

JOB LEADS #874

Happy Easter!!

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**THERE IS A CRACK IN EVERYTHING....THAT IS HOW THE LIGHT GETS IN!**

....Leonard Cohen  
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POSITION DESCRIPTION

Assistant to the President

We are seeking an assistant to the President of two not- for- profit Charitable Foundations. The foundations focus on supporting:

- The environment
- Equestrian interest, such as the Devon Horse show, and The Radnor Hunt to mention just a few.
- Scholarships to benefit improving and protecting “open spaces” (the country way of life)
- Various Historical Societies such as the Chester Country Historical Society and the Pennsylvania Historical Society.

Our candidate will have to be able to drive to the Exton Pennsylvania area. Your duties in assisting the President and Vice President will be varied to include handling phone calls, doing their correspondence, keeping the office organized and running smoothly, paying bills. You will be expected to contribute to the various projects such as the current one which is publishing a cook book. Basic Computer skills are essential.

This is a full time position yet hours can be flexible.

The compensation is very flexible depending on your credentials. Benefits are also negotiable.

To be considered please submit your resume and three references to Jeff Bole, President of William J Christopher Associates, All replies will be kept confidential. All fees are paid by our client.

Jeff Bole, President

William J Christopher Associates

A Tradition of Excellence since 1977

EMail: wjc@wjca.com

Web page: www.wjca.com

Phone: 610-696-4397
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Wawa Inc. this year will again hire up to 5,000 new employees as part of its annual hiring campaign.

The Media, Delaware County-based convenience store chain on Thursday said it would begin hiring as many as 5,000 workers in the next three months in its 790 stores across six of the states in which it operates.

Some Wawas will have open houses, dubbed Wawa Career Wednesdays, that will take place from March 28 through April 18. There, potential employees will have a brief first interview, learn more about Wawa and explore career opportunities.

Stores hosting the open house events will have signs announcing the dates and times. Interested applicants can apply online prior to attending.

Wawa is expanding in Philadelphia. It recently opened at [1900 Market St.](#) and a [6,196-square-foot store](#) is upcoming at the East Market development. A Wawa is also [reportedly coming](#) to Independence Mall.

The company had about 750 stores during the same timeframe in 2017, but it's now grown to 30,000 employees.

**Here is the link to the WaWa site to check for positions. WaWa is a FIRST CLASS**

**Company.**

[https://www.findyourjob.net/company?m\\_type=bb&path=164&reset=1&s\\_ad=11387552095-c&s\\_kw=kwd-72260768189%3Aloc-190&s\\_network=Search&s\\_qs=wawa.com&search\\_keywords=Wawa&split\\_id=1029&utm\\_campaign=234376228&utm\\_content=4524191707&utm\\_medium=cpc&utm\\_source=Microsoft&utm\\_term=72260768189](https://www.findyourjob.net/company?m_type=bb&path=164&reset=1&s_ad=11387552095-c&s_kw=kwd-72260768189%3Aloc-190&s_network=Search&s_qs=wawa.com&search_keywords=Wawa&split_id=1029&utm_campaign=234376228&utm_content=4524191707&utm_medium=cpc&utm_source=Microsoft&utm_term=72260768189)

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Role : Customer Service Representative

Location: Exton, PA

Duration: 6+ Months

Job Description:

The role of a Customer Experience Specialist is to positively influence and delight customers in all interactions with the company. Customer Experience Specialist must be able to jump in to any customer interaction to quickly produce positive results. Impeccable customer service is top priority.

This role will have a focus on supporting pet owners who are part of our Petcare Rewards

program via phone calls, email, and chat.

Qualifications (i.e., preferred education, experience, attributes)

- Associate or Bachelor's degree highly preferred. High school diploma required.
- Minimum 1 year experience in a customer service related field required
- Hiring shift 11:30AM – 8PM with the potential to move to other available shifts based on department staffing needs. Customer Service team is open 8:30AM-8PM.
- Possess a positive, outgoing, 'Delight the Customer' attitude in all interactions
- Able to work both in a team environment and independently
- Able to adapt and be flexible in various situations
- Strong work ethic; willing to go the extra mile to deliver quality work
- Excellent written and oral communication skills, especially over the telephone – both internally and externally
- Exceptional time management skills and ability to multitask and prioritize work
- Effective problem solving and analytical skills
- Sales skills with the ability to influence customers preferred
- Strong leadership skills
- Proficient in Microsoft Office suite and web-based applications
- Working knowledge of SAP preferred

Please contact me **as soon as possible**, if you are interested. Thank you!

Thank You,
Harsh Vibhav
Aequor Technologies, Inc.
377 Hoes Lane, Suite 300
Piscataway, NJ 08854
(732) 867 8871
harsh.vibhav@aequor.com
18-00911

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If you are looking for a way into the workforce after being out of it for a long time; or have worked in positions in retail and looking for new skills, we may have an opportunity for you.

You may work up to 20 hours per week with us for minimum wage.

You must be 125% of poverty (Sample- Household income for 2 people can't exceed \$20,300)

You must be unemployed (no other work)

You must be 55 and older

You can be in the program for up to 48 months.

Joseph's People has been approved to be a part of the Mature Works program. You will be working for Joseph's People. We will provide you with training and skills on computers, web pages, sales campaigns, phone work; all kinds of skills that an employer will find very attractive.

You will have excellent office space in Exton. Ability to get to and from is a necessity. There is bus service along Route 30 that might work if you do not have an auto.

If you or someone you know would like to pursue this, please call Cheryl Spaulding at 610.304.4010.

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The [Downingtown Area School District](#), the largest school district in Chester County, operates 10 elementary schools, three middle schools, and three high schools in eight municipalities. *U.S. News and World Report* has recognized all three DASD high schools as three of the top high schools in the nation.

IT Technicians

This position provides on-site technical support and assistance to students, teachers, administrators, and support staff with hardware and software issues; and troubleshoots, installs, configures, and prepares desktop and peripheral equipment.

The ideal candidate will possess an associate degree in information technology; current CompTIA A+ and Vendor Applicable Certifications; and a valid Pennsylvania driver's license.

[Click here](#) to read more about the IT Technician positions at Downingtown Area School District.

Maintenance – HVAC Mechanic

This position provides technical assistance and HVAC and Controls work as assigned; performs HVAC installation and repairs; and assists with the preventative maintenance program for heating, ventilating, and plumbing systems.

The ideal candidate will possess a high school or trade school diploma or equivalent; a minimum of two years of experience in commercial HVAC and refrigeration trades; knowledge of building automated systems; and certification in Universal Refrigerant Recovery.

[Click here](#) to read more about the Maintenance – HVAC Mechanic position at DASD.

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With a location in Coatesville, [Lockheed Martin](#) is a global aerospace, defense, security, and advanced technologies company with 126,000 employees worldwide. Lockheed expanded into Coatesville when it [acquired Sikorsky Aircraft Corporation for \\$9 billion in 2015](#).

### **Lead Mechanic**

This position directs and instructs workers on mechanical maintenance, installation, and repairs; provides direction and technical leadership for the team; and ensures that work is accomplished with high quality, on schedule, within budget, and is FAR, FAA, and SAC compliant.

The ideal candidate will possess U.S. military experience; S-92, S-76, S333, and CH148 flight operations experience; A&P licensure; strong communication and leadership skills; and proficiency in using a computer, including Microsoft Office applications.

[Click here](#) to read more about the Lead Mechanic position at Lockheed Martin.

