



**BROOKLYN NAVY YARD DEVELOPMENT CORPORATION
EMPLOYMENT CENTER - JOB OPENINGS**

63 Flushing Avenue - Unit 300
Brooklyn, New York 11205
1(718) 907-5996
1(718) 852-1648 (Fax)

Job Order #	Dated Posted	Job Title	Job Description	Salary	Full/Part Time	Job Requirements
23392	1/27/12	Picker/Packer (Overnight)	Pick and Pack orders. Some lifting required, must be able to speak Spanish. These positions are overnight- must be able to work 4pm- 12am.	\$7.50/hr.	F/T	
23391-C		Barista	<p>Must have experience working in food and beverage retail.</p> <p>Excellent customer service is a must. Candidates will be expected to interact with all levels of management in the firm, providing assistance with food and beverage orders. Experience working with coffee drinks and food is a plus. Must be able to maintain a clean space, as the location is open to the public. Food handler license is a bonus.</p> <p>Must have an outstanding personality. Veterans are preferred.</p>	\$12/hr.	F/T	
23390-C	1/27/12	Mailroom Clerk	<p>Must have experience working in a mailroom.</p> <p>Attention to detail is a must. Candidates</p>	\$12/hr.	F/T	<ul style="list-style-type: none"> • Must have email room experience



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			<p>will be expected to read packages and check them into postal system, deliver packages to senior management of the firm, and track any packages that are en route. Must be able to prioritize responsibilities, lift at least 25 lbs., and have experience working in Excel (candidates will be tested).</p> <p>Must have an outstanding personality, excellent customer service is a must. Veterans are preferred.</p>			
23389-C	1/27/12	Security	<p>Must have experience as a security guard with 8 and 16 hour certificates, as well as, NY State license. Ability to stand for long periods of time, and attention to detail. Must have an outstanding personality, as the security position will be in a professional atmosphere. This position requires OVERNIGHT hours, ending at 2am- must be flexible.</p> <p>Excellent customer service is a must. Veterans are preferred.</p>	\$12/hr.	F/T	<ul style="list-style-type: none"> • 8 & 16 Hour Certificates • NYS License



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23388-C	1/27/12	Customer Service Rep.	<p>Ability to perform excellent customer service in a sales atmosphere. Working as an assistant in a laundromat, assisting customers with orders, and offering additional services to high end clientele. Must be able to use computer systems (any candidate will be tested), and perform tasks in a thoughtful manner.</p> <p>For the right candidate there are opportunities for growth in a variety of capacities as company is expanding. Must have experience working with members of the public, and be a refined professional.</p>	\$12/hr.	F/T	<ul style="list-style-type: none"> • Good Customer Service
23387-C	1/27/12	Housekeepers	<p>Ability to perform cleaning tasks including: mopping, sweeping, maintenance of carpeted areas, and other housekeeping duties. Flexibility in scheduling is a must; there are some contracts that are for daytime hours, but most are cleaning commercial office spaces (cleaning is done after hours). Work hours vary- no weekends.</p>	\$8.50/hr	P/T	<ul style="list-style-type: none"> • Good Customer Service



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			Experience using green cleaning techniques and products is a plus, but willing to train. Must have a positive demeanor and excellent customer service (some cleaning will take place in private residential facilities).			
23384-C	1/24/12	Nighttime Supervisor	Supervise pickers and packers and those on the distribution floor. Skills: Bilingual Spanish/English (must). Able to work well with others. Computer skills necessary, experience with excel spreadsheet. Experience with E-commerce/ garment (plus)	\$30K-\$40K	F/T	<ul style="list-style-type: none"> • Some college • Knowledge of excel
23380-C	1/20/12	Electrical Estimator	<ul style="list-style-type: none"> • Contact and coordinate with facilities, vendors, subcontractors and bonding companies. • Read and interpret contract drawings to determine components and labor required for installation. • Estimate Federal, State, Municipal, Public and Private Projects. • Formulate and Process Schedule of Values, payment requisitions claims and back-charges. 	DOE	F/T	



