EVENTS

Putting America Back to Work Job Fair
Wednesday, May 15, 2013
11 a.m. – 3 p.m.
Javits Center
11th Avenue and 34th Street
New York City
Free to attend, no registration required

THE NEW YORK CITY CAREER FAIR
Thursday, May 16, 2013
11:00 a.m. – 2 p.m.
Holiday Inn
440 West 57th St
New York City, NY 10019

Career and Job Fair
June 11, 2013
Long Island Marriott Hotel and Conference Center
Grand Ballroom
101 James Doolittle Boulevard
Uniondale, NY (use Liberty entrance)
Sponsored by Nassau County Executive, Ed Mangano
For more information please call
516-571-6000 or 516-227-8656

JOBS

Full-Time Sales Manager
Cox Media Group Long Island - West Babylon, NY

ABOUT THE JOB
Cox Media Group Long Island has a full-time opportunity for a Manager to assist General Sales Managers and Sales Team in facilitating business with Long Island’s most affluent and highly prioritized advertisers by identifying and negotiating high revenue opportunities.

QUALIFICATIONS
The ideal candidate will have a college degree and three to five years media sales experience, possess a keen understanding of team marketing, have excellent people skills, be proficient in the areas of media research, presenting, field coaching and negotiating. Excellent computer skills a must. Working knowledge of traffic management systems a plus. Will be tested (CSS).
Full-Time Sales Manager (cont.)

RESPONSIBILITIES
Will serve as a creative problem solver and marketing expertise with the ability to structure cross-platform solution based campaigns, working with digital display advertising, SEM/SEO, audience reach extension, mobile marketing, and social media, and develop sales staff in these areas. Other duties include, but are not limited to, recruitment, budget setting, forecasting and obtainment of revenue goals.

TO APPLY
Send resume and package to Cox Media Group Long Island, WBAB/WBLI, 555 Sunrise Highway, West Babylon, NY 11704, Attn: Michael Scott or email michael.scott@coxinc.com.

Specimen Processing/Data Entry
Enzo Clinical Labs - Farmingdale, NY

ABOUT THE JOB
Fast-paced environment. Data entry – night shift. Full-time position, 7 p.m. – 3:30 a.m. $12.00/hour. Medical, dental and 401k benefits.

QUALIFICATIONS
Must have data entry skills. Quick and accurate. Medical experience a plus.

TO APPLY
Email hr@enzo.com or fax to 631-755-1148. For more information, call 631-755-5500 X499.

Manufacturing Engineering Technician
Spellman High Voltage – Hauppauge
(Posted through 6/4/2013)

ABOUT THE COMPANY
Spellman High Voltage Electronics Corporation is the world’s leading independent manufacturer of DC high voltage power supplies, x-ray generators and Monoblock® X-ray sources. Our organization encompasses facilities in the USA, Mexico, Europe, Japan and China devoted to design, production, service and customer support. In addition, we maintain satellite sales offices on several continents, strategically positioned to support our global OEM customers.

ABOUT THE JOB
Works closely with Manufacturing Engineers to recommend and implement process improvements, review documentation requirements, generate manufacturing instructions, procedures, and ECN’s to correct errors or improve manufacturability. Possess limited latitude for independent judgment and consults with senior peers on projects to gain skills and knowledge.

QUALIFICATIONS
- Associates Degree in an Engineering field or equivalent experience
- 1+ years’ experience in a manufacturing environment
- Computer skills including Microsoft Project, Word, PowerPoint, Excel, Visio, Auto-Cad LT, ERP Systems
Manufacturing Engineering Technician (cont.)

RESPONSIBILITIES
- Review time/labor standards and adjust routings to enable an understanding of capacity, load and efficiency
- Develop and maintain operational procedures
- Generate manufacturing instructions and procedures in support of product build requirements
- Generate ECN’s as required
- Review defect data, analyze potential root causes and implement corrective actions as required
- Use of Auto-Cad to draw simple manufacturing fixtures
- Generate automation (machine) programs as required

TO APPLY
Interested candidates, please apply at https://home.eease.adp.com/recruit2/?id=4054811&t=1.

No Fault Claims Specialist
Liberty Mutual Insurance – Farmingdale

ABOUT THE COMPANY
Advance your career at Liberty Mutual Insurance- A Fortune 100 Company!
Are you looking for an opportunity to join a Claims Team with a responsible company that has consistently outpaced the industry in year over year growth? Liberty Mutual Insurance has an excellent opportunity available. As a No Fault Claims Specialist, you will get the opportunity to use your investigative and negotiation skills in a fast paced environment while protecting our insured’s. In addition to a wide range of benefits, as a direct employee, your insurance education and training are paid by Liberty Mutual Insurance.

ABOUT THE JOB
We recognize that talented people are attracted to companies that provide competitive pay, comprehensive benefits packages and outstanding advancement opportunities. For this reason we offer a Comprehensive Benefits Plan.

QUALIFICATIONS
- Strong written and oral communications skills required.
- Good interpersonal, analytical and negotiation skills required.
- Customer service experience preferred.
- Knowledge of legal liability, general insurance policy coverage and State Tort Law.
- Bachelor’s degree plus directly related experience required.
- Licensing as required.

