

## JOB LEADS # 866

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Make a difference for kids! Available immediately, Public Citizens for Children and Youth (PCCY) is looking for a bilingual Spanish-English speaker to assist with enrolling children in public health insurance, conducting outreach and helping coordinate free days of dental and vision care for hundreds of children. This is an AmeriCorps/National Health Corp position at PCCY for 11 months of service with a \$12,630 annual stipend paid biweekly and a post-service award of \$5,815 to pay back student loans or use for future education expenses. Applicants must be at least 18 years old, a U.S. citizen or permanent U.S. resident, and have a high school diploma or G.E.D. For more information and to apply go to <http://www.nationalhealthcorps.org/philadelphia/patient-navigator-7>

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### CODE BLUE:

Here is the sheet for Chester County.

<file:///C:/Users/Cheryl/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/RVCJC/OBC/Code%20Blue%20Resources.pdf>

In this winter if you are aware of people who need shelter or food or help, please have them reach out to the following places.

Delaware County: <http://www.co.delaware.pa.us/spotlight/15codeblue2.html>;

Bucks County : and

Montgomery County: <https://www.montcopa.org/572/Extreme-Weather---Cold>

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The PA Department of Environmental Protection (DEP) is currently recruiting to fill **nine vacancies** for **Environmental Program Manager** located in the following counties: Allegheny (2), Dauphin (3), Lycoming (2), and Montgomery (2).

**Applications are being accepted until February 25, 2018**

Please see the attached document for more information pertaining to this opportunity, including the starting salary, nature of work, minimum requirements, contact information, and how to apply. If you could please share this with the CareerLinks statewide, I would appreciate it.

On behalf of DEP and myself, thank you for your time and assistance. Have a wonderful day!

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### JOB PURPOSE

The Mission Advancement (MA) Database Manager works with internal staff and external vendors to design, maintain and oversee all the processes associated with donor contributions to the American Bible Society (ABS). This oversight includes our donor database, caging operation and our gift tracking operation. In addition, this person will analyze all donor information requirements, develop caging and database plans and specifications, enforce database standards, and ensure the synchronization of all donor-related data.

The MA Database Manager will lead efforts to accurately capture, organize, use and analyze constituent data to achieve division and organizational objectives.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees all aspects of project management related to the database and serves as lead point of contact for donor database issues
- Manage the contractual agreement and day to day relationship with ABS's database vendor to ensure smooth processing, and provide oversight to trouble shooting, documentation, and vendor communication to resolve any issues.
- Serves as lead point of contact and project manager for our caging operation and all related processes. Manage day to day relationship with ABS's caging vendor to ensure smooth processing, identify process improvements and ensure instructions are up to date and in line with ABS policies.
- Continually build and refine the organization's understanding of its donors through working collaboratively with other members of the organization and outside vendors to develop strategies for accurately capturing and leveraging donor data to advance the work of the organization.
- Serves as the lead database liaison with IT and Finance staff as well as Mission Advancement users and vendors to determine information requirements and drive the development of the infrastructure and processes so that those needs can be met. Outline new processes and data rules as new business needs are developed.
- Champion the acquisition, implementation, training and adoption of processes and technologies for effective donor relationship management for all levels of staff.
- Ensure that training resources are up to date and that database user training is effectively administered.
- Manage database staff to assist in completion of daily tasks, tier 1 end user support, and meet reporting needs.
- Oversee database upgrades or improvements, including testing and training.
- Work with other ABS departments to collaborate on organizational use of the database, ensuring the stability of mission advancement tasks and goals while contributing to the overall mission of the organization.
- Be available for critical database support related to revenue processing during off hours, including liaising with vendors to identify and resolve problems in a timely manner

