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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
- September 11 Newsletter – Click Here
- September 4 Newsletter – Click Here
- August 28 Newsletter - Click Here
- August 21 Newsletter - Click Here
- August 14 Newsletter - Click Here
- August 7 Newsletter - Click Here
- July 31 Newsletter - Click Here
- July 24 Newsletter - Click Here
- July 17 Newsletter - Click Here
- July 10 Newsletter - Click Here
- July 03 Newsletter - Click Here
- June 26 Newsletter - Click Here
- June 19 Newsletter - Click Here
- June 12 Newsletter - Click Here
- June 5 Newsletter - Click Here

## Bergen Employment Network Newsletters
- September 5 Bulletin - Click Here
- August 23 Bulletin - Click Here
- August 1 Bulletin - Click Here
- July 19 Bulletin - Click Here
- July 12 Bulletin - Click Here
- June 13 Bulletin – Click Here
- June 3 Bulletin – Click Here

## Job Resources and Articles
- Job Search Sites [www.jobs411.org](http://www.jobs411.org)
- Free articles resources and tools [www.jobsearch2020.com](http://www.jobsearch2020.com)
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/lgl/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
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:
  o Lifting
  o Pushing
  o Pulling
  o Carrying
  o Scanning
  o Placing packages,
    o 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:
  o medical
  o dental
  o vision
  o vacation
  o holiday pay
  o parental leave and
  o 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](https://newjersey.craigslist.org/ofc/d/hackensack-office-assistant/6971140506.html)

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**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=gJtI1cZlATnvnPhxjlxerw0kGPMbWuwJoOWIlq1geiGhkywiElc7tQ](https://www.simplyhired.com/search?q=clerical&l=Englewood%2C+NJ&job=gJtI1cZlATnvnPhxjlxerw0kGPMbWuwJoOWIlq1geiGhkywiElc7tQ)
**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_6FfOAgqjllVoPlut1g6w

**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
**AUGUST 28 Service Administrator, Academy Service Group, Full-Time**

**Hackensack**

We are a leader in the facility maintenance industry.

**Responsibilities:**

- 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:**

- 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 pace 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: 9 AM - 4 PM; Friday: 8 AM - 4 PM**

**Salary:** $15.00 per hour

**Apply on Indeed:**

https://www.indeed.com/viewjob?jk=d35469ed28562fda&q=Academy+Service+Group&l=New+Jersey&tk=1djcl0a5q5t5o803&from=web&vjs=3
### AUGUST 28 Legal Records Clerk, Rivkin Radler LLC, Full-Time

**Hackensack**

Rivkin Radler LLP has an immediate full-time opening for a Legal Records Clerk working in the Records Department.

**Responsibilities include but are not limited to:**
- Create, maintain and manage legal case files.
- Utilize the FILE TRAIL records management system.
- Transfer files to warehouse facility.
- Maintain warehousing records in FILE TRAIL.
- Ability to lift 20 lbs.
- Back-up to receptionist.

**Prior law firm experience a plus.**

Hours: 9:00 a.m. to 5:00 p.m. *Some overtime required.* Working in a congenial, fast-paced environment.

- Competitive salary and benefits offered.


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### AUGUST 28 Import Coordinator, Rema Foods, Full-Time

**Englewood Cliffs**

Rema Foods is an importer & distributor servicing the Foodservice, Industrial and Retail Trades. *This is an entry-level position.*

**Responsibilities:**
- Set up import files for all arriving containers consisting of all relevant documentation covering the ports and warehouses.
- Input various shipment related data elements required for Importer Security Filing (ISF) that must be sent to US Customs before cargo is placed on a vessel destined to the USA.
- Review all purchase orders, bills of lading, packing lists, can codes list, invoices, Customs and FDA releases, certifications and other documentation to ensure all is in order and correct.

**Skills:**
- Computer literate
- Organized (able to identify, prioritize and act accordingly)
- Excellent verbal and written communication skills
- Excellent Interpersonal skills
- Good decision-maker
- Previous food industry experience a plus

**Apply on Indeed:** [https://www.indeed.com/viewjob?cmp=Rema-Foods%2C-Inc.&from=iaBackPress&jk=f9c9f26e09f65a89&q=rema%20foods&t=Entry%20Level%20Import%20Coordinator&vjs=3](https://www.indeed.com/viewjob?cmp=Rema-Foods%2C-Inc.&from=iaBackPress&jk=f9c9f26e09f65a89&q=rema%20foods&t=Entry%20Level%20Import%20Coordinator&vjs=3)
**AUGUST 27 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.

For consideration, please forward resume on Craigslist:
Please indicate "Document Clerk" in the subject line.

**AUGUST 27 Child Care Teacher/Caregiver, Part-Time/Full-Time**

Englewood
Preschool seeking childcare teacher/caregiver for children 2 months to 5 years of age. The child care teacher will be nurturing and dependable. Non-smoking environment. This position is available immediately, either full-time or part-time.

Must have minimum HS diploma and willing to train.

Send resume to Craigslist: Or call: 201-923-6197

**AUGUST 27 Scheduling Coordinator, Hackensack University Med Center, F/T**

Responsibilities:
1. Schedules patients.
2. Requests and retrieves medical records and pathology reports from HUMC, other hospitals, clinics, or physician's offices.
3. Enters computer data to ensure the integrity of patient history and appointment files.
4. Identifies the needs of the patient population served and modifies and delivers care that is specific to those needs (i.e., age, culture, language, hearing and/or visually impaired, etc.). This process includes communicating with the patient, parent, and/or primary caregiver(s) at their level (developmental/age, educational, literacy, etc.).
5. Adheres to the standards identified in the Medical Center's Organizational Competencies.

Qualifications:
1. High school diploma or equivalent.
2. Proficient in computer skills.

Apply on company website: https://jobs.hackensackmeridianhealth.org/job/hackensack/scheduling-coordinator/19511/12707774
**AUGUST 27 Front Desk Receptionist, Full-Time**

**Validated Claim Support, Teaneck**

Validated Claim Support is a skincare and cosmetic testing facility that focuses on ethical testing, technology-backed innovation, and customer service.

**Responsibilities:**
- Keep front desk tidy and presentable
- Greet and welcome guests
- Answer all incoming calls and redirect them accordingly
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Keep updated records and files
- Enter client information

**Requirements**
- Flexible Hours – Monday thru Friday, hours will vary
- Proven experience as front desk representative, agent or relevant position
- Familiarity with office machines (e.g. printer etc.)
- Knowledge of office management and basic bookkeeping
- Proficient in English (oral and written)
- Excellent knowledge of MS Office (especially Excel and Word)
- Strong communication and people skills
- Good organizational and multitasking abilities
- Problem-solving skills
- Customer service orientation
- High School diploma; additional qualifications will be a plus

**Benefits Offered**
401K, Dental, Medical, Vision

**Apply on Indeed:** [https://www.indeed.com/q-Front-Desk-Receptionist-I-Teaneck,-NJ-jobs.html?vjk=615d00119dbf6daa](https://www.indeed.com/q-Front-Desk-Receptionist-I-Teaneck,-NJ-jobs.html?vjk=615d00119dbf6daa)
AUGUST 21 Imaging Clerk, National General Insurance, Full-Time
Saddle Brook
Responsible for but not limited to imaging policy related documents. Provides support with opening and sorting mail/faxes and date stamping documents, when required. Retrieves completed processed work from the underwriters and leaders in preparation for imaging.

