

JOB LEADS #864

NEW WAY TO REACH JOB LEADS: The Job Leads are now on the web page. We needed to do this because Big Tent was cutting off the leads after just a few, AND the links to the jobs didn't work. NOW, we can make sure you get ALL of the job leads and the links and information inside them now WORK! Go to the web page, www.josephspeople.org Enter the Resource Section at the top. You'll see JOB LEADS. The **Password** to get into it is **Blessing2017**. Speaking of this, keep an eye out for our new web page. It should be launched by January. Lots of new and great interactive things coming.

Remember, we list jobs as they come to us. They may be part-time hourly wage, they might be full-time with excellent salaries. This job leads has some jobs are 4 different universities and some very nice positions as well as good part-time work.

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**HO HO HO:** Join us for the **Annual Christmas Party, Dec. 12<sup>th</sup>**, Tues. evening 6:30 on...

A lovely dinner, music (live band), Santa of course, gifts,. A great time to be had by all. Last year we had 150 people who really enjoyed the friendship and fun. Come and bring your family or a friend! All welcome. No RSVP. We feed until it's all gone.

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Do you need some help? **Gas cards, food store cards, a utility grant?** These things are available to members as long as our supply lasts. If you are a member of a Chapter, you just need to send a request to your Chapter Leader or to Cheryl [JPCheryl@verizon.net](mailto:JPCheryl@verizon.net). Give your Chapter, your home address, phone, email and what you are requesting. We running low, but whatever we have, we give away. That's the wonderful things about Joseph's People. Not a single dollar given to us goes to overhead. Every penny goes to YOU!  
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Things we give away....this is the time of year that we sometimes get things given to us for YOU. We had **7 personal computer printers** given to us. All working. 3 have been asked for. Do you want one? Send your request to Dan. [wdwillard@verizon.net](mailto:wdwillard@verizon.net) He will be bringing them to the Christmas Party for pick up, or you can arrange with him directly.

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**SQL DBA – Permanent position – Salary 120K**

Position is primarily an administrative and maintenance position over the corporate 24x7 database systems. There is also development project work in support of the database systems, as well as part of the corporate software products/services/systems. Environment is primarily Microsoft SQL Server 2008 R2, 2014, 2016.

### **Responsibilities**

- Administration and maintenance of 24x7 corporate database environment.

- Monitoring of SQL Agent jobs and remediates failures when they occur.
- Design, implement and support disaster recovery solutions within the acceptable SLA.
- Perform pro-active capacity planning, recommend and implement solutions to provide scalability.
- Build and enforce database change management, security standards and best practices across various database environments and ensure processes are adhered to and documented.
- Support production and non-production deployments of database schema changes, code deployments, and stored procedures.
- Create automated scripted solutions to perform various administration and monitoring tasks.
- Participation in development projects ranging from oversight on DB related changes to design discussions.
- The position requires close interaction and participation with a team of software developers.

## Qualifications

- Bachelor of Science degree in Computer Science or related discipline
- Expert knowledge installing, configuring and maintaining Microsoft SQL Server DBA for 2005 and 2008 R2 and above
- Expert skills with T-SQL query development, optimization, and stored procedures
- Strong experience with SQL Server replication (transactional and merge) setup, maintenance and trouble shooting
- Backup and Recovery including Full and Incremental (TLOG) backups
- Maintenance plans for rebuilding indexes and identifying improvements based upon statistics
- Experience migrating old SQL Server environments to new (SQL 2008 R2 and above)
- Business Intelligence tools deployment/ data warehousing
- Install, configure, validate and monitor complex SQL services, log shipping, replication, backup and recovery procedures.
- Strong Execution Plan analysis skills to support the development team and provide recommendations on query optimizations. i.e. join analysis, index analysis etc.
- Experience with SQL Sentry a plus.
- Strong verbal and written communication skills
- Strong commitment to meeting customer needs

Joel Polin  
215-968-3303  
[www.polinassociates.com](http://www.polinassociates.com)

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Founded and sponsored by the Sisters of St. Francis of Philadelphia, [Neumann University](#), a private, Catholic, co-educational institution rooted in the Franciscan tradition, which emphasizes respect for individuals, concern for the environment, and social responsibility, has the following Chester County Career positions posted:

Graduate Residence Director (Part-time)

The Graduate Residence Director at Neumann University provides a residential living experience that supports student learning and success grounded in Neumann's Catholic traditions and Franciscan values.

Candidates should have a Bachelor's degree in a related field, a flexible work schedule that allows for evening and weekend work, and an appreciation for and congruence with the Catholic, Franciscan mission of the University.

[Click here](#) for more information on the Graduate Residence Director(s) position at Neumann University.

Assistant Director for Campus Life Programs

The Assistant Director for Campus Life Programs fosters a campus environment that is vibrant and engaging, meets diverse student needs, and offers opportunities for engagement.

Candidates should have a Master's degree in Higher Education Administration, College Student Personnel, Counseling, two to three years of experience in higher education Student Affairs, and experience with program planning and implementation, and advising student groups.

[Click here](#) for more information on the Assistant Director for Campus Life Programs position at Neumann University.

