

## Workforce Morris,

a part of the Employment Outreach Program, is dedicated to helping everyone in the community to obtain the required resources in current times. As we evaluate the ongoing economic and financial challenges being faced by so many people throughout the area, our mission is to create and deliver a variety of employment-related programs and resources that are:

- Focused
- Meaningful
- Timely
- Educational
- Informative
- Balanced

We encourage you to review each of the pages on our newsletter and website – as each one describes an important aspect or service of our program.

Workforce NJ covers:

- A listing of current job openings
- Helpful articles about landing the job you want
- Centralized listing of programs and resources (local, regional and national) that will help you with most any aspect of your career or job search

This is Workforce NJ: a resource created for you.

For more information and a link to our complete job listings visit: <http://EmploymentOutreach.org>



## This Issue

Tapping into a New Resource **P.1&2**  
 Parsippany Chamber Launches **P.3**  
 Business Training Series  
 Job Openings / Calendar **P.4**

### Tapping into a New Resource: The Parsippany-Troy Hills Public Library

Occasionally, people today don't realize how many different types of free resources they have at their finger tips provided by their local public library. At the Parsippany-Troy Hills Public Library, there are more than just books, newspapers, and DVDs to check out and take home. Being a card holder opens many gateways to enhance job searches. The library offers bi-monthly computer classes including job searching, resume writing, and cover letter writing just to mention a few. The library also provides many different databases for customers to fine tune their searching skills, their writing skills, workplace skills, and much more. These databases are free of charge; all you need is to sign up for a library card, which becomes your access to log in.

Homework Help New Jersey, a part of tutor.com, not only offers K-12 homework assistance but also support for adults. The site provides high-quality online learning and career services to libraries nationwide, which give customers access to live, online tutoring, resume help and thousands of academic

and career resources. When job hunters log onto the database, they view a break down of resume writing, GED preparation, academic support, interview preparation, and more to click on.

Homework Help New Jersey also offers online sessions with a live tutor for one on one help. In these sessions, job seekers can review their resumes, cover letters and more for free! These tutors are screened experts and include certified teachers, college professors, graduate students, select undergraduates from accredited universities, and other professionals. Tutors and students work one-to-one in a secure online classroom.

Learning Express offers over 800 online courses, tests, and e-books to help customers find their job and enhance their career. Whether you need to strengthen your computer skills for work or just want to learn how to take advantage of all your computer has to offer, you'll find the tools you with Learning Express. The customer can learn at his or her own pace with interactive tutorial



***There's an Entrepreneur in all of us. Are you ready to show it?***

***Contributing to Economic Growth - One Business at a Time***

As one of eleven centers in New Jersey, the Centenary College SBDC serves small businesses; whether start-up or established. Depending on the industry, small businesses can include companies with a few hundred employees and millions in revenues. No business is too small and very few are too large. Consider the Centenary College SBDC as your go-to resource for advancing your business to the next level. Use one or more of these resources:

- Private consulting session with an experienced business counselor.
- Standard workshop presented by an SBDC instructor with many years of field expertise.
- Customized workshops conducted on your premises to assist your workforce help move your company to the next level.
- Well-established repertoire of on-line and in-house business books, periodicals and databases to address your informational needs.

***Is that all there is? Well, no! Check us out at [www.centenarycollege.edu/sbdc](http://www.centenarycollege.edu/sbdc).***

207 Main Street, REAR Entrance,  
Hackettstown, NJ  
908-852-1400 ext. 2136

courses on today's most popular software and operating systems. Each course offers detailed, easy-to-follow instructions with audio and captions for the program and skill level of your choice.

If you're searching for a job, thinking about a career change, or want to take that next step on the ladder to success, the resources with Learning Express can help you. You'll find courses and practices full of helpful information on a wide variety of career and workplace subjects: choosing a great career, job hunting, interviewing, networking, sharpening your business writing skills, dealing with coworkers, achieving success on the job, and much more.

To access these databases and many others today is easy. Either visit the Parsippany Library's website at [www.parsippanylibrary.org](http://www.parsippanylibrary.org) and click on online databases or visit one of our branches – the Main Library at 449 Halsey Road, the Lake Hiawatha Branch at 68 Nokomis Avenue, or our Mount Tabor Branch at 31 Trinity Park – and start your job search today.

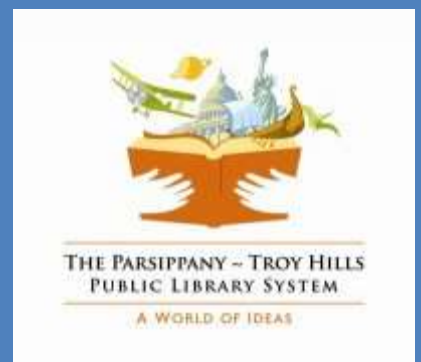
## **Parsippany-Troy Hills Public Library System**

About Parsippany-Troy Hills Public Library System  
449 Halsey Road  
Parsippany, NJ 07054  
973-887-5150  
[www.parsippanylibrary.org](http://www.parsippanylibrary.org)

The Parsippany Public Library promotes a lifelong interest in library use and learning in a diverse community.

