

## JOB LEADS #872

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MARCH is the month dedicated to Saint Joseph  
And MARCH 19<sup>th</sup> is the Feast of St. Joseph  
If you are interested in this, you will find some prayers to St. Joseph on the web page  
In the Prayers section.

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West Chester Area School District has anticipated elementary teaching positions opening in the District starting with the 2018-2019 school year. (\*Certification requirement(s) – appropriate valid PA certification):

### **Elementary Teachers (grades K-5) – District wide**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's degree with appropriate valid PA certification
- Ability to implement a holistic instruction and assessment system based upon state academic standards
- Proficiency in the use of instructional technology to enhance student learning
- Ability to design an instructional program intended to address racial achievement gap
- Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff and outside professional contacts

\*Candidates who do not have their PA teaching certificate must have the College Verification of Eligibility Letter which states that you have successfully completed the program and are eligible for certification.

Salary: PER WCAEA CONTRACT

*The West Chester Area School Board is committed to a policy of non-discrimination in recruiting, hiring, placement, promotion, compensation and other terms and conditions of employment*



Founded in 1967, [Delaware County Community College](#) educates more than 28,000 students and offers 30 associate degrees, 17 transfer degrees, and 33 certificate programs at its five main locations. The college helps its students and other members of the community go straight from graduation to employment by offering free career development [programs](#) and [workshops](#).

**Reference Librarian**

This position provides reference and research instruction; instructs students, faculty, and staff in the general use of library material and accessing online information resources; and provides individual, group, and classroom information literacy and research instruction.

The ideal candidate will possess a master’s degree in library science; a minimum of two years of experience in an academic library setting providing reference, instruction, and cataloging services; and experience with Sirsi BLUECloud and Symphony.

[Click here](#) to read more about the Reference Librarian position at Delaware County Community College.

*Advertisement*

**Student Employment and Work Study Coordinator**

This position provides job development and placement services to meet the demands of student populations; enforces work-study policies with on- and off-campus supervisors and student employees; and promotes the work-study program to students at all campuses.

The ideal candidate will possess a master’s degree; three to five years of experience in job placement, student services, financial aid, or human resources; counseling skills; and knowledge of basic work-study and financial aid processes.

[Click here](#) to read more about the Student Employment and Work Study Coordinator position at Delaware County Community College.

**Human Resources Assistant**

This position acts as receptionist at the front desk and screens and answers inquiries; completes all employment verification requests; and inputs name and address changes for staff in the Banner HR system.

The ideal candidate will possess a high school diploma or equivalent, though an associate degree is preferred; a minimum of two years of related work experience; MS Office proficiency; and customer service experience.

[Click here](#) to read more about the Human Resources Assistant position at Delaware County Community College.

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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!**

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

Work in a lab environment measuring parts! Flexible hours; Start your day 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 Arielle at [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

### **CARE GIVER - \$12/HR DIRECT HIRE - BROOMALL**

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

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

Exciting opportunity to join a rapidly expanding company! Support a High Level Corporate Executive. Manage calendar schedules, coordinate travel arrangements, handle personal assistant duties, organize volunteer efforts and get the Executive involved in community events. This is a High Profile role. You must be flexible and easily adapt with change. 5+ Yrs Exp as an Executive/Personal Assistant, and excellent Public Relations demeanor required. Call 610-604-0202 or e-mail Michelle at [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com).

### **INSIDE SALES - \$20-\$22/HR (+ quarterly incentives) DIRECT HIRE - PLYMOUTH MEETING**

Nutrition healthcare client in the Plymouth Meeting area needs compassionate individuals to join their Inside Sales team. No Cold Calling - All leads are warm outbound calls or inbound calls. Answer incoming calls to assist customers in ordering their products and introduce upsells & renewal plans. Answer questions regarding the product, billing, and account updates. At least one year as a successful inside sales agent/customer service representative & proven successful Sales experience. Bilingual Spanish is a plus. Animal lovers are encouraged to apply! Call 610-604-0202 or e-mail Nick at [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

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

Responsible to collect and batch rent daily, prep for bank processing, process according to Property Mgmt instruction and submit required reports to Finance Dept. Process all invoices for payment, maintain logs and files

of all process payments; produce required reports and letters. Enter all requests for apartment and building repairs & maintenance; follow up, report out and coordinate services. Provide excellent customer service to residents, vendors and all who come in contact with the community. Minimum 3-5 years Property Management Administrative Support experience required. Bilingual Spanish speaking is a PLUS. Strong computer skills including MS Word and Excel needed. Must have working personal vehicle that is currently registered and insured. Call 610-604-0202 or e-mail Katie at [kwise@monarchstaffing.com](mailto:kwise@monarchstaffing.com)

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

Large Regional law firm. Draft and edit legal correspondence & documents. Transcription of dictation. Must have knowledge of federal and state court filing requirements. Must have 2-5 years of Legal Assistant & Litigation exp in PA. Strong interpersonal skills a must. Required temporary commute to main office in New Brunswick, NJ for training. Comprehensive benefits package offered. Contact Mary Ann at 610.640.4111 or send resume to [maryann@monarchstaffing.com](mailto:maryann@monarchstaffing.com).

