



# JOBS WE HAVE TODAY

7-30-2022

FULL-TIME

1. **Homecare Services Manager** – This position reports to the Operations Manager/Owner, and will oversee Community Liaison, Scheduling, and Client Care activities for all offices. 8 hour shifts with 401K benefits. Direct Hire. Salary plus bonus and commission. **South Hills.**

**Responsibilities:**

- Implement and monitor continuous quality improvement programs to enhance care delivery.
- Lead, develop, train and mentor Community Liaison, Scheduling and Client Care staff to foster professional growth and development.
- Review, recommend, develop, and implement procedures, programs, and standards which guide and support the provision of services, regulatory standards, and licensure standards.
- Provide a professional and respectful environment which attracts, engages, and retains high performing employees.
- Meet daily with Human Resources Manager to discuss caregiver and client issues related to service delivery and scheduling needs.
- Management and oversight of staff to ensure strong performance and accountability.
- Coordinate Client Care Nurse visits. This involves maintaining a keen awareness of issues facing clients in all territories through the review of notes and regular liaising with schedulers and client care coordinators.
- Collaborate with Operations Manager to make recommendations and adjustments when appropriate to achieve objectives and set goals.
- Ensure compliance with policies, procedures, and guidelines as well as compliance with federal, state, and local laws, rules, and regulations.
- Remain visible and accessible to staff on a consistent basis.
- After hours support to On-Call staff.

**Qualifications:**

- Bachelor's (Preferred)
- Management: 3 years (Required)
- Home care: 3 years (Preferred)
- Requires proficiency in word processing and computer skills (Office, Excel, eRSP).
- Must possess and demonstrate excellent communication skills as well as positive professional business image.

2. **Patient Services Associate** - for Physician offices in **Mt. Lebanon, Bethel Park, and Robinson Township** – you will be asked to work between these three locations. Monday through Friday day light hours. TEMPORARY Assignment expected to last a minimum of 3-months with the opportunity to extend. \$15.00 per hour. Client will interview. **PROOF OF FULL VACCINATION FOR COVID-19 WILL BE REQUIRED** to comply with Federal Mandates.

**Responsibilities:**

- Answer telephone calls. Elicit appropriate information from callers to route calls appropriately, offering voicemail, paging, or redirection of calls as needed.
- Collect demographic and insurance information from patients, copy/scan insurance cards and photo identification, and update information in the practice management system.
- Greet patients and escorts them to exam room.
- Schedule appointments for patients either by phone when they call the office or in person after an office visit.
- Use computerized system to match physician/clinician availability with patient's preferences in terms of date and time.
- Assist Office Manager and/or other office staff with other duties as assigned.

**Qualifications:**

- High school graduate or equivalent.
- Fundamental understanding of personal computers and familiarity with the Windows operating system.

Upon Offer of Assignment - The below items must be completed within 30 days of the assignment

- Documentation of a recent drug screen
- Sign Off on Just Facts PATCH form for background check
- During flu season, client will need documentation of flu shot.
- Verification of HS Diploma or GED
- Documentation of a 2-step TB (Client will take care of this on first day- if you don't have this)

3. **Receptionist** – Client located near **Finleyville** needs a receptionist for a TEMPORARY ASSIGNMENT to cover a medical leave. The position would begin ASAP. Monday through Friday 9:00-5:00. \$12.00 per hour. Full-time or Part-time, client prefers full-time.

**Responsibilities:**

- Answering incoming calls and directing them to the appropriate office and or person.
- Assist with clerical duties to help other office personnel.

**Qualifications:**

- Prior receptionist experience helpful.
- Excellent communication skills.
- Upbeat and Positive attitude highly desired for walk-in guests.

