

JOB LEADS # 860

The Job Leads is coming to you from a different place. We apologize for this taking so long, but we ran into a problem that took time to overcome. Unfortunately Big Tent no longer allows long emails such as the Job Leads. That created a big problem for us. We have solved it. From now on, the JOB LEADS are available to you on the web page:

Go to the web page: www.josephspeople.org

The MEMBER ONLY section will appear: Type in Blessing2017 for the password.

Tap On : Resources Open: Job Leads

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Here you will find the most recent Job Leads and all of the ones prior to that one. There is also a good thing about this move, NOW, the "click here" to apply buttons and such will operate. That was something we were not able to do in Big Tent. You will still receive regular messages from BIG TENT. We will send out a notice through BIG TENT whenever a new JOB LEADS has been posted, so that you are aware of it being put up. The reason the Job Leads are Members Only is because our job leads are meant for members. Yes, we know you share them and that is fine, but employers and graduates send job leads specifically for YOU. We do not feel we can share all of those with others. Some job leads come from places that already do post job leads, so if they are open leads, they are on other sites. But those meant for you are for YOU only.

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**JOSEPH’S PEOPLE PLANNING FOR 2018 SURVEY**

We have a Board Meeting early Nov. and we will be reviewing the way we do things in Joseph’s People. We REALLY need your help to identify what things we do well and what we need to improve. We also want to know how you interact with us now and how you would like to interact with us in the future. PLEASE answer our Survey. It will take you about 6-9 minutes only and there is no substitute for YOUR input. It is entirely anonymous. We’re using Survey Monkey to do it and there is no capturing of your IP address, nothing. Please take that few moments to help us to HELP YOU>

This is the link to the survey: It is also available on our web page, top right hand corner.

You can take it on your computer, pad or on your phone.

<https://www.surveymonkey.com/r/7B2F9K8>

Please also ask other members that you know to do this too. SPREAD THE WORD PLEASE!

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Oliver is giving away several NEW heating systems this season. Go to their home page, www.oliverheatcool.com and click on the banner "Heat for the Holidays". You can recommend someone or yourself.. Oliver is a very reputable company and they have been doing this for a number of years.

Best Wishes,



OPEN RECRUITMENT

Thursday, October 26, 2017

Room 13

10:00 A.M. - 2:00 P.M.

Joe Jurgielewicz & Son is looking to hire the following positions:

- Night Shift Loaders Day Shift Farm**
- Help Maintenance Mechanics**
- Waste Water Treatment Lead Duck**
- Processing Workers CDL-A Drivers**

****Please bring a resume to the recruitment event to be considered for an interview****

Pennsylvania CareerLink®
Berks County 1920 Kutztown Road,
Suite F, Reading, PA 19604
Phone 610-988-1300 Fax 610-988-1382 TTY 610-988-1312

Equal Opportunity
 Employer/Program Language
 assistance services are available
 free of cost.

Auxiliary aids and services are available upon request to individuals



Our Accounting and Finance Division is Hiring for multiple positions across the Greater Philadelphia Region!

Controller

Are you looking for a brand new accounting opportunity with tremendous growth potential? We are hiring a Controller to join a growing a team of accounting professionals in Lansdale. In addition to internal responsibilities, this role will also be client facing. Candidates should have a degree in Accounting with 5-7 years' experience in the industry. CPA is not required. Proficiency in Microsoft Office Suite of

services required. Candidates should have strong QuickBooks skills as well as advanced skills in Excel and Access strongly preferred.

Full Charge Bookkeeper

New opportunity for a full charge bookkeeper in Montgomery County. This role will be responsible for month end closings, processing AR and AP. Candidate should have excellent Quickbooks skills.

Tax Processor, Seasonal

Brand New opportunity to join a prestigious Main Line services firm for Busy Season! We are looking for a seasoned & dedicated tax professional who has experience with tax prep. CPA or Enrolled Agent a plus. If you are looking for a rewarding and flexible job opportunity in January, this is the perfect fit for you! Flexible schedules. This role will interface with clients and brokers. High volume environment, so strong organizational skills are needed.

Accounts Payable Specialist

Brand New Opportunity at a Large Healthcare Firm in Montgomery County! Codes invoices related to capital projects and fixed assets. Verifies sales tax rates on invoices. Keys and matches invoices into A/P system. Responds and resolves vendor and facility inquiries. Candidate should be Microsoft Office proficient.

Send current resume to: thecarneygroup@carneyjobs.com

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**Currently we are working on Project Analyst w/Healthcare or Pharmacy.**

**It is located in Philadelphia, PA.**

Our large Healthcare client in the Philadelphia area has an immediate need for a Contract based **Project Analyst**.

- ~ High School/GED
- ~ CPhT certification preferred, not required
- ~ One to three years PBM, Medicare, Medicaid, and/or Compliance experience
- ~ Progressive and focused work experience in continuous improvement initiatives, project management, and/or organizational development
- ~Project Management experience highly preferred

The primary purpose of the job is to:  
To support major existing client projects and new business implementations through coordinating and completing detailed documentation ensuring timely, accurate, and efficient requirements and deliverables for on-time execution. Supports the Regional Service Delivery model with activity tracking and documentation to improve overall

operational understanding of customer requirements.

Duties include:

- Tracking the progress of the implementation through a project plan, managing calls with all stakeholders including maintaining all documentation ensuring the accuracy and timeliness of the project.
- Develop a comprehensive project plan for Part D, Commercial, Medicare, and Medicaid New Business Implementations and other projects as necessary.
- Control and implement a process of change when needed, document and track issues, monitor assumptions and make decisions in a timely manner, understand and use problem solving techniques.
- Understand IPNS (claims processing system) from a high-level.
- Coordinate, implement, test and deliver a project in order to produce an effective working system/product.
- Collaborate with internal customers to deliver agreed upon requirements, through the timely and accurate documentation and effective management of partners to meet key deliverables
- Participates and leads client calls and kick off meetings
- Manages the intake requests from internal departments; monitors the work to ensure critical milestones are met. Identify risks of missing anticipated target date and report and escalate to management appropriately.
- Supports the Manager of New Business and Project Services Manager of the department with day to day responsibilities
- Identify process improvement opportunities providing proactive, consultative strategic solutions
- Supports the Regional Service Delivery team with the tracking of activity and escalates to the Regional Supervisor as necessary.
- Travel as needed.

