

Job Code	Position Title	Job Type	Responsibilities	Requirements	Location	Salary	Notes	Contacts
	Office/Accounting Support	Temp to Hire	Responsibilities: <ul style="list-style-type: none"> Preparation of general correspondence and spreadsheets Calendar and schedule management Answering phones as needed Basic accounting duties to include A/R, A/P and account reconciliations A variety of related admin and clerical support duties 	Requirements: <ul style="list-style-type: none"> Previous like admin and accounting support experience Professional verbal and written communication skills Proficient MSOffice skills (esp. Word, Excel and Outlook) Accounting software experience with QuickBooks preferred Strong organizational and multi-tasking skills 	Pittsburgh, PA (Strip District)	\$33-53k per year		Jennifer, Lisa or Scott
	Paralegal	Direct Hire	Responsibilities: <ul style="list-style-type: none"> Electronic docketing (File and Serve, etc.) Preparation of routine motions, discovery, pleadings, and other filings Preparation of medical histories, case management, and general litigation support 	Requirements: <ul style="list-style-type: none"> Familiarity of with defense litigation process 2+ years of law experience within asbestos litigation a plus Bachelor of Science degree and/or Paralegal certification Strong written and oral communication skills Ability to work independently and manage a high volume workload Proficient in the use of Microsoft Office Suites (Word, Excel, and Outlook) 	Pittsburgh, PA	\$45-50k per year		Jennifer, Lisa or Scott
	Human Resources Specialist (Non-profit)	Temp to Hire	Responsibilities: <ul style="list-style-type: none"> Performs an internal customer service functions by answering employee requests and Questions with support from Director of Human Resources Responds to employment verifications and references for current and former employees Completes New Employee Orientation by ensuring that all paperwork is completed and submitted, including but not limited to I-9 form, Clearances, Tax Forms, Direct Deposit Forms, etc. Inputs all new hire information into payroll and HR system. Presents benefit information to new hires and ensures enrollment is completed in a timely manner. Inputs benefit changes into all carrier websites. Assists with open Enrollment. Conducts audits of benefits plans after open enrollment. Conducts audits of critical employee compliance information including clearances, driving records. Prepares new-employee files, and completes appropriate check lists. Files documents into appropriate employee files. Administers FMLA and leave policies Manages the annual career ladder process ensuring that all eligible employees receive both performance appraisals and increases. Assists or prepares correspondence as requested. Understands compliance with Employment Laws and regulations Maintains confidentiality and ethical business standards Updates and maintains HR forms on the intranet. Participates on HR related committees, e.g. Staffing Committee, DEAI Committee and/or Safety Committee. Ad hoc special projects as needed, and other duties as assigned 	Requirements: <ul style="list-style-type: none"> Degree in HR or minimum of 2 years' experience in HR required. Prior HR experience in a non-profit organization preferred. Understanding of HR laws. Professional verbal and written communication skills Strong organizational and multi-tasking skills Advanced Microsoft Office; experience with HRIS systems preferred. Good judgment and decision making skills are essential for dealing with people with diverse backgrounds. 	Pittsburgh, PA	\$38-42k per year		Jennifer, Lisa or Scott
	Designer Structural Packaging	Direct Hire	Responsibilities: <ul style="list-style-type: none"> Pittsburgh area company in need of experienced Structural Packaging Designer. Selected candidate will collaborate and work closely with the designers, project team and clients to develop creative packaging solutions. 	Requirements: <ul style="list-style-type: none"> Command of Adobe, Solidworks, AutoCAD, and other 3-D software Proficient in Adobe programs: Illustrator, Photoshop and InDesign Rapid prototyping and printing Portfolio required; presentation of clear and concise project development and excellent support imagery Excellent verbal and written communication skills, ability to interact with team A portfolio that shows diversity, attention to detail and innovation Knowledge of retailer specifications and retail environment requirements is a plus. Ability to prioritize and re-prioritize workload as needed Bachelor's Degree in Graphic or Structural Design, relevant field preferred 	Wexford, PA	\$55-60k per year		Jennifer, Lisa or Scott
	Recruiter (International Company)	Temp to Hire	Responsibilities: <ul style="list-style-type: none"> Pittsburgh area international corporation in need of experienced Recruiter. Selected candidate will be responsible for a full range of duties related to the successful recruiting of various positions to include software, engineering and procurement related. 	Requirements: <ul style="list-style-type: none"> 5+ years of high volume recruiting experience Professional verbal and written communication skills Strong software skills to include experience with recruiting based systems Excellent organizational and multi-tasking skills Ability to meet deadlines in fast paced environment Able to work independently and as part of a team 	Pittsburgh, PA	\$70-75k per year		Jennifer, Lisa or Scott