4. **Insurance Administration** – for our client in **Imperial**. Monday through Friday 8:00 AM to 5:00 PM. \$20.00-22.00 per hour. Temp-to-Hire. Will be working in proprietary software. Client will train. Position is required to do a lot of customer service. A properly fitting mask must be brought and worn the entire time when working in another employees cubicle or office.  
Monday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Tuesday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Wednesday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Thursday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Friday 7:45am to 12:30pm - no lunch
- Responsibilities**
- Enter policy information and review policy information with customers.
  - Handle surrender documents.
  - Run reports for 1099's.
  - Answer phone calls.
- Qualifications**
- Word and Excel skills required.
  - Insurance or legal background helpful.
  - Strong customer service skills required.
  - Very detail oriented.
  - Organized.
5. **Bookkeeper** – in **South Park**. Monday through Friday 9:00 AM to 5:00 PM. \$18.00-22.00 per hour depending on experience. Position available immediately. Possible Temp-to-Hire.
- Responsibilities:**
- Handle reconciliations for all types of accounts.
  - Run reports.
  - Write checks from general account.
  - Payroll administration.
- Qualifications:**
- Must have bookkeeping experience
  - Municipal or government experience a plus
  - Knowledge of basic accounting principles
  - Accuracy and attention to detail
6. **Receptionist** – Client located in **South Park** needs a receptionist for approximately 3-months to cover a medical leave. The position would begin ASAP. Monday through Friday 9:00-5:00. \$12.00 per hour. Full-Time OR Part-Time hours available.
- Responsibilities:**
- Answering incoming calls and directing them to the appropriate office and or person.
  - Assist with clerical duties to help other office personnel.
- Qualifications:**
- Prior receptionist experience helpful
  - Excellent communication skills
  - Must have a positive attitude
7. **Patient Services Associate** - for Physician offices in **Mt. Lebanon** and **Peters Township** – you will be asked to work between these two locations. Monday through Friday 8:00 AM to 4:30 PM. TEMPORARY Assignment expected to last a minimum of 8 – 10 weeks with the opportunity to extend. \$15.00 per hour. Client will interview. **PROOF OF FULL VACCINATION FOR COVID-19 WILL BE REQUIRED to comply with Federal Mandates.**
- Responsibilities:**
- Answer telephone calls. Elicit appropriate information from callers to route calls appropriately, offering voicemail, paging, or redirection of calls as needed.
  - Collect demographic and insurance information from patients, copy/scan insurance cards and photo identification, and update information in the practice management system.
  - Greet patients and escorts them to exam room.
  - Schedule appointments for patients either by phone when they call the office or in person after an office visit.
  - Use computerized system to match physician/clinician availability with patient's preferences in terms of date and time.
  - Assist Office Manager and/or other office staff with other duties as assigned.
- Qualifications:**
- High school graduate or equivalent.
  - Fundamental understanding of personal computers and familiarity with the Windows operating system.
- Upon Offer of Assignment - The below items must be completed within 30 days of the assignment
- Documentation of a recent drug screen
  - Sign Off on Just Facts PATCH form for background check
  - During flu season, client will need documentation of flu shot.
  - Verification of HS Diploma or GED
  - Documentation of a 2-step TB (Client will take care of this on first day- if you don't have this)
8. **Secretary/Receptionist** – for our client in **McMurray**. They are looking for someone for a 9:00 AM to 5:00 PM schedule. \$14.00 to \$15.00 per hour. Temp-to-Hire.
- Responsibilities:**
- Answer phones, receive packages and mail.
  - Maintain logs and handle schedule.
  - Must be comfortable working independently. Will need to handle phones while manager is in meetings and out of the office.
- Qualifications:**
- Word and Excel skills preferred.
  - 1-2 years office experience
  - Mature, professional individual with face-to-face customer service experience.

9. **Administrative Assistant** – Our client in **McMurray** is looking for someone to help with office administration and accounting duties. Monday through Friday 8:30 AM to 4:30 PM. Temp-to-Hire. \$19.00 - \$20.00 per hour.

**Responsibilities:**

- Assist in the answering of telephones,
- Verify information with customers and vendors,
- Order office supplies,
- Document all office procedures,
- Assist with cash receipts, A/ R and A/P,
- Handle filing system and scanning files,
- Will train on ERP system.

**Qualifications:**

- Must have great attention to detail and can think for themselves,
- Word and Excel knowledge,
- Must have good oral and written skills and the ability to follow directions,
- 2-years' experience.

10. **Assistant Accounting/Receptionist** – full time opening for our client in **Eighty-Four**. This position will be helping the accounting department in downtime. Monday through Friday 8:00 AM to 5:00 PM. \$16.00 – 18.00 per hour. Temp-to-Hire.

