



Looking for work? Let's get started!

Available Jobs as of December 12, 2011

View all our jobs at: <http://jerseycity.expresspros.com>

30 Montgomery Street, Suite 1503- 1block Exchange PATH
201-333-8400; fax- 201-333-8455

General email: jobs.jerseycitynj@expresspros.com

Please Email all resumes to: melissa.mars@expresspros.com

Truck Mechanic \$18-25/hr (Direct Hire) - Our client in Newark is looking for skilled truck mechanic. Must have at least 3 years experience working on trucks. Great opportunity for the right person! crystal.corchado@expresspros.com

Machine Operator /Chemical Operator /Utility Production 1st Shift \$9.00/hr (Temp/Contract) - Great temp to perm opportunity for a machine operator. 3-5 yrs exp as machine operator, mill operator or chemical operator. Must have some machine operator experience, or manufacturing experience. DO NOT BOTHER SENDING SOMEONE WITH OVER 8 YEARS EXPERIENCE. Requirements: must be able to pass a math and reading test, must be able to read, speak and write English, must be able to efficiently work a machine, must have steel toe boots, must have a steady work history, must have a high school diploma or GED. crystal.corchado@expresspros.com

Porter \$8.25/hr (Days/Temp-Contract) - Clean lobby, Clean toilets. Take out garbage, clean and be very clean!! Clean, clean, clean!!! Dress code- black pants/or khaki's and white shirt, and black shoes or sneaker. No white sneakers. 7/21 - 5pm-10:30pm, 7/22 - 8am-4:30pm. crystal.corchado@expresspros.com

Receptionist/Purchasing Assistant (Direct Hire) - Our client is looking for a skilled Front Desk Receptionist with a background in Purchasing. This is a great opportunity for a recent college graduate. This position has huge potential for growth!!! Requirements -Ideal candidate must have 1-2 years administrative/reception experience. Candidates must be polished, extremely well-spoken, with high energy and excellent MS Office skills. Excellent communication and organizational skills, detail oriented with excellent follow through skills. Manage high volume of guests, visiting employees and incoming calls. Maintain reception area and conference rooms. Assist with catering set/up and dismantling. Order of office supplies and ensure that kitchen and supply rooms are stocked and orderly. Assist with distribution of mail, preparation of FedEx and other shipments. MS proficient, Word, Excel. virna.yepes@expresspros.com

Bilingual Dispatcher \$35k-\$40k (Evaluation Hire) - Our client is looking for a bilingual Dispatcher (English/Spanish) for a warehouse company located in Newark, NJ. The dispatcher will oversee 6 Drivers along with 12 Trucks and all deliveries will be done locally. The dispatcher will work Monday thru Friday between the hours of 730 am and 430pm. Requirements: Minimum 5 years of experience, Computer literate including in house computer systems and email. virna.yepes@expresspros.com

Sales Support Associate \$12.00/hr (Evaluation Hire) - Our client, at growing sports apparel company seeks bright and energetic person to assist their sales team to handle the following: Provide administrative support to the Sales Executives Point of contact for all customer requests including: price, availability, delivery and supporting documents. Perform a wide range of business related tasks including spreadsheet reporting, organizing and managing client files and handling related phone calls. Facilitate order entry for customers and deal with complaints and their resolution. Review and respond to customer inquiries, e-mails and requests. Skills: Must be confident, energetic, organized and persistent, Must have exceptional communication skills. Have comprehensive knowledge of the sports world in order to have understanding of the product and customer needs. Experience in customer service a plus. This is a great opportunity for a recent grad looking to break into the sports industry and who wants to potentially grow with a company. virna.yepes@expresspros.com

