

# Personnel STAFFers INC.

## JOBS WE HAVE TODAY

5-1-26

1. **Apparel Decorator** – 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:**

- Create/maintain online spirit wear stores
- Create or manipulate design templates for all merchandise sold
- Communicate with customers to ensure proper creation and use of branding/logos/artwork
- Use of heat presses and vinyl cutting machine to create/apply designs to merchandise
- Answer customer calls and emails
- Provide product and services information to customers
- Organized and efficient to serve multiple customers
- Other projects and assignments as needed

**Qualifications:**

- Knowledge of CorelDraw preferred (will train)
- Adobe and other graphic experience helpful
- Strong math skills
- Strong (verbal and written) communication
- Good time management and multitasking capabilities
- Excellent interpersonal and organizational skills and the ability to work in a fast-paced environment are a must
- Work effectively in team environment
- Must have reliable transportation

2. **Office Support Coordinator** – opening for individual to assist with keeping this office in **Washington** running smoothly. This role is ideal for someone who is detail-oriented, follows direction well, and supports daily workflow alongside management. This role works closely with office management on a daily basis and supports key operations. \$22-24.00 per hour. Temp-to-Hire. Benefits with permanent offer.

**Requirements:**

- Billing and invoicing
- Customer follow-up calls
- Process work orders and job documentation
- Maintain and update customer accounts and service records daily
- Support ordering and receiving parts as needed
- Assist with daily office operations and coordination

**Qualifications:**

- Detail-oriented and highly organized
- Able to follow direction and stay on task in a fast-paced structured environment
- Strong customer service skills and professional communication
- Able to prioritize tasks and stay calm in a busy environment
- Comfortable handling process-driven and detail-focused work
- Works well within clearly defined roles in supportive, team-focused environment

3. **Tax Preparer** – immediate need for an experienced Tax Preparer with strong proficiency in ATX tax software to join busy CPA/individual tax services, small business accounting, financial consulting, and financial planning firm on a short-term, high-impact basis. Seasonal/temporary nature: Potential for 1 month (or as needed) focus on peak tax season demand. **Washington**. \$26.00 per hour.

**Responsibilities:**

- Fast-paced, opportunity to support peak season volume, focusing on accurate, compliant preparations and e-filing of individual and business tax returns
- Ideal for self-starter who can join immediately, handle a high volume of returns, and deliver quality work with limited supervision

**Qualifications:**

- Proficiency/experience with ATX tax preparation software (Wolters Kluwer's forms-based professional toll for CPA's and small firms)
- Ability to handle 60-day extensions (form 4868 for individuals, plus business extensions like 7004)

- Experienced, productive from day one with minimal ramp-up
  - Immediate need, must be ready to hit the ground running
4. **Accounts Payable Clerk** - to support the accounts payable function of within accounting team. The ideal candidate will be experienced with data entry, payables and performing daily, routine work with accuracy and consistency. **Canonsburg**. Temp to Hire Monday through Friday 8:00 AM to 4:30 PM. \$20.00 per hour.

**Requirements**

- Process supplier invoices to include, but not limited to match to purchase orders, obtain other approvals, and assign GL coding
- Perform purchase order reconciling process
- Process credit card spending statement processing
- Weekly bill payment processing
- Daily ACH disbursement processing
- Perform clerical duties such as filing, sorting, photocopying, and collating

**Qualifications**

- Demonstrate the ability to effectively manage details and accuracy demands of accounting
- Able to work within a daily structured work routine with occasional disruptions
- Be proactive, problem-solving resource for colleagues across the organization
- Have the ability to “roll up your sleeves” and solve tactile business needs
- Proficient in Microsoft suite
- Ability to learn and use new applications/platforms and customer interface system
- Bachelor’s Degree in Business or Accounting preferred will accept Associates degree OR relevant work experience
- Experience with working within Accounts Payable desired

5. **Outside Sales Representative** – industrial sector company in **Houston** is looking for a motivated industrial salesperson to join team, drive growth and promote products and services. This role will be the key point of contact for clients seeking industrial products and solutions, providing exceptional customer service while actively promoting product line. Territory is Western PA and parts of OH. Temp to Hire or Direct Hire possibility. \$20-22.00 per hour with benefits available on permanent placement.