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Does this sound like you? Please call me ASAP to get your process started at **(610) 667-3012, even if we have spoken recently about a different position in the past, OR you can** email me your availability, the best phone number to reach you and an updated resume **so we can coordinate a better time to speak.**

If you're unavailable but know someone else who might be interested, please feel free to share the information above.

Thank you so much for your time and I look forward to the possibility of working together!

\*Please note- we do **not** work with 3rd parties.

Sincerely yours,  
Susan C Anthony  
Becker Technical Staffing, Inc.  
312 Old Lancaster Rd  
Merion station, PA 19066

(610) 667-3012  
[scanthony@beckertek.com](mailto:scanthony@beckertek.com)  
[www.beckertek.com](http://www.beckertek.com)



For over 70 years, Saint John Vianney Center (SJVC), a premier behavioral health treatment and education center for clergy and religious, located in Downingtown, PA has been committed to their mission of helping distressed religious and clergy to heal and be restored to ministry. SJVC has a couple of employment opportunities available:

**Pool RN's – Day & Night Shift**

Qualified candidates must possess a current, unencumbered license to practice as a Registered Nurse in the Commonwealth of Pennsylvania. Must be a graduate from an accredited school of nursing. Bachelors' Degree in Nursing or Certification in Mental Health Nursing preferred. Five years of nursing experience with several additional years of experience in psychiatric nursing preferred. Current CPR certification.

**Full & Part-Time Housekeepers**

This position requires a professional appearance and attitude, excellent customer service skills, and the ability to manage many tasks. The purpose of this position is to provide housekeeping services to the staff and patients/residents of Saint John Vianney Center (SJVC).

The position requires a High School Diploma or GED, ability to use cleaning supplies and read (chemical) labels, ability to push, pull, lift, bend, and squat in order to use housekeeping equipment and complete housekeeping tasks such as dusting, scrubbing and vacuuming.

**Marketing Secretary**

We are seeking a qualified candidate for the position of Administrative Assistant in our Consultation, Education and Outreach Department. The successful candidate is a self-starter, works well individually and as a team member, must be proficient in Microsoft Office Suite, specifically Word and mail merge operation and Excel spreadsheets. Familiarity with Outlook and PowerPoint helpful. Candidate will have excellent attention to detail while handling simultaneous projects, great follow up, and the ability to meet deadlines. Enjoys the legwork needed to coordinate and market events, conferences and workshops. Responsibilities include: document processing and filing, maintaining our mailing list, keeping attendee lists, handling details with venues, preparation of materials, fulfillment and shipping to events, and communication with staff, clients, independent contractors and vendors.

The Administrative Assistant position is a 24 to 40 hour per week position with competitive compensation and benefits in a supportive, faith based environment.

All interested applicants may send their resume to Linda Rava @ [LRava@sjvcenter.org](mailto:LRava@sjvcenter.org)

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Operations Manager – Malvern PA

Description: Will oversee 20 employees This position provides leadership and direction to the support team (in-house), including telephonic provider outreach, and care team administration support, and pilot initiatives. In addition to supervisory responsibilities, this position will be responsible for leading and/or actively supporting the execution of strategic initiatives, process re-design, schedules/reports, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure high quality customer service according to department and company policy
- Ensure teammates review daily, weekly and monthly key metrics to identify trends and areas of focus
- Provide consistent, visible and timely communication to team on matters including but not limited to: team goals and objectives, progress toward those goals, information that will keep teammates well informed on issues and activities that impact their ability to carry out their job responsibilities
- Maintain reporting continuity, integrity, and communication among analytical departments
- Perform other duties as assigned or required
- Travel required: up to 5% Position Requirements:

REQUIREMENTS

- Bachelors Degree in Healthcare Administration or Business
- Prior experience in healthcare management environment –outpatient/inpatient experience a plus
- Medical Assistant training or knowledge along with applied demonstration
- 3-5 years of leading teams of 20+ employees

If you or anyone you know is interested in this position, please send me an email or give me a call!

Thanks, Dfox@judge.com [4842701807](tel:4842701807)

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I met a lady at a Fall Fest event this past Saturday and she is a recruiter for the SIMOS company.

She said they are looking for alot of people, 75 to 100/week. The position is called Material Processor.

The 1st shift from 5am to 3:30pm pays \$11/hr.

The 2nd shift from 3:30pm to 2am pays \$11.50/hr.

Her name is Nancy Millan and her office is at 796 D (shopping center), New Holland Ave, Lancaster, PA

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World Leading Pharmaceutical Client is seeking a Records and Information Analyst to work a Long Term Contract Assignment.

***Excellent hourly pay,
Weekly Direct Deposit,
Medical/Dental benefit options are also available.***

**Position Title: Records and Information Analyst
Location: Frazer, PA
Contract Term: 1 Year
Pay Range: \$26 - \$34hr**

JOB DETAILS:

The Senior Records and Information Analyst is an individual contributor that works under the direction of the Manager with minimal supervision. Designs, evaluates reviews, recommends, creates, implements, updates, and maintains records and information management-related systems. Coordinates rotations and creates a secure and protected environment. Writes procedures and provides training to departmental personnel. Acts as team leader to other Records Analysts.

Travel Requirements:
5%-10%

Essential Duties & Responsibilities

1. Coordinates conversions of active records systems, develops correspondence and reports. Writes procedures and trains departmental personnel on records and information management procedures and RIM systems. Develops and coordinates correspondence and status reports on current projects. Evaluates user needs based on

inventory of records and interviews with users. Reviews current methods and recommends where improvements can be made.

2. Assesses information flow for workflow analysis and planning. Trains users on active and inactive records procedures. Implements retention schedules and creates destruction notifications for approval; works closely with departmental representatives to review materials and gain approval for destruction. Oversees entry of inactive records inventory into records management system to ensure accuracy and compliance with retention schedules and disposition procedures. Maintains department records retention schedules, categorizes, and updates appropriate retention values for each record in RIM systems and according to established procedures.

