

Job Leads – Recent Postings

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Facebook Job Postings

- [Part Time Jobs in Northern New Jersey](#)
- [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

- [June 26 Newsletter - Click Here](#)
- [June 19 Newsletter - Click Here](#)
- [June 12 Newsletter - Click Here](#)
- [June 5 Newsletter - Click Here](#)
- [May 29 Newsletter - Click Here](#)
- [May 22 Newsletter - Click Here](#)
- [May 15 Newsletter - Click Here](#)
- [May 8 Newsletter - Click Here](#)
- [April 24 Newsletter - Click Here](#)
- [April 17 Newsletter - Click Here](#)
- [April 10 Newsletter - Click Here](#)
- [April 3 Newsletter - Click Here](#)

Bergen Employment Network

- [June 13 Bulletin - Click Here](#)
- [June 3 Bulletin - Click Here](#)
- [May 10 Bulletin - Click Here](#)
- [April 16 Bulletin - Click Here](#)

**JUNE 27 Salon Coordinator, The Experience on Grand, Full-time
Englewood, NJ**

The Experience on Grand

The **Coordinator** role is a customer service position. Key accountabilities include hospitality, coordination, product sales, and customer care.

Required skills include:

- Ability to operate a computer in a Windows environment
- Ability to successfully coordinate and resolve difficult delivery matters with customers and field contacts
- Skills in handling customer complaints in a calm and polished manner
- Multitasking capabilities that include but not limited to email, online delivery coordination applications, and inbound/outbound calls
- Ability to reference detailed reports connected to individual and field performance
- Written documentation skills
- Ability to work successfully within a team environment
- Product knowledge and sales
- Proficiencies in calmly speaking to frustrated customers on varying topics including product availability, off schedule delivery requests, and minimum order adherence
- Proven ability to work independently with minimal or no supervision

Basic Qualifications:

- HS Diploma or Equivalent
- Efficient in Microsoft Office applications
- 1 year of experience on front desk or receptionist role

Preferred Qualifications:

- Knowledge of appointment scheduling system
- 30 Hours a week** o Tuesday-Wednesday 11am-5pm
- Thursday-Friday 12 Noon-6pm
- Saturday 9am-3pm

To apply, please email your resume to:

Ingrid.Parker@cognizant.com

JUNE 26 Customer Service Representative, Team One Global, Full-Time Hackensack

We're looking for an outgoing, hardworking, customer-oriented, person, for our Customer Service Representative role. Delivering customer support is extremely important to our company mission, so you'll be filling a crucial role.

This role reports to our Customer Service Manager. Tasks will include:

- Respond to customer service inquiries in a timely and professional manner
- Assist in onboarding of new customers
- Engaging with customers to ensure they are satisfied
- Communicating customer feedback to management
- Proactively seek opportunities to engage with new and existing customers to improve their experience with our platform
- Identify and troubleshoot technical issues. Work with our development and product managers to resolve any issues and relay updates back to the customer.
- Present benefits of our product and service offerings

Qualifications:

- High school diploma or equivalent
- Post-Secondary study in Business, Sales, or Marketing considered an asset, but not required
- 1 or more years of previous experience in customer service is considered a strong asset
- Organization abilities and multitasking
- Professional, concise and engaging communication- both written and verbal

Core Skills:

- Time management skills
- Teamwork
- Email writing
- Interpersonal Communication skills
- Problem-solving skills
- Proactive thinking
- Empathy
- Phone Communication
- Positive attitude
- Attention to detail
- Listening

Apply on ZipRecruiter: [https://www.ziprecruiter.com/c/Team-One-Global/Job/Communications-Assistant-and-Customer-Service-Representative-Needed!/in-Hackensack,NJ?jobid=db0766d9-85fcc7da&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organi](https://www.ziprecruiter.com/c/Team-One-Global/Job/Communications-Assistant-and-Customer-Service-Representative-Needed!/in-Hackensack,NJ?jobid=db0766d9-85fcc7da&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

JUNE 26 Intake (Benefits) Coordinator Gar Disability Advocates, Full-Time Englewood Cliffs

Do you want to assist individuals applying for disability benefits?

Do you want to work in a unique and fast-paced setting?

If so, send over your resume!

This may be a great opportunity for you in our intake department.

Experience:: 1 year (Preferred)

Salary: \$15.00 /hour

Benefits offered:

- Paid time off
- Health insurance
- Dental insurance
- Retirement benefits or accounts
- Workplace perks such as food/coffee and flexible work schedules

Apply on Indeed: <https://www.indeed.com/cmp/GAR-DISABILITY-ADVOCATES/jobs/Intake-Coordinator-3c2a96881cb1d755?sdu=QwrRXKrqZ3CNX5W-O9jEvaWwQCKvp3nCwpOr5Drjc5j6kwrYe5XvPLUePTKaClhfMByakkSK2I0SmoFRvmPMaw&tk=1deahjhh10g64002&adid=299866852&vjs=3>

JUNE 26 Office Service Representative, Full-Time

Canon Business Process Services, Englewood Cliffs

Under general supervision, the Office Service Rep is responsible for all mail, packages and interoffice correspondence handling and dispatching for all classes of mail/packages. Responsible for the handling, routing, pick-up and delivery activities of mail operation and the assignment & participation of tasks involving all activities; performs related duties as required.

Qualifications

- High school Diploma or equivalent
- 0-1 year experience working in a mailroom or professional office environment.
- Some knowledge of metering, weighting, logging and other shipping procedures preferred.
- Some computer skills preferred.
- Ability to perform routine functions of most of the various equipment & systems (fax, scanner, metering, stamping, tracking systems, photocopying, color copying, binding etc.)
- Excellent customer service, professional attitude and appearance are a must.
- Ability to work overtime & meet deadlines.

What We Offer:

- Competitive pay & benefits!
- Comprehensive training and development programs that prepare employees to advance from within.
- A company focused on creating a positive work and client environment.
- Employee discounts on entertainment, products, and services nationwide!

For more information about the position and to apply,

visit Canon Business Process Services website:

<https://careers-cbps.icims.com/jobs/6930/office-service-representative-i/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=940&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

JUNE 25 Quality Team Member, Lorenzo Food Group, Full-Time Englewood

Lorenzo Food Group/York Street Market, a family-owned company, has a position available for an entry-level member of the Quality Team..

