

Leads for February 10, 2010

**PHARMACY TECHNICIANS for Insurance Company**

F/T. National Pharmacy Benefit Management Company in San Fernando Valley near Los Angeles. Rx Call Center and Pre-Authorization of Prescriptions. One year experience as a certified pharmacy technician.

**Contact Kim at Medpro Personnel, Inc.**

**Phone: 800-737-3101 / Email: [kim@MedProPersonnel.com](mailto:kim@MedProPersonnel.com)**

**ACCOUNTING CLERK**

Contract. \$12-\$14/hr. Fountain Valley. Manufacturer. Accounts payable, accounts receivable, collections, light bank reconciliation, and assist with payroll. Microsoft Excel and Navision or Microsoft Dynamics software a plus.

**Phone: 714-622-3933 / Fax: 714-622-3955**

**REGISTERED DENTAL ASSISTANT**

We go home early on Fridays and start late on Mondays. Benefits. Small private dental office and we love to take care of our patients. Strive for a stress-free and drama-free work environment. We have great work hours and great benefits.

**Fax resume to: (323) 268-9524**

**TELLER**

P/T. Hawthorne. Process member transactions including, disbursing funds, posting deposits, and loan payments. High school diploma or GED. Six months related experience, preferably in a financial institution.

**Apply to Western Federal Credit Union.**

**[www.western.org](http://www.western.org)**

**COOK**

P/T. Long Beach. Prepare meals for facility residents, ensure the cleanliness of equipment, and maintain adequate supplies of food, cleaning supplies, and other food preparation supplies. Rotate stock to ensure usage and disposal occurs before the expiration date. High School Degree, GED, or experience in related field; at least six months experience in preparation and cooking of meals according to specified menu. Valid CA Driver's License or State ID. Provide information for a criminal history records check through the Division of Criminal Justice; ability to lift weight of at least 30 lbs. for moving food pans, #10 cans, etc. around the kitchen and to the dining areas as needed. Additional experience may be substituted for high school degree.

**Apply online to Community Education Centers, Inc.**

**<http://los-angeles-jobs.jobfox.com/hospitality-tourism/restaurant-management-back-of-house-boh-cook-part-time/ee3392b317-47e3-45e70a-bc7ca-6e1e01cf05eef9d>**

Choose rather to be strong of soul than strong of body. ~Pythagoras, 582 BC-507 BC~

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#### RDA/DA

P/T or F/T. Benefits. Multi-specialty dental practice. All current licenses, solid skills and be a great team player. Hard working with experience and passionate about quality. Follow directions. Work independently. Strong technical and personal skills, high sense of responsibility and punctuality.

Send resume to: [renata@deansalo.com](mailto:renata@deansalo.com)

#### IN STORE MARKETER

P/T. Hourly plus bonus. Under the bonus structure you can earn \$10-\$45 dollars for every appointment you generate. Torrance. Promote our Home Improvement Products. All contacts are made in person, directly inside Sears Del Amo. No outside sales or telephone calls. Motivated and enjoy speaking to customers. Approach, greet, and speak to customers that enter our Sears retail locations. Speak about our products and services. (Kitchens, Doors, Windows, HVAC, etc.) Inform them that it is a Free Estimate with No Obligation to purchase. Generate Lead Contacts for our design consultants. Schedule appointments for a free estimates. Maintain a general knowledge of Sears retail store layout in order to direct customers to specific departments. Based on skill and ability, the In-Store Marketer may be asked to assist in training new team members. Maintain a positive attitude while handling rejection. Self-starter, have the ability to stay focused on goals, self-disciplined. Professional and enthusiastic. Positive attitude. Great communication skills and the ability to approach customers. Face-to-face marketing, sales or customer service experience helpful. Committed to maintaining and meeting scheduling requirements. High school diploma or equivalent preferred. At least 18 years of age. Develop relationships with customers and co-workers. Plan, set and achieve goals. Professional image in appearance, words and actions.