	Procurement/Buyer Associate	Direct Hire	Responsibilities: <ul style="list-style-type: none"> Downtown Pittsburgh international corporation in need of experienced Procurement/Buyer. Ensure the supplier quotes valid from Bids to Project Ensure the identification of the relevant/potential local suppliers in cooperation with global commodities Ensure RFIR/RF/PFO process implementation/execution for relevant local procurement commodity/category in alignment with procurement internal processes and procedures Ensure single point of contact and accomplishment of the technical and commercial clarification to/from Suppliers and interface with relevant business functions Ensure the issuing of evaluation report on Supplier Proposals collecting inputs from relevant business function (proposal assessment/review) Ensure execution of Commercial Negotiations according to Procurement rules. Ensure the definition and preparation of PO/Final contract documentation for relevant local procurement commodity/category in alignment with procurement internal processes and procedures Ensure the execution of supplier qualification (launch and follow up) (e.g. SAF/ASAC etc.) Ensure the execution of all procurement actions required by Variation Requests (scope and specification changes, scope creeps, claims etc.) in alignment with Company processes and guidelines Support the implementation of Procurement Process in accordance with Company rules and policies at local level Ensure maintenance and updates of the supplier database in alignment with Global Procurement system Support to the collection and provision to the SP unit of all Procurement data relevant for the assigned local commodity category to make the "Cost Estimation Template" for the specific bid Ensure, according to the supply plan/project schedule and inputs received by the implementation of all the procurement activities for relevant local commodity/ category 	Requirements: <ul style="list-style-type: none"> 3-5 years of procurement experience Excellence in achieving assigned objectives Strong communication skills, both verbal and written Good knowledge of the principles and practices of procurement Maintain high service level towards key internal customers Proficiency with MSOffice products, advanced knowledge of Excel Supplier qualification processes and methods Excellence in achieving assigned objectives Service sourcing activities (quoting, analyzing, negotiating, reporting and purchase order placement) Familiarity of SAP software 	Pittsburgh, PA	\$70-75k per year		Jennifer, Lisa or Scott
	Accounting Support	Long term assignment	Responsibilities: <ul style="list-style-type: none"> Morgantown area corporation in need capable accounting support services which include Invoicing Shared Services department 	Requirements: <ul style="list-style-type: none"> Previous like AP and AR support experience required Proficient software skills with ability to learn new software as needed. Excellent organizational and multi-tasking skills Any experience with SAP software a plus but NOT required College degree preferred but NOT required 	Morgantown, WV	\$16.00-\$18.00 per hour		Jennifer, Lisa or Scott
	I.T. Developer	Direct Hire	Responsibilities: <ul style="list-style-type: none"> Implement software solutions that meet defined client requirements. Supports and comply with all aspects of the SDLC (Software Development Life Cycle) and works closely with the ADM (Application Development Manager) to ensure alignment with the team and for specific builds. Researches, designs, implements, tests, evaluates and manages software solutions as directed by supervisor. Writes and implements efficient code. Determines operational practicality and follows relevant procedures for the software to reduce operational risk. Coordinates and works with other developers, consultants, and stakeholders with respect to the software to develop solutions that satisfy all requirements and are delivered in agreed time frames. Supports Supervisor by assisting with the development of and providing feedback on processes/procedures. Documents every facet of the software as a reference for further maintenance, upgrades, training and other requirements. Provides on-going support of the application to reduce the impact of defects and related incidents. Contributes to identifying measures to improve the application and development processes. Participates in training sessions as either trainer or trainee to develop the skills of the team as a whole. Work with other experienced Administrative Assistants. Selected candidate with standard operating procedures. 	Requirements: <ul style="list-style-type: none"> C programming experience in a Unix/Linux Environment Understand database structures/concepts and have the ability to create efficient ad-hoc SQL queries, stored procedures, views and functions. HTML, CSS, JQuery, Vue.js, JSON/XML, strong JavaScript and Ajax knowledge in the context of specific enterprise software and supporting applications, Linux, CentOS 7, VMware, Apache, NGINX, MySQL, integration of 3rd Party CRM/ERP/POS and reporting platforms. Exposure to PHP and/or Python is highly desirable Disruptive computing (AWS), JQuery using SASS components, experience working with a CMS (i.e. APIs), integration of back end with PHP, Web API, RESTful Source/Revision Control Systems (Git), Continuous Integration (GitLab/Jenkins), Test Automation (TDD) Experience with virtualization technologies (VMWare) monitoring and alerting systems Understanding of programming concepts and strong shell scripting skills. 	Robinson Township, PA	\$75-85k per year		Jennifer, Lisa or Scott