### **Senior Manager Operations**

This position ensures that all operations are performed in strict compliance with FAA requirements, industry-accepted standards, and best lean practices; continually evaluates new approaches to lean manufacturing and enterprise excellence; and ensures the safety of personnel and of the product.

The ideal candidate will possess a master's degree or MBA; a minimum of 10 years of work in a related discipline; strong knowledge of Lean and Six Sigma practices; and knowledge of Repair Station Manual and applicable FAA and other agency regulatory requirements.

[Click here](#) to read more about the Senior Manager Operations position at Lockheed Martin.

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Located in Nottingham, [Herr Foods](#) has been making the world's greatest-tasting potato chip since its inception in 1946, and today, the demand for Herr's snacks is higher than ever. Herr's also gives back to the community by providing financial support to more than 1,000 organizations each year.

Executive Assistant, Supply Chain

This position coordinates activities and the schedule for the VP of Supply Chain and Logistics; drafts letters, presentations, and other materials; coordinates and serves on committees; and arranges and coordinates travel plans.

The ideal candidate will preferably possess a bachelor's degree; three to five years of related experience; exemplary customer service skills and communication; and advanced Microsoft Office suite skills, including the ability to create basic analytics.

[Click here](#) to read more about the Executive Assistant position at Herr Foods.

Maintenance Supervisor

This position directs the activities of the maintenance mechanics; communicates with and responds to production management needs; and suggests changes in working conditions and use of equipment to increase efficiency of the work crew.

The ideal candidate will possess an associate degree or equivalent from a technical school; two to four years of related experience; recent experience as a Herr's packaging or processing machine operator; and knowledge of Microsoft Office software.

[Click here](#) to read more about the Maintenance Supervisor position at Herr Foods.

2nd Shift Maintenance Technician

This position visually inspects and tests machinery and equipment; utilizes mechanical and electrical troubleshooting skills to diagnose problems and repair machines; and installs and repairs electrical apparatus, such as transformers, wiring, and electrical components of machinery.

The ideal candidate will possess an associate degree or equivalent from a technical school; the knowledge and ability to operate hand and power tools; and a current forklift license, or the ability to obtain one within 90 days of hire.

[Click here](#) to read more about the 2nd Shift Maintenance Technician position at Herr Foods.

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Representatives from Berks Counties top companies and employment agencies will be at this event to recruit our talented students and alumni.

The Job Fair is...

**Wednesday, April 4th from 11am-3pm in the Student Union Building**

Open to EVERYONE - Students, Alumni and Community  
Full-time, Part-time and Seasonal positions available

Reading Area Community College  
10 South 2<sup>nd</sup> Street  
Reading, PA 19603  
610-372-4721, Ext. 5076  
[mfares@racc.edu](mailto:mfares@racc.edu)

**RACC Job Fair**

**April 4, 2018**

**11am-3pm Student Union Building**

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The award-winning [Tredyffrin/Easttown School District](#) operates eight schools that serve more than 6,000 students in the communities of Paoli, Devon, Berwyn, and Chesterbrook. It routinely ranks among the best public school districts in America.

Cafeteria Worker

This position assists in the preparation and portioning of salads, sandwiches, desserts, and beverages using proper recipes and sanitations procedures; assists in serving students; and ensures that the kitchen and serving areas are as neat and clean as possible during service.

[Click here](#) to read more about the Cafeteria Worker position in the Tredyffrin/Easttown School District.

Substitute Teachers

These positions fill in for absent teachers in a variety of subjects across the district.

The ideal candidate will have a valid teaching certification.

[Click here](#) to read more about the Substitute Teacher positions in the Tredyffrin/Easttown School District.

Substitute Health Room Nurses

These positions support the implementation of a comprehensive school health services program; maintain the established routines and procedures of the health room; and administer medications and perform procedures according to physician orders and school district policies and procedures.

The ideal candidate will possess a valid Pennsylvania nursing license.

[Click here](#) to read more about the Substitute Health Room Nurse positions in the Tredyffrin/Easttown School District.

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Job Location: Philadelphia, PA  
Engagement Type: Contract

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**Job Description:**

Principal Accountabilities: • Screens information received and refers members to the appropriate provider and/or contacts the provider directly for members. • Facilitates the authorization process for requests that do not require clinical criteria application or judgment. • Provides relevant information to members and assists them in resolving Plan related problems when Member Services personnel are not available. • Acts as a resource to staff for questions related to the prior authorization process. • Refers unresolved prior authorization process questions to the Lead Intake Specialist. • Assists the Lead Intake Specialist in identifying, planning and implementing staff training programs. • Identifies and reports member and provider educational opportunities to the Lead Intake Specialist. • Accurately answers questions regarding Plan benefits and Utilization Management requirements for members and providers. • Makes appropriate inquiries to determine potential coordination of benefits and advises appropriate provider and claims staff of same. • Supports Utilization Management nurses with data entry. • Performs other duties as assigned. • Adheres to Select Health and KMHP policies and procedures. • Supports and carries out the Select Health and Mercy Mission & Values.

• Customer service experience and interpersonal skills on phone and in-person • Proficient PC Skills in a Windows based environment including word processing, spread sheets and working in database programs. • Working knowledge of plan benefits and services • Proven ability to keep accurate and timely records and documentation according to established processes

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Sincerely yours,

Vivek Kaushal  
Lead - Recruitment  
PeopleNTech LLC  
1604 Spring Hill Rd, Ste 302  
Vienna, VA, 22182  
Phone: (703) 436-1013  
Email: [vivek.kaushal@peoplentech.com](mailto:vivek.kaushal@peoplentech.com)

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Your next job of Field Support Rep/Copy Services at Wayne, PA is a click away!

My name is Karan Katoch, a recruiter with Spectraforce Technologies Inc., a global staffing organization partnering with top Fortune 500 clients towards fulfilling their staffing needs.

Field Support Rep/Copy Services position I have available in Wayne, PA.

You can reach me at and/or email me karan.katoch@spectraforce.com. If you are interested in discussing the role, please include your updated resume, the best number to reach you at and your availability for a phone call.

Please click on [OneClickApply](#) to apply for this position directly or [LearnMore](#) to view the job description.

Thank you and have a great day!

Sincerely,
Warm regards,

Karan Katoch ,
Spectraforce Technologies Inc

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Program/Project Manager Junior to Intermediate  
Wilmington, DE  
9 months

5+ Years Exp. Any Financial Industry Experience is very helpful.

Looking for 4 years of experience.

Develop and execute activities related to end-to-end project management, including project plans and estimates, scoping and requirements through implementation and deployment. Proactively monitor, manage and report on execution of deliverables.

**Should you be interested, please send me a copy of your resume in word format along with the following details ASAP.**

Full Name:

Current Location:

Hourly rate on W2:

Work Authorization:

Earliest Available date to start:

Date and times available to interview:

Two Professional References:(Preferably Supervisory references):

Best Regards,  
Uday Kumar Kuncham  
687 Lee Road, Suite 250  
Rochester NY 14606  
(585) 532-7060 Ext.8060  
[uday@iic.com](mailto:uday@iic.com)

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Enterprise Solution Inc. is currently looking to fill urgent full-time permanent job positions as **Project Manager** with the client based in **Newark DE** Please let me know if you are available for the same.