This position will focus on

- finalized product identification
- basic food safety implementation in a large scale food manufacturing facility
- GMP (Good Manufacturing Practice) enforcement with staff, and
- all final product specification maintenance and creation.

Benefits include

- ✓ Paid time off
- ✓ Health insurance
- ✓ other types of insurance
- ✓ gym memberships or discounts
- ✓ workplace perks such as food/coffee
- ✓ flexible work schedule.

1 year experience preferred

Salary: \$15.00 per hour

Apply on Indeed:

<https://www.indeed.com/jobs?q&l=Hackensack%2C%20NJ&ts=1560263769676&rq=1&fromage=last&vjk=6a092f44d2cdf3af>

JUNE 25 Office Support, Jimcor Agency, Full-Time Montvale

Entry-level office support position to provide general office support with a variety of clerical activities and related tasks.

Essential Duties and Responsibilities:

- Match invoices and policies as they print out, prepare policies for mailing.
- Scanning, mail sorting and delivery
- Process and mail out Notice of Cancelations (NOC's)
- Post office mail delivery
- Front desk, greeting and signing in guests
- Answering phones
- Online Chat Support
- Renewal instructions (pull off websites)
- Process loss runs
- Maintain follow-ups
- Other clerical duties as assigned

Qualifications/Requirements:

- Computer literate – Knowledge of MS Office (Word, Excel, Outlook)
- Able to multitask
- Ability to communicate verbally and in writing with others
- Able to work as part of a team.
- Excellent interpersonal skills
- Excellent Phone Etiquette
- Punctual
- Should be customer-service driven
- Require work hours are 8:30am to 4:30pm

Employees Enjoy:

- Hourly pay plus bonus.
- 401(k) plan with employer match profit sharing plan.
- 100% paid single coverage for Medical, Prescription, Dental, and Vision coverage plus paid vacation time.
- Flexible Spending Plan (FSA)
- Short and long term disability insurance, group term life and accidental death and dismemberment insurance.
- Tuition assistance, gym benefits and more.

Apply on Indeed:

<https://www.indeed.com/jobs?q=entry%20level&l=englewood%2C%20nj&vjk=f433fc295ab6cd0a>

JUNE 25 Service Administrator, Academy Service Group, Full-Time Hackensack

As a leader in the **facility maintenance industry**, we provide service to Fortune 500 and Fortune 100 companies.

Responsibilities include:

- 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
- Data entry
- Print paperwork
- Support call center staff
- Take minutes in meetings
- Photocopy and print out documents
- Sort paperwork, mail etc.

Skills crucial to success in this role:

- Excellent internal communication skills
- **Must type 40 words per minute**
- Be on time daily
- Be able to work in a fast-paced environment
- Proven working experience as an admin. 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:

- Be a part of a compassionate, driven team that treats you like family and emphasizes open communication
- Workwins program – discounts for major retailers etc.
- Coffee every morning!
- Health plans
- 401k,
- Paid sick days
- Paid vacation days

Hours: Monday - Thursday 9AM - 4PM: Friday 8AM - 4PM

Apply on Indeed:

<https://www.indeed.com/jobs?q=clerical&l=Hackensack%2C%20NJ&vjk=57bf010ef94229d6>

JUNE 19 Certified Home Health Aide, Tribute Home Care, Full-Time Northern New Jersey Locations

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

- A warm and friendly community completely devoted to supporting our caregivers
- A culture of deep appreciation for you and your work
- A team wholeheartedly committed to excellence in home care
- **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 2+ years of experience providing personal care, who can bring Tribute's mission to life in Northern New Jersey.

Our service area includes: Paramus/Tenafly/Randolph/Saddle River/Old Tappan/Wyckoff/FairLawn/Norwood/Morristown/Denville/Warren,Hackensack,

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

Apply on company website: <https://tributehomecare.applicantstack.com/x/apply/a231m jy63nwh>

JUNE 19 Front Desk Receptionist, Nova Healthcare, Part-Time Hackensack

Medical facility seeks part-time receptionist. Will answer phone calls, make appointments for follow-up visits.

Qualifications:

- ✓ Must have computer knowledge
- ✓ **No experience required**
- ✓ **Must be bilingual (English/Spanish)**

Apply on Indeed:

<https://www.indeed.com/jobs?q=Part%20Time&l=Hackensack%2C%20NJ&ts=1560950561074&rs=1&vjk=fbb11cad0e900706>

JUNE 19 Customer Service Representative, Full-Time

Eglinger Insurance, Hackensack

Professionally handle incoming service calls from existing GEICO customers in Spanish and English (must be fluent in both). Accurately, efficiently, and courteously make policy changes, handle billing requests, and cross-sell to ensure clients are well-protected.

Responsibilities

- Meet and exceed customer needs for phone and face to face transactions.
- Identify gaps in protection and offer products or coverages to eliminate those gaps.
- Ensure high quality and first contact resolution on all client interactions.
- Demonstrate professionalism and consistency in handling calls in Spanish or English.

Requirements

- **Fully fluent in Spanish and English.**
- Demonstrated excellence in customer care.
- Pleasant, patient, professional demeanor.
- Independent, trustworthy, and dependable.
- Strong computer skills.
- Effective overall communication skills.

Benefits

- Comprehensive paid training.
- Health insurance.
- Up to three weeks paid leave.
- Work-life balance.
- Team appreciation events

Apply on Indeed:

<https://www.indeed.com/jobs?q=customer%20service&l=englewood%2C%20nj&start=10&vjk=afb99505aa58fc08>

JUNE 19 Mail Handler and Scanning Clerk, Greenbills, Full-Time Hackensack

We are a small team looking for self-starters who are highly motivated. As we grow from a small company to an enterprise, we want you to help us get there. Greenbills is a premier software and services provider for PIP medical and legal professionals.

