

# Job Information from the Buffalo Employment and Training Center

77 Goodell St., Buffalo, NY 14203  
716-856-5627 / 716-856-5670– Fax  
[www.workforcebuffalo.org](http://www.workforcebuffalo.org)

The BETC is here to help with your job searching needs. We have free services for all jobseekers.  
**Orientation Times: Monday – Thursday, 10 am or 2 pm.**

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December 12, 2017



[JPC - 159 - Accounts Payable Clerk](#) 2 years

CAO of WNY Job Description PERSONNEL MASTER COPY Job Title: [...More](#)

November 13, 2017

Buffalo, New York

[JPC - 158 - Employment & Training Coordinator](#) 1 years

CAO of WNY Job Description Personnel Master Copy Job Title: &nbsp;...[More](#)

October 13, 2017

Buffalo, New York

[JPC - 157 - Procurement Manager](#) 3 years

CAO of WNY Job Description PERSONNEL MASTER COPY Job Title: [...More](#)

October 13, 2017

Buffalo, New York

[JPC - 156 - Vice President of IT](#) 7 years

CAO of Erie County Job Description Job Title: Vic...[More](#)

October 13, 2017

Buffalo, New York

[JPC - 155 - DART PROGRAM-SUBSTANCE ABUSE COUNSELOR](#) 2 years

The following position is available in our CAO Drug Abuse Rehabilitation and Treatment (DART) Program, located at 1237 Main Street. POSI...[More](#)

August 30, 2017

Buffalo, New York

[JPC - 154 - EMPLOYMENT & TRAINING CASE MANAGER](#) 2 years

POSITION: CASE MANAGER EMPLOYMENT & TRAINING DUTIES Provides support to clients on an individual basis by facilitating traini...[More](#)

August 28, 2017

Buffalo, New York

[JPC - 151 - TEACHER III-HEAD START-18 POSITIONS](#) 1 years

POSITION: TEACHER III ( 18 POSITIONS) DUTIES: Directs classroom for preschool children. Concerned with the health and s...[More](#)

June 23, 2017

Buffalo, New York

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[JPC - 150 - SUBSTITUTE TEACHER-5 POSITIONS-HEAD START](#) 1 years

POSITION: SUBSTITUTE TEACHER ( 5 POSITIONS) DUTIES: Assist Teacher and Teacher Assistant in the performance of educati...[More](#)

June 23, 2017

Buffalo, New York

[JPC - 149 - NUTRITION ASSOCIATE-HEAD START \(12 POSITIONS\)](#) 1 years

POSITION: NUTRITION ASSOCIATE ( 12 POSITIONS) DUTIES: Responsible for the preparation and serving of food on a moderately ...[More](#)

June 23, 2017

Buffalo, New York

[JPC - 148 - YSD -TEACHER-21ST CENTURY-20 POSITIONS](#) 1 years

The following positions are available at various CAO Youth Services Programs located at E.C.C. School #17, McKinley High School, Makowski, and Arthur ...[More](#)

June 01, 2017

BUFFALO, New York

[JPC - 147 - YSD-PROGRAM COORDINATOR-21ST CENTURY PROGRAM](#) 1 years

POSITION: PROGRAM COORDINATOR (21ST CENTURY PROGRAM) DUTIES: Responsible for general administration, implementation, and coo...[More](#)

June 01, 2017

BUFFALO 14214, New York

[JPC - 146 - YSD-YOUTH SERVICES COUNSELOR -46 POSITIONS](#) 1 years

DUTIES: SCHOOL YEAR: Provide homework help and academic enrichment services for youth in a community center setting. Counselors should be able t...[More](#)

June 01, 2017

Buffalo, New York

[JPC - 144 - NUTRITION SUPERVISOR-\(1 POSITION\)](#) 3 years

POSITION: NUTRITION SUPERVISOR ( 1 POSITION) DUTIES: Assist with training, supervision, and monitoring of menu planning, pre-costing, stan...[More](#)