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			<ul style="list-style-type: none"> • Familiar with "Accubid", "Bid Master", "Con-Est", "McCormick", "Vision", "Infosoft", Computer Estimating Programs or Spreadsheets. • Attend Pre-bid, Kick-off and Project Meetings. • Competent in AutoCad. • Familiar with take-off & installation procedures of services, distribution, lighting & dimming systems, nurse call, intercom and P.A. Systems, BMS, feeder/branch conduit/wire/cable. • Assist in Formulation of Schedule of Values, payment requisitions, claims & back-charges. 			
23378-S	1/20/12	Electrician	<ul style="list-style-type: none"> • Must have electrical experience • Must have more than 5-10 years experience working in a manufacturing environment. • Must have experience working with various motors, lighting, window displays and using a laser cutter. • Must have an eye for detail and know 	BOE	F/T	



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			how to paint. • Must be able to work with little to no direction. • Computer skills a must.			
23376-S	1/10/12	Bookkeeper	• 2 years Bookkeeping exp, excellent telephone etiquette, outstanding customer service. • Professional appearance and experience • Must be comfortable being the “go-to person” in the office. • Will also be responsible for receptionist/administrative duties and accounts receivable.			• High School Diploma/GED • Must know Peachtree or QuickBook, proficient in Excel and excellent writing skills in Microsoft Word • Overall great understanding of computer software systems.
23373-S	1/4/12	Drivers	Fish wholesaler seeks experienced driver to drive company van to make deliveries. • Must be able to lift 50lbs. • Knowledge of Brooklyn, Queens and Manhattan • Must be able to work in cold environment. • Must be dependable and goal driven	\$8-12/hr	F/T	Bi-lingual helpful
23372-S	1/4/12	Maintenance Supervisor	• Supervises the maintenance staff at	\$40-50K	F/T	



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			<p>building worksites consisting of both residential and commercial spaces</p> <p>Responsibilities: Supervise and train building superintendents (supers) and other maintenance staff (e.g., porters). Ensure that the staff is clear about their responsibilities, obligations, and rights. Oversee and manage building maintenance and repairs schedule and quality. As needed, assist in prioritizing jobs, in collaboration with the Director of Maintenance. Maintain constant communication with the supers and the porters, keeping track of their whereabouts and their work progress. Monitor use of equipment, material and supplies by supers and porters. Assist the Director of Maintenance in developing work-scopes for buildings.</p>			
23371-S	1/4/12	Porter	<ul style="list-style-type: none"> • Maintain the floors by sweeping, mopping and buffing. • Maintain sanitary conditions by removing waste and any other harmful material. • Clean all light fixtures and change any 	\$10/hr.	F/T.	<p>High School Diploma/GED</p> <p>Maintenance experience</p> <p>Good interpersonal skills</p>



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			<ul style="list-style-type: none"> bulbs as needed. • Prepare vacant apartments for livable condition by removing and cleaning all debris. • Clean and mo hallways, stairs, and elevators as needed. • Clean and maintain sanitary conditions for all vestibules. • Remove snow and ice from sidewalks. • Maintain storage area and ensure adequate storage for all materials. • Any additional tasks as directed by the superintendent. 			Must have good organizational abilities and time management skills Bi-lingual a plus Boiler repair experience preferred
23370-S	1/4/12	Superintendant	<ul style="list-style-type: none"> • Will be responsible for the daily maintenance of rental buildings and reports to the Buildings' Operations Manager. • General cleaning and maintenance of common areas i.e., roofs, sidewalks and yards. • Prepare vacant units for occupancy. • Minor plumbing, painting, electrical repairs, sheet rocking and plastering. • Maintain all operating systems (boilers, 	\$14-15/hr.	F/T	High School Diploma/GED



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			compactors etc.). <ul style="list-style-type: none"> • Fill and complete all work orders. • Daily, weekly and monthly inspections of all areas. • Previous super or handyperson experience and able to make minor plumbing and electrical repairs. • Knowledge of boilers and major systems. • On call 24 hours a day, 7 days a week for emergencies. <p align="center">This is a live in position</p>			
20860-S	1/4/12	Upholstery Installer	<ul style="list-style-type: none"> • Creative individual with some knowledge of high-end upholstery business. • Experience is helpful but not necessary. Willing to train the ideal candidate. • Must know how to install windows 	\$8-15/hr.	F/T	High School Diploma/GED Bi-lingual is helpful Must have a valid driver's license
23369-S	1/4/12	Carpenters	At least 3 yrs experience in Civil Construction e.g., Concrete forms, Typing rebar, Sheeting and Shoring. Should possess a valid driver's license. OSHA 10 hr, 30 hr and 40 hr Hazwoper a plus.	\$18/hr.	F/T	High School Diploma/GED



