

Thank you to Menachem Fischer for the following job openings:

Admin assistant Accounts Receivable (AR) – Full-Time | Brooklyn — \$104,000 Salary:

We are seeking a reliable and detail-oriented Secretary for AR to join our team full-time in Brooklyn.

Requirements:

- Strong knowledge of QuickBooks and Microsoft Office (required) • Construction industry background • Highly responsible, organized, and detail-oriented • Excellent communication and writing skills

Responsibilities:

- Customer service support
- Accounts receivable management
- Collections and follow-ups

This is a full-time position in a professional and supportive work environment.

 Please send your resume if interested:
resume@pinnaclehirellc.com

Crown Heights Company is looking for a Full Time Customer Service Manager

- **Manage** orders that come in through email and distribute them amongst the stores, ensuring accurate and timely order processing.
- **Monitor** all ingoing and outgoing correspondence (phone and email) for accuracy and professionalism.
- **Help** store managers with any inquiries or special requests for customers; ensure these situations are resolved in every aspect pertaining to every department in the company.
- **Update** customer account notes in the system to ensure they are always current.
- **Adjudicate** customer complaints regarding billing and delivery issues.
- **Investigate** disputes and make sure customer is properly taken care of at all times, while liaising with the necessary departments and ensuring timely solutions.
- **Maintain** a high standard of organization so no orders, requests, or inquiries get overlooked.

- **Identify** root causes of issues, breaking down situations so all parties understand it, presenting an all-encompassing solution and directing necessary staff accordingly in resolving the issue.

Full Time 8 am - 5 pm

Male or Female

Salary: 65-85K, based on experience

e-mail: resumes@staffconnectny.com

text: 347-471-1789

Job: In-House Recruiter

 \$50,000 - \$65,000 + monthly bonuses

 Brooklyn

 Full-time

Job Description:

-  Location: Williamsburg (On-site)  Hours: 9-5, Mon-Fri
- Publish and manage job listings across platforms such as Indeed
- Be the first point of contact, engaging candidates by phone
- Qualify, screen, and introduce candidates to the opportunity
- Move strong applicants swiftly through the hiring pipeline
- Coordinate and schedule in-person interviews for recruiting teams

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000767>

Job: Administrative Assistant

 \$50k - \$60k

 Brooklyn

 Full-time

Job Description:

-  Location: Williamsburg, Brooklyn (On-site)  Hours: Monday - Friday, 9-5
- Support the patient intake team with strong problem-solving and an analytical mindset
- Stay on top of emails and ensure smooth communication across all parties
- Track and organize patient-related data and team information
- Manage cross-department communication
- Assist the manager with reporting, follow-ups, and various administrative needs
- Use computer skills (Excel, basic systems, etc.) to support daily workflow

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000763>

Job: Operations Manager

 \$150k + Bonuses

 Brooklyn

 Full-time

Job Description:

Description

-UKG Platform Mastery: Deep expertise in UKG (especially Payroll, TLM, WFM, ACA, Core HR); ability to troubleshoot and guide config and best practice decisions

-Client Management: Skill in navigating complex client relationships, handling escalations, and delivering value without overpromising

-People & Team Leadership: Ability to lead, coach, retain, and grow a multi-role team (specialists, support, etc.) with clear metrics and outcomes

-Project & Quality Oversight: Knows how to monitor projects for red flags and quality issues even without managing day-to-day tasks

-Process Engineering: Ability to document, enforce, and continuously improve scalable processes, templates, and automations

-Cross-Functional Fluency: Able to coordinate across sales, payroll ops, IT, compliance, and executives — speaks each department's language

-Sales & Scoping Acumen: Supports sales with solution validation, timeline planning, and scope clarity to ensure delivery readiness

-Tool Proficiency: Fluent in the tools used for project tracking, ticketing, and reporting (e.g., Setuply, Playbook, Jira, Excel/Sheets, etc.)

Qualifications-

-Calm and Decisive: Keeps a cool head during escalations, makes firm calls when teams are stuck

-Strategic Yet Practical: Balances big-picture vision with realistic delivery execution

-Authoritative but Supportive: Commands respect without needing to dominate; empowers others

-Proactive Communicator: Keeps leadership, clients, and teams aligned before problems boil over

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000759>

Chief Development and Strategic Officer

Ohel Children's Home and Family Services is seeking an accomplished, visionary to serve as its **Chief Development and Strategic Officer**.