Responsibilities:

- Answer incoming phone calls and emails
- Receive, sort, open and process all incoming and outgoing mail or packages
- Responsibilities include sorting, scanning, data entering and uploading incoming mail
- Determining, affixing, and recording postage on registered mail and packages
- Candidate must be responsible, organized and pay attention to detail
- Previous office experience in mail room and with Pitney Bowes equipment is a plus

Required Skills:

- Basic computer skills and Microsoft Word, Excel & Outlook
- Excellent communication skills
- Ability to multitask
- Strong organizational skills
- Ability to adhere to processes and procedures in place
- Must be willing and able to work overtime if necessary

Qualifications:

- Must be at least 18 years of age
- High school diploma or GED preferred
- Valid driver's license

Apply at:

<https://www.indeed.com/jobs?q=mail%20handler&l=Hackensack%2C%20NJ&vjk=5ce77e1b65c1c005>

JUNE 18 Customer Service, American Time Recorder, Full-Time Englewood

American Time Recorder is **looking for an entry-level office assistant** to answer phones and do other office tasks.

- The ideal candidate will be reliable, punctual, enjoy working with people and have good communication skills.
- Microsoft Word, Excel and Outlook experience is necessary.
- Company will train.

Good pay, health insurance, sick days, holidays and 401K.

Email resume with salary requirements to: Info@americantimerecorder.com

JUNE 18 Purchasing Assistant, Apothecarie, Full-Time Ridgefield Park

Apothecarie.com is a specialty beauty and cosmetics retailer selling through our online and brick and mortar channels. **We are currently hiring a full-time purchasing assistant.**

Responsibilities include:

- *Assist buyer with managing supplier purchase orders
- *Placing inventory replenishment orders with vendors
- *Entering and maintaining purchase order data in our systems
- *Working with vendors and sales reps to ensure timely delivery of orders.
- *Setting up new products and vendors in our systems.

Qualifications required:

- *Attention to detail
- *Love of numbers
- *Proficiency of Microsoft Excel
- *Good written and verbal communication skills
- *Highly organized

We offer a competitive salary plus benefits and a very friendly work environment.

Apply on Craigslist: <https://newjersey.craigslist.org/ofc/d/ridgefield-park-purchasing-assistant/6913839293.html>

JUNE 18 Client Service Coordinator, Tax Firm, Part-Time

Bogota

CPA/tax firm is seeking a self-motivated individual who can bridge communications with clients and professional staff.

Main focus of the position is to obtain tax information from clients for CPA's to prepare returns.

- ✓ Must **provide services in a timely and accurate manner to clients** regarding tax and financial information;
- ✓ Answer their calls, address questions and concerns *in a timely manner*;
- ✓ Develop process improvements to improve response time and service quality;
- ✓ Set service goals to meet or exceed client expectations;
- ✓ Identify prospective clients through networking and referrals.

Requirements:

- Must be highly-organized, comfortable multi-tasking and possess excellent phone and email writing skills.

Must be able to:

- Think through alternatives and provide solutions to client needs, solve problems, satisfy client's needs for perfect service.
- Analyze and resolve problems/issues promptly. Confidentiality a must.
- Must have previous customer service experience.
- Tax experience a plus, but not a requirement.
- HS grad. Prefer some college.
- Position to start part time, **may grow full time** into tax season Feb to April 15th.

Provide resume, cover letter, and references.

Apply on Craigslist: <https://newjersey.craigslist.org/ofc/d/bogota-client-service-coordinator/6914791349.html>

JUNE 18 Office Assistant, Part-Time

Lodi

Family-owned business is seeking part time administrative help for a small friendly office.

- Flexible hours,
- approximately 20 hours per week and
- **we are hoping to fill this position immediately.**

Requirements are:

- ✓ Strong customer service and organizational skills.
- ✓ Answer & direct phone calls when needed
- ✓ Computer knowledge with ability to learn and master new programs
- ✓ Filing and more general office work

We are willing to train the right person.

English/Spanish Bilingual a Plus

Please email your resume with salary requirements and available hours.

Apply on Craigslist: <https://newjersey.craigslist.org/ofc/d/lodi-part-time-office-help/6911985226.html>

JUNE 12 Administrative Assistant, Full-Time Urban Air Adventure Park, Hackensack

Urban Air Adventure Park is seeking an Administrative Assistant to join our team.

You'll be supporting the 3 most awesome Trampoline & Adventure Parks in the country ensuring they run smoothly from the back office.

In addition to fielding calls and answering questions from our guests, your responsibilities will include:

- Utilizing our systems to maintain various records,
- track inventory and equipment,
- execute orders
- handle special projects
- arrange travel and
- generally support the back office for smooth day-to-day operations.

This position requires knowledge of Excel and Word, as well as a general comfort level with other computer programs and social media.

- ✓ **You must have 1 year office experience to qualify for this position.**
- ✓ ***Competitive salary commensurate with experience.***

Benefits offered:

- Paid time off
- Gym memberships or discounts
- Employee discounts
- Workplace perks such as food/coffee and flexible work schedules

Apply on Indeed: <https://www.indeed.com/cmp/Urban-Air-Adventure-Park/jobs/Administrative-Assistant-ca056e180a178520?adid=296796200&from=iaBackPress&sjdu=QwrRXKrgZ3CNX5W-O9jEvcD9A2--9riq-7sA7JLcQXPJQ06vzH2zhtCREOgeKB3-qFJCRFVUJbgE2RDW9tErpJJGwGsiUJglUWEaOJ9ity4&tk=1dd6f96uphlc803&vjs=3>

JUNE 12 Administrative Assistant, Part-Time Englewood, Ora's Amazing Herbal

Ora's Amazing Herbal, an all-natural skincare company, is looking to add a new member to the team! This person will assist with day-to-day tasks including organization, time management, sales, and customer relations. Additional tasks may include marketing, planning, and others based on this person's skill set as the business grows. **This position will start at approximately 25 hours per week with the ability to grow to full time as the company continues to grow.**

RESPONSIBILITIES

- Assist in office organization and time management
- Become familiar with the brand to convey our values and products to others
- Assist in sales with potential clients including calling, emailing, and setting appointments as needed
- Continue to build and grow relationships with existing clientele (mainly wholesale accounts)
- Answer incoming calls and fulfill receptionist duties as needed
- Assist the owner and other staff as needed to keep the business running smoothly and efficiently
- Collaborate with the owner and other staff members to bring new ideas and solutions to our brand

