



# JOBS WE HAVE TODAY

**9-23-2022**

1. **Administrative** – person needed for back-office duties for company in **Washington, PA** that provides testing and inspection services for gas and oil pipelines, compressor stations, foundries and more. Testing includes gamma radiography, x-ray, ultrasonic and more. Position is TEMPORARY with the possibility of Temp-to-Hire. Monday through Friday. 8:00 AM to 5:00 PM. \$16.00 per hour. Client will interview. Available immediately.

**Responsibilities:**

- AR/Billing, auditing reports, generating reports, data entry, emailing clients, filing, and some light HR duties.

**Qualifications:**

- Word and Excel required.
- Adobe a plus.
- Experience with the oil and gas or testing industry highly desired.

2. **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. Monday through Thursday 8:00 AM to 5:00 PM lunch 12:05 PM to 12:35 PM  
Friday to 7:45 AM to 12:30 PM – 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.

A properly fitting mask must be brought and worn the entire time when working in another employee's' cubicle or office.

3. **Accounts Payable Clerk** – Entry level position for company located near **Bentleyville/Charleroi**. Temp-to-Hire. Monday through Friday. Choice of work hours 8:00 – 4:30 OR 8:00 – 5:00. \$17.00 per hour through Personnel Staffers. Benefits with permanent offer. Client will interview.

**Responsibilities:**

- Facilitates payment of vendors
- Matching invoices to purchase order for payment.
- Entering data into ERP system
- Reviewing purchase orders and resolving discrepancies.
- Scanning and general clerical duties associated with payments of accounts
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Verify discrepancies by and resolve billing issues
- Records entry of, verifies documentation for, and distributes petty cash.
- Receives and verifies expense reports
- Code and reconcile monthly credit card statements

**Qualifications:**

- Strong data entry, communication, and organizational skills
- Must be proficient in Microsoft Office Suite or related programs.
- Must be able to learn other accounting software systems.
- Account Payable experience preferred
- High school diploma required; Business or Accounting degree preferred.
- Work history in accounts payables or other accounting functions in various systems preferred.

4. **Administrative/Office Associate** – for client located in **Washington**. This job requires excellent interpersonal skills as you will be communicating with customers, vendors, & senior staff in addition to offering support to fellow co-workers. Great career opportunity with advancement paths. Monday through Friday. 8:00 AM to 5:00 PM. \$16.00 - \$18.00 per hour. Client will interview. Temp-to-Hire. Great benefit package with permanent offer.

**Responsibilities:**

- Provide administrative support for multiple management positions,
- Answer phone calls and handle as appropriate,
- Greet visitors and follow check-in protocol,
- Make travel arrangements for senior staff and members of the sales team,
- Ability to efficiently manage multiple projects,
- Carries out administrative duties such as creating and maintaining files, copying, scanning, emailing,
- Receives, sorts, and distributes mail,
- Ensures operation of various office equipment such as printers, phone system, postage meter,
- Maintains office supplies by checking inventory and anticipating need,
- Updates corporate calendar for upcoming events in Outlook,

- Entry level backup for AR Associates.

**Qualifications:**

- High school diploma or equivalent education required.
- Two (2) years of administrative and computer experience.
- High level of knowledge in Microsoft Office Products including Word, Excel, Outlook, PowerPoint, Access.
- Previous experience and skills can be substituted for education.
- Ability to multi-task, prioritize, and manage time effectively.
- Good verbal and written communication skills.
- Organizational skills.

5. **Data Entry for Accounts Payable** – for client located in **Southpointe**. Temp staff needed to input \$2.5 million of accounts payable. Flexible Full-Time or Part-Time between Monday through Friday 8:30 AM to 5:00 PM. Open ended Temp assignment. Available immediately. \$16.00 per hour.

**Responsibilities:**

- Entering information into ERP system

**Qualifications:**

- Prior AP experience.
- ANY ERP experience highly desired.

6. **Office Assistant/Clerical** – for long established family-owned local supply company. **Washington**. Monday through Friday. 8:30 AM to 5:00 PM. \$15.00 per hour. Temp-to-Hire. Client is looking for someone who is interested in long-term employment. Client will interview. **Available immediately**. Benefits with permanent offer.

**Responsibilities:**

- Answer phones and greet walk-in customers,
- Check in Inventory to Confirm contents
- Filing,
- Keep track of Inventory and periodic Inventory counts,
- Learn the products and equipment,
- Place orders with Vendors,
- Take orders by phone, fax, or email,
- Assist Delivery personnel with customer orders.

**Qualifications:**

- Computer skills helpful especially MS Word and Excel.
- Will train on proprietary software.
- Client is seeking a detail-oriented, efficient and conscientious applicant.
- Multi-tasker who is good on the phones is a good fit for this assignment.

7. **Graphic Designer Project Administrator** – needed to serve customers that order printing and mailing projects. Monday through Friday. 8:30 AM to 5:00 PM with some flexibility. Temp-to-Hire. Benefits with permanent offer. **Bridgeville**. \$18.00-20.00 per hour.