3. Classifies and processes incoming records and information according to RIM procedures to meet organizational compliance requirements. Conducts business process analysis to develop a conceptual model of how records and information relate to the organization's business and its business processes. Provides input for organizational procedures and guidelines by analyzing processes. Provides customer service for organization including requests for information, analysis, and RIM services to meet business objectives.

4. Ability to maintain quality and effectiveness when experiencing changes in assigned responsibilities, work environment, or conditions affecting the organization. Processes records involved with mergers, acquisitions, divestitures, and reorganizations by applying classification and taxonomy schemes so records are handled using established controls and processes. Review retention schedules prior to implementing disposition actions such as, the identification of vital records, providing recommendation of proper procedures/equipment for protection in the office environment, establishment of rotation schedules and procedures, both for in-house and offsite storage, training users in disaster planning and recovery

5. Follows Teva Safety, Health, and Environmental policies and procedures.

6. Other projects and duties as required/assigned

Position Requirements

Education Required: Bachelors or advanced degree in a scientific field, business, administrative management, technology management or related discipline. (Flexible if candidate has the appropriate experience)

Experience Required: Minimum 4-5 years professional records management.

Functional Knowledge: Experience working with all levels of management. Interfaces with supervisors, co-workers, and staff to ensure consistency and proper procedure implementation and for the purpose of exchanging information regarding assignments, Strong understanding of common business applications such as PDF, Word, Excel and

PowerPoint.

Company/Industry Related Knowledge: Knowledge of Records, Information Management and Compliance requirements applicable to the pharmaceutical industry.

bennie.mosley@srg-us.com

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**Title: Administrative Assistant**

**Location: NJ**

**Duration: 6-12+ months**

1. Calendar Management: ; advise others on colleagues' availability for meetings (on- and off site). Arrange meetings including Audiovisual Services, WebEx, Audio Conference and catering/luncheons (upon request) .
- 2.. Oversees the day-to-day operations of the department. Establishes priorities and schedules of projects. Participates in the development and implementation of projects, work methods and procedures. Recommends procedural changes to improve unit efficiency, including
- 3.This assistant will also need to set and arrange off site meetings
- 4.Travel Coordinator: Research travel options to finalize arrangements (i.e. car service, train/air/hotel). If conference/seminar-related, register for conference and book all logistics via conference website.
- 5.Ordering office supplies as needed
- 6.Receiving all incoming mail and routing to proper departments
- 7.Processing outgoing mail for certain departments/Executives
- 8.Greeting all visitors and escorting various individuals to different departments as needed
- 9.Completing all facility requests and routing through proper channels
- 10.Coordinating breakfast and/or lunch orders for specified meetings.

**BA/BS degree preferred.**

*If you are not interested in looking at new opportunities at this time I fully understand. I would in that case be appreciative of any referrals you could provide from your network of friends and colleagues in the industry. We do offer a referral bonus that I'd be happy to extend to you if they turn out to be a great fit for my client.*

*Thank you for your time and for consideration. I look forward to hearing from you.*

Best Regards,

Monil Patel

Technical Recruiter

**Integrated Resources, Inc**

**IT REHAB CLINICAL NURSING**

**Inc. 5000 – 2007-2014 (8th Years)**

Certified MBE | GSA - Schedule 66 | GSA - Schedule 621I | GSA - Schedule 70

[monil@irionline.com](mailto:monil@irionline.com)  
(732) 844-8747 Ext.338  
Edison NJ 08817

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Title: Admin-Clerical - Customer Service Representative II
Duration: 6 Months
Pay Rate: \$18.70/hr on w2
Location: Collegeville Pennsylvania 19426
Job ID: 8881-1

Job Description:

SUMMARY:

Manage direct orders and inquiries for Pfizer's US Vaccines and Hemophilia customers as well as drop shipments for all Pfizer pharmaceutical products. As the initial point of contact, the Customer Service Representative serves as the face of Pfizer to our vaccine and hemophilia customers, including but not limited to health care professionals, home health facilities, specialty distributors, and government entities.. The Customer Service Representative supports not only customers but also sales force members and other internal stakeholders. Customer Service Representatives are expected to stay current on a wide range of products, programs, and resources in order to properly respond to customers as well as triage inquiries and issues for other internal departments.

RESPONSIBILITIES:

Manage customer orders and inquiries by serving as the initial point of contact for customer telephone calls. Remain available to answer incoming calls at a rate consistent with metrics set by customer service supervisors and management team to support department's service levels (90% of incoming calls are answered in 20 seconds).

Perform all SAP transactions related to sales order management, including order entry and modification, applying and removal of order blocks, sales activity documentation, and dispute processing.

Process incoming orders consistent with product or brand-specific requirements such as Risk Evaluation and Mediation Strategies (REMS), limited distribution models, or product availability limitations.

Maintains a detailed working knowledge of Pfizer trade policies, SOPs and standard business processes in order to respond to customer and sales force inquiries regarding Pfizer Trade Policy, return policy, shipping practices, invoice terms, product availability information and product-specific order handling guidelines. Proactively monitors, reads and interprets corporate and department communications in order to relay timely and

relevant information to the customer. Research or escalate non-routine customer inquiries to resolve questions or issues.

Handle customer contacts in a professional, diplomatic and empathetic manner, as defined in quality monitoring guidelines. Maintain quality monitoring evaluation scores averaging 95% or better.

Process disputes and adjustments for customer claims including short shipments and overages, pricing discrepancies, entry errors and shipping issues. Obtain proper approval and authorization for exceptions.

Support Sarbanes Oxley by adhering to the internal controls. Initiate and maintain accurate SOX documentation as required for pricing disputes and other financial transactions.

Triage and redirect callers requiring assistance from other Pfizer teams including Collections Support, RxPathways, Global Medical Affairs. Partner with internal stakeholders to resolve customer concerns when necessary.

Initiate requests for new customer accounts and account changes and escalate to Customer Master Data Team for handling.

Support customer and sales force users of Pfizer Prime with navigation and how-to questions. Escalate technical issues with Pfizer Prime for resolution.

Complete all assigned training via Pfizer Compliance Education Center and Power 2 Learn.

Participate in special projects as assigned.

TECHNICAL SKILLS REQUIRED:

- Proficient in Microsoft applications, specifically Microsoft Word, PowerPoint, Excel

If you are interested in this position please reply to this email as "I Confirm", along with your updated resume, **so that I can sent you the payrate and a rate confirmation** form to you to submit your resume to the manager.

