Personnel STAFFers INC.

JOBS WE HAVE TODAY

11-6-26

1. **Secretary** – The position is responsible for providing secretarial and clerical support. Monday through Friday, 7:30 AM to 3:00 PM. Possible Temp-to-Hire. **Penn Hills**.

   Responsibilities:
   - Type all correspondence, process mail, and perform general office functions
   - Process all check requests, purchase orders, and invoices
   - Process and retain records
   - Process travel expense forms
   - Process time cards
   - Maintain office equipment and order office supplies
   - Keep accurate office records and file

   Qualifications:
   - High school diploma required. Associates degree preferred
   - One year of successful office environment experience, including ability to work as part of a team
   - Ability to operate computer software packages such as Microsoft Office
   - Understanding of general accounting procedures and office management
   - Strong communication skills with the ability to communicate effectively in both oral and written form
   - Able to prioritize tasks, meet deadlines, and work under pressure
   - Excellent customer service skills
   - Demonstrate strong organizational skills in day-to-day operations and long-range planning
   - Ability to be flexible and perform other tasks as assigned
   - Ability to lead projects from inception to implementation
   - Basic knowledge of office machines
   - Driver's license

2. **Secretary of Plant Services & Employee Attendance** – Provide administrative support to the Plant Services Director and Director of Human Resources. Monday through Friday, 7:30am-3pm. Possible Temp-to-Hire. **Penn Hills.**

   Responsibilities:
   - Type correspondence, process mail, screen and direct calls, and perform general office functions
   - Maintain up-to-date roster for all Division employees; prepare daily absence sheet and weekly activities list
   - Coordinate requests for purchasing and processing; prepare purchase orders
   - Maintain accurate and up-to-date files and office records
   - Assist in opening, checking and proper distribution of supplies
   - Process work orders and leave of absence forms
   - Process all employee call-offs and assist administrators with placement of substitute employees
   - Prepare monthly committee agenda, attend monthly meeting, and complete committee minutes

   Qualifications:
   - High school diploma/GED required. One year of office environment preferred
   - Basic knowledge of computer applications (Word, Access, Excel, PowerPoint, Outlook)
   - Strong communication skills with ability to communicate in both oral and written form
   - Minimum 60wpm typing speed preferred
   - Demonstrate strong organizational skills and the ability to manage multiple priorities
   - Be able to work both independently and to also be able to work as part of a team
   - Ability to be flexible and perform other tasks as assigned, meet deadlines, and work under pressure
   - Driver's license

3. **Main Office Secretary –** Provide administrative support and work with staff to coordinate with all departments. Monday through Friday 7:30 AM to 3:30 PM. Possible Temp-to-Hire. **Penn Hills**.

   Responsibilities:
   - Type all correspondence, process mail and perform general office functions including acting as receptionist and clerical support for the main office
   - Screen and direct calls
   - Maintain office records in an orderly and current manner
   - Design and modify forms

- Maintain confidentiality of office information and records
- Enter data into management system and run reports as requested for registration, and scheduling
- Maintain office equipment
- Assist with banking transactions for building funds
- Process time slips to be sent to Payroll.
- Assist in opening, checking, and proper distribution of supplies
- Prepare all purchase orders
- Assist in maintaining accurate inventory of equipment and supplies

Qualifications:

- High School Diploma, required
- Associate's Degree or accredited secretarial training, preferred
- One to three years of previous experience in an office and/or educational environment preferred
- Able to work independently and establish priorities to meet deadlines
- Able to follow procedures and practices in a timely and accurate manner
- Basic knowledge of computer applications and Microsoft Office i.e. Word, Access, Excel,Power Point and Outlook
- Excellent communication skills, both written and verbal, required
- Basic knowledge of office machines (copiers, fax, typewriter, telephone, etc.)
- Strong organizational skills
- Excellent customer service skills
- Ability to work as part of a team
- Understanding of general accounting procedures and office management

4. **Audit Manager** – **Washington** CPA firm is looking for a manager to handle to local area. No overnight travel. Direct Hire. $65,000 – 70,000 with benefit package.

   Responsibilities:

   - Manage and supervise the execution of external audit engagements of various clients in accordance with relevant regulatory and professional auditing and assurance standards
   - Maintain a working knowledge of and research findings regarding accounting literature trends and technical issues relevant to the client's industry
   - Oversee engagement management including managing the budget resourcing strategy billing and collections and progress against the plan timeline and milestones
   - Set the culture for the team and mentor members in their career development
   - Build and manage client relationships and accounts including driving the client experience on engagements

   Qualifications:

   - Minimum of five years of current and/or recent financial statement audit experience within a public accounting firm with demonstrated supervisory experience
   - Experience with government auditing a plus
   - Bachelor's degree from an accredited college/university and licensed CPA
   - Applied working knowledge of U.S. Generally Accepted Accounting Principles (GAAP) U.S. Generally Accepted Auditing Standards (GAAS) and Public Company Oversight Board (PCAOB) Auditing Standards
   - Adhere to the firm's values and code of conduct

5. **Secretary** - 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

6. **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 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.

