

Parnasah Referrals

לז"נ : חיים דוד יהודה בן ר' מרדכי הכהן ע"ה
parnasahreferrals@verizon.net

Secretary

Flatbush, NY

A Flatbush law office is looking for a secretary. Monday to Thursday in office, Friday remote.

Requirements:

- Good typing skills and ability to multi-task
- Knowledge of Excel and PowerPoint

Send resume to: mef@mflawyer.com

Secretary

Boro Park, NY | Salary DOE | Full-Time

A Boro Park business is seeking a full-time secretary with QuickBooks experience. This is an all-female office. Salary is dependent on experience.

Responsibilities:

- Entering and invoicing orders
- Handling phone calls
- Managing collections

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Receptionist

Flatbush, NY | Salary DOE | Full-Time

A medical clinic in Flatbush is seeking a full-time receptionist. All-female office. Salary is dependent on experience.

Responsibilities:

- Answering calls
- Scheduling appointments
- Verifying insurance eligibility

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Accounts Receivable Collections Specialist

Boro Park, NY | \$55,000–\$75,000 DOE | Full-Time, In-Office

A Boro Park business is seeking an Accounts Receivable Collections Specialist for a full-time, in-office position in an all-female office. Salary range: \$55,000–\$75,000, depending on experience.

Responsibilities:

- Managing customer accounts and monitoring outstanding balances
- Following up on past-due invoices

- Working directly with customers to secure payment
- Researching and resolving billing discrepancies, short payments, deductions, and other account issues
- Maintaining accurate notes and account histories

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Secretary

Boro Park, NY | Salary DOE | Full-Time, Mon–Fri 8:45 AM–4:00 PM

A Boro Park nonprofit agency is seeking a secretary for a full-time position, Monday through Friday, 8:45 AM–4:00 PM, to assist with government programs. Experience is a plus. Salary is dependent on experience.

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Office Administrator / Secretary

Boro Park, NY | \$45,000–\$70,000 DOE

A Boro Park real estate management office is seeking an Office Administrator/Secretary. This position is in an all-female office. Schedule options are 9:30 AM–5:00 PM or 9:00 AM–4:30 PM. Salary ranges from \$45,000–\$70,000, depending on experience.

Requirements:

- General computer skills, including familiarity with Google Sheets

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Secretary

Flatbush, NY | Salary DOE | All-Female Office

A Flatbush insurance office specializing in Workers Compensation is seeking a Secretary for an all-female office. Salary depends on experience.

Responsibilities:

- Processing checks
- Handling mailings
- Managing phone calls

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Paralegal / Secretary

Crown Heights, NY | Salary DOE

A law firm in Crown Heights is seeking a Paralegal/Secretary. Some knowledge is helpful, and an interest in law is preferred. The firm is willing to train the right candidate. Salary depends on experience.

rgold@ny.pcsjobs.org

Thank you to Raizy Gold

Secretary

Howell, NJ | Entry Level | Min 9–4 or 10–4

Heating and cooling company located in Howell, looking for an entry-level secretarial position. Would prefer someone with some previous office experience or someone who just gets it. Office in a warehouse with 2 other employees.

Requirements:

- Basic computer skills
- Excellent communication
- Independent thinker who gets things done

Faigy@nj.pcsjobs.org

Thank you to Raizy Gold

Assistant / Secretary

Local (NJ) | Entry-Level | Can Be Hybrid

A local growing healthcare company is seeking a detail-oriented and reliable Assistant/Secretary to support daily operations. This is an entry-level, on-site role with opportunities to develop organizational and project management skills. Great growth opportunity. Can be hybrid position.

Faigy@nj.pcsjobs.org

Thank you to Raizy Gold

Software Implementation Specialist

Local (NJ) | Excellent Pay

A local healthcare staffing company is looking to hire a Software Implementation Specialist. The candidate will be the point of contact/liaison between the internal staff and the software team and developers, both for existing software as well as implementing new software as the company grows. Excellent environment, great pay.