With an annual operating budget of **\$119 million**, Ohel is in a period of significant expansion—locally, regionally, nationally, and internationally. The Chief Development and Strategic Officer will play an important role in advancing Ohel's mission by building philanthropic capacity, and expanding national visibility.

Position Overview

Reporting to the CEO and serving as a key member of the senior leadership team, the Chief Development and Strategic Officer will lead fundraising and development strategy while contributing to broader organizational national growth initiatives and in support of **operating, capital, and endowment funding**.

Key Responsibilities

- Execute a comprehensive fundraising strategy that supports Ohel's operating, capital, and endowment needs
- Cultivate and secure major gifts, with a strong emphasis on unrestricted and transformational funding
- Partner with other members of the senior team to strategize and execute plans for further expansion of Ohel's programs and services on a national level.
- Introduce and engage new donors, foundations, and philanthropic partners across multiple regions
- Partner with and inspire Board members and senior volunteers to strengthen fundraising outcomes
- Lead, mentor, and grow a high-performing development team
- In collaboration with other senior team leaders, leverage technology, public speaking, and social media to support the organization.

The ideal candidate will bring:

- **A proven and substantial track record in fundraising**, including major gifts, unrestricted funds, and capital campaigns
- Experience engaging nonprofit Boards and senior leaders across business and professional sector
- Strong strategic thinking, organizational development, and leadership skills
- Excellent communication, public speaking, and relationship-building abilities
- Experience leveraging technology and digital platforms to support development and outreach

We are looking for You!

Ohel's programs and offices are currently concentrated in **New York and New Jersey**.

The Chief Development and Strategic Officer must be locally based. For more information, call 718-686-3102, or apply online at <https://tinyurl.com/Ohel-CDO>

Salary: \$275,000-\$300,000

Development Manager

Ohel is seeking a dynamic, highly organized professional to serve in a supervisory role within its Development Fundraising team.

Responsibilities include supervising staff; communication with donors, preparing written correspondence and reports; assisting with events; providing operational and administrative support to Development Fundraising staff; working on special projects and events; maintaining and updating fundraising technology platforms.

The ideal candidate will have prior experience supervising staff, along with superior written and verbal communication skills. Strong technological proficiency is essential, including the ability to quickly learn and effectively use fundraising platforms with training. The successful candidate will be a self-starter who can work independently as well as collaboratively within a team, and who demonstrates excellent follow-up and organizational skills. Experience working in a fundraising office or familiarity with the fundraising environment is highly preferred.

This is a full-time position located in Brooklyn and includes a competitive benefits package. For more information, call 718-686-3102, or apply online at <https://tinyurl.com/OhelDevelopmentManager>

Salary: \$85,000- \$90,000

Jennifer S. Gruenfeld, MPH

Coordinator of Recruitment

Ohel Children's Home and Family Services

P: 718-686-3288

F: 718-686-4288

I hope this message finds you well! My name is Jenna, and I'm with **Therapy Source**, a trusted nationwide staffing partner for schools and therapists. I wanted to reach out with an exciting opportunity that could be a perfect fit for this current **2025–2026 school year!**

We're currently working with a wonderful school district in **Staten Island, NY**, and they're looking for a **dedicated School OT** to join their team. This is a fantastic chance to make a lasting impact on students' lives while enjoying the flexibility and independence of a 1099 contracting role.

Here's a quick overview of the position:

? Position Highlights:

- **Role:** Occupational Therapist

- **Schedule:** Part or Full Time
- **Population:** Special needs elementary caseload
- **Hours:** 8 AM-2 PM
- **1099 status - independent contracting**
- **School Year:** 2025–2026
- **Location:** Staten Island, NY

? What You'll Need:

- **OT License in NYS**
- **Up to date vaccinations**
- **Professional liability insurance** (or willingness to obtain)
- **A criminal history review through the NJDOE** (or willingness to complete)

Whether you're an experienced occupational therapist or looking to explore a new setting with supportive staff and engaged students, this could be an excellent opportunity to grow professionally and make a difference. If you're interested — or know someone fantastic who might be — I'd love to connect! Just reply to this email with your resume and a good time to chat.

Looking forward to hearing from you soon!