Essential Duties and Responsibilities:

- Perform routine pick up throughout underwriting department for filing and future imaging
- Image policy documents into computer based scanning system
- Maintain an inventory log and reports to assist in updating Manager Monthly Reports
- Responsible to maintain the upkeep of the scanner and equipment

Minimum Skills and Competencies:

- High School Diploma or general education degree (GED)
- Must possess effective verbal and written communication skills
- Effective organization and time management skills with the ability to work under pressure and adhere to project deadline
- Expected typing skills of at minimum 40 wpm
- Ability to adapt to new situations and learn quickly
- High attention to detail and accurately produced work product
- Works independently with little supervision
- Requires light lifting of mail bin
- Previous clerical or office experience and computer knowledge
- Terminology, function and fundamental capabilities of common computer

Benefits:

- Paid Training
- Medical, Dental, Vision benefits
- Wellness Programs
- Life and Short/Long Term Disability Insurance
- 401k w/ Company Match
- Company Paid Holidays & Generous Time-off policy
- Employee Discount Program
- Career Advancement and Development Opportunities

Apply on company website:
https://careers.nationalgeneral.com/job/-/J3N0466C44XNW0HCX9R?idpartenaire=10138&rx_campaign=indeed126&rx_group=115411&rx_job=8804%2F9900%2F83530&rx_source=Indeed&rx_medium=cpc&rx_viewer=b8b6ad3e473111e998f6e492567f045374840aa5f57c48f0b3296a8ef110984c
AUGUST 21 Staffing/Scheduling Coordinator, Full-Time
All Metro Health Care, Hackensack

The Staffing-Scheduling Coordinator (Bilingual English/Spanish preferred) schedules and coordinates the activities of the health care employees while maintaining a productive relationship with contracts through proper staffing and quality service.

Duties and Responsibilities

- Coordinates and schedules health care staff in accordance with client needs, employee qualifications and availability.
- Counsels employees regarding policies and procedures.
- Assists in recruiting, screening, testing, interviewing and orienting prospective employees.
- Documents changes in service hours.
- Documents service and performance issues relating to clients and employees.
- Ensure all shifts are filled in order to meet patient's needs and maintain/increase revenues.
- On Call dealing with any emergencies and scheduling issues after hours and weekends

Requirements

- High School Diploma or equivalent required; undergraduate degree preferred.
- 1 to 2 years experience in health-related field preferred.
- Ability to effectively communicate, both verbally and in writing.
- Detail-oriented and highly organized.
- Ability to make decisions and problem solve.
- Microsoft office.

Apply on company website: https://allmetro.applicantstack.com/x/detail/a2uhuhbplkul/aaac
AUGUST 21 Distribution Clerk, Englewood Health, Full-Time

Englewood

Assists in the processing of requisitions and the daily par level replenishment of storeroom supplies or linen products in a timely manner. This involves the delivering, receiving, stocking and replenishment of the above products.

Department: Material Management
Hours: 6:00am - 2:00pm

Job Essentials:
- Assist in the processing of Storeroom requisitions.
- Picks, packs and delivers the supplies to the Nursing Unit/Department in accordance with specified schedule.
- Responsible for the rotation of stock on a first-in, first out basis.
- Assists the Storeroom Supervisor in ordering of supplies.
- Answers telephone calls and provides information to the inquirer.

Education and Job Requirements:
- High School Diploma or G.E.D.
- Basic math skills
- Ability to read, write and communicate professionally
- Ability to perform basic computer skills, use Microsoft programs and the use of handheld inventory devices
- Excellent customer service skills

Apply on hospital website: https://career8.successfactors.com/career?career_ns=job_listing&company=englewoodh&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=16988&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s.crb=vJPAodQmgPVj%2boTl2U0YvAZd0l%3d

AUGUST 20 Office Assistant/Data Entry, Full-Time

Premier Corporate Services, Hackensack

This is an entry-level position and are seeking someone who is organized, bright, enthusiastic and available to work Monday through Friday - hours to be discussed at the interview.

The ideal candidate should have:
- Strong organizational skills
- Good knowledge of MS Word, Excel, and the Internet
- Knowledge of QuickBooks (not a must)
- Strong verbal, grammar, and written skills
- Proactive/Independent work skills
- Self-starter with the ability to multitask.

Please send resume and include best number to contact to schedule an interview.

Apply on Craigslist: https://newjersey.craigslist.org/ofc/d/hackensack-office-assistant-admin-data/6960618788.html
AUGUST 20  Junior Data Entry/Customer Service, Full-Time

French Feast, Englewood
Small importer and distributor of French foods seeks junior data entry/customer service/billing assistant.

Responsibilities include

- Help to cover phones, take and enter orders, issue invoices
- Reconcile invoices with payments, by means of phone and email follow-up with customers
- Receive payments and prepare bank deposits
- Assist with accounts receivable follow-up
- Enter product data, drawing on multiple sources
- Ensure that data is current and complete
- Work closely with colleagues to insure integrity of information across functions
- Cover other positions as needed

Requirements:

- Highly organized
- Meticulous and detail-oriented
- Comfortable with spreadsheets
- Excellent oral and written communication skills
- Cheerful and motivated, good attitude essential
- Equally comfortable working independently and as part of team
- Flexible, understanding that the needs of a small business are constantly evolving

Apply on Indeed:
https://www.indeed.com/jobs?q=clerical&l=Englewood%2C%20NJ&ts=156572355879&rs=1&fromage=last&vjk=3542c647075bfd64
AUGUST 20 Label Clerk, Lorenzo Food Group, Full-Time
Englewood

Duties and Responsibilities:
- Organizing pick-tickets for production rooms by departments (cups, salads, sandwiches) and/or by transportation routes (NY, VA, MA)
- Printing labels according to quantities ordered on pick-tickets.
- Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information
- Basic knowledge of Sato Printer functions

Required Competencies:
- Must have excellent communication skills
- Basic English reading and math skills
- Basic computer/printer skills
- Basic knowledge of Microsoft Office
- Organizing, planning, and prioritizing work – developing specific goals and plans to prioritize, organize, and accomplish your work
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Must be able to work Saturdays and Sundays

Apply on company website:

AUGUST 14 Administrative Assistant, CareRite Centers, Full-Time
Englewood Cliffs

A nursing home group is looking for an Administrative Assistant to help
- monitor daily staffing levels, contracts, daily expenses, efficient use of staff, agency usage and overtime.
- Manage all levels of contracts, invoices and expenses on a shift-by-shift and hourly bases for a cluster of nursing homes;
- Maintain a close relationship with financial departments,
- assisting the department director with his day-to-day goals and needs;
- creating and maintaining spreadsheets are essential.

