

Job Leads – Recent Postings

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Facebook Job Postings

- **PART TIME Jobs in Northern NJ**
- **FULL TIME Jobs in Northern NJ**

eQuest - Recent Job Postings

- These jobs are posted by federal contractors in your area.
- The **details of the postings are available online** by following the link on the job title(s)

Latest Job Postings: Click here:

Click on Date Posted (on the right side of the screen) **to Sort by Most Recent**

FlexJobs Newsletters

- **December 11 Newsletter – Click Here**
- **December 4 Newsletter – Click Here**
- **November 27 Newsletter – Click Here**
- **November 20 Newsletter – Click Here**
- **November 13 Newsletter – Click Here**
- **November 6 Newsletter – Click Here**
- **October 30 Newsletter – Click Here**
- **October 23 Newsletter – Click Here**
- **October 16 Newsletter – Click Here**
- **October 9 Newsletter – Click Here**
- **October 2 Newsletter – Click Here**
- **September 25 Newsletter – Click Here**
- **September 18 Newsletter – Click Here**
- **September 11 Newsletter – Click Here**
- **September 4 Newsletter – Click Here**

Bergen Employment Network Newsletters

- **November 22 Bulletin - Click Here**
- **November 06 Bulletin - Click Here**
- **October 30 Bulletin - Click Here**
- **October 17 Bulletin - Click Here**
- **October 8 Bulletin - Click Here**
- **October 3 Bulletin - Click Here**
- **September 24 Bulletin - Click Here**
- **September 5 Bulletin - Click Here**

Job Resources and Articles

Job Search Sites

- www.jobs411.org
- www.indeed.com
- www.monster.com
- www.glassdoor.com
- www.linkedin.com
- www.flexjobs.com
-

Free articles resources and tools

- www.jobsearch2020.com
- Themuse.com
- Internsover40.com – oldies but goodies

Continually adding new
• job search resources AND
• articles of interest
... so come back to see
what's new!

DECEMBER 10 Administrative Assistant, Full-Time Hackensack

Accounting firm is looking for a highly motivated, energetic and detail-oriented administrative assistant. Willing to train the right individual to meet the job requirements.

Responsibilities:

- Calls and appointments scheduling
- Light bookkeeping for various clients
- Various office tasks - filing, labeling, mailing etc.
- Must have a reliable vehicle to run local errands (mileage will be reimbursed according to IRS standard rate)

Requirements:

- Must be proficient in Microsoft Office, knowledge of Quickbooks a plus
- **Bilingual - Spanish a huge plus**
- Strong interpersonal skills and professional demeanor
- Extremely organized and efficient.
- 401K offered

Send resume to Craigslist: <https://newjersey.craigslist.org/acc/d/hackensack-administrative-assistant/7034177743.html>

DECEMBER 10 Administrative Assistant, Hutchinson Creek Capital, Full-Time Norwood

Hutchinson Creek Capital, a real estate investment firm, is in need of an administrative assistant to support the property management team.

Responsibilities include: Assist with the management of all company properties. Help process and follow up on work orders for tenant repairs and new property renovations. Act as liaison between tenants and office team. Assist with vendor negotiations and management of all services for the construction team. Attention to detail is vital. Must have excellent communication skills.

Real Estate Experience is a plus

Benefits:

- Company paid Health Insurance
- Voluntary Dental, Vision & Life Insurance
- 10 company paid holidays
- Paid time off based on years of employment

Background check required.

Send resume to company website:

https://www.appone.com/MainInfoReq.asp?R_ID=2784814&B_ID=91&FID=&Ad=644738&Refer=https://www.indeed.com/&ssbqcolor=&SearchScreenID=10929&CountryID=3

DECEMBER 04 Office Assistant Rivkin Radler LLP, Full-Time Hackensack

Rivkin Radler LLP has an immediate full-time opening for an Office Assistant:

Responsibilities:

- Scanning, copying and faxing documents
- Provide backup to receptionist daily
- Assist Records Clerk when needed
- Run errands for firm
- Monitor and maintain office supplies
- Stock and organize supply room and pantry
- Data entry
- Sorting mail, FedEx
- Handling calls on a multi-line phone system
- Conference room set up and clean up
- Assist other office staff as required

Requirements:

- Prior experience in a law office would be a definite asset
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Time management skills
- Strong communication skills and a willingness to learn new tasks
- Excellent attention to detail
- Must be reliable, accurate, able to multitask and have a cooperative work ethic
- Ability to manage multiple assignments and meet client deadlines is essential
- Ability to work independently while providing support to a team
- Confidentiality and prioritize workload
- Ability to lift 20 lbs.
- Hours: 9:00 a.m. to 5:00 p.m.
- Working in a congenial, fast paced environment. Competitive salary.

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off

Send resume to SimplyHired:

<https://www.simplyhired.com/search?q=rivkin+radler&l=Hackensack%2C+NJ&job=5DSx8MoBJXY0a220MJP3CkcGLywAaRQOok-Tq2MDGft6Xd0BD0Z3w>

DECEMBER 04 Front Desk Receptionist, Full-Time

Hackensack, Aveanna Healthcare

Front Desk Receptionist is responsible for answering all incoming calls to a busy home care agency, greet guests and staff accordingly, maintain the front reception area and to set up interviewees with the proper documentation. Miscellaneous assignments as directed by Office Manager. The position is a (8:30am - 4:30pm) Monday-Friday position. Bi-Lingual is a plus, but not necessary. Great multi-tasking abilities required.

Benefits

Medical, Dental, Vision, Life Ins and 401K plan offered after 30 days of full time work. 401K offered after 90 days of full time work.

Salary: \$13.00 /hour

Experience:

Receptionist: 1 year (Required)

High School graduate or equivalent

Send resume to:

https://www.simplyhired.com/search?q=aveanna+healthcare&l=Hackensack%2C+NJ&job=AAcPA_fhuSJPdpA6Fam_dCNhmdiTctUixMeJobYTUgZYH5UakdD94w

DECEMBER 04 Hospitality Aide, Care One, Full-Time

Cresskill

The Hospitality Aide will provide each resident with routine services in accordance with the residents' care plan, and as directed by his/her supervisor. The Hospitality Aide, will be responsible for but not limited to:

- Adhere to and practice Resident Rights policies and procedures
- Assist with resident admission, discharge and transfer requirements as assigned
- Report any identified resident changes in condition promptly to the Charge Nurse
- Report all observed or allegations of resident abuse to the Charge Nurse immediately consistent with policy and procedure
- Notify the Charge Nurse when necessary supplies require restocking and are unavailable
- Adhere to and practice safety, sanitation and infection control practices
- Attend education and training sessions as required and assigned.

Qualifications

- High School Diploma or equivalent
- Experience:
- Prior healthcare experience is desirable
- Must have strong communication skills
- Must be able to function independently and have flexibility, personal integrity and ability to work effectively with residents, personnel and support agencies.

We are proud to Offer:

- Competitive Salary
- Comprehensive Healthcare Benefits
- 401k Retirement Plan
- Paid Time Off
- Opportunities to advance and grow your career

Apply on company website: <https://careers-care-one.icims.com/jobs/13089/hospitality-aide/job?mode=job&iis=Job+Board&iisn=Indeed.com&mobile=false&width=950&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

DECEMBER 04 Staff Coordinator Always Home Care, Full-Time Hackensack

Immediate Full-time position available for a Staff Coordinator.

✓ **Must be Bilingual in English and Spanish**

and have good presentation and communication skills.

- Hours required are Monday-Thursday 9:00AM-5:30PM; Friday 8:30-5:00 PM
- **Compensation: \$15 per hour**
- Competitive salary **plus commission**, health insurance, vacation and holiday pay

**Although job is in Hackensack, interviews will take place in West New York
Call 800-288-2592**

DECEMBER 03 HR Receptionist, Englewood Health, Full-Time Englewood

The **HR Receptionist** supports the functions of the Human Resources department by performing administrative duties including answering routine inquiries, screening and triaging visitors, data entry, typing, and filing. He/she must possess superior organizational skills with strong attention to detail. In addition, they are required to prioritize tasks and work independently.

