

**Estate Notices**  
 METZLER, Constance A., deceased, of Shaler Twp, PA, No. 06909 of 2023, Karl Metzler, Extr., 526 W. 9th Ave., Tarentum, PA 15084 or to Rebecca A. Auld, Esq., Auld Brothers Law Group, LLC, 5349 William Flynn Hwy., Gibsonia, PA 15044.  
 MILLER, Robert K., deceased, of North Versailles, PA, No. 06759 of 2023, Deann Zamosky, Extr. c/o The Estate Planning Centers at Coulter & May, P.C., 3824 Northern Pike, 801B, Monroeville, PA 15146.  
 MILLER, Sally A., deceased, of Wexford, PA, No. 06846 of 2023, Kerry Beck, Extr., 624 Bernwick Ct., Pittsburgh, PA

**Estate Notices**  
 15237 or to Ashley E. Sharek, Esq., P.O. Box 130, Bradford Woods, PA 15015.  
 MCGINNIS, Joyce P., deceased, of Crafton, PA, No. 06664 of 2023, Karen E. Maloney, Extr. c/o Lea E. Anderson, Esq., Goehring, Rutter & Boehm, 525 William Penn Place, Ste. 3110, Pittsburgh, PA 15219.  
 ONDEK, Helen E. a/k/a Helen E. Giltsch Ondek, deceased, of Pittsburgh, PA, No. 06616 of 2023, Thomas Ondek, Adm. c/o Kenneth J. Yarsky, II, Esq., Sherrard, German and Kelly, P.C., 535 Smithfield St., Ste. 300, Pittsburgh, PA 15222.  
 PRINE, Elizabeth Waite a/k/a Elizabeth Ann Prine,

**Estate Notices**  
 deceased, of Mt. Lebanon, PA, No. 06764 of 2023, Alison W. Pine, Admrx. c/a c/o Ashley R. Bozewski, Esq., Sherrard, German and Kelly, P.C., 535 Smithfield St., Ste. 300, Pittsburgh, PA 15222.  
 RANDALL, Nokihomeis, deceased, of Pittsburgh, PA, No. 06499 of 2023, Regina L. Wright, Extr. c/o Franklin L. Robinson, Jr., Esq., 5907 Penn Ave., Ste. 200, Pittsburgh, PA 15206.  
 RUMBAUGH, Richard F., deceased, of Monroeville, PA, No. 06654 of 2023, Richard B. Rumbaugh, Adm., 237 Cascade Rd., Pittsburgh, PA 15221 or to John W. Ament, Esq., 3950 William Penn Hwy., Ste. 5, Murrysville, PA 15668.  
 SKIPPER, Tracy L. deceased, of North Fayette, PA, No. 06183 of 2023, Emma Skipper, Admrx., 103 Persian Dr., Oakdale, PA 15071 or to Louis C. Blauth, Jr., 304 Ross St., Ste. 703, Pittsburgh, PA 15219.  
 SMITH, Darlene Y., deceased, of McDonald, PA, No. 07270 of 2023, Lori Kocher, Extr., 303 Regent Ct., McDonald, PA 15057 or to Bryan Kocher, 303 Regent Ct., McDonald, PA 15057.  
 URBAN, Patricia L. a/k/a Patricia Louise Urban a/k/a Patricia Louise Wroblewski, deceased, of Pittsburgh, PA

**Estate Notices**  
 No. 06363 of 2023, Karen Leslie Wurst, Admrx. c/o Claire J. Saenz, Esq., 1000 Brooktree Rd., Ste. 209, Wexford, PA 15090.  
 WARD, Patrick H. a/k/a Patrick Herman Ward a/k/a Patrick Ward, deceased, of Monroeville, PA, No. 07005 of 2023, Alberta Ward, Extr., 885 Patton Street Ext., Monroeville, PA 15146 or to Melvin Gold, 2520 Mossidge Blvd., Monroeville, PA 15146.  
 YOVANOVICH, David P., deceased, of Bellevue, PA, No. 00552 of 2023, Joanne L. Garford, Admrx., 166 Grove Ave., Pittsburgh, PA 15229 or to Michael J. Henry, Esq., 707 Grant St., Ste. 2828, Pittsburgh, PA 15219.

