

JOB LEADS #862

Request for Credentials For Business Development Manager

The Hunt Group (HG) is seeking an experienced business development professional to serve companies in SE PA (Chester, Delaware, Berks, Philadelphia).

In this position, your responsibility will be to develop and qualify leads to obtain new business. Central to this is to establish solid relationships with customers and to work with them to solve challenges. Business development activities include leveraging current relationships and the HG network, utilizing social media to identify prospects, determining needs and working with HG resources to prepare the quote (SOW), close the sale, and manage the program to its completion.

Requirements

- Minimum of 3-5 years of experience in business development (preferably selling and managing training and development services).
- A bachelor's degree is required
- Proven experience in the consultative selling process
- Excellent consultative selling abilities, experienced at qualifying and aligning customers' business goals with proven solutions
- Superior prospecting and relationship building skills
- Strong communication skills, i.e. verbal, writing and presentation skills
- Strong listening skills and a continuous learner capable of working with diverse types of companies, i.e. manufacturing, distribution, entertainment
- Must be self-motivated, can work independently, and as a team player.

- Possess strong technical skills, including CRM and MS Office 365
- Live within commuting distance of the above listed counties

Benefits

You will work within a fast-paced operation with a team that is mission driven and committed to providing high value-added outcomes for its customers. Commission based, this position offers a tremendous opportunity to work with a very experienced team and an identified customer base, with the goal to build employee skills to help companies grow and compete.

To Apply

For consideration, please submit in writing two (2) phone work-related references and resume (in Word format) addressing the above job requirements to Dr. Brook P. Hunt, Managing Partner, HG **by November 30, 2017** at brook@huntgrouptraining.com

About The Hunt Group

The Hunt Group – www.huntgrouptraining.com is a leading workforce development operation, specializing in corporate training. Our mission is to close skill gaps to increase profitability for companies in greater Philadelphia. Our team of subject matter experts provides a full range of training solutions tailored to a firm's skill development needs. We deliver to meet location and time requirements best suited for its personnel.

HG has crafted numerous results-driven programs designed with one objective: achieve sustainable behavioral change. Our customer base includes a number of industries serving all levels of personnel including, senior managers, directors, supervisors/line leaders, operations, sales, customer service and administrative.

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Project Manager w/ **ClaimsXTen (CXT)** experience  
Philadelphia, PA  
6+ month contract

**Rate:** \$70/hr on C2C OR 1099 (All inclusive)

**Interview process:** Skype for non-locals (Prefer nearby or locals)

**Required:**

- Medical Management (Claim-check/ClaimsXten) software implementations
- Health Care (payer) IT implementations

**Additional Experience**

- Four - Six years minimum experience as a Project Manager
- PMP Certified
- Demonstrated project experience in both application and infrastructure development related projects

Very Truly,  
Afzal Pakkal | Technical Recruiter

Phone: 203-652-1444 Ext 310

Fax: 203-286-1457 | e-mail: [afzal.pakkal@panzersolutions.com](mailto:afzal.pakkal@panzersolutions.com)

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Community Developments

Life Transforming Ministries VITA Program

November 2017

Life Transforming Ministries is looking for anyone interested in a short-term community outreach volunteer position for the upcoming tax season.

The Volunteer Income Tax Assistance (VITA) Program is a 40 year old initiative of the Internal Revenue Service that helps provide free tax preparation and filing for low and moderate income households, people with disabilities, and those with limited English proficiency.

Life Transforming Ministries will provide training for volunteers to assist with tax preparation throughout Chester County. This opportunity does not require prior tax experience and offers:

- Flexible hours
- Multiple roles available
 - Tax Preparer
 - Quality Reviewer
 - Interpreter

- Greeter

If you would like to volunteer, please call 610-380-9099 or contact Life Transforming Ministries by [email](#).



FIVE STAR
SENIOR LIVING

DEVON • EXTON

GLEN MILLS • NEW BRITAIN

[Five Star Senior Living](#), a national healthcare and senior living provider offering high quality service and care with the warmth and hospitality of home, has the following career opening in their New Britain, Devon, Exton and Glen Mills facilities.

Business Office Manager

The Business Office Manager at a Five Star Senior Living facility maximizing cash flow through efficient billing and collection processes, overseeing accounts payable, accounts receivable, petty cash, resident funds and cash receipts, analyzing monthly collections and supporting the facility's Executive Director.

Candidates should have a knowledge of healthcare regulatory and compliance regulations, a minimum of 3 years experience in third party billing/collections with at least one (1) year experience in a supervisory capacity, strong organizational, analytical skills, and communication skills, extensive working knowledge of Medicare and Medicare billing procedures.

Resident Assistants

Among other duties, the Resident Assistant at Five Star Senior Living reminds residents to take medication and observing residents while they take medication, and reports any changes to the nurse or designated charge person.

The Resident Assistant candidate should have a valid, unrestricted state certification and maintain CEU's, CPR/First Aid Certification and be able to read, write, speak and understand English.

Licensed Practical Nurses

The Licensed Practical Nurse makes daily resident rounds to interview physical and emotional status and to implement any required nursing interventions, institutes appropriate nursing intervention which might be required to stabilize a resident's condition and/or prevent complication, responds to resident and family concerns and ensures that each concern is documented and a resolution is initiated or communicated to appropriate staff and coordinates admission, discharge and transfer of residents.

Licensed Practical Nurse candidates should be a currently licensed L.P.N., preferably with 2 to 4 years of experience in long-term care of geriatric nursing and be able to solve practical problems and deal with a variety of concrete variables.

Dining Staff

Members of Five Star dining staff takes resident(s) meal orders and serves meals correctly and efficiently including delivering and collecting trays to rooms of ill residents.

Candidates should have a high school diploma or equivalent, an ability to work flexible shifts, strong communication and listening skills and a track record of working in a team environment and work flexible shifts.

Cooks & Chefs

A Cook or Chef in a Five Star Living facility prepares a wide variety of menu items according to prescribed recipes while maintaining standards of quality, cost, presentation, and flavor of foods.

Candidates should have at least 1 year(s) of experience as a Cook, be a team player, and be able to maintain a sanitary environment and comply with safety standards

[Click here](#) for more information on these open positions posted on Five Star Senior Living's career page.

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Located in Wayne, [Evolve IP](#) is the Cloud Services Company, providing organizations with a unified option for cloud services that enable decision-makers to migrate all or select IT technologies to its award-winning cloud platform.

### **Corporate Finance and Strategy Analyst**

The Corporate Finance and Strategy Analyst at Evolve IP is a highly visible position responsible for ensuring financial information is properly organized, analyzed, forecasted and presented in a timely manner.

Candidates should have at least two years in a financial modeling, planning, forecasting and competitive analysis role in a corporate finance department (or similar experience in investment banking, private equity or consulting) and a demonstrated understanding of financial statements and how they are constructed and modeled in excel, including income statement, balance sheet, cash flow and accompanying footnotes.

[Click here](#) to learn more about the Corporate Finance and Strategy Analyst role at Evolve IP.

### **Project Manager**

The Entry Level Project Manager is responsible for coordinating and leading implementations of Evolve IP product sets while working closely with customer contacts, 3rd party vendors, and internal Evolve IP sales, engineering and support staff.

The position requires a broad range of customer service, technical, and organizational skills, a college degree and 1 to 5 years' experience in the Project Management field, including Pre/Post sale customer interaction skills.