Job Essentials:

- A minimum of 1-2 years of administrative experience in a fast-paced office environment, Human Resources preferred.
- Strong customer service skills required
- Excellent verbal and written communication skills
- Ability to manage multiple tasks in a fast-paced environment
- Strong attention to detail required
- Ability to prioritize tasks
- Proficiency in Microsoft Office including Word, Excel, PowerPoint, and Outlook required

Education Requirements:

- High School Diploma, Associates Degree preferred
- Hours: 9:00-5:00

Apply on company website:

https://career8.successfactors.com/career?career%5fns=job%5flisting&company=englewoodh&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=18124&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s.crb=QOB4mpfrn9VnNgxUa%2b8juqlULzl%3d&jobPipeline=Indeed

DECEMBER 03 Shipping/Office Assistant, Full-Time Bergenfield

A growing E-Commerce Company, who is in the business of *providing novelty items & costumes* to consumers online, is looking to expand company & continue to thrive in this fast-paced market. Currently **seeking a highly motivated, organized and detail-oriented individual to assist with various responsibilities around the shipping center & office.**

Responsibilities to include, but not limited to; packing & labeling, shipping, organizing & sorting shipments, general office duties, data analysis.

Qualified candidates must be able capable of handling multiple tasks & to prioritize responsibilities in an efficient manner. We are looking for a team player with a proactive can-do positive attitude, ability to work independently with minimal direction and handle all information in a confidential manner.

- Full-Time: 30-40 hours
- Compensation: \$12.00 per hour

Send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/bergenfield-shipping-office-assistant/7031293460.html>

DECEMBER 03 Office Assistant, Materials Inc., Full-Time Hackensack

European Distribution company is seeking full-time office/sales assistant. This entry-level position includes general customer service, office support, & limited marketing assistance. Perfect job to garner additional experience, as we will assist in on the job training.

Responsibilities include, but not limited to:

- Answer and direct 100+ phone calls daily
- Answer and process 100+ emails daily
- Efficiently process paperwork such as sales orders, and payment confirmations
- Daily paperwork filing
- Process sales orders, from quoting to shipping.

Required Skills:

- Must have organized, detail-oriented, with strong verbal, interpersonal, and written communication skills
- Basic computer literacy (macOS, microsoft office suite, quickbooks)
- **Bi-lingual in Spanish or Italian**
- ✓ Monday-Friday 8:30 AM - 5:00 PM. If you do not have this availability please do not apply.
- ✓ Compensation: \$13-14 per hour based on experience, with a salary review after 6 months of employment
- ✓ Health insurance and dental/vision reimbursement program (no dental/vision insurance) available after 90 days of employment

401k with employer matching available after 90 days of employment

Apply on Indeed: <https://www.indeed.com/job/office-sales-assistant-b6d153fe42944e1e>

NOVEMBER 20 Customer Service Rep, Kio Yamato, Full-Time Englewood

Kio Yamato is a high end, luxury eyewear company is seeking a Customer Service Representative with a professional and inviting phone manner. Candidates must be highly motivated with an exceptional work ethic with the desire to grow, advance, and build within our company. You must be a team player, someone who is willing to go the extra mile and have a can do attitude. Must be able to multi task and have fast and accurate typing skills. The right candidate will have a strong attention to detail, is able to prioritize and has the ability to work well under pressure in a fast paced environment.

Responsibilities:

Respond to customer inquiries via phone, fax, or email.
Order fulfillment which includes order entry, invoicing, and shipping -
Heavy use of Excel – MS Office suite experience preferred
Daily and monthly reporting to managers and/or sales team
Sales support
Other duties as assigned

Experience:

sales: 1 year (Preferred)
customer service: 1 year (Preferred)

Education:

High school or equivalent (Preferred)

Benefits:

Health insurance
Dental insurance

Please submit all resumes via email as a pdf or word document.

Apply on Indeed:

<https://www.indeed.com/jobs?q=kio%20yamato&l=englewood%2C%2C%20nj&vjk=ce56464e642487f9>

NOVEMBER 20 Scheduling Coordinator, Full-Time Hackensack, Housecalls for the Homebound

Very busy and rapidly growing care management office looking for a scheduling coordinator. In this position you will be scheduling frail and home-bound patients, to be seen by one of our providers, to obtain high quality care. Join a caring medical practice who take pride in providing the best care to patients.

Responsibilities:

Schedule patient appointments in strict adherence to physician schedule/area

Prioritize urgent appointment task and schedule them accordingly

Keep abreast of physician's overall routine schedule & contacts physician w/ messages.

Assure that all messages are completed & distributed appropriately.

Keep record of provider time off and informs the necessary team members.

Reschedule patient appointments as needed (i.e., physician unavailable, delay in appointment schedule, cancellation of physician session, Follow-up).

Review and/or update patient insurance information.

Manage a high-volume workload, effectively prioritize tasks to remain organized, promote prompt and courteous service

Display excellent communication skills and telephone etiquette.

Update account information at the point of scheduling (EMR, referral portal, etc.)

Maintain provider daily appointment quota

Candidates should be:

Be extremely organized

Have excellent communication skills

Computer proficient

Work well under pressure

Meet deadlines

Display teamwork

Be dependable

Monday - Friday : 8:30am - 5:00pm

Benefits package:

2 weeks of PTO

1 week of Sick

Paid office holidays

Health, Dental, & Vision benefits

Retirement plan with company contribution

Apply on Indeed:

<https://www.indeed.com/jobs?q=housecalls%20for%20the%20homebound&l=hackensack%2C%20nj&advn=4809931463697382&vjk=727900e5b35b7fd5>

NOVEMBER 20 Administrative Assistant, Full-Time Hackensack, Academy Service Group

We provide service to Fortune 500 and Fortune 100 companies in the facility maintenance industry.

Responsibilities:

- Receive purchase orders
- Follow up phone calls
- Flexible with work load and changing tasks
- Able to learn new databases
- Sort paperwork and mail
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Develop and maintain a filing system
- Order office supplies
- Provide general support to visitors, greet and assist visitors
- Provide information by answering questions and requests
- Major data entry
- Support call center staff
- Take minutes in meetings

Experience:

- Excellent internal communication skills
- Must type 40 words per minute
- Be on time daily
- Have a positive attitude
- Be able to work in a fast-paced environment
- Proven working experience as an administrative assistant for two years
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Knowledge of Microsoft Office
- Bi-lingual is a plus

Benefits:

- Health plans
- 401k,
- Paid sick days
- Paid vacation days

Hours:

- Monday - Thursday: 9 AM - 6 PM, one hour lunch
- Friday: 8 AM - 5 PM, one hour lunch
- Last two weeks of the month for two days work 10 AM - 7 PM, one hour lunch

Apply on Indeed:

<https://www.indeed.com/jobs?q=academy%20service%20group&l=hackensack%2C%20nj&vjk=54efce00461719c1>

NOVEMBER 19 Front Desk Administrator, Full-Time Hackensack, Omega Environmental Service

Environmental engineering firm is seeking a Front Desk Administrator. The hours required are Monday through Friday 9 am – 5:30 pm. The ideal candidate would be a strong written and verbal communicator with a “do what it takes attitude”. Must be comfortable working in a fast-paced environment and wearing multiple hats.

Responsibilities:

Answering Phones

Manage office supplies

Compile data to create final reports

Work closely with all teams

Ensure quick consistent turnaround times in a high volume, fast-paced environment

Assist with after job report generation

Other Ad hoc responsibilities

Cross training and room for growth & promotability

Requirements:

Excellent Customer Service skills

Excellent prioritization and organizational skills

Ability to multi-task in a fast-paced environment

Strong interpersonal skills and excellent written/verbal communication skills

Intermediate level PC skills required, emphasis on Microsoft Word and Excel

High School or equivalent

Benefits:

Paid sick time, vacation time, and holidays

Company subsidized health insurance including HRA.

Company subsidized dental, vision, and disability

Company match on 401k

Profit sharing plan

Bonus program

Send resume to Indeed:

<https://www.indeed.com/jobs?q=front%20desk%20administrator&l=hackensack%2C%20nj&vjk=70e0ba3c7d2fe80e>

NOVEMBER 19 Mailroom Clerk, Inwald & Associates, Full-Time Fort Lee

We are looking for a Mail Clerk to handle, sort and distribute envelopes and packages. Your goal will be to ensure our mail reaches its recipients in good condition, scan documentation to client files and distribute the remainder to physical client files.

Responsibilities

Sign for incoming registered or certified mail

Sort mail by department, location or category (e.g. bills, notices, personal)

Collect, prepare and mail outgoing correspondences (e.g. applying appropriate stamps, verifying addresses)

Arrange for express delivery when needed

Distribute mail to individuals or departments

Track and order office supplies (e.g. stamps, envelopes, address labels)

Salary: \$15.00 to \$16.00 /hour

Hours: 9:00am to 5:00pm

Experience:

: 1 year (Preferred)

Benefits offered

Apply on Indeed:

<https://www.indeed.com/jobs?q=mailroom%20clerk%20&l=fort%20lee%2C%20nj&advn=8565773473942573&vjk=6e10c328faed81ea>

NOVEMBER 19 Stockroom Clerk, Kulite Full-Time Leonia

Responsibilities:

Moving parts from Stockroom to Production

General clerical functions and duties

Kitting - Materials handling, assembling of material kits

Requirements:

High School Diploma/GED

Effective communications skills

Excellent computer skills, knowledge of Microsoft Office

Must be able to multi-task and problem solve

Ability to lift up to 30 lbs.

