

JOB LEADS #868

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It's a little bit more effort to go to the web page and pick up these Job Leads instead of on Big Tent, BUT there is a very important improvement. When you pick them up from the web page, all of the links inside the job announcements actually work. This is never possible in Big Tent.

TWO REMINDERS:

1. We have a survey up on Survey Monkey that will be ending soon. It has questions that will help us with planning to serve you the very best way for 2018 and beyond. Please take a few minutes to respond to it. It's less than 5 minutes long, and it will be very helpful to us. <https://www.surveymonkey.com/r/7B2F9K8>

2. **RETREAT**" The 6th Annual Retreat at Malvern Retreat is on Sunday, Feb. 18th Visit our web page for information and to sign up. This is an RSVP event because It includes a sit down dinner. www.josephspeople.org Join us for a great day!

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## Business Networking Event

*Making Connections to Find Your Next Employer*

**Tuesday, February 27, 2018**

Snow date: Wednesday, February 28 2018

**5:00 - 7:00pm**

**Chester County Economic Development Council**

737 Constitution Drive, Exton PA 19341

***Tickets - no charge but advance reservations required.***

**[Click here to register and for more information](#)**

***Space is limited so register today.***

Visit the [Registration page](#) for lists of attending employers and open positions.

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JEVS is an excellent organization. This event in Bucks County should be really excellent.

Baby Boomer Networking Refresher – Bucks County

Presented by JEVS Career Strategies, Jewish Learning Venture and the Bucks County Jewish Coalition



Free Library of Northampton Township

25 Upper Holland Road - Richboro

[Events](#)

Date/Time

Date(s) - March 4, 2018

2:30 pm - 4:30 pm

Location

[Free Library of Northampton Township](#)

We network every day as we try to locate a plumber, a dry cleaner, a dentist, or a job. Learn some of the tricks to networking for employment, social connections and general community resources and share your experiences with others.

RSVP Required Below.

Questions? Contact Alyse Unterberger, Jewish Learning Venture at 215-320-0388 or email aunterberger@jewishlearningventure.org

Baby Boomer Networking Refresher

Sun, Mar 4, 2018 2:30 PM - 4:30 PM EST

Note: This event is listed on EVENTBRITE .com We cannot put the link in, but you can go to Eventbrite.com and find it. If not, call JEVS.

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Good Afternoon,

Task Management will be holding an open recruitment at the PA CareerLink® Berks County on Wednesday, February 14<sup>th</sup> from 9:00 am – 1:00 pm. They will be recruiting for light industrial support positions in Reading and the Greater Reading Area. Strong candidates will be able to pass a background check and drug screening as well as have reliable transportation. For further information please reference the attached flyer.

Thank you,

Nicholas Shirk  
PA CareerLink® Berks County | Business Services Supervisor  
Phone: 610.988.1361 | Fax: 610.988.1382  
[Address](#) | [Website](#) | [Email](#)

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Located in Exton and West Chester, [First Resource Bank](#) is a community bank that offers full capabilities in personal and business banking, competitive rates, insightful solutions, and a welcoming attitude. Over the last year, it has been recognized for its [high performance](#) and [excellent results](#).

Customer Service Representative (CSR)

This position runs a teller window by taking deposits and withdrawal requests, preparing cashier's checks, and performing other duties; serves on internal bank committees; ensures that accounts are opened and serviced in an accurate and timely manner; and meets development and operational goals.

The ideal candidate will possess a minimum of three years of retail branch bank experience, the ability to educate clients on bank products and services, proficiency in Microsoft Office suite, and experience with Jack Henry and Profit stars systems.

[Click here](#) to read more about this position at First Resource Bank. To apply, send your resume, cover letter, and salary requirements to hr@firstresourcebank.com.

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We are hiring a brand new team of Customer Care Specialists in Newtown Square!

Immediate Start Date!

Full Time Opportunity! Great Corporate Culture!

Candidate should have good Customer Service and critical thinking skills
Excellent communication skills, both verbal and written, with strong typing capabilities
Ability to adapt to a fast paced environment and handle large volumes of customer interactions

Are you the right fit? 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

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**FRANKLIN MINT FEDERAL CREDIT UNION:** They are having a job fair,  
**LOTS OF OPENINGS**

Here is the link to it. <https://www.fmfcu.org/fmfcuinfo/careers.htm>

February 7<sup>th</sup> Wed. in Chadds Ford, PA.

If you follow the link you will be able to apply on the web page and get an interview at the job fair. There are a significant number of jobs listed open: When you hit "Apply Now" it will bring up the list. It's 3 pages of all kinds of jobs from cashiers to IT. 24 of them.

- .....
- **Name** jonathan newman
  - **Email** [saradog77@gmail.com](mailto:saradog77@gmail.com)
  - **Phone** 6105854420
  - **Subject** hello
  - **Message** I am a devout Christian I'm seeking a tennis assistant for my tennis business somebody who has a strong faith and tennis interest , this would be a partime position, fun ,ministry , some employment opportunities

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The Chester County Library Business Center holds all kinds of classes on computers and business. Here is the link to their calendar. Check out your County Library. They have a LOT to offer and all of it is absolutely FREE.