Assistant Director for Annual Giving

The Assistant Director for Annual Giving provides direct professional support to the Director of Annual Giving and Advancement Services and help advance/foster constituent relationships.

Candidates should have a Bachelor's degree, knowledge of higher education fund-raising and donor relation functions, and able to analyze data for planning and evaluation.

[Click here](#) for more information on the Assistant Director for Annual Giving position at Neumann University.

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The Pennsylvania State Civil Service Commission is conducting a recruitment effort on behalf of the Pennsylvania Department of Labor & Industry (L&I). **The Department of Labor & Industry**

currently has eight vacancies in the Workforce Development Analyst 2 job title in Dauphin County. Some of these 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.

Job seekers who show two years of experience performing technical work in a workforce development program and a bachelor's degree will qualify for Workforce Development Analyst 2. Any equivalent combination of experience and training is also acceptable.

If you are interested in being considered for one of these vacancies, please see the attached documents for details on how to apply and schedule your Civil Service exam. You must apply by December 9, 2017, and you must indicate a willingness to work in Dauphin County.

If you are currently on the Civil Service employment list for Workforce Development Analyst 2 in a county near Dauphin and you wish to be considered for employment in this job title in Dauphin County, please contact our Information Services Division at (717) 787-7811 and request to have Dauphin County added as one of your counties of employment availability.

This e-mail is being sent for your information only. It is not necessary for you to respond directly to it.

On behalf of the State Civil Service Commission and the Pennsylvania Department of Labor & Industry, thank you for your consideration of these employment opportunities.

Sincerely,



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I pray the two of you are well. The company I am with has two position we need to fill immediately; an admin and a Senior Graphic Designer. We are located in Collegeville area.

Please share with the group.

Use this link to view opportunities <http://www.awcwire.com/Career>

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IT Network Admin.

Installs, modifies, and makes minor repairs to personal computer hardware and software systems, and provides technical support for a diverse range of user departments. Resolves hardware, software, and networking/communication problems, conflicts, and defects while giving assistance to the IT Manager.

REPORTING RELATIONSHIPS

The IT Support Technician reports directly to and is fully responsible to the Sr. Network Admin. Group Lead

REQUIREMENTS

1. Requires Associates degree in the related field.
2. 0 - 2 year's experience working in the related field.
3. Knowledge of and experience with computer networks.
4. Strong trouble shooting/problem solving skills.

WORK ENVIRONMENT

A majority of the time will be spent in an office environment with little noise and with controlled temperature. Additional time could be spent in aiding others on the manufacturing area.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

1. Designs, specifies, configures, installs, and maintains local area network hardware, software, and telecommunications services such as personal computers, system software, software applications, printers, servers, routers, bridges, switches, modems, cabling, wireless, exchange, SQL server, mail, ERP and Internet service providers.
2. Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup.
3. Establishes and maintains network users, user environment, directories, and security.
4. Trains users on software and equipment usage.
5. Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software programs.
6. Develops and communicates standards for use, operations, and security of network, personal computers, and data.
7. Communicates with other departments to report and resolve software, hardware, and operations problems. Must be able to interact with employees at all levels of the organization.
8. Installs and tests software upgrades.
9. Collects and analyzes network and memory utilization.
10. Implements disaster recovery procedures.

11. Maintains a broad knowledge of state-of-the-art computer technology, equipment, and systems; participates in development activities as appropriate

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

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Subject: Senior Business Intelligence Analyst, FTE, Philadelphia suburb, Up to \$100K

Software Methods is seeking a Senior Business Intelligence Analyst for a full-time employment opportunity. This opportunity is located in the suburban Philadelphia area.

This hands-on position will have the majority of the responsibility focused on data management, data integration, and business intelligence. You will assist in the reporting needs for various departments, including sales and marketing.

Principal Responsibilities

- Responsible for data ETL processes across all internal and external commercial data sources
- Maintain data warehouse and operational databases in MS SQL Server
- Clean and integrate complex datasets in order to create the data foundation for further analytics and the development of key insights
- Consult with internal customers (e.g., Sales, Marketing, Customer Service, and Trade) to develop analyses that lead to actionable insights that accelerate profitable growth
- Support delivery of the reporting, dashboard, ad hoc and analytics requests via ad-hoc data pulls
- Define and deliver key performance metrics and design reports/dashboards using the BI Platform to provide insights into business unit performance
- Maintain and deliver all BU performance rankings, and Circle of Excellence rankings
- Deliver ICP dashboards and provide analysis of ICP process and future recommendations
- Provide timely and accurate ICP payouts to payroll on a regular basis for all BUs
- Understand all BU's (US & Canada) unique businesses and their data to aid in the development of efficient data modeling
- Strong collaboration, communication and people skills are a must.

Education and Experience

- Bachelor's Degree is required
- At least 2-3 years of pharmaceutical experience
- Field experience is preferred

Required Skills

- Strong experience with relational database technology (SQL and SSIS)

- Strong experience with Business Intelligence Tools (i.e. Spotfire, Tableau, and QlikView)
- Strong analytical skills
- Proficient in Excel, PowerPoint, Access, Word
- Excellent communication and interpersonal skills
- Strategic thinking and detail oriented
- Project management skills and demonstrated ability to work collaboratively.