Loan Administrator / Loan Operations \$17.00/hr (Temp/Contract) - Our client is looking for a skilled person for their loan department. Duties include: Provides administrative and operational support regarding all aspects related to compliance with flood insurance regulations. Attention to detail required, as well as good verbal and written communication skills. Order flood certifications. Review and approve flood insurance coverage prior to loan closings. Interact with insurance brokers/agents/vendors/customers to ensure adequate coverage. Review flood insurance for adequacy prior to loan closing and give approval to close if adequate. Requirements: 4-6 years of consumer or commercial lending experience; with 1-3 years experience in commercial or residential real estate lending, processing or servicing, or in insurance industry. virna.yepes@expresspros.com

Production Manager (Temp/Contract) - Our client in Newark, NJ is seeking an energetic hard working manager to support their continued growth. The position will be supervising 50 production employees and 3 supervisors within 3 different shifts. BS in Industrial Engineering preferred. Candidate should be flexible with hours. Salary is open, depending on experience. crystal.corchado@expresspros.com

Sales Administrator (Evaluation Hire) - Our client is looking for an experienced Sales Administrator to support their Administrative Manager in handling contracts experience, particularly with leasing, and a knowledge of insurance certificates. In this role you will: Track leases and ensure all required documents are received back from customers Support sales efforts by following up with customers to follow up on missing documentation Must have experience using any/all of the following applications: Salesforce/Cognos/Citrix/Hyperion/JD Edwards, must have experience working with P&L. To qualify you must be a polished professional with strong work ethic, customer focused attitude and with outstanding organization and time management skills. virna.yepes@expresspros.com

Housekeeper \$8.00/hr (Temp/Contract) - Our client is looking for a skilled housekeeper. Experience in hotel housekeeping and bi lingual in Spanish. Ability to clean approximately 20 rooms per day. Must be able to work weekends. Crystal.corchado@expresspros.com

Part Time Clerical \$17.00/hr (Temp/Contract) - Part time clerical person needed for a law firm in NYC. Experience working in a law firm a huge plus. Will do general clerical duties including, filing, answering phones, calling clients about meetings, helping to write letters, etc. Must have working knowledge of MS Word, Excel and Outlook. College degree or in undergraduate school is required. Students currently in law school will also be considered. 1-2 days a week. virna.yepes@expresspros.com

Superintendent Manager (Direct Hire) - A large Real Estate firm is looking for a Superintendent for one of its buildings in Newport. Superintendent Duties & Responsibilities: Responsible for supervision of building staff (Doormen / Handyman / Porters), proper operation of all building equipment, identify any building work required, recommend if a contractor is required, supervising any contractor work in the building, ensure overall compliance of all equipment and systems, cleanliness &

appearance of building timely response to all homeowner service requests, Reports directly to the Board of Directors & Managing Agent. Qualifications: Experienced in supervising a staff, working knowledge of boilers and building systems, knowledge of mechanical systems, knowledge of general plumbing, electricity and electrical systems, carpentry, fire suppression systems, fire alarm systems. Critical Skills: Strong verbal & written communication skills, Strong organizational skills, Strong computer skills Five or more years experience. Salary commensurate with experience. Crystal.corchado@expresspros.com

Bookkeeper- \$20-\$25/hr (Direct Hire) - Our client is looking for an experienced Bookkeeper with proficiency in QuickBooks, Word, and Excel. In this role you will handle the daily bookkeeping functions, oversee the office workflow, and draft business letters. Prior experience is mandatory. We are looking for someone who is very sharp as this is a key position in the company. virna.yepes@expresspros.com

Spring Internship (Credit Only) - Do you want experience in HR? Do you have a desire to help people? Are you a team player? We have an exciting opportunity for a college student who will gain hands on Human Resources knowledge. Flexible Hours M-F 8:00 am-5:00pm. In this position you will learn how to: Review and source resumes, call candidates and interview candidates, check references, place candidates in positions based on skills and ability. Test candidates on particular computer applications. Set up job fairs and screen resumes quickly. Conduct research on companies in the area hiring and obtain contact information. Input payroll. Handle workers compensation and unemployment claims. Skills required: MS Word, Excel and Outlook, Ability to multi-task Organizational skills. deidra.viney@expresspros.com