7. **Medical Receptionist** – Doctor's office in **McMurray** is hiring for a receptionist position. Office hours are Monday and Thursday 10:30 AM to 7:30 PM, Tuesday 8:30 AM to 5:30 PM, and Wednesday and Friday 8:30 AM -1:30 PM. There is flexibility for part time. Also, there is opportunity for more responsibility. $18.00 per hour. Temp-to-Hire.

   Responsibilities:

   - Answer phone calls and check patients in.
   - Schedule appointments
   - Process authorizations and referrals with insurances
   - Some medical coding.
   - Execute forms and gather insurance information
   - Collect payments and copays
   - Will train on new application with insurance

   Qualifications

   - Excellent communication and people skills
   - Experience with EMRs
   - Knowledge of Word, Excel, and Adobe.

8. **Receptionist**- Opening for our client in **McMurray**. Monday through Friday. 8:30 AM to 5:00 PM. $16.00 per hour. Temp-to-Hire.

   Responsibilities:

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

   Qualifications:

   - Ability to learn applications of various insurance products
   - Experience with answering multiple lines
   - Exceptional customer service skills
   - Outlook, Word, Excel experience required
   - Excellent written and verbal communication skills
   - Ability to work well under pressure and maintain a fast pace in a multi-task environment
   - Punctual, reliable and team oriented

9. **Insurance Agent** - Insurance Agency is seeking an experienced and dependable Agent to join a team of proven insurance professionals in **McMurray**. The candidate will provide comprehensive advice to clients regarding P&C and Life Insurance, assess their risk profile, and develop customized insurance plans to meet their specific needs. Candidate must have excellent interpersonal skills, a deep understanding of property and casualty insurance principles, and a strong commitment to customer service. Monday through Friday 8:30 AM to 5:00 PM. Direct hire. Salary plus commission.

   Responsibilities:

   - Assess clients' needs and long-term goals to recommend suitable insurance policies
   - Facilitate policy applications, renewals, updates, and ensure all paperwork complies with regulations
   - Maintain accurate client records, prepare reports, and track claims to ensure satisfaction
   - Respond to inquiries, resolve complaints, and provide ongoing support throughout policy lifecycle
   - Manage multiple client portfolios and handle high-volume administrative tasks, balancing daily priorities and timelines
   - Maintain up-to-date industry expertise and adhere strictly to Pennsylvania state mandates by completing continuous professional development and ongoing education

   Qualifications:

   - Excellent written and verbal communication and interpersonal skills with ability to explain complex policies clearly and build client trust
   - Exceptional analytical and problem-solving skills to assess risks and recommend appropriate coverage
   - Must have strong interpersonal, time-management, and problem-solving skills
   - Must hold an active Pennsylvania Insurance License with Property and Casualty lines of authority
   - Experience with Erie Insurance highly desirable

- Demonstrated experience working with proprietary insurance software (e.g., agency management systems), Microsoft Office Suite, and standard accounting/billing tools
- Bachelor's degree preferred

10. **Admin/Customer Service** - for our client in **Greentree**. Company working with medical and insurance claims. Monday through Friday 8:30 AM – 5:00 PM. Can be flexible on the schedule. $20.00 per hour. Temp-to-Hire.
    Responsibilities:
    - Answer phones
    - Schedule appointments
    - Confirm information
    - Maintain document/electronic files and medical records
    - Mail documentation
    - File, scan, and print documentation

    Qualifications
    - Background/Clearances will be completed by client
    - Strong customer service skills
    - Experience in a medical/insurance environment a plus
    - Attention to detail and accuracy and must be organized

11. **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

12. **Legal Administrative Assistant** – Client in **Southpointe** is looking for a temporary assistant in their legal department. The hours would be Monday through Friday - 8:30 AM - 5:00 PM. $18.00 per hour. Long term assignment.
    Responsibilities:
    - Gathering documents
    - Verifying information via e-mail and telephone
    - Logging in business contracts
    - Making revisions to contracts as instructed
    - Obtaining signatures
    - Photocopying, faxing and mailing as well as preparing letters and routine data entry

    Qualifications:
    - Must be computer literate with working knowledge of Microsoft Office
    - Two years prior administrative support preferred
    - Knowledge of DocuSign a plus
    - Strong organizational skills
    - Ability to work in a fast-paced environment
    - Paying attention to detail and accuracy

13. **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 handle a high volume of returns, and deliver quality work with limited supervision

    Qualifications:
    - Proficiency with ATX tax preparation software (Wolters Kluwer's forms-based professional 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

14. **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 AppFolio app; 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

15. **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 and valid driver’s license
    - 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

16. **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).