RESPONSIBILITIES
- Evaluate policy coverage, contact insured’s, claimants, attorneys and medical staff to determine injuries stemming from an accident while determining and establishing reserve requirements.
- Plan and conduct investigations (including but not limited to interviewing parties involved, collecting and evaluating documentation and securing evidence and protecting the chain-of-custody) to analyze coverage, determine liability, compensability, and extent of damages.
- Maintains accurate records and handles administrative responsibilities associated with processing and payment of claims. Records and updates status notes, and documents results of contacts, relevant medical reports and duration information per file posting standards.
- Determine need for independent adjusters, cause and origin experts, independent medical examiners, economists, accident re-constructionists, and engineers.
- Evaluate claim for potential fraud.
- Assess actual damages associated with claims and conduct negotiations to settle claims.
No Fault Claims Specialist (cont.)

- May be involved with litigation as necessary.

TO APPLY
Go to http://www.libertymutualgroup.com/insurance-careers. The job number that needs to be used is 39585.

Art Department Position
Universal Signs & Service – Deer Park

QUALIFICATIONS
Knowledge of Photoshop and Illustrator. FlexSign Pro would be a plus, but not required. Student or graduate with desire to learn the sign industry.

TO APPLY
Please email resume and portfolio to Anthony@universalsignsny.com. For more information, please call 631-446-1121.

New Business Specialist
Brian M Gill Agency, Inc., State Farm Insurance – Melville

ABOUT THE JOB
We are expanding our team of professionals in our State Farm Insurance agency in Melville New York. A rewarding career opportunity is available. Position includes contacting potential clients, career development coaching, and meeting state licensing requirements. Compensation includes salary plus production – based incentive plan to give you control over your income. Benefits include profit sharing plan. College degree preferred. Sales experience a Must. Bi-lingual Spanish/English a plus

TO APPLY
Email Brian@BrianMGill.com or call fax 631-549-9493. Call 631-549-9444 for further information.

Administrative Assistant
Berenstein Textiles - Deer Park

ABOUT THE JOB
$12-$15/hour. Two weeks’ vacation, paid holidays.

RESPONSIBILITIES
Attending heavy call volume. Meet and greet clients. Create and Modify Documents in MS Office and Quickbooks. General Clerical Duties

TO APPLY
Contact: Felix Berenstein at 212-354-5213 or bertextile@aol.com.
Assistant Manager of Engineering
Breezy Point Cooperative, Inc. – Rockaway Point

ABOUT THE COMPANY
Breezy Point is a Cooperative is a gated community made up of 2,836 single family homes in Southern Queens. The position is available in the Administrative Offices of the Breezy Point Cooperative, Inc. the managers of the property.

ABOUT THE JOB
The Breezy Point Cooperative, Inc. is actively seeking a candidate to assist the Manager of Engineering to assist in the affairs of the Cooperative with regard to the overall maintenance, repair, and rehabilitation of the property, buildings, grounds, facilities and shareholder homes in the community. Salary range is 50-60K. Benefits include medical, dental (contributory), life, 401k, vacation and sick.

QUALIFICATIONS
Candidates shall have earned at Minimum an Associate’s Degree in a related field, have completed coursework in Architectural and/or Engineering, have a minimum of 5 years construction and/or property management experience (with facilities and building maintenance). Strong computer skills are required with a working knowledge of Microsoft Office, C.A.D and G.I.S. Additionally, candidates must have a proficiency in manual drafting, the ability to read blue prints and a working knowledge of NYC Building and Fire Codes. Candidates must be highly motivated, detail oriented, have excellent communication and customer service skills. Salary commensurate with experience, benefits available.

RESPONSIBILITIES
This Junior position will be prepared to assist the Manager of Engineering Services in the performance of maintenance and construction related inspections, process alteration applications, assistance shareholders (homeowners), maintain engineering records, prepare bid documents and construction drawings.

TO APPLY
Please forward your resume and salary requirements to Bernadette Baron, Human Resource Manager, Breezy Point Cooperative, Inc. 202-30 Rockaway Point Blvd., Rockaway Point, NY 11697 or BBaron@breezypointcoop.org.

Electrical Wiring Technician/Warehouse Assistant
Traffic Systems, Inc. – Bay Shore

QUALIFICATIONS
Candidate must be mechanically inclined with electrical knowledge. Must be able to read diagrams. Basic computer knowledge a plus. Must work well with others. Organizational and multi-tasking skills.

RESPONSIBILITIES
Light warehouse duties: shipping and receiving. Help with inventory levels, operate forklift, other duties.

TO APPLY
Interested candidates please email rmarsanico@trafficsystemsinc.com or call 631-242-4292.
Engineering Technician Position
Green Mountain & Finger Lakes (GMFL) National Forests – Vermont

ABOUT THE JOB
The Green Mountain & Finger Lakes (GMFL) National Forests will soon be filling an Engineering Technician position in Rutland, Vermont. Along with the engineering duties, this position will perform duties as the Forests’ fleet administrator, working in conjunction with the Zoned Fleet Manager position located on the White Mountain NF. This is a permanent full-time position with a duty station of Rutland, Vermont.

QUALIFICATIONS
Here on the Green Mountain & Finger Lakes National Forests, we place a high value on our relationships with each other, sister agencies, tribes, and local communities. We are looking for an individual skilled in, committed to, and passionate about collaboration, shared leadership, and innovative ways to do business. If you’re an individual who enjoys collaboration and teamwork, this may be the place for you!

