



JOBS WE HAVE TODAY

11-4-2023

1. **International Operations Specialist** – for client located in the Mon Valley near Charleroi. TEMPORARY position to cover two medical leaves. \$25.00 per hour. Position available immediately and expected to run through December 22, 2023. Work schedule is Monday - Friday. Day time work hours – may start between 7:30 AM and 8:30 AM – eight (8) hour work day. Client will conduct phone screens. A face-to-face interview MAY follow. **There is a possibility of a Temp-to-Hire.**

Responsibilities:

- Support the fulfillment of orders to specific international customers by reviewing inventory in the Global Distribution Center, communicate with both Domestic and International customers on promise dates for fulfillment, and collaborate with international logistics to ship appropriately based on demand
- Review reports and work with the warehouse team to ensure their customer orders are picked for shipping as needed
- Collaborate on projects and work with more complex customers to support trade shows or special events in foreign countries for mining machinery
- Partner with more complex international customers to review the weekly scheduled customer order warehouse picks planned to confirm if there are any needs to change, expedite, or cancel the planned orders scheduled to go out of the global distribution center for assigned international customers
- Generate weekly SAP reports, monitor and track inventory, and update promise dates for customer order visibility
- Act as liaison with customer and other departments, such as buyers, warehouse, international logistics, finance, trade compliance and engineering teams to resolve any open questions the customer may have to import in their respective country, as well as coordination for Letter of Credit process
- Communicate and collaborate with the international logistics team and the warehousing team to fulfill customer part needs and resolve any issues with freight forwarders or other third parties
- Facilitate processing returns, credit/debit memos, short ship issues to reach resolution for the customer
- Collaborate with other departments to provide special customer quotes timely

Qualifications:

- 3 - 5 years of experience in customer service, international logistics or distribution or BS Degree in Business, Inventory management or Supply Chain Distribution or related degree
- 2-4 years' experience in international logistics, distribution, and trade compliance
- Effective project management experience
- Strong communication and customer service skills
- Proficient Microsoft Office skills - Outlook, Excel, Word and Teams
- Strong work ethic and organizational skills
- Experienced in EVP systems (i.e. SAP)
- Ability to problem solve independently or with a team

2. **Custodian** – for business in **Washington**. Monday through Friday schedule starting 6:00-7:00 AM working 8-hour days. Temp to hire \$15.00 per hour.

Responsibilities:

- Empty wastebaskets daily in all common areas and offices
- Sweep all tile/laminate/vinyl floors with dust mop daily and wet mop weekly
- Clean glass doors and all glass areas at each entry/exit area
- Vacuum carpeted areas in offices
- Clean walls and baseboards in all common areas and offices
- Dust blinds/window shades, furniture, and ledges in all common areas and offices
- Clean light fixtures; Replace light bulbs as needed
- Clean and disinfect office kitchen daily
- Clean and disinfect sinks, mirrors, toilets, urinals, and pipes
- Check that toilets, urinals, faucets and drains are working properly; Provide maintenance
- Restock hand soap, paper towels, and toilet tissue supplies
- Opens/closed the building daily, ensuring alarm system is set appropriately
- Receive shipments and supplies
- Set up and take down chairs and tables for functions/events
- Reports all safety, sanitary, and fire hazards
- Ensure parking lot, patio, plant beds, etc. are free of debris

Qualifications:

- Prior experience with cleaning or maintenance a plus
- Must be organized, reliable and have good time management skills

3. **GL Bookkeeper** – in **Eighty-Four**. Monday through Friday. DIRECT HIRE.

Responsibilities:

- Will be working with QuickBooks Pro.
- Enter accounts payable invoices and expense reports, verify proper approval of charges, process payments, and file related documentation.
- Send statements and make bank deposits.
- Other administrative duties as assigned.
- Making entries into General Ledger accounts.

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.
- Associates degree in accounting 1-2 years of experience or 3-5 years related experience and high school diploma equivalency.

4. **Audit Manager** – **Washington** CPA firm is looking for a manager to handle to local area. No overnight travel. Direct Hire. \$65,000 – 70,000 with Benefit package.

Responsibilities:

- Manage and supervise the execution of external audit engagements of various clients in accordance with relevant regulatory and auditing and assurance standards
- Maintain a working knowledge of and research findings regarding accounting literature trends and technical issues relevant to the client's industry
- Oversee engagement management including managing the budget resourcing strategy billing and collections and progress against the plan timeline and milestones
- Set the culture for the team and mentor members in their career development
- Build and manage client relationships and accounts including driving the client experience on engagements

Qualifications:

- Minimum of five years of current and/or recent financial statement audit experience within a public accounting firm with demonstrated supervisory experience
- Experience with government auditing a plus
- **Bachelor's degree from an accredited college/university and 2 years accounting experience.**
- **CPA a plus.**
- Applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP) U.S. Generally Accepted Auditing Standards (GAAS) and Public Company Oversight Board (PCAOB) Auditing Standards
- Adhere to the firm's values and code of conduct

5. **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

6. **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.

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.