**Call Sears Home Improvement Products.  
In-store Recruiting Hotline: 1-800-379-8310**

#### GAME DESIGNER

F/T. Talented and experienced. Work closely with the development team to design and develop games. Design, implement, document, and maintain game software. Implement games for PC and other platforms. Software design and development (Implement, Document, Maintain.) Advanced degree in Computer Science (Bachelor's degree required, Master's degree a plus), and relevant industry experience. Experience designing and building game systems. Experience writing and maintaining game design documents and requirement specs. Level design experience. Two years C++ experience, Python or other scripting language experience. Passion for designing, understanding, and playing games. Willing to accept and provide direction, work well under pressure, and handle multiple tasks. Ability to work closely with artists, animators and producers. Work well on a team. Enthusiastic, self-starter, organized, hard-working.

**Email resume to Software Resources Inc.  
North Hollywood, CA 91601  
Email: [mbrown@softwareresources.com](mailto:mbrown@softwareresources.com)**

Leads for February 10, 2010 (a)

#### DENTAL FRONT OFFICE

P/T, (may grow to full time.) Beverly Hills Periodontal office. Strong customer service skills. Experience in a dental office environment. Dental assistant experience preferred. Some back office duties. Reliable and efficient. Flexible schedule helpful. Answer phones, schedule patients, follow up on patients, confirm appointments, mailings, seat patients, clean/set up ops, as needed, sterilize instruments. Handle doctors' requests.

**Send resume to: [cat@perioartist.com](mailto:cat@perioartist.com)**

#### GRAPHIC DESIGNER/PRINT PRODUCTION ARTIST - Job Code : 1852

F/T. Conceptualize, design and produce collateral material for brand marketing, event marketing, and sales based on existing art concepts. Thrive in a collaborative team environment that is fast-paced and results-oriented with a constantly evolving work flow. Interact and receive direction from brand marketing, web & interactive marketing, events marketing, PR, and the sales team. Point of sale design. Graphic packaging production. Sell sheet and sales collateral development. Events collateral design. Web/HTML related projects. Promotional merchandise & livery. Advertising resizes. Proficient with InDesign, Quark, Photoshop and Illustrator. Formal training in graphics design. Knowledge of Microsoft Suite (Word, Excel, PowerPoint.) Comprehensive knowledge of print production process. Detail oriented, pro-active multi-tasker. Organizational and prioritization skills. Strong verbal and written communication skills. Work well with others, collaborative and cooperative.

**Apply online to POM Wonderful, LLC**

**Los Angeles CA 90064**

**<http://los-angeles-jobs.jobfox.com/marketing/graphic-and-web-design/graphic-designer-print-production-artist/7a0ac5fc17-3f65-44e7fc-bf77f-4e3173dc9d1e8b3>**

#### RECEPTIONIST/LOCKER ROOM ATTENDANT

P/T. Luxury Santa Monica hotel spa and fitness center. Provide hospitality and administrative support to members, guests and the Plus One Team. One year experience as a receptionist in a corporate fitness center, hotel spa/fitness center, or health club environment preferred. Front desk experience. Five Star customer service and hospitality skills. Excellent communication skills.

Professional attitude and appearance. Meet members' needs within the locker rooms, fitness facilities, and laundry areas through attention to service and cleanliness. Clean all fixtures and equipment within the male locker room area including but not limited to showers, wet areas, saunas, steam rooms, sinks, vanity areas, toilet areas, mirrors, vents, light fixtures, lockers and locker tops. Empty garbage bins and stock/replenish locker room amenities. Wash, dry, fold towels and uniforms. Good work ethic and understanding of service mentality and skills. Speak and write English fluently.

**Apply online to Plus One Careers.**

**[www.plusonehealthmanagement.com](http://www.plusonehealthmanagement.com)**

Success is how high you bounce when you hit bottom.

