



## HOT JOBS IN BUSINESS ADMINISTRATION & OFFICE SUPPORT

### JOB INFORMATION AND REQUIREMENTS

**ADMINISTRATIVE ASSISTANT** (Job #330315) **XPO Logistics**, Greenwich. Order and replenish all pantry items and office supplies for two locations. Check conference rooms and communal areas throughout the day to ensure that all work areas are clean and have adequate supplies. Oversee basic functions of office printers, faxes and copy machines by ordering and replacing paper and toner. Coordinate mail/package delivery; sort mail and unpack boxed packages. Welcome guests and manage proper security and/or visitor protocols. Assist office manager and c-level executives with various ad-hoc tasks and projects. Requires: Associate degree; 2+ years' related experience; excellent verbal and written communication skills.

**WINE & SPIRITS BUSINESS ANALYST** (Job #170253272) **Stew Leonard's**, Norwalk. Responsible for drawing conclusions and making recommendations to management on an appropriate course of action by analyzing sales data, census data, competitive information, marketing data, pricing figures, industry data and trends. Analyses may include sales forecasting, opportunity identification and evaluation of program performance. Support future projects by researching competition, analyzing local needs of the business, and data mining information that will be necessary for best outcome of the project. Will act as a consultant on an individual basis to each of the independently owned and operated Stew Leonard's Wine and Spirits stores. Requires: HS/GED (college pref. ); 3+ years' financial, sales, marketing or business analysis experience within the wine, spirits and beer industry.

**COMMUNICATION ASSOCIATE** (Job #340478) **Bridgeport Hospital**, Bridgeport. Perform reception and communication duties to ensure all patient, visitor, and staff needs in support of the Peri-operative Services are met. Answer phones, maintain medical records and forms, use computer and manual systems for patient scheduling, transfers, tracking, ordering supplies and other appropriate applications. Obtain supplies, towels, ice, coffee, etc. for visitors and patients. Requires: HS/GED (associate degree preferred); 2 years' clerical experience preferred. Ability to use PC applications including Microsoft Office. Epic knowledge and Q-genda and AMION preferred. 1-year managing high volume of telephone calls or experience as an operator or dispatcher is preferred.

**OFFICE MANAGER** (Job #171650277) **Griffin Hospital**, Derby. Assist the Director with overseeing daily operations of the Rehabilitation Services Department, supervise support staff in 3 outpatient locations in Derby, Oxford and Shelton. Monitor referral process management, schedule staff, manage team meetings and assist with inventory management of supplies and equipment. Responsible for on-boarding, training and mentoring of staff and oversee ongoing staff education /updates on insurance requirements and billing audits to reduce visit and insurance denials. Requires: HS/GED (associate degree pref.); 3+ years' relevant experience (including competence in insurance verification/authorization process; Microsoft Office, Excel, PowerPoint; familiarity with EMR). Minimum of 3 years supervisory experience.

## **JOB INFORMATION AND REQUIREMENTS**

### **CLEAN ENERGY PROGRAM DEVELOPMENT MANAGER – STATE & LOCAL GOVERNMENTS**

(Job #171122857) **Greenworks Lending**, Darien. We finance clean energy retrofits & clean new construction on commercial building through an innovative program called C-PACE. This role maintains excellent relationships & manages communications with program administrators, elected officials and local government staff in new and established markets throughout the U.S. (20+ states). Educate municipal staff and local stakeholder groups about the benefits of C-PACE and pathway to implementation. Represent Greenworks Policy & Programs team in national forums. Requires: Bachelor's degree; 3+ years' experience in a field focused on public-private partnerships, with at least one year working directly with local governments.

**RECEPTIONIST** (Job #171560101) **H&R Block**, Monroe. Seasonal position January through April. You'll need the ability to work a flexible schedule in multiple, fast-paced locations during the tax season. Greet clients, schedule and math with appropriate tax prep staff. Perform basic clerical tasks. Requires: HS/GED; experience with operating cash register; ability to multi-task; knowledge of Microsoft office.