<http://ereserve.ccls.org/evanced/lib/eventcalendar.asp>

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[The Desmond](#) is Malvern's premier hotel, and its reputation for superior hospitality and comfort has spanned the past 25 years. The Desmond features a variety of special events throughout the year, including its [Summer Beer Garden Party](#) and annual [Cigar Dinner](#).

Maintenance

This position performs general, routine maintenance around the hotel, including painting and HVAC work.

The ideal candidate will possess some experience in maintenance work, basic commercial painting experience, an HVAC background, and the ability to work a flex schedule, including some evenings and weekends.

[Click here](#) to read more about the Maintenance position at The Desmond.

Conference Center Assistant

This position tracks hotel inventory, creates detailed reports as needed, and assists with other conference center tasks as assigned.

The ideal candidate will possess excellent communication, customer service, and computer skills, and is dependable, reliable, and can adapt to changing situations.

[Click here](#) to read more about the Conference Center Assistant position at The Desmond.

Additional Positions

The Desmond is also looking for full and part time housemen, room attendants, hosts and hostesses, servers, and server assistants.

[Click here](#) to read more about these additional positions at The Desmond.

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**IF YOU ARE NOW RUNNING A SMALL BUSINESS ON THE SIDE,  
OR IF YOU ARE CONSIDERING SMALL BUSINESS AS SOMETHING YOU COULD  
DO, THIS IS THE PLACE YOU NEED TO BE:**

Here is the link to the site that will give you all the information.

<https://www.thesmallbusinessexpo.com/event-view/philadelphia/>

**SMALL BUSINESS expo. Philadelphia  
PENNSYLVANIA CONVENTION CENTER< HALL B  
THURS. April 12, 2018 9 AM to 5 PM**

**ABSOLUTELY FREE**  
**212.404.2345**

The Chester County SCORE will be there. There are SCORE groups in every area Joseph's People has Chapters. If you cannot find it, let us know and we'll reach out to them for you.

**SCORE TRI-COUNTY**  
**(SERVICE CORPS OF RETIRED EXECUTIVES)**  
**<https://chesterdelco.score.org/>**

is proud to invite you to the upcoming Stop by our booth and say  
"Hello!" Whether we already work with you, or you want more  
information about our organization, we'd love to see you!

.....  
Hello, my name is Paula Garcia with

I have new job oppty you may be interested in; I have included the job desc below.

If you are interested please complete the App/Right to Submit link below:

I can be contacted at 770-824-4082 (W) or 770-824-4082 (C) should you have any questions.

If you are not interested in this job, we have a referral program, here is how it works!

- Referral bonus (\$) differs with each job
- Refer a friend, family member, co-worker
- If your referral is hired, he / she must complete 30 business days of employment in order for you to receive the said bonus
- If the same candidate is referred by multiple people, the referral bonus will be split accordingly
- [Please submit your referrals](#)

**Please review this job oppty:**

**Job ID** 174829  
**Job Title** Project Coordinator  
**Location** Downingtown, PA  
**Job Type** Contract  
**Contract Length** 6 + months  
**Salary Range** 38.00

Positions Available 1

Travel Percentage 0

Recruiter Paula Garcia

Phone 770-824-4082

Email [PGarcia@cor-tech.net](mailto:PGarcia@cor-tech.net)

Job Description:

Description: Plan and manage business projects, and make sure they are completed on time, meet the needs of the client and stay within budget.

Determine what the client or company wants to achieve.

Create timelines; and determine costs and resources needed.

Generate a detailed plan and schedule for each stage of the project.

Select supporting staff and lead a project team.

Negotiate with contractors and suppliers for materials and/or services.

Ensure that each stage is progressing on time, on budget and to the processes and quality standards of the company.

Report the project progress to senior managers and the client.

Manage risks and manage to avoid delays.

Job Description

Position Comments:

Duties/Responsibilities

• Assist with managing lab project schedules and assignments

• Assist with document management

• Assist with creating reports, documentation, and presentations

• Assist with lab management • maintenance of asset records, calibration, etc.

• Assist with coordinating workflow • receiving, testing, shipping

• Assist with coordinating meetings

Qualifications

• Organizational skills

• Proficient in MS Office

• Web collaboration tools

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

***CorTech is an equal opportunity employer. All employment at CorTech is based upon personal capabilities and qualifications. CorTech provides equal employment opportunities to all employees and applicants without regard to race, color, creed, religion, sex (including pregnancy and parenting status), age, national origin, veteran status, disability, genetics, sexual orientation, gender identity or expression, marital status, disability, or any other protected characteristic as established by law. CorTech will provide reasonable accommodations to applicants and employees with physical and/or mental disabilities, so far as such reasonable accommodations do not cause CorTech an undue hardship. In addition to federal law requirements, CorTech complies with applicable state and local laws governing nondiscrimination in employment in every location in which the CorTech has facilities. This policy applies to all terms and conditions of employment, including: recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.***

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**Position ID:** VZGTJP00010922  
**Job Title:** Network Assistant IV  
**Job Location:** Blue Bell PA(19422)  
**Job Duration:** 6+Months

