optical Measuring device experience (OGP, Keyence, Microvue, Nikon or similar).
Background in reading blueprints - Geometric Dimensioning & Tolerancing,
Capability to use all standard measuring tools such as optical comparators calipers, micrometers, go/no-go and thread gauges, surface plate instruments.
Able to use a computer and have a working knowledge of Microsoft Office. (Outlook / Excel / Word).
Ability to multi-task and be flexible in a fast paced manufacturing environment.
Basic understanding of any of the following: ISO-13485:2003 , ISO 9001:2008 , TS16949, AS9100C,

Application Instructions

interested candidates may apply in person or submit resume via email for consideration to Tiffany Carr at tcarr@microcision.com

Job Type CNC

Schedule fulltime **Work Phone** 215-744-0770 **Ext**

Job Type CNC

Posting Date Job # Job Title Co-Op Internship FT PT Temp
10/26/2018 9416 Finishing Operator

Company Name Microcision
Pennsauken NJ Salary Starting at \$10.00

Job Description

MICROCISION, a Pennsauken, NJ manufacturer- a worldwide leader in high precision medical device machining, is seeking talented individuals to join our team as entry level Finishing Operators. WILLING TO TRAIN!!!

Located in a completely new, state-of-the-art facility in Cooper River Park:

As a Finishing Operator, your primary responsibilities will be to prepare acceptable parts for shipping to customer.

These responsibilities include but are not limited to:

Visual Inspection using a microscope, deburring, sandblasting, washing and passivation, laser marking, polishing, and packaging of conforming parts.

Read and follow production schedules.

Proactively notify Supervisor of quality issues or equipment problems.

Maintain work area and equipment in a clean, orderly condition.

Follow company policies and procedures.

Support the overall team effort to meet production goals by performing all job duties including additional responsibilities that may be assigned by Supervisor.

To be considered for this position, you must have the following:

Finishing experience preferred but not needed.

Experience in visual inspecting using a microscope a plus.

Experience in a manufacturing environment a plus.

Ability to work in a fast pace environment while maintaining the integrity that the position demands.

Strong organizational and planning skills.

Must be a team player with an excellent attitude.

Ability to work effectively with all levels of employees and management.

Good oral and written communication skills in English.

Job Type CNC

Application Instructions

interested candidates may apply in person or submit resume via email for consideration to Tiffany Carr at tcarr@microcision.com

Schedule fulltime **Work Phone** 215-744-0770 **Ext**

Job Type CNC

Posting Date 9/19/2018 **Job #** 9354 **Job Title** Experienced CNC Machinist
Co-Op Internship FT PT Temp

Company Name Bright Lights USA Inc
Barrington NJ **Salary** depends on experi

Job Description

We are currently looking for skilled Experienced CNC Machinist for multiple shifts.
Candidates who apply should have the following qualifications:

- High school diploma or equivalent is required
- 5 or more years of Metal machining, set-up, fixturing and quality experience Significant hands-on experience working on a production floor
- Able to interpret and read blue prints and detailed work instructions
- Able to successfully set up, pre-program, and run production
- Solid necessary math skills, including measuring and keeping count records
- Able to read and follow technical drawings and diagrammed instructions
- Able to inspect work product with a variety of gage instruments
- Proven record of quality, on-time production runs
- Significant knowledge of CNC Machine, Milling, Turning, Wire EDM, newer Mazak machines or CNC milling and turning
- Commitment to safety at all times
- Keen eye for detail
- Physical ability to stand for long periods and lift 30-50 lbs.
- Positive attitude, reliable, and a team player
- Good communication skills, written and verbal
- Solid computer skills
- Time-management and deadline driven skills

Candidates will be required to perform the following duties:

- Follow all written and verbal operating procedures and instructions
- Check CNC machinery is in good working order before set up
- Set up machinery to successfully conduct the run as specified

Job Type CNC

Posting Date 9/19/2018 **Job #** 9355 **Job Title** Estimator Co-Op Internship FT PT Temp

Company Name Bright Lights USA Inc

Job Description Barrington NJ Salary DOE

We are an aggressively growing, full service, development and Production Company with a large and established customer base as well as many emerging opportunities in the aerospace, defense and energy sector. We are currently recruiting new members to join our established team of motivated and passionate skilled tradesperson.

We are currently looking for experienced Estimators.

Candidates who apply should have the following qualifications:

- Bachelor Degree or equivalent experience in estimating, manufacturing and/or installation
- 10 or more years of experience
- 5 years of experience in machining and fabrication is a must.
- Knowledge of manufacturing processes for shaping metal is a plus
- Excellent technical skills and knowledge of fixtures and/or assemblies.
- Proficient use of Microsoft Office programs and ERP/MRP programs
- Ability to read and understand bid documents, specifications, spreadsheets, shop drawings and blueprints
- Good oral and written communication skills
- Must be mechanically inclined and have an aptitude for numbers
- Understanding of manufacturing and installation processes
- Ability to work with minimum supervision; possess self-discipline with the ability to effectively prioritize
- Time-management and deadline driven skills

Candidates will be required to perform the following duties:

- Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents
- Identifies labor, material, and time requirements by studying proposals, blueprints, specifications,

Job Type CNC

Posting Date 9/18/2018 **Job #** 9352 **Job Title** Manual Machinest Levels 1-3
Co-Op Internship FT PT Temp

Company Name Bright Lights USA Inc

Job Description Barrington NJ **Salary** depends on experi

Candidates who apply should have the following qualifications:

- 3 years of related experience
- General knowledge of:
 - Estimating time and materials for machine jobs
 - Metals and the quality and machinability and uses of metals, alloys and other materials
 - Machines and tools, including their design, uses, repair and maintenance
 - Design techniques, tools and principals involved in the production of precision technical plans and drawings
 - Ability to define problems, collect data, establish facts and draw valid conclusions
 - Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
 - Ability to perform basic mathematical computations and to apply concepts such as fractions, percentages, ratios and proportions to practical situations
 - Able to inspect work product with a variety of gage instruments
 - Time management and deadline driven skills

Candidates will be required to perform the following duties:

- Follow all written and verbal operating procedures and instructions
- Reads and interprets blueprints.
- Uses gages and measuring instruments to meet tolerance requirements.
- Uses precision tools, machinery and equipment such as lathe, vertical milling machine, drill press, hydraulic press, chop saw, band saw, push and pull broaches and a variety of cutting tools and equipment.
- Fabricates and shapes parts such as tools and machine parts out of metal, plastics and composites.
- Properly and safely selects, aligns, secures and removes holding fixtures, cutting tools, attachments,

Job Type COMMUNICATIONS

Posting Date 10/19/2018 **Job #** 9402 **Job Title** Digital Media Freelancer
Co-Op Internship FT PT Temp

Company Name Townsquare Media
Atlantic City NJ **Salary** will discuss

Job Description

Assist the Digital Managing Editor with daily media duties (IE: website management, station/event promotion brainstorming, etc.), attend live events and live radio broadcasts, take photos at events to be posted on station website/social media platforms, write creative and engaging content for station websites, research possible content ideas. Candidate should have experience working with WordPress, Google Docs, Adobe Photoshop, iMovie, or Final Cut Pro, possess excellent communications skills, be able to work in a fast paced environment, be available to work occasional nights and weekends for big station events, and possess a passion and knowledge of music and the SJ community. This is an excellent opportunity to meet and network with industry professionals!

Application Instructions

Forward resume and cover letter to Ashley Surkin via email at ashley.surkin@townsquaremedia.com. PDF format preferred.

Schedule varies **Work Phone** 000-000-0000 **Ext**

Job Type COMMUNICATIONS

Posting Date 10/19/2018 **Job #** 9403 **Job Title** Marketing and Promotions Intern
Co-Op Internship FT PT Temp

Company Name Townsquare Media
Atlantic City NJ **Salary** unpaid internship

Job Description

Assist in the production of live events and live radio broadcasts, interact and engage with people of different demographics at events, post to station websites, write creative radio copy, delivery of promotional materials, develop marketing strategies for upcoming events, research promotional ideas, pick up promotions itexs, call winners, conduct competitive analysis. Ideal candidate will have experience with MS Word, Excel, and PowerPoint, possess excellent communications skills, be able to work in a fast paced environment, be able to work nights and weekends, and have a valid drivers license. MUST BE ELIGIBLE TO RECEIVE COLLEGE CREDIT FOR THE INTERNSHIP EXPERIENCE.

Application Instructions

Submit cover letter and resume via email to Jennifer Costabile at jennifer.costabile@townsquaremedia.com

Schedule 8 hrs per week plus 1 event per **Work Phone** 000-000-0000 **Ext**

Job Type **COMMUNICATIONS**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/19/2018 9404 97.3 ESPN Radio Producer Internship

Company Name **Townsquare Media**
Atlantic City NJ **Salary** unpaid internship

Job Description

Become a part of the Sports Bash Live with Mike Gill! Answer phones, cut and record audio, transcribe interviews, write blog posts, assist with event management including assisting in the production of live radio broadcasts, write copy. Experience with audio software, Adobe Audition and/or Windows Movie Maker a plus but not required. Applicant should be proficient with social media platforms, possess a valid drivers license, be 18 years of age, and be a major in communications, marketing, advertising, or broadcast journalism. If selected you will be required to submit, on college letterhead, a letter from your advisor or professor stating you are a student in good standing and will be receiving college credit for the internship.

Application Instructions

Interested candidates may submit a cover letter and resume for consideration to Jennifer Constabile via email at jennifer.costabile@townsquaremedia.com

Schedule 2 days per week (Mon-Fri bet **Work Phone** 000-000-00000 **Ext**

Job Type COMMUNICATIONS

Posting Date 9/13/2018 **Job #** 9343 **Job Title** Writer Internship (telecommute) Co-Op Internship FT PT Temp

Company Name The Borgen Project

Job Description Seattle WA **Salary** unpaid internship

The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. This is a 12-week, part-time, unpaid internship. The selected candidate will be able to work from home and pick their own schedule, but must meet weekly deadlines. Articles submitted will appear on BORGEN Magazine or The Borgen Project Blog.

- Write one article per week.
- Research topics.
- Assist with advocacy efforts.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.
- Attend training and orientation the first and third Monday of the internship, at 4pm PST.

Qualifications: Strong research and writing skills. Must be able to work independently and meet deadlines with very little supervision. Experience writing SEO friendly content is helpful, but not required.

Start Date: New programs begin every month, you choose the month you wish to start.

Application Instructions

Learn more at <http://borgenproject.org>.

Email your resume, a cover letter and 2 writing samples to hr@borgenproject.org with "Writer Internship" in the subject line.

This is an ongoing hiring. We recruit nationwide, US. This is a telecommute role

Schedule part time **Work Phone** 206-414-1032 **Ext**

Job Type

COMMUNICATIONS

Job Type COMMUNICATIONS

Posting Date 9/13/2018 **Job #** 9340 **Job Title** Journalism Internship Co-Op Internship FT PT Temp

Company Name The Borgen Project

Job Description Seattle WA **Salary** unpaid internship

This is a telecommute internship role, allowing the intern to work from home.

The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. This is a 12-week, part-time, unpaid internship. The selected candidate will be able to work from home and set their own schedule, but must meet weekly deadlines. Articles submitted will appear on BORGEN Magazine or The Borgen Project Blog.

- Interview sources and research topics in-depth.
- Write one well-researched article per week.
- Communicate with editors and supervisors.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.
- Attend training and orientation the first and third Monday of the internship, at 4pm PST.

Qualifications: Strong journalism writing skills. Must be able to work independently and meet deadlines with very little supervision. Experience writing for newspapers is helpful, but not required. Start Date: New programs begin every month, you choose the month you wish to start.

Learn more at <http://borgenproject.org>.

Application Instructions

Email your resume, a cover letter and 2 writing samples to hr@borgenproject.org with "Journalism Internship" in the subject line.

This is an ongoing hiring. We recruit nationwide, US. This is a telecommute role.

Job Type COMMUNICATIONS

Schedule part time **Work Phone** 206-414-1032 **Ext**

Posting Date 6/5/2018 **Job #** 9210 **Job Title** Senior Library Assistant, Bilingual
Co-Op Internship FT PT Temp

Company Name Camden County Library

Camden NJ **Salary** 16.3587 per hour

Job Description

Performs duties in both English and Spanish including acting as shift leader, monitoring and coordinating the workflow of support staff, manage branch cash, work the circulation desk, charge and discharge library materials, compute and collect fines, register customers for library cards and programs, process holds, answer general questions, assist customers in the location of materials and with public computer usage. Must possess 1 year of experience in library functions or successful completion of 1 year in a librarian technician course. Will be required to take and pass the NJ CSC BICAT exam for bilingual status in Spanish. May be required to possess a drivers license.

Application Instructions

application must be submitted by June 12, 2018 at 2 pm. Applications can be obtained at any branch or printed off our website at www.camdencountylibrary.org/employment-library. Forward completed application to: Camden County Library, Department of Human Resources. 203 Laurel Road, Voorhees, NJ 08043. Please refer to job posting 020-18

Schedule 38 hours biweekly **Work Phone** 856-772-1636 **Ext**

Job Type **COMPUTER GRAPHICS**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/13/2018 9336 [Graphic Design Intern](#)

Company Name **YouInkit**

Job Description Camden NJ **Salary** unpaid internship

Seeking an intern to work 5-10 hours weekly who is able to thrive in a fast paced environment. Intern will be supervised by the Senior Graphic Artist. Intern will perform the following tasks: Creat apparel mockups, creat logos/designs for both local/national brands and companies. Skills and attributes expected: knowledge and ownership of digital media software - Photoshop and Adobe Illustrator, experience with logo design and color separations, basic knowledge of social media - Facebook, Twitter, YouTube, Instagram, strong attention to detail. Personal laptop required.

Application Instructions

If interested, please email resume for consideration to Kevin Patrick at kevin@youinkit.com

Schedule 5-10 hours per week **Work Phone** 856-905-6899 **Ext**

Job Type CRIMINAL JUSTICE

Posting Date 9/25/2018 **Job #** 9370 **Job Title** Security Officer Co-Op Internship FT PT Temp

Company Name Security Resources

Job Description Philadelphia PA **Salary** \$12-\$14/hr

\$100 sign on bonus - \$50 after 90 days of employment, \$50 after 6 months of employment

Shift: First, Second & Third / Rotating Schedules
Location: Multiple South New Jersey Locations

Requirements:

- Valid SORA Certification
- At least one (1) year of Security Experience
- Excellent Customer Service experience
- Excellent verbal and written communication skills
- Ability to work alone as well as with others; ability to collaborate with others
- Must be able to stand for duration of time shifts
- Must be able to complete walking tours of client property
- Ability to evaluate facts determine alternative solutions to problems evaluate courses of action and make solid decisions
- Strong interpersonal skills; self-starter

Education: High School Diploma or GED

Application Instructions

Interested candidates may apply in person, online, or submit a resume for consideration to Sarah Stewart at ssewart@securityresources.net

Job Type CRIMINAL JUSTICE

Schedule First, Second & Third / Rotatin **Work Phone** 215-829-9191 **Ext**

Job Type DELIVERY

Posting Date 10/16/2018 **Job #** 9397 **Job Title** Seasonal Delivery Associate Co-Op Internship FT PT Temp

Company Name Amazon

Job Description USA NJ **Salary** \$17.25

Amazon Logistics (AMZL) delivers packages and smiles to Amazon customers every day. We're looking for motivated, customer-focused individuals who want to join our team delivering packages. As a delivery associate, you will deliver packages to homes, retail locations, and other delivery locations. In this position, you will play a key role in keeping our commitment to exceed customer expectations and make sure customer orders, large or small, are delivered on time at the right place.

General Responsibilities:

- *Adhere to strict safety and quality standards on and off the road
- *Interact in a positive and a professional manner with customer and general public while delivering products to customers' homes, retail, and business locations
- *Follow up on customer requests or problems with solution oriented approach keeping customer informed of delivery progress
- *Use handheld technology to deliver customer packages, manage delivery progress, and solve obstacles
- *Sort and prepare a delivery route to meet customer promise
- *Ensure delivery vehicle is clean, fueled, and in good operating condition at all times
- *May assist in training other team members
- *Where appropriate, carry out in delivery station activities including sortation and general tasks

Work Environment:

- *Under tight deadlines, drives a delivery van up to 10,000 pounds to many customer residences and businesses, climbs in and out of van, and walks up and down stairs as required to deliver packages according to established procedures in all weather conditions
- *Flexibility is key; routes may vary and may be delayed due to traffic from on road congestion,

construction, or other factors

*Set core schedule, but there may be adjustments including, additional hours and potential schedule changes depending on time of the year and peak seasons and other factors

Basic Qualifications:

*Possess a valid driver's license in the state of residence

*Proficient in English sufficient to meet US DOT standard of ability to read road signs and communicate with regulatory personnel

*High-school diploma or equivalent

Preferred Qualifications:

*Holds high ethical standards at all times

*Proven track record of reliability

*Prior professional driving experience

*Prior experience representing a well-regarded consumer brand with professionalism

*Excellent attention to detail with skill set to problem solve independently

*Demonstrate strong communication skills

*Self-motivated and able to work in a self-directed environment with an upbeat attitude

*Ability to work with a team in a fast paced, ever changing environment

Job Requirements:

*Ability to lift, bend, reach above the head, kneel, crouch, and/or stretch during shifts up to 12 hours long

*Ability to operate and navigate a 10,000 pound van

*Ability to effectively operate a GPS

*Ability to lift, push, pull and move boxes up to 70 pounds each

*Capable of moving up and down stairs

*Possess a valid driver's license in the state of residence

Application Instructions

Job Type DENTAL

Posting Date 10/25/2018 **Job #** 9410 **Job Title** Registered Dental Assistant **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name David J. Nepa DMD General Dentistry and Associates
Haddonfield NJ **Salary** \$16.00-\$20.00 hr

Job Description

Are you looking for a position that will allow you to use all of your skills in a fun, fast paced environment? We are a dental office looking for a full time dental assistant to cover a maternity leave. This position will then become a permanent part-time position. Applicant must be motivated, dependable, willing to learn and have previous dental knowledge and experience. This position is approximately 34 hours per week including one early day and one late night. Full time hours to cover the maternity leave from December 2018 to March 2019 then the position becomes a permanent part-time position.

Job Requirements

- Registered Dental Assistant
- Radiology license
- Experience with digital x-rays
- Patterson Eaglesoft experience recommended
- Experience with the digital CEREC technology is recommended
- Applicant must work well with others and be a team player
- Knowledge of sterilization procedures
- CPR certification

Hours of Operation:

Monday 8:30-6pm

Tuesday 8:30-6pm

Wednesday 6:40am-4:00pm

Thursday 10:30-8pm

We are a modern dental office that provides exceptional dental care in a comfortable and welcoming environment. Our mission is to help every patient be able to obtain and maintain a healthy teeth and

Job Type DENTAL

gums, resulting in a beautiful smile.

Application Instructions

To inquire please call (856)428-3050 for questions or email your resume to: nepadental@gmail.com

Schedule approximately 34 hours per we **Work Phone** 856-428-3050 **Ext**

Job Type DENTAL

Posting Date 8/21/2018 **Job #** 9305 **Job Title** Dental Receptionist/Assistant
Co-Op Internship FT PT Temp

Company Name Popeck Family Dentistry

Job Description Pennsville NJ **Salary** will discuss

Perform receptionist duties and assist Dentist. Prefer some experience. Positive attitude a must.
Hours to increase with time and experience

Application Instructions

interested candidates can fax, mail or email resume. drjerry popeck@yahoo.com

Schedule part time **Work Phone** 856-678-6393 **Ext**

Job Type DIETETIC

Posting Date 10/10/2018 **Job #** 9389 **Job Title** Dietetics Internship
Co-Op Internship FT PT Temp

Company Name Kandle Dining Services

Job Description Various Various **Salary** 500-800 per week

Earn, Learn, and Have Fun with Kandle Dining at Summer Camp! Limited number of internship positions available for students interested in gaining hands on experience with special diets, including menu planning, meal preparation, recipe creation, and ordering within an established production system. Student interns will also have the opportunity to create and implement their own training module, and enjoy cultural activities throughout the summer with team members from various countries. Positions available in multiple states.

Application Instructions

Interested candidates may submit resume for consideration via email to Brenda Elchynksi at resumes@kandledining.com, or apply online

Schedule part time seasonal **Work Phone** 888-591-6167 **Ext**

Job Type EDUCATION

Posting Date 10/18/2018 **Job #** 9401 **Job Title** Monitor Co-Op Internship FT PT Temp

Company Name Camden County Library System

Job Description Westmont NJ **Salary** 8.60 per hour

As a Monitor a candidate may be asked to:

- Cart and shelve Library materials.
- Gather and shelve material that accumulates on book carts, tables, shelves, and study carrels.
- Shelf reading (making sure that materials are in the correct order).
- Empty the outdoor book drops including on weekends and holidays
- Answer the phone and direct calls to the appropriate individuals
- Fax materials to other libraries and to patrons.

At times, in order to perform assigned duties to this position, you may be asked to push a full book cart which can weigh up to 40lbs, twist, bend, kneel, reach, walk or stand for extended periods. May be scheduled at other branches.

Requirements:

- Knowledge of basic arithmetic using whole numbers and the Dewey Decimal System
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse courteously in person and using other methods of communication
- Ability to comprehend and follow written and/or oral one-or-two step instructions

Application Instructions

Employment applications may be obtained at any of our branches or may be printed off our website at www.camdencountylibrary.org/employment-library

Please refer to the job posting number when applying:
Job Posting 040-18

Job Type

EDUCATION

Schedule

10 hours per week. Days/Eve/

Work Phone

000-000-0000

Ext

Job Type EDUCATION

Posting Date 8/27/2018 **Job #** 9317 **Job Title** Library Assistant JP037-18 **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name Camden County Library System

Job Description Voorhees NJ **Salary** 12.44 per hour

Description of Duties

Under general supervision, primary duties include performing a variety of public service tasks, including but not limited to, checking in and out of library materials, computing and collecting fines, registering customers for library cards and programs, processing holds, answering general questions from the public, assisting customers in locating materials, shelving materials, assisting customers on the public computers and other related duties as required. May be scheduled at other branches.

Requirements:

- Knowledge of basic arithmetic using whole numbers.
- Ability to perform extensive alphabetizing beyond the first letter of a word.
- Ability to converse courteously in person and using other methods of communication
- Ability to comprehend and follow written and/or oral one-or-two step instructions
- Knowledge of KOHA and Dewey Decimal System and Basic Computer Skills a plus.
- Appointee may be required to possess a driver's license valid in New Jersey if the operation of a vehicle is necessary to perform the essential duties of the position.
- Applications of current employees will be reviewed first, then, other applications will be reviewed in the following order: residents of Camden County, Contiguous County Residents, NJ State Residents.