**PROPERTY ADMINISTRATOR** (Job #341923) **Cushman & Wakefield**, Shelton. Perform administrative functions of the Property Management Team assuring a high level of professionalism in property issues, including timely response to and resolution of any tenant requests or concerns. Provide administrative support including answering phone calls, typing reports, filing and distribution of correspondence. Schedule and coordinate meetings. Prepare and coordinate bid proposals, service contracts and approved invoices. Requires: HS/GED; proficiency in Microsoft Office Suite; ability to give and take direction and to interface with decision makers in a professional manner and maintain confidential information. Customer service experience preferred.

**ACCOUNTS RECEIVABLE INSURANCE REP** (Job #170361985) **Griffin Hospital**, Derby. Complete the accounts receivable billing and follow-up review processes for all assigned insurance payers. Work with the assigned payer group supervisor to ensure efficient and timely account resolution. Complete the appeals and denial management processes for the specified payers. Handle all cash review functions related to the employees' payer group as assigned. Maintain quality and productivity standards. Full-time schedule, hours are 8:00am to 4:30pm M-F. Requires 3+ years' medical billing experience.

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## HOT JOBS IN RETAIL & SERVICES

### JOB INFORMATION AND REQUIREMENTS

**LITTER SWEEPING DRIVER** (Job #341605) **Tri State Industrial Maintenance, LLC**, Oxford. Part-time and full-time positions available. Night shift beginning 9pm. Drive sweeper truck to perform lot sweeping at shopping plazas on an assigned route for litter control. Duties include blowing off store front sidewalks, islands and cart corrals. May change trash can bags in parking areas. Requires: HS/GED; age 24+; possess a valid driver's license. Some driving experience is preferred.

**CHILDCARE TEACHERS** (Job #341177) **New Horizons Children's Centers**, Fairfield. Full-time positions for Teacher, Associate Teacher, and Substitutes. Will work with infants, toddlers, and preschoolers. Create and implement hands-on activities based on your observations of children's interests and skills. Document and share the special moments and important milestones of the children in your care. Must pass state and company background checks. Requires: HS/GED (early childhood coursework is a plus); age 18+; have at least 6 months related experience. FT benefits include health insurance, PTO, tuition reimbursement and more.

**LEAD TELLER** (Job #341368) **Key Bank**, Shelton. Full-time position located on bus line. Will perform teller duties including providing customer service and handling bank transactions; and oversee daily teller functions and scheduling. Ensure that all branch operations are effective and compliance requirements are met, provide coaching to the branch teller staff to meet client service objectives, and assist platform staff with basic account opening and maintenance activities. Requires: HS/GED; 1-year prior teller experience; excellent customer service and communications skills.

**VALET ATTENDANT** (Job #172023033) **Griffin Hospital**, Derby. Will assist patients with valet services including greeting, opening doors and parking vehicles. Day shift position 8:00am to 4:30pm M-F. Requires: HS/GED; valid driver's license and the ability to drive manual and automatic transmission vehicles. Previous experience with patient interaction preferred.

**CLIENT SERVICES SPECIALIST** (Job #340689) **Ethan Allen**, Stamford. Part-time position. Act as first point of contact for customers at the design center and over the phone. Learn and use language of design and home furnishings to assist clients in getting oriented to the store. If Design Consultant is not available, may assist clients by directing them on tour of the center, review style book, lifestyle projections, and/or book appointment with a Design Consultant. Requires: HS/GED; 2 years' experience in customer service support and/or receptionist role, preferably in a design or retail environment.

**DISHWASHER** (Job #166726204) **LongHorn Steakhouse**, Shelton. Clean dishes, utensils, pots and pans. Assist in cleaning restaurant, stock supplies, adhere to food safety and sanitation standards. Health benefits, dining discounts, flexible schedule. No experience required.

