



# JOBS WE HAVE TODAY

1-21-2023

1. **Office Assistant** – for our client in **Washington**. Client is ADDING on to the office staff. Office hours are Monday through Friday 8:00 AM to 5:00 PM **BUT** the client is willing to accept full-time OR part-time schedules for the right person. \$20.00 per hour. Possible Temp-to-Hire. Client will interview.

**Responsibilities:**

- Answer phones and take messages
- Order and maintain office supplies
- Prepare service job tickets and service paperwork
- Get freight quotes and prepare paperwork for LTL shipments
- Process customer payments
- Process hourly employee timecards
- File and other general office duties

**Qualifications:**

- An Associates Degree or equivalent office experience.
- Excellent written and verbal communication skills and present themselves in a professional manner.
- Ability to multi-task.
- Good computer skills including experience with Microsoft Office: Word, Excel, Outlook.
- Ability to learn and use new software

2. **Bookkeeper/Staff Accountant** - This role will function as a member of the company's team, including communicating with clients, vendors, and employees. This individual must be able to effectively communicate, thrive on being challenged by and working closely with their colleagues. A prime candidate will demonstrate the ability to think outside the box and balance a versatile workload. Full time with flexible schedule. Casual work environment. **Washington**. \$25.00 per hour.

**Responsibilities:**

- Perform daily financial activities of the company.
- Code and enter accounts payable.
- Bill and invoice accounts receivable.
- Reconcile bank and credit card statements.
- Create and enter journal entries.
- Produce monthly balance sheets, income statements, and profit/loss statements.
- Prepare and file Quarterly Taxes and year-end W-2's.
- Ensure the monthly and quarterly Banking activities are performed in a timely manner.
- Process all garnishments, human resource support in new hire paperwork, and taxes.
- Intercompany accounting.
- Produce budget and forecasting activities.
- Check the accuracy of business transactions.
- Oversee all QuickBooks data and check for accuracy.
- Complete Sales tax and audit information.

**Qualifications:**

- Advanced in QuickBooks, ADP, Word, and Excel.
- An associate degree in accounting or in a related field is preferred.
- Knowledge of accounting regulations and procedures, experience in accounts payable and receivable, and maintaining financial records efficiently is required.
- Transportation or trucking industry knowledge is a plus.

3. **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. Direct 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.

**Qualifications:**

- 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.

4. **HR Manager** – to assist in the overall provision of Human Resources services and policies. Full-time, 8-hour Day shift, Monday through Friday, Ability to Travel 25% of the time, internationally to Canada and Belgium. **Southpointe.** \$23.00 to \$25.00 per hour through Personnel Staffers. Temp-to-Hire. Benefits with permanent offer.

**Responsibilities:**

- Policy development in line with corporate policies, employee relations/ engagement, and the development of an employee-oriented culture that emphasizes quality, continuous improvement, retention, and high performance.
- Participate in management meetings to assist in consultation, market research, termination, development of employees, discipline, recognition, medical plans selection, benefits, and improvement of employee satisfaction.
- Process US Payroll
- Recruiting US and Canada
- Timecard Administration through MindSalt
- New Hire On-boarding
- Benefits Administration
- Certified Payroll Reporting
- Paid time off administration
- Payroll and Human Resources Software - ADP Run, ADP Workforce Now
- Microsoft - Excel, Word, PowerPoint, TEAMS, Outlook

**Qualifications:**

- Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 5+ years related experience
- Bachelor's degree in Human Resources, Organizational Management, Business, or related field; MBA a plus PHR Preferred
- Excellent written and verbal skills

5. **Administrative** - for our clients Risk Management department in **Mt. Lebanon**. Ideal person will support the department for a clerical/secretary need. Ideal candidate will have a professional demeanor, and legal secretary experience. Full-time - 40 hours a week - Monday through Friday - 8 ½ hour days w/ a 30-minute lunch. \$16.00 per hour. Temporary assignment expected to last three months.

**Responsibilities:**

- Utilizing Microsoft Office (primarily Outlook & Excel)
- General filing, typing and answering phones (for roughly a department size of 4)

**Qualifications:**

- Documentation of a recent drug screen
- Sign Off on Just Facts PATCH form for background check
- Reference responses from prior supervisors, coworkers, etc.
- 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)
- During flu season, client will need documentation of flu shot.

