



NEW YORK STATE SENATOR

Andrea Stewart-Cousins

## 35th District Job Bulletin - October 2016

ANDREA STEWART-COUSINS October 7, 2016

| ISSUE: **JOBS & EMPLOYMENT**

Hello Friends!

Please circulate this job bulletin among your friends, family, and neighbors searching for a job. Together we can help our communities prosper and grow.

If you need access to additional resources or would like to submit your resume to the Department of Labor's job bank, please call my office at 914-423-4031.

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### **1. Home Survey Representative (Robison Oil)**

- Job Description: Robison Oil is a Westchester-based energy company seeking field representatives to perform comprehensive home surveys. These surveys include the collection of data and analyzing of data, interaction with the homeowner, and preparation of reports based on your findings. Our goal is to help the homeowner save energy and to live more comfortably in their home. Responsibilities include: Completion of home survey following company processes and procedures; review of the home survey with the homeowner; recording of all data and results using the company's database program; and the completion of various marketing tasks as required.
- Number of Openings: 2

- Requirements: High school diploma, driver's license, and one year of relevant experience.
- Location: 500 Executive Boulevard (Elmsford, NY)
- Hours & Pay: Full time (Monday – Friday), \$40,000 – 60,000 annually

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## **2. Medical Assistant (Burton Rindfleish, MD/PC)**

- Job Description: You will serve as a medical assistant and perform laboratory-based duties as assigned, including, but not limited to, reading vital signs and EKGs, drawing blood, and performing routine laboratory-based tests.
- Requirements: One year of relevant experience
- Location: 1915 Central Park Avenue, Suite 202 (Yonkers, New York)
- Hours & Pay: 29 hours per week (Monday – Friday); \$12 – 15 hourly
- Apply: Contact Burton Rindfleish via phone (914-395-3400) or email (gidocburt@aol.com)

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## **3. Recruitment Fair (Ron's Trucking Corporation)**

Ron's Trucking Corporation is hiring movers and drivers! For more information, visit the company's job fair at 53 Torre Place in Yonkers between 10 AM and 3 PM on Tuesday, October 11th, or call 914-423-1773.

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## **4. Hire a Hero Initiative (Veterans' Job Fair)**

Dozens of tri-state area employers are interested in hiring veterans and will be recruiting workers at the Yonkers' Department of Veterans' Services & Empire City Casino's job fair on November 17th from 1 PM - 6 PM. The fair will be held in the Good Time Room on the third floor of the Empire City Casino at 810 Yonkers Avenue in Yonkers.

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#### **5. Plumbers (A-1 Plumbing)**

- Job Description: A-1 plumbing is seeking experienced plumbers.
- Number of Openings: 3
- Requirements: Five years of experience & driver's license
- Location: Yonkers, NY
- Hours & Pay: 40 per week (shifts vary), \$15 – 25 hourly
- Apply: Email resume to employer (jmmyroj@aol.com)|

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#### **6. Community Health Worker (Haitian American Cultural and Social Organization)**

- Job Description: HACSO, Inc. (Haitian American Cultural and Social Organization), a social service organization, works to better the lives of immigrant families and low-income individuals and is looking for a community health worker for immediate hire. The community health worker will be responsible for identifying high risk women of child bearing age in the targeted communities of Rockland County. The CHW will assist these individuals in gaining access to health insurance, primary and preventive health services including prenatal care, WIC and other essential and supportive services as needed; provide home visiting services to include but not limited to, health and family assessment

and reassessment, education curriculum on health related issues of pregnancy, child development screenings, and referrals where needed; manage a caseload by keeping an accurate case record of each participant; attend outreach activities, facilitate education and/or support groups/ workshops, and perform other related duties as needed.

- Requirements: Driver's license & personal car; Spanish skills and college-level Human Services education is a plus. Must be a good communicator (verbal & written) with knowledge of community resources and basic computer skills. Preference will be given to indigenous community residents and long term employees of the targeted communities.
- Location: Spring Valley, NY
- Hours & Pay: Flexible (including weekends and nights); pay negotiable.
- Apply: Email resume to Executive Director Kurt Kannemeyer  
(kurt.kannemeyer@gmail.com)

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#### **7. Staff Assistant (U.S. Senator Charles Schumer)**

- Job Description: U.S. Senator Charles Schumer is hiring a staff assistant to serve as the primary representative of the office in the reception area. The assistant will greet visitors to the office, answer the telephone, and assist with various administrative duties.
- Requirements: A college degree. Must be detail oriented, well organized, able to handle a fast-paced work environment, work well in a team environment, and have exceptional interpersonal skills. Candidates should be personable, dependable and professional to support a very busy front office, and have excellent oral and written communication
- Location: Yonkers, NY
- Hours & Pay: 40 per week (Monday – Friday); salary is mid-\$20,000s with full benefits