## **JOB INFORMATION AND REQUIREMENTS**

**LINE COOK** (Job #166724777) **LongHorn Steakhouse**, Shelton. Prepare high quality food items to order. Follow recipes and presentation guidelines. Assist in prep and storage of food items. Adhere to food safety and sanitation guidelines. Competitive salary with weekly pay, health benefits, PTO, dining discounts, career advancement opportunities.

**SEASONAL RECEIVER/STOCKER** (Job #164608723) **Lowe's**, Norwalk. Ensure merchandise is stocked and presented appropriately. Assist customers within the store. Hourly seasonal scheduled 10 to 40 hours based on store needs. Requires late evening, night-time, and early morning availability any day of the week. Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties. Minimally must be able to lift 25 pounds without assistance. Prefer 3 months experience operating forklifts and power equipment.

**RETAIL SALES TECHNOLOGY ASSOCIATE** (Job #169860891) **Staple's**, Fairfield. Provide exceptional customer service and have our customer's needs in mind while helping them find a total solution for his/her technology needs both in-store and through the kiosk. Your passion for "tech" will be show in your extensive knowledge of technology products, offerings, and technical services as you advise customers. Flexible part-time hours and generous paid time off. Enjoy store product and mobile phone discounts, movie tickets and other perks. 401(k) plan with a company match, dental, vision and life insurance, short-term disability, and many more benefits. Must be able to work a flexible schedule including nights and weekends. Prefer previous experience in retail environment with technology sales and service.

**SHIFT SUPERVISOR** (Job # 93789610) **Starbuck's**, Bridgeport. Full-time position at the Steelpoint Harbor location. Maintain regular and consistent attendance and punctuality. Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security. Prepare and coach the preparation of food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients. Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays. Requires at least 6 months experience delegating tasks to other employees. We are committed to creating a diverse and welcoming workplace that includes partners with diverse backgrounds and experiences. We believe that enables us to better meet our mission and values while serving customers throughout our global communities. People of color, women, LGBTQIA+, veterans and persons with disabilities are encouraged to apply.

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## HOT JOBS IN HEALTHCARE & HUMAN SERVICES

### JOB INFORMATION AND REQUIREMENTS

**SITE MANAGER I** (Job #341189) **Resources for Human Development**, Trumbull. RHD's programs serve people with a variety of challenges that include intellectual and developmental disabilities, mental illness, substance abuse and homelessness. This position will work with 5 individuals in a group home, helping with daily living skills. Develop and monitor life and social skills curriculum. Train and evaluate staff. Ensure compliance with CT DSS and RHD policies, procedures and practices. Requires: HS/GED; DDS med certification. Preferred experience: 3 years' providing support to individuals with developmental disabilities.

**CLINICAL PHARMACIST II** (Job #341122) **Bridgeport Hospital**, Bridgeport. Conduct timely, accurate medication order review that considers all patient characteristics including laboratory values and vital signs. Medication management, preparation and distribution. Requires: Graduation from an accredited College of Pharmacy with a B.S. or PharmD degree. Completion of an ASHP-accredited PGY1 pharmacy residency or equivalent experience is preferred, but not required. Minimum of two years of relevant experience specific to practice area is required. Current CT Pharmacist License, or eligible for pharmacist licensure in the state of CT.

**DIETARY AIDE** (Job #341136) **Bridgeport Hospital**, Bridgeport. Under the direction of the Coffee Shop Manager, this position is responsible for dining room preparation, waiting on customers, cash handling, stocking and cleaning. preparation of food and beverage according to recipes. Full-time position with flexible schedule including weekends and holidays. Requires: HS/GED; ability to speak/read English; organization & time management skills & ability to multi-task; excellent customer service skills.