**Responsibilities:**

- Answer phone.
- Greet clients and maintain reception area.
- Assist accounting department with data entry.
- Will train on proprietary software.

**Qualifications:**

- Excellent communication skills.
- Experience with answering multiple lines.
- Accounting knowledge preferred.
- Must be able to multi task.

11. **Control Department Administration** – Client in **Eighty-Four** is looking for someone to handle a variety of duties working with suppliers and customers. Temp-to-Hire. \$19.00 per hour.

**Responsibilities:**

- Heavy customer service collecting order information
- Enter orders into proprietary system
- Contact suppliers to place orders and follow up on lead times
- Source parts and research information
- Assist with invoices and payables
- Maintain an archived vendor file
- Handle phone calls and correspondence with vendors; and respond to inquiries

**Qualifications:**

- Word and Excel proficiency.
- Five years+ experience with customer service
- Experience with accounting a plus
- Technical experience a plus

12. **Data Entry** - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour **UP** TO \$17.00 with high volume and actual work experience. Possible Temp-to-Hire. Client will interview. (6/1)

**Responsibilities:**

- General office work.
- Collecting data to enter into the system.
- Data Entry of Income Taxes, Real Estate Taxes and Utilities.
- Word and Excel skills preferred.

**Qualifications:**

- Good Math or Accounting skills.
- Must be able to Multi-Task.

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

13. **Scanner** – for our client in **Peters Township**. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour. Possible Temp-to-Hire. Client will interview. (3)

**Responsibilities:**

- Open mail and Scan contents and the envelopes.
- Must be able to Multi-Task

**Qualifications:**

- High Volume Scanning experience preferred.

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

14. **Collector for Utility Department** – - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour **UP** TO \$18.00 per hour with experience. Possible Temp-to-Hire. Client will interview. (5/1)

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry.
- You will respond to In-Coming calls from Property Owners.

- Word and Excel skills preferred.
- Download the water company information for billing.

**Qualifications:**

- Utility experience a plus.
- Good Math and computer skills required.
- Must be able to Multi-Task.

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15. **Collector for Delinquent Real Estate** – for our client in **McMurray** in their Real Estate Department. Monday through Friday. 8:00 AM to 4:30 PM. \$16.00 per hour **UP** TO \$18.00 per hour with experience. Possible Temp-to-Hire. Client will interview. (4)

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry.
- You will respond to In-Coming calls from Tax Payers who have received a notice of taxes due
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.

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16. **Clerk for Tax Certification Department** - for our client in **McMurray**. \$16.00 per hour **UP** TO \$18.00 per hour. Possible Temp-to-Hire. Client will interview. (2)

**Responsibilities:**

- General office work to include: Customer Service.
- You will respond to In-Coming calls requesting tax certifications for closings.
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.

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17. **File Clerk for Legal Department** - for our client in **McMurray**. \$16.00 per hour. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- General office work to include: Preparing files for Paralegal, Data Entry, Pulling/filing documents.

**Qualifications:**

- Good math skills required.
- Be familiar with Word and Excel.
- Must be able to stand and bend for long periods of time.

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18. **Paralegal or Legal Assistant** - for our client in **McMurray**. \$16.00 per hour **UP** TO \$18.00 per hour FOR LEGAL ASSISTANT. \$18.00 per hour **UP** TO \$20.00 per hour FOR PARALEGAL. Possible Temp-to-Hire. Client will interview. (2)

**Responsibilities:**

- General office work to include: Customer Service and Data Entry
- You will respond to In-Coming calls.
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, Foreclosures or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.
- Paralegal Certification required with minimum one (1) year experience.

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19. **Accounting and Auditing Clerk** — for our client in **McMurray** in their Accounting Clerk Department. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour **UP** TO \$20.00 per hour with experience. Possible Temp-to-Hire. Client will interview. (4)

\* 4 FOR PETERS OFFICE ONLY

**Responsibilities:**

- General office work to include: Collections, Customer Service, Data Entry.
- You will respond to In-Coming calls from Taxpayers who have received a notice of taxes due.
- Word and Excel skills preferred.

**Qualifications:**

- Mortgage, Title Search, or Banking experience a plus.
- Good Math skills required.
- Must be able to Multi-Task.

