



Food Service Managers (18 Openings) * **PHYSICAL WORKSITE** *

Location(s): **The Bronx, Brooklyn, Manhattan, Queens & Staten Island**

Hours: **PART-TIME (9:00am to 1:00pm)**

Wage: \$24.89/hr

Job Description / Experience:

- Plan, direct, or coordinate activities of an organization or department that serves food and beverages
- Take a physical inventory of food and supplies
- Enter electronic delivery receipts for food and supplies received
- Enter daily breakfast, lunch and after school meals counts into the meal reporting system
- Pack of grab n go meals
- Interoffice transfer of administrative records
- Order food, record keeping (inventory, food production, delivery receipts, etc), incident management and principal communications
- Perform other related duties as needed
- A high school diploma, GED or post-secondary vocational award required
- At least 2 years of experience in food and beverage preparation and serving required
- This position may require lifting/moving and/or standing for long periods of time

Administrative Assistants (8 Openings) * **PHYSICAL WORKSITE** *

Location(s): Queens, NY

Hours: 7:30am to 3:30pm (Hollis, NY), 8:00am to 4:00pm (Jamaica, NY) or 9:00am to 5:00pm (Hollis, NY)

Wage: \$19.43/hr

Job Description / Experience:

- Perform diversified administrative and secretarial duties
- Excellent oral and written communication skills
- Ability to work with staff and management personnel in a courteous, cooperative and professional manner
- Meet deadlines, coordinate the flow of people, paper, and phone calls in and out of the office
- Type a minimum of 50 words per minute
- A minimum of 4 years administrative/secretarial experience using one or more of the following software is required: Microsoft Word, WordPerfect (5.1 or better) Word for Windows, MultiMate, Lotus (Allways and/or WYSIWIG) Excel, Access, PowerPoint, Paradox, and GroupWise (or another e-mail system)
- **Possibility that personnel will need to climb stairs to get to worksite**

Many of the job opportunities generated by GoodTemp are the result of contracts that require placing people with disabilities

Individuals with disabilities are urged to apply





Administrative Assistants (3 Openings) * **PHYSICAL WORKSITE** *

Location(s): Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$18.35/hr

Job Description / Experience:

- Respond to customer complaints via telephone and written correspondences
- Possess above average oral and written communication skills
- Ability to work with staff and management personnel in a courteous, cooperative, and professional manner
- Meet deadlines, coordinate the flow of people, paper, and phone calls in and out of the office
- Type a minimum of 40 words per minute. Microsoft Office Suite
- Some administrative/secretarial experience using one or more of the following software is required: Microsoft Word, WordPerfect (5.1 or better) Word for Windows, MultiMate, Lotus (Allways and/or WYSIWIG) Excel, Access, PowerPoint, Paradox, and GroupWise (or another e-mail system) required

Procurement Clerk * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 8:30am to 4:30pm

Wage: \$21.51/hr

Job Description / Experience:

- The Procurement Analyst will be assigned to the Budget, Accounting, and Procurement Unit, responsibilities will include but may not be limited to the following:
 - Reviewing and clarifying internal requisitions and obtaining price quotes for goods and services, assist in gathering and researching information from vendors
 - Handling a variety of procurements start to finish, including but not limited to Requirements Contracts; Task Orders; Small Purchases; Competitive Sealed Bids/Proposals; and Intergovernmental Purchases
 - Requesting and modifying specifications and scopes of work/services from agency end users
 - Developing and releasing solicitations for micro purchases
 - Supporting negotiations of prices and terms with vendors while demonstrating a high level of customer service in interactions with agency colleagues and potential vendors
 - Ensuring vendors are notified of authorization to provide goods, services, and construction, and that vendors understand specifications and needs
 - Acting as liaison with and between agency end users, vendors, and oversight agencies
 - Attending internal and external meetings and procurement-related events as needed
 - May also be assigned additional administrative duties related to the unit

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Admin Assistants (10 Openings) * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$19.37/hr

Job Description / Experience:

- Provide administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.
 - Reviewing and clarifying internal requisitions and obtaining price quotes for goods and services, assist in gathering and researching information from vendors
 - Handling a variety of procurements start to finish, including but not limited to Requirements Contracts; Task Orders; Small Purchases; Competitive Sealed Bids/Proposals; and Intergovernmental Purchases
 - Requesting and modifying specifications and scopes of work/services from agency end users
 - Developing and releasing solicitations for micro purchases
 - Proficient with Word and Excel as requested
 - Knowledge of PowerPoint, Outlook and/or Access as requested
 - Type 40 wpm
 - High school diploma or GED required
 - 4 years' experience providing administrative support
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Entry Level Data Entry Operators (5 Openings) * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$15.42/hr

