

# Kelly Science, Engineering, Technology & Telecom

Position	Education	Experience	Area	Division	Recruiter / Email Address
<b>Quality Representative</b>	Associate Degree in Engineering, Science, or related area	Excellent computing skills including MS OfficeSuite. Excellent written and verbal communication skills and interpersonal relationship skills. Able to read, write, understand, and speak English. Extensive knowledge and use of documentation systems. Full knowledge in label printing systems.	Añasco	Kelly Engineering Resources	Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a>
<b>Analyst-Planner/Buyer</b>	Bachelor's degree	Three (3) years of previous related experience. Experience in purchasing and/or production control. Experience with Lean environments. APICS (American Production and Inventory Control Society) certification is preferred. Proven expertise in Microsoft Office Suite, including Access, Excel, and Word; ERP. Excellent written and verbal communication skills and interpersonal relationship skills including negotiating and relationship management skills	Añasco	Kelly Engineering Resources	Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a>
<b>Customer Service Supply Chain Manager</b>	Bachelor's degree in Industrial Engineering, Business administration or related discipline	Minimum of three (3) years of experience in Customer Service, Scheduling, Supply Chain or Manufacturing Coordination area within manufacturing environment. PC Proficiency including knowledge of Excel, Mapics and Microsoft Outlook. Bilingual – English\Spanish with good oral and written communication skills.	Arecibo	Kelly Engineering Resources	Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a>

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<b>Maintenance Technician</b>	Associate's degree in Engineering, Electricity, Refrigeration, Mechanics, Stamping or Electronics	Have a Licensed Electrician, Plumbing, Refrigeration Technician and / or Certificate in Mechanics or Electronics. Minimum of seven (7) years of experience in an industrial manufacturing environment focused on maintenance or facilities. Driver's License – Valid.	Arecibo	Kelly Engineering Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>
<b>OPEX Technician</b>	Bachelor of Science, Business Administration or Engineering	Minimum 3 years of related experience in the manufacturing industry. Computer Knowledge (MS Office). Good interpersonal relationships. Experience in continuous improvement (e.g. Lean, 5S, Six Sigma, Kaizen, etc.). Technical and manufacturing skills and/or materials. Presentation skills. Oral and written communication skills. Bilingual (Spanish and English). Available to work 1st and 2nd shift.	Arecibo	Kelly Engineering Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>
<b>Quality Technician</b>	Bachelor of Science, Quality Control, Electronic Technology, Engineering or Business Administration, preferably	Minimum 3 years of experience in Quality. Computer Knowledge (MS Office). Good interpersonal relationships. Knowledge in measurement and tools (caliper, micrometer, etc.) Knowledge and interpretation in Cartesian coordinates. Drawing reading skills, engineering drawings, analysis, and documentation handling. Knowledge of ISO 9001. Oral and written communication skills. Bilingual (Spanish and English). Available to work 1st and 2nd shift.	Arecibo	Kelly Engineering Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>

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<b>Mechanic-Forklift</b>	Technical degree in Mechanics	Previous experience in maintenance and repair crown forklifts and other brands. Knowledge in the handling and documentation of "up daily, service int" and "travel"; among other tasks. Available to work daytime.	Caguas	Kelly Engineering Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>
<b>Occupational Nurse</b>	Bachelor of Science in Nursing or Master of Occupational Nursing, Credits for Occupational Nursing Courses	Nursing experience, preferable one (1) year of experience in Occupational Nursing. License: Graduated Nurse License (RN). Associate with the College of Nursing Professionals of Puerto Rico. Certificates of continuing education. Certificates in force to practice audiological examinations and spirometry, First Aid, CPR, among others.	Carolina	Kelly Scientific Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>
<b>Technical Facilitator</b>	Technical degree, associate, or high school, preferably in any IT discipline	If the candidate does not have a degree, he must have previous experience in the technical support field. Knowledge in Photocopier, Printers, Scanners, or related equipment. Comply with daily customer demands by solving basic situations related with the equipment. Candidate must have previous experience working with Print Shop equipment.	Cidra	Kelly IT Resources	<b>Arlene Herrera / <a href="mailto:ARLH969@kellyservices.com">ARLH969@kellyservices.com</a></b>
<b>IT Call Center Technical Support (Help Desk)</b>	Two (2) years of university studies, possess technical certification A+ and Network +.	One (1) year of experience providing technical support to PCs and peripheral equipment. Experience in teamwork. The candidate must be available to work 40 hours per week; and must be available to work remotely and at the call center facility.	Cupey / Remoto	Kelly IT Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>  <b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>

