



# **JOBS WE HAVE TODAY**

**9-5-25**

1. **Communications & Programs Coordinator** - This position plays a crucial role in planning and executing projects that foster economic growth and community development, while also supporting programs and member services. Monday through Friday schedule. \$18.00 per hour. Benefits with permanent offer. Temp-to-Hire or Direct Hire. **Pittsburgh.**

**Responsibilities:**

- Develop project plans, monitor progress, and prepare reports for leadership and the board
- Track budgets and ensure projects remain on scope and on schedule
- Write press releases for businesses, government entities, and community initiatives
- Manage and expand communications across social media platforms, newsletters, website, and media outreach
- Track and analyze SEO, social media metrics, and website analytics to expand reach and improve engagement
- Ensure consistent brand awareness across all platforms and materials
- Plan, coordinate, and execute events including logistics, networking programs, fundraisers, and community initiatives
- Organize, attend and/or support occasional evening events
- Research and identify funding opportunities
- Prepare grant applications and proposals to support chamber programs
- Manage grant budgets and reporting requirements
- Act as a professional point of contact for project communications and member inquiries

**Qualifications:**

- Bachelor's degree in Business Administration, Communications, Marketing, or related field
- 3–5 years of relevant professional experience
- Proven experience as a Project Manager, preferably in a community or economic development setting
- Strong writing and communication skills with the ability to clearly and persuasively articulate ideas
- Experience writing and managing grants
- Demonstrated event planning and implementation experience
- Proficiency with Office 365, Excel, Canva, Mailchimp, and CRM platforms
- Strong knowledge of social media platforms, SEO, and digital metrics
- Excellent organizational and time-management skills with attention to detail
- Strong interpersonal skills and ability to build relationships with diverse stakeholders
- Knowledge of local economic trends and community needs is advantageous
- Ability to work independently, problem-solve, plan ahead, and make strategic decisions
- Professional maturity and consistent awareness of brand

2. **Administrative Assistant** — Our client in **Eighty-Four** is looking for someone to help with office administrative and bookkeeping duties. Monday through Friday. 8:30 AM to 4:30 PM with flexibility. Temporary through the end of October with possibility of Temp to Hire. \$20.00 per hour.

**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
- Will train on proprietary software

**Qualifications:**

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

3. **Receptionist/Secretary** — for our client in **Waynesburg**. This position is to cover a medical leave starting 9/17/2025 and ending approximately 12/16/2025. Monday through Friday 8:30 AM - 4:00 PM at \$18.00 per hour. Temporary position.

**Responsibilities**

- Answer phones and greet visitors
- Assist with schedules and file documentation
- Organize documents and verify all information

- Complete paperwork and forms
- Update records and maintain spreadsheets
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**Qualifications**

- Must have Word, Excel and Outlook skills
- Prior experience with registrations a plus
- 2-3 years office experience preferred

4. **Administrative Support / Sales Assistant** – This position will support multiple departments, including sales, operations, and accounting. Other tasks include compiling data, data entry, processing monthly statements, social media updates. Monday through Thursday 8:00 AM to 4:00 PM and Friday 8:00 AM to 3:00 PM. \$18.00 per hour. Temp-to-Hire. **Bridgeville**. Benefits with permanent offer.

**Responsibilities:**

- Assist with accounts receivable and collections with third-party processors
- Distribute invoices
- Keep accurate records in accordance with company standards
- Track product inventory, ordering supplies as needed
- Assist with meeting preparation for staff, operational, and sales meetings
- Assist with credit card reconciliations
- Social media and marketing support
- Answer, track and compile data from inbound telephone calls
- Data entry in a proprietary system

**Qualifications:**

- Previous experience in office administration or other related fields
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Proficient knowledge of Microsoft Office
- Detail oriented
- Excellent organizational skills
- Reliable
- Team player willing to learn new skills

5. **Bookkeeper** - This role will function as a member of the company's team, including communicating with clients, vendors, and employees. 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. Full time with flexible schedule. Casual work environment. **Washington**. \$22.00 per hour higher rate dependent on experience. Temp-to-Hire. Monday through Friday 8:00 AM to 3:30 PM.

