



ECONOMIC SOLUTIONS CENTER

HOT JOBS - Jobs referrals available for those that qualify.

updated: September 26th , 2016

Go to: <http://www.restorationplaza.org/pre-job-application> to register and apply for any of these positions. An employment specialist will reach out to you if you qualify for a position listed below.



Job Title	Sector	# of Positions	Location	Salary	Minimum Requirements	Hours
 Food Workers	Food Service	5	Brooklyn & Manhattan	\$11.00 Per hour	Food service non-profit looking for formerly incarcerated young adults between the ages of 18-25 for 1 year fellowship which teaches transferable skills and helps employee obtain Food Handlers and Mobile Vendor License. Must have a desire to work with food.	FT/PT
Driver/ Dry Cleaning Concierge	Customer Service and Transportation	10	Brooklyn	\$12.00 per hour	REQUIREMENTS: Outgoing personality and lots of energy ; Ability to work in a team based, start-up environment; Interest in process efficiency and operations; Ability to work in a team environment; Valid NY driver's license; Comfort with technology based tools and services; Ability to regularly bend and stand for extended periods of time; Ability to walk and occasionally run throughout the day; Ability to lift up to 60lbs	FT
Security Gaurd	Security	5	Brooklyn	\$10.00 per Hour	Requirements: Good communication skills are mandatory - Must be flexible (open availability, Usual Shift: 8-4pm, 4-pm-12am, and 12am-8am) - Must have 8 hour and 16 hour up to date as well as the NYS Security Guard license - 6-12 months experience preferred.	FT
 Community Coordinator	Social Services	1	Brooklyn	\$42k-45k annually	Well-organized, motivated individual, with excellent communication (oral and written) skills. Group facilitation or teaching experience preferred. Excellent communication and computer skills, well-organized, thorough, strong attention to detail, and motivated. Must have strong computer skills (Word, Excel, Salesforce, and PowerPoint). Must be goal-driven and results-oriented with a friendly and professional demeanor, and have a strong commitment to FAC's mission. Demonstrated ability to work well independently and as member of a small team in a diverse office. Enthusiasm and respect for working with low-income young adults, including formerly incarcerated individuals and individuals with barriers to employment and public housing residents. Job development experience, working with low-income and formerly incarcerated job seekers a major plus. Must have experience working in a fast pace environment and ability to multi-task. Bilingual (English/Spanish) preferred. High school diploma or equivalency diploma required; BA preferred.	FT
Laborers, Carpenters, Brick Masons, Painters	Construction	10	Brooklyn, Manhattan and Queens.	\$15.00 per hour	Community Based Organization focused on construction employment seeking qualified candidates to fill list of construction Job orders in NYC.,	FT/PT
Various Office Assistants, Receptionists, Admin Assistants.	Office/Clerical/Admin	10	Brooklyn, Bronx, Manhattan and Queens.	Various	NYC (Temp/Temp – Perm) Employment Agency in need of office assistants, receptionist administrative assistance and other clerical office assistants for nonprofits. Clients must be able to perform to their professed skill set and will be tested on Microsoft office program proficiency. Veterans and The Disabled are encouraged to apply.	FT/PT
Security Guards	Security	25	Brooklyn, Bronx, Manhattan and Queens.	\$10 per hour	Looking for individuals whom are looking to grow in the security field. This company has various job sites in the 5 Boroughs. Requirements: Must have 8/16 NY State Security License.	FT/PT
 Data Entry Admin	Administrative	1	Manhattan	\$32,000 - \$40,000 Per Year	Looking for the right candidate to fill position as Data Entry Admin/Specialist. Should have a good typing speed. High quality communication and customer service skills required. Must have knowledge of basic computer software for information and management and administration. Knowledge and experience with Salesforce or comprable database software.	FT
 Legal Assistant	Administrative	1	Brooklyn	\$25,000 - \$30,000 Per year	Customer Service, Meeting Goals, Closing Skills, Prospecting Skills, Negotiation, Self-Confidence and a determined attitude is a must!, Willingness to learn and develop Product Knowledge, Presentation Skills, Building and maintaining Client Relationships, Motivation for getting a job done. Must Have Basic Keyboard skills and be familiar with the following software: Microsoft Word, Excel.	FT
 Sales	Retail	100	All Boros	\$9.25 per hour & up	Retail locations are need of retail representatives. Must have either cashier experience or stock experience. Great customer service are required,	FT
Home Health Aide	Medical Field	20	All Boros	\$10.50 per hour & up	Company is seeking out Certified Home Health Aides	FT/PT
 Security Guards	Security	10	Brooklyn	\$13.50 per hour & up	In need of security guards with drivers license. Security must have their security license 8 & 16 certification. Fire guard certification is a plus	FT/PT










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 Porters	Maintenance	3	Brooklyn	\$10.00 per hour & up	Company is seeking out experienced maintenance personal whom have experience dealing with high speed , stripping and waxing process. But also have a understanding on the recylce and trash process .	FT/PT
 Porter	Maintenance	4	Brooklyn	13.5 per hour	Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, common areas and other work areas (2) sweep, vacuum, scrub, mop, wax, polish and/or buff floors; (3) make repairs, paint, and perform various tasks to maintain the organization's physical facilities; (4) load, unload, and carry furniture, client belongings and supplies upstairs and move furniture and supplies as needed; (5) clean exterior grounds, sidewalks and dumpster; (6) fulfill courier/messenger tasks in addition to maintenance tasks.	FT
 Porter	Maintenance & Driver	4	Brooklyn	\$15.00 per hour	Operate a variety of company vehicles to transport passengers such as clients, employees, and/or supplies and materials; (2) Clean rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, common areas and other work areas; (3) sweep, vacuum, scrub, mop, wax, polish and/or buff floors; (4) make repairs, paint, and perform various tasks to maintain the organization's physical facilities; (5) load, unload, and carry furniture and supplies up stairs and move furniture and supplies as needed; (6) clean exterior grounds, sidewalks and dumpster; (7) fulfill courier/messenger tasks in addition to maintenance tasks.	FT/PT
 Porter	Housekeeping	3	Brooklyn	\$11.00 per hour	1 year of experience with in the maintenance field	FT/PT
 Medical	CNA/LPN	5	Brooklyn	\$12.00 /hr & \$30.00/ hr	Licenses are required.	FT/PT
 Retail	Sales/ cashier	10	Bay Ridge, Brooklyn	\$9.00-\$12.00 per hour	Customer service, Sales and cashier experience.	PT
 Retail	Sales/ cashier	7	Downtown, Brooklyn	\$9.00 per hour	Customer service, Sales and cashier experience.	FT/PT