6. **Admissions/ Recruitment** - For our client in **Washington**. Available ASAP. Temp to Hire. The candidate must be dependable and have a flexible schedule for start times. \$20.00 per hour.

**Responsibilities:**

- Travel daily to high schools throughout the school year, within a 30- mile radius of Washington

- Call student leads to schedule appointments for school visits
- Discuss programs with potential students
- Give presentation to prospects
- Will train on proprietary software to assist with documentation

**Qualifications:**

- Word and Excel skills
- Background in marketing
- Excellent communication and presentation skills
- Attention to detail

7. **Customer/Technical Engineering Support** - Position in **RIDC Park**. Hours Monday through Friday. Competitive pay rate. Temp to Hire opportunity.

**Responsibilities:**

- Provide support via phone, logging in, and in-person for all things related to IT (i.e. computers, software applications, printing issues, etc.)
- Identify current and future customer service needs through professional interactions with end users at (2) non-profit customers.
- Act as IT contact with various 3rd party application providers (i.e. phones, security cameras, etc.)
- Provide the customer with technical information related to available products, equipment, and services.
- Identify network connectivity issues (i.e. Internet, Wireless Access Points, switches, etc.)
- Ensure that all systems and networks are appropriately supported and maintained and support the technology roadmap inclusive of maintenance and refresh cycles.
- Configure and support hardware including endpoints and peripherals and configure and administer active directory and domain environments. (with support from our current internal IT Team).
- Manage assigned helpdesk ticket queues with adherence to established Service Level Agreements

**Qualifications:**

- Fair to good comfort level with computer functionality.
- Understanding of Microsoft Suite of Products (primarily O365, Office, Excel and PowerPoint).
- Demonstrated technical experience in desktop, network, server and peripheral device installation and maintenance.
- Some technical experience in enterprise-level deployments; experience managing devices with an MDM (SCCM, Intune, Google Workspace Admin)
- Some experience managing Microsoft Active Directory & Group Policy; some experience with Azure preferred.
- Excellent project management skills
- Excellent customer service and communication skills (written and verbal)
- Eagerness to learn and take direction in a rapidly growing and fast-paced environment.

8. **Tax Preparer** - for 50-year accounting, tax and consulting service. Client base includes a diverse blend with construction and real estate emphasis. This role will maintain relationships with client base in various industries and assist firm leaders in identifying new opportunities and assist in obtaining new engagements. **South Hills area**. Monday through Friday schedule with **Overtime during Tax Season**. Direct Hire. Client will interview. Available immediately. Benefits with offer. \$50,000 - \$90,000 salary.

**Responsibilities:**

- Maintain and develop strong client relationships on various tax consulting/compliance engagements
- Demonstrate knowledge of technical accounting, tax and financial reporting standards, applying industry knowledge and expertise
- Lead the development of the tax and audit approach, applying applicable standards and firm audit methodology
- Manage engagement workflow, engagement team resources and engagement billing
- Work as part of a coordinated client service approach, working with other practice units to provide industry knowledge and insight to clients in a variety of industries
- Demonstrate strong analytical skills and working knowledge of tax/ accounting software

**Qualifications:**

- Bachelor's degree in accounting is required, Master of Accounting a plus
- Minimum of 3 to 5 years of public accounting experience is required
- CPA license is a plus
- Demonstrate the ability to prioritize tasks and complete assignments within time constraints and deadlines

9. **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.
10. **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:**
- Facilitate payment of vendors
  - Match invoices to purchase order for payment.
  - Enter data into ERP system
  - Review purchase orders and resolving discrepancies.
  - Scanning and general clerical duties associated with payments of accounts
  - Ensure outstanding obligations are credited upon payment, identifies discount opportunities.
  - Assist with accounting records and ledgers by reconciling monthly statements and transactions.
  - Verify discrepancies by and resolve billing issues
  - Record entry of, verify documentation for, and distributes petty cash.
  - Receive and verify 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.
11. **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.
12. **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.

13. **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

14. **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.

15. **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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16. **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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17. **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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18. **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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19. **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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20. **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.

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21. **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

22. **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

23. **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.

24. **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.

25. **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. **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.
5. **Mystery Shopper for Age Group 21 – 25** – to do monthly shopping for stores within various areas in **Pittsburgh and the surrounding areas**. \$19.00 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.

6. **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.



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