#### **ESSENTIAL SKILLS: MINIMUM QUALIFICATIONS INDIVIDUAL MUST POSSESS WHEN ENTERING POSITION**

- Passion for the Bible cause and its ability to impact lives.
- Fervent belief in the mission of the American bible Society and its core values.
- Proactive project management and problem resolution experience. Ability to manage work effort, and discern, communicate and meet deadlines.
- Understand business use of database technologies, including reports and data analysis
- Demonstrated ability of working collaboratively in a team environment
- Ability to multi-task with several complex and demanding concurrent projects
- Excellent written and verbal skills
- Ability to develop needs assessment and system requirements
- Ability to design and implement business processes for capturing and using constituent information
- Ability to design and implement training plans and programs
- Ability to discern, champion, advocate and craft communication for database system usage among users of all levels within the organization. Understand and explain complex processes and how they relate to fulfillment of organizational goals.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field or equivalent experience
- Significant experience working with contact management systems
- Demonstrated experience working in a project leadership position
- Strong familiarity with the workings of a nonprofit organization, fundraising and communications programs, including exposure to:
  - o CC/EFT processing experience
  - o Bulk cash

processing experience o multi-channel marketing/fundraising o monthly and annual closing cycles for data/cash o tax receipting o catalogue fulfillment o security requirements in a complex data/cash/credit environment

#### PREFERRED SKILLS AND EXPERIENCE

☐ Experience with Blackbaud CRM ☐ Understanding of SQL ☐ Experience managing gift administration

#### WORKING CONDITIONS:

Office located in Philadelphia. Minimal travel expected.

Our Mission is to make the Bible available to every person in a language and format each can understand and afford so all people may experience its life-changing message

**SPECIAL REQUIREMENT:** Background checks are required after a conditional job offer is made. Consideration of the background check will be tailored to the requirements of the job.

**Matt Musgnung** <[mmusgnung@yahoo.com](mailto:mmusgnung@yahoo.com)>

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Project Manager I - Export Coordinator (Pharmaceutical Supply Chain, Warehouse, Freight Customs, cGMP) for Pharmaceutical Malvern PA 19355

Title: [Project Manager I](#)

Company: Global Pharmaceutical

Primary Recruiter: Alan Naroden Staffing Manager

Start Date: ASAP

End Date: 06/30/2018 and possibly extended

# of Openings: 1

Position Type: W2 Contract

Location: Malvern, PA 19355

#### Description:

\*\*\*NEEDS in RESUME as much as possible (Export Coordinator, Pharmaceutical Clinical Supply Chain, Warehouse Floor / Forklift, Freight Customs Clearance, Export, Goods Shipment, Dangerous Goods, Compliance / cGMP, IATA / DOT CFR49 / DEA / TSA / FAA)

The Export Coordinator is a position responsible for domestic and international movement, coordination and administration of all GMP Materials for the Great Valley Clinical Supply Chain Operations site.

This responsibility includes ensuring the associated communication and documentation requirements are completed timely, accurately and within all compliances (i.e. cGMP, IATA, DOT CFR49, DEA, TSA, FAA). The Export Coordinator is required to monitor all Clinical Supply Chain Operations schedules and all relevant receiving, dispensing and shipping activities as well as to liaise with appropriate internal Sanofi parties globally, to assure Distribution timelines are met. In addition, the Export Coordinator will work with approved Freight Forwarders or other approved Carriers, along with Sanofi's Customs Broker. This role will ensure all relevant internal inventory processing is completed as well as any other required tracking systems. In addition, communication to necessary parties as well as Management on the status of any given shipment is also required of the Export Coordinator. The Export Coordinator will provide oversight of Warehouse Floor support, and will provide support as needed, to assure all picking packing and shipping activities are completed timely, accurately and within all compliances.

Working Knowledge of cGMPs, as well as other applicable regulatory requirements such as DOT CFR49, IATA, DEA, TSA, FAA and Customs Clearance.