Requirements:
- Positive attitude
- Strong organizational skills with the ability to multi task
- Excellent written and verbal communication skills
- Very skilled in, Microsoft office specifically Excel and Word, Google drive and drop box.
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem solving skills

Apply on SimplyHired:
AETREX WORLDWIDE, FULL-TIME

Teaneck

Aetrex Worldwide, a global comfort footwear company, is currently looking for a friendly and professional Receptionist for our main office. An ideal candidate will be warm, friendly and outgoing and have a high degree of professionalism and discretion.

Responsibilities:
- Welcome and greet employees and visitors to the company in a friendly and professional manner.
- Responsible for the switchboard – route calls, provides assistance and provides general information to internal and external callers.
- Responsible for incoming and outgoing mail.
- Ensure the front reception area stays clean and professional.
- Light data entry work as needed.
- Other administrative duties as needed.

Requirements:
- High school diploma or equivalent.
- Experience with multiple telephone line system.
- Customer service experience.
- Basic computer and MS Office Suite experience.
- Excellent communication skills.
- Organized with attention to detail.
- Positive attitude and a team player.

Work Schedule: Monday through Friday, 8:30 a.m. to 5:30 p.m.

COMPENSATION & BENEFITS:
- Very competitive salary and annual bonus.
- Full benefits package including 20 PTO days, Health Insurance, Dental/Vision, 401(k) with a company match, Long-term and Short-term Disability, Flexible Spending Account, Health Reimbursement Arrangement (HRA), Summer Hours, Paid Volunteer Days Off and more.

Apply on Indeed:
https://www.indeed.com/viewjob?cmp=Aetrex&t=Front+Desk+Receptionist&jk=5fbf166c1a777951&sjdu=QwrRXKrgZ3CNX5W-O9jEvRfQ2IAUyuywhAgxPW4jiRzU2L1E04cL1GyHiWeK-8tq9PM034Li9QHBImMgFVONHjDnmRJAm3L3jVTQmdkp14z4&tk=1di8n9qvn5t4n803&adid=161983296&pub=4a1b367933fd867b19b072952f68dceb&vjs=3
AUGUST 14 Shipping and Receiving Clerk, Ricoh, Full-Time
Paramus

Responsibilities:
- Operate MS Office and Email systems
- Perform basic scanning responsibilities
- Ensures convenience copiers are working properly, checking for quality via daily inspections. Clears paper jams and informs technicians of specific problems.
- Maintains records for management reports and inventories of supplies needed.
- Distributes office supplies, fax transmissions and mail to company personnel and/or designated drop-off points as required.
- Performs furniture/conference room set up
- Performs Fulfillment functions
- Calculates charges for jobs performed and maintains logs.
- Responds to and coordinates all service calls required by customer.
- May perform filing duties in conjunction with specific customer requests.
- Delivers completed jobs to pre-determined customer locations within and outside of the site.
- Maintains daily meter and service logs.
- May travel between customer's buildings.
- Answers customer questions regarding status or feasibility of job requests.
- Performs duties related to the shipping and/or receiving of materials in a mailroom type environment
- Uses shrink-wrap machine, paper cutter, holedriller, bindery equipment, jogger, tape machine, stackers, electric stapler and scales in completion of various jobs contracted.
- Uses all copier equipment, calculator, fax machine, postage meter and some PC.
- Performs filing duties, which may include 'purging' and archiving old documents.

Qualifications:
- Requires high school diploma, GED, or equivalent work experience.
- Some related copy job experience is preferred.
- May require a valid driver’s license and minimum levels of auto insurance coverage per Ricoh policy.
- Demonstrated competency in basic computer skills including proficiency in MS Office Suite.

Benefits:
- Medical Coverage & Vision Coverage
- Dental Coverage
- Short/Long Term Disability
- Term Life and AD&D Insurance
- Spouse and Dependent Life Insurance
- Flexible Spending Account
- Employee Assistance Programs and Work Life Benefits
- Time off Benefits including: Vacation, Sick, and Holiday
- Tuition Reimbursement......and many more

Apply on Ricoh website:
https://www.recruitacommunity.com/srctcb/RTI.home?t=127364&r=5000522694710&rb=INDEED
AUGUST 13 Exela Technologies, Mail and Print Associate, Full-Time
Paramus

Mail and Print Associate uses computers to create layouts and printed materials that are sent to printing presses for production, and complete daily assignments based on client specifications and adjust attributes such as size and resolution to create a high-quality finished product.

Job Duties & Responsibilities

- Operate print, copy and scanning equipment
- Replenishing paper supplies, replacing toner and minor break fixes
- Shipping & Receiving

Experience

- Minimum of 6 months customer service-related experience
- High school diploma or equivalent (GED) required

Requirements

- Keyboarding and Windows environment PC skills required
  (Word, Excel and PowerPoint preferred)

We offer:

- Comprehensive health and wellness plans, including medical, dental and vision coverage for eligible employees and family members;
- Paid time off; and
- Commuter benefits.

In addition:

- Supplemental income protection including short term insurance coverage is available.
- We also offer a 401(k)-retirement savings plan to assist eligible employees in saving for their retirement.
- Participants are provided access to financial wellness resources and retirement planning services.

Hours: 8am-5pm, Monday-Friday (40 hours)

Apply on company website: https://www.talento.io/#/applyJob/EXELA/19457
AUGUST 13 Market Research/Call Center Representative, Part-Time
Fort Lee

A major market research facility is looking to hire call center representatives to work in phone room.

- You would be contacting people by phone and asking them a series of questions to see if they qualify for paid market research studies.
- We are not in the business of selling anything and this is not a cold calling position - the people that you would be calling want to be contacted.
- This is not a job you can do from your residence.

This position is based in our call center/phone room and we are looking for potential team members who:

- Comfortable being on the phone
- Outgoing
- Can multi-task
- Work well in a team setting and who enjoy being on the phone.
- Phone and/or call center experience is a plus!

This position is a part time position with flexible schedules

- between 10am - 7pm, Monday – Friday
- **20- 28 hours a week.**
- $12/hour to start + Paid time off **AND** lots of free food.

**If you are interested in applying for this position,** please email your resume to the email listed as well as why you feel you would be a good fit for this position.

Apply on Craigslist: [https://newjersey.craigslist.org/csr/d/fort-lee-market-research-call-center/6951658489.html](https://newjersey.craigslist.org/csr/d/fort-lee-market-research-call-center/6951658489.html)
AUGUST 13 Customer Service Representative, Full-Time
Harco Incentives, Englewood

As a Customer Service Representative, you will be responsible for responding to customer inquiries.