Position based at Rilette L.Cream-Ferry Avenue Branch Library

Application Instructions

Employment applications may be obtained at any of our branches or may be printed off our website at www.camdencountylibrary.org/employment-library
Completed applications are due in the Human Resources Office by September 14, 2018 at 2 pm and should be forwarded to:

Job Type

EDUCATION

Camden County Library
Department of Human Resources
203 Laurel Road

Voorhees, NJ 08043 or Fax: 856-772-2761

E-mail: jdinich@camdencountylibrary.org

*Please refer to the Job Posting Number on your application; failure to submit a completed application or to indicate job posting number may be reason for your application not to be considered.

Schedule 30 hrs per pay period (2 weeks) **Work Phone** 000-000-0000 **Ext**

Job Type

EDUCATION

Posting Date 8/9/2018 **Job #** 9286 **Job Title** After School Instructor Co-Op Internship FT PT Temp

Company Name KIPP Cooper Norcross Academy

Job Description Camden NJ **Salary** 12 per hour

Assist students with homework, support classroom mgmt, managing student dinner, recess and program dismissal, ensure safety protocols are followed, must possess a high school diploma have the ability to manage groups of 10 students, and a commitment to continuously improving your skills at working with children.

Application Instructions

Interested candidates should contact Khalilah Ummah via email at kummah@kipunj.org

Schedule Vaires but must be available be **Work Phone** 207-333-1378 **Ext**

Job Type

EDUCATION

Posting Date Job # **Job Title** Co-Op Internship FT PT Temp
6/28/2018 9248 Substitute Teacher and Teachers Aides

Company Name

Source4Teachers

Job Description

Camden County NJ **Salary** varies 60.00-100.

Minimum qualifications for Substitute Teacher: 60 college credits, valid NJ criminal history letter, negative TB test obtained within 6 months of employment. Minimum requirements for Teachers Aides: high school diploma or GED, valid NJ criminal history letter, negative TB test within 6 months of employment

Application Instructions

Interested candidates please attend the information session at the Camden County One Stop Career Center on July 10 . Seating is limited. To reserve your seat and confirm your attendance, call 856-614-3150 PRIOR to July 10. Bring your resume to the information session. Professional attire is expected.

Schedule various depending on assignme **Work Phone** 000-000-0000 **Ext**

Job Type

EDUCATION

Posting Date Job # **Job Title** Co-Op Internship FT PT Temp
6/21/2018 9237 Paraprofessional/Teacher Assistant

Company Name Insight Workforce Solutions

Job Description USA USA **Salary** depends on experi

Are you interested in pursuing a career in Education or Special Education? Are you looking to gain valuable hands-on experience in the classroom while earning some extra income? Become a Paraprofessional with Insight in a local school district! With Insight, you are able to work in a school before you finish earning your degree. Training required for this position, including Restraint and Verbal De-escalation Training will be provided and compensated. You'll also have the chance to meet and network with school administrators and other faculty who may sit on hiring boards.

Duties and Responsibilities:

- Provide academic support (tutorial, study skills, organization) at the direction of the special education teacher.
- Provide behavioral support (redirect, task focus, mediation) for student.
- Assist student with daily living skill building (toileting, grooming, feeding).
- Assist student with gross/fine motor support (sensory breaks, ambulation support).
- Assist student with his/her assessable technology (communication devices).
- Collect data on IEP goals.
- Perform any other duties as assigned by teacher or principal.

Essential Accommodations: Position requires sitting, standing, lifting, or moving throughout the building. Must be able to hear (40 decibel loss maximum), verbally communicate, and have vision requirements of near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation, and field of vision. Subject to inside environment conditions.

Application Instructions

interested candidates should submit resume for consideration via email to Nicole Matsuk at nmatsuk@workwithinsight.com

Job Type

EDUCATION

Schedule varies

Work Phone 856-406-6015 **Ext**

Posting Date 5/14/2018 **Job #** 9165 **Job Title** Teachers Aide
Co-Op Internship FT PT Temp

Company Name Delta-T Group

Woodbridge NJ **Salary** DOE

Job Description

Assist students teachers in providing classroom accomodations. Collaborate with special education coordiantor to support student and improve student focus and behavior. Must be extremely flexible to fill other roles as needed. Schedule may change day to day. Must pass background check

Application Instructions

Interested candidates should respond via email including resume to dgiannattasio@deltatg.com

Schedule ft

Work Phone 732-791-4067 **Ext**

Job Type EDUCATION

Posting Date 5/14/2018 **Job #** 9166 **Job Title** Substitute Teacher Co-Op Internship FT PT Temp

Company Name Delta-T Group
Woodbridge NJ **Salary** DOE

Job Description

Follow lesson plans left by teacher to instruct assigned classes. Maintain a classroom conducive to learning. Uphold and enforce school rules, administrative regulations, and School Board policies. Must hold NJ Substitute Teaching Certification

Application Instructions

Interested candidates can email resume for consideration to dgiannattasio@deltatg.com

Schedule varies **Work Phone** 732-791-4067 **Ext**

Job Type EDUCATION

Posting Date 5/2/2018 **Job #** 9149 **Job Title** tutor **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name Nannease

Job Description throughout NJ NJ **Salary** DOE

provide tutoring services in private homes

Application Instructions

Apply online at www.nannease.com or email resume to screening@nannease.com

Schedule flexible **Work Phone** 973-270-3395 **Ext**

Job Type ENGINEERING

Posting Date 10/31/2018 **Job #** 9419 **Job Title** Maintenance Mechanic/Technician
Co-Op Internship FT PT Temp

Company Name Inductotherm Corp

Job Description
Rancocas NJ **Salary** will discuss

Job Summary

A maintenance technician is responsible for the upkeep and continued function of the buildings, machines or mechanical systems. Candidate will perform seasonal maintenance, and repairing equipment as needed.

Education:

Maintenance Certifications are preferred.
3 - 5 years' experience

Essential Requirements:

Strong Knowledge of Industrial Commercial 3Phase and Single Phase electrical Systems to include motor controls, process temperature controls, building and HVAC controls and commercial lighting.
General Mechanical knowledge: plumbing, hydraulics, motors and bearings.
Able to operate industrial overhead crane and Jib cranes, forklift, drill presses, industrial saws, hydraulic presses, drill presses and shears, power hand tools, man-lifts (both articulating boom and scissors), welding equipment, commercial sweeper and floor scrubbers.
Respond to emergencies at all times of the day and night.
Interact with all levels of management and handle all work confidentially.
Work independently and exercise good judgment.
Be proactive in recognizing deficiencies and maintenance issues and take appropriate corrective action.
Properly document all tasks and keep records of parts and procedures.
Complete tasks professionally using high quality practices and materials.
Able to work in a fast paced environment.

Team player and have a strong willingness to assist others.

Regular in attendance, able and willing to work a reasonable amount of overtime.

Will handle miscellaneous duties as assigned.

Essential Physical Requirements:

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.

Listen to and understand information presented through spoken words and sentences.

Quick hand and arm movement, or the movement of both hands to grasp, manipulate, or assemble objects.

Able to stand, climb, and bend for 8-10 hours and be able to lift up to 50 lbs.

Able to travel on short notice by public transportation including (i.e.: aircrafts, trains, bus, cars)

Have valid driver's license and able to drive an automobile.

Non-Essential Physical Requirements:

Must disclose any surgical implants, pins, braces or other devices that could be affected by induction fields.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Condition of Employment:

Must be able to satisfactorily complete the Inductotherm Corp. hiring process requirements which includes a comprehensive assessment, drug testing, and a background check.

Inductotherm Corp. is an Equal Opportunity employer of qualified individuals and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status or any other basis protected by applicable federal, state or local law. Inductotherm Corp. also prohibits harassment of applicants or employees based on any of the protected categories.

Application Instructions

Job Type

ENGINEERING

- Familiar with current meters & recording devices.
- Able to read mechanical, hydraulic and water prints.
- Able to speak foreign languages, a plus.

Essential Physical Requirements:

- 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.
- Must be able to climb and stand for long periods.
- Work environment involves situations that require following extensive safety precautions and may include the use of protective equipment. Must be able to work in extreme conditions, i.e.: hot, cold, dirty environment.
- Must be able to read printed word.
- Have valid driver's license, and able to drive an automobile.
- Must have neat business like appearance.
- Must be able to travel on short notice by public transportation including (i.e.: aircrafts, trains, bus, cars) domestically and internationally.

Non-Essential Physical Requirements:

- Must disclose any surgical implants, pins, braces or other devices that could be affected by induction fields.
- The maximum weight to be lifted will be based on NIOSH (National Institute for Occupational Safety and Health) guidelines based on specific lift condition.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Condition of Employment:

- Must be able to satisfactorily complete the Inductotherm Corp. hiring process requirements which includes a comprehensive assessment, drug testing, and a background check.

Inductotherm Corp. is an Equal Opportunity employer of qualified individuals and does not

Job Type ENGINEERING

Posting Date 10/22/2018 **Job #** 9406 **Job Title** Procurement Agent Co-Op Internship FT PT Temp

Company Name Datwyler Pharma Packaging USA
Job Description Pennsauken NJ **Salary** based on experien

Core Responsibilities:

- Create purchase orders based on requests from Maintenance, Engineering, and Production for MRO items.
- Perform regular physical inventory checks.
- To ensure needed indirect and MRO items are actually in stock.
- To maintain an adequate level of inventory for stocked MRO parts.

Ancillary Responsibilities:

- Find lowest price on equivalent items as requested, sourcing quotes as needed
- Identify potential vendors for items that are no longer stocked by existing vendors
- Reduce existing inventory of obsolete assets in storeroom
- Maintain cleanliness and organization of the stocked MRO parts area.
- Continue to add in-use storeroom assets in SAP

Education & Experience

- Experience in a purchasing, engineering or manufacturing role.
- Knowledge of warehouse and inventory control policies and procedures.
- Basic knowledge of related area machines and equipment.
- Previous SAP experience is preferred.
- Must have excellent communication, analytical, and manufacturing functional knowledge.

Job Type ENGINEERING

Application Instructions

Email resume for consideration to Kim Lane at kimberly.lane@datwyler.com

Schedule fulltime **Work Phone** 856-663-2202 **Ext**

Job Type ENGINEERING

Posting Date 10/16/2018 **Job #** 9398 **Job Title** Water Resources Intern Co-Op Internship FT PT Temp

Company Name Princeton Hydro, LLC

Job Description Ringoes NJ **Salary** will discuss

Are you a problem solver who is passionate about stormwater and green infrastructure, river restoration, hydrologic modeling, wetland design, dam removals and restoration, or other types of water resource infrastructure projects? Consider an internship in Princeton Hydro's Water Resources Engineering department working with our team of experts to review, design, and implement innovative projects across the Northeast. Candidate must be a team player enrolled in an accredited program pursuing a Bachelor degree in Civil Engineering or a Master degree in a related field. Knowledge of GIS, AutoCAD, water quality modeling, floodplain delineation, stormwater management, NEPA, and regulatory issues is helpful.

This position would be for 20 or more hours per week, located in our Ringoes, New Jersey office; and receive an hourly wage commensurate with experience. Positions available immediately.

Application Instructions

To apply for this position, please send your resume and cover letter to intern@princetonhydro.com. Your cover letter should state the dates of availability and duration desired.

Schedule 20 hours per week **Work Phone** 856-818-9251 **Ext**

Job Type ENGINEERING

Posting Date 9/24/2018 **Job #** 9363 **Job Title** Engineering Technician **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name KrellTech
Job Description Neptune City NJ **Salary** will be discussed

We are considering hiring an intern/part-time high-level engineering technician (with path towards a full-time position). Candidate should be a graduate or upcoming graduate with an anticipated 2018/2019 graduation date) Qualified candidate should hold or be working towards an Associate Degree in Engineering.

Workscope: We envision several areas in which the candidate can support Krell's product line. These include:

- Coordinating engineering drawings and parts database
- Interface with Krell vendors including machinists and parts fabricators
- Incoming mechanical parts inspection and verification
- Assembly and calibration of polishing machines and microscopes
- Process development and testing of customer samples
- Contribute to product design and modification

Requirements:

- Superior oral and written communication skills
- PC literate with MS Office experience
- Able to use calipers, micrometer, basic test equipment (i.e. multimeter)

Desirable Abilities

- Machining skills – lathe, drill press etc.
- Knowledge of basic electrical circuits
- Basic background in optics and/or fiber optics
- Soldering and wiring techniques
- Experience with 3D modeling CAD SolidWorks software

Job Type

ENGINEERING

- Robotics and automation
- Use of an optical comparator

Application Instructions

Please email a resume, or a brief summary of relevant experience, to the attention of Al Cheswick, President (acheswick@krelltech.com).

Schedule part time, hours can be discuss **Work Phone** 732-775-7355 **Ext** 10

Job Type ENGINEERING

Posting Date 9/19/2018 **Job #** 9357 **Job Title** Mechanical Quality Inspector
Co-Op Internship FT PT Temp

Company Name Bright Lights USA Inc

Job Description Barrington NJ **Salary** depends on experi

We are an aggressively growing, full service, development and Production Company with a large and established customer base as well as many emerging opportunities in the aerospace, defense and energy sector. We are currently recruiting new members to join our established team of motivated and passionate skilled tradespersons.

We are currently looking for a skilled Mechanical Quality Inspector for multiple shifts.

Candidates who apply should have the following qualifications:

- Bachelor's Degree or equivalent experience
- 1+ years of assembly experience
- Knowledge of manufacturing, equipment maintenance, safety management, and controls and instrumentation
- Reading comprehension skills with the ability to interpret and follow written directions, blueprints, and engineering diagrams
- Basic to Advanced math skills to meet technical specifications and measurements
- Physical ability to stand for long periods and lift 30-50 lbs.
- Keen eye for detail
- Written and verbal communication skills
- Problem analysis and problem solving skills
- Time-management and deadline driven skills

Candidates will be required to perform the following duties:

- Follow all written and verbal operating procedures and instructions
- Review, analyze, and follow various blueprints, diagrams, drawings, procedures and instructions
- Conduct quality assurance checks to confirm that assembled products meet specifications and quality standards
- Identify any product defects; record and report them accordingly

Job Type

ENGINEERING

- Document actions and products by completing required quality and production forms
- Monitor and maintain inventory of necessary product in your work station
- Assist in transitioning to a new ERP system; load Quality Processing information into ERP system to ensure data is accurate and reliable
- Maintain a clean and safe work area
- Abide by all safety standards at all times
- May be asked to perform other duties as required by business needs

Our Company is a growing, diversified, full service contract manufacturer located in Barrington, NJ and moving to Mt Laurel, NJ early 2019. We offer Medical, Dental, Vision, FSA, 529 plan, 401K, Aflac, Life Insurance, Paid Holidays and PTO.

Application Instructions

Interested candidates please forward resume for consideration to Brandon at Brandong@blusadefense.com

Schedule fulltime

Work Phone 856-546-5656 **Ext** 235

Job Type ENGINEERING

Posting Date 9/19/2018 **Job #** 9358 **Job Title** Quality Control Technicians Levels 1-3
Co-Op Internship FT PT Temp

Company Name Bright Lights USA
Barrington NJ **Salary** depends on experi

Job Description

We are an aggressively growing, full service, development and Production Company with a large and established customer base as well as many emerging opportunities in the aerospace, defense and energy sector. We are currently recruiting new members to join our established team of motivated and passionate skilled tradespersons.

We are currently looking for a Quality Control Technician for multiple shifts.

Candidates who apply should have the following qualifications:

- Bachelor's Degree or equivalent experience
- Certifications such as Quality Auditor, Quality Engineer, Quality Improvement Associate, Lean Manufacturing or Six Sigma are an advantage
- Ability to read and understand Military drawings / Military specifications along with nearly every manufacturing process related to metal arts
- Assist in transitioning to a new ERP system; load Quality Processing information into ERP system to ensure data is accurate and reliable
- Quality, inspection, auditing and testing experience
- Keen eye for detail
- Physical ability to stand for long periods and lift 30-50 lbs.
- Written and verbal communication skills
- Problem analysis and problem solving skills
- Implementation of plans
- Ability to make detailed reports
- Maintaining personal standards
- Time-management and deadline driven skills

Candidates will be required to perform the following duties:

- Maintaining and enhancing the quality of the finished product that is manufactured in the company

Job Type**ENGINEERING**

- Implementing the quality standards set by the company and even by law
- Reducing the amount of errors per unit of manufacturing
- Working under the guidance of the engineers
- Helping the engineers in research and development
- Filing the daily reports and reporting if any flaws were found in the finished product
- Setting a good standard of working for yourself
- Rectifying the errors in speedy manner and reporting about them
- Doing a daily check of the products before and after starting work
- Perform all work to meet safety standards and procedures
- Coordinating with all the other departments that have a role to play in manufacturing and selling
- Educate the new fellow technicians regarding the procedure
- Most importantly, following the procedure completely which automatically ensures the quality of the product
- May be asked to perform other duties as required by business needs

Our Company is a growing, diversified, full service contract manufacturer located in Barrington, NJ and moving to Mt Laurel, NJ early 2019. We offer Medical, Dental, Vision, FSA, 529 plan, 401K, Aflac, Life Insurance, Paid Holidays and PTO.

Application Instructions

Interested candidates please forward resume for consideration to Brandon at Brandong@blusadefense.com

Schedule fulltime

Work Phone 856-546-5656 **Ext** 235

Job Type ENGINEERING

Posting Date 6/28/2018 **Job #** 9241 **Job Title** Coating Technician
Co-Op Internship FT PT Temp

Company Name Edmund Optics Worldwide

Job Description Barrington NJ Salary DOE

A Coating Technician performs production operations in the coating of optics under the direction of the group leader or manager. A Coating Technician must be trained and proficient in all aspects of the technical support of coating equipment and can work independently relative to routine maintenance and operations functions.

Essential Functions:

- Perform all aspects of maintenance and operation of state-of-the-art vacuum coating equipment
- Prep, load and operate coating machines per released production schedules
- Define preventative maintenance procedures and codify work instructions
- Read and understand spec sheets, blue prints, work orders and work instructions
- Monitor vacuum deposition processes, verify vacuum integrity and validate readiness
- Perform cleaning operations of substrates to be coated and load and maintain fixtures
- Organize and maintain consumables and maintenance supplies
- Achieve and maintain proficiency with variety of tools to troubleshoot, repair or maintain equipment
- Test and analyze coating performance against specs using spectrometers and other metrologies
- All functions as outlined on the EOB Inspector job description
- Strictly adhere to all safety procedures and protocols. Continuously strive to improve safety
- Comply with federal, state, and company policies, procedures, and regulations

Qualifications:

To perform this position successfully, an individual must be able to perform each essential function 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.

Job Type

ENGINEERING

Required Skills & Abilities:

- Good math skills, including proficiency in basic algebra
- Basic computer skills including working proficiency in MS Excel and MS Word

Education/Experience:

- HS degree plus 2 years optical coating or equivalent experience
- Associates degree in technical discipline preferred

Application Instructions

Interested candidates should apply online at <https://www.edmundoptics.com/company/careers/ebm-coating-technician/>

Schedule

Work Phone

856-547-3488

Ext

6879

Job Type ENGINEERING

Posting Date 5/15/2018 **Job #** 9168 **Job Title** Industrial Technician/Maintenance Mechanic
Co-Op Internship FT PT Temp

Company Name Chelton House Products

Job Description Bridgeport NJ **Salary** Competitive pay

Performs industrial electrical and mechanical repairs and provides technical support for industrial equipment and ancillary equipment. Must possess a minimum of 5 years experience. Must be computer proficient. Must be able to work overtime and 2 Saturdays a month

Application Instructions

email resume for consideration to mguzman@cheltonhouse.com

Schedule 2nd shift **Work Phone** 856-467-1600 **Ext**

Job Type ENGINEERING

Posting Date 5/8/2018 **Job #** 9161 **Job Title** Industrial Electrician/Maintenance Mechanic
Co-Op Internship FT PT Temp

Company Name Chelten House

Job Description Bridgeport NJ **Salary** Very competitive

work with maintenance leadership to create asset care strategies focused on failure prevention and equipment reliability. Perform component failure analysis. Implement and monitor preventative actions. Understand equipment maintenance metrics and productivity goals. Associate Degree in Industrial Technology or related. 3-5 years experience in food manufacturing, industrial electrical and mechanical repairs and technical support for industrial equipment. Ability to read prints. Computer proficiency, knowledge of food safety. Ability to work flexible hours, including overtime and weekends. Ability to lift 50 pounds minimum and ability to stand for long period of time. Must be able to work in an environment exposed to milk, egg, mustard, peanuts, fish, sulfites, sesame, soy, tree nuts, and wheat allergens.

Application Instructions

Interested candidates may email resume for consideration to Minerva Guzman at mguzman@cheltenham.com or apply online at www.cheltenham.com. No Phone Calls

Schedule Fulltime **Work Phone** 856-467-1600 **Ext**

Job Type ENGINEERING - DRAFTING

Posting Date 7/17/2018 **Job #** 9262 **Job Title** AutoCAD Drafter
Co-Op Internship FT PT Temp

Company Name George Wray Thomas

Job Description Somers Point NJ **Salary** will be discussed.

Immediate, entry level position for recent grad. Architecture/Engineering firm George Wray Thomas located in Somers Point. Must be available 40 hours per week.

Application Instructions

call, apply in person, or submit resume via email to leah@gwthomas.net

Schedule 40 hours per week **Work Phone** 609-927-5050 **Ext**

Job Type **ENGINEERING - DRAFTING**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
6/28/2018 9244 Technical CAD Representative

Company Name **PLCS, LLC**
Mount Laurel NJ **Salary** DOE

Job Description

We are searching for an entry level person to support daily operations. This position, requires the occasional use of AutoCAD software, an understanding of drafting techniques and familiarity with engineering terminology. Must have mechanical aptitude with ability to complete basic mathematical calculations. Typical drawings are fabric molds used for our leak sealing products and mechanical components. The position also entails production work such as basic measuring, product assembly, and counting inventory.

The best candidate must have a willingness to learn and understand the nature of our business. Work daily with administrative staff, sales, warehouse and management personnel. Develop proficient product knowledge, assist with orders and communicate effectively with customers by responding to emails and answering phones.

Growth potential of this position may eventually extend beyond "entry level", so we are looking for candidates who are excited to take full advantage of the opportunity to grow within our company. The ideal candidate is customer-minded, ambitious, results-oriented, efficiency-driven, meticulous, and a "design thinker."

