

JOB LEADS #875

~~~~~  
Based in Exton, [Automated Financial Systems](#) is a leader in lending and treasury management systems and solutions, with more than 300 active installations at the Top 100 U.S. banks.

### Java Developer

This position designs, develops, and fixes defects on client or base products by completing assigned tasks; reviews requirements for accuracy and feasibility; and performs peer code reviews and peer design reviews to ensure product quality.

The ideal candidate will possess a bachelor's degree in computer science, software engineering, or a similar discipline; a minimum of three years of Java programming experience; and experience with EE Stacks, Database Modeling, Deployment and Tuning, and testing Frameworks.

[Click here](#) to read more about the Java Developer position at Automated Financial Systems.

~~~~~  
Field Technician (travel 75% of the time about 30 mile radius)

Bryn Mawr, Pa – home office

contract to hire

\$20-24hr

3+ years of desktop experience

Server support

Basic network- lan wan vpn DHCP TCP/IP

Plan and perform network maintenance and system upgrades

- 3+ years of experience working with current Windows server and workstation O.S.
- 3+ years of experience with Routers/Switches, TCP/IP, DNS and VPN
- Knowledge of Active Directory
- Hands on experience with Microsoft Office 365 Migrations
-

Morgan Komatick

Morgan Komatick | Lead Recruiter

Robert Half Technology | 460 E. Swedesford Road, Suite 3020 | Wayne, PA 19087 | rht.com

☎ phone (office): [484-254-9070](tel:484-254-9070) 📠 fax: [484-254-0868](tel:484-254-0868) ✉ e-mail: morgan.komatick@rht.com

~~~~~  
**Job Title: Sourcing and Logistics Associates**

**Location : 50 Applied Card Blvd. Suite 300, Glen Mills, Pennsylvania 19342**

**Duration : 12 months years**

**Pay Rate : \$22.90**

.

**Job Description:**

**Qualifications:**

- Preferably one (1) or more years of experience in manufacturing, sales, production planning role or equivalent. • Strong analytical skills, pro-active, motivated and customer oriented professional with high ambition for performance and works well under pressure. • Knowledge of Lean Manufacturing, Six Sigma, and other Continuous Improvement Methodologies. • Technologies: SAP (OMP, BW), MS Office (Excel, Access...)

**Responsibilities:**

Axalta Coating Systems is seeking temporary assistance with transactional supply chain planning duties to include the following key responsibilities:

- Creating, revising, and managing the status of purchase orders for the regional supply chain team
- Determine the Stock-keeping unit inventory levels, locations, and safety stocks to support the desired level of customer service.
- Analyze customer Stock-keeping unit order demand patterns.
- Maintain cost effective levels of inventory.
- Ensure integration with other Supply Chain processes.
- Reschedule open orders when supply is not adequate.
- Identify abnormal demand patterns and verify causes with the sales team and customers. • Maintain master data for the distribution/deployment network. • Communicate production issues, supply changes, deviations from plan and potential resolutions.

Vikas Jalodiya

Direct: (609)-246-2390

Email: [vikas.jalodiya@vertisystem.com](mailto:vikas.jalodiya@vertisystem.com)

Website: [www.vertisystem.com](http://www.vertisystem.com)



Headquarters: 39300 Civic Center Drive| Suite 230|Fremont, CA 94538

Branch Office: 10701 Esk Drive, Las Vegas, NV 89144

~~~~~  
**Project Manager
West Chester, PA
1 Year Contract**

Job Description:

The PM will report to the Manager, Instruments Supply Network Strategy and located in the West Chester, Pa. This is a project assignment is for the duration of the requisite project work required for the Medical Device Transformation Initiative, which is expected to conclude at or prior to maximum 16 MONTHS from the start date in this project role.

Work of the Medical Device organization supports a multitude of product platforms, new products and delivery systems that are used in a wide range of procedures throughout the healthcare industry, including interventional

cardiology, electrophysiology, minimally invasive surgery, hospital sterilization, clinical laboratory testing, diabetes management, joint replacement surgery and vision care.

Thriving on a diverse company culture, celebrating the uniqueness of our employees and committed to inclusion.

Proud to be an equal opportunity employer.

Principal Roles and Responsibilities

- Own the program portfolio and will timely and accurately report on projects and program progress.
- Lead, manage and deliver the associated projects under Client in close collaboration and alignment with Instrument Network Supply and other project teams.
- Actively participate as a member of the program team to prioritize/plan implementation of projects and have accountability for project alignment with our PMO Governance and methodology.
- Lead projects/program using PMO methodology (i.e. Instantis & PMx)
- Execute multi-year plan to achieve the determined deliverables.
- Initiate and lead projects as required to execute program strategy.
- Manage and shape project activities in a holistic manner to ensure target realization.
- Connect with project teams to manage the risk, constraints and issue resolution.
- For each project under the scope of the program, document deliverables, plans and/or associated required presentations.
- Lead and track progress on activities and financials.
- Maintain project dashboards and provide progress/status updates on project activities (Weekly and Monthly project/program progress updates, Project/Program dashboards, Risk, issues and constraint logs, Minutes of critical meetings requiring follow-up)
- Work closely with Stakeholders (10-12 Managers, 2-4 Directors, 2-3 VPs)
- Support the managing of project budget
- Indirectly manage people: 20-30 indirect team members

Qualifications

- A minimum of a Bachelor's degree is required.
- A minimum of five 3-5 years of Project AND/OR Portfolio Management related experience is required.
- A minimum of five 3-5 years of experience with Supply Chain Healthcare or related industry is required.
- Knowledge and experience in PMO Methodology is preferred.
- Experience in Manufacturing and Supply Chain systems is preferred.
- The ability to have a global mindset and understanding of a high complexity systems landscape is required.
- The ability to be self-motivated, a strong leader, a team player, possess the ability to work with minimal supervision, and possess strong influencing skills is required.
- The ability to manage multiple priorities, build productive relationships, make decisions in an ambiguous environment, understand technical concepts, manage a portfolio of projects and effectively communicate are required for this role.
- Up to 15% domestic AND/OR international travel is required.