**REGISTERED NURSE PACU** (Job #170406995) **Griffin Hospital**, Derby. Per diem position including day and night shifts. The PACU RN is responsible for the post-operative/post-procedural nursing care of patients undergoing surgical procedures. Requires: Connecticut RN license; 3+ years' experience in ICU or PACU and Telemetry. ACLS required; PALS preferred.

**PHLEBOTOMIST** (Job #170652394) **Griffin Hospital**, Ansonia. Full-time day shift position. Schedule is 8:00am to 4:30pm M-F, weekend rotation. Work at offsite facility in Ansonia. Draw patient blood samples both venous and capillary. Perform patient registration, lab order entry and insurance verification. Responsible as the contact person for the site for operational issue which may arise. Perform EKG. Qualifications: Three months experience in phlebotomy. Phlebotomy certification is preferred.



## **JOB INFORMATION AND REQUIREMENTS**

**SPECIMEN PROCESSOR LEVEL II** (Job #170759973) **Griffin Hospital**, Derby. Per diem position as needed on including weekends and holidays. Provide all aspects of clerical and routine clinical functions for the department. Processes patient specimens and/or reports. Perform phlebotomy duties at hospital, offsite blood drawing stations, SNFs, assisted living facilities, and home draws. Draw blood specimens from patients, venous and capillary. Orders tests, performs patient registration and related responsibilities. Requires HS/GED. Related experience in specimen processing, is preferred but not required. Experience with LIS/HIS systems preferred. Medical terminology experience preferred. WORD, e-mailing experience required.

**MULTI-SKILLED TECHNICIAN (MST)** (Job #171039996) **Griffin Hospital**, Derby. Full-time day shift position. Hours are 7:00am to 3:00pm including weekend rotation. 2 North B is a 23 bed Medical-Surgical Unit. Perform/assist in routine & STAT blood draws, EKGs, and assist in the care of patients under the supervision of an RN. Requires: HS/GED; experience in patient care, phlebotomy and EKG. Previous office experience; hospital experience preferred. Phlebotomy certification required.

**PHYSICAL THERAPIST ASSISTANT** (Job #171680124) **HealthPRO – Heritage**, Stamford. The Physical Therapist Assistant is a skilled technical worker who performs direct resident care activities under the clinical supervision of the Physical Therapist. Must be a graduate of an approved Physical Therapy Assistant program. Current license or eligible for license under statutes in the state of practice.

**PERSONAL CARE AIDE** (Job #330349) **ResCare**, Stamford. Provide various personal caregiving services in accordance with an established plan of direct care. Care for patients in their own homes by assisting with daily activities including bathing, dressing, grooming and toileting. Prepare meals and special diets. Perform general housekeeping activities. Provide transportation assistance to and from activities. Provide compassionate companionship to patients. Must be age 18 or older; be able to work independently. No experience required.

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## HOT JOBS IN PROFESSIONAL OCCUPATIONS

### JOB INFORMATION AND REQUIREMENTS

**SENIOR UNDERWRITER, AVIATION** (Job #341045) **QBE The Americas**, Bridgeport. This opportunity is accountable for implementing assigned line(s) of business strategy by assisting with business development and growth through building relationships within assigned customers and applying sound decision-making to underwrite business that contributes to a profitable portfolio. Responsibilities include new business production, renewal retention and the overall profitability of assigned book of business. All qualified candidates anywhere in the U.S. / US-Remote are being considered. Requires: Bachelor's degree (or equivalent combination of education and experience); 4 years' relevant experience.

**DIRECTOR, GAMES EVENT MANAGEMENT** (Job #171172121) **NBC Universal Media**, Stamford. NBC Sports Group serves sports fans 24/7 with premier live events, insightful studio shows, and compelling original programming. The sports media company consists of NBC Sports, NBC Olympics, NBCSN, Golf Channel, Olympic Channel: Home of Team USA, NBC Sports Regional Networks, NBC Sports Radio and NBC Sports Digital, which includes NBCSports.com, NBCOlympics.com, GolfChannel.com, the digital assets of the NBC Sports Regional Networks. Qualifications include 5 years of project management experience (preferably in the area of travel and sports, and/or special events); willingness to work weekends and long hours; extensive time and travel to Olympic cities. Bachelor's degree or equivalent work experience. Valid driver's license. Must be willing to work in Stamford CT. Must be "on call" 24 hours a day / 7 days a week during designated Games-time period.