Apply on company website: https://www.appone.com/MainInfoReq.asp?R_ID=2772404

NOVEMBER 13 Administrative Receptionist, Full-Time

Fort Lee

New York Financial firm is **seeking an Administrative Receptionist** to join their NJ office. This is a great opportunity to join a successful commercial finance firm in a **blended admin and reception role**.

- ✓ Ideal candidate will have a minimum of 2 years' experience (which can include undergraduate experience) and be polished and professional.
- ✓ Salary commensurate with experience.
- ✓ Hours are 8:45am-5pm.

Please reply, with resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/fort-lee-administrative-receptionist/7019444351.html>

NOVEMBER 13 Administrative Assistant/Receptionist, , Full-Time, Hackensack, J&J Granite & Marble

Responsibilities:

- Ability to work with limited supervision and exercise independent judgment.
- Ability to work with accuracy, maintain records and follow procedures consistently.
- Draft correspondence; Create proposals/Invoices, follow up with clients; Help project managers/sale reps with projects/plans.
- Order supplies/materials; Maintain inventory; Collect/calculate timesheets.
- Ensure fabrication/materials go to job sites on a timely manner.
- Warehouse Inventory / Work Orders.
- Contact vendors for price quotes; Prepare purchase order.
- Schedule appointments; Organize and maintain files; Answer phones and assist callers; Greet visitors; Reply to incoming correspondence; Send out mail with all needed information and attachments.* Complete forms in accordance with company procedures; Order office supplies.

Experience:

- A minimum of 1 year of secretarial experience required. Typing and MS Office computer skills required. Bilingual preferred. English & Spanish.
- Demonstrate proficiency with Microsoft Office (Word, Excel a must).
- Salary: \$15.00 to \$17.00 /hour

Respond on Indeed: <https://www.indeed.com/viewjob?cmp=J-%26-J-Granite-%26-Marble&t=Administrative+Assistant+Receptionist&jk=313b506e40fa7b6c&q=office+assistant&vjs=3>

NOVEMBER 13 Home Health Aide, Full-Time Englewood Visiting Nurses Association

VNA Health Group, a premiere Medicare/Medicaid-certified provider of home health, hospice, and community-based services, is **looking for a Home Health Aide to join our HOSPICE team.**

This position would be responsible for providing personal care services to patients in their home or alternate community setting.

Responsibilities

- Supports organization's mission by striving for excellence in all aspects of their job with a focus on positive interpersonal relationship with co-workers
- Provides personal care services as established in the plan of care
- Assists patients with mobilization and rehabilitation
- Communicates with patients and their families on a regular basis
- Submits required documentation as per agency policy and procedures
- Ensures compliance of agency infection control and safety policies
- Adheres to the organization's policy in regards to absenteeism and appearance
- Omission of specific duties does not exclude them from this position if the work is similar, related or a logical assignment for this position

Qualifications

- Home Health Aide certification required
- High School Diploma/GED preferred
- Strong communication and organizational skills
- Car and a valid driver's license required
- Excellent organizational and interpersonal skills
- Hourly rate is \$14.00 plus mileage allowance. Health and Welfare Benefits, plus PTO after 90 days of successful employment. Generous tuition reimbursement offered as well.
- Must be available to work EVERY OTHER WEEKEND 8:30am to 4:30pm

Apply on company website: <https://careers-vnahg.icims.com/jobs/5304/home-health-aide---hospice---full-time-8%3a30am-4%3a30pm-bergen-county%2c-nj/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1077&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

NOVEMBER 12 Move-In Coordinator, Arbor Terrace, Full-Time Teaneck

The Move-In Coordinator provides sales support and administrative assistance to prospective residents and resident families as part of the sales and marketing team.

Responsibilities:

- Assist in maintaining up-to-date records of all communication with prospective customers using lead management system
- Track each prospective resident from initial contact through the move-in
- Maintain a strong knowledge of community's unique selling points, including benefits and services provided to residents and rates
- Maintain a strong knowledge of competitor information
- Provide the prospective resident or resident family with all move-in paperwork and ensure that it is completed and returned within the specified time frame prior to move-in
- Assist the resident and his/her family with the transition process through on-going communication, sensitivity and reassurance
- Assist with planning and participate in sales initiatives and events
- Schedule move-in meeting for new resident and coordinate the participation of required community team members

Qualifications

- Previous administrative and/or customer service experience preferred
- Positive, energetic and enthusiastic attitude, ability to work as a team member
- \$15.00 an hour
- Schedule - 9:30-5:00pm - Monday - Friday (35 hours per week)
Availability to work some weekend, some evenings and special occasions
- Eligible for health insurance, Paid Time Off, 401K

Apply on company website: https://teaneck.hcshiring.com/jobs/IL-IFUWz_0efK8cr5Cz0xg

NOVEMBER 12 Office Assistant, Asset Lending & Loan, Full-Time Teaneck

Our company, private lender backed by Wall Street/Hedge fund, is looking for an Office Assistant.

Responsibilities:

- Handling incoming calls and other communications
- Recording information as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.

Requirements:

- Experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Compensation depends on experience.
- We don't offer benefits package at this point, just W2.

Send resume to SimplyHired:

https://www.simplyhired.com/search?q=asset+lending&l=Teaneck%2C+NJ&job=KG-bna9JNnSoY1cPNuiTC1RqmaekaD2NBmK5dPolFV_2wbFYT0kuCg

NOVEMBER 12 Teacher Assistant - Floater, Full-Time

Englewood Cliffs

Nursery School looking for a Teacher Assistant-Floater: Monday - Friday 700am-400pm

Responsibilities::

- Crafts, play time, diapering, outdoor play, following teacher activities, cleaning/organizing classroom.
- Must be friendly and outgoing
- **Experience preferred, but will train**

Call 201-242-8800

NOVEMBER 6 Retail Store Associate, CVS, Full-Time

Englewood

Responsibilities:

- Providing differentiated customer service by anticipating customer needs, demonstrating compassion and care in all interactions, and actively identifying and resolving potential service issues
- Focusing on the customer by giving a warm and friendly greeting, maintaining eye contact and offering help locating additional items, when needed
- Accurately perform cashier duties - handling cash, checks and credit card transactions with precision while following company policies and procedures
- Maintaining the sales floor by restocking shelves, checking in vendors, updating pricing information and completing inventory management tasks as directed by store manager
- Supporting opening and closing store activities, when needed
- Providing customer support to all departments, including photo and beauty, ensuring departments are fully stocked and operational while remaining current with all updated services and tools
- Assisting pharmacy personnel when needed, including working regular shifts in the pharmacy as part of opportunities for growth and career development
- Embracing and advocating for new CVS services and loyalty programs that support our purpose of helping people on their path to better health

Qualifications:

- ✓ High School degree or equivalent
- ✓ Previous experience in a retail or customer service setting

Apply on company website:

<https://jobs.cvshealth.com/ShowJob/JobId/103203/RetailStoreAssociate?cs=true&qjid=cHJvamVjdHMvc21hc2hmbHljG91ZGpvYmRpc2NvdMvYeS9qb2JzLzExMTk0MzgzMzQ3NTc4NTQxNA%3D%3D&prefilters=none&CloudSearchLocation=none>

NOVEMBER 6 Receptionist, Verde, Steinberg & Pontell, Full-Time Hackensack

Small law firm, providing a friendly and supportive work environment, is looking for an experienced receptionist. Candidate must have good office skills, a professional appearance and be computer literate.