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20. **Administrative Assistant w/Accounting** – Washington company. Monday through Friday 8:00 AM to 5:00 PM. \$16.00 per hour. Temp-to-Hire. Washington.

**Responsibilities**

- Perform general clerical duties to help with office paperwork flow.
- Enter information for accounting department.

- Assist with A/R and A/P.
- Assist with HR reports.
- Will train on proprietary software.

**Qualifications**

- Excellent communication skills.
- Accounting knowledge preferred.
- HR experience a plus.
- Experience with QuickBooks helpful.
- Must be able to multi task.

21. **Accounting Manager** - For our client in **Eighty-Four**. This company has someone retiring and would like to train with this person before they leave. Will supervise a staff of 3 people in this department. Direct Hire. Salary \$60,000 - \$70,000.

**Responsibilities:**

- Entering multiple transactions for each job including posting parts, labor, and materials. Involves a lot of transactions and a lot of data entry
- Manage GL
- Handle day to day Bookkeeping
- Heavy AR and A/P
- HR accounting
- Inventory
- Report to the CFO

**Qualifications:**

- Word and Excel skills
- Experience with ERP software a plus
- Experience with Full Cycle accounting preferred
- Excellent attention to detail
- Minimum 5 years accounting experience

22. **Accounts Receivable Specialist** - to provide financial, clerical, and administrative services to our client in **Washington**. Monday through Friday. 8:00 AM to 5:00 PM. Temp-to-Hire. \$16.00 - \$20.00 per hour. Benefits with permanent offer.

**Responsibilities:**

- Maintain up-to-date billing system
- Generate and send out invoices
- Transmit ASN (Advance Shipping Notices) and Electronic Invoices
- Maintain accounts receivable customer files
- Perform research and update customer contact information
- Follow established procedures for processing receipts, cash, etc.
- Reconcile Merchant Statement
- Prepare bank deposits
- Communicate with customers via phone or email
- Research and resolve payment discrepancies
- Initiate contact with customers having delinquent accounts, determining reason and arranging for payment
- Establish open credit accounts, complete W9 forms and new customer profiles
- Work closely with Customer Service department to resolve internal and external customer issues
- Complete weekly and monthly reports
- Assist in answering phones

**Qualifications:**

- Associate degree in accounting or business administration
- Knowledge of accounts receivable
- Proficient in Microsoft Office software
- 2 years- plus experience in AR and data entry
- Attention to detail and accuracy
- Experience & knowledge of EDI (computer-to-computer exchange of electronic business documents) platform a plus

23. **Customer Service/Inside Sales Specialist** - for our client in **Washington** to interact with a multitude of customers to provide accurate product information and pricing. Efficiently manage customer orders to meet their delivery requirements. Assist and support outside sales department, manufacturing team, and administrative personnel by providing up-to-date and correct information. Monday through Friday. 8:00 AM to 5:00 PM. \$15.00 - \$20.00 per hour. Temp-to-Hire. Benefits with permanent offer. Client will interview.

**Responsibilities:**

- Manage large volume of customer requests via phone, email, customer portals, or EDI (Electronic Data Interchange)
- Serve as the main communication channel for the dissemination of customer information and requirements
- Manage communication between Field Sales and Production on orders and requests
- Participate on production meetings to help prioritize focus on key accounts
- Work with sales department in preparation of various pricing/marketing programs
- Follow established procedures for processing orders, printing pick tickets, and creating shipments
- Effectively enter data in CRM system to support sales team and manufacturing departments
- Handle customer complaints, provide appropriate solutions, and follow up to ensure resolution with urgency
- Provide delivery information

**Qualifications:**

- Customer support experience and knowledge of customer service practices
- Proficient in Microsoft Office Software and Familiarity with CRM systems and practices
- Associate degree in accounting or business administration
- 4 years+ experience in CS and data entry
- Inside Sales experience preferred/Technical Experience preferred
- Ability to multi-task, prioritize, and manage time effectively

24. **Savings Representative** - for local financial institution located in **Washington County**. Full-time. Temp-to-Hire. Monday through Friday 8:00 AM to 5:00 PM. Entry level with Back Office duties. \$12.00 per hour through Personnel Staffers. Client will interview. You also will be asked to do some On-Line Assessment tests. Generous benefit package with permanent offer.

