

Kelly Science, Engineering, Technology & Telecom

Position	Education	Experience	Area	Division	Recruiter / Email Address
Computer Validation Specialist	Bachelor of Science or IT/Computer Science or Bachelor of Applied Science/Engineering (Computer Software/Systems)	Laboratory Equipment and Computer System/Software Validation experience Manufacturing & Quality background Previous experience in a GMP environment 2 – 3 years' experience in a pharmaceutical environment Strong understanding of Health GMP, ISO, Medical Device Regulations Strong process and project management capabilities. Strong written and oral communication skills, negotiation skills, ability to work with all levels of the organization.	Aibonito	Kelly Scientific Resources	Nancy Soto / Sotonan@kellyservices.com
Mechanic Operator	Technical degree, Associate degree or its equivalent in: Mechanics, Electronic or Tool & die maker	Experience in industrial mechanics, electronic, tool & die or other technical activity related to the operation of automatic or semi-automatic equipment. Knowledge of measurement equipment (caliper, micrometer, ruler, etc). Available to work all shifts, including 12hrs shifts and weekends.	Aibonito	Kelly Engineering Resources	Nancy Soto / Sotonan@kellyservices.com
Automation Technologist	Bachelor's degree in Electronic Engineering Technology.	0-1 years related experience (in house. co-op or acquired outside). Availability to work irregular hours: all shifts, including 12hrs weekend shifts Knowledge on computer and programmable Controller Software. Able to work under pressure of deadlines of	Aibonito	Kelly Engineering Resources	Nancy Soto/ sotonan@kellyservices.com

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		<p>projects. Work with minimum supervision and self-started.</p> <p>Good interpersonal skills</p> <p>Bilingual Spanish and English. Able to read, write, speak and understand English at a good comprehensive level.</p>			
Coordinator IT Support	High School Diploma or Equivalent	<p>No experience required. Experience resolving service request is preferred. Good computer skills including MS Office Suite, Adobe, and ability to operate general office machinery. Familiarity with enterprise platforms and applications.</p>	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com
Tool and Die Maker	Minimum Technical Degree or equivalent	<p>Previous related experience, such as good documentation practices. Excellent computer skills required. Experience working in Machine Shops/ Manufacturing processes or similar environment is required.</p> <p>Ability to read, comprehend, write and speak English, and good communication skills and interpersonal skills required.</p>	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com
Engineer	Bachelor's Degree or equivalent Engineering or Scientific field	<p>Previous experience is required. Help to identify and ensure implementation of new process improvement opportunities to optimize/improve manufacturing processes including the use of engineering methods (e.g., LEAN Methods) and employing technical design skills to re-design/design and ensure equipment, tools, fixtures, etc. are up to standards.</p> <p>Good computer skills in usage of MS Office Suite including MS Project;</p>	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com

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		CAD experience preferred (if applicable). Available to work 1 st shift.			
Sr Supervisor Manufacturing Supervisor	Bachelor's Degree Science or Engineering	Substantial experience in related manufacturing, quality and/or product development engineering. At least 4 years of previous related experience with full responsibility for all personnel including hire/fire authority and handling all aspects of employee relations in manufacturing, quality and/or product development engineering.	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com
Sr Maintenance Technician	Associate's Degree or equivalent Electronic or Mechanical	Three (3) years of experience as an industrial mechanic required, preferably in a pharmaceutical or similarly regulated environment, including knowledge and/or ability to: <ul style="list-style-type: none"> o Read and analyze pneumatic, hydraulic, and mechanical schematics o Troubleshoot electromechanical equipment, and pneumatic, hydraulic, electrical and electronic components of production machines and systems, as well as boiler, autoclave, and/or HVAC system operations 	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com
Group Leader Manufacturing	Associate's Degree or equivalent	Six (6) years of experience working in a manufacturing environment in a group lead capacity. Full understanding of and proficient in manufacturing procedures and operations sequencing for	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com