**SUBSTITUTE TEACHERS** (Job #340839) **Stamford Public Schools**, Stamford. Replace the regular teacher on either a daily or long-term basis. Responsible for the continuation of all learning activities in the classroom. Effectively communicate with students, manage the classroom. Requires: Bachelor's degree. A valid Connecticut teacher certificate in the subject area is required for long term assignments. Pay range \$95-\$155 per day depending on assignment.

**CLIENT DEVELOPMENT ADVISOR** (Job #340822) **McKinsey & Company**, Stamford. Work closely with client team leaders and consultants serving the US Northeast or Mid-Atlantic states to expand the firm's impact within these markets by playing a key role in generating new engagements. Business development will compose a significant portion of this position including establishing relationships with procurement professionals in priority client organizations, advising PSSP leaders about whether and how to pursue opportunities, and working with client service teams (CSTs) to construct comprehensive client account plans and manage the client opportunity pipeline. Attend conferences and industry days where Public Sector contracting opportunities might be discussed. Gather intelligence about upcoming procurements for which McKinsey might be well suited to compete. Requires: Bachelor's degree; 7+ years of professional experience in business development, capture management, and proposal delivery in the Northeast or Mid-Atlantic states and local markets.

## **JOB INFORMATION AND REQUIREMENTS**

**REGIONAL SALES REP ASSOCIATE** (Job #340441) **Medline Industries**, Stamford. Little to no previous medical sales experience? That's ok because we have an entry level sales position open that may be the fit for you. Break into medical sales at Medline Industries in the Post-Acute market where our customers are Skilled Nursing Facilities, Home Health Agencies, Hospice Agencies, Assisted Living Facilities and other relevant segments. Monitors multiple projects' progress, create and run monthly/quarterly reports. Manage all system wide contracts; working with vendors, Medline Distribution division, group purchasing organizations, and the customers. The career path of the Sales Associate position is to be promoted into a Sales Representative within 18-24 months of hire. Requires: Bachelor's degree; intermediate to expert Microsoft Office Suite; experience successfully working with customers; strong written and verbal communication skills.

**MANAGER, ETHICS & COMPLIANCE** (Job #340455) **Purdue Pharma**, Stamford. Responsible for applying analytic techniques to data sets to assess SOM risks. Research and monitor legal updates and state reporting requirements. Develop Standard Operating Procedures (SOPs) and Working Practices Documents (WPDs), for Ethics & Compliance Department and other functions. Assist with state/federal reporting requirements, conducting investigations and preparing timely, accurate and complete reports. Requires: Bachelor's degree with a major in Data Analytics, Communications, Math, Computer Science, Information Management, Finance, Accounting or Statistics preferred; 2+ years' experience in a role that requires statistical and/or analytical skills. Proficient in MS Office and various data analysis tools (e.g., Google Analytics, Tableau). Integrity, tact, discretion, and the ability to maintain independence, confidentiality, and trust

**MARKETING MANAGER (TEMP)** (Job #330436) **Perkins Eastman Architects**, Stamford. Responsible for setting priorities, strategizing pursuits, preparing business development reports, and providing quality control for all marketing deliverables. Lead develop and mentor the team. Work with presentation teams to strategize and rehearse for presentations. Create content as required for specific proposals, qualifications, brochures, presentations, etc. Requires: B.A. in Architecture, Interior Design, Marketing, Communications or related field; 5+ years' relevant experience working in the AEC Industry is preferred.