Knowledge of cGMP Distribution Operations to support Clinical Trials

Must be proficient in all aspects of training required for Pharmaceutical Warehousing and Distribution,

including Dangerous Goods Shipments and Inventory Management Systems as well as Courier and Distribution systems  
Strong Written and verbal communication skills needed  
Must have demonstrated problem-solving skills  
Experience with inventory databases and Microsoft Applications  
Preferred experience with Forklift Driving but not required

**Bachelor's degree and a minimum of 5 years**-experience in the Pharmaceutical Industry supporting Warehouse and/or Distribution along with at least 3 years -experience with Pharmaceutical Exports

**Sincerely,**  
**Alan Naroden Staffing Manager**  
**AEQUOR**  
**377 Hoes Lane Suite 300**  
**Piscataway NJ 08807**  
**Direct 732-781-2937 \*\*\*\*\***  
**[alan.naroden@aequor.com](mailto:alan.naroden@aequor.com) \*\*\*\*\***

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**Job Title:       Field Engineer 4 (1912193707)**  
**Location:       Philadelphia, PA**  
**Duration:       3 to 4 Months Contract**

**Job Description:**

Under the guidance and direction of Lutron, Unisys will provide one Level 4 Unisys Field Engineer to support Lutron specific to the capabilities as outlined below.

- Knows how to use basic software programs such as Microsoft Outlook, Documents, Excel
- Externally structured
- Follows directions
- Ability to learn technical items
- Understands troubleshooting concepts
- Works with others to ensure Lutron's customers are satisfied
- Basic communication skills
- Follows policies and procedures such as good attendance, follows basic work rules
- Coachable

**JST Equipment Required**

1. Basic hand tools
  - a. Screwdriver
  - b. Wire strippers
  - c. Pliers
  - d. Multi meter

2. PPE.
  - a. Hardhat
  - b. Safety vest
  - c. Safety glasses.
3. Cell phone
4. Laptop
  - a. Microsoft Office tools with installed

**Robert Brown Recruiter**

**ObjectWin Technology, Inc.**

Phone: (832)-485-1569 Cell: 773-938-6633

| Email: [robert.b@objectwin.com](mailto:robert.b@objectwin.com)

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## **Document Management Specialist**

**Newport, DE**

**12 Months**

**40-hr work week (starts between 7-8am M-F)**

Documentum is a required. The industry background is plus. This job is working with lab and plant managers handling quality and training documents.

Must be advanced with Microsoft Office (Word, PowerPoint, Excel) as this position will follow designated formatting style in typing instructional documentation for production procedures, enter data in spreadsheets, and create PowerPoint slides.

- Must have experience in working with Documentum.
- Must have the ability to work with different levels of management and ability to handle multiple tasks.
- Ability to interact with production and lab personnel to ensure the SOP (Standard Operating Procedure) is aligned with the actual work process (30% of time will be spent out in the plant)
- Familiar with ISO & RCMS documents.

Intermediate - advanced level of experience with MS products, especially MSWord (formatting documents) and MS Excel (spreadsheets). Will be responsible for the timely and accurate reformatting of manufacturing operating procedures and making necessary revisions per marked up copies. Will also be responsible for tracking progress and reporting such on spreadsheets and/or MS PowerPoint slides. TWIC card is not needed..

If you are qualified and interested please call me ASAP at (212) 384-6540, even if we have spoken recently about a different position. If you do respond via e-mail please include a daytime phone number along with an updated resume. In considering candidates, time is of the essence, so please respond ASAP.

Please feel free to forward this email to a friend who might have the required qualifications.

Thank you,

Cherish Jay  
Recruiter  
44 Wall St, 18th Floor  
New York, NY 10005  
(212) 384-6540  
[Cherish.Jay@axelon.com](mailto:Cherish.Jay@axelon.com)

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[https://bright-line-eating.workable.com/jobs/640609?inf\\_contact\\_key=9dd4350de5c4282c775c3b51d54fa1cf8d8d79e27671ba88b22a43175e7e9adb](https://bright-line-eating.workable.com/jobs/640609?inf_contact_key=9dd4350de5c4282c775c3b51d54fa1cf8d8d79e27671ba88b22a43175e7e9adb)

For info. Susan Peirce Thompson, Ph.D. <support@brightlineeating.com>

## Director of Research

**Telecommute** · Rochester, New York, United States · Research

### Description

About Us:

We are a fast-growing weight-loss company, grounded in psychology and neuroscience, helping people lose all their excess weight and keep it off long-term. This is a rare opportunity to get into a cutting edge, multi-million-dollar, online company with a proven track record. Our mission is to help 1 million people live at goal weight by 2030. Preliminary findings show that Bright Line Eating is unusually successful in helping individuals who are overweight or obese to transition into right-sized bodies and stay there. We address weight management from a food addiction framework and our approach is rooted in cognitive behavioral change; it takes a holistic, biopsychosocial approach encompassing body, mind, and spirit. We have products and services ranging from a \$30 14-Day Food Freedom Challenge to a \$1000 Positive Psychology course. The Director of Research will take on, and be accountable for, Bright Line Eating's research department. If you love designing projects, collecting data, running statistics, publishing papers, developing mastery of a body of literature, crafting surveys, AND have amazing interpersonal, communication, and leadership skills, we want to hear from you!

Our company is experiencing rapid growth and we offer competitive compensation for the right candidate.

About you:

As Director of Research, you will be responsible for developing the Research Vision, taking direction from the CEO and outside academic collaborators, and executing that Vision in ways that meet or exceed the stated goals of the research department. In service of this purpose, you will grow a research team that contains all the needed skills to manage the extensive Bright Line Eating prospective database, collect and secure data, analyze data, publish papers in peer-reviewed journals, publish short white-papers outlining current findings, grow an in-depth

understanding of the relevant literature, form meaningful and productive collaborations with academics and health-care professionals, and develop surveys with established reliability and validity. You will be responsible for leading and guiding the professional development of the research team members, as well as collaborating productively with other members of the Leadership Team so that research can inform marketing campaigns and improvements in program delivery.

#### Areas of Responsibility:

- Creation and maintenance of the overall Research Vision, taking direction and input from the CEO, using guidance provided by outside experts and collaborators as needed, and consulting with the Leadership Team.
- Transformation of the Research Vision into specific project plans for successful implementation that clearly identify who needs to do what by when, and then managing those projects to completion.
- Making maximum use of the research team's skills, developing those skills, and identifying skill gaps that need to be filled for successful execution of the Research Vision.
- Ensuring that data is collected faithfully and stored securely.
- Managing the database and finding new database solutions as needed.
- Supervising the ongoing cleaning and sorting of data.
- Ensuring that participant queries about the research program are responded to accurately, compassionately, and quickly.
- Running appropriate statistics (descriptive statistics, t-tests, ANOVAs, multiple regression analyses); creating graphs, charts, and tables; and presenting data clearly and accurately.
- Reading relevant literature on obesity, weight loss, food addiction, and the efficacy of various weight-loss interventions, and developing a robust and ever-growing knowledge of the field.
- Attending relevant conferences and presenting papers and posters.
- Reaching out to doctors, academicians, and other professionals to form collaborations; managing those relationships and projects.
- Publishing papers in peer-reviewed journals.
- Writing up short white-papers on interesting findings (to be housed on our website).
- Performing reliability and validity tests on our quizzes, surveys, and instruments.
- Working closely with Program Delivery on course improvements and customer retention, using feedback from our course surveys.
- Working closely with Marketing to ensure that relevant research findings are incorporated into marketing campaigns.
- Working closely with PR to get exciting findings out into the media.
- Actively growing and developing skills and competencies to progress professionally.
- Remaining aware of training opportunities that would support and aid research team members in growth. Supporting research team members in their individual efforts to advance their knowledge, skills, and professional development.

#### Success Criteria/Outcomes:

- Collect data and maintain the database.
- Grow the percentage of respondents to surveys.
- Learn the literature.
- Run statistics and present findings.
- Publish papers.
- Develop research collaborations.
- Inform and collaborate with Marketing, PR, and Program Delivery.
- Establish reliability and validity of surveys.
- Manage the research team effectively, growing their skills and fostering team unity.

