

**Order Number:**

NJ0805150

**Date Job Order Received:**

10/28/2011

**Number of Openings:**

1

**Company Name:**

Hanini Construction, LLC

**Job Title:**

Bookkeeper

**Minimum Experience Required:**

3 years

**Job Description:**

IMMEDIATE OPENING FOR A FULL - CHARGE BOOKKEEPER IN A BUSY CONSTRUCTION OFFICE. DUTIES INCLUDE: A/P, A/R, invoicing, bills management, cash application, bank reconciliations, and day-to-day construction-accounting functions. The bookkeeper will be responsible for budgeting, forecasting and financial reporting. The bookkeeper will also maintain financial records and correspondences in an orderly and accurate manner. REQUIREMENTS: Must be highly organized, detail oriented and able to multi-task. experience in the construction industry is a must! 3 plus years bookkeeping experience, good working knowledge of bookkeeping principles and practices, proficiency with Excel, Word and Quick Books. TO APPLY PLEASE FORWARD A RESUMES TO: doctorr@ci.newark.nj.us

**Job Location:**

Newark, New Jersey

**Pay:**

\$30,000.00 - \$40,000.00 Yearly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

40

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Monday thru Friday

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer in person, by mail, by telephone, by fax, or by email:

Madden, Mary Jo

45 Academy St.

Newark, NJ 07102

Phone: Madden, Mary Jo (973) 878-1892

Fax: Madden, Mary Jo (973) 556-1587

Email: mary@hg3m.com

**Order Number:**

NJ0805098

**Date Job Order Received:**

10/28/2011

**Number of Openings:**

10

**Company Name:**

Hudson Group

**Job Title:**

Warehouse and Sales Associates

**Minimum Experience Required:**

1 year

**Job Description:**

WAREHOUSE AND SALES ASSOCIATES: Help needed at the Newark International Airport terminal retail stores. HIGH SCHOOL DIPLOMA OR G.E.D., AND PRIOR WAREHOUSE/CASHIER/SALES EXPERIENCE REQUIRED. Medical, dental, and vision benefits provided after 90 days. Union environment. First and second shifts available (5am - 1pm, 8am - 4:30pm), seven days rotating shift. PLEASE E-MAIL RESUME AND CALL FOR APPOINTMENT. POSITIVE RECRUITMENT THURSDAY, NOVEMBER 03, 2011 @ 10AM NEWARK ONE-STOP CAREER CENTER 990 BROAD STREET, 1ST FLOOR NEWARK, NJ 07102 PLEASE DRESS APPROPRIATELY AND BRING YOUR RESUME!

**Job Location:**

Newark International Airport

Terminals A, B, & C

Newark, New Jersey

**Pay:**

\$8.25 Hourly

**Benefits:**

Health Insurance, Dental Insurance

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Work days vary

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by telephone, or by email:

Phone: Colon, Olisa (908) 436-2873

Email: Ocolon@hudsongroup.com

**Order Number:**

NJ0806762

**Date Job Order Received:**

11/03/2011

**Number of Openings:**

100

**Company Name:**

Kelly Services

**Job Title:**

Material Handlers / Loaders / Unloaders

**Minimum Experience Required:**

1 year

**Job Description:**

KELLY SERVICES IS OFFERING TEMPORARY HOLIDAY EMPLOYMENT @ FEDEX - NEWARK AIRPORT!!! If you are the type of person who thinks it is not really work until you roll up your sleeves and start getting your hands dirty, we think you should check this out. At Kelly Services, we are looking for people like you!! We need material handlers to work from November 21, 2011 thru December 23, 2011. Salary from \$11 - \$11.47 per hour! Available shifts: 4:00PM - 11:00 PM (7 HOURS) - 35 employees needed 7:00 pm - 11:00 pm (4 hours) - 20 employees needed 11:00 pm - 4:00 am ( 5 hours) - 45 employees needed Requirements: 1 year+ of warehouse, shipping and receiving or material handling experience Must be able to lift 75 pounds and move up to 150 pounds Must feel comfortable working in cold weather High school diploma or GED At least 18 years of age Must pass pre-employment background and drug testing screens Employee must own a pair of steel toe shoes! HOW TO APPLY: Come in person to: Newark One-Stop Career Center 990 Broad Street, 1st Floor Newark, NJ 07102 Friday, November 4th, 2011 9:00 am - 1:00 pm MUST OBTAIN REFERRAL CARD PRIOR TO INTERVIEW!!!

**Job Location:**

Newark, New Jersey

**Pay:**

\$11.00 - \$11.47 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Part Time, 4-150 Days

**Work Days:**

Work days vary

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

Newark 1-Stop Career Ctr  
990 Broad Street  
Newark, NJ 07102

**Order Number:**

NJ0805049

**Date Job Order Received:**

10/27/2011

**Number of Openings:**

1

**Company Name:**

R.E.A.L. House, Incorporated

**Job Title:**

Administrative Assistant (OJT)

**Minimum Experience Required:**

1 year

**Job Description:**

ADMINISTRATIVE ASSISTANT (OJT): THIS IS A WORKFIRST OJT OPPORTUNITY, MUST BE WORKFIRST OR FOOD STAMP ELIGIBLE. 60 COLLEGE CREDITS OR BUSINESS SCHOOL CERTIFICATE, AND ONE (1) YEAR OF EXPERIENCE REQUIRED.