Job Description / Experience:

- This position encompasses the ability to enter alphanumeric data while utilizing mainframe, spreadsheet, or other software as required
- Verify that files match data
- Alphanumeric data entry at 30 words per minute
- Some data entry experience

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Job Coach (Possible Temp to Hire) * **PHYSICAL WORKSITE** *

Location(s): Bellrose Queens, NY (**TRAVEL REQUIRED**): throughout Queens and Manhattan)

Hours: 8:00am to 4:00pm

Wage: \$16.00/hr

Job Description / Experience:

- Supporting employees on and off the job assignment
- Will meet with individuals at their place of work and support them while on the job when needed
- Assist program members to obtain and maintain employment through hands-on training, advocacy, and job development
- Use good judgment, possess good verbal/written communication skills
- Must be proficient on the computer
- Must be great with adults with developmental disabilities
- 1 year of experience working with developmental disabilities with at least 6 months experience in a business setting

Part-time Office Assistants (Multiple Openings) * **PHYSICAL WORKSITE** *

Location(s): Throughout the 5 NYC Boroughs of NY

Hours: **PART-TIME (9:00am 1:00pm) – 4 hours per day**

Wage: \$18.00/hr

Job Description / Experience:

- Take a physical inventory of food and supplies
- Enter electronic delivery receipts for food and supplies received
- Enter daily breakfast, lunch and after school meals counts into the meal reporting system
- Pack the grab n go meals
- Interoffice transfer of administrative records
- Order food, record keeping (inventory, food production, delivery receipts, etc), incident management and principal communications
- Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems and procedures
- Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, office machine operation, and filing
- A high school diploma or its equivalent required

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Warehouse Workers (Multiple Openings) * **PHYSICAL WORKSITE** *

Location(s): Brooklyn, NY

Hours: TBA

Wage: \$17.43/hr

Job Description / Experience:

- Perform laborer activities in a warehouse environment, such as moving boxes, equipment or files as needed
- Receive, unpack, check, and store merchandise or materials
- Fill requisitions and orders
- Pack, crate and ship products and materials to distribution center, departments, or assembly line
- Able to use warehouse equipment such as power jacks and in-lines
- High school diploma or its equivalent required
- 1 year of experience lifting/moving large volumes of heavy boxes required

Registration Clerks (Multiple Openings) * **PHYSICAL WORKSITE** *

Location(s): Queens, NY

Hours: 8:30am to 4:30pm

Wage: \$19.37/hr

Job Description / Experience:

The mission of the Sexual Health Clinics within the Bureau of Public Health Clinics is to promote sexual health and reduce impact of sexually transmitted infections in NYC. To achieve these goals, they provide: direct clinical services, monitor disease trends, partner with community groups, private providers, and other agencies, perform outreach, provide education, conduct research, and develop policies to improve sexual health and wellness. Under the supervision of a Line Area Manager and Patient Services, selected individuals will be responsible but not limited for the following tasks:

- Register patients in the sexual health clinics by entering data and updating information on patients into the EMR system
- Answer telephones and relay messages, gives results to patients and information to the public
- Post patients results and other information in to the EMR system
- Mail out letters to patients for their return visit
- Maintain document filing system in accordance with supervisor's instructions
- Provide administrative support by collecting information requests from patients and clients reporting to public health clinics, including administering Health Screening Assessments, temperature scans, confirming patients are in the correct clinic for needed services
- Receiving and directing patients and clients to correct services
- 4 years' experience providing administrative support
- Proficient with Word and Excel as requested
- Knowledge of PowerPoint, Outlook and/or Access as requested. Type 40 wpm
- High school diploma or GED required

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Data Entry Clerk (Multiple Openings) * **PHYSICAL WORKSITE** *

Location(s): Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$17.43/hr

Job Description / Experience:

Early Intervention (EI) is a comprehensive program that supports infants and children with developmental delays in their efforts to realize their full potential. It allocates service delivery, ancillary services and transportation to the child and his/her family. Since the COVID-19 pandemic, the Distribution Center has become one of the Agency's main warehouses for PPE Supplies. Due to the pandemic and the great demand for supplies, we have a high volume of supply requests. These requests must also be entered into a database/spreadsheet to keep track of Agency usage. The hired temp must be able to perform data entry, run reports, and have organizational skills. Should also be able to multitask.