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

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

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

~~~~~  
PPT Consulting, a regional consulting firm specializing in People, Process and Technology solutions, is seeking for multiple qualified Change Impact Managers. The Change Impact Manager will provide focus on the people aspect of People, Process & Technology changes with direction from Business Transformation Leads supporting a Business Process Modernization (BPM) effort inclusive of an SAP implementation.

Responsibilities:

- Dynamically engage as a team member of Transformation Engagement team.
- Evaluate and organize impacts of the change on stakeholders and stakeholder groups and drive discussions on appropriate change interventions.
- Improve, progress and manage work stream organization impact and business readiness plan.
- Communicate process/technology changes in order to capture the process and organizational changes that develop the change impact assessments.
- Pro-actively identify and facilitate deeper discussions to determine domains of change, implications and required adaptations through-out BPM program.
- Design and lead conversations that develop alignment on the path forward for successful change/transformation.
- Be the transformation advisor to Workstream leadership and Workstream Engagement Team.
- Guide teams on the execution of the transformation engagement activities.
- Work closely with the Deployment Lead on the development of the cut-over plan and business readiness assessment for each go-live.
- Remain vigilantly aware of fatigue, misalignment or other road-blocks that could slow, hinder or disrupt business value of BPM.
- Be an advocate of the BPM brand throughout the organization.
- Report on impact identification, risks, plans and progress of work stream relative to people and organization transformation.

Requirements:

- Bachelor's degree in Business, Organizational Development; or similar related experience
- Able to take in and condense large quantities of information communicated into clearly articulated impressions
- Capable of tracking actual conversations into knowledge gather templates
- Aptitude to assess changes from process/technology design discussions and
- Ability to ask the proper analytical questions
- Proficiency with MS Office Products, especially MS Excel
- Knowledge of change/transformation programs and methodologies (e.g. PROSCI) is desired
- Experience as Change Manager/Change Impact Manager for an SAP implementation preferred
- Project management experience in cross-functional systems implementations is desired
- Proven skills in both strategic thinking and pro-active empathy
- Excellent communication skills both verbal and in writing
- Demonstrated skills in working effectively across business lines and partnering with other functions to meet common objectives

Contract Position at PPT Consulting, LLC Change Impact Manager

Duration: 1 year

Work location will be in Philadelphia.

To apply, please send a resume with “Change Impact Manager” in the subject line and including available start date to Recruiting [recruiting@pptconsultants.com](mailto:recruiting@pptconsultants.com)

~~~~~

[The Foundation for Delaware County](#), formerly known as the Crozer-Keystone Community Foundation, is focused on serving Delaware County residents of all ages, from improving the health and development of children to helping seniors age in place.

Associate Director of Grant Making Services

This position oversees the foundation’s external grant making program, including all special grant making initiatives; represents the foundation at public events; and provides communications and marketing support about foundation grant making programs.

The ideal candidate will possess a master’s degree in public health, social work, law, public policy, or a related discipline; three or more years of relevant experience; and experience in at least one of the foundation’s interest areas.

[Click here](#) to read more about the Associate Director of Grant Making Services position at The Foundation for Delaware County.

Associate Director of Development and Communications

This position implements foundation events and develops and manages annual appeals; supports donor engagement and the recruitment activities of the development department; and maintains the foundation website and on-line donor communication.

The ideal candidate will possess a bachelor’s degree or equivalent work experience; strong communication skills for multiple channels and audiences, including print, web, and social media; and experience using social media, e-mail, and web communications.

[Click here](#) to read more about the Associate Director of Development and Communications position at The Foundation for Delaware County.

Education Specialist

This position identifies continuing education needs for staff; coordinates health and life-skills programming for service participants; and plans, coordinates, and hosts community events aimed at general health promotion, disease prevention, and life skills development.

The ideal candidate will possess a bachelor’s degree in public health, health behavior science, or a related discipline; and two years of recent experience in maternal/child health, public health, home visiting, or mental/behavioral health services.

[Click here](#) to read more about the Education Specialist position at The Foundation for Delaware County.

~~~~~

Hello:

My name is Karen Secrest and I'm the Office Manager for Wrightstown Family Medicine

located in the Wrightstown/Newtown Bucks County area. We are a faith based Family Practice Medical office and seek to help our patients body, mind and spirit. So for this reason I prefer to hire people who believe in God

and walk in his ways to honor him to help us attain that end goal and result.

Karen Secrest

Office Manager

Wrightstown Family Medicine

2189 Second Street Pike

Suite 100

Newtown, PA 18940-4134

Phone: 215.598.1200

Fax: 215.598.1201

~~~~~  
Bucks County Spring Job Fair April 11th, 2018

Meet these employers:

**Friends Hospital Double H Plastics Vertical Screen Nolan Painting, Inc.
Salute2Service Robert Half PA CareerLink TMA Bucks Warwick Family Services
The Horsham Clinic PeopleShare Cenlar FSB Express Employment Professionals**

US Army

10am-2pm

Hosted by:

**Oxford Valley Mall Sears Court 2300 E. Lincoln Highway Langhorne, PA 19047
Fred Beans Family of Dealerships Sykes American National Holy Redeemer
Sterling Limousine Manpower Chandler Hall Pennswood Village Brightwood
Career Institute Rothman Orthopaedic Specialty Hospital Fidelity Home Health
Weber Display & Packaging Pharm Cann**

~~~~~  
**Job Title:** Compliance Analyst

**Duration:** 9+ months

**Max Pay Rate:** \$22/hr W2

**Location:** West Chester, PA

**Job ID: 49226**

Job Title: Compliance Analyst

Description:

This position is responsible for providing analytical, project, and business process support to provide best in class Customer Service through compliant and efficient processes to meet specific requirements. Requires collaboration and partnership with cross-functional business partners in the following areas: Distribution, Quality, and Commercial Operations.

Compliance Analyst may be required to do the following as directed by their Manager:

- Create, revise and maintain applicable department WI's and SOPs as directed within the designated Document Management Systems
- Support migration of Legacy Synthes work instructions to Tru-Vault document management system
- Assist in establishment of Job Function Curriculums and necessary updates
- Audit transactional records to ensure standard process is being followed across the department
- Conduct interviews with appropriate stakeholders to complete current state fit/gap assessments to identify new areas of opportunity or existing compliance issues
- Recap meetings effectively with thorough meeting minutes and maintain an action log of items that needs to be addressed/ completed with appropriate owners and due dates

RELATED EXPERIENCE:

DESCRIBE THE TYPES OF EXPERIENCE AND TYPICAL NUMBER OF YEARS REQUIRED FOR THIS ROLE

- 3+ years of experience in relevant logistics/ supply chain fields
- 5+ years of experience in writing department standard operating procedures and/or work instructions
- Preferred to have experience in Medical Devices/Pharmaceuticals industry
- Strong communication, oral and written, and project management skills
- Strong working knowledge with power point and excel ; ability to develop presentations and communicate to upper management

LIST JOB SPECIFIC COMPETENCIES/SKILLS REQUIRED:

- Strong interdependent partnering and interpersonal communication skills
- Can work independently in a virtual team environment
- Ability to develop strong effective relationships with key resources and decision makers
- Ability to support technical teams toward business goals
- Ability to allocate and balance competing priorities
- Competency in understanding system functionality in relation to process requirement

Sincerely,  
Autumn Ortenzi  
Advanced Technology Solutions, Inc.  
251 Monmouth Rd., Suite 1A, Oakhurst, NJ 07755  
P: 732.918.4664 x118  
F: 732.918.4666  
LinkedIn: <http://www.linkedin.com/in/autumnortenzi>  
Visit us at [www.atsolutions.com](http://www.atsolutions.com)

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

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

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

~~~~~  
Looking for either:

Either Scala/play framework or someone who has full stack experience (java) but must have play framework.

Need an independent worker who can get things done/figure it out with limited supervision.

Remote 4 days a week!!!!

Looking for a midlevel candidate (2 to 5 years exp)

One of Philly's top exciting companies seeks a passionate full stack developer to help change the patient financial experience. This is a growth oriented position with the opportunity to influence product features, tech stack, and the dev team all while having the flexibility to work remotely a few days per week.

Responsibilities:

Develop, test, deploy code
Debug/maintain existing functionality
Assist defining requirements/scope
Additional duties as assigned

Skills:

Scala

SQL

Javascript

Playframework

Knowledge of REST/Api design

Familiarity with build, deploy and monitoring tools and processes

Ability and willingness to learn new technology/frameworks

Excellent communication skills

Best,

Jason DiPietro

MJDP RESOURCES, LLC

888-215-6537

jason@mjdresources.com

~~~~~  
The [Chester County Intermediate Unit](#) provides services, such as special education and staff development programs, to the 12 school districts in Chester County. The CCIU serves the county's youth in a variety of ways, including coordinating [summer camps](#) and designing [innovative](#) education solutions.



## **Special Events Coordinator**

This position develops, coordinates, and implements approximately 20 county, regional, and statewide enrichment events; fundraises \$200,000 a year to cover costs associated with operating special events; and develops new enrichment programs as needed.

The ideal candidate will possess a bachelor's degree in communications, education, or a related discipline; three to five years of experience in event planning, communications, hospitality, or other related work experience; and communications, fundraising, marketing, and management skills.

[Click here](#) to read more about the Special Events Coordinator position at the CCIU.

## **Master Custodian**

This position cleans and maintains building facilities and systems; performs routine HVAC, plumbing, and electrical work by changing belts, filters, and ballasts; and maintains the landscape and performs snow removal using large power equipment.

The ideal candidate will possess a high school diploma or equivalent; knowledge of institutional cleaning methods and processes; knowledge of trades and routine building and infrastructure maintenance; and general knowledge and understanding of trades, codes, and regulations.

[Click here](#) to read more about the Master Custodian position at the CCIU.

## **Technology Support Specialist**

This position provides technology support for Apple and Windows computers, iOS devices, and other devices and platforms; and installs, configures, and troubleshoots operating systems, application software, device adapters, and networking equipment.

The ideal candidate will possess a bachelor's degree in a technical discipline or three to five years of relevant experience; strong problem-solving and diagnostic skills; and the ability to work with a broad range of students and staff.

[Click here](#) to read more about the Technology Support Specialist position at the CCIU.

~~~~~

AB RAXAS ACADEMY: Morgantown, PA and Reading, PA

Looking for dedicated individuals for entry level positions, with good salary and benefits to work with troubled kids:

Abraxas Academy will be hosting a series of on-site interview sessions at various locations, including the following:

April 3rd 2018 from 9 AM — 4 PM at Berkshire Mall

April 5th 2018 from 9 AM — 4 PM at the Crowne Plaza

April 9th — April 13th, 2018 between the hours of 10 AM to 4 PM at the Abraxas Academy facility