Warmly,
Jenna Cechak - Account Manager
 Therapy Source, Inc.
 973-219-3864
jcechak@txsource.com

Job: Amazon Marketing Manager

  \$10 - \$15 per hour

 Remote

 Full-time

Job Description:

About the Role We are seeking an experienced and results-driven Marketing Manager to lead comprehensive marketing strategies for our portfolio of Amazon brands. This role will oversee both on-Amazon advertising and off-Amazon traffic generation to maximize brand visibility, drive sales growth, and optimize ROI across multiple product lines. The ideal candidate is data-savvy, creative, and deeply familiar with the Amazon ecosystem, with a proven track record of scaling brands in competitive categories.

Key Responsibilities- Develop, execute, and optimize full-funnel Amazon advertising campaigns across all major ad types, including:- ***Sponsored Products*** (PPC campaigns for individual ASINs, focusing on keyword targeting, automatic and manual campaigns, bid optimization, and negative keywords)- ***Sponsored Brands*** (brand awareness and consideration campaigns, including headline ads, video ads, custom

imagery, and storefront redirects)- *Sponsored Display* (retargeting and audience-based display ads both on and off Amazon, including product targeting, context targeting, and views remarketing)- *Amazon DSP* (programmatic demand-side platform for advanced audience targeting, including lifestyle segments, in-market audiences, and cross-device campaigns)- Additional formats such as Sponsored TV (streaming video ads), Amazon Stores promotions, and any emerging ad products (e.g., audio ads or interactive formats)

- Manage day-to-day campaign performance, including budgeting, ACoS/TACoS optimization, keyword research, competitive analysis, and reporting using Amazon Advertising Console, Seller Central dashboards, and third-party tools.
- Drive off-Amazon traffic to Amazon listings and brand stores through external channels, with a focus on high-ROI strategies such as:- Affiliate and influencer marketing programs- Social media advertising (Meta, TikTok, Pinterest, YouTube, etc.)- Google Ads and other search/display networks redirecting to Amazon- Email marketing, content partnerships, and PR initiatives
- Collaborate with creative teams to develop compelling ad assets (images, videos, copy) and optimize brand registry elements (A+ Content, Brand Stores, Posts).
- Analyze performance data to inform strategy, conduct A/B testing, and provide regular reports on key metrics (sales, impressions, clicks, conversions, ROAS).
- Stay ahead of Amazon policy changes, algorithm updates, and industry trends to ensure compliant and cutting-edge campaigns.

Required Qualifications- 5+ years of hands-on experience managing Amazon advertising campaigns at scale (minimum \$500K+ annual ad spend preferred)- Proven expertise in Sponsored Products, Sponsored Brands, Sponsored Display, and Amazon DSP- Strong analytical skills with proficiency in tools like Helium 10, Jungle Scout, Pacvue, Perpetua, or similar- Experience optimizing for profitability metrics (ACoS, TACoS, ROAS) and scaling brands in competitive categories- Excellent communication skills and ability to work cross-functionally with sales, operations, and creative teams Preferred Experience- Direct experience driving off-Amazon traffic, particularly through platforms like *Levanta* (for creator/affiliate partnerships) and other influencer networks (e.g., Aspire, Grin, CreatorIQ, Amazon Influencer Program, or TikTok Shop integrations)- Background in multi-brand portfolio management or agency-side Amazon marketing- Familiarity with Amazon Attribution, external analytics tools (Google Analytics, Triple Whale), or advanced audience building

If you're passionate about Amazon growth strategies and have a track record of delivering measurable results, we'd love to hear from you! This is a full-time role with competitive compensation, remote flexibility, and significant growth potential.

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000758>

Job Title:* **Regional Director**

Location: Brooklyn

Salary: \$150K–\$175K

Description:

A mission-driven healthcare organization is seeking an experienced Regional Director to lead operations and service delivery for an all-female department. This role oversees regional performance, staff leadership, and client satisfaction while supporting families and providers in a fast-paced environment.

Responsibilities:

- Lead and manage day-to-day regional operations and team performance
- Supervise and support Case Managers and collaborate with clinical leadership
- Ensure quality service delivery, productivity, and client satisfaction
- Oversee hiring, onboarding, training, and ongoing staff development
- Advocate for client families and resolve service-related concerns
- Ensure compliance with company policies, HIPAA, and state regulations

Qualifications:

- Proven leadership and management experience in healthcare or social services
- Strong communication, organization, and decision-making skills
- Experience supervising teams and managing operations
- High attention to detail with the ability to multitask
- Positive, empathetic, and adaptable leadership style

Please send your resume to Careers@StingStaffing.com

 Central Valley, NY (20 minutes from Monsey | 1 minute from Woodbury Commons)

Looking to Hire:

Administrative Assistant to support the COO by managing workflows, information, and day-to-day priorities.