April 27, 2017

Buffalo, New York

[JPC - 143 - FAMILY CASEWORKER-\(3 POSITIONS\)](#) 1 years

POSITION: FAMILY CASE WORKER ( 3 POSITIONS) DUTIES: Responsible for linking the Head Start/Early Head Start center, the family, a...[More](#)

April 27, 2017

Buffalo, New York

[JPC - 142 - CENTER DIRECTOR-\(4 POSITIONS\)](#) 5 years

POSITION; CENTER DIRECTOR ( 4 POSITIONS) DUTIES: Solely responsible for the management and supervision of the center-based activ...[More](#)

Visit website to apply : <http://www.caoec.org/html/opportunities.html>

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# Job Information from the Buffalo Employment and Training Center

December 12, 2017



**Fisher Price/Mattel has immediate openings!!!**

DE4079905 Stock Clerks, Sales Floor 1 FT Seasonal  
<https://my.jobs/301bf246127448ff8c9c077d1530750a161>

## Job Description

### **STOCK CLERK-SEASONAL**

Your impact:

- \* Provide customer service support to the Toy store, including answering phones and answering consumer question
- \* Assist with stocking toy store shelves
- \* Assist other sales clerks with issues as needed
- \* Provide exceptional customer service in all aspects of the position
- \* Assist with verifying, counting, sorting and storage of incoming inventory

Experience, Education & Skills

You have:

- \* Excellent interpersonal skills and ability to work effectively with people at all level.
- \* Excellent verbal communication skills that demonstrate sound knowledge of grammar
- \* Excellent organizational skills
- \* Strong numerical aptitude and analytical skills
- \* Ability to handle a high volume of work while maintaining accuracy and attention to detail
- \* Ability to work with minimal supervision
- \* The ability to stand for long periods of time, climb a ladder, and lift to 40 pounds unassisted
- \* Flexible schedule required and will include working on Saturdays and occasionally on Sundays
- \* The ability to take physical inventory of the store on January 2nd

About Us

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Cont.

DE4089217 Warehouse Assistant Seasonal 1 FT/1 PT  
<https://my.jobs/21e31ce227804184bad18c2f427bc058161>

## Job Description

### **Seasonal Warehouse Assistant**

Your impact:

Pick items listed on consumer and customer orders

Verify orders for accuracy

Package orders into appropriate packaging following required shipping procedures

Assist in maintaining inventory levels for packing

Separate and sort parts

Assist in other areas as required

Maintain a clean, safe working environment

Experience, Education & Skills

You have:

Accountability takes personal ownership for delivering and exceeding commitments

Communication promote a free flow of information and communication throughout the organization

Analytical can think critically to make clear, well- reasoned and rational decisions

Ability to complete high volume of work while maintaining accuracy and attention to detail

Ability to prioritize work according to procedures and direction while remaining flexible

Ability to lift a minimum of 60 lbs. unassisted

Ability to stand for long periods of time

Mature judgment, good organizational skills

Good reading and communication skills

Good mathematical aptitude

Ability to work in a team environment.

Qualifications:

High school education or equivalent

1 year order processing experience, preferred

Exemplary attendance and performance

Able to work holidays and weekends as necessary

Flexibility to work overtime on short notice is required

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# Job Information from the Buffalo Employment and Training Center

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NYS Department of Labor Hot Jobs for November 2017

**NY1235826 Buffalo: Lactalis American Group, Inc.: *Technical Sales and Marketing Manager***

**DE4133727 East Aurora: Moog: *Administrative Assistant***

**KeyBank One Day Hiring Event**

**DE4022739**

**Key Bank Contact Center - 6950 South Transit Road, Lockport, NY  
Wednesday, December 13<sup>th</sup> Two Times – 10:00 – 1:00 & 3:00 – 7:00**

**For complete information , contact your closet Career 1-Stop**

Or visit: <http://www.labor.ny.gov/home/>

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# Job Information from the Buffalo Employment and Training Center

December 12, 2017



## Technical Call Center Representative – Service Solutions Center

Location:	Milford, MA	Department:	Service
Employment Type:	Full Time Non-Union	Work Hours:	1 <sup>st</sup> Shift
Requisition Number:	17-0194		

### Description

Milton CAT is seeking a Technical Call Center Operator. Technical call center operators are responsible for assisting customers with technical help and information regarding all machinery that Milton CAT services, sells, or sells parts for. The service provided by the technical call center helps Milton CAT remain a customer-oriented company.