PREFERRED SKILLS

- ✓ Basic computer skills including Microsoft Office, email, internet proficiency
- ✓ Interpersonal skills and ability to communicate effectively
- ✓ Ability to multitask and prioritize for efficiency
- ✓ Positive attitude and the ability to stay calm in a fast-paced environment
- ✓ Reliability, honesty, and punctuality required
- ✓ Ability to help others stay organized and manage their time appropriately
- ✓ Ability to speak comfortably in the language of the natural lifestyle
- ✓ Personal experience or striving for growth in a natural lifestyle/ health preferred but not required

Salary: \$15.00 /hour

Experience:

- Administrative: 1 year (Preferred)
- Customer Service: 1 year (Preferred)

Apply on Indeed: <https://www.indeed.com/cmp/Ora's-Amazing-Herbal/jobs/Administrative-Assistant-2d1fa39048708bfc?vjs=3>

JUNE 12 Emergency Department Greeter, Full-Time Englewood Hospital

The ED Greeter ensures a cheerful, polite and professional welcome to everyone who visits Englewood Hospital and Medical Center. The ED Greeter is responsible for all of the functions of the greeter desk including: answering questions, providing directions, issuing visitor passes and general assistance to all that need it.

Hours: 7:00am-3:00pm

Job Essentials: 3 years of customer service experience, preferably in the healthcare industry. Excellent customer service skills with the ability to multitask and diffuse difficult situations in a fast-paced environment. Excellent organizational and interpersonal skills. **Bilingual preferred**

High School Diploma required

Apply on hospital website:

https://career8.successfactors.com/career?career%5fns=job%5flisting&company=englewoodh&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=16551&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s.crb=dh6WK5zFKQFhBTJVKVYTAD20ndA%3d&jobPipeline=Indeed

JUNE 12 Administrative/Marketing Assistant, Full-Time United Real Estate, Fair Lawn

Real Estate company in need of an administrative/marketing assistant.

- We are looking for a candidate with a great work ethic and attitude.
- 1 year experience required.

Hours are 10-5, Monday – Friday

Apply on Craigslist: <https://newjersey.craigslist.org/ofc/d/fair-lawn-admin-marketing-assistant/6910268774.html>

JUNE 11 Stew Leonard's – Hiring now and Job Fair July 13

Paramus Park

- Job openings vary from entry-level to managerial roles, and include specialty service gigs, such as seafood chefs, butchers and bakers.
- The base pay begins at **\$11 an hour for part-time** roles and **\$12 an hour for full-time** roles, said Irwin Paltoo, the company's human resources manager. Those rates are mostly for entry-level jobs.
- The company is also [accepting applications online](#) and has plans for a job fair at the mall on July 13
 - At the **job fair at the mall on July 13, the first 100 people are guaranteed an on-the-spot interview**, Paltoo said.
- The center, which opened last week in a vacant storefront, is a few stores down from where Stew Leonard's will open, near the mall's Panera Bread restaurant.
- **"We are always accepting people just to walk in,"** Paltoo said. **"We made it super-easy to fill out the application. It takes about two minutes to fill out the application on your phone."**

JUNE 11 Customer Service Representative, ClickPay, Full-Time

Hackensack

As the industry-leading platform for automating real estate receivables, ClickPay seeks a customer service representative. You will provide ongoing support to the consumer side of the business via inbound calls, email and chat, and will work closely with the Customer Service Manager to ensure exceptional service is being delivered and is in line with our brand promise.

Responsibilities:

- You will be a front-line representative of the company to its most prized asset, our customers
- Answer incoming support calls by researching through different systems
- Answering support emails
- Work with a collaborative team that will support you with any issue
- Working with the CRM system, Zendesk, a customer service database

Job Requirements

- **Call Center Experience a plus**
- **Overtime flexibility is required** as per needs of the business during ClickPay's rent cycle
- Must be computer savvy
- Must be able to utilize a customer service database
- Ability think on feet to solve technical issues and troubleshoot accordingly
- **Spanish speaking candidates a plus**
- Willingness to learn and bring a positive energy to the team

Benefits:

- Competitive Medical, Dental, and Vision plans
- 401K with company match
- **Tuition Reimbursement**
- Time off policy including vacation, sick time, floating holidays

To apply, **please send a resume AND cover letter** describing your strengths for the position and why you should be considered as a candidate.

Experience :Call Center: 1 year (Preferred) Customer Service: 1 year (Preferred)

Language: **Spanish (Preferred)**

Work authorization: United States (Required)

Apply on Indeed: <https://www.indeed.com/q-Clickpay-jobs.html?vjk=b0415bfeb8eb5eab&apply=1>

JUNE 11 Order Entry Clerk Paragon Group USA, Full-Time

Englewood

We are seeking a Customer Service Representative with order entry experience to support our sales team and assist customers. The ideal candidate has order entry and administrative experience. Primary activities are sales order data entry, customer service calls and updating customer with shipping information.

Minimum Requirements:

- Excellent verbal and written communication skills.
- Strong computer skills including Word and Outlook
- The ability to effectively interact with customers.
- **Experience with EDI and Sage Software a plus.**

** Ability to multi-task in a fast-paced environment is a must **

RESPONSIBILITIES:

- Processing orders, checking on pricing/availability before forwarding orders to the shipping department with appropriate notes and sending shipping confirmation to customer.
- Update web portals on a daily basis with tracking and invoices.
- Update Inventory quantities on customer portals on a daily basis
- Filing claims with carriers
- Provide high quality customer service that positively affects the company brand

Benefits: Dental, Medical, Vision

Apply on ZipRecruiter: <https://www.ziprecruiter.com/jobs/paragon-group-usa-llc-21452e16/order-entry-clerk-3e70772c?mid=3167&source=cpc-jobs2careers-uncapped>

JUNE 11 Legal Office Clerk, Part-Time

Lodi

- Busy legal consulting firm is seeking a part-time General Office Clerk.
- Duties include answering the telephone, filing, handling outgoing mail, exhibit preparation for testimony, assisting where needed, and various other duties.
- Must be a fast learner, self-starter, and able to work in a fast-paced environment under tight deadlines with accuracy.
- Familiarity with Word, WordPerfect, and Excel a plus.
- Hours: Monday, Wed & Fri 9am-3pm.
- Salary: \$15 per hour.