Job responsibilities include:

- ✓ Greeting clients, attorneys and other visitors at the front desk;
- ✓ Answering and routing phone lines; Calendar management;
- ✓ Strong organizational skills & attention to detail;
- ✓ Excellent oral and written communication skills and the ability to multitask;
- ✓ Oversee mail deliveries, packages, and couriers;
- ✓ Purchase, track, and invoice office supplies;
- ✓ Set up, break down, organize, and maintain conference rooms;
- ✓ General correspondence and office duties

Experience:

- ✓ Prior experience handling receptionist responsibilities;
- ✓ Proficient computer skills, including Microsoft Office Suite.
- ✓ High School diploma or equivalent

Apply on Indeed:

<https://www.indeed.com/jobs?q=Steinberg%20and&l=Hackensack%2C%20NJ&radius=75&from=sug&advn=3336509832904503&vjk=fa5b9bd9e642d946>

NOVEMBER 6 Administrative Assistant, Full-Time Hackensack, Jorday Foods International

- Full time position Monday through Friday 9-5, for a small food importing company.
- Excellent phone skills.
- Excellent Word and Excel proficiency
- Must be detail-oriented and able to multitask in a fast-paced environment.
- Work Independently

Experience:

- Data entry
- Administrative Duties: 3 years (Preferred)
- High school diploma or equivalent

- Medical benefits available with employee contribution after 3 months of continuous employment.
- Paid vacation after 1 year of employment, 2 weeks after 3 years of employment.
- 5 Sick days
- Paid holidays
- Assigned parking space in elevator building.

Apply on Indeed:

<https://www.indeed.com/jobs?q=jorday%20foods&l=englewood%2C%20nj&vjk=2cdef0a13c32ca3c>

NOVEMBER 6 Data Entry Specialist, MedConsulting, Full-Time Englewood Cliffs

Medical Consulting firm is seeking an **entry level** data entry specialist with at least 6 months of office experience.

- Basic computer knowledge in word & excel
- Typing accuracy and speed of 50wpm
- Ability to work independently and in a team setting
- Comfortable with making telephone calls and pleasant speaking
- **This is a Monday - Friday position 9am-5pm paying up to \$15 hourly**
- Paid Time Off and Health Benefits package are included.

Apply on Indeed:

<https://www.indeed.com/jobs?q=medconsulting&l=englewood%20cliffs%2C%20nj&radius=75&vjk=2141d0bf23d15fa3>

NOVEMBER 5 Customer Service Coordinator, Full-Time

Paramus Empire Education Group

As a Customer Service Coordinator, you will be responsible for delivering high levels of customer service to our students, customers, and guests. Responsibilities include greeting salon guests, managing the reception area, routing calls, data entry, managing the Point of Sale, and mentoring assigned student(s). Additional daily responsibilities include assisting with orientation, open houses, and other admissions-related activities.

Requirements:

- High School Diploma or GED
- 1-2 years of customer service and/or clerical experience
- Ability to multitask and work independently
- Proven customer service, communication, and interpersonal skills
- Strong PC and keyboarding skills

We Offer:

- Competitive salary
- Benefits package
- Generous paid time off
- Promotional opportunities

Apply on company website:

<https://empire.csod.com/ats/careersite/JobDetails.aspx?id=3683&site=2&source=IND>

NOVEMBER 5 Document Clerk, Full-Time

Teaneck

Great opportunity for a motivated person to work at a prestigious mid-sized Bergen County law firm. This is a full-time entry level position with potential for growth. Position is primarily filing, scanning and clerical support. Starting salary \$14.00 with full benefits.

Please indicate "Document Clerk" on the subject line.

Send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/teaneck-document-clerk-full-time/7010338433.html>

NOVEMBER 5 Staff Coordinator, Always Home Care Full-Time Hackensack

Immediate full-time position available for a Staff Coordinator.

- ✓ **Must be Bilingual in both English and Spanish.**
- ✓ Must have good presentation and communication skills.
- Full-Time Position, hours are Monday-Friday 9:00AM-5:30PM
- **Compensation is \$14 per hour.**
- We also offer commission, vacation and holiday pay.
- **Interviews are in West New York, NJ**

Give us a call! 1-800-288-2592

NOVEMBER 5 Receptionist/Office Assistant, Executive Care, Full-Time Hackensack

Fast-growing Home Care Agency in New Jersey is seeking to hire a receptionist/office assistant **to begin immediately.**

We are looking for someone who is professional, self motivated and eager to take on this rewarding role. Applicant should have excellent organizational and interpersonal skills, be professional on the phone and in person, be proficient in Microsoft Office, and be comfortable with technology.

Our energetic and positive atmosphere offers our staff an enjoyable work environment...you will love coming to work! Medical/home care office experience is a HUGE plus.

- Must have reliable transportation.

Experience: Office Administration: 1 year (Required)

Benefits:

- Paid time off
- Retirement plan
- Vision insurance
- Dental insurance
- Health insurance

Send resume to Indeed:

<https://www.indeed.com/jobs?q=receptionist%20office%20assistant&l=Hackensack%2C%20NJ&advn=5342620270325928&vjk=28d0ad2c00d352eb>

OCTOBER 30 Receptionist, Arbor Terrace

Teaneck

The Receptionist is the official representative of the organization at the front desk and on the telephone; will attend to the main telephone, handle all incoming and outgoing calls in a pleasant manner, and greet all visitors or residents who come to the desk. The receptionist will also be responsible for other related clerical duties as workload permits.

Responsibilities:

- Answer telephones and handle all inquiries according to company protocols
- Greet visitors and prospects according to company protocol
- Provide tours to prospects, as requested
- Maintain log books at front desk (Sign-In/Out Log, Guest Meals, Newspaper subscriptions, Beauty Shop appointments)
- Control music in reception area
- Monitor Sundry Shop operation if appropriate
- Maintain announcement board
- Straighten reception area
- Maintain adequate supply of fully assembled marketing materials
- Vacuum living room area and front door mat as needed
- Distribute office and resident mail
- Maintain list of residents who will not be attending a meal
- Straighten front porch and patio furniture as needed
- Monitor cleanliness of common-area restrooms
- Monitor door security system
- Distribute newspapers

Send resume to company website: <https://teaneck.hcshiring.com/jobs/OkEjSF-Ci0irL5q5164SBw>

OCTOBER 30 Mailroom/Inventory Specialist, Full-Time

Paramus

Full-Time position open for an office staff employee. We are looking for a hardworking individual who will be responsible for basic stockroom and mailroom work. Very comfortable atmosphere working with friendly, helpful staff members.

Job Duties:

- Mailroom Services
- Folding/ stuffing/ sealing envelopes
- Drop offs and pick-ups at nearby FedEx and USPS locations
- Drop offs and pick-ups at local printing vendor
- Stockroom Organization
- Full stockroom inventory and tracking for re-ordering
- Full organization of stockroom (boxes, gifts, business cards and stationery)
- Weighing all stationery for easy up-keep and tracking
- Bi-weekly cleaning of both offices

Job Requirements:

- Punctual and reliable
- Strong attention to detail
- Humble and friendly
- Picking up/lifting shipments and boxes (ability to pick up 50lb)
- Valid driver's license with car in good condition for pick-ups and drop-offs
- Little knowledge of Excel (for keeping track of inventory)

Hours: 9:30 - 5:30 pm with 1 hour paid lunch break, 5 days per week

Pay: \$12/hour upped to \$13 after 3 months probationary period

Drug testing mandatory

Send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/rochelle-park-mail-room-and-inventory/7009712474.html>

OCTOBER 30 Care Manager, Sunrise Senior Living

Cresskill

Group Open Interviews: Every Tuesday at 11:00am

Sunrise of Cresskill
3 Tenakill Park Drive East
Cresskill, NJ 07626
201.871.0300

At Sunrise, our Care Manager is responsible for providing the highest degree of quality care and services to a consistent group of residents and their families in our assisted living and reminiscence neighborhoods.

Responsibilities:

- Build meaningful relationships with a specified number of seniors and their families as you provide assistance with activities of daily living, attend to individual care needs and get to know their unique preferences and personalities - Notify management of changes in condition and recommend adjustments in the level of care and service - Assist residents in life skills and other life enriching activities as indicated on their individual profile
- Participate in the development of the Individualized Service Plans (ISP) and monthly updates
- Responsible for their designated group of residents during the shift, knows where their residents are and physically checks on them throughout the shift.
- Partner with community team to ensure community is in compliance with OSHA requirements and promotion of Risk Management programs and policies; adherence to safety rules and regulations.
- Respond to the dining needs of the residents and guests while maintaining Sunrise hospitality and service standards
- Invite, Encourage, Assist residents in life skills and other life enriching activities as indicated on ISP and demographic profile

Qualifications:

- Dedication to and passion to serve seniors with excellent customer service skills
- Positive attitude, the flexibility to perform various duties in service to the residents and the ability to work in a team environment are keys to success
- High School diploma/GED accepted and may be required per state regulations
- In states where appropriate, must maintain certifications
- Must be at least 18 years of age
- Previous experience working with seniors preferred
- Ability to make choices, decisions and act in the resident's best interest
- Possess written and verbal skills for effective communication and a level of understanding
- Competent in organizational and time management skills
- Demonstrate good judgment, problem solving and decision-making skills

Sunrise maintains a drug-free work environment and all offers of employment are conditioned on submitting to and successfully completing and passing a drug and alcohol test.