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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Client: Arkema

Job title: Contract Administrator (ARK-REQ-0566)

Location: 900 First Avenue, King of Prussia, Pennsylvania 19406

Duration: 12 months+

### **Job Summary :**

Provision of support to the Senior Capital Procurement Manager through oversight of CAPEX contract process, including preparation of contract documents, facilitation of the contract execution process, and administration support for the execution of those contracts.

- Demonstrated HES Performance: Commitment to project HES objectives and personal HES activities. Provide leadership in safety performance with the contract workforce. Experience and demonstrated commitment to implementing safe work practices and "Incident and Injury Free" initiatives.
- Critical technical skills / experience: Job Knowledge - Demonstrated experience with Contracts formulation/development and administration. Analytical skills in cost and wage formulations.
- Contract Lead/Decision-Making: Experience in taking leading in working and communicating with a multi-functional engineering and construction team. Demonstrated experience with contracting practices. Working across boundaries of several disciplines/interfaces with international companies.

- **Leadership, Teamwork and Communication Skills:** Strong teamwork and communication skills. Demonstrated ability to work well in a crosscultural, multi-functional team, and to serve multiple customers and effectively manage multiple interfaces.

#### Activities

##### Contract Preparation and Administration

- Participates in the development and fulfillment of contract requirements and documents in the purchase or sale/delivery of equipment, materials, products or services
- Evaluates contract compliance and advises others on contractual rights and obligations
- Perform post award activities including coordinating all contract submittals and correspondence, preparation.
- Facilitate the internal review and approval of final contract documents and document approvals received
- Participate as meeting scribe for vendor meetings specific to project status and issue resolution
- Manage subcontracts and perform any other tasks, as assigned, to ensure compliance with contractual terms and conditions.
- Ensure documentation to negotiate change orders and claims is properly produced.
- Follow up on problems which demand attention to ensure timely response.
- Prepare reports to the Contracts Manager as required.
- Work in the preparation of the assigned Claims.
- Follow-up on required responses.
- Attend project meetings as requested, record meeting minutes & conference call notes, track actions resulting from such meetings.
- Prepare the required correspondences, replies, notices actions and variations required for the project and assure that all contract administration requirements are covered in a timely manner, and complying with the provisions of the contracts.
- Discuss with the Contracts Manager and get advice on the important and critical issues of the project.

##### Document Management

- Develop and implement a Purchasing project file system to retain purchase orders, purchase order supporting documentation, change orders and supporting documentation including notices, communications and meeting/discussion notes, and communications regarding issues and potential claims
- Manage the storage of indirect goods and services contracts in accordance with Arkema Legal department procedures

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#### **Context And Environment :**

Position will be based at Arkema King of Prussia site, or the primary project office/site for the project being supported.

#### **Qualifications / Experience Required:**

- 7+ years' experience in a purchasing role, preferably in the area of indirect goods and services in a buyer or contract administration role
- Strong analytical and organizational skills
- Proven ability to manage and prioritize multiple demands and projects with minimal supervision
- Results oriented self-starter with business/financial acumen and sense of urgency
- Advanced Microsoft Office suite experience required
- Excellent interpersonal and communication skills
- SAP experience preferred

**If interested, Kindly provide below details.**

Full Legal Name:

Contact Number:

Alternate Number:

Email ID:



Current location:  
Work Authorization:  
Available to Start:  
Can you come for an in person interview:  
Last 4 digits SSN:  
MM/DD of Birth:  
Any vacation plans:  
Upon Offer, the client requires following checks –  
Criminal ; Employment ; Education ;Drug ; Reference  
Willing to undergo these checks?

Regards,

Sridhar Kelam,

**Radiant Systems, Inc.**

107B Corporate Boulevard,

South Plainfield, NJ 07080

Ph: 908-279-8899 X 337

Fax : 908-668-1081

[skelam@radiants.com](mailto:skelam@radiants.com)

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Function title: Temperature Management Coordinator
1 year contract

This individual contributor is responsible for the management of clinical supplies during the execution phase of clinical trials consistent with GMP guidelines with a specific focus on Temperature Management & Control of Clinical Supplies.

- Responsible for management of all temperature excursions associated to clinical supplies during the trial execution ensuring prompt resolution and compliance with all SOP, GMP, Quality, and Regulatory guidelines, contributing to successful subject dosing within Pharma R&D for all phases of clinical trials
- Act as a single point of contact accountable for the business critical need
- Manage and adjust supply dispositions via inventory systems including IVR & IWR
- Conduct issue resolution activities for the temperature excursion supply aspects of the clinical trials
- Develop strong internal collaboration with GCO, DPD, and Quality stakeholders to ensure TOR resolution and overall customer satisfaction
- Interface with Global Trial Managers, Trial Supply Managers, Drug Product Development, and Quality to manage trial supply temperature excursions
- Responsible for execution of Temperature Monitoring Coordinator role during trial feasibility and throughout trial execution driving robust temperature management within Pharma R&D for all phases of clinical trials
- Review and approval of all Investigational Site Temperature Management Equipment Questionnaire Approvals (TMEQ) for Cold Chain IMP
- Act as subject matter experts for temperature management requirements including storage and monitoring

capabilities

- Customizing protocol specific temperature out-of-range forms based on product attributes
- Coordinating quote request and PO setup process to centrally source temperature monitoring devices
- Develop strong internal collaboration with GCO stakeholders to ensure customer satisfaction
- Partner with Global Trial Managers, Local Trial Managers, Site Managers, Local Medication Coordinators, Clinical Supplies Design Leaders, and Central Business Operations in temperature management and issue resolution
- Supports business process improvement initiatives.