Responsibilities:

- Manage large amounts of client inquiries
- Research and resolve issues
- Must be good at multitasking
- Provide accurate, valid and complete information
- Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- Assist with client reporting as needed

Requirements:

- Work hours – Monday – Friday, 9:00am - 5:00pm
- Team Player
- Proven customer support experience or experience as a customer service representative
- Strong contact handling skills and active listening
- Familiarity with Outlook, Word and Excel.
- Customer orientation and ability to adapt/respond to different types of personalities
- Excellent communication skills both verbal and written
- Ability to multitask, prioritize, and manage time effectively
- Duties as assigned

Salary: $14.00 /hour

Experience:

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

Education: High school or equivalent (Preferred)

Benefits: Health insurance

Apply on Indeed:
AUGUST 9 Multiple Restaurant Positions, Full-Time

TJ’s Southern Gourmet, Englewood

Tia Jackson owner of TJ Southern Gourmet is looking to hire individuals for:

- Lead cook/kitchen preparation
- Someone for serve / sale
- Front house cashier and counter

Candidates can email resume for her review: info@tjssoutherngourmet.com

TJ’s Southern Gourmet, “Food that Warms the Heart”

www.tjssoutherngourmet.com 201-608-5026

AUGUST 7 Patient Services Coordinator, Amedisys, Full-Time

Hackensack

Amedisys, Inc. is a leading healthcare at home Company delivering personalized home health, hospice and personal care. The Patient Services Coordinator is directly responsible for scheduling the home visits for the field staff and assisting with the coordination of patient care. Works under the direction of the Clinical Manager to ensure the proper utilization of clinical resources to maximize care center capacity and utilization guidelines. Responsible for scheduling and communicating with field staff, patients and clinical manager regarding scheduling of patient services.

See posting for more detailed job description.

Requirements:

- High School diploma or GED equivalent
- 1 year administrative experience in healthcare environment

Benefits:

- Paid Time Off/Holidays
- Health benefits (medical, dental, vision); health spending account
- 401 (K) plan; employee stock purchase plan available
- Continuing education

Apply on company website:

https://amedisys.taleo.net/careersection/2/jobdetail.ftl?job=645608&src=JB-10000

AUGUST 7 Front Desk Receptionist, Eastwick College, Full-Time

Hackensack

Eastwick College is currently seeking applications for a front desk receptionist.

- Job responsibilities include answering phones, light typing, filing, and copying.

Requirements:

- High School diploma or GED
- Experience with Microsoft Office
- Excellent phone and communications skills.

Apply on Indeed: https://www.indeed.com/viewjob?cmp=Eastwick-College&t=Front+Desk+Receptionist&jk=2ff4369905535920&q=receptionist&vjs=3
**AUGUST 6 Office Assistant/Receptionist, Jadoo & Zalenski, Part-Time**

**Englewood**

A small law firm is looking for a part-time office assistant whose employment duties will include:
- answering telephone calls
- sorting mail
- greeting clients
- managing social media
- filing and other clerical duties.

The candidate will be assisting our office administrator and both attorneys.

- **Candidates are encouraged to be bi-lingual/Spanish speaking as we may need assistance with translation.**
- The position is part-time which could possibly lead to a full-time position.
- Candidate must be reliable, prompt, possess a good work ethic and attitude and be trustworthy.
- Salary will be commensurate based upon experience.
- Prior office experience encouraged but not required.

Please forward resume via email only to the attention of Michael Zalenski, Esq.

https://www.simplyhired.com/search?q=law+receptionist&l=Englewood%2C+NJ&job=nTmnZZIJ-J1ic-NiOul1rFetmFxZSkRvZlazlwdOG1WQy4vnNnNLw

**AUGUST 6 Guest Reception Representative, Full-Time**

**Englewood Health**

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

**Job Essentials:**
- Excellent customer service, communication and phone skills
- Able to multitask
- Bilingual Spanish preferred
- Must be able to work some weekends
- Experience working in an acute care hospital setting or MD office preferred

**Education Requirements:** HS Diploma or GED required

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=16891&selected_language=en_USB&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s_crb=L0t%2bEXC5Wnrd4fgz3DoUnbf%2fRHA%3d&jobPipeline=Indeed
**AUGUST 6 Administrative Assistant, Full-Time**

**Cascadia Strategy & Sales Execution, Ramsey**

An administrative and secretarial support position for a small beverage brand management and consulting company.

In addition to typing, filing and scheduling, performs duties such as

- Coordination of meetings and conferences
- Obtaining supplies
- Complete sales forms and working on special projects
- Answers phones and answers routine correspondence and
- Assembles highly confidential and sensitive information
- Deals with a diverse group of important external callers and visitors *as well as* internal contacts at all levels of the organization.
- Independent judgment is required to plan.

**Days and hours of work are Monday through Friday, 9:00 a.m. to 5 p.m.**

- High school diploma/Associate’s degree preferred.
- One year of administrative experience

**Send resume to Craigslist:**

https://newjersey.craigslist.org/ofc/d/ramsey-temp-admin-assistant-needed/6950257372.html

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**JULY 31 Clerical Associate, Hackensack Meridian Health, Full-Time**

**Hackensack**

The Clerical Associate performs all clerical functions in support of the department as specifically indicated.

**Responsibilities:**

1. Compiles and prepares records from various sources for inclusion in the patient record for billing.
2. Files individual reports and other data for current and discharged patients.
3. Maintains files system for patient records.
4. Assists professional staff in retrieving essential patient or general information.
5. Maintains and keeps office files current.
6. Maintains accurate daily logs.
7. Identifies the needs of the patient population and modifies and delivers care that is specific to those needs; This process includes communicating with the patient, parent, and/or primary caregiver(s) at their level (developmental/age, educational, literacy, etc.).
8. Adheres to the standards identified in the Medical Center's Organizational Competencies.

**Requirements:** High school diploma or equivalent.

**Apply on company website:**

https://jobs.hackensackmeridianhealth.org/job/hackensack/clerical-associate/19511/12665559?mode=job&iis=Indeed&iisn=Indeed.com
JULY 31 Customer Assistance Representative, Part-Time
Hackensack, Enterprise Holdings

This is an ideal position and schedule for anyone who loves working with customers and is looking for supplemental income with a 2nd job or work while attending school.

Responsibilities
- Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, repair shops and other vendors
- Manage outgoing calls for callback management, A/Rs and miscellaneous calls as assigned
- Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone
- Meet and greet customers in a friendly and timely manner
- Assist to assess condition of rental upon return
- Process returns, check-ins and exit kiosk transactions
- Effectively market the company while picking up customers and/or dropping off customer in a safe and courteous manner
- Understand and communicate rental terms and conditions, vehicle features and other services
- May sell optional protection products, upgrades, fuel options and other additional equipment
- Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance
- Clean vehicle interior and exterior by hand or by operating washing equipment when needed
- Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing
- Perform miscellaneous and backup duties job-related duties as assigned

Qualifications
- Must be at least 18 years old.
- Must have two years of college experience OR two years of customer service experience. Must have a high school diploma or GED.
- **The ability to operate a motor vehicle is an essential function of this position. Applicants must have a valid, unrestricted driver's license.**
- Must be authorized to work in the United States.
- **Aside from religious observations, must be available to work Fridays, Saturdays, Sundays, and Mondays**
- Must be able to read, write, and speak English.
- **Salary $13.00 hourly.**

JULY 31 Administrative Assistant, Estupinan Agency, Full-Time
River Edge

- A growing insurance agency is looking for an administrative assistant, (qualified entry level).