## Requirements

- PhD, MD, or equivalent training; a minimum of 7 years' research experience.
- Direct experience with several of the following:
  - Large-scale database management
  - Statistics (descriptive statistics, t-tests, ANOVAs, multiple regression analyses)
  - Survey construction and reliability/validity testing
  - Publishing multiple papers per year in peer-reviewed journals
  - Managing multiple research collaborations
  - The academic literature on obesity, food addiction, and weight management
  - Grant writing
- At least 3 years' experience managing teams and projects.
- A reputation for keeping everyone on track. Proven project management and planning skills with the ability to oversee and implement multiple research projects simultaneously.
- Strong technology skills: Microsoft Office; Google Office Suite; Zoom/Skype; Project Management software; statistical analysis software; basic computer programming helpful.

### Leadership and Execution Behaviors for this Role:

- You have a professional demeanor as a representative of our company.
- You understand the power of results and tracking. You are results-focused and love learning, testing, and communicating new research findings.
- People like working with you. You are a motivator of people.
- You are willing to do whatever it takes during intense periods to achieve successful results.
- You are a team player.
- You recognize that priorities can change. Flexibility is key.
- You raise issues and areas of concern immediately and provide constructive potential solutions.
- You are self-motivated and a strong self-starter; you proactively take initiative.
- You are detail focused and extremely organized.
- You have excellent critical thinking skills and an incisive mind.
- You have an upbeat, positive attitude and a sunny disposition.



- You display resilience and fortitude under pressure.
- You have a strong service orientation—you are instinctively inclined to go the extra mile to help others.
- Your people skills are strong; you actively cultivate resilient and productive working relationships with mutual high regard and trust.
- You are reliable and consistent with follow-through.
- You communicate directly when there is a problem.
- You possess exceptional writing skills.
- You have strong presentation skills and very high verbal fluency.

## Benefits

We're on a mission to help one million people live at goal weight by 2030. We believe that Bright Line Eating is the most effective weight loss solution in the world...and we're amassing the data to prove it.

We have plenty of team member perks, but here are some of the benefits:

- Full medical & dental (you don't pay a dime...crazy, we know)
- 401K matching
- Unlimited vacation policy
- Profit sharing
- Gifted enrollment to all Bright Line Eating programs

We have a special culture here at Bright Line Eating. Our core values are:

- LOVE
- UNSTOPPABILITY (Yes, we've coined the word.)
- INTEGRITY
- ACCEPTANCE
- GENEROSITY
- COMMUNITY & SERVICE
- FREEDOM

Our core value, without a doubt, is love. We love what we're doing and we're here to help people. Period. We here at Bright Line Eating have the explicit goal of making BLE the best place in the world to work. We go the extra mile for our clients and we do it for one another, too.

Looking for: 28 Customer Service Representatives at Wyomissing, PA facility.

Rentokil will be holding an on-site recruitment at the PA CareerLink® Berks County on Wednesday, January 31<sup>st</sup> from 9:00 AM – 4:00 PM. For further details please reference the attached flyer. Feel free to contact me with any questions.

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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## Truck Drivers and Mechanics

J. P. Mascaro and Sons will be holding an open recruitment at the PA CareerLink® Berks County on Wednesday, January 24<sup>th</sup> from 10:00 A.M. – 2:00 P.M. For further details please reference the attached flyer and if there are any questions please just let me know.

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:** Deskside Support

**Location:** Collegeville PA

**Terms:** 3 Months Contract

### **Job Details:**

#### **Job Description:**

- Being a CLIENT centric, lead and ensure end user provisioning within agreed time and quality.
- To manage the overall operations and ensure that the standard of services provided to Client have improved.
- Manage Operations during business hours from 8am local time and on occasions outside business hours and at weekends.
- Proactive monitoring of the end to end customer service & Infrastructure.
- Standardization and Optimization of existing process
- Managing resolution of escalated Business Applications, System Issues within agreed SLA's.
- Contribute in FAQ database for CLIENT and ensure the usage and updation.
- Contribute in Known Error Database for CLIENT and ensure frequent update and usage.
- Ensure RCA is done for all P3/P4 cases and Knowledge base is updated to reduce/avoid the impact in future.
- Good Analytical skills required to analyze and improve the day to day operations.
- Delivering the SLA/KPI weekly/Monthly reports to the client and management.
- To implement and run ITIL processes and standards to achieve customer delight by doing IT Service Management.
- Ensuring highest availability of Customer Service