*-George Smith Patton, Jr.*

Leads for February 10, 2010 (a)

#### MAILROOM/RECEIVING CLERK

\$14/hr. High energy, self motivated. Experience in mailroom functions including knowledge of postal equipment, rates, and restrictions. Prepare outgoing mail and packages, sort and distribute incoming mail, maintain postal equipment, and record mailroom activity. Assist in receiving and storing materials in warehouse environment, working with carriers such as UPS and FedEx.

Valid CA Driver's License. Basic keyboard and PC skills. Able to add, subtract, multiply and divide in all units of measure. Ability to compute rates and measurement. Able to regularly lift and move up to 40 pounds, with or without assistance. Strong oral and written communication skills. Able to read and understand various business documents including shipping manifests, invoices, and claims. Detail oriented, sensitive to deadlines, work with minimum supervision.

**Send resume and salary history to Citizen Watch Company.**

**Email: [hr@citizenwatch.com](mailto:hr@citizenwatch.com)**

Best Jobs Magazine CAREER EVENT  
*February 18, 2010 from 9:30 a.m. to 1:30 p.m.*  
Crowne Plaza 12021 Harbor Blvd  
Garden Grove, CA 92840  
[www.bestjobsmagazine.com/howseminar.pdf](http://www.bestjobsmagazine.com/howseminar.pdf)

#### MEDICAL BILLER/COLLECTIONS SPECIALIST - Ref ID: 00080-104758

F/T. Los Alamitos. \$12 - \$14/hr. Handle patient and insurance billing including follow-ups and collection calls. Knowledge of ICD-9/CPT-4 codes and payor requirements. Proficient in Microsoft Excel and Word. Excellent verbal and written communication skills. Exceptional problem solving and analytical skills. Ability to work within a team setting and be supportive of team members. 3+ years of healthcare billing and collections experience. Bilingual a plus.

**Contact Accountemps.**

**Phone: 1 562 436-6757 / Fax: 1 562 436-6797 / [www.accountemps.com](http://www.accountemps.com)**

#### TUTORS

P/T. M-Th: 3pm-7pm. Weekend tutoring hours can also be arranged. \$15-20/hr. One-on-one and small group instruction for K-5 students. Tutor Reading and writing skills. Work with the same students on a weekly basis for up to 12 weeks. Sessions occur at a preferred/pre-arranged location, such as a public library or community center. Reliable automobile. Consistent Internet access. Pass criminal background check and Language Arts test. Attend orientation and training prior to start of job.

**Send resume, cover letter and qualifications to Kimberly and Associates, Inc. N2Education Tutorial Services.**

**Email: [info@n2educationtutorial.com](mailto:info@n2educationtutorial.com) / Website: [www.n2educationtutorial.com](http://www.n2educationtutorial.com)**

"People can become anything that they want to become. Everyone has the ability - all that is needed is the will, a plan, and the power to put that plan into action." ~Thomas D. Willhite~

Leads for February 10, 2010 (b)

#### BILLING CLERK

Graveyard shift: 5:30pm - 2:30am plus mandatory overtime. Long Beach, 90802. \$15/hr. Process and code high volume invoices, very heavy data entry with a high accuracy. Any knowledge of the transportation industry a huge plus. Intermediate Billing, Advanced Typing over 60 WPM, Advanced Numeric over 10,000 kph, Intermediate MS Excel.

**Phone: 562-436-6757 / Fax: 562-436-6797**

#### PLANT WORKERS

All shifts open. Temp-to-hire jobs. Vernon. \$10+/hr. Benefits. Able to pass a 7 year background check and Drug Screen. Show proof of H.S. Diploma or GED. Medical Waste Disposal Service.

#### COUNTRROOM CASHIERS (Bicycle Club - Bell Gardens)

F/T & variable shifts. Available to work any shift including weekends and holidays. Assist in the operation of the Countroom. Responsible for the accuracy and security of the Drop Box count. Collect racks for the count at the beginning of the shift or as needed. High School Diploma or GED preferred. One year as a Cashier. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers and decimals. Frequently lift and/or move up to 50 lbs. 21 years of age or older.