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

Growing e-commerce and retail product Distribution Company. Assist the General Manager with confirming accuracy of orders, conduct inventory audits, reconcile variances and report back to management. Must have the ability to lift 50lbs and stand for several hours. Bachelors degree preferred, but not required. 1+ years exp in logistics/operations required. Please email Nick at [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. You must have at least 2-3 years of exp in accounting or a BA in Finance, Accounting or Business Administration. Send resume to Jen at [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**ACCOUNTING ASSISTANT - \$25/HR TEMP - JENKINTOWN**

Assist with general ledgers; prepare multi-state sales/use tax return around the region. Other duties include: manage jurisdictional licenses and calculate and record use tax. Email Jen at [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**ACCOUNTS PAYABLE/RECEIVABLE SPECIALIST - \$19/HR TEMP TO HIRE - BLUE BELL**

Manages assigned customer accounts & responsible for reconciling the customer's AP & AR with company's AR to verify all submitted invoices has been posted accurately. Research and resolve all invoice discrepancies & process credit/rebill adjustments as needed. Min. of 3 yrs exp working in Accounts Receivable, collections and reconciliation experience. Send resume to Jen at [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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

Work for an award winning health organization! Assist with screening calls for VP, make travel arrangements, schedule meetings & respond to electronic correspondence. Must have exp supporting C-suite executives and possess excellent interpersonal skills. 3-5 years of administrative experience is required. Send resume to Jen at [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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

Architecture firm has a part-time need with the possibility of going perm. Assist with inbound calls, clerical duties and assist office manager with 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 resume to Dana at [dana@monarchstaffing.com](mailto:dana@monarchstaffing.com)

**ADMINISTRATIVE RECEPTIONIST - \$18-\$19/HR TEMP - WEST CHESTER**

Must be extremely polished, professional and well spoken! This position is the front face of a busy tax accounting

office during tax season. You must be friendly and engaging. Deal with high level clients, both business and Individuals. Answer phones, monitor general email inbox, hand out tax returns. Knowledge of 1040 tax, or accounting is a HUGE plus, but not required. Min of 3 yrs administrative exp required. Call 610-604-0202 or e-mail Nick at [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**ADVERTISING COORDINATOR - \$20-\$21/HR TEMP - PHILADELPHIA**

Work alongside Strategic Marketing and Communications' Creative Strategy team to fulfill advertising plans that serve a larger marketing initiative to reach targeted audiences. 1-3 years of marketing experience, Bachelor degree in Marketing/Advertising required. Must have an exceptional ability to manage multiple projects in a fast-paced environment while maintaining accuracy of work. Superior organizational skills - must be able to effectively prioritize and meet deadlines. High level of technological competence: must have strong spreadsheet, database, and presentation and word-processing skills. Call 610-604-0202 or e-mail Nick at [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**BOOKKEEPER - \$19-\$20/hr Part Time (10-15 hrs/wk) TEMP - HAVERTOWN**

Assist with processing AR payments, perform check deposits and assist with general expenses, vendor bills and payments. MUST HAVE recent QuickBooks experience. Proven ability to learn proprietary software programs. Extreme attention to detail needed. Must have accurate & timely data entry skills. Call 610-604-0202 or e-mail Nick at [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

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

Provide support to providers & clients, respond to inbound calls & emails, resolve billing disputes. Min. 3 yrs call center exp. needed. Knowledge of healthcare billing required. CPT / HCPCS and ICD9 &/or Bilingual Spanish desired, not required. Send resume to Carol at [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com) or call 610-640-4111.

**CREDIT & COLLECTIONS ASSOCIATE - \$20-\$22/HR TEMP - MEDIA**

Will gather/interpret financial info & perform in-depth credit and financial analysis. Upsell higher credit lines, revoke credit lines and alter customers payment terms. Responsible for initiating collection calls to delinquent customers to acquire payment status. Determine third party collection agency involvement. MUST HAVE EXPERIENCE WITH SAP. Min 3 years of exp in commercial credit/collections. Must have strong written & oral communications skills and working knowledge of Microsoft Office with intermediate/ advanced Excel skills. Call 610-604-0202 or e-mail Katie [kwise@monarchstaffing.com](mailto:kwise@monarchstaffing.com)

**CUSTOMER SERVICE/SALES - \$15-\$17/HR TEMP TO HIRE - DELAWARE COUNTY**

Answer phones & respond to customer calls and emails. Create solutions with products & services and create detailed quotations. Process customer orders and maintain customer database. Must have proficient data entry and computer skills. Must be organized, detail oriented, self motivated and a team player. Must be good with numbers and the ability to multi task, prioritize, and manage time effectively. Strong interpersonal skills using professional communication, and pleasant personal demeanor required. Call 610-604-0202 or e-mail Nick [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. If interested, please send your updated resume to Jen at [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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