Waiting for your quick response

Interested (Yes/NO):

Availability for phone Interview:

Availability for On-site Interview:

Best Contact Number:

Pay Rate Confirmation:

saikiran@infobahns.com

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Software Methods is seeking a Data Steward, for a full-time employment opportunity, to assist our pharmaceutical client in their Wilmington, DE facility. The ideal candidate will have one to two years' experience in a corporate pharmaceutical setting.

If you're the right one for us, you love working with data. You take great pride in your work, think of data research as more than just a job, and have a few great projects to show off. You can take a concept and transform it into an awesome data experience with your own technical and administrative expertise.

**Responsibilities:**

- Ensuring data consistency and integrity throughout the company's database
- An ability to work well with others, objectivity, creativity, and with diplomacy
- Perform data validation and monitoring
- Utilize standard data profiling tools and processes
- Coordinate with other Data Stewards for enterprise data stewardship needs
- When needed, create and submit new policies or standards for ensuring appropriate data entry, usage and transformation
- Conduct validation of data content following data movement
- Report data quality errors.

**Required Experience:**

- College degree in Business, Computer Science, or Management Information Systems preferred
- Good technical skills using MS Excel and SQL
- Customer research and service skills
- Excellent communications skills.

**Preferred Experience:**

- Knowledge of IMS and pharmaceutical products and product life cycles
- Exposure to HCP/HCO rules and processes
- Experience working with CRM/SFA systems
- Sales Reporting experience
- Master Data Management experience.

If this sounds like you, please contact us today!

Unable to sponsor visas for this position. Please encourage those authorized, to work in the U.S. without a visa, to apply!

No third parties please.

Posted by: [stephen\\_sherer@software-methods.com](mailto:stephen_sherer@software-methods.com)

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Power Home Remodeling, a Chester-based company founded on equal parts hard work and positivity whose success over has earned its spots on both FORTUNE Magazine's #1 Workplace for Millennials and Glassdoor's Best Places to Work lists, has the following Delaware County career positions posted on its career page.

<https://apply.workatpower.com/job>

Human Resources Manager

Power Home Remodeling seeks to add a Human Resources Manager to its corporate headquarters in Chester. The Human Resources Manager assists with the overall administration, coordination and operation of human resources and the human resources team and serves as the point person on leave and benefits and provide training of HR staff on these areas and other HR functions.

The ideal candidate should have Bachelor's degree in HR or related field, strong written and verbal communication skills, and 6 to 8 years of human resources experiences with a focus on leave and benefits administration.

Special Events Coordinator

Power Home Remodeling seeks an out-going and socially graceful Special Events Coordinator to support the Events Department plan, organize and execute week long local and international events such as off site corporate meetings and charity events.

The ideal candidate will have 2+ years planning, coordinating and executing corporate events, be able to travel internationally and domestically and a have proven track record managing and directing groups of people in an event atmosphere.

Personal & Executive Assistant to CEO

Power seeks a well rounded, self motivated, detail-oriented individual to work as the personal and executive assistant to the co-CEO. The EA will manage the CEO's emails and calendar, take minutes, coordinate travel plans and run personal errands as needed.

The desired candidate should be local to the Delaware County / Philadelphia area, have a Bachelors degree and at least 2 years of relevant experience as well as the ability to multi-task, prioritize and work in a fast-paced, ever-changing environment.

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Software Methods is seeking a Senior EMS Network Analyst for a full-time employment opportunity at our client in the King of Prussia, PA area.

If you're the right one for us, you love working with networks. You take great pride in your work, think of network engineering as more than just a job, and have a few great projects to show off. You can take a concept and transform it into an awesome network experience with your own technical and administrative expertise.

The Senior EMS Network Analyst is responsible for ensuring a consistent and effective operation of electronic network, both internal and external. This includes the technical knowledge and competencies to design, maintain, and operate networks.

The Senior EMS Network Analyst is responsible for ensuring a consistent and effective operation of real-time ICCP communications between approved entities sending / receiving ICCP data.

**Responsibilities:**

- Design, distribute, install, test, maintain, and operate robust, expandable, local and wide area networking infrastructure
- Identify, analyze, and manage problems occurring on components of network infrastructure
- Design, distribute, install, test, maintain, and operate routers between critical systems and the internal networks. Perform system administration functions on all EMS related router platforms. Recommend placement and configuration of routers
- Design, distribute, install, test, maintain, and operate LAN hub and switching equipment between critical systems and the internal networks. Perform system administration functions on all EMS switching or hub platforms. Recommend placement and configuration of LAN hub and switching equipment
- Design, distribute, install, test, maintain, and operate firewalls between EMS systems and internal networks or other approved entities that exchange real-time data with. Perform system administration functions (including custom operating system installation) on all EMS firewall platforms. Recommend placement and configuration of firewalls
- Maintain and operate ICCP communications application configurations (including MMS stack and UCS communications configurations)
- Monitor real-time communications. Work with member companies and other operators to schedule / manage planned upgrades. Respond to restore service during unplanned outages as quickly as possible
- Schedule / perform regular failovers to real-time communications WAN infrastructure, UCS server infrastructure, and primary/backup sites

- Manage vendor contracts / service level agreements with regards to internet and associated monitoring, maintenance, and telecommunications functions
- Design, distribute, install, test, maintain, and operate Network Management Tools used on critical systems and the internal networks
- Implement and administer network security to determine compliance with security practices. Evaluate IT network assets and identify how to protect them
- Assist in research and design of solutions
- Design, distribute and install solutions
- Activate and verify implementation of new solution through testing and gaining of customer acceptance of solution
- Maintain and communicate change information for all network platforms
- Administer IP address space and Domain Name Registration
- Build and develop strong relationships with business area clients by providing superior customer support as demonstrated by clearly owning, resolving and communicating issues and problems; being responsive to needs, requirements, and deadlines; and generally promoting goodwill in a professional and trust-building manner
- Assist in the creation of network level metrics
- Operate systems in order to achieve publish service level metrics
- Experience maintaining, administering, and creating ICCP Links on an OSI Monarch based system.