**Bids and Proposals**  
 hbaridos@hoadeslawllc.com. Be sure to include your name, address, e-mail, telephone and fax numbers on all correspondence. The specifications are set forth in the RFP. The RFP includes detailed questions associated with qualifications, experience, expertise, and compensation to be charged. In order to compete for the RFP, a response to the RFP should be made as per the RFP on or before November 21, 2023. As set forth in the RFP, the response should include several disclosures including a completed Disclosure Statement. The Authority reserves the right to request additional information from any or all respondents, to waive any defect or abnormality to award or not award all or any portion of the described work, to issue modifications to the RFP, to award a portion of the work to one responding firm and to award a portion of the work to another responding firm, or to otherwise move forward in the best interest of the Authority.

**Bids and Proposals**  
 the Borough of Wilkinsburg or at the office of NIRA Consulting Engineers, Inc., 950 Fifth Avenue, Coraopolis, Pennsylvania 15108. Copies thereof may be obtained from the office of NIRA Consulting Engineers, Inc., upon payment of a non-refundable sum of \$50.00. An additional charge of \$15.00 will be required for handling of Plans and Specifications when shipping is requested. Checks are to be made payable to NIRA Consulting Engineers, Inc. Bids must be submitted on the forms provided, and completed in strict accordance with the instructions provided. Each Bid must be accompanied by a Bid Bond, in the form of a Certified Check or Corporate Surety Bid Bond, in the amount of ten percent (10%) of the Bid Proposal made in the favor of the Borough of Wilkinsburg. Only documents obtained directly from the Engineer will be valid at bid opening. A Performance Bond, Labor and Material Payment Bond, and Maintenance Bond in the amounts specified within the Contract Documents will be required of the successful Bidder. Bidders on this work will be required to comply with the Provisions of the Pennsylvania Prevailing Wage Act 442. The Prevailing Wage Scale is included in these Specifications. Bidders on this work will be required to comply with the Provisions of the Public Works Employment Verification Act (PWEVA). Adherence to Instructions to Bidders is required. No Bid or any part thereof shall be withdrawn by Bidder for a period of sixty (60) days subsequent to the Bid Opening. The right is reserved by the Owner to reject any or all Bids or parts of bids and to waive technical defects in any

**Bids and Proposals**  
 Bid.  
 John Antinori  
 Borough Manager  
**Notice to Bid**  
 Phipps Conservatory & Botanical Gardens Old Conservatory Roof Restoration & Replacement Desert & Sunken Garden Rooms Bid Opportunity posted at phipps.conservatory.org. Bids are due November 15, 2023 @ 5PM  
**OFFICIAL BID NOTICE**  
**BOROUGH OF WILKINSBURG**  
 The Borough of Wilkinsburg will be accepting Sealed Bids for two proposed intersection upgrades. Sealed Bids will be received by the Borough of Wilkinsburg, 605 Ross Avenue, Wilkinsburg, PA 15221, Allegheny County, Pennsylvania until 9:00 a.m., November 28, 2023 and the Bids will be publicly opened and read thereafter in the Council Meeting Room in the Borough Building at the same address for the following:  
**GRAHAM BOULEVARD/LAKETON ROAD INTERSECTION and E. SWISSVALE AVENUE/WALNUT STREET INTERSECTION**  
 Bids from pre-qualified contractors must be sealed and addressed to John Antinori, Borough Manager, 605 Ross Avenue, Wilkinsburg, PA 15221 and must indicate on the outside of the envelope the intersection the bid references GRAHAM BOULEVARD/LAKETON ROAD INTERSECTION or E. SWISSVALE AVENUE/WALNUT STREET INTERSECTION. Contractors can bid on one or both intersections, but must be bid on per intersection. All bids must be received before 9:00 A.M. prevailing time, November 28, 2023, and thereafter will be publicly opened and read at that time. Copies of Bidding Documents may be obtained at the office of Civil & Environmental Consultants, Inc., 700 Cherrington Parkway, Moon Township, PA 15108, upon a non-refundable payment of \$25.00 for each set of plans and specifications. Electronic copies of the Bidding Documents may be requested from Chris Zera at [czer@cecinc.com](mailto:czer@cecinc.com). A certified check or bank draft payable to the order of the Borough of Wilkinsburg, or a satisfactory Bid Bond executed by the Bidder and an acceptable surety, in an amount not less than ten percent (10%) of the total bid shall be submitted with each intersection bid. All bids must be submitted on a lump sum basis. Bidders must be pre-qualified by the Pennsylvania Department of Transportation and submit