RESPONSIBILITIES
The Engineering Technician position provides a range of engineering and fleet duties. The incumbent would be responsible for, but not limited to:

- Using engineering project survey notes, data and specifications, making designs and layouts of roads, trails, bridges, drainage structures, and other systems;
- Ascertaining that all information needed for a project is provided in accordance with appropriate design and drafting standards;
- Maintaining records and monitoring project construction of roads, trails, bridges, drainage structures, and other systems of limited scope;
- Performing technical review of drawings and exercising judgment in selecting best of all possible design layouts;
- Conducting inspections of construction projects;
- Performing technical review of contract designs to avoid or correct errors of nonconformance with construction specifications; and ensuring work meets contract standards;
- Coordinating District road maintenance schedules.
- Coordinating local fleet management and reporting fleet needs to the Zone Fleet Manager.
- Oversight and management of fleet credit card program.
- Financial management and oversight of fleet program.
- Current year ordering and out year planning for fleet replacement.
- Upward reporting for fleet program.

TO APPLY

E-mail the form to Nancy Iwanicki at niwanicki@fs.fed.us by May 31, 2013.

PT/, FT Telemarketers
Melville

ABOUT THE JOB
Lead Generation firm located in Melville, New York seeks professionals for call center department. The positions consist of outbound ONLY calling. $10 - $12/hour. Monday-Friday 10 a.m. – 5 p.m.

QUALIFICATIONS
Excellent verbal skills, customer service skills. Must be fast learner. Previous telemarketing experience a plus.

TO APPLY - For immediate hire, please call Neal Mandel or Tom Storm at 631-393-5040 or send your resume to nmandel@tanventure.com.
**Application Engineer**  
RV Technologies, LLC

**QUALIFICATIONS**  
Applicant must receive his or her four-year degree in Engineering this semester. Applicant must be a self-starter with good communication skills.

**RESPONSIBILITIES**  
CAD/CAM programming, CNC machine operations, customer service, support and training. 25% travel.

**TO APPLY**  
Any interested applicant should email their resume to roma.industries.llc@gmail.com

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**Part-Time Salesperson**  
Old Mill Nurseries – Bellmore

**ABOUT THE COMPANY**  
Nursery/Garden Center.

**QUALIFICATIONS**  
Knowledge of shrubs, trees and flowers. Must be available to work weekends and able to start immediately.

**RESPONSIBILITIES**  
Helping customers with questions and small designs. Cashier. Maintaining garden center.

**TO APPLY**  
Email resume to desliep@oldmillnurseries.com or call 516-679-6228.

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**Inventory Analyst/Planner and Additional Positions**  
Kurt Weiss Greenhouses, Inc. – Center Moriches

**ABOUT THE COMPANY**  
A fast-growing, industry leading producer and distributor of horticultural products, and more has an exciting opportunity for an exceptional individual. We are a family owned company that has been in business for over 60 years. This person would report to the VP of Operations and would interact with Senior Account Team Management in account and sales services.

**ABOUT THE JOB**

- Competitive Salary, commensurate with experience and achievement
- Comprehensive benefits package including Health, 401k, and more.
- A High-Growth company providing challenges and opportunities for results-driven professionals to distinguish themselves by being part of shaping our future.

**QUALIFICATIONS**

- Needs to understand SKU and vendor parameters, along with demand planning
- Needs to be familiar with Supply Chain software
- Ability to recognize and anticipate potential problems
- Must be a results driven self-starter who is able to multi-task
- Microsoft Excel advanced user
- Requires a high degree of accuracy and attention to detail
Inventory Analyst/Planner and Additional Positions (cont.)

- Retail experience is a must!
- Experience with importing is very important!

RESPONSIBILITIES

- Review and act on various reports, ensuring inventory goals and service levels are achieved.
- Review and recommend safety stocks, etc. to correct shortages or excesses, meet the service goals, and to improve efficiency.
- Responsible for the stock balancing of the global inventory.
- Accountable for analyzing the inventory levels, demand levels, and in transit orders to determine possible out of stocks or excess inventory. This will be communicated to the buyer for action.
- Manage unproductive inventory

TO APPLY
Please send resume with cover letter to info@kurtweiss.com or fax to 631-878-2941. More internship and job opportunities available on website at http://www.kurtweiss.com/

Mortgage Underwriters and Closers
TCA Group Mail

ABOUT THE JOB
Multiple positions available in mid-Suffolk County location.

QUALIFICATIONS
Five+ years of experience as mortgage underwriter or closer. Good computer skills. Good analytical ability.

TO APPLY
Please contact Karen Rosenthal at Karen@tcagroupmail.com or 516-669-9134.

Associate Account Executive
Arrow Electronics, Inc. – Melville

ABOUT THE JOB
The Associate Account Executive sells Arrow equipment and maintenance product offerings to new and existing customers, meeting or exceeding all sales objectives and revenue quotas. Responsible for new business, account penetration, and sale of related products and services. Follow accounts through proposal, contract, installation, ongoing service. Complete sales forecasting and backlog requirements; attend sales training programs and product meetings. Accounts are typically 100+ line regional corporate companies requiring key system, small to midsize PBX’s, voice mail, call center applications, data and maintenance products.

RESPONSIBILITIES

- Meet monthly revenue and GP targets and measurable non-revenue objectives
- Generate new business through regional corporations in the selling area
- Generate equipment upgrades of existing assigned base
- Serve the account through customer meetings, needs assessment and proposal development, executive-level meetings/contact and continual assessment of additional marketing and revenue-generating opportunities
Associate Account Executive (cont.)