[Click here](#) to learn more about the Project Manager position at Evolve IP.

### **Help Desk Technician**

The Help Desk Technician handles front line incident-based support, but may also be directly assigned project related tickets based on the complexity and priority of the request, or as ITaaS workload dictates and escalates issues to the Team Lead, MSP Service Desk and secondarily to the Manager, MSP Service Desk when additional technical assistance is required.

The Help Desk Technician candidate should have a minimum 2 years' experience providing technical support, be Microsoft Certified Professional or higher and have an understanding of Evolve IP's product sets within 30 days of joining the company.

[Click here](#) to learn more about the Help Desk Technician position at Evolve IP.

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Hello. My name is Sunny Kumar and I am with Veterans Sourcing Group, a professional services firm. Our records show that your background and experience is relevant to one of our current openings located in West Chester, PA. The fastest way to get in touch with me is to reply to this email.

Position: Project Manager

Location: West Chester, PA

Duration: 12+ Months

NOTE: ONLY W2 CANDIDATES, FACE TO FACE INTERVIEW NEEDED

Job Description:

Global Orthopedics (GO), Instruments and Innovation (I&I), and Global Supply (Client) are recruiting for a Project Manager (PM) to drive activities associated with "One MD" for I&I in order to achieve program deliverables. The PM will report to the Manager, Instruments Supply Network Strategy and located in the West Chester, Pa.

This is a project assignment is for the duration of the requisite project work required for the Medical Device Transformation Initiative, which is expected to conclude at or prior to maximum 16 MONTHS from the start date in this project role.

Caring for the world, one person at a time has inspired and united the people of Pharmaceutical for over 125 years. We embrace research and science -- bringing innovative ideas, products

and services to advance the health and well-being of people. Employees of the Pharmaceutical Family of Companies work with partners in health care to touch the lives of over a billion people every day, throughout the world.

Medical Devices & Diagnostics Global Services, LLC represents more than 60 manufacturing sites and 26,000 employees who plan, source, manufacture and deliver high-quality and cost-effective medical products to our customers around the globe each day. Work of the Medical Device organization supports a multitude of product platforms, new products and delivery systems that are used in a wide range of procedures throughout the healthcare industry, including interventional cardiology, electrophysiology, minimally invasive surgery, hospital sterilization, clinical laboratory testing, diabetes management, joint replacement surgery and vision care.

Thriving on a diverse company culture, celebrating the uniqueness of our employees and committed to inclusion. Proud to be an equal opportunity employer.

Principal Roles and Responsibilities:

- Own the program portfolio and will timely and accurately report on projects and program progress.
- Lead, manage and deliver the associated projects under OneMD GO, I&I, and Client in close collaboration and alignment with Instrument Network Supply and other project teams.
- Actively participate as a member of the OneMD program team to prioritize/plan implementation of projects and have accountability for project alignment with our PMO Governance and methodology.
- Lead projects/program using PMO methodology (i.e. Instantis & PMx)
- Execute multi-year plan to achieve the determined deliverables.
- Initiate and lead projects as required to execute program strategy.
- Manage and shape project activities in a holistic manner to ensure target realization.
- Connect with project teams to manage the risk, constraints and issue resolution.
- For each project under the scope of the program, document deliverables, plans and/or associated required presentations.
- Lead and track progress on activities and financials.
- Maintain project dashboards and provide progress/status updates on project activities (Weekly and Monthly project/program progress updates, Project/Program dashboards, Risk, issues and constraint logs, Minutes of critical meetings requiring follow-up)
- Work closely with Stakeholders (10-12 Managers, 2-4 Directors, 2-3 VPs)
- Support the managing of project budget
- Indirectly manage people: 20-30 indirect team members

Qualifications:

- A minimum of a Bachelor's degree is required.
- A minimum of five 3-5 years of Project AND/OR Portfolio Management related experience is required.
- A minimum of five 3-5 years of experience with Supply Chain Healthcare or related industry is required.
- Knowledge and experience in PMO Methodology is preferred.

- Experience in Manufacturing and Supply Chain systems is preferred.
- The ability to have a global mindset and understanding of a high complexity systems landscape is required.
- The ability to be self-motivated, a strong leader, a team player, possess the ability to work with minimal supervision, and possess strong influencing skills is required.
- The ability to manage multiple priorities, build productive relationships, make decisions in an ambiguous environment, understand technical concepts, manage a portfolio of projects and effectively communicate are required for this role.
- Up to 15% domestic AND/OR international travel is required.

Please let me know if you are interested in hearing more about this position. Also, feel free to forward this position to someone that you feel might be interested. Time is generally of the essence, so please respond as soon as you can. Thank you.

Sincerely yours,

Sunny Kumar
 Veterans Sourcing Group, LLC
[380 Lexington Avenue, Suite 2220](#)
 New York, NY 10168
[908-219-7535](#)
skumar@veteranssourcinggroup.com
www.VeteransSourcingGroup.com

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I am reaching out to you today to request your assistance with a recruitment effort that the Pennsylvania State Civil Service Commission is conducting on behalf of the Pennsylvania Department of Labor & Industry.

The Pennsylvania Department of Labor & Industry currently has eight vacancies for **Workforce Development Analyst 2** in Dauphin County. **Some positions may be designated as bilingual (Spanish-speaking).**

**Applications will only be accepted until December 9, 2017. When applying, you must indicate a willingness to accept employment in Dauphin County. For some positions, you must be willing to travel. Travel expenses will be paid. Be sure to indicate if you are bilingual.**



A Word document with detailed information about these needs is attached. Details include starting salary, job duties, minimum experience and training requirements, instructions on how to apply, and contact information in the event that job seekers have questions. A promotional flyer is also attached.

Please share this information with CareerLink Offices within 100 miles of Dauphin County so that we may work together to assist the Pennsylvania Department of Labor & Industry in their search for interested and qualified individuals to meet these important hiring needs. On behalf of the Pennsylvania State Civil Service Commission and the Pennsylvania Department of Labor & Industry, thank you very much for any assistance you can provide with this recruitment effort!

Sincerely,



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WIC Program Assistant

Maternal & Family Health Services, a non-profit health and social service organization offering prenatal, family planning, and related women's health services, is currently recruiting for a WIC Program Assistant at our Reading site.

The WIC Program Assistant collects data and performs screenings for client eligibility determination as well as performs duties to assure the delivery of WIC benefits and nutrition education to eligible clients.

This position:

- Explains the purpose of the program and provides an overview of what to expect during the appointment. Explain the "WIC Rules" and "Participant's Rights and Responsibilities".
- Verifies identification and residency of all applicants/participants; verify income eligibility; ask about voter registration status.
- Performs and records hematological and anthropometric measurements.
- Provides and documents nutrition and breastfeeding contacts according to policy.
- Provides food instruments and explains the food list and procedures for cashing checks
- Promotes and contributes to organizational goals as well as annual nutrition, breastfeeding, and outreach goals.

Other Responsibilities:

- Provide and document appropriate and required referrals to clients.
- Document data provided on immunization records for children less than two years of age.
- Attend regular training sessions and updates as directed.
- Prepare process and maintain reports, order forms and administrative correspondence.
- Perform other duties necessary to support the provision of services.

Successful candidate must be able to interact and communicate with clients and staff through verbal, written, and electronic means. Ability to enter and retrieve data using PC based systems and contemporary business software. Ability to navigate within a windows-based environment. Successful completion of PA Bureau of Labs mandated hematological training, CDC-approved anthropometric training, and MFHS-sponsored basic nutrition education and breastfeeding training. Bi-lingual in Spanish a plus. A wage differential is paid for bilingual capabilities.