Requirements:

- Experience in software implementation, creating and writing reports, etc.
- Does not require a background in actual programming
- Candidate should be comfortable figuring out/testing new no-code software

Faigy@nj.pcsjobs.org

Thank you to Raizy Gold

Property Management

Within One Hour of Lakewood, NJ

Property management position for 200 units within one hour of Lakewood. Candidate should have some management experience.

yoel@nj.pcsjobs.org

Thank you to Raizy Gold

Full-Stack Developer

Lakewood, NJ Area

A healthcare company in the Lakewood area is looking for a full-stack developer (Python + JavaScript) who can build and own web applications end-to-end.

aviva@nj.pcsjobs.org

Thank you to Raizy Gold

Part-Time Executive Assistant

Remote (NY Hours) | \$30–\$35/hr + Bonus | 15–20 hrs/week

Seeking a part-time executive assistant (15–20 hrs/week, \$30–\$35/hr) plus bonus for excellent job performance, to work remotely during NY hours.

Requirements:

- Must be a business/finance graduate (undergrad or master's degree)
- Strong Microsoft Office skills
- Ability to handle emails, calls, and general admin tasks
- Some AI usage involved as well

Text or call (347) 615-6193 | maximumquant@gmail.com

Thank you to Sarah Schapira

Outside Sales Representative

Lakewood, NJ | \$50K + Commission | Full-Time

Tasks:

- Send proposals
- Meet potential clients
- Cold calling
- Create estimates
- Communicate with vendors
- Follow up on warm leads

Qualifications:

- 1 year sales experience minimum
- Patience
- Hard worker
- Good communication skills

Apply: <https://www.smstaffingjobs.com/apply/99987697970000875>

Shlomo Meisels, Lead Recruiter | Phone: 845-402-0404 | SM Staffing

Thank you to Steven Meisels

Business Lending Sales Reps

Brooklyn, NY | \$250K+ OTE | Full-Time

High commissions + warm leads. Fast approvals + full training. Sell MCA, SBA, term loans & asset-based deals.

Requirements:

- Must be confident on the phone and able to handle high call volume
- Cold calling or sales experience preferred

Apply: <https://www.smstaffingjobs.com/apply/99987697970000882>

Thank you to Menachem Fischer

Fund Ops / Finance Associate

New York, NY

A boutique PE firm in NYC is looking to add a fund ops/finance person to the team, reporting into the CFO.

[Andrew Goletka – andrew@goletka.com](mailto:andrew@goletka.com)

Medicaid Pending Supervisor – URGENT

Montvale, NJ | Woodmere, NY | Lakewood, NJ | Remote | \$100K–\$150K+

Actively hiring a Medicaid Pending Supervisor to take ownership of pending cases in a Skilled Nursing Facility setting and drive down AR days fast.

What you'll own:

- Full oversight of Medicaid pending pipeline
- Reduce AR + accelerate collections
- Work directly with families, counties, and case workers
- Manage billing follow-ups + documentation
- Partner with admissions to secure coverage quickly

Must have:

- Skilled Nursing Facility experience
- Strong Medicaid pending + eligibility expertise
- Proven ability to manage volume + move cases

[Send resumes/referrals ASAP: eve@blackbirdrecruiting.com](mailto:eve@blackbirdrecruiting.com)

Employee Benefits Analyst – HIRING NOW

Lakewood, NJ | \$80K–\$150K

Looking for a sharp Employee Benefits Analyst who can build clean, client-ready proposals and work heavily in Excel.

What you'll do:

- Analyze health, dental, vision, life, STD, LTD plans
- Build detailed Excel proposals from carrier quotes
- Break down premiums + contributions (EE/ER/total)
- Clean up and merge census data

Must have:

- Advanced Excel skills (non-negotiable)
- Experience with health insurance proposals + carriers
- Strong benefits knowledge + attention to detail

[Send resumes/referrals ASAP: eve@blackbirdrecruiting.com](mailto:eve@blackbirdrecruiting.com)

Front Desk Receptionist

Lawrence, NY | Mon–Thu 8:00 AM–6:00 PM

Hiring a front desk receptionist in Lawrence, NY.

Responsibilities:

- Greeting and scheduling patients

- Making up patient treatment rooms

Requirements:

- Computer skills
- Ability to multi-task

deborah@acuzen.com

Office Manager / Bookkeeper

Hillside, NJ | \$60K–\$80K | Full-Time (Part-Time Available)

A fast-growing real estate management company is seeking a responsible and detail-oriented Office Manager / Bookkeeper with strong knowledge of financial reports, numbers, and account management.

