

12/14/11

## **JOBS AVAILABLE THROUGH PRIME TIME PERSONNEL DIRECT HIRE POSITIONS**

Send resumes to: [resumes@primetimepersonnel.com](mailto:resumes@primetimepersonnel.com)

### **NEW POSITION!**

#### **OPERATIONS ASSOCIATE**

#### **SHORT HILLS**

This role provides administrative support for the daily operations of the firm including the following areas: Operational and Financial support, HR support, Marketing support and limited Executive assistance to Partners.

#### Responsibilities:

##### Operations:

- Assist with onsite technology support in conjunction with outside IT service provider and telecommunications vendor
- Ordering equipment through service provider
- Setting up equipment including mapping drives and printers
- IT onboarding and offboarding activities
- Troubleshooting basic issues
- Managing Blackberry accounts
- Phone System management and troubleshooting
- General administrative tasks as assigned by Operations Management, including handling highly confidential data and financial details
- Generate Individual and Firm Management Reports and distribute (on a weekly, monthly, quarterly basis)
- Support PC Law Data entry and maintenance including Opening New Matters, Maintaining Budget Forecasts, Deactivating Matters and Attorney Matter Assignments
- Manage Weekly Budget Forecasting extract from PC Law and distribution to BU Leads for staffing call. Update all budgets for active matters quarterly
- Manage American Express reconciliation including receipt collections and expense categorization for all firm operating expenses

##### Human Resources:

- Executing Employee Morale
- Organize the Komen Race
- Plan Take your Children to Work Day
- Handle confidential information (data requests and reports)
- Schedule interviews
- Correspondence with candidates
- On-boarding of new employees
- Off-boarding of employees
- Benefits Administration Support

##### Marketing:

- Providing general marketing administrative support
- Managing contacts in Constant Contact
- Assist with Award applications
- Seminar Preparation (presentations, logistics, manage responses, etc.)
- Update and maintain Holiday Card list

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- Calendaring appointments
- Sending gifts
- Assembling Marketing folders and brochures
- Making reservations for lunch/dinner meetings
- Coordinate ordering of business cards and stationery with Marketing management
- Mange Bio updates
- Lead Management (follow-up emails, gifts)
- Manage End of Matter Survey Distribution
- Supplier Diversity Application
- WBENC Certification

### **Executive Assistant:**

- Preparing all logistics for off-site meetings including Shareholders Retreat
- Making travel arrangements for Partners
- Cover phones for receptionist as needed
- Preparing materials for shareholder meeting (including Agenda, A/R report)
- Create PowerPoint presentations

### **REQUIREMENTS:**

- Maintain confidentiality
- Strong experience in Microsoft Office Suite
- Microsoft Outlook
- Microsoft Access
- PC Law experience a plus
- Blackberry troubleshooting experience
- Familiarity with networking equipment
- Time and priority management
- Ability to multi-task
- Attention to detail and follow through
- Strong written and verbal communication skills
- Pro-active thinking
- Creative problem-solving
- Strong organization skills
- Team player

### ***NEW POSITION!***

## **LITIGATION SECRETARY**

**SHORT HILLS**

### **Responsibilities:**

- Written and verbal correspondence with clients, adversaries and the courts
- Create Tables of Contents/Tables of Authorities
- Prepare and format briefs
- Conduct Electronic filing with both state and federal courts
- Create, transcribe, revise, proofread, edit and maintain litigation and transactional documents such as: summonses, complaints, answers, motions, discovery and subpoenas
- Assist with legal research

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- Draft interrogatories
- Other duties as assigned by direct supervisor

### **REQUIREMENTS:**

- At least 3 years of experience as a Litigation Secretary
- Strong understanding of law firm procedures and requirements
- Intermediate to advanced skills in Microsoft Word, Outlook, Excel and PowerPoint
- Excellent grammar and proofreading skills
- Excellent communication skills
- Must have strong attention to detail
- Ability to multi-task in a fast-paced environment

### ***NEW POSITION!***

## **PRODUCT MANAGER**

**PARSIPPANY**

### **Responsibilities:**

- Design, develop and implement new seasonal styles and collections for selection and approval by private label accounts and mid-level designer brands
- Merchandise and manage a well-balanced line by category assortment
- Communication with and formal presentations to other Companies
- Sourcing of product from Asian vendor base
- Daily communication with vendors regarding samples, colors, prices, etc.
- Create, distribute, and maintain specification forms for all styles
- Coordinate with Purchasing Department spec sheet/ordering requirements
- Responsible for sampling requirements
- Produce line sheets for style/line reference for each account
- Some travel required – approximately 10-15% sporadically