**Bids and Proposals**  
 proof thereof with their bid. Pennsylvania prevailing minimum wage rates will apply. Wilkinsburg Borough reserves the right to reject any and all bids or to waive any informality in the bidding. Bids may be held by the Borough of Wilkinsburg for a period not to exceed forty-five (45) days from the date of opening of Bids for the purpose of reviewing the bids and investigating the qualifications of Bidders prior to awarding the Contract.  
 John Antinori  
 Borough Manager  
**The Pittsburgh Water and Sewer Authority Advertisement Invitation for Bids (IFB) 2024 Small Diameter Sewer Rehabilitation (IDIQ) PWSA Project No. 2024-400-103-3**  
 Pre-Bid Meeting: November 8, 2023 at 11:00 a.m. via MS Teams  
 Vendor Questions Due: November 15, 2023 by 4:00 p.m.  
 Bids Due: November 28, 2023 by 2:00 p.m. PWSA is requesting bids for the rehabilitation of small diameter sewer mains (36-inch diameter and less) within the PWSA public sewer system. Work shall include cleaning, CCTV installations in storm, sanitary, and combined sewer mains as well as miscellaneous related tasks as required or directed.  
 For details and to submit a bid, visit: <https://pgh2o.bonfirehub.com/opportunities/11200>

**Sales Marketing**  
 ANSYS, Inc. seeks Account Manager to work in Canonsburg, PA and various unanticipated locations. Telecommuting permitted from anywhere within the US. Increase new & existing bus by adapting eng. simu products & solutions into customer's eng enviro. Degree & commensurate exp. req'd. Travel: up to 50%. Apply to job 13395 at [www.ansys.com](http://www.ansys.com).

**Sales Marketing**

**Bids and Proposals**  
**Monroeville Municipal Authority Re: Benefits Related Legal Services Notice re: Solicitation of proposals for legal services**  
 Monroeville Municipal Authority is seeking proposals for legal services relative to benefits matters including the retirement arrangements it sponsors. The RFP, including specifications, procedures to compete for the work, and disclosures is available by e-mailing Helen Bardos at [hbaridos@hoadeslawllc.com](mailto:hbaridos@hoadeslawllc.com).

**Bids and Proposals**  
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**BID ADVERTISEMENT CONTRACT NUMBER: 75-10-23 FIREHOUSE EPOXY FLOOR**  
 Sealed Bids are requested by the Borough of Wilkinsburg at the Wilkinsburg Municipal Building at 605 Ross Avenue, Wilkinsburg, PA 15221 until 3:00 P.M. prevailing time, Monday, November 13, 2023 for the Firehouse Epoxy Floor. Bids will be opened publicly and read aloud immediately after the closing time for receipt of Bids. Interested parties may view the Profile and Bid Schedule for this Project on the internet at: [www.niraengineers.com](http://www.niraengineers.com). Copies of the Bid Documents may be examined at the office of

**Computer / IT**  
 Developer at EXLSERVICE.COM LLC in Pittsburgh, PA, will create, design, and implement EXL's technology roadmap & product architecture. Reqs a Master's deg in Applied Comp Sci, Info Systems, Comp Engg or related IT field & 3 yrs of professional IT exp in the US healthcare domain. Employer will also accept a Bachelor's deg in Applied Comp Sci, Info Systems, Comp Engg or related IT field plus 5 yrs of professional IT exp in the US healthcare domain. Must include 3 yrs of exp with each of the following: (1) Dvlp & supporting applications using Microsoft .Net Framework 4+, C#/VB.Net, Asp.Net, Azure devops, Azure Synapse, Azure Databricks, WCF, JSON, XML, REST & SOAP based Web services; (2) MS SQL Programming; (3) Pyspark, Object Oriented Design, & HIVE/SQL; (4) SSRS, T SQL Queries, Tableau, Powershell scripts & Views; (5) Stored procedures in a multi database envrmt; & (6) HEDIS & AMP measures. Telecommuting permitted from the Pittsburgh metropolitan area. Send resume & cvr ltr to [us.careers@exlservice.com](mailto:us.careers@exlservice.com). Must cite job title & code 1704 in response.