- Work jointly with the Sales Engineering and Operations Support Team in assuring customer satisfaction with pricing support, order provisioning and project management
- Assist the Account Executive and Sr. Account Executive with account support
- Assist, as needed, in the settlement of any account disputes
- Submit sales forecasts and other administrative requirements in a timely fashion
- Develop and execute account plans for assigned accounts
- Attend all scheduled sales training, programs and product meetings
- Assist in developing new products and marketing strategies for assigned accounts
- Additional responsibilities as position requires

QUALIFICATIONS

- Bachelors in business or sales/technical curriculum or equivalent experience highly desirable
- 1+ years industry or sales experience with knowledge of Telecommunications equipment and/or sales
- Proven marketing/ sales skills via telephone
- Proven record of professional sales accomplishment and customer relationship skills with demonstrable prospecting, cold calling and closing skills
- Must be self-motivated with a good work ethic, able to work autonomously, and have demonstrated the discipline to work without a lot of structure or direct supervision
- Advanced communication skills (written, presentation, general customer interaction and internal company management skills)
- PC experience including MS Office as well as other Windows programs required

TO APPLY
Interested applicants, please send resume to Anthony Verdi, Talent Acquisition Consultant, at averdi@arrow.com.

Director of Education
Queens County Farm Museum

ABOUT THE JOB
Queens County Farm Museum is seeking a highly motivated, energetic person with passion for farm-based and nutrition education, local food and agriculture as our full-time Director of Education.

QUALIFICATIONS
Bachelor’s degree required; Graduate degree desirable, 3-4 years experience developing and implementing youth education programs required.

RESPONSIBILITIES
Primary responsibilities are to enliven existing programs as well as develop new curriculum, train and supervise staff, maintain department budget, and seek grants.

TO APPLY
Please send cover letter and resume to: hr@queensfarm.org.
Inside and Outside Sales/Estimates/Customer Service
Hoffman Floor Covering Corp – Farmingdale

ABOUT THE JOB
Assistant to the President for a well-established floor installation company. Salary is negotiable. Hours are Monday – Friday from 9 a.m. – 5 p.m.

RESPONSIBILITIES
Follow up on leads. Must have excellent phone manners and communication skills. Reliable car. Tri-state area. Must be organized and motivated.

TO APPLY
Please email info@hoffmanfloorcovering.com or call 631-454-8011.

Junior Cost Accountant
Aeroflex Plainview, Inc. – Plainview

QUALIFICATIONS
Bachelor’s Degree in Accounting. Excellent spreadsheet skills.

RESPONSIBILITIES
1. Maintain accuracy of job cost ledger (reconciling to accounts payable, payroll, and general ledger).
3. Analyze and compute monthly cost of sales using Estimate At Completion gross margin percentages.
5. Develop average unit cost by element, by assembly, to price physical Work In Process and finished goods inventory.
6. Assist product lines in developing cost proposals requiring 1411’s.
7. All other tasks required to achieve internal and external customer satisfaction.

TO APPLY
Please email resume to employment@aeroflex.com or fax to 516-752-5664. Please reference REQ #2136.

Entry-Level IT Support/Office Assistant
Kirschenbaum, Phillips & Roach, P.C. – Farmingdale

ABOUT THE JOB
Long Island law firm is seeking an entry-level IT Support/Office Assistant to join our IT Department to process inbound and outbound media overflow. Part-time, 20/22 hours a week. Salary up to $12/hour. Flexible schedule. Our law firm offers an opportunity to enrich your knowledge and experience with mentoring as well as independent learning.

QUALIFICATIONS
Computer savvy with administrative experience. Previous IT experience not required. Able to work 20 hours a week, Monday-Friday (flexible hours). Proficient in MS Office and Windows XP or 7.

RESPONSIBILITIES
Process inbound and outbound media overflow. Special projects, additional duties and responsibilities, as required.
Entry-Level IT Support/Office Assistant (cont.)

TO APPLY
For immediate consideration, please fax resume to 516-780-7393, Attn. HR Dept. or email yb@collectlaw.com. Please attach cover letter with salary requirements.

Part-Time Financial Aid Advisor
Electrical Training Center, inc. – Copiague

ABOUT THE JOB
Salary negotiable. Part-time position.

QUALIFICATIONS
Must have banking/bank teller experience. Financial aid experience helpful, but will train the right individual. College degree preferred. Working hours to be determined. High school minimum. College degree preferred.

TO APPLY
Please fax or email resume in Word or PDF format. No phone calls. Email info@electricaltrainingcenterli.com or fax to 631-226-8326.

Business Analyst
Aon Benfield

ABOUT THE JOB
Aon Benfield is seeking qualified professionals for a Business Analyst position in our IT department. Hours for this position are full-time, part time, day shift. We are offering competitive compensation and comprehensive benefits.

RESPONSIBILITIES
This position is primarily responsible for deriving, documenting and gaining approval for system requirements for the company. The Business Analyst acts as a liaison between business people who have a business problem and technologists who know how to create automated solutions. The Business Analyst gathers and understands business needs by determining, documenting and prioritizing requirements from the business and presenting these requirements in a manner that is agreeable, measurable and flexible enough to meet project and stakeholder needs. In addition, this position serves as the single point-of-contact for the communication of business requirements and technology solutions. Hours for this position are full-time, Part time, day shift. We are offering competitive compensation and comprehensive benefits please email your resume to careers@aonbenfeild.com

TO APPLY
Please email your resume to careers@aonbenfeild.com.