Requirements

- The person filling this position will be a well-organized, pleasant and dedicated person with good communicative skills and extremely good with Microsoft Excel and Word.
- Attention to detail, the ability to multi-task, written and verbal skills are essential to this position. Responsible for managing and distributing information within the office. This generally includes answering phones, taking memos and maintaining files.
- May also be in charge of sending and receiving correspondence, as well as greeting clients and customers.
- High school or equivalent (Required)

Apply on Craigslist: https://newjersey.craigslist.org/ofc/d/new-milford-administrative-assistant/6946559501.html

JULY 31 Office Assistant, Full-Time
Englewood

Real Estate company is seeking an Office Assistant. Candidate should be a positive, fast learner, self-starter, self-motivated, detail-oriented and reliable.

Duties include the following but not limited to;
Data entry, mailing, invoicing, filing, scanning, answering the telephone, familiar with computers, assisting where needed, general office work and various other duties.

Hours: Monday – Friday 9:00 AM to 5:00 PM (days and hours can be flexible).

Apply on Craigslist: https://newjersey.craigslist.org/ofc/d/englewood-office-assistant/6946562058.html
JULY 30 Office Assistant, Home Health Aide Agency, Full-Time
Teaneck

Required bilingual skills  English/Spanish

QUALIFICATIONS
1. High School graduate or a completed GED.
2. Some knowledge of medical terminology helpful
3. Ability to work well with callers (e.g., seniors, families, professionals) and various levels of staff.
4. Highly organized
5. Good communication skills
6. Knowledge of computers
7. Must be flexible and reliable, to meet the constant changing environment of HomeCare.
8. HomeCare Experience Needed
9. Bi lingual Needed

RESPONSIBILITIES
1. Prepare and maintain schedules for Certified Home Health Aides, making additions/deletions and changes as needed. Notify CHHA, RN, patient/family, and supervising agency (if applicable) when changes occur.
2. Provide information on new and/or fill-in cases to the Certified Home Health Aides.
3. When required, take new requests for service, completing phone intake sheet, and other forms either paper or computer based and place Certified Home Health Aide on case as quickly as possible.
4. Consult with HomeCare Staff Manager and/or Nurses to fill new requests or make changes in ongoing cases with suitable Homemaker/Home Health Aides as needed.
5. Provide information on HomeCare services to callers, patients, other Synergy HomeCare staff or professionals. Make referrals to other Synergy HomeCare professionals/programs when HomeCare Department cannot fill patient’s needs/answer all questions.
6. Cover HomeCare office as needed, including participation in mandatory on-call coverage as assigned.
7. Review Certified Home Health Aides activity sheets checking for quality and content.
8. Participate in HomeCare staff meetings.
9. Maintain all computer information and input for HomeCare Department that is required.
10. Update patient and Certified Home Health Aide information as needed and also track vacation and sick time.
11. Perform other duties as assigned.

Please send resumes to jeff@ezrah.org
**JULY 30 Home Health Aide, Full-Time**

**Fort Lee**

We are looking for a NJ Certified Home Health Aide to work the hours of 2:00 PM-9:00 PM Monday to Friday **AND** Saturday 10:00 AM-3:00 PM.

- The position will offer **40 hours a week at $14/hour**.
- You must have a valid Driver's license, have a current NJ CHHA license, a current PPD and Physical and have proof of MMR vaccination.

If you meet the criteria and enjoy working with seniors, we would like to interview you! Forever Home Care is located in Fort Lee NJ.

Please call/text us at 551-258-7692.

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**JULY 30 Concierge, Brightview Senior Living, Part-Time**

**Tenafly**

At Brightview Senior Living, we believe in creating Vibrant Living experiences for residents by embracing a genuine commitment to **STARS** – our core values of **S**ervice, **T**eamwork, **A**ction, **R**eputation, and **S**uccess. We are currently in need of a concierge to help create a vibrant Brightview experience by greeting, welcoming, engaging and assisting our residents, family members, guests and callers. As a concierge, you will:

- Serve as the initial point of contact in the reception area and respond to incoming calls
- Assist with marketing efforts and promoting programs and events for our residents, and encouraging all to embrace our culture of vibrant living!
- Provide administrative support to all departments

In order to qualify, you must have

- Knowledge of office equipment and basic computer skills, and the ability to manage multiple priorities.
- Previous experience working a front desk and demonstrated interest in working with seniors is preferred.

**Part-time: 15-29 hours, 4:00pm - 8:00pm**

**Apply on company website:**

https://ttr.tbe.taleo.net/trr01/ats/careers/v2/viewRequisition?org=SHELTERGROUP&cws=48&rid=19296&source=Indeed.com
**JULY 30** Personal Assistant to Broker, Part-Time  
**Westwood**  
- Excellent communication skills, organizational ability, and attention to details  
- Positive attitude to succeed while being self-sufficient in sometime hectic environment  
- Legible handwriting—strong English language (*bi-lingual a plus*)  
- Manage Social Media accounts  
- Creating Market Center notifications and distributing them via email  
- Prepare paperwork for home-buyers/sellers  
- Prepare leases, contracts and coordinate lease, contract signings  
- Proficient in Microsoft-excel and other ms office programs.  
- College student or graduate also offering flexible hours for family  
- **Part-time - $20/hr.plus (negotiable dependent on experience)**  
- *Able to communicate by phone to clients and attorneys etc.*  

Include resume and a note why you would be great for this position.  
**Apply on Craigslist:** [https://newjersey.craigslist.org/rej/d/emerson-personal-assistant-to-broker/6944658240.html](https://newjersey.craigslist.org/rej/d/emerson-personal-assistant-to-broker/6944658240.html)

**JULY 24** Home Health Aides/Companions, At Home Companions  
**Hackensack**  
At Home Companions is seeking experienced CHHA’s and COMPANIONS that drive for hourly cases.  
- **All CHHAs and COMPANIONS must have a valid driver’s license and reliable transportation.**  

At Home Companions understands that our employees are our greatest asset.  

We are happy to offer our employees the following benefits:  
- Flexible scheduling  
- Mileage reimbursement (from client to client)  
- Competitive pay with direct deposit  
- Paid bi-weekly  
- Health benefits available  

**CALL (201) 525-0607 to Join our Team!**  
See more information on company website: [http://athomecompanions.com/now-hiring/](http://athomecompanions.com/now-hiring/)

**JULY 24** Receptionist/Front Office Secretary, Full-Time  
**Liberty Institute, Hackensack**  
**HIRING IMMEDIATELY:** Entry-level opportunity for a front office position at training institute and home care agency. Computer knowledge of Microsoft office and the internet a must. Bilingual English/Spanish required. Must possess excellent communication skills.  
Without resume we will not consider for interview process.  
**Please send Resume to:** LibertyInstitute@usa.com OR **apply on Craigslist:** [https://newjersey.craigslist.org/ofc/d/hackensack-receptionist-front-office/6940756168.html](https://newjersey.craigslist.org/ofc/d/hackensack-receptionist-front-office/6940756168.html)
**JULY 24 Greeter, Jaguar Land Rover, Full-Time**

**Englewood**

The Greeter serves as a front-line representative for the dealership.