**Computer / IT**  
 IT: The Bank of New York Mellon seeks Sr Specialist, External Reporting in Pittsburgh, PA, to Dvlp data, gathering processes, & procedures, supporting analytics, & reporting controls. Gather & report useable, accurate & timely fin'l info for entire spectrum of reporting process to external reporters ensuring accuracy & correctness & transform data where needed. Req'mts: Bachelor's or foreign equiv in Electronic Eng'g, CS, or rel field, & 7 yrs progressively responsible exp in job offered or rel IT occupation. 7 yrs progressively responsible exp must incl: Creating Regulatory Change Bus. Req'mts, Functional Specs & Devising Functional Design & Architecture Documents based on interpretation of US Regulatory & Compliance Policies utilized to create Reporting Templates for submission of Fin'l data to Regulatory Authorities; Implementing Fin'l & Regulatory Data taxonomy, Data Control & Data Lineage frameworks in compliance w/ Federal Reserve defined Regulatory Reporting standards & data dictionaries. Remote work permitted w/ commutable distance from worksite. Pls apply at <https://bnymellon.eightfold.ai/careers> & utilize ref code #46588. Pls indicate "referral source - advertisement - PPG".

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH REQUEST FOR PROPOSAL (RFP) FOR GRIEVANCE HEARING OFFICER RFP#700-33-23**  
 The Housing Authority of the City of Pittsburgh (HACP) hereby request proposals from qualified Firms or Individuals capable of providing the following service(s): The documents will be available no later than October 23, 2023 and signed, sealed proposals will be accepted until: 11:00 A.M. on November 16, 2023. The Housing Authority of the City of Pittsburgh will only be accepting physical proposals dropped off in person from 8:00 AM until the closing time of 11:00 AM on November 16, 2023 in the lobby of 412 Boulevard of the Allies, Pittsburgh, PA 15219. Proposals may be uploaded to the Authority's online submission site, the link is accessible via the HACP website and within the RFP. Sealed proposals may still be mailed via USPS at which time

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**Engineering / Technical**  
 Electronics Engineer (Washington, PA) Must have a Bach Deg or foreign equiv in Electronics Eng'g. Pos'n will req candidate to design, develop, or test electronic components, circuit boards & systems for commercial, industrial or scientific use employng knowledge of electronic theory & materials properties. Will design electronic circuits & components for specialty mfg at SMG plant. Although no prior exp req'd candidate must have coursework or internship in the following: Electrical Eng'g, Power Electronics; Instrumentation; Integrated Circuits & Circuits & Networks. Salary \$74,859/yr. Ref# ELE-0223-SMG & send resume to SMG Global Circuits, Inc., 120 Stationvue, Washington, PA 15301 or [dale@smg-globalcircuits.com](mailto:dale@smg-globalcircuits.com). SMG is an EOE M/F/V/D.

**Engineering / Technical**  
 Electronics Engineer (Washington, PA) Must have a Bach Deg or foreign equiv in Electronics Eng'g. Pos'n will req candidate to design, develop, or test electronic components, circuit boards & systems for commercial, industrial or scientific use employng knowledge of electronic theory & materials properties. Will design electronic circuits & components for specialty mfg at SMG plant. Although no prior exp req'd candidate must have coursework or internship in the following: Electrical Eng'g, Power Electronics; Instrumentation; Integrated Circuits & Circuits & Networks. Salary \$74,859/yr. Ref# ELE-0223-SMG & send resume to SMG Global Circuits, Inc., 120 Stationvue, Washington, PA 15301 or [dale@smg-globalcircuits.com](mailto:dale@smg-globalcircuits.com). SMG is an EOE M/F/V/D.

**EMPLOYMENT**

**Full-time Permanent Cosmetology Teacher**  
 FOR 2023-24 SCHOOL YEAR

Candidate must hold a valid cosmetology teacher's license and have been a full-time teacher of cosmetology in a cosmetology school in the Commonwealth of Pennsylvania for a two-year period (or its equivalent as part-time) and has 4 years of paid industry experience. A complete application packet for this position includes: standard teaching application, current Act 24/34/114/151/168 clearances, cover letter and resume.