Spring/Summer Canvassing Positions for College Students
SUNation Solar Systems – Oakdale

ABOUT THE JOB
We are looking to hire college students that are tech savvy with good communication skills to be part time (mostly weekends) canvassers for us this spring/summer.

The student needs to be able to speak to homeowners about the possibility of installing solar panels on their home. The student will be trained in how to determine if a home meets the requirements for a solar installation and given areas to canvass. We are focusing our efforts on Nassau and Suffolk counties and need
**Spring/Summer Canvassing Positions for College Students (cont.)**

positions for college students that have their own reliable transportation. This is an hourly wage job plus bonus if a homeowner actually purchases a system from us. This is NOT a sales job for the students. Merely a prequalification canvassing job. If the homeowner isn’t home the student would leave a door hanger on the door to contact us for more information. If the homeowner is home the student would speak to them briefly explaining who they are working for and why they think the home has a good application for solar. If the homeowner is interested, the student would give the homeowner a business card and brochure and tell them to contact us for more information.

**TO APPLY**
Please email Tammy Lea, Marketing Director/Customer Liaison, at tammy@sunationsolarsystems.com.

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**Masons and Laborers**
Good Ground Masonry – Hampton Bays

**ABOUT THE JOB**
Two masons and three laborers needed. Salary determined by experience.

**QUALIFICATIONS**
Masons must be able to lay brick, block, stone and cement. Must have own transportation and tools.

**TO APPLY**
Interested candidates, please contact Brian Doroska at 631-728-6627 or email goodgroundmasonry@gmail.com.

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**Electrical Technician**
Key Signals, Inc. – East Moriches

**QUALIFICATIONS**
Degree or certificate in Electrical Technology. No experience required. Will train. Must have car, clean license and no criminal record.

**RESPONSIBILITIES**
Test, repair and install alarm systems in commercial buildings throughout Long Island.

**TO APPLY**
Please email resume to email@keysignals.com.

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**Inside Property Claim Trainee**
Allstate Insurance Company – Hempstead Plains

**ABOUT THE JOB**
Begin a challenging and rewarding career in claims! This is your chance to use your compassion and intellect to help make a meaningful difference in people’s lives. Join the thousands of people who work in the claims industry, managing a vast amount of wealth across the nation and around the world. It is highly stimulating work that will require you to assimilate data, evaluate facts and negotiate solutions to complex problems. Every day presents different learning and growth opportunities. You will be exposed to a variety of specialized industries, including legal, medical and construction, as well as advanced computer and IT
**Inside Property Claim Trainee**

systems. In the process, you will gain a broad range of professional skills that will be equally applicable and highly valuable no matter where your career takes you. Start your career in a stable industry that offers nationwide opportunities for advancement. Becoming an Allstate Property Claim Trainee is just the beginning! Compensation and other important information: Competitive salary, commensurate with experience. Excellent benefits starting on your first day of employment, including 401K, health, dental, vision and life insurance.

**QUALIFICATIONS**
Bachelor’s degree and customer service experience OR at least two years of claims handling experience
Construction experience is a plus
Claims experience is a plus
Excellent written and verbal communication skills
Strong organizational and computer skills
Ability to be a self-starter and work independently
Bilingual candidates are strongly encouraged to apply

**RESPONSIBILITIES**
Investigating, evaluating, and negotiating auto accident claims, in order to reach a fair and equitable settlement for all parties involved.
Using compassionate communication and persuasive negotiation to ensure a positive customer experience.
Working well with others in a fast-paced, collaborative environment.
Achieving targeted performance goals to manage costs and support Allstate’s industry-leading operational standards.

**TO APPLY**
Interested candidates, please go to [http://goo.gl/f02qD](http://goo.gl/f02qD) to apply.

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**Vacation Agents**
Global Consolidated Services – Rockville Centre

**ABOUT THE COMPANY**
Travel/tour company.

**ABOUT THE JOB**
Part-time positions may be available.

**QUALIFICATIONS**
Customer-centric mindset. Pleasant, friendly yet professional
Hands on leadership. Ability to adapt, be flexible. Dependable
Punctual. Follow instructions. Multitask. Must have a minimum of 3 years of travel industry experience.
Prefer 1 year of customer service or call center experience. Experience with Sabre, Amadeus or Worldspan is preferred. Must be able to understand and read flight schedules
Must have knowledge of IATAN Codes and domestic and international airport codes. Must be able to read and understand 24 hour clock and time zones. Intermediate to advanced knowledge of MS Office applications is required. Excellent search engine skills on the Internet and Intranet
Excellent organization skills. Must have excellent verbal, oral and written communications skills
Proactive thinker. Problem solver.
Vacation Agents (cont.)

RESPONSIBILITIES
Build the customers interest in the products and services we offer and be able to successfully close the sale. Provide quotations for customers using our promotional packages. Review special service requests such as wheelchair accessibility. Update the customer profile with changes as requested by them. Email or fax additional quotations, itineraries and invoices as requested by the customer. Issue duplicate documents when requested and using the appropriate materials per destination. Answer any questions related to customer’s trip. Ensure financial information is accurate prior to the conclusion of the call. Recap itinerary after reservations have been made. Provide proper disclosure of terms and details prior to customer purchase. Make changes to current reservations. Provide professional customer service at all time.