Contact Gilbert Diaz 610.913.8000 or by email: gdiaz@abraxasyfs.com

~~~~~  
**NOTE REGARDING SANDY COVE:** from Cheryl: I actually know this place. It's an amazingly gorgeous campus that sits on a point of the NorthEast River. I've watched it grow over the years because we boat near it. If you were of a mind to move a bit South, NorthEast, MD is a very nice town and unless you are living right on the water, a bargain place to live. Just a thought.

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.

## Development Associate

**Full Time** | Under the supervision of the Director of Development, the Development Associate will assist the Director of Development with various tasks and assignments related to fundraising in order to meet the philanthropic goals of Sandy Cove Ministries. Oversee scholarship application program: receive and manage applications from beginning to end; serve on scholarship committee; communicate clearly with applicants and provide timely service to best serve them and the ministry. Manage and maintain records in The Raiser's Edge, our constituent management system. Perform various administrative tasks relative to the job and to advancing the philanthropic goals of Sandy Cove Ministries (i.e. processing donations, scheduling appointments, answering the phone, responding to email, managing volunteers, creating memos/reports/charts/letters and whatever else is needed). Pay range begins at \$15/hr. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

[Development Associate – Full Job Description](#)

## Dining Room Supervisor

**Part Time** | Supervise, train, and help wait staff as they prepare the dining room for guests prior to meals, assist guests during meal and clean the dining room afterwards in preparation for the next meal, so that guests are better able to connect with God and each other. Must have strong communication and leadership skills, as well as a heart for hospitality and youth. Must be able to work some weekdays and most weekend days. Pay starts at \$11/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

[Dining Room Supervisor – Full Job Description](#)

## Event Coordinator

**Regular Part Time** | Coordinate a range of services to support the individuals and groups attending events at Sandy Cove Ministries, including meeting room setups, food service requests, adventure activities, and audio-visual equipment rentals. Coordinate meeting room bookings, equipment usage, rooming lists, and meal counts through the reservations system. Must be available some weekends and holidays. Must have excellent written and oral communications skills. Strong organizational skills, self-motivation, demonstrated problem-solving skills, and public speaking abilities a plus. A college degree or 2+ years of event coordinating experience is preferred. Pay range begins at \$15/hr. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

[Event Coordinator – Full Job Description](#)

## Front Desk Attendant

**Part Time** | Help provide a pleasant check-in experience, answer questions and direct guests to the appropriate person or department when necessary in order to provide overall excellent guest service to Sandy Cove Ministries' guests and create a warm & welcoming environment to meet guests' needs so that they can better connect with God and others and want to return. Customer service experience preferred. Must have excellent written and oral communication skills, strong organizational skills, and the ability to work in a fast paced environment, attention to detail and self-starter preferred. The typical schedule varies weekdays and weekends, up to 29 hours per week. Pay begins at \$9.25/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

[Front Desk Attendant – Full Job Description](#)

## Front Desk Attendant/Reservations

**Part Time** | Help provide a pleasant check-in experience, answer questions and direct guests to the appropriate person or department when necessary in order to provide overall excellent guest service to Sandy Cove Ministries' guests and create a warm & welcoming environment to meet guests' needs so that they can better connect with God and others and want to return. Customer service experience preferred. Must have excellent written and oral communication skills, strong organizational skills, and the ability to work in a fast paced environment. The typical schedule is 29 hours/week, 10:30am-7pm weekdays and alternating weekends. Pay begins at \$9.25/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

[Front Desk Attendant/Reservations – Full Job Description](#)

## Housekeeper

**Part Time** | Provide daily cleaning of guest lodge rooms by making beds, vacuuming, dusting, cleaning & restocking restrooms, removing trash, polishing furniture and assisting with washing, drying and folding laundry, as well as general lobby and bathroom cleaning, while meeting guest needs with a pleasant attitude in order to help guests better connect with God and each other. Typical schedule is @24- 28 hours a week. Starting pay is \$9.25/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

#### [Housekeeper – Full Job Description](#)

### Kitchen Rounds

**Part Time** | Assist in preparing, presenting, and cleaning up after guest and staff meals in a timely manner in order to provide an excellent dining experience free from distraction so that guests are better able to connect with God and each other. Must be organized, teachable, and able to work on a team in a fast-paced environment. Prior experience in food services is a plus. Pay starts at \$9.25 an hour. Must be available for weekends, days and nights. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

#### [Kitchen Rounds – Full Job Description](#)

### Lobby Attendant

**Part Time** | Provide and maintain clean lobby areas and sanitary public bathrooms and general hallways to create a welcoming environment for guests and staff, by cleaning toilets, mirrors, sinks, mopping, sweeping & vacuuming floors, emptying trash, restocking, cleaning windows and dusting. As well as assisting with washing, drying and folding laundry and cleaning guest rooms as needed, while meeting guest needs with a pleasant attitude in order to help them better connect with God and each other. Typical schedule Sat., Sun., Mon., Thurs., evenings 3:30pm to 10pm availability is required. Starting pay is \$10.00/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

#### [Lobby Attendant – Full Job Description](#)

### Night Auditor

**Full Time** | Help provide a pleasant check-in experience, answer questions and direct guests to the appropriate person or department when necessary in order to provide overall excellent guest service to Sandy Cove Ministries' guests and create a warm & welcoming environment to meet guests' needs so that they can better connect with God and others and want to return. Customer service experience preferred. Must have strong math skills, excellent written and oral communication skills, strong organizational skills, and the ability to work in a fast paced environment, ability to manage emergency needs, attention to detail and self-starter preferred. The typical schedule is 5 nights a week, 10:15 PM – 6:45 AM. Pay begins at \$11.67/hour. As

with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

### [Night Auditor – Full Job Description](#)

## Night Auditor

**Part Time** | Help provide a pleasant check-in experience, answer questions and direct guests to the appropriate person or department when necessary in order to provide overall excellent guest service to Sandy Cove Ministries' guests and create a warm & welcoming environment to meet guests' needs so that they can better connect with God and others and want to return. Customer service experience preferred. Must have strong math skills, excellent written and oral communication skills, strong organizational skills, and the ability to work in a fast paced environment, ability to manage emergency needs, attention to detail and self-starter preferred. The typical schedule is Friday and Saturday, 10 PM – 6:30 AM. Pay begins at \$11.67/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

### [Night Auditor – Full Job Description](#)

## Pantry Assistant

**Part Time** | Assist in producing balanced guest meals by preparing the produce, salad bar, dairy and dessert items for guests in order to make guests feel appreciated and better able to connect to God and each other. Prepare salad bar, cheese trays, fruit trays, desserts and dairy condiments by chopping fruits & vegetables, making and cutting desserts and placing fruits, vegetables and cheeses on appropriate trays. Place prepared salad bar items in appropriate place, monitor & maintain level of food items during meals. Meet guest requests, including special dietary needs. Pay starts at \$9.25/hour. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

### [Pantry Assistant – Full Job Description](#)

## Prep Cook

**Part Time** | Assist in properly preparing and cooking meals in a timely manner for service to guests and staff, in order that they may have an excellent dining experience and, through that, are better able to connect with God and each other. 2-3 years' experience in kitchen services and food handling skills is required. Must be able to work on a team in a fast-paced environment with emphasis on volume. Availability needed for weekends, day and night during the week. Pay starts at \$9.25-12/hour, depending on experience. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

### [Prep Cook – Full Job Description](#)

## Wait Staff

**Part Time** | Help to prepare the dining room for guests prior to meals, assists guests during meals with meeting needs and clean the dining room afterwards in preparation for the next meal. This position provides outstanding guest service to Sandy Cove Ministries' guests in the Dining Room so that they are better able to connect with each other and God. Must be able to work weekday nights and/or daytime hours, and weekends. Pay starts at \$9.25/hr. As with all positions at Sandy Cove, a personal relationship with Jesus Christ is required. Call 443-674-9476 or email [HR@sandycove.org](mailto:HR@sandycove.org) with questions.

[Wait Staff – Full Job Description](#)

## What are some of the benefits of working at Sandy Cove?

### Benefits for Full-Time Employees

- Medical insurance
- Dental insurance
- Workers compensation insurance
- Employer-paid life insurance
- One free week of Summer Together Family Camp at Sandy Cove (without using vacation)
- Meal privileges
- Discounts on retail and recreation
- Service awards
- Health Savings Account (HSA)
- Jury duty benefit
- Paid vacation
- Paid holidays
- Sick leave accrual
- 401(k) savings plan with employer match
- The Marsh Day Camp/Camp Sandy Cove benefit
- Sandy Cove event benefit
- ...and more!

### For Part-Time Employees

- Discounts on retail and recreation

- Meal privileges
- Service awards
- ...and more!

For more information, contact:

Robert Carey  
Director of Human Resources  
Sandy Cove Ministries  
60 Sandy Cove Road  
North East, MD 21901  
443.674.9476  
[r.carey@sandycove.org](mailto:r.carey@sandycove.org)

**Looking for a Summer Job? [Click Here.](#)**

**Looking for Converge 12 Month Internship Program? [Click Here.](#)**