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		multiple models and other production areas (model/operation).			
Quality Engineer	Bachelor's degree in Engineering	<p>Previous related experience, such as good documentation practices, clean room, medical device. Experience with validation protocols, reports. Excellent computer skills required.</p> <p>Ability to read, comprehend, write and speak English, and good communication skills and interpersonal skills required. Critical thinker and problem-solving skill. Strict attention to detail. Good time-management skills</p>	Añasco	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com
Biologic Operator	Associate Degree or Bachelor Degree in Natural Sciences, preferably in Chemistry, Biology, Microbiology or related areas	<p>Experience in Manufacturing environment.</p> <p>Candidates should be available to work on rotative shift and in any shift 1st, 2nd 3rd; OT and weekends when required based on business needs.</p>	Barceloneta	Kelly Scientific Resources	Madalis Carrasquillo / carrama@kellyservices.com
Manufacturing Associate	Bachelor Degree in Sciences (i.e.. Biology, Chemistry, Engineering)	<p>At least five (5) years of experience in the manufacturing environment of a biotechnology, pharmaceutical or health care plant. Previous experience in manufacturing processes of biotechnological drugs, aseptic operations, parenteral drugs, solutions preparation, and sterilization operations preferable. Knowledge in manufacturing equipment's troubleshooting. Previous experience with</p>	Barceloneta	Kelly Engineering Resources	Madalis Carrasquillo / carrama@kellyservices.com

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		Control Systems; Delta V and MES preferable.			
Manufacturing Associate III	Bachelor Degree Preference for Engineering, or Sciences (i.e.. Biology, Chemistry, highly preferred Engineering)	At least five (5) years of experience in the manufacturing environment of a biotechnology, pharmaceutical or health care plant. Previous experience in manufacturing processes of biotechnological drugs, aseptic operations, parenteral drugs, solutions preparation, and sterilization operations preferable. Knowledge in manufacturing equipment's troubleshooting.	Barceloneta	Kelly Engineering Resources	Madalis Carrasquillo / carrama@kellyservices.com
Technical Writer	BS degree on Science or Engineer	Five (5) years minimum experience in Solid Dose Manufacturing process. CAPA full acknowledge and experience.	Barceloneta	Kelly Engineering Resources	Madalis Carrasquillo / carrama@kellyservices.com
Jr Process Improvement Specialist	BS/BA in a scientific, engineering or business discipline. Students of Industrial Engineering pursuing final year of studies, can be consider.	Related experience. Fully bilingual: Spanish and English. Strong knowledge of PC, Microsoft Word and Excel. Ability to work in matrix environment supporting Finance, Supply Chain, and Commercial. Available to work between 20-30hrs per week.	Carolina	Kelly Engineering Resources	Nancy Soto / Sotonan@kellyservices.com

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OSH&E Technical Specialist	Bachelor's Degree in Science, Occupational Health, Engineering	Two to three (2-3) years related experience in the Health and Safety field. Collect, analyze and evaluate data on work environment to prevent, control and eliminate disease or injury caused by chemical, physical and biological agents or ergonomic factors. Fully Bilingual (Spanish-English).	Cayey	Kelly Scientific Resources	Madalis Carrasquillo / <u>carrama@kellyservices.co</u>
IT Call Center Technical Support (Help Desk) (Pool of talents)	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	Madalis Carrasquillo / <u>carrama@kellyservices.com</u> Marieli Ramos / <u>ramosma@kellyservices.com</u>
Maintenance Technician	Vocational, Certificate, Technical or Associates in Mechanics	At least one (1) year of previous experience in related position as Maintenance Tech. or Mechanic; is a must. Available to work any shift, any day of the week.	East Area	Kelly Engineering Resources	Nancy Soto / <u>Sotonan@kellyservices.com</u>
Product Engineer	Bachelor's Degree in Engineering, Mechanical or Electrical Preferable.	Cero (0) to two (2) years of related experience in an Engineering environment □ EIT or PE License preferred. Active member CIAPR. Good oral and written communication skills (English and Spanish). Computer Literate (Microsoft Office, Project Management, Statistics) Experience in the management of medium projects involving multi-disciplinary components as well as process/product Validation	Fajardo	Kelly Engineering Resources	Marieli Ramos / <u>ramosma@kellyservices.com</u>
Set-Up Operator	Associate degree Vocational degree in electronic, mechanic, instrumentation	One (1) year in Manufacturing Environment, Medical	Fajardo	Kelly Engineering Resources	Marieli Ramos / <u>ramosma@kellyservices.com</u>

