



JOBS WE HAVE TODAY

9-28-2024

1. **Office Assistant** - for VERY BUSY long-established service industry business located in **Washington**. Monday through Friday 8:00 AM – 4:30 PM. You will work along-side of the Business Manager and shadow her duties and responsibilities. Possible Temp-to-Hire. Per client no two days are the same. \$16.50 per hour through Personnel Staffers. Client will interview.

Responsibilities:

- Answer incoming calls
- Take orders
- Data entry for A/R and A/P
- Accept payments in person and over the phone, and accepting payment using credit cards
- Enter service and rental payments into QuickBooks
- Collections, process claims in two proprietary claims portals (client will train)
- Check daily for approvals, process proposals
- Review, approve, and submit time sheets for processing
- Some HR duties such as tracking vacations, injury reports, drug screens, safety education, and submitting paperwork for insurance
- Follow up on fleet maintenance and verify current drivers and other licensing, and scheduling technicians

Qualifications:

- Proficient with QuickBooks
- Ability to handle many interruptions, many different employee and customer personalities
- Think on your feet and have the ability to distinguish between a non-emergency and a real emergency
- Wear many hats and be able to switch gears from task to task seamlessly

2. **CAD Designer** – for Engineering company. Monday through Friday. 8:00 AM to 5:00 PM. **South Hills of Pittsburgh**. Direct Hire. Salary range \$45,000 - \$55,000, depending on experience and qualifications. Benefits with permanent offer. Client will interview.

Responsibilities:

- Produce rough sketches using CAD software to prepare detailed 2D/3D drawings
- Create drawing for new parts – primarily 3D
- Perform and validate changes to existing drawings depending on customer specifications
- Update drawings and other documents related to design of products
- Ensure implement changes to drafts/drawings and drawings are compliant with local regulations and engineering rules/principles
- Communicate potential design issues to sales and production department
- Conduct research when required

Qualifications:

- Strong understanding of engineering principles and practices
- Proficient in design software, including CAD tools, and simulation and analysis software
- Problem solving skills and creativity to develop solutions
- Strong communication skills
- Attention to detail
- Willingness to work overtime when required
- Hold a degree in Engineering (mechanical, civil, electrical) or related field

3. **Sales and Marketing Assistant** – Our client - an insurance company - is seeking a dedicated Sales and Marketing Associate to serve as the main point of contact for agents and prospective new members. This role is integral to the Marketing/Sales Department and Home Office, providing essential support and assistance. **Robinson Township area**. Temp-to-Hire. Monday through Thursday 8:00 AM to 5:00 PM, Friday 7:45 AM to 12:30 PM. \$18.00 to 20.00 per hour through Personnel Staffers. In-Office position (*This is not, nor will it become a Virtual or Work from Home position*)

Responsibilities:

- Answer and transfer incoming calls, ask questions to ensure callers reach the appropriate representative, greet visitors and direct to correct representative, respond to Website/Portal inquiries as appropriate to sales department
- Answer questions on product/sales support from agents, members and prospective members related to life insurance and annuity product offerings, interest rates, etc.; generate quotes and recommend products, as well as work as a guide in completing all required paperwork; answer questions and provide support to DocuSign e-app users; send applications/forms, brochures, business cards, etc.
- Track and monitor status of all new business received and perform follow-up; monitor license and appointment renewals and process any associated invoices; ensure timely payment of vendor invoices

- Monitor sales campaigns and identify qualifiers; generate monthly, quarterly, and annual reports
- Assist with on-boarding of new agents and keep accurate agent listings and email groups and coordinate tracking of newly introduced agent continuing education or training requirements
- Execute any agent or member mailings for the sales/marketing department
- Provide content to produce and distribute monthly agent newsletter; take provided sales content and design/develop graphics relevant to message and plan out upcoming posts for social media
- Respond to follower comments and messages, like and comment as company representative on social media pages

Qualifications:

- Associate or Bachelor's degree OR five years of relevant experience
- Proficiency with Microsoft 365 products
- Experience with social media management (LinkedIn, Facebook, Instagram)
- Desktop publishing experience (Canva, InDesign)
- Some knowledge of insurance and annuity products would be helpful
- Superior customer service orientation
- Excellent communication skills (phone, email, face-to-face, mail)
- Outstanding attention to detail and follow-through
- Ability to take initiative and work independently but remain a team player

Additional Requirement: Obtain a Pennsylvania Resident Producer license within two months of being hired (expenses reimbursed).

4. **Office Assistant** - Insurance Agency is seeking a highly motivated, qualified professional in **McMurray**. The preferred candidate will have knowledge of insurance (Property & Casualty - commercial lines) and demonstrate a strong customer service focus, organizational skills, be able to multitask, be self-motivated, and possess the ability to work well with others. This individual must also be punctual, reliable, customer focused, team oriented and excellent communication skills needed. Monday through Friday 8:30 AM to 5:00 PM. Temp-to-Hire. UP to \$23 per hour with license. Hourly plus commission if licensed.