~~~~~

The PA *CareerLink*® Chester County April 2018 Calendar of Events outlines a variety of workshops taking place this month, including, among others:

- Resume Writing & Job Search
- Coping with Job Loss
- Get Affordable Health Care Coverage
- LinkedIn - How to Network in a Digital Age
- Selling Your Soft Skills Strengths

Registering your attendance can be done [online](#), or by calling (610) 280-1010.

[View Calendar](#)

~~~~~

**Job Title: Project Manager II**

**Location: Exton, PA 19341**

**Duration: 9+ months**

**Description:**

The Project Manager is experienced in the use of project management tools and principles who can manage activities for cross functional teams within Technical Operations. The project manager will ensure the projects are state-of-the-art planned and documented, stay on track and are within the expected budget and timelines. The Project manager works closely with the strategic program lead to guide the team in developing project and program plans which bring the overall programs successfully through the lifecycle process and is in alignment with product strategy, management and Health Authorities' requirements. Great communicator, able to identify risks and escalate issues, as required.

Responsibilities

**Job Function and Description**

Team Management

Facilitate timely & productive team discussions

Identify risks and help to develop mitigation/contingency plans

Drive decision making based on impact assessment

Oversee project activities and ensure alignment with global strategy

**Project Management**

Establish team goals/milestones and objectives with the team and their respective functions.

Update progress against set milestones and project needs

Provide scenario analysis to support timely decision making to ensure execution per plans

Identify critical and emerging issues and develop appropriate mitigation plans with project team and escalates appropriately

Ensure effective coordination of activities and/or deliverables across functions and ensures adequate resource allocation.

Apply all standardized project tools to manage and document team progress as well as to communicate effectively to project and stakeholders

Ensure regular updates to senior management as well as timely issue escalation, if required

**Education and Experience Requirements**

Minimum 10 years project management experience in Pharmaceutical Operations environment, with 10-15 years in the biotechnology/pharmaceutical industry.



Bachelor's degree in the life sciences, business, chemical or industrial engineering or equivalent required. MBA degree and/or PMP certification highly desirable.

### **Key Skills, Abilities, and Competencies**

Proficient prioritizing and driving projects to milestone completion supporting strategic programs.

Skilled facilitator of global cross-functional teams in a matrix environment.

In-depth knowledge of biotechnology/pharmaceutical product development and life cycle environment.

Demonstrated mastery and hands-on experience of typical project activities.

Strong communication skills to effectively inform key updates & issues across all levels of the organization.

Readily grasps main points in communications and is capable to convey project status in a clear and concise manner.

Strong English writing and oral presentation skills.

Experience at working both independently and in a team-oriented, collaborative high pressure environment is essential.

Strong leadership skills (persuasive, encouraging and motivating).

Willingness to constantly improve PM tools, meeting structure, planning approaches, etc.

Ability to work within rapidly changing environment and to quickly adapt to new situations.

### **Complexity and Problem Solving**

Understands the big picture and can guide the team of experts to translate program requirements into actionable deliverables at project level.

Can adeptly identify risks and interdependencies and lead the team through an appropriate, thoughtful decision making process

Able to identify problems before they become critical; communicate to program lead and team.

Applies a structured methodology to identify root causes.

Effective in development of solutions for complex issues, risk mitigation and execution plans.

### **Internal and External Contacts**

Coordinates project deliverables with team members

Internal clients include but is not restricted to: PDTs, Finance, Quality, Purchasing, Manufacturing, Engineering, Regulatory, OpU Leads.

External clients include CMOs, consultants and contractors

### **Other Job Requirements**

Some travel might be required

### **Roles and responsibilities**

Supports Right First Time lead and sub teams

Coordinates and schedules team meetings.

Establishes and maintains information sharing and communication structure (e.g. SharePoint) with current versions of meeting agendas, minutes, and presentation material and deliverables (draft and final).

Supports the Right First Time lead in the execution of programs by translation of defined strategy into team goals and milestones in alignment with regulation.

Owns program documentation including: program plan and schedule, meeting agenda and minutes, action items, dashboards, goals and milestones, risk register, mitigation plan, decision log, etc.

Resolving project constraints and prioritization of tasks in alignment with the program

Facilitates the use of project management tools to achieve a balanced, data driven and risk-based decision making process

Definition of mitigation and/or contingency plans

Executes scenario planning and risk assessments

Develops options for the team

Ensures project progress and upcoming deliverables are understood by the team by using PM tools.

Holds team members accountable for on-time completion of tasks or milestones assigned to support project plan.

Creates and updates project plan

Reports project status into governance meeting

Responsible for project budget, resource allocation/tracking and overseeing capital expenditure, as appropriate

Acts as resource for development/implementation of project management tools and methodologies.

Coordinates lessons learned sessions

Actively models behavior to support the development and maintenance of a high-performing team

Aim for best in class PM approach by constant exchange with colleagues

Thanks & Regards

Deepansh Arora, *Technical Recruiter, The Judge Group*

151 S. Warner Road, Suite 100, Wayne, PA 19087  
☐ (610) 619-6697 | Toll-free ☐ 1800-339-8318 ext. 117



Located in Kennett Square, [Longwood Gardens](#) is one of the premier botanical gardens in the U.S. and draws [record numbers](#) of visitors annually to its more than 1,700 acres of gardens, woodlands, and meadows in the Brandywine Creek Valley.

### **Horticulture Contract Manager**

This position provides comprehensive contract management and oversight of contractors working across the department, and guides a diverse range of contractors supporting Longwood's horticulture operations.

The ideal candidate will possess formal training in horticulture, landscape contract management, or a related field; a minimum of five years of experience in horticulture, including three years of contract management; and strong experience in contract management and landscape contractor oversight.

[Click here](#) to read more about the Horticulture Contract Manager position at Longwood Gardens.

### **Research Specialist**

This position manages the Longwood Research Nursery and Plant evaluation program by implementing, analyzing, and disseminating meaningful research projects related to plant culture, breeding, and conservation; and curates at least one Longwood Core Collection.

The ideal candidate will possess a bachelor's or graduate degree in horticulture, botany, or a related discipline; a minimum of two years of nursery, greenhouse, or plant evaluation, and trials experience; and excellent management, organizational, and critical thinking skills.

[Click here](#) to read more about the Research Specialist position at Longwood Gardens.

## Membership Associate

This position manages the member database; communicates regularly with garden members; oversees the fulfillment process; and performs other administrative functions such as managing the member volunteer team and writing and reviewing member communications.

The ideal candidate will possess a bachelor's degree with one to three years of experience in the membership/development/fundraising field; experience working with CRM software such as Raiser's Edge; and excellent written and verbal communication skills.

[Click here](#) to read more about the Membership Associate position at Longwood Gardens.