Position: Project Manager

Duration: Permanent/Full Time

Location: Newark DE

No C2C/C2H, No Sponsorship, No Remote/Telecommute

Job Description:-

- **Client is looking for Project Manager with Analytics and Data Management background**

Please reply me with your updated resume and required details:

Full Name (As per Legal Docs):

Contact Number:

Work authorization/Visa Status:

Current Location:

Current Compensation:

Expected annual salary:

Phone Interview Availability:

Availability to Join project:

Waiting for your earliest response

Regards,

Deeksha

Santa Clara, CA

Enterprise Solution Inc.

Phone: 1-408-239-4386

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**Title : Administrative Functional Support**

**Duration : 5+ months**

**Location : Malvern, PA 19355**

**Top Skills : Administrative duties, Data/Chart/Graph, MS-Office/Excel/Word**

**Job Description:**

This position will assist in reviewing escalated complaint files for completeness. Complaints which are missing information, this position will contact the complainant/complaint preparer and collect the information and document appropriately. This position will also be responsible for collecting data and creating charts and graphs. Additional responsibilities include performing special research, verification and data gathering projects on request.

Ideal candidates will demonstrate a history of being detailed-oriented, ability to learn various software applications quickly, excelling in written and oral communications, having successful collaborations in a diverse culture, and intermediate level ability with Microsoft Office (i.e. Excel, Word, PowerPoint and Outlook). Experience with SAP is preferred but not required. Ability to speak French and/or Spanish is also preferred.

Let me know if you or anyone you know is interested. Please email me at [praveen.kumar@zolon.com](mailto:praveen.kumar@zolon.com) or call me @ (703) 636-7348

Thank you and enjoy the rest of your day!

Thanks & Regards,  
Praveen

## Zolon Tech

13921 Park Center Road | Suite 500 | Herndon, VA 20171

T: (703) 636-7348 | F: (202) 640-4366 | [praveen.kumar@zolon.com](mailto:praveen.kumar@zolon.com) | [www.zolon.com](http://www.zolon.com)

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Know someone looking for work? Share with your friends!
www.monarchstaffing.com

Immediate Openings

Delaware County, Chester County, Montgomery County & Philadelphia!

ATTORNEY - \$45-50K DIRECT HIRE - ABINGTON

Must have at least two years of experience. Attorney will research, draft and respond to motions and pleadings, discovery, depositions and handling arbitrations and other hearings. Salary will include a base commensurate with experience and bonus structure based on productivity. Experience with personal injury is must. Send updated resume to jfransen@monarchstaffing.com

INDIVIDUAL CARE GIVER - \$12/HR DIRECT HIRE - BROOMALL

Day Program Shifts are, 7AM - 3PM, 2PM-11PM, 3PM-11PM, includes weekends. Responsible for providing personal care as appropriate (assist with grooming, restroom, showering and personal hygiene) Provide quality person-centered services to assigned individuals receiving support. Administer medications and accurately record. Implements crisis intervention prevention and resolution when necessary. Requirements are Valid Drivers License, must be compassionate and promote civil rights, must have own transportation, no public transportation to this location - Send resume to Carol at Carol@monarchstaffing.com

INSIDE SALES - \$20-\$22/HR DIRECT HIRE - PLYMOUTH MEETING

Position pays quarterly incentives! Tired of commission-only sales opportunities? We have a nutrition healthcare client in the Plymouth Meeting area looking for compassionate individuals to join their Inside Sales team. No Cold Calling - All leads are warm outbound calls or inbound calls. Answer incoming calls to assist customers in ordering their products and introduce upsells and renewal plans. Answer questions regarding the product, billing, and account updates. At least one year as a successful inside sales agent/customer service representative and successful Sales experience. Bilingual Spanish is a plus! Animal lovers are encouraged to apply! Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

LEASING CONSULTANT - \$15-\$18/HR DIRECT HIRE - BALA CYNWYD

Responsible to collect and batch rent daily, prep for bank processing, process according to Property Mgmt instruction and submit required reports to Finance Dept. Process all invoices for payment, maintain logs and files of all process payments; produce required reports and letters. Enter all requests for apartment and building repairs & maintenance; follow up, report out and coordinate services. Provide excellent customer service to residents, vendors and all who come in contact with the community. Minimum 3-5 years Property Management Administrative Support experience required. Bilingual - Spanish speaking is a PLUS. Strong computer skills including MS Word and Excel. Must have working personal vehicle that is currently registered and insured. Call 610-604-0202 or e-mail kwise@monarchstaffing.com

LEGAL ASSISTANT - \$40k-\$50k/YR DIRECT HIRE - MALVERN

Large Regional law firm needs Legal Asst. Responsible for drafting and editing legal correspondence and documents. Transcription of dictation. Knowledge of federal and state court filing requirements. Must have 2-5 years of legal assistant & litigation exp in PA. Strong interpersonal skills a must. Required temporary commute to main office in New Brunswick, NJ for training. Comprehensive benefits package offered. Contact Mary Ann at

610.640.4111 or send resume to maryann@monarchstaffing.com

LOGISTICS SUPPORT COORDINATOR - \$38K-\$40K/YR DIRECT HIRE - POTTSTOWN

Growing e-commerce and retail product distribution company. Assist the General Manager with confirming accuracy of orders, conduction physical inventory audits, reconciling variances and reporting variances to management. Ability to lift up to 50lbs, several hours of standing on job. Bachelors degree preferred, but not required. 1+ years experience in logistics or operations required. Please send current resume to Npacitti@monarchstaffing.com

NURSERY SCHOOL DIRECTOR - \$20/HR DIRECT HIRE - DELAWARE COUNTY

Maintain all Pennsylvania licensing requirements, Keystone Stars, and NAEYC accreditation standards. Coordinating and planning daily activities with the group supervisors or with assistant group supervisors of school-aged program. Supervising all staff members, their schedules, curriculum and class management skills. Developing and maintaining positive relationships with families. Bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field and 1 year of experience with children OR a bachelor 's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field and 2 years of experience with children. Call 610-604-0202 or e-mail michelle@monarchstaffing.com

PARALEGAL - \$45-\$50K DIRECT HIRE - ABINGTON

Must be able to manage 100+ file case loads and have the ability to meet deadlines. Strong organizational skills and experience with personal injury is must. Exceptional verbal & written communication skills are required. Send updated resume to jfransen@monarchstaffing.com

ACCOUNTING ASSISTANT - \$15/HR TEMP TO HIRE - PLYMOUTH MEETING

Entry-Level Accounting Assistant will assist the controller with the day-to-day accounting and operations of the company. Will assist with quarterly reports, payment processing, invoices & assist managers with financial reports. Must have at least 2-3 years of experience in accounting or a Bachelor's degree in Finance, Accounting or Business Administration. Send updated resume to Jen at jfransen@monarchstaffing.com

ACCOUNTS PAYABLE SPECIALIST - \$18/HR TEMP TO HIRE - BLUE BELL

Manages assigned customer accounts & responsible for reconciling the customer's AP and verify all submitted invoices has been posted accurately. Research and resolve all invoice discrepancies & process credit/rebill adjustments as needed. Min. of 3 years working in Accounts Receivable, collections and reconciliation experience. Send updated resume to jfransen@monarchstaffing.com

ADMINISTRATIVE ASSISTANT - \$16/HR TEMP TO HIRE - KING OF PRUSSA

Distribute and track service requests, schedule work with contractors and oversee the purchase order process. Must be organized and able to prioritize. Excellent written and oral communication skills are required. Yardi experience is a plus! Send updated resume to Dana at dana@monarchstaffing.com

