



JOBS WE HAVE TODAY

4-20-2024

1. **Customer Service/Office Administration** – for newly relocated company to **McMurray** that specializes in products for the CPG/automobile aftermarket industry. Monday through Friday 9:00 AM to 4:30 PM with some flexibility. Temp-to-Hire. Client will interview. Interviews to start the week of April 15th with anticipated start date of May 15th. \$19.00 per hour through Personnel Staffers. Overall, this position assists the CEO and plays a critical role in ensuring customer satisfaction and assisting with the day-to-day business operations. There is NO travel with this position.

Responsibilities:

- Provide exceptional customer service to clients to include inquiries regarding product information, manage customer accounts, complaints, and process orders and payments,
- Schedule appointments, manage calendars, and coordinate travel arrangements,
- Support CEO with administrative tasks.

Qualifications:

- Strong computer skills with proficiency in MS Word and MS Excel, CRM and Database Management,
- EDI for Purchase Orders (will train on proprietary software),
- Accounting or Bookkeeping experience helpful,
- Strong communication skills, attention to detail, and ability to multi-task,
- Prior customer service experience and some bookkeeping experience is preferred.

2. **A/R-Accounting Associate** - 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. \$18.00 - \$25.00 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, helpful
- Proficient in Microsoft Office software
- Attention to detail and accuracy
- Experience & knowledge of EDI (computer-to-computer exchange of electronic documents) platform a plus

3. **Accounts Payable Processor** – for client located in **Southpointe** (Canonsburg). Full-time Monday through Friday 8:30 AM to 5:00 PM with one hour lunch. Temp-to-Hire possibility. \$18.00 per hour through Personnel Staffers. Client may interview. Available immediately.

Responsibilities:

- Matching invoices to purchase orders for payment
- Entering data into computer system

- Investigate inconsistencies with vendors and field offices
- Process purchasing card transactions
- Photocopy and general clerical duties associated with payment of accounts

Qualifications:

- Strong data entry, communication and organizational skills
- Proficient with Word and Excel
- Attention to detail and accuracy
- Ability to work in a fast-paced environment
- Accounts payable and/or purchasing card experience preferred

4. **Preschool Teacher** - in **North Strabane**. Monday through Friday 8:30 AM to 5:30 PM. Salary dependent on experience. Very competitive hourly wage and benefits. Sign on Bonus available. **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
- 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.

5. **GL Bookkeeper** – in **Claysville**. Monday through Friday. Salary range \$50-60,000 commensurate with experience. **Direct Hire.**

Responsibilities:

- Full GL responsibilities
- Process payroll
- Reconcile statements and prep reports
- Other administrative duties as assigned

Qualifications:

- 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

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

Responsibilities:

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

Qualifications:

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

7. **Admin/Customer Service** - for our client in **Greentree**. Company working with workers compensation 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
- MUST have experience with workers compensation.
- Attention to detail and accuracy and must be organized

8. **Shop Production/ Facility Maintenance** – for our client located in **Washington**. Monday through Friday. Daylight schedule office open from 6:00 AM to 5:00 PM. **DIRECT HIRE** with benefits (Health insurance, 401(K) \$18.00 up to \$22.00 for candidate with experience.

Responsibilities:

- Help with tools in the shop
- Operate fork lift
- Clean machines
- Make local deliveries
- Assist warehouse personnel
- Maintain warehouse i.e. change light bulbs, organize, order supplies

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

9. **Parts Clerk** – 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

10. **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.

11. **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

12. **Data Entry** - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$17.00 per hour UP TO \$18.00 with high volume and actual work experience. Higher pay rate possible for highly qualified candidates. 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. \$17.00 per hour UP TO \$18.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire Client will interview.

Responsibilities:

- General office work to include: Collections, Customer Service, Data Entry
- Respond to incoming 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. \$17.00 per hour UP TO \$18.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Collections, Customer Service, Data Entry
- Respond to incoming 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**. \$17.00 per hour UP TO \$18.00 per hour. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Customer Service
- Respond to incoming 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**. \$17.00 per hour. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- Prepare files for Paralegal
- Enter data into proprietary system
- Pull/file documents
- General office duties

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**. \$17.00 per hour UP TO \$18.00 per hour FOR LEGAL ASSISTANT. \$18.00 per hour UP TO \$20.00 per hour FOR PARALEGAL. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities

- General office work to include: Customer Service and Data Entry
- You will respond to incoming 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. \$18.00 per hour UP TO \$20.00 per hour with experience. Higher pay rate possible for highly qualified candidates. Possible Temp-to-Hire. Client will interview.

Responsibilities:

- General office work to include: Collections, Customer Service, Data Entry
- You will respond to Incoming 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. **Executive Administrative Assistant** – for financial services industry in the **South Hills**. Direct Hire. Tuesday, Wednesday, Thursday 9:00 AM – 5:00 PM with possibility of additional hours. Client is looking for High Level, “10”, Cream of the Crop candidate. Pay rate in the \$30.00 per hour plus range. Benefits with permanent offer.

Responsibilities:

- Answer phones
- Maintain office
- Facilitate the administration of the office
- Support marketing efforts
- Process and track paperwork
- Handle cashing, and compliance

Qualifications:

- Bachelor's degree preferred, or equivalent combination of education and experience
- Proven experience as an executive administrative assistant or similar role, supporting business owners/executives
- Exceptional organization and time management skills, with ability to prioritize tasks and meet deadlines
- Strong attention to detail and accuracy in all work performed
- Excellent written and verbal communication skills, with the ability to interact professionally at all levels
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software
- Discretion and confidentiality in handling sensitive information and business matters
- Ability to work independently with minimal supervision, as well as collaboratively within a team environment
- Flexibility to adapt to changing priorities and work in a fast-paced, dynamic environment
- Ideal candidate will be Proactive, Detail-Oriented, and Multi-Tasking skills

2. **Payroll Specialist with Human Resources** - highly motivated and detailed oriented individual to assume the role focused on HR functions which include employee relations, company policies, and recruiting/hiring, with opportunities to learn and grow. 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. **Washington**. Temp-to-Hire. \$19.00-22.00 per hour. Three days per week 8:30AM – 3:30 PM. Benefits with permanent offer.

Responsibilities:

- Research and respond to employee inquiries via numerous avenues of communication
- Lead the on-boarding process for new hires, which includes all documentation, job posts, and orientation
- Arrange all employee files and keep up to date records
- Oversee benefit enrollments for 408 SEP, voluntary life insurance, and various other benefit options
- Ensure compliance with all applicable Federal, State, and Local laws and procedures
- Maintain thorough and accurate data, notes, memos, and other records regarding employees
- Contribute freely where your expertise can add value to the team and organization by suggesting projects, improvements, or new concepts
- Interpret company policies and procedures

Qualifications:

- Knowledge of Paychex Payroll platform is favorable
- Proficient in Word, Excel, Google Documents
- Bachelor's degree in related fields preferred, but not required
- Transportation or trucking industry knowledge is a plus

3. **Administrative Assistant** – Project for Financial services company in **Upper St. Clair**. Full time schedule with flexibility. Monday through Friday preferably 4-5 days per week 10:00 AM - 4:00 PM. \$18.00 -\$20.00 per hour. Short term assignment.
- Responsibilities:**
- Assist with transition for changing broker dealers
 - Fill out electronic paperwork
 - Organize documents and follow up on information
 - Work with company administrator and assist with additional administrative duties
- Qualifications:**
- Must be proficient with Word and Excel
 - Knowledge of banking a plus
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. **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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