Interested applicants should submit the complete application packet to: [mailto:elaine.opferman@ewctc.net](mailto:mailto:elaine.opferman@ewctc.net). Deadline for application is November 15, 2023, or until position is filled. EOE/M/F/H

**EMPLOYMENT**

**Totopomx, LLC Lead Social Media Creator, Creative Designer**

Design and implement social media strategy to align with business goals; Collaborate with managers to ensure brand consistency; Generate content during restaurant's peak hours; Edit, publish or share content daily; Design materials to increase operational knowledge, employee morale, satisfaction & productivity; Prepare files for web and print; Communicate with followers, respond to clients and monitor reviews; Suggest and implement new features to develop brand awareness; Manages, prioritizes, and assigns design requests for existing facilities; Establishes, improves and manages design budget, timelines, and schedules; Establishes best practices for filing and maintaining as-built drawings.

**Requirements:** Associate's degree in design, industrial art and design or related field; 1 year experience working in a service-oriented business. Willing / able to work nights, holidays and weekends. Experience from any completed university-level coursework, seminars, workshops, or real-world, hands-on with: Photoshop, Illustrator, preparing web and print files. Full time. Mail resumes to Place of Employment: 660 Washington Road, Mount Lebanon, PA 15228; Attention: Juan Grimaldo.

**EMPLOYMENT**

**Computer / IT**  
 Developer at EXLSERVICE.COM LLC in Pittsburgh, PA, will create, design, and implement EXL's technology roadmap & product architecture. Reqs a Master's deg in Applied Comp Sci, Info Systems, Comp Engg or related IT field & 3 yrs of professional IT exp in the US healthcare domain. Employer will also accept a Bachelor's deg in Applied Comp Sci, Info Systems, Comp Engg or related IT field plus 5 yrs of professional IT exp in the US healthcare domain. Must include 3 yrs of exp with each of the following: (1) Dvlp & supporting applications using Microsoft .Net Framework 4+, C#/VB.Net, Asp.Net, Azure devops, Azure Synapse, Azure Databricks, WCF, JSON, XML, REST & SOAP based Web services; (2) MS SQL Programming; (3) Pyspark, Object Oriented Design, & HIVE/SQL; (4) SSRS, T SQL Queries, Tableau, Powershell scripts & Views; (5) Stored procedures in a multi database envrmt; & (6) HEDIS & AMP measures. Telecommuting permitted from the Pittsburgh metropolitan area. Send resume & cvr ltr to [us.careers@exlservice.com](mailto:us.careers@exlservice.com). Must cite job title & code 1704 in response.

**EMPLOYMENT**

**Computer / IT**  
 IT: The Bank of New York Mellon seeks Specialist, Mainframe Dvlp in Pittsburgh, PA, to Provide app softw dvlpmt srvc & technl support w/ BNY tools & technologies. Conduct req'mt gathering & BRD/SRD prep. Remote work permitted w/ commutable distance from worksite. REQ'MTS: Bachelor's or foreign equiv in CS, Comp Eng'g, IT, or rel field, & 5 yrs progressively responsible exp in job offered or rel occupation. 5 yrs progressively responsible exp must incl: Coord'g, designing, constructing, testing, & implementing facets of downloadable content using technologies & tools incl COBOL, JCL, CICS, VSAM, DB2, REXX, ESP MQ, NAS Endeavor in order to ensure high-quality deliveries for clients; Using Mainframe storage & allocating & defining VSAM & Generational Datasets to provide support apps; Utilizing config mgmt Tools Endeavor, DB2 tools incl QMF, SPUFI, INSYNCR, & Debugging tools incl Dumpmaster & Interest for effectiveness w/ fin'l sys's & apps. Pls apply at <https://bnymellon.eightfold.ai/careers> & utilize ref code #46723. Pls indicate "ref source - advertisement - PPG".

**It's all about the journey. Theirs and yours.**

**School Bus Driver Hiring Event**

**Keystone Oaks & Jefferson Hills, PA: \$23.00 - \$24.43 + Up to \$1,000 Sign-on Bonus!**

Visit the Mathews Bus Company hiring event and you'll discover it's all about the journey. Becoming a Bus Driver is more than just about driving students, it's about driving the future.