This role requires strong organization, discretion, and the ability to proactively support senior leadership.

Executive or operations support experience preferred.

Central Valley, NY

Full time

Female office

Email: applicants578@gmail.com

Job: **Social Media/Graphic Designer**

 \$500 - \$700 per week

 Remote

 Part-time

Job Description:

Tasks-

Going through photos, videos, and websites to find content

Scheduling posts

Graphic design

Editing content

Create content (flyers)

Manage client's social media

Qualifications-

2 years of Canva experience minimum

Experience managing social media

Honest

Creative

Computer savvy

Responsive

Plus if knowledge of meta ads and other paid ads

Plus if you have experience using a social media scheduling tool

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000754>

Job: **Floortime Player**

 \$35 an hour

 Lakewood

 FT/PT

Job Description:

Empower children through Floortime Therapy by following their lead to build connection, support emotional growth, and foster joyful, relationship-based play.

We are looking for male and female candidates for our floortime patients

- Available to start immediately!

- morning/ early afternoon/ late afternoon/ evening cases

Salary: Up to \$35 an hour.*

Location: Lakewood

Our application process is designed to be seamless! Simply fill out the following form: <https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=GJzsU7oc2kSzs1EmIXnzPFWwTSxZ9NNlu2WCohNjzxpUME1RM1dHWE5TVkdJM1E4WktZT0IMN1BZVy4u> and we'll contact you within 24 hours to schedule an interview

Job: DIR®/Floortime™ Supervisor

 \$85 per hour

 Lakewood

 FT/PT

Job Description:

Position Summary

The DIR®/Floortime™ Supervisor provides clinical leadership to ensure high-quality, individualized, relationship-based intervention. This role is responsible for setting developmentally appropriate goals, coaching intervention teams, supporting parents, and continuously assessing client progress to guide effective, responsive care.

Key Responsibilities

- Assess clients' developmental levels and individual differences using the DIR®/Floortime™ model.
- Develop and update individualized goals aligned with each client's developmental profile.
- Coach players during sessions to ensure effective and faithful implementation of DIR®/Floortime™ strategies.
- Provide weekly parent coaching, typically via telehealth, to support understanding and carryover at home.
- Monitor client progress and adjust intervention strategies when progress is limited.
- Train and mentor players in the DIR®/Floortime™ model through observation, feedback, and supervision.
- Ensure consistent quality, clinical reasoning, and growth across the team.

Qualifications

- Advanced training or certification in DIR®/Floortime™ (DIR® 201–202 or higher, or equivalent experience).
- Background in a related field (e.g., psychology, OT, SLP, social work, education).
- Experience with developmental, relationship-based intervention and parent coaching.
- Strong leadership, communication, and clinical observation skills.

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000753>

Job: Sales Representative

 \$50k - \$65k

 New Jersey

 Full-time

Job Description:

Are you a people person with a passion for sales? Join our growing Home Healthcare Company as a Sales Representative!

No home healthcare experience required – we're looking for strong sales talent ready to make an impact.

Requirements:

- Proven sales experience (any industry)
- Excellent communication and social skills
- Ability to multi-task and stay organized
- Must have a valid driver's license and own vehicle
- Self-motivated and confident interacting with people daily

What We Offer:

- Dynamic work environment in a growing industry
 - Compensation based on experience, starting between 50k and 65k, as the company currently has fewer than 10 employees. Insurance and benefits are currently not required by law, but we will offer them as we grow.
- 2 weeks paid vacation
- Opportunity to grow with the company

Apply:

<https://www.smstaffingjobs.com/apply/99987697970000729>

ASSISTANT DIRECTOR

Ohel seeks a dynamic and innovative leader with proven success in program management to serve as Assistant Director of its Adult Mental Health Services. This leader will be responsible for both existing as well as development of new services. Responsibilities include supervision of clinical, managerial and direct support professional staff, regulatory compliance, budget preparation and oversight and clinical interaction with families and individuals. Successful candidate will have significant managerial and supervisory experience within the field of mental health or a related field, the ability to work both independently and as part of a group, experience in building and maintaining relationships on multi levels, excellent organizational skills,

superb verbal and written communication skills, a dedicated work ethic and excellent computer skills. Position includes a competitive benefits package, including health insurance, graduate school scholarship program, as well as generous paid time off. Bachelors Degree required, Masters degree in social work or related degree strongly preferred. This full time position is based in Brooklyn with on call responsibility.