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	or Technical School with studies in electronic, mechanic or instrumentation	Device or Pharmaceutical, preferred.			
Archaeologist	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	Madalis Carrasquillo / carrama@kellyservices.com
QA Auditors	BS required. Major in (natural science)	At least 2 years of experience in Pharmaceuticals environment in same position or manufacturing.	Gurabo	Kelly Scientific Resources	Lilly Abououmar / LILA729@kellyservices.com
Lab Analyst (Direct position)	BS Chemistry	Min 1-2 yrs experience at GMP Analytical Lab. (Preferred in Raw Material and/or In process areas). Available any shift any day of the week.	Gurabo	Kelly Scientific Resources	Lilly Abououmar / LILA729@kellyservices.com
QC Incoming Technician	Bachelor Degree in Sciences	At least 1 years of experience in Pharmaceuticals environment in same position or manufacturing.	Gurabo	Kelly Scientific Resources	Lilly Abououmar / LILA729@kellyservices.com
Radiology Technician	AD in Radiologic Technology or Imaging Science Technology	Preferred to have license and registry available or in process but not required. Good Customer relations and communication. Available Full time Monday thru Friday (Office Hours).	Hato Rey/ San Juan	Kelly Scientific Resources	Lilly Abououmar / LILA729@kellyservices.com
Validation Specialist	BA or BS (other degrees accepted provided the individual has relevant experience -- e.g. education or employment in sciences or validations)	Minimum of 2+ years related experience in validations and demonstrated performance within a GMP regulated industry. Excellent communication skills: verbal and written in Spanish or English.	Jayuya	Kelly Scientific Resources	Nancy Soto / Sotonan@kellyservices.com

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		Strong team leader and project management skills. Results and details oriented.			
Sterilization Technician	Associate degree in Electronics or Instrumentation	One (1) year of related experience in the steam sterilization area. Forklift knowledge. Available to work on 2nd shift.	Jayuya	Kelly Engineering Resources	Lilly Abououmar / <u>LILA729@kellyservices.com</u>
Manufacturing Technician I	Associate Degree in related field preferred or High School diploma required	1+ year of experience in mechanical or electrical repair in a Manufacturing setting. Must be able to identify small electronic components and be able to differentiate using their markings. Manipulate small piece parts with both hands and assemble or disassemble a medical device using small hand tools. Basic computer skills.	Jayuya	Kelly Engineering Resources	Lilly Abououmar / <u>LILA729@kellyservices.com</u>
Manufacturing Technician II	Associate's degree in Electronics, Instrumentation or Mechanics (preferred)	One or two years of experience in related areas. Computer literate. Ability to read and write English. Ability to apply advance mathematical. (Compute rate, ratio, percent and interpret bar graphs). Available to work on 1st, 2nd 3rd and weekend shift (when required).	Jayuya	Kelly Engineering Resources	Lilly Abououmar / <u>LILA729@kellyservices.com</u>
Desktop Support Technician	Bachelor's degree, or equivalent, in Computer Science or a related field with systems with 0-3 years of experience in related field.	Understanding of manufacturing processes, packaging processes, warehouse and distribution streams. Basic knowledge in English and Spanish languages. At least two years' experience working in a Help	Jayuya	Kelly IT Resources	Nancy Soto / <u>Sotonan@kellyservices.com</u>

