

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

# Needham Youth Services

## Job Posting 08/03/15

---

### **Job Posting:** Berkshire Hathaway HomeServices Town and Country Real Estate

**Date:** 7/31/15

**Job Title:** Receptionist

**Hourly Pay:** 12

**Age Requirements:** 16+

**Job Hours:** 10-3 Saturday and Sunday

**Company Name:** Berkshire Hathaway HomeServices Town and Country Real Estate

**Company Address:** 1089 Great Plain Avenue, Needham, MA 02492

**Company Website:** [www.bhhstowncountry.com](http://www.bhhstowncountry.com)

**Contact Person:** Jill Finkelstein

**Number:** 781-258-7014

**Email:** [jill@bhhsbaystatehomes.com](mailto:jill@bhhsbaystatehomes.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

We would like someone to be at the front desk, answer the phones, help with copying and printing, and be available to help direct calls and inquiries related to real estate.

---

***Continued on next page...***

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

## **Job Posting: The Stone Institute**

**Date:** 07/28/2015

**Job Title:** Receptionist

**Hourly Pay:** \$9.00 Per Hour

**Age Requirements:** 16

**Job Hours:** 4:30PM-7:30PM Mon-Fri (one or two nights); Sat/Sun – shifts available: 9AM-230PM and 230PM-730PM

**Company Name:** The Stone Institute

**Company Address:** 277 Elliot Street, Newton Upper Falls, MA 02464

**Company Website:** [www.StoneInstitute.com](http://www.StoneInstitute.com)

**Contact Person:** Carol Osofsky, Business Office Coordinator

**Number:** 617-527-0023

**Email:** [cosofsky@stoneinstitute.com](mailto:cosofsky@stoneinstitute.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

We are looking for a few candidates who would like to work our Reception Desk to greet guests and answer the telephone.

---

***Continued on next page...***

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

## **Job Posting: Innovative Business Law Group, PC**

**Date** 7-13-2015

**Job Title:** Staff Assistant

**Minimum Age:** 14 (High School Freshman)

**Job Hours:** 3 afternoons/wk. – 7-9 hrs/wk. (We would want the student to work on Thursday of each week, with the other two days being on two of either Monday, Tuesday or Wednesday.)

**Hourly Pay:** \$9.50 / hr.

**Company Name:** Innovative Business Law Group, PC

**Company Address:** 20 Pickering Street, Needham

**Company Website:** [www.innovativeblg.com](http://www.innovativeblg.com)

**Contact Person(s):** Jeannine Watkins

**Phone Number(s):** 781-444-2333

**Email address:** [jwatkins@innovativeblg.com](mailto:jwatkins@innovativeblg.com)

**Web site:** [www.innovativeblg.com](http://www.innovativeblg.com)

**Type of Business:** Business Law Firm

### **Brief Description of the job duties and qualifications needed (1-2 sentences):**

Duties include copying and/or scanning of documents, preparation of mail, running local errands (bank, post office, etc.), filing, organizing, computer data entry, light cleaning, and additional administrative tasks as requested. Applicant will be trained on specific applications – however, knowledge of Microsoft Office is helpful. Innovative Business Law Group, PC is a three-attorney business law office located in the center of Needham and within walking distance of Needham High School.

---

**Continued on next page...**

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

## **Job Posting: TJX Companies**

**Date:** 7.20.15

**Company Name:** TJX Companies

**Job Title:** Varied Positions

**Hourly Pay:** Minimum wage

**Job Hours:** Part-Time & Full-Time

**Age Requirements:**

**Company Address:** Varied Locations

**Company Website:** [www.tjxjobs.com](http://www.tjxjobs.com)

**Contact Person:**

**Number:** 1-866-831-0865

**Email:** [Workforce.Service@ey.com](mailto:Workforce.Service@ey.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

---

**Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).**