Responsibilities:

- Report directly to and support all Insurance Producers
- Quote all commercial line carriers
- Facilitate all day-to-day service requests from our clients; including, but not limited to, billing issues, change requests, etc.
- Screen and submit paperwork to bind coverage with our partnered carriers
- Distribute the quotes and renewal offers to our clients once agents have had a chance to review
- Document all conversations and interactions with customers, carriers and agents in CMS/ client files

Qualifications:

- Exceptional customer service skills and the ability to develop a rapport with clients and related professionals of varied ages and backgrounds
- PA Insurance License with Property and Casualty lines of authority is strongly preferred. If not currently licensed, willingness to obtain PA P&C license in the first year of hire
- Aptitude working with Outlook, Word, Excel, or similar environment
- Excellent written and verbal communication skills to project a positive image to clients and related professionals
- Ability to follow directions, work well under pressure and maintain a fast pace in a multi-task environment

5. **Office Assistant/Clerical** – for long established family-owned local supply company. **Washington**. Monday through Friday. 8:30 AM to 5:00 PM. \$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

6. **Administrative/HR Assistant** – for our client in **Washington**. This job requires excellent interpersonal skills as you will be communicating with our customers, management, and employees. Great career opportunity with advancement paths! Monday through Friday 8:00 AM to 5:00 PM. Temp-to-Hire. Client will interview. \$18.00 - \$21.00 per hour. Excellent benefit package with permanent offer.

Responsibilities:

- Provide administrative support for multiple management positions
- Answer phone calls and handle as appropriate

- Greet visitors and follow check-in protocol
- Work as travel coordinator utilizing travel agency to make arrangements for company travelers
- Coordinate company events
- Carry out administrative duties such as creating and maintaining files, copying, scanning, emailing
- Receive, sort, and distribute mail
- Ensure operation of various office equipment such as printers, phone system, postage meter
- Maintain office supplies by checking inventory and anticipating need
- Update corporate calendar in Outlook as necessary
- Support team by performing a variety of general, administrative, and computer duties
- Compile and provide spreadsheets for various project tracking
- Provide support for HR department including updating HR policies & procedures, coordinating benefit presentations, maintaining employee announcements, and assisting with new employee onboarding.

Qualifications:

- Two (2) years of administrative and computer experience
- High level of knowledge in Microsoft Office Products including Word, Excel, Outlook, PowerPoint, Access
- Previous experience and skills can be substituted for education
- Ability to multi-task, prioritize, and manage time effectively
- Good verbal and written communication skills
- Organizational skills
- Problem analysis and problem-solving skills

7. **Office Admin/Bookkeeper** – Position for landscaping business in **Greenfield**. Temp-to-Hire. Monday through Friday 9:00 AM to 5:00 PM. \$19.00 per hour through Personnel Staffers.

Responsibilities:

- Will answer phone and schedule customer services
- Prepare accurate invoices
- Maintain an accurate accounts receivable ledger and reconcile
- Receive calls and answer any questions in regards to invoices and account balances
- Deliver bank deposits to the appropriate financial institution in accordance with company policy
- Will train on billing system
- Work with payroll company

Qualifications:

- Must be adept on the computer
- Good math skills a plus
- 1-2 years office experience minimum
- Customer service experience desired
- Associates degree or higher in accounting

8. **Staff Accountant/ Bookkeeper** – in **Eighty-Four**. Monday through Friday. Salary commensurate with experience.

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

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
- Experience with account reconciliations
- Familiar with GAAP

9. **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

10. **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

11. **Admin/Customer Service** - for our client in **Greentree**. Company working with workers compensation claims. Monday through Friday 8:30 AM to 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

12. **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 Office
- Excellent verbal and written communication skills
- Excellent teamwork skills
- Strong organizational and time management skills

13. **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

14. **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.

15. **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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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. \$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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17. **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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18. **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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19. **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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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. \$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. **Web Developer** - in **Southpointe**. Ideal candidate is someone with computer & customer service skills. \$18.00 per hour. Flexible schedule available 20-30 hours per week. Temporary with possibility of Temp-to-Hire.

Responsibilities:

- Must have working knowledge of Squarespace
- Update website information and forms
- Must be creative and comfortable on the computer
- Assist with digital marketing platforms and Mailchimp or Constant Contact emails

Qualifications:

- Prior website experience highly desirable
- Background in marketing highly desirable
- Graphic design a plus

2. **Bookkeeper** – in **McMurray**. Monday through Friday schedule flexible hours 24-32 hours per week. \$19.00-24.00 per hour depending on experience. Temp to Hire with Possibility of Direct Hire.

Responsibilities:

- Work with over 200 rental properties, collect payments, and update accounts
- Handle HOA payments and oversee automated payments
- Reconcile 20 bank accounts
- Verify proper approval of charges, process payments, and file related documentation
- Scan documentation and organize files

Qualifications:

- Knowledge of accounts payable and basic accounting principles
- Accuracy and attention to detail
- Good organization skills
- Must be able to multi task
- Minimum Associates degree in accounting with 2-5 years related experience
- Knowledge of Rentvine, Cync, and AppFolio

3. **Tax Preparer** – in **Eighty-Four**. Monday through Friday – client flexible on days and hours. \$18.00 – 20.00 per hour.

Responsibilities:

- Submit tax forms on behalf of clients to pay appropriate amount(s) and maximize the client's return
- Review client income and expenses, audit account details and work as a liaison between client and IRS
- Inform clients or employers on the tax preparation process
- Collect relevant financial records
- Input data from financial records into tax return software or databases
- Use applicable federal, state and local tax law to determine deductions and how much each client will pay or earn on the return
- Complete and file tax documents with appropriate agencies, i.e. IRS, state and local governments

Qualifications:

- Experience with QuickBooks Pro
- In-depth knowledge of applicable tax laws, regulations and deadlines
- Proficiency with common tax preparation, word processing and spreadsheet software applications
- Familiarity with the tax return submission and confirmation process, including how to navigate the IRS and other government entity online platforms
- Excellent customer service skills, including patience and flexibility
- Great organizational skills, including time management
- Proficient in Microsoft Office suite and aptitude to learn financial reporting system
- Accuracy and attention to detail

4. **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

5. **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. Possible Temp-to-Hire.

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

6. **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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