**Responsibilities:**

- Greets showroom customers and determines the nature of their visit
- Directs customers to the correct department, notifies the appropriate salesperson that a customer is waiting, or introduces the customer to a salesperson
- Obtain and record basic demographic information about each customer, using dealership sales control system
- Hands out brochures and other information to customers
- Answers basic customer inquiries and refers more extensive inquiries to the appropriate person
- Greets customers in the service department during morning rush hour and obtains basic customer information
- Serves as telephone back-up
- Serves as clerical back-up
- Prints daily reports and weekly schedules for GM and managers
- Conducts outbound customer calls

**Requirements:**

- Exceptional customer service skills
- Strong organization skills and ability to multi-task
- Ability to read and comprehend instructions and information
- Ability to listen to customer and determine how to assist them
- Maintains positive attitude
- Proficient with Microsoft applications
- Time Management skills and ability to prioritize
- 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

**Apply on company website:**

JULY 22 Office Assistant/Receptionist, Full-Time

Fort Lee
Wholesale & E-commerce Company is seeking a full-time office assistant/receptionist to help with general office duties.

Requirements:
- HS diploma or better required for this position.
- Proficient in English (oral and written)
- Basic knowledge of MS Office (especially Excel, Word & Outlook)
- Strong communication and people skills, ability to communicate effectively in a courteous and professional manner and deal with online customers.
- Good organizational and multitasking abilities
- Strong attention to detail, accuracy, and ability to prioritize, follow direction and meet deadlines.
- Capable of working independently
- Punctual, reliable/responsible individual
- Open to learning new skills

Responsibilities include, but are not limited to:
- Answering phones
- General clerical work
- Update products online & company website
  - Input data in company software [will train], make reports & Charts in Microsoft Excel
- Organize/handle shipping of orders to customers.
- General customer service

Hours: 9.30am-6.00pm/40 Hours/Week

Please email your resume along with salary requirements.
Please attach resume in MS word or PDF format only.

ONLY QUALIFIED CANDIDATES WILL BE CONTACTED!!

Apply on Craigslist:
https://docs.google.com/document/d/19iCTb5vPGF3hmWNacJ_TY0RpcXeai96fLTt-PtkMoe0/edit
### JULY 22 Clerical Assistant, Hackensack Medical Center, Full-Time

**Hackensack**

- Maintains operation of the clerical services including, but not limited to typing, filing, billing, and transcription
- Assists with special projects as instructed, composes memos, transcribes notes, and researches and creates presentations
- Assists professional staff in retrieving essential patient or general information
- Screens and transfers callers, arranges meetings, maintains files, distributes mail, and maintains office supplies
- Maintains up-to-date departmental manuals and files
- Generates reports, handles multiple projects, and prepares and monitors invoices and expense reports

Requirements:

- High school diploma.
- Proficient in computer skills including Microsoft Office Applications.
- Experience in health care or corporate sectors

Apply on company website: [https://jobs.hackensackmeridianhealth.org/job/hackensack/clerical-assistant/19511/12602055?mode=job&iis=Indeed&iisn=Indeed.com](https://jobs.hackensackmeridianhealth.org/job/hackensack/clerical-assistant/19511/12602055?mode=job&iis=Indeed&iisn=Indeed.com)

### JULY 22 Hair Stylist, The Experience Salon & Spa, Full-Time

**Englewood, NJ**

*The Experience Salon & Spa* is seeking a state licensed salon experienced hair stylist with established clientele knowledgeable about healthy hair care techniques and practices with a willingness to learn new techniques;

- **Bilingual Spanish preferred**
  - Excellent customer service with friendly
  - Outgoing personality
  - Expert in cutting, coloring and fashioning and treatment of hair
  - Ability to be creative and provide fierce hairstyles.

**Basic Qualifications:**

- NJ License

To apply, please email your resume to: Ingrid.Parker@cognizant.com
JULY 22 Office Assistant, BG Logistics, Full-Time

Dumont

Position Overview: The Office Clerk will work normal business hours of 9:00 AM to 5:00 PM, Monday to Friday. The Office Clerk position requires someone who is a team player that can handle a fast-paced and changing environment.

Responsibilities of the Office Clerk:
- Answer and screen phone calls to other staff members, and take detailed messages
- Perform clerical tasks such as filing, scanning, organizing, data entry, etc.
- Maintain and order office supplies
- Maintain other daily administrative duties
- Complete projects as assigned
- Help organize and maintain office area

Qualifications for the Office Clerk:
- Strong proficiency in Excel and Outlook
- Basic knowledge of Word and PowerPoint
- Previous office experience
- Positive attitude
- Responsible and reliable.
- Good organization and time management skills.
- Ability to multi-task and work independently
- Strong work ethic
- Prioritize tasks and work in a timely manner

Other Requirements:
- High School Diploma
- Pre-employment Background Check Required
- Pre-employment Drug Screen Required

Salary: $12.00 to $14.00 /hour

Apply on Indeed: https://www.indeed.com/q-Bg-Group-jobs.html?vjk=58d1d64c594cf56a
JULY 22 Administrative/Shipping Assistant, Full-Time
Englewood, Bellino Fine Linens

➤ Office / Shipping Assistant needed for our fast-growing company.
➤ We will train you on our software and products.
  o This is a great long-term position for the right motivated candidate and he/she is willing to
grow with the company.
  o We are a small company with a relaxed, casual environment and we are flexible.
➤ Candidate must be hardworking and pay attention to details.
  o They must be hands-on and take care of shipping, packaging and office duties
    with a positive attitude and easy-going personality.

Job duties include:
- Data entry - input orders
- Inventory management
- Prepare shipping documents and labels.
- Double-check shipment with the original order.
- Perform clerical tasks such as filing, scanning, organizing, etc
- Maintain and order office supplies
- Maintain other daily administrative duties
- Complete projects as assigned
- Help organize the office area

Qualifications for the job:
- Strong proficiency in Excel, Word, Outlook.
- Basic knowledge of FedEx/UPS software is a plus
- Previous shipping and receiving and office administration experience preferred
- Positive attitude
- Responsible and reliable.
- Good organization and time management skills.
- Ability to multi-task and work independently
- Strong work ethic
- Prioritize tasks and work promptly

✔ Minimum 1 yr job experience
✔ Must be proficient with using a computer

Salary: $12.00 to $15.00 /hour/bonus

Apply on SimplyHired:
https://www.simplyhired.com/search?q=administrative&l=Englewood%2C+NJ&job=woxnekw26QztdCwssry2PIQ9gC1dGvEchtsaiQyIwJ_QjsGxldmB7Q
JULY 17 Home Health Aide, Visiting Nurses Association, Full-Time
Englewood
✓ 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 team.
✓ This position would be responsible for providing personal care services to patients in their home or alternate community setting.