**Requirements:**

- Bachelor of Science degree in Computer Science, Engineering or equivalent work experience
- At least 4 years of experience with Network Systems Management, Network Support, and Systems Administration
- At least 4 years of experience with EMS and/or SCADA communications systems and protocols. This includes a solid understanding of how to create, monitor, and maintain ICCP associations
- Ability to produce high-quality work products with attention to detail
- Ability to communicate effectively in a team environment
- Experience in quantitative and qualitative analysis
- Exceptional verbal and written communications skills

- Ability to use Microsoft Office Suite (MS-Word, MS-Excel and MS-PowerPoint).

If this sounds like you, please contact us today!

Unable to sponsor visas for this position. Please encourage those authorized, to work in the U.S. without a visa, to apply!

No third parties please.

Posted by: [stephen\\_sherer@software-methods.com](mailto:stephen_sherer@software-methods.com)

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USI Affinity now has a regular full-time direct employment opportunity available in our Phila. office for you to service their customers. Location is next to the Phila. Intl Airport (No Phila. city wage tax!)

In this role you will provide our customers with the highest level of responsiveness by developing & maintaining a thorough knowledge of all travel products offered by Travel Insurance Services including all policy provisions & procedures pertaining to customer service while also having a good understanding of all customers' travel potential travel needs. We will provide all training on products offered. Hours are 11am to 7pm.

Great Benefits & Paid Time Off!

Please contact me, Esther Stomel at 732-335-5353 or esther.stomel@usi.com. If you are not interested, please feel free to forward this to someone who you think may have interest!

Additional information about USI Affinity may be found at www.usiaffinity.com and www.travelinsure.com.

Esther Dymant Stomel
Human Resources Generalist/Regional Recruiter at USI Affinity

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**My client in Middletown, PA is looking for a Service Manager!**

**Title:** Service Manager  
**Location:** Middletown, PA  
**Duration:** 6+ month Contract to Hire  
**Start:** ASAP



## **Details:**

### Primary Responsibilities:

1. The Service Manager is a leader who serves as the primary liaison to the stakeholders for the digital marketing/commerce operating environment and must have a deep understanding of the business requirements, the applications, and the technology components that make up the marketing ecosystem
2. Owner of the Service Now Incident, Request, Change and escalation processes related to the marketing applications
3. Ensure incidents are resolved with coordination between required teams and effective communication to stakeholders within stated Service Level Agreements
4. Conduct post-incident reviews to determine process improvements to prevent future issues
5. Monitor, control and support service delivery to ensure systems, methodologies, procedures and best practices are followed
6. Provide routine reporting to stakeholders on service levels, system performance, and SLA metrics
7. Ensures Root Cause Analysis and Corrective Action Plans are created for all priority 1 or 2 incidents
8. Maintain vendor relationships and ensure contract renewals are completed to avoid loss of service or compliance and internal legal and procurement controls are met
9. Measure the performance of vendors and service providers and plan improvements to processes and services to increase efficiency, effectiveness and cost efficiency
10. Manage backlog of small enhancements requested; work with stakeholders to evaluate, prioritize and coordinate implementation of enhancements
11. Understand the technical components of the operating environment and ensure patches, upgrades, and data refreshes are planned, scheduled and implemented to keep operating environments viable and within vendor support agreements or as a prerequisite of new development
12. Responsible for coordinating and controlling the release calendar for code deployment for the environments within the production pipeline
13. Serve as the key interface between the customer and IT staff

### Competencies & Experience Required/Desired:

#### Required

1. 5+ years experience managing services for marketing and eCommerce in a technically complex environment including a large product catalog; fulfillment processes, multiple currency transactions, and web content management platforms
2. Demonstrated track record of leadership

3. Proficiency in incident management, escalation procedures, root cause analysis, and related disciplines
4. Strong knowledge of ITIL disciplines
5. Prior experience leading teams with demonstrated ability to deliver on time
6. Experience working cross-functionally and building collaborative working relationships, interfacing effectively with stakeholders, operations, and management to resolve issues
7. Demonstrated ability to organize/schedule tasks, and develop realistic action plans that account for time constraints and task priorities
8. Self-motivated and results-driven individual
9. Experience dealing with vendors supplying products, software or services
10. Strong interpersonal skills for driving strategic initiatives through large and diverse organizations
11. Excellent customer service skills
12. Excellent written and verbal communications and presentation skills
13. Strong analytical and problem solving skills
14. Experience working in an Agile/Scrum development process
15. Demonstrated sense of urgency and attention to detail
16. Ability to work with multiple work streams and priorities at one time. Must be able to deliver results based upon project deadlines
17. Must be able to flex work schedule to allow for time-zone differences for global team communications

#### Desired

1. Hands-on experience with ServiceNow Incident, Change, and Request management
2. ITIL Foundation or Intermediate certification is a plus
3. Experience working in an Agile/Scrum development process
4. Experience with Adobe Experience Manager is helpful
5. Experience managing applications running on Amazon Web Services cloud environment is an advantage
6. Salesforce Administrator certification is a nice to have

#### Educational Required/Desired:

- Bachelor's degree in Business, Management Information Systems, Computer Science, or related field

This leadership position will oversee several key functions within the Digital Customer Solutions for related marketing functions. It requires a high degree of both business and technical acumen. A successful candidate will enable the delivery of a high-quality service to internal and external customers and to ensure support and delivery processes are in place to meet business needs. This position is a customer focused role

that requires the candidate to establish and manage expectations within a global business and drive the IT team to achieve to expectations. The service manager is expected to build the capability through working with partners and a mix of internal and contracted resources in a complex technology stack that includes Amazon Web Services, Akamai, Java, Hybris, Endeca, Eloqua, Adobe Experience Manager, Adobe Dynamic Tag Manager and several other components. In addition to being global, our applications cut across multiple industries including automotive, consumer electronics, industrial, medical, sensors and communications. The service leader will need to be collaborative and form successful relationships with development and support teams, project managers, and business stakeholders located across multiple locations.

If qualified and interested, please send your most current resume as a word document to Angela at [Angela.Cuzzolino@Mondo.com](mailto:Angela.Cuzzolino@Mondo.com)!