ADMINISTRATIVE ASSISTANT - \$20-\$21/HR TEMP TO HIRE - RADNOR

Perm Salary includes small pay raise and an additional 10% annual bonus. Conduct travel related activities, which may include scheduling flights, ground transportation and lodging. Compile and submit expense reports. Reviewing expense reports for VPs and review/approve timecard submissions. Provide backup support to the front desk receptionist during lunch breaks. New hire set up and termination, including updating all related information on iShare, coordinating interview schedules. Create schedules for yearly, monthly and quarterly activities and prompt action for those activities. Manage Calendars, plan internal meetings, on-site and off-site. Associates degree required, Bachelor's degree, preferred. 5 years minimum prior experience with supporting Executives. Call 610-604-0202 or e-mail kwise@monarchstaffing.com

CASE COORDINATOR - \$23/HR TEMP TO HIRE - BLUE BELL

Review medication profiles and member history. Inform members regarding Medicaid benefits and assist primary care provider offices in coordinating care of members. Must have at least 5-7 years of case management experience. Ability to ensure timely follow-up is a must. Registered Nurse background is a plus! Excellent benefits once perm! If interested, please send updated resume to jfransen@monarchstaffing.com

CHANNEL MARKETING MANAGER - \$30-\$35/HR TEMPORARY - BALA CYNWYD

Responsible for managing all marketing campaigns, copywriting, events and content development in partnership with the Marketing Team, Channel Sales Team, Microsoft Practice Leader and product management. Responsibilities include; event coordination, content creation and develop/implement multi-channel, Lead Gen campaigns. Must have previous experience working in a partner/channel capacity (5-7 years experience) with Microsoft or previously employed by Microsoft. Excellent writing/communications skills with experience developing content for various marketing channels-writing samples required with application. Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

CLAIMS PROCESSING ASSOC - \$13/HR TEMP TO HIRE - WAYNE & CHADDSFORD

Organize documents; evaluate trends, & follow-up with physician's offices. Knowledge of Medicare compliance a plus. Must have 1-3 years exp with revenue cycle, patient accounts, & third party insurance collections. Knowledge of Accounts Receivable posting. Send your resume to Maryann@monarchstaffing.com or call 610-640-4111

CLAIMS SPECIALIST - \$16/HR TEMP TO HIRE - PHILADELPHIA

Complete processing and posting of payments billing follow-up and manage credit/adjustments reports. In addition, will prepare claims to be submitted and assist with patient registration. Must have exceptional communication skills and have experience with 3rd party regulations. If interested, please email Dana at dana@monarchstaffing.com

CLIENT SERVICE REPS - \$15.50/HR TEMP TO HIRE - KING OF PRUSSIA

Provide support to providers & clients. Respond to inbound calls & emails. Resolve billing disputes. Min. 3 yrs. Call Ctr. exp. needed. Knowledge of healthcare billing required. CPT / HCPCS and ICD9 &/or Bilingual Spanish desired, not required. Send resume to Carol@monarchstaffing.com or call 610-640-4111

CONTRACT RECRUITER - \$30-\$40/HR TEMPORARY - DELAWARE COUNTY

Assist with proactively building the candidate talent pool. Developing position specific sourcing strategies for hard to fill key positions. Evaluating and utilizing the most appropriate form of employment advertising for the market areas served. Experienced Recruiter who has proven experience with the full cycle of the talent acquisition process. Strong team player who is high-energy, enthusiastic and confident. Familiar with current recruiting tools, software, applicant tracking systems, etc. 7-10 years full cycle recruiting experience. Bachelor's Degree in Business, Human Resources, or related field preferred. Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

CONTROLLER/HR REP - \$28-\$36/HR TEMP TO HIRE - MAIN LINE

Assist with month end reporting, close offs, bank reconciliations and audits. Timekeeping/record keeping/payroll (ADP). Quarterly time reports. Withholdings, 403B deductions, compliance, letters of hire. MUST know BLACKBAUD software platforms. Experience with not for profit accounting or Education. Must be organized & structured with the ability to shift gears and multi-task as needed. Call 610-604-0202 or email michelle@monarchstaffing.com

CORPORATE RECRUITER - \$20-\$22/HR TEMP TO HIRE - MEDIA

Maintain excellent relations with hiring managers, candidates and vendors and anticipate short- and long-term talent acquisition needs. Coordinate recruitment, including contacts with agencies, local colleges, high schools and other potential sources. Coordinate and attends Job Fairs with operational hiring managers and other appropriate

staff to recruit applicants and build talent pipelines. Implement the posting, advertising and application process. Bachelor's degree or equivalent relevant job experience required. ADP experience is a MUST! 2 years of full life-cycle recruitment experience required; recruitment experience in human services, healthcare, and education highly desired. Call 610-604-0202 or e-mail michelle@monarchstaffing.com

CREDENTIALING REPRESENTATIVE - \$22-\$25/HR TEMPORARY - DELAWARE COUNTY

Long term project. Assist with verifications and investigations for Credentialing and Re-Credentialing. Communication and interaction with principal owners and officers, Federal, State and local regulatory agencies, Corporate Compliance and Legal & Corporate Investigations Department. Must have excellent analytical and research skills. The ability to multitask in a fast paced environment that changes daily based on workload. Strong attention to detail. Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

DISPATCHER - \$16-\$17/HR TEMP TO HIRE - DELAWARE COUNTY

Convert incoming customer calls into booked service appointments and create work orders. Schedule and dispatch technicians, equipment and/or service vehicles to appropriate locations. Monitor technician locations using GPS to coordinate service and schedules. Record and maintain files of customer requests, service performed, charges, or any other dispatch information. Minimum of 5 years experience in customer service and dispatching of technicians. Excellent computer and phone skills. Highly organized with exceptional verbal and written communication. Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

DESKTOP COMPUTER TECH - \$18/HR TEMPORARY - WEST CHESTER

PART TIME - Provide hardware and software troubleshooting solutions. Must be adept at memory replacement, power supply replacement, hard drive replacement, MS Office troubleshooting, OS installs, installing software, new computer installations, assist w/ various software applications, printer and peripheral installations, providing technical support, & specialized software training. Some physical work i.e .moving computers from one location to another. 30 hrs. /wk. Up to one year contract. Reply with resume to Diane at dlynch@monarchstaffing.com

DISPUTE RESOLUTION SPECIALIST - \$14/HR TEMP TO HIRE - KING OF PRUSSIA AREA

Ideal opportunity for talented Inbound Call Reps. Troubleshoot and resolve customer issues. Must have excellent phone presence and etiquette. Three shifts available. Great company that pays 100% medical benefits once hired. Call Diane at 610.640.4111 or send resume: dlynch@monarchstaffing.com

EVENTS ADMIN - \$16/HR TEMPORARY - DELAWARE COUNTY

Heavy phone and computer work. Booking of all conference rooms. Management of the event setup and breakdown process. Coordination of a team of approximately 30 student workers. Commencement planning is a primary responsibility including vendor management. MUST HAVE proven MS Word and Excel proficiency. Booking/reservations experience preferred. Call 610-604-0202 or e-mail michelle@monarchstaffing.com

FRONT DESK RECEPTIONIST - \$15/HR TEMP TO HIRE - HORSHAM

Provide phone coverage and schedule meetings utilizing Outlook. Must be able to work independently and have the ability to problem solve. If interested, please send updated resume to dana@monarchstaffing.com