**Description:**

Assistant Network is responsible for providing support to the network field group. Job functions include shipping and receiving of inventory, receiving invoices for payment, creating purchase orders, ordering supplies for office, maintaining records for cell sites, maintaining site list and contact numbers for work groups, and providing updates as required. May also be responsible for providing the highest possible quality and reliability in both clerical and technical areas, including interfacing with various departments such as: NOC, Accounts Payable, Purchasing, Xpercom, IT etc. Minimum AA degree or equivalent. Must be highly proficient utilizing Microsoft Windows, Excel, Word, PowerPoint, and related Windows-based software. Must be able to work as part of a support staff in a technical office environment. Must have the ability to support a group of 20 plus. Knowledge of PeopleSoft (Purchasing System) i.e., creation of purchase orders. Ability to multitask and prioritize the assignments as and when required. 10+ years of experience.

Seeking an individual to join the Budget, Procurement and Inventory Team, supporting the Network organization in Philadelphia. The candidate must have excellent work ethic, professionalism, motivation and self-discipline to work in a fast paced and changing environment. Duties and responsibilities include but are not limited to:

- Understanding of People Soft 9.1 Finance System preferred
- Manage procurement activities using PeopleSoft 9.1 purchasing system.
- Ensure proper accounting and project codes are used for all capital and expense purchase orders.
- Assist buyers with Peoplesoft and purchasing issues.
- Submit funding requests through NCMS system.
- Receive requests
- Creating and issuing various reports – using macros, pivot tables
- Communicate effectively

Even better if you have:

- High proficiency with Excel, Peoplesoft, NCMS and Ariba.
- Including knowledge of Pivot Tables, vLookup function
- Good written and verbal communications skills.
  - Self-motivated, show initiative, and be able to work independently.
  - Highly productive and detail oriented.
  - Some Finance background preferred.

**Regards,**

**B Bhaskar || Sr. IT Recruiter**  
[bbhaskar@idexcel.com](mailto:bbhaskar@idexcel.com)  
**Idexcel Inc..**



**459 Herndon Parkway Suite 11, Herndon VA -20170**  
**(703) 230 2638 || Fax 703-880-7584**

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The oldest national bank in the Philadelphia region, [DNB First](#) has been helping individuals, families, and businesses reach their financial goals for more than 150 years. DNB First also offers [expansive mortgage services](#), including special mortgage products for [veterans and military personnel](#).

### **Senior Mortgage Loan Officer (West Chester)**

This position establishes, develops, and maintains client referral relationships with professionals, provides loan and business referrals to other operation areas of the bank, generates residential mortgage application volume, and provides quality customer-oriented residential mortgage services.

The ideal candidate will possess strong customer service skills, a professional image and standards consistent with company policies and procedures, and the ability to stay up-to-date with changing rules and regulatory regulations.

[Click here](#) to read more about the Senior Mortgage Loan Officer position at DNB First.

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#### **Job Description**

6 months

#### **Material Planner**

Location: New Holland, PA  
Duration: 6 months

#### **Description:**

Bachelor's degree in Supply Chain preferred

As the Material Planner, candidate will Review, analyze, and initiate actions to resolve availability and scheduling coverage issues that arise. Determine priorities with a sense of urgency to provide customer satisfaction with regards to parts shipments. Expediently communicate to resolve parts shipment issues timely. Provide accurate follow up information on parts orders placed on suppliers, vendors, and plants regarding availability.

#### **Responsibilities include:**

Schedule, contact and expedite parts from internal work centers, sister plants, third party logistics representatives, suppliers and sub-contact suppliers; develop and implement contingency plans when necessary and keep management informed of actions being taken  
Revise planning based on changes coming from both dependent and independent demands as well as from inventory adjustments and Bills of Material corrections; resolve and process open rejection orders

Utilize information system tools to plan and manage assigned workload from handling daily MRP messages to applying PC-based tools to support continuous improvement; maintain part number data element integrity within the plant's planning information system databases  
Ensure that the right parts are at the right place at the right time at the proper quality level while

minimizing TOTAL costs (for instance minimized transportation costs, low inventory investments, and remove the opportunities to build excess and obsolete inventory levels)  
Analyze and correct discrepancies, paperwork or inventory problems to maintain parts flow and improve inventory accuracy  
Analyze and correlate Engineering and process data changes to planning activities and consult with Purchasing, Engineering, Quality Control and other related departments to provide alternate material and processes as necessary  
Understand and have working knowledge of the Manufacturing Control system, planning procedures and plant layout  
Must have a shop floor presence -- spend time on the shop floor to verify parts, count parts or follow up on parts

**The qualified candidate will have:**

4 Year Degree (Logistics / Supply Chain is Preferred)  
2+ years of experience in an industrial manufacturing environment utilizing MS Office or other computer systems

If you are available, interested, planning to make a change, or know of a friend who might have the required qualifications and interest, please call me ASAP at 703-953-1246. If you choose to respond via e-mail, please include a daytime phone number so I can reach you. In considering candidates, time is of the essence, so please respond ASAP. Thank you.

**Note**

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.

