

Kelly Professional & Industrial

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Position	Education	Experience	Area	Quantity	Recruiter / Email Address
Finance Officer REMOTO- PART TIME	University degree in in Accounting or Business Administration	3+ years of relevant experience in accounting, preferably with a non-profit organization.	Remote	1	Nadrishka Toledo/ nadt788@kellyservices.com
Chofer de Recibo de Leche Cruda Contratación Directa	High School Diploma or equivalent	Licencia Categoría #9, experiencia previa en manejo de camiones y/o remolques. Disponibilidad para trabajar horarios irregulares	Aguadilla	1	Angel Almodovar anga521@kellyservices.com
Chofer Suplentes (Vendedores) Contratación Directa	High School Diploma or equivalent	Licencia Categoría #8 experiencia previa en manejo de camiones, conocimiento en ventas y merchandising, disponibilidad para trabajar horarios irregulares.	Aguadilla	7	Angel Almodovar anga521@kellyservices.com
Business Partner HR Contratación Directa	Bachillerato en Recursos Humanos o disciplina relacionada.	Experiencia previa trabajando con volumen de empleados Experiencia en "Employee Relations :	Aguadilla	1	Arlene Herrera / ARLH969@kellyservices.com
Warehouse Driver	High School Diploma or equivalent	Driver's license 8 or 9, valid category and experience as a driver Warehouse experience Available 24/7	Añasco	1	Falinda Osuba / osubafa@kellyservices.com
Medical Billing Clerk	Bachelor's Degree in Administration or Office Systems	2+ years of experience in a similar position in a hospital, medical office, or health center setting Certification in Billing, preferable	Mayagüez	4	Arlene Herrera / ARLH969@kellyservices.com

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Material Handler	High School Diploma or equivalent	6 Month experience of experience, PR Driver Lic. and available all shifts.	Arecibo	1	Falinda Osuba / osubafa@kellyservices.com
Jr. Accountant - Entry Level - Short Term	Associate Degree in Accounting	Experience working with the QuickBooks platform Available to work from Monday to Friday from 8:00 am to 5:00 pm Short term assignment - 3 months.	Canovanas	1	Arlene Herrera / ARLH969@kellyservices.com
Material Handler	High School Diploma or equivalent	Comply with the parameters and activities defined for the control, handling, handling, and disposal. 6 Month experience, PR Driver Lic. and available 1 st and 2 nd shift.	Carolina	2	Falinda Osuba / osubafa@kellyservices.com
Production Operator I	High School Diploma or equivalent	Available Monday to Friday, all shifts including night shift. Experience in manufacturing, inspection and/or related areas.	Carolina	5	Falinda Osuba / osubafa@kellyservices.com
Warehouse Tasker (Administration)	High School Diploma or equivalent	Six months warehouse experience , 0-1 years of experience in data entry and/or dispatch, Basic understanding and application of Microsoft Excel. Full time - Monday thru Friday 8:00 am - 5:00 pm	Cataño	1	Arlene Herrera / ARLH969@kellyservices.com

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Production Operator	High School Diploma or equivalent	Previous experience in Production, Inspection and Packaging field. Candidate must have a basic English domain. Available to work rotative shifts and weekends.	Cayey	Banco de Talento	Falinda Osuba osubafa@kellyservices.com
Collection Representative Direct Hire	High School Diploma or equivalent	Perform collection activities to ensure account is paid according to contractual payment terms.	Cidra	1	Nadrishka Toledo/ nadt788@kellyservices.com
Administrative Assistant (Pool of Talents)	Bachelor's Degree in Business Administration or related	Two (2) years of experience in similar functions. Ability to express yourself clearly and accurately in verbal and written form in Spanish and English.	Cupey/ Carolina / Gurabo	1-5	Arlene Herrera / ARLH969@kellyservices.com
Assembly Worker - Operator	High School Diploma or equivalent	High School Diploma, Cero to two years of work-related experience, Experience in Medical device or pharmaceutical environment (preferable)	Fajardo	5	Arlene Herrera / ARLH969@kellyservices.com
Packaging Machine Operators	High School Diploma or equivalent	Available Monday to Friday. 1 st and 2 nd . shifts including Experience in manufacturing or medical device, inspection and/or related areas.	Fajardo	Pool (banco de talento)	Falinda Osuba Osubafa@kellyservices.com