GRANT WRITER - \$22-\$24/HR TEMP TO HIRE - ASTON

PART TIME - Research, solicit and meet with appropriate leaders and discuss/obtain ideas for projects/programs, which may potentially be funded by grants. Conducts research and identifies funding sources to support existing and new projects/programs. Generates revenue for programs through the timely submission of well-researched, well-written and well-documented grant funded proposals. Develop grant proposals and applications for projects on an on-going basis. Implement grants according to the required guidelines and time frames. Bachelor's degree in a related field preferred. Minimum of three years' grant writing related experience preferred, with a track record of identifying and securing new funding opportunities. Proficient in researching, interpreting and analyzing data. Is able to research and identify potential donors for grants. Excellent computer skills with Microsoft Office programs -

Word, Excel, Power Point. Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

HR ASSISTANT - \$14-\$15/HR TEMP TO HIRE - DELAWARE COUNTY

Assist with reviewing applications, providing new hire paperwork, on-boarding review and employee orientations. Attend Career Fairs for recruiting and company recognition. Serve as point person for all new hire questions and provide accurate and timely responses by phone or email. Schedule interviews for completed applications. Must have strong computer skills. Effective oral and written communication skills & organizational skills. Skills in database management & record keeping. 2-3 years in HR or administrative exp. Call 610-604-0202 or e-mail kwise@monarchstaffing.com

MARKETING SPECIALIST - \$40-\$45K TEMP TO HIRE - BLUE BELL

Will assist with updating all web content, manage digital marketing campaigns, including PP, SEO & social media. Will also assist with organizing local and corporate events. Must be driven and self starter with a great attitude! At least 1-3 years of marketing experience required. If interested, please send updated resume to jfransen@monarchstaffing.com

MEDICAL BILLER - \$13-\$14/HR TEMP TO HIRE - BROOMALL

PART TIME - Responsible for having a full understanding of DME medical billing, reimbursements Review billing records and identify inconsistencies with insurance company billing requirements, works closely with locations to get documentation needed and be able to work independently to find solutions to accurately bill and collect payment. Applicants have to have at least 1-year experience in billing Durable Medical Equipment (DME). Knowledge of HCPCS, IC10s, and NDCs. Call 610-604-0202 or e-mail kwise@monarchstaffing.com

OFFICE ASSISTANT - \$12/HR TEMP TO HIRE - BLUE BELL

PART TIME - Assist with filing, scanning documents and managing all electronic correspondence follow-up. Must have a great attitude and be organized. If interested, please send updated resume to dana@monarchstaffing.com

RECEPTIONIST/ADMIN - \$18-\$21/HR TEMP TO HIRE - WAYNE

Assist with managing Outlook calendars, meeting room availability, start coffee in the morning. Ordering office and kitchen supplies. Schedule Iron Mountain pick ups and maintenance calls. Manage UPS & Stamp machine. Must be polished and organized. Must be dependable and have consistent and timely attendance. Must be proactive - anticipate situations and make adjustments accordingly. Looking for a candidate who is happy to work and shows up with a smile! Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

REVENUE ANALYST - \$16.25/HR TEMP TO HIRE - KING OF PRUSSIA

Facilitate accurate and timely receipt of revenue. Identify trends and areas of opportunity for more efficient workflows and optimal collection rates. Subject matter expert in all areas of billing & revenue cycle. Strong computer skills. Excellent communication, organizational, & time management skills. Knowledge of HIPAA guidelines. Medical billing exp preferred. College degree required. Send current resume to carol@monarchstaffing.com

SALES ADMIN ASST - \$16/HR TEMP TO HIRE - PAOLI

HR experience and HRIS. HR Benefits experience, a plus. Strong computer skills, Excel & PowerPoint. Team-oriented, dependable, & trustworthy. Long-term relationship w/ opportunity to grow into Acct. Mgr. position. Reply with resume to Diane at dlynch@monarchstaffing.com

SOURCING SPECIALIST - \$15-\$17/HR TEMP TO HIRE \$17-\$20/HR PERM - NEWTOWN SQUARE

PART TIME - Source talent using the latest social media vehicles, internet web sites, databases, networking and professional organizations. Screen, interview, and assess candidates. Create and post original and creative content for job ads, social media updates, and website. Create and maintain a cohesive company social media presence. Act as a liaison with external resources: ad agencies and retained search agencies, etc. Some college and 2 years of

related experience; or an equivalent combination of education and/or experience from which comparable knowledge, skills, and abilities have been achieved. Proficiency in using internet networking tools, such as LinkedIn, Twitter, Facebook, blogs, and professional networks. Proficiency in working with online creative software such as Word Press or other graphic design software. 25 hours a week-flex schedule. Call 610-604-0202 or e-mail michelle@monarchstaffing.com

STAFF ACCOUNTANT - \$21-\$26/HR TEMP TO HIRE - MAIN LINE

Assist parents with portal troubleshooting, follow up with delinquent accounts, Centralized Processing - use PO numbers for coding and weekly check cuts. MUST know BLACKBAUD software platforms. Experience with not for profit accounting or Education. Must be organized and VERY detail oriented. Must be a self-thinker who can present resolutions to problems. Call 610-604-0202 or e-mail npacitti@monarchstaffing.com

STAFF ACCOUNTANT - \$22-\$24/HR TEMP TO HIRE - CENTER CITY, PHILADELPHIA

Record receipts and disbursements. Perform monthly reconciliation of bank, credit card, credit line, and mortgage accounts. Perform account analysis. Assist in the preparation of financial budgets, projections. Must have: 4+ years of experience and degree. Sound knowledge of accounting and bookkeeping practices and theories; and accepted office procedures Proficiency in QuickBooks, Word and Excel Knowledge of PowerPoint. Please send current resume to Carol@monarchstaffing.com

TAX ACCOUNTING ASSISTANT - \$25/HR TEMPORARY - JENKINTOWN

Assist with general ledgers; prepare multi-state sales/use tax return around the region. Other duties include: manage jurisdictional licenses and calculate and record use tax. If interested, please email at ifransen@monarchstaffing.com

www.monarchstaffing.com

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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**Appraisal Coordinator**  
**Wilmington, Delaware 19803**  
**8+ Months – Contract**

**Description**

The Appraisal Coordinator is responsible for using professional customer service, communication and negotiation skills to successfully perform quality control review of a valuation order (appraisal/realtor product) in order to deliver a quality product to our customer and serve as a liaison between clients and vendors, including appraisers and real estate professionals. This individual will work independently to manage varying order volumes, resolve problems and adapt to changing situations.

**Primary Responsibilities:**



- Assigns orders to vendors for completion within a specified amount of time.
- Ensures service levels are met by communicating with vendors via phone and email to provide client-specific order requirements to help avoid delays and re-work.
- Contacts vendors by most effective method to follow up to obtain status of order or to secure additional information as request by client.
- Uses negotiations skills and persuasiveness to gain vendor agreement to commit to expected deliverable timeframe.
- Able to effectively work with vendor(s) with changing priorities and needs especially urgent orders that are escalated by the client.
- Acts aggressively in measures that enable urgent orders to be processed to meet customer needs.
- May need to reallocate work or contact other vendors to deliver the order within customer timeframe
- Engage in work processes and procedures that consistently meet service level agreements and strives to continuously meet or exceed customer expectations. Looks for ways to improve efficiency and create better process and procedures.
- Notes all contacts and actions in the production system.
- Responds timely and appropriately to e-mail/phone requests for information. Provide updates to internal support groups on the status of assignments.
- Maintains and submits required logs and/or reports, including production and related activities.
- Proactively provides assistance to team when called for or asked and extends assistance to other teams when the need arises.
- Performs other related duties as assigned.