➢ Candidates must have reliable car with reimbursement for applicable business travel.
➢ Hourly rate is $14.00 plus comprehensive benefits package that includes
  o medical/Rx/dental/vision/life insurance/403(b)
  o two weeks’ vacation + sick and personal days AND
  o tuition reimbursement after satisfying introductory employment period.

**Must be available every other weekend 8am to 4pm or 8:30am to 4:30pm.**

Responsibilities
- 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

Qualifications
- **Home Health Aide certification required**
- High School Diploma/GED preferred
- Strong communication and organizational skills
- **Car and a valid driver's license**
- Excellent organizational and interpersonal skills

See additional information on website description.
**Apply on site:** [https://vnahg.org/careers/](https://vnahg.org/careers/)
JULY 17 Office Assistant, BG Logistics, Full-Time

Dumont

The Office Clerk will work normal business hours of 9:00 AM to 5:00 PM, Monday to Friday. The Office Clerk position requires someone who is a team player that can handle a fast-paced and changing environment.

Responsibilities: Answer and screen phone calls to other staff members, and take detailed messages when required; Perform clerical tasks such as filing, scanning, organizing, data entry; Maintain and order office supplies; Maintain other daily administrative duties; Complete projects as assigned; Help organize and maintain office area.

Qualifications:

- Strong proficiency in Excel and Outlook
- Basic knowledge of Word and PowerPoint
- Previous office experience
- Positive attitude
- Responsible and reliable.
- Good organization and time management skills.
- Ability to multi-task and work independently
- Strong work ethic
- Prioritize tasks and work in a timely manner

Other Requirements:

- High School Diploma
- Pre-employment Background Check Required
- Pre-employment Drug Screen Required

Salary: $12.00 to $14.00 /hour

Apply on Indeed: https://www.indeed.com/viewjob?cmp=BG-Logistics&t=Office+Assistant&jk=58d1d64c594cf56a&sjdu=QwrRXKrqZ3CNX5W-O9jEvf3a1D_HgUPNGWdbiXfn_p2MjFOQ4D76t6dj9BhRXEiCIAE1q79sETO8110OqMzhKA&tk=1dg0nip3ehqoh803&adid=303569014&pub=e4ea14867e765046&vjs=3
JULY 17 Patient Services Representative, RadNet, Part-Time
Englewood Cliffs

The medical receptionist is responsible for greeting in a courteous and professional manner all incoming patients, visitors, physicians, vendors or other individuals.

✓ The person in this position is responsible for registering patients and coordinating with back-office personnel for timely turnaround.
✓ This individual responds to patient questions and concerns, both on the telephone and in person and is responsible for all paperwork associated with patient registration.

The above knowledge, skills and abilities can be demonstrated by a high school diploma or equivalent; previous customer service background; and/or experience working with a computerized scheduling system.

Hours:
✓ Mondays - 1pm-6pm
✓ Tuesdays - 11am-7pm
✓ Wednesdays - 1pm-6pm
✓ Thursdays - 11am-7pm

Apply on company website:
https://recruiting.adp.com/srccar/public/RTI.home?d=ExternalCareerSite&icx=v02sHjXFgyQRaG9NzigU1V7WP6C76fajz36265hkrEW0f7HfcA1aqFS8xjwZcaj1yclc=1205201&_dissimuloSSO=3YqeEL4uVVU:a6rKOjdykHtRbcOe4NHq89b3wQA#/
JULY 16 Customer Service Representative, A-Squared Supply Solutions
Full-Time, Hackensack

A-Squared Supply Solutions is hiring full-time Customer Service Reps. We have a multitude of products and services and a customer base upwards of 1 million.

JOB DESCRIPTION:
- Provide expert customer assistance on all of our products and services
- Ability to work independently with little supervision
- MUST have a customer friendly attitude as you will be interacting with our customers
- Ability to handle a large volume of customers each day
- MUST be able to start working THIS WEEK

  - Starting hourly salary: $15.00 per hour....AFTER training
  - New hire training is 7 days long
  - Shift: 10:00am - 7:00pm Monday through Friday

JOB REQUIREMENTS:
- Previous customer service experience is a plus....but NOT necessary
- Ability to begin working this week
- Ability to learn easily
- Strong work ethic (professional, punctual)
- Ability to complete new hire training

Apply on Craigslist: https://newjersey.craigslist.org/csr/d/customer-service-hour/6934362236.html

TO APPLY FOR THIS POSITION:
- Click the REPLY button on job posting (top left) and submit your resume.
- Resume must be received and reviewed first before scheduling an interview.
- Interviews and hiring are THIS week.
- Company will respond to all qualified candidates via email immediately.

When interviewing, please dress professionally and bring your resume and a writing pen to fill out an application.
**JULY 16 Customer Service Representative, 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.

**Job Functions:** 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; Provide accurate, valid and complete information by using the right methods/tools; 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 multi-task, prioritize and manage time effectively
- High school diploma or equivalent
- Salary: $15.00 /hour

Apply on Indeed: [https://www.indeed.com/jobs?q&l=englewood%2C%20nj&advn=4514238523306413&vjk=e0e6bba883a0ebe9](https://www.indeed.com/jobs?q&l=englewood%2C%20nj&advn=4514238523306413&vjk=e0e6bba883a0ebe9)

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**JULY 16 Staff Coordinator, Always Home Care, Full-Time**

**Hackensack**

**Immediate position** available for a Staff Coordinator:

- Must be Bilingual in English and Spanish
- Must have good presentation and communication skills

**Full-Time Position, hours required are Monday-Friday 9:00AM-5:30PM**

**Compensation for Staff Coordinator - $14**

**Competitive salary. We also offer commission, vacation and holiday pay**

**Interviews are in West New York, NJ OR can be arranged at the Hackensack branch.**

**Apply on Craigslist OR CALL 800-288-2592**

JULY 10 Companion Caregiver, Full-Time/Part-Time
Englewood, Home Instead Senior Care
Be a companion for a senior. Home Instead Senior Care is looking for caring and compassionate CAREGivers to become a part of our team and join our mission of enhancing the lives of aging adults. Serving all of Bergen County, Home Instead Senior Care provides a variety of non-medical services that allow seniors to remain in their home and meet the challenges of aging with dignity, care and compassion.

