



LOOKING FOR A NEW CAREER, TRAINING Or Employment?

***If You are 55 Years or older,
You can refresh your job skills, earn an income
while training and re-enter the workforce!***

Call us we can Help!!!!

***Funded by the National Council on Aging and
U.S. Department of Labor.***

Contact: Antoinette Natale
908-704-3000

PathStone-Senior Program 55+
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How to Age-Proof Your Job Hunt

Here are a few tips for mature workers who are joining the work force for the first time, looking for a new job or returning to the job market after time out:

- **Make your resume timeless.** Leave out your date of birth or the year you graduated from high school or college. List only work experience from the past 10-20 years.
- **Emphasize your current skills.** Let your prospective employer know you can operate a personal computer or any other high-tech equipment.
- **Learn new skills.** If you lack technological know-how or career-specific skills, enroll in courses to get up to speed.
- **Accentuate your accomplishments.** List any noteworthy achievements that distinguish you from others in your field, like how you saved a former employer money or increased productivity.
- **Note life experiences.** List any volunteer or community work that demonstrates teamwork or leadership skills, especially if you're returning to work after a long absence.
- **Create a professional appearance.** Invest in a new outfit for interviews.

PathStone Corporation—NJ Operations

www.pathstone.org

PathStone offers services
for Seniors

in the following counties:

MERCER -WARREN

PASSAIC—SUSSEX—MORRIS -

HUNTERDON &

SOMERSET

Call toll free

1-800-624-1432

and ask about our

**SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM.**

New Jersey Headquarters
(Cumberland County)

Patricia Constantino, Director T & E Programs
76 W. Landis Avenue, Suite C
Vineland, NJ

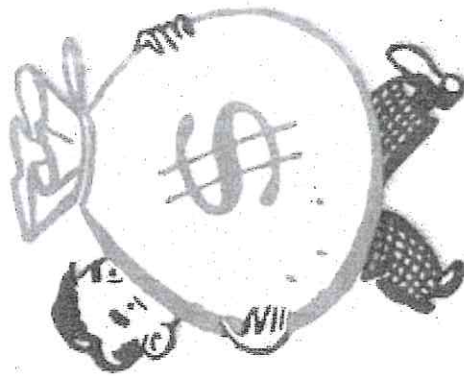
Phone: 856-696-1000

Fax: 856-6964892

PathStone Corporation—NJ Operations
Connecting You to Opportunities

**PathStone Training and
Employment Programs**

**EARN AN INCOME AND GAIN
WORK SKILLS AT THE SAME
TIME AS YOUR JOB-SEARCH!**



**Senior Community Service
Employment Program**

Somerset: (908)704-3000

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National Council on Aging

PathStone
Creating New Opportunities

PathStone is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. This program is funded by the U.S. Dept. of Labor, through the National Council on Aging.

WE BELIEVE THAT ACHIEVING THE AMERICAN DREAM IS POSSIBLE FOR EVERYONE, REGARDLESS OF AGE.

About the Program

The Senior Community Service and Employment Program serves persons who are low income and age 55 years of age or older by placing them in part-time community service positions where they can gain skills and work experience to transition to employment. The program has three main goals for program participants:

- Upgrade job skills to help participants obtain job placement
- Help the participant get involved in his/her community
- Provide participants with added income during training

Who can apply?

- You must be at least 55 years old
- You must meet eligible income guidelines
- Preference is given to eligible individuals who have the greatest economic need.

How does the program work?

- Workshops teach you the best methods for searching for, finding, applying, interviewing and getting the right job for you.
- Occupational training helps you acquire new job skills or upgrade the ones you have.
- On-the-job training at government or non-profit agencies for hours a week helps you earn income and gain real world experience. Training sites serve as a bridge to employment positions in your community.
- You receive job leads to employers in your area who are seeking the job skills you have.
- You could also be eligible for free annual physical exams, as well as other applicable supportive services.

About PathStone

PathStone is a private, nonprofit, multi-state, community development and human service organization providing training and employment services since 1969 through funds from the U.S. Dept. of Labor, Workforce Investment Act, Section 167.

Mission: PathStone builds family and individual self-sufficiency by strengthening farmworker, rural and urban communities. PathStone promotes justice through programs and advocacy.

Vision: PathStone is a visionary, diverse organization empowering individuals, families and communities to attain economic and social resources for building better lives.

Other Programs

Adult Training and Employment Programs

National Farmworkers Job Program
Job Search and Placement Assistance Program

Youth Training and Employment Programs

Helping Youth Reach Employment Motivated and Empowered
Helping Youth Prepare for Employment

Child and Family Development Programs

Migrant Head Start Program

Additional Programs and Services

Emergency and Supportive Services
Farmworker Health and Safety

For more information, call (908)704-3000

Job Summary

Order Number:

NJ0895937

Date Job Order Received:

01/31/2014

Number of Openings:

1

Company Name:

Blue Star Carting

Job Title:

Customer Service Clerk

Minimum Experience Required:

No experience requirement provided.

Job Description:

Extensive Customer Service via Telephone and US Mail. We are a locally owned and operated business centrally located in Raritan New Jersey. Hours M-F 830-430PM, High School Diploma and Excel and Word experience needed. Customer Service experience with excellent communication skills. Ability to work independently and organized and efficient. Ability to process complaints, payments and dispatching of assignments to drivers. This position requires a special person that can multi task on a minute to minute basis. Must be a TEAM player and compassionate and friendly and outgoing self confident personality. ALL Retires welcomed. This is a temporary position which can advance to part time , full time based on performance. IF you can fit the description please apply . * Knowledge sets include: Customer, Customer Assistance, Customer Care, Customer Relations, Customer Satisfaction, Customer Service, Customer Service Training, Customer Services, Excellent Customer Service, Fax software, Global positioning system GPS devices, Microsoft Excel, Microsoft Windows, Microsoft Word, Wireless telephone systems.

Job Location:

Raritan, New Jersey

Pay:

Starting pay not specified.

Benefits:

No benefits provided

Hours per Week:

38

Duration:

Full Time, 4-150 Days

Work Days:

Monday thru Friday

Shift:

First (Day)

Public Transportation:

Public Transportation is not available.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by fax, or by email:

Phone: DE CUOLLO, JEANNETTE (908) 722-7979

Fax: DE CUOLLO, JEANNETTE (908) 722-7664

Email: BLUESTARCARTINC@AOL.COM

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