This position is full time with an excellent benefit package including medical/dental/vision coverage, life insurance, 401(k), and a generous paid time off program.

Learn more about our programs at: <https://www.mfhs.org/>

Employment with Maternal and Family Health Services is contingent upon receipt of favorable reference verification, State Police criminal background check, clearance results from the Department of Public Welfare Childline and Abuse Registry and the FBI.

Reply with resume and salary requirements by 11/17/17:

Human Resources
Maternal & Family Health Services
15 Public Square, Suite 600
Wilkes-Barre, PA 18701
Email - jobs@mfhs.org

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**Position: SAS Admin**

**Location: Rosemead, CA**

**Salary: \$Compensation + Benefits + Relocation package**

**Duration: Full Time – Permanent**

**\*\*These are visa independent roles. Client is unable to sponsor visa at this time \*\***

Qualifications

Basic

- Bachelor's degree or foreign equivalent required from an accredited institution. Will also consider three years of progressive experience in the specialty in lieu of every year of education.
- At least 4 years of experience with Informatica Technology.

Preferred

Job Requirements:

- Bachelors or equivalent degree in a business, technical or related field is required
- At least 4 years Development/Consulting or IT Development/ Consulting Experience
- Understanding of core Business Intelligence (BI)/data warehousing technology: RDBMS such as Netezza, Teradata, SQL Server, Oracle, Web, Client/ Server, OLAP tools and Netezza tools / utilities.
- Business Intelligence development experience, SQL and shell scripting experience
- Demonstrated ability to learn new technologies and business requirements
- Application knowledge of the following industries will be preferred: Communications/Cable/Media
- Proven analytical and problem solving skills
- Experience with implementation methodologies
- Should be proficient in translating business requirements into technical requirements for development team and create document like technical requirement document, S2T (Source to Target mappings)
- Strong communication skills, both written and oral; Ability to build and deliver presentations to all

levels of the business and effectively explain complex issues and concepts in simple, understandable language

- Ability to mentor and lead a team of consultants
- Ability to work under minimal supervision
- Effective oral, presentation, and written communication skills

Job Duties (include but are not limited to):

- Requirements Elicitation and Analysis. Use of documents, templates etc. to make this happen fast.
- Ability to coordinate seamlessly with business, Functional SME & Netezza expert.
- Ability to manage projects – follow timelines, schedule meetings, define agenda, guide onsite and offshore, define solution, get it validated and sign-off. Define next steps. Escalate and get things done if required.
- Perform data modeling and data warehouse design in Netezza
- Provide billable consulting support to achieve account objectives and production success. Services may include: Implementation, enhancement, integration, or audit to meet customer business requirements
- Perform application development, technical product assistance and tuning to meet customer performance and functional requirements
- Contribute to knowledge capital via project documentation and best practice solutions
- Lead and Mentor off shore team
- Participate in pre-sales support activities, when appropriate

· Maintain and grow knowledge of BI functionality and technical skills

**Kindly reply with your updated resume and following details:**

Name

Contact number:

Email ID:

Skype ID:

Best time to Reach you

Total Experience

Relevant Experience

Expected Salary

Willing relocate within USA?

Travel%

Current Employer/Client

Reason for change

Notice Period

Current Location

Work Authorization?

Green Card /GC EAD valid till

Education

Are you ex-Infosys

If so, your Emp. ID #

Location Preferences

**Contact : 408-318-6752**

**Email: [alokpandey@enterprisesolutioninc.com](mailto:alokpandey@enterprisesolutioninc.com)**

**URL : <http://www.enterprisesolutioninc.com>**

Naperville, IL

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Waiting for your earliest response.

Thanks and Regards,

Alok Pandey

Enterprise Solutions, Inc.

Software Methods is seeking a Senior Data Architect for a full-time employment opportunity. The candidate will be expected to be onsite at a client in the Philadelphia area.

We are seeking a Senior Data Architect, in the Life Sciences industry, to support data warehouse and business intelligence solution implementations. The ideal candidate must be an experienced data warehouse developer who is also able to manage requirements gathering and client interactions along with being proficient in Microsoft SSIS ETL, from a data management perspective.

The ideal candidate will work closely with our client's Master Data Management and Sales Operations teams to provide day to day systems support, enhance existing processes and develop new data integration to ensure overall engagement success. They have tactical experience with data integration projects, data warehouse implementations and master data management practices. They must be an expert in ETL and/or reporting processes. Although this person will have support and direction from the leadership team, they must be capable of being self-directed.

Required Experience

- Over seven years' experience with Microsoft SSIS
- BS/BA/AS degree in Information Systems, Computer Science, or related field, plus a minimum of four years of experience
- Experience in the Life Sciences/Pharmaceutical industry including working with pharmaceutical company data sources (i.e. prescription data, specialty pharmacy/specialty distributor data, chargebacks, contract management, health care professionals/organization, and EDI 867)
- Experience in managing, and implementing data warehousing within the pharmaceutical industry
- Ability to manage data management projects from beginning to end including developing and managing to a plan
- Strong oral and written communication skills
- Proficient in Microsoft Office tools (Word, Excel, PowerPoint, Visio, and Microsoft Project).

Preferred Experience

- Knowledge of pharmaceutical customer master data management
- Commercial Sales Operations experience
- Experience with QlikView
- Experience with Tableau
- Ability to build and maintain strong relationships with internal team and external customers
- Experience with other business intelligence tools.

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

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[Church Farm School](#), an independent Episcopal college preparatory boarding and day school for boys in grades 9 through 12 established in 1918 and spanning 140- acre pastoral campus along Lincoln Highway near the Exton Square Mall, has the following career opening:

### **Director of Finance and Operations**

The Director of Finance and Operations at the Church Farm School is responsible for fiscal planning, financial records and reporting, investment oversight, budget management, financial systems and data analysis, and risk management.

The position leads key administrative functions including the school's business office, human resources, legal matters, facilities management and operations, safety, capital planning and construction, program transportation, facility rentals, IT system support and improvement and school/campus administrative duties.

The successful candidate will be a strategic leader, an open communicator and good collaborator who values operational effectiveness.

S/he will have a history of accomplishment with financial and administrative systems and operations, proven experience with data management and analysis and the ability to develop, refine and maintain financial systems in a school or non-profit setting.

A minimum of 10-15 years of total financial experience and a minimum of 3-5 years experience in a financial and business leadership position is required.

Experience in an independent secondary school, college or university setting is preferred, although individuals with strong financial and leadership skills in a related field are encouraged to explore this opportunity.

Candidates should have a Bachelor's degree or an MBA together with knowledge of generally accepted accounting principles and major computer software applications (including Blackbaud accounting systems).

[Click here](#) for more information on the Director of Finance and Operations position at the Church Farm School.

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My name is Ave Maria Cleary and I am the Accounts Payable Supervisor for Asplundh Tree in Willow Grove.

We are looking for potential employees in our Accounts Payable Department and I am hoping that you may know someone who may be interested.

Please feel free to contact me with any questions.