- Use the Call Tracking System to document and manage problems and work requests and their respective resolutions and circumvention's.
- Work closely with help desk peers, RDS (L2) Team&other teams in cross-training, development/implementation of operational excellence procedures and fostering teamwork.
- Work closely and provide hands and feet support to infrastructure teams like - Windows, Unix, Security, Network, VOIP, etc
- Work closely with support staff to obtain technical knowledge and to permanently solve chronic problems.
- Projects: perform effectively as project leader or project team member as required for help desk projects and internal assignments.

#### **Training:**

- Be willing to participate in on the job and commercial training designed to enhance skills and support capabilities.

#### **Required Skills:**

- Have 6+ years' experience in IT including 4 years' experience in IT infrastructure.
- Good exposure on Windows environment - 2007, 2008, 2010
- Good experience on any Macintosh 10.5.x, 10.6x,10.7.x
- Desktop/Laptop OS build
- Imaging using Ghost software
- Printer/MFD support
- Strong customer relationship handling skills
- Strong People management experience.
- Skills in examining and re-engineering operations and (ITIL) procedures and processes and ability to analyze, optimize and implement these processes as well as new strategies
- Experience in creating new processes & process documentation
- Group facilitation, mediation and conflict resolution skills.
- Be articulate, good communication (both oral and written). Ability to relate at all levels and to explain process concepts using a variety of verbal, written and graphical methods.
- Possess a good understanding of IT concepts and solutions
- Ability to Delegate, Analyze, Organize and Priorities problems effectively
- Good reporting & presentation skills
- Ability to work under pressure.
- Flexibility, problem solving and teamwork.
- Project planning and control skills.
- Good communication skills.
- Ability to work well within a team or on a more independent basis.
- Able to balance and progress parallel activities.
- Experience in SLA base environment

#### **Preferred Skills:**

- Have a 3+ years' experience in a similar International environment
- Well versed with Incident Problem and Change Management ITIL processes
- Strong vendor coordination skills
- Should be able to use Ticketing tool like SNOW, Remedy and manage queues

- Ability to work with minimal guidance and drive things to a logical conclusion
- Working history within global / European companies
- Good team player
- Lotus Notes Client, how to configure the client & all level of trouble shooting. RDS is getting around 40% tickets related to Lotus Notes issue, much more confident in Lotus Notes related issues.
- Hardware and Software Inventory/Asset management
- Assistance in liquidation of assets work
- Assistance in litigation related data discovery work
- Assistance in Patch Management client side troubleshooting
- Assistance in software distribution using SCCM/Bigfix.

Thanks,

ABHI

**CYNET SYSTEMS Inc.**

**ABHI.S@CYNETSYSYSTEMS.COM**

**Ph:(571) 645-5924 Ext.890 | Fx:866.838.0907 | WWW.CYNETSYSYSTEMS.COM**

**IT & ENGINEERING CONSULTING**

*How did I do? For feedback please email [myfeedback@cynetsystems.com](mailto:myfeedback@cynetsystems.com)*

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ACLAMO Family Centers is hiring for several positions! To apply please send your resume with a cover letter and the position for which you are applying to [nellja@aclamo.org](mailto:nellja@aclamo.org). No phone calls please.