7. **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.
- 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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8. **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.
- 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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9. **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.
- 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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10. **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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11. **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.
- 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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12. **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.

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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PART-TIME

1. **Receptionist** – for local **Canonsburg** attorney in need of a part-time front desk receptionist. Three to four days per week from 9:00 AM – 12:00 PM. Temporary assignment. \$15.00 per hour. Client will interview.

Responsibilities:

- Greet visitors, answer and direct phone calls, accept in-coming packages and mail, prepare documents to be mailed, type, file, email, fax, and provide administrative support for the attorney.

Qualifications:

- Prior front desk receptionist experience,
- Proficient with MSWord,
- Professional demeanor.

2. **Receptionist** – Client located in **Mt. Lebanon** needs a receptionist to help cover for a temp position. The position would begin ASAP. Monday through Friday various hours. Medical office Morning shift 7:30 AM - 1:00 PM afternoon shift 1:00 PM - 7:00 PM. Client is flexible. Will need someone for approximately 12 hours per week. \$14.00 per hour.

Responsibilities:

- Answering incoming calls and scheduling appointments.
- Taking check or credit card payments.
- Assist with clerical duties to help other office personnel.

Qualifications:

- Prior receptionist experience helpful
- Excellent communication skills
- Must have a positive attitude

3. **Accounting Assistant** - for our client in **Washington**. TEMPORARY assignment to work approximately 20 hours per week for the next 6 – 9 months. Client will interview and you will need to do some assessment tests to qualify for the position. \$20.00 per hour.

Responsibilities:

- Balance bank reconciliations
- Daily and month end journal entries
- Pay invoices and expense reports on the A/P system
- Fixed asset project to update documents
- Liquidity report
- Scan documents
- Balance daily branch transactions
- Assist with month end and daily reports

Qualifications:

- Accounting degree plus one year of experience.
- Comfortable with Word and Excel.

4. **Administrative Assistant** – for educational facility in Washington County. Schedule is flexible. 20 hours per week. Monday through Friday. Temp-to-Hire.

Responsibilities:

- Position requires in person meetings with students, phone calls and texting
- Will be assisting with data entry and completing student documentation
- This person would have to have excellent computer skills including spreadsheets

Qualifications:

- Will train on proprietary software
- Must be proficient with MS Word and MS Excel. This person would have to have excellent computer skills including spreadsheets.
- Position requires organizational skills and excellent customer service skills
- 2-years office administrative experience.

5. **Accounting Assistant** - For our client in **McMurray**. 24 hours per week. Wednesday through Friday 8:30 AM to 5:00 PM. \$16.00 per hour. Possible Temp-to-Hire.

Responsibilities:

- Post payments and communicate with outside vendors to verify invoices
- Post entries and assist in monitoring payables and expenditures
- Will train on a proprietary system
- Enter data into spreadsheets
- General office duties

Qualifications:

- Proficiency with Word and Excel
- 1-2 years accounting experience

6. **Front Desk Medical Receptionist** – for our client in a busy surgeons' office in **McMurray** in Waterdam Plaza. Client says they see 40 – 50 patients per day on patient days. \$15.00 - \$20.00 per hour. Possible Temp-to Hire. Client will interview. Position available immediately.

Responsibilities:

- Checking in and rooming patients, answering phones, collecting co-pays, data entry of new patient information, and clerical to include faxing and photocopying, and scheduling surgeries.
- Work days and hours:
 - Monday 8:30 AM – 5:00 PM (patient day)
 - Wednesday 7:30 AM – 4:00/4:30 PM
 - Thursday 7:30 AM – 12:00/12:30 PM (patient day)

Qualifications:

- Mature, friendly individual is the best fit for this office. Must be willing to pitch in where needed.
- Medical office experience a plus, but not necessary. Training provided.

7. **Bookkeeper** – Client in **Washington** is looking for someone to reconcile statements and assists with general account maintenance. This work can be performed remotely.

Responsibilities

- Responsible for end of month bank reconciliations for 6 bank accounts with varying amounts of activity
- Handle occasional journal entries
- Must be available for 3 to 4 days in the September to October time frame to answer any questions on annual audit
- Must be available to stop in from time to time
- Will work with CPA who would be observing the activity

Qualifications:

- Must have 5 years bookkeeping experience
- Experience with accounting software required

8. **Bindery Specialist** – for commercial printing business located in the **South Hills area**. Monday through Friday schedule. Available immediately. Direct Hire. \$16.00 - \$20.00 per hour. Client will interview. You may be required to agree to background check and drug screen.

Responsibilities:

- Perform a variety of hand and machine operations to cut, trim, sort, punch, collate, stitch and staple, assemble, fold, and bind printed materials.
- Assist with mailing function and prepare and package jobs for shipment or delivery.
- Maintain equipment – cleaning, lubricating, and operational.
- Quality control projects for accuracy.

Qualifications:

- Experience operating commercial bindery equipment (preferred).
- Ability to understand production reports and have the ability to prioritize projects.
- Ability to lift and carry 50 lbs.
- Attention to detail.

9. **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.

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.

10. **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.

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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