Competencies:

- Associates / Trade School Degree, in a mechanical discipline preferred, College Degree a plus
- AutoCAD proficiency
- Microsoft Office proficiency
- Work experience in gas / water utilities a plus, but not required
- Clean Valid Driver's License

Job Type

ENGINEERING - DRAFTING

Benefits:

Opportunity for advancement

On the job training

Competitive compensation

401k with company contribution

Medical, Dental

Holidays off

Vacation accrual in the first year

Application Instructions

Interested candidates may call, apply in person, or submit resume for consideration to Joseph Tete at jtete@plcsusa.com

Schedule 8:15-5:00 pm, Friday until 3:3 **Work Phone** 856-722-1333 **Ext**

Job Type FINE & PERFORMING ARTS

Posting Date 10/10/2018 **Job #** 9383 **Job Title** Violin Instructor **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name Old Towne Music
Turnersville NJ **Salary** \$22-25, commens

Job Description

Teach the necessary technique and theory to enable students of all ages to make music with the violin. This is a part-time position. Lessons are offered at any of the 3 locations: Turnersville, West Deptford and Logan Township. Interested individuals must possess a high school diploma or GED, complete and application (not available online), interview, audition and demonstrate a strong desire to teach. All scheduling and payment of lessons are handled by experienced Lesson Coordinators

Application Instructions

Interested candidates may apply in person or email resume for consieeration to richard_palacio@hotmail.com. Phone calls welcome

Schedule 4 - 9 PM, Monday - Thursdays **Work Phone** 856-228-0003 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/10/2018 9388 Kitchen Team Member

Company Name **Kandle Dining Services**

Job Description various varius **Salary** 500-800/wk

Earn, Learn, and Have Fun with Kandle Dining at Summer Camp! Limited positions available for students interested in gaining hands on experience with quantity cooking, remote meals, special diets, and various service styles within an established production system. Enjoy cultural activities throughout the summer with team members from various countries. Positions available in multiple states.

Application Instructions

Interested candidates may submit their email for consideration online or via email to Brendan Elchynski at resumes@kandleddining.com

Schedule part time seasonal **Work Phone** 888-591-6167 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/10/2018 9387 Culinary Internship

Company Name **KANDLE Dining Services, Inc**

Job Description various various **Salary** 500-800/week

Earn, Learn, and Have Fun with Kandle Dining at Summer Camp! Limited positions available for students interested in gaining hands on experience with quantity cooking, remote meals, special diets, and various service styles within an established production system. Seeking potential team members that have a passion for culinary arts and food production as well as excellent customer service abilities. Enjoy cultural activities throughout the summer with team members from various countries. Employment is full-time during the summer for 5-14 weeks depending on location with internship opportunities available. Positions available in multiple states.

Application Instructions

Interested candidates please email resume for consideration to Brendan Elchynski at resume@kandledining.com

Schedule part time for 5-14 weeks **Work Phone** 888-591-6167 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/21/2018 9361 Cook

Company Name **Powerback Rehabilitation**
Voorhees NJ **Salary** \$10.50-\$15.00 de

Job Description

The Dietary Aide assists the Cook in the preparation and service of meals.
Places prepared food on plates/trays in accordance with tray tickets in line with our established policies and procedures, and, as may be directed by the Food Services Director/Manager or Cook, to ensure that quality food service is provided at all times.
Prepares and delivers food and trays, washes dishes and cleans and sanitizes kitchen according to health standards.
The Dietary Aide must be detail-oriented, well-groomed, act professionally and must be a team player who works well with others.
The Dietary Aide consistently embodies the characteristics necessary to drive the Company's Purpose, Vision, Values, and DNA.

Qualifications
A high school diploma or equivalent is required. Specialized training in foodservice is desirable.
May be required to successfully complete an approved sanitation and safety course.
Ability to read, speak and understand English, follow directions and complete tasks.
Ability to follow time schedules for meal preparation and serving.
Maintains a neat, clean, well-groomed appearance.
Dependable, with experience working in facilities utilizing quantity food production methods.
General knowledge and understanding of nutrition.
Ability to read and accurately apply requirements of food tray cards.
Ability to maintain records and complete reports as required.
Written and oral communication skills.
Knowledge of quantity food production and serving techniques, food safety/sanitation requirements and procedures.
Ability to interact positively with residents, client and other personnel and the public.

Job Type

FOOD SERVICE

Additional Requirements:

Must be able to lift/carry a maximum of 30 pounds, push/pull a maximum of 50 pounds, stand, sit, bend and walk for extended periods of time.

Must be able to work around food and cleaning products.

Must live in service area. No relocation costs

Application Instructions

interested candidates may submit resume for consideration via fax, email, or online, may apply in person, or may call to inquire/apply.

Schedule fulltime

Work Phone 856-809-3595

Ext

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/27/2018 9316 Banquet Servers, Bartenders

Company Name **Sensational Host Caterers**
Maple Shade Township NJ **Salary** 13.00 - 17.00 DO

Job Description

Fast paced on and off premise catering and event planning company looking for servers and bartenders to work front of house on events. We are seeking committed, dependable, and hospitality driven employees. Must work weekends, holidays, and have the ability to be flexible with scheduling. Must be able to lift 30 pounds. All candidates will be required to go through training. Bartenders must be TIPS certified

Application Instructions

apply in person or submit resume to Jared Annarelli for consideration at jannarelli@sensationalhost.com

Schedule varies **Work Phone** 856-667-5005 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/23/2018 9314 Stock/Utility Assistant

Company Name **Dining Services @ Camden County College**

Job Description Blackwood NJ **Salary** will discuss

food service, stocking, assist in other areas as needed

Application Instructions

To inquire/apply call Racheal Palumbo or email racheal.palumbo@sodexo.com

Schedule Tues/Thurs 7-2 **Work Phone** 856-374-4965 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
5/23/2018 9192 Grill/Char Cook

Company Name Longhorn Steakhouse

Job Description Deptford NJ **Salary** depends on experi

Use equipment safely to grill, deep fry, bake, broil, steam, microwave, and slice raw and prepared food to recipe specifications. Stock, store, and rotate food products accofrding to health standards. Cleans areas of restaurant as assigned by management.

Application Instructions

Interested candidates can apply online, in person, or by emailing resume to Tom Kelly.

Schedule varies **Work Phone** 856-251-6991 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
5/23/2018 9190 Quarterback

Company Name Longhorn Steakhouse

Job Description Deptford NJ **Salary** depends on experi

Prepare food according to recipes including adhering to and practicing all food safety and sanitation standards, using equipment safely, properly stocking, storing, and rotating food products according to health standards, clean areas of restaurant as assigned by management

Application Instructions

Interested candidates can apply online, in person, or by emailing resume to Tom Kelly.

Schedule varies **Work Phone** 856-251-6991 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
5/23/2018 9189 Salad Prep/Fry Cook

Company Name **Longhorn SteakHouse**

Job Description Deptford NJ **Salary** depends on experi

Ensure food is prepared according to recipes including using equipment safely, preparing food to recipe specifications, properly stocking, storing and rotating food products according to health standards and LongHorn guidelines, clean areas of restaurant and equipment as assigned my management.

Application Instructions

Interested candidates can apply online, in person, or by emailing resume to Tom Kelly.

Schedule varies **Work Phone** 856-251-6991 **Ext**

Job Type **FOOD SERVICE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
5/23/2018 9191 Dishwasher/Prep Cook

Company Name **Longhorn Steakhouse**

Job Description Deptford NJ **Salary** depends on experi

Set up, break down, and clean dish machine and 3 compartment sink, set up dish area, sort, rinse and wash dirty dishes, glasses, silverware, and other cooking utensils, sort and stack clean dishes and stock on the line in the proper place, prepare quality food according to specifications, properly stock, store, and rotate food products according to health standards, clean areas of restaurant as assigned by management

Application Instructions

Interested candidates can apply online, in person, or by emailing resume to Tom Kelly.

Schedule varies **Work Phone** 856-251-6991 **Ext**

Job Type **GROUND / MAINTENANCE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/18/2018 9351 Elevator Inspectors

Company Name **City of New Jersey**

Job Description Jersey City NJ **Salary** 75,000-85,000

The City of Jersey City seeks to hire multiple elevator inspectors to review plans and conduct elevator inspections that enforce the State Uniform Construction Code (UCC), the elevator subcode, and regulations adopted pursuant the Uniform Construction Code Act. Full time, part time, and seasonal positions are available.

Job Duties:

- Examines plans and specifications of elevator work for compliance with the elevator subcode of the New Jersey Construction Code.
- Inspects and evaluates all elevator work installed during construction to ensure conformity to elevator subcode, and the regulations of the New Jersey Uniform Construction Code.
- Inspects elevator installations in existing buildings to ensure that they meet minimum safety standards.
- Determines the proper cause of violations of elevator subcodes, and takes proper corrective action.
- Presents inspection findings in court and administrative hearings.
- Prepares recommendations and essential reports regarding temporary and final certificates of occupancy.
- Establishes and maintains records using construction code specific software and mobile devices.

Requirements:

- Possession of a valid New Jersey Driver’s license.
- Possession of a valid Elevator Inspector, High Rise and Hazardous (HHS) license, issued by the New Jersey Department of Community Affairs.

NOTE: Appointees must continue to complete the code update education courses required to maintain their Elevator Inspector licenses.

Essential Skills:

- Comprehension of elevator mechanical and electrical maintenance, inspections, and design.
- Familiarity with the requirements for special features, fixtures, methods, and devices required in particular circumstances by the Uniform Construction Code.
- Knowledge of elevator subcode background, purpose, history, place in local government structure and relation to construction code enforcement programs.
- Knowledge of basic classification of structures into class categories and systematic plans analysis.
- Understanding of identification and material requirements that must be shown on plans to ensure compliance with code requirements and advanced elevator system design.
- Experience with proper installation methods for all approved materials.
- Expertise in basic inspection report writing including the preparation of violation notices and required inspection record keeping.
- Know the proper procedures and methods necessary to check the design, material, and installation practices for the more complex systems which characterize high rise and hazardous structures, with particular attention to the hazardous use identified in article four of the building subcode and the hazardous locations identified in the subcode.
- Analyze and interpret codes regarding elevator installations.
- Ability to conduct inspections, identify violations, and take corrective actions.
- Able to review working plans and specifications prepared by others for accuracy and conformity.

Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/01717.htm>. You must eventually pass and qualify for this Civil Service title.

Application Instructions

Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/01717.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this position with the City of Jersey City, fill out our Employment Application.

Job Type

GROUNDS / MAINTENANCE

Schedule

37.5 hours per week for full ti

Work Phone

201-547-5217

Ext

Job Type **GROUNDS / MAINTENANCE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/9/2018 9283 Maintenance Technician

Company Name **Women Against Abuse**
Philadelphia PA **Salary** Commensurate wi

Job Description

Responsibilities:

Performs maintenance and facilities works as needed at the Safe Haven, and other facilities as needed. Will include routine maintenance, preventative maintenance, grounds work, and assisting with the upkeep of agency vehicles, as needed. May trouble shoot maintenance issues and report findings to the Facilities Supervisor. At times, may assist with picking up and delivering in-kind donations and provide maintenance technician work at other residential sites. Will also support management and other staff in maintaining a welcoming, safe, and supportive community environment. All responsibilities are expected to be delivered satisfactorily and with superior customer service and according to Agency standards, including the Sanctuary Model®.

Qualifications:

1. A High School Diploma or equivalent is required.
2. Knowledge of physical plant systems and their upkeep and repair are required.
3. A minimum of three (3) years' experience in maintenance (not just housekeeping or janitorial), skilled maintenance experience or similar position in a residential or comparable setting is required.
4. A valid Driver's License required.
5. Some computer skills required, email, database, etc..
6. Demonstrated ability to work effectively with a diverse population is required.
7. Demonstrated ability to work effectively as a team member is required.
8. The ability to read, understand and communicate in English is required.
9. Demonstrated commitment to service of others is required.
10. Work is almost entirely physical, with on-going bending, stooping, and standing.
11. Heavy lifting is routinely required.

Job Type

GROUPS / MAINTENANCE

We are an equal opportunity employer and are dedicated to promoting diversity and inclusion in the workplace. We strongly encourage candidates of color, LGBTQIA communities, veterans, and people with disabilities to apply.

Application Instructions

Please send your resume, cover letter and salary requirements to recruiter@womenagainstabuse.org.

Schedule fulltime

Work Phone 215-386-1280 **Ext**

Job Type **GROUND / MAINTENANCE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/9/2018 9284 Relief Housekeeping/Maintenance Assistant

Company Name **Women Against Abuse**
Philadelphia PA **Salary** Commensurate wi

Job Description

Summary of Principle Duties:

The Housekeeper/Maintenance Assistant will perform janitorial and housekeeping responsibilities and assist with maintenance work at our Emergency Shelter/Safe Haven, and other agency facilities as needed. They will also perform heavy janitorial duties and help maintain the upkeep of our facility and grounds (e.g. buffing floors, deep cleaning of bathrooms, large cleaning assignments; etc.). At times they may assist with picking up and delivering in-kind donations; in addition to, supporting management and other staff in maintaining a welcoming, safe, and supportive community environment. All responsibilities are expected to be delivered satisfactorily and with superior customer service and according to Agency standards, including the Sanctuary Model®.

Qualifications:

- A High School Diploma or equivalent is required.
- Previous janitorial experience required, janitorial/cleaning experience with residential facilities is strongly preferred.
- Knowledge of cleaning standards required.
- Maintenance experience and knowledge a plus.
- A valid Driver's License required.
- Demonstrated ability to work effectively with a diverse population is required.
- Demonstrated ability to work effectively as a team member is required.
- The ability to read, write, understand and communicate in English is required.
- Demonstrated commitment to service of others is required.
- Work is almost entirely physical, with on-going bending, stooping, and standing.
- Heavy lifting is routinely required.
- Affinity for or experience in working on domestic violence issues is strongly preferred.

Job Type

GROUNDS / MAINTENANCE

- Proficient computer skills, including Microsoft Office: Word, Outlook, & Excel.
- Completion of the 40-hour DV Training required (post hire). Satisfactory criminal record, FBI and child abuse clearances and a TB Test required pre hire (all expenses paid by WAA).

Application Instructions

Please send your resume, cover letter, & salary requirements to recruiter@womenagainstabuse.org.

Schedule as needed

Work Phone 215-386-1280 **Ext**

Job Type **GROUNDS / MAINTENANCE**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
5/23/2018 9188 Utility/Maintenance Member

Company Name **Longhorn Steakhouse**

Job Description Deptford NJ **Salary** depends on experi

Maintain safety and sanitation quality standards to ensure guest safety and satisfaction, including cleaning areas of the restaurant and equipment as assigned by management, clean bathroom fixtures, glass, and floors to standard. Stock items. Clean floors in all areas of the restaurant. Maintain parking lot and building exterior. Candidate should be able to lift up to 100 pounds and work in a confined workspace standing and moving up to 8 hours or longer if needed.

Application Instructions

Interested candidates can apply online, in person, or by emailing resume to Tom Kelly.

Schedule varies **Work Phone** 856-251-6991 **Ext**

Job Type HEALTH & PHYS ED

Posting Date 7/17/2018 **Job #** 9261 **Job Title** Spa Sales Associate
Co-Op Internship FT PT Temp

Company Name Hand and Stone Massage and Facial Spa

Job Description Cherry Hill NJ **Salary** to be discussed

Hand and Stone Massage & Facial Spas in Cherry Hill, NJ is seeking energetic, friendly, inviting, responsible, enthusiastic and outgoing Spa Sales Associates to join our growing team! If you can make someone smile, befriend a stranger, remember a name with a face then this job is for you! We are currently looking to fill spa sales associate positions at this location. These individuals must also be team players and have a proven track record of providing 5 star quality customer service and spa sales experience.

Spa Sales Associate Responsibilities include:

Greet clients with a warm and friendly smile

Connect and empower with the clients

Scheduling appointments and balancing the daily schedule

Present gift card packages and monthly membership program to clients

Execute sales tactics that are trained to ensure member acquisition

Provide exceptional customer service to help with overall client retention

Spa Sales Associate Qualifications include:

Strong communication skills

Team player mentality who has the ability to work independently with minimal supervision

Exceptional organizational skills that has the ability to prioritize, pay attention to detail and can multi task

Previous Gym, tanning salon, spa sales experience is preferred but not required.

Application Instructions

apply online or submit resume for consideration via email to dmcquillan@handandstone.com

Job Type HEALTH & PHYS ED

Schedule part time **Work Phone** 856-966-5500 **Ext**

Job Type HOTEL

Posting Date 9/25/2018 **Job #** 9369 **Job Title** Concierge/Front Desk
Co-Op Internship FT PT Temp

Company Name NFC Management

Job Description Cherry Hill NJ **Salary** \$11-12 per hour

NFC Amenity Management is rapidly growing in the New Jersey area. We are currently accepting applicants for a Residential Concierge position in a Luxury Residential building, overseeing the Front Lobby and Concierge Desk.

Please read the list of responsibilities and qualifications.
Note- the interviews take place in Cherry Hill, NJ.

Responsibilities

Must have a passion for elevated customer service; and must be ambitious, friendly, courteous, warm, compassionate and comfortable with people of all age groups.
Must possess strong work ethic, honesty and integrity.
Ensure accurate tracking and delivery of packages and dry cleaning that are left in our care.
Coordinating all reservations for freight elevator as required.
Provide exceptional Customer Service by exceeding client's expectations and needs.
Complete thorough, daily facility inspections.
Effectively communicate operation malfunctions promptly to building management in a timely manner.

Qualifications

Must be willing to deliver the highest level of quality customer service (aggressive hospitality) to our clients.
Attention to detail is a must.

Job Type HOTEL

Posting Date 5/15/2018 **Job #** 9171 **Job Title** Hospitality Management Internship
Co-Op Internship FT PT Temp

Company Name Best Western Philadelphia South West Deptford Inn

Job Description Thorofare NJ **Salary** paid internship

Overall hospitality management and functions

Application Instructions

intrerested applicants may contact Mike Riccio at 856-848-4111 or via email at 31046@hotel.bestwestern.com

Schedule varies **Work Phone** 856-848-4111 **Ext**

Job Type HUMAN SERVICES

Posting Date 10/25/2018 **Job #** 9412 **Job Title** Direct Support Professional
Co-Op Internship FT PT Temp

Company Name Penn Reach

Job Description Allentown NJ **Salary** depends on experi

Looking for a DSP for our Clementon, NJ location.

JOB DESCRIPTION:

- May be assigned to one or varied programs.
- Assists individual in all daily living skills.
- Completes training with individuals toward IHP goals.
- Attends conferences, seminars and training relevant to the position.
- Administers medication and completes documentation of same.
- Accompanies individuals to and from appointments and activities.
- Builds a support network between the individuals and community members.
- Accurately completes all in-house documentation
- Participates in IDT meetings for personal future planning as requested.
- Completes all duties as delegated by the Residential Manager/Residential Coordinator/ Assistant Manager.
- Must successfully complete and demonstrate proficiency in all areas of required training.
- Perform any and all duties requested of supervisor.

REQUIREMENTS:

- High school diploma or equivalent
- Driver's license valid in the State of NJ with good driving record
- Shall be at least 18 years of age or older.
- Employee must cooperate with the licensee and Department staff in any inspection or investigation.

REQUIRED SKILL LEVEL:

The ability to exercise good judgment and use common sense.

Job Type HUMAN SERVICES

Posting Date 10/10/2018 **Job #** 9382 **Job Title** Community Support Counselor
Co-Op Internship FT PT Temp

Company Name JEVS Human Services
Philadelphia PA **Salary** will discuss

Job Description

We have an exciting opportunity within our Independence Network program as a community based Direct Support Professional/Community Support Counselor. The Independence Network program supports individuals with developmental/intellectual disabilities to live, work and actively participate in a rich and full community life. This is an opportunity for a flexible individual looking to support individuals in in Camden, Burlington, and/or Gloucester counties.

Job Overview:

- Develop a rapport with assigned individuals and cultivate a safe and supportive relationship
 - Contribute to the development of person centered plans that support individuals to pursue their goals and dreams
 - Teach independent living skills and develop strategies the individual can rely on to continue to grow in their independence
 - Provide guidance and mentoring to support social skills
 - Coach individual(s) to establish volunteer opportunities or paid employment
 - Assist individuals to fully engage in community activities that match their interests
- Skills & Requirements**
- 1+ year of experience working with people with intellectual disabilities preferred
 - Valid driver's license required
 - Must be able to pass a drug test, criminal history check, and DMV check. Must have a physical completed
 - Some college coursework preferred

Application Instructions

Job Type HUMAN SERVICES

Posting Date 9/25/2018 **Job #** 9371 **Job Title** Team Member
Co-Op Internship FT PT Temp

Company Name Life Assembly Youth Program
Pennsauken NJ **Salary** to be determined

Job Description

POSITION SUMMARY:

Life Assembly Youth Program is seeking highly motivated, energetic, and talented team members. Applicants should be passionate about youth work and invested in guiding, teaching, and mentoring kids between the grade levels of Pre-K and 5th. This position is responsible for planning and implementing a variety of activities while making an impact on our community's youth. We are looking specifically for candidates who are available before and after school hours join our team. We are also looking for someone who can help kids with their homework, keep track of attendance, keep track of progress, and implement a schedule.

MAJOR RESPONSIBILITIES:

- Implement efficient homework room system, including but not limited to tracking attendance, creating reward system, and tracking academic progress.
- Provide help with homework
- Prep, implement, and/or facilitate programs and activities for groups of children up to 20 members or more in grades 1st through 5th
- Promote, encourage, and engage kids in program participation
- Provide support and guidance to our kids
- Attend and supervise groups of kids on off-site field trips – when needed
- Maintain up to date trainings and certifications

SKILLS/KNOWLEDGE REQUIRED:

- Experience in working with youth in an academic setting
- Quick problem solving and flexibility in all situations
- Patience and the ability to motivate and correct behavioral issues
- Multitasking in fast-paced situations

Job Type

HUMAN SERVICES

- Excellent communication skills; both written and verbal
- Energy and the ability to lead a room full of kids
- Access to reliable transportation both to and from work
- Valid NJ State Driver's License

Application Instructions

Interested candidates can call to apply, apply in person, or submit resume for consideration via email

Schedule Part Time - 25-30/Hours a We **Work Phone** 856-665-2370 **Ext**

Job Type HUMAN SERVICES

Posting Date 9/18/2018 **Job #** 9349 **Job Title** 1:1 Caregiver
Co-Op Internship FT PT Temp

Company Name Durand, Inc.
Mount Laurel NJ **Salary** \$14.00 per hour

Job Description

Work with developmentally and intellectually disabled adults at home and in the community. Attend community based outings such as going to restaurants, attending events, running errands, provide job site support, etc., in home care involves task such as tending to laundry, cooking, assisting with personal hygiene, grocery shopping, and providing reading and/or math tutoring.