#### DISHWASHERS (Bicycle Club - Bell Gardens)

F/T/graveyard. Available to work any shift including weekends and holidays. Clean and dispose of waste in the kitchen. Wash pots, pans glassware, cups, glasses and other dishes and containers used in preparation of the service of food. Empty and sanitize trashcans, Operate dishwashing machine, Responsible for overall cleanliness of kitchen areas, dish room, storeroom, bake shop, deli corridors and dock area. Six months experience in a similar environment. Frequently lift and/or move up to 50 lbs. 21 years of age or older.

#### HUMAN RESOURCES DATA ENTRY CLERK (Bicycle Club - Bell Gardens)

F/T, days. Heavy data entry and filing on a daily basis. Copy records on photocopying microfilming machines. Handle public and team members professionally whether in person or by telephone. High school diploma or GED. One year related experience and/or training; or equivalent combination of education and experience. Type 40-50 WPM accurately. Computer knowledge. Able to meet deadlines. Excellent customer service skills. Confidentiality. 21 years of age or older.

**Send resume with job title in subject line to : [rlupian@goodwillsocal.org](mailto:rlupian@goodwillsocal.org)**

#### VET LAB TECHNICIAN #105

Diagnostic laboratory technician/technologist for veterinary lab in Los Angeles. Benefits.

**Apply online to Veterinary Staff Unlimited.**

**[www.omni-jobs.com/veterinary-staff-unlimited-jobs/vet-lab-technician-job-317684](http://www.omni-jobs.com/veterinary-staff-unlimited-jobs/vet-lab-technician-job-317684)**

If you are going to pursue revenge, dig two graves. -- *Chinese proverb*

Leads for February 10, 2010 (b)

**CONSTRUCTION JOB OPENINGS for Walsh-Austin JV at LAX**

All positions require at least two years experience.

Estimator    Labor/OCIP Admin Asst.    Project Engineer    LEED Trainer/Inspector  
LEED Coordinator    Document Control Asst.    IT Technician  
Administrative Assistant    Superintendent    Superintendent Assistant  
Senior Supervisor    Superintendent (MEP)    Super (Night)  
Assistant Super (Night)    Super (Conveyance)    Super (Mechanical)    Project Manager  
Assistant Project Manager (Steel)    Assistant Project Manager (Roof)  
Assistant PM (Interiors)    Project Manager (Conveyance)  
Project Engineer (Conveyance)    Commissioning Manager    BIM Coordinator  
Schedulers    QC Inspector    Safety Manager Assistant    Security Manager

Los Angeles World Airports (LAWA) has awarded Walsh Austin Joint Venture (WAJV) a \$1.13 billion contract for capital construction work on Tom Bradley International Terminal (TBIT).

Average starting salary of about \$80K. Targeted recruitment event scheduled at the end of February 2010. Get referred to WAJV through the First Source Hiring Program (FSHP) in the Business and Job Resources Center (BJRC) of LAWA. The purpose of the FSHP is to ensure that qualified, pre-screened, local residents receive priority employment consideration from airport contractors and tenants as new positions become available. The invitations for interview are limited and will be extended on a first come first serve basis, so encourage your members to complete the process as soon as possible, but *no later than Thursday, February 16, 2010* as these interview slots will fill up quickly. The time, date and location for the interviews will be disclosed in the invitation.

**Register and post resume on the secure (BJRC) website at: [www.lawa.org/bjrc](http://www.lawa.org/bjrc)**

**Inquiries: [FirstSourceHiringProgram@lawa.org](mailto:FirstSourceHiringProgram@lawa.org)**

**LIFE SKILLS TRAINING FOR AT-RISK YOUTH**

Between the ages of 17-24. Areas of service: Inglewood, Lennox, Hawthorne, Lawndale, El Segundo, Carson, and the West Athens district of Los Angeles (90002, 90043, 90044.) Building strengths & overcoming barriers. Tackling the tough skills: attitude, responsibility, communication, problem solving, preparing for the workplace. Receive \$25 dollar stipend after you complete the 30 hr Life Skills Training. Learn how to think effectively. Discover you are not alone in their challenges and struggles. Identify and understand your feelings. Engage in the process of self-awareness. Learn and use problem solving behaviors. Develop appropriate goals.