**Responsibilities:**

- Develop and maintain relationships with existing clients while proactively seeking new business
- Conduct product presentations, demonstrations, and negotiations to close sales effectively
- Team collaboration to ensure timely delivery of products and seamless order processing
- Maintain accurate records of sales activities, client interactions and follow-up

**Qualifications:**

- Knowledge of HVAC, mechanical or electrical work required
- Proven experience in sales, preferably within the industrial or manufacturing sectors
- Strong customer service skills with long term client relationship focus
- Excellent communication and negotiation abilities
- Ability to understand technical product specifications and convey complex information clearly
- Self-motivated and proactive attitude
- Valid driver’s license and willingness to travel locally
- Office and SharePoint proficiency

6. **Maintenance Technician** - Complete maintenance work orders, unit turns, preventative maintenance, and participate in an on-call rotation for after-hours emergencies. Various locations in Pittsburgh area. Direct Hire.

**Responsibilities:**

- Complete assigned work orders professionally and promptly
- Perform general maintenance tasks (plumbing, electrical, HVAC, carpentry, appliances)
- Assist with unit turns, including painting, repairs, and cleaning prep
- Conduct preventative maintenance on building systems and equipment
- Monitor work orders using the AppFolio app on phone; mark as “In Process” when started and only mark “Completed” when fully done
- Document work performed, including notes and photos, in the software system
- Communicate respectfully with residents and respond to maintenance concerns courteously
- Report major, recurring, or safety-related issues to the supervisor
- Maintain tools, supplies, and mechanical rooms in clean and safe condition
- Use proper personal protective equipment (PPE) and handle tools/materials safely
- Identify and report safety hazards during daily tasks
- Participate in on-call rotation (nights, weekends, holidays)
- Perform additional duties as assigned by the Maintenance Supervisor

**Qualifications:**

- 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
- Must be able to communicate effectively with Management, customers, contractors, and co-workers
- Valid Driver’s license

7. **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. \$18.00 - 20.00 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

8. **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 or Direct Hire opportunity. 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

9. **Sales and Marketing Assistant** - for our client in **Imperial**. Monday through Thursday, 8:00 AM to -5:00 PM, Friday 7:45 AM to 12:30 PM. \$20.00 per hour. Client is seeking a dedicated Sales and Marketing Associate to serve as the main point of contact for their agents and prospective new members. This role will provide essential support and assistance to their Marketing/Sales Department and Home Office. Temp-to-Hire.

**Responsibilities:**

- Answer calls and transfer callers to the appropriate department
- Greet visitors and direct them to the correct department
- Respond to website inquiries
- Answer questions from agents, members and prospective members; generate and send quotes
- Answer questions and provide support to DocuSign e-app users; send applications/forms, brochures, business cards, etc.
- Track and monitor the status of all new business received and follow up
- Monitor license and appointment renewals and process any associated invoices
- Ensure timely payment of vendor invoices; generate monthly, quarterly, and annual reports
- Assist with on-boarding of new agents; keep accurate and up-to-date agent listings and email groups
- Execute mailings for the sales/marketing department

- Produce and distribute monthly agent newsletter
- Design/develop graphics and plan out upcoming posts for social media; respond to follower comments and messages
- Coordinate tracking of newly introduced Agent Continuing Education or training requirements

**Qualifications**

- Associate or Bachelor's degree OR five years of relevant experience
- Proficiency with Microsoft 365 products
- Experience with social media management (LinkedIn, Facebook, Instagram)
- Desktop publishing experience (Canva, InDesign)
- Some knowledge of insurance and annuity products would be helpful but not necessary
- Superior customer service orientation
- Excellent communication skills (phone, email, face-to-face, mail)
- Outstanding attention to detail and follow-through
- Desire to learn and grow
- Creative spirit
- Ability to take initiative and work independently but remain a team player

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

10. **Inside Sales Representative** – sales and marketing organization in **Bridgeville** looking for an experienced Inside Sales Rep/Telemarketer to team up with and support the outside sales executives. There is the opportunity to grow with the company to manage a team of inside sales representatives or advance to outside sales if you choose. \$18.00 per hour through Personnel Staffers. 401k, health insurance (including dental and vision), and paid time off with permanent offer.