TO APPLY
Please forward resume to Lina Accomando at lacomando@gcs-ltd.com.

Various Positions
Hooters – Farmingdale

ABOUT THE COMPANY
Hooters of Farmingdale is reopening soon.

TO APPLY
Stop by 25 Smith Street in Farmingdale today to apply. All those interested must apply in person. 631-414-7792.

Office Assistant
NewYorkRestoMod – Farmingdale

ABOUT THE COMPANY
Internet/Wholesale company, 24 years in business, currently expanding direct to the consumer.

ABOUT THE JOB
Monday – Friday from 10 a.m. – 5 p.m. Pay is $10 - $12/ hour, depending on experience. Must be able to start ASAP.

QUALIFICATIONS
Positive and professional approach to problem solving. Able to work in fast-paced environment. Able to work independently with strong attention to detail and follow-through abilities. Exceptional verbal and written communication and multi-tasking skills. The following are a plus: Internet savvy, QuickBooks experience, knowledge of EBay, Amazon, FaceBook, Craigslist, Spanish speaking Bilingual, knowledge of FedEx, UPS and USPS.

RESPONSIBILITIES
General office duties – filing, answering phones, taking orders, data entry.

TO APPLY
Please send resume to nyrestomod@optonline.net.
Volunteer
Private Individual

ABOUT THE JOB

A physically disabled community member is looking for a volunteer to help with some household chores. She particularly needs help with outdoor tasks: cut grass every three weeks, trim bushes and trees 1-2 times per year; yard cleanup in Spring and Fall, clear gutters once a year. The candidate would need to have their own outdoor equipment. She states that she could also use a female to help with some indoor chores and shopping.

No drugs, alcohol or smoking; must be considerate and respectful.

TO APPLY

If interested in any of these volunteer positions, please call 516-455-5860 and leave your name, phone number, town where you live in, best day and time to reach you and which position you are interested in.

Junior Electrical Engineer
Sensitron Semiconductor – Deer Park

QUALIFICATIONS

1. Must have BSEE or electrical engineering degree with US citizenship or Resident status.
2. Candidates should have power electronics background.
3. Basic understanding of analog circuit design, circuit analysis, digital circuit design and analog signal conditioning.
4. Some exposure to software such as C++, embedded code development, use of de-bugger etc. is desirable.

RESPONSIBILITIES
The junior electrical engineer will work in the product testing area. Candidate will work with and report to production and engineering manager. He/she will be responsible for building test setups, qualification testing, and making of production test jigs. Also, will be leading projects towards integration of various test equipment with intelligent error proofing and alert generation through internet/intranet.

TO APPLY
Please submit resume to resumes@sensitron.com. EEO M/F/D/V
INTERNSHIPS

Summer Internship and Fellowship Opportunity
Quinn for New York Campaign

ABOUT THE INTERNSHIP
This promised to be a great opportunity for students to become civically engaged, learn how political campaigns work and participate in the most exciting campaign of 2013. The Quinn for New York Campaign is looking for Interns and Fellows for their summer internship programs. The campaign is looking for bright and energetic individuals who want to learn the nuts and bolts of how a political campaign works – and help elect the next Mayor of New York City. Hours are flexible and the campaign team is a lot of fun. No experience is necessary. Participants will engage in daily field activities, learn from, and have access to, seasoned campaign staff and hear from a variety of political guest speakers.

If you want to take your involvement with the campaign to a higher level a Fellowship program is available. Fellows will be required to have a greater time commitment than interns and Fellows will participate in the Field Organizer Training Program. There you will learn the basics of campaign field work and gain in-depth knowledge of grassroots organizing. Afterwards you would be ready to work on, and eventually run, campaigns of your own in the future.

RESPONSIBILITIES
As an Intern you will complete the internship knowing how to run a local election field campaign program... as well as having met some really great friends which can help you with job search networking.

TO APPLY
To apply for an internship or a Fellowship with the Quinn for New York Campaign please visit http://beam.to/CAMPAIGNQUINNINTERN, call 212-470-9194 or email to q4nyinternships@hotmail.com.

Various Internship Opportunities
InternJump – New York

ABOUT THE COMPANY
Tech Startup is seeking interns for year-round internships! We are an established tech startup company looking for innovative and creative minds. Our interns will gain valuable on-the-job training, learn to work in groups, and take ideas to completion. This is an essential for all college students as most firms look for established and experienced candidates, which is what we can offer you with our internships. This is a chance to get a real inside look at a growing tech startup and even have the opportunity to become first priority candidates as new full time positions open. Only the best and bravest are encouraged to apply. You will be working and not fetching coffee, hands on learning for a hand’s on world!

Graphic Designer Intern:
Student will work directly with the Creative Director in driving ideas into visuals
Preparing advertising and marketing materials
Creating infographics and other visual arts
Creating fun online memes
Must have knowledge of Adobe Photoshop and Adobe Illustrator
Monthly stipend
Location: New York, NY (Financial District)
*stipend amount will be disclosed on the date of hire.
To apply for this position, please visit http://internjump.com/internship/811/show register and search with keyword “graphic designer intern”
Various Internship Opportunities (cont.)
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Social Media Interns:
Locate prospective businesses and market our products
Update statuses on the hour to let students and employers know of our services
Create marketing posts for Facebook and Twitter
Field calls as needed from clients and students
Speaking to universities about internships available through us
Location: New York, NY (Financial District)
*stipend amount will be disclosed on the date of hire.
http://internjump.com/internship/812/show
To register and apply for our exciting opportunities and many other as well.