Apply on company website: <https://uscareers-sunriseseniorliving.icims.com/jobs/97615/group-open-interviews-%28every-tuesday-at-11%3a00am%29/job?iis=JobBoard&iisn=Indeed>

OCTOBER 30 Data Entry Clerk, Aimee Lynn

Ridgefield

The ideal candidate would be an independent, self starter who can thrive and multi-task in a fast paced work environment. Strong opportunity for future growth!

Responsibilities:

- PO management
- data entry
- tracking orders on portal
- communication with warehouse staff and production team
- preparing for and assisting Data Entry manager on pending orders

Required qualifications:

- Must be detail oriented.
- Must have strong communication skills
- Basic computer skills including Word, Excel, PowerPoint and database administration.
- Excellent organizational, oral and written communication skills.
- Have a distinctive feeling for fashion.
- Ability to work in a team environment.
- Previous administrative experience is a plus

Send resume to Glassdoor: https://www.glassdoor.com/job-listing/data-entry-clerk-amiee-lynn-JV_IC1126958_KO0,16_KE17,27.htm?jl=3400488999&jas=Y&pao=10776&utm_source=indeed&utm_medium=cpc&utm_campaign=indeed-indeed-slots-up&ctt=1572457056892&laf=1&ccuid=22369069354&srs=PAID_JAN

OCTOBER 29 Order Entry Administrative Assistant, Full-Time

Hackensack

We are a prepared-foods company, looking for someone meticulous and organized to process orders that come to the company via email into our internal system. Please only apply if you are familiar with basic excel and gmail.

Monday through Thursday: 9:30 AM - 6:30 PM

Friday: 9:00 AM - 2 PM

We offer competitive Salary, paid time off, and 401K.

Please send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/hackensack-seeking-order-entry-admin/7006547377.html>

OCTOBER 29 Administrative Assistant/Data Entry Full-Time

Fort Lee

Great opportunity for an Entry Level Candidate!

Well-established company is currently in search of someone with phone, email, excel (a MUST!), computer/data entry experience to handle various clerical responsibilities.

Skills should include proficiency with Microsoft Office. Fluent in English. A positive attitude, great people skills and high energy level a must.

Full time, Monday thru Friday (9:30 am until 6:00 pm, ½ hour lunch).

ONLY QUALIFIED CANDIDATES WILL BE CONTACTED

Salary: \$12.00 to \$13.00 /hour

Please respond on Craigslist in resume in Word or PDF only:

<https://newjersey.craigslist.org/ofc/d/fort-lee-admin-assistant-data-entry/7008742552.html>

OCTOBER 29 Receptionist, Verde, Steinberg & Pontell, Full-Time

Hackensack

We are a small law firm that provides a friendly and supportive work environment. We are looking for an experienced receptionist. Candidate must have good office skills, a professional appearance and be computer literate.

Job responsibilities include:

Greeting clients, attorneys and other visitors at the front desk;

Answering and routing phone lines; Calendar management;

Strong organizational skills & attention to detail;

Excellent oral and written communication skills and the ability to multitask;

Oversee mail deliveries, packages, and couriers;

Purchase, track, and invoice office supplies;

Set up, break down, organize, and maintain conference rooms;

General correspondence and office duties.

Prior experience handling receptionist responsibilities (1 year preferred) Proficient computer skills, including Microsoft Office Suite

Health insurance

Apply on SimplyHired:

https://www.simplyhired.com/search?q=verde%2C+steinberg+%26+pontell&l=hackensack%2C+nj&job=AWvryA7Zqg15oHS19ZwIMW_dQW1JaQv8Gi3l13X1RtH2F2EuTgSHbw

OCTOBER 25 Bookkeeping, Lanman and Kemp, Full-Time Westwood

This position reports to the Manager, Finance and Administration and is responsible for assigned duties within the accounts payable, receivable and bookkeeping functions.

We are looking for an individual with a high school diploma combined with post secondary courses in bookkeeping or Accounting. Preference will be given to applicants who possess a Business or Accounting degree. You love a balance sheet and keeping track of money in and out. You are fluent in reading, writing, speaking and understanding both English and Spanish. You are proficient in Microsoft Office Suite, SAP or related software as well as other accounting programs, you possess excellent verbal and written communication skills and are highly organized. You are comfortable in a fast paced office environment with competing priorities. You excel at providing customer service, you have a strong work ethic and pride in your performances and its contribution to our company's success.

Send cover letter and resume to Laura Pabon at: lpabon@floridawater.com

OCTOBER 25 Warehouse, Lanman and Kemp, Part-Time Westwood

3-4 warehouse workers

- Who feel **comfortable working in a warehouse environment** – packing, labeling – for approximately 4 – 8 hours a day/ 3-4 days.
- 💰 **The pay is \$12/hour.**
- **They may be able to offer transportation ... depending upon where you are coming from.**

Send cover letter and resume to Laura Pabon at: lpabon@floridawater.com

OCTOBER 23 Receptionist, Hackensack University Medical Group, Full-Time Hackensack

Responsibilities:

- Greets patients and visitors.
- Directs patients to appropriate locations.
- Gives directions and provides clerical support to the admitting staff.
- Answers telephone calls and directs callers to the appropriate department.
- Adheres to the standards identified in the Medical Center's Organizational Competencies.

Education, Knowledge, Skills and Abilities Required:

- ✓ High School diploma.
- ✓ Proficient computer skills.
- ✓ Excellent customer service skills.

Respond on company website: <https://jobs.hackensackmeridianhealth.org/job/-/-/19511/13814342?mode=job&iis=Indeed&iisn=Indeed.com>

OCTOBER 23 Front Desk Receptionist, CAT Technology, Full-Time Hackensack

The receptionist is responsible for

- ✓ Handling incoming clients
 - ✓ Answering incoming calls
 - ✓ Directing calls to the appropriate associates
 - ✓ Mail distribution. Greet guests in a professional
 - ✓ Friendly and hospitable manner. In this position
 - ✓ You should be comfortable undertaking a variety of activities in the office
 - ✓ Including filing
 - ✓ Answering the phone
 - ✓ Organizing documents
 - ✓ And more.
- Reliability and a strong work ethic combined with great communication skills are a must, as well as familiarity with all necessary office software, and procedures.
 - If you enjoy people and are committed to doing excellent work, then we want to hear from you.

\$ Salary: \$30,000.00 to \$35,000.00 /year

➤ Additional Compensation: Commission and Store Discounts

Benefits:

- ✓ Health insurance
- ✓ Signing bonus
- ✓ Flexible schedule

Respond on Indeed: <https://www.indeed.com/viewjob?cmp=CAT-Technology-Inc&t=Front+Desk+Receptionist&jk=f72070e01f212d36&q=CAT+technology&vjs=3>

OCTOBER 23 Legal Receptionist, GEICO, Full-Time

Hackensack

Staff counsel office is looking for a well-organized, responsible, reliable Legal Receptionist.

Duties include:

- ✓ Answering telephones
- ✓ Greeting visitors
- ✓ Opening and distributing mail
- ✓ Entering new cases into the legal management system
- ✓ Closing and boxing files, and any other support level job duties as assigned by the managing attorney

Benefits:

- 401(k) and profit-sharing plans
- Medical, dental, vision and life insurance
- Paid vacation, holidays and leave programs
- Tuition reimbursement
- Associate assistance program
- Flexible spending accounts
- Business casual dress
- Fitness and dining facilities (at most locations)
- Associate clubs and sports teams
- Volunteer opportunities

GEICO Federal Credit Union

Apply on company website: <https://geico.referrals.selectminds.com/jobs/legal-receptionist-10724>

OCTOBER 22 Receptionist/Assistant, Premier Developers, Full-Time Englewood Cliffs

- ✓ Greet clients as soon as they arrive and connect them with the appropriate party
- ✓ Answer the phone in a timely manner and direct calls to the correct offices/externals
- ✓ Create and manage both digital and hard copy filing systems for all partners
- ✓ Ability to create an organized filing system, one that works for you
- ✓ Exceptional customer service skills and professional phone manner
- ✓ **Working knowledge of marketing terminology and practices**
- ✓ Overachieving attitude and enhanced work ethic
- ✓ Must be able to multitask and be a quick learner

- ✓ Knowledge of spreadsheets and word processing documents
- ✓ Experience with AppFolio, Excel, Adobe *or willingness to learn*

Experience:

- Customer Service: 1 year (Preferred)
- Real Estate: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Please respond on Indeed:

<https://www.indeed.com/jobs?q=receptionist%20premier%20developers&l=englewood%2C%20nj&vk=bcd07335d4d2ca14>

OCTOBER 22 Office Assistant/Customer Service Rep, Full-Time Bergenfield

Looking to hire an Office Assistant/Customer Service Representative for a cleaning company.