~~~~~

Title: Sourcing Specialist
Job ID: GEJP00018747
Company: GE Healthcare
Pay Rate:: \$25.96/hr on W2
Duration: 12+ Months(**with great possibility of extension***)
Location: Trevose, PA, UNITED STATES, 19053.

Sourcing Strategic Transition Support
Logistics Background Preferred -
Sourcing Support:
Indirect Sourcing Support for the Divestiture of GE Water & Process Technologies

Assignment Title:
Sourcing Strategic Transition Support

Responsibilities:
Category Manager Support:
• Contract Review, Contract Assignments and Contract Amending.
• Identify, acquire, cleanse, analyze data in support of RFI, RFQ activities
• Work with internal customers/vendors to support strategic sourcing initiatives
• Global logistics operations support as required

Required Skills & Experience Levels:
3-5+ years of sourcing and logistics background
• Clear understanding of Corporate Contracts and Terms & Conditions
• Strong analytical and communication skills required
• Intermediate to Advanced MS Office skills (Excel, PowerPoint)
• SAP/ERP systems
• Able to work independently with strong project ownership

Desired Skills:

- Logistics and Supply Chain Management Experience required, International, US, Canada
- Knowledge of basic Trade Compliance
- Experience with Transportation Management Software
- Great Communication skills
- Strong writer
- Organized
- Self-Starter

Please provide me with the below details if you are interested with your updated resume.

Interested (Yes/NO):

Availability for On-site Interview:

Pay Rate Confirmation:

Waiting for your quick response.

Thanks and Sincerely☐

Randy.

