Parnasah Referrals

לז״נ : חיים דוד יהודה בן ר׳ מרדכי הכהן ע״ה

parnasahreferrals@verizon.net

Sales/Purchasing Specialist

Lakewood, NJ | $70k + Bonuses (up to 50k) | Full-time

About the Role: We're looking for a smart, market-driven Strategic Purchaser to manage and grow our e-commerce and dropship purchasing program. This is not a typical purchasing role where you simply reorder products from a price list. We work with leading consumer electronics brands in a market where pricing, availability, and opportunities constantly change. Success requires knowing the market, building strong supplier relationships, recognizing good deals, and buying at the right price and time. We're looking for someone who thinks independently, spots opportunities, makes smart decisions, and takes ownership of purchases from beginning to end.

Requirements:

- 2+ years of sales experience
- Strong market instincts and a natural drive to identify and negotiate deals.
- Ability to act quickly, make independent decisions, and take responsibility for results.
- Strong supplier relationships and understanding of margins, inventory turns, cash flow, and risk.
- Organized, analytical, and able to communicate purchasing decisions clearly.
- Collaborative mindset and willingness to share information and help scale the purchasing operation.

Apply: https://smstaffing.herokuapp.com/apply/99987697970001092

Thank you to Steven Meisels

Administrative Assistant

Teaneck, NJ | Competitive pay, commensurate with experience | Flexible hours available

Administrative assistant position available in our Teaneck New Jersey law office. Willing to train the right person. Excellent computer skills a must. You will learn new skills and be able to grow in this position.

Opportunity in the future to participate in our in-house paralegal training program.

Our office is a diverse and dynamic law practice. The candidate will have the opportunity to participate in many aspects of a diverse litigation practice. The candidate must be self-motivated and able to work independently.

Compensation: Competitive pay, commensurate with experience and final job responsibilities. Flexible hours available.

The office is located on Teaneck Road and is a Shomer Shabbat firm.

Please submit resumes via email ONLY to jobs0001@janmeyerlaw.com

Thank you to Kennith Hamburger

Attorney (Litigation Associate)

Teaneck, NJ | $70,000 - 145,000 dependent upon the candidate's experience and portable book of business | Full-time, On-site

Company Description: LAW OFFICES OF JAN MEYER & ASSOCIATES, P.C. is a law practice company located in Teaneck, New Jersey, our firm provides comprehensive legal services with a focus on delivering effective legal solutions to our clients. The team consists of dedicated legal professionals committed to maintaining high standards of ethics and professionalism in legal practice.

Role Description: This is a full-time on-site role located in Teaneck, NJ, for a Litigation Associate with admission in both NJ and NY. The Litigation Associate will be responsible for handling litigation cases, providing legal advice, conducting thorough legal research, and engaging in negotiation processes. The associate will work closely with senior attorneys to develop case strategies and represent clients in court proceedings.

Compensation:

- $70,000 - 145,000 dependent upon the candidate's experience and portable book of business.
- Benefits include 401K available as per plan documents.

Qualifications:

- Knowledge and experience in Law and handling Litigation cases
- Ability to provide effective Legal Advice
- Strong skills in conducting thorough Research and analysis
- Excellent Negotiation skills
- Strong written and verbal communication skills
- Ability to work independently and collaborate with a legal team
- Admission to practice law in both NJ and NY a MUST

Please submit resumes via email ONLY to jobs0001@janmeyerlaw.com

Thank you to Kennith Hamburger

Attorney (Litigation Associate)

Teaneck, NJ | Full-time, On-site

Company Description: LAW OFFICES OF JAN MEYER & ASSOCIATES, P.C. is an established law firm with offices in Teaneck, New Jersey, and New York City. The firm provides a range of legal services to clients across both states, offering representation in complex and routine matters. Located on Teaneck Road, the Teaneck office serves as a key hub for client engagements and litigation work. Team members work closely with experienced attorneys and support staff in a professional, collaborative environment.