**Responsibilities:**

- Performing a variety of administrative and clerical duties
- Coordinate work within the unit or department, as well as with other departments and units
- Report pertinent information to the immediate supervisor
- Respond to inquiries or requests for information
- Assist the immediate supervisor with administrative tasks to support department/unit operations

**Qualifications:**

- A high school diploma or equivalent.
- Moderate reading, writing, and grammar skills; proficient mathematics skills; proficient interpersonal relations and communicative skills; proficient typing skills; proficient PC skills; visual and auditory skills.
- A minimum of one (1) year experience in related positions normally required.

25. **Recruiter** - for a **South Hills** business who is seeking an experienced full time employment Recruiter. Flexible schedule with ability to work remotely from your home a couple of days per week. Client is looking for someone interested in long-term employment. Direct Hire. Salary range \$50,000 - \$60,000 plus benefits based on qualifications, potential and experience.

**Responsibilities:**

- Source and recruit candidates including drivers, warehouse, shop, and office positions.
- Review resumes, screen candidates, schedule and conduct interviews, make recruiting calls, and post positions through internet sites, social media, local schools, and attend job fairs.
- Work with employment agencies, implement internal recruiting, and complete the on-boarding process for all new employees.
- Manage drug/alcohol screenings, background, and reference checks.
- Assist the HR Manager with various HR duties as assigned.

**Qualifications:**

- At least 3+ years recruiting and HR experience.
- Highly motivated, strong work ethic and positive attitude.
- Bachelor's degree or equivalent experience.
- Knowledge of human resource issues including local, state, and federal regulations.
- Experience in the moving industry or related industry preferred.
- Strong organizational, written, and interpersonal communication skills.
- Ability to build relationships at all levels within the organization, with employment agencies and schools.
- Well versed with recruiting on social media platforms and websites.

26. **Shipping/Receiving Clerk** – for our client located in the **South Hills** (Allegheny/Washington County line). Monday through Friday 8:30 AM to 5:00 PM. Starting rate is \$15.00 per hour. Temp-to-Hire. *Once hired permanently by client you will also have Driving and Delivery duties using a Company vehicle.* Clean driving record required. Benefits available after permanent offer. As a condition of employment client will do a background check AND a drug screen.

**Responsibilities:**

- Responsible for all shipping, receiving and warehouse duties.
- Receives incoming merchandise into the warehouse and ensures that all supplies received are in acceptable condition.
- Fills orders accurately and as efficiently as possible.
- Restocks all supplies and assists in maintaining required inventory levels.
- Using FedEx software to ship packages

**Qualifications:**

- High school diploma or equivalent required.
- Valid Pennsylvania Driver's License preferred.
- Must have excellent time-management skills and organizational skills in order to manage supplies in the warehouse.
- Must have excellent customer service skills and have the ability to communicate positively and effectively.
- Ability to adapt to changing priorities.
- Ability to react to change productively, maintaining a positive attitude and approach in dealing with the varying personalities of customers and office staff.

27. **Administrative Assistant** – for **Washington** contractor in need of a proactive organized individual who has experience with scheduling and A/R and A/P. Training provided for the next few months until the regular person retires. Position will start part time during training then move to a full-time position. 8:00 AM to 4:30 PM with flexibility. \$16.00 per hour. Temp-to-Hire.

**Responsibilities:**

- Work with staff for scheduling on various projects
- Handle A/R and A/P invoices
- Enter information into Payroll in QBX
- Handle internal and external communications
- General office duties

**Qualifications:**

- QuickBooks knowledge required
- Proficiency with Microsoft Word and Excel
- Experience with a contractor a plus
- Organized

**PART-TIME**

1. **Receptionist** – Client located near **Finleyville** needs a receptionist for a TEMPORARY ASSIGNMENT to cover a medical leave. The position would begin ASAP. Monday through Friday 9:00-5:00. \$12.00 per hour. Full-time or Part-time, client prefers full-time.

**Responsibilities:**

- Answering incoming calls and directing them to the appropriate office and or person.
- Assist with clerical duties to help other office personnel.

**Qualifications:**

- Prior receptionist experience helpful.
- Excellent communication skills.
- Upbeat and Positive attitude highly desired for walk-in guests.