Sincerely yours,  
Gaurav Prasad  
Tel: 703-953-1246  
Email: [gprasad@iconma.com](mailto:gprasad@iconma.com)  
Website: [www.iconma.com](http://www.iconma.com)

ICONMA, LLC  
850 Stephenson Highway, Suite 612  
Troy, MI 48083

**Job Details:**

**Position: Assistant-Network - IV**

**Location: Blue Bell,PA**

**Duration: 6 months ( with possible extension )**

**Description:**

Assistant Network is responsible for providing support to the network field group. Job functions include shipping and receiving of inventory, receiving invoices for payment, creating purchase orders, ordering supplies for office, maintaining records for cell sites, maintaining site list and contact numbers for work groups, and providing updates as required. May also be responsible for providing the highest possible quality and reliability in both clerical and technical areas, including interfacing with various departments such as: NOC, Accounts Payable, Purchasing, Xpercom, IT etc. Minimum AA degree or equivalent. Must be highly proficient utilizing Microsoft Windows, Excel, Word, PowerPoint, and related Windows-based software. Must be

able to work as part of a support staff in a technical office environment. Must have the ability to support a group of 20 plus. Knowledge of PeopleSoft (Purchasing System) i.e., creation of purchase orders. Ability to multitask and prioritize the assignments as and when required. 10+ years of experience.

Seeking an individual to join the Budget, Procurement and Inventory Team, supporting the Network organization in Philadelphia. The candidate must have excellent work ethic, professionalism, motivation and self-discipline to work in a fast paced and changing environment. Duties and responsibilities include but are not limited to:

- Understanding of People Soft 9.1 Finance System preferred
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- Ensure proper accounting and project codes are used for all capital and expense purchase orders.
- Assist buyers with Peoplesoft and purchasing issues.
- Submit funding requests through NCMS system.
- Receive requests
- Creating and issuing various reports – using macros, pivot tables
- Communicate effectively

**Even better if you have:**

- High proficiency with Excel, Peoplesoft, NCMS and Ariba.
- Including knowledge of Pivot Tables, vLookup function
- Good written and verbal communications skills.
  - Self-motivated, show initiative, and be able to work independently.
  - Highly productive and detail oriented.
  - Some Finance background preferred.

Best Regards,  
Sudipta Dey  
Tempstaffing,  
Phone: [510 370 4548](tel:5103704548)  
Email: [sdey@tempstaffingpartners.com](mailto:sdey@tempstaffingpartners.com)

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Position Title: Management Analyst III
Position ID: 18-01434
Duration: 12 Months
Work Location: New Castle, DE
Pay Rate: \$22.50/Hour
Full-time: 37.5 hours/week
Interview Type: In Person

Job Summary:

The Management Analyst III supports the Client by conducting contract

administration functions. This includes negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions, as well as documenting and agreeing on any changes or amendments that may arise during its implementation or execution. This incumbent may potentially work with Client leadership and relevant staff, community providers, and stakeholders to ensure that required activities and outcomes established are completed and within compliance per the contracted timeframe.

Essential Functions:

Essential functions are fundamental, core functions common to positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

1. Conduct contract administration by overseeing the development, negotiation, and execution of contracts.
2. Conduct contract/project management and control by evaluating and monitoring program services which can include collecting and analyzing qualitative and quantitative data to determine compliance with federal, state, and local regulations, contractual agreements, program expenditures; and projecting budget requests and federal reimbursements.
3. Monitors, evaluates, collects and analyzes program data. Provides technical assistance and recommends course of action.
4. Prepares interpretative reports of program goals and objectives, provision of services and programs/services ability to meet standards and regulations.
5. Participates in developing policies, regulations, forms, proposal requests, implementing new procedures, and monitors and reviews contracts as related to specific project coordination.
6. Acts as liaison with operations' staff, State agencies, and community organizations.
7. Analyzes problems, applies policy to problem situations, and responds to requests for information and questions regarding services.
8. Assists as consultant, coordinator/liaison for special programs and/or projects.
9. Assesses impact of proposed rules on current operations financially and programmatically.
10. Assure accuracy of quality and timeliness of required programming.
11. Provides consultation to community providers, stakeholders, and Client staff on implementation strategies for all project goals/objectives.

Knowledge, Skills, and Abilities:

The intent of the listed knowledge, skills and abilities is to give a general indication of the core requirements for all positions in the class series; therefore, the KSA's listed are not exhaustive or necessarily inclusive of the requirements of every position in the class.

1. Knowledge of research methods, statistics, evaluation design and qualitative program evaluation methods.
2. Knowledge of the principles, practices and theory of administration and management.
3. Knowledge of the functions and resources of community, health and related social service agencies.
4. Knowledge of social, economic and health factors and the manner in which they affect the social behavior of individuals and families.
5. Skill in computer applications to evaluation research.
6. Skill in interpreting, analyzing, forecasting problem solving, evaluating and organizing.
7. Skill in program evaluation.
8. Ability to establish and maintain effective working relationships with employees and or outside contacts and to deal tactfully with problems associated with management audits.
9. Ability to perform analysis of managerial systems and operations.
10. Ability to express and present ideas and conclusions clearly, concisely and effectively.
11. Ability to collect data through interviews and consultations.