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Service and Route Representative	Associate Degree in Administration, Management, Sales or Marketing, or other industry-related subject. Cat 4 Driver License	One year of experience and / or related training; or equivalent combination of education and experience providing customer service, merchandiser, and driving vehicles.	Guayama	2	Arlene Herrera / ARLH969@kellyservices.com
Customer Service Representative	High School Diploma or equivalent	Current driver's license Intermediate or Advanced Proficiency in Excel. Knowledge of Power Point. Minimum 2 years of experience in related areas / tasks Bilingual (Preferably)	Guaynabo	1	Arlene Herrera / ARLH969@kellyservices.com
Maintenance / Handyman	High School Diploma or equivalent	Performs general maintenance functions. It may include simple equipment replacement, equipment installation, cleaning functions, maintenance.	Guaynabo	1	Nadrishka Toledo/ nadt788@kellyservices.com
Technical Facilitator (Printing - Nigh Shift)	Bachelor or Associate in Information Systems, Graphic Design, and related discipline.	Experience in printing machinery and multifunctional printers (Preferable) and in computers.	Guaynabo	1	Arlene Herrera / ARLH969@kellyservices.com
PROMOTER OF LABOR DEVELOPMENT	Bachelor of Business Administration	At least 2 years of experience in a similar position.	Guaynabo	1	Arlene Herrera / ARLH969@kellyservices.com

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Technical Facilitator (Printing)	Bachelor or Associate in Information Systems, Graphic Design and related discipline.	Experience in printing machinery and multifunctional printers (Preferable) and in computers.	Guaynabo	1	Arlene Herrera / ARLH969@kellyservices.com
Service Program Assistant	Bachelor of Social Work or Business Administration.	At least 2 years of experience in a similar position. Excellent verbal and written communication skills in Spanish and English. Knowledge of MS Office (Word, PowerPoint, Excel, Outlook), Internet, database, among others.	Guaynabo	3	Arlene Herrera / ARLH969@kellyservices.com
Receptionist	Bachelor's or Associate Degree completed	Previous administrative experience in medical office or reception	Hato Rey	1	Arlene Herrera / ARLH969@kellyservices.com
Facilities Specialist	Bachelor's Degree in Business Administration/Logistic or related	Responsible for the daily workflow and maintenance of the office. Create generic communications, such as flyers, brochure, or presentations. Manage generic internal communications. Point of contact for brand.	Hato Rey	1	Arlene Herrera / ARLH969@kellyservices.com
Procurement Specialist	Bachelor's Degree in Business Administration/Logistic or related.	1-2 years of MRO Purchasing experience Basic knowledge of MRO materials Computer literacy, Windows,	Humacao	1	Nadrishka Toledo / nadt788@kellyservices.com

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		Operating System, Microsoft Office.			
Warehouse Operator (Direct Hire Position)	High School Diploma or equivalent	6 Month experience of experience, PR Driver Lic. and available all shifts.	Gurabo	2	Nashlyn Serra nashlyn.serra@kellyservices.com
Material Handler	High School Diploma or equivalent	6 Month experience of experience, PR Driver Lic. and available all shifts.	Las Piedras	1	Falinda Osuba / osubafa@kellyservices.com
Packaging Machine Operators	High School Diploma or equivalent	6 Month experience of experience. Available 1 st , 2 nd , and 3 rd shifts.	Las Piedras	Pool of talent	Falinda Osuba / osubafa@kellyservices.com
Import/Export Assistant	Bachelor's Degree in Business Administration/Logistic or related	Demonstrated knowledge of the legal and regulatory requirements from US government on import/export regulations. Excellent oral/written communication skills in English and Spanish.	Manatí	1	Nadrishka Toledo/ nadt788@kellyservices.com
Manufacturing Operator	High School Diploma or equivalent	Availability to work all shifts, including rotating shifts, 6 months of related experience.	Manatí	1	Falinda Osuba / osubafa@kellyservices.com
Manufacturing Operators	High School	Available all shifts, weekends, and holidays. Computer skills and reading comprehension in English.	Maricao	30	Falinda Osuba / osubafa@kellyservices.com
Human Resources Representative	BBA in Human Resources or related field.	Verify completion of information required, create positions and updates all information in HRIS.	Maricao	1	Nadrishka Toledo/ nadt788@kellyservices.com

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		He/she will be the primary contact for all general HR questions and resolutions. 5 to 7 years of related experience.			
Credit and Collections Specialist	Associate degree or BD or its equivalent in experience of two years.	Knowledge of billing and collection procedures Intermediate knowledge in Microsoft Excel, Word and Power Point Must be bilingual	Metro	1	Arlene Herrera / ARLH969@kellyservices.com
Assistant - Parts Distribution Center	High School Diploma	Experience in customer service. Basic knowledge of Word and Excel Available to work full time - 8:00 am - 5:00 pm	Metro	1	Arlene Herrera / ARLH969@kellyservices.com
Call Center Agents (Pool of Talents)	High School Diploma or equivalent	Computer Skills, fast and accurate in alpha numeric keyboard. Bilingual (Spanish-English) oral and written is a must. Call Center experience preferred.	Metro	1-5	Arlene Herrera / ARLH969@kellyservices.com
Production Operator	HSD or equivalent	Available all shifts	Naguabo	Pool	Arlene Herrera / ARLH969@kellyservices.com
Medical Administrative Assistant (Part-time)	Bachelors or Associates Degree in Office Systems or related	Previous experience working as a medical administrative assistant Fully Bilingual (English & Spanish) Available to work from Monday thru Friday from 8:00 am to 3:00 pm	Patillas	1	Arlene Herrera / ARLH969@kellyservices.com