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<b>Set Up Operator</b>	Preferably Associate Degree in Industrial or Electromechanical Mechanics, or High School Diploma and previous experience	Two (2) years of previous experience as an Equipment Operator, Set-Up, or Mechanic in the medical equipment manufacturing industry or in some food, cosmetics, or pharmaceutical manufacturing facility. Available to work any shift, any day of the week.	Fajardo	Kelly Engineering Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>
<b>Manufacturing Supervisor</b>	Bachelor's Degree Operations Management, Engineering, or relevant course of study	One (1) year; related experience with supervisory skills in a manufacturing environment. Five (5) years, previous experience in a manufacturing environment, preferably medical devices	Fajardo	Kelly Engineering Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>
<b>Archaeologist</b>	Graduated degree in Archaeology, Anthropology, or closely related field	At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management. At least four months of supervised field and analytic experience in general North American Archaeology.	Guaynabo and Remote	Kelly Scientific Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>
<b>IT Project Manager</b>	Bachelor's degree or higher in Engineering, Information Systems, or related PM discipline	Project Management Professional (PMP) certification a plus. Bilingual (English/Spanish) Competent and strong understanding of project system life cycle (SDLC), business processes and operating systems. Availability to travel 20% of time. Working conditions vary from Office or remote work	Guaynabo	Kelly Engineering Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>
<b>Mechanical Design Engineer (Kelly Direct)</b>	Bachelor's Degree in Mechanical Engineering from an Accredited Institution	Minimum of 5 years of relevant experience. Current PE registration. Experience in the latest version of AutoCAD. Proficient in MS Excel and Word. Experience designing mechanical systems for Power Plants, HVAC, ductwork, piping,	Guaynabo	Kelly Engineering Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>

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		plumbing and fire protection.			
<b>Technical Facilitator</b>	Technical degree, associate, or high school, preferably in any IT discipline	If the candidate does not have a degree, he must have previous experience in the technical support field. Knowledge in Photocopier, Printers, Scanners, or related equipment. Comply with daily customer demands by solving basic situations related with the equipment.	Island wide Metro North East area	Kelly IT Resources	<b>Arlene Herrera / <a href="mailto:ARLH969@kellyservices.com">ARLH969@kellyservices.com</a></b>
<b>Set Up Operator III</b>	Technical course, or associate degree completed in Mechanics, Instrumentation, Tool & Die or Electrical	Set Up operator will work with precision equipment. Some machines are controlled by computers and operators will need to work with CAD / CAM technology. Operator need to read and understand blueprints, schematics, models, and other specifications. Work with heavy machinery from installation to operation. Machine operators can work with computer-controlled equipment or more mechanically based machines to make sure they are set up correctly, working well, and producing quality products. Available to work any shift, any day of the week.	Las Piedras	Kelly Engineering Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>
<b>Manufacturing Supervisor</b>	Bachelor's Degree in Industrial, Mechanical or Electrical Engineering	At least 1-2 years of supervisory experience providing work direction to people in a manufacturing environment. English and Spanish written and speaking.	Las Piedras	Kelly Engineering Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>
<b>Sr. Quality Assurance Scientist</b>	Bachelor's degree in Science (Chemical, Engineering, Biology, Pharmacy or Microbiology)	Six (6) years of experience in Quality Assurance responsibilities in a pharmaceutical industry, or experience in manufacturing operations of Oral Solid Dosage and Parenteral Products Manufacturing. Fully bilingual (Spanish/English)	Manatí	Kelly Scientific Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>