Qualifications for position:

Graduate of a college or university with a degree in public administration, finance, business, social science, or related field

Minimum Qualifications:

1. Three years of experience in interpreting laws, rules, regulations, standards, policies, and procedures.
2. Six months experience in health or human services program administration such as overseeing and directing the development, implementation and evaluation of health or human services programs and services; planning and establishing short and long range program goals and objectives. Providing advice to other agency organizational units through consultation.
3. Six months experience in developing policies or procedures.
4. Two years' experience in narrative report writing.

5. Valid driver's license and transportation required.

Preferred Qualifications

Experience with State of Delaware contract administration preferred.

Other Qualifications

1. Demonstrated willingness to learn new work skills, concepts, and approaches.
2. Demonstrated leadership experience, including program development and management.
3. Demonstrated experience with community engagement, outreach and mobilization, including the ability to develop and maintain community trust.

Thanks & Regards

Nancy Watson

E Talent Network

8251 Greensboro Drive, Suite 250 Mclean , Virginia - 22102

nancyw@etalentnetwork.com | (703) 666-9171 Ext. 220



Title: Telecom/Network Engineer

Location: Wilmington, DE

Duration: FULL TIME Permanent Position

Start: ASAP

Interview Process: Phone Interview & Onsite Face to Face Interview

Requirements:

Details:

- 5+ years of experience
- Core skill set around Voice but also requires Networking back end that supports VoIP environment
- CCNA routing and switching
- UCM
- VoIP
- Certs are nice but experience is preferred
- Strong with configuration, come and sit down and create dial peers, debugs, setting up back end and manage implementation of voice deployment
- Big telecomm project coming up
- Any type of PBX experience

- Cisco Voice/Networking Core
- IVR Scripting, call flows, contact center
- Rest of the team is core network and network security, this candidate will balance everything out
- Some travel could be involved for projects (Data Center in South Dakota, other remote areas)
- **Provide networking support.**
- **Provide support for voicemail, conferencing, mobile device application, video conferencing, call center applications, call recording system, screen recording system, IVR, ACD, call routing, and scheduling.**
- Work from home options (will consider after 90 days)

Desired Certifications:

- Cisco CCNA Collaboration --><https://www.cisco.com/c/en/us/training-events/training-certifications/certifications/associate/ccna-collaboration.html>
- Cisco CCNA Routing and Switching --> https://www.cisco.com/c/en_ca/training-events/career-certifications/associate/ccna-routing-switching.html

We are grateful to hear from applicants, and will be certain to reach out in cases where you are a strong fit for the requirement. If you do not hear from us, your resume will be preserved for future opportunities.

Gabrielle Cappelli

Phone: (215) 520-1166 **Email:** gabrielle.cappelli@mondo.com **Website:** mondo.com

Address: 2000 Market Street Philadelphia PA 19103

If you are interested in this position, please click [here](#).

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BRANDYWINE medical facility located on an 85-acre campus right off the Route 30 Bypass in Coatesville, is a 169-bed facility with a full range of inpatient, outpatient, medical and surgical, diagnostic, and emergency care.

#### **Clinical Manager, Emergency Services**

This position assists with the management of clinical, human, and other resources within the emergency department; provides clinical experience in evaluating emergency patient assessment, care, discharge, and transfer; and reinforces regulatory standards with staff, physicians, and healthcare providers.

The ideal candidate will have completed an accredited nursing program, a Pennsylvania RN license, a BSN or current enrollment in a BSN program, and five years of clinical experience in emergency department nursing.

[Click here](#) to read more about the Clinical Manager, Emergency Services position at Brandywine Hospital.

#### **Magnet Coordinator**

This position helps coordinate the hospital's efforts to achieve ANCC Magnet designation and re-designation; coordinates hospital shared governance, nursing recognition activities, and career achievement programs; and serves as Magnet advisor to the hospital leadership team.

The ideal candidate will preferably possess a master's degree in nursing; Pennsylvania registered nurse license; Nurse Executive/Leadership or Quality certification; and five to seven years of nursing experience, including leadership, project management, quality improvement, and/or Magnet experience.

[Click here](#) to read more about the Magnet Coordinator position at Brandywine Hospital.

### **Admitting Clerk, Patient Registration Representative**

This position accurately collects demographic information, signatures, and insurance information from incoming patients; verifies patient insurance; collects co-pays and deductibles; and answers phone inquiries.

The ideal candidate will possess a high school diploma or GED, customer service experience, medical office work experience, and good computer skills.

[Click here](#) to read more about the Admitting Clerk position at Brandywine Hospital.

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Spartan Motors will be holding an open recruitment at the Double Tree by Hilton in Reading, PA on Monday, February 12th from 11:00 am – 5:00 pm. Spartan is currently looking to fill a large number of openings at their Ephrata facility. For a list of open positions please reference the attached flyer.