**CAMPUS COMPENSATION CONSULTING ANALYST** (Job #330301) **Aon Corp.**, Norwalk. This role falls under Aon's early career development program, known as Launch. Building on the development colleagues receive in the role they are hired into, the Launch program is a supplemental development program for recent college recruits. Research and analyze competitive compensation practices in a defined labor market. Perform specialized research studies on a range of compensation topics. Analyze and interpret data and prepare summary reports. Bachelor's degree, preferably with a focus in Finance, Economics, Statistics or Mathematics. Other majors will also be considered. Applicants for this role, which is part of the Launch program, must graduate between December 2020 - June 2021 and have a GPA of 3.0 or above.

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## HOT JOBS IN CONSTRUCTION & TRADES

### JOB INFORMATION AND REQUIREMENTS

**ELECTRICIAN** (Job #341540) **Ralph Mann & Sons**, Ansonia. Seeking a licensed electrician to work with our crews installing HVAC equipment as well as general wiring, service upgrades and standby generators. We offer top-level pay, full benefits, company vehicle and much more. Requires HS/GED (vocational graduate); Connecticut E-2 license; valid driver's license. Prefer 5 years' work experience.

**APPLIANCE REPAIR TECHNICIAN** (Job #341386) **Anytime Appliance Repair Service, LLC**, Norwalk. Entry-level position for mechanically inclined person willing to learn new skills. Requires: HS/GED; age 20+; possess a clean and valid driver's license; the ability to read wiring diagrams and schematics. Full-time position with pay range \$15 to \$25 per hour DOE.

**ROOFER HELPER - COMMERCIAL CONSTRUCTION** (Job #165373036) **Nations Roof**, Ansonia. Work with crew to complete all aspects of assigned jobs assigned including tear-off, repairs and installation. Construction and repair of a variety of commercial roofs including single ply's EPDM, TPO, PVC, built-up and modified roof systems, etc. Wide range of metal roofing and repairs; flashing, wall panels, fascia, soffit. Must be willing to work outdoors, climb ladders and learn new skills under the Supervisor's direction. Requires: valid driver's license with insurable record; OSHA 10-hour card/30-hour card. Competitive wages and exceptional benefit package medical, dental & vision; accident & disability Insurance; life insurance; 401(K) with employer contribution. Paid professional OSHA training and applicable Pro Certifications.

**MAINTENANCE SHOP MANAGER** (Job #341256) **Norwalk Transit District**, Norwalk. Responsible for assigning and supervising the maintenance staff that maintains the district's fleet of vehicles and equipment as well as buildings and facilities. Schedule preventive maintenance services and repairs. Oversee inventory and fuel/lubricant management. Participate in the procurement of vehicles, equipment, parts, tools, fuels and other materials. Requires: HS/GED; 7+ years' related experience; valid driver's license with the ability to obtain CDL within six months of employment.

**MAINTENANCE TECHNICIAN I** (Job #166152261) **National Express Corp.**, Norwalk. Diagnose malfunctions and perform vehicle repairs (e.g. adjust/test steering, electrical, cooling, lubricating, braking systems, drive trains, suspensions, power steering units, clutches, transmissions and oil, temperature, gas regulating components, adjust/test/rebuild engines etc.) and related assigned duties within qualification level, in accordance with all relevant Federal, State/Provincial and local guidelines and requirements. Test-drives vehicles to ensure repair resolved the problem. Perform road calls and on the road repairs. Requires: 5+ years' medium to heavy truck fleet mechanic repair experience; diagnostic, electrical and AC skills; valid driver's license (CDL is a +); technical knowledge of major vehicle systems and diesel equipment.

## **JOB INFORMATION AND REQUIREMENTS**

**GLAZIER APPRENTICE** (Job #340943) **Ace Glass LLC**, Danbury. Trainee position to learn the art of working with glass. Fabricate or install metal sashes or moldings for glass installation using aluminum or steel framing. Determine plumb of walls or ceilings using plumb lines and levels. Fasten glass panes into wood sashes or frames with clips, points or moldings, adding weather seals or putty around edges. Cut, fit, install, repair or replace glass or glass substitutes such as aluminum or plastics, in building interiors or exteriors or in furniture or other products. Requires valid driver's license.