Balance your intellectual, physical and affective needs.

**Contact United Job Creation Council.**

**4112 S. Main Street  
Los Angeles, CA 90037  
(323) 432-3976**

Perhaps the most valuable result of all education is the ability to make yourself do the thing you have to do, when it ought to be done, whether you like it or not; it is the first lesson that ought to be learned; and however early a man's training begins, it is probably the last lesson that he learns thoroughly. ~ Thomas H. Huxley, 1825-1895~

Leads for February 10, 2010 (d)

#### TREE WORKER/PRUNER

F/T, nights. Provide day-to-day tree care for the Resort urban forest, under the direction of an Arboricultural Manager. Ensure Cast Member and Guest safety as well as Guest comfort, and Resort aesthetics. Ensure that the trees are maintained in keeping with the theme of each area of the Resort. Three years of experience in Arboriculture including: Climbing, pruning, lift operation, planting, cabling, bracing, rigging, removals and ground work including: Chipper operation, root excavation, Christmas lighting installation, emergency rescue training, inventory maintenance, and tree inspection. Valid CA Driver's License.

**Apply online to Disneyland® Resort.**

[www.DisneyParks.com](http://www.DisneyParks.com)

#### FIELD APPLICATION SPECIALIST (Los Angeles) - Job ID EX-2009-184

F/T. Three years Electro Mechanical experience. Travel from your Home Office to customer sites to ensure proper operation of equipment/troubleshooting to ensure complete customer satisfaction. Self-starter, creative problem solver. Operate autonomously. 80% travel within your region. Become proficient in servicing all Lutron Systems while following field service procedures. Accommodate an ever changing schedule and priorities. Interface with Engineering to drive product improvements. Understand Lutron business, customers and sales channels for positive interaction with all parties. Interface with sales to capitalize on new equipment opportunities and sell services. Two year Technical Degree. Computer networking a plus. Highly organized and accustomed to a fast-paced work schedule. Strong leadership and training skills with excellent communication skills. Bilingual (English/Spanish) a plus.

**Apply online to Lutron Electronics.**

[www.lutron.com/](http://www.lutron.com/)

#### T-SHIRT SALES REP/ GRAPHICS (Photoshop) - Ref ID: 4001 SALES GRAPHIC

P/T, M – F: 8 – 2. Temporary Assignment from Feb-June. \$10/Hr. Call Center Environment. Provide graduation products. Long Beach. Respond to customer inquiries regarding T-Shirt sales via email, fax and phone. Create and submit proofs for approval. Follow-up with customers regarding the status of orders. Enter orders into MAS90 system and create screens for T-Shirt shop. Customer Service experience. Excellent attention to detail and data entry skills. Computer experience MAS90 experience a plus. Working knowledge of Adobe Illustrator or Photoshop. Zero tolerance on attendance issues.

**Contact Sofia Arzate at Optimus Group, Inc.**

**Phone: 714-361-4420**

#### TELLERS

F/T & P/T- Del Amo-Torrance and Crenshaw Imperial-Inglewood.

P/T - South Bay Pavillion-Carson and Palos Verdes.

F/T - Main & Rosecrans-Gardena and Los Altos-Long Beach.

**Apply online to Bank Of America.**

[www.bankofamerica.com](http://www.bankofamerica.com)

Leads for February 10, 2010 (d)

**OFFICE ASSISTANT**

Alhambra. File, mail and label, etc. Answer/direct phone calls. Place/receive office supplies orders. Support Accounting / Sales with various tasks. Enter Data in Quick Books. Perform general office duties.

**Send resume to Lamill Coffee, Inc.**  
**email: [spredut@lamillcoffee.com](mailto:spredut@lamillcoffee.com)**

**PARTS MANAGER**

2 way radio sales/service. L.A. area. Experience required.