Application Instructions

Employment contingent on passing a drug test and criminal state/federal background check and successful matching with a client family.
Interested candidates may contact Laura Gaffney for further information or to apply at 856-235-3540, ext 107 or via email at l.gaffney@durandac.org

Schedule 5-40 hours per week/generally **Work Phone** 856-235-3540 **Ext** 107

Job Type HUMAN SERVICES

Posting Date 9/13/2018 **Job #** 9341 **Job Title** Political Affairs Internship Co-Op Internship FT PT Temp

Company Name The Borgen Project

Job Description Seattle WA **Salary** unpaid internship

The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. This is a part-time 12-hours per week, unpaid telecommuting internship. The internship is for 12 weeks and responsibilities will include leading public and political outreach in your state and district.

- Meet with members of Congress and/or Congressional staffers in your State and District.
- Represent The Borgen Project at various business, political and community events.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.
- Mobilize individuals to contact their members of Congress in support of key poverty-reduction legislation.
- As needed, speak to groups, classes and organizations.
- Write letters of support for key programs to political leaders, media and other groups.

Qualifications:

- Outstanding writing skills.
- Self-starter who can produce great results with limited supervision.
- Strong oral communication skills and ability to lead meetings and give speeches.

Start Date: New programs begin every month, you choose the month you wish to start.

Application Instructions

For more Details visit <https://borgenproject.org/telecommute-internships/>

How to Apply: To apply, send your resume to borgenproject-brgn0771@applications.recruiterbox.com

Job Type HUMAN SERVICES

Schedule part time, 12 hrs per week **Work Phone** 206-414-1032 **Ext**

Job Type HUMAN SERVICES

Posting Date 9/13/2018 **Job #** 9337 **Job Title** Activity Assistants and Dining Servers
Co-Op Internship FT PT Temp

Company Name Spring Hills Senior Community

Job Description Cherry Hill NJ **Salary** Based on experien

Activity Assistant Job Duties:

- Attends work as scheduled and follows community’s call off procedures.
- Adheres to monthly recreational calendar and conducts various activities at the director of the Director of Recreational Services.
- Encourages resident participation in programs and activities.
- Maintains a record of residents’ daily activity participation in scheduled & unscheduled activities.
- Maintains general observation of residents and shares appropriate information with staff.
- Follows departmental budget guidelines.
- Provides emotional and social support to residents.
- Respects the dignity of and encourages the independence of all residents.
- Works in a clean, sanitary, safe, and organized manner, abides by all health and safety regulations.
- Escorts residents on activities away from the property as assigned.
- Assists with the registration of residents for trips and programs.
- Assists in the surveying and interviewing of residents to determine interests, talents and resident satisfaction.
- Maintain resident store (where applicable) by adhering to store hours, conduct transactions with customers, balance cash box at closing, and track inventory for re-stocking.
- Obeys all traffic laws
- Operates vehicle in a safe and courteous manner.
- Observes all mandatory safety regulations for multi-passenger and single passenger vehicles.
- Keeps vehicle clean.
- Adheres to schedule and drives assigned routes.
- Checks bus before and after each operation for mechanical defects and completes pre and post-trip checklist.

- Transports only authorized residents.
- Maintains order on vehicle at all times.
- Reports all accidents to appropriate personnel immediately and completes required forms
- Supervises residents while loading, unloading, and waiting.
- Renders first aid, as appropriate, until emergency medical personnel arrive.
- Notifies the supervisor of any mechanical failure.
- Delivers vehicles to auto shop for repairs and inspections.
- Discharges residents only at authorized stops.
- Loads and unloads baggage, packages, and other items.
- Keeps supervisor informed of any route changes due to road conditions, number of residents transported, and other appropriate information.

Server Job Duties:

Position Summary:

Provides quick, efficient, pleasant delivery of food to resident and guests ensuring the quality standards of food and service are being delivered to the table.

Essential Functions:

- Attends work as scheduled and follows community's call-off procedures.
- Take orders, serves food and drinks to residents in a timely, efficient and courteous manner according to Spring Hills standards.
- Prepares and sets up table with clean linen, ensuring all silverware is cleaned and polished.
- Accommodates all guest requests (ice water, beverages, bread and butter and condiments, etc.)
- Communicates and demonstrates knowledge of the menu items and key ingredients, suggests alternatives when appropriate.

Job Type**HUMAN SERVICES**

- Informs supervisor if experiencing service difficulties or problems with a guest.
- Ensures all closing duties are completed before sign out.
- Provides a positive, service-oriented attitude towards our guests, and fellow associates.
- Performs pre-busing of tables on a continual basis, clears plates in between courses, keeps tables free of excess clutter.
- Works in a clean, sanitary, safe, and organized manner, abiding by all health and safety regulations.

Non Essential Functions:

- Attends all required training, in-services, and staff meetings.
- Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, the achievement of safe working practices, by practicing proper infection control measures, and understanding the use of Material Safety Data Sheets (MSDS).
- Maintains a positive and professional demeanor toward residents, visitors, families, and co-workers.
- Adheres to all policies and procedures of Spring Hills, LLC
- Performs all other duties as assigned.

Application Instructions

Interested candidates may submit resume for consideration to Elizabeth LeBron at elebron@spring-hills.net, or apply online at <https://spring-hills-senior-communities.jobs.net/>

Schedule Varies

Work Phone 856-874-7700

Ext

Job Type HUMAN SERVICES

Posting Date 9/13/2018 **Job #** 9342 **Job Title** Public Relations/Marketing Internship Co-Op Internship FT PT Temp

Company Name The Borgen Project

Job Description Seattle WA **Salary** unpaid internship

The Borgen Project is hiring a Public Relations/Marketing Intern who will work remotely. This public relations intern will be involved in a variety of aspects of marketing and communications.

- Create a branding campaign.
 - Conduct an informal focus group and gather feedback for market research.
 - Pitch story ideas to print, broadcast and digital media.
 - Create and implement a fundraising strategy.
 - Plan, market and present at an informational meeting.
 - Utilize social media and develop strategies for web-based messaging.
 - Assist with The Borgen Project's advocacy efforts.
 - Take on assignments as needed.
- Details: This is an unpaid internship, although college credit is available. The internship is 12-hours per week for 12-weeks.
Start Date: New programs begin every month, you choose the month you wish to start.

Application Instructions

Learn more at <http://borgenproject.org>.
Email your resume and a cover letter to hr@borgenproject.org with "Public Relations/Marketing Internship" in the subject line.
This is an ongoing hiring. We recruit nationwide, US. This is a telecommute role.

Schedule 12 hours per week for 12 week **Work Phone** 206-414-1032 **Ext**

Job Type HUMAN SERVICES

Posting Date 9/7/2018 **Job #** 9332 **Job Title** [Marketing and Promotional Intern](#) Co-Op Internship FT PT Temp

Company Name Promise Neighborhood Family Success Center

Job Description Camden NJ **Salary** N/A - unpaid inter

Inter will help devise an organized system of advertising and marketing approaches for our fast paced community center. As a non-profit organization our branding is a critical element of our success. We are seeking a savvy individual who is knowledgeable about non-profits as well as current social media trends. Our center is an ever evolving neighborhood hot spot with a growing participant base and offers a variety of activities, workshops, and educational opportunities to the community.

Application Instructions

Please email inquiries/interest to Latasha.waters@centerffs.org

Schedule flexible **Work Phone** 856-964-8096 **Ext**

Job Type HUMAN SERVICES

Posting Date Job # **Job Title** Co-Op Internship FT PT Temp
9/7/2018 9330 Fall Fellowship/Internship

Company Name Andy Kim Campaign

Job Description New Jersey NJ **Salary** N/A

If you have an interest in politics or political science, or considering a career in campaigns, apply for this Fall Fellowship opportunity. You can expect a fast paced and dynamic workplace! You will be given the opportunity to build all the skills necessary to work on a campaign. Learn volunteer recruitment and management, how to build and operate a field organization, NGP/VAN database proficiency, and how to organize events! Must be available 2 weekday evenings and 1 weekend day.

Application Instructions

If interested, please send an email with the title "Fall Fellowship Application (name)" to fellowship@andykimforcongress.com. Please attach a copy of your resume, and in the body of the email include the following information: Full name, address of current residence, and vehicle access. You may also call 848-565-5526 to schedule an interview

Schedule 2 evenings per week, 1 day per **Work Phone** 848-565-5526 **Ext**

Job Type HUMAN SERVICES

Posting Date 7/31/2018 **Job #** 9272 **Job Title** Behavioral Care Specialist Manager
Co-Op Internship FT PT Temp
Company Name Virtua Hospital Camden
Job Description Camden NJ **Salary** depends on experi

Responsible for the direct supervision and leadership of the BCS Staff working in an Intense Residential Treatment Program.

Responsibilities

- Assists in interviewing, selecting and training of new BCS staff.
- Coordinates and provides orientation and training for all new hires.
- Creates and maintains the program’s schedule; approving and adjusting it to accommodate for BCS Staff’s time off.
- Conducts performance evaluations and disciplinary action when necessary.
- Coordinates and leads regular BCS staff meetings.
- Provides direct care and supervision to residents when necessary.
- Must personally respond to any situation involving a behavioral escalation or physical restraints to assist and provide oversight.
- Contact the Program Director or Assistant Program Director in the event of an emergency.
- All other duties as assigned.

Job Type

HUMAN SERVICES

Qualifications

•Bachelor's degree in Social Work, Psychology or related field with at least one year experience of supervising employees working with children with severe behavioral health care problems, preferably in a residential setting.

Application Instructions

interested candidates must apply online at
<https://careers-cfghealthnetwork.icims.com/jobs/2247/residential-counselor--manager-%40-virtua-hospital-camden/job>

Schedule days

Work Phone 000-000-0000 **Ext**

Job Type HUMAN SERVICES

Posting Date 7/11/2018 **Job #** 9256 **Job Title** Intern **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name NJ Fifth Legislative District

Job Description Camden NJ **Salary** **Internship**

Learn about the legislative process, serve the public, and develop valuable skills! Research legislation alongside office staff and see how the legislative process develops bills into laws. Meet elected officials, local and statewide leaders. Assist with casework assisting constituents with state agencies and issues such as disability and unemployment.

Application Instructions

Interested candidates must submit resume, cover letter, and writing sample to the Internship Coordinator, Lola Adedeji via email at ladedeji@njleg.org. Candidates with additional questions may call Lola at 856-541-1251.

Schedule 15 hours per week **Work Phone** 856-541-1251 **Ext**

Job Type HUMAN SERVICES

Posting Date 6/5/2018 **Job #** 9205 **Job Title** Direct Support Professional
Co-Op Internship FT PT Temp

Company Name Bancroft
Cherry Hill NJ **Salary** depends on experi

Job Description

provide supervision, guidance, instruction, skill building, and/or rehabilitation to assigned person served within a specific program site regarding daily living activities, safety, vocational abilities, and interaction with others.

Application Instructions

email to Justin Green at justin.green@bancroft.org, or apply online

Schedule part time **Work Phone** 856-524-7536 **Ext**

Job Type HUMAN SERVICES

Posting Date 5/8/2018 **Job #** 9155 **Job Title** Human Services Intern
Co-Op Internship FT PT Temp

Company Name Royal Mentoring, Inc.
Clayton NJ **Salary** 0.00

Job Description

Attend meetings, trainings, and seminars. Learn about fundraising, volunteer management, grant writing, recruitment, curriculum development, document creation. Sit in on interviews with potential board members and/or mentors

Application Instructions

Interested candidates must submit resume and cover letter, indicating the Human Services Intern as the position of interest to venus@royaltymentoring.com

Schedule varies **Work Phone** 856-214-2076 **Ext**

Job Type HUMAN SERVICES

Posting Date 5/8/2018 **Job #** 9157 **Job Title** Residential Aide
Co-Op Internship FT PT Temp

Company Name Kelsch Associates
Westville NJ **Salary** 13.25 minimum D

Job Description
provide residential services such as assisting with basic hygiene, perform household chores, joining adults with disabilities on outings

Application Instructions

Interested candidates should apply online at www.kelschassociatesnj.com

Schedule varies - many shifts available **Work Phone** 856-456-2022 **Ext**

Job Type HUMAN SERVICES

Posting Date 5/8/2018 **Job #** 9158 **Job Title** Residential and Day Program Substitutes
Co-Op Internship FT PT Temp

Company Name Kelsch Associates
Westville NJ **Salary** 13.25

Job Description
provide residential care to include assisting with person hygiene, accompanying adults with disabilities on outings, performing light housekeeping, assisting adults with medication administration

Application Instructions

Interested candidates should apply online at www.kelschassociatesnj.com

Schedule Varies **Work Phone** 856-456-2022 **Ext**

Job Type HUMAN SERVICES

Posting Date 4/16/2018 **Job #** 9122 **Job Title** Counselor/Intern Program
Co-Op Internship FT PT Temp

Company Name Family Care Connections

Job Description Woodbury NJ Salary 0.00

9-12 month internship program designed to provide training and clinical supervision to pre-licensed and graduate students enrolled in a social work, marriage and/or family therapy degree program or an addictions counseling certificate program. Skills students will acquire during the internship include assessment and diagnostic skills, crisis intervention, group facilitation skills, documentation skills including writing treatment plans and progress notes, case management, knowledge of working with a variety of people with co-occurring disorders, develop the ability to collaborate with support teams.

Application Instructions

Must be referred by college, provide letter of recommendation from college/university representative, Interview with Office Administrator, provide resume and letter of interest, attend supervision prior to acceptance (will be scheduled) sign confidentiality statement, provide proof of current physical examination, including required immunizations and screenings, undergo background check/finger printing through NJ State Police, submit to random drug testing, adhere to anti-substance abuse, smoking, and sexual harassment policies.

Schedule 16-24 hours per week **Work Phone** 856-579-7303 **Ext**

Job Type IT / COMPUTER SCIENCE

Posting Date 9/11/2018 **Job #** 9334 **Job Title** Desktop Support Co-Op Internship FT PT Temp

Company Name Apex Systems

Job Description Glen Allen VA **Salary** depends on experi

Positions available in 3 locations: Picatinny Arsenal, NJ/Philadelphia, PA/Lakehursts, NJ
Address user tickets regarding hardware, software, and networking. Walk customers through installing applications and computer peripherals. Ask targeted questions to diagnose problems. Guide users with simple step-by-step instructions. Conduct remote troubleshooting. Test alternative pathways until you resolve an issue. Customize desktop applications to meet user needs. Record technical issues and solutions in logs. Direct unresolved issues to the next level of support personnel. Follow up with clients to ensure their systems are functional. Report customer feedback and potential product requests. Help create technical documentation and manuals.

Qualifications:

- 2+ years IT experience
- CompTIA Certification (A+, Net+, Sec+)
- Active or Interim Secret Clearance
- Working knowledge of office automations products and computer peripherals such as printers and scanners
- Knowledge of network security practices and anti-virus programs
- Ability to perform remote troubleshooting and provide clear instructions
- excellent problems solving and multitasking skills
- Customer oriented attitude
- BSc in Computer Science or related field

Application Instructions

Interested applications may contact Susan Blyler at 804-934-1219, or submit resume for consideration to sblyler@apexsystems.com

Job Type IT / COMPUTER SCIENCE

Schedule fulltime **Work Phone** 804-934-1219 **Ext**

Posting Date 9/7/2018 **Job #** 9331 **Job Title** Data Strategy Intern
Co-Op Internship FT PT Temp

Company Name Promise Neighborhood Family Success Center

Job Description Camden NJ **Salary** unpaid internship

As a non-profit organization, our center depends heavily on data collection, organization, and analytical strategies. We are seeking a data intern who can help devise better collection and application strategies. This intern will work closely with our front desk staff and the program director to produce systems that can be used effectively throughout our program

Application Instructions

please email inquiries/interest to latasha.waters@centerffs.org

Schedule flexible **Work Phone** 856-964-8096 **Ext**

Job Type IT / COMPUTER SCIENCE

Posting Date 8/31/2018 **Job #** 9324 **Job Title** Level 1 Helpdesk Technician **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name US Vision
Job Description Blackwood NJ **Salary** competitive, depe

U.S. Vision is the seventh largest retail optical chain in the United States. We have been engaged in the retail optical business since 1967. We are the second largest independent operator of optical stores in host retailers in terms of store count and the first in terms of the number of brands. We are located in 47 states and across Canada. We operate a state-of-the-art manufacturing laboratory in Glendora, NJ.

We offer competitive pay and unique benefits including:

- On-site subsidized daycare
- Anniversary and Birthday off with pay
- Free pair of eyeglasses annually
- Discounted eye exams and much more

We are seeking a Level 1 Helpdesk Technician. The individual we seek needs to be highly motivated, ambitious and willing to learn and retain new technologies. In addition to being well-organized, candidates must have strong communication skills, and a “can do” customer service approach.

This position will be responsible for the support, installation, and maintenance of end user systems including, desktops, thin clients, laptops, printers, switches, barcode scanners, modems, account/password resets, communication issues, etc.

Additional task for this position will include:

- Answering calls and entering tickets into a Help Desk ticketing system
- Assigning tickets and working to resolve if/when possible
- Level 1 support for all issues for internal and field personnel
- Vendor communication when it pertains to ticket resolution
- Assist in maintaining an IT hardware inventory

Job Type IT / COMPUTER SCIENCE

Posting Date 8/31/2018 **Job #** 9323 **Job Title** Warehouse Associate/IT Co-Op Internship FT PT Temp

Company Name US Vision

Job Description Blackwood NJ **Salary** competitive

We are looking for a technically savvy Warehouse Associate to join our dynamic team!

Responsibilities:

The Warehouse Associate will be responsible for monitoring all of the IT equipment, ensuring that the equipment is properly working, handle all of the shipping and receiving of IT Equipment, in addition to tracking the equipment utilizing an Excel Spreadsheet.

Qualifications:

- Must have 1 + years of Microsoft Office experience including Excel
- Ability to adapt to changing work environments
- Ability to work in a team environment
- Excellent written and oral communication skills
- Be detailed oriented
- Ability to meet production standards with or without reasonable accommodations
- Must be able to work with little supervision

Physical Requirements

Ability to perform repetitive movements of the fingers, wrist, arms and shoulders, standing for extended periods of time up to 8 hours per day, move freely within department, bend, twist, reach, squat, and regularly lift/carry up to 15 pounds. The associate will be working in an open stock and/or warehouse environment, exposure to dust and noise could be present. Employees are required to wear smock and protective eyewear while in building at all times.

Job Type

IT / COMPUTER SCIENCE

U.S. Vision is the seventh largest retail optical chain in the United States. We have been engaged in the retail optical business since 1967. We are the second largest independent operator of optical stores in host retailers in terms of store count and the first in terms of the number of brands. We are located in 47 states and across Canada. We operate a state-of-the-art manufacturing laboratory in Glendora, NJ.

We offer competitive pay and unique benefits including:

- On-site subsidized daycare
- Anniversary and Birthday off with pay
- Free pair of eyeglasses annually
- Discounted eye exams and much more!

US Vision is a drug-free work place. We participate in the E-Verify program.

Application Instructions

Interested candidates should submit resume for consideration via email to April Mossman at amosman@usvision.com

Schedule will discuss

Work Phone 856-228-1000 **Ext** 8716

Job Type IT / COMPUTER SCIENCE

Posting Date 8/9/2018 **Job #** 9285 **Job Title** Tech Support Co-Op Internship FT PT Temp

Company Name Our Lady of Hope School

Job Description Blackwood NJ **Salary** depends on experi

Provide technical support to faculty and students to help resolve problems utilizing technology and to help improve teaching and learning

Application Instructions

for consideration email resume to John Cafagna at jcafagna@olohschool.org

Schedule part time **Work Phone** 856-227-4442 **Ext**

Job Type IT / COMPUTER SCIENCE

Posting Date 6/28/2018 **Job #** 9249 **Job Title** IT Refresh Technician/Imaging Professional
Co-Op Internship FT PT Temp

Company Name Volt Workforce Solutions

Job Description Moorestown NJ **Salary** depends on experi

Utilize strong communication and technical skills to perform imaging and refresh efforts with computers, install software upgrades, manage trouble tickets from inception to closing, including tracking resolution progress and updating customers on ticket status. Set up and maintain user desktop environments, relocate and set up peripherals. Order, inventory, and return IT parts and equipment as needed. Maintain printers, troubleshoot issues. Must possess strong knowledge of Windows based systems. Candidate must be a HS graduate, or have GED, A+ certification desired. 2 year experience in technical support. Knowledge of Windows 7 and 10 highly desired.

Application Instructions

Interested candidates please email resume to Jule Wagner at jrwagner@volt.com

Schedule **Work Phone** 208-949-5872 **Ext**

Job Type IT / COMPUTER SCIENCE

Posting Date 6/5/2018 **Job #** 9206 **Job Title** Software Engineer Intern
Co-Op Internship FT PT Temp

Company Name Cequix Technology Solutions LLC
Woodstown NJ **Salary** 10.50 per hour. O

Job Description

Work on new and existing Virtual Reality projects out of Cherry Hill office. Successful candidates must have knowledge of programming basics, C++, Java, JavaScript, dependable transportation, desire to learn and experiment with new things, professional attitude

Application Instructions

interested candidates should submit their resume for consideration via email to Charles Bell at cbell@cequix.com

Schedule fulltime **Work Phone** 856-418-0079 **Ext**

Job Type LIBERAL ARTS

Posting Date 5/16/2018 **Job #** 9175 **Job Title** New Jersey Fifth Legislative District Intern
Co-Op Internship FT PT Temp

Company Name Senator Nilsa I. Cruz-Perez

Job Description Camden NJ **Salary** Unpaid Internship

Research legislation alongside office staff, develop valuable problem solving skills, assist with casework, meet elected officials, provide administrative support, assist constituents with state agencies and issues such as disability and unemployment

Application Instructions

Interested candidates should send a resume, cover letter, and writing sample to Lola Adedeji at ladedeji@njleg.org. Interested candidates with questions may contact Lola at 856-541-1251

Schedule 15 hours per week **Work Phone** 856-541-1251 **Ext**

Job Type MEDICAL CODING

Posting Date 10/10/2018 **Job #** 9385 **Job Title** Billing Specialist Co-Op Internship FT PT Temp

Company Name Style Family Medicine Assoc PA

Job Description Voorhees NJ **Salary** depends on experi

Medical Billing specialist-Part time; Primary care physician's office Monday-Friday 20-25 hours per week; responsibilities include charge entry, patient billing, EOB posting, knowledge of medical terminology and ICD10 coding; looking for detail-oriented, self-motivated employee. Some experience preferred.

