



JOBS WE HAVE TODAY

12-2-2023

1. **Administrative Assistant** - Attorney in **Washington**. Monday through Friday. Flexible schedule for full time or part time hours 9:00 AM to 4:30 PM. Temp-to-Hire position. \$17.00 per hour.
Responsibilities:
 - Answer phone calls
 - Assist with client files
 - Other clerical duties such as typing letters, scheduling and helping with office duties**Qualifications:**
 - Advanced skills in Microsoft Word
 - 5+ years' experience
 - Legal secretary background a plus
2. **Card Processor** - company in **Eighty-Four**. Monday through Friday. 8:30 AM to 5:00 PM. Temporary position 4-6 months. \$15.00 per hour.
Responsibilities:
 - Feed credits cards into machines for personalization
 - Inspect for errors and defects
 - Organize finished products into sleeves**Qualifications:**
 - Must be able to stand for long periods
 - Must be able to lift 20#
 - Attention to detail
 - Technical experience a plus
3. **Senior Accountant** – for engineering company in **Pittsburgh**. The position is full time but schedule can be flexible from 8:00 AM to 4:30 PM schedule to 9:00 AM to 5:30 PM times. Benefits and PTO with permanent offer. Possible Direct Hire. Option for Hybrid schedule after 180 days. \$70,000 annual salary.
Responsibilities:
 - Perform general bookkeeping duties, maintain files, accounts payable documentation, and other miscellaneous filings including registrations
 - Prepare periodic reports
 - Make General Ledger entries**Qualifications:**
 - Bachelor's degree in accounting, finance, or a related field
 - Previous bookkeeping/accountant experience
 - Experience Previous business tax preparation and filing experience
 - Experience with Great Plains (preferred)
 - Good attention to detail
4. **Bookkeeper** – in **South Park**. Monday through Friday 9:00 AM to 5:00 PM. \$18.00-22.00 per hour depending on experience. Possible Temp-to Hire.
Responsibilities:
 - Handle reconciliations for all types of accounts,
 - Run reports,
 - Write checks from general account,
 - Payroll administration.**Qualifications:**
 - Must have 2 years' bookkeeping experience
 - Municipal or government experience a plus
 - Knowledge of basic accounting principles
 - Accuracy and attention to detail
5. **Preschool Teacher** - in **North Strabane**. Monday through Friday 8:30 AM to 5:30 PM. Salary dependent on experience. **Direct Hire**. You will be required to have background checks, drug screens, and fingerprint clearance.
Responsibilities:
 - General management of the classroom
 - Assist Director with any duties deemed necessary to run your classroom as smooth and as safe as possible

- Plan and implement daily program activities
- Maintain a record of ratio in the classroom and follow all policies and procedures
- Assist with outside activities. (Programs, Staff meetings, Curriculum, Open House)
- Communicate with coworkers, parents and children
- Maintain a clean and healthy classroom
- Follow prepared lesson plans or implement lesson plans

Qualifications:

- Must be able to see, hear, assist and direct each child
- Keep current required trainings
- Authentically care for your classroom
- Degree in teaching education or a related field
- Experience with 2-year-olds
- You must have a minimum of an Associate Degree from an accredited college including 30 credit hours in early childhood education or related field and 2 years' experience
- The starting salary is negotiable and is determined by the quality of education and the type and amount of experience

6. **Sales Assistant** – for client in **Southpointe**. **Direct Hire** opportunity 9:00 AM to 5:00 PM. \$40,000 per year.

Responsibilities:

- Assess clients' needs and assist sales person with sending information for suitable products,
- Keep detailed records of all contacts,
- Work with sales team to develop strategies and implement brand strategies to ensure a consistent marketing message,
- Schedule and follow up for appointments for sales team.
- Make 70- 80 businesses calls per day.

Qualifications:

- Strong customer service / relationship building background
- Familiarity with databases preferred,
- Knowledge of MS Office,
- Excellent verbal and written communication skills,
- Excellent teamwork skills,
- Strong organizational and time management skills.

7. **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 ERP systems (i.e. SAP)
- Ability to problem solve independently or with a team

8. **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

9. **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.

10. **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

11. **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

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.

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. **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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14. **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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15. **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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16. **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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17. **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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18. **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. **Senior Accountant** – for small, but growing software company that primarily sells to universities, government labs, and industry. This position will report directly to the President and will require working closely with the Sales Manager and company administrator and also the CFO of parent company in Sweden. The position will initially be part-time (two days per week) but ideally with some flexibility to expand the number of hours if needed. \$20.00 per hour through Personnel Staffers. Temp to Hire.

McMurray.

Responsibilities:

- Perform general bookkeeping duties, including invoicing and general ledger entries, maintain files, accounts payable documentation, and other miscellaneous filings including registrations
- Prepare tax filings and returns, (both Federal and various state income taxes), ensure compliance with payment, reporting or other tax requirements
- Prepare periodic reports for the parent company CFO and documents required for their annual audit
- Review and implement procedures and systems necessary to maintain proper records and to afford adequate accounting

Qualifications:

- Bachelor's degree in accounting, finance, or a related field (CPA is a plus)
- Previous bookkeeping experience (on an accrual basis)
- Previous business tax preparation and filing experience
- Experience with QuickBooks Desktop (preferred)
- Experience with Avalara for sales tax filings (preferred)
- Experience in data analysis in Microsoft Excel and/or Google Sheets
- Integrity, Dependability, Independence
- Good attention to detail
- Excellent communication skills, both written and oral

2. **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, typed, filed, emailed, and faxed, and provide administrative support for the attorney

Qualifications:

- Prior front desk receptionist experience
- Proficient with Word
- Professional demeanor

3. **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.
4. **Admin/Clerical 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
 - Some accounting experience highly desirable.
5. **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.
6. **Bookkeeper** – Client in **Washington** is looking for someone to reconcile statements and assists with general account maintenance. This work can be performed remotely. \$16.00 per hour.
- 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
7. **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.

8. **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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