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		communication skills, both written and verbal. Proficient knowledge of computer systems (Microsoft Office etc.) and applications like Track wise and SAP.			
<b>Aseptic Process Support Sr. Specialist</b>	Bachelors' degree in Microbiology	Originates, evaluates, and implements Microbiology Laboratory Change Controls following company's procedures and policies ensuring the accuracy of the information and closing with established period	Manatí	Kelly Scientific Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>
<b>Quality Lab. Analyst</b>	B.S. degree in Science with a major in Chemistry, Biochemistry, Industrial Chemistry, Biology or Medical Technology	One (1) year of experience in a Pharmaceutical environment. Strong knowledge in computer applications and appropriate software packages. Proficient in working with analytical data collection and documentation or other information related to laboratory environment.	Manatí	Kelly Scientific Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>
<b>Microbiologist</b>	Bachelor Degree in Biology, Biotechnology, Medical Technology, Microbiology, or Industrial Microbiology	One (1) year of working experience in a Microbiology Laboratory of a Pharmaceutical Industry. Knowledge in laboratory aseptic procedures in a pharmaceutical industry. Knowledge of compliance requirements, cGMP, GLP and FDA regulations and the ability to interpret and apply them. Knowledge in general laboratory instrumentations such as incubators, sterilizers, oven, scales, pH meters, air samplers, microscopes, Biohazards, UV, densitometer, conduct meter and Laminar Flow Hoods. Willing to work irregular hours, rotative shifts, weekends and holidays, when necessary.	Manatí	Kelly Scientific Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>

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<p><b>Research Investigator</b></p>	<p>BS Degree in Natural Science in Biochemistry or Chemistry or Master Degree</p>	<p>Master Degree with at least (2) two years' experience in pharmaceutical industry in method development/transfer of biomolecules. PhD Degree with experience in handling, analysis, and method development of biomolecules. Technical knowledge of proteins handling and analysis with specific experience in biomolecules method optimization and troubleshooting. Broad experience with analytical instrumentation and techniques (e.g., HPLC, GC, UV, FTIR, MS, CE, SDS-PAGE, SEC, ELISA). Willing to work irregular hours, rotative shifts, weekends and holidays, when necessary.</p>	<p>Manatí</p>	<p>Kelly Scientific Resources</p>	<p><b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b></p>
<p><b>Manufacturing Documentation Reviewer</b></p>	<p>B.S. in Natural Science (Chemistry, Microbiology, Biology) or related fields</p>	<p>At least one to two (1-2) years of experience in a regulated environment. Manufacturing or Quality experience, preferable in a documentation function. Computer literate (knowledge on Microsoft Word, Microsoft Excel, Microsoft Power Point, QC-Main and SAP).</p>	<p>Manatí</p>	<p>Kelly Scientific Resources</p>	<p><b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b></p>
<p><b>Risk Management Facilitator</b></p>	<p>Bachelor's Degree in Science (Microbiology, Chemistry, Engineering or Pharmacy), Business Administration, Industrial Organizational Psychology or Education</p>	<p>Five (5) years of experience in the Pharmaceutical industry and (3) years of experience in the risk management area and/or a similar function within the Pharmaceutical industry. Strong knowledge in Risk Assessment tools such PFMEA, FTA, Root Cause Analysis Knowledge of manufacturing processes such as: solid dosage, aseptic filling, cleaning, packaging, and inspection. Experience working with</p>	<p>Manatí</p>	<p>Kelly Engineering Resources</p>	<p><b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b></p>



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		manufacturing documents, change controls and regulatory. Fully Bilingual (English and Spanish) written and oral. Willing to work irregular hours, rotated shifts, weekends, and holidays.			
<b>Operational Excellence Specialist</b>	Bachelor's Degree in Natural Sciences or Engineering	<p>Three (3) years of working experience within a manufacturing environment with at least two (2) years of experience leading continuous improvement projects / initiatives in a pharmaceutical, manufacturing, or medical device.</p> <p>Knowledge of a combination of Lean Manufacturing, Six Sigma or similar is required.</p> <p>Bilingual Spanish/English. Both written and verbal are required. Willing to work irregular hours, rotating shifts, weekends, and holidays, when necessary</p> <p>Proven Statistical knowledge and practice.</p>	Manatí	Kelly Engineering Resources	<b>Lymaris Ortiz / <a href="mailto:ortizly@kellyservices.com">ortizly@kellyservices.com</a></b>
<b>Manufacturing Mechanic</b>	Technical' s Degree Mechanical Field	<p>Knowledge in the following equipment: Fluid Bed Dryers/Granulators like Vector and Niro, Fette Compression machines, Accela Cotta Coting Pans and V-blenders. Sets-up and trouble shoots machinery for mechanical, electrical and/or pneumatically problems following applicable procedures (set-up procedures, operating procedures and troubleshooting guide). Available to work any shift, any day of the week.</p>	Manatí	Kelly Engineering Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>
<b>Packaging Mechanic</b>	Technical' s Degree Mechanical Field	<p>Knowledge in the following equipment: Matteer Burt Powder Filler, Merrill Tablet filler, Cremer tablet/capsule filler, New</p>	Manatí	Kelly Engineering Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>