Application Instructions

Interested candidates may submit resume for consideration via fax or email to Cheryl Style at 856-770-0718 or stylemed12@gmail.com

Schedule part time **Work Phone** 856-772-1880 **Ext**

Job Type NURSING

Posting Date 10/25/2018 **Job #** 9411 **Job Title** LPN Co-Op Internship FT PT Temp

Company Name Penn Reach
Job Description Allentown NJ **Salary** depends on experi

We are currently looking for a LPN for our Clementon, NJ location.

At PennReach we provide 24-hour care to our residents with developmental disabilities living in the beautiful Woodrow Wilson Community in Long Branch, NJ. To ensure our resident's success, a dedicated staff of nurses and support staff must be provided.

****Please state your availability in cover letter****

RESPONSIBILITIES:

- Assess health needs, develop and implement appropriate plan of interventions, assess and modify plan in response to changing health care needs of individuals served and interface with physicians.
- Provide medical consultation to the residential staff effectively by supervising the general well-being of each individual served while promoting a consumer-oriented approach to health
- Interact with other support staff to ensure continuity and coordination of care. Effectively use community back up support in providing care.
- Document information and treatments in accordance with DDD, DHS, and PennReach requirements.
- Communicate effectively with supervisor, other support staff, clients, families and outside agencies, as appropriate. Participate in client-centered meetings and staff meetings, as appropriate.
- Provide training for individuals served in the areas of health maintenance, medications, and medical treatments.
- Provide training for staff on specific medical treatments related to the specific needs of the individuals served.
- Provide consultation to staff in other areas: e.g. nutrition, promoting wellness, medications, sanitation practices, etc.
- Review the implementation of medically prescribed diets and exercise programs.
- Respond to crises and interventions, as needed.

Job Type

NURSING

Recommend policies and procedures on health issues.
Participate in appropriate professional growth and continuing education opportunities.
Must successfully complete and demonstrate proficiency in all areas of required training.
Participates in all aspects of the individuals supported life and care. This includes but is not limited to cooking, cleaning, transporting, assisting with hygiene, etc.
Perform any and all duties requested of supervisor.

REQUIREMENTS:

Graduate of an nursing school
LPN, Licensed in the State of NJ
Two years' experience in the area of Community Health and/or Home Health Care
Possesses all credentials required by State and Federal Law
Driver's license valid in the State of NJ with good driving record
Shall be at least 18 years of age or older
PennReach is an EEOC employer and follows all laws set forth.

Application Instructions

For consideration please mail resume or email resume to Cristal Wagner at cwagner@pennreach.org

Schedule fulltime

Work Phone 732-963-4523 **Ext**

Job Type NURSING

Posting Date 9/13/2018 **Job #** 9338 **Job Title** CNA/CHHA Co-Op Internship FT PT Temp

Company Name Spring Hills Senior Community

Job Description Cherry Hill NJ **Salary** depends on experi

Essential Functions:

- Provides assistance to residents with dementia with bathing, grooming, dressing, escort service, dining, and other activities of daily living; including light housekeeping and laundry service as needed.
- Provides emotional and social support to residents.
- Serves as the staff and family resource when the Director of Resident Care is unavailable or away from the building.
- Meets on a regular basis with the Director of Resident Care to review any resident, family, & staff issues or concerns.
- Accesses and uses care plans daily and immediately submits changes to appropriate personnel.
- Adheres to departments documentation standards.
- Knows, understands, and adheres to resident right.
- Abide by all health and safety regulations and community standards.
- Meets on a regular basis with the Spring Cottage interdisciplinary team to review the on-going progress and implementation of resident care needs and services.
- Engages in and provides assistance in recreations with residents. This may include structured planned or spontaneous Life/Work Access activities.

Non Essential Functions:

- Is familiar with emergency equipment and procedures.

Job Type

NURSING

- Attends all required training, in-services, and staff meetings.
- Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, the achievement of safe working practices, and by practicing proper infection control measures.
- Maintains a positive and professional demeanor toward residents, visitors, families, and co-workers.
- Adheres to all policies and procedures of company.
- Performs all other duties as assigned.

Application Instructions

interested applications may apply online at <https://spring-hills-senior-communities.jobs.net/>, or submit resume for consideration to Elizabeth LeBron at elebron@spring-hills.net

Schedule varies

Work Phone 856-874-7700

Ext

Job Type NURSING

Posting Date 7/31/2018 **Job #** 9275 **Job Title** Licensed Practical Nurse
Co-Op Internship FT PT Temp

Company Name CFG Health Network

Job Description Camden NJ **Salary** depends on experi

In a team relationship with the Registered Nurse, the Licensed Practical Nurse contributes to the nursing process through on-going systematic data collection, assisting with the health assessment, recording observations, goal identification and patient health education

Responsibilities

- In a team relationship with the RN supervisor, contributes to the nursing assessment
- Initiates the admission process and assists with the identification of recurrent health problems, symptoms and behavioral changes of the patient
- Collects pertinent data through observation, interview, other members of the health team and communicates changes in the patient condition to other patient care providers
- Records all data obtained through assessment of the patient's health record

- In a team relationship with the RN supervisor, contributes to the nursing care planning

- Assists in the formation of a written plan

- Assists in identifying both short and long term timed, measurable goals with anticipated behavioral changes

- Assists in setting priorities when planning care to meet patient needs

- Assists with patient health care and participates in multi-disciplinary care conferences

- Counts CDS Drugs and contraband, if required

- Assists physician in minor medical/surgical procedures

- Transcribes and posts all therapeutic orders generated by the physician

- Initiates and documents prescribed treatments for nursing interventions in compliance with policy and procedure

- Administers routine and/or PRN medications as ordered
- Practices universal precautions when providing nursing procedures
- Assists in maintaining a neat, clean and safe environment for patients and co-workers
- Keeps patient information confidential and respects patients' right to privacy
- Keeps health team informed of observations and changing conditions of patients
- Must maintain and show bi-annual proof of active state nursing licensure with a copy to be placed in the personnel file maintained by the RN Supervisor
- Will be neat in appearance and adhere to nursing code policy; shall wear a white lab coat
- Arrives promptly for scheduled tour of duty for verbal report from off-going shift
- If requested by the RN Supervisor or Administrator, will present a doctor's excuse if absent the day before or the day after a previously scheduled two days off
- Will notify the RN Supervisor if becoming ill on duty to notify him/her of the disposition

- Submits request for vacation or special time-off in advance of the posting of scheduled time

- Arranges work day exchange in the same pay period with a comparable member of the nursing staff for desired day off if the schedule has already been posted
 - After agreement is reached, the Charge Nurse and/or the RN Supervisor is to be notified in writing by both parties of the desired schedule change agreement

 - All approved schedule modifications will be at the discretion of the Charge Nurse and/or the RN Supervisor

- Is cognizant and adheres to all security regulations of the institution

- Adheres to assigned break and lunch periods

- Remains at assigned post until properly relieved

- Attends scheduled in-service programs and staff meetings

- Maintains an active CPR certification

Job Type

NURSING

- All other duties as assigned

Qualifications

- Graduate of an accredited Licensed Practical Nurse program with current licensure in the state of employment.
- Must conform to the security clearance standards of the institution where employed

Application Instructions

Interested candidates must apply online at
<https://careers-cfghealthnetwork.icims.com/jobs/2280/licensed-practical-nurse---full-time-evening-shift---camden/job>

Schedule 3:30 pm to 12 am

Work Phone 000-000-0000

Ext

Job Type NURSING

Posting Date 7/31/2018 **Job #** 9274 **Job Title** Licensed Practical Nurse
Co-Op Internship FT PT Temp

Company Name CFG Health Network

Job Description Blackwood NJ **Salary** depends on experi

In a team relationship with the Registered Nurse, the Licensed Practical Nurse contributes to the nursing process through on-going systematic data collection, assisting with the health assessment, recording observations, goal identification and patient health education

Responsibilities

- In a team relationship with the RN supervisor, contributes to the nursing assessment
- Initiates the admission process and assists with the identification of recurrent health problems, symptoms and behavioral changes of the patient
- Collects pertinent data through observation, interview, other members of the health team and communicates changes in the patient condition to other patient care providers
- Records all data obtained through assessment of the patient's health record

- In a team relationship with the RN supervisor, contributes to the nursing care planning
- Assists in the formation of a written plan
- Assists in identifying both short and long term timed, measurable goals with anticipated behavioral changes
- Assists in setting priorities when planning care to meet patient needs
- Assists with patient health care and participates in multi-disciplinary care conferences
- Counts CDS Drugs and contraband, if required
- Assists physician in minor medical/surgical procedures
- Transcribes and posts all therapeutic orders generated by the physician
- Initiates and documents prescribed treatments for nursing interventions in compliance with policy and procedure

- Administers routine and/or PRN medications as ordered
- Practices universal precautions when providing nursing procedures
- Assists in maintaining a neat, clean and safe environment for patients and co-workers
- Keeps patient information confidential and respects patients' right to privacy
- Keeps health team informed of observations and changing conditions of patients
- Must maintain and show bi-annual proof of active state nursing licensure with a copy to be placed in the personnel file maintained by the RN Supervisor
- Will be neat in appearance and adhere to nursing code policy; shall wear a white lab coat
- Arrives promptly for scheduled tour of duty for verbal report from off-going shift
- If requested by the RN Supervisor or Administrator, will present a doctor's excuse if absent the day before or the day after a previously scheduled two days off
- Will notify the RN Supervisor if becoming ill on duty to notify him/her of the disposition

- Submits request for vacation or special time-off in advance of the posting of scheduled time

- Arranges work day exchange in the same pay period with a comparable member of the nursing staff for desired day off if the schedule has already been posted
 - After agreement is reached, the Charge Nurse and/or the RN Supervisor is to be notified in writing by both parties of the desired schedule change agreement

 - All approved schedule modifications will be at the discretion of the Charge Nurse and/or the RN Supervisor

- Is cognizant and adheres to all security regulations of the institution

- Adheres to assigned break and lunch periods

- Remains at assigned post until properly relieved

- Attends scheduled in-service programs and staff meetings

- Maintains an active CPR certification

- All other duties as assigned

Qualifications

- Graduate of an accredited Licensed Practical Nurse program with current licensure in the state of employment.

- Must conform to the security clearance standards of the institution where employed

Application Instructions

Interested candidates must apply online at:

<https://careers-cfghealthnetwork.icims.com/jobs/2129/licensed-practical-nurse---part-time---day-shift---camden/job>

Schedule 3 12 hour shifts per week 7 am **Work Phone** 000-000-0000 **Ext**

Job Type NURSING

Posting Date 5/8/2018 **Job #** 9160 **Job Title** RN Co-Op Internship FT PT Temp

Company Name Kelsch Associates
Westville NJ **Salary** DOE

Job Description
Provide residential assistance

Application Instructions

Interested candidates should apply online at www.kelschassociatesnj.com

Schedule various **Work Phone** 856-456-2022 **Ext**

Job Type NURSING

Posting Date 5/8/2018 **Job #** 9159 **Job Title** LPN Co-Op Internship FT PT Temp

Company Name Kelsch Associates
Westville NJ **Salary** DOE

Job Description
Assist with residential care

Application Instructions

Interested candidates should apply online at www.kelschassociatesnj.com

Schedule varies **Work Phone** 856-456-2022 **Ext**

Job Type NURSING

Posting Date 4/16/2018 **Job #** 9118 **Job Title** RN Co-Op Internship FT PT Temp

Company Name Rutgers University Correctional Healthcare
Job Description Newark NJ **Salary** DOE

provide care to patients within the NJ Department of Corrections facilities. Current RN license preferred, but will consider candidates with license in progress. 1 year experience preferred but not mandatory.

Application Instructions

Interested candidates must apply online at <https://jobs.rutgers.edu>. No phone calls

Schedule varies **Work Phone** 973-972-1628 **Ext**

Job Type NURSING

Posting Date 4/9/2018 **Job #** 9108 **Job Title** Certified Nursing Assistant
Co-Op Internship FT PT Temp

Company Name United Methodist Communities
Collingswood NJ **Salary** depends on experi

Job Description

Performs nursing care activities and related services necessary to care for the personal needs and comfort of the residents. Provide ADL assistance to residents to facilitate independent functioning. Works with family members, physicians, and other community personnel. Assists with mealtime, adaptive equipment, and overall care plans for residents. High school diploma or equivalent. 6 months long term care experience preferred. Current NJ Certified Nursing Assistant Certification in good standing.

Application Instructions

Apply online at www.umcommunities.org

Schedule varies depending on position **Work Phone** 856-854-4331 **Ext** 5103

Job Type OFFICE ADMINISTRATION

Posting Date 10/10/2018 **Job #** 9379 **Job Title** Administrative Assistant Co-Op Internship FT PT Temp

Company Name Kennedys CMK

Job Description Basking Ridge NJ **Salary** Commensurate wi

Administrative Assistant
Kennedys CMK LLP in Basking Ridge, NJ USA

Benefits Offered
401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Kennedys CMK LLP, a growing international law firm with a diversified practice is seeking an Administrative Assistant to join our team! You will perform clerical and administrative functions within our Basking Ridge, New Jersey office.

Responsibilities:

- Support legal assistants as needed including scanning, copying, proofreading, and mailing of legal documents
- Plan and schedule appointments and events
- Greet and assist onsite guests
- Answer inbound telephone calls
- Develop and implement organized filing systems
- Perform all other office tasks

Qualifications:

- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills

About Kennedys CMK LLP:

Job Type

OFFICE ADMINISTRATION

We offer a competitive salary and benefit package, including health, dental and 401(k). Motivated, energetic applicants please

Application Instructions

forward your resume to terri.colburn@kennedyscmk.com and, please visit www.kennedylaw.com for more information on our firm

Schedule fulltime

Work Phone 908-848-6300 **Ext**

Job Type OFFICE ADMINISTRATION

Posting Date 9/19/2018 **Job #** 9356 **Job Title** Data Entry Clerk Co-Op Internship FT PT Temp

Company Name Bright Lights USA Inc
Barrington NJ **Salary** depends on experi

Job Description

We are an aggressively growing, full service, development and Production Company with a large and established customer base as well as many emerging opportunities in the aerospace, defense and energy sector. We are currently recruiting new members to join our established team of motivated and passionate skilled tradespersons.

We are currently looking for a skilled Data Entry Clerk.

Candidates who apply should have the following qualifications:

- High School Diploma or equivalent preferred
- Proven experience as a data entry clerk
- Fast typing skills (>60 WPM); 10-Key is strongly preferred (>8,000 KPH)
- Excellent knowledge of work processing tools and spreadsheets (MS Office Word, Excel, etc.)
- Working knowledge of office equipment, computer hardware and peripheral devices
- Basic understanding of databases
- Good command of English, both oral and written, and customer service skills
- Great attention to detail
- Time management and deadline driven skills

Candidates will be required to perform the following duties:

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Perform regular backups to ensure data preservations
- Time-management and deadline driven skills

Job Type

OFFICE ADMINISTRATION

- Sort and organize paperwork after entering data to ensure it is not lost
 - May be asked to perform other duties as required by business needs
- Our Company is a growing, diversified, full service contract manufacturer located in Barrington, NJ and moving to Mt Laurel, NJ early 2019. We offer Medical, Dental, Vision, FSA, 529 plan, 401K, Aflac, Life Insurance, Paid Holidays and PTO.

Application Instructions

Interested candidates please forward resume for consideration to Brandon at Brandong@blusadefense.com

Schedule fulltime

Work Phone 856-546-5656 **Ext** 235

Job Type OFFICE ADMINISTRATION

Posting Date 8/23/2018 **Job #** 9312 **Job Title** Administrative Assistant
Co-Op Internship FT PT Temp

Company Name Appraisal Concepts LLC
Berlin NJ **Salary** to be determined

Job Description

Busy residential and commercial real estate appraisal office looking for a part time administrative assistant for scheduling inspections, researching property information, answering incoming calls and performing general office tasks. Candidate must be computer proficient and have Microsoft office experience. Ideal candidate must be able to follow directions, work independently, have good communication skills, learn quickly and keep property files organized. Prior real estate experience a plus but willing to train the right candidate. Position could very well turn into full time for the right candidate

Application Instructions

Please submit resume for consideration via fax or email to Joe Narciso jn@appraisalconcepts.net

Schedule will discuss **Work Phone** 856-778-4444 **Ext** 111

Job Type OFFICE ADMINISTRATION

Posting Date 8/13/2018 **Job #** 9295 **Job Title** File Clerk Co-Op Internship FT PT Temp

Company Name Parker, Young, & Antinoff
Job Description Marlton NJ **Salary** 10.00

File, make copies, scan documents

Application Instructions

Interested applicants should email resume for consideration to Attorney Drew Parker at dparker@parkerantinoff.com

Schedule 15+ flexible hours per week. **Work Phone** 856-983-7227 **Ext**

Job Type OFFICE ADMINISTRATION

Posting Date 8/9/2018 **Job #** 9281 **Job Title** Administrative Office Assistant
Co-Op Internship FT PT Temp

Company Name Healey International Relief Foundation

Job Description Cherry Hill NJ **Salary** depends on experi

Specific duties include, but may not be limited to:

- Answer Phones
- Greet Visitors and direct them to the appropriate offices
- Schedule meetings and travel arrangements for senior members of the foundation
- Provide administrative support to operations team; maintain files and databases
- Manage mail (incoming and outgoing) and other office deliveries, packages, etc.
- Track office supply inventory; organize and store supplies upon receipt
- Keep records for the accounting of budgets, invoices, receipts and expenses for reporting purposes
- Create Meeting Agendas and takes meeting notes
- Print, establish and assemble promotional materials and presentations
- Mailings of promotional material, Annual Reports, and other related media
- Data Entry: Business Cards and other related tasks
- Update press and media related content and/or contact information as needed
- Maintain donor list for items shipped to Sierra Leone; Track donor equipment deliveries and recipients-work with in-country staff to track distribution-reporting, updates, and pictures
- Research tasks; various projects will require assistance in researching specific assignments
- Ability to run or perform foundation errands as needed
- Complete other duties as assigned
- Management/maintenance of website functions and social media profiles

Social Media Responsibilities:

- Manage social media campaigns and day-to-day activities.
- Develops, plans and implements creative programs, campaigns, and content that grows fan base and increases engagement.
- Maintains an editorial calendar for key social media initiatives to provide fresh and engaging daily content.
- Maintain social media dashboard and corresponding reporting; track metrics and analyze the efficacy of campaigns in an effort to maximize reach and results; Monitor effective best practices for measuring the impact of social media campaigns
- Execute social marketing campaigns and strategies, including marketing/new concepts, community-building efforts, and promotions
- Monitor effective benchmarks for measuring the impact of social media programs, and analyze, review, and report on the effectiveness of campaigns in an effort to maximize results.
- Build social media partnerships to maximize opportunities with like-minded missions
- Monitor trends in social media tools, applications, channels, design, and strategy; Recommend new social media tools, sites, and applications.

Qualifications:

- Preferred Associates Degree or Higher
- Proficient in MS Office Suite; Word, Excel, and Outlook
- Working knowledge of emails, scheduling, spreadsheets, etc.
- Detail Oriented
- Self-starter; ability to work independently and complete complex administrative tasks with minimal supervision
- Demonstrated ability to manage multiple work tasks upon changing deadlines and client interactions
- Excellent written, editing, verbal communication, and organizational skills
- Proven experience using skills and creative ideas to post on social media platforms such as Facebook, Instagram, Twitter, Google+, etc.

Additional Information

Job Type

OFFICE ADMINISTRATION

The foundations' staff is small and its culture provides a uniquely vibrant work environment. We value integrity, commitment, and passion in working with the poorest of the poor in underserved countries and communities.

Application Instructions

Interested candidates should submit their resume for consideration to Jean Briles at jbriles@healeyphilanthropic.org

Schedule varies

Work Phone 609-267-4104

Ext

Job Type OFFICE ADMINISTRATION

Posting Date 5/1/2018 **Job #** 9144 **Job Title** Volunteer Administrative Assistant
Co-Op Internship FT PT Temp

Company Name Heart 2 Heart Services
Clementon NJ **Salary** volunteer

Job Description
Assist with daily logistics of the organization and assisting program director

Application Instructions

Interested candidates should email resume to heart2heartsvcs@gmail.com, or apply online at www.heart2heart.services or call Denise Poole at 856-352-5424

Schedule flexible **Work Phone** 856-352-5424 **Ext**

Job Type OFFICE ADMINISTRATION

Posting Date 4/19/2018 **Job #** 9130 **Job Title** Administrative/Clerical Volunteer Co-Op Internship FT PT Temp

Company Name Orchards Family Success Center

Job Description Sicklerville NJ **Salary** 0.00

provide clerical and/or IT related support

Application Instructions

Interested candidates can email resume to ewalker@robinsnestinc.org, apply online at www.robinsnestinc.org, apply in person, or contact Eric Walker at 856-513-8229

Schedule flexible **Work Phone** 856-513-8229 **Ext**

Job Type **OPHTHALMIC**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/24/2018 9365 Optometric Tech

Company Name **Abbate Family Eyecare**

Job Description Cherry Hill NJ **Salary** \$9-\$13/hr, depend

Duties include front office responsibility, scheduling appointments, verify insurance coverage, check patients in/out, collect payment, education patients on lens insertion and removal and overall care of contacts. Cross training for preliminary testing and Physician assistance required

Application Instructions

If you are dependable, friendly, organized, and have excellent people skills, please forward your resume via email for consideration to the attention of Jennifer at eyedoctorjob@gmail.com

Schedule part time **Work Phone** 609-471-5433 **Ext**

Job Type OTHER

Posting Date 9/21/2018 **Job #** 9360 **Job Title** Field Technician/Construction Inspector
Co-Op Internship FT PT Temp

Company Name Princeton Hydro, LLC

Job Description Sicklerville NJ **Salary** to be determined

FIELD TECHNICIAN/CONSTRUCTION INSPECTOR

Princeton Hydro, LLC is seeking an experienced Field Technician/Construction Inspector to primarily work out of our Sicklerville, NJ Office. The preferred applicant will have three (3) to five (5) years of significant, relevant, and progressive construction oversight/field testing experience. However, consideration will also be given to less experienced applicants.

JOB RESPONSIBILITIES

Primary responsibilities will include but are not limited to monitoring of construction activities to assure compliance with project specifications, inspection of construction materials (i.e., reinforcing steel, structural fill, concrete, etc.), performance of in-field materials testing of soil, concrete, and asphalt, erosion and sediment control, as well as preparation of detailed daily field and project summary reports.