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Hello! Currently, we are recruiting for a Sales Representative I in West Chester. Your resume came up in our candidate search in our Applicant Tracking System/Job Boards. The details for the job opportunity are given below. Please do let us know if you are interested in the following position

SanjeeviniD@LanceSoft.com

Job Title Sales Representative I

Location West Chester Pennsylvania

Duration 2 Months

***THIS IS INSIDE SALES - NOT OUTSIDE SALES

Candidate should have strong IST/ISR background. Pharmaceutical or medical device sales experience is required.

Job

Requirement Product: Paragard (Intrauterine copper contraceptive)

Inside Sales Representative

Overview:

The purpose of the Inside Sales Representative is to increase sales

revenue and market share of Women's Health pharmaceutical products within assigned territory through tele-sales and value-added services. Interactions with healthcare professionals and other designated decision makers is a primary responsibility. Successful interactions will be accomplished by implementing divisional sales and marketing strategies in a cost effective, targeted approach.

Responsibilities:

- Prospect, qualify and build new business opportunities for the territory pipeline by cold calling, setting appointments and closing deals through telesales.
- Provide sales support to field representatives, and assist Field Sales Representatives and Inside Sales Manager in customer account related efforts.
- Establish and maintain ongoing relationships with healthcare professionals and other decision makers in territory and take proactive role in customer issue resolution requests.
- Handle inbound leads for territory by qualifying, engaging partners, and co-managing sales from inside.
- Call on targeted physicians, pharmacists, and other healthcare professionals to increase sales of client's products
- Attend inter company meetings and industry related events; travel up to 10%
- Familiarize and comply with all Federal and state laws and regulations pertaining to pharmaceutical sales, as well as all client Corporate Compliance policies and procedures, including but not limited to Guiding Principles and Code of Conduct
- Perform any other duties assigned by manager

Requirements:

- Bachelors degree; preferably in scientific or business discipline
- 2 years of successful inside/outside pharmaceutical sales experience or 1 year of successful inside business-to-business experience
- 1 year sales and/or marketing experience
- Advanced Knowledge of Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Strong focus on providing customers with superior product and service.
- Excellent verbal, written and interpersonal communication skills.
- Strong rapport building skills.
- Excellent active listening skills.

- Good organizational and planning skills.
- Strong selling / closing and marketing skills.
- Clear, articulate and grammatically sound speech and professional phone manner.
- Must be self-motivated and disciplined.
- Strong attention to detail and accuracy in recording/handling client and project information.
- Excellent judgment/decision making skills.
- Ability to accurately assess individual situations and draw on prior knowledge, experience and problem solving skills in order to come up with successful solutions.
- Ability to work independently and as a team member.
- Flexibility and ability to handle multiple tasks simultaneously.
- Ability to display high-levels of initiative and commitment successfully complete projects and assignments.
- Ability to identify critical activities and tasks and adjust priorities to meet client goals and objectives.
- Ability to understand the client's program training in order to support customers in a variety of scenarios.
- Ability to overcome obstacles to gain access to key personnel.
- Excellent selling/persuasion/presentation skills.
- Must be able to deal with people at all levels inside and outside of the Supplier.
- Must be proficient with Microsoft Office Suite (Word, Excel, Power Point, Outlook)

NOTES:

- * possibility of extension
- * 9am - 5pm
- * Bachelor's degree is a requirement

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**Title : Regulatory Affairs Specialist**  
**Duration : 6+ Months Contract**  
**Location : Newark, DE**  
**Top Skills : Regulatory, in-vitro diagnostic**  
**Job Description:**

- Prepares technical documentation for in-vitro diagnostic products to support global registrations.
- Communicates with regional units to ensure understanding of registration requirements.
- Works with different organizations to assemble technical documentation required.
- Updates information of submission tracking for registration projects.
- The position requires a degree in Science (med tech, biology or chemistry), regulatory affairs experience preferably with In Vitro Diagnostics, use of computers (MS office applications) and certainly good communication skills, both written and verbally.

Let me know if you or anyone you know is interested. Please email me at [rajani.y@zolon.com](mailto:rajani.y@zolon.com) or call me @ (703) 636-7359  
Thank you and enjoy the rest of your day!



**Title: Contract / Quoting Analyst**

**Job id # JNJJNP00047911**

**Pay Rate: \$22-26/hour W2 (Depending on Experience)**

**Location: West Chester, PA 19380**

**Duration: 3 months + (Extendable)**

### **Department Overview**

Contract Strategy is responsible for the development and execution of contracting strategies for customers within the JJMD Strategic Customer Group (SCG). Contract Strategy includes the development and delivery of Contracting Strategies (contracting options / parameters by customer segment), Deal Desk (single point of contact, rapid response hub for developing contracts), customer analytics (preparation of customer-ready analytics and materials for the field to support customer updates and negotiations) and CPC governance (rules and processes for approving deal exceptions). The Contract Strategy group works in close collaboration with the field to put together the most appropriate offering (products, pricing, solutions and T&Cs) for the customer possible and in close collaboration with Contract Management, the group responsible for executing, uploading and ensuring compliance with the contract.

### **Role Objective**

The Quoting Analyst in the Deal Desk is responsible for the development of offers (including products, prices, solutions and financial T&Cs) for customers in Medical Devices. The Quoting Analyst will be responsible for building the detailed offer, and interacting with the Deal Manager, Contracting Director and other Quoting Analysts to develop the most appropriate offer and scenarios possible.

The primary objectives of the Deal Desk is to:

- 1) Protect the margins of the business by taking a holistic view of the levers that affect profitability (products, prices, solutions and T&Cs)
- 2) Reduce the time spent by the field on writing contracts to create more time for them to focus on customers
- 3) Make it easier for our customers to do business with us
- 4) Better align the offers we submit with the needs of the customer segment and the strategies of the business

The role of the Quoting Analyst can vary from being an advisor on strategic partnerships and structuring complex deals (for tier 1 customers) to enforcing a more narrow set of options for other customers (tier 4).