ACLAMO Social Services Department (1 position) Program: Immigration Services COMMUNITY OUTREACH SPECIALIST (Bi-Lingual) – Part-time (Montgomery and Chester County) ACLAMO is seeking a bilingual (English/ Spanish) outreach specialist for a unique collaboration between HIAS and ACLAMO. Through this collaboration the outreach specialist will connect and provide access to legal services through a collaborative model to address ongoing needs, including: comprehensive legal screenings, pro se legal clinics and application assistance. The outreach specialist will work in partnership with attorneys, paralegals and other key legal professionals. She/he will also support families with the completion of paperwork as needed. This position will work within ACLAMO's facilities in Norristown and Pottstown. DACA recipients are encourage to apply! QUALIFICATIONS AND EDUCATION REQUIREMENTS • A matriculated college student • 1 year of experience as an advocate or outreach worker • Must be bilingual (English/Spanish)

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

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

## **Immediate Openings**

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

**GENERAL MANAGER - \$100K-\$110K/YR DIRECT HIRE - DELAWARE COUNTY**

Hotel/Conference Center General Manager needed to oversee & support a large venue. Will provide overall guidance, supervision, marketing, human resource needs and financial management for the day-to-day operations. Formulate annual operating and capital budgets, prepare monthly budget analyses, quarterly year-end projections.

Develop marketing strategies to drive revenues, advertise services, and enhance the Inn's reputation through high quality printed materials and web presence. Responsible for recruiting, hiring and development of department managers. Bachelor's Degree in Hospitality Management, Business Management or equivalent is required. 5+ years management level experience in the hospitality industry, preferably at a conference center/hotel. Call 610-604-0202 or e-mail [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

**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 arrangement. Maintain maintenance records, including, accident and incident reports, sign in/out sheets, attendance records. Greet parents and children daily and report or direct parental concerns to teacher or director. Change diapers as needed and assist children when they use the restroom, as in the bathroom supervision policy. 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 - EXTON**

Our client is looking for a calibrator to work in a lab environment measuring parts. Flexible hours; 2 hour window to start their day between 6:30AM-8:30AM then 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)

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

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

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

Plan and implement an educational program that meets the emotional, physical, intellectual, and social needs of both the individual and the group to the best of their ability. 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, providing a safe, interactive program. Must have 3 years teaching experience. 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 610-604-02-02 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

Exciting opportunity to join a rapidly expanding company! Supports a High Level Corporate Executive. Duties for this position involve managing calendar schedules. Coordinating travel arrangements, handling personal assistant duties, organizing volunteer efforts and getting Executive involved in community events. This is a High Profile role. Must be flexible and adaptable with change. 5+ Yrs Exp as an Executive/Personal Assistant. Excellent Public Relations Demeanor. Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@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, 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).

**PROGRAM COORDINATOR - \$36-38,000/YR DIRECT HIRE - DELAWARE COUNTY**

BEHAVIORAL HEALTH - Compassionate advocate of civil rights is needed. Coordinator partners w/ Sr. Program Specialist & team members to daily ops of assigned residences. Responsible for maintaining on- going Outlook Calendar to including all visits to program participants, visiting assigned individuals residing in alternate living arrangements to include PDS programs, Life Sharing programs, hospitals and rehabilitation. Conducts qtr. Visits, trains, mentors, & supervises Direct Support Professionals. Graduate degree plus 1 year exp. in the ID field, or undergraduate degree & two years exp, a must. Must have own transportation, no public transportation to this location. Call Carol at 610.640.4111 or send resume: [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com).

**PROGRAM FACILITATOR - \$33-35,000/YR DIRECT HIRE - MEDIA**

BEHAVIORAL HEALTH - Program Facilitator who that has a calling to work individuals with disabilities is needed to collaborate w/ Sr. Team Facilitator, Program Coordinator, & team members to manage daily logistical ops, payroll processing, & HR functions. Completes & submits census reports ea. wk. & conducts weekly medication inspections for all homes. Must have an undergraduate degree & 1 yr. exp or 60 college credits & 2 yrs. exp. No public transportation to this location; must have own transportation. Send resume to Carol at [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com) or call 610.640-4111

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

Architecture firm has an immediate need 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. If interested, please send updated resume to [ghanock@monarchstatffing.com](mailto:ghanock@monarchstatffing.com)