Please **email cover letter AND resume** to erikaniven@oasinc.org

JUNE 4 Receptionist/Administrative Assistant, Full-Time Montvale

Busy Montvale Surrogate Agency **looking for full-time Receptionist/Administrative Assistant.**

- Must have strong communication skills, both verbal and written,
- Be proficient in Microsoft Office and
- Be professional and friendly.

- ✓ **Hours are 8:30am to 5pm.**
- ✓ **\$15.00 an hour.**
- ✓ **Medical benefits available and 401K option.**

Please send cover letter and resume to Craigslist:

<https://newjersey.craigslist.org/ofc/d/full-time-receptionist-admin-assistant/6904070475.html>

JUNE 4 Office Help, Part-Time Hackensack

Looking to fill part-time office position in Hackensack.

Responsibilities include

- order processing
- invoicing
- completing item pick sheets
- calling and receiving customers calls.

- ✓ **Experience with Quickbooks, Microsoft a big plus.**

There will be opportunity for increased hours doing some light accounts receivable and payable work in future.

- **Compensation: \$13.00 per hour**
- Hours are 7 am - 11 am, Tuesday to Friday.
- Might be slightly flexible on hours, if needed.

Please email you work history and experience.

Apply at Craigslist: <https://newjersey.craigslist.org/ofc/d/hackensack-part-time-office-help/6903773891.html>

JUNE 4 Medical Receptionist, Patient Care Associates, Full-Time Englewood

Multi-specialty Ambulatory Surgery Center **seeks experienced receptionist for our front desk. Ability to thrive in fast-paced environment and ability to interact in a collegial way with patients, doctors, nurses and coworkers is essential.**

- Greet patients, vendors and visitors.
- Check in patients for surgical appointments following established procedures.
- Prepare patient charts.
- Answer phones.
- Filing.
- Maintain records & logs.
- Maintain neat and organized work area.
- Work collaboratively with other receptionists.
- Other tasks or duties as assigned.

Requirements:

- Must have a high school diploma.
- Strong work ethic, motivated, organized, able to manage multiple priorities in a fast-paced environment.
- Detail oriented.
- Excellent oral and written communication skills are required as this position interacts heavily with patients & their family members, vendors, business office and clinical staff, doctors and management.
- Flexibility to work varying hours on a daily basis depending on surgical schedule
- **Bilingual preferred.**
- **Medical reception experience required (5 years)**

This is a full time position. **We offer paid time off, medical & dental insurance, flexible spending account, and 401(k).**

Apply on Indeed: <https://www.indeed.com/cmp/Patient-Care-Associates-LLC/jobs/Medical-Receptionist-4b591b66cafa6ea8?from=iaBackPress&q=patient%20care%20associates&vjs=3>

JUNE 4 Administrative Assistant, The Portopiccolo Group, Full-Time Englewood Cliffs

The Portopiccolo Group owns and operates skilled nursing facilities; we are seeking an administrative assistant for our Englewood Cliffs corporate office.

Responsibilities and Duties:

- Scheduling and managing calendars
- Answering phone calls and relaying messages
- Providing information and customer service
- Taking dictation and filing paperwork
- Generating reports using various MS Office applications
- Providing support for multiple projects
- Preparing and monitoring invoices and expense reports
- Maintain office calendar
- Maintain office supply inventory

Qualifications and Skills

- Phone skills
- Excel a must
- Word
- Organizational skills
- Must be available **FT**

Benefits: Medical, dental, and vision coverage availability.

Apply on Indeed: <https://www.indeed.com/cmp/The-Portopiccolo-Group/jobs/Administrative-Assistant-fedd38e96570572d?sldu=QwrRXKrqZ3CNX5W-O9jEvcD9A2--9riq-7sA7JLcQXPJQ06vzH2zhtCREOgeKB3-2M9GRSQtOsrGQCdhzMPyK1MWE6qjjY9BltdVa8XyZq&tk=1dchvk0jq415c803&adid=173638363&vjs=3>

MAY 28 Receptionist, Law Office, Full-Time

Hackensack

Receptionist and personal assistant needed. Job roles will be handling the phones, mail, and basic secretarial tasks. Experience is a plus, but not needed. You must send your resume along with available times to be interviewed after 5 P.M. this week.

This is a good opportunity for someone looking to be employed in a law office and be trained to rise in the ranks in the legal profession. There is job stability and room for growth.

- Applicant must be **fluent in English, *any other languages like Spanish are a plus.***
- Applicant must be **self motivated and eager to learn.**
- Applicant must be **pleasant on the phone** as well.

Apply on Craigslist:

<https://newjersey.craigslist.org/ofc/d/hackensack-receptionist-needed/6899013203.html>

MAY 28 Office Assistant - Immigration, Full-Time

Fort Lee

We are an immigration law firm in midtown Manhattan with our administrative office in Fort Lee. We are looking for a self-motivated, reliable, energetic bilingual Spanish/English Office Assistant who can provide general office and administrative support to the staff, and assist in special projects as needed.

Duties include:

- Assist in preparation of immigration documents for our business and individual clients
- Assist in preparation and maintaining our database using Word and Excel
- Filing, scanning, and other general office duties

The qualified candidate will have:

- Excellent computer skills, and proficiency in Word and Excel
- Excellent communication skills
- Excellent customer service skills
- Minimum three years experience working in an office environment and **working with** Word and Excel

The position can be made available immediately on a full-time basis.