Thank you,

Ave

Ave Maria Cleary

AP Supervisor

215-784-4484

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**Subject:** Sr Network Admin - FULL TIME - Quakertown, PA

Required Experience:  
IT 10+ years

Cisco routing and switching (Layer 2/3) 7+ years  
Supporting 300+ endpoints  
CCNA / CCNP  
VLANs  
Firewalls (Barracuda)  
VPN

SSL Public Certificates

Microsoft Administration 7+ years, MCSA/MCSE preferred  
Windows Server 2008/2012+ R2 (8 Physical & 20+ Virtual)  
Windows 7/10 Clients (150+)  
Active Directory 2012 R2+ with Group Policy Objects  
PowerShell (2+ years preferred)  
High Availability Clustering  
Exchange 2010+ (Migrating/Upgrading preferred)

Virtualization  
Microsoft Hyper-V 2008/2012 R2  
VMware ESXi 5.X

VOIP (ShoreTel/Mitel Phones 100+)

Support Desk Ticket Management 7+ years (SysAid / Spiceworks preferred)

Network Management (Battery Backups)  
Network Analysis (Traffic Shaping / Load Balancing)  
Hardware Images, Backups, Disaster Recovery



Nice to Haves:  
SQL DBA  
AWS (S3) / Cloud  
Security+ / Experience with Network Security - Preferred  
Team Foundation Server 2015  
DMZ

Best,  
Jason DiPietro  
[jason@mjdpresources.com](mailto:jason@mjdpresources.com)

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My name is Jason and I'm an IT recruiter at **Mondo**, a premier Digital Marketing and IT resourcing agency. For over 15 years, the world's most prestigious companies have turned to us to provide their IT and digital marketing departments with the most critical resource: **people**. Our expertise in the industry allows us to match major companies with top talent, and I have a role could be a great match for you!

Please review the job description below and let me know what you think. Is this a role you're interested in hearing more about?

If so, send me your most up to date resume in a Word document and let me know a good time to give you a call.

My direct client has an immediate need for an IT Auditor.

Location: Wilmington, DE
Duration: Perm or 6 month contract to hire
Salary: Open
Start Date: ASAP

Overview

Assist in the overall maintenance of the business continuity and disaster recovery strategies and solutions, including risk assessments, business impact analyses, strategy selection, and documentation of business continuity and disaster recovery plan and procedures. Coordinate a variety of continuity efforts both internally and with third party vendors and partners ensuring compliance with governing bodies and frameworks. Perform ongoing analysis of the IT control environment including testing controls, remediating gaps, acting as the liason with IT auditors, etc.

Responsibilities

- Update and continually strengthen the corporate business contingency program and framework by working closely with the department management to ensure the company is protected in the event of an emergency.
- Update policies, procedures and plans regularly. Document and maintain program policies, processes and practices which effectively ensure that the enterprise program remains current, and incorporates/align with industry standards and practices as appropriate, and cover all applicable general regulatory requirements. Assist in creating procedures and guides as it relates to Business Continuity Testing.
- Plan, conduct, and assist in debriefing disaster recovery exercises to test the adqacy of existing plans and strategies.
- Coordinate continuity efforts after a disruption event. Ensure all follow up activities and analysis are completed and improvements/enhancements are incorporated into plans and programs going forward. Work with management to align recovery expectations.

- Support the development and maintenance of the enterprise-wide business continuity management program including: develop and disseminate tools, forms, and instructional guides for staff, provide procedural and process updates, etc. Work with business lines to create process narratives.
- Review departmental response plans as assigned. Test plans and make recommendations to enhance and continually evaluate and improve plans. Identify process improvements.
- Work with employees and managers on contingency and disaster recovery plans and explain or educate on the concepts.. May provide existing educational materials, e.g. webinars, training and communications to increase management's understanding of the role and importance of contingency and disaster recovery.
- Coordinate with the Third Party Risk group to analyze, review and recommend status (approval or denial) of vendor business contingency plans and vendor SOC audits based on departmental standards and practices. Reviews findings and designation with internal management team and may make recommendations as needed to improve outcomes.
- Map Third Party control gaps to internal controls and communicate with the Third Party Risk team and/or their clients to provide feedback to ensure plans meet company standards.
- Partner with the Compliance group to provide business continuity and disaster recovery activities and statistics to the overall compliance scorecard and reports.
- Prepare reports and analysis ensuring appropriate integration of requirements and information obtained from various sources; including external regulators internal/external auditors, FFEIC, etc.
- Perform a variety of audit activities including readiness IT GCR audits (limited scope) annually, assist in managing audits and mitigating gaps identified during readiness audits, along with other audits.
- Assist IT with various activities including performing and coordinating IT initiatives (i.e. IT projects, CIO directed research, vendor research, etc.) assisting with IT Committee outcomes, follow up, etc. and mapping the IT environment (applications, databases, storage, etc.) as needed.
- Perform other related activities as assigned.

Education/Experience

- An undergraduate degree in a related field or an equivalent combination of training and experience.
- A minimum of 2 – 4 years related business continuity/disaster recovery and/or IT audit experience including experience with various audit reports such as SOX, SOC, ISAE, etc.

Other Qualifications

- Working knowledge of business continuity and disaster recovery practices and principles
- Working knowledge of IT audits, control assessments, etc.
- Excellent verbal, written, and interpersonal communication skills
- Strong organizational and time management skills
- A team player able to work effectively in a team fostered, multi-tasking environment
- Proficient in Microsoft Office suite, e.g. Excel, PowerPoint, Word, Outlook
- Position is required to travel

If qualified and interested, please send your most current resume as a word document to Jason Weinstein at jason.weinstein@mondo.com

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## **Immediate Openings**

**Delaware County, Chester County, Montgomery County & Philadelphia!**

**ADMINISTRATIVE ASSISTANT - \$14/HR TEMP - BLUE BELL, PA**

Multiple positions available. Assist with inbound calls, clerical duties and assist managers with compiling & organizing electronic documents. Must have great customer service skills, a positive attitude and the ability to meet deadlines. Send resume to [ghanock@monarchstaffing.com](mailto:ghanock@monarchstaffing.com)

**ADMINISTRATIVE ASSISTANT - \$13/HR TEMP TO HIRE - EXTON AREA**

Compassionate, caring Administrative Assistant needed to answer the phone and support a small four-person office in Exton. No in-person interaction with clients, phone only. Shift is Monday-Friday, 8:00am to 5:00pm. Must have strong Microsoft Office skills.

Send resume to Diane at [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

**BENEFITS COORDINATOR - \$15.30/HR TEMP TO HIRE - PLYMOUTH MEETING, PA**

10+ Benefits Coordinators needed. New facility with gym on site! 1- 2 weeks paid training. Shifts are; 8AM-5PM 9AM-6PM, 10AM-7PM. Provide guidance to members on open enrollment issues & benefit options. Must have excellent communication skills. Company promotes from within! Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**BI-LINGUAL CUSTOMER SERVICE REP - \$14/HR TEMP TO PERM - KING OF PRUSSIA AREA, PA**

9am-5pm & 10am-6pm. Must have a good personality & be grammatically correct at all times. Must be empathetic, reliable, and patient & be able to handle displeased callers. Bilingual Spanish or Mandarin is a must. Customer service/call center experience not necessary. Nice team atmosphere & team oriented company with a 90% retention rate. Send resume to Diane at [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

**CASH APPLICATION CLERK - \$15/HR - TEMP TO PERM - KING OF PRUSSIA AREA**

Apply cash receipts to patient accounts accurately in the system, reconcile Daily Cash Posting Report and provides support as needed in the Accounting Department. High school diploma required. Must be detail oriented, proficient with a 10-key adding machine, have basic MS Office Program Skills. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