2. **Clerical** - short-term project. Company is clearing out files as per paperwork retention policies. 3 to 4 days of work; Tuesday thru Thursday/Friday. The hours would be 8:30 to 4:30 with the option for a 30 minute or sixty-minute lunch. **Canonsburg**. Start Date August 9th. \$13.00 per hour.

**Responsibilities:**

- Remove file folders from several 5-tier metal legal size cabinets.
- Log each folder and then dispose in roller barrels specific for the project.
- There are 4 to 5 cabinets involved.
- This would involve standing for the majority of the time - but able to take breaks as needed and a high-top stool and standard rolling stool will be provided.
- The second part of the project is a large scanning project.
- Organize documents to be scanned and then use multi-purpose free-standing copier (which has an auto-feeder) and route file to email address.

**Qualifications:**

- Good organizational skills are a must to retain the integrity of the scans as well as logging each scan.
- Must be efficient, respectful of handling confidential materials, good clerical organizational skills, self-starter who is comfortable working on their own.

3. **Bookkeeper** – in **McMurray**. Monday through Friday schedule flexible hours 25 hours per week. \$18.00-20.00 per hour depending on experience.

**Responsibilities:**

- Enter accounts payable invoices and expense reports, verify proper approval of charges, process payments, and file related documentation.
- Send member statements and make bank deposits.
- Other administrative duties as assigned.

**Qualifications:**

- Knowledge of accounts payable and basic accounting principles
- Proficient in Microsoft Office suite and aptitude to learn financial reporting system
- Accuracy and attention to detail
- Good organization skills
- Must be able to multi task
- Ability to communicate in written and oral forms with members, employees, and community.
- Highest level of discretion and diplomacy.
- Associates degree in accounting 1-2 years of experience or 3-5 years related experience and high school diploma equivalency
- Background checks and child clearances are required for this position.

4. **Lead Generator (Remote Work)** - for client in **Bridgeville**. Calls are Inbound with warm call Outbound transfers. This is an ongoing assignment, so client is seeking someone with computer & customer service skills. Possible Temp-to-Hire for interested candidates. Available immediately. \$12.00 per hour. You will train for 120 days at the client site before being assigned to remote work for those interested in working from home. Part time hours are a minimum of 20 hours per week Monday through Friday for any of these shifts:

3:00 PM to 7:00 PM  
4:00 PM to 8:00 PM  
6:00 PM to 10:00 PM  
9:00 AM to 1:00 PM

**Responsibilities:**

- Handle incoming and outgoing calls on an automated system (client will train) and other clerical duties.

**Qualifications:**

- Prior customer service experience highly desirable.

5. **Payroll Clerk** – Opening with our client in **Bethel Park**. Part time Monday through Friday 9:00 AM to 2:00 PM or 10:00 AM to 3:00 PM with some flexibility. Temp-to-Hire. \$17.00 to \$20.00 per hour depending on experience.

**Responsibilities:**

- Process payroll for outside clients.
- Will train on in house proprietary software.
- Enter information, process taxes and update employees.
- Assist with gathering hours each week through email, fax and verbal communication.

**Qualifications:**

- Must have experience with payroll and payroll taxes.
- Additional accounting experience helpful.

6. **Claims Processor** – for our client in **Imperial**. Flexible part-time hours within office hours of Monday through Friday 8:00 AM to 5:00 PM. \$13.00 to \$15.00 per hour with claims experience. Possible Temp-to-Hire. Will be working in proprietary software. Client will train. Position is required to do a lot of note-taking and requires legible handwriting. A properly fitting mask must be brought and worn the entire time when working in an another employees cubicle or office.

Monday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Tuesday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Wednesday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Thursday 8:00am to 5:00pm - lunch 12:05pm to 12:35pm  
Friday 7:45am to 12:30pm - no lunch

**Responsibilities**

- Enter information into claim forms. Heavy data entry.
- Chart updates to file.

- Communicate with office personnel and clients.
- Maintain logs and handle phone calls.

**Qualifications:**

- Word and Excel skills required.
- Medical background helpful.
- Mature, professional individual with customer service experience.
- Very detail oriented.
- Organized.