### Essential Duties

- Remains focused on customer service as priority one, ensuring all potential and existing customers who use the technical call center are connected to the correct Milton Cat personnel, with minimum correspondence, regardless of their issue.
- Strong research skills to utilize the information provided by OEMs
- Ability to research component and equipment information to accurately review issue customer is facing
- Utilizes NPR, Caterpillar issued service letters, service magazines, and service bulletins, to assist customer with recognizing and installing updated parts.
- Exercises competency in reading SOS oil sample report results and determines recommended course of action for customers based on these results. Promotes the importance of continued use of the SOS program, with respect to establishing a successful trend analysis program.
- Frequently uses Caterpillar Vision Link to assist customers in determining fault codes, most importantly regarding tier 4 final engine technology.
- Assist sales force with opportunities there are possible parts sales or service opportunities, based on the call outcome.

### Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- 4 years' experience as an Earthmoving shop or field technician on Caterpillar heavy equipment or equivalent.
- Demonstrates proficiency in all mechanical, pneumatic, hydraulic, power train, engine, electric, and electronic systems used on Caterpillar legacy through the newest equipment designs, including tier 4 interim and tier final engine technology.
- Ability to research and assist customers with all allied equipment brands including Genie, Sullair, Noram, Metso, forestry brands including Caterpillar, Prentice, CTR, Timberking, Hydro-ax, Fabtek, and Blount, and paving product brands Bitelli, Barber Greene, and Weiler.
- Proficient knowledge on Caterpillar service and maintenance procedures and recommendations.
- Proficient in the use of a computer and related software (Word, Excel, etc.).
- Ability to work with minimal supervision.
- Ability to perform duties with a sense of urgency while exceeding customer expectations.
- Customer satisfaction driven
- Able to work in a dynamic fast paced environment.
- Proficiency in the use of computers and related software (Word, Excel, Outlook, etc.)
- Strong verbal communication skills.
- Ability to coordinate multiple tasks simultaneously.
- Strong problem solving and organizational skills.

*This job description is not intended to be all-inclusive. Your supervisor may request and assign you similar duties.*

[Apply Online – www.MiltonCAT.com/Careers](http://www.MiltonCAT.com/Careers)

Resumes that are mailed, emailed or hand-delivered to Milton CAT or any employee will not be considered. You must apply online. Background checks, drug testing, and health assessments are required as part of our pre-employment process.

Milton CAT is an equal opportunity employer that values the strength diversity brings to the workplace. We encourage applications from individuals with disabilities, minorities, veterans, and women. Applicants receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, sexual orientation, gender identity, handicap, disability, veteran status, genetic data, or other legally protected status. We base all employment decisions to further this principle of equal employment opportunity. VEVRAA Federal Contractor. EEO/AA employer. Milton CAT is a Drug-Free workplace.

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# Job Information from the Buffalo Employment and Training Center

December 12, 2017



## Sales Representative – Electric Power Generation

Location:	Rochester, NY	Department:	Power Systems
Employment Type:	Full Time Non-Union	Work Hours:	Salary
Requisition number:	17-0196		

Milton CAT is currently seeking an experienced Sales Representative to join our team in Western New York. As the Sales Representative, you will be responsible for the specification and sale of stand-by power solutions which include generators, switchgear and associated technology throughout the territory. This position is responsible for identifying, developing and managing the relationship with key decision makers throughout the development and purchasing process. A successful candidate will provide technical expertise along with the ability to assess the business needs of our customers to provide the best system solution.

