



# JOBS WE HAVE TODAY

**10-24-25**

1. **Project Coordinator / Customer Service Representative** — Client needs a skilled and dependable member for their team. The ideal candidate will be highly organized, customer focused, and able to manage multiple projects in a fast-paced production environment. Monday through Friday 9:00 AM to 5:00 PM **Bridgeville**. Temp-to-Hire with Direct Hire possibilities. \$20.00 - \$23.00 per hour.

**Responsibilities:**

- Serve as primary contact for new and existing customers: managing inquiries, quotes, and orders from start to completion
- Follow up with existing clients to ensure ongoing satisfaction and identify any new or upcoming printing needs
- Build and maintain long-term relationships with clients to enhance customer retention and loyalty
- Assist in generating quotes, preparing sales proposals, and negotiating pricing with customers
- Support the sales team with account coordination and follow-up as needed

**Qualifications:**

- Associate's or Bachelor's degree in Business, Marketing, or related field preferred
- Minimum 2 years of experience in customer service or inside sales, preferably in a printing or manufacturing environment
- Strong written and verbal communication skills, strong math skills
- Strong organizational skills and the ability to manage multiple tasks simultaneously
- Proficient with Microsoft Office Suite and knowledge of CRM software a plus
- Ability to work independently and as part of a team
- Prior experience in printing, mail, marketing, or office admin roles a plus
- Opportunities for professional growth and development

2. **Administrator** - For organization in **McMurray** in need of a proactive organized individual who is able to handle daily office responsibilities. Monday through Friday schedule with flexibility. \$20.00 per hour. Temp-to-Hire.

**Responsibilities:**

- Handle internal and external communications
- Support client relations
- Enter payments and keep spreadsheets
- Taking detailed messages and scheduling for weekly roles
- Duties required in email blasts

**Qualifications:**

- Proficiency with Microsoft Office especially Word
- Must have great attention to detail
- Experience with volunteers a plus
- Must be professional, organized and friendly

3. **Tax Preparer** — in **Bethel Park**. Monday through Friday – client flexible on days and hours. \$25.00 per hour. Really looking to add the right person to their team for the long haul! 10-week assignment for tax season. Seasonal with potential for a regular yearly position.

**Responsibilities:**

- Submit tax forms on behalf of clients to pay appropriate amount(s) and maximize the client's return. Experience with brokerage statements, rental properties, and self-employed businesses.
- 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
- Ability to interact with clients via phone, in person and virtual appointments.

**Qualifications:**

- 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, accuracy and attention to detail

- Proficient in Microsoft Office suite and aptitude to learn financial reporting system as well Zoom for virtual meetings with clients
- Prior experience with H&R Block or other tax preparation companies a plus.

4. **Paralegal** - Attorney office in **Washington** is looking for a team player. Monday through Friday. 8:30 AM to 4:30 PM. \$22.00 per hour. Temp-to-Hire position.

**Responsibilities:**

- Draft estate planning documents, correspondence, real estate documents, estate work including prepare petitions for grant of letters, heir notices, advertising, prepare inheritance tax returns
- Work real estate files from opening to closing including order lien letters, title searches, contact with real estate agents/buyers/sellers, assist with closings
- Heavy client calls/emails answering questions
- Record documents online through Simplifile
- Process mail and FedEx packages
- Handle filing, including open and close client files
- Type from dictation

**Qualifications:**

- Advanced skills in Word, Outlook.
- Must be familiar with Excel, and Google spreadsheets
- Qualia and Clio experience a plus
- Type at least 70 wpm
- Must be organized and able to prioritize work
- Notary preferred - must become one once hired

5. **Administrative** — Busy **Waynesburg** business looking for an organized individual. Monday through Friday 7:30 AM to 3:30 PM with flexibility. \$18.00 – 20.00 per hour. Temp-to-Hire.