### **Skill/Experience/Education**

#### **Mandatory:**

HS Diploma, 3-5 years of Banking experience, Mortgage preferred- (Not Collection experience)

#### **Ideal Candidate:**

Appraisal experience, ability to multitask

Thank you!



ObjectWin Technology, Inc.

**Shivaraj Shivaprakasha, Associate Recruiter**

Phone: (832)-485-1545 | Email: [Shiva.raj@objectwin.com](mailto:Shiva.raj@objectwin.com)

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Job ID 179255
Job Title Trans Proc Associate
Location Blue Bell, PA
Job Type Contract
Contract Length 1+ Month
Salary Range \$15.70-20.00/hr

Positions Available 2

Travel Percentage

Recruiter Paula Garcia

Phone 770-824-4082

Email PGarcia@cor-tech.net

Schedule: M-F 8-5

DESCRIPTION OF POSITION RESPONSIBILITIES:

- Provide support for Procurement team – changing open PO(s) in Oracle

SKILLS, KNOWLEDGE, AND EXPERIENCE RELATED SPECIFICALLY TO THE PERFORMANCE OF THE JOB:

- Ability to multi-task and work in a fast-paced environment
- Ability to identify and prioritize workload
- Experience with and knowledge of: Microsoft Office, including Word, Excel, PowerPoint and Outlook
- Experienced in delivering high caliber soft skills including time management, interpersonal skills, workflow management
- Specific accounting experience or understanding of complex accounting concepts related to liability and expense recognition
- Strong oral and written communication skills
- Ability to work in a team environment
- Strong attention to detail
- Oracle Purchasing V12.2.4 or purchasing experience
- Ability to adapt quickly
- Good customer focus

SPECIFIC JOB RESPONSIBILITIES:

- Correction of estimated 1000 PO(s) in Oracle across multiple countries
- Each PO must be reviewed and adjusted
- Working off Excel report will go PO by PO will adjust and add a new line (amount based) and close other lines – remove all funds from open PO lines and add to new line create with amount type line

Required Skills:

- Keeps Commitments, Advanced
- Decision Making, Experienced
- Attention to detail
- Accuracy
- Excel, Word and Outlook skills
- Ability to follow instructions and work without constant supervision

Oracle Purchasing or purchasing a huge plus

If you are interested in being submitted, please complete [Right to Submit](#) form.

~~~~~  
Now recruiting candidates for the followings to perform responsibilities in the Berks County region:

11914030 Swimming Pool Technician (Willing to Train) 11914034 Asst. Swimming Pool Technician (Willing to Train)

- Detail oriented person with strong trouble shooting and customer service skills are best suited for this role

11777509 Administrative Assistant

- Experience with scheduling customers for service appointments over the phone, in a fast paced seasonal business. They should have experience in customer service, Microsoft Word and Outlook, be able to multi-task, problem solve, be result focused, friendly, detail oriented and reliable. The ideal candidate would have some sales experience as well to make sure they are helping our customer get the best service / products they need.

Further position details can be located by visiting [www.jobgateway.org](http://www.jobgateway.org) and referencing the job posting number listed above. Interested candidates can email their resumes to [kaypoolandspa@comcast.net](mailto:kaypoolandspa@comcast.net).

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Some of the URGENT contract roles we are working on include:

1. Treasury Analyst
2. Assistant Controller
3. Senior Accountant
4. ERP Implementation
5. FP&A
6. Project Accounting
7. Tax Accounting

Please visit our website at <https://www.roberthalf.com/work-with-us/our-services/management-resources/> to see all consulting roles that we are working on. Let me know if there is something of interest.

Have a great day!

Sincerely,

Bernadette C. Komatick

Bernadette C. Komatick | Resource Manager

~~~~~  
My name is Priya Tyagi and I am a recruiter with Aequor technologies. Currently I am looking for **Packaging Technician II for my client Malvern, PA. If you are interested then please reach me at (732) 372 0410 or email back to me with your updated copy of profile.**

Aequor Technologies Inc, is an US based IT consulting and solutions company, providing high value services to leading customers for over a decade. We have over 7 centers in the US and 2 Technology Development Centers in Asia. Please visit [www.aequor.com](http://www.aequor.com) for additional information.

**Job Title: Packaging Technician II**

**Location: Malvern, PA**

**Job Description:**

**This would be for second shift 1:30pm-10pm**

Education: The Packaging Technician is responsible for activities supporting the primary and secondary packaging, labeling, and assembly of investigational drugs used in various clinical studies. Sign and date batch records for activities performed on all supplies prepared for clinical investigation and verify the work of other production staff members. Work is assigned and reviewed by Packaging Supervisor, Production Supervisors, and/or Team Leaders. Instructions will be in the form of written batch records as well as verbal instructions. is responsible for activities supporting the primary and secondary packaging, labeling, and assembly of investigational drugs used in various clinical studies. Sign and date batch records for activities performed on all supplies prepared for clinical investigation and verify the work of other production staff members. Work is assigned and reviewed by Packaging Supervisor, Production Supervisors, and/or Team Leaders. Instructions will be in the form of written batch records as well as verbal instructions.

Experience: **3 to 6 years** Skills and Experience:

**Required Skills:**

ASSEMBLY

BATCH RECORDS

CLINICAL STUDIES

PACKAGING

**Please fill the details below:**

1. Full Legal Name -
2. Work Authorisation –
3. Current Location -
4. Availability to start -
5. Availability for IN-person interview –
6. How you Commute to Client -
7. Highest Education -
8. Reason for Change -

**Regards,  
Priya Tyagi**

377 Hoes Lane, Suite 300

Piscataway, NJ 08854

**Direct: (732) 372 0410**

**Phone: (732) 659-9199 EXTN : 2067**

**Email : [Priya.tyagi@aequor.com](mailto:Priya.tyagi@aequor.com)**

**URL: <http://aequor.com/>**

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**We are scheduling the final interviews for our growing team of Hotel Reservation  
Specialists in Blue Bell!**

Varying Shifts available during the hours of operations - 8:00AM-8:00PM, Monday through  
Sunday

Candidates should be polished and professional.  
Candidates should be pleasant and upbeat with the desire to help customers with their requests.  
Candidates should be comfortable multi-tasking with phone calls and data entry when helping callers.