	Accounting/Admin Assistant	Temp to Hire	Responsibilities: <ul style="list-style-type: none"> Pittsburgh (Millvale area) company is in need of capable Accounting/Admin support candidate. Invoicing Entering work orders and purchase orders Calculating and posting employee hours Additional related accounting and office support duties 	Requirements: <ul style="list-style-type: none"> 3+ years of relevant accounting support experience Proficient accounting software skills with ability to learn new software as needed Professional written and verbal communication skills Strong organizational and multi-tasking skills 	Millvale, PA	\$35,000 per year		Jennifer, Lisa or Scott
	Program Coordinator (Non-profit)	Temp to Hire	Responsibilities: <ul style="list-style-type: none"> For Greensite area non-profit. Assist in checking training and certification classes to ensure all exams, sign sheets and other pertinent documents are received Process all exams and paper work for training and certification programs Shipping of classes exams and paper work Maintain and update data base records for students in the Netsuite data base. (Grades, CEUs, certification numbers and codes) Prepare training and certification documentation (letters, certificates and ID cards) for students in all courses and training programs Process Sales Orders and other transactions in Netsuite Maintain data base records including grades and recertification and data Verify recertification requirements for all candidates Produce recertification documents and mail them Assist customers with the recertification process Other duties as assigned 	Requirements: <ul style="list-style-type: none"> Must demonstrate a high level of integrity and trust Proficient software (MSOffice) skills Customer focused Strong listening skills Problem solving acumen Sound functional and technical skills Time management capability Must show cooperation with others 	Crafton, PA	\$33-35k per year		Jennifer, Lisa or Scott
	Inside Sales Representative	Direct Hire	Responsibilities: <ul style="list-style-type: none"> Pittsburgh (Bethel Park area) industrial group in need of a capable Inside Sales Representative. Generate sales Proposals based on customer needs and technical needs Respond to inbound phone calls and inquiries from our website Mechanical & Electrical design knowledge Excellent written and verbal communication skills Provide support to other employees Provide sales support for outside representatives 	Requirements: <ul style="list-style-type: none"> Previous like inside sales/customer support experience... within technical sales enviro preferred Bachors Degree preferred Excellent organizational and multi-tasking skills Professional verbal and written communication skills Proficient PC skills with ability to learn new software as required Strong problem solving skills 	Robinson Township	\$65-70k per year		Jennifer, Lisa or Scott
	I.T. Inside Sales	Direct Hire	Responsibilities: <ul style="list-style-type: none"> Growing Pittsburgh (Ross Twp) area Information Technology company seeking Sr Sales Executive. Build a sales pipeline and generate new sales by identifying, qualifying, and closing new opportunities. Focus on creating opportunities through referrals, partners and develop and maintain relationships with current and new clients. Meet established metrics Interact with C-Level Executives and Business Owners Handle client expectations and develop strategies to improve client services. 	Requirements: <ul style="list-style-type: none"> Must have Bachelor's Degree 6 plus years of successful sales / business Development experience. Ability to travel occasionally as required. Must have Competitive drive, negotiation skills, and the ability to work independently. Must be disciplined, motivated, energetic self-starter with a positive attitude Experience working in IT industry a plus 	Ross Township, PA	\$65-70k per year		Jennifer, Lisa or Scott
	Paralegal / Legal Support	Temp to Hire	Responsibilities: <ul style="list-style-type: none"> Pittsburgh (Robinson Twp area) litigation support group (not a law firm) is in need of capable candidate to assist in updating database/research project. 	Requirements: <ul style="list-style-type: none"> 2+ years of paralegal/legal assistant support experience Professional verbal and written communication skills Three to five years of client-facing experience Strong research, proofreading and multi-tasking skills 	Robinson Township	\$35,000 per year		Jennifer, Lisa or Scott