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		<p>Desk/User Support environment. Basic hardware repairs, installing desktop operating systems and applications.</p> <p>Experience with Windows desktop operating systems.</p> <p>Availability for after-hours on-call support is required.</p> <p>Available to work on weekends and flexible schedules.</p>			
Refrigeration Technician	<p>Associate's degree in Refrigeration.</p> <p>Refrigeration License.</p>	<p>Understanding the operations of commercial and residential refrigeration systems. Diagnosing malfunctions and defects in equipment. Reading blueprints and electrical and electronic schematic. Grasping electrical and plumbing concepts Operating tools, gauges and other testing equipment for refrigeration systems Computer knowledge. Willing to work at any shift, holidays, shutdowns and during Plant emergencies.</p>	Jayuya	Kelly Engineering Resources	<p>Nancy Soto / Sotonan@kellyservices.com</p>
Sr. Associate QC	<p>Master's degree or Bachelor's degree in Sciences</p>	<p>Two (2) years of experience. Available to work any shift.</p> <p>Experience in Empower, LIMS and LMES.</p>	Juncos	Kelly Scientific Resources	<p>Carmen Cruz / cruzcal@kellyservices.com</p>
Sr. Associate Project Management	<p>Bachelor's degree in Sciences or Engineering (preferably in Industrial Engineer)</p>	<p>Two (2) years of project management experience in GMP environment industry. Project Management Skills Facilitation and Presentation Skills.</p> <p>Basic knowledge and understanding of Project Management, SMART Sheets, POWER BI, and</p>	Juncos	Kelly Scientific Resources	<p>Carmen Cruz / cruzcal@kellyservices.com</p>

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		Project Online software's. Advanced word processing/ technical writing Basic Database Skills.			
Associate Scientist	Bachelor's degree in Sciences	Two (2) years of experience in analytical techniques, such as HPLC, UPLC, Immunoassay and DNA Techniques. Available to work 1st shift or administrative shift.	Juncos	Kelly Scientific Resources	Carmen Cruz / cruzcal@kellyservices.com
Set Up Operator	Technical course, or associate degree completed in Mechanics, Instrumentation, Tool & Die or Electrical.	Set Up operators will work with precision equipment. Some machines are controlled by computers and operators will need to work with CAD / CAM technology. Work with heavy machinery from installation to operation. Available to work 7 days a week in day and night shifts.	Las Piedras	Kelly Engineering Resources	Lymaris Ortiz / ortizly@kellyservices.com
Quality Lab. Analyst	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	Lymaris Ortiz / ortizly@kellyservices.com
Research Investigator	BS Degree in Natural Science in Biochemistry or Chemistry or master's degree	Master's 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	Manatí	Kelly Scientific Resources	Lymaris Ortiz / ortizly@kellyservices.com

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		<p>optimization and troubleshooting.</p> <p>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>			
Manufacturing Mechanic	Technical' s Degree Mechanical Field	<p>Knowledge in the following equipment: Fluid Bed</p> <p>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	Madalis Carrasquillo / carrama@kellyservices.com
Microbiologist	Bachelor Degree in Biology, Biotechnology, Medical Technology, Microbiology or Industrial Microbiology	<p>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. Available to work any shift, any day of the week.</p>	Manatí	Kelly Scientific Resources	Lymaris Ortiz/ ortizly@kellyservices.com
Test Technician	Bachelor's degree in Industrial or Mechanical Engineering.	<p>Available for Arecibo area. Available to work all shifts, including weekends.</p>	North	Kelly Engineering Resources	Lymaris Ortiz / ortizly@kellyservices.com

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Engineer Technician	Bachelor or Associate Degree – Engineering or Science	Two to three (2-3) years' experience in a manufacturing environment; molding &/or tooling Knowledge in Lean Manufacturing and Problem Solving Techniques. Knowledge on how to read part drawings, time study and capacity analysis Available for Arecibo area. Available to work all shifts, including weekends.	North	Kelly Engineering Resources	Lymaris Ortiz / ortizly@kellyservices.com
Engineer Technician Lean	Bachelor or Associate Degree – Engineering or Science	Two to three (2-3) years' experience in a manufacturing environment; molding &/or tooling Knowledge in Lean Manufacturing and Problem Solving Techniques. Knowledge on how to read part drawings, time study and capacity analysis Available for Arecibo area. Available to work all shifts, including weekends.	North	Kelly Engineering Resources	Lymaris Ortiz / ortizly@kellyservices.com
Quality Engineer	BS Engineering (Industrial, Mechanical or Electrical)	At least 2-3+ years' experience as Quality and/or Manufacturing Engineer. Data Analysis and statistics Skills. Blueprints read skills. Bilingual English Spanish. Available 1 st and 2 nd shifts.	Santa Isabel	Kelly Engineering Resources	Madalis Carrasquillo / carrama@kellyservices.com
Quality Technician Incoming & Receiving Inspection	Bachelor's degree in technical area or science; or 60 credits (in technical area or science)	One (1) or more years of experience in Quality related areas. Knowledge in SPC applications. Must read and understand Spanish and English.	San German	Kelly Scientific Resources	Marieli Ramos / ramosma@kellyservices.com