**PROJECT SPECIALIST EXTERIORS** (Job #171857718 ) **Lowe's**, Derby. The PSE executes sales for home exterior projects. Assess customer needs and prepare quotes/proposals. This associate spends most of his/her time in our customer homes or other locations to discuss project plans. The PSE must be comfortable owning the customer relationship and engaging in conversation to understand customer needs, providing product and project consultation, and overcoming challenges to closing sales. Requires: HS/GED; 2 years' experience in residential construction such as home building or renovations; sales experience; valid driver's license. Preferred qualifications: licensure or certification as a Construction Supervisor.

**GENERAL MAINTENANCE WORKER** (Job #170231147) **Sodexo**, Greenwich. Fix and maintain machines, mechanical equipment and buildings. Perform maintenance service or repairs in one or more skill areas, including minor plumbing, carpentry, painting and plastering, machine servicing, electrical repairs or installations, or vehicle servicing. Perform tasks such as changing light bulbs, installing paper dispenser units, changing filters, changing locks on doors, minor decorative maintenance and other tasks not requiring a licensed skilled trades person or journeyman. May perform snow removal and other grounds keeping activities. Requires: HS/GED; 2+ years' related experience; ability to work well alone and in a team.

**SEASONAL MAINTAINER - FALL/WINTER** (Job #341197) **City of Bridgeport**, Bridgeport. Clean streets, sidewalks, gutters, catch basins. Cut grass, hedges and weeds with hand or power equipment. Pick up and dispose leaves, branches, papers and other debris. Snow shoveling, sanding and salting. Perform minor repairs. Works with maintenance staff as unskilled helper. Perform necessary semi-skilled physical labor for roadway maintenance, sewer repair, sewer well catching; raising and lowering manhole covers, frames and assisting in sewer line repairs. Applies hot and cold patch to streets, racking asphalt and operating jackhammers. Requires: HS/GED; CDL B license; 1-year semi-skilled manual task experience. \$15.84 per hour.

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## HOT JOBS IN INFORMATION TECHNOLOGY

### JOB INFORMATION AND REQUIREMENTS

**SPECIALIZED CONSULTANT IV** (Job #340948) **Wolters Kluwer United States, Inc.**, Stamford. Act as the main figure during the implementation of the CCH Tagetik CPM software. It is the strategic point of contact between the implementation team and the client as it designs and develops the financial solutions based on the client's requirements. Ensure the completion of project tasks accordingly to the project plan. Define technical solutions that ensure the functionalities of the application. Support the Project Manager and the Project Lead on project risk identification and mitigation. Requires a master's degree in computer science, engineering, finance, or a related field plus 3 years of experience; or a bachelor's degree in computer science, engineering, finance, or a related field plus 5 years of experience. SAP, SQL, JIRA, CPM/EPM industry.

**SOFTWARE ENGINEER C++** (Job #341096) **FactSet Research**, Norwalk. Develop and support new applications, maintain and enhance our calculation engine and underlying infrastructure. Design and develop software components to meet business requirements, improve performance and improve data quality. Analyze, troubleshoot and resolve production issues. Collaborate with application teams to build and understand cross-team requirements and designs. Requires: Bachelor's degree in Computer Science or equivalent training; strong C++ or JAVA programming skills; strong working knowledge of data structures and algorithms; strong understanding of object-oriented design patterns and principles.