**Responsibilities:**

- Conceptualize, develop and design a wide variety of print materials, promotional products.
- Prepare customer files for digital and offset printing. Also, various prepress duties.
- Make outgoing phone calls for estimate follow up, proactive customer contact and lead generation
- Source promotional and printed items.
- Estimate cost of printing and mailing projects in a timely manner.
- Assist with order entry.

**Requirements:**

- B.A. degree in Graphic Design or related field, with at least 2 years' experience in the field, or an Associate degree with at least 4 years of experience required
- Strong computer skills required with proficiency in Word, Excel, and Outlook
- Strong math skills, printing & graphics knowledge, telephone etiquette.
- Familiar with QuarkXpress, InDesign, Illustrator and Photoshop.
- Experience with variable data software such as Fusion Pro a plus.
- Excellent interpersonal and organizational skills and ability to work in a fast-paced environment are a must.

8. **Administrative Assistant** – Client in **Washington** is looking for someone to assist with the administrative and billing duties. Monday through Friday. 8:30 AM to 4:30 PM. Temp to Hire. \$18.00 per hour.

**Responsibilities:**

- Assist in the answering of telephones
- Update Logbook Entries
- Verify information with internal staff
- Order Publications
- Document all Training Records
- Update Status Summaries & Publications
- Send Out Annual Inspection Notifications

**Qualifications:**

- Must have great attention to detail
- Word and Excel knowledge.
- Must have good oral and written communication skills and the ability to multi-task and follow directions
- 2 years of experience

9. **Entry-Level Benefits Assistant** – for **Southpointe** (Canonsburg) employer. Monday through Friday 8:00 AM to 4:30 PM **OR** 8:30 AM to 5:00 PM. Temp-to-Hire. Pay range \$15.00 - \$18.00 per hour through Personnel Staffers. Benefit package with perm offer.

**Responsibilities:**

- Assist with the daily functions of retirement, health and welfare employee benefits programs, such as health insurance, life and disability insurance, 401K and Employee Stock Ownership Plan (ESOP)
- Assist with producing and disseminating benefit plan eligibility and deadline information to employees.
- Data entry of health insurance enrollments in our HRIS (SAP)

- Communicate with employees regarding employee benefit plans during new hire orientations, Open Enrollment periods and on an ongoing basis as needed.
- Assist with processing COBRA Qualifying Events.
- Prepare paperwork and provide administrative support with the coordination leave of absence related to FMLA, ADA, USERRA, and STD to include:
  - Prepare leave of absence packets
  - Assist with reviewing medical certifications supplied by the healthcare provider and determine if condition is valid under the laws of Family Medical Leave Act.
  - Determine the duration associated with the FMLA based on the information given by the healthcare provider.
- Communicate Disability and FMLA approvals, denials, leave extensions, recertification's, return to work plans to all Supervisors, Managers
- Assist with maintaining/updating electronic employee files for employee benefits, leave of absence and compensation and ensure employee data integrity.
- Assist with preparing, reviewing, and reconciling self-billing benefit related invoices
- Assist with preparing prevailing rates for prevailing wage jobs
- Assist with the development and documentation of standard work for procedures and processes.
- Responding to questions/issues for employees at all levels across the organization

**Qualifications:**

- 1-2 years of experience in benefits administration (self-funded preferred) is a plus
- Associate of Science (A.S.) or an Associate in Applied Science (A.A.S.) degree in Business Management or equivalent
- Familiarity of benefit, prevailing wage practices and general HR regulations and laws (i.e. FLSA, ERISA, ACA, COBRA, Medical, Dental, FSA, LTD, STD, 401K and ESOP)
- Proficiency in Microsoft Excel & Word
- Strong documentation and reporting skills
- Experience with SAP and/or other HR/Payroll systems a plus
- Ability to handle confidential matters in a professional manner
- This role requires strong communication, presentation, and analytical skills. Strong organizational and time management skills will be required in order to manage multiple priorities in a fast-paced deadline driven environment.

10. **Admin for Parts Department** – Client in **Washington** is looking for someone to assist with the shipping and receiving duties. Monday through Friday. 8:00 AM to 4:30 PM. Or 8:30 AM to 5:00 PM Temp to Hire. \$18.00 per hour. (This is not for an automobile dealership.)

**Responsibilities:**

- Assist with shipping and receiving items through UPS and FedEx
- Verify information with internal staff
- Order parts
- Handle A/P duties within the department
- Issue part requisitions
- Run reports

**Qualifications:**

- Must have great attention to detail
- Word and Excel knowledge.
- Must have good oral and written communication skills and the ability to multi-task and follow directions
- 2 years of experience

11. **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:**

- 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)

12. **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:**

- 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)

13. **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.

14. **Office Administrator** – 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. \$18.00 – 20.00 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.

15. **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

16. **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.

17. **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.

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

18. **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.

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

19. **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.

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

20. **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.

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

21. **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.

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

22. **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. (4PT)

**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.

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

23. **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

24. **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

25. **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.

26. **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.

27. **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.

28. **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. **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.

2. **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.

3. **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 another employee's 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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.

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.



**CALL : 724-942-5860**

**website: [www.personnelstaffers.com](http://www.personnelstaffers.com) • email: [kris@personnelstaffers.com](mailto:kris@personnelstaffers.com)**