**Send resume to Advanced Electronics**  
**Redondo Beach, CA 90278**  
**Fax: 909-937-7127 / Text: 9203076 to 56654**

**CENTRAL SVCS TECH - Full Time Varied - Job Requisition Number: 61825**  
\$12.19-\$19.89/hr. Receive and process incoming supplies and equipment, perform cleaning and sterilizing duties, prepare packs of supplies and instruments in central supply/services as directed. One year experience. High school or equivalent. Good communication skills.

**Apply on-line at Little Company of Mary Hospital.**

**4101 Torrance Blvd**  
**Torrance, CA 90503-0000**  
**[www.providenceiscalling.org](http://www.providenceiscalling.org)**

**ENTRY LEVEL ELECTRONIC TECHNICIAN**

F/T. City of Industry. One year experience with basic electronic circuit. Strong understanding and testing of basic electronic components. Mfg skills, i.e. soldering. Knowledge in use of electronic test equipment, i.e. oscilloscopes, multi meters, LCR meter. Basic computer knowledge. Assoc degree or certificate in electronic or electrical field.

**Apply online to Lights of America, Inc.**  
**<http://jobview.monster.com/GetJob.aspx?JobID=86172232>**

**RECEPTIONIST - Reference Code: 11452.1099.HR1034Rec.376648\***  
Long term temporary; could go full time but not for at least 5 to 6 months. \$10 - \$12/hr. Great personality and great communication skills. Very good communication skills. Word/Excel. Impeccable phone voice and exceptional computer skills.

**Apply to Holly Rockwell at AppleOne**  
**18538 Hawthorne Boulevard**  
**Torrance, CA 90504**  
**Fax: (310) 370-7087 / [www.appleone.com/?sc=11&id=376648](http://www.appleone.com/?sc=11&id=376648)**

"Strange how we make money to spend time." --*Billboard Ad*

Leads for February 10, 2010 (e)

**TECHNICIAN: Job ID 90024**

F/T. \$15/hr. Temple City. Basic electrical & mechanical skills for sales & tech support. Good communication skills.

**Call: 626-258-0000**

**EXPERIENCED GARDENER**

F/T. Bel Air. Detailed knowledge of gardening and maintaining formal estate grounds. Experience caring for a wide variety of plants and trees within the Southern California climate. Prune, mow, plant, fertilize, weed, care of water features, maintain irrigation system (change heads, repair leaks, adjust equipment, and operate an automated timer) landscape lighting bulb changing. Clean all hardscape, wipe exterior ledges/railings and metal work, store outdoor furniture cushions/umbrellas, polish brass, sort and place trash out for city collection. Able to drive. Speak English fluently (bi-lingual Spanish preferred). Pass background and reference check. Driver's license must be clean. High School Diploma.

**Send resume to: [nycjob@att.net](mailto:nycjob@att.net)**

**MEDICAL ASSISTANT**

PC and Phlebotomy skills.

**Fax resume to ECPC - San Gabriel, CA: 626-288-4178**

**FIELD SERVICE TECHNICIAN (20100016) - Job Reference Code 216891**

F/T. Benefits. Cover the Orange County, CA area. Install, inspect, service and replace industrial batteries and chargers with or without supervision. Strong mechanical aptitude for battery and charger repair. Basic electrical understanding. Desire to work independently on-site at customer locations. Able to quickly analyze and logically troubleshoot defective equipment. Perform basic testing procedures, and provide on-site team leadership. Analyze situations and make a decision, and provide immediate feedback to the customer.

**Apply online to EnerSys Delaware Inc.**

**[http://hostedjobs.openhire.com/epostings/jobs/submit.cfm?fuseaction=dspjob&jobid=216891&company\\_id=15932&jobboardid=24](http://hostedjobs.openhire.com/epostings/jobs/submit.cfm?fuseaction=dspjob&jobid=216891&company_id=15932&jobboardid=24)**

**NURSING ASSISTANT - Job ID: 131492**

Fountain Valley. State licensed. Provide care in order to maintain the patients' physical and emotional well being. Communicate with patients and nursing staff. Experience as nursing assistant preferred, not required. Successful completion of State Approved Nursing Assistant Training.