**Responsibilities:**

- Perform daily financial activities of the company
- Code and enter accounts payable
- Bill and invoice accounts receivable
- Reconcile bank and credit card statements
- Create and enter journal entries
- Produce monthly balance sheets, income statements, and profit/loss statements
- Prepare and file Quarterly Taxes and year-end W-2's
- Ensure the monthly and quarterly Banking activities are performed in a timely manner
- Process all garnishments, human resource support in new hire paperwork, and taxes
- Intercompany accounting
- Produce budget and forecasting activities
- Check the accuracy of business transactions
- Oversee all QuickBooks data and check for accuracy
- Complete Sales tax and audit information

**Qualifications:**

- Advanced in QuickBooks, Paychex, Word, Excel, and Google Sheets
- An associate degree in accounting or in a related field is preferred
- Knowledge of accounting regulations and procedures, experience in accounts payable and receivable, and maintaining financial records efficiently is required
- Transportation or trucking industry knowledge is a plus

6. **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. A prime candidate will demonstrate the ability to think outside the box and balance a versatile workload. **Washington**. Temp-to-Hire. \$22.00-24.00 per hour. Monday through Friday 8:00 AM – 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

7. **Bookkeeper** — in **Bridgeville**. Monday through Friday. 40 hours per week but schedule is flexible for part time hours. \$22.00-25.00 per hour depending on experience. Willing to offer hybrid schedule.

**Responsibilities:**

- Work on client portfolio
- Handle company transactions including A/P, A/R and general ledger entries
- Reconcile accounts
- Handle payment transactions
- Work with online portal
- Enter accounts payable invoices and expense reports, verify proper approval of charges, process payments, and file related documentation.
- Other administrative duties as assigned

**Qualifications:**

- Proficient in QuickBooks
- Proficient in Microsoft Office suite and aptitude to learn financial reporting system
- Accuracy and attention to detail
- Good organization skills
- Experience with contractors a plus
- Ability to communicate in written and oral forms with staff and clients
- Highest level of discretion and diplomacy.
- Associates degree in accounting 1-2 years of experience or minimum 5 years related experience and high school diploma equivalency

8. **Tax Manager** - CPA firm in **Bridgeville** has an excellent opportunity for an experienced tax professional that enjoys working directly with individuals, small businesses and non-profit organizations. Ideal candidate must enjoy all aspects of business and interacting with clients.

**Responsibilities:**

- Assist clients with day-to-day accounting issues
- Prepare individual, partnership and corporate income tax returns
- Prepare quarterly income tax estimates
- Assist clients in responding to various tax issues; conduct tax research for a variety of transactions and tax issues
- Prepare financial statements; and work with clients on business and tax planning issues to assist them in meeting their strategic objectives

**Qualifications:**

- CPA/Bachelor's degree in business with a major/concentration in accounting
- A minimum of seven years of work experience in the area of taxation, including tax return preparation, tax research and planning
- Proficient in the use of tax return preparation software (knowledge of CCH ProSeries a plus but not required)
- Knowledgeable user of QuickBooks accounting software
- Strong oral and written communication skills
- Strong organizational skills and able to meet deadlines
- Excellent computer skills; must be proficient in use of Excel and Word

9. **General Maintenance** - Perform general maintenance duties related to providing a safe environment for staff and clients in and around the buildings and grounds. Compensation is commensurate with experience and additional skills will be considered.

**Washington.** Temp-to-Hire.

**Responsibilities:**

- Ability to paint walls and some experience with drywall
- Cut grass, shovel snow, sweep and clean walks, keep outside premises in order
- Replace light bulbs and make minor repairs in and around the facility grounds
- Move furniture and equipment; receive supplies and deliver to the facility
- Keep inventory of cleaning supplies and places orders
- Perform related duties as required or assigned

**Qualifications:**

- Ability to understand and follow oral and written directions
- Ability to lift or move with equipment up to 50lbs
- Ability to work outdoors and in various weather conditions
- Prior experience in maintenance or janitorial work
- Must have a valid driver's license
- High School Diploma or GED

10. **Administrative Assistant** - Financial Services company in **Eighty-Four**. Monday through Friday. 8:30 AM to 5:00 PM. Temp-to-Hire with Direct Hire possibilities. \$20.00 per hour.

**Responsibilities:**

- Create financial reports in Word
- Imbedding tables using templates in Excel
- Answer phone calls
- Assist with vendors and office management
- Special projects
- Other clerical duties such as typing letters, scheduling and helping with tax documents

**Qualifications:**

- Advanced skills in Microsoft Word and Excel
- 5+ years' experience
- Good typing skills
- Legal secretary background a plus

11. **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

12. **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

13. **Data Entry** - for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$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.

14. **Collector for Utility Department** – for our client in **McMurray and Bethel Park**. Monday through Friday. 8:00 AM to 4:30 PM. \$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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15. **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. \$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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16. **Clerk for Tax Certification Department** - for our client in **McMurray**. \$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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17. **File Clerk for Legal Department** - for our client in **McMurray**. \$18.00 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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18. **Paralegal or Legal Assistant** - for our client in **McMurray**. \$20.00 per hour FOR LEGAL ASSISTANT. \$22.00 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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19. **Accounting and Auditing Clerk** — for our client in **McMurray** in their Accounting Clerk Department. Monday through Friday. 8:00 AM to 4:30 PM. \$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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20. **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

21. **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

22. **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

23. **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

24. **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
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**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

25. **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

**PART-TIME**

1. **Clerical** — Client located in **Canonsburg** needs a person to assist with clerical tasks. Tuesday and Thursday 10:00 AM to 4:00 PM. Schedule may vary depending on work load. Client is flexible. Will need someone for approximately 8 hours per week. \$16.00 per hour.