Preference will be given to applicants with the following certifications:

- ACI Concrete Field-Testing Technician Grade I

- ICC Reinforced Concrete Special Inspector
- NJDCA Reinforced Concrete Special Inspector
- NJDCA Concrete Placement Special Inspector
- OSHA 40 Hour HAZWOPER
- USDOT Hazmat Certification
- Nuclear Gauge Safety Certification

Princeton Hydro is award-winning “value-added” Geoscience Engineering firm (i.e., this is not your typical commodities-based firm). In addition, unique construction oversight opportunities associated with our design projects inclusive of dam, SWM facilities, site development, and geoscience-based projects (i.e., retaining walls, deep foundations, shoreline protection and various types of restoration projects) readily exists. This is your opportunity to truly embark on a rewarding and varying career with professional growth and access to training. The ideal applicant will possess a positive attitude, the ability to work closely with and be mentored by our technical staff, be detailed oriented, technically proficient, and effectively communicate daily with supervising staff.

Qualified candidates must be willing to live our firm’s core values of 1) integrity, 2) creativity, 3) endeavoring to be the best, 4) fostering human potential, 5) a positive working atmosphere, 6) Quality, and 7) safety.

Job Type OTHER

Application Instructions

To apply for this position, please send a cover letter, resume to resume@princetonhydro.com

Schedule fulltime **Work Phone** 856-818-9251 **Ext**

Job Type OTHER

Posting Date 8/21/2018 **Job #** 9306 **Job Title** Utility Mechanic I Co-Op Internship FT PT Temp

Company Name New Jersey American Water

Job Description Delran NJ **Salary** 24.00/hr

Founded in 1886, American Water is the largest and most geographically diverse publicly traded U.S. water and wastewater utility company. With headquarters in Voorhees, N.J., the company employs 7,200 dedicated professionals who provide regulated and market-based drinking water, wastewater and other related services to an estimated 15 million people in 46 states and Ontario, Canada. To learn more about American Water and additional career opportunities, visit www.amwater.com.

Primary Role: The Utility Mechanic I may be assigned to perform any responsibility that lies within the capability of the employee based on experience, knowledge, qualifications, and training.

Knowledge / Skills

- The Utility Mechanic I must possess as geographic knowledge of the Company’s service area and distribution system.
- The Utility Mechanic I must have a working knowledge of Company policies, procedures, and safety practices applicable to area of responsibility, as well as federal regulations regarding confined spaces, trenching and shoring, and Competent Person.
- The individual must possess a working knowledge of the various materials utilized in the transmission and distribution system.
- The Utility Mechanic I must be capable of operating company equipment and vehicles necessary for the completion of assignments and must attain a Commercial Drivers’ License with appropriate endorsements within 6 months of being awarded the job
- The Utility Mechanic I must be able to perform the essential functions and meet the physical

Job Type

OTHER

requirements for Utility Mechanic I.

Competencies

Functional / Technical Skills

Learning on the Fly

Organizational Agility

Problem Solving

Time Management

Progression

- The Utility Mechanic I will be required to progress to Utility Mechanic Level II within 3 years and will be required to pass interim as well as a final Level II examination (written & practical) to be developed by the Company. Failure to successfully pass the interim examination(s) may result in disqualification.
- Failure to achieve the skill required to successfully complete the Utility Mechanic II examination(s) within the specified time period will result in the employee's loss of the Utility Mechanic position.

Union position. Full benefits including medical, dental, 401K

Application Instructions

Please apply online at www.amwater.com

Schedule 40 hours per week. Union posi **Work Phone** 908-791-3501 **Ext**

Wednesday, October 31, 2018

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Job Type

OTHER

Job Type OTHER

Posting Date 8/13/2018 **Job #** 9289 **Job Title** General Laborers Co-Op Internship FT PT Temp

Company Name Hoarders Expfress
Camden NJ **Salary** 10.00

Job Description

Hoarder Express is looking for HONEST and RELIABLE WORKERS, VALID DRIVERS LICENSE!!, HANDYMAN !!, CONTRACTOR EXP. !! (A Plus)

"IMMEDIATE HIRE"!!!!!!

Job Description:

You will be sorting through client's personal clothing, furniture, and other miscellaneous goods placing in dumpster, trash, storage or in a truck. Some Heavy Lifting! You will be working as A Team!

*** ALL THEFT WILL BE PROSECUTED***

Looking for a good workers must be dependable and reliable. Transportation a plus.....

Copy of Drivers License needed with application.

Handyman w/own tools also a plus. **Carpenter w/SheetRock Experience needed**

Hours: As Needed

Transportation: Car is a plus but not necessary.

Pay: \$10.00 per hr PLUS !!

Job Type **OTHER**

Contractors Pay: Based on job and experience!!

Interviews will be conducted by appointment.

Walk-Ins with Drivers License allowed between 1pm and 3pm, Mon. - Fri.

We are located at 529 Market Street, Downtown Camden, NJ 08102. Inside the Original Cafe & Bistro Bldg. in the rear.

If you are interested, please call me at 856-963-9066. Mon. to Fri. 9am to 5pm to schedule an appointment.

Application Instructions

Walk-Ins with Drivers License allowed between 1pm and 3pm, Mon. - Fri.

We are located at 529 Market Street, Downtown Camden, NJ 08102. Inside the Original Cafe & Bistro Bldg. in the rear.

If you are interested, please call me at 856-963-9066. Mon. to Fri. 9am to 5pm to schedule an appointment.

Schedule as needed

Work Phone 856-963-9066 **Ext**

Job Type OTHER

Posting Date 8/9/2018 **Job #** 9282 **Job Title** After School Sports Coach
Co-Op Internship FT PT Temp

Company Name Greater Philadelphia YMCA - Camden

Job Description Camden NJ **Salary** Salary Ranges fro

ESSENTIAL FUNCTIONS: Conduct YMCA program instruction in accordance with YMCA program standards. Ensure adherence to YMCA progressive or competitive standards and quality. Arrive at least 20 minutes before scheduled practice and meets and be prepared with the equipment set up and ready to begin at the scheduled start time. Be reliable and inform supervisor of any conflicts at least 24 hours before the work day of any issues or items required. Ensure that all participants have exited the facility and that the facility is left clean and orderly. Provide a safe environment that allows members and participants to learn YMCA programs. Encourage and support students to provide an enjoyable YMCA experience. Evaluate program skills; complete progress reports for each session; complete communications for parents. Incorporate character development objectives into the program to reinforce the YMCA values of caring, honesty, respect and responsibility. Participate as a part of the YMCA staff team in providing a safe and enjoyable environment. Respect others by arriving on time and in accordance with schedule. Wear proper attire and name tag in accordance with YMCA standards. Attend staff meetings and training's as required. Provide excellent service to members and participants. Communicate all YMCA rules and ensure that you are accessible and identifiable. Complete incident reports. Take attendance Perform other related duties as required.

Application Instructions

Interested candidates may email their resume for consideration to Louelle Woodson at louelle.woodson@philaymca.org, or can apply online

Schedule part time **Work Phone** 856-230-1805 **Ext**

Job Type

OTHER

Job Type

OTHER

Posting Date Job # Job Title Co-Op Internship FT PT Temp

8/9/2018 9280 Gymnastics and Birthday Instructor

Company Name The Little Gym of Marlton

Marlton NJ Salary depends on experi

Job Description

Life's too short to not work someplace awesome! If you have tons of energy, love kids and are looking for a way to give back to your community, you may be the person we are looking for!

- Teach amazing classes based on our proven curriculum and teaching method (don't worry, we'll teach you how!)

- Provide outstanding customer service and membership experience. We treat our members like family here.

- Party like a Rockstar...errr, HOST a party like a Rockstar and hang late night with awesome kids while their parents get some much needed 'adult time'.

You'd fit in here if...

- You're totally open to being a goofball and love giving high 5's. (A background in child development, physical education and/or gymnastics helps as well)

- You live to serve! Making others feel good makes you feel good.

- Kids really like you, but their parents really like you too.

- You were voted most likely to be in a good mood by your high school classmates

- You love to have fun but you know when to buckle down and do work

You may think we're awesome because...

- Kids walk out of our classes more confident than when they walked in every single day.
- You'll get your steps in and close your activity rings while you work because you'll be moving all day
- We take our fun pretty seriously but also take the role we play in our community and with each child we meet seriously. The relationships you'll build here will last a lifetime.
- You could get paid to fold t-shirts or you could get paid to act like a dinosaur. The choice is yours.
- This may not be your career but we are sure going to train you like it is

But seriously read the fine print...

With more than 400 locations across the globe, The Little Gym is the world's premier enrichment and physical development center for kids 4 months through 12 years. For nearly four decades, The Little Gym has helped millions of kids experience the thrill of achievement, develop new skills, and find new confidence through a variety of gymnastics-based programs. Parent/Child, Pre-K and Grade School classes are all taught in a clean, fun, safe and nurturing environment, which encourages children to develop at their own pace. As a part of The Little Gym team, you will be part of a family dedicated to the growth and development of children all over the globe. If this sounds like the job you've been dreaming about, what are you waiting for? We've been waiting for you!

Application Instructions

to apply please call, stop by to apply in person, or inquire via email

Job Type OTHER

Schedule depends **Work Phone** 856-810-0010 **Ext**

Posting Date 7/24/2018 **Job #** 9267 **Job Title** Videographer Co-Op Internship FT PT Temp

Company Name APV Sports Video Services

Job Description Vineland NJ **Salary** 75.00 per game

videotape Friday night football games in the local area. Knowledge of football helpful. Familiarity with consumer type video cameras helpful. We can supply camera and tripod if needed. Must be dependable and on-time. Basically videotape the game keeping all players in frame and follow the ball. Immediately after game, upload to Hudl.com and that complete the assignment.

Application Instructions

Interested candidates should email Michael Schimmel at mdschimmel@gmail.com for further information or to apply

Schedule part time, Friday evenings **Work Phone** 856-691-7875 **Ext**

Job Type OTHER

Posting Date 7/24/2018 **Job #** 9265 **Job Title** Lot Attendants Co-Op Internship FT PT Temp

Company Name Holman Infiniti

Job Description Maple Shade NJ **Salary** Depends on exper

Do you like cars? Are you tired of working for minimum wage? Want to get out of the retail or food service industry? Need medical and dental benefits? Want a company on your resume who looks much better than McDonald's or Target? If you said yes to some or all of these questions, then this is the career opportunity for you!

Holman Infiniti has multiple job openings in both full and part time for a lot attendant position in Maple Shade, NJ. As a lot attendant, you are responsible for driving cars wherever they need to go, ensuring cars in the parking lot are parked neatly and correctly, photographing vehicles for online display, tag removal and application for customers, and more!

Both the full and part time positions come with a multitude of benefits, including but not limited to:

- 1.Full medical and dental benefits for full time employees are available.
- 2.Holman Automotive will help you pay to further your education!
- 3.Above-minimum wage starting pay with opportunity to move up and obtain raises.
- 4.Opportunity to drive hundreds of different new and used vehicles on a daily basis.
- 5.Fast-paced working environment.
- 6.Opportunity to move up and grow within Holman Automotive.
- 7.Consistent scheduling, we will figure out the right schedule for you and it will stay the same every week, no weekly guessing game!
- 8.Driving, business, customer service, and photography experience for your resume!

Application Instructions

APPLY ONLINE AT <https://www.holmancareers.com/en-US/job/lot-attendant/J3T3K6634CTDZQPQX3K>

OR CALL

Job Type OTHER

(856) 231-4400 AND ASK FOR A SALES MANAGER WITH INFORMATION ON THE OPEN LOT ATTENDANT POSITIONS

Schedule varies **Work Phone** 856-231-4400 **Ext**

Posting Date 6/21/2018 **Job #** 9239 **Job Title** Restoration Technicians/Carpenters
Co-Op Internship FT PT Temp

Company Name K&S Restoration

Job Description Barrington NJ **Salary** expeirence and pe

Assess flood, fire, strom and other disaster related loss/damage of residential and commerical properties and mitigate these damages and restore homes and businesses back to original condition. Jobs vary from small drywall repair to full reconstruction. Qualified applications should be reliable, able to work with a team, be customer service oriented, be willing to work on an on call rotation for emergency services. Must possess a valid drivers license, and be able to lift 50 pounds. IICRC certifications are a plus but not required.

Application Instructions

Interested applicants may call, apply in person, mail resume or email resume to Kyle Rodgers at 856-547-2991

Schedule varies **Work Phone** 856-547-2991 **Ext**

Job Type OTHER

Posting Date 5/2/2018 **Job #** 9148 **Job Title** Nannies/Babysitters
Co-Op Internship FT PT Temp

Company Name Nannease

Job Description throughout NJ NJ **Salary** DOE

provide nanny and babysitting services in private homes

Application Instructions

Apply online at www.nannease.com or email resume to screening@nannease.com

Schedule flexible **Work Phone** 973-270-3395 **Ext**

Job Type **PARALEGAL**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/11/2018 9390 Full Time Law Firm Receptionist

Company Name **Console Mattiacci Law**

Job Description Philadelphia PA **Salary** depends on experi

The ideal candidate will:

- Have a MINIMUM of 1-3 years of lega/law office experience
- Have or be on track for an Associate's Degree (Bachelor's degree a plus!)
- Possess excellent communication and organizational skills
- Be very personable and professional
- Exhibit a good work ethic, accountability and high integrity
- Be proficient with Word, Outlook and Excel
- Enjoy working as part of a team
- Embrace our fast-paced practice with the ability to multi-task and follow direction yet work without micro-supervision
- Have knowledge of Time Matters case management practice software (this is a plus but is not required)

This position includes responsibility for:

- Full front desk management
- Answering busy multi-line phone system
- Filing, scanning, copying and other document management tasks
- Greeting and announcing guests
- Setting up & ordering lunch for meetings and events
- Managing all incoming/outgoing mail and deliveries
- Tracking and ordering office supplies
- Maintaining neat and organized shared areas (reception, kitchen and the conference, copy, supply and file rooms)
- Performing brief telephone intake with potential new clients

Job Type

PARALEGAL

- Coordinating facilities related matters with Office Manager and building management
- Handling some vendor communications and overseeing office equipment
- Assisting Office Manager and other firm members on special projects
- Acting as a liaison with our New Jersey office
- Upkeep of various Word tables and Excel spreadsheets
- Opening and closing files
- Providing clerical support to attorney/paralegal teams as needed

We offer a busy but fun workplace with competitive compensation and benefits. Come and join our amazing team of lawyers and support staff in our rewarding client focused practice where every firm member is treated as a valued asset. Check us out at www.consolelaw.com.

Application Instructions

Please send resumes to Janet Griffin, Office Manager via email to griffin@consolelaw.com

Schedule fulltime

Work Phone 215.545-7676 **Ext**

Job Type **PARALEGAL**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/10/2018 9375 Office Clerk

Company Name **Drinkwater and Goldstein, LLP**

Job Description Atco NJ **Salary** will discuss

Provide clerical support in a law office. Candidate does not need to possess paralegal skills immediately, but should have an interest in ultimately pursuing a career in this area. Good understanding of social media platforms such as FaceBook, Twitter, etc., desired.

Application Instructions

interested candidates may fax or email resume for consideration to Debbie Cannan at 856-753-5132 or debbie@drinkwatergoldsteinlaw.com

Schedule prefer 9 - 1 but can be flexible **Work Phone** 856-753-5131 **Ext**

Job Type **PARALEGAL**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/10/2018 9378 Real Estate Legal Assistant

Company Name **Kennedys CMK**
Basking Ridge NJ **Salary** commensurate wit

Job Description

Administrative Assistant
Kennedys CMK LLP in Basking Ridge, NJ USA

Benefits Offered
401K, Dental, Life, Medical, Vision

Employment Type
Full-Time

Kennedys CMK LLP, a growing international law firm with a diversified practice is seeking an Administrative Assistant to join our team! You will perform clerical and administrative functions within our Basking Ridge, New Jersey office.

Responsibilities:

- Support legal assistants as needed including scanning, copying, proofreading, and mailing of legal documents
- Plan and schedule appointments and events
- Greet and assist onsite guests
- Answer inbound telephone calls
- Develop and implement organized filing systems
- Perform all other office tasks

Qualifications:

- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Strong attention to detail
- Strong organizational skills

About Kennedys CMK LLP:

Job Type

PARALEGAL

We offer a competitive salary and benefit package, including health, dental and 401(k). Motivated, energetic applicants please

Application Instructions

forward your resume to terri.colburn@kennedyscmk.com and, please visit www.kennedylaw.com for more information on our firm.

Schedule fulltime

Work Phone 908-848-6300 **Ext**

Job Type **PARALEGAL**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/6/2018 9328 Legal Assistant

Company Name **Console Mattiacci Law, LLC**
Moorestown NJ **Salary** to be determined

Job Description

Boutique Plaintiff's employment litigation firm, is seeking a legal assistant to work (primarily) in our Moorestown, NJ office. Part time and full time candidates will be considered. Some flexibility available as to schedules/days. Stellar organizational, document management, and communications skills are required along with a MINIMUM of 1-3 years working in a law office or other legal environment in any role (clerical, secretarial, paralegal, intern, etc.) The ideal candidate will have great people skills, be resourceful and professional, be able to multi-tasks, and must be proficient in Microsoft office programs (Word, Outlook, and some Excel). Knowledge of time matters practice management software and electronic court filing systems (federal and state courts in PA and NJ) is a plus and preferred.

Application Instructions

We offer competitive compensations packages and room for growth. Please forward resume for consideration to Chery Weaver via email at weaver@consolelaw.com. Join our amazing team of lawyers and support staff and enjoy or busy but fun and friendly workplace!!

Schedule some flexibility with schedule **Work Phone** 215-545-7676 **Ext**

Job Type **PARALEGAL**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/31/2018 9325 Legal Assistant

Company Name **Burnham Law Group, LLC**
Marlton NJ **Salary** will discuss

Job Description

Provide support in the areas of estate planning and elder law. Will also consider a student interested in an internship. Billing knowledge a must, as well as a knowledge of CPT codes. Post service appeals.

Application Instructions

Interested candidates should submit a resume for consideration via fax, or email to Diane Burnham at dburnham@burnhamlawgroup.com

Schedule part time, flexible **Work Phone** 856-751-5505 **Ext**

Job Type **PARALEGAL**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/23/2018 9313 Bilingual Legal Assistant

Company Name **Folkman Law Offices, P.C.**
Cherry Hill NJ **Salary** Commensurate wi

Job Description

Folkman Law Offices, P.C. (Cherry Hill location) has an immediate opening for a part-time, bilingual, English-Spanish speaking, legal assistant. We are looking for a candidate who can provide approximately 15 hours per week.

Requirements:

- Fluent in English and Spanish
- 1-2 years' experience as a legal or administrative assistant preferred

Job Duties:

- Assisting attorneys with potential client intakes of Spanish speakers
- Client communications with Spanish-speaking clients—both drafting letters and making phone calls
- Copying, filing, and scanning
- General correspondence

Job Requirements:

- Maintain professional interaction with clients
- Possess strong organizational skills
- Possess excellent written and verbal skills in English and Spanish
- Be able to work independently
- Ability to interact effectively with people at all organizational levels of the firm

Application Instructions

Job Type RETAIL

Posting Date 9/25/2018 **Job #** 9368 **Job Title** Customer Service Associate
Co-Op Internship FT PT Temp

Company Name The UPS Store
Cherry Hill NJ **Salary** depends on experi

Job Description

The UPS Store in The Holly Ravine Shopping Center is hiring for that one special candidate! We are a family owned business who believes in Top Notch Customer Service. We run our business's with honesty & integrity! We are currently in search of the missing puzzle piece to complete our Amazing Team! The Candidate must be able to work a flexible schedule Mon-Friday 8:00-6:30 Saturdays 9:00-4:00, 25-35 hours a week. The Center Store Associate is responsible to deliver world-class customer service to all retail customers. He/She receives and processes packages for courier shipment, operates copiers, fax machines, binding equipment, laminating machines, and point-of-sale devices. The Center Store Associate expertly advises our valued customers by providing accurate information on our array of products, services, and best-value options. The Associate exhibits confidence by knowing best practices as related to the industry. The ideal Center Store Associate candidate will have retail sales experience, strong computer and internet skills, a high school diploma/GED, a friendly and genuinely helpful demeanor, a professional appearance, and will be a fast learner who makes an effort to learn all aspects of the business in the shortest possible time.

The following is a list of the duties and responsibilities associated with this position

- Deliver outstanding customer service to walk-in customers and telephone inquiries
- Continuously practice good listening skills with customers and UPS Store team members, and Leaders
- Take ownership of the customer's shipping problem and offer viable solutions

Job Type

RETAIL

- Take action to learn all product and service offerings, alternative solutions, and industry trends
- Operate all equipment, software, and devices in an expert fashion and be willing to teach others
- Maintain a clean and safe working environment 2– 4 years customer service experience in a retail environment
- Accurately perform daily Opening and closing procedures, general ledger administration, bank deposits and other accounting functions in accordance with Company policy and procedure.

Strong computer skills to include Microsoft Office and Adobe Suites, Strong communication and interpersonal skills Prompt, reliable, and responsible. Must be able to lift 25-50 lbs. Ability to cross sell and up sell. We believe in having a work family balance. Our store is closed on Sunday. The Store is open Mon-Friday 8:00 AM - 6:30 PM. Saturday - 9:00 AM-4:00 PM. Please remit resume.

Application Instructions

Interested candidates may call, email, or apply in person

Schedule varies

Work Phone 856-427-9544

Ext

Job Type RETAIL

Posting Date 9/18/2018 **Job #** 9347 **Job Title** Brand Associate (Job #247220) Cross Keys Place
Co-Op Internship FT PT Temp

Company Name Old Navy

Job Description Sewell NJ **Salary** to be determined

Brand Associate Attitudes:

- You are passionate about fashion and apparel and love our products
- You build relationships and want to be part of a winning team
- You take pride in yourself, your work and the success of your store
- You work with drive and energy showing that you have a desire to make a difference
- You love your community and actively work to make it better
- You take initiative, anticipate needs, and solve problems quickly and efficiently

Brand Associate Behaviors:

- Promote our product and encourage everyone to do the same
- Listen to the customer and observe non-verbal cues to anticipate service needs
- Offer product suggestions and add on additional items when engaging with customers
- Demonstrate a sense of urgency and pride while executing tasks and processes
- Maintain a clean and safe environment that prevents loss and minimizes risk
- Keep our product folded, sized, in-stock and our visual elements maintained on the salesfloor
- Return go-backs from the fitting room to the salesfloor
- Welcome customers to the fitting room and keep the area neat, clean and organized at all times
- Engage in genuine conversation while completing cashwrap transaction processes quickly and accurately
- Keep all cashwrap supplies in stock and organized
- Understand and follow all company-defined policies and procedures

Brand Associate Requirements:

Job Type

RETAIL

- Ability to effectively communicate with customers and team members
- Ability to lift and carry up to 50 pounds
- Ability to effectively maneuver around the salesfloor and stockroom
- Ability to demonstrate strong customer focused service on and off the salesfloor
- Ability to work a flexible schedule to meet the needs of the business
- Ability to work with/around cleaning chemicals

Providing our customers with an optimal shopping experience is our #1 priority. This job description intends to describe the general nature and level of work people assigned to this job perform. It is not intended to include all duties and responsibilities. The order in which duties are listed is not significant.