**Apply online to HCR ManorCare.**

**[www.hospitaldreamjobs.com/JobDescription.aspx?JobID=188589&tag=pharmadiversity](http://www.hospitaldreamjobs.com/JobDescription.aspx?JobID=188589&tag=pharmadiversity)**

Breathe.

Leads for February 10, 2010 (e)

#### VETERINARY RECEPTIONIST

Temporary. P/T, afternoon/evening hours, including some Saturdays from 8-2pm. Could go F/T, regular. Small Fountain Valley practice. Multi-task in a very fast paced and sometimes stressful environment. Excellent communication skills. Work well with clients and be a team player within the hospital. Experience not required.

Send resume. Fax: 714-968-8307 / Email: [bephosp@gmail.com](mailto:bephosp@gmail.com)

#### AUTO/LIGHT TRUCK MECHANICS

Torrance. American Honda Motor Co. Headquarters. Use your technical expertise to troubleshoot and diagnose complex automotive problems and provide repair information to Honda and Acura dealership technicians over the phone. Three years hands-on dealership technician experience (Japanese auto manufacturer experience a plus) with an emphasis on electrical and powertrain diagnosis. Interpret and dispense diagnostic and repair information from our computerized database and other sources. Strong interpersonal, communication, and technical problem-solving skills. Three years hands-on dealership technician experience. High school diploma. Computer Skills.

Contact HR Department at American Honda Motor Co

Email: [amerhondamc@autojobs.com](mailto:amerhondamc@autojobs.com)

#### BILINGUAL RECEPTIONIST/OFFICE ASSISTANT/Property Management Co. - Real Estate

P/T, all day Tuesday and half day Saturday at the least. More hours could be a possibility. \$10/hr. Los Alamitos. Help with office related duties. Copies, faxing, email responses, phone assistance, answer phone calls, and take care of customer inquiries/issues. English/Spanish.

Fax resumes to: 562-430-0693

#### OFFICE ASSISTANT

P/T, 16-24 hrs/wk. Well established home health agency in Long Beach. Warm, friendly, energetic self starter. Answer busy phones, greet people, file, scan. Computer skills. Knowledge of medical billing and ICD-9 coding are a plus.

Send resume to: 562 435-4390

#### THE GREATER LOS ANGELES CAREER FAIR

*Thursday February 11, 2010 from 10:30am to 2:00pm*

The Los Angeles Convention Center

Get your VIP ACCESS pass: [www.ChoiceCareerFairs.com](http://www.ChoiceCareerFairs.com)

Today, I am consistent. I can be depended upon to be consistent in my positive attitude, my appreciative approach and my respectful behavior with others, knowing that it is through consistency that I will gain the trust, support and respect of others.

*What consistent attitude will you adopt today?*

Leads for February 11, 2010

#### FLASH AND GRAPHIC DESIGNER

Work with Curriculum Designers to create media-rich content for Online Learning and Instructor Led training programs including conceptualizing and creating illustrations and flash animations that represent an idea or story through images. AS Degree in Graphic Design or art related field (transcripts required.) Two years' experience with current versions of Illustrator and Photoshop. Experience working with flash video using ActionScript. Excellent communication skills, (written, and verbal.) Strong attention to details, highly organized, computer literate and good sense of design. Ability to work well in a fast-paced professional office environment.

#### TRADESHOW WAREHOUSE CLERK

Load and unload trucks, pull, pack and unpack tradeshow structure and exhibitory, set-up of tradeshow structure, maintain accurate inventory of tradeshow structure and exhibitory, assist with warehouse projects when needed. Three years experience within a warehouse or tradeshow warehouse environment. Experience driving a forklift. Experience in Shipping and Receiving a plus. Good communication skills, able to speak, read, write and understand English. Strong attention to details, highly organized, computer literate. Ability to work well in a fast-paced professional office environment.