Qualifications:

- ✓ **Must be Bilingual in Spanish and English!**
- ✓ Must possess excellent interpersonal and communication skills, both verbal and written.
- ✓ Must be enthusiastic, goal-oriented and a strong team player.
- ✓ Must be dependable, punctual, professional, quick learner and able to follow directions.
- ✓ Must possess knowledge of Microsoft Office.
- ✓ Must have driver's license.
- ❖ **Must be available to work 8:00am -- 4:00pm.**

Please email resume to Craigslist:

<https://newjersey.craigslist.org/ofc/d/office-assistant-csr/7001381467.html>

OCTOBER 22 Administrative Assistant, YourDrs, Full-Time Englewood

Administrative Assistant needed for busy medical management company.

Duties include:

- ✓ Sorting and distributing mail,
- ✓ Answering phones
- ✓ Setting appointments, and
- ✓ All other duties as assigned by Supervisor.

This is an entry-level full-time position. Hours are Monday - Friday 8:30am - 5pm.

Candidates should have at least 1 year of front office experience.

Send resume to Indeed:

<https://www.indeed.com/jobs?q=YourDrs&l=englewood%2C%20nj&vjk=376e382f75c5c221>

OCTOBER 16 CHHA, Full or Part-Time Bergen County

Tribute is a growing private home care company with a difference you'll notice right away:

- Competitive pay, with increases every three months based on performance
- Flexible schedules
- Unlimited overtime
- Travel time and mileage reimbursement
- Full-time salaried positions with paid time off
- Health, Dental, Vision insurance; 401K; Life and Short-Term Disability
- Beautiful uniforms at no cost to you
- Generous bonuses for referring other remarkable caregivers
- Paid monthly trainings
- Annual awards

We are currently hiring remarkable caregivers with a CHHA, CNA or 2+ years of experience providing personal care, who can bring Tribute's mission to life in Northern New Jersey.

If you love being a caregiver and enjoy celebrating the work you do each and every day, call Victoria or Gloria at Tribute Home Care: 201-645-3100. They would love to get to know you and answer your questions.

And please check out our website and apply at:

<https://tributehomecare.applicantstack.com/x/apply/a231m jy63nwh>

Salary: \$13.50 to \$18.00 /hour

OCTOBER 16 Receptionist, Jaguar Land Rover, Full-Time

Englewood

Responsibilities:

- Answers multi line phone system in accordance with company policies, using the company approved greeting in a friendly and professional manner
- Responds quickly and accurately to incoming telephone calls by routing calls, providing assistance and furnishing general information to internal and external callers
- Greets and directs visitors, including but not limited to customers and vendors, to the correct department, notifies the appropriate person that visitor has arrived
- Obtains and records demographic information about each customer, using dealership sales control system
- Hands out brochures and other information to visitors to dealership
- Answers basic customer inquiries and refers more complex inquiries to the appropriate person
- Greets customers in the service department during morning rush hour and obtains basic customer information
- Serves as clerical and administrative back-up

Requirements:

- Exceptional customer service skills
- Ability to clearly answer the phone and use the intercom
- Strong organization skills and ability to multi-task
- Ability to remain positive and professional in stressful situations
- Ability to read and comprehend instructions and information
- Ability to listen to customer and determine how to assist them
- Proficient with Microsoft applications
- Excellent communication skills and works well in a team environment
- Fast and accurate data entry skills
- Ability to handle multiple calls at one time
- Maintain professional appearance at all times
- Other duties as assigned
- High school diploma or equivalent.
- One or more years' experience answering calls in a high volume setting
- Valid driver's license

Apply on company website:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1151451&d=ExternalCareerSite&rb=INDEED&r=5000545288106#/>

OCTOBER 15 Customer Service Rep, Lorenzo Food Group, Full-Time Englewood

The Customer Service Representative attracts potential customers by answering product and service questions; suggesting information about other products and services. Process orders, prepare correspondences and fulfill customer needs to ensure customer satisfaction.

Responsibilities:

- ✓ Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- ✓ Recommend potential products or services to management by collecting customer information and analyzing customer needs
- ✓ Prepare product or service reports by collecting and analyzing customer information
- ✓ Contribute to team effort by accomplishing related results as needed
- ✓ Manage large amounts of incoming calls
- ✓ Build sustainable relationships of trust through open and interactive communication
- ✓ Assist with placement of orders, refunds, or exchanges

Requirements:

- ✓ Proven customer support experience
- ✓ Strong phone contact handling skills and active listening
- ✓ Customer orientation and ability to adapt/respond to different types of characters
- ✓ Excellent communication and presentation skills
- ✓ Ability to multitask, prioritize and manage time effectively
- ✓ High school diploma or equivalent

Salary: \$15.00 per hour

Please respond on Indeed:

<https://www.indeed.com/jobs?q=customer%20service%20representative&l=englewood%2C%20nj&vk=e0e6bba883a0ebe9&advn=4514238523306413>

OCTOBER 15 Office/Sales Assistant, Full-Time Hackensack

European Distribution is **seeking 2 full-time sales assistants.**

This is an entry-level position, which includes general customer service, office support, & limited marketing assistance. Perfect job to garner additional experience, as we will assist in on the job training.

Responsibilities:

- Answer and direct 100+ phone calls daily
- Answer and process 100+ emails daily
- Efficiently process paperwork such as sales orders, and payment confirmations
- Daily paperwork filing
- Process sales orders, from quoting to shipping

Required Skills:

- Must be Clerical
- Must have Organizational Skills
- Strong Verbal, interpersonal, and written communication skills
- Have Attention to Detail
- Problem Solving Skills
- Basic Computer Literacy (MacOS, Microsoft office suite, QuickBooks)
- Comfortable with the metric system
- Bi-lingual in Spanish or Italian, a plus
- Experience setting up freight shipping with logistic companies, plus

Compensation:

- \$13-\$14 / hour based on experience, with a salary review after 6 months of employment
- Health insurance and dental/vision reimbursement program (no dental/vision insurance) available after 90 days of employment
- 401k with employer matching available after 90 days of employment

Monday-Friday 8:30 AM - 5:00 PM. If you do not have this availability please do not apply.

Please respond on Indeed: <https://www.indeed.com/job/office-sales-assistant-b6d153fe42944e1e>

OCTOBER 15 Receptionist, Full-Time

Englewood

Physician Group seeks full-time receptionist with some experience.

- ✓ We are a professional team seeking an intelligent, self-motivated team player.
- ✓ We are looking for someone who prides him/herself in task completion, prioritizing, organizational ability, **as well as** having excellent communication skills.

We are willing to train you and welcome your resume.

Please respond on Craigslist:

<https://newjersey.craigslist.org/ofc/d/englewood-receptionist/6996649488.html>

OCTOBER 8 Customer Service Clerk, Kulite Semiconductor, Full-Time

Leonia

Responsibilities:

- ✓ Responds to all customer inquiries and resolve issues in a timely manner.
- ✓ Work within the company to resolve customer issues.
- ✓ Expedite purchase orders to meet customers' needs.
- ✓ Record all customer services issues.

Requirements:

- High School Diploma or Associates Degree.
- Excellent verbal and writing skills.
- 2 - 5 years' experience.
- Basic computer knowledge with Microsoft Word/Excel proficiency.

Apply on:

https://www.appone.com/MainInfoReq.asp?R_ID=2701579&B_ID=44&FID=&Ad=0&Refer=https://newjersey.craigslist.org/ofc/d/purchasing-clerk/6991329134.html&ssbgcolor=&SearchScreenID=6622

OCTOBER 8 Purchasing Clerk, Kulite Semiconductor, Full-Time

Leonia

Responsibilities:

- Filing, preparing excel spreadsheets, entering purchase orders in multiplex system.
- Light telephone duty. Prepare lists of purchase orders for management.

Requirements:

High School Diploma. Knowledge of Microsoft Office and Excel a must. Previous office/purchasing experience is a plus.