Requirements:

- Knowledge in Rent Manager and QuickBooks

Apply: <https://www.smstaffingjobs.com/apply/9998769797000885>

HR Generalist

Teaneck, NJ | \$60,000–\$70,000 DOE | Full-Time, Flexible Schedule

We're seeking a motivated Human Resources Generalist in our Teaneck office to support our NJ employees and strengthen our organizational culture. In this role, you'll help shape the employee experience from day one.

Key Responsibilities:

- **Recruitment & Talent Acquisition:** Manage the full-cycle recruiting process, including job postings, sourcing candidates, conducting screening interviews, and follow-up with hiring managers
- **Onboarding:** Oversee new-hire onboarding to ensure a smooth and welcoming transition into the organization
- **Benefits Administration:** Assist employees with benefit enrollments, changes, and general inquiries; coordinate with benefit providers as needed
- **NJ Leave & Employment Law:** Serve as a resource on New Jersey leave laws (including FMLA, NJFLA, and state disability) and ensure compliance with state and federal employment regulations
- **General HR Support:** Maintain employee files, support HR projects, and provide guidance to employees and managers on routine HR matters

Qualifications:

- Minimum of 3 years of HR experience required
- Comfortable working with ATS & HRIS systems
- Knowledge of New Jersey leave laws and General Employment Law
- Strong interpersonal and communication skills
- Ability to handle confidential information with discretion
- Organized, detail-focused, and able to manage multiple priorities

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

Apply: <https://tinyurl.com/NJ-HRGen>

Graphic Designer

Lakewood, NJ | \$100,000–\$125,000/year | Mon–Thu 9 AM–5 PM, Fri 9 AM–1/2 PM

A Lakewood, NJ company is hiring a graphic designer. Job includes designing and understanding product packaging and executing the designs when necessary. This is a higher-level position where the candidate will need to take the lead in the design process. This is an in-person position only. Benefits include PTO and holiday/vacation pay. Salary is commensurate with experience and hours.

Requirements:

- At least 2 years of graphic design experience, ideally in designing product packaging

officejobs86@gmail.com

Title Processor

Lakewood, NJ | \$60,000–\$90,000/year | Mon–Thu flexible, Fri 9 AM–1/2 PM

A Lakewood, NJ title company is hiring a title processor. Benefits include PTO and holiday/vacation pay. Salary is commensurate with experience and hours.

Requirements:

- At least 1 year of prior title experience

Hours:

- Mon–Thu: 9 AM–3 PM, 9 AM–4 PM, or 9 AM–5 PM
- Fri: 9 AM–1/2 PM

officejobs86@gmail.com

Sales Representative

Remote (Travel Stipend) | \$100K–\$120K Base + Uncapped Commission | FT/PT

We're looking for a high-level salesperson with experience selling large-scale service contracts. This role is built for someone who has consistently closed deals with an average contract value of \$250K+ in vendor-based services such as security, facilities, janitorial, or wholesale. You understand complex sales cycles, multi-stakeholder decision-making, and how to win high-value accounts.

You either bring an existing book of business or have a proven ability to break into new markets and build a pipeline of enterprise-level opportunities. You are a builder, ready to create and scale a business line. You'll define the vertical, generate revenue, and grow into leadership—starting hands-on with full ownership and performance-driven earnings.

Apply: <https://www.smstaffingjobs.com/apply/99987697970000868>

Hedge Fund Marketing Professional

New York, NY

\$500MM L/S Hedge Fund with excellent performance looking to grow and hire its first marketing professional. Hedge fund marketing experience required.

avi@atikacapital.com

Treetop Companies – Open Positions

Contact for details

Eric Distenfeld | W: 973.622.0073 x1011 | C: 917.584.9777 | edistenfeld@treetopcompanies.com

www.treetopcompanies.com

Research & Data Maintenance Specialist

Brooklyn, NY | \$25–\$35/hr | Mon–Thu 9–5, Fri 9–12/1

Established medical referral organization seeking a highly organized, detail-oriented Research & Data Maintenance Specialist. Open to sharp entry-level candidates.

