



JOBS WE HAVE TODAY

1-6-2024

1. **Fulfillment Service Support - Bridgeville.** Temp-to-Hire. \$13.00 per hour. Weekday hours with some flexibility.
Responsibilities:

- Processing payments for multiple non-profit organizations.
- Opening mail, CRM data entry, scanning white mail/check images.
- Fold letters & stuff envelopes - a machine folds the letters & seals the envelopes, stuffing the envelopes is required
- Fulfilling store/premium orders - stuffing packages
- Returning donors calls for a variety of reasons - missing order, update credit card, update address, etc.

Qualifications:

- Attention to detail is a MUST
- Must be able to sit for long periods
- Ability to work with others in a close manner
- Clear communicator
- Technologically experienced is a plus
- Good multitasking skills
- Self-motivated
- Organized
- Adaptability/Flexibility
- Accountability and Dependability
- Ethics and Integrity

2. **Fulfillment Service Support - Bridgeville.** TEMPORARY assignment available immediately. Expected to run through the month of January. \$12.00 per hour. Weekday hours with some flexibility.

Responsibilities:

- Processing payments for multiple non-profit organizations
- Opening mail, CRM data entry, scanning white mail/check images.
- Fold letters & stuff envelopes - a machine folds the letters & seals the envelopes, stuffing the envelopes is required
- Fulfilling store/premium orders - stuffing packages
- Returning donors calls for a variety of reasons - missing order, update credit card, update address, etc.

Qualifications:

- Attention to detail is a MUST
- Must be able to sit for long periods
- Ability to work with others in a close manner
- Technologically experienced is a plus

3. **Admin/Customer Service** - for our client in **Greentree.** Company working with medical and insurance claims. Monday through Friday 8:30 AM – 5:00 PM. Can be flexible on the schedule. \$20.00 per hour. Temp-to-Hire.

Responsibilities:

- Answer phones,
- Schedule appointments,
- Confirm information,
- Maintain document/electronic files and medical records,
- File, scan, and print documentation.

Qualifications

- Strong customer service skills,
- Experience in a medical/insurance environment a plus,
- Attention to detail and accuracy and must be organized.

4. **Industrial (electric motor) Repair Technician** – for our client located in **Washington**. Monday through Friday. Day light schedule. **DIRECT HIRE** with benefits (Health insurance, 401K) \$18.00 - \$22.00 for five years or less experience. Higher pay rate available with five or more years' experience. You will work on all types of industrial equipment including but not limited to; AC and DC electric motors, controls, centrifugal pumps, vertical turbine pumps, generators, gearboxes, stators, rotors, armatures, fields and interpole etc. Tasks may extend to the operation of shop equipment, making parts, equipment disassembly, inspection, cleaning, painting, evaluation, troubleshooting, and repairs.

Responsibilities:

- Excellent mechanical aptitude,
- Excellent attention to detail,
- Use of hand tools,
- Operate shop equipment,
- Operate manual machine shop equipment,
- Fabricate parts,
- Equipment disassembly,
- Field removal, installation, and alignments.

Qualifications:

- 2 Years industrial experience,
- Availability for overtime and emergency work,
- Ability to operate: fork lift, overhead crane, testing equipment, and hand tools,
- Critical thinking and problem-solving abilities,
- Valid driver's license,
- Pre-employment screening.

5. **Controller** - 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. \$30.00 per hour through Personnel Staffers. Temp to Hire. **McMurray**. (Complete job description available- call for details.)

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 and excellent communication skills, both written and oral

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

Responsibilities:

- Verify information with internal staff
- Order parts
- 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 office experience.

7. **Inventory Control** - for our client located in **Bethel Park**. This is a dual position with work in the office and work in the shop. The candidate needs to have computer skills to do purchasing and maintain an inventory system for the products the client manufactures. Also, helpful if the candidate has some mechanical abilities as you would be responsible for the assembly of one of the actuator products that the client sells. \$20 - \$22 per hour depending on the experience level. The position is full time, (40 hours), Monday - Friday with flexible day hours. **Direct Hire**. Position available immediately.

Responsibilities:

- Responsible for all aspects of inventory control, which includes purchasing inventory stock and establishing and maintaining sufficient inventory levels.
- Conduct yearly physical inventory verification.
- Pull parts for customer orders and place in appropriate location bins.
- Fabricate, test, analyze and adjust precision electromechanical products and components of linear actuators according to drawings and other specifications.

Qualifications:

- Proficient with computers to prepare purchase orders and inventory system maintenance.
- Customer service skills.

8. **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

9. **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

10. **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 pf 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

11. **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.

12. **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

13. **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.

14. **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

15. **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

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.

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.

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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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.

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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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.

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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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.

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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.

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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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.

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. **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.

2. **Bookkeeper with General Ledger** – in **Eighty-Four**. **Part-time or full-time**. Monday through Friday – client flexible on days and hours. **TEMPORARY THROUGH TAX SEASON**. \$18.00 per hour.

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.

3. **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

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. **Front Desk Medical Receptionist** – for our client in a busy surgeons' office in **McMurray**. 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. **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.



CALL : 724-942-5860

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