7. **HR Generalist** - for client in **Bridgeville**. Part-time. Day time schedule. Flexible on days. Available immediately. \$16.00 per hour. Possible Temp-to-Hire.

**Responsibilities:**

- Creating a recruitment plan and calendar according to maintain staffing levels,
- Generating official internal documents,
- Creating onboarding plans and educating newly hired employees on HR policies, internal procedures, and regulations,
- Maintaining files for employees and their documents, benefits and attendance records
- Collaborating with outside vendors, upper management and employees to maintain staffing levels,
- Overseeing 401K plan.

**Qualifications:**

- Steady, Patient, Dependable, and Reliable,
- 2-years of experience in HR,
- Efficient HR administration and people management skills,
- Excellent record-keeping skills,
- Excellent written and verbal communication skills,
- Works comfortably under pressure and meets tight deadlines.

8. **Teacher** - for **McMurray** and **Washington** areas. Willing to work with your schedule. Hours available are Monday through Thursday 3:00 PM to 8:00 PM; Friday 3:00 PM to 6:00 PM; and Saturday 9:00 AM to 2:00 PM. Part time or Full Time. Available immediately. Training available. Clearances are required. \$18.00 per hour.

**Responsibilities:**

- Planning and implementing daily teaching activities.
- Communicate with coworkers, parents and children.
- Following prepared lesson plans or implementing lesson plans.
- Math experience a plus.

**Qualifications:**

- Must be able to see, hear, assist and direct each child.
- Authentically care for your students.
- Bachelor's Degree required - Degree in Education or a related field is a plus.

9. **Office Assistant** – Insurance agency has an opening for an office assistant. Starting part-time and growing to Full-time Monday through Friday 8:30 AM to 5:00 PM. Possible Temp-to-Hire. **McMurray**. Depending on the person's commitment to studying and passing the pre-licensing and then taking the insurance license exam, it can take approximately 3 months. Costs are approximately \$330 which is reimbursed upon passing. The company will also only pay for the exam one time. If retakes are necessary these expenses would not be reimbursed. There is great potential in the insurance business but you have to be willing to put in the time and the effort. \$12.00 - \$20.00 with Licensing.

**Responsibilities:**

- Answering phones and offering excellent customer service.
- Entering information into proprietary software.
- Working with employee benefit information and processing new employee application information.

**Qualifications:**

- Proficiency with Word and Excel as well as Outlook.
- Need someone who can handle a highly confidential position.
- Prefer someone willing to get insurance licensed.

10. **Mystery Shopper for Age Group 21 – 25** – to do monthly shopping for stores within various areas in **Pittsburgh and the surrounding areas**. \$17.00 per hour plus mileage. Approximately 4 – 7 hours per route.

**Responsibilities:**

- Each assignment is to be completed in one day to various stores.
- You will conduct mock purchases of tobacco products in convenience and grocery stores. And then record visit results on your smart phone and paper report.

**Qualifications:**

- Client requires shoppers to be between the ages of 21-25 years old.
- Must have reliable transportation.

11. **Secretary/Receptionist** – for our client in **Bridgeville**. Monday, Wednesday, Friday. 9:00 AM to 3:00 PM. Client can be flexible on the hours. \$14.00 - \$15.00 per hour depending on experience. Temp-to-Hire.

**Responsibilities:**

- Answer phones, receive packages and mail.
- Maintain logs and handle schedule.
- Must be comfortable working independently. Will need to handle phones while manager is in meetings and out of the office.

**Qualifications:**

- Word and Excel skills preferred.
- 1-2 years office experience
- Mature, professional individual with face-to-face customer service experience.

12. **Office Assistant** – Opening with our client in **North Strabane**. Possible Temp-to-Hire. Monday through Friday. 10:00 AM to 4:00 PM. 20-25 hours per week. Times are flexible. \$12.00 per hour. Possibility of becoming Full-Time.

**Responsibilities:**

- Answer the phone.



- Work with Administrative staff on customer service.
- Enter contracts into proprietary system.

**Qualifications:**

- Must be knowledgeable with Word and Excel.
- Mature, professional individual with face-to-face customer service experience.

Acceptance of DIRECT HIRE positions available through Personnel Staffers, Inc. may require signing an agreement with the hiring company outlining the terms and conditions of employment.



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