**CLIENT SERVICES REP - \$15.50/HR TEMP TO HIRE - KING OF PRUSSIA AREA**

Provide support to network providers and clients regarding their claims. Take inbound phone calls, be a part of the billing process, review cases and resolve to satisfaction. Min 3 yrs of call center exp (inbound/outbound), prior exp in billing and/or in a health related field with knowledge of insurance and/or medical terminology/coding, CPT/HCPCS and ICD9 experience is a plus. Strong data entry & detail oriented skills required. Must be proficient in MS Office. Bilingual Spanish is a plus. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

**CUSTOMER SERVICE REP - \$35K/YR DIRECT HIRE - CHERRY HILL, NJ**

Thriving Insurance Company seeking 10 customer service reps immediately! Company will pay for property & casualty license! CSRs will be answering inbound calls and assisting customers in making changes to existing policies. Must possess exceptional verbal & written communication skills. Annual BONUS for working on Saturdays! Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**CUSTOMER DISPATCH COORDINATOR - \$12/HR TEMP TO HIRE - EXTON, PA**

Must be available to work 2:30pm to 10:30pm shift. There is a lot of opportunity for promotion. Respond to,

dispatch and coordinate client request, handle processing for new account set up, track and monitor customer activity, and troubleshoot customer inquiries. Must have excellent excel & database skills, attention to detail, call center experience a plus. This is a heavy customer front facing position. Excellent benefits offered! Send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com)

**CUSTOMER SERVICE REPS - \$11-\$12/HR TEMP TO HIRE - BROOMALL, PA**

Inbound/Outbound Customer Service and Data Entry positions available. Business to Business, Corporate Environment. Must be upbeat and willing to learn. Customer Service experience is preferred. Excellent phone presence and etiquette is required. Send resume to [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**CUSTOMER SERVICE SUPPORT - \$35K/YR DIRECT HIRE - NEWTOWN SQUARE**

Provides support to clients and fellow teammates within inside/outside sales departments. Enter orders into Sales database. Customer Service Rep may focus on new sales and/or reseller and export and service. Provides order support to customers. Must have prior customer service exp. Strong and accurate data entry skills needed. CRM as well as ERP system highly desired. Proficiency in MS Office and Outlook a plus. Send resume to [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com).

**DATA ENTRY CLERK - 12K/HR TEMP TO HIRE - CONSHOHOCKEN, PA**

Thriving eco friendly company has an immediate need for data entry clerk to assist with transferring and entering data into system. Will be responding to electronic correspondence and must have the ability to stay organized and meet deadlines. Must possess excellent written communication skills! Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**DATA ENTRY CLERK - \$13/HR TEMP - DOYLESTOWN AREA, PA**

This position will assist with data input, following up with clients and assisting customers in placing orders. Strong detail-oriented professional with the ability to work independently is a must. Strong customer service skills and follow-up are key. Send resume to [dhancock@monarchstaffing.com](mailto:dhancock@monarchstaffing.com)

**DOCUMENT SPECIALIST - \$17/HR TEMP TO HIRE - CONSHOHOCKEN, PA**

Review orders & ensure accuracy of all documents. Follow-up with clients and manage letters of credit. Must have strong attention to detail, be able to work independently as well as on a team. Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**EXECUTIVE ASSISTANT/PUBLIC RELATIONS - \$65K-\$75K/YR DIRECT HIRE - PHILADELPHIA**

Support a High Level Corporate Executive. Manage calendar schedules, coordinate travel arrangements, handle personal assistant duties, organize volunteer efforts and get the Executive involved in community events. This is a High Profile role. Must be flexible and adapt easily with change. 5+ Yrs Exp as an Executive/Personal Assistant, and excellent public relations demeanor required. Send resume to [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

**HR ADMIN - \$18-20/HR TEMP TO HIRE - AMBLER, PA**

Support the HR department with recruiting, onboarding, benefits and event coordination. Assist the HR Manager with special projects and strategic initiatives and admin support. 3+ yrs of HR admin support is required. Proficiency in HR Info systems and ADP WorkForce Now is preferred. Excellent communications and positive attitude are a must, Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**HR GENERALIST - \$55K-\$65K/TEMP TO HIRE - RADNOR, PA**

Assist with the development of the Compensation Program to maintain competitive/cost effective compensation policies/practices. Manage the ATS and recruitment effort for all new exempt/non-exempt candidates/students/temporary employees; including posting to websites, background checks, drug screening as well as monitoring results. Conduct new hire orientations and exit interviews; support employee development plans. Must have a BA & 2-5 yrs of Human Resources exp. Professional in Human Resources (PHR) certification preferred. Send resume to [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

**HR GENERALIST - \$20/HR - 44K TEMP TO HIRE - PHILADELPHIA, PA**

This position is 40% recruiting, 60% generalist. Conduct on-boarding and off-boarding process. Initiate and review required background checks. 3+ years recruiting and/or generalist experience is required. College degree strongly preferred. Must be upbeat and positive. Send resume to [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**HR GENERALIST/PAYROLL - \$19-\$20/HR TEMP 6 MONTH CONTRACT - DELAWARE COUNTY**

Compile process and reconcile bi-weekly payroll. Administer benefits, reconcile all monthly premium invoices, provide support and assistance for recruitment activities, conduct on-boarding/ off-boarding process. Initiate and review required background checks. Conduct in person exit interviews & respond to employment verification inquiries. Maintain company's personnel files. Confidential point of contact to handle employee relations. Proficiency in ADP Workforce Now HRIS software is required. Must have working knowledge of multiple HR disciplines including benefits, compensation, payroll and employment laws. Send resume to [amneil@monarchstaffing.com](mailto:amneil@monarchstaffing.com)

**HRIS ANALYST - \$25/HR 6 MONTH CONTRACT - BRYN MAWR, PA**

Responsible for Workday HRIS Project implementation across varied platforms. Will administer and maintain the HR information Systems & Onboarding paperwork. Work with IT on all HRIS system customizations. Maintain onboarding website. BA required. Must have 2yrs Workday and SilkRoad HRIS experience. Send resume to [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

**INSIDE SALES/CSR - \$15/HR TEMP TO HIRE - EXTON AREA**

Shifts are 11am-7:30pm, 11:30am -8pm, 1:30pm -10pm, 3:30pm -Midnight, must work 1 weekend shift. Temp to Hire after 3 months. Have the option to work from home after 3 months! Bonus eligibility option up to \$500 per month. Provide timely customer service in the call center, answer inbound calls. Sales exp is a plus. Send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com)

**JR. STAFF ACCOUNTANT - \$20.55/HR TEMP TO HIRE - MALVERN, PA**

Reconcile bank accounts, maintain financial records and subsidiary ledgers, prepare month end closing entries and assist in preparing financial reporting/accounting, reconcile select general ledger accounts and maintain subsidiary ledgers for fixed assets.