Tasks:

- Maintain database records
- Research locations, affiliations, specialties
- Verify info via research + calls
- Cross-check accuracy
- Input and organize data

Qualifications:

- Strong attention to detail
- Highly organized (Type A)
- Comfortable with computers/research
- Works independently with good judgment
- Clear communication skills
- Medical experience a plus

Benefits:

- Paid holidays, Jewish holidays, PTO/vacation

dov.smstaffing@gmail.com | [WhatsApp +1-514-632-3686](https://www.whatsapp.com/business/profile/15146323686)

Medical Information Assistant

Brooklyn, NY (Hybrid) | \$50K–\$75K | Mon–Thu 9–5, Fri 9–12/1

Established medical referral organization seeking a detail-oriented Medical Information Assistant to support medical research and database projects.

Tasks:

- Research medical topics and specialties
- Gather and organize information for the database
- Transcribe and digitize paper records
- Review and verify information for accuracy

Qualifications:

- Some medical terminology knowledge
- Strong computer and internet research skills
- Excellent attention to detail
- Responsible, resourceful, and able to research and learn new topics independently

Benefits:

- Paid holidays off
- Jewish holidays off
- PTO/vacation offered

dov.smstaffing@gmail.com | [WhatsApp +1-514-632-3686](https://www.whatsapp.com/business/profile/15146323686)

Sales Specialist

Remote (Based in NY/NJ) | \$60K–\$80K + Commission | Full-Time

Tasks:

- Driving out to potential clients
- Cold calling
- Building relationships
- Follow up on leads
- Aid potential clients through the full sales cycle
- Be active on social media to create brand awareness

Qualifications:

- Driver's license
- Must have 2+ years of sales experience
- Healthcare industry experience is a plus
- Outgoing
- Driven
- Organized
- Training included

Apply: <https://www.smstaffingjobs.com/apply/99987697970000840>

Recruiting Account Manager

Brooklyn, NY | \$50K–\$60K + Commission | Full-Time

Tasks:

- Manage accounts/clients
- Managing recruiters' accounts
- Recruitment when needed
- Managing client relations
- Occasionally going to visit clients

Qualifications:

- Experience managing recruiters
- Recruiting experience
- Organized
- Good communication skills
- Responsible

Apply: <https://www.smstaffingjobs.com/apply/99987697970000861>

Hadassah – Multiple Openings

New York, NY (Hybrid – 2 days in office)

Current openings as of May 1, 2026:

- IT System Specialist
- Media Relations Associate
- Associate Director of Development – West Coast Region
- Paralegal
- Assistant General Counsel
- Executive Assistant
- National Program Manager
- Regional Director of Development – Metro
- Customer Service Associate

View all openings: <https://www.hadassah.org/page/careers>

Marketing Director

Remote | \$100K–\$150K | Full-Time

We are a fast-growing furniture re-commerce startup redefining how people buy and sell quality furniture. As we scale into our next phase of growth, we're looking for a Marketing Director to build, lead, and execute a high-impact marketing strategy. This is a hands-on leadership role for someone who thrives in a fast-paced startup environment and is excited to build from the ground up.

Key Responsibilities:

- Develop and manage all paid advertising channels (Meta, Google, etc.)
- Own and grow all social media and organic marketing channels
- Engage with and convert potential customers across platforms
- Oversee and optimize Shopify store performance
- Plan and execute email marketing campaigns (strategy, creation, and optimization)
- Build and scale marketing infrastructure, systems, and processes
- Analyze performance metrics and continuously optimize campaigns for ROI

Qualifications:

- 5+ years of marketing experience, preferably in e-commerce or startups
- Proven experience managing and scaling paid ad campaigns
- Strong expertise in Shopify (required)
- Ability to operate both strategically and hands-on
- Highly motivated, adaptable, and comfortable wearing multiple hats

What We're Looking For:

- A builder mindset—someone who can create structure where it doesn't exist
- Strong analytical and creative thinking skills
- Excellent communication and execution ability
- Someone who thrives in a fast-growing, high-ownership environment

Apply: <https://www.smstaffingjobs.com/apply/99987697970000874>

Avi Schoenbrun

Parnasah Referrals

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Please forward all job referrals to parnasahreferrals@verizon.net

Thank you to Leba Ginsberg for editing!