17. **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. Monday-Friday flexible schedule. $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

18. **General Manager** - oversee daily branch operations, ensure exceptional service quality, client satisfaction, and operational efficiency. Drive business development, manage on-ground teams, and optimize resource allocation while ensuring brand standard compliance and profitability within the commercial cleaning and facility management industry. Direct Hire. Salary commensurate with experience. Benefit package and car allowance. **Bridgeville**

    Responsibilities:

    - Manage daily operations, including site visits, brand standard audits, and quality control to ensure 100% customer satisfaction
    - Lead, train, and mentor on-ground supervisory and operational staff
    - Provide coaching to local units on technical standards and business growth
    - Spearhead sales strategies, generate new monthly recurring revenue, and deliver proposals to prospective commercial clients
    - Foster long-term client relationships
    - Act as primary point of contact for resolving escalations, contract renewals, and tailoring programs to specific facility budgets
    - Oversee the branch budget, drive cost-efficiency, and manage P&L responsibilities

    Qualifications:

    - Minimum of 4-5 years in operations, facilities management, or a franchise-based service model
    - Proven ability to manage multi-site teams and drive operational excellence
    - Technical knowledge and background with cleaning equipment desired
    - Excellent written and verbal communication skills
    - Proficiency with MS Office (Word, Excel, Outlook) and CRM/internet operation

19. **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

20. **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

21. **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

22. **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

23. **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

24. **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 and high school diploma or GED

25. **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

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.

26. **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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27. **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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28. **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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29. **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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30. **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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31. **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.

32. **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, including maintaining a clean and healthy classroom
- Assist Director with any duties deemed necessary to run your classroom as smooth and as safe as possible
- Plan and implement daily program activities
- Maintain a record pf ratio in the classroom and follow all policies and procedures
- Assist with outside activities. (Programs, Staff meetings, Curriculum, Open House)
- Communicate with coworkers, parents and children
- 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 preschool experience

PART-TIME

1. **Receptionist** – For our client in **Union Township**. This position will start with a part-time schedule Flexible schedule to train 25 hours per week. Will become full-time after training. Monday through Friday 8:30 AM to 3:30 PM. $17.00 per hour. Temp-to-Hire.

Responsibilities:

- Greet all visitors as they enter the office and direct them appropriately
- Initiate the proper registration and badge procedures for visitors
- Answer all incoming telephone calls and transfer to the appropriate personnel
- Handle complaints using the designated form and distribute copies to the appropriate supervisory personnel
- Receive and distribute daily mail to the appropriate internal mailboxes
- Provide clerical support to all departments including drafting letters, preparation and processing, organizing and maintaining files, etc.
- Post front lobby doors with closures, such as holidays, training, meetings or other unforeseen events
- Perform filing duties into the address files on a regular basis
- Keep the front lobby area clean and presentable

Qualifications

- Ability to demonstrate courteousness and friendliness to all customers entering the office and deal with difficult people in a calm manner
- Knowledge of standard office practices and procedures including answering phones, organizational skills, and the operation of various office equipment
- Proficient knowledge, understanding and use of computer programs, preferably Microsoft (or similar) Word, and Excel, Outlook, etc.
- Ability to work as part of a team and to collaborate successfully with others is required
- Ability to prioritize workload and meet time restraints
- Ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required
- Ability to commit to excellence in service and to continuous improvement is required
- Proven organizational skills in filing and recordkeeping
- 1-2 year office experience required
- Customer service experience is beneficial
- Must possess a valid Pennsylvania State Driver's License
- Must be capable of being bonded

2. **Administrative/Sales** – Local company is searching for someone to talk to clients and build relationships throughout the sales process. This entry level position will also have an administrative role including working with employees. Flexible schedule 12-18 hours per week. **McMurray**. Direct Hire. $16.00 to 18.00 per hour.

Responsibilities:

- Make appointments, sales calls, and sales presentations
- Prospect calls
- Assist with updating website and sales materials/brochures/pamphlets
- Assist in developing marketing plans
- Will train on database
- Keep client files up to date
- Assist with recruiting staff and interviewing

- Answer phones and direct calls, when necessary

Qualifications:

- Knowledge of Microsoft Office
- Knowledge of Word Press and graphic software a plus
- Sales/marketing experience a plus

3. **Bindery Associate** – for commercial printing business. Will be helping team with customers that order printing and mailing projects. Flexible schedule during office hours are Monday through Friday 8:30 AM to 5:00 PM. 20-25 hours for week. Possibility to become full time. **South Hills**. $18.00 per hour.

   Responsibilities:

   - Perform a variety of hand and machine operations to cut, trim, sort, punch, collate, stich and staple, assemble, fold, and bind printed materials.
   - Assist with mailing function and prepare and package jobs for shipment or delivery
   - Maintain equipment – cleaning, lubricating, and operational
   - Quality control project for accuracy
   - Assist with order entry

   Requirements:

   - Computer skills required in Word, Excel, and Outlook
   - Familiar with QuarkXpress, InDesign, Illustrator and Photoshop a plus
   - Experience in printing environment a plus
   - Excellent interpersonal and organizational skills and ability to work in a fast-paced environment are a must
   - Must agree to background check and drug screen

4. **Mystery Shopper for Age Group 21 – 25** – to do monthly shopping for stores within various areas in **Pittsburgh and the surrounding areas**. $20.00 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 and have reliable transportation

5. **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 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

6. **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 and quarterly payroll tax forms
   - General accounting duties
   - Year-end duties will also include inputting carious information to computerized tax packages

   Qualifications:

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