**Responsibilities:**

- Call potential customers from various sources provided
- Set appointments for the sales representatives with new potential customers
- Track and update results in an easy-to-use CRM platform

**Qualifications:**

- Previous experience in sales, customer service, or other related telemarketing and inside sales fields
- Clear and pleasant telephone manner
- Familiarity with CRM platforms and Microsoft suite of products
- Ability to build rapport with clients
- Deadline, result and detail-oriented

11. **Administrative Assistant/Bookkeeper** –**Washington** business in need of a proactive organized individual who will work with the manager and assist with responsibilities. 8:00 AM to 4:30 PM with flexibility. \$18.00 – 20.00 per hour. Possible Temp-to-Hire.

**Responsibilities:**

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

**Qualifications:**

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

12. **Licensed Massage Therapist (LMT)** – **McMurray** spa seeking a skilled LMT to join team as an independent contractor. 50/50 split with weekly pay. Independent contractor (1099) structure. Flexible scheduling. Positive and supportive work environment.

**Responsibilities:**

- Provide professional massage therapy services, including but not limited to: neuromuscular therapy, Swedish, deep tissue, sports massage, myofascial techniques, craniosacral, reflexology, maternal massage
- Conduct thorough client consultations to understand goals and concerns
- Maintain a clean, safe, and relaxing environment
- Uphold high standards of professionalism and client care
- Professional, reliable, and client-focused
- Maintain a steady and loyal client base
- Manage scheduling and client communication as needed
- Follow all state licensing regulations and ethical guidelines

**Qualifications:**

- Active PA state massage therapy license required
- Liability insurance required
- Strong communication and client-service skills
- Ability to create a comfortable, therapeutic environment
- Experience in multiple massage modalities
- Reliable, punctual, and professional

13. **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

14. **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

15. **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

16. **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

17. **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

18. **Data Entry** - for our client in **McMurray**. 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
- Some phone work with customers
- Collecting data to enter into the system
- Data Entry of Income Taxes, Real Estate Taxes and Utilities
- Word and Excel skills preferred
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**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.**

19. **Collector for Utility Department** – for our client in **McMurray**. 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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20. **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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21. **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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22. **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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23. **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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24. **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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25. **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

26. **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 of office experience minimum
- Customer service experience desired
- Associates degree or higher in accounting

27. **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
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**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 preschool experience
- The starting salary is negotiable and is determined by the quality of education and the type and amount of experience

**PART-TIME**

1. **Summer Marketing/Social Media Intern** - assist with marketing efforts and our social media campaign. Duties will also include lead generation and database maintenance. Flexible schedule. Position runs June 15<sup>th</sup> through July 24<sup>th</sup> with some flexibility.

**Responsibilities**

- Assist in the creation of brochures, e-mail campaigns, online promotion, etc.
- Perform analysis of marketing and sales data
- Seek and analyze competitor marketing and sales materials both on and offline
- Enter contact information into contact management systems
- Make contact through phone calls and constant contact for lead generation
- Website and social media optimization

- Prepare weekly reports and give the latest status of their work
- Research and prepare grant applications
- Assist with digital filing system

**Qualifications**

- Majoring in Marketing, Communication a plus
- Strong verbal and written communication skills
- Proficient in Microsoft Suite Office
- Knowledge of digital media software
- Organized, with an ability to prioritize time-sensitive assignments
- Moderate to extensive knowledge of Web and social media

2. **Administrative Assistant/Bookkeeping** – Our client in Eighty-Four is looking for someone to help with office administrative and bookkeeping duties. Office hours Monday through Friday, 8:30 AM to 4:30 PM, approximately 20-22 hours, set schedule will be determined. Possible 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

3. **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. 25-30 hours per week. \$20.00 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
- Must be very comfortable with QuickBooks.
- Good organization skills
- Good with technology

4. **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

5. **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

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

**CALL: 724-942-5860**

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