- Review client files in NYEIS and save (download) them for record retention in PDF format
- Create and label child folders in a shared drive according to borough of residence and year of birth
- Submit weekly productivity reports
- Duties may include verifying data and preparing materials for printing
- Operate a data entry device to input lists, records, or other data points into an electronic format
- Experience with Microsoft Office, data entry, and general computer skills
- Alphanumeric data entry of a minimum 7000 kspH or 40 wpm required
- Preferred:
 - Navigating Microsoft Windows and internet environments
 - Experience with Outlook, Excel, and Adobe
 - Demonstrated ability to give attention to detail, to track progress and meet deadlines
- High school diploma or GED required

Operations Analyst * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$37.67/hr

Job Description / Experience:

- Assists in the general operation of the Benefit Unit
- Collects and analyzes moderately difficult data using various systems
- Record, check and maintain records in prescribed formats
- Prepare reports both regularly and on demand
- Respond to client inquiries via email and telephone
- Knowledge of statistical software and analysis tools and strong quantitative skills
- Bachelor's degree and 4 years related experience required

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Data Entry Clerks (5 Openings) * **PHYSICAL WORKSITE** *

Location(s): Manhattan & Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$16.40/hr

Job Description / Experience:

- Operate a data entry device to input lists, records, or other data points into an electronic format
- Duties may include verifying data and preparing materials for printing
- Alphanumeric data entry of a minimum 6000 kspH or 35 wpm
- High school diploma or GED required

Legal Secretary * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$21.51/hr

Job Description / Experience:

Under general supervision, performs a full range of varied complex, sensitive, highly responsible, and confidential legal, secretarial, and administrative support functions of a general or specialized nature in support of the General Counsel's Office; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail; and may serve as a liaison with other City staff, outside agencies, and the public.

- Organize and maintain complex filing systems, records, and indexes; coordinate archiving of documents and scanning of documents as requested
- Assist the General Counsel in responding to public records requests in a timely manner
- Type, word process, and proofread correspondence, memoranda, and a wide variety of legal documents such as contracts, stipulations, agreements, affidavits, subpoenas, and other legal materials; transcribe, type, and prepare documents from rough draft or verbal instruction
- Perform a wide variety of complex and responsible legal secretarial and administrative duties in support of staff in the General Counsel's Office
- Relieve current General Counsel Office staff of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems
- Screen calls, visitors, and mail, respond to requests for information and assistance, research information, respond to and resolve complaints within established parameters; direct callers to appropriate City departments or staff; sort and distribute mail
- Perform miscellaneous and a variety of other related tasks as instructed by the supervisor
- Knowledge and understanding of general office software, such as Microsoft Word and Excel as requested
- Type 50 wpm
- 3+ years of administrative experience required

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Records Clerks (Multiple Openings) * **PHYSICAL WORKSITE** *

Location(s): Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$19.48/hr

Job Description / Experience:

- Pull requested records from file room and deliver requested files to one additional location
- Retrieve and shelve retuned files
- High school diploma or its equivalent
- 2-3 years of related experience

Heavy Laborer ***PHYSICAL WORKSITE***

Location(s): Brooklyn & Manhattan, NY

Hours: 9:00am to 5:00pm (Part-time & Full-time shifts)

Wage: \$17.43 - \$18.45/hr

Job Description / Experience:

- Perform site-to-site or interoffice moves that involve heavy lifting of furniture and other office equipment
- Load and unload trucks
- 6+ months of laborer experience required
- Higher level positions require a high school diploma or its educational equivalent
- **This position requires heavy lifting, standing, kneeling, and bending in a high stress environment**

Accounting Clerks (Entry Level and up) * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$15.38-17.76/hr

Job Description / Experience:

- Responsible for verifying the accuracy and completion of invoice payment requests documents and the supporting backup documents for payments, process vendor invoices for goods and services in the FinancialManagement System (FMS) and PASSPort, ensuring that they contain all necessary documents
- Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers
- Knowledge of Excel required
- High school diploma or GED and 2 years of related experience or equivalent college credits required

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Human Resources Analyst (2 Openings) * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$43.05/hr

Job Description / Experience:

- Develop and maintain HR data assets, reporting and management dashboards, and analytical tools
- Conduct surveys and assessments to support management strategies and strategic workforce objectives
- May utilize HRIS software to store and manage employee data
- Knowledge and understanding of general office software, such as Word and Excel as requested
- Knowledge of HRIS software, such as Silkroad, PeopleSoft, or equivalents as requested
- Bachelor's degree in Human Resources or related degree and 6 years related experience or any combination of education and experience totaling 10 years

Bilingual Call Center (Multiple Openings) * **PHYSICAL WORKSITE** *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$19.48/hr

Job Description / Experience:

- Interact with customers in English or a foreign language to provide information in response to inquiries about products and services and to handle and resolve complaints
- Receive and review complaint tickets from 311 – Dynamics 365 daily
- Receive phone calls, emails, letters from clients, daily
- Log all daily complaints/resolutions into the Complaint Management Portal (CMP) and any other data platforms
- Attend all training sessions related to the project such as: CMP training, 311- Dynamics 365
- Resolve all complaints which may include calls to Home Delivered Meal (HDM) providers and their subcontractors
- Respond to callers, in a timely manner, to inform them about status of their complaints
- Compile complaint statistics/reports and monitor/analyze data trends
- Resolve all complaints within 2 business days and escalate problematic concerns to supervisor immediately
- Receive and review all complaints, in a timely manner
- 10% or less Daily Abandoned Call Rate with immediate follow up to abandoned calls (if call back number is available) the following business day
- Enter complaints contemporaneously into the CMP and other databases (when required)
- Coordinate with OEPR/HDM providers on outbound reports, daily and record call center activities
- Provide real time data of all call center activities through daily, weekly, monthly, and ad hoc reports
- High school diploma or GED required
 - Strong customer service and computer skills. 1+ years related experience Fluent in English and one of these second languages: Spanish, Mandarin, Russian or Cantonese

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Purchasing Agent * PHYSICAL WORKSITE *

Location(s): Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$30.13/hr

Job Description / Experience:

- Responsible for purchases made by the organization and perform a variety of tasks
- Evaluate and approve vendors and authorize purchase orders for goods or services
- Familiar with a variety of the field's concepts, practices, and procedures
- Rely on experience and judgment to plan and accomplish goals
- May lead and direct the work of others
- A wide degree of creativity and latitude is expected
- Knowledge and understanding of general office software, such as Word and Excel as requested
- Bachelor's degree, 4yrs experience in the field or combination of education/experience totaling 8 years required

Office Assistants * PHYSICAL WORKSITE *

Location(s): Manhattan, NY

Hours: 8:00am to 4:00pm

Wage: \$16.40/hr

Job Description / Experience:

- Make phone calls/send emails to vendors for required documents such as quotes, invoices, packing slips, etc
- Call/Email field staff to verify items that are received and to request paperwork such as packing slips etc
- Prepare receiving reports for good and services received, request inspection numbers and submit to Accounts Payable for payment
- Update various Fiscal spreadsheets for tracking purposes
- May have to occasionally contact Accounts Payable to follow up on payment status of invoices
- File Fiscal documents (hard copies and e-copies)
- Other tasks assigned by Fiscal supervisors
- Knowledge and understanding of Word as requested
- High school diploma or GED required
- 1 year of related experience required

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Senior Accounting Clerk (2 Openings) *PHYSICAL WORKSITE *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$30.13/hr

Job Description / Experience:

- Conduct ongoing file reviews and analyses of randomly selected childcare eligibility case records experience conducting audits and/or reviewing and analyzing documents based on regulations, internal policies, and requirements
- Direct hands-on experience using and navigating database systems & computer programs
- Strong skills and experience utilizing and navigating spreadsheets
- Examine and maintain financial records
- Perform data entry and postings to general ledger
- Generate reports and assist in reconciliations
- Apply accounting principles to analyze financial information and prepare financial reports
- Ability to compile and analyze financial information to prepare entries to accounts, document business transactions, audit contracts, orders, and vouchers and prepare reports
- Ability to use a calculator and computer
- Ability to maintain manual or computer-based system for general accounting
- Proficiency using Microsoft Excel and/or Access as requested
- Bachelor's Degree in Accounting or related field and 3 years of related experience or any combination of related education and experience totaling 7 years

Administrative Assistants (Junior to Senior Levels) * PHYSICAL WORKSITE *

Location(s): Manhattan & Queens, NY

Hours: 8:00am to 4:00pm & 9:00am to 5:00pm

Wage: \$19.00+/hr

Job Description / Experience:

- Greet the public in a professional and friendly manner as customers come into the agency
- Ask customers for the reason for their visit and assist with issuing a queue ticket
- Give verbal instructions to customers related to their visit to the agency
- Provide administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as, preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings
- 4 years of experience providing administrative support
- Proficient with Word and Excel as requested
- Knowledge of PowerPoint, Outlook and/or Access as requested and typing speed of 40+ wpm
- High school diploma or GED required

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Customer Service Reps (10+ Openings) *START REMOTE THEN PHYSICAL WORKSITE *

Location(s): Various NYC Boroughs (citywide travel may be required, metro cards provided for work related travel)