Thank you,

Nicholas Shirk
PA CareerLink® Berks County | Business Services Supervisor
Phone: 610.988.1361 | Fax: 610.988.1382
[Address](#) | [Website](#) | [Email](#)

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Title: Print Management First Responder
Location: West Chester, PA -- 19380
Duration: 1+Months (Possibility to Extend)

JOB DESCRIPTION

- Fleet support, supply ordering, reporting, meter collection
- Daily support of network and workstation printers

- Responds to customer support requests and ensures that they are resolved quickly, accurately, and professionally.
- Escalates problems to a technician as necessary
- Keeps the customer up to date on the progress of problem resolution
- Provides end users with detailed remote access knowledge and documents complete trouble shooting information
- Provides regular account updates, to include information on fleet status and performance, to the Printer Fleet Manager or Integrated Account Manager
- Responsible for on-site hardware & consumables inventory
- Responsible for printer procurement as required by the customer
- Responsible for printer hot swap inventory
- Documents and reports all fleet meter reads Maintains printer fleet tools/databases

QUALIFICATIONS

- Ability to troubleshoot and repair printers.
- Great customer service skills.

Thank you for your time.

(Referrals are Rewarded)

Thanks & Regards,

Shiva Kumar

Technical Recruiter

US Tech Solutions, Inc.

10 Exchange Place, Suite 1820, Jersey City NJ, 07302.

Direct: 470-204-3451

URL: www.ustechsolutions.com

E-mail : R.Shivakumar@ustechsolutionsinc.com

LinKedin: <https://www.linkedin.com/in/shiva-kumar-a89372128/>

New Jersey | New York | California | Massachusetts | North Carolina | Georgia | District of Columbia

Minnesota | Missouri | Texas | Arizona | Washington | Michigan | Pennsylvania | Colorado | Illinois

International Locations: UK | Canada | India | Singapore

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**Patricia J. Adamczyk** | Administrator

PA CareerLink® Berks County

1920 Kutztown Road, Suite F | Reading, PA 19604

Phone: 610.988.1357 | Fax: 610.988.1382 | TTY: 610.988.1312

[www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)

The PA Department of Transportation is currently recruiting to fill **two vacancies** for **Equal Opportunity Specialist** in **Dauphin County** and the Pennsylvania Department of Agriculture is currently recruiting to fill two full-time, limited term positions for **Laboratory Technician** in **Dauphin County**.

**Applications will be accepted between February 5 and February 16, 2018.**

Please see the attached word document for more information about these opportunities, including the starting salary, nature of the work, minimum requirements, contact information, and how to apply. If you could please share this with all CareerLink offices within 100 miles of Harrisburg, I would appreciate it.

On behalf of Department of Transportation and myself, thank you.

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I was told to contact you regarding employment opportunity.

I am the branch manager at a professional house cleaning company, MaidPro. Right now, we are hiring in our Exton and Wayne areas.

We have flexible hours, competitive hourly pay and you can choose full or part time work.

For anyone who is interested or if you need to get back to me for further details you can give me a call at the office number below.

God Bless.

--

Alicia Tansey  
Branch Manager



MaidPro Exton | [903 E Lincoln Hwy, Exton, PA 19341](http://903%20E%20Lincoln%20Hwy%2C%20Exton%2C%20PA%2019341)  
E: [atansey@maidpro.com](mailto:atansey@maidpro.com) P: 610.873.9315 W: [maidpro.com](http://maidpro.com)

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|                      |   |                                         |
|----------------------|---|-----------------------------------------|
| <b>Title</b>         | : | <b>Material Planner (11123)</b>         |
| <b>Location</b>      | : | <b>New Holland, PA 17557</b>            |
| <b>Duration</b>      | : | <b>06+Months Contract</b>               |
| <b>Shift Timings</b> | : | <b>6:30am-3:00pm (with possible OT)</b> |

**Job Description**

*Bachelors degree in Supply Chain preferred*

**Through its people and brands, Industrial delivers power, technology and innovation to farmers, builders and drivers all around the world. Each of its brands, including, New Holland Agriculture, Case and New Holland Construction, FPT Industrial, Capital, and Parts & Service, is a major international force in its specific sector.**

- Through its people and brands, Industry delivers power, technology and innovation to farmers, builders and drivers all around the world. Each of its brands, including, New Holland Agriculture, Construction, FPT Industrial, Capital, and Parts & Service, is a major international force in its specific sector.
- As the Material Planner, you will Review, analyze, and initiate actions to resolve availability and scheduling coverage issues that arise. Determine priorities with a sense of urgency to provide customer satisfaction with regards to parts shipments.
- Expeditiously communicate to resolve parts shipment issues timely. Provide accurate follow up information on parts orders placed on suppliers, vendors, and plants regarding availability.
- Responsibilities include:
- Schedule, contact and expedite parts from internal work centers, sister plants, third party logistics representatives, suppliers and sub-contact suppliers; develop and implement contingency plans when necessary and keep management informed of actions being taken
- Revise planning based on changes coming from both dependent and independent demands as well as from inventory adjustments and Bills of Material corrections; resolve and process open rejection orders
- Utilize information system tools to plan and manage assigned workload from handling daily MRP messages to applying PC-based tools to support continuous improvement; maintain part number data element integrity within the plant's planning information system databases
- Ensure that the right parts are at the right place at the right time at the proper quality level while minimizing TOTAL costs (for instance minimized transportation costs, low inventory investments, and remove the opportunities to build excess and obsolete inventory levels)
- Analyze and correct discrepancies, paperwork or inventory problems to maintain parts flow and improve inventory accuracy
- Analyze and correlate Engineering and process data changes to planning activities and consult with Purchasing, Engineering, Quality Control and other related departments to provide alternate material and processes as necessary
- Understand and have working knowledge of the Manufacturing Control system, planning procedures and plant layout
- Must have a shop floor presence -- spend time on the shop floor to verify parts, count parts or follow up on parts