Role Description: This is a full-time, on-site Litigation Associate role based in Teaneck, NJ, requiring admission to both the New Jersey and New York bars. The Litigation Associate will manage a caseload from intake through resolution, including drafting pleadings, motions, discovery requests and responses, and other court filings. Responsibilities include conducting legal research, analyzing case law and statutes, preparing memoranda, and developing case strategies in coordination with supervising attorneys. The role involves participating in hearings, depositions, and settlement conferences, as well as communicating with clients, opposing counsel, and courts. The associate will also support negotiation of settlements, maintain clear case documentation, and adhere to deadlines and firm procedures.

Qualifications:

- Strong foundation in Law, including civil litigation practice and procedure, with admission to the New Jersey and New York bars.
- Working knowledge of Labor and Employment Law or willingness to develop expertise in this area as relevant to the firm’s practice.
- Ability to provide clear, practical Legal Advice to clients, supported by sound judgment and professional ethics.
- Proficient in Legal Research using online databases and other resources, with strong analytical and writing skills.
- Effective Negotiation skills for settlement discussions, mediations, and client advocacy.
- Excellent written and verbal communication skills, including precise drafting and courtroom presentation.
- Strong organizational skills with the ability to manage multiple matters, meet deadlines, and work independently and collaboratively.
- Juris Doctor (JD) from an accredited law school; prior litigation experience, clerkship, or law firm experience is preferred.

- Comfort with legal technology, case management systems, and standard office software.

The office is located on Teaneck Road and is a Shomer Shabbat firm.

Please submit resumes via email ONLY to jobs0001@janmeyerlaw.com

Thank you to Kennith Hamburger

Human Resources Manager

Morristown, NJ | Competitive salary commensurate to experience

Cheder Lubavitch Morristown is seeking a professional, organized, and approachable HR Manager to oversee recruitment, onboarding, employee relations, personnel records, and staff development. Competitive salary commensurate to experience.

Qualifications:

- Excellent communication and organizational skills
- High standards of confidentiality and professionalism
- Commitment to Lubavitch values and mission
- Experience in a Jewish school environment preferred

Interested candidates, please send your résumé to: programs@chedermorristown.com

Thank you to Gani Goodman

Multiple Opportunities at HASC (Special Education)

Brooklyn | Woodmere | Monsey | Staten Island | Great Neck | Boro Park

HASC, a leader in special education, has the following job opportunities: MULTIPLE OPPORTUNITIES! FALL POSITIONS. SIGN-ON BONUS FOR KEY POSITIONS! Opportunity for Generous Referral Bonus Award!

At HASC, children and families are seen and treated as unique and special individuals. The staff are constantly challenged to address the needs of their students by using curricula and techniques unique to the field of special education. Innovation, creativity and motivation are the hallmarks of a HASC staff member. We have locations in Boropark, Woodmere and Monsey.

Fall Positions:

- Teachers – Brooklyn, Woodmere & Monsey (NYS certification is a preferred or be in a Masters program)
- Teacher Assistants (must have certification) – Woodmere, Brooklyn
- Teacher Aides/Shadows (must have high school diploma) – Woodmere, Brooklyn
- SEITS – Brooklyn, Staten Island, Woodmere (and Great Neck)
- Bilingual Yiddish SEITS – Monsey
- Bilingual Spanish and Mandarin Evaluation Team: Speech, Psychologist, SEIT
- Education Coordinator – Monsey (full-time)
- Occupational Therapists – Boro-park (part-time)
- Physical Therapists – Monsey (part-time)
- Speech Therapists – Monsey (part-time)
- Vision Teacher – Boro-park (part-time)

If you want to be part of HASCs dedicated team of professionals we would love to hear from you. Please send your resume to Cheryl.follman@hasc.net indicating which position and which location you are interested in.

Thank you to Cheryl Follman

1031 Qualified Intermediary (QI) Professional

New York | Salary and equity in the new company

A fast growing title insurance company in New York is launching a 1031 Qualified Intermediary (QI) company. We're looking for an experienced 1031 exchange professional to help build it from the ground up and run it day to day.