A BA in Accounting is required. 1-3 years accounting exp preferred. Strong MS Office skills required. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

**MARKETING/ADMIN COORD - \$16/HR TEMP TO HIRE - CONSHOHOCKEN, PA**

Assist with marketing materials and manage social media accounts. Must have strong customer service skills, and the ability to meet deadlines. Organizational skills are a must! Must have at least 1-3 yrs. of marketing exp. Send resume to [fransen@monarchstaffing.com](mailto:fransen@monarchstaffing.com)

**MEDICAL BILL PROCESSOR - \$14/HR - TEMP TO HIRE - KING OF PRUSSIA AREA**

Review/route physical medicine/radiology bills. Evaluation & confirmation of compensability and eligibility on bills for compliance with company, state, and client specified guidelines required. Make calls to verify new case information/missing information, review case information, process new information, meet/exceed daily production goal. Must have High School Diploma, <2 years customer service exp., basic MS Office skills, 1-2 years medical office exp, medical terminology/coding - I.E. CPT/HCPCS & ICD9 exp. Professional Certifications preferred. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

**MEDICAL RECEPTIONIST PART TIME - \$15/HR TEMP - PLYMOUTH MEETING, PA**

Review psychiatric evaluations for proper formatting & obtain Psychiatrist's signature. Assist with reviewing coverage & contact families & clinicians. Must have a strong sense urgency & interpersonal skills are a must. Send resume to [dhancock@monarchstatffing.com](mailto:dhancock@monarchstatffing.com)

**OFFICE ASSISTANT - \$14/HR/ TEMP - BERWYN, PA AREA**

Work with in house staff as their right hand in office operations. The Office Assistant/Administrative Coordinator will provide overall general office support where needed for operations. Provide back up assistance for primary receptionist, coordinate office request for various reports needed, process documentation reports on Excel etc., & update/track client information. Send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com).

**OFFICE/OPERATIONS MANAGER - \$40K-\$50K (DOE) DIRECT HIRE - EXTON AREA**

Compassionate, caring Office Manager needed to manage scheduling team, billing/ payroll process, recruiting team, & provide excellent customer service. Associate or Bachelor's degree preferred, 3+ years exp in admin capacities and 1+ year management exp. Extensive exp in the home care field may be considered in lieu of other exp. Send resume to [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

**PARALEGAL/LEGAL ASSISTANT - \$18/HR TEMP - MALVERN, PA AREA**

20 - 25 hrs./wk 3 Months. General filing, preparing transmittal letters and mailings, process invoices, drafting corporate documentation/reporting, entity formation and tracking, document retrieval, maintenance of corporate Minute Books and organizational charts, annual franchise reporting/Regulatory filings, & Licensing/tax renewals. Email Resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com).

**PROJECT ASSISTANT - \$16-\$18/HR - \$40K TEMP TO HIRE - BERWYN, PA**

Manage memberships and training events with over 4,000 members. Serve as a point of contact for members via phone and email. Maintain databases and websites and help execute marketing initiatives, websites, and social media. Work closely with the organization's executive staff. Background in higher education preferred. Background in Title IX preferred. Proficiency in excel required. Excellent copyediting and general editing skills. Send resume to [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

**RECRUITER - \$15-\$16/HR TEMP \$38K-\$43K +COMMISON DIRECT HIRE - MAINLINE AREA**

Responsible for Full Cycle Recruitment & Client candidate match ups. Must have a flair for sales & love the hunt! Growth Opportunities Available! 2-3 Years Recruitment or Sourcing exp required. Agency experience a plus! Send Resume to [spagan@monarchstaffing.com](mailto:spagan@monarchstaffing.com)

**RECRUITER - \$23/HR TEMP - PLYMOUTH MEETING, PA**

Thriving Mortgage Company has an immediate need for a Corporate Recruiter. Must have Corporate Recruiting & life-cycle recruiting exp. Will assist with onboarding of all new employees. Must have 3-5 years of human resources exp & be detail oriented. Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**SEARCH COORDINATOR - \$45K-\$50K DIRECT HIRE - DELAWARE COUNTY, PA**

Provide executive level support to the company partner and their clients. Will prepare documents and complete meeting logistics. Manage web portal, projects, and social media. Bachelor's degree and 5 yrs exp in a professional office environment; exp as an Executive Assistant or Project Coordinator in Higher Ed is a plus; Strong computer skills in MS Office. Send resume to [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**SR. CLAIMS SPECIALIST - \$50/HR DIRECT HIRE - KING OF PRUSSIA, PA**

This position reports directly to Director of Claims. Will provide status to underwriters on claims prior to policy renewal, manage claim trends and conduct file audits to monitor TPA's compliance. 2 years of general liability exp needed. Company will pay for Property & Casualty license within 1st month! Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**SENIOR STAFFING ACCOUNTANT - \$25-\$28/HR CONTRACT - NEWTOWN SQUARE, PA**

Perform account analysis and reconciliations. Assist Finance Manager in reviewing staff work and financial reporting. Review/approve daily accounting entries. Review bank reconciliations & tax accounts reconciliation. BA in Accounting or related field required. Staff Accounting, intermediate to senior level 5+ years exp required. Exp with pensions and disability disbursements preferred. Send resume to [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**[www.monarchstaffing.com](http://www.monarchstaffing.com)**

**STAY CONNECTED:**



**Contact Us:**

Delaware County: 610.604.0202

Chester County: 610.640.4111

Montgomery County: 610.629.0088

Philadelphia County: 215.854.4057

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[Braskem](#), one of the world's leading plastics and chemical companies with 41 industrial plants in Brazil, the United States, Germany and Mexico, has the following Marcus Hook-based career positions posted to their website:

Project Manager/Construction Manager

The project manager provide project management skills to bring investment projects through the capital work process (FEL Gates) and to field completion.

Candidates should have a Bachelor's Degree in Mechanical, Civil or Chemical Engineering, 15+ years project management/construction management/engineering experience, and strong technical and interpersonal skills.

[Click here](#) for more information on the Project Manager/Construction Manager position at Braskem.

Sr. Process Controls Engineer

The Sr. Process Control Engineer is a member of the Improvements and Industrial Support team implementing and supporting automated solutions that drive the successful execution of process control strategic initiatives – control system compliance with regulated codes and standards, ensuring plant assets and infrastructure are in reliable and supportable condition, identifying and implementing solutions to optimize plant assets.

In addition to a Bachelor's degree in Information Technology and at least 5 years experience working in IT or process controls, candidates must have knowledge and hands-on experience with site IT and process control networks (cabling, firewalls, switches, servers, and workstations), operating systems and industrial application software.

[Click here](#) for more information on the Sr. Process Controls Engineer position at Braskem.

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#### **Vice President of Finance**

**The United Way of Greater Philadelphia and Southern New Jersey (UWGPSNJ)**

[www.unitedforimpact.org](http://www.unitedforimpact.org)

We have been engaged to assist our client, The United Way of Greater Philadelphia and Southern New Jersey (UWGPSNJ), in their search for a Vice President of Finance. UWGPSNJ is a public charity whose mission is to harness, leverage and strategically invest the collective power of donors, advocates and volunteers, to help individuals and families break the cycle of poverty. Headquarters are located in Center City Philadelphia, PA.

The Vice President of Finance position offers the right candidate an exciting and challenging



opportunity to lead the financial operations of a well-known and highly respected non-profit with almost 100 years helping the community. The Vice President of Finance will be a key member of a newly redesigned executive leadership team and will report directly to the Chief Executive Officer and also have direct interaction with the Board of Directors. The ideal candidate will have a minimum of 15 years in accounting and finance leadership and enjoy working in a hands on, highly transactional environment. CPA and public accounting experience preferred.

Compensation consists of a target base salary in the range of \$125,000 to \$150,000 along with an excellent benefits package.

To apply for this position or refer a candidate, please visit [www.attolon.com/candidates.html](http://www.attolon.com/candidates.html) and select "Current Attolon Opportunities."