For more information, call 718-686-3102, or apply online at www.ohelfamily.org/careers.

Salary: \$110,000-\$135,000

Program Coordinator

Ohel's school-based services offer comprehensive programs and resources for students from preschool through high school focused on building emotional health, mental wellness, and resilience. These services support both school-based and resilience-focused programs, including evidence-based educational programs delivered by Communities Confronting Substance Use & Addiction (CCSA) in Jewish middle and high schools and communities, with a focus on substance use and behavioral addiction prevention.

Ohel is seeking an individual who is inspired by our mission and excited by the opportunity to educate our Jewish youth and communities. The Program Coordinator will serve as a key point of contact for school clients and internal team members, supporting logistics, communication, and operational systems. This role also supports the School-Based Services team through data compilation for grant reporting and by coordinating logistics for mental health resource development, virtual webinars, and in-person programming and trainings.

Responsibilities:

- Coordinate logistics for programming in schools, including:
 - Outreach to schools and scheduling programs
 - Coordinating travel for presenters and staff
 - Tracking workflow and managing Salesforce
- Compile and organize program data to support grant reporting and evaluation
- Coordinate logistics for mental health resource development, virtual webinars, and in-person programming and training
- Participate in interactive activities for programs as needed
- Oversee and maintain social media and program calendars
- Oversee invoices, payments, and reimbursements for schools, presenters, and other service providers
- Create content for programs, marketing, and newsletters
- Attend relevant workshops and conferences

The ideal candidate is highly organized, detail-oriented, and possesses excellent verbal and written communication skills, with the ability to multitask and manage multiple projects simultaneously. Proficiency in Microsoft Office and Salesforce is required, and prior administrative experience is preferred. This is a full-time position located in

Teaneck, NJ, and offers a flexible in-office and work-at-home schedule with required travel as needed.

Position includes a competitive benefits package that includes a 403B retirement plan with employee contribution, sick and vacation paid time off (PTO) and for full time employees, health insurance. Eligibility for all benefits is based on hours worked, employment classification, and fulfillment of applicable waiting periods and plan requirements.

For more information, call 718-686-3102, or apply online at www.ohelfamily.org/careers.

Salary: \$60,000–\$70,000

Outreach Coordinator - P/T

Ohel is seeking a motivated and organized Outreach Coordinator to join our team supporting families and individuals with intellectual and developmental disabilities. In this role, the Coordinator will lead community outreach efforts, organize educational workshops, and build partnerships with local organizations to raise awareness of Ohel's programs and services. The Outreach Coordinator will also support families throughout the enrollment process, assist with completing required paperwork, and advocate on behalf of individuals and families. This position involves maintaining accurate records, collaborating with staff and support coordinators, and contributing to program development initiatives.

Successful candidate will have at least 2 years of experience within the field of disabilities or a related field, the ability to work both independently and as part of a group and experience in building and maintaining relationships on multi levels. Candidate must have excellent organization skills, superb verbal and written communication skills, a dedicated work ethic and excellent computer skills. A bachelor's degree in a related field is required. This part time position (15-20 hours) is located in Teaneck, NJ and will involve occasional travel for meetings and events.

Position includes a competitive benefits package that includes a 403B retirement plan with employee contribution, sick and vacation paid time off (PTO) and for full time employees, health insurance. Eligibility for all benefits is based on hours worked, employment classification, and fulfillment of applicable waiting periods and plan requirements.

For more information, call 718-686-3102, or apply online at www.ohelfamily.org/careers.

Salary: \$35.00- \$50.00 per hour

Clinical Director -Adult Mental Health Housing Program

Ohel's Adult Mental Health Housing Program is seeking a Clinical Director to join the management team. The AMHS program provides housing and case management to 260+ men and women who are in recovery from severe and persistent mental illness.

Responsibilities include:

- Provide clinical consultation to staff
- Direct grand rounds
- Ensure an integrated and coordinated approach to client care
- Provide and coordinate training to staff using evidence based treatment models
- Utilize assessment and data to evaluate outcomes
- Provide group supervision on clinical cases

Requirements:

- Masters degree in social work, mental health counseling or related field
- 5+ years clinical experience
- Advanced clinical skills
- Excellent communication and leadership skills.

This full time position is located in Brooklyn with on site presence required.