Send your resume, cover letter

and subject: "Bilingual Spanish/English Office Assistant"

<https://newjersey.craigslist.org/lq/d/fort-lee-office-assistant-immigration/6897065801.html>

MAY 22 Customer Service Role, Montvale

Montvale, NJ Professional Membership Services Co

High level customer service role for a professional membership services company in Montvale NJ

- Paying 17-20/hour
- Needs customer service experience

Send resume to: Ellen.Saidel@ExpressPros.com

MAY 22 Executive Administrative Assistant, Allendale

Allendale NJ Consumer Electronics Company

Exec Admin role for a consumer electronics company in Allendale, NJ

- Working for the Company President
- Paying up to \$20/hour
- Needs admin experience reporting to high level senior management

Send resume to: Ellen.Saidel@ExpressPros.com

MAY 22 Inside Sales Rep, Insurance Co, Park Ridge

Park Ridge NJ Allstate Insurance

Inside Sale Rep for an Allstate Insurance office in Park Ridge, NJ

- Base of 35-40K plus commission
- Should have sales experience

Send resume to: Ellen.Saidel@ExpressPros.com

MAY 22 Forklift Operator (certified)

- Paying \$15/hr
- Must be certified

Send resume to: Ellen.Saidel@ExpressPros.com

MAY 22 Warehouse Role

General warehouse activities:

- Pick and pack
- Unloading trucks
- Inventory
- Paying 12-14/hr

Send resume to: Ellen.Saidel@ExpressPros.com

MAY 22 Administrative Assistant, ElevenCommerce, Full-Time Englewood

Full-Time Administrative Assistant position available in Englewood. **Very busy marketing, social media and ecommerce agency** is looking for a highly efficient multi-tasker who can work on multiple projects with speed and efficiency.

Daily Tasks

- Updating ecommerce platform
- Supporting manager with shipping, customer service, organizing inventory
- Communicating to partners
- Ordering supplies
- Filing
- Organizing events and photoshoots
- Scheduling meetings
- Social media commenting and following up
- Billing customers
- Household tasks/scheduling

Skills

- Computer Savvy
- Must be excellent at excel
- Highly organized
- Go-getter, this is a fast paced environment with room to grow for the right person

Experience

2 years or more in an office environment.

Candidate must have a car to run errands throughout the day.

Hours 35 hours per week, M-F.

More hours available and opportunity for growth depending on performance.

Office hours are between 10 am - 5 pm.

About us

We are a team of 8 who work on multiple projects and accounts in a fun, family environment. We are expanding with multiple channels and looking for someone who is interested in ecommerce, social media, fashion and marketing.

Salary: \$12.00 to \$15.00 /hour

Benefits offered:

- Paid time off
- Employee discounts
- Workplace perks such as food/coffee and flexible work schedules

Apply on Indeed:

<https://www.indeed.com/jobs?q=customer%20service&l=hackensack%2C%20nj&start=10&vjk=7d508a047ddc4dc2&apply=1>

MAY 22 Customer Service Rep, Empire Beauty School, Full-Time Paramus

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

This is a Full Time position and employee will work 30 hours per week.

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
- Bilingual in Spanish preferred
- 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?site=2&id=3276>

MAY 22 Summer Intern (Paid), Marketing Assistant, Corporateoffers.com Cliffside Park

Corporate Offers is an innovative and dynamic company **working in the Broadway show and sports marketing field.**

With offices in NJ and NYC, this role will be based out of the NJ office and is a paid intern role where *a college student can gain some valuable experience for a professional career in marketing.*

The ideal Summer 2019 candidate should have some basic skills in verbal and phone communication and should be well organized, reliable and somewhat local to Cliffside Park.

- Skills in Photoshop, Excel and some writing experience would also be useful but not mandatory.
- Some basic IT skills are necessary.

The role will include

- Helping to create marketing pitches for our Broadway clients,
- Analyzing trends using tracking data
- Developing social media instances on Instagram and Facebook
- Developing content and
- Writing/editing copy for eblasts and static marketing

Please apply online at indeed.com and attach your resume to your application.

VERY IMPORTANT:

- ✓ **Please include the code JOB417 in your cover note** so we know that you actually read this job description before applying.
- ✓ **Please include your contact details**, including email address AND phone number .

We look forward to hearing from you!

Job Types: **Full-time, Temporary, Internship**

Salary: \$10.00 /hour

<https://www.indeed.com/jobs?q=corporateoffers&l=cliffside%20park%2C%20nj&vjk=3744c49740454fa2>

MAY 21 Administrative Assistant, Accordius Health, Full-Time Englewood Cliffs, NJ

Accordius Health, a growing nursing home group, is seeking an administrative assistant:

Responsibilities and Duties:

- Scheduling and managing calendars
- Answering phone calls and relaying messages
- Providing information and customer service
- Taking dictation and filing paperwork
- Generating reports using various MS Office applications
- Providing support for multiple projects
- Preparing and monitoring invoices and expense reports
- Maintain office calendar
- Maintain office supply inventory

Qualifications and Skills

- High School Diploma
- Phone skills
- Excel, Word
- Organizational skills

Benefits

- Medical, dental, and vision coverage availability.

Job Type: Full-time

Experience:

- Administrative Assistant: 2 years (Preferred)

Apply on Indeed:

<https://www.indeed.com/viewjob?jk=8239fbff212a5750&from=cobra&tk=1dbdrc0ct4tla800&iaal=1>

MAY 21 Receptionist/Office Assistant, Milvidskiy Law Firm, Full-Time Paramus, NJ

Law firm offers legal counsel and services elder law and estate planning, business law, family-based and employment-based immigration.

Job duties will include answering and routing phone calls, greeting and assisting clients, processing clients' requests and inquiries, e-mail correspondence, scheduling appointments and managing attorney's calendars, receiving and shipping packages and mail, processing incoming mail, and other clerical and administrative support.

Job requirements:

- Excellent interpersonal communication skills, both verbal and written
- Previous office experience (preferably in administrative/clerical support position)
- Proficiency in MS Office
- Ability to take direction and to work independently in a fast-paced environment
- Ability to prioritize tasks and handle multiple projects simultaneously
- Positive attitude and strong attention to detail
- Must speak Spanish (required)

To apply, please send your resume, a cover letter describing why you would be a good fit for this position.

Experience: Receptionist 1 year (preferred)

Language: **Spanish (required)**

Apply on SimplyHired:

https://www.simplyhired.com/search?q=legal&l=Teaneck%2C+NJ&job=07j\VBED4QeLw9AUze_YXfAKif7dIE_69cOTDjenHIyaplUeJ2dQ5w

MAY 21 Payroll Clerk, Broadway Healthcare Management, Full-Time Hackensack

Management company seeking a bright individual who works well with others. Excellent communication and time management skills.

