



JOBS WE HAVE TODAY

11-7-25

1. **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

2. **Sales Executive** - a sales and marketing organization that supports unit franchise owners and customers is looking for a motivated Sales Executive. Perks of the role include Auto Allowance, sales support, lead generation technology, and all the tools you need to succeed. Benefits include provide Paid Time Off, Health and Dental Insurance matching, 401k and more. They are looking for an experienced sales professional with B2B experience to join our team. The ideal candidate is a self-starter and motivated to succeed. **Bridgeville**. \$45K - \$60K/yr Direct Hire.

Responsibilities:

- Present, sell and close company services to new customers
- Cold Calling / Face to Face Prospecting potential customers within our territory
- Reach sales targets by the deadline
- Inside sales support provided
- Set follow-up appointments for proposal delivery and presentation and close sale
- Prepare bid for customer proposal presentation using our proprietary bid software

Qualifications:

- Previous experience in business-to-business sales, proven closer
- Familiarity with CRM platforms / Microsoft suite of products
- Ability to build rapport with prospective customers
- Strong Prospecting background
- Strong negotiation and follow up skills, results-oriented and competitive nature
- Deadline and detail-oriented
- Team player who is dependable and reliable
- Must have reliable transportation

3. **Office 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. \$18.00 per hour. \$20.00 per hour with print shop experience. Benefits with permanent offer: Health Insurance, Dental, Retirement Plan.

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

4. **Office Operations Administrator** — Our client in **McMurray** needs someone to support overall office activity. This person will encounter visitors throughout the day and maintain the organization and workflow. Monday through Friday. 9:00 AM to 5:00 PM with flexibility. \$20.00 per hour. Temp-to-Hire.

Responsibilities:

- Answer incoming phone calls and greet visitors and direct call to appropriate person
- Manage emails and incoming and outgoing mail and packages
- Schedule facility usage for meetings and events and provide terms and conditions for usage
- Complete clerical and administrative tasks for office including run reports, keep spreadsheets and maintain a schedule
- Coordinate facilities management issues and work with vendors for maintenance
- Create documentation using desktop publishing or PowerPoint programs

Qualifications:

- Outstanding written and verbal communication skills with outstanding interpersonal abilities
- Excellent organizational skills with a detail mindset
- Strong time management skills
- Excellent knowledge of Microsoft Office
- Aptitude for learning new software and systems
- Self-motivated and able to work effectively with minimal supervision
- Trustworthy and adept at maintaining confidentiality
- High School diploma or equivalent
- Documentation of all relevant clearances

5. **Receptionist** — Opening for our client in **Washington**. This position will be at an insurance office. Monday through Friday 8:00 AM to 4:30 PM. \$16.00 per hour. Temp-to-Hire.

Responsibilities

- Answer phones and direct to the correct person
- Greet clients and maintain reception area
- Assist with data entry and processing paperwork
- Scanning, filing and distributing mail
- Will train on proprietary software

Qualifications

- Excellent communication skills
- Word and Excel required
- Experience with answering multiple lines
- Prior office experience helpful
- Must be able to multi task

6. **Insurance Agent** - Insurance Agency is seeking a highly motivated, qualified professional in **Washington**. The preferred candidate will have license or prepared to be licensed with Property & Casualty - commercial lines and demonstrate strong customer relationship skills. Monday through Friday 8:00 AM to 4:30 PM. Temp-to-Hire. Starting at \$17-18.00 per hour with incentives.

Responsibilities:

- 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.
- Submit paperwork to bind coverage with our partnered carriers
- Organize all documentation and interactions with customers

Qualifications:

- 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
- Prior insurance experience

7. **Customer Service** — to serve customers that order printing and personalized projects. Monday through Friday 9:00 AM to 5:00 PM. **Canonsburg**. \$18.00 per hour. Possible Temp-to-Hire.

Responsibilities:

- Conceptualize, develop and design a wide variety of logos and projects
- Interact with customer by phone, online, and in person
- Assist with online store
- Work with office equipment and pack orders
- Source promotional and printed items
- Process orders including paperwork, organization and ordering materials
-

Qualifications:

- Strong math skills, printing & graphics knowledge, telephone etiquette
- Familiar with Excel and Corel program a plus
- Adobe and other graphic experience helpful
- Excellent interpersonal and organizational skills and ability to work in a fast-paced environment are a must

8. **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.

9. **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

10. **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

11. **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 themself
- 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

12. **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

13. **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

14. **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

15. **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

16. **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.

17. **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

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

18. **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

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

19. **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

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

20. **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

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

21. **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

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

22. **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

THIS IS A HIGHLY CONFIDENTIAL AND REGULATED ENVIRONMENT. As a condition of employment client will do background check if you are offered a position.

23. **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

24. **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

25. **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

26. **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. **Accounts Payable Assistant** — Position for our client in **McMurray**. Starting with two half days. Flexible schedule Monday through Friday. Long term temp.

Responsibilities:

- Gather bill, set up accounts and activate online payments
- Print various documentation and keep records of payments
- Post receipts and other credits to the accounts
- Reconcile accounts
- Develop and maintain spreadsheets.
- Compile financial data for use in budget preparation.

Qualifications:

- Must be proficient with Word and Excel
- Good Math skills a plus
- Experience with Quicken preferred
- Perform computations with reasonable speed and accuracy.
- 1-2 years office experience.

2. **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

3. **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

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. **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 • email: kris@personnelstaffers.com