

Kelly Science, Engineering, Technology & Telecom

Position	Education	Requirements	Area	Division	Recruiter / Email Address
EHS Associate	BS degree in Engineering or Science Related Field or MS degree in Environmental Engineering, Management or in Environmental Science and Technology	Minimum of 3 years of experience in Environmental field. Knowledge of statistical software and calculations. Computer literate. Excellent interpersonal skills with the ability to negotiate with and direct others. Project management knowledge/skills. Highly organized with the ability to multitask. Fully Bilingual (English & Spanish).	Aibonito	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com
Maintenance Technician	Associate Degree in Engineering or technical field	Read and analyze pneumatic, hydraulic, and mechanical schematics. Troubleshoot electromechanical equipment and pneumatic, hydraulic, electrical, and electronic components of production machines and systems.	Añasco	Kelly Engineering	Marieli Ramos ramosma@kellyservices.com
EHS Technician	AD in engineering or science-related field or MS degree in Environmental Engineering, Management, or Environmental Science and Technology	No previous experience is required. Moderate knowledge of EHS maintenance, testing, and other related duties to handling hazardous waste materials. Basic computer skills, including MS Office Suite. Able to read and comprehend English.	Añasco	Kelly Engineering	Marieli Ramos ramosma@kellyservices.com
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.	Arecibo	Kelly Engineering	Lymarís Ortiz / ortizly@kellyservices.com

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Set-Up Operator	Associate Degree in Mechanic, Electronic, Tool & Die or related field	Work with precision equipment, read and understand blueprints, schematics, models, and other specifications. Much attention to detail is required. Some machines are controlled by computers and operators will need to work with CAD / CAM technology. Available to all shifts including weekends.	Arecibo	Kelly Engineering	Lymaris Ortiz / ortizly@kellyservices.com
Project Manager (Direct Hire)	Bachelor's degree in civil engineering or related field	At least 3 years of previous experience in the construction management industry. Excellent communication (Spanish and English). Interpersonal and teamwork skills. Self-starter and dynamic.	Barceloneta - Carolina	Kelly Engineering	Marieli Ramos ramosma@kellyservices.com
Project Engineer (Direct Hire)	Bachelor's degree in civil engineering, Mechanical Engineering, or related field	Excellent communication (Spanish and English). Interpersonal and team working skills. Self-starter and dynamic.	Barceloneta - Carolina	Kelly Engineering	Lymaris Ortiz / ortizly@kellyservices.com
Safety Officer (Direct Hire)	Associated degree in Safety and/or Environmental related discipline	Minimum of 3 years of safety work on construction projects. Current OSHA 30-hour certificate and competent person status as required. Requirements may vary depending on individual project specifications.	Barceloneta - Carolina	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com
Analyst Commodity II	AD or Bachelor's Degree	Strong written and presentation skills. Ability to present to senior-level managers. Have a strong working knowledge of a Service Desk organization, with at least 3-5 years of experience. Understanding of Service Desk metrics and analytical skills to make improvements. Demonstrate a strong Knowledge of ITIL best practices and ITIL Certification preferred. Strong problem-solving	Barceloneta	Kelly Engineering	Madalis Carrasquillo / carrama@kellyservices.com

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		and troubleshooting skills. Fluent in English and Spanish. Fluent in Portuguese is a plus.			
Biologic Operator	AD or BD in Sciences, preferably in Chemistry, Biology, Microbiology	No experience is required. Basic knowledge of laboratory techniques. Knowledge of computerized systems such as Delta V, MES, and SAP is preferred. Available to work all shifts.	Barceloneta	Kelly Science & Clinical	Madalis Carrasquillo / carrama@kellyservices.com
Electronic Technician	Associate Degree in Technology of Industrial Instrumentation, Electronics or Electronic Engineering Technology	Minimum three (3) years of experience in the calibration, repair, and programming of electronic or electro-pneumatic systems, analytical, and laboratory instrumentation at the industrial level. Experience in repair and programming of electronic or electro-pneumatic systems, analytical, and high technological manufacturing equipment at the industrial level.	Barceloneta	Kelly Engineering	Madalis Carrasquillo / carrama@kellyservices.com
Utility Operator	Associate or bachelor's degree in Science or Engineering (Chemical, Mechanical or Electrical) or other related technical field. Technical degrees such as engineering, instrumentation, science, or applied mechanics and waste water treatment plant and/or potable water license is highly desirable.	Experience in Utility processes in pharmaceutical operations in general is preferred. Bilingual - (English/Spanish). Available to support a 7/24 operation in rotating shifts.	Carolina	Kelly Engineering	Madalis Carrasquillo / carrama@kellyservices.com
EHS Specialist	Bachelor's degree in engineering, environmental science, industrial hygienists, environmental health	More than five (5) years of experience in EHS programs with a special application of the Management of Change EHS Evaluation program. Knowledge of EPA, EQB,	Fajardo	Kelly Science & Clinical	Marieli Ramos ramosma@kellyservices.com

