



Monarch Staffing is Hiring!

Click the links to read the full job description & apply!

The flood gates have opened & we are busier than ever staffing jobs!

We are super excited to help you get back to work.

Call our main number at 610-604-0202 or email info@monarchstaffing.com with your latest resume & someone will contact you to talk you about where your skill set fits best with our open positions.

HIRING IMMEDIATELY

Ballot Monitors | \$15/HR | Chester County

3 week project running October 13 – November 3

20 people needed to work onsite at various Chester County Libraries

Monday- Friday 9AM-7PM & Saturday-Sunday 12PM-2PM

Work part time, full time, or mix hours! Must work at least 2 shifts.

Contact Andy at AStecker@monarchstaffing.com

Ballot Counters | \$15/HR | West Chester

150 people needed to work a temporary 1 week position from November 2-November 6

50 people per shift needed! 7AM-3PM, 3PM-11PM, 11PM-7AM

Contact Laura at Info@monarchstaffing.com

Sign Up Voters | \$13.50/HR | Delaware County

Travel required! Visit various locations week to week in Delaware County to help people sign up for the 2020 presidential election! Receive a \$2 per hour bonus at the completion of the job. Hours are Monday-Friday 10AM-6PM, Saturday-Sunday 10AM-3PM. Full time and part time spots available!

Contact Nick at Npacitti@monarchstaffing.com

Registration Assistant | \$15/HR | Chester County

20 people needed for a temporary project at multiple locations around Chester County. The Registration Assistants will be helping people sign up to receive their preventative flu shot.

Contact Andy at AStecker@monarchstaffing.com

Customer Service Reps | \$15/HR | Media, PA

Jobs.MonarchStaffing.com

6 people needed to start Monday September 21.
Work 9AM-6PM with a 30 minute lunch and two 15 minute breaks. Free parking!
Contact Laura at Lkasper@monarchstaffing.com

Telephone Survey Reps | \$11/HR | Work From Home!

Work Monday-Friday 3PM-9/10PM OR Saturday 10AM-6PM & Sunday 3PM-9PM.
Must have Windows 10 to qualify! Great for kids home from school, retirees, or anyone that wants to work from home part time! Must work at least 4 days.
Contact Jen at JFransen@monarchstaffing.com

Account Manager/Customer Liaison | \$19/HR | Aubudon

Troubleshoot issues with clients for immediate resolution & provide timely and effective follow through.
Organization skills and great communication are essential.
Contact Jen at JFransen@monarchstaffing.com

Greeters/Runners | \$13.50/HR | Media, PA

2 Greeters and 2 Runners needed to assist with the voting process in Delaware County.
This is a highly active position with a lot of walking!
Contact Nick at Npacitti@monarchstaffing.com

Call Center | \$13.50/HR | Media, PA

Hiring 10 Call Center Representatives to handle inbound calls answering questions about voting!
Shifts are Monday – Friday 8:30AM-5PM & Saturday 10AM-2PM
This is a temporary project running September 9 – November 4
Contact Laura at LKasper@monarchstaffing.com

DIRECT HIRE POSITIONS

EXEC. ASSISTANT BUSINESS COORDINATOR - \$45K/YR – CRANBURY, NJ

INVESTMENT CLIENT ASSOCIATE - \$65K/YR – CONSHOCKEN

PARALEGAL - \$50K/YR – BERWYN

PARAPLANNER - \$65-\$75K/YR – DOWNINGTOWN

PRODUCTION SUPERVISOR BILINGUAL - \$50K/YR – READING

QUALITY ASSURANCE MANAGER - \$80L/YR – NEW JERSEY

SALES REP HOME IMPROVEMENTS - \$14.42/HR + COMMISSION – MAINLINE

TEMP-TO-HIRE POSITIONS

CUSTOMER SERVICE REPRESENTATIVE - \$15/HR – SPRINGFIELD

FACILITIES/CUSTODIAN ASSISTANT - \$16/HR – WAYNE

LEGAL ADMIN - \$18/HR – BLUE BELL

MEDICAL SECRETARY - \$16/HR – BROOMALL

OFFICE ASSISTANT - \$15/HR – PLYMOUTH MEETING

OPERATIONS ASSISTANT - \$21/HR – PHILADELPHIA

RECEPTIONIST - \$15/HR – FOLCROFT

TELLER (PART TIME) - \$16/HR – WEST CHESTER

TEMPORARY POSITIONS

ACCOUNTANT - \$26/HR - MALVERN

ADMINISTRATIVE ASSISTANT - \$16/HR – WEST CHESTER

ADMINISTRATIVE ASSISTANT - \$16/HR – MALVERN

ADMINISTRATIVE CLERK - \$13.50/HR – MEDIA

BOOKSTORE CLERK - \$13/HR – PHILADELPHIA

BOOKSTORE CLERK - \$13/HR – BETHLEHEM

CUSTOMER SERVICE REPRESENTATIVE - \$15/HR – FOLCROFT

IT HELPDESK TECHNICIAN - \$20/HR – CONCORDVILLE

LICENSED HEALTH AGENT - \$19/HR – BLUE BELL

MAILROOM CLERK - \$13.50/HR – CHESTER

PARALEGAL - \$23/HR – WEST CHESTER

PURCHASING REP - \$20-\$22/HR – BERWYN

SALES SUPPORT COORDINATOR - \$16/HR - POTTSTOWN

SENIOR ACCOUNTANT PART TIME - \$35-\$40/HR – BLUE BELL

Send your resume at any time to Resumes@monarchstaffing.com
or call 610-604-0202 to speak with a Recruiter!

Check out the most updated list of open positions at any time at
JOBS.MONARCHSTAFFING.COM