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			Ability to work under a strict schedule to meet completion dates for projects.			
23368-S	1/4/12	Laborers	At least 2 yrs experience in Civil Construction e.g. Hand Excavation, Concrete Rebar. Should possess a valid driver's license. OSHA 10 hr, 30 hr and 40 hr Hazwoper a must . Ability to work under a strict schedule to meet completion dates for projects.	\$12-14/hr.	F/T	High School Diploma/GED
23364-S	12/19/11	Job Readiness Instructor	Responsible for implementing the job readiness curriculum. Other duties will include supporting applicant recruitment, assessment and selection as well as graduate retention and advancement support. Primary responsibilities will include: Implement, revise and evaluate the existing job qualifications.	BOE	F/T	Bachelor's Degree Min. of two years of relevant reaching and/or group facilitation experience required Exp. teaching and/or facilitating groups of individuals with barriers to employment preferred Excellent communication skills



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23361-S	12/14/11	Singer Operator	Singer Operator, operate a sewing machine and produce completed clothing products. Minimal English is necessary for this position.	\$7.25/hr If the person can produce more pieces they will receive an increase in pay.	F/T	Sewing experience Able to work hours 8am-4: 30 pm Mon-Fri
23344-S	11/29/11	Senior Property Manager	Oversee all the daily operations of the residential portfolio Manage the building staff and supervise their repairs, preventive maintenance and improvements Maintain occupancy levels and tenant retention Lease administration including processing new applications, executing leases & lease renewals Interact daily with tenants and complete all administrative duties as required to maintain a positive relationship with the residents Supervise contract administration and vendor management	BOE	F/T	High School Diploma/GED Ability to use property management software efficiently and effectively. 3- 5 years experience in an on-site property management office Ability to multi task and prioritize multiple duties



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			Experience with DHCR filings. Knowledge of capital projects.			
23342-S	11/23/11	Resident Manager	Will work along with the property manager to maintain the physical building in excellent condition to assure tenant and building safety.	\$35,000 - 39,000 Annually	F/T	Three years exp as a full charge superintendent or resident manager Previous supervisory exp. Certificate of Fitness for Fire Alarm & Sprinkler System Computer Literacy, good knowledge of Microsoft Windows XP, MS Excel 2003, MS Word 2003 Experience with energy efficient systems/ maintaining green building a plus Bi-lingual
23341-S	11/18/11	Counselor	The Counselor is responsible for outreach, intake & assessment individual counseling and follow-up; small group counseling; and case records management and reporting	\$35-42K Annually	F/T	Bachelor's Degree Proficiency in Microsoft Office (Word, Excel, Outlook)
23339-S	11/15/11	General Maintenance	Responsible for the general upkeep of the	\$12.00/hr.	F/T	High School



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			facilities and grounds			Diploma/GED Experienced in operating a wide array of equipment and tools (large snow blower, cherry picker lift, buffing machine, stripper) Able to drive a golf cart Must be able to work all schedules
20499-S	10/24/11	Medical Biller	Experience with medical billing. Must be a self-starter with a pleasant personality. Must have general office skills as well as basic understanding of the computer. Must be hardworking, have initiative and willingness to learn.	\$11.00/hr.	F/T	High School Diploma/GED
23314-J	10/20/11	Security Officer	Ideal candidate has previous job experience	\$10.00/hr.	P/T	Must have High School Diploma/GED NYS Security Guard



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						License. 8/16 hr cert.
23289-S	09/23/11	Maintenance Technician	Must have exp. working PLC and/or mechanical and/or electrical or hydraulic installation. Experience with production line maintenance and for facility maintenance for existing building.	BOE	F/T	High School Diploma/GED 2 yr min. exp. in manufacturing environment Must have 3 phase and single-phase electrical experience.
23284-S	09/22/11	Electrical Engineer	Must be able to read blueprints. Must have electrical experience. Must have experience in understanding estimating and contracting.	BOE	F/T	High School Diploma/GED Skilled in Auto CAD & Excel.
23276-S	09/16/11	CNC Machinist	Assist with high-end projects. Knowledge of common metal shop tools/equipment Must have experience using 4 axis vertical milling center for machine, stainless steel, carbon steel, aluminum and brass.	BOE	F/T	Some College Skilled in Auto CAD & CNC.
23275-S	09/16/11	Craftsman	Assist with high-end projects. Knowledge of common metal shop tools/equipment. Assemble raw materials.	BOE	F/T	Some College Skilled in Auto CAD & CNC



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			CNC creating parts using various welding techniques.			

2/1/2012