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	and safety, or other related science	and OSHA regulations (29CFR1910) and Construction (29CFR1926) Standards, ANSI, ASME, NFPA, NEC within others, is a plus.			
Sr Project Engineer	Bachelor's degree in Engineering (Civil, Mechanical, Electrical)	Previous experience in projects in the areas of utilities, maintenance, air handlers, construction (but Industry-Pharma / Medical Device) of at least 4-5 years. Projects of replacements of structures, valves, pipes, safety areas. You have to have experience in writing projects but also running the project. Field experience.	Guayama	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com
Drafter	Technical or Associate degree in Drafting	Experience in piping systems. Previous experience in utilities.	Guayama	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com
QA Compliance Training Specialist (Direct Hire Position)	B.S. in Natural Science or related completed is required	At least 2 years of experience in similar position at pharmaceutical industry or related preferably with knowledge of cGMPs and compliance aspects. Experience on training and curricula development. Knowledge of development of new trainings. Good communications skills, both written and oral. Bilingual (English & Spanish). Technical writing skills. Administrative Shift, M-F. Available other shift when required.	Gurabo	Kelly Science & Clinical	Lilly Abouomar / LILA729@kellyservices.com
Pharmaceutical Maintenance Mechanic	Associate Degree in Industrial Mechanic	1-3 years of experience in maintenance, including preventive and corrective programs within the Pharmaceutical Industry. Able to follow written and oral instructions (English/Spanish for Puerto Rico locations). Basic knowledge of cGMP's and	Humacao	Kelly Engineering	Lymaris Ortiz / ortizly@kellyservices.com

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		Safety Regulations. Available to work shifts including weekends and holidays.			
Validation Specialist	Bachelor's degree in science or engineering	1+ year of directly related experience. Must have previous experience in validations of manufacturing equipment. Experience working with the validations cycle. Must have initial training in concepts of "Six Sigma" quality techniques. Knowledge of: GMP, FDA and OSHA. Good interpersonal skills. Ability to work as a collaborative team member. Bilingual: Spanish and English (Oral and written).	Jayuya	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com
Technician	Associate's degree in Electronics, Instrumentation (preferred) or Mechanics	0-5 years of experience in related areas Computer literate. Ability to read and interpret documents such as safety rules operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Communication skills. Ability to communicate, read, write, and understand English / Spanish languages. Available to work all shifts, including weekends and holidays.	Jayuya	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com
Specialist Quality Complaints	Master's degree and 3 years of directly related experience to the job or bachelor's degree and 5 years of directly related experience to the job	Strong project management skills, experience leading cross-functional teams, and the ability to handle multiple projects simultaneously is a must. Excellent written and verbal communication skills, including facilitation and presentation skills. Able to work in a team-oriented, matrix environment and work effectively with diverse departmental groups. Available to work administrative shift.	Juncos	Kelly Science & Clinical	Carmen Cruz / CRUZCAL@kellyservices.com
Sr. Engineer	Bachelor's in electrical, mechanic	5 years of experience: Maintenance, Reliability.	Juncos	Kelly Engineering	Carmen Cruz / CRUZCAL@kellyservices.com

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	or chemical engineering	Knowledge of Laboratory Equipment / Preventive Maintenance / Project management of New Product Introduction / MAXIMO / GMP. Administrative shift.			
Sr. Associate Mfg.	Bachelor's degree in science	At least 6 months of experience in Manufacturing, bilingual (Spanish and English) and proficient in MS Word application. Available to work administrative hours.	Juncos	Kelly Science & Clinical	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.	Las Piedras	Kelly Engineering	Lymaris Ortiz / ortizly@kellyservices.com
Maintenance Technician	Associate Degree in Electronic Technology, Electricity, Instrumentation, or related technical field	1+ years of experience in repair, maintenance and troubleshooting of equipment of utilities, facilities and/or manufacturing areas. Strong electrical, electronic, pneumatic and hydraulic knowledge and troubleshooting skills, preferred. Computer skills: MS Office and other software applications. MAXIMO knowledge highly desirable. Technical writing and Good Documentation Practices are required. Bilingual: Spanish and English. Available to work all shifts; including weekends.	Las Piedras	Kelly Engineering	Nancy Soto / Sotonan@kellyservices.com

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Instrumentation Technician	Associate Degree on Instrumentation, Calibration or related field	1-3 years of experience in repairs and calibration of equipment, including preventive and corrective programs within the Pharmaceutical Industry Able to follow written and oral instructions (English/Spanish for Puerto Rico locations). Basic knowledge of cGMP's and Safety Regulations. Available to work shifts including weekends and holidays.	Manatí	Kelly Engineering	Lymarís Ortiz/ ortizly@kellyservices.com
Microbiologist	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 general laboratory instrumentations such as incubators, sterilizers, oven, scales, pH meters, air samplers, microscopes, Biohazards, UV, densitometer, conduct meter and Laminar Flow Hoods.	Manatí	Kelly Science & Clinical	Lymarís Ortiz/ ortizly@kellyservices.com
Export and Import Classifier (Pool of candidates)	Associate Degree in Engineering or related area, preferred	At least 2 yrs. Of previous experience in a related field. Required ability to effectively communicate in English, both orally and in writing. Ability to work both independently and in a team environment. Have adequate computer skills to use internal customer systems. Proficient with Microsoft Word, Excel, and PowerPoint.	Santa Isabel	Kelly Engineering	Madalis Carrasquillo / carrama@kellyservices.com
Register Nurse (Intensive Care) (Direct position)	Bachelor's degree in science in Nursing from an Accredited University	License and Registration of Puerto Rico Intensive Course or 2 years or more of experience in a Critical Care Unit.	San Juan	Kelly Direct	Lilly Abouomar / LILA729@kellyservices.com