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		Jersey machine labeler, Sancoa labeler, Pneumatic Scale Capper, Omega unscramble, Jones Cartoner, Serialization process with Optel System. Sets-up and trouble shoots machinery for mechanical, electrical and/or pneumatically problems following applicable procedures (set-up procedures, operating procedures and troubleshooting guide). Available to work any shift, any day of the week.			
<b>Web Site Manager</b>	A Degree in Marketing or a related area	Minimum 2 years of experience in digital media. Good knowledge of Photoshop, Adobe Premier or other editable digital programs. Experience working with visual communication methods. Knowledge in page designing using WordPress. Experience working with digital information. Bilingual English/ Spanish.	Metro	Kelly IT Resources	<b>Arlene Herrera / <a href="mailto:ARLH969@kellyservices.com">ARLH969@kellyservices.com</a></b>
<b>Pharmacy Technician</b>	Pharmacy Technician License / Certificate of Registration	Minimum one (1) year of pharmacy experience. Knowledge in PrimeRX, RX30. Availability to work different schedules.	Metro	Kelly Healthcare Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>
<b>Laboratory Technician</b>	Bachelor's degree in chemistry, analytical chemistry, or a related field from an accredited university	At least two (2) years of experience as a laboratory technician. Strong scientific background and hands-on laboratory experience required. Working knowledge and hands-on experience with ICP-OES is highly desirable. Demonstrated ability to write correspondence and reports. Computer literacy, experience, and knowledge with laboratory software.	Metro	Kelly Scientific Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>
<b>Machine Technician</b>	Associate Degree in	Three (3) years or more of experience on: Radio	San German	Kelly Engineering Resources	<b>Marieli Ramos / <a href="mailto:ramosma@kellyservices.com">ramosma@kellyservices.com</a></b>

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	Mechanics, Electronics, Tool Die or equivalent, or Bachelor degree in Electronic Engineering Technology	Frequency Heat Sealing equipment, Extrusion and, hydraulic system. Available to work any shift and day of the week.			
<b>Quality Engineer</b>	Bachelor's degree Engineering (Mechanic, Electrical, Industrial)	Proven experience in managing multiple projects and priorities. Excellent communications skills, fully bilingual (Spanish & English). Quality and planning expertise. Fully Bilingual (English & Spanish).	Santa Isabel	Kelly Engineering Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>
<b>Manufacturing Engineer</b>	Bachelor's degree Engineering	At least one (1) year of experience in the manufacturing industry. Designs and plans layout for assembly and materials handling. Adapts machine or equipment design to factory and production conditions. Plans sequence of operations and specification procedures for the fabrication of tools and equipment and other functions that affect product performance. Bilingual (English & Spanish).	Santa Isabel	Kelly Engineering Resources	<b>Madalis Carrasquillo / <a href="mailto:carrama@kellyservices.com">carrama@kellyservices.com</a></b>

**Kelly Services, Inc. – Job Opportunities**  
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**Tel : (787) 745-5252 // Fax : (787) 745-5259**

How to Apply: If you meet the requirements please submit your updated resume and academic evidence to [professionaltech@kellyservices.com](mailto:professionaltech@kellyservices.com) or register at [www.kellycareernetwork.com](http://www.kellycareernetwork.com)

*Para solicitar empleo, enviar resume actualizado y evidencia académica del grado mayor obtenido (Diploma, Transcripción de Crédito o Carta de Certificación oficial) a [professionaltech@kellyservices.com](mailto:professionaltech@kellyservices.com) o regístrese en [www.kellycareernetwork.com](http://www.kellycareernetwork.com)*

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Required documents that could be requested, once you qualify for a position:

- Permit to work in USA and Puerto Rico, such as: passport, photo ID, Social Security card, among others.
- Health Certificate (if applicable)
- Criminal Record Certificate

*De ser ubicado/a para alguna vacante, más adelante en el proceso, se podría requerir:*

- *Permiso para trabajar en Estados Unidos y Puerto Rico (Ej. Pasaporte, o identificación con retrato y tarjeta de Seguro Social, entre otros).*
  - *Certificado de Salud (pudiera ser requerido de acuerdo con la vacante y tipo de industria).*
  - *Certificado de Antecedentes Penales.*
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