	Part-time Administrative Assistant (H.R. Department)	4-6 month assignment	Responsibilities: <ul style="list-style-type: none"> East Pittsburgh area company in need of capable Administrative Assistant with H.R. Department to cover an upcoming leave. Tracking hourly employee time cards Reporting employee time off in HRSS system Updating Excel spreadsheets Data entry of labor hours Updating employee info in database 	Requirements: <ul style="list-style-type: none"> Previous like administrative support experience Professional verbal and written communication skills Proficient MSWord, Excel and Outlook skills Ability to learn new software as needed Strong organizational and multi-tasking skills Basic bookkeeping experience a plus 	East Pittsburgh, PA	\$16.00 per hour	Preferred schedule is 8 hours per day, M-F each week.	Jennifer, Lisa or Scott
	Administrative Assistant (Part-time)	Long term assignment	Responsibilities: <ul style="list-style-type: none"> Pittsburgh university in need of part-time Administrative Assistant. Scheduling/Calendar management Travel arrangements Preparation of business correspondence, spreadsheets and presentations Phone coverage and client support 	Requirements: <ul style="list-style-type: none"> Previous like administrative support experience Professional verbal and written communication skills Proficient MSOffice skills Strong organizational and multi-tasking skills 	Downtown Pittsburgh	\$17.00 per hour	Schedule to 4 days per week.. can be flexible with days.	Jennifer, Lisa or Scott
	PWRA	Sr. Sales Representative	Responsibilities: <ul style="list-style-type: none"> Growing Wexford area Information Technology company seeking Sr. Sales Executive. Build a sales pipeline and generate new sales by identifying, qualifying, and closing new opportunities. Focus on creating opportunities through referrals, partners and develop and maintain relationships with current and new clients. Meet established metrics Interact with C-Level Executives and Business Owners Handle client expectations and develop strategies to improve client services. 	Requirements: <ul style="list-style-type: none"> Must have Bachelor's Degree 6 plus years of successful sales / business Development experience. Ability to travel occasionally as required. Must have Competitive drive, negotiation skills, and the ability to work independently. Must be disciplined, motivated, energetic self-starter with a positive attitude Experience working in IT industry a plus 	Wexford area	\$55-65k per year		Jennifer, Lisa or Scott
	DTFC	Administrative Assistant	Responsibilities: <ul style="list-style-type: none"> North Hills area information company in need of experienced administrative assistant. Duties to include: <ul style="list-style-type: none"> Preparation of general correspondence, quotes, bids and related Process AIA documents and subcontractor applications Scheduling and calendar management Assist with basic accounting 	Requirements: <ul style="list-style-type: none"> Previous like administrative support experience (construction industry background a must) Professional verbal and written communication skills Proficient MSOffice skills; construction software experience (SAGE and Procore) a plus Basic accounting/bookkeeping experience Strong organizational and multi-tasking skills 	North Hills	\$38-42k per year		Jennifer, Lisa or Scott
	DTLJ	Financial Advisor Associate	Responsibilities: <ul style="list-style-type: none"> Downtown Pittsburgh investment management group in need of Associate Advisor. Accompany the advisor to client/prospect meetings, takes notes to identify items for follow up, provide meeting summary for client file Use Copy Talk to dictate client meeting summaries and action items for follow-up in detail using the CRM system (Salesforce) Research and resolve complex problems in client accounts at the request of the client or advisor Assist the advisor in delivering the full breadth of the fiduciary platform to existing and future clients in order to grow the fiduciary business and assure the highest level of client experience Assist the advisor in handling risk management and the resolution of compliance-related issues for client accounts Monitor retirement plan clients' compliance with ERISA, respective Investment Policy Statements and DOL Best Practice Standards and prepare and present the appropriate analysis and recommendations to the advisor Manage and implement participant communication for new and existing plans, including (but not limited to) enrollment meetings and participant education presentations Communicate with various parties, such as plan sponsors, Recordkeepers, TPAs, ERISA attorneys and investment advisors regarding plan maintenance, changes and projects Assist in the Firm's generation of quarterly fund watch list commentary Conduct fund manager due diligence in conjunction with the Investment Committee Assist the advisor in building and maintaining their client base Adhere to all compliance policies and procedures 	Requirements: <ul style="list-style-type: none"> BA/BS degree in business, finance or related field 5-7 years of client-facing experience Experience in evaluating client needs for retirement plan offerings Knowledge of ERISA, DOL best practice standards and current legislation Enrollment in or intention of pursuing professional designations (i.e. CFP®, CPA, CFA, AIFA) Proficiency in Excel, Word, Outlook, PowerPoint, and Morningstar® Office Experience providing quality financial advice Self-starter with the ability to work in a fast-paced environment with limited supervision Superior organizational skills and acute attention to detail Strong communication skills 	Downtown Pittsburgh	\$70-75k per year	NOTE: Ideal candidate will have several years of experience working with Retirement Plans (not just participants) and who is either a CFP or CFA 5-7 years of hands on experience working directly with the plans themselves.	Jennifer, Lisa or Scott