Motion Graphics Internship:
To brainstorm about making unique videos that can become viral
To build maintain and create specific ideas that can be implemented into video
Have an imagination, there’s not too much we won’t let go (within reason)
Work hand in hand with the CEO, CTO, and CMO to give valuable C-level feedback
Location: New York, NY (Financial District)
*stipend amount will be disclosed on the date of hire.
http://internjump.com/internship/813/show
To register and apply for our exciting opportunities and many other as well.

Fashion Internship with Alice & Olivia:
This internship offers firsthand experience at working in social media at a widely known women’s contemporary designer.
Responsibilities will include:
-Posting to various social media platforms
-Researching the latest apps and social media trends
-Brand comparisons
-Creating new blog ideas, contests, and content
Internship is unpaid, but does offer free lunch.
Day – 3-5 days a week
College credit can be given

PR Internship from The Ladders:
The Ladders is looking for a Public Relations Intern with excellent communication skills, close attention to detail, and the ability to thrive in a fast-paced environment. This person will support the PR department with media relations, event planning and execution, and various administrative tasks.
The skinny: Media Relations. Monitor media for industry-related news. Work with PR team to draft press materials, including media alerts. Develop briefing sheets for media interviews. Develop and maintain media lists. Send media coverage updates to company. Quarterly Thought-leadership Events. Liaise with venues and other vendors regarding site inspections and other logistics (catering, A/V, equipment rental, etc.) Research potential speakers. Coordinate production of collateral. Administrative: Develop weekly agendas Maintain online press room and media-coverage grid. Screen phone calls, blog comments and submissions for The Ladders spokesperson. Manage vendor payments.
**Various Internship Opportunities (cont.)**

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**Investment Bank Intern:**
An established boutique investment bank in downtown Manhattan, National Securities is looking for several interns for an investment banking internship. The internship will offer exposure to investment banking and equity research. Interns will gain interaction with senior bankers and get deal experience for their resume. This is a great opportunity for students considering careers in wealth management, investment banking or equity research. This boutique investment bank is working with Internjump.com to screen and manage their summer internship program in order to streamline recruiting.

**Sports Marketing Internship at Apel-Spero:**
Apel-Spero, a full service advertising agency that focuses on sports and entertainment, is growing again, and we’re looking for bright, enthusiastic interns. Among our clients are the US Open (tennis), The New York Mets, The Miami Dolphins, The New York Jets, Modell’s, The Orange Bowl, WWE, and MLS. We’re searching for an organized and enthusiastic individual to join our team. This position is ideal for someone with interest in media planning and buying.
Responsibilities include: • Media buying and media planning • Marketing and promotion • Gathering and organizing media rates and research information • Interacting with vendors and clients • Monitoring media buys, delivering traffic instructions, confirming spot delivery with stations/networks • Coordinating media buys • Account management • General office duties

**Social Media Strategy Intern at a Fast Paced Tech Startup (ETech 7 Inc.):**
Are you obsessed with finding and sharing stories online? Do your friends look to you on Facebook and Twitter for the latest trends, ideas, and memes? ETech 7 is a NYC based tech start-up set on changing how businesses handle their IT Assets and Internet Marketing Campaigns. ETech 7 has a fast paced work environment and we seek talented employees who crave learning new skills and aren't afraid to tackle big projects. As an intern you will get to work with a variety of our executive staff and will work on real projects that will help us grow. Our ideal candidate is someone who walks into a room of people and can’t leave without making a few friends. Someone who is obsessed with social media and is creative and thoughtful when interacting with online communities and building relationships. What You Will Learn: • How to create a long term social media plan and marketing calendar. • How to track social media analytics using HootSuite, Hubspot, and other software, and report results and new ideas to our marketing team. • How to create compelling content and get it shared by influencers. • Techniques to create viral loops between our Facebook Page, twitter, and blog accounts • Much more -- your will work closely with our Director of Marketing and other team leaders. • Coordinate online marketing and advertising campaigns and update Web sites What We Require: • Background in Marketing, Communication, or other related discipline. • Provide links to 1-3 social networking profiles to demonstrate interest and knowledge • Possess skills in writing, presentation, and customer management • Highly organized, with an ability to prioritize time-sensitive assignments. • Fearless -- not afraid to be a bold and outside the box thinker. • Love for using social networking sites and general excitement to learn new skills. If this sounds interesting we want to hear from you.

TO APPLY
For questions regarding application process, please email sevans@internjump.com.
Social Media Intern
The Corridor Journal of Strategic Alliances

ABOUT THE INTERNSHIP
Student with own transportation needed to work in the fast-paced world of media. School credit can be arranged.

QUALIFICATIONS
A major in journalism, public relations or marketing is desirable.

RESPONSIBILITIES
Create and maintain our social media, attend special functions and act as a representative of our company.

TO APPLY
Please respond with a cover letter and resume.