Highly motivated & experienced Surgical Supply Biller needed for a busy doctors office. Responsible for having a full understanding of DME medical billing, reimbursements. Review billing records and identify inconsistencies with insurance company billing requirements, work closely with locations to get documentation needed and be able to work independently to find solutions to accurately bill and collect payment. Applicants have to have min 1-year experience in billing Durable Medical Equipment (DME). Knowledge of HCPCS, IC10s, and NDCs. Call 610-604-0202

or e-mail Katie at [kwise@monarchstaffing.com](mailto:kwise@monarchstaffing.com)

**OFFICE SUPPORT - \$13-\$15/HR PART TIME (25 hrs/wk) TEMP TO HIRE - LANSDOWNE**

Assist with creating letters, newsletters and emails. Create and maintain Excel spreadsheets for collections, expenses, etc. Keep up the general organization of the office. MUST have grant writing experience. Excellent typing, data entry & writing skills are a must. QuickBooks exp helpful. MUST be helpful, dependable, friendly and empathetic. Call 610-604-0202 or e-mail Arielle [amcneil@monarchstaffing.com](mailto:amcneil@monarchstaffing.com)

**PARALEGAL - \$25/HR \$45-\$50K PERM TEMP TO HIRE - ABINGTON**

Large, product development company has an immediate need for a receptionist. Assist the 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 Jen at [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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

Responsible for answering calls and scheduling appointments correctly and accurately. Assist with providing direction and information for appointments, follow up and accurate documentation. Direct calls as needed. Min 1 yr exp in a fast paced ambulatory care setting. Previous AMBULATORY CARE call center or telephone customer service exp required. Must have proven ability to handle confidential/sensitive information. Must have ability to communicate effectively on the telephone and ability to work quickly/multi-task. Call 610-604-0202 or e-mail Michelle at [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

**PROJECT ASSISTANT/ADMIN - \$20-25/HR TEMP - MALVERN**

Support the Operations/Production Department with daily ops for multiple construction projects. Responsible for documentation, communication, and organizational needs. Reports to the Project Director and supports all project team members. Proficient use of Procore, Timberline, DocuSign, & Microsoft Word required. Must have at least 2 yrs exp in project management. Please send current resume to Mary Ann at [Maryann@monarchstaffing.com](mailto:Maryann@monarchstaffing.com)

**SR. BUYER - \$25-\$28/HR TEMP TO HIRE - COATESVILLE**

Provide material management, purchasing, vendor relations for component parts, supplies and services to meet the value stream project needs. Understanding of ISO 9001 principals. Knowledge of rotating equipment, blowers or compressors is a plus. Proficiency in Microsoft Office required. 3 to 5 years purchasing/buyer experience preferable in manufacturing environment. Please send a current resume to Diane at [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

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

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

**[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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This is a VERY large center in NorthEast MD on the Chesapeake Bay. It holds all kinds of events and retreats. There are numerous positions open. It is Christian, not Catholic.

## Looking for a new job? Sandy Cove is hiring!

**Impacting lives for Christ is at the core of Sandy Cove Ministries.** We do this by helping people connect with God and each other through His Word, His creation and community. Sandy Cove Ministries delivers the message of hope that "Jesus Never Fails" by providing opportunities for rest, refuge, retreat, renewal and recreation.

<https://www.sandycove.org/employment>

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Located in Wayne, [Navigate](#) is a consulting firm focused on strengthening collaboration among executive management, business operations, and technology. Navigate consultants form true partnerships with clients based on trust and candor.

### **Business Development Executive**

This position identifies, pursues, and closes new business opportunities; helps develop and deliver comprehensive BD business plans; and develops and maintains effective, valued, and trusted relationships with key decision-makers within prospects.

The ideal candidate will possess a bachelor's degree; a minimum of 10 years of new business development, account management, and sales experience; and a proven record in selling complex services at the C-level of Fortune 500 companies.

[Click here](#) to read more about the Business Development Executive position at Navigate.

### **Senior Consultant**

This position builds project plans, communication plans, and documents current state business processes; provides clear and consistent communication with the client and team members; and contributes to creative solutions to solve client business problems.

The ideal candidate will possess a bachelor's degree in business or management information systems; and a minimum of three years of experience within management consulting participating in the delivery of complex projects and the creation of professional client deliverables.

[Click here](#) to read more about the Senior Consultant position at Navigate.

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Comcast is currently looking to fill the following openings:

[Customer Experience Representatives](#) (Retention) Call Center in Lebanon, PA

&

[Planning and Design Engineer](#) Reading, PA

For further details please click the hyperlinked job titles listed above.

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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