For more information, call 718-686-3102, or apply online at www.ohelfamily.org/careers.

Salary: \$125,000- \$150,000

Residence Manager

Ohel is seeking a dynamic and experienced candidate to oversee a residential program for adults diagnosed with intellectual and developmental disabilities. The ideal applicant will be a people person who can successfully lead the team which provides 24-hour oversight to the residential program. The Residence Manager will embrace the dual professional role which includes both administrative and clinical aspects. The Residence Manager is responsible for the physical, emotional and medical care of the individuals living in the program, the physical plant of the home, administrative oversight of documentation and regulation implementation, as well as supervision of an interdisciplinary team. The Residence Manager will interact regularly with the individuals, their families, day program staff, medical providers, as well as supervisors and colleagues within the agency.

The ideal candidate will have experience working with those diagnosed with I/DD as well as 1-2 years of supervisory experience. Bachelors degree a plus, NY or NJ Driver's license a must. This full time position is located in Teaneck, New Jersey.

Position includes a competitive benefits package that includes a 403B retirement plan with employee contribution, sick and vacation paid time off (PTO) and for full time employees, health insurance. Eligibility for all benefits is based on hours worked, employment classification, and fulfillment of applicable waiting periods and plan requirements.

For more information, call 718-686-3102, or apply online at www.ohelfamily.org/careers.

Salary: \$66,300

Jennifer S. Gruenfeld, MPH
Coordinator of Recruitment
Ohel Children's Home and Family Services

P: 718-686-3288

F: 718-686-4288

To Schedule a meeting [click here](#)

Hi New role - please share widely. Shomer Shabbat Office.

Furniture Dealer Account Manager

South Hackensack, NJ

\$90,000 - \$110,000 plus commission bonus

Our client is dedicated to creating spaces where learning thrives through innovative and high-quality furniture solutions. They are looking for an experienced and dynamic Furniture Dealer Account Manager to join their passionate team in Woodridge, New Jersey. This position is pivotal in expanding their dealer network and ensuring our clients receive unparalleled service and support.

Responsibilities:

Relationship Building:

- Cultivate and deepen relationships with current furniture dealers to ensure loyalty and satisfaction.
- Identify and onboard new dealers to expand our market presence, aligning with our brand values and business goals.

Sales Strategy:

- Develop and implement tailored sales strategies that resonate with both new and existing dealers.
- Drive sales growth by setting and achieving aggressive yet realistic sales targets.

Product Advocacy:

- Conduct engaging product presentations and demonstrations that highlight the unique features and benefits of our furniture.
- Educate dealers on product updates, new launches, and how our solutions can meet their specific needs.

Account Management:

- Oversee a dedicated portfolio of dealer accounts, ensuring each receives personalized attention.
- Address and anticipate dealer needs, providing solutions that enhance their business performance.
- Work closely with internal teams like customer service, logistics, and product development to ensure seamless service delivery.

Problem Solving and Support:

- Act as the primary point of contact for resolving dealer issues, ensuring timely and effective solutions to maintain trust and satisfaction.
- Handle disputes with professionalism and a focus on long-term relationship preservation.

Market Engagement:

- Represent our company at industry events, trade shows, and conferences to network, build brand awareness, and generate leads.

Qualifications:

- Minimum of 3 years in sales, account management, (a related role within the furniture or similar industry is a plus but not a must.)
- Exceptional negotiation, communication, and interpersonal skills.
- Proficient with CRM systems (e.g., Salesforce) and Microsoft Office Suite.
- Willingness and availability to travel as business demands.
- Must have a valid driver's license.
- Self-starter with a proven track record of meeting or exceeding sales quotas.
- Strong problem-solving abilities with a focus on customer satisfaction.
- Excellent organizational skills with the ability to manage multiple accounts simultaneously.
- Team player yet capable of working autonomously.
- A genuine passion for building enduring customer relationships.

What They Offer:

- Competitive base salary with commission bonus opportunities.
- A supportive environment where your contributions directly influence company growth.
- Ongoing training and professional development to keep you at the forefront of industry trends.
- A chance to work with a brand committed to quality, innovation, and educational environments.