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<p>Registered Nurse – Generalist (BSN)</p>	<p>Bachelor's degree in science in Nursing from an Accredited University</p>	<p>Previous experience as a Generalist Register Nurse. Generalist Nurse License issued by the Puerto Rico Board of Nursing Examiners. Current Registration of Generalist Nurse granted by the Department of Health. Current membership issued by the College of Nursing Professionals of Puerto Rico. Current Cardiopulmonary Resuscitation (CPR) course. Preferably Bilingual (Spanish & English). Domain of electronic medical record, preferably Meditech.</p>	<p>San Juan</p>	<p>Kelly Direct</p>	<p>Lilly Abouomar / LILA729@kellyservices.com</p>
<p>Licensed Practical Nurse (LPN)</p>	<p>Technical Course as a Practical Nurse from an Accredited University</p>	<p>Previous experience as a Licensed Practical Nurse. Current Nurse Practice License issued by the Puerto Rico Nursing Examination Board. Current Nurse Practice Registration (or) granted by the Department of Health. Current membership issued by the College of Nursing of Puerto Rico. Current Cardiopulmonary Resuscitation (CPR) course. Preferably Bilingual (Spanish & English). Electronic medical record domain, preferably Meditech.</p>	<p>San Juan</p>	<p>Kelly Direct</p>	<p>Lilly Abouomar / LILA729@kellyservices.com</p>
<p>Surgical Technician (Operating Room Technician)</p>	<p>Completed Degree and/or Surgical Technician Course Certification</p>	<p>Minimum 6 months of experience performing the functions of the position. CPR course. Hepatitis B, Influenza and Chickenpox Vaccines.</p>	<p>San Juan</p>	<p>Kelly Direct</p>	<p>Lilly Abouomar / LILA729@kellyservices.com</p>
<p>Mechanic Operator II</p>	<p>Associate's degree, or its equivalent in: Mechanics, Electronic or Tool & die maker</p>	<p>3 to 5 years' experience in an automated industrial environment is preferred. Strong electrical, electronic, pneumatic, and hydraulic knowledge and troubleshooting skills preferred. Available to work all shifts, including weekends and 12 hrs. Shift.</p>	<p>San Lorenzo</p>	<p>Kelly Engineering</p>	<p>Lilly Abouomar / LILA729@kellyservices.com</p>

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Maintenance Specialist	Associate's degree in Electronics, Industrial Mechanics or equivalent; Bachelor's degree preferred	Four (4) years of experience in a regulated industrial environment are required. Experience in an automated industrial environment is highly preferred. Experience providing technical trainings preferred. Bilingual (Spanish & English). Strong electrical, electronic, pneumatic, hydraulic, PLC knowledge and troubleshooting skills preferred.	San Lorenzo	Kelly Engineering	Marieli Ramos / ramosma@kellyservices.com
Maintenance Technician	Associate's degree in Electronics or Instrumentation Engineer	Two (2) years of experience in a regulated industrial environment are required. Experience in an automated industrial environment is highly preferred. Experience providing technical trainings preferred. Bilingual (Spanish & English). Strong electrical, electronic, pneumatic, hydraulic, PLC knowledge and troubleshooting skills preferred.	San Lorenzo	Kelly Engineering	Lilly Abouomar / LILA729@kellyservices.com
Batch Record Reviewer	Associate Degree in Science or related area. Bachelor's degree in Natural Science (Preferred)	1 + year of experience as record reviewer or similar position at regulated industry. Experience with GMP's , SOP's and Documentation (GDP's) Knowledge of QSR's and ISO Standards. Computer system knowledge required. Basic English communication skills. Spanish is required.	San Lorenzo	Kelly Science & Clinical	Lilly Abouomar / LILA729@kellyservices.com
QC Technician	Associate Degree in Science or related area. Bachelor's degree In Natural Science (Preferred)	One (1) year of Quality assurance experience. Basic Knowledge of computers. <ul style="list-style-type: none"> o Knowledge of QSR's and ISO Standards. o Basic English communication skills. Spanish is required.	San Lorenzo	Kelly Science & Clinical	Lilly Abouomar / LILA729@kellyservices.com

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Kelly Services, Inc. – Job Opportunities
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How to Apply: If you meet the requirements, please submit your updated resume and academic evidence to professionaltech@kellyservices.com or register at <https://www.mykelly.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 <https://www.mykelly.com/>

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

- Permit to work in the USA and Puerto Rico, such as: passport, photo ID, and 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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