### Responsibilities

- Maximize the sale of Caterpillar stand-by power generators and other technologies to customers in a defined sales area.
- Identify, develop and manage new leads by participating and networking at major trade industry conferences, associations and/or exhibitions while promoting the company's capabilities.
- Provide pre-sale technical assistance when reviewing project requirements. Prepare quotes based on technical specifications, present to customer and negotiate the terms of the sale.
- Understand the concepts of electricity and power with the ability to decipher electrical and mechanical drawings. Must be able to read schematics.
- Develop new and manage existing account relationships that will result in sales, service and/or rental growth.
- Meet sales objectives and targets.
- Create timeline schedules and final revised detailed quotations once internal and external negotiations are completed.
- Utilize Milton CAT sales tools and processes (i.e. Customer Relationship Management, Customer Solutions Quoter, etc.).
- Formulate call plans and conduct sales calls per plan to aid in the negotiation of the sale.
- Utilize Customer Relationship Management tools to manage appointments, customer interactions and account details.
- Maintain current product knowledge on features and benefits of all equipment offered by the dealership.
- Monitor competitive activity and products.
- Maintain current knowledge of financing options to assist customers with securing the purchase of new equipment.
- Attend sales training, sales meetings, events and seminars.
- Responsible to generate and refer leads for rental generators, load banks or compressors.

### Minimum Educational Requirements

Associate's Degree in electrical technology, mechanical technology, business administration, communications or related field required. Equivalent education and relevant work experience may be considered in lieu of an associate's degree.

### Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required.

- Requires 1-3 years of power systems equipment technical sales experience.
- Excellent negotiation skills.
- Ability to work flexible hours to meet customer needs.
- Ability to understand and communicate basic financing with customers.
- Proficient in the use of a computer and related software (Word, Excel, etc.), including business systems.
- Strong written and verbal communication skills.
- Detail oriented individual with excellent organizational and problem solving skills.
- Ability to analyze and interpret basic sales reports.
- Proven track record demonstrating ability to consistently achieve and exceed goals.
- Detail oriented with a high level of accuracy.
- Ability to identify and exceed customer expectations while managing a high volume of workload in a dynamic fast paced environment with sense of urgency performing duties.
- Must have and maintain a clean driving record.
- Travel throughout the Milton CAT territory and outside of the Milton Cat territory as needed.

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# Job Information from the Buffalo Employment and Training Center

Cont.

## Preferred Qualifications

- Previous technical sales experience.
- Ability to obtain federal government security clearance.
- Familiarity with Customer Relationship Management software.

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# Job Information from the Buffalo Employment and Training Center

December 12, 2017



## Sales Representative – Electric Power Generation

Location:	Buffalo, NY	Department:	Power Systems
Employment Type:	Full Time Non-Union	Work Hours:	1 <sup>st</sup> Shift
Requisition number:	17-0195		

Milton CAT is currently seeking an experienced Sales Representative to join our team in Western New York. As the Sales Representative, you will be responsible for the specification and sale of stand-by power solutions which include generators, switchgear and associated technology throughout the territory. This position is responsible for identifying, developing and managing the relationship with key decision makers throughout the development and purchasing process. A successful candidate will provide technical expertise along with the ability to assess the business needs of our customers to provide the best system solution.

### Responsibilities

- Maximize the sale of Caterpillar stand-by power generators and other technologies to customers in a defined sales area.
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- Meet sales objectives and targets.
- Create timeline schedules and final revised detailed quotations once internal and external negotiations are completed.
- Utilize Milton CAT sales tools and processes (i.e. Customer Relationship Management, Customer Solutions Quoter, etc.).
- Formulate call plans and conduct sales calls per plan to aid in the negotiation of the sale.
- Utilize Customer Relationship Management tools to manage appointments, customer interactions and account details.
- Maintain current product knowledge on features and benefits of all equipment offered by the dealership.
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Associates Degree in electrical technology, mechanical technology, business administration, communications or related field required. Equivalent education and relevant work experience may be considered in lieu of an associate's degree.

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