Please email eve@blackbirdrecruiting.com

Dynamic *Doctor office expanding* in Heart Of Flatbush

Immediately hiring

-Front Desk staff

-Receptionist

-Patient Care Coordinator

-Nurse Practitioner/PA

Salary \$18-\$180/hr *based on experience & certification

Exciting & brand new Frum office space

Whatsapp 212-470-6947 to apply

Single Family Office – Senior Accountant

A single-family office located in Riverdale is looking for a dedicated and detail-oriented Senior Accountant with 3+ years of experience to perform ongoing accounting and reporting tasks, including maintaining the general ledger, performing reconciliations and monthly close procedures, and directing the A/P and lending activities. The Family Office invests mainly in commercial real estate. The Senior Accountant will work closely with the CFO who oversees all aspects of the family office.

This position is expected to be in-office. However, the family office is flexible and family-friendly, and hybrid options may be possible.

Description of Duties/Responsibilities:

- Manage day-to-day accounting operations for the Family Office and all of its related entities, including maintaining the general ledger, keeping accurate financial records and bookkeeping
- Perform/oversee the financial reporting process, including preparing and/or reviewing journal entries, bank reconciliations and financial reporting
- Prepare year-end reports to be provided to outside tax accountants for use in preparation of tax returns.
- Assist with forecasting as necessary for estimated tax payment calculations
- Manage Sage Intacct General Ledger system and Addepar consolidated reporting system
- Assist with bill payment
- Assist with alternative investments including completion of subscription documents, processing of capital calls, maintenance of investment ledgers and tracking investment details and performance
- Manage formation of new entities, annual filings, and other regulatory requirements

Required Experience and Competencies:

The ideal candidate should have the following experience and exhibit the following competencies:

- Bachelor's Degree, with background in Accounting, Finance, or Tax preferred; CPA considered a plus
- 3-8 years of experience in accounting or finance, preferably with exposure to Real Estate tax and accounting
- Experience with Sage Intacct (or similar), Excel, and Addepar
- High level of integrity and dependability; adherence to strict confidentiality regarding all aspects of the family office and operating activities
- Highly organized, accurate and attentive to detail, yet big picture oriented

Salary:

The position offers an industry competitive salary appropriate for a mid-level professional, based on experience and skill set. Interested candidates should send a copy of their resume and cover letter to accounting@gfxre.com for consideration.

Office Manager/Personal Assistant

Company: MBJ LAW PLLC

Location: 290 Ackertown Road, Chestnut Ridge, NY 10952

Salary: \$65,000 per year

Hours : 8AM-4PM

MBJ LAW PLLC, a small law firm in Chestnut Ridge, is seeking a highly organized and detail-oriented Office Manager/Personal Assistant to join our team. The ideal candidate is reliable, professional, and able to manage multiple responsibilities to ensure the smooth and efficient operation of our office.

Responsibilities include:

Scheduling and coordinating meetings and appointments
Answering and directing phone calls in a professional manner
Preparing and sending out engagement letters and client correspondence
Organizing and maintaining physical and electronic files
Managing general office duties such as ordering supplies, handling mail, and supporting attorneys and staff as needed
Ensuring the office runs efficiently and smoothly on a daily basis

Qualifications:

Strong organizational skills and attention to detail
Excellent verbal and written communication skills
Computer literate and proficient in Microsoft Office, Power Point and Adobe required, basic Excell preferred
Professional demeanor and ability to handle confidential information
Prior administrative or office management experience preferred

If you are dependable and enjoy working in a calm, professional environment, we encourage you to apply.

Please send your résumé to assistant@mbjlawpllc.com

Intake Coordinator (Entry-Level Friendly)*

- * 💰 \$30–\$35/hr + Benefits & Bonuses*
- * 📍 Boro Park, Brooklyn, NY*
- * 🕒 Mon–Thu 9–5, Fri 9–1*

Growing ABA organization seeking a responsible, highly organized Intake Coordinator to support client onboarding and parent communication. Great opportunity for someone with ABA exposure and office experience who enjoys structure and details.

Tasks

Communicate with insurance companies
Register and track new clients
Coordinate and communicate with parents
Maintain organized records and follow-ups
Work with the intake team and advocate for clients

Qualifications

ABA experience required (entry-level welcome) Office or administrative experience preferred Very organized and detail-oriented Strong communication skills Reliable, serious, and professional

*** ✨ Benefits***

Health, Dental, Vision, PTO, 401k

* 📱 Send resume via WhatsApp – +1-514-632-3686*

Avi Schoenbrun

Parnasah Referrals

לד"נ : חיים דוד יהודה בן ר' מרדכי הכהן ע"ה

Please forward all job referrals to

parnasahreferrals@verizon.net

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