**ADMINISTRATIVE ASSISTANT PART TIME - \$14/HR TEMP - BLUE BELL**

Immediate need for part-time Admin. Asst. In Blue Bell area. Will assist with inbound calls, clerical duties and assisting managers with compiling & organizing electronic documents. Must have great customer service skills, a positive attitude and the ability to meet deadlines. Hours are Wed.-Fri. If interested, please send updated resume to [ghanock@monarchstatffing.com](mailto:ghanock@monarchstatffing.com)

**CLAIMS PROCESSING ASSOCIATE - \$13.00/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 SERVICE 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 REPS - \$14/HR TEMP TO HIRE - KING OF PRUSSIA**

Energetic Call Center Customer Service Representatives needed. Ideal opportunity for talented Inbound Call Reps. 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)

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

Convert incoming customer calls into booked service appointments. 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](mailto:npacitti@monarchstaffing.com)

**GREETER PART TIME - \$16/HR TEMP - WARRINGTON**

This position will assist prepare purchase agreements with Sales Manager, communicate with prospective homeowners & assist with marketing campaigns. Strong customer service skills and interpersonal skills are a must! Real estate license preferred or willing to attain license. Must have a bachelor's degree. Hours: Mon/-Fri: 11AM-5PM & 2 weekends a month. If interested, please send updated resume to Debbie at [dhancock@monarchstaffing.com](mailto:dhancock@monarchstaffing.com)

**HR COORDINATOR - \$16-\$17/HR Temp \$38K-\$40K Perm - PHILADELPHIA**

Exciting HR opportunity! Will source, screen, schedule interviews, new hire paperwork processing and on-boarding. 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, creation of files, offer letters and status change letters. Bachelor's Degree 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)

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

Processor reviews & routes medical & radiology bills. Evaluate & confirm eligibility for compliance with specified guidelines. Must possess medical billing, strong customer svc & follow up skills. HS diploma required. Professional Certifications preferred, not necessary. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com) or call 610-640-4111.

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

Are you looking for a great part time opportunity? Look no further. Our client is looking for a Payroll Assistant to work Mon & Tues 8 hours a day, rest of the week is flexible (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 and HR-related administrative tasks. Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**PAYROLL PROCESSOR - \$15/HR 1 MONTH CONTRACT - CHESTER COUNTY**

Strong data entry & Excel skills needed. Must have payroll processing exp. ADP EV5 Enterprise preferred, but not required. Send resume to [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com) or call 610.640.4111.

**RECEPTIONIST - \$14/HR TEMP TO HIRE - KING OF PRUSSIA**

Large, manufacturing company seeking receptionist in King of Prussia. 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 temp & \$45-\$55/HR ONCE PERM - 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. If interested, send updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**SCAN/DATA ENTRY CLERK - \$14/HR TEMP TO HIRE - KING OF PRUSSIA**

Clerk reviews, evaluates, & directs various documentation. Scans & tags, manages deliveries, & backs up receptionist as needed. Must have HS Diploma, strong keyboard skills, 1 - 2 years Customer Service exp & strong

computer skills. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com) or call 610-640-4111.

**SR. ACCOUNTS RECEIVABLE ASSOCIATE - \$19-\$22/HR TEMP TO HIRE - DELAWARE COUNTY**

Maintain accurate A/R files, ensuring accurate set-up of invoicing procedures, and supporting the regional offices in all matters related to accounts receivable. Assist with the production of labor rates based upon owner contract requirements and union agreements. Must have previous construction invoicing experience (LS, T&M, AIA, CostPlus, Fixed Fee.) 4 plus years' general accounting and/or accounts receivable experience. Demonstrated knowledge of accounting procedures; knowledge of Sales/Use tax. Computer proficiency, including Excel, Outlook; experience with PENTA or Access a plus. Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**VETERINARY OFFICE RECEPTIONIST - \$14/HR TEMP TO HIRE - MALVERN**

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. If interested, 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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