**Attolon Partners**  
[www.attolon.com](http://www.attolon.com)

Attolon Partners is a retained executive search firm focusing on senior-level professionals in finance and accounting in the Delaware Valley. Visit our website for more information. Call (215) 922-2940 for general inquiries.

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A leading client of ours is looking for a "**Project Manager** "

Please see the job description below and let us know if you will be interested in pursuing this opportunity:

Job Title	Project Manager
Location	Harrisburg PA
Type	Contract
Duration	7 months

JOB DESCRIPTION:

Project Manager 3 (PJM3) – 6 to 7 years relevant experience The Project Manager (PM) directs, administers, manages and facilitates an enhancement, business process re-engineering or developmental project. The Project Manager is the individual ultimately

responsible to the agency and project Sponsor. The Project Manager's primary responsibility is to drive the entire effort from start to finish. The Project Manager must ensure that the project is completed on schedule, within the defined budget and that the final product meets the business, technical, and established quality requirements. The requirements for this position would include

- 5–7 Years project management experience
- Assist in the coordination and implementation of project
- Document the definition of project scope, goals and deliverables
- Knowledge of Business Analyst (BA) processes including the development of functional and non–functional requirements and associated documentation
- Define project tasks and resource requirements
- Manage full scale project plans
- Coordinate project staff
- Coordinate project resource allocation
- Manage plan and schedule project timelines
- Track project deliverables using appropriate tools
- Provide direction and support to project team
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Manage project changes and interventions to achieve project outputs
- Experience in ITSM and ServiceNow is a plus.
- Experience in public–sector project management is a plus.
- Experience in public–sector procurement activities is a plus

Required:

- Experience with formal project management methodology
- Experience with formal project management methodology
- 4 year college degree or equivalent technical study
- project management experience
- Experience in Assisting in the coordination and implementation of project
- Experience in Documenting the definition of project scope, goals and deliverables Required 5 Years Knowledge of Business Analyst (BA) processes including the development of functional and non–functional requirements and associated documentation
- Experience in Defining project tasks and resource requirements

- Experience in Managing full scale project plans
- Experience in Coordinating project staff
- Experience in Coordinating project resource allocations
- Experience in Managing plan and schedule project timelines
- Experience in Tracking project deliverables using appropriate tools

If this is an opportunity that is of interest to you, please provide us a copy of your updated resume.

Warm regards–

Arun Shankar

Crescens Inc.

Bridgewater, NJ 08807

Ph: [732-305-2858 EXT 450](tel:732-305-2858)

Mail: barun@crescensinc.com

Certified (MWBE) Minority Women owned Business Enterprise

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**Subject: Contract Job Opening ---Jr. Project Coordinator--King of Prussia, PA 19406**

Hello,

Hope you are doing good. Well I am working with our client to fill in the following 6 Months Contract position. If you would be interested then please send me the updated copy of the resume and I will connect with you to discuss more about this position.

Job Title: Jr. Project Coordinator

Work Location: King of Prussia, PA

Duration: 6 months

Hourly Rate : \$20/HR on W2

Qualifications:

REQUIREMENTS: 1. Bachelor's degree in engineering or applied science. 2. Expertise and practical application with quality systems required. 3. Prior experience in a regulated environment such as the

pharmaceutical, medical device or other life science industry preferred. 4. Specialized training or certification in quality assurance audits preferred. 5. Experience with Microsoft Word and Excel. Database and reporting experience preferred. 6. Excellent interpersonal and communication skills to effectively work with management and employees at all levels within an organization, including customers. 7. Willing to travel to support multi-site operations and audits. 8. Able to work varying shifts, including weekends and holidays as needed. 9. Must have demonstrated experience in a safe, team-based, high-performance, quality-driven environment.

#### Responsibilities:

**RESPONSIBILITY LEVEL:** Under minimal supervision, assists with CBRE and subcontractor/vendor operations and documentation for compliance with local and global regulatory standards. Must have a good understanding of Quality Systems and Compliance within a Life Science Environment. Serves as a Quality Assurance (QA) resource to support documentation and other compliance related activities. Helps to coordinate implementation of best practices tasks across departments, sites and regions as directed. **PRINCIPAL DUTIES:** - Serves as backup for the Compliance Manager or Supervisor as required and provide compliance guidance and/or assistance to other compliance team members. - Support the compliance team in implementation of business requirements around GxP and Non-GxP needs, make decisions when needed and provide guidance. - Provide compliance support for issues related to equipment/instruments, processes and systems having significant risk to the Client account. - Assist in training sessions to ensure Service Delivery team have an understanding of quality and procedural requirements - Support the Service Delivery team in delivering the required compliance needs in GxP regulated areas. - Coach, mentor, and train Quality Specialists to help build their skills. - Represent the compliance function at internal Operational and Client meetings and presentations. - Provide quality support including training and system set-up. - Promote continuous improvements and share best practices. - Report & investigate incidents/deviations and corrective and preventive actions when required. **Quality Arrangements** - Provide and maintain the engineering quality standards to ensure that KPI's are met with the aim of improved performance. - Sign GMP & Non-GMP Documents as delegated by the Line Manager - Ensure continued compliance with company, customer, regulatory and statutory authority requirements. - In conjunction with customer contacts identify areas that require improvement, develop and implement improvement programmes to satisfactory completion. - Assist Compliance Specialist to develop, implement and maintain site audits and performance reviews when requested to do so.. - Identify, develop and implement a maintenance review programme so as to focus and improve maintenance policies and PPM - Actively participate in customer operational and other forums maintaining a high level of company representation and participation as appropriate. - Provide technical support to the Service Delivery team; maintain the GxP library as a useful source of technical information. - Assist Line Manager in reviewing staff quality training requirements to ensure that training matrix identified requirements of the contract are met when requested to do so. - Where appropriate, escalate issues that deviate from the expected and found during maintenance activities on GxP qualified equipment, systems and utilities, which could affect product quality. **Liaison** - Maintain a quality culture between the Company, Client and subcontractors through good communication and

documentation. Operations and Technical Support - Ensuring that quality activities are carried out in compliance with Client quality arrangements and account specific procedures and instructions. Promote improvement in existing work practices through ownership and commitment from Service Delivery team. Deviation Investigation - Conduct full RCA related to incidents and deviations, be resourceful in collecting information through systems or colleagues. - Act as a lead investigator in a deviation and work with colleagues to ensure deviations are closed out in a timely manner. - Assist with and review incidence investigation reports and make recommendations to prevent reoccurrences. - Trend deviations and investigate any potential trends or concerns CAPAs - Provide support for agreeing and closing CAPAs. - Working with CAPA owner to ensure no CAPAs are overdue as per agreed timeline. Risk Management - Report or escalate potential quality compliance risks to the Line Manager. - Act as point of contact for Client account risks and management of risks in the Risk Management System. Change Control - Assist with the assessment of change control. - Ensure that changes are controlled, managed and closed out appropriately

Thanks & Regards,

Nitin Gaikwad

Yasmesoft, Inc.