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		Knowledge in computer applications. Knowledge of GMP, OSHA and ISO standards.			
Machine Technician	Associate Degree in Mechanics, Electronics, Tool & Die or equivalent. Or Bachelor's degree in Electronic Engineering Technology. Demonstrates effective problem solving and decision-making skills.	Three 3 years or more of experience on: Radio Frequency Heat Sealing equipment, Extrusion and, hydraulic system. Electrician, Refrigeration or Mechanic license.	San German	Kelly Engineering Resources	Marieli Ramos / ramosma@kellyservices.com
Manufacturing Engineer	Bachelor's Degree in Engineering	No previous experience. Fully Bilingual Spanish - English. Available to work any shift, any day of the week.	Santa Isabel	Kelly Engineering Resources	Madalis Carrasquillo / carrama@kellyservices.com
CAPA (Corrective and Preventive Action) Specialist (Direct position)	BS (Natural Science or Engineering)	At least 2 years of related experience in same position or related in pharmaceutical industry or related preferably with knowledge of cGMP's and compliance aspects. CAPA and Investigations experience required.	San Lorenzo	Kelly Scientific Resources	Lilly Abououmar / LILA729@kellyservices.com
Mechanic Operator	Technical degree, Associate degree or its equivalent in: Mechanics, Electronic or Tool & die maker	Experience in industrial mechanics, electronic, tool & die or other technical activity related to the operation of automatic or semi-automatic equipment. Knowledge of measurement equipment (caliper, micrometer, ruler, etc). Available to work all shifts, including 12hrs shifts and weekends	San Lorenzo	Kelly Engineering Resources	Nancy Soto / Sotonan@kellyservices.com Lilly Abououmar / LILA729@kellyservices.com
Associate Nurse	Associate's Degree in Nursing from an institution approved	License and Registered by the Council of Education of Puerto	West Area	Kelly Healthcare Resources	Marieli Ramos / ramosma@kellyservices.com

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(ADN)	by the Examining Board of Health Professionals in Puerto Rico	Rico. At least two (2) years of experience in a similar position. Multitask oriented.			
Practice Nurse (LPN)	Diploma in Nursing Practice from an institution authorized by the Department of Education of Puerto Rico	At least two (2+) years of experience in a similar position. Tuberculin administration. Up-to-date licenses and credentials. Ability to perform different tasks even when you have been notified of changes to them in a short time. Have significant knowledge of the practices of your profession as a Practical Nurse.	West Area	Kelly Healthcare Resources	Marieli Ramos / ramosma@kellyservices.com
Pharmacy Assistant	Degree completed from university accredited in Puerto Rico as a Pharmacy Assistant	At least two (2+) years of experience in a similar position. Updated Pharmacy Assistant License and Registration. Ability to perform different tasks even when changes have been reported to them in a short time. Have significant knowledge of the practices of your profession as a Pharmacy Assistant.	West Area	Kelly Healthcare Resources	Marieli Ramos / ramosma@kellyservices.com
Dental Assistant	Completed Dental Assistant Degree with Expanded Functions	Two (2+) years of experience in similar position. License and Registration updated. Ability to perform different tasks even when you have been notified of changes to them in a short time.	West Area	Kelly Healthcare Resources	Marieli Ramos / ramosma@kellyservices.com

Kelly Services, Inc. – Job Opportunities

B7 Tabonuco St. Suite 1501, Guaynabo PR 00968-3003 Guaynabo PR 00968

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Tel. 787-780-2434

How to Apply: If you meet the requirements, please submit your updated resume and academic evidence to professionaltech@kellyservices.com or register at 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 o regístrese en www.kellycareernetwork.com.

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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