**Attend our hiring event and make us part of your journey!**

**Location:** 6600-1112 1st Ave., Jefferson Hills  
**Date:** November 1, 2023  
**Time:** 10 am - 1:30 pm

[careers.nellc.com](http://careers.nellc.com)  
**Text "Jobs" to 63552**

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**EMPLOYMENT**

**ASSISTANT FINANCE DIRECTOR**

The Borough of Wilkinsburg is currently accepting applications for the position of Assistant Finance Director. The Assistant Director will be responsible for maintenance of daily cash balances, deposits, bank reconciliations, journal entries, maintenance of records for annual Borough audit, preparation for annual Borough audit, preparation of monthly reports, records retention, assist in budget preparation reporting and other duties as assigned. A complete job description and requirements for the position can be found at [www.wilkinsburgpa.gov](http://www.wilkinsburgpa.gov). Send applications to the Administrative Office, Wilkinsburg Borough, 605 Ross Avenue, Wilkinsburg, PA 15221. Wilkinsburg is an equal opportunity employer. Deadline for applications is November, 30, 2023.

**EMPLOYMENT**

**General Help Wanted**

Specialty Cook, Mediterranean Style Food in Pittsburgh, PA. Be familiar w/ & cook Mediterranean-style dishes such as Chicken Doner Kebab/Imam Bayildi/Turkish coffee & others upon order. Carefully select specific types of food/fish /vegetables in accord w/seasonal availability. Handle/prepare seafood for dishes such as Branzino/grilled salmon kebabs/etc. accord to prescribed methods. Prep specialty Turkish appetizers such as falafel/fried zucchini/Borek varieties requiring meticulous prep/careful presentations. Portion/garnish/deliver food to waiters upon order. Est food consumption/usage/purchase of supplies. f-t, Weds-Sunday, 2p-10p. Reqs: 2 yrs Cook exp in job duties offered. Resume to: Tunalisen LCC (dba: Bosphorus Mediterranean Cuisine), 7600 Forbes Avenue, Pittsburgh, PA 15221.

**General Help Wanted**

**Full Time Police Officer**

The McKees Rocks Police Department is accepting applications for one (1) Full Time Police Officer.

All Applicants must have the following minimum qualifications at the time of application:

- Be at least 21 years old;
- Possess a diploma from an accredited high school or a graduate equivalency diploma;
- Be Act 120 certified under the Municipal Police Officers Education and Training Act (Act 120), (MPOETC) 53 Pa.C.S.A., Section 2161 et seq. or shall have successfully completed Act 120 training and successfully passed the final exam;
- Be a United States citizen;
- Be physically and mentally fit to perform the full duties of a police officer; and
- Possess a valid motor vehicle operator's license issued by the Commonwealth of Pennsylvania.

Applications are available at the McKees Rocks Borough Office located at 340 Bell Ave. McKees Rocks, PA 15136 between the hours of 8am-4pm, beginning October 30, 2023 through November 17, 2023. An application fee of \$30.00 in the form of check or money order is due at the time application is returned. All completed applications must be physically received by the Borough Office by 4:00 PM on November 17, 2023 to be considered. The date and time for the physical agility test and the written exam will be given when the application is returned.

*This is a civil service position subject to the Borough's Civil Service Rules and Regulations, as amended; a copy of which is available upon request. The Borough is an equal opportunity employer.*

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Proud to be a **Pittsburgh Post-Gazette** **TOP WORK PLACES 2022-2023**

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**Meeting / Conference Planner**

The Association for Iron & Steel Technology ([www.aist.org](http://www.aist.org)), located in the Warrendale / Cranberry Township area, seeks a full-time meeting / conference planner to join the Technology Programs department. This position at AIST will add to the meetings team for the planning logistics of new and current meetings. The selected candidate will work in all phases of meeting planning activities including meeting development, site selection, registration, marketing, program planning and facility coordination. The successful candidate will work closely with members of the Technology Programs department team as well as other AIST departments to ensure the highest-quality product. You must be able to anticipate project needs, discern work priorities, meet deadlines with little supervision, and be willing to work occasional evenings and weekends. Successful candidate will provide outstanding customer service, be an enthusiastic professional, and be able to build relationships with internal and external customers. Applicants should have a bachelor's degree in any form of hospitality management; and two or more years related experience and / or training; or equivalent combination of education and experience. Solid organizational skills, multi-tasking and time-management abilities are critical. Teamwork and a people-oriented attitude are critical as well. Travel up to 40% will be required to serve the needs of the conferences and other AIST related events. AIST offers a supportive work environment and the selected candidate will work in the AIST office located in the Warrendale / Cranberry Township area. AIST provides a competitive base salary, incentive compensation, and an excellent employee benefits package. Send cover letter and resume including salary requirements to [hr@aist.org](mailto:hr@aist.org).