### **Major Responsibilities**

- Drive the development of detailed offers and scenarios for the Deal Manager, leveraging product expertise, business acumen and professional judgment while adhering to contracting strategies and price matrices
- Develop rigorous, error-proof offers and analysis (where needed) maintaining a high attention to details of the offer while still seeing the emerging patterns, trends and insights across offers
- Display a high degree of ownership for the quality of the offer and the fit with our strategic and financial objectives
- Provide all necessary documentation / files / rationale to relevant stakeholders (e.g., Contract Admin, Deal Manager)
- Other responsibilities may be assigned & not all responsibilities listed may be assigned

### **Key Competencies/Skills/Requirements**

|                                  |                                                                                                                                                                                                                                                                                     |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Knowledge:              | <ul style="list-style-type: none"> <li>• Market Place and Customer Knowledge</li> <li>• Financial and Analytical Skills</li> <li>• Fact-based and analytical skills</li> </ul>                                                                                                      |
| Communications:                  | <ul style="list-style-type: none"> <li>• Listening &amp; Asserting</li> <li>• Collaborative</li> <li>• Strong verbal skills</li> <li>• Clear, concise written communications</li> </ul>                                                                                             |
| Continuous Learning:             | <ul style="list-style-type: none"> <li>• Feedback and Self-Awareness</li> <li>• Development Plan and Career Management</li> <li>• Benchmarking (Internal and External)</li> </ul>                                                                                                   |
| Pricing and Contracting:         | <ul style="list-style-type: none"> <li>• Contracting Strategies <ul style="list-style-type: none"> <li>• Understanding of the JJMD customer and contracting market place trends</li> </ul> </li> </ul>                                                                              |
| Partnering:                      | <ul style="list-style-type: none"> <li>• Collaborative with other stakeholders, including the deal desk quoting analyst team</li> <li>• Strong, fact-based influencing skills</li> <li>• Strong conflict management skills</li> </ul>                                               |
| Problem Solving/Decision Making: | <ul style="list-style-type: none"> <li>• Ability to disaggregate a problem in components and root causes</li> <li>• Be hypothesis-driven and drive 80/20 analysis with imperfect data</li> <li>• Sound judgment</li> <li>• Solutions-oriented with a bias towards action</li> </ul> |

**Education:**

A minimum of a BS/BA is required.

A degree in Business, Finance, or Sales & Marketing is helpful.

**Experience:**

A minimum of 4 years of business experience with 2 years in Contract Management, Finance, Pricing or other related field preferred.

**Skills/Abilities:**

- Self-starter and strategic thinker with demonstrated ability to implement strategies based on competitive dynamics, economic goals, and customer needs
- Strong desire to meet / exceed expectations
- Ability to identify, prioritize, & interpret information and data from disparate systems
- Exceptional attention to detail, customer service and results orientation
- Excellent Communication – written & verbal – internal & external
- Excellent analytical skills



- Ability to create, present and communicate findings to all levels of Management
- Ability to work well in a cross-functional environment and build support across a complex set of stakeholders
  - o Ability to form strong, trust-based relationships with Deal Desk team and Contract Admin
  - o Drive to understand multiple JJMD products and offerings, strategies and business objectives
- Ability to work within complex JJMD quoting systems with high degree of accuracy and speed

To further discuss this opportunity, please send us your updated MS Word formatted resume. Also, take a few minutes and provide us the following details, as this will assist us in qualifying your resume and position you for our client's consideration.

**Full Legal Name:**

**Preferred email id:**

**Contact Numbers (Cell phone/ Home Phone):**

**Current Location:**

**Hourly rate expectation on W2:**

**Earliest possible start date (Availability):**

Revi

SGS Consulting | [www.sgsconsulting.com](http://www.sgsconsulting.com)

4390 U.S. Route 1 North, Suite 306 | Princeton, New Jersey - 08540

Ph: 609.919.1133 x 105 | Fax: 1-888-711-3098 | E-mail: [revi@sgsconsulting.com](mailto:revi@sgsconsulting.com)

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Kennett Square-based [Longwood Gardens](#), a world-renown botanical gardens covering 1,077 acres and drawing over 1.5 million visitors annually, has the following full-time career positions posted on their career page:

[Click here to access Longwood job](#)

Network Engineer

Longwood Gardens is seeking an experienced Network Engineer with exceptional analytical, conceptual, problem solving and customer service skills to design and install the organization's networking, storage, server, and security infrastructure.

Minimum qualifications for the Network Engineer include a Bachelor's Degree in a technical major such as computer science, engineering or equivalent and at least 4 years of network administration or related experience, or the equivalent combination of education and experience. Cisco Certified Networking Associate certificate and VCP Data Center certifications are a plus.

Senior Marketing Communications Specialist

Longwood Gardens is seeking a Senior Marketing Communications Specialist with superior project management skills who thrives in a highly collaborative environment working with diverse constituents. The Senior Marketing Communications Specialist is responsible for creating engaging and well-written content for various media including print publications, website, blog and other online outlets, social media, and e-communications.

Minimum requirements include a B.A. degree or equivalent experience in Communications with at least 5 years of experience creating and producing communications across a broad range of media, experience with media relations, and a strong understanding of social media platforms, holistic marketing and multiple marketing communications platforms.

Turfgrass Technician

Longwood Gardens has an opening for a Turfgrass Technician on their Grounds team to assist with the maintenance of all turfgrass areas along with pesticide applications, sodding, seeding, aeration, and leaf and snow removal at Longwood Gardens.

The preferred candidate will have a two year degree in Turfgrass Management or related field or two years' experience in grounds keeping, golf course or estate maintenance. Small equipment operator skills are required.

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New

Digital Experience Specialist - Mobile

**Wayne, PA**

The Robinson Group has partnered with our well respected, global client to find this key new addition to their digital organization.

Excellent opportunity to drive the digital direction in this new digital commerce organization and drive projects from start to finish.

This position is responsible for supporting our client's digital roadmap while being the subject matter expert for mobile experience.

In this role you will work collaboratively with stakeholders globally to identify and document the scope, requirements, and solution proposals for planned digital development efforts.

This position will require end-to-end management of projects, including requirements definition, prioritization, and overall customer experience.