	OAEB	Retail Associate	Responsibilities: <ul style="list-style-type: none"> Providing professional customer service Assist with merchandising, recording information, restocking, researching and processing special orders Cashiering 	Requirements: <ul style="list-style-type: none"> Exceptional customer service skills Professional verbal and written communication skills Accurate data entry skills Basic math aptitude Ability to work well with others 	Pittsburgh (Oakland area) university	\$11.00-12.00/ per hour		Jennifer, Lisa or Scott
	DTNP	Legal Secretary	Responsibilities: <ul style="list-style-type: none"> Preparation of general correspondence, documents and spreadsheets Scheduling/Calendar management Case file review E-mail A variety of related legal prep/admin support duties 	Requirements: <ul style="list-style-type: none"> Previous like legal admin support experience required Professional verbal and written communication skills Proficient MSOffice skills, accurate typing skills Strong organizational and multi-tasking skills Excellent proofreading and research skills 	Downtown Pittsburgh	\$48-53k per year		Jennifer, Lisa or Scott
	RHEO	Procurement Associate	Responsibilities: <ul style="list-style-type: none"> Ensure the supplier quotes validly from Bids to Project Ensure the identification of the relevant/potential local suppliers in cooperation with global commodities Ensure RFIR/RF/PFO process implementation/execution for relevant local procurement commodity/category in alignment with procurement internal processes and procedures Ensure single point of contact and accomplishment of the technical and commercial clarification to/from Suppliers and interface with relevant business functions Ensure the issuing of evaluation report on Supplier Proposals collecting inputs from relevant business function (proposal assessment/review) Ensure execution of Commercial Negotiations according to Procurement rules. Ensure the definition and preparation of PO/Final contract documentation for relevant local procurement commodity/category in alignment with procurement internal processes and procedures Ensure the execution of supplier qualification (launch and follow up) (e.g. SAF/ASAC etc.) Ensure the execution of all procurement actions required by Variation Requests (scope and specification changes, scope creeps, claims etc.) in alignment with Company processes and guidelines Support the implementation of Procurement Process in accordance with Company rules and policies at local level Ensure maintenance and updates of the supplier database in alignment with Global Procurement system Support to the collection and provision to the SP unit of all Procurement data relevant for the assigned local commodity category to make the "Cost Estimation Template" for the specific bid Ensure, according to the supply plan/project schedule and inputs received by the implementation of all the procurement activities for relevant local commodity/ category 	Requirements: <ul style="list-style-type: none"> 3-5 years of Procurement expertise Excellence in achieving assigned objectives Strong communication skills, both verbal and written Good knowledge of the principles and practices of procurement Maintain high service level towards key internal customers Proficiency with MSOffice products, advanced knowledge of Excel Supplier qualification processes and methods Excellence in achieving assigned objectives Service sourcing activities (quoting, analyzing, negotiating, reporting and purchase order placement) Familiarity of SAP software 	Downtown Pittsburgh	\$40-45 per hour		Jennifer, Lisa or Scott
	DxGI	Customer Service Reps	Responsibilities: <ul style="list-style-type: none"> Upper St. Clair area company in need of two-capable Customer Service Representatives. Selected candidates will provide a full range of CSR, order processing and related duties to established and new clientele. 	Requirements: <ul style="list-style-type: none"> Professional verbal and written communication skills Proficient PC skills to include MSWord and Outlook Strong organizational and multi-tasking skills Previous like CSR experience a plus 	South Hills/Upper St. Clair area	\$28,000-\$30,000 per year		Jennifer, Lisa or Scott