Requirements:

- Minimum 2 years of 1031 exchange transactions experience
- Deep working knowledge of Section 1031
- CPA or JD preferred
- Salary and equity in the new company

Qualified candidates only, please send resumes to 1031qioppurtunity@gmail.com

Thank you to Menachem Fischer

Director of Capital Formation — Chase Properties

Remote-based | Compensation: competitive base salary plus a discretionary annual bonus

About Chase Properties: Chase Properties is a Cleveland-based commercial real estate owner-operator with a 53-year track record across Retail, Multifamily, and Industrial properties in secondary and tertiary U.S. markets. With roughly $1 billion in AUM, the firm is built on a value-oriented, off-price real estate thesis and is now investing in a dedicated function to scale its capital-raising effort.

The Opportunity: Chase Properties is hiring a Director of Capital Formation to build and run its registered investment advisor (RIA) distribution channel — the primary engine for growing the firm's base of active, repeat capital partners. You'll design the go-to-market strategy, secure platform and custodial approvals, and convert that access into closed commitments across Chase Properties' full fund family. Family office and high-net-worth relationships round out the mandate as a secondary focus. This suits someone who has built this kind of channel before and wants to own it end-to-end.

What You'll Do:

- Design and execute Chase Properties' go-to-market strategy for the RIA and independent broker-dealer channel, including platform and custodial approvals (Schwab, Fidelity, iCapital, CAIS, and similar).
- Build, run, and own the RIA and advisor pipeline end-to-end, from first contact through due diligence to closed commitment.
- Advance existing relationships while independently sourcing and converting new ones, across Retail, Multifamily, and Industrial.
- Own the full capital-raising cycle: fundraising materials, DDQs, subscription and closing coordination, and investor communications, executed in compliance with Regulation D (506(b)/(c)).
- Partner with investor relations and marketing on advisor-facing content, and represent Chase Properties at industry conferences (ADISA, Schwab IMPACT, iCapital/CAIS summits).
- Build the team around this function as it scales — this is a one-person function today.

What We're Looking For:

- 4+ years raising capital from RIAs and/or independent broker-dealers, ideally in real estate or other real asset/alternative strategies.
- A demonstrated track record of closed commitments.
- Existing relationships across the RIA and IBD landscape; national aggregator relationships are a plus.
- Familiarity with Regulation D private placement compliance and DDQ/diligence processes.
- Comfort operating as a builder rather than a caretaker.
- Willingness to travel extensively.

Important Information about the Role:

- Reports to Chase Properties' Co-CEO.
- Remote-based, with extensive regular travel to advisors, platforms, and industry conferences.
- Compensation: competitive base salary plus a discretionary annual bonus based on overall performance and contribution to firm growth, commensurate with experience — final structure to be confirmed by Chase Properties leadership.

Why Chase Properties:

- An actively transacting, growing platform — not a firm between fundraising cycles.
- Real ownership over a strategic growth initiative, with room to shape it — and the team around it — as it scales.
- A culture built on our core values: Positive Attitude, Create Solutions, Accountability, Disciplined Decision Making, and Listen & Speak.
- Voted #4 Best Employers in Ohio 2023 by Crain's.

Resumes to HR@chaseprop.com

Thank you to Menachem Fischer

Early Intervention Program Director

Lakewood, NJ | $100,000 annually | Full-time

Responsibilities:

- Oversee New York State Early Intervention operations, compliance, staffing, service quality, documentation, and billing.

Required Experience:

- Knowledge of NYS Department of Health requirements, IFSP processes, service coordination, and billing.
- Strong leadership and organizational skills required.
- No specific degree or clinical license needed.

Ready to take the lead? Send your resume to the recruiter below: miriam@syncny.com

Thank you to Menachem Fischer

Hospital Liaison & Emergency Care Director

Boro Park, NY | $120,000 - 140,000+ annually | Full-time

Responsibilities:

- Coordinate critical-care needs and complex hospital transfers, support patients and families, collaborate with physicians and hospital teams, build medical-community relationships, and advocate for patients in urgent situations.

Required Experience:

- Medical or healthcare background required.
- Strong communication, decision-making, relationship-building, and problem-solving skills, with the ability to take ownership under pressure.

