

## 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 Morris 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 Morris: a resource created for you.

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



## This Issue

The Benefits of Career Coaching P.1  
Job Openings / Calendar P.2

## The Benefits of Career Coaching

The economic landscape in the USA has changed permanently. It will *never* return to the days of old. Job seeking requires different techniques and a new perspective than it did even a few years ago. Job hunting demands a coherent plan, an outgoing personality, and a persistent and enthusiastic attitude.

Thinking “outside the box” and creating effective and efficient strategy is essential. Working with a career coach to find the career of your dreams has many benefits.

1. You establish a clear direction with objectives to focus on that will be your road map for success. It will help you make decisions. It will clarify your objectives and free you to focus on what you want your career to be.
2. It helps motivate and sustain momentum. The focus becomes what you want to have happen in your life, and through clear objectives you are motivated to see yourself create it.
3. You get to know yourself better by examining who you are in your career or business. It is essential to be highly fluent in describing you because in order to distinguish yourself from the other job applicants and create a deeper rapport with prospective employers. You are no longer another face in the crowd.

4. You review the best possible strategies and select the ones that will help you get the job done. By developing a cohesive strategy keeping in mind the diverse aspects of the career search, you get from here to there in the shortest possible time. *An outstanding career coach helps you accelerate your job search.*
5. You get the job done. You have a daily list of activities to do that will keep you focused like a laser beam on being powerful, productive and purposeful. You reduce procrastination and getting lost in the details and pay attention to the necessary actions.

*Neil Cooper is a certified business and life skills coach who graduated from iPEC Coaching School in Shrewsbury, NJ. Neil works with business owners, executives and management teams to accelerate their professional and personal growth. Neil uses a leadership development system designed to build awareness of who we really are and how we can break through what holds us back from success.*

*Neil received a Master Practitioner Certification in Neuro Linguistic Programming and worked as an executive in the men's fashion business for much of his career.*

*Now, Neil works with business owners helping them shape their businesses into what they thought it would be when they established it. Neil works with job seekers and has developed a 5-step process to develop your career plan. It is a process for turning your career search into a measurable action plan with a target and daily activities. Find a strategy and a plan to get the job done!*

Neil is located in Rockaway Township, NJ. More information can be found at <http://www.CooperLeadershipCoaching.com>



## HOT JOB OPENINGS

### Job Opening 1:

**Assistant Production Manager- Wayne, NJ**  
 Job Order #: 11056 Temporary Job

**RESPONSIBILITIES:**

- Update/maintain weekly production schedules; distribute by email/hardcopy to team on a weekly basis and alert all of updates/change
- Direct mail, Print Collateral, Visual/Signage, Magazine Ads
- Accept and process job initiations from Marketing and Visual Departments
- Open print/visual/dotcom events in ad event systems and maintain items in MRS system
- Work with Production Manager to track proofs, shipping lists and delivery of materials to publications
- Create missing sample list from shot requests and work with production department, studio and merchants to track samples
- Track/send samples for Juvenile events (Merchants/Studio), to Studio and Vendors
- Print Samples, Maintain Samples Library for Direct Mail, Distribute Samples internally

**SKILLS:**

- Must have experience in Production coordination, work order processing and shipment tracking
- Must have previous experience with email data bases

**Send Resumes to:**  
[resumes@primetimepersonnel.com](mailto:resumes@primetimepersonnel.com)

### Job Opening 2:

**Data Entry Clerk- Wayne, NJ**  
 Job Order #: 11059 Temporary Job

**SKILLS:**

- Experience in retail visual merchandising specializing in signs
- General computer skills for spreadsheet and reports (Microsoft Word, Excel and PowerPoint)
- Knowledge of Illustrator or InDesign creative computer programs
- Fast paced project management experience
- Must be very organized, detail oriented and self motivated
- Must be able to handle multiple projects with various departments and meet critical ad deadlines
- Must have a creative flair to create promotional signs from sign templates and ensure they follow signage standards
- Candidate must have a good eye for proof reading signs with the ad copy
- Ability to work independently as well as effectively on a team to accomplish project objectives
- Ability to be creative and think outside the box on spontaneous requests

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### Job Opening 3:

**Customer Care Representative- Florham Park, NJ**  
 Job Order # 11013 Temporary Job

**RESPONSIBILITIES:**

- Receive documents from SAP and update external customer web site
- Utilize various Lotus Notes database to retrieve and save information
- Maintain and correct master data in SAP
- Provide temporary coverage for customer care reps on teams as needed
- Process customer orders in SAP and respond to customer calls and e-mails

**SKILLS:**

- Must be proficient in Microsoft Office (Word, Excel and PowerPoint), especially Excel, Lotus Notes, and general data base skills
- Experience in SAP preferred

**EDUCATION:**

- High School Diploma required
- AS or BA degree preferred but not required

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**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>
Thursday, September 16, 2010	Legislative Luncheon With Christina Genovese	Parsippany Hilton at 1 Hilton Court Parsippany, NJ 07054
Tuesday, October 5, 2010	Breakfast with the Chamber With Travis Paquette, Manpower	Apple Spice Junction at 1259 Rt. 46 East Parsippany, NJ 07054

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

## Taste of Parsippany



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 Clipart by Microsoft Office

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