**Interviews end on Friday, so send your updated resume to us today to schedule your interview!**  
**As always, we welcome your referrals!**

**The Carney Group**

1777 Sentry Parkway West, VEVA 14, Suite 301  
Blue Bell, PA 19422  
P 215-646-6200 | F 215-646-6646  
[www.carneyjobs.com](http://www.carneyjobs.com)



~~~~~  
I have an immediate need for talented **PM** that bring experience in the **Pharmaceutical** industry/domain.

These are **6 month +** contract opportunities with long-term potential and are located in WEST POINT PA.

If interested, please respond with the most current version of your resume referencing 18-03200 in the subject line.

For information on similar positions, please refer to the website below or simply request this info when sending replying with your resume.

Key Responsibilities:

Site PM Responsibility

- Manage all site deployment activities
- Manage all site Change Control activities associated with the deployment of GLIMS
- Track the project progress and manage schedule
- Identifies project milestones and the critical path for the project
- Ensure that decisions & status is communicated in a timely fashion
- Identifies and manages risks & assumptions with stakeholders
- Works to ensure communication across work streams
- Manage vendors, project managers and work stream leads to ensure deliverables, quality of work and timely resolution of issues
- Work with overall Global Deployment Project Manager to ensure site timelines are consistent with overall project timelines

Regards,
Liz Garley
DIVERSANT LLC
Lead Technical Recruiter
331 Newman Springs Road Building 3, 2nd Floor, Suite #350
Red Bank, NJ 07701
egarley@diversant.com
(732) 759-6074

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The [Downingtown Area School District](#), the largest school district in Chester County, operates 10 elementary schools, three middle schools, and three high schools in eight municipalities. *U.S. News and World Report* has recognized all three DASD high schools as three of the top high schools in the nation.

#### **IT Technicians**

This position provides on-site technical support and assistance to students, teachers, administrators, and support staff with hardware and software issues; and troubleshoots, installs, configures, and prepares desktop and peripheral equipment.

The ideal candidate will possess an associate degree in information technology; current CompTIA A+ and Vendor Applicable Certifications; and a valid Pennsylvania driver's license.

[Click here](#) to read more about the IT Technician positions at Downingtown Area School District.

### **Maintenance – HVAC Mechanic**

This position provides technical assistance and HVAC and Controls work as assigned; performs HVAC installation and repairs; and assists with the preventative maintenance program for heating, ventilating, and plumbing systems.

The ideal candidate will possess a high school or trade school diploma or equivalent; a minimum of two years of experience in commercial HVAC and refrigeration trades; knowledge of building automated systems; and certification in Universal Refrigerant Recovery.

[Click here](#) to read more about the Maintenance – HVAC Mechanic position at DASD.

### **Custodian**

This position performs custodial work required for the routine cleaning and upkeep of buildings, grounds, and assigned equipment while complying with applicable safety regulations.

The ideal candidate will possess a high school diploma or GED; prior custodial experience; and the ability to properly use a variety of related equipment, including lawn mowers, snow plows, and stripping and buffing machines.

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With a location in Coatesville, [Lockheed Martin](#) is a global aerospace, defense, security, and advanced technologies company with 126,000 employees worldwide. Lockheed expanded into Coatesville when it [acquired Sikorsky Aircraft Corporation for \\$9 billion in 2015](#).

Lead Mechanic

This position directs and instructs workers on mechanical maintenance, installation, and repairs; provides direction and technical leadership for the team; and ensures that work is accomplished with high quality, on schedule, within budget, and is FAR, FAA, and SAC compliant.

The ideal candidate will possess U.S. military experience; S-92, S-76, S333, and CH148 flight operations experience; A&P licensure; strong communication and leadership skills; and proficiency in using a computer, including Microsoft Office applications.

[Click here](#) to read more about the Lead Mechanic position at Lockheed Martin.

Senior Manager Operations

This position ensures that all operations are performed in strict compliance with FAA requirements, industry-accepted standards, and best lean practices; continually evaluates new approaches to lean manufacturing and enterprise excellence; and ensures the safety of personnel and of the product.

The ideal candidate will possess a master's degree or MBA; a minimum of 10 years of work in a related discipline; strong knowledge of Lean and Six Sigma practices; and knowledge of Repair Station Manual and applicable FAA and other agency regulatory requirements.

[Click here](#) to read more about the Senior Manager Operations position at Lockheed Martin.

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With five locations in the Coatesville area, [Coatesville Savings Bank](#) has been providing outstanding customer service, competitive products and services, and community involvement and support since its founding in 1919.

### **Senior Lending Officer**

This position manages and coordinates the lending activities of a commercial and industrial lending team; manages the team's business development activities and portfolio management practices; and approves loan transactions in accordance with the bank's policies and procedures.

The ideal candidate will possess a bachelor's degree in business, finance, or a related discipline; a minimum of 10 years of commercial lending experience with progressively greater responsibilities; and extensive knowledge of financial institution policies and procedures.

[Click here](#) to read more about the Senior Lending Officer position at Coatesville Savings Bank.

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SAP is a market leader in [innovativ](#) enterprise application software, helping companies of all sizes and industries innovate through simplification. SAP recently boosted its cloud-based products by [acquiring California's Callidus Software for \\$2.4 billion](#).

IT Application Associate Consultant

This position supports IT project management teams in driving key projects and deliverables; drives third-party vendor management for M&A; and builds a trusted advisor relationship with SAP's business and external vendors.

The ideal candidate will possess a master's degree or equivalent in information technology or finance; a deep understanding of financial processes, including forecasting, budgeting, and resource management; and an understanding of SAP technology and technology strategy.

[Click here](#) to read more about the IT Application Associate Consultant position at SAP.

Senior Support Engineer

This position provides the methodology and content needed to redefine requirements and industry business models; uses a holistic approach to analyze, understand, and define action plans for customers; and resolves production down situations and escalations.

The ideal candidate will possess a bachelor's degree in computer science, engineering, mathematics, or a related discipline and five years of related experience; or a master's degree in a similar discipline and three years of related experience.

[Click here](#) to read more about the Senior Support Engineer position at SAP.

Service Sales Engagement Manager

This position serves as the strategic services sales leader and subject matter expert; develops account plans to drive pipeline and close opportunities; and understands the customer decision-making process and develops relationships with key decision makers.

The ideal candidate will possess a minimum of 10-15 years of experience in license, services, and/or system integrator sales activities; and experience with the generation and management of opportunities, bids, deal closure, and relationship management.

[Click here](#) to read more about the Service Sales Engagement Manager position at SAP.

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## **JOB OPENINGS AT LANCASTER BIBLE COLLEGE (MARCH 2018)**

<https://www.lbc.edu/blog/job-openings-at-lancaster-bible-college-march-2018.html>

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Subject: [Phillyleads] Sr .net Developer - FULL TIME - Willingboro, NJ

JOB SUMMARY:

Develop technical solutions and software by using standard software development practices. Including but not limited to pair programming, SCRUM, and other Agile SDLC practices to further the team's goal, of delivering measurable increments of value to the system during each month.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: May be modified from time to time. Other duties may be assigned.

- Develop, test, and document system programs using Visual Studio C#.
- Engage in continuous self improvement and team improvement activities, including but not limited to independent study of technical topics, peer to peer training, and

attainment of external certifications related to the tools and technologies utilized by the team.

- Other tasks may also be required from time to time, at the discretion of management, in order to achieve department and company objectives.

Required Skills

QUALIFICATIONS

Desired skills:

- Proficient in Structured and/or Object Oriented Programming Skills using C#
- Proficient in Data Structures and Structured Query Language
- Proficient in a .Net environment

KNOWLEDGE & SKILLS REQUIRED

- Ability to work in a pair programming environment as needed
- Ability to make and keep commitments to the team
- Ability to solve coding problems using Visual Studio C#
- Ability to quickly learn and apply new technical skills in both a class room and independent-study setting
- Attention to detail
- Strong written and verbal communication skills

Required Experience

EDUCATION & EXPERIENCE

AS, AAS, BS or equivalent degree in a technology related discipline such as Computer Science or Management of Information Systems

Best,

Jason DiPietro

MJDP Resources, LLC

610-585-1574

jason@mjdpresources.com

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**JNJNJP00049248**

**Quoting Analyst**

**171P - JOHNSON & JOHNSON HEALTH CARE SYSTEMS INC. (171P) / USA Headquarters / 1302  
Wrights Lane East / West Chester / PA / 19380**

**Location: 8 months**

#### **Role Objective**

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

#### **The primary objectives of the Deal Desk is to:**

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

4) Better align the offers we submit with the needs of the customer segment and the strategies of the business

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

### **Major Responsibilities**

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

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

#### **Business Knowledge:**

- Market Place and Customer Knowledge
- Financial and Analytical Skills
- Fact-based and analytical skills

#### **Communications:**

- Listening & Asserting
- Collaborative
- Strong verbal skills
- Clear, concise written communications

#### **Continuous Learning:**

- Feedback and Self-Awareness
- Development Plan and Career Management
- Benchmarking (Internal and External)

#### **Pricing and Contracting:**

- Contracting Strategies
- Understanding of the JJMD customer and contracting market place trends

#### **Partnering:**

- Collaborative with other stakeholders, including the deal desk quoting analyst team
- Strong, fact-based influencing skills
- Strong conflict management skills

**Problem Solving/Decision Making:** • Ability to disaggregate a problem in components and root causes

- Be hypothesis-driven and drive 80/20 analysis with imperfect data
- Sound judgment
- Solutions-oriented with a bias towards action

#### **Experience and Skills**

**Education:** A minimum of a BS/BA is required. A degree in Business, Finance, or Sales & Marketing is helpful.

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

**Skills/Abilities:**

- Self-starter and strategic thinker with demonstrated ability to implement strategies based on competitive dynamics, economic goals, and customer needs
- Strong desire to meet / exceed expectations
- Ability to identify, prioritize, & interpret information and data from disparate systems
- Exceptional attention to detail, customer service and results orientation
- Excellent Communication – written & verbal – internal & external
- Excellent analytical skills
- Ability to create, present and communicate findings to all levels of Management
- Ability to work well in a cross-functional environment and build support across a complex set of stakeholders
  - o Ability to form strong, trust-based relationships with Deal Desk team and Contract Admin
  - o Drive to understand multiple JJMD products and offerings, strategies and business objectives
- Ability to work within complex JJMD quoting systems with high degree of accuracy and speed

**Thanks & Regards,**

**Sandeep Reddy**  
Sr. Recruiter

Radiant Systems, Inc | 107B Corporate Boulevard, | South Plainfield, NJ-07080  
Ph: (908) 279-8899 x 312  
Fax: (908) 668-1081  
[dsandeep@radiants.com](mailto:dsandeep@radiants.com)  
[www.radiants.com](http://www.radiants.com)

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Aequor Technologies Inc. is an US based IT consulting and solutions company, providing high value services to leading customers for over a decade.

We have over 7 centers in the US and 2 Technology Development Centers in Asia. Please visit **www.aequor.com** for additional information.

My name is **Karuna Sagar** and I am with **Aequor Technologies**. I am working on a **below** position right now with our client “**Sanofi**” @ **Malvern, PA**.

The detailed job description is as follows. If you are interested, please call me back at **732-659-9172** or **reply to me** with your updated resume in **WORD format**. Thank you!!

Position : **Packaging Technician II**
Location: **Malvern, PA- 19355**
Duration: **14+ Months contract with possible extension**
Job Posting ID: **Reference # 7814375**

Job Description :

Please note we are looking to identify 1 Packaging Technicians to start as soon as possible. The Packaging Technician is responsible for activities supporting the primary and secondary packaging, labeling, and assembly of investigational drugs used in various clinical studies. Sign and date batch records for activities performed on all supplies

prepared for clinical investigation and verify the work of other production staff members. Work is assigned and reviewed by Packaging Supervisor, Production Supervisors, and/or Team Leaders. Instructions will be in the form of written batch records as well as verbal instructions. is responsible for activities supporting the primary and secondary packaging, labeling, and assembly of investigational drugs used in various clinical studies. Sign and date batch records for activities performed on all supplies prepared for clinical investigation and verify the work of other production staff members. Work is assigned and reviewed by Packaging Supervisor, Production Supervisors, and/or Team Leaders. Instructions will be in the form of written batch records as well as verbal instructions. Experience: 3 to 6 years

Thanks and Regards

Karuna Sagar

Recruiter

Aequor Technologies, Inc.

377 Hoes Lane Piscataway, New Jersey 08854

Email ID : karuna.sagar@aequor.com

Direct: (732) 659-9142

Tel: (732) 659-9199 Ext-2020

Web: www.aequor.com

