



JOBS WE HAVE TODAY

4-11-2025

1. **Office Services/Facilities Representative** – Washington company needs reliable person for performing scheduled courier services; sorting, delivering and picking up mail from the post office; and other duties as directed; Monday through Friday 6:30 AM to 3:30 PM. \$15.00-16.00 per hour. Temp to Hire. Excellent benefit package available upon permanent placement.

Responsibilities:

- Sort and distribute bags, envelopes and supplies to the other locations and the Post Office
- Maintain vehicle(s) ensuring it is clean and in safe operating condition; check items such as fluids, tires, belts; coordinate and arrange scheduled maintenance or repairs as necessary
- Operate postage metering machine and related equipment; ensure correct amount of postage is applied to mail items for proper delivery
- Move supplies, equipment and furniture within facilities and between locations as instructed
- Maintain inventory levels at operational needs; complete monthly inventory control records, including offsite storage at Guardian Storage
- Assist in the maintenance of records control with respect to records retention and destruction
- Maintain off-site storage log for incoming and returning of storage boxes of active files
- Stock and order supplies in main kitchen, central storage, mail room and janitor's closet
- Perform various light repairs at various properties, i.e., replacing light bulbs, etc.
- Perform a variety of duties in order to set up for special events, i.e., decorate branch offices for holidays, maintain the community tent, prepare the community room for meetings, etc.
- Report pertinent information to the immediate supervisor as requested, or according to an established schedule; compile information as necessary or as directed and provide data to appropriate personnel

Qualifications:

- Computer skills preferred
- Good communicative, proficient problem-solving, organizational and time management skills
- Ability to work with minimal or no supervision
- Ability to lift a minimum of fifty (50) lbs
- Valid driver's license
- A minimum of six months to one year experience in related positions normally required

2. **Office Assistant/Clerical** – for a family-owned business in Washington. Monday through Friday. 8:30 AM to 5:00 PM. \$18.00 per hour. Temp to Hire. Client is looking for candidates interested in long term employment. Some benefits with permanent offer.

Responsibilities:

- Answer phones and take orders
- Will train on proprietary software for order entry and inventory
- Assist with product questions
- Place orders with vendors
- Obtain signatures
- Photocopy, fax and mail as well as prepare letters and routine data entry

Qualifications:

- Two years prior administrative support preferred
- Knowledge Word, Excel and Outlook
- Strong communication and organizational skills
- Attention to detail and accuracy
- Must have the ability to multi task

3. **Administrative Assistant** Our client in **Eighty-Four** is looking for someone to help with office administrative and accounting duties. Monday through Friday. 8:30 AM to 4:30 PM. Temp to Hire. \$18.00 per hour. Flexible to part time schedule 4 days per week.

Responsibilities:

- Assist in the answering of telephones
- Verify information with customers and vendors
- Order office supplies
- Document all office procedures
- Assist with accounting system

- Handle filing system and scanning files

Qualifications:

- Must have great attention to detail and can think for themself
- Word and Excel knowledge
- Must have good oral and written skills and the ability to follow directions
- 2 years of experience or accounting degree preferred

4. **Regional Sales Engineer** - Leading manufacturer and seller of mechanical, electromechanical, electrical and electronic equipment and supplies. This role will regularly visit customers and/or sales representatives within the given sales territory to ensure that sales strategies are being instituted and that sales goals are being met. Furthermore, addressing and selling directly by calling on customer representatives at commercial, industrial, and other establishments. Bethel Park. 25% of travel. Salary starting at \$60k with commission available when training is complete.

Responsibilities:

- Train sales representatives, analyze sales trends and develop sales strategies for the sales territory
- Create forecast for sales territory working with sales representatives in alignment with business objectives
- Support sales representatives
- Evaluate sales representatives' performances
- Participate monthly sales meeting
- Understand customer needs and requirements
- Analyze regional market trends and identify new applications and market needs
- Address potential problems and suggest prompt solutions
- Participate in trade shows and industry committee meetings related to the industry
- Suggest new services/products and innovative sales techniques to grow territory sales

Qualifications:

- Proven work experience as a Regional Sales Engineer, Area Manager or similar sales role
- Microsoft Office
- Familiarity with CRM software
- Understanding business operations
- Ability to support and motivate sales representatives
- Excellent communication skills
- Strong organizational skills with a problem-solving attitude
- Availability to travel as needed
- BS degree in Business Administration or relevant field

5. **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.

6. **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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7. **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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8. **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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9. **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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10. **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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11. **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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12. **Bookkeeper** —for our client in **Washington** who provides regional trucking services in southeastern Pennsylvania, central and southern New Jersey and Delaware. The office space is a Very Casual environment - think construction or industrial space.

Monday through Friday. 8:30 AM to 3:30/4:30 PM. **Possible** Temp-to-Hire. Client will interview. Pay will be commensurate with requirements, experience and education, but we expect it to pay \$20.00 - 22.00 per hour through Personnel Staffers.

Responsibilities:

- Perform daily financial activities of the company
- Create and submit invoices
- Create and enter journal entries
- Perform most accounts payable and receivable functions
- Check the accuracy of business transactions
- Produce and analyze budgets
- Work on special projects, if requested

Qualifications:

- Knowledge of accounting regulations and procedures, experience in accounts payable and receivable, and maintaining financial records effectively.
- An undergrad degree in accounting or in a related field is preferred
- Proficient in QuickBooks, Word, and Excel
- Transportation or trucking industry knowledge is a plus

13. **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

14. **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

15. **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

16. **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

17. **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

18. **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 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
- 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

19. **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

PART-TIME

1. **Marketing Assistant** – Ideal candidate is someone that is comfortable on the computer and has experience with online advertising. \$18.00 – 20.00 per hour. Schedule is flexible and can lead to remote work once a system has been put in place.

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Responsibilities:

- Create and manage online ads specifically Google ads
- Handle social media marketing
- Work in QuickBooks
- Assist with follow up materials
- Assist with marketing of company

Qualifications:

- Must be knowledgeable with Google
- Experience with social media platforms
- Good communications skills
- Must be organized and detail oriented
- Knowledge of QuickBooks a plus

2. **Bookkeeper** – in **Venetia/McMurray**. Monday through Friday schedule flexible hours 2-4 days a week from 10:00 AM to 4:00 PM. Up to 28 hours per week. \$19.00-21.00 per hour depending on experience. Temp to Hire.

Responsibilities:

- Reconcile bank accounts
- Prepare sales tax reports for PA Department of Revenue
- Prepare commission reports
- Manage QuickBooks
- Prepare information for audits
- Monitor emails
- Prepare reports using Excel

Qualifications:

- Knowledge of accounts payable and basic accounting principles
- Knowledge of Word, Excel & Outlook
- Experience with QuickBooks.
- Good organization skills
- Good with technology
- Social Media knowledge a plus

3. **Office Assistant** – Opening with local company for part time role with potential for full time. Flexible schedule. Monday through Friday afternoons approximately 20 hours per week. **McMurray**. \$16.00 per hour.

Responsibilities:

- Greet clients and visitors
- Enter information into database
- Assist with interviews and phones

- Filing and scanning
- Will train on software to assist with entering information for invoices and other records

Qualifications:

- Must be knowledgeable with Word and Excel
- Accounting experience a plus
- Access database knowledge a plus
- Must be organized and detail oriented

4. **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

5. **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

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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website: www.personnelstaffers.com • email: kris@personnelstaffers.com