Application Instructions

apply online at www.oldnavy.com

Schedule part time

Work Phone 856-728-0394 **Ext**

Job Type RETAIL

Posting Date 8/30/2018 **Job #** 9320 **Job Title** Cashiers, Processors, Sales Associates
Co-Op Internship FT PT Temp

Company Name Gabes
Mount Laurel NJ **Salary** depends on positi

Job Description
IMMEDIATE NEED! Energetic, confident individuals who can perform in a fast paced environment. Positions open for cashiers, processors, and sales associates

Application Instructions

Prefer candidates apply in person. Candidates may also apply online or call for further information.

Schedule varies **Work Phone** 610-554-2254 **Ext**

Job Type RETAIL

Posting Date 8/21/2018 **Job #** 9307 **Job Title** Seasonal Sales Associate
Co-Op Internship FT PT Temp

Company Name Oakley Inc.

Job Description Blackwood NJ **Salary** Based on experien

GENERAL FUNCTION

The Sales Consultant is the most critical link in ensuring that our customers have a rewarding experience that will keep them coming back time after time. The Sales Consultant demonstrates excellent customer service skills, meets hourly selling and customer capture goals, provides product knowledge to customers and works as part of a team to meet individual and store objectives.

MAJOR DUTIES AND RESPONSIBILITIES

Provides outstanding customer service to each customer by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid Oakley product knowledge and all other aspects of customer service as deemed necessary.

Aids customers in locating merchandise or finding the right solutions based on individual needs.

Achieves high levels of sales performance and results.

Assists in processing and replenishing merchandise and monitoring floor stock.

Assists in floor moves, merchandising, display maintenance, and housekeeping of sales floor and stock room.

Assists in ringing up sales at registers and/or bagging merchandise.

Learns and operates current company POS systems.

Any other tasks as assigned by any member of management.

BASIC QUALIFICATIONS

Experience dealing with the public

Ability to read, write, count and communicate with store staff and customers

Availability to work a flexible schedule and the hours necessary to open and/or close the store, including nights, weekends and holidays

Job Type RETAIL

Posting Date 8/21/2018 **Job #** 9309 **Job Title** Part time Sales Associate
Co-Op Internship FT PT Temp

Company Name Express

Job Description Cherry Hill NJ **Salary** to be determined

retail sales associate. Can accommodate school schedules.

Application Instructions

apply online at https://cherryhillmall.com/about_us/jobs

Schedule Flexible. Can accommodate s **Work Phone** 856-665-1207 **Ext**

Job Type RETAIL

Posting Date 8/16/2018 **Job #** 9304 **Job Title** 500+ Hourly Associate Postions Available
Co-Op Internship FT PT Temp

Company Name Topgolf
Mount Laurel NJ **Salary** depending on posi

Job Description

A Topgolf MISSION: Ambition hiring event is one of the most unique ways one will ever interview for a job. Cloaked in mystery, but full of intrigue, these events are Topgolf's special way of showcasing its culture of fun and energy. Applicants are inspired to leave their dress-up clothes and pre-rehearsed answers at the door and start thinking mission-minded. Their time interviewing will consist of gathering intel and navigating through group activities, interactive panel interviews, one-on-one convos with Topgolf's venue leadership teams, games and more.

BAR BACK

Keep the bar and storage areas clean and stocked by demonstrating outstanding energy, urgency and attention to detail

BARTENDER

Have knowledge of spirits/beer/wine, the ability to maintain an appealing and Guest-ready bar area and have outstanding service ability
1+ years of bartending experience strongly preferred

BAY HOST / SERVER

We call our servers Bay Hosts because they host our Guests in the hitting bays

Have knowledge of the menu and the ability to serve with outstanding attention to detail
1+ years of serving experience strongly preferred, not required

BUSSER

Keep bays and service areas cleared off and clean by demonstrating outstanding attention to detail

DRINK RUNNER

Deliver cold, freshly poured drinks to Guests by demonstrating outstanding energy and urgency

FOOD RUNNER

Deliver hot, freshly prepared food to Guests by demonstrating outstanding energy and urgency

GUEST/GOLF SERVICES ASSOCIATE

Assist them in enjoying the fun and excitement of the game of Topgolf

Use the game and bay assignment systems so Guests are quickly able to begin their games and equipment

What We're Looking For:

Energy and enthusiasm

Excellent communication, time management and organization skills

Ability to work in a fast paced environment

Ability to work on a team

A high level of self-awareness, receptivity to change and integrity

Ability to work in extreme weather conditions for extended periods of time

Availability to work varied shifts, including evenings, weekends and holidays

Ability to stand and walk for long periods of time including maneuvering up and down stairs

Ability to obtain required licenses and certifications for your location

Ability to lift items weighing up to 50 lb.

Ability to stoop and bend

Application Instructions

Interested candidates **MUST** sign up to attend a hiring event here: <https://events-topgolf.icims.com/jobs/search?ss=1&searchLocation=12781-12814-Mount+Laurel>

Job Type RETAIL

Schedule varies **Work Phone** 215-595-3891 **Ext**

Posting Date 8/13/2018 **Job #** 9294 **Job Title** Merchandise Associate
Co-Op Internship FT PT Temp

Company Name Homesense
Moorestown NJ **Salary** will discuss

Job Description

Provide great customer service
Run cash register
Merchandise goods
Advancement Opportunities

Application Instructions

- Student Call
- Apply in Person

Schedule varies **Work Phone** 609-500-0578 **Ext**

Job Type RETAIL

Posting Date 8/13/2018 **Job #** 9293 **Job Title** Backroom Coordinator
Co-Op Internship FT PT Temp

Company Name Homesense
Moorestown NJ **Salary** will discuss. Ben

Job Description
Manage a team of merchandise processors
Process home decor in a safe and efficient manner
Provided motivation and coaching to a team

Application Instructions

- Student Call
- Apply in Person

Schedule fulltime **Work Phone** 609-500-0578 **Ext**

Job Type RETAIL

Posting Date 8/13/2018 **Job #** 9292 **Job Title** Merchandise Coordinator
Co-Op Internship FT PT Temp

Company Name Homesense
Job Description Mooretown NJ **Salary** will discuss. Ben

Provide excellent customer service
Create home decor displays
Coach associates on merchandising standards

Application Instructions

- Student Call
- Apply in Person

Schedule varies **Work Phone** 609-500-0578 **Ext**

Job Type RETAIL

Posting Date 8/13/2018 **Job #** 9290 **Job Title** Café Staff/Cashier Co-Op Internship FT PT Temp

Company Name Hoarders Express

Job Description Camden NJ **Salary** 9.00

Dependable Energetic Café Staff, Managers & Asst. Manager needed for Immediate hire! Apply Today Start Tomorrow!!!! We are looking for someone Friendly and Outgoing to Greet customers. take their orders (and their money) You will be required to serve food and snacks to accompany coffee and tea and have an interest in hospitality. The Café staff is responsible for fulfilling orders and completing sales transactions within the establishment and performing other support functions which may include cleaning, food preparation, customer seating, stock areas and maintaining inventory; performs all other responsibilities as directed by the business or as assigned by management.

We are looking for someone who is flexible and portrays strong leadership skills, bubbly, energetic and who enjoys the challenge of talking to strangers and getting them to like you. Meeting new people and building relationships should come naturally and be something you enjoy. We have ample opportunities for advancements. Compensation is \$9.00 hr during training* Plus*(DOE), Individual Sales Incentive Bonuses, Frequent reviews for raises (performance based), 50% Off Meal Plans, Free Parking and Nights and Weekends off. In Business for 18 years. Employment is Part-time, during day time hours.(Monday - Friday) Hands on training is provided. A candidate with a valid driver's license and vehicle is a major plus, and you will be compensated accordingly. Listed below are the primary responsibilities we are looking for in our Café staff, additionally you must possess the ability to follow directions, take notes and learn from experience.

Primary Responsibilities:

- Prepare and brew Coffees & Tea
- Prepare Breakfast and Lunch Menu
- Setup coffee station with all necessary equipment and accessories to serve coffee and food

Job Type **RETAIL**

- Operate espresso machine, prepare espresso, cappuccino, latte, cold brews
 - Educate customers on Menu Items
 - Sell retail menu items using our POS- Train and support new staff included
 - Adhere to food safety and sanitation guidelines at all times
 - Monitor and maintain quality and consistency of products made or sold
- SECURE/SAFE DOWNTOWN LOCATION, in Rutgers University Area

Application Instructions

Please send your resume or call 856.963.9066 (jobs at 529market com)
We are a DRUG free Café and do test.

**In two or three well thought out sentences. tell us why you are interested in our company and how you can be an asset to this growing business.

Schedule part time days **Work Phone** 856-963-9066 **Ext**

Job Type RETAIL

Posting Date 6/19/2018 **Job #** 9233 **Job Title** Retail Construction Field Technician
Co-Op Internship FT PT Temp

Company Name Prime Retail Services, Inc.

Job Description Flowery Branch GA **Salary** negotiated with in

Field technician work/On call crew member. Employee selects which projects to work on and are never obligated to accept any project. Perform light construction work such as assembling fixtures, merchandise displays, etc. Must be able to utilize basic hand tools and use a planogram to merchandise. No prior experience is needed. Reliable transportation, ability to work as a team, dependability, hard working, and flexibility with work hours/travel required.

Application Instructions

Apply online or email resume for consideration to Andrew Orr at aorr@primeretailservices.com

Schedule part time, seasonal, and depend **Work Phone** 866-504-3511 **Ext**

Job Type RETAIL

Posting Date 6/18/2018 **Job #** 9229 **Job Title** Customer Service Representative/Delivery Driver
Co-Op Internship FT PT Temp

Company Name Fastenal

Job Description Blackwood NJ **Salary** 12.00 per hour

Assist customers in retail store and utilize company vehicle to make deliveries to customers

Application Instructions

interested candidates should apply online at fastenal.com

Schedule part time, days **Work Phone** 856-227-0413 **Ext**

Job Type RETAIL

Posting Date 6/13/2018 **Job #** 9214 **Job Title** Climbing Gym Instructor
Co-Op Internship FT PT Temp

Company Name The Gravity Vault

Job Description Voorhees NJ **Salary** 8.60-12.00 per ho

Coordinate birthday parties, work the front desk, provide overall customer service. Must be at least 16 years of age with a good attitude and availability to work weekends if needed and a flexible schedule. No climbing experience required.

Application Instructions

for consideration, call Ashley Pujda, email resume to voorhees@gravityvault.com, or mail resume.

Schedule part time **Work Phone** 706-814-1724 **Ext**

Job Type RETAIL

Posting Date 5/30/2018 **Job #** 9200 **Job Title** Part Time Sales Associate
Co-Op Internship FT PT Temp

Company Name Eddie Bauer
Job Description Blackwood NJ **Salary** depending on exp

Meet or exceed sales and business driver goals by: engaging with customers and sell throughout the sales floor, fitting room, and cash wrap. Build client based business by connecting and engaging with customers. Develop and maintain thorough knowledge of Eddie Bauer merchandise. Assist in maintaining the stores product and visual presentation and floorset direction. Must be available to work evenings and/or weekends

Application Instructions

Apply online at careers.eddiebauer.com

Schedule part time **Work Phone** 856-221-8219 **Ext**

Job Type RETAIL

Posting Date 5/1/2018 **Job #** 9141 **Job Title** Retail Associate/Shift Managers
Co-Op Internship FT PT Temp

Company Name Clarks
Job Description Various NJ **Salary** TBD

Various retail positions throughout southern NJ stores. Check website for various openings and locations

Application Instructions

Apply online at us.clarksjobs.com

Schedule Varies **Work Phone** 856-631-6059 **Ext**

Job Type

SCIENCE

Posting Date Job # Job Title Co-Op Internship FT PT Temp

10/25/2018 9409 Field Sampling Technician

Company Name EMSL Analytical, Inc.

Cinnaminson NJ Salary will discuss

Job Description

EMSL Analytical, Inc., one of the largest environmental testing firms in the United States, is currently seeking a full time Field Sampling Technician for it's Corporate Headquarters located in Cinnaminson, NJ.

This person will be responsible for sampling and analyzing various types of environmental chemistry and bacterial samples for a busy commercial laboratory.

Responsibilities include but are not limited to:

Provide sample collection services to various clients. Samples include but are not limited to FDA

Detention, Well-Water, legionella, and environmental chemistry

Provide technical support to clients when needed

Complete all assigned routes

Furnish sample containers to various clients

Perform miscellaneous on-site testing when required and record all data

Adhere to the company handbook and health and safety policies

Drive in a safe manor and observe all traffic laws

Monitor and maintain proper vehicle maintenance and cleanliness

Work during the hours assigned and work weekends and or holidays when requested

Observe all OSHA and client site-specific safety requirements

Perform other duties and tasks as assigned by company including reassignment to another task or department

Do not enter any confined space without direct approval from upper management

Fill out and submit all required sample chain of custody and sample collection reports required in each discipline

Wednesday, October 31, 2018

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Job Type**SCIENCE**

Must be able to lift equipment in and out of vehicle that could weigh 50 pounds or more
Must be able to sit or stand for long periods of time
Must be able to work outdoors in various weather conditions

Requirements:

High School Diploma or equivalent.
3-5 years of experience of environmental industry field
Must be willing and able to travel via car to various client sites throughout the Tri-State Area
Must have ability to lift up to 50 pounds.
Must have valid drivers license and clean driving record
Must be good with directions/using GPS
Must be organized and be able to prioritize tasks/deliveries
Must be good with directions
Must have excellent communication skills and good attitude; candidate will have daily interaction with the company's clients

Application Instructions

For consideration, all candidates must apply through our company website:

EMSL Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=EMSL&cws=1&rid=2658>

Mobile Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/v2/viewRequisition?org=EMSL&cws=40&rid=2658>

Schedule Monday to Friday 8:30 a.m. to **Work Phone** 800-200-3675 **Ext**

Job Type SCIENCE

Posting Date 10/12/2018 **Job #** 9395 **Job Title** Field Service Technician Co-Op Internship FT PT Temp

Company Name EMSL Analytical, Inc. Cinnaminson NJ **Salary** to be determined

Job Description

Responsibilities include but are not limited to:
Various projects
General abilities include trouble shoot and repair small laboratory equipment.
Perform preventative maintenance as directed.
Pack and ship sensitive/delicate equipment.
Perform other duties as required.
Travel to various locations from time to time picking up equipment and or repairing some on-site.

Requirements:
HS Degree or Equivalent
Must have min of 1-2 years related general electronic experience.
General worker, electronic I knowledge, good with hands
Good attitude personable.
MUST have valid NJ driver's license and clean driving record.
Must be able to travel on occasion up to a 100 mile radius.
Must be able to Multi-task
Must be able to lift min of 35lbs
Must be able to work extra hours and weekends if needed

Available Shift:
Monday to Friday 8:30 am to 5:00 pm, extra hours and/or weekend work may be required to meet business demands

Application Instructions

Job Type **SCIENCE**

For consideration, all candidates must apply through our company website:

EMSL Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=EMSL&cws=1&rid=2640>

Mobile Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/v2/viewRequisition?org=EMSL&cws=40&rid=2640>

Schedule ft days with required OT **Work Phone** 800-220-3675 **Ext**

Job Type SCIENCE

Posting Date 10/12/2018 **Job #** 9392 **Job Title** Transmission Electron Microscopy
Co-Op Internship FT PT Temp

Company Name EMSL
Cinnaminson NJ **Salary** to be determined

Job Description

EMSL Analytical, Inc., one of the largest environmental testing firms in the United States, is currently seeking a full time TEM Microscopist- Transmission Electron Microscopy - specializing in Asbestos analysis for its Cinnaminson, NJ location. This person will be responsible for the preparation and analysis of asbestos samples using TEM (Transmission Electron Microscopy) they will also analyze/train in PCM (Phase Contrast Microscopy).

Responsibilities include but are not limited to:

- Preparation and analysis of bulk and solid materials for asbestos content using TEM and PCM
- Determination of visual percentage and optical properties of asbestos and non asbestos material
- Assist with clerical and lab duties as needed, such as data entry, sample review, and maintenance/calibration of laboratory instrumentation/equipment
- Perform QA/QC practices per company QA/QC manual
- Record data in a specified manner
- Some clerical work involved
- Maintain and troubleshoot equipment
- Perform QA/QC practices per company QA/QC manual

Requirements:

- Associates or Bachelors' Degree in a Life Science: Geology, Materials Science, Physics, Biology, Environmental Science, and/or Chemistry
- Experienced candidates are welcomed and encouraged to apply
- Light microscopy, optical mineralogy/petro-graphic microscope training a plus
- 1-2 years of asbestos TEM/PCM experience is preferred but not required - Will Train
- Candidate must be able to distinguish colors in order to perform analysis.

Job Type**SCIENCE**

Must be able to work independently and with a team
Must be able to work in a fast-paced setting, multi-task, and prioritize assignments
Must have good communication, computer, typing, and organizational skills

Available Shift:

Monday to Friday 9:00 a.m. to 5:30 p.m., extra hours and/or weekend work may be required to meet business demands

Training schedule to start will be Monday to Friday 8:00 a.m. to 4:30 p.m.

Application Instructions

For consideration, all candidates must apply through our company website:

EMSL Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=EMSL&cws=1&rid=2584>

Mobile Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/v2/viewRequisition?org=EMSL&cws=40&rid=2584>

Schedule 40 plus required OT **Work Phone** 800-220-3675 **Ext**

Job Type SCIENCE

Posting Date 10/12/2018 **Job #** 9393 **Job Title** Microscopist Asbestos PLM Co-Op Internship FT PT Temp

Company Name EMSL Analytical, Inc.

Job Description Cinnaminson NJ **Salary** to be determined

EMSL Analytical, Inc., one of the largest environmental testing firms in the United States, is currently seeking full time Microscopists specializing in Asbestos PLM (polarized light microscopy) analysis for it's laboratory location in Cinnaminson, NJ. EMSL offers training in asbestos PLM analysis. Experienced analysts are welcomed and encouraged to apply.

Responsibilities include but are not limited to:

- Preparation and analysis of bulk and solid materials for asbestos content using PLM.
- Determination of visual percentage and optical properties of asbestos and non asbestos material
- Record data in a specified manner
- Fill in Reports/Send Reports
- Some clerical work involved
- Maintain and troubleshoot equipment
- Perform QA/QC practices per company QA/QC manual and be able to follow SOPS

Requirements:

- Minimum requirement HS Diploma or Equivalent
- 3 years of laboratory experience either in academic or commercial setting.
- Experienced candidates are welcomed and encouraged to apply
- Associates or Bachelors Degree in a Life Science: Geology, Microbiology, Biology, Environmental Science, and/or Chemistry background is a plus but not required.
- Light microscopy, optical mineralogy/petro-graphic microscope training a plus
- 1-2 years of asbestos PLM/TEM/PCM experience is preferred but not required - Will Train
- Candidate must be able to distinguish colors in order to perform analysis.
- Must be able to work independently and with a team

Job Type**SCIENCE**

Must be able to work in a fast-paced setting, multi-task, and prioritize assignments
Must have good communication, computer, typing, and organizational skills

Available Shifts:

Tuesday to Saturday 4:00 p.m. to 12:30 a.m. extra hours and/or weekend work may be required to meet business demands

Training Schedule to start will be Monday to Friday 8:00 a.m. to 4:30 p.m.

Sunday to Thursday 4:00 p.m. to 12:30 a.m., extra hours and/or weekend work may be required to meet business demands

Training Schedule to start will be Monday to Friday 8:00 a.m. to 4:30 p.m.

Application Instructions

all candidates must apply through our company website:

EMSL Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=EMSL&cws=1&rid=2583>

Mobile Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/v2/viewRequisition?org=EMSL&cws=40&rid=2583>

Schedule 2nd shift with OT required. Se **Work Phone** 800-220-3675 **Ext**

Job Type SCIENCE

Posting Date 10/12/2018 **Job #** 9394 **Job Title** Lab Technician-Materials Science
Co-Op Internship FT PT Temp

Company Name EMSL Analytical, Inc.
Cinnaminson NJ **Salary** to be determined

Job Description

Responsibilities include but are not limited to:

Operating various laboratory equipment (such as drying chamber, tensile/compression tester, air burst tester, light and electron microscopes); Combustible dust testing;
Sample preparation and analysis per internal SOP's, particle size by sieving, milling for size reduction
Design experiments to provide analytical data and interpretation to solve problems requested by customers.
Responsible for equipment maintenance and qualification, and interaction with vendor service and application support.
Interact with both internal and external customers to understand the requirement and planning for work flow.
Summarize the analytical data upon completion and generate final reports.

Requirements:

BS in Materials Science, Geology, Metallurgy, Engineering, or Forensic Science or related discipline.
0-3 years of hands-on analytical experience in commercial lab setting a plus.
Familiarity with general mechanical testing, machining
Effective verbal/written communication skills
Self Starter, self-motivated, well organized, constructive, and effective team player.
Must be able to work independently and with a team.
Must be able to lift min of 40 lbs
Candidate must be able to distinguish colors in order to perform analysis.
Must be willing and able to work weekend when necessary to meet business demands.

Job Type

SCIENCE

Available Shift:

Monday to Friday 8:30 a.m. to 5:00 p.m., extra hours and/or weekend work may be required to meet business demands.

Application Instructions

For consideration, all candidates must apply through our company website:

EMSL Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/requisition.jsp?org=EMSL&cws=1&rid=2629>

Mobile Careers Center Website:

<https://chm.tbe.taleo.net/chm02/ats/careers/v2/viewRequisition?org=EMSL&cws=40&rid=2629>

Schedule ft day shift with OT required **Work Phone** 800-220-3675 **Ext**

Job Type SCIENCE

Posting Date 10/12/2018 **Job #** 9396 **Job Title** Fieldwork Coordinator **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name Research Partnership

Job Description Horsham PA **Salary** to be determined

This is an exciting opportunity to be in on the ground floor of our new US fieldwork team!