ALL CANDIDATES MUST HAVE CLEAN BACKGROUND, BE READY TO PASS BACKGROUND CHECK, DRUG/ALCOHOL/CHEMICAL TESTS, AND BE FINGERPRINTED. This is a 40 hours per week (full time) position. Hours will be Monday through Friday, either 9am - 5pm or 1pm -9pm, flexible per need of the employer. Salary from \$25,000 per year, commensurate with education/experience. INTERESTED CANDIDATE MUST: (1) E-MAIL (REALHOUSE95@VERIZON.NET) OR FAX (973-746-8551) RESUME TO THE ATTENTION OF MS. AALIA ROBINSON; AND (2) CONTACT WORKPAYS/OJT REPRESENTATIVE, MR. MARCUS COHEN, AT THE NEWARK ONE-STOP CAREER CENTER, 973-648-3991.

**Job Location:**

Montclair, New Jersey

**Pay:**

\$25,000.00 Yearly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

40

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Some College

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by fax, or by email:

Fax: Robinson, Aalia (973) 746-8551

Email: Realhouse95@verizon.net

**Order Number:**

NJ0804869

**Date Job Order Received:**

10/24/2011

**Number of Openings:**

3

**Company Name:**

Panera Bread, LLC

**Job Title:**

Bakery Production Associate

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Hourly Associate Panera Bread General Job Description As directed, support the production of dough products according to Panera quality and sanitation processes and standards. Assignments may include: Clean and or prepare trays, pans or sheets for production use Cutting and or shaping dough products with machinery or hand tools Placing finished dough on trays, pans or sheets Packing or storing finished products on racks, trays or cabinets Placing finished product in cooler or storage area Accurately pack finished product into transport cabinets or shipping containers according to bakery cafe orders. As directed, assist in loading transportation cabinets or shipping containers onto delivery vehicles. Help maintain safe, clean and sanitary work environment by: Cleaning cabinets, pans, trays, equipment and tools Cleaning production, storage, and cooler areas; remove and properly dispose of garbage, debris and contaminated product; removing standing water or floor debris from production, storage or cooler areas. Properly replacing and storing tools, equipment and supplies Promptly notifying management of any condition or situation which could create an unsafe or unsanitary environment or compromise product quality As directed, assist with the general operations of the facility. Tasks could include shipping or receiving supplies or raw materials, general cleaning or other general duties of a similar nature. As directed, deliver finished product to bakery cafes. Follow Panera procedures to document production, sanitation, quality, inventory and related checklists, reports and logs in a complete, timely and accurate manner. Comply with all regulatory and company policies for food handling, sanitation, Good Manufacturing Practices, and safety. Perform other duties as assigned by Production Manager or designee. Most of these positions require standing for prolonged periods of time in stationary position and bending, twisting, squatting, reaching above shoulder level, working with simple tools to cut and form dough, and working around industrial machinery. These assignments may require repetitive lifting of 20 to 30 pounds, and occasional lifting of up to 75 pounds. Some positions require working in refrigerated

environments at temperatures in the 35 to 40 degree range, in humid slippery and wet conditions Interested and qualified candidates should attend Positive Recruitment on Monday, November 7,2011 at 10am sharp, at Essex County One Stop Career Center 50 South Clinton Street 2nd floor East Orange, New Jersey All CANDIDATES MUST BE PRE-REGISTERED IN AOSOS REFERRED BY ONE STOP STAFF BRING ID AND RESUME

**Job Location:**

Fairfield, New Jersey

**Pay:**

\$10.50 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Not specified.

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

East Orange One-Stop Career Office  
50 S. Clinton Street, 2nd Floor  
East Orange, NJ 07018

**Order Number:**

NJ0805039

**Date Job Order Received:**

10/27/2011

**Number of Openings:**

1

**Company Name:**

R.E.A.L. House, Incorporated

**Job Title:**

Case Manager (OJT)

**Minimum Experience Required:**

2 years

**Job Description:**

CASE MANAGER (OJT): THIS IS A WORKFIRST OJT OPPORTUNITY, MUST BE WORKFIRST, FOOD STAMP, OR TANF ELIGIBLE. B.A./B.S. IN SOCIAL WORK OR RELATED FIELD, AND TWO (2) YEARS OF EXPERIENCE REQUIRED. ALL CANDIDATES MUST HAVE CLEAN BACKGROUND, BE READY TO PASS BACKGROUND CHECK, DRUG/ALCOHOL/CHEMICAL TESTS, AND BE FINGERPRINTED. This is a 40 hours per week (full time) position. Hours will be Monday through Friday, either 9am - 5pm or 1pm -9pm, flexible per need of the employer. Salary from \$30,000 per year, commensurate with education/experience. INTERESTED CANDIDATE MUST: (1) E-MAIL (REALHOUSE95@VERIZON.NET) OR FAX (973-746-8551) RESUME TO THE ATTENTION OF MS. AALIA ROBINSON; AND (2) CONTACT WORKPAYS/OJT REPRESENTATIVE, MR. MARCUS COHEN, AT THE NEWARK ONE-STOP CAREER CENTER, 973-648-3991.