**The qualified candidate will have:**

- 4 Year Degree (Logistics / Supply Chain is Preferred)
- 2+ years of experience in an industrial manufacturing environment utilizing MS Office or other computer systems
- Ability to work variable hours to include overtime, as needed

Thanks & Regards,

**Nitish Pathak**  
**Resource Executive**

Phone: 617-906-6005  
Fax: 877-828-7464  
Email: [nitish@opusingllc.com](mailto:nitish@opusingllc.com)

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## **Immediate Openings**

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

#### **ASSISTANT GROUP SUPERVISOR - \$12-\$13/HR DIRECT HIRE - WEST CHESTER**

Oversee the safety and whereabouts of the children in group at all times, providing a safe, interactive program. Maintain a clean and risk-free room. Maintain maintenance records, greet parents and children daily and report or direct parental concerns to teacher/director. Change diapers as needed and assist children when they use the restroom. Must have a high school diploma or GED and 30 credit hours of early childhood, elementary or related human services field education, or 15 college credit hours and one year experience related to the care and development of children or high school diploma and 2,500 hours of service.

Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

#### **CALIBRATOR - \$14/HR - DIRECT HIRE W/BENEFITS EXTON**

Flexible hours; start between 6:30AM-8:30AM then work an 8 hour shift. Must have experience working in manufacturing using tools. Must have an aptitude for math/decimals (measurements up to 5 decimal places). Must be patient, detail oriented and able to work independently.

Call 610-604-0202 or e-mail [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

#### **EARLY CHILDHOOD TEACHER - \$12-\$13/HR DIRECT HIRE - WEST CHESTER**

Plan and implement an educational programs. Interact with the children to encourage their development and involvement in activities. Develop and implement monthly lesson plans and program goals with supervisor. Oversee the safety and whereabouts of the children in group at all times. Must have 3 yrs teaching exp. Must have a high school diploma/GED and 30 credit hours of early childhood, elementary or related human services field education, or 15 college credit hours and one year experience related to the care and development of children or high school diploma and 2,500 hours of service

Call 610-604-02-02 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

Support a high level Corporate Executive by managing the calendar schedules, coordinate travel arrangements, handle personal assistant duties, organize volunteer efforts and get 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.

Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com).

#### **INSIDE SALES - \$38-40K/YR DOE DIRECT HIRE - COLLEGEVILLE**

Direct-Hire, Inside Sales professional needed for manufacturer and distributor Company. Will be part of team in selling manufacturing equipment & follow up with customers in the region. Entry-level business to business experience is required. Must have excellent customer service skills & a positive attitude. Training provided and opportunity for bonuses!

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

#### **INSIDE SALES - \$20-\$22/HR BASE + QRTLTY INCENTIVES DIRECT HIRE - PLYMOUTH MEETING**

No Cold Calling. 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 1 yr exp as a successful inside sales agent/customer service representative & successful Sales experience. Bilingual Spanish is a plus! Animal lovers are encouraged to apply!

Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**LEGAL ASST - \$40k-\$50k DIRECT HIRE - MALVERN**

Lrg. 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, exp. Strong interpersonal skills a must. Required temp commute to main office in New Brunswick, NJ for training. Comprehensive benefits package offered.

Contact Mary Ann @ 610.640.4111 or send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com).

**TAX MANAGER - \$150K-\$175K DIRECT HIRE - WILMINGTON, DE**

Will review and manage staff deliverables including tax returns, extensions, tax planning calculations, and write up work for all entity types. Research the implications of tax laws & advise clients on tax related issues. Respond to IRS & state agency audits, inquires, and tax notices. Knowledge of payroll and its compliances. International tax experiences a must. Experience filing forms ITIN applications, etc. Bachelor's degree in accounting. CPA licensed. Must be current on all CPE's. 10+ year's prior experience in public accounting tax experience. Significant supervisory experience (5+ years).

Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

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

This 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](mailto:jfransen@monarchstaffing.com)

**ADMINISTRATIVE ASSISTANT - \$15/HR - TEMP TO HIRE - BLUE BELL**

Architecture firm has a part-time need/with the possibility of going perm for an Admin. Asst. Will assist with inbound calls, clerical duties and assist office manager with other projects. Manage all travel arrangements and schedule meetings for staff members. Must have exceptional customer service skills and ability to take initiative. Must have a high school diploma and possess a valid driver's license.

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

**ADMINISTRATIVE ASSISTANT - \$18/HR TEMP - PHILADELPHIA**

Immediate need for an Admin. Asst. at award winning health organization. Will assist with screening calls for VP, making travel arrangements, scheduling meetings & respond to electronic correspondence. Must have experience supporting C-suite executives and possess excellent interpersonal skills. 3-5 years of administrative experience is required.