We are looking for bright, inquisitive individuals who are committed to pursuing a career in international pharmaceutical market research and consultancy. The role is primarily office based in our Horsham PA or NY office and no previous experience is required.

Ad-hoc Field Project Coordinator job role (qualitative and quantitative research):

Responsibilities include:

- Setup, monitor and manage qualitative and quantitative fieldwork on several multi-country research projects
- Day-to-day liaison between external fieldwork agencies, freelancers and Research Partnership researchers
- Manage and troubleshoot all fieldwork requirements and field issues
- Ensure all fieldwork is conducted to time and budget
- Source, obtain quotes and negotiate prices with external fieldwork agencies for proposals
- Track and negotiate cost variation with external suppliers within fieldwork
- Research, identify and engage new external suppliers and discuss costs and pricing

For this job role, we are looking for people with the following skills:

- o Associate or 4 Year College Degree
- o You are inquisitive
- o You have good interpersonal skills and are able to communicate effectively, both verbally and in writing
- o You are proactive with a can-do attitude; able to identify issues and generate solutions

- o You have excellent organizational skills, are able to multi-task while maintaining a high level of focus on each task
- o You have a strong aptitude for working with numbers
- o You are positive with a constructive attitude and flexible thinking.
- o You have strong attention to details
- o You have good negotiation skills

WHO ARE WE?

Research Partnership is an independent research agency providing market research and consultancy to the healthcare industry. We conduct research in over 35 countries with major pharmaceutical and biotechnology clients. We are a global company with a team of 140+ people across offices in London, Lyon, Philadelphia, Boston, New York, San Francisco and Singapore.

WHAT DOES THE RESEARCH PARTNERSHIP DO?

The role of the market research agency typically encompasses the following:

- Develop market research methodologies (qualitative and quantitative) to help answer clients' key research objectives (for instance, using face-to-face interviews, focus groups or online questionnaires)
- Conduct and oversee the research (e.g. by interviewing a sample of doctors, nurses or patients in each of the relevant countries), with partner fieldwork agencies
- Analyze the data (including translated interviews, data tables) to produce results
- Interpretation of the results to understand what this means for clients' short- and long-term business goals
- Present these results to the client in the form of creative presentations or through interactive online charts

In the pharmaceutical industry, market research is highly valued as all decisions are a result of market research input and consultation. You are therefore a key player in the marketing mix.

Application Instructions

IN ORDER TO APPLY:

Please complete our online tool at <https://survey.euro.confirmit.com/wix/p1866054726.aspx>

Job Type

SCIENCE

Or send your resume and cover letter to our main US office:

Research Partnership, Inc
Fieldwork Coordinator
1155 Business Center Drive, Suite 130
Horsham, PA 19044

Schedule fulltime

Work Phone 215-682-9204 **Ext**

Job Type SCIENCE

Posting Date 8/30/2018 **Job #** 9321 **Job Title** QC Lab Technician Co-Op Internship FT PT Temp

Company Name Coim USA

Job Description West Deptford NJ **Salary** Competitive with

Coim USA is seeking a Quality Control Lab Technician to join their team! The person in this role will be responsible for analyzing and approving incoming raw materials and outgoing finished products.

This includes creating and maintaining all of the products files and records, lab equipment, and chemicals as specified by Standard Operating Procedures and Analytical Methods.

Responsibilities:

- Work cross-functionally with R&D, Production, Customer Service, and Shipping & Receiving to provide quality products and service to customers following ISO 9001 and Coim procedures
- Perform various wet and instrumental analytical tests on samples received in the lab such as titrations (colorimetric, potentiometric, Karl Fischer), viscosity, color, pH, FTIR, NIR, Density, and product performance tests.
- Approve incoming raw materials and finished products
- Utilize laboratory data management system (MS Navision) for data entry and product approvals.
- Assist in troubleshooting product and customer issues.
- Prepare statistical quality control charts
- Assist in and develop new methodology for existing and/or new instrumentation/equipment

Qualifications:

- Two year or four degree in Chemistry, Biology, Life Science, or relatable field
- 1-5 years' experience as a Quality Control Lab Technician or similar position
- Previous experience FTIR, NIR, Autotitration and Viscometers preferred
- Strong written and verbal communication skills

Job Type

SCIENCE

- Must be detail-oriented and able to multi-task
- Strong Microsoft Office knowledge, especially Excel
- Experience with MS Navision a plus

Why Work for Coim?

Coim USA is growing its North American operations within its West Deptford and Paulsboro New Jersey locations. We distribute great quality products for our customers by utilizing our strongest value: Team work. We stand out as a vendor with our flexibility for our customers' needs, and we do the same for our employees. At Coim USA our #1 asset is our employees. We recognize that their hard work and dedication are the driving force behind our success, and we continually look for additional ways to reward them. Our employees enjoy competitive pay and excellent benefits, along with a positive work environment built on mutual respect and professionalism.

Application Instructions

For consideration please email resume to Samantha Dewitt at samantha.dewitt@coimgroup.com

Schedule

Work Phone

856-224-8111

Ext

Job Type SCIENCE

Posting Date 8/14/2018 **Job #** 9296 **Job Title** Account Manager/Inside Sales Co-Op Internship FT PT Temp

Company Name Chemglass Life Sciences

Job Description Vineland NJ **Salary** competitive, inclu

The Account Manager is responsible for planning and providing strategic input to manage assigned groups of accounts and contacts to generate revenue.

Account contact will include but not limited to: Universities, Pharmaceutical companies, Medical and Life Science Research laboratories, Government institutions, and Flavor, Fragrance and Cosmetic companies.

Build brand and strong customer relationships via integrated communication techniques to drive customer engagement and revenue generation (primarily email and phone).

You will be asked to create and implement strategy to contact current and prospective customers to sell, explain products, perform account management and solicit new business within the designated regions. Collaborate with team members and other departments.

Occasional travel to attend trade-shows may be a requirement of this position.

The ideal job candidate will be a team player with excellent communication skills who possesses a positive attitude and willingness to learn new skills.

Bachelor's degree or a two-year Associates degree in Biology or Chemistry preferable.

Application Instructions

Interested candidates may call, apply in person, mail resume or email resume to John Rayser at jrayser@cglifesciences.com for consideration

Job Type

SCIENCE

Schedule full time

Work Phone 800-843-1794

Ext

Job Type SCIENCE

Posting Date 7/19/2018 **Job #** 9263 **Job Title** QC Lab Technician Co-Op Internship FT PT Temp

Company Name Coim USA

Job Description West Deptford NJ **Salary** Salary DOE, exce

Coim USA is seeking an QC Lab Technician to join our team! The person in this role will be responsible for analyzing and approving incoming raw materials and outgoing finished products.

This includes creating and maintaining all of the products files and records, lab equipment, and chemicals as specified by Standard Operating Procedures and Analytical Methods.

Responsibilities:

- Work cross-functionally with R&D, Production, Customer Service, and Shipping & Receiving to provide quality products and service to customers following ISO 9001 and Coim procedures
- Perform various wet and instrumental analytical tests on samples received in the lab such as titrations (colorimetric, potentiometric, Karl Fischer), viscosity, color, pH, FTIR, NIR, Density, and product performance tests.
- Approve incoming raw materials and finished products
- Utilize laboratory data management system (MS Navision) for data entry and product approvals.
- Assist in troubleshooting product and customer issues.
- Prepare statistical quality control charts
- Assist in and develop new methodology for existing and/or new instrumentation/equipment

Qualifications:

- Two year degree in Chemistry, Biology, Life Science or relatable field
- 1-5 years' experience as a QC Lab Technician or similar position
- Previous experience FTIR, NIR, Autotitration and Viscometers preferred
- Strong written and verbal communication skills
- Must be detail-oriented and able to multi-task

- Strong Microsoft Office knowledge, especially Excel
- Experience with MS Navision a plus

Why Work for Coim?

Coim USA is growing its North American operations within its West Deptford and Paulsboro New Jersey locations. We distribute great quality products for our customers by utilizing our strongest value: Team work. We stand out as a vendor with our flexibility for our customers' needs, and we do the same for our employees. At Coim USA our #1 asset is our employees. We recognize that their hard work and dedication are the driving force behind our success, and we continually look for additional ways to reward them. Our employees enjoy competitive pay and excellent benefits, along with a positive work environment built on mutual respect and professionalism.

We must invest not only in the right products, but more importantly, in the right people. We invite you to build and advance your career with Coim USA and help contribute to the future success of our company.

About Us:

Guaranteed quality, all over the world.

Coim is an Italian multinational founded in 1962, which develops and produces polycondensation (esters) and polyaddition (polyurethane) products and many other chemical specialties.

With 5 production plants and 20 locations on 4 different continents, Coim Group is able to combine local presence with a global approach right around the world.

Application Instructions

Interested candidates should apply online or may email resume for consideration to Samatha DeWitt at samantha.dewitt@coimgroup.com

Job Type SCIENCE

Schedule fulltime **Work Phone** 856-224-8111 **Ext**

Job Type **VETERINARY TECHNOLOGY**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/18/2018 9400 Animal Health Technician

Company Name **County of Gloucester**

Job Description Woodbury NJ **Salary** 43,275

Duties: The care and treatment of sick or injured animals under the direction of a Veterinarian, examination and evaluation of animals, conduct specimen studies, euthanize animals, disinfect areas and keep records are examples of work for this job opening.

Requirements: Applicant should have (1) year of experience in work involving animal nutrition, taxonomy, animal behavior, parasitology or bacteriology; satisfactory completion of (60) college credits, including 18 credit hours in zoology, biology, animal husbandry or related fields, at an accredited college or university; and a valid NJ Driver's License. Successful candidate will be placed provisionally subject to competitive testing with NJ Civil Service Commission.

Location: County of Gloucester Animal Shelter
1200 N. Delsea Drive
Clayton, NJ 08312

Application Instructions

Refer to web page <http://www.gloucestercountynj.gov/depts/h/hr/default.asp> to obtain an application.

Schedule ft including weekends and som **Work Phone** 856-853-3264 **Ext**

Job Type **VETERINARY TECHNOLOGY**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/10/2018 9381 Vet Tech/Vet Assistant

Company Name **Glencroft Veterinary Hospital**

Job Description Glenolden PA **Salary** depends on experi

we are a two man companion animal ,exotics and birds veterinary practice. Vet techs are expected to assist veterinarians with office visits, surgery and radiology, client education, hospital maintenance, phone and front desk responsibilities and client education.Experience preferred but we will train someone who is competent and have an aptitude for animal medicine

Application Instructions

Interested candidates may call or email to inquire/apply

Schedule to be determined **Work Phone** 215-264-4770 **Ext**

Job Type **VETERINARY TECHNOLOGY**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
10/10/2018 9384 Animal Health Technician

Company Name **Atlantic County Government**

Job Description Atlantic City NJ **Salary** \$18.00/hr

NOTE: This is a part-time position, 19.5 hours/week. Must provide college transcripts showing credits earned in the required fields.

Description:

Under the direction of a Veterinarian, cares for and treats sick or injured animals; performs related work as required.

Requirements:

EDUCATION:

Satisfactory completion of sixty (60) college credits, including eighteen (18) credit hours in veterinary science/technology, animal science technology, zoology, biology, animal, husbandry or related fields, at an accredited college or university.

NOTE: Applicants who possess eighteen (18) credits hours in veterinary sciences/technology, animal science technology, zoology, biology, animal husbandry or related fields but who do not meet the remaining educational requirement may substitute one (1) additional year of experience as described below for each thirty (30) credit hours they are lacking.

EXPERIENCE:

One (1) year of experience in a veterinary office, animal hospital or animal shelter performing vaccinations, diagnostic tests, euthanasia, and/or various other medical treatment on animals or in work involving animal nutrition, taxonomy, animal behavior, parasitology or bacteriology.

NOTE: A passing score on the Veterinary Technician National Exam (VTNE) administered by the American Association of Veterinary State Boards (AAVSB) may be substituted for the required

Job Type

VETERINARY TECHNOLOGY

education and experience.

Application Instructions

Interested candidates may apply online, mail resume, or email resume to Alex Freinert at reinert_alexander@aclink.org

Schedule part time, oppty to lead to fullti **Work Phone** 609-345-6700 **Ext**

Job Type **VETERINARY TECHNOLOGY**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
9/4/2018 9327 Animal Health Technician

Company Name **Atlantic County Government**
Atlantic City NJ **Salary** \$18.00/hr

Job Description

Under the direction of a Veterinarian, cares for and treats sick or injured animals and performs related work as required. Satisfactory completion of 60 college credits, including 18 credits in veterinary science/technology, animal science, zoology, biology, animal husbandry, or related fields. Students who have not yet acquired the above credits will be considered for other roles while the candidate continues through their program of student and eventually obtains the required credits. At least 1 year of experience or a passing score on the Veterinary Technician National Exam (VTNE).

Related duties include: Administering medications, observing behavior and condition of animals and monitor their clinical symptoms, perform preliminary exams, operate X-ray equipment, restrain animals during exams/procedures, administer first aid, collect/prepare/label samples for lab testing/culture/microscopic examination, perform lab tests, prepare operating area for surgical procedures, assist with surgical procedures, care for and monitor the condition of animals recovering from surgery, may administer anesthesia, assist with euthanasia and disposal of remains, perform dental work, dress wounds, clean and disinfect kennels and holding areas, schedule appointments and procedures, maintain controlled drug inventory, maintain essential records and files.

Application Instructions

Interested candidates should apply online at www.aclink.org. Alternatively, applications may be mailed to:

Atlantic County Division of Human Resources
1333 Atlantic Avenue
Atlantic City, NJ 08401

Job Type VETERINARY TECHNOLOGY

Schedule part time 19.5 hours per week **Work Phone** 000-000-0000 **Ext**

Job Type **VETERINARY TECHNOLOGY**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
8/14/2018 9298 Veterinary Technician

Company Name **Coastal Veterinary**

Toms River NJ **Salary** Will discuss

Job Description

We are looking for an experienced Veterinary Technician with 2 plus years of experience. Applicant must have a welcoming cheerful attitude, be a team player, and have computer skills. Having knowledge of Avimark is a plus. Applicant must be proficient in the following skills: Venipuncture, catheter placement, restraint during appointments of all dogs and cats, run in-house blood work, maintain lab instruments, prepare and read fecal slides, prep patients for surgery and procedures, perform dental cleanings, monitor animals while under anesthesia, position patient for digital x-rays, administer oral, injectable and topical medications, sterilize and wrap surgical instruments, receive and put away stock, prepare prescriptions for patients during appointments and refills for pickup. Lifting up to a 50 pound animal, and basic slide staining is necessary. Applicant must be able to answer questions about common veterinary medications, vaccines, and basic small animal health care issues and have a positive bubbly attitude while doing so. Must be willing to be cross-trained in all areas of our veterinary hospital.

We are a growing family-run two doctor veterinary practice located in Toms River, NJ. We specialize in building lasting relationships with our clients by excelling at the primary care of their puppies and kittens through the complex disease management of their aging pets. Competitive scheduling, personal pet care, and a friendly, family-like staff are just some of the perks we offer!

Application Instructions

Interested candidates please submit resume for consideration via email to Amy McHugh at amyslater@aol.com

Schedule part time **Work Phone** 732-270-0100 **Ext**

Job Type

VETERINARY TECHNOLOGY

Job Type **VETERINARY TECHNOLOGY**

Posting Date **Job #** **Job Title** Co-Op Internship FT PT Temp
3/5/2018 9040 Animal Care Technician

Company Name **The McConnell Group, Inc. (TMG)**
Rockville Maryland **Salary** **Compensations/B**

Job Description

We are a health science company with an opening for a full-time Animal Care Technician to provide support at Plum Island Animal Disease Center. PIADC is located just off the northeastern tip of New York's Long Island. This position supports the Department of Homeland Security Research and Development Program vaccine studies by caring for large animals in accordance with established procedures.

Candidates are not eligible if they own or work with cloven hoofed animals, pigs, and chickens outside of PIADC. The only type of livestock that can be owned or worked with is horses.

Application Instructions

1. Provide animal husbandry in an ABSL III environment.
2. Perform daily health observations.
3. Monitor animal room environmental conditions.
4. Capture, restrain, hold and position animals.
5. Dispense and administer treatments.
6. Collect samples(tissue and serum).
7. Complete and maintain documentation accurately.
8. Maintain the cleanliness of the vivarium.
9. Properly use and maintain all equipment.
10. Receive and store vivarium supplies.
11. Exercise proper containment techniques.
12. Perform other duties as assigned.

Qualifications:

1. Bachelor's Degree in animal science or equivalent, Associate's Degree in veterinary technology, or

Job Type**VETERINARY TECHNOLOGY**

High School Degree with specialized animal experience.

2. Certified as Assistant Laboratory Animal Technician (ALAT) with AALAS or eligible for certification (and obtain certification within 12 months)
3. Background knowledge of working with research animals.
4. Capable of performing basic animal care duties with guidance.
5. Effective verbal written communication.
6. Employee is often required to lift and carry feed materials weighing up to 75 pounds and to handle such items as feed trays weighing up to 20 pounds.
7. Work requires continuous standing and walking on concrete and/or a slippery floor due to the nature of the work with animals.
8. Employee must have strength and ability to restrain strong and very active animals which weigh up to approximately 500 pounds or more.
9. Must be able to receive and maintain a Personal Security Level 3 (PSL-3) clearance and participate in the Occupational Health/Safety Programs.

Candidate MUST pass a government background investigation (NAC), employment physical and drug/alcohol screening. As required by law, TMG participates in E-Verify, a service of the Department of Homeland Security (DHS) and the Social Security Administration (SSA), to verify the identity and employment eligibility of persons hired to work in the United States.

Schedule

Work Phone

301-309-8310

Ext

Job Type WAREHOUSE

Posting Date 10/10/2018 **Job #** 9374 **Job Title** Manufacturing and others
Co-Op Internship FT PT Temp

Company Name US Vision

Job Description Blackwood NJ **Salary** 11-11.50 dependi

multiple openings at the blackwood location. <http://www.usvision.com/careers/>

Application Instructions

apply online at <http://www.usvision.com/careers/>

Schedule 2nd and 3rd shift **Work Phone** 856-228-1000 **Ext** 8716

Job Type WAREHOUSE

Posting Date 10/10/2018 **Job #** 9386 **Job Title** Warehouse Team Member **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name Amazon
Job Description Bellmawr NJ **Salary** up to 13.65/hr

Job ID number 180017810. In this active job you sort packages into routes to ensure we meet the customer promised delivery time. Shifts are 4-6 hours long/15-25 hours per week. Must be 18 years or older and have high school diploma or equivalent.

Application Instructions

No resume or interview required! Complete the online application, pick a hirint event and start date, and get ready to work!

Schedule all shifts available **Work Phone** 000-000-0000 **Ext**

Job Type WAREHOUSE

Posting Date 10/10/2018 **Job #** 9372 **Job Title** Order Processors and General Laborers
Co-Op Internship FT PT Temp

Company Name Camuto Group
Westampton NJ **Salary** to be determined

Job Description

Order Processor: Using a voice headset, pick productions from a location to fulfill orders, use RF scanner to systematically assign products to locations, use hand pallet jack to move pallets of products from one area to another, pack products (orders) in boxes for shipment.

General Laborer: remove boxes from inside of the container and place them onto the conveyor belt, remove boxes from pallets and stack them neatly on the floor of the truck, assemble corrugated boxes and build pick carts for order processing, must be able to lift up to 60 pounds.

Application Instructions

Interested candidates may apply in person, or apply via email to Ashley Swanson at hrnjdc@camutogroup.com

Schedule part time/seasonal **Work Phone** 609-531-7496 **Ext**

Job Type WAREHOUSE

Posting Date 9/18/2018 **Job #** 9345 **Job Title** Quality Assurance Associate
Co-Op Internship FT PT Temp

Company Name Sams eCommerce
Swedesboro NJ **Salary** to be determined

Job Description

Communicate with (or to) individuals or groups verbally and/or in writing (e.g. customers, suppliers, associates).

Completes work assignments and priorities

Complies with company policies, procedures, and standards of ethics and integrity

Develops and monitors quality control guidelines or procedures for the utilization of the print management system.

Distributes and maintains expense and sales information

Processes and documents financial information

Provides administrative support

This is a full time position that offers medical/dental/vision/life insurance/ 401K and vacation.

Application Instructions

Apply at <https://careers.walmart.com> location Swedesboro NJ

Job Type WAREHOUSE

Schedule Hours are Saturday, Sunday, M **Work Phone** 856-241-4847 **Ext**

Posting Date 9/18/2018 **Job #** 9344 **Job Title** Freight Handler **Co-Op** **Internship** **FT** **PT** **Temp**

Company Name Sam's eCommerce
Swedesboro NJ **Salary** to be determined

Job Description

Unloaders/ Orderfillers/Loaders

- Completes work assignments and priorities
- Complies with company policies, procedures, and standards of ethics and integrity
- Ensures efficiency of freight processing
- Ensures freight quality and integrity
- Maintains a safe work area
- Manages freight
- Performs duties as assigned

Application Instructions

Apply at <https://careers.walmart.com> location Swedesboro NJ

Schedule fulltime **Work Phone** 856-241-4847 **Ext**

Job Type WAREHOUSE

Posting Date 9/18/2018 **Job #** 9346 **Job Title** Asset Protection Associate
Co-Op Internship FT PT Temp

Company Name Sams eCommerce
Swedesboro NJ **Salary** to be determined

Job Description

Communicates with (or to) individuals or groups verbally and/or in writing (for example, customers, suppliers, associates) and conducts directed shrink related audits and report findings to appropriate leader or manager.

Completes work assignments and priorities

Complies with company policies, procedures, and standards of ethics and integrity

Monitors and maintains awareness as it relates to environmental related exceptions (i.e.Hazmat, storm water).

Promotes, monitors, and enforces safe work practices and a safe work environment

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Schedule Shift 1 - Monday - Friday 11:0 **Work Phone** 856-241-4847 **Ext**

Job Type WAREHOUSE

Posting Date 6/6/2018 **Job #** 9213 **Job Title** Production and Assembly Workers
Co-Op Internship FT PT Temp

Company Name Stylex Seating
Delanco NJ **Salary** \$13.00

Job Description

Multiple openings on 1st and 2nd shift: production, material handling, forklift operators, welding, machine operators, factory support staff. Qualified applicants must be 18 years of age, be a high school graduate or hold a GED, pass a preemployment drug test; criminal background check; and entrance testing. Previous factory experience and any exposure to the furniture making industry a plus. Some positions require the ability to lift up to 50 pounds.

Application Instructions

interested candidates can apply at: <http://atsod.com/j/s.cfm/JRO> No phone calls

Schedule fulltime **Work Phone** 856-461-5600 **Ext**