**Responsibilities:**

- Answer incoming calls
- Type estimates
- Assist with scheduling technicians
- Data entry for invoices
- Enter information into QuickBooks

**Qualifications:**

- QuickBooks knowledge required
- Experience with social media helpful but not required
- Experience at HVAC company helpful

6. **Property Manager** — For property in the **South Hills of Pittsburgh**; will oversee the daily operations of a residential property. Monday through Friday, 9:00 AM to 5:00 PM. Temp to Hire. \$25.00 per hour, benefits with permanent offer.

**Responsibilities:**

- Oversee the routine maintenance of the building and property, including working with building maintenance and outside vendors
- Maintain relations with new and renewing tenants
- Coordinate moving dates, show units, and perform inspections
- Manage financial performance, including budgeting and managing operating expenses
- Advertise and promote vacant properties through various channels, including online and via social media
- Ensure compliance with federal, state and local housing laws/regulations

**Qualifications:**

- Real estate or property management experience preferred
- 2-3 years of relevant experience
- Strong interpersonal skills
- Social media marketing skills helpful
- Excellent organization and time-management skills; ability to multi-task
- Professional maturity and the ability to communicate with a diversity of tenants
- Customer service experience and problem-solving skills
- Knowledge of rental contracts and anti-discrimination laws a plus

7. **Building Maintenance Supervisor** - This position will be responsible for performing preventive, corrective and general maintenance and repairs and supervising staff for property located in the **South Hills of Pittsburgh**. Monday through Friday 9:00 AM to 5:00 PM. \$25.00 per hour. Temp to Hire. Benefits with permanent offer.

**Responsibilities:**

- Operating and maintaining all mechanical and electrical building systems and any equipment that supplies the building with heat, power, ventilation, air conditioning, and/or refrigeration, and any other support systems, including general building mechanical repairs and alterations (plumbing, carpentry, minor furniture moves, ceiling tile replacements, etc.)
- HVAC - general knowledge of HVAC and AHU unit repairs & operations.
- Repair all restroom fixtures, clear drain obstructions
- Communicate with appropriate persons designated on a timely basis

- Able to adapt well to constant changes and requests in a residential environment
- Perform troubleshooting and repairs of building infrastructure and installation of systems, including, but not limited to, plumbing systems, electrical systems, kitchen equipment, roofs, drains, painting, maintenance shop organization, and HVAC, as directed by management
- Maintain lighting systems throughout the facility, including but not limited to cleaning fixtures, replacing bulbs and lamps, ballasts, as well as participating in any lamp recycling programs.
- Performs installation and modification of building equipment systems that are directed by management
- Sweep, clear leaves, pressure wash, and snow removal during bad weather events
- Respond quickly to emergency situations during regular business hours and after hours

**Qualifications:**

- Must have HS diploma
- Must have a minimum of 5 years of work experience
- Must be qualified and knowledgeable in the operation & installation of Electrical, Plumbing, HVAC, Carpentry, and mechanical equipment
- Team player with a strong work ethic
- Must have a history of safe work practices and training
- Must possess basic computer skills
- Must be able to communicate effectively with Management, customers, contractors, and co-workers
- Must be able to pass pre-employment drug screening and background check
- Valid Driver's license

8. **Administrative Assistant/Bookkeeping** — 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
- Knowledge of bookkeeping and good math skills
- Must have good oral and written skills and the ability to follow directions
- 2 years of experience
- Transportation or trucking industry knowledge is a plus

9. **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

10. **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

11. **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

12. **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

13. **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

14. **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.

15. **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
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**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. \$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**. \$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**. \$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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19. **Paralegal or Legal Assistant** - for our client in **McMurray**. \$20.00 per 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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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. \$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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21. **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

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. **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/Accounting** – 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 preferred

- Advanced QuickBooks skills
- People oriented
- Ability to multi-task

3. **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

4. **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

5. **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

**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

6. **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

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

**Responsibilities:**

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

**Qualifications:**

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

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

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