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

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

Associates will 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.

Send your resume to [Maryann@monarchstaffing.com](mailto:Maryann@monarchstaffing.com) or call 610-640-4111.

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

Rep provides 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](mailto:Carol@monarchstaffing.com) or call 610-640-4111.

**CUSTOMER SERVICE SPECIALIST - \$16/HR TEMP TO HIRE - KING OF PRUSSIA**

The Customer Service Specialist will assist a leading real estate organization in handling inbound calls from clients around the region. Other duties include: documenting information in the database and ensuring prompt follow-up. Must have strong data entry skills, excellent phone etiquette and have the ability multi task.

Send resume to [dhancock@monarchtaffing.com](mailto:dhancock@monarchtaffing.com)

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

Convert incoming customer calls into booked service appointments. Create work orders, schedule & 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 yrs exp in customer service and dispatching of technicians. Excellent computer and phone skills needed. Highly organized with exceptional verbal/written communication skills.

Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

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

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 @ 610.640.4111 or send resume: [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

**HR COORDINATOR - \$16-\$17/HR TEMP : \$38K-\$40K/YR PERM - PHILADELPHIA**

Source, screen, schedule interviews, new hire paperwork processing and onboarding. Maintain sourcing grids and the weekly staffing roster. Conduct benefit orientations and work with employees to communicate benefit options. Participate in the administration of company-wide recognition programs and Employee Appreciation Committee. Complete administrative tasks including clearances, filing, and creation of files, offer letters and status change letters. BA in Human Resources or related field preferred. 1 year of HR and recruitment experience required.

Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**HR COORDINATOR - \$18/HR TEMP - AMBLER**

The HR Coordinator will assist the HR department for approximately 3-6 in carrying out various human resources programs and procedures. Duties include, assisting with sending electronic correspondence, assisting with preparing for audits and reports. Must have experience with ADO and possess excellent communication & MS Suite skills.

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

**HR GENERALIST - \$28/HR TEMP TO HIRE - ASTON**

Heavy full cycle recruiting position. Obtain approved requisitions for new personnel. Post opportunities and contact external recruitment sources. Develop position guidelines and salary administration. Responsible for the on-boarding process/benefits orientation. Coordinate STD, FMLA and LTD benefit programs. Process pre-employment screenings. 5 yrs exp in staffing, recruiting, administering employee relations, benefits, wage and salary, training programs. 2-4 yrs hands on admin experience.

Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

**INTAKE ASSISTANT - \$15-\$16/HR TEMP \$36K/YR PERM - DELAWARE COUNTY**

Non-profit organization. Will be responsible for incoming service requests, communicate with consumers and subcontractors, maintain the database and accurately relay messages to the internal coordinating team. Will also ensure that proper guarantee of payment is received prior to accepting request for services. Excellent verbal and written communication skills needed. Proven office/customer service experience. Ability to handle pressure in a very fast paced environment, & ability to relate well to others and work in a team environment.

Call 610-604-0202 or email [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

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

Highly motivated & experienced Surgical Supply Biller for a busy doctor's office. 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. Must have at least 1 yr exp in billing Durable Medical Equipment (DME). Knowledge of HCPCS, IC10s, and NDCs.

Call 610-604-0202 or e-mail [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

**PATIENT SERVICES REP - \$13/HR TEMP - MAIN LINE**

Responsible for answering calls and scheduling appointments. Assist with providing direction and information for appointments, follow up and accurate documentation. Direct calls as needed to appropriate parties. Min 1 yr exp in a fast paced ambulatory care setting. Previous call center or telephone customer service experience preferred. Ability to handle confidential and sensitive information. Ability to handle "call center" environment: work quickly and multi-task.

Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

**PAYROLL ASSISTANT - \$15/HR TEMP TO HIRE - PHILADELPHIA**

Work 8 hrs Mon & Tues, rest of the week is flexible (work 24 hours total a week). Process HR compliance reports, update employee records, coordinate background clearances, handle additional HR projects. Must have 1-2 yrs exp with Payroll software & HR related administrative tasks.

Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**RECEPTIONIST - \$14.50/HR TEMP TO HIRE - KING OF PRUSSIA**

Large, product development company has an immediate need for a receptionist. Will assist office manager with all travel arrangements, greet visitors and assist with clerical duties. Must have high school diploma and must possess exceptional verbal & written communication skills.

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

**RECRUITER - \$25/HR & \$45-\$55 TEMP TO HIRE - PHILADELPHIA**

Thriving Non-Profit has an immediate need for a Recruiter. Will be assisting with all onboarding of new employees, open houses and all recruitment for clinical, professional, technical and all clerical positions. Develop job postings; manage all correspondence with vendors and entering all information into HRIS system. Must have 5-8 years of recruitment experience, preferably in behavioral health and/or healthcare.

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

**VETERINARY OFC RECEPTIONIST - \$14/HR TEMP TO HIRE - CHESTER COUNTY**

Perfect opportunity for an animal lover! Greet visitors, handle incoming calls, maintain patient records, and weigh in animals. Flexible work schedule incl. some Saturday hrs. Must possess strong MS Office skills and be an independent worker.

Send resume to [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com) or call 610.640.4111.

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