Apply on:

https://www.appone.com/MainInfoReq.asp?R_ID=2701616&B_ID=44&FID=&Ad=0&Refer=https://newjersey.craigslist.org/ofc/d/purchasing-clerk/6991329134.html&ssbgcolor=&SearchScreenID=6622

OCTOBER 8 Office Assistant/Customer Service Rep, Full-Time Bergenfield

Looking to hire an Office Assistant/Customer Service Representative for a cleaning company.

Qualifications:

- Must possess excellent interpersonal and communication skills, both verbal and written.
- Must be enthusiastic, goal-oriented and a strong team player.
- Must be dependable, punctual, professional, quick learner and able to follow directions.
- Must possess knowledge of Microsoft Office.
- Must have a driver's license.
- Must be Bilingual in Spanish and English!

PAY \$12-14 per hour

Hours are 8:00am - 4:00pm

Send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/office-assistant-csr/6994516213.html>

OCTOBER 8 Receptionist, Low & Low, LLC, Full-Time

Hackensack

Full-time receptionist position at a fast-paced bankruptcy law firm. Tasks include managing phones, opening files, and more administrative duties. Candidates should be able to multitask, provide excellent customer service, be a good team player, and maintain a high volume of work. Bi-languag (English/Spanish speaking) preferred.

Experience: 1 year receptionist (preferred)

Education: High school or equivalent (Preferred)

Apply on Indeed:

<https://www.indeed.com/jobs?q=low%20and%20low&l=hackensack%2C%20nj&vjk=24bfbc8e5274b5f>

OCTOBER 1 Receptionist/Front Office Assistant, Care One, Full-Time Fort Lee

If working with people who are dedicated, compassionate, and concerned about their patients is essential to you, then you'll appreciate being a part of our team. We've built a strong reputation on the outstanding level of care that we provide.

Responsibilities:

- Heavy Phones & Message Taking
- Scheduling of Appointments & Keeping Outlook Calendar
- Greet Guests and Escort them to their meeting location
- Set up and break down meetings
- Mail Sorting & Distributing
- Mail out invoices & fed-ex packages
- Book Travel (Flights, hotels & car services) & Restaurant Reservations
- Proficient in Microsoft Programs (Outlook, Excel & Word)
- Internet Savvy
- Scanning & Filing of Documents

Requirements:

- High School Diploma or equivalent
- Superior interpersonal, communication skills and energetic.
- Ability to cultivate working relationships both inside and outside the facility.
- Ability to organize and ensure completion of multiple documents.

9am - 6pm, Monday through Friday

We are proud to Offer:

- ✓ Competitive Salary
- ✓ Comprehensive Healthcare Benefits
- ✓ 401k Retirement Plan
- ✓ Paid Time Off
- ✓ Opportunities to advance and grow your career

Apply on company website:

<https://careers-care-one.icims.com/jobs/12297/receptionist-front-office-assistant/job>

OCTOBER 1 Customer Service, Time Systems International, Full-Time Englewood

Company seeking full time candidate with experience in general office work & busy phones.
Growth opportunity.

Excellent salary, health insurance & additional company benefits.

Email resume, including salary requirements to: customerservice1@timesystemsint.com.

OCTOBER 1 Stock Associate, Holiday Season only

Ridgewood

We are currently searching for stock associates to help us during the holiday season in our fulfillment center. **This position will start almost immediately.**

- ✓ Candidates must be able to communicate effectively and use basic computer commands.

We are currently hiring for the shifts below:

- Sunday-Wednesday 7:00am-5:30pm
- Monday-Friday 10:00am-6:30pm
- **The position pays \$12.00/hr.**

Please email us with your contact info and resume, if available.

Please respond on Craigslist: <https://newjersey.craigslist.org/lab/d/ridgewood-stock-associate/6989883724.html>

OCTOBER 1 Order Entry Clerk, American Title Agency, Full-Time Palisades Park

Responsibilities include:

- Answer phones and correspond with clients making sure that all their requirements are met
- Enter title orders into our system
- Order all appropriate searches from our searchers
- Confirm everything is completed in a timely manner
- Order rundown and cover records before and after closings
- Take care of incoming and outgoing mail
- Scan files into system
- Ensure that the highest quality of customer service is provided

Qualifications:

- Must possess excellent written, typing and verbal communication skills
- Ability to analyze information and exercise good judgment and decision-making
- Ability to work independently and as part of a team
- Ability to communicate clearly and professionally with clients
- Knowledge of computer applications

Apply on SimplyHired:

<https://www.simplyhired.com/search?q=american+title+agency&l=Englewood%2C+NJ&job=3PKJd7CQUSk4BFet-Fx735VvJyDroKZVLYFsUIzLFB0SyAQ8Y8QyA>

SEPTEMBER 11 Administrative Assistant/Receptionist, Full-Time Englewood

A fast-paced manufacturing company, in the corrugated industry, has an **immediate opening for a full-time front office administrative assistant.**

Qualified candidate must be reliable, computer literate, detail-oriented, able to multi-task, a self-starter, organized and have good communication and problem-solving skills.

- Responsibilities:
- Answering phone
- Greeting customers
- Process sales orders & invoices
- Filing
- Scanning/faxing documents

❖ Hours are 8:00 to 4:30 (subject to change). Some overtime. Benefits.

Please send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/englewood-administrative-assistant/6976236238.html>

SEPTEMBER 11 Office Administration, J. Fletcher Creamer, Full-Time Hackensack

Construction Company is seeking an Office Administrator to support both our Human Resources and Training Departments.

Requirements:

- Strong attention to detail to ensure data entry is accurately
- Solid understanding of MS Office suite of products
- Timely completion of projects
- Ability to support projects from multiple departments

Responsibilities:

- Data administration for HR and Training documents
- Data entry of personnel information into HR Systems
- Entry of training records into correct employee file or record
- Creation of new hire packets
- Filing for both departments

Benefits:

- Medical, Dental, Vision, Life Insurance, Long-Term Disability, 401(k), ESOP, Paid Time Off, Paid Holidays

Hours are 8:00am – 5:00pm

Pay depends on level of experience

Contact: Chris Schubert christopher.schubert@jfcson.us

SEPTEMBER 11 Interpreter for the Deaf, NJ Dept of Human Services, F/T Newark Apply by 9/23

Under direction of a supervisor in a state department or agency:

- 1) Facilitates communication between deaf, or hard of hearing, and hearing individuals on diverse topics, and
- 2) Under varying situations, by performing highly responsible and complex sign language interpreting;
- 3) Utilizes a variety of modes of communication such as oral interpreting or deaf-blind interpreting;
- 4) Provides technical assistance for the development of programs and activities relevant to the needs of the deaf or hard of hearing community;
- 5) Does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only.

- A position using this title may not perform all duties listed in this job specification.
 - Conversely, all duties performed on the job may not be listed.
- ✓ Graduation from an accredited college or university with an Associate's degree with a major concentration in an Interpreter for the Deaf Training Program. Coursework **must include Deaf Culture, American Sign language and Interpreting.**
 - ✓ Three (3) years of experience in American Sign Language Interpretation, which must have been gained within the past five (5) years.
 - ✓ A Bachelor's or Master's degree which includes or is supplemented by the coursework cited above is acceptable in meeting the education requirement.
 - ✓ An Associate's, Bachelor's, or Master's degree which includes or is supplemented by a certificate of completion from a recognized Interpreter for the Deaf Training Program is acceptable in meeting the special coursework.
 - ✓ Appointees must possess a National Associate of the Deaf Certificate (NAD), Registry of Interpreters for the Deaf Certificate (RID) OR National Interpreter Credentials (NIC).
 - ❖ **Appointees must be able to communicate effectively in the language of the deaf, American Sign Language, sufficiently to perform the duties of this position.**
 - ❖ **Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.**

Forward a cover letter and resume electronically to: Cbvi.Postings@dhs.state.nj.us

You must include the Job Posting # in the subject line of your email.

Apply by 9/23

SEPTEMBER 10 Receptionist/Legal Assistant, Full-Time Paramus

High-end boutique litigation law firm seeking receptionist/legal assistant.

Job duties include:

- Answering phones
- Opening/sorting mail
- Word-processing (**typing skills are a must**)
- Data entry
- Mailings and other general office tasks.

**The firm offers a very professional, comfortable and familial atmosphere
*with plenty of room for growth.***

- ❖ **Compensation package is competitive** and will be commensurate with experience, **including benefits** such as health insurance and 401k with matching.