~~~~~  
**Technical Project Manager's** that bring experience **IVR/Ticketing Systems, Enterprise level project mgmt, and solid grasp on all Microsoft tools.** These are long-term opportunities based in **Philadelphia, PA and I'm working directly with the hiring manager who is moving forward immediately.** If interested, please respond with the most current version of your resume referencing 18-03133 in the subject line. Per the manager's request, please be advised that all candidates must furnish 2-3 professional references when submitted.

## **Key Responsibilities:**

### ***Project Manager***

#### **Job Description:**

- Responsible for overall coordination, status reporting and stability of project oriented work efforts.
- Establishes and implements project management processes and methodologies for the IT community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations.
- Responsible for assembling project plans and teamwork assignments, directing and monitoring work efforts on a daily basis, identifying resource needs, performing quality review; and escalating functional, quality, timeline issues appropriately.
- Responsible for tracking key project milestones and adjusting project plans and/or resources to meet the needs of customers.
- Coordinates communication with all areas of the enterprise that impacts the scope, budget, risk and resources of the work effort being managed.
- Assists Program Manager(s) in partnering with senior management of the business community to identify and prioritize opportunities for utilizing IT to achieve the goals of the enterprise.

- Must possess extensive knowledge and expertise in the use of project management methodologies and tools, resource management practices and change management techniques.
- This is a management role with human resource management responsibilities (e.g., hiring, performance management).
- Manages one or more cross-functional projects of medium to high complexity.
- More senior role has responsibility for multiple large, complex projects with greater impact to the enterprise.

#### **Qualifications:**

- Bachelor's Degree in Computer Science, Information Systems, Business Administration, or other related field. Or equivalent work experience.
- Project Management certification or successful completion of a recognized project management curriculum is required.
- Typically has at least **6-8 years** of IT work experience, including 4-6 or more years managing projects.
- Experience with projects in multiple technologies and functions.

#### **Additional Skills:**

ITIL, ITSM, Incident Management, IVR, West Interactive, Thought Leadership, excellent communication skills across all levels of management, Excel, MS PowerPoint, MS Project

#### **Additional Info:**

- Provide proactive messaging support
- The mission of this project is to standardize the various processes
- Organize and develop a strategic plan
- Enterprise level PM experience
- Skilled in basic MS office tools
- No hard technical skills needed, data analytics are a plus
- Experience managing projects geared towards billing, IVR, implementing or configuring online customer self-help tools
- Understanding how ticketing systems work with IVRs, currently using Remedy and moving towards ServiceNow
- Managing call deflection, process improvement and create Visio flows
- Incident management department, vertical problem management
- Team of 6 focused on platform governance and ticketing solutions
- This is a brand new project, lots of interaction with incident team and problem management
- Interview process would consist of initial phone screen then on site interview thereafter
- Looking to bring someone on ASAP
- Not an on-call environment
- Enterprise Level project mgmt. experience
- Solid grasp on all of the Microsoft tools
- Data analysis experience
- IDR/Ticketing Systems

Regards,  
Mia Rogari  
DIVERSANT LLC  
Account Manager  
30 South 17th Street Suite 850  
Philadelphia, PA 19103  
[mrogari@diversant.com](mailto:mrogari@diversant.com)  
(267) 587-3662

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