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Manufacturing Operators – PT and FT	High School	Available all shifts, weekends, and holidays. Computer skills and reading comprehension in English.	San German	30	Falinda Osuba / osubafa@kellyservices.com
Specialty Leasing Administrative Assistant	Associate Degree in Business Administration or related field	Real estate experience who thrives in a fast-paced environment to join the specialty leasing team, under the direction of the Specialty Leasing manager and Vice President of Specialty Leasing.	San Juan	1	Nadrishka Toledo/ nadt788@kellyservices.com
Counter Parts Salesperson	Associate degree or graduate of technical school or its equivalent in experience.	Preferably with experience in the handling of heavy equipment parts, engines and / or the automotive industry. Must be bilingual.	San Juan	1	Falinda Osuba / osubafa@kellyservices.com
Automotive Mechanic	Graduated from a technical course and have a license as an automotive technician or mechanic.	Preferably with experience in the automotive industry or diesel engines	San Juan	4	Falinda Osuba / osubafa@kellyservices.com
Part- Time Bank Teller/ Cash Accountant	Associate Degree completed	Experience and available to work PT any day of the week.	San Juan	10	Nadrishka Toledo/ nadt788@kellyservices.com
CUSTOMER SERVICE & SALES REPRESENTATIVE	Associate Degree in Business Administration or related field	One to two years of experience on Customer Service or Sales Marketing	San Juan	3	Nadrishka Toledo/ nadt788@kellyservices.com
Associate Warehouse/Driver (Temp.to cover vacations)	HSD or equivalent	Valid PR driver's license, able to lift more than 50 pounds, available to work Monday through Friday from 8am to 5pm and	San Juan	1	Falinda Osuba osubafa@kellyservices.com

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		overtime if necessary.			
Gerente de Contabilidad contratación Directa	Bachillerato en Contabilidad	Español / Ingles Avanzado. Procesos Contables, NIF y US GAAP, SAP, Excel, Experiencia preferible 5 años	San Juan	1	Nadrishka Toledo/ nadt788@kellyservices.com
Líder de Almacén (Sup. Almacén) Contratación Directa	Bachillerato en Administración	Dominio de Español / Ingles, Conocimiento en matemática y equipos de almacén, mínimo 2 años como supervisor de almacén, certificación de Montacargas, Destrezas básicas en sistemas de oficina, SAP	San Juan	1	Falinda Osuba osubafa@kellyservices.com
Warehouse Supervisor and planner (Planner Prod. & logística) Contratación Directa	Bachillerato en Administración c/ Especialización en Cadena de suministro, logística, compras o afines.	Dominio de Español / Ingles, Conocimiento en manejo de inventarios de materiales. MS Office EXCEL, Planificación de demanda o compras.	San Juan	1	Arlene Herrera / ARLH969@kellyservices.com
Supervisor de Distribución Contratación Directa	BA administración de Empresa o Experiencia equivalente.	Dominio de Español / Ingles, Conocimiento de manejo de mercancía fría y seca, ventas, distribución y recibo de productos lácteos y sus derivados.	San Juan	2	Arlene Herrera / ARLH969@kellyservices.com

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Packaging Operators	HSD or equivalent	Available 1 st and 2 nd shift any day of the week, previous Exp preferred but not necessary.	Naguabo	Pool	Arlene Herrera / ARLH969@kellyservices.com
Mecánicos Hidráulicos	High School Diploma or related Tech Degree.	Provides quality service and repair on select product lines and equipment, such as truck-mounted hydraulics. PR Driver Lic. and 2 years' experience.	San Juan	Banco de Talento	Falinda Osuba osubafa@kellyservices.com
Kit Room (Direct Hire position)	High School Diploma or related Tech Degree.	1 year of experience, HSD 3 years of experience, knowledge GMP, JDE, Bilingual and able to lift 10 to 40 pounds.	San Lorenzo	2	Nashlyn Serra nashlyn.serra@kellyservices.com
Administrative Assistant II	Associate Degree or bachelor's degree in business	Fully Bilingual, Computer skills in Word, Excel and Power Point and 2 years of work experience.	Santurce	2	Arlene Herrera / ARLH969@kellyservices.com

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

Para solicitar empleo, enviar resumé actualizado y evidencia académica del grado mayor obtenido (Diploma, Transcripción de Crédito o Carta de Certificación oficial) a resumekellpr@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*

<http://www.kellyservices.com/Global/kelly-jobs-app/>

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