- Level entry position, M-F, 9-5.
- Payroll experience preferred.
- Must be organized; working with time cards/paperwork for multiple properties.
- Good with numbers and be able to use a calculator.
- Knowledge of or be able to understand the decimal/minute conversion system.

Duties:

- Inputting hours worked.
- Calculating and accruing benefit time for union and non-union employees.
- Processing paperwork and entering new hires, terminations and changes in status.
- Communicating weekly with the bookkeepers at the properties.
- Auditing the payroll/time cards for accuracy.
- Research and resolve and requests for manual checks

Apply on Glassdoor:

https://www.glassdoor.com/job-listing/payroll-clerk-broadway-healthcare-management-JV_IC1126787_KO0,13_KE14,44.htm?jl=3157238006&jas=Y&pao=10776&utm_source=indeed&utm_medium=cpc&utm_campaign=indeed-indeed-ss-up&ctt=1558463914607&laf=1&ccuid=19776161462

MAY 21 **Preschool Office Assistant, The Goddard School, Full-Time Englewood Cliffs**

The Goddard School is a non-denominational early childhood education center serving students 6 weeks to 6 years of age.

This is an entry-level position with required daily hours of 7am – 2pm, Monday through Friday.

Job Responsibilities:

- Welcome existing and prospective parents, directing visitors and fielding parent needs
- Handle inbound calls, taking detailed messages and responding to requests as appropriate
- Engage in administrative tasks, such as maintaining compliance, filing, and ensuring the school is tidy and clean at all times
- Support the needs of center as a whole
- Establish positive and effective family relations through interactive communication

Job Requirements

- Must be reliable and customer service-oriented
- Multi-tasker with strong work ethic and communication skills
- Positive attitude and inherent love for young children
- Prior experience at a childcare center/preschool or in hospitality is a plus

Benefits include:

- Paid Time Off
- Paid Holidays
- 401k with Match
- Employee discounts
- Professional Development
- State of the Art Facilities

Apply on SimplyHired:

https://www.simplyhired.com/search?q=customer+support&l=Teaneck%2C+NJ&job=YZ_CXfjX24eIYtEw9VRAflksO_emnkiZs7EAgrH_m78S7Tv2TDcbXQ

MAY 17 Receptionist, Part-Time for salon - Mac computer

Westwood

Part-time receptionist needed for a busy Salon

- **Must be**
 - Familiar with Mac computer
 - Have a basic understanding of spreadsheets
 - Responsible, honest, energetic
- **Duties include:**
 - Greeting guests
 - Offering refreshments
 - Answering phones
 - Making appointments
 - Keeping salon neat and tidy

Call 201-665-0791; listed by Jesse Perlman on facebook

MAY 14 Admin Assistant, Part-Time

NJ Academy of Learning, Englewood

The New Jersey Academy of Learning, a private advanced enrichment center, is looking for a part-time administrative assistant

- Monday-Friday from 2:30-6:30 and **optional Saturday** hours.

The ideal candidate will greet students and parents and help with the daily operation of the school. Previous experience in a school setting a plus.

Please send your resume to Indeed:

<https://www.indeed.com/viewjob?from=cobra%2CiaBackPress&iaal=1&jk=40e313beba27ad11&tk=1darp2f0a4sgg800>

MAY 14 Site Admin Coordinator, IKEA, Part-Time

Paramus

Responsibilities:

- Ensures adherence to IKEA's access control policies by monitoring co-worker entrance
- Provides excellent service to customers and co-workers
- Performs administrative and reception duties associated with co-worker programs
- Dispatches Risk and Compliance Team or EMS as needed
- Supports store in basic accounting and record keeping duties

Experience:

- 1 year work experience
- Administrative experience preferred
- High School Diploma or equivalent

Part-Time: 20 - 34 hours per week

Please apply on IKEA website:

<https://seeacareerwithus.com/jobsearch/job-details/site-admin-coordinator-20-34-hrs-per-week-11684-1/>

MAY 14 Hospitality Aide, Full-Time

CareOne, Teaneck

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

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

Education:

- 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, person 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 Care One website:

<https://careers-care-one.icims.com/jobs/10537/hospitality-aide/job>

MAY 10 Paid Summer Internship– F/T, Temp to Perm Opportunity

@ SUEZ North America

SUEZ North America operates across all 50 states and Canada with 2,825 employees dedicated to environmental sustainability and smart and sustainable resource management. The company posted revenues of \$1.1 billion in 2018 and is a subsidiary of Paris-based SUEZ.

The Summer Intern (Meter Services) will assist with the following activities:

- Monitor calls in Customer Service
 - Ride along with or without CSFRs (Driver's License Required)
 - Data Entry
 - Light Housekeeping
 - Inventory
 - Hydrant Meter Program
 - Zero Consumption Report review
 - Long Term Estimation Report review
 - Field surveys for Collector App and billing related Meter/Radio devices issues
 - Additional tasks as assigned by supervisors and/or management staff
Must have State Driver's License.
 - Must lift up to 50 pounds.
- ❖ Rate: \$18/hr

How to apply:

[https://www.glassdoor.com/job-listing/summer-intern-meter-services-suez-in-north-america-](https://www.glassdoor.com/job-listing/summer-intern-meter-services-suez-in-north-america-JV_IC1126787_KO0,28_KE29,50.htm?jl=3184300574&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

[JV_IC1126787_KO0,28_KE29,50.htm?jl=3184300574&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic](https://www.glassdoor.com/job-listing/summer-intern-meter-services-suez-in-north-america-JV_IC1126787_KO0,28_KE29,50.htm?jl=3184300574&utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

We are an Equal Opportunity/Affirmative Action Employer. All qualified applicants are encouraged to apply without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, protected veteran status or status as an individual with a disability.

MAY 8 Office Assistant, Receptionist, Law Office, Full-Time

Hackensack

Growing Bergen County law firm seeks full-time entry level office assistant/receptionist.