Hours: 9:00am to 5:00pm

Wage: Non-Bilingual: \$21.53/hr & Bilingual: \$22.55/hr

Job Description / Experience:

- This position will mostly be field work/home visits with 1 day per week in office for administrative work
- Work on a multi-disciplinary team in the Care Network to ensure information received from referral partners are entered into the unit and home visiting systems accurately
- Conduct telephone screenings with clients and provide health education on maternal and infant health issues, including breastfeeding, safe sleep and early childhood development
- Collect and enter data; monitor, review, manage case assignments and conduct referral follow-up within 24 hours of assignment
- Engage with provider and community-based referral partners, clients, and home visiting program staff to ensure clients are connected to services timely
- Support marketing/outreach activities to increase visibility and utilization of the unit and home visiting programs
- Participate in Program-sponsored events: crib distribution and assist senior management in other assignments
- Accompany home visitor staff on visits as necessary
- Experience working with low-income or shelter setting families providing maternal-child health education
- Data collection experience and familiarity with Microsoft Office applications is needed
- Excellent written and verbal communication skills required
- High school diploma or GED required
- Experience in community outreach, early-childhood development and breastfeeding preferred
- **Must be able to travel to different locations and walk-up steps and carry items that total 10 pounds**
- **Fluency in English is required. Bi-lingual in Spanish, Haitian-Creole, French, Mandarin and Russian preferred**

Entry Level Customer Service Clerks (Multiple Openings) * PHYSICAL WORKSITE *

Location(s): Long Island City, Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$15.00/hr

Job Description / Experience:

- Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints (high stress environment)
- A high school diploma required
- Related customer service experience required
- Some positions require bilingual in English and a second language

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Advanced Accounting Clerks (4 Openings) *PHYSICAL WORKSITE *

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$23.68/hr

Job Description / Experience:

- Conduct ongoing file reviews and analyses of randomly selected childcare eligibility case records
- Direct hands-on experience using and navigating database systems & computer programs
- Strong skills and experience utilizing and navigating spreadsheets
- Examine and maintain financial records
- Perform data entry and postings to general ledger
- Generate reports and assist in reconciliations
- Apply accounting principles to analyze financial information and prepare financial reports
- Experience conducting audits and/or reviewing and analyzing documents based on regulations, internal policies and requirements
- Basic ability to compile and analyze financial information to prepare entries to accounts, document business transactions, audit contracts, orders, and vouchers and prepare reports
- Ability to use a calculator and computer
- Ability to maintain manual or computer-based system for general accounting
- Some Knowledge of Microsoft Excel and/or Access as requested
- Associate degree in Accounting or related field and 2 year of related experience or any combination of related education and experience totaling 4 years required

Senior Admin Assistant *PHYSICAL WORKSITE *

Location(s): Manhattan, NY

Hours: 8:00am to 4:00pm

Wage: \$24.21/hr

Job Description / Experience:

- Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings
- May also train and supervise lower-level clerical staff
- Proficient with Microsoft Word, Excel, PowerPoint, Outlook and/or Access as requested
- Strong computer skills with a typing speed of 55 wpm required
- High school diploma or GED required
- 7 years of experience providing administrative support required

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Office Assistant * **PHYSICAL WORKSITE** *

Location(s): Long Island City, Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$17.43/hr

Job Description / Experience:

- Greet the public in a professional and friendly manner as customers come in to the agency
- Ask customers for the reason for their visit and assist with issuing a queue ticket
- Give verbal instructions to customers related to their visit to the agency
- Read the kiosk selections and help the customers choose the correct option
- Stand for long period of time as greeting and assisting customers who enter the facility
- Triage customer paperwork by reviewing against set guidelines to determine if in compliance or not
- Make calls to customers regarding upcoming appointments and/or requirements needed
- Email customers information regarding upcoming appointments and/or requirements needed
- **Multi-lingual a plus since customers speak different languages**
- Computer skills required
- Prior related experience strongly preferred

Administrative Assistant * **PHYSICAL WORKSITE** *

Location(s): Queens, NY

Hours: 9:00am to 5:00pm

Wage: \$18.35/hr

Job Description / Experience:

- Perform diversified administrative and secretarial duties
- Utilize Adept database to research customer's authorized trips, Input data into database for payment, verify customer's taxi receipts, audit daily input for accuracy
- Ability to work with staff and management personnel in a courteous, cooperative, and professional manner
- Meet deadlines, coordinate the flow of people, paper, and phone calls in and out of the office
- **Computer Skills:** Basic knowledge of Microsoft Excel, Word, PowerPoint, and Outlook. Type 45 wpm
- Must possess above average oral and written communication skills
- Some administrative/secretarial experience required

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Technical Writer *PHYSICAL WORKSITE *

Location(s): Long Island City, Queens, NY

Hours: 9:30am to 4:30pm (Part-time: 30hrs per week - 6 paid hours/day, 1-hour unpaid lunch)

Wage: \$29.07/hr

Job Description / Experience:

Technical writers are needed for a large local NYC governmental agency to write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions.