### **Requirements:**

- Degree in Fashion Design/Merchandising
- Must have 1-3 years related experience
- Self-starter and highly motivated
- Well organized, detail oriented, good follow through
- Good communication and presentation skills
- Strong fashion related experience with consumer products –accessories preferred
- Technical design and sketching ability a plus

### ***NEW POSITION!***

## **MARKETING ANALYST**

**PARSIPPANY**

### **Responsibilities:**

- Gather/maintain/monitor budget and expense information from all regions
- Conduct ROI analysis of all programs
- Develop new reports that enable better overview and management of brands (i.e. dashboard, etc.)

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- Provides regular reports as dictated by brand requirements
  - Gather pricing data for competitors and create pricing charts
  - Review/analyze industry data providing executive summary
  - Collect and coordinate industry research for all marketing needs
  - Establish research methodologies and design survey formats. Provide results analysis
  - Support ECM door lists and ROI analysis
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- Assist management with presentation development

### Requirements:

- 1-3 years related experience is required

### ***NEW POSITION!***

## **MARKETING MANAGER**

**PARSIPPANY**

### Responsibilities:

- Coordinate gathering of information/data from Canada/Brazil/SLA/Mexico. Develop and implement appropriate procedures to support these markets. Monitor budget/activities and report results regularly
- Manage key projects for subsidiaries working in tandem with the local marketing team in each country and the US Brand Management team. See projects to conclusion functioning as the leader or liaison as needed
- Proved support as needed to subsidiaries in all marketing aspects
- Execute project development of "corporate" marketing collateral inclusive of agency follow-up, proofing, trafficking, inventory management and Company Brand via follow-up of development and work flow
- Maintain trade and media worksheets, tallies and reports for department distribution
- Work with Direct Sales, Brand Managers, and others in executing and placement of content on Company websites
- Drive updates for other digital mediums company brands
- Support Field Sales Regional Management requests and needs
- Maintain budgets and ensure proper coding on all billing in accordance with Marketing budget

### SKILLS:

- Bachelors degree
- Minimum of 4+ years in Marketing, in a branded environment
- Availability to travel
- High proficiency with Microsoft Office Suite especially Excel and PowerPoint
- Must be fluent in English and Spanish (verbal and written)
- Skilful in interacting with people, establishing and following processes and procedures
- Can simultaneously handle multiple projects. Excellent organizational skills
- Excellent verbal and written communication skills

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## **JOBS AVAILABLE THROUGH PRIME TIME PERSONNEL**

- Self-starter with initiative who exercises good judgment in seeking direction from superiors
- Works well independently and as part of a team – collaborative
- Excellent time management skills
- Highly detail oriented
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, delays or unexpected events
- “Can-do” attitude

### ***NEW POSITION!***

<b>SENIOR MANAGER REGULATORY AFFAIRS</b>	<b>SOMERSET COUNTY</b>
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#### Responsibilities:

- Identify and interpret applicable Food and Drug Administration (FDA) regulations pertaining to the research, development, and the manufacture/sale of Company products
- Assist Product Application Testing Laboratory (PATL) in compliance with the United States Department of Agriculture (USDA) regulations (HACCP, etc.)
- Ensure compliance with international food regulations including but not limited to the European Union, Asia, and Canada
- Administer existing and new trademarks with the United States Patent and Trademark Office (USPTO)
- Maintain compliance with various federal, state, and local environmental regulations including hazardous waste, solid waste, air and wastewater permits
- Oversee ISO 9002 certification and conduct internal quality audits as Lead Auditor
- Oversee the Global Foods Safety certification for the facility
- Research regulatory obligations for new product ventures or applications
- Makes decisions to assure compliance with all Federal, state, local and international laws which affect the manufacture/sale of Company products
- Oversee daily testing of raw materials to assure product quality standards
- Oversee the complaint and return process which would include supervision of a subordinate, analysis of concern, report generation and communication to both sales and marketing and customer
- Performs any other work of a related nature as assigned by immediate supervisor

#### REQUIREMENTS:

- Current knowledge of FDA and USDA guidelines and regulations
- Candidate should have a BS in Environmental Science with 5-10 years experience.