Technical Recruiter

randy@infobahnsw.com

312-281-7127

~~~~~



**Direct Hire | Temporary | Temporary-To-Hire**



Know someone looking for work? Share with your friends!  
[www.monarchstaffing.com](http://www.monarchstaffing.com)

## **April Hot Jobs**

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

### **\*\*SPECIAL PROJECT 10+ CUSTOMER SERVICE REPRESENTATIVES NEEDED!**

**Temp to hire position paying \$15.50/HR - Full Time in King of Prussia!**

Work in the claims Department of a modern company with upbeat culture and excellent growth opportunities. Problem solve - be a part of the billing process, review cases and resolve to satisfaction. Create/update billing issues. Must have at least 3 years of call center experience & prior experience in billing and/or in a health related field with some knowledge of insurance and/or medical terminology and coding. CPT / HCPCS and ICD9 experience is a plus, but not required. Email resume to Carol at [carol@monarchstaffing.com](mailto:carol@monarchstaffing.com)

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

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

### **LEGAL ASSISTANT - \$40k-\$50K/YR 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).

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

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

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

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

**PARALEGAL - \$45-\$50K/YR DIRECT HIRE - ABINGTON, PA**

Personal Injury legal practice is looking for an immediate paralegal. Must be able to manage 100+ file case loads and have the ability to meet deadlines. Strong organizational skills and experience with personal injury is must. Exceptional verbal & written communication skills are required. Send updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

-----

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

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)

**ACCOUNTS PAYABLE SPECIALIST - \$18/HR TEMP TO HIRE - BUE BELL, PA**

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

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

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

**ADMINISTRATIVE ASSISTANT - \$20/HR TEMP - PHILADELPHIA, PA**

Immediate need for an Admin. Asst. at award winning health organization. Will provide

administrative support to the Foundation's director; assist with monitoring programs and upcoming events. Must have experience supporting C-suite executives and possess excellent interpersonal skills. 3-5 years of administrative experience is required. If interested, please send updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

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

PERM Salary mid \$40's + 10% annual bonus. Will conduct travel related activities, which may include scheduling flights, ground transportation and lodging. Compile and submit expense reports. Reviewing expense reports. Provide backup support to the front desk receptionist during lunch breaks. New hire set up and termination, including updating all related information on iShare, coordinating interview schedules. Create schedules for yearly, monthly and quarterly activities and prompt action for those activities. Manage Calendars, plan internal meetings, on-site and off-site. Associates degree required, Bachelor's degree, preferred. 5 years min prior experience with supporting Executives. Call 610-604-0202 or e-mail [kwise@monarchstaffing.com](mailto:kwise@monarchstaffing.com)

**CASE COORDINATOR - \$23/HR TEMP TO HIRE - PHILADELPHIA, PA**

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

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

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

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

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

**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

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

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

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

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



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

**DESKTOP COMPUTER TECH PART TIME - \$18/HR TEMP - WEST CHESTER**

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

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

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

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

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

**EVENTS ADMIN - \$16/HR TEMP - DELAWARE COUNTY**

2+ month assignment. An institution of higher learning in Delaware County is in need of an Events Administrative Assistant in the Student Affairs department. Responsibilities include heavy phone and computer work. Booking of all conference rooms. Management of the event setup and breakdown process. Coordination of a team of approximately 30 student workers. Commencement planning is a primary responsibility including vendor management. MUST HAVE proven MS Word and Excel proficiency. Booking/reservations experience preferred. Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

Temp to hire for the right candidate. Will research, solicit and meet with appropriate leaders and discuss/obtain ideas for projects/programs, which may potentially be funded by grants. Conducts research and identifies funding sources to support existing and new projects/programs. Generates revenue for programs through the timely submission of well-researched, well-written and well-documented grant funded proposals. Develop grant proposals and applications for projects on an on-going basis. Implement grants according to the required guidelines and time frames. Bachelor's degree in a related field preferred. Minimum of three years' grant writing related experience preferred, with a track record of identifying and securing new funding opportunities. Proficient in researching, interpreting and analyzing data. Is able to research and identify potential donors for grants. Excellent computer skills with Microsoft Office programs - Word, Excel, Power Point. Call 610-604-0202 or e-mail [npacitti@monarchstaffing.com](mailto:npacitti@monarchstaffing.com)

**HEALTHCARE INTAKE SPECIALIST - \$16/HR TEMP TO HIRE - KING OF PRUSSIA**

Live online chat customer service representative. Respond to inquiries regarding workman's compensation. Work with multiple system applications/tools simultaneously. Excellent

communication and customer service skills required. Strong analytical, computer skills, & data entry skills with high accuracy. Knowledge of workers compensation a plus. High school diploma or general education degree (GED). Reply with resume to Diane @ [dlynch@monarchstaffing.com](mailto:dlynch@monarchstaffing.com)

**HEALTH CARE RECRUITER/TALENT ACQUISITION - \$19-\$20/HR TEMP TO HIRE - UNI. CITY PHILA**

We are looking for a recruiter that can hit the ground running who will be responsible for a recmaintain excellent relations with hiring managers, candidates and vendors and anticipate short- and long-term talent acquisition needs. Coordinate recruitment, including contacts with agencies, local colleges, high schools and other potential sources. Coordinate and attends Job Fairs with operational hiring managers and other appropriate staff to recruit appropriate applicants and build talent pipelines. Implement the posting, advertising and application process. Bachelor's degree or equivalent relevant job experience required. 2 years of full life-cycle recruitment experience required; recruitment experience in human services, healthcare, and education highly desired. Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

The HR Assistant will assist with reviewing applications, providing new hire paperwork, on-boarding review and employee orientations. Attend Career Fairs for recruiting and company recognition. Serve as point person for all new hire questions and provides accurate and timely responses by phone or email. Schedules interviews for completed applications. Effective oral and written communication skills & organizational skills. Skills in database management & record keeping. 2-3 years in HR or administrative exp. Call 610-604-0202 or e-mail [kwise@monarchstaffing.com](mailto:kwise@monarchstaffing.com)

**HRIS COORDINATOR - \$20/HR \$40-45K/YR TEMP TO HIRE - PHILADELPHIA, PA**

Immediate HRIS Coordinator needed for rapidly expanding company! Position is the right hand to the VP of HR and will assist with monthly report generation, coordinating new hire onboarding and overall support to HR dept. Must have at least 2-3 years of HRIS experience & be proficient in V-look-ups and pivot tables. Send updated resume to [jfransen@monarchstaffing.com](mailto:jfransen@monarchstaffing.com)

**HR GENERALIST - \$55K-\$65K/YR TEMP TO HIRE - RADNOR**

Assist with the development of the Compensation Program and administer the on-going program to maintain competitive and cost effective compensation policies and practices. Managing the company's ATS and recruitment effort for all new exempt and non-exempt candidates, students, and temporary employees; including posting to internal and external websites, background checks, drug screening as well as monitoring results. Conduct new hire orientations and exit interviews; support employee development plans and help develop and monitor career path programs. A bachelor's degree and 5yrs of Human Resources experience. Professional in Human Resources (PHR) certification preferred. Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

**MARKETING SPECIALIST - \$23/HR \$40-\$45K/YR TEMP TO HIRE - BLUE BELL, PA**

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

**MEDICAL BILLING CLERK - \$14/HR TEMP TO HIRE - KING OF PRUSSIA**

Verify new case info &/or missing info. Review data for deficiencies &/or resolve discrepancies. Verify new case data Strong customer service skills. Proficient in MS Word and Outlook. Medical terminology/coding - I.E. CPT/HCPSC and ICD9 exp. needed. Send resume to [Carol@monarchstaffing.com](mailto:Carol@monarchstaffing.com) or call 610-640-4111

**OFFICE ASSISTANT PART TIME - \$12/HR TEMP TO HIRE - BLUE BELL, PA**

Great opportunity with a real estate company! Assist with filing, scanning documents and managing all electronic correspondence follow-up. Must have a great attitude and be organized. If interested, please send updated resume to [dana@monarchstaffing.com](mailto:dana@monarchstaffing.com)

**PAYROLL ADMIN ASSISTANT - \$14-\$15/HR TEMP TO HIRE - UNI. CITY PHILA**

This admin assistant will play a vital role in supporting the Payroll department of a Growing Educational Institution. Kronos/ Banner Exp a plus. Must have strong computer skills. Effective oral and written communication skills & organizational skills. Skills in database management & record keeping. 2-3 years in HR or administrative exp. Call 610-604-0202 or e-mail [michelle@monarchstaffing.com](mailto:michelle@monarchstaffing.com)

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

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

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

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

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

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

**TAX ACCOUNTING ASSISTANT - \$25/HR TEMP - JENKINTOWN, PA**

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

**STAY CONNECTED:**