Ready to make a difference through your healthcare experience? Reach out today: miriam@syncny.com

Thank you to Menachem Fischer

Head of Finance

Brooklyn, NY | $200,000 annually | Full-time

Responsibilities:

- Lead finance and tax teams, oversee financial planning and reporting, improve controls and automation, monitor profitability, and develop scalable processes in collaboration with senior leadership.

Required Qualifications:

- Strong accounting and financial management background, including budgeting, forecasting, cash flow, and internal controls.
- Proven leadership, operational problem-solving, and process improvement skills are essential.
- Payroll, payroll tax, or HCM experience is preferred.

Ready to lead operations and make a meaningful impact? Let's talk! miriam@syncny.com

Thank you to Menachem Fischer

Accountant (Healthcare)

Brooklyn, NY | $100,000+ annually | Full-time

Responsibilities:

- Manage month-end and year-end closing, reconcile accounts, review general ledger activity, coordinate with external accountants on financial statements and audits, and improve accounting processes and controls.

Required Qualifications:

- Bachelor's degree in Accounting or Finance and at least 3 years of accounting experience, including financial closing.
- Strong knowledge of GAAP, reconciliations, Excel, and accounting software required.
- CPA, healthcare, and multi-entity experience preferred.

Have the accounting expertise we're looking for? Apply today! miriam@syncny.com

Thank you to Menachem Fischer

Senior Tax Accountant

Brooklyn, NY | Salary based on experience | Full-time

Responsibilities:

- Prepare and review individual and business tax returns, provide tax planning support, handle IRS and state notices, assist with financial statements and audits, review junior staff work, and maintain strong client relationships.

Required Qualifications:

- Bachelor's degree in Accounting or a related field, with at least 3 years of public accounting tax experience.
- Proficiency in tax software and Excel is required.
- CPA or EA certification is a plus.

Take the next step in your accounting career. Submit your resume to: miriam@syncny.com

Thank you to Menachem Fischer

Chief Operating Officer

Boro Park, NY | Competitive executive package with performance-based incentives | Full-time

Responsibilities:

- Lead daily operations, manage department heads and branches, improve profitability, oversee inventory and supply chain, and drive operational efficiency and business growth.

Required Experience:

- 10+ years of leadership experience, with a proven track record managing a 25M-100M+ distribution business.
- Strong P&L, inventory, and multi-location management experience is essential.

Interested in leading a growing distribution business and driving long-term profitability? Apply today! miriam@syncny.com

Thank you to Menachem Fischer

Account Executive

Brooklyn, NY | Salary based on experience | Full-time

A leading insurance brokerage is seeking an experienced Account Executive to manage Property & Casualty (P&C) insurance policies, renewals, proposals, coverage documents, and client inquiries.

Responsibilities:

- Review policies and endorsements, prepare proposals, coordinate insurance certificates, assist with placements and invoicing, and respond to client and underwriter inquiries.

Required Experience:

- 5–7 years in insurance, brokerage, or consulting; an active P&C license; and a bachelor's degree.
- Strong analytical, organizational, mathematical, and communication skills are required.
- Microsoft Office and insurance rating experience are preferred.

Ready to take the next step? Send your resume to: miriam@syncny.com

Thank you to Menachem Fischer

Vice President of Operations

Boro Park, NY | $200,000 annually | Full-time

A growing healthcare organization is looking for an experienced VP of Operations to oversee multi-site clinic operations, improve performance, manage budgets, and support expansion.

Responsibilities:

- Lead regional teams, optimize patient intake and scheduling, improve authorization workflows, manage staffing and budgets, and oversee new clinic openings.

Required Experience:

- 5+ years of healthcare operations leadership, including multi-site outpatient management.
- Strong financial, operational, and team leadership skills are required.
- Behavioral health experience is preferred.
- Regular travel is required.

To apply: Send your resume to miriam@syncny.com

Thank you to Menachem Fischer

Account Support Specialist

Brooklyn, NY | $60,000 - $70,000 annually | Full-time

Responsibilities:

- Manage B2B accounts, customer inquiries, orders, and follow-ups while resolving issues and identifying reorder opportunities.

Required Experience:

- B2B customer service or account support experience, strong communication and organizational skills, and a proactive, detail-oriented approach.

- CRM or order management experience preferred.