- Apply: Email resume to director of outreach Julietta Lopez  
(Julietta\_lopez@schumer.senate.gov)

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#### **8. Sales Associates (Shoe Dept. Encore)**

- Job Description: Sales associates must consistently interact with customers to ensure positive shopping experiences. Interested individuals need no formal education or previous job experience; however, past work in retail or customer service positions may afford candidates preference during the hiring process. Sales associates should maintain weekend and evening availability as well as possess knowledge ability of products. Regular duties include operating cash registers, greeting customers, answering questions, replenishing merchandise, and maintaining the overall cleanliness of stores. Sales associates should uphold the physical shape required to stand for long hours and repeatedly bend, squat, reach, and lift.
- Openings: 12
- Requirements: None
- Location: Ridge Hill (Yonkers, NY)
- Hours & Pay: 29 (part-time, variable), pay unspecified
- Apply: Contact the lead manager via phone (203-876-4777) or email (blackallsn7@aol.com)

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#### **9. Carpenter (Grand West Associates, Inc.)**

- Job Description: Our carpenters build frameworks, install sidings, cut and install sheet rocks, and perform other relevant duties as assigned.

- Requirements: One year of relevant experience
- Location: Yonkers, NY
- Hours & Pay: 40 (Monday – Friday), \$18/hour
- Apply: Contact Bruce Lawrence (employer) via phone (914-320-4108) or email (grandwest54@gmail.com)

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#### **10. Videographer/Editor/Truck Operator (News 12 Westchester)**

- Job Description: News 12 Westchester is looking for the right individual to shoot and/or edit video and/or operate live-transmission vehicles for news programs, live coverage, breaking news and other productions and promotions for all News 12 Services. Will work independently or as part of a team to create pictures and sound which accurately and fairly represent the news, recording raw video and audio and turning it into finished product, or shooting live action suitable for distribution of the News 12 services. Accountable for maintaining assigned equipment, including news vehicles, cameras, lights, editors and peripheral gear, initiating repairs when necessary. Position will be responsible for editing video and audio material for distribution of the News 12 services, including segments or entire programs. Will drive news vehicles and/or live-transmission vehicles and operate production and transmission equipment. The freelance position is on-call as needed with fluctuating hours. Candidates must have a flexible schedule and be available to work various shifts with short notice at times.
- Requirements: Associate's degree in Broadcasting or Television Production preferred (Master's degree is a plus); minimum one year of experience in a television field production preferred; ability to work independently or as part of a team; knowledge in current and emerging newscast technologies; basic knowledge of news operations and practices

helpful; ability to communicate effectively; ability to work under pressure and to meet deadlines; flexible schedule with ability to work nights, weekends and holidays; valid driver's license and a good driving record; demos are required. Must enter link to demo reel under "web address/ demo reel" field on contact info page.

- Location: Yonkers, NY
- Hours & Pay: 40, pay not specified
- Apply: Contact employer online (<http://www.cablevision.com/careers>)

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#### **11. Freelance Videographer (News 12 Westchester)**

- Job Description: News 12 Westchester is looking for the right individual to shoot and/or edit video and/or operate live-transmission vehicles for news programs, live coverage, breaking news and other productions and promotions for all News 12 Services. Will work independently or as part of a team to create pictures and sound which accurately and fairly represent the news, recording raw video and audio and turning it into finished product, or shooting live action suitable for distribution of the News 12 services. Accountable for maintaining assigned equipment, including news vehicles, cameras, lights, editors and peripheral gear, initiating repairs when necessary. Position will be responsible for editing video and audio material for distribution of the News 12 services, including segments or entire programs. Will drive news vehicles and/or live-transmission vehicles and operate production and transmission equipment. The freelance position is on-call as needed with fluctuating hours. Candidates must have a flexible schedule and be available to work various shifts with short notice at times.
- Requirements: Associate's degree in Broadcasting or Television Production preferred (Master's degree is a plus); minimum one year of experience in a television field production



preferred; ability to work independently or as part of a team; knowledge in current and emerging newscast technologies; basic knowledge of news operations and practices helpful; ability to communicate effectively; ability to work under pressure and to meet deadlines; flexible schedule with ability to work nights, weekends and holidays; valid driver's license and a good driving record; demos are required. Must enter link to demo reel under "web address/ demo reel" field on contact info page.

