



your talent is in demand.



**RANDSTAD Current Openings:**

**Data Entry Clerk \$15-16/hour (9:30am-6pm-Flex for Overtime-Remote)**

- Enter data from physical and digital documents into database
- Check and verify information for accuracy
- Update internal reports and spreadsheets
- Manage workload to ensure that priority items are completed quickly
- Ability to work from home in an office setting

**Mail Clerk \$14-15/hour (AM and PM shifts available, Flex for Overtime)**

- Lift up to 50lbs, Stand for prolonged periods
- Record information about accuracy/errors and damaged items
- Sort mail into various categories based upon printed materials
- **Entry Level position, no experience needed!**

**Warehouse Administrative Assistant \$15-16/hour (6am-3pm, Flex for Overtime)**

- Data entry of critical information into company systems
- Review of internal and external documents and information for accuracy
- Strong computer skills required, Microsoft Office proficiency
- Compiling data from various onsite departments and updating reports
- High attention to detail

**Machine Operator \$14.50-15/hour (5pm-1:30am – Must be available 5pm-5am during busy weeks)**

- Ability to stand for extended periods and operate a large mail machine
- Track work running through the machine, making sure that it is running correctly
- Work with Team Leads, Operator Helpers, and Material Handlers to ensure a steady flow of work
- **Entry Level position, no experience needed**

**Porter \$14/hour (5pm-5am or 5am-5pm, some weekend work may be required)**

- Sweeping and cleaning warehouse floors
- Break up boxes
- **Entry Level position, no experience needed**

**Pallet Jack/Forklift Operators \$15-18/hour (AM and PM Shifts Available)**

- Operating a ride-on electric pallet jack to move materials around the warehouse
- Previous experience operating warehouse equipment
- Ability to stand and lift up to 50 lbs throughout the shift

**Print Machine Operator \$15-\$16/hour (11:30pm-7am / 7:30am-4pm, Flex for Overtime)**

- Operate print machines to ensure that they are working at peak efficiency
- Manage incoming work to be printed, making sure that everything is being printed correctly
- Prioritize printing jobs based upon the most urgent work to meet important deadlines

**Randstad Offers:**

**Desirable benefit packages:** medical/dental/vision, life insurance, disability insurance, 401K, Holidays, DD & payroll debit cards.

**How to Apply:** Applying is easy, go to our website <https://www.randstadusa.com> or download our Randstadjobs App on your phone. Complete the on-line application and attach your resume, a Randstad representative will reach out to you within 24-48 hours.

*Resumes may also be submitted via email or in person, contact information below.*

**Randstad Contact**

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