#### Primary Responsibilities:

- Leverage expert-level knowledge of desktop and mobile customer needs to strategically evolve our user experience and functionality.
  - Define mobile strategy and product roadmap for the global mobile experience that delivers on an omni-channel customer experience.
  - Serve as the subject matter expert on mobile experience, providing analysis of existing functionality, benchmarking competitors, and providing insights to best practices.
  - Recommend and manage the product roadmap for mobile, providing insight into how mobile experiences can be used to achieve business objectives.
- Review, recommend, and monitor KPI's related to the opportunity and success of mobile experience in achieving business objectives.
  - Create documentation including requirements, user stories, acceptance criteria, and process flows for functionality development.
  - Collaborate with stakeholders and development teams to plan implementation of functionality using an Agile approach.

#### Experience:

- Experience with mobile and desktop user experience development.

- Experience developing digital experiences (preferably global).
- Familiarity with delivering B2B, commerce, and service based mobile experiences.
- Work in an Agile environment defining scope, writing requirements and website testing
- Ability to conduct product discovery testing / prototype testing
- Proficient with proximity-based technology driving the interactive experience.
- Expert individual contributor who can work collaboratively with teams - across businesses, functions, and geographies.

**James Oliver**

VP/Managing Principal

The Robinson Group | 3400 West Chester Pike, Suite 200 | Newtown Square, PA 19073

o: [610-353-4747](tel:610-353-4747) | f: [610-228-8205](tel:610-228-8205) | c: [610-513-5570](tel:610-513-5570)  
[joliver@robinsongroup.com](mailto:joliver@robinsongroup.com) | [www.robinsongroup.com](http://www.robinsongroup.com) | <http://www.linkedin.com/in/olivejames>

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Mechanical Construction Project Manager

Client is a large Commercial and Industrial Mechanical Construction and Service Company serving customers in Philadelphia, it’s suburbs and Southern New Jersey. We self perform plumbing, pipe fitting, refrigeration, air conditioning and automatic temperature control work while subcontracting sheet metal, electrical and insulation services

We will be celebrating our 100th Anniversary next year and was voted “Top Work Place” by Philly.com three years in a row, we credit our successes and longevity to an innovative and dedicated management team. There exists a dynamic energy in the workplace at Client that extends to the service of our customers. We are looking for a high-energy, bright individual to help us continue our legacy.

Primary Responsibilities : *Project sizes \$1-\$10 Million Dollars*

- Review plans and contract documents
- Review estimates
- Prepare schedule of values
- Purchase Subcontracts
- Create Material Lists

- Schedule Manpower meetings
- Purchase Change Orders
- Approve payroll
- Control Labor Costs
- Attend Jobsite Project Meetings
- Create Schedules

Minimum Requirements:

- Bachelor's (B.S.) Engineering degree in Mechanical Engineering with 10+ year related experience or combination of Education and trade Experience
- Experience with Timberline or equal Project Manager Software
- Proficient in Plan Reading, including Auto CAD and Revit Viewer Programs

Additional Pluses:

- Proficient in Excel, Primavera Scheduling and/or "Plan Grid" Softwares
- Master Plumbers License
- Knowledge of IBC Construction, Mechanical & Plumbing Codes

As a member of our team, you will enjoy a competitive compensation and benefits package.

Best,
Jason DiPietro
jason@mjdpresources.com
610-585-1574

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Below are some key highlights of the position. I will be happy to fix a time (at your convenience) to discuss the job in detail. Feel free to provide me with the appropriate contact number along with the best time for me to call you also send me an updated copy of your resume. You can call me at **732-201-6664**.

**Job Title:**            **Category Manager II**  
**Location:**           **Philadelphia, PA 19101**  
**Duration:**           **3 Month (Possibility of extension)**  
**Description:**

- ☐ Manages a supply chain for highly technical and complex materials or services category that ensures high availability and quality at the lowest possible total cost to Operations.
- ☐ Acts as a primary Exelon liaison to outside suppliers, both current and potential. Leads the management of the supplier relationship strategy.
- ☐ Works closely with senior managers, technical / specification engineers and decision makers to determine the long-term needs and appropriate supply market strategy.
- ☐ Manages the supply chain processes for a given commodity or service category including but not limited to the development of contracting, labor, e-business, diversity, inventory and cost reduction strategies, such that the category effectiveness and efficiency is continually improved.
- ☐ Works closely with Supply Operations to resolve complex or repetitive commercial issues.
- ☐ Identifies, and facilitates the implementation of new supply chain process improvement initiatives.
- ☐ Bachelor's degree not a must to have.
- ☐ 3-5 years of experience in a Supply Chain or Procurement specialty.

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I am reaching you regarding a job opportunity with one of our client. If you are interested please revert me back and send me your updated resume along with rate expectations

Attaching below complete job description for your reference.

Job Title: Training Coordinator

Location: West Chester PA 19380

Duration: 6+ months contract with possible extension

Job Description

- Provides administrative support to the Site Training organization.
- Responsible for the record keeping and traceability of training documentation including attendance forms and metrics reporting.
- Executes as the primary administrator of the Learning Management System (LMS) in the site.
- Responsible for the centralization of training coordination and communications for the site

Thanks & regards

Ankit Juneja -Delivery Head
UFC Technology, "Partnership is Everything"
1900 E Golf Road, Suite 950
Schaumburg, IL 60173 United States
Desk: 978-487-3145
Email: ajuneja@ufctechnology.com
Web: www.ufctechnology.com

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Job Opportunity(s) in Birdsboro, PA - QC Lab Technician (We pay Referral Bonuses)

Hello, hope you are doing well. My name is Jerry Belialba with CorTech LLC and I can be contacted at 678-534-2535 (W) or 678-534-2535 (C) with any questions.

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Harmony Companion Home Care

Harmony Companion Home Care is a non-medical home care agency with an office in West Chester PA and services all five counties around Philadelphia PA.

At Harmony Companion Home Care, our goal is to help people live their lives as independently as possible by providing the extra help necessary to achieve that goal. The services include: companionship, showering/dressing, feeding, medication reminders, walking assistance, transportation, reading, laundry, and meal preparation.

We provide in In-home or Out of-home care to the elderly, individuals with intellectual disability and adults on the Autism Spectrum.

Our caregivers must have at least one year of experience, well trained, enthusiastic and dependable and have reliable transportation.

We are state licensed and insured. We perform a background check on all our employees.

We believe in providing our caregivers a living and our rates are above the area's average.

Individuals interested in working with us can contact us at

610-910-6015.

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