- Location: Yonkers, NY
- Hours & Pay: 29 (part-time & temporary), pay not specified
- Apply: Contact employer online (<http://www.cablevision.com/careers>)

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#### **12. Data Entry / Office Assistant (Newgent Management Corp.)**

- Job Description: We need an office assistant proficient in Microsoft Office and Excel. Must be dedicated, hard-working, and possess the ability to type and file information.
- Requirements: Proficiency in Microsoft Word & Excel; must be able to type
- Location: Yonkers, NY
- Hours & Pay: 20 hours per week (Tuesday and Thursday), pay unspecified
- Apply: Email resume to [tbarresi@newgents.com](mailto:tbarresi@newgents.com)

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#### **13. Retail Sales (Westchester Jewelry)**

- Job Description: Westchester Jewelry is now hiring full-time and part-time retail sales associates! Employees must maintain a positive, can-do attitudes and proactively assist customers.

- Openings: 6
- Requirements: Friendly demeanor
- Location: Yonkers, NY
- Hours & Pay: Flexible part-time and full time hours available, pay unspecified
- Apply: Email resume to customerservice@westchesterjewelry.com

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#### **14. Assistant Security Director (Ridge Hill Shopping Center)**

- Job Description: The Assistant Security Director provides security and safety by patrolling Commercial, Office, Residential, and/or Mixed-use properties. They will guard against theft, vandalism, violence or other threats against the company, residents, tenants, or patrons. They act as the manager-on-duty with the Security Director is not available.
- Requirements: An associate's degree in criminal justice is strongly preferred. Driver's license may be needed. 1-2 years of security supervisory experience is strongly encouraged but can be replaced in lieu of military experience or a college degree in a related field. Must have good verbal and written communication skills, a strong aptitude for customer services, and experience with CCTV and fire alarm technologies.
- Location: Forest City Realty Trust (Yonkers, NY)
- Hours & Pay: 35 hours (Monday – Friday), pay unspecified
- Apply: Contact employer online here

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#### **15. Construction Equipment Operators for Snow Removal (Snowlift)**

- Job Description: Experienced construction equipment operators, mechanics, and supervisors who can handle Bobcat equipment are needed for snow removal duties.
- Requirements: Experience operating Bobcat equipment; clean criminal background
- Location: JFK, LGA, & EWR airport
- Hours & Pay: Storm hours only; pay unspecified, but time and a half is given after 40 hours/week
- Apply: Call Snowlift at 516-239-2123

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#### **16. Security Officers (Metro One Loss Prevention Services Group)**

- Job Description: Experienced security officers desired to prevent thefts from clients.
- Requirements: N/A
- Location: All five boroughs of New York City
- Hours & Pay: Unspecified
- Apply: Inquire in person from Monday – Friday (9 am – 5 pm) or Wednesday (9 am – 7 pm) at 850 Bronx River Rd Ste 103 Bronxville or 116-16 Queens Blvd. Forest Hills

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#### **17. Iron Workers & Estimator/Project Manager (Trinchese Iron Works)**

- Job Description: A fast growing structural steel and miscellaneous shop is looking for motivated individuals who have experience in the fabrication of stairs, rails, fences, and all types of structural steel. Qualified individuals with experience in bidding on and estimating costs for projects and reading blueprints are also encouraged to apply for the position of estimator/project manager.

- Requirements: Relevant experience
- Location: 3375 Royal Ave (Oceanside, NY)
- Hours & Pay: Unspecified
- Apply: Reply to CEO Andrew Trinchese (trincheseamt@gmail.com) or call the office (347-442-1133)

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#### **18. Call Center Manager/Branch Manager (XCEL Federal Credit Union)**

- Job Description: We are seeking an experienced manager to assume the responsibility of efficiently, effectively, and accurately performing relevant duties. Employees must possess a working knowledge of and a proven track record in the management of frontline banking operations and should also have extensive Banking Call Center management experience. The ideal candidate should also have the flexibility to work in our New Jersey branch if the need arises.
- Requirements: 3-5 years of management experience & flexibility
- Location: New York & New Jersey
- Hours & Pay: Negotiable
- Apply: Submit resume and letter of interest with salary requirements to [hr@xcelfcu.org](mailto:hr@xcelfcu.org)

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#### **19. Inspector / Assistant Manager**

- Job Description: We are a property management company looking for an inspector for several subsidized housing complexes. Candidates must have experience in electrical work, plumbing, and lock repairs.

- Requirements: Relevant experience; certifications are strongly encouraged; bilingual skills
- Location: Brooklyn, NY
- Hours & Pay: Flexible; salary is based on experience
- Apply: Fax resume to 516-466-0643

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## **20. Other Resources**

- New York State Job Bank: <http://newyork.us.jobs/>
- State Jobs NY: <https://www.statejobsny.com/public/index.cfm>
- Department of Labor (NYS): <https://labor.ny.gov/careerservices/CareerServicesIndex.shtm>
- Idealist (nonprofit jobs): <http://www.idealists.org/>
- Department of Civil Service (NYS): <https://www.cs.ny.gov/jobseeker/>
- Civil Service Jobs (Westchester County): <http://humanresources.westchestergov.com/job-seekers>