Sales Intern
The Corridor Journal of Strategic Alliances

ABOUT THE INTERNSHIP
Student with own transportation. 15% commission.

TO APPLY
Please respond with a cover letter and resume. For more information, call 631-683-4660.

Internship Opportunities for Veterans
IRS Office of Chief Counsel - Positions are available in Manhattan, Newark, and Long Island

ABOUT THE INTERNSHIP
The Internal Revenue Service Office of Chief Counsel is currently seeking Veterans in an administrative capacity (part-time) for the IRS Office of Chief Counsel. This opportunity is being sponsored through the Veteran’s Administration under the following programs:

1. Warrior Intern Program (WIP): The purpose of the WIP is to provide meaningful work experience to Warriors accepted into the program over the course of a four to six month internship. Participants in this program are on active duty and assigned to a transition unit within the Department of Defense. Those assigned to these transition units are wounded, ill or injured service members currently undergoing medical treatment, in recovery or in the process of transitioning from active duty.

2. Non-Paid Work Experience Program (NPWE): The purpose of the NPWE program is to provide meaningful work experience to veterans participating in the Department of Veterans Affairs, Vocational Rehabilitation and Employment (VR&E) program. Participants in this program are no longer on active duty; however, they are paid a small subsistence allowance while working (non-paid) with a federal agency. The NPWE program is typically authorized by the VA in 90-day intervals; however, the program may be authorized up to 18 months.

3. Non-Paid Student Intern Program (SVIP): The purpose of the SVIP program is to provide work experience to veterans who are currently enrolled in an accredited college or university. This non-paid program allows veterans to obtain skills to supplement their military experience and college courses which will assist them with their job search upon graduating. This program is designed to offer student veterans the opportunity to gain personal and professional experience by volunteering in this program. Typically, the
program will last between three and four months. The Veterans Employment Office is currently in discussion with various student organizations and schools. Finalized Memorandums of Understanding will be published when completed.

Through the utilization of the programs listed above, the IRS is providing training and work experience to those who have served our country and are now returning to the civilian workforce. Although employment upon completion of the program is not required within this program, we will work to assist all participants in developing their resumes, better understanding the federal hiring process and ultimately assist with the search for employment within the IRS or another federal agency.

Warriors will not be guaranteed acceptance, enrollment, or completion of the program; nor are there any, verbal, written, or implied agreement to employ a Warrior after the completion of the program.

The Veterans Employment Programs are strictly voluntary and non-paid.

RESPONSIBILITIES
Copying, Filing, Scanning, Faxing, and Mailing Legal Correspondence. Working in a team environment processing legal documents; Opening express and regular mail; Assisting with record’s retirement. E-filing legal documents, and maintaining case files. Answer telephones and route to the appropriate person. Maintain confidentiality and ensure appropriate security protocols are being adhered to with regards to personal data and information. Other duties as assigned.

TO APPLY
Resumes will be reviewed and approved through the VA Coordinator prior to being submitted for consideration. Interested applicants should fax your resume to 516 688 1757.

Internship Opportunity
HH Productions, Inc. – Plainview

ABOUT THE INTERNSHIP
Seeking several interns for summer who would be interested in learning and participating in Internet online business Ecommerce Partnership Programs. Option to work in house or remote.

QUALIFICATIONS
Computer Skills – Excel, Photoshop, Word. SEO a plus, but not necessary.

RESPONSIBILITIES
Develop and upload product spreadsheets for various online market places. Manipulate photos: white out background, size, crop, etc. Place product ads.

TO APPLY
Please send resume to sales@hhproductions.co. For more information, contact Lezli Richter, President, at 646-368-7609.
IT Internship
Total Security Integrated – Elmont

ABOUT THE INTERNSHIP
Looking for a student who can create a program which will help me with scheduling (like a program called QEXPRESS). QExpress has a lot to offer us, but I am sure we have a brilliant student looking to create a program in the same fashion for a small, growing company.

TO APPLY
For more information and to apply, please contact Kelly Carlo at 516-775-2304.

Paid Internship in Leisure Sales
Lufthansa German Airlines – East Meadow

ABOUT THE INTERNSHIP
Lufthansa offers students the chance to experience a dynamic business environment with an Internship in our office in East Meadow, NY. We are looking for motivated and proactive students enrolled at a university in the New York area to acquire knowledge and join our team for June of 2013 for a maximum of six months. All interns are fully integrated into the team, assigned their own projects and support the daily business. We ask that interns join us for a minimum of 20 hours per week during their internship period.

QUALIFICATIONS
Current undergraduate or graduate student with focus in Business Administration, Marketing or Tourism. Excellent communication and interpersonal skills. Team oriented, motivated, energetic personality with commitment to customer service. Previous practical experiences in sales desired. Able to work independently and under pressure with accuracy. Very good administrative skills. Expert PC skills. Programming and network database administration knowledge desirable. Fluent in English, other foreign languages of advantage. International background preferred, but not required. Must be US citizen or permanent resident (green card) or have legal work permit for employment.

RESPONSIBILITIES
Improve existing reporting of sales organization for frontline staff and management. Summarize highlights of reports and propose recommendations. Develop and perform internal and external front line staff presentations. Develop strategic concepts and projects to improve efficiency in Leisure and Online sales department. Support organization and participate in promotional events. Monitor competitive environment.

TO APPLY
Please send your application as a pdf file (cover letter and resume only) via email to usaintern@dlh.de.