#### CHECKER

Check schematics, PCB and sheet metal drawings per company standards. Ability to work with schematics, PCB and sheet metal. Expertise on sheet metal design, AutoCAD and Mechanical Desktop programs a plus. Excellent communication skills, (written, and verbal.) Strong attention to details, highly organized, computer literate. Ability to work well in a fast-paced professional office environment.

**Apply online to Extron Electronics.**

[www.extron.com/](http://www.extron.com/)

#### PRODUCTION TECHNICIAN - Job ID: 214075

Torrance. Pack Liquid Chromatography Columns. Work with a variety of chemicals + chemical substances. Maintain and repair equipment. Maintain record of production activity. Follow manufacturing procedures, standard operating procedures (SOP's) and instructions of HPLC Trainer/Key person. Keep work area(s) neat, clean and organized. Perform Special Projects Finish assigned work in timely manner. Detailed-oriented and organized individuals with basic mathematical skills and manual dexterity. Talent and Resources, Aligned. One year experience of: mechanical experience, following standard operating procedures (SOP) and safety procedures, working with a variety of chemicals substances, maintaining and repairing equipment, and maintaining record of production activity.

**Contact Susy Urquiza at Superior Technical Resources.**

**Email: [urquizas@superior-sdc.com](mailto:urquizas@superior-sdc.com) / [www.superiorjobs.com](http://www.superiorjobs.com)**

There is nothing that you need so badly that you have to turn away from love to get it.

-- Alan Cohen

Leads for February 11, 2010

**SECRETARY/ACCOUNTING CLERK**

P/T: M, TH, and F: 8:00AM to 2:30PM. \$12/hr. Wilmington. Accounts payable/receivable, data entry, process in-house payroll, answer phones occasionally take messages, general office work.

Two years of accounting/bookkeeping, and accounting software experience. Detail oriented, good time management and communication skills. Familiar with Windows (Word & Excel).

Speak English and write fluently.

**Send resume to Melissa De Boer.**

**Email: [melissa.deboer@longbeach.gov](mailto:melissa.deboer@longbeach.gov)**

**VOCATIONAL WORKERS**

F/T. \$25,369/yr. Entry level positions in the Construction and Maintenance Division. Want candidates with the desire to pursue careers in skilled trades such as Machinist, Welder, Electrician, and Carpenter. 18 years of age or older. Reside in the City of Los Angeles, San Pedro, or Wilmington. Enrolled with the Harbor WorkSource Center. Meet the Self-Sufficiency Guidelines ([www.lacity.org/CDD/pdfs/wib/annual8/8apf\\_5-policies.pdf](http://www.lacity.org/CDD/pdfs/wib/annual8/8apf_5-policies.pdf)) Not currently on probation/parole and not convicted of a felony within the last four years. Pass a Mechanical Comprehension Test in the morning or afternoon of February 24, 2010.

**Download, complete and submit a paper application at: <http://per.lacity.org/appform.htm>**

***The first 100 applications will be accepted from Tuesday, February 16 to Thursday, February 18, 2010*** at the Harbor WorkSource Center for The Port of Los Angeles.

1851 N. Gaffey Street, Suite F

San Pedro, CA 90731

(310) 732-5700

**TECHNICIAN - Reference Code: 2492**

Temporary. El Segundo. Provide front line client support. Monitor and complete trouble tickets. Troubleshoot Desktop, Laptop, hardware/ software, peripherals. Two years corporate Desktop Support experience. A+ Certification. Experience with Windows XP - Vista; Unix/Linux+.

Experience with required duties. Monitor and complete trouble tickets in a timely manner.

Familiar with response time/expectations; customer service satisfaction. Strong interpersonal skills and professionalism. High school diploma, Associates degree or other technical school training preferred.

**Apply online to Adecco Government Solutions.**

**<http://jobview.monster.com/GetJob.aspx?JobID=86172464> / [www.adeccousa.com](http://www.adeccousa.com)**