	MaKa	Administrative Assistant	Responsibilities: <ul style="list-style-type: none"> Pittsburgh (New Kensington area) company in need of experienced Administrative Assistant. Selected candidate will provide management in a wide range of operational and financial processes. Duties to include: <ul style="list-style-type: none"> Preparation of reports and spreadsheets Data entry/report Assist in scheduling service technicians Provide general response to customer requests A variety of basic office tasks to include e-mail, scanning and related 	Requirements: <ul style="list-style-type: none"> Previous like administrative support experience Professional verbal and written communication skills Proficient MSWord, Excel and Outlook skills Strong organizational and multi-tasking skills 	North Hills/New Kensington area	\$40,000-\$42,000 per year	NOTE: 4 year degree is required.	Jennifer, Lisa or Scott
	LaMo	Customer Care Specialists	Responsibilities: <ul style="list-style-type: none"> Pittsburgh (Oakland area) university in need of capable Customer Care Specialists. Duties to include: <ul style="list-style-type: none"> Serve as first point of contact to public via front counter (assist with registrations, form completion, card production, etc) and telephone Assist with administrative functions as required and/or requested Responsible for data entry, data queries, and updating data in all applicable University systems. Explain policies and procedures of housing, food services, and ID card to students, parents, faculty, staff and other visitors. Responsible for monitoring and reporting problems regarding lobby area to appropriate staff. Other duties as assigned. 	Requirements: <ul style="list-style-type: none"> Previous like customer service experience Professional verbal and written communication skills Strong PC and accurate data entry skills Excellent organizational and multi-tasking skills 	Pittsburgh/Oakland area	\$12.00-\$14.00 per hour	NOTE: Full time schedule is Monday through Friday, 11:00pm to 7:00pm. Part-time schedule is Saturday through Sunday, 9:00am to 5:00pm	Jennifer, Lisa or Scott
	Jola	Financial Advisor Assoc.	Responsibilities: <ul style="list-style-type: none"> Downtown Pittsburgh investment management group in need of Associate Advisor. Accompany the advisor to client/prospect meetings, takes notes to identify items for follow up, provide meeting summary for client file Use Copy Talk to dictate client meeting summaries and action items for follow-up in detail using the CRM system (Salesforce) Research and resolve complex problems in client accounts at the request of the client or advisor Assist the advisor in delivering the full breadth of the fiduciary platform to existing and future clients in order to grow the fiduciary business and assure the highest level of client experience Assist the advisor in handling risk management and the resolution of compliance-related issues for client accounts Monitor retirement plan clients' compliance with ERISA, respective Investment Policy Statements and DOL Best Practice Standards and prepare and present the appropriate analysis and recommendations to the advisor Manage and implement participant communication for new and existing plans, including (but not limited to) enrollment meetings and participant education presentations Communicate with various parties, such as plan sponsors, Recordkeepers, TPAs, ERISA attorneys and investment advisors regarding plan maintenance, changes and projects Assist in the Firm's generation of quarterly fund watch list commentary Conduct fund manager due diligence in conjunction with the Investment Committee Assist the advisor in building and maintaining their client base Adhere to all compliance policies and procedures 	Requirements: <ul style="list-style-type: none"> BA/BS degree in business, finance or related field 5-7 years of client-facing experience Experience in evaluating client needs for retirement plan offerings Knowledge of ERISA, DOL best practice standards and current legislation Enrollment in or intention of pursuing professional designations (i.e. CFP®, CPA, CFA, AIFA) Proficiency in Excel, Word, Outlook, PowerPoint, and Morningstar® Office Experience providing quality financial advice Self-starter with the ability to work in a fast-paced environment with limited supervision Superior organizational skills and acute attention to detail Strong communication skills 	Downtown Pittsburgh	\$70,000-80,000 per year	NOTE: Must have 3+ years of experience working with 401k plans on the plan side.	Jennifer, Lisa or Scott
	WiCo	Customer Service Reps	Responsibilities: <ul style="list-style-type: none"> Pittsburgh (Upper St. Clair area) company in need of professional Customer Service Representatives. Select candidate will be responsible for: <ul style="list-style-type: none"> Handling all inbound calls in a professional and effective manner Providing product information and answer all questions as needed Scheduling appointments and calendar management Entering and processing any incoming order placed by phone or e-mail A variety of related CSR and general office support duties 	Requirements: <ul style="list-style-type: none"> Preferred candidates will have: <ul style="list-style-type: none"> Previous like customer service or inbound call support experience Professional verbal and written communication skills Strong PC skills for data/order entry and client file management Excellent organizational and multi-tasking skills 	South Hills / Upper St. Clair area	\$30,000-\$32,000 per year	NOTE: Shifts vary within a 8:00 a.m.-9:00 p.m. schedule. One Saturday (9:00-5:00) per month is required.	Jennifer, Lisa or Scott