A variety of formats and technologies are used to provide:

- A wide range of current materials and programs
- Active involvement for people of all ages
- Greater interest in reading and library programs
- Support of the public's freedom of access to information and democratic institutions
- Timely, accurate, useful reference services to all those in pursuit of educational, business and personal interests



Look for our  
next edition in  
June!



## Parsippany Chamber launches Business Training series aimed at developing local business and workforce

The Parsippany Area Chamber of Commerce will be hosting the Business Workshops Series to assist small business owners and professionals move forward in the “New Economy.” The Chamber will present these educational workshops through leading area training and business development consultants to highlight current trends and strategies involved in developing their business.

Business Building Workshops will contain six series from May 6<sup>th</sup> through June 24<sup>th</sup> at designated locations throughout the Parsippany area. Each workshop will assist business owners and professionals evaluate where they are in their business and how to continue improving their overall performance.

**Effective Time Management-** Thursday, May 6, 2010

**Social Media-** Thursday, May 13, 2010

**Managing the Financial Success of Your Business-** Thursday, May 20, 2010

**Everything Counts “Follow a Proven Sales Process”-** Thursday, June 10, 2010

**The People Side of Your Business-** Thursday, June 17, 2010

**QuickBooks-** Thursday, June 24, 2010

Upon completing the six sessions, participants will receive a certificate of completion, as well as valuable knowledge that their business can use and share with their employees and colleagues. Parsippany Area Chamber Members receive the discounted price of \$179 and non-Chamber member are \$199.

The Parsippany Area Chamber of Commerce links businesses and the community together by providing education, information, and networking opportunities. The Chamber is recognized as a vital resource for conducting business successfully in the Parsippany Area and works to better our community.

For additional information about the Business Building Workshops, contact the Parsippany Area Chamber of Commerce at 973-402-6400 or [craig@parsippanychamber.org](mailto:craig@parsippanychamber.org).



## HOT JOB OPENINGS

### Job Opening 1:

#### Financial Service Advisor

**About:**

- Responsibilities include-
- Developing your Business by helping individuals and business owners prepare for the future
  - Creating and executing a business plan to fulfill your personal goals
  - Providing new & existing clients with appropriate products & services

**Requirements:**

- College Degree
- Previous Financial Service Industry Experience
- Strong Communication, Presentation & Listening Skills
- Demonstrated Ability to Succeed in Sales and/or Leadership Positions
- High Ethical Standards

**Email:**

Misty.Gluck@langdonford.com

### Job Opening 2:

#### Assembler – Level 1

**Responsibilities:**

Perform all tasks associated with the assembly of cables, sub-assemblies and final unit level assembly according to documentations or drawings. An Assembler Level I is expected to identify errors or problems with the material and report all discrepancies to their supervisor.

**Requirements:**

- Read and understand assembly prints and BOMs
- Electro mechanical experience
- Experience soldering
- Knowledge of wire gauge
- 2 to 3 years experience in electronics field
- High school diploma

Adecco Employment Services is the global leader in employment and HR services, connecting people to jobs and jobs through its network for more than 6000 offices in 71 countries/territories around the world. Adecco is an Equal Opportunity Employer.

If you are interested in this opportunity, please apply at [www.adeccousa.com](http://www.adeccousa.com). Or, feel free to contact the Adecco Parsippany office at 973-560-1670.

### Job Opening 3:

#### Administrative Assistant

**About:**

Responsible for providing overall administrative assistance for Executives.

**RESPONSIBILITIES:**

- Provide administrative support and office management to the Merchandising Team.
- Candidate must have experience in data entry and data processing
- Strong leadership qualities required to interface with all levels of the organization as well as external customers
- Must have the ability to exercise excellent judgment to represent the company in a consistent and positive manner
- Must be able to set priorities with the appropriate sense of urgency

**SKILLS:**

- Minimum 3 years of administrative experience
- Retail background is a plus
- Strong organizational skills
- Strong verbal and written communication skills
- Proficiency in MS Office applications (Microsoft Word, Excel, Outlook, PowerPoint)
- Experience in creating reports
- Ability to do analytical work is a plus

Hours are 8:30-5:30

**Email:**

resumes@primetimepersonnel.com

**For more open positions check out [employmentoutreach.org](http://employmentoutreach.org)!**



Are you an employer looking for the right person for your open position?

If you are then contact us at [employment@parsippanychamber.org](mailto:employment@parsippanychamber.org) or 973-402-6400. We look forward to helping you and the right candidate connect!

## CALENDAR OF EVENTS

### Parsippany Area Chamber of Commerce Events:

<u>Date</u>	<u>Event</u>	<u>Location</u>
Wednesday, May 12, 2010	Legislative Luncheon	Ruth's Chris Steak House, 1 Hilton Court, Parsippany, NJ 07054
Tuesday, May 25, 2010	Speed Networking	Jeremiah's Gourmet Deli & Catering 44 North Beverwyck Road, Lake Hiawatha, NJ 07034

**For more information visit our website: <http://www.parsippanychamber.org>**



Parsippany Area Chamber of Commerce  
Clipart by Microsoft Office  
©2010 PACC

12-14 North Beverwyck Road  
Lake Hiawatha, NJ 07034  
Phone Number: 973-402-6400  
[information@parsippanychamber.org](mailto:information@parsippanychamber.org)  
[www.parsippanychamber.org](http://www.parsippanychamber.org)