**Responsibilities:**

- Answering incoming calls
- Sending emails
- Typing invoices and purchase orders
- Accepting deliveries
- Scan and copy documents

**Qualifications:**

- Prior office experience preferred
- Excellent communication skills
- Must have a positive attitude

2. **Bookkeeper/Accountant** — CPA firm in **McMurray** has immediate need for staff member to perform various accounting and tax responsibilities. Flexible hours preferably Monday through Friday 10:00 AM to 4:00 PM. \$22.00 per hour.

**Responsibilities:**

- Work with small businesses
- Monthly sales tax calculations
- Payroll tax deposits
- Quarterly payroll tax forms
- General accounting duties
- Year-end duties will also include inputting various information to computerized tax packages

**Qualifications:**

- 2–3-year experience in CPA firm environment
- Advanced QuickBooks skills
- People oriented
- Ability to multi-task

3. **Mailing/Bindery Associate** — for commercial printing business. Will be helping team with customers that order printing and mailing projects. Flexible schedule during office hours are Monday through Friday 8:30 AM to 5:00 PM. 25-40 hours for week. Possibility to become full time. **South Hills**. \$18.00 per hour.

**Responsibilities:**

- Perform a variety of hand and machine operations to cut, trim, sort, punch, collate, stitch and staple, assemble, fold, and bind printed materials
- Will train on proprietary software



- Assist with mailing function and prepare and package jobs for shipment or delivery
- Maintain equipment – cleaning, lubricating, and operational
- Quality control project for accuracy
- Assist with order entry

**Qualifications:**

- Computer skills required in Word, Excel, and Outlook
- Experience in printing environment required
- Excellent interpersonal and organizational skills and ability to work in a fast-paced environment are a must
- Must agree to background check and drug screen
- Valid Driver's license required

4. **Office Assistant** – Medical office in **Pleasant Hills** needs a person to help with front office. Monday, and Thursday 9:00 AM to 3:00 PM. Tuesday 9:00 AM to 1:00 PM. \$16.00 per hour. Temp assignment with Temp-to-Hire possibility. Available immediately.

**Responsibilities:**

- Enter data change patient demographic information into the computer
- Schedule and reschedule appointments in the computer including giving appointment cards to each patient
- Call patients to confirm appointment
- Answer calls and writing appropriate messages to clinician/other staff, regarding patients' questions
- Scan, pull and file charts and paperwork, scan ID cards, insurance cards, all other documentation on patient's behalf
- Send appropriate treatment plans for authorizations for patient appointments every day for all providers
- Log patient calls from the voice mail
- Give new patients all paperwork to be filled out and scan/copy insurance cards and other necessary paperwork
- Notify clinicians upon patient arrival

**Qualifications:**

- Prior experience in a doctor's office helpful
- Must be patient, organized and attentive to all patients
- Knowledge of scheduling software a plus
- 1-2 years office experience

5. **Office Assistant / Bookkeeper** – in **Venetia/McMurray**. Monday through Friday schedule flexible hours 3-4 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

6. **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.

**Waynesburg.**

**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
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**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

7. **Sales Assistant** – Opening with local company for part time role with potential for full time. Flexible schedule. Monday through Friday approximately 20-25 hours per week. **McMurray**. \$16.00 per hour.

**Responsibilities:**

- Greet clients and visitors
- Internet research and phone support for customer orders
- Enter information into database
- Assist with interviews and phones
- 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

8. **Mystery Shopper for Age Group 21 – 25** – to do monthly shopping for stores within various areas in **Pittsburgh and the surrounding areas**. \$19.00 per hour plus mileage. Approximately 4 – 7 hours per route.

**Responsibilities:**

- Each assignment is to be completed in one day to various stores
- You will conduct mock purchases of tobacco products in convenience and grocery stores. And then record visit results on your smart phone and paper report

**Qualifications:**

- Client requires shoppers to be between the ages of 21-25 years old
- Must have reliable transportation

Acceptance of DIRECT HIRE positions available through Personnel Staffers, Inc. may require signing an agreement with the hiring company outlining the terms and conditions of employment.

**CALL: 724-942-5860**

**Website: [personnelstaffers.com](http://personnelstaffers.com) • email: [kris@personnelstaffers.com](mailto:kris@personnelstaffers.com)**