**Job Location:**

Montclair, New Jersey

**Pay:**

\$30,000.00 Yearly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

40

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Monday thru Friday

**Shift:**

Varies

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Bachelor's Degree

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by fax, or by email:

Fax: Robinson, Aalia (973) 746-8551

Email: Realhouse95@verizon.net

**Order Number:**

NJ0805332

**Date Job Order Received:**

11/02/2011

**Number of Openings:**

1

**Company Name:**

SELCO MANUFACTURING CORP.

**Job Title:**

MACHINIST

**Minimum Experience Required:**

1 year

**Job Description:**

F/T MACHINIST NEEDED FOR A STEEL FABRICATION COMPANY MACHINIST Fast paced steel fabrication company in northern NJ needs 2 qualified and experienced machinists. Position requires ability to set-up, make jigs/fixtures, read drawings, hold tolerances and understand verbal instructions. Experience is a MUST! Union shop. Good pay and benefits.

**Job Location:**

WEST CALDWELL, New Jersey

**Pay:**

Starting pay not specified.

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Monday thru Friday

**Shift:**

First (Day)

**Public Transportation:**

Public Transportation is not available.

**Minimum Education Required:**

Less Than High School

**Driver Licenses, Including Endorsements:**

Automobile

**How to Apply:**

To apply, contact the employer by telephone, or by fax:

Phone: THOMPSON, RICHARD, x216 (973) 244-1177 ext. 216

Fax: THOMPSON, RICHARD, x216 (973) 244-9292

**Order Number:**

NJ0805238

**Date Job Order Received:**

10/31/2011

**Number of Openings:**

1

**Company Name:**

UNION WEAR

**Job Title:**

Data Entry/Clerical Specialist

**Minimum Experience Required:**

1 year

**Job Description:**

NEW JERSEY BASED APPAREL MANUFACTURER IS SEEKING AN EXPERIENCED Data Entry/Clerical Specialist DESCRIPTION: Input customer orders. must understand the various components that go into both the hat and bag products in order to accurately enter the orders. Ensure all of the necessary information is entered accurately. Input the receipt of raw materials, input the deduction of a raw material item from the raw material inventory, input finished goods inventory information, receive in finished goods purchased from outside vendors, make stock adjustments either from cycle counts or other authorized sources, key in data from the physical inventory at year end or at any other time an inventory is taken, input invoices for payment into the accounts payable system. REQUIREMENTS: Must have at least 1 year experience performing data entry. Must be able to type 45 wpm, Must be proficient in

MS Word, Outlook, and Excel. Prior experience working in an apparel company preferred. Prior experience using multiple computer programs preferred. HOW TO APPLY: FAX CURRENT RESUMES ONLY TO: (973)733-3690, attn: R. Doctor (ONLY QUALIFIED CANDIDATES NEED TO APPLY)

**Job Location:**

Newark, New Jersey

**Pay:**

\$15.00 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

35

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Monday thru Friday

**Shift:**

First (Day)

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Some College

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by fax:

Fax: CAHN, MITCH (973) 733-3690

**Order Number:**

NJ0805225

**Date Job Order Received:**

10/31/2011

**Number of Openings:**

1

**Company Name:**

UNION WEAR

**Job Title:**

Data Entry/Clerical Specialist

**Minimum Experience Required:**

1 year

**Job Description:**

NEW JERSEY BASED APPAREL MANUFACTURER IS SEEKING AN EXPERIENCED Data Entry/Clerical Specialist DESCRIPTION: Input customer orders. must understand the various components that go into both the hat and bag products in order to accurately enter the orders. Ensure all of the necessary information is entered accurately. Input the receipt of raw materials, input the deduction of a raw material item from the raw material inventory, input finished goods inventory information, receive in finished goods purchased from outside vendors, make stock adjustments either from cycle counts or other authorized sources, key in data from the physical inventory at year end or at any other time an inventory is taken, input invoices for payment into the accounts payable system. REQUIREMENTS: Must have at least 1 year experience performing data entry. Must be able to type 45 wpm, Must be proficient in MS Word, Outlook, and Excel. Prior experience working in an apparel company preferred. Prior experience using multiple computer programs preferred. HOW TO APPLY: Fax current resumes only to: (973)733-3690, attn: R. Doctor (only qualified candidates need to apply)

**Job Location:**

Newark, New Jersey

**Pay:**

\$15.00 Hourly

**Benefits:**

No benefits mentioned.

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Over 150 Days

**Work Days:**

Monday thru Friday

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

High School Diploma

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

To apply, contact the employer by telephone:

Phone: CAHN, MITCH (973) 854-2099