- Creating technical documentation of interfaces between OFNS enterprise point-of sale system and internal OFNS applications and processes
- Work on documentation of OFNS mobile and cloud apps and also assist in layout work
- Create interface architecture and data flow- related documentation for interfaces between multiple vendors and departments
- Create/Update technical and user documentation, ER diagrams, and data dictionary for internal operating systems
- Collaborate with the project management office and with the operations team during design, development, testing and deployment phases of the projects
- Must be skilled at writing in a clear and concise manner enabling management and non-technical staff members to understand complex technical concepts
- Computer skills required (MS Office Suite – Visio included)
- Associate degree in communications, journalism, or English is required
- 1-2 years of prior technical writing experience is required
- After training has been completed, may extend the option to work from home in compliance with the company policy. Currently, the company policy stipulated staff are required to work at least 2 days/week onsite

Administrative Assistant (3 Openings) *PHYSICAL WORKSITE & SOME REMOTE*

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$19.37/hr

Job Description / Experience:

- Provide administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings
- Knowledge of Word, Excel, Outlook (Access and PowerPoint as needed) and 40wpm
- High school diploma or GED required
- 4 years of experience providing administrative support required

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Stock Clerks (Multiple Openings & Different Levels) *PHYSICAL WORKSITE*

Location(s): Brooklyn, Manhattan, Queens, & The Bronx, NY

Hours: 8:30am to 4:30pm/11:30am to 7:30pm/12:00am to 8:00am (subject to change)

Wage: \$17.43+/hr

Job Description / Experience:

- Reliable and motivated candidates to perform critical roles to ensure a safe and orderly operation of the shelter
- Clean restrooms, dorms, laundry rooms, common areas, outside perimeters, office spaces and other work areas, including the kitchen and cafeteria
- Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard to fill shelves, racks, tables, or customers' orders. Locates stock and delivers items to their destination upon request
- Ensure incoming deliveries are accurate and stocks supply room with new goods
- Take inventory and identifies reorder needs for supervisor approval
- Check order forms, delivery requests, and approval forms to ensure proper documentation, accuracy, and on time deliveries
- Has knowledge of commonly used concepts, practices, and procedures within a particular field
- High school diploma or equivalent required
- 1-2 years related experience required

Senior Data Entry Keyers (Multiple Openings) *PHYSICAL WORKSITE*

Location(s): The Bronx, Manhattan & Staten Island, NY

Hours: 9:00am to 5:00pm

Wage: \$19.00/hr

Job Description / Experience:

- Respond to calls and inquiries from families reaching out for support by scheduling appointments and/or completing requests for assistance
- Follow up and document in the systems
- Under the direction of Supervisors, assist with placing students on register at schools
- Assist with targeted calls to help increase enrollment and provide resources to families
- Assist with collecting family contact information and determine best ways to reach them
- Serve as a resource to families and students regarding admissions, providing high-quality information and timely responses to inquiries
- Operate data entry device, such as keyboard or photo composing perforator
- Duties may include verifying data and preparing materials for printing
- Microsoft Word and Excel and typing speed of 35wpm required
- A high school diploma or its equivalent required
- Bilingual preferred

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Individuals with disabilities are urged to apply





GoodTemps is explore additional business options and need your help recruiting top candidates for these new initiatives. If you have trained or suitable professionals who would be ideal **Direct Support Professionals**, please refer them ASAP. Training will be provided to the right individuals who fully commit to the length and responsibilities of the opportunities.

Direct Support Professionals (DSP) – Multiple Openings

Location(s): Various NYC boroughs & Long Island

Hours: Full-time & Part-time shifts

Wage: \$16.00/hr

Job Description / Experience:

- Help the people we support to have meaningful lives
- Listen to their dreams and help them learn skills to live the lives they choose
- Help everyone to tell us what is important to them and important for them
- Involve them in activities that match their interests, gifts, and plans
- Help individuals we support learn how to form and continue positive relationships with people in their communities
- Respect the rights of the people we support and teach them to speak up and advocate for themselves
- Use the person-centered philosophy throughout the day. Use each moment as a teachable moment
- Get to know the individual by listening to him or her. Read the record and share your observations with other members of the team
- Do not share information about the people we support with anyone other than members of the team
- Show a positive attitude toward work and others
- Protect the health of the people you support. This may include giving medication, following doctor's orders, going on medical appointments and/or seeking emergency medical care when necessary
- Join with other team members in the development of the service plan and carry out all parts for which you are responsible
- Protect the safety of the people you support by providing the level of supervision described in the person's service plan and by reporting to your supervisor any potentially dangerous situations
- Communicate important information to your supervisor and other members of the team
- Record all information required for the job duties in an accurate and timely fashion
- Follow all agency procedures regarding incident reporting and reporting possible abuse
- Cooperate during investigations and inspections
- Be polite and professional when talking to others
- Follow all agency policies, procedures, and rules of conduct
- Attend and participate in all scheduled trainings and meetings as requested by supervisor
- Perform other job-related duties as assigned by your supervisor (s)
- High School Diploma or equivalent
- Valid Driver's License or Permit strongly preferred
- Background working with individuals with disabilities strongly preferred
- 1+ years of Direct Support professional experience strongly preferred
- **This position could require lifting, travel, and prolonged standing/walking**

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Counters – Homeless Outreach Project ***FIELD WORK ONLY***

Location(s): Brooklyn, Bronx, Manhattan & Queens, NY (**Must be able to travel throughout these boroughs**)

Hours: 5 days per week (**Available shifts: 4:00pm to 1:00am OR 11:00pm to 8:00am**)

Wage: \$17.20/hr

Job Description / Experience:

- Assist the Homeless Program Office in building a dataset that will help capture the number of homeless in the New York City subway system
- Count homeless individuals in the subway stations throughout the Bronx, Brooklyn, Manhattan and Queens
- Basic reading and arithmetic skills - Good interpersonal skills - Ability to read LIRR public train timetables and be familiar with LIRR territory, station names and train destinations
- Counters must be physically able to walk through a 12-car train
- Working knowledge of the NYCT subway system within the four (4) borough service areas and be able to read the subway map
- Possess the ability to read, write, and communicate in English
- **This position requires prolonged walking and standing**

Senior Admin Assistant (Multiple Openings) ***PHYSICAL WORKSITE***

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$27.98/hr

Job Description / Experience:

- Provide administrative support to Senior Management and ensure efficient office operations
- Perform analytical and specialized administrative support involving word processing and desktop publishing
- Prepare presentations, reports, spreadsheets and graphs
- Transcribe information of a technical, confidential and/or sensitive nature
- Screen mail and callers, respond to and route inquiries to appropriate personnel as necessary; determine importance and priority of various issues and determine what major issues should be brought to the attention of the department head and/or department members
- Actively promote and ensure clear communication within the department and facilitate inter-departmental communication
- Manage and coordinate projects and programs to ensure high quality end-results within given timeframe. Read difficult instructions and maintain written records
- **Exceptional computer skills and software application. Proficient with Microsoft Word, Excel, PowerPoint, Outlook and/or Access as requested. Type 60 wpm**
- Associate degree and 4 years of experience providing advanced administrative support or any combination of related education and experience totaling 6 years

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Receptionist (Multiple Openings) *PHYSICAL WORKSITE*

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm OR 8:30am to 2:00pm

Wage: \$16.40/hr

Job Description / Experience:

- Greet vendors, customers, job applicants and other visitors
- Answer inquiries, provide information to the public, customers, visitors, and other interested parties regarding activities conducted at the establishment, departments, offices, and employees within the organization
- May operate a multi-line phone to route incoming calls to up to 10 extensions and place outgoing calls
- Possess knowledge of commonly used concepts, practices, and procedures within a particular field
- Follow instructions and pre-established guidelines to perform the functions of the job
- Knowledge of Word and typing speed of 25 wpm as requested
- High school diploma or GED
- 1-2 years of experience in the field or in a related area required

Exam Proctors & Test Monitors (Future Openings) *PHYSICAL WORKSITE*

Location(s): Brooklyn, NY

Hours: 9:00am to 3:00pm (Mon-Fri)

Wage: \$15.42-16.79/hr

Job Description / Experience:

- Highly responsible and reliable candidates needed to serve as proctors, overseeing and supervising test-takers during examinations or official tests
- Monitor employees while they are taking mandated computer-based training at various training locations
- Register each employee scheduled for training into logbook
- Assign training modules to be taken by each employee based on job title
- Assist employees with minor troubleshooting in signing into online portal and launching of training modules
- Enter each employee completing training into logbook
- Issue each employee an attendance slips with the information of all training completed before departure
- Update employee's training records in ELM database daily
- File training notifications letters and attendance slips
- Perform fingertip maintenance on equipment used for training after each employee is done (i.e., wiping down monitor, mouse, keyboard, and desktop)
- Perform general housekeeping in personal workspace (i.e., wiping desk surface and equipment, such as computer and telephone, etc.)
- Must be able to work in a fast-paced environment to quickly organize and review documents
- Prior clerical or office experience strongly preferred
- **Position requires standing, sitting and/or walking for long periods of time**
- Candidates must be alert, reliable, able to commit/follow through with the guidelines of assignment
- Candidates who successfully complete assignment will be considered for other opportunities

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Stock Clerks (200+ Openings Anticipated) *PHYSICAL WORKSITE*

Location(s): Brooklyn, Manhattan, Queens, & The Bronx, NY

Hours: 8:00am to 4:00pm/4:00pm to 12:00am/12:00am to 8:00am (subject to change)

Wage: \$18.45/hr

Job Description / Experience:

- Reliable and motivated candidates to perform critical roles to ensure a safe and orderly operation of the shelter
- Clean restrooms, dorms, laundry rooms, common areas, outside perimeters, office spaces and other work areas, including the kitchen and cafeteria
- Remove refuse, distribute, and exchange bed linen, distribute and replenish toiletries
- Load and unload deliveries, stock supplies, transport furniture, equipment, and client's lockers
- Remove and store client's personal belongings
- Assist in monitoring client crowd control, conduct nightly bed checks
- Frequent lifting/carrying of objects up to 25 pounds
- Excellent communication skills required
- Comfortable working with others in large settings
- Ability to meet the physical demands of the job
- **This position may require frequent/extended standing, kneeling and bending**

Housekeepers *PHYSICAL WORKSITE*

Location(s): Bronx & Manhattan, NY

Hours: 9:00am to 5:30pm

Wage: \$16.00/hr

Job Description / Experience:

- Clean individual units when vacated to prepare them for renting
- Sweep, mop, wash, dust, vacuum, seal, wax, and buff floors and hard surfaces
- Sort, and separate the recyclables from other waste to comply with NYC regulations
- The candidate will maintain the sidewalks including raking leaves, and shoveling snow
- Assist the engineer when assigned with completion of work orders and other tasks
- Set up and clean for meetings and other events
- HS Diploma, trade school or its equivalent required
- 1 year of comparable work experience required
- Experience in the operation of a vacuum cleaner and high-speed buffer required
- **This position requires stair climbing, lifting, prolonged walking and standing**

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Accounting Clerk ***PHYSICAL WORKSITE***

Location(s): Manhattan, NY

Hours: 9:00am to 5:00pm

Wage: \$22.59/hr

Job Description / Experience:

- Enter negative one-time deductions in the Payroll Information (PI) for net pay, IRA, Treasury Direct and College Savings credit returns
- Check the Report Management and Distribution System (RMDS Accepted One-Time Deduction Transactions report to ensure accuracy of the transactions
- Distribute the Deduction Totals – Escrows Checks report by printing and emailing it to the respective entities
- Authorize and certify agency’s payroll by validating their Summary of Payroll against the Journal Voucher Worksheet Totals report, complete and sign appropriate paperwork and release payrolls within prescribed deadlines
- Perform miscellaneous tasks as instructed by the supervisor
- Strong knowledge and understanding of general accounting software and office tools, such as Peachtree, QuickBooks, Excel, or equivalents required
- High school diploma or GED required
- Minimum 5 year of related experience or equivalent college credits required

Office Managers (Multiple Openings) ***PHYSICAL WORKSITE***

Location(s): Brooklyn, NY

Hours: **FULL-TIME (Day & Night Shifts Available)**

Wage: \$21.51/hr

Job Description / Experience:

- Provide technical support to vendors on machine abnormalities and problems
- Ensure job priority is maintained, job tracking using Champion and Gunther Vision and monitor quality control activities of all incoming and outbound mail while providing feedback to the supervisor
- Operate, set-up, maintain, and adjust the following machines: all Gunther International Inserting equipment, Pitney Bowes Inserting, various imprinting, Bowe Bell & Howell folding, Neopost Inserters
- Verify document completion with Mail Run Data File interface (MRDF)
- Verify counts of negotiable documents utilizing built-in verification systems
- Ensure zip code presort rules are maintained by utilizing Mailer Choice software to make sure production deadlines are met
- Provide requested production data to the Unit Supervisor to ensure the proper workflow of documents and other time-sensitive material, while maintaining daily production records
- Some technical experience and/or background required. Experience with Gunther/Bell and Howell insertion systems preferred

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