Ready to support clients and grow accounts? Let’s connect. mindy@syncny.com

Thank you to Menachem Fischer

Bookkeeper

Monsey, NY | $65,000 annually | Part-time

Responsibilities:

- Manage accounts receivable and payable, process payroll, perform account reconciliations, track donations, and communicate with donors.

Required Qualifications:

- Proven bookkeeping experience with hands-on knowledge of A/R, A/P, account reconciliation, and payroll.
- Nonprofit and donor management experience preferred.

Ready to put your bookkeeping skills to work? Send your resume now! mindy@syncny.com

Thank you to Menachem Fischer

Office & Operations Manager

Brooklyn, NY | $75,000 - $100,000 annually | Full-time

Responsibilities:

- Manage office workflows, monitor deadlines, improve procedures, oversee recruitment and onboarding, handle HR matters, address performance issues, and maintain a professional, positive workplace.

Required Qualifications:

- Strong leadership, organizational, communication, and problem-solving skills.
- Must be proactive, confident in managing employees, and comfortable handling difficult conversations.
- Prior office management experience is required.
- Experience in operations, HR, finance, or mortgage is an asset

Reach out now! mindy@syncny.com

Thank you to Menachem Fischer

Front Store Position

Boro Park, NY | Salary based on experience | Full-time

Responsibilities:

- Assist customers with product selection and checkout, answer phone calls and order inquiries, maintain an organized front store, and handle customer follow-ups and basic administrative tasks.

Required Experience:

- Friendly, dependable, and organized, with strong communication and multitasking skills.
- Retail or customer service experience is a plus, but willingness to learn is important.

To apply: Send your resume to mindy@syncny.com

Thank you to Menachem Fischer

Lead Bookkeeper

Boro Park, NY | $65,000 annually | Full-time

Responsibilities:

- Oversee bookkeeping staff, review financial reports, manage payroll and reconciliations, and oversee financial operations across multiple entities.

Required Experience:

- Significant bookkeeping or finance experience, strong reporting skills, and the ability to work independently, manage multiple priorities, and take ownership of financial operations.
- Healthcare or multi-entity experience is a plus.

Take ownership of financial operations and grow with an expanding organization. Apply now! mindy@syncny.com

Thank you to Menachem Fischer

Bookkeeper

Boro Park, NY | Salary based on experience | Full-time

A growing office services business is looking for an experienced Bookkeeper to manage daily financial tasks, maintain accurate records, and support office operations.

Responsibilities:

- Process checks and deposits, handle data entry and bill payments, manage accounts receivable and collections, and maintain organized financial records.

Required Qualifications:

- Previous bookkeeping experience, strong attention to detail, and excellent organizational and time-management skills.
- Experience with collections and insurance payments is preferred.

Interested in this opportunity? Send your resume to mindy@syncny.com

Thank you to Menachem Fischer

Underwriter

Boro Park, NY | Salary based on experience | Full-time

A growing insurance business is looking for an experienced Underwriter to manage underwriting processes, coordinate with insurance carriers, and prepare quotes for clients.

Responsibilities:

- Obtain and review quotes, maintain carrier relationships, recommend coverage options, and accurately manage Excel data and document uploads.

Required Qualifications:

- Property & Casualty insurance experience, strong organizational skills, attention to detail, and the ability to manage multiple responsibilities and meet deadlines.

Think you're a great fit? Send your resume to mindy@syncny.com

Thank you to Menachem Fischer

Office Administrator

Brooklyn, NY 11220 | Full-time | On site | Five days per week, 7.5 hours per day

Employer: Interstate Environmental Commission

Location: c/o BioBAT, Building A, 2nd Floor, Brooklyn, New York 11220

Reports to: Executive Director

About the Commission: The Interstate Environmental Commission addresses water quality in its jurisdictional waters in New York, New Jersey, and Connecticut. The Commission was established by interstate compact in 1936 and is responsible for protecting the water and air of its jurisdictional area.

The Position: The Office Administrator supports the Executive Director in fiscal management, contract and grant administration, office administration, benefits administration, and human resources administration. The position keeps financial, award, and personnel transactions accurate and timely, and keeps office and laboratory operations running without interruption.