1212 Corporate Drive, Suite # 150

Irving, TX 75038

Ph : 972 580 7670 Extn 222

Cell: 972 704 6768

Fax : 972 767 0592

Email: [nitin@yasmesoft.com](mailto:nitin@yasmesoft.com)

Website: [www.yasmesoft.com](http://www.yasmesoft.com)

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Manufacturer of Narcan, a prescription medicine used to treat an opioid overdose, Radnor-based [Adapt Pharma](#) has the following Delaware County Career position posted:

Customer Service and Operations Specialist

Adapt seeks a Customer Service and Operations Specialist to manage day to day customer needs and facilitate necessary support to ensure access to Adapt products and work across all functions of the organization to support customer needs and distribution of our products.

The Customer Service and Operations Specialist candidate should have a Bachelor's degree or equivalent, two or more years of experience interacting with external customers and vendors, experience using Microsoft

Office applications including Word, PowerPoint, and Excel. Strong general business acumen and an understanding and passion to assist those suffering from chronic substance abuse and dependency.

[Click here](#) for more information on the Customer Service and Operations Specialist at Adapt Pharma.

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INTERESTED IN BECOMING A NURSES AID? Here is the link to information about that program and it is possible to do it for free?

[http://www.health.pa.gov/facilities/Registries/Nurse%20Aides/Pages/Nurses-Aide-Registry.aspx#.Wfy\\_DfSy70](http://www.health.pa.gov/facilities/Registries/Nurse%20Aides/Pages/Nurses-Aide-Registry.aspx#.Wfy_DfSy70)

### **Reimbursement for Nurse Aide Joining and/or Testing**

Long-term care nursing facilities are responsible for the full payment of training and testing cost if you are employed or offered employment as a nurse aide at the time you enter a nurse aide training and competency evaluation program. Federal law prohibits these charges from being imposed on you.

If you are not employed with a long-term care facility at the time you are accepted into a nurse aide training and competency evaluation program, but become employed or receive an offer of employment within 12 months of completing the program, you will be reimbursed by the long-term care facility that employs you.

Reimbursement will be made on a pro rated basis. You will be reimbursed for half the cost of training and testing after you have worked at the long-term care facility for 130 hours and the remaining half of the training and testing cost after you have worked an additional 130 hours. You must provide written documentation to the long-term care facility to support your request for payment.

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[Swarthmore College](#), a private liberal arts college founded in 1864 and one of the earliest coeducational institutions in the United States. The following are the top 10 career positions posted:



Associate Vice President for Sustainable Facilities Operations

Swarthmore College seeks an innovative and visionary leader for the position of Associate Vice President for Sustainable Facilities Operations (AVP) to be responsible for leading, supervising, and coordinating the planning and execution of maintenance, operations, and repair for all Swarthmore College facilities, including its buildings, grounds and utilities.

The Associate Vice President for Sustainable Facilities Operations should have a Bachelor's or Master's degree in Engineering or related area of study, a minimum of ten years experience and a proven record of accomplishments and success in achieving sustainability goals in such areas as waste management, grounds maintenance, custodial services, building maintenance, and energy procurement.

[Click here](#) to learn more about the AVP for Sustainable Facilities Operations position at Swarthmore College.

Associate Director of Alumni & Parent Engagement

The Associate Director of Alumni & Parent Engagement is a member of a team who design events and activities that engage alumni, parents, and friends with the College and its programs and that encourage participants to be actively supportive of the College's goals and priorities. S/he provides oversight to major events, including but not limited to Alumni Weekend, Garnet Weekend, presidential events (on and off campus), and 1864 Society receptions. S/he manages the execution of all major event-related projects, including but not limited to such items as registration tools, reserving spaces, etc.

The preferred candidate should have a Bachelor's degree, a minimum of five (5) years working in institutional advancement, or equivalent professional experience, superior organizational abilities, and the ability to handle multiple and varied tasks independently, while also working collaboratively.

[Click here](#) to learn more about the Associate Director of Alumni & Parent Engagement position at Swarthmore College.

Network Engineer

The Network Engineer at Swarthmore College is responsible for performing complex engineering, problem diagnostics and resolution, installation, configuration, and on-going evolution of campus networking, Internet and remote networking, wireless networking, Voice over IP, telecommunications systems, and associated infrastructure.

The ideal candidate will have a Bachelor's degree and minimum of 3-4 years of enterprise-scale IT experience, an ability to work cooperatively in a team environment, and have excellent technical problem-solving skills including the ability to identify, prioritize, and resolve multiple complex technical problems.

[Click here](#) to learn more about the Network Engineer position at Swarthmore College.

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[West Chester University](#), one of fourteen campuses of the Pennsylvania State System of Higher Education serving over 17,000 students and employing 800 full- and part-time faculty, has the following open career positions posted:

### **Information Security Analyst**

The Information Security Analyst (ISA) will monitor the day-to-day security stance of the IS&T services and infrastructure using technologies such as SIEMs, Firewalls, IDS/IPS as well as assist the HelpDesk and Infrastructure Teams prevent and resolve malware infections on end-user equipment and servers.

The Information Security Analyst candidate should have a Bachelor's degree or an equivalent combination of education and experience, 1 year or more experience in Information Security Field, and experience with Windows servers and desktops, Unix operating systems, TCPIP IPv4 networking and scripting languages including PowerShell, Python, Bash.

[Click here](#) to learn more about the Information Security Analyst Position at West Chester University.

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### **Chief Diversity and Inclusion Officer**

The Chief Diversity and Inclusion Officer, a new position at WCU, will lead the university's efforts to advance its work on diversity, inclusion and infusion and will serve as the catalyst and convener to oversee and coordinate campus-wide efforts to enhance, cultivate and support a more inclusive educational community and workplace environment.

The University seeks candidates whose education and leadership experience enable them to promote and champion a culture of diversity and inclusive excellence as well as create, develop, design, implement and



sustain policies in support of programs to diversify faculty, students and staff and work in tandem with existing organizations to advance these goals.

[Click here](#) to learn more about the Chief Diversity and Inclusion Officer position at West Chester University.

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### **Assistant Director of Alumni Engagement**

The Assistant Director of Alumni Engagement at WCU will manage the chapter/club program to enhance participation, plan new alumni events and develop outreach programs, assist with all social media campaigns pertaining to those chapters and clubs and work with development officers to create events to increase alumni participation and giving.

The ideal candidate will have a Bachelor's degree, at least 3 years of professional experience in alumni relations, development, marketing and PR, Higher Education or a related field and an ability to work nights and weekends as needed.

[Click here](#) to learn more about the Assistant Director of Alumni Engagement position at West Chester University.

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Job Title: Administrative Assistant

Location: Radnor, PA

Duration: 03 Months

Responsibilities include:

3 years' experience; Provide administrative support for Investment Team as requested, including but not limited to preparation of documents, presentations, letters, itineraries, calendars, expense reports and presentations. Answer and screen incoming telephone calls. Sort, review, and distribute mail. Manage calendar including scheduling meetings and appointments. Coordinate travel arrangements and prepare itineraries. Assist in planning and coordinating special events. Greet and direct visitors and act as primary resource for internal and external contacts, facilitating a professional image. File and photocopy materials, including establishing and maintaining files. Process invoices for prompt payment. Proofread documents and presentations for grammatical and typographical errors. Order supplies and coordinate routine maintenance and repairs to office equipment. Develop working knowledge of Ariba, Get There and any other systems as they may be implemented. Special projects and additional related duties as assigned by managers. Support additional team members within the department and perform functions specific to their roles, as requested.

Additional Job Requirements:

Software Skills:

+Experience to Advance MS Suite - Specifically Word, Excel, PowerPoint & Outlook.
+Ariba, a plus but not required

Aruna
Recruiter

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