- Candidate should possess basic office skills, including answering phones, scanning, filing, speaking directly with clients and other professionals.
 - **Prior office experience is a plus.**
 - **Must speak Spanish**
- ❖ Salary: to \$14.00

Apply on Indeed:

[https://www.indeed.com/cmp/The-Cintron-Firm,-LLC/jobs/Office-Assistant-Receptionist-](https://www.indeed.com/cmp/The-Cintron-Firm,-LLC/jobs/Office-Assistant-Receptionist-43335481c2c86983?adid=86375426&from=iaBackPress&sjdu=QwrRXKrqZ3CNX5W-)

[43335481c2c86983?adid=86375426&from=iaBackPress&sjdu=QwrRXKrqZ3CNX5W-](https://www.indeed.com/cmp/The-Cintron-Firm,-LLC/jobs/Office-Assistant-Receptionist-43335481c2c86983?adid=86375426&from=iaBackPress&sjdu=QwrRXKrqZ3CNX5W-)

[O9jEvf3a1D_HgUPNGWdbiXfn_p3Uby1xgqj7IjtnSBA1OuFLrdWtntG5W_J3DV5SY4A5n8LyZ5VINy0u4RP1SjZSz9c](https://www.indeed.com/cmp/The-Cintron-Firm,-LLC/jobs/Office-Assistant-Receptionist-43335481c2c86983?adid=86375426&from=iaBackPress&sjdu=QwrRXKrqZ3CNX5W-)
[&tk=1daca5is8hqou802&vjs=3](https://www.indeed.com/cmp/The-Cintron-Firm,-LLC/jobs/Office-Assistant-Receptionist-43335481c2c86983?adid=86375426&from=iaBackPress&sjdu=QwrRXKrqZ3CNX5W-)

MAY 8 Administrative Assistant, Market Research, Full-Time

Fort Lee

Major market research facility is looking to hire a market research admin assistant. Position is Full Time, Monday – Thursday from 10:30am – 6:30pm and Friday from 10am – 5pm. This position would support the phone room supervisors in the day to day management and administration of the phone room. The position is very important and would include the following job duties and requirements:

- ✓ Responsible for scheduling and maintaining participation records of respondents who opted to be part of database
- ✓ Update demographic and database information of participants
- ✓ Review of completed screeners to ensure they are filled out properly
- ✓ Assist the Phone Room Profiler with Excel data entry
- ✓ Assist the Phone Room Confirmer with confirmation calls and sending of emails
- ✓ Assist in the building of the database through social media and various local Organizations
- ✓ Assist in the recruiting for professional market research projects
- ✓ Light phone work

This position is based in our phone room/database center and we are looking for potential team members who are comfortable being on the phone, are outgoing and can multitask, who work well in a team setting and are extremely detail-oriented.

- ✓ Experience in Excel is required.

The starting salary is \$15/hour + Health/Dental Benefits, Vacation and Paid Time Off.
The company is growing and this is a great position with a lot of room for growth.

If you are interested in applying for this position, please email your resume as well as a cover letter explaining why you would be a good fit. Resumes without a cover letter will not be considered.

Apply on Craigslist:

<https://newjersey.craigslist.org/ofc/d/edgewater-market-research-admin/6882963665.html>

MAY 8 Project Coordinator, Full-Time

Ramsey

Busy commercial furniture company, specializing in school and office furniture, is seeking a bright, detail-oriented, enthusiastic, articulate person to join our Project Solutions Team. The Project Solutions Coordinator will work closely with Project Managers and Sales Managers to quote projects, process orders and coordinate deliveries and installations. The coordinator must provide high quality customer service to our clients. You will work with vendors, installers and freight companies to track orders, file claims, merchandise returns, coordinate deliveries and installation. Must be able to work efficiently in a team environment and be able to meet deadlines. Must have excellent verbal and written communication skills. Basic Excel and math skills needed. Training is provided. Full time only.

Apply on Craigslist

<https://newjersey.craigslist.org/csr/d/ramsey-project-coordinator/6882830786.html>

MAY 1 Office Assistant, Asset Lending and Loans, Full-Time

Teaneck

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

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.

Office Assistant 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.

Apply on Glassdoor:

https://www.glassdoor.com/job-listing/office-assistant-asset-lending-and-loansJV_IC1127011_KO0,16_KE17,40.htm?jl=3194902399&jas=Y&pao=10776&utm_source=indeed&utm_medium=cpc&utm_campaign=indeed-indeed-ss-up&ctt=1556733473876&laf=1&ccuid=19434476195

MAY 1 Member Service Rep, Full-Time
Greater Bergen Community Action, Hackensack

Provide service activities to credit union members, including the following:

- Opening & closing of member accounts
- Processing members transactions
- Facilitating loan applications
- Provide positive member experience
- Learning and understanding all products/services
- Cross-selling products/services
- Process opening and closing activities, including counting and balancing drawer at various intervals during the day & teller system
- Scanning checks for submission to corporate credit union

Qualifications:

- A minimum of high school diploma or GED
- Excellent customer service skills
- Excellent communication skills
- Proficiency with Microsoft Office & database program(s)
- Bilingual ability a plus

Experience: Customer Service 1 year (preferred)

Apply on company website:

<https://www.greaterbergen.org/single-post/2019/04/26/Member-Services-Representative>

MAY 1 Administrative Assistant, Part-Time

Alpine Ocean Seismic Survey, Norwood

Alpine is currently searching for a **part time** Administrative Assistant responsible for handling various administrative and clerical tasks in our office. You will support our Office and Project Managers. **This role is currently being offered Monday through Friday 9am – 2pm.**

The candidate will be expected to take on the following responsibilities:

- Order and manage office and kitchen inventory
- Resolve office related malfunctions and respond to requests or issues
- Organize and maintain office common areas
- Greet office clients, handle incoming calls
- Creating, maintaining and entering information into Goldmine, our client database system, ensuring accuracy and validity of information
- Assist in making travel arrangements including hotel, air and ground transportation
- Perform other office duties as assigned

Qualifications:

- 1 year experience
- Strong proficiency using Microsoft Word and Excel skills
- Working knowledge of office equipment
- Excellent organizational and time management skills
- Ability to work well under limited supervision

Benefits:

Alpine offers access to training, experience and growth opportunities, providing employees a fulfilling career.

Apply on

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