**PRODUCTION COORDINATOR** (Job #340800) **Meredith Corporation**, Stamford. Full-time position to assist the Audio Engineering and Production Manager. Upload multimedia content (audio, video, images) from a variety of sources into MyLife's CMS. Create and transcode video links. Ensure that all content copy meets CMS and in-app character limits and editorial standards. Coordinate with relevant stakeholders to ensure all necessary assets (audio, video, images) are complete. Sync source content documents with how the content appears in MyLife's CMS and archive. Requires: familiarity with content and social management systems (WordPress, Contentful, Aha, TrueAnthem, etc.); fluency in Google suite (Google analytics, docs, cal, etc.); experience multi-tasking numerous projects on tight deadlines; experience with troubleshooting content entry challenges - you're comfortable tackling tech hiccups.

**BIG DATA ARCHITECT** (Job #340861) **Cognizant Technology Solutions**, Stamford. Provide technical guidance on Big Data Technologies. Work closely with the customer on data exploration guidance. Achieve expected analytics from the Data Conduct POC to help users. Query unstructured data to formulate and document the requirements. Design, develop, and deploy the solution. Requires: 7-10 years professional experience; experience in Talend ETL tool, AWS, Redshift DB, Snowflake DB. Technical skills: PYSARK, Hive, Pig, Spark, Administration of AWS EMR. Desired: Airflow, Lamda, Oozie, bachelor's degree.

## **JOB INFORMATION AND REQUIREMENTS**

**SENIOR IT PROJECT MANAGER** (Job #171670188) **Humana**, Bridgeport. Assemble and lead project teams. Help the program manager identify resources and schedules to ensure timely completion of projects and/or programs. Actively manage stakeholder partnerships and mitigate risks. Requires: Bachelor's degree or equivalent experience; 6+ years IT project management ; 2+ years program management; advanced MS Office experience (MS Project, Visio, Excel). Must have accessibility to high speed DSL or cable modem for a home office (satellite internet service is NOT allowed for this role); and a minimum internet connection speed of 10M x 1M. Preferred qualifications: master's degree, Six Sigma and/or Project Management Institute certification; experience in the health solutions industry.

**ASSOC. DIRECTOR of QUALITY, PERFORMANCE & DIGITAL EXPERIENCE** (Job #171848991) **Humana**, Bridgeport. Devise an effective strategy for executing and delivering software quality initiatives with an emphasis on user experience. Act as a liaison and collaborate with business and technology stakeholders to identify/deliver enhanced quality software products. Decisions are typically related to identifying and resolving complex technical and operational problems within technology teams and products. Could lead multiple managers or highly specialized professional associates. This opportunity will have a mixed team of 5 associates and 20 + contractors. Requires: tech-savvy person with background in measuring and monitoring application performance from user-experience perspective. Bachelor's in Computer Science or related field; 2+ years leading large technical projects. Experience leading within Scaled Agile Framework (SAFe) desired.

**CLOUD ARCHITECT** (Job #171798246) **Oracle Corporation**, Stamford. This role requires a mix of deep knowledge of technology & customer facing relationship skills in order to ensure an ultimate customer experience with Oracle technology and subsequently expand Oracle cloud footprint within these accounts. Act as fist technical point of contact for top accounts and solve technical challenges. Mentor Jr. Cloud Engineers. Requires: Bachelor's Degree in Computer Science; Engineering or a related discipline (advanced degree pref.); 5+ years' experience in building application deployment infrastructure in data centers, public & private clouds.

**TECHNOLOGY SUPPORT SPECIALIST/INTEGRATOR** (Job #17111058) **Greenwich Country Day School**, Greenwich. This position will provide technical support to students, faculty and staff on the high school campus. Successful candidates will demonstrate knowledge of and expertise in a wide range of operating systems, hardware, network technologies, imaging, and virtual networks, and exhibit sensitivity to the various needs and abilities of users. Repair computers, printers, copiers, displays, and other hardware and software. Requires: Bachelor's degree or demonstrated professional competency; 3+ years' related experience. Personal traits appropriate for nurturing the growth of children - must be energetic, creative, flexible, patient and have an inexhaustible sense of humor. Candidates from underrepresented backgrounds are encouraged to apply.

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