The Executive Director provides instruction on new work and reviews completed work. The Office Administrator is expected to carry out assigned work independently, efficiently, and accurately. This position does not supervise staff.

What You Will Do:

- Process and code vendor invoices, forward them for approval and payment, and prepare invoices for Commission services in QuickBooks Online.
- Serve as liaison among the Executive Director, the accounting firm, the bill-payment platform, and QuickBooks Online.
- Maintain accounting files and spreadsheets, and review accounting data, timesheets, and reimbursement vouchers for accuracy and policy compliance.
- Support administration of contracts and federal, state, and local awards, including subawards, procurement contracts, and amendments.
- Monitor award conditions and assemble required reports, including semiannual reports, annual MBE/WBE utilization reports, and financial reports.
- Follow up with grantors on invoice payments, and review, maintain, and issue insurance certificates.
- Assist with hiring and onboarding, and with health plan, flexible spending account, and retirement enrollments.
- Submit monthly reports required by the New York State and Local Retirement System and the New Jersey Division of Pensions and Benefits.
- Communicate with staff on policies, timesheets, and operations.
- Coordinate with building management and vendors, maintain contract files and the physical inventory, and complete other assigned projects.

Schedule and Location:

- Work is performed on site at the Commission’s Brooklyn office five days a week, 7.5 hours per day, except when compensatory time has been approved.
- A regularly scheduled telecommuting day is not available.
- After the probationary period, an employee may request a situation-specific remote day tied to a particular project.

Benefits:

- Vacation, personal, and sick leave
- Health, life, and disability insurance
- Tuition reimbursement
- Eligible for the public service loan forgiveness program
- Defined benefit retirement plan through New York State and New Jersey

Minimum Qualifications:

- A bachelor’s degree, or equivalent in education and experience.
- At least three years of professional experience in an office setting.
- Exceptional attention to detail, strong organizational skills, and a demonstrated ability to manage multiple priorities.
- Proficiency in QuickBooks Online, Excel, Word, Outlook, PowerPoint, Teams, and Adobe.

Preferred Qualifications:

- Experience with administrative requirements and conditions of federal awards and agreements.

- Benefits administration and human resources experience.
- Experience with insurance policy management and reporting, including workers' compensation and disability payroll reports and audits.
- Experience preparing budgets and a working knowledge of generally accepted accounting principles.
- Enough information-technology experience to support office systems and learn new tools quickly.
- Clear written and verbal communication, and strong proofreading and editing skills.

How to Apply: Applications will be received externally using indeed.com. Please use the following link: IEC Office Administrator — https://www.iec-nynjct.org/sites/default/files/2026-10/OfficeAdmin-Oct2026_0.pdf

Thank you to Menachem Fischer

Legal Operations Associate (CRE)

Remote (or on-site in Plantation, FL) | $75K + clear path to advancement

Join a growing commercial real estate investment firm with an industrial and retail portfolio. This role owns the lease lifecycle and legal operations, uses AI daily to draft and manage documents, and has room to grow into running the legal side of the business.

Responsibilities:

- Draft leases from LOIs using AI and property lease forms, and drive them through execution
- Review and respond to tenant redlines on insurance, liability, tenant improvements, free rent, and term
- Prepare amendments, assignments, terminations, commencement date certificates, and default notices
- Track renewals and option dates across the portfolio
- Keep an organized SharePoint file of final executed documents
- Support entity filings, property tax tracking, due diligence, and estoppels

Qualifications:

- Required: hands-on experience with leases, contracts, or legal documents (real estate, property management, paralegal, or legal assistant roles)
- Commercial lease experience strongly preferred
- Must use AI tools (ChatGPT, Claude, etc.) in daily work
- Quick learner, highly organized, and confident with tenants, brokers, and counsel; notary a plus

Please send your resume to Careers@StingStaffing.com

Thank you to Menachem Fischer

Avi Schoenbrun

Parnasah Referrals

לז״נ : חיים דוד יהודה בן ר׳ מרדכי הכהן ע״ה

Please forward all job referrals to parnasahreferrals@verizon.net

Thank you to Dovid & Leba Ginsberg for editing!