~~~~~

Headquartered in Exton, [West Pharmaceutical Services](#) is a global manufacturer in the design and production of [innovative](#) and technologically advanced integrated containment and delivery systems for injectable medicines.

Sr. Specialist, Pricing Support

This position manages and executes annual price increases; implements global value capture strategies to improve margins and eliminate non-value-added costs; and administers the annual price optimization review and maintenance exercise.

The ideal candidate will possess a bachelor's degree in business, price management or a related discipline; five to eight years of related experience; and experience with financial modeling, including profitability analysis and pricing strategies.

[Click here](#) to read more about the Sr. Specialist, Pricing Support position at West Pharmaceutical Services.

Associate Specialist, Order Fulfillment

This position enters customer purchase orders, debit memos, and credit memos into SAP within the defined service level agreement; initiates new account set-up, including coordination of required master data elements; and manages the order management e-mail inbox.

The ideal candidate will possess a bachelor's degree in business administration or supply chain; up to three years of relevant experience; previous customer-facing experience, preferably in a manufacturing environment; and prior SAP experience.

[Click here](#) to read more about the Associate Specialist, Order Fulfillment position at West Pharmaceutical Services.

Principal Data Scientist

This position explores and examines internal and external data to identify opportunities and/or initiatives for innovative product development; develops predictive and prescriptive models; and creates and leverages data to identify business opportunities.

The ideal candidate will possess a bachelor's or master's degree in applied statistics, mathematics, computer science, or a related discipline; eight to ten years of relevant experience; and excellent analytical experience with in-depth understanding of a variety of analytical tools.

[Click here](#) to read more about the Principal Data Scientist position at West Pharmaceutical Services.

~~~~~



The [Chester County Food Bank](#) was formed in 2009 with a primary goal of securing, managing, and distributing food to people in need. Today, the Chester County Food Bank serves more than 120 [partners](#) and distributes over 2.7 million pounds of food a year.

### **Bilingual Outreach Educator**

This position staffs the mobile market and assists in outreach efforts among the Spanish-speaking community; leads seasonal cooking classes at various locations; and administers pre- and post-surveys and focus groups in Spanish for program evaluation.

The ideal candidate will possess a bachelor's degree in education, nutrition, public health, or a related discipline; experience teaching food education classes in Spanish to various age groups; and experience working with diverse populations including recipients of public benefits.

[Click here](#) to read more about the Bilingual Outreach Educator position at the Chester County Food Bank.

~~~~~

[West Chester University](#), with more than 17,000 students and hundreds of faculty members, is the largest and [least expensive](#) of the 14 public institutions in the Pennsylvania State System of Higher Education.

Assistant Director of Education Abroad

This position assists students in selecting an appropriate education abroad experience; maintains study abroad program data, student applications, and risk management information; and assists with program development, recruitment, budget management, and more.

The ideal candidate will possess a master's degree in a relevant discipline; two years of professional experience in education abroad advising and program development; and personal experience studying abroad or an extended period of working abroad.

[Click here](#) to read more about the Assistant Director of Education Abroad position at West Chester University.

Director of Business Services

This position provides leadership to the Business Services team by giving direction and guidance, delegating assignments, and reviewing staff productivity; manages a full staff of professionals; and reviews all contracts for appropriateness and regulatory compliance.

The ideal candidate will possess a bachelor's degree in business, finance, or a related discipline; a minimum of seven years of professional procurement and/or accounts payable operations experience; and a minimum of three years of management experience.

[Click here](#) to read more about the Director of Business Services position at West Chester University.

Clerk 2

This position serves as a receptionist and main point of contact for the Office of Admissions by providing courteous telephone and walk-in service to all customers; answering and brokering a large volume of phone calls; and assists with daily tour check-ins.

The ideal candidate will have completed a high school business curriculum, six months work experience as a Clerk 1, or an equivalent combination of training and experience; excellent customer service skills; and knowledge of standard office procedures and practices.

[Click here](#) to read more about the Clerk 2 position at West Chester University.

~~~~~  
**Subject:** Full Stack Engineer - Philadelphia, PA - Full Time or Contract

Multiple needs (full time or contract) for full stack engineers building in python, with Rest api deploying in aws.

Will consider contract or full time....great ground floor opportunity.

Contact [jason@midpresources.com](mailto:jason@midpresources.com) for details..

~~~~~