Apply on Craigslist: <https://newjersey.craigslist.org/lq/d/paramus-receptionist-legal-assistant/6972574486.html>

SEPTEMBER 10 Administrative Assistant, Full-Time Hackensack

An office furniture warehouse is seeking hard working candidate, highly organized, and able to multitask. Candidate must

- ✓ Work well under pressure and be able to work in a fast-paced environment.
- ✓ Must know basic computer software such as Microsoft Word, Outlook, Excel
- ✓ General administrative work (phones, emails, standard filing and PDF electronic Filing)
- ✓ Provide support to the warehouse team as needed
- ✓ Identify and tag incoming shipments and check off outgoing ones for accuracy

Office/Warehouse has a “relaxed” dress code (jeans/sneakers, etc.)

Apply on Craigslist: <https://newjersey.craigslist.org/ofc/d/hackensack-admin-for-office-furniture/6974396779.html>

SEPTEMBER 10 Customer Service and Support, Full/Part-Time Hackensack

Litigation services company is looking for *positive and reliable individual* to support our client service and support team.

- ❖ This is part-time/full-time with flexible hours for the right person.
- ❖ We offer a competitive wage and benefits package.
- ❖ There will be a bonus and advancement opportunities as well.

Summary of position:

- Day-to-day interaction with clients – handling inquiries, complaints
- Set up of new client profiles and maintain current client database
- Coordinate with various departments to communicate client challenges

These are the qualifications we look for in an ideal candidate:

- ✓ Strong phone and communication skills
- ✓ Must have previous experience in customer service
- ✓ Detail-oriented and organized
- ✓ Ability to prioritize and multitask
- ✓ Must have a positive and professional demeanor
- ✓ Must have proficient experience with Excel, Word, and PDF's
- ✓ Ability to solve practical problems

Apply on Craigslist: <https://newjersey.craigslist.org/csr/d/hackensack-customer-service-and-support/6974967636.html>

SEPTEMBER 09 Victim Advocate Counselor, WRIC, Full-Time Englewood

Position: Victim Advocate Counselor

Supervised by: Program Director, Lisa Maurer

Qualifications: Minimum BA/BSW. Three plus years' work with victim/survivors of crime. Familiar with trauma informed interventions to work with victims of crime. Knowledge of victim's supports including other service providers and legal resources (i.e. shelters, Prosecutor's Office, Legal Services, counseling services, immigration services, etc.) Experience in counseling. Strong organizational skills and ability to multi-task. Computer skills, Microsoft Office. Ability to work cooperatively with many types of people. Bi- Lingual a plus. Must have or obtain 40-hour training on domestic violence and sexual assault. Must have a Driver's License, a car and be willing to drive.

Hours: Full Time 35 hours, three days per week 9-5 and two days per week noon-8:00. Some flexibility for weekend and/or evening events to benefit clients and agency.

Summary: Coordinate victims' services for those who have been victims of crime, and help clients help themselves to develop the knowledge and skills they need to move toward self-determination and self-sufficiency. Establish a program, which will enable Women's Rights Center (WRIC) to help its population of crime victims to stabilize their lives after victimization and trauma. The Victim Services Advocate will provide emergency interventions, counseling, support groups and referrals.

The Victim Advocate Counselor will also address financial loss/abuse by providing both internal and external referrals for job training, career services and housing/shelter assistance to victims. Help survivors achieve economic security in order that they may create a future for themselves, and their children.

The Victim Advocate Counselor will provide trauma informed care to victims. The expected result of this project, and what makes WRIC unique, is its focus on helping victims find meaningful employment/income in order that they will recover from crime trauma and survive independently.

Salary: Mid 40K plus benefits.

Resumes to lcorcoran@womensrights.org

SEPTEMBER 6 Join the 2020 Census Team!

2020census.gov/jobs

1-855-JOB-2020(1-855-562-2020)

Federal Relay Service: (800) 877-8339 TTY / ASCII

www.gsa.gov/fedrelay

The Federal Relay Service (FedRelay) provides telecommunications services to allow individuals who are deaf, hard of hearing, and/or have speech disabilities to conduct official business with and within the federal government. **The U.S. Census Bureau is an Equal Opportunity Employer.**

SEPTEMBER 4 Package Handler, FedEx Ground, Full/Part-Time Hackensack

FedEx Ground is hiring part-time and full-time individuals to load and unload packages in our fast-paced warehouse environment. Part-time employees typically work a 2-4-hour shift per day. Full-time employees work approximately two shifts per day of varying lengths.

Responsible for warehouse duties including:

- ✓ The physical loading, unloading and/or sorting of packages of varying sizes and weights by hand, including:
 - Lifting
 - Pushing
 - Pulling
 - Carrying
 - Scanning
 - Placing packages,
 - as well as physical bending, twisting, kneeling in a safe and efficient manner.
- ✓ Shifts may vary depending on warehouse package volume and business needs.
- Will receive a **competitive hourly rate** and are eligible for an **attractive benefits package after completion of an eligibility period** including:
 - **medical**
 - **dental**
 - **vision**
 - **vacation**
 - **holiday pay**
 - **parental leave and**
 - **tuition assistance**
- **Flexible schedules** are offered at many of our locations and will be discussed during the hiring process.

*Individuals who are interested in starting their journey with FedEx Ground **must be at least 18 years of age** and will be required to watch a virtual job preview before moving forward with the employment application process.*

Salary \$13.60 - \$14.60 hourly

Apply on FedEx Ground: <https://groundwarehousejobs.fedex.com/groundwarehousejobs/jobs/25736-382349?lang=en-us&codes=Indeed>

SEPTEMBER 4 Office Assistant, Full-Time

Hackensack

We are a small business looking for a reliable person to work in our office full-time

Monday - Friday 8:00am-4:00pm. Some Saturdays.

Responsibilities include:

- Handling a high volume of phone calls, in-person customers and email correspondence
- Accounts Payable/ Receivable
- Knowledge of Quickbooks
- Scheduling appointments
- Filing
- Collecting outstanding balances on accounts
- -Follow-ups

Skills wanted:

- Excellent written and spoken communication skills
- Bilingual (English/Spanish) preferred
- Flexibility

Salary: \$14.00 hourly

Send resume to Craigslist: <https://newjersey.craigslist.org/ofc/d/hackensack-office-assistant/6971140506.html>

SEPTEMBER 3 Data Entry Clerk, Full-Time

Englewood Cliffs

Medical Consulting Firm is seeking a highly motivated Data Entry Specialist to be responsible for receiving, interpreting, and inputting data into system; Researches and obtains additional information needed for incomplete files; Assist with data verification and creation of new files; Performs warm and cold calling telephone calls.

Experience:

- ✓ Basic computer knowledge Microsoft Office (Outlook, Word, Excel).
- ✓ Ability to effectively communicate and work well with external clients and team members.
- ✓ Must demonstrate professionalism and courteous telephone etiquette.
- ✓ Demonstrates effective written and oral communication skills.
- ✓ Dependability and punctuality a must.
- ✓ Excellent Interpersonal, Organizational and Time Management skills.
- ✓ Minimum Typing speed of at least 50 wpm is necessary

This is a **Monday - Friday position 9am-5pm** paying up to **\$15 hourly depending upon experience.**

- ✓ Paid time off and Health Benefits package are included.

Apply on SimplyHired:

<https://www.simplyhired.com/search?q=clerical&l=Englewood%2C+NJ&job=gJtI1cZIATnvnPhxjlxerw0kGPMbWuwJoOWllg1geiGhkywiElc7tQ>

SEPTEMBER 3 Office Assistant, Seven Stars Wholesale, Full-Time Hackensack

Responsibilities:

- Scheduling and greeting visitors.
- Answering phones
- Reply to emails.
- Opening, date stamping and sorting of mail.
- Processing payments
- Assisting with tasks as needed.

Experience:

- Office assistant: 1 year (Preferred)
- QuickBooks: 1 year (Preferred)
- Computer literate in Microsoft Word, Excel, Outlook.

Apply on SimplyHired:

https://www.simplyhired.com/search?q=assistant&l=Englewood%2C+NJ&pn=2&job=nBLg_DRm6DZYvYYtDFyY3jw9ELVZii3m_6FfOAqrJilVoPlut1gk6w

SEPTEMBER 3 Customer Service Representative, Full-Time Family Dollar, Hackensack

Principle Duties & Responsibilities:

- Provides customer engagement in positive and approachable manner.
- Assists in maintaining a clean, well-stocked store for customers during their shopping experience.
- Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor.
- Independently stocks shelves and recovers merchandise in the store.
- Accurately handles customer funds and processes transactions using the POS system.
- Remains constantly aware of customer activity to ensure a safe and secure shopping environment.
- Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Position Requirements:

Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned. Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments. Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation. Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Apply on company website: <https://familydollar.taleo.net/careersection/9/jobdetail.ftl>