Duties include, but are not limited to:
- Companionship and conversation
- Light housekeeping tasks and meal preparation
- Medication and appointment reminders
- Assistance with grooming and bathing
- Assistance with toileting and incontinence issues
- Alzheimer's Care

Requirements to be a CAREGiver:
- Caring and compassionate
- Ability to treat and care for seniors and their property with dignity and respect
- Ability to communicate with clients in a friendly and congenial manner
- Complete a criminal background check, DMV check and drug screen
- Possess a valid driver's license and valid auto insurance
  - Immediate part & full time positions
  - Company matching retirement plan
  - Performance based pay increases
  - Salary: $11.00 to $14.00 /hour

Apply on company website: https://www.homeinstead.com/735/home-care-jobs/job-details?jobId=5007

JULY 10 Picker Packer Warehouse, Full-Time
Englewood, Camrise/DJI Drones
Picking, shipping and receiving of merchandise; Prepare and complete orders according to schedule (load, pack, wrap, label, ship); Accuracy in the pick and pack process for customer orders; Report any discrepancies; Reconciliation of cartons; Keep a clean and safe working environment and optimize space utilization.

Requirements:
- Attention to detail
- Experience with packing and shipping
- Be able to follow instructions
- Organized
- Strong work ethic
- Must be able to lift and/or carry
- Able to work overtime if needed

Responsibility:
- Compensation: $12.00 to $15.00 hourly

### JULY 10 Office Assistant, Full-Time

**Tenafly**

Small, fast-paced office in Tenafly is looking for a receptionist/administrative assistant for all office tasks. Phones, mail, banking, filing and general admin support.

- Excellent communication and computer skills required.
- Health benefits, 401K and great hours! 35 hour work week, Monday-Friday 9:00 am-4:30 pm.

**Background check required.**

- Kindly email resume and salary requirements.
- **No resumes will be considered without salary requirements.**

**Apply on Craigslist:** [https://newjersey.craigslist.org/ofc/d/tenafly-office-assistant/6930195950.html](https://newjersey.craigslist.org/ofc/d/tenafly-office-assistant/6930195950.html)

### JULY 10 Inventory and Shipping, Part-Time

**Englewood Cliffs**

Working hours will be 10 hours per week, Monday & Wednesday 10am-4pm (1 hour lunch time)
- Receive shipment and maintain inventory & supplies
- Handle outbound shipping, including assembling, boxing, and, if necessary, transporting packages to UPS or other shipping stores

**Apply on Craigslist:** [https://newjersey.craigslist.org/lab/d/englewood-cliffs-inventory-and-shipping/6930654904.html](https://newjersey.craigslist.org/lab/d/englewood-cliffs-inventory-and-shipping/6930654904.html)

### JULY 10 Store Associate, Aldi, Full and Part-Time

**Lodi and Hackensack**

Our store employees work many roles - from store associate to cashier to stocker - while providing excellent customer service. As a store employee, you’re also responsible for merchandising product, monitoring inventory and keeping the store looking its best. It's an opportunity to get more out of your career and grow in an exciting environment.

- High School Diploma or equivalent preferred.
- Prior work experience in a retail environment preferred.
- A combination of education and experience providing equivalent knowledge.

**ALDI offers competitive wages and benefits, including:**

- Industry-leading Wages
- Major Medical, Dental, Vision Insurance & Prescription Coverage for Eligible Employees
- Generous Vacation Time & 7 Paid Holidays
- 401(k) Plan
- Company Contribution to Retirement Savings Plan
- Short- and Long-Term Disability Insurance
- Life & Disability Insurance
- **Starting Wage: $13.10**

**JULY 9 Customer Service Representative, Full-Time**

Ramsey

Busy commercial furniture company, specializing in school and office furniture is seeking a bright, detail oriented, articulate person to provide support to our customers and sales staff throughout the US.

Tasks include:

- Working with our sales department to enter sales quotes and orders
- Provide product pricing and product information.
- Check status of orders and do freight claims and returns.
- Training is provided.
- Basic Excel and math skills needed.

Friendly, pleasant office. Full time only.

Apply on Craigslist: [https://newjersey.craigslist.org/csr/d/ramsey-customer-support-representative/6929888751.html](https://newjersey.craigslist.org/csr/d/ramsey-customer-support-representative/6929888751.html)

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**JULY 9 Receptionist/Clerical Assistant Full-Time**

Teaneck

Full-time receptionist needed for high-volume, fast-paced law firm. Hours are Monday to Friday 8:30 AM to 5:30 PM.

Responsibilities include answering phones and assisting with clerical tasks.

Looking for a friendly energetic person with exceptional phone and organizational skills. A client service focus and welcoming personality are essential.

**Additional Qualifications:**

- Strong computer skills especially in Microsoft Office
- Team player willing to assist others
- Able to Multitask
- Good attitude

To apply, send resume and cover letter with Subject Line: Reception

Please do NOT apply if you cannot work the specified hours.

Apply on Craigslist: [https://newjersey.craigslist.org/ofc/d/receptionist-clerical-assistant-fulltime/6929443512.html](https://newjersey.craigslist.org/ofc/d/receptionist-clerical-assistant-fulltime/6929443512.html)
**JULY 9 Document Clerk, law-firm, Full-Time**  
**Teaneck**

Great opportunity for motivated person to work at a prestigious, mid-sized law firm. **This is a full-time entry level position with potential for growth.**

- Position is primarily filing, scanning and clerical support.

Starting salary $12.00 with full benefits.

For consideration, please forward resume and indicate “Document Clerk” in the subject line.  
Apply on Craigslist: [https://newjersey.craigslist.org/ofc/d/teaneck-document-clerk-full-time/6929439595.html](https://newjersey.craigslist.org/ofc/d/teaneck-document-clerk-full-time/6929439595.html)

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**JULY 9 File Clerk, Englewood Health Part-Time**

The File Clerk has the responsibility for coordinating the activities of the Radiology Department file room, so as to ensure all activities are performed in a timely and responsive manner. Responsibilities include, but are not limited to: proper telephone communications, preparation of images on CD/DVD and or film for interpretation by the Radiologist, file maintenance, proper staffing, providing results of radiological and imaging reports and CD/film to physicians and/or patients. Provides reports to physicians and locates requested films for same. Demonstrates service excellence in all interactions by exemplifying Service Excellence standards. Will use behaviors and interpersonal communication styles that are appropriate for a hospital environment and demonstrate courtesy, dignity and respect.

**Job Essentials:**

Must be 18 years of age or older. Possess strong telephone skills, ability to enter orders accurately and retrieve reports from computer systems. Ensure patients' confidentiality at all times. Requires a minimum of one year of healthcare clerical experience.  
Minimum education level: HS Diploma or GED  
Part-time - 24 hours minimum per week

Apply on Englewood Health website:  
[https://career8.successfactors.com/career?career%5fns=job%5flisting&company=englewoodh&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=16779&selected_language=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&_s.crb=dNrVx3rahuVxg7zW6sfOx8EYT8%3d&jobPipeline=Indeed](https://career8.successfactors.com/career?career%5fns=job%5flisting&company=englewoodh&navBarLevel=JOB%5fSEARCH&rcm%5fsite%5flocale=en%5fUS&career_job_req_id=16779&selected_language=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&_s.crb=dNrVx3rahuVxg7zW6sfOx8EYT8%3d&jobPipeline=Indeed)