



Connecting You With Job Opportunities and Training Programs

Jacob A. Riis Neighborhood Settlement House is proud to present to you the inaugural issue of our Job Access Newsletter. This Newsletter is being launched as part of our ongoing efforts to expand and strengthen our adult programming services. The Newsletter will serve as an informative vehicle to connect adults in the community to job opportunities and recognized job training programs. We aim to publish an issue every two weeks and will strive to keep you connected and well informed. We encourage you to contact Gary Anthony, Executive Assistant, at ganthony@risssettlement.org or (718) 784-7447 ext.120 in case you have any questions or seek further information on the opportunities presented below.

Job Openings



Companies: T-Mobile, Health Plex, YMCA, and UPS

T-Mobile: Retail Sales Assistant

Responsibilities:

- Build customer confidence of customers by making the store experience interactive, engaging and reassuring.
- Maintain the visual appeal of store.
- Make the most effective use of store displays and interactive devices
- Use your time well, even when not serving customers.
- Keep abreast of the rapidly evolving T-Mobile technology.
- Develop positive customer relationships.

Qualifications:

- Previous retail or customer service-oriented experience
- Stellar problem-solving skills
- Availability for flexible scheduling
- Ability to listen carefully and actively
- Interpersonal and communication skills that enable customers to feel comfortable with our products, features, plans, and services
- Basic computer skills
- Aptitude for sensing and responding to the range of shopping types
- High School Diploma or GED required

Apply: www.tmobile.jobs

Entrepreneur Space



Website: www.queensnyc.org
Phone: (718) 263-0546

Who We Are: QEDC is a not-for-profit organization that helps entrepreneurs start up and grow their businesses. Our business advisory services include company registration, writing business plans, getting loans and many other services.

What We Help You Do:

1. START YOUR BUSINESS
2. PLAN YOUR BUSINESS
3. FINANCE YOUR BUSINESS

Upcoming Events:

Home Improvement Contractor Training - Offers FREE training to help clients get licensed as home improvement contractor. Program is designed to help skilled immigrant workers overcome language barriers. Classes provided in English and Mandarin

DATE: August 17, 2013

LOCATION: Teen Library, 20-02 Cornaga Ave in Far Rockaway.

TIME: 10AM-4PM

RSVP: Call Nick Hardie at (718) 263-0546

Job Training

eliminating racism
empowering women
ywca

Website: ywcaqueens.org
Phone: (718) 353-4553

Who We Are: YWCA of Queens is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

What We Do: YWCA of Queens provides the necessary resources and tools for families to overcome language, cultural, and professional barriers and become economically self-sufficient.

Program: Women to Work – Offers basic computer lessons, workplace English, and job readiness training. The organization also provides information on financial literacy and worker's rights to make sure students are aware of essential rules and regulations, as well as how to protect themselves against unfair practices.

PROGRAM LENGTH: 15 weeks

PROGRAM HOURS: Mon., Tues., and Thurs. from 2PM-5PM

PROGRAM START DATE: October 3rd

RSVP: Wanling Zhang at 718.353.4553



Additional Job Openings

Healthplex: Customer Service Representative Bi-lingual English/Spanish/Russian/Cantonese/Korean

Summary: A dental Customer Service Representative receives, investigates and responds to all customer inquiries regarding dental plan coverage, status of claims and provider information.

Essential Duties and Responsibilities: Include the following. Position Description may change as business conditions change.

- Talk with customers by phone concerning dental plan coverage issues.
- Input comments regarding customer issue and relative data into the database.
- Call customers when necessary to advise on next steps and/or inform of resolution.
- Handle irate customers in a professional manner.
- Obtain customer feedback information.

Qualifications:

- High school diploma or GED
- Basic computer and keyboarding skills.
- Excellent communication skills.
- Good grammar, voice and diction.
- Bi-lingual English/Spanish/Russian/Cantonese/Korean.
- Knowledge of dental procedures and terminology a strong plus.
- Excellent customer service skills (friendly, courteous and helpful).

Apply: Send resume and cover letter to careers@healthplex.com

Sharon's Flowers and Rachel Cho Floral Design: Part Time Sales Assistant.

The shop is located close at: 20 East Gun Hill Road Bronx, NY 10467

Responsibilities: Manage the front desk, assist with sales, and handle administrative efforts including floral consultations.

Qualifications: Should have customer service experience, social media management experience a plus.

Apply: Send your resumes and cover letter to hello@rachelchoinc.com

YMCA of Greater New York: Training Assistant

Summary: Seeking a self motivated and organized individual who will assist the Human Resources Coordinator by supporting all training and recognition events which include pre-event preparation, day-of set up and breakdown of space(s), and post-event administrative tasks.

Qualifications:

- High School diploma; Bachelors degree preferred.
- Minimum of 3 years of administrative experience. Training-related experience is a plus.
- Proficient in Microsoft Office including Word, PowerPoint, Excel and Outlook.
- Excellent verbal and written communication skills.
- Ability to work and multi-task in a fast-paced, changing environment.
- Strong organizational and time management skills.
- Must be able to push, pull and lift up to 30 pounds of various sized items.

Apply: please forward your cover letter and resume, with subject line "Training Assistant" to jobshr@ymcanyc.org or to YMCA of Greater New York

Attn.: Human Resources Department – Box TA90/B

5 West 63rd Street

New York, NY 10023

UPS: Package Delivery Driver

Summary: This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Qualifications: Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Apply: Visit jobs-ups.com