Focus and Scope

Responsible for the Temperature Management & Control of all clinical supplies from feasibility throughout trial execution within the Pharma R&D portfolio.

Profile needed for this function

Critical Experiences Required

- A university/bachelor's degree (or equivalent experience) is required. Generally, requires 2+ years related experience.
- Experience with quality system tools preferred (e.g. Trackwise)
- Experience with Interactive Response Technologies for Clinical Trials (e.g. inventory management functionality)
- Experience with the following functions preferred: clinical operations, logistics, quality assurance, clinical supply chain planning, drug product development
- Demonstrated knowledge in the following areas:
- Clinical Supply Distribution
- Clinical Study Execution/GCP
- Intermediate to advanced software skills (e.g., Microsoft Excel, SharePoint, PowerPoint)
- Experience in a highly matrixed environment (preferred)

Critical Competencies:

- Very strong data analysis and problem solving experience
- Highly organized with strong attention to detail
- Extreme sense of urgency for the tasks at hand, including ability to drive resolution with minimal management oversight
- Excellent written and verbal communication skills
- Task oriented (repetitive process)
- Strong quality management skills
- Strong strategic thinking skills
- Excellent problem solving and decision making skills
- Strong cross-functional coordination skills

Language requirement: English

Note: Role requires coverage M-F during normal business hours, including remote coverage for critical events during holiday periods

Note: Please allow me to reiterate that I chose to contact you either because your resume had been posted to one of the internet job sites to which we subscribe, or you had previously submitted your resume to Axelon. I assumed that you are either looking for a new employment opportunity, or you are interested in investigating the current job market.

If you are not currently seeking employment, or if you would prefer I contact you at some later date, please indicate your date of availability so that I may honor your request. In any event, I respectfully recommend you continue to avail yourself to the employment options and job market information we provide with our e-mail notices.

Thank you,
Justin Tredo
Recruiter
Axelon Services Corporation
44 Wall Street 18th Floor
New York, NY 10005
Phone: (212) 306-0193
Fax : (212) 306-0191
justin.tredo@axelon.com

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### **Market Research Telephone Recruiter**

We are seeking part-time Market Research Recruiters to join our team. This position will be making outbound calls to candidates being recruited for focus groups and surveys. The ideal candidate will have the following qualifications:

- Comfortable using Microsoft Excel
- Clear, understandable telephone communication
- Able to read from a script
- Able to wear a telephone headset
- Detail oriented
- Able to work in a fast paced environment

Are you looking for a permanent part-time position? Looking to get your foot in the door of market research? We offer part time work with a flexible shift.

Please note: this is NOT a sales position. Our location is accessible by Septa utilizing either the 124 or 92 buses.

This position is part-time, working less than 40 hours per week, and pays \$11 per hour. In order to apply, either:

Email resume to: [resume@focusfwd.com](mailto:resume@focusfwd.com)

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Job Title: Office & Clerical - Procurement Coordinator/ Project Administrator I

Location: Philadelphia PA

Duration: 6-12 months (Chance of Extension)

Job Description: The chosen candidate will be responsible for supporting the Finance Manager with the SOW/Change Order process. This will include working with internal stakeholders and external vendors creating, submission, and tracking SOWs/Change Orders through the approval process. Work with Legal to have NDAs generated for new potential business partners. Also, the chosen candidate will manage multiple administrative tasks for the Connected Health group,

such as, meeting planning and scheduling, visitor access, conference room reservations, preparing meeting agendas and recording meeting minutes, and manage the internal distribution list and team calendar. Other duties will include onboarding new hires and various clerical assignments.

Requirements:

2-3 years of vendor management and working with procurement/finance
1+ years experience in an administrative role supporting multiple teams and interest groups
Knowledge of SOW creation
Experience with tracking incoming/outgoing staff
Bachelor's degree or relevant experience
Strong experience with Microsoft Office
Highly motivated and able to work in a fast past/dynamic environment
Healthcare experience a plus, but not required
Must be able to work in Philadelphia, PA

Thanks..!!

Aneesh Madhav

Sr. Technical Recruiter



Artech Information Systems LLC

360 Mt. Kemble Avenue, Suite 2000 | Morristown, NJ 07960

Office: 973.295.4572 | Fax: 973.998.2599

Email: aneesh.madhav@artechinfo.com | Website: www.artechinfo.com

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**Know someone looking for work? Share with your friends!**

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

## **Immediate Openings**

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

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

Exciting opportunity to join a rapidly expanding company! Supports a High Level Corporate Executive. Duties for this position involve managing calendar schedules. Coordinating travel arrangements, handling personal assistant

duties, organizing volunteer efforts and getting Executive involved in community events. This is a High Profile role. Must be flexible and adaptable with change. 5+ Yrs Exp as an Executive/Personal Assistant. Excellent Public Relations Demeanor. Send resume to [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

#### **INDIVIDUAL CARE GIVER - \$10/HR DIRECT HIRE - BROOMALL, PA**

8:30am-4pm Monday - Friday. Responsible for providing personal care for 1-4 individuals, as appropriate (assist with grooming, restroom, showering and personal hygiene), administer medications and accurately record, implement crisis intervention prevention and resolution when necessary. Must have valid Driver's License, HS Diploma or GED, be compassionate and promote civil rights. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

#### **INDIVIDUAL CARE GIVER PART TIME - \$12/HR DIRECT HIRE - ASTON & MEDIA, PA**

Aston: 7AM- 3PM, 11PM- 7AM, 3PM-11PM, 3PM-12AM, includes weekends

Media: 3-11 Sat and Sun, 3-11 Sunday, 2-11 Thurs-Fri, 7-3 Sat and Sun

Responsible for providing personal care for 1- 3 individuals as appropriate, administer medications and accurately record, implement crisis intervention prevention and resolution when necessary. The Care Giver will also assist residents with household management (meal prep, laundry, cleaning), and drive residents to appointments, shopping, and events. Must have a valid Drivers License, HS Diploma or GED, be compassionate and promote civil rights. Public transportation only available at Aston location. Send resume to Carol at [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

#### **LEGAL ASSISTANT - \$40K-\$50K/YR DIRECT HIRE - MALVERN, PA**

Legal Assistant will support two attorneys. Responsible for drafting and editing legal correspondence and documents, maintenance of attorneys calendars, transcription of dictation, and follow up on outstanding assignments. Must have 2-5 years of legal assistant & litigation exp in PA, experience In NJ desirable. Knowledge of federal and state court filing requirements. Must be highly motivated, organized, and detail oriented. Strong interpersonal skills a must. Must have the ability to travel to NJ for training. Comprehensive benefits package offered incl. medical, dental, life ins., 401(k), & disability. Send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com)

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

This position reports directly to Director of Claims. Duties include: providing status to underwriters on claims prior to policy renewal, managing claim trends and conducting file audits to monitor TPA's compliance. Must have two years of general liability experience. Company will pay for Property & Casualty license within 1st month! Send resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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#### **ACCOUNTING ADMINISTRATIVE ASSISTANT - \$14-\$15 TEMP \$30K-\$35K PERM - MEDIA, PA**

Assist with accounts receivable, billing, accounts payable, deposits, and other clerical accounting duties as needed. Must possess good number skills and be very detail oriented. Assist with back up of the receptionist desk which includes answering phones, mail, supplies, etc. Must have a pleasant personality and a professional appearance

when stepping in for the front desk. Bachelors degree required along with 2-3 years administrative experience. Send resume to [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

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

Immediate need for numerous Administrative Assistants! Will assist with inbound calls, clerical duties and assisting managers with compiling & organizing electronic documents. Must have great customer service skills, a positive attitude and the ability to meet deadlines. Send updated resume to [ghanock@monarchstatffing.com](mailto:ghanock@monarchstatffing.com)

**AP ACCOUNTING CLERK - \$14.50/HR TEMP TO HIRE - KING OF PRUSSIA, PA**

Responsible for processing incoming checks, copying and filing of carrier payments and prepare checks for daily deposit to bank, processing stop payments on banking website and reissue checks, handling the voiding, cancellation and/or reissuance of checks within the accounting system, and data entry of information into excel spreadsheets and accounting system. High School Diploma, minimum 1 year of work experience, detail orientated, and have 10 key adding machine skills. Ability to utilize software in a Windows environment and have basic Microsoft Office Program Skills (Word, Excel, Outlook). Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

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

Shifts are 9am-5pm & 10am-6pm. Customer Service Rep must have a good personality & must be grammatically correct written & spoken. Must be empathetic, reliable, and patient & be able to handle displeased callers. Bilingual Spanish or Mandarin required! 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 HIRE - KING OF PRUSSIA, PA**

Apply cash receipts to patient accounts, reconcile the Daily Cash Posting Report, adhere to workflow processes, policies and procedures for posting payments and provide support to as needed in the Accounting Department. Must have a HS Diploma or GED, be detail oriented, proficient with 10-key adding machine, ability to utilize software in a Windows environment, and have basic Microsoft Office Skills. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

**CLAIMS PROCESSING ASSOC - \$13/HR TEMP TO HIRE - WAYNE, PA**

Organize client documents, extensive note taking, evaluate patient trends, knowledge of Medicare compliance, follow-up with physician's offices. Associates must have 1-3 years exp with revenue cycle, patient accounts, & third party insurance collections. Self Motivated individuals that have strong verbal and written communications should apply for this career opportunity. Send your resume to [Maryann@monarchstaffing.com](mailto:Maryann@monarchstaffing.com)

**COST ACCOUNTANT - \$25/HR TEMP \$65K/YR PERM - DELAWARE COUNTY**

Manage accounting for cost of sales and inventories. Perform detailed cost analysis of all projects and budgets. Generate performance reports including cost at completion information for designated projects. Maintain standard costs and ensure accuracy of rolled up cost in the ERP system. Perform Inventory management cycle

counts audit. BS in Business Administration or Accounting with good analytical ability and knowledge of standard cost methods and procedures. Minimum of 3 to 7 years experience in cost accounting. Send updated resume to [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

Wonderful opportunity to start with a growing company! Inbound and 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 required. Send updated resume to [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**CUSTOMER SERVICE REPRESENTATIVES - \$14/HR TEMP TO HIRE - KING OF PRUSSIA AREA**

20+ CSR Representatives needed 12 week temp to hire conversion. Will service incoming callers, trouble shoot & resolve customer problems. Three Shifts Available; 9am-5pm, 10am-6m, 12noon-8pm. The customer service rep must have; grammatically correct written and spoken English, upbeat and energetic personality, & must be able to handle displeased customers. Must have a great customer service attitude and a willingness to help customers in need. Excellent training program & working environment. Full Benefits when perm. Send updated resume to [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

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

Assist with data input, follow up with clients and assist 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 updated resume to Debbie at [dhancock@monarchstaffing.com](mailto:dhancock@monarchstaffing.com)

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

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 updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**DENIAL CLAIMS PROCESSING ASSOC - \$15/HR TEMP TO HIRE - WAYNE, PA**

Review medical records and input data into system for denials, print and ship appeals to payers, and follow up with payers on status of submitted appeals. The individual will have experience with revenue cycle, hospital patient accounts, and 3rd party insurance collections. Ability to aggressively follow up on appeal outcome determinations and claim payments. High School diploma required, Bachelor's Degree preferred; proficient with Microsoft Office, independent worker, strong customer service skills, and organizational and analytical skills a must. Send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com)

**DEVELOPMENT COORDINATOR - \$15/HR TEMP TO HIRE - WEST CHESTER, PA**

Provide overall general office support for the Fundraising/Development Team. Coordinate annual giving projects. Answer & screen incoming calls. Prepare inventory usage reports. Manage additional part time employee s schedules. Once Perm Employee Benefits are one of the best in the region! Retirement Savings 9% match after 30

days. Must be proficient in MS Word, Excel, Power Point. Extensive experience with Mail Merge. At least 3 + years office assistant experience and strong attention to detail is required. Send updated resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com)

**DISPATCH COORDINATOR/CALL CENTER REP - \$16-\$17/HR TEMP TO HIRE - MALVERN, PA**

This is a rotating shift 2wks Mon-Fri and 2wks Tues-Sat., 11pm-7am plus other upcoming shifts w/ opportunity for promotion. Respond, dispatch and coordinate client request, handle processing for new account set up, track and monitor customer activity, & troubleshoot customer inquiries. Strong Excel & Database skills, attention to detail, ability to juggle multiple priorities. Call Center exp a plus! Excellent Benefits Offered. Send resume to [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

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

Will review orders and 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 & on a team. Send updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**HR GENERALIST - \$60K-\$75K/YR TEMP-TO-HIRE - RADNOR, PA**

Assist with the development of the Compensation Program and administer the on-going program to maintain competitive and cost effective compensation policies and practices. Managing the company's ATS and recruitment effort for all new exempt and non-exempt candidates, students, and temporary employees; including posting to internal and external websites, background checks, drug screening as well as monitoring results. Conduct new hire orientations and exit interviews; support employee development plans and help develop and monitor career path programs. A bachelor's degree (2-5) years of Human Resources experience. Professional in Human Resources (PHR) certification preferred. Send updated resume to [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

The Jr. Staff Accountant position is a FT position that will report to the Finance Department. The job duties include reconciling bank accounts, maintain financial records and subsidiary ledgers, prepare month end closing entries and assist in preparing financial reporting and accounting, reconciling select general ledger accounts and maintain subsidiary ledgers for fixed assets. A Bachelor's degree in Accounting is required, 1-3 years accounting experience preferred, and strong computer skills (MS Office, etc.). Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com)

**RECRUITER - \$20/HR TEMP - BRYN MAWR, PA**

HR department in Bryn Mawr, PA is in need of temporary (12 month) Contract Junior Recruiter. Will be responsible for Full Cycle Recruitment of non-exempt employees. 2-3 Years Recruitment work experience needed. Send updated Resume to [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

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

Thriving Mortgage Company has an immediate need for a Corporate Recruiter. Must have corporate recruiting and life-cycle recruiting experience. You will be assisting with all onboarding of new employees. Must have 3-5 years of



human resources experience and be detail oriented. Send updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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AFFORDABLE APARTMENTS: Some of these are too far away, but others are not that far away. Keep this link and check it very now and then as they ad places.

Housing Development Corporation MidAtlantic is a non-profit provider of quality, affordable apartments and townhouses for rent to low-to-moderate income families and individuals. We build hope & opportunity by providing a safe and affordable place to call home.

We currently have apartments available. We are reaching out to you, our local agency partners, to help provide those in need with a safe, decent, affordable home.

Click Here for HDC MidAtlantic Affordable Housing Property Listing:

[HDC MidAtlantic Affordable Housing Property Listing 12.4.17](#)

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**Job Title : Administrative Assistant II**

**Location: Collegeville - PA**

**Duration: 4 Months**

**Job Description:**

Provides full-range of administrative support to include: manages multiple Outlook calendars with expertise; plans events, such as staff meetings (including recording of action items) and a variety of recurring events with other group; prepares and edits reports and presentations using Microsoft Office software; organizes and maintains files; coordinates; prepares expense reports; fields incoming telephone calls and replies to routine inquiries; provides project management; flow of work, and initiates follow-up when necessary, particularly when supervisors are traveling; orders supplies and administrative assistants in maintaining an efficient workroom; serves as back-up administrative support for any manager.

**of Experience 3-5. Responsible for opening purchase orders in Ariba and EPA3 and tracking invoices**

*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,

Sangram Pradhan  
Non-Technical Recruiter  
**Integrated Resources, Inc**  
**IT REHAB CLINICAL NURSING**  
**Inc. 5000 – 2007-2014 (8th Years)**  
Certified MBE I GSA - Schedule 66 I GSA - Schedule 62II I GSA - Schedule 70  
[sangram@irionline.com](mailto:sangram@irionline.com)  
(732) 902-2311  
Edison NJ 08817

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Headquartered in Malvern, [Vanguard](#), one of the world's largest investment companies, with nearly \$5 trillion in global assets under management and at least five percent ownership of every publicly traded company in the United States, has the following open Chester County career positions posted:

Manager, Learning Design, Vanguard University

This manager of Learning Design leads a team of instructional designers in Vanguard University as they design and develop learning experiences for Vanguard crew to improve organizational performance and support professional growth and development.

In addition to a Bachelor's degree and at least 5 years of general business experience, the Learning Design Manager should have a deep understanding of adult learning, the instructional design process, how learning is evolving and able to expand the team's ability through coaching and development.

[Click here](#) for more information on the Learning Design Manager's position at Vanguard.

Regional Operations Coordinator

The Regional Operations Coordinator provides operational support on various Corporate Real Estate and Facilities Management services at the corporate and regional level for assigned region.

Candidates should have an undergraduate degree, a minimum of two years experience in the facilities management or related field, preferably in a corporate setting and be detail oriented and able to manage multiple tasks simultaneously.

[Click here](#) to learn more about the Regional Operations Coordinator position at Vanguard.

Senior Executive Compensation Consultant

Executive Compensation Consultant manages global executive remuneration data and processes including benchmarking, pay analysis, technology, and annual bonus and merit planning and administration.

Candidates should have an undergraduate or graduate degree in a related field, minimum five years general experience consisting of specific compensation experience, (preferably with two years compensation management experience from which was attained a familiarity with executive pay practices) and demonstrated analytical and reporting skills, providing data and updates on complex topics in simple, easy to understand terms.

[Click here](#) to learn more about the Executive Compensation Consultant position at Vanguard.

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Established on March 1, 1967, Delaware County Community College, regarded by many as the center of educational opportunity in Delaware and Chester County, has the following Delaware County career positions posted on their career page:

### **Career Development Specialist**

The Career Development Specialist provides vocational and transferable skills assessment, career counseling, group learning experiences and referrals to partner and community agencies for the purpose of assisting members of the public with their effort to obtain entry or re-entry into the workforce.

The ideal candidate should have a Master's degree in Counseling or related field with emphasis on assessment and career guidance as well as experience working with adults in transition or with barriers to employment

[Click here](#) for more information in the Career Development Specialist position at Delaware County Community College.

### **Accounting Instructors (Part-Time)**

The Business, Computing and Social Science Division of Delaware County Community College seeks an Accounting instructor to teach several courses at the school's Marple Campus during the 2018 Spring semester.

Candidates should have an MA/MS and/or Ph.D. in Accounting as well as teaching experience at the college level.

[Click here](#) for more information on the Accounting Instructor position at Delaware County Community College.

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Located in off of Route 202 in Malvern, [Penn State Great Valley](#), a special-mission campus offering a variety of master's degrees and graduate certificates geared toward working adults has the following open career or intern positions posted:

Advancement and Giving Specialist (Director Of Campus Development)

Penn State Great Valley seeks a frontline fundraiser to engage the school's alumni and friends in support of Penn State Great Valley School of Graduate Professional Studies. The Director is expected to solicit annual leadership gifts (\$2,500+) as well as secure major gifts (\$100,000+) and lead the campus' development efforts to successfully identify, cultivate and solicit alumni and friends in support of Penn State Great Valley's fundraising goals.

In addition to a Bachelor's degree and 3 or more of development and campaign experience, candidates should possess a passion for higher education, have an understanding of complex institutions and also an appreciation and understanding of working with diverse audiences and communities.

[Click here](#) for more information on the Advancement and Giving Specialist at Penn State Great Valley.

Research Assistant

The Research Assistant at Penn State Great Valley supports a faculty research project modeling the structure and dynamics of cells and their compartments. Duties include geometric modeling of organelle networks, specifically mitochondria, and modeling changes in these cellular structures under different conditions.

The successful applicant must be a current Penn State student enrolled in an Engineering, Engineering Management, Software Engineering, Information Science and/or Systems Engineering program and have a basic knowledge in programming and statistics, along with strong verbal and written communication skills.

[Click here](#) for more information on the Research Assistant at Penn State Great Valley.

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[Wawa](#), voted by Market Force Information in 2015 as “America’s Favorite Convenience Store” based on the Media-based chain of over 700 stores’ fresh food, great coffee and strong brand reputation, has the following Delaware County positions posted on it’s career page:

### **Senior Replenishment Analyst and System Administrator**

The Senior Replenishment Analyst and System Administrator at Wawa to lead the collaborative planning of replenishment activities across all replenishment functions and to develop new system metrics to support decision making, and produce detailed reports that monitor the effectiveness of the replenishment solution.

Candidates should have a Bachelor’s degree, 5+ years of relevant experience in Supply Chain and/or systems management, and have knowledge of SAP, MM, and FI systems.

[Click here](#) to learn more about the Replenishment Analyst and System Administrator position at Wawa.

### **Retail Implementation Planning Analyst**

The Retail Implementation Planning Analyst at Wawa is responsible for development, maintenance, and reporting of metrics across the life cycle of all stores including the Store Reinvestment Program and major project roll-outs and initiatives.

The ideal candidate should have a Bachelors degree, 2 to 4 years of experience in an analytical role, and proficiency with Microsoft, SAP and CAD software tools.

[Click here](#) to learn more about the Retail Implementation Planning Analyst

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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:

Associate Director of New Student Programs

The Associate Director of New Student Programs is responsible for overseeing orientation programs for the new first-year, transfer, and targeted student populations (first-generation, adult learners, veterans, and international students) to create and foster an environment of transition that leads to student success.

Candidates for the Associate Director of New Student Programs candidates should have a Master's degree in Higher Education or College Student Affairs, a minimum of 4 years of direct experience working with orientation programs, first-year experience, or new students in transition and have large event programming experience.

[Click here](#) for more information on the Associate Director of New Student Programs position at West Chester University.

Jr. Budget Analyst

The Jr. Budget Analyst is responsible for providing professional and administrative support to the department and user community including posting all department budget entries and processing all request to hire forms.

In addition to an Associate Degree in an applicable field, candidates should have strong analytical and technical skills and be proficient in MS Excel and MS Office Suite.

[Click here](#) for more information on the Jr. Budget Analyst position at West Chester University.

Business Intelligence Analyst

The Business Intelligence Analyst at West Chester University will oversee the design and implementation of the University's data warehouse, incorporating and integrating data from various sources (i.e. SIS, SAP, CRM, LMS, etc.) and develop policies and procedures for the collection and analysis of data, a data dictionary and code.

Successful candidates should have a Bachelor's degree in data science, management information systems, information science or related field, a minimum of 2 years' experience in SQL programming and database experience, design/management of a data

warehouse and/or data analysis, and experience understanding business environment and requirements.

[Click here](#) for more information on the Business Intelligence Analyst position at West Chester University.

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Located in Radnor, [Cabrini University](#), a residential Catholic college welcoming learners of all faiths, cultures, and backgrounds with a focus on academic excellence, leadership development, and a commitment to social justice, has the following Delaware County career positions posted:

### **Administrative Specialist for the Nerney Leadership Institute**

Administrative Specialist for the Nerney Leadership Institute is responsible for the central coordination of activities, both operations and planning, and ensures timely flow of information to and from the Executive Director's Office and staffs the Advisory Council of the Institute.

Candidates for the Administrative Specialist role should have a high school or Bachelor's degree, extensive experience working with executive level/organizational leadership and a minimum of 5 years of administrative experience, preferably in a highly complex, multi-faceted organization, preferably within higher education.

[Click here](#) for more information about the Administrative Specialist for the Nerney Leadership Institute.

### **Assistant Director of Conferences and Events**

The Assistant Director of Conferences and Events is responsible for assisting in dramatically increasing campus rentals and conferences in order to both increase revenues and public exposure of the university and providing logistical oversight to all events, scheduling, and summer programming and conferences, including staffing, and event promotion through the Master Calendar.

Candidates should have a Bachelor's degree, 2+ years of experience in the oversight and supervision of event planning, camps and conferences or Facility Management preferred and have a flexible, diplomatic and effective leadership style.

[Click here](#) for more information about the Assistant Director of Conferences and Events at Cabrini University.

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Job Title: Executive Assistant II

Location: Philadelphia, PA

Duration: 12+ Months

Job Description:

- 4-6 years' experience;
- Professional, independent, collaborative, consistent, and detail oriented individual to support multiple leaders and maintains messages (email, voice, handles and screens phone calls) calendars and schedules meetings, appointments and business travel arrangements when necessary.
- Coordinates tasks/needs/priorities with other EA', monitors and manages specific projects as assigned.
- Prepares sales reports, expense reports, correspondence, and maintains accurate record keeping systems, documents action items from meetings and follow-ups on deliverables.
- Resourceful and problem solving.

If you are interested, send me your updated Resume to proceed further
Please ignore it, if it does not match your profile

"Have a Great Day"

Monica Williams

Recruiter

Ageatia Global Solutions

949 N. Plum Grove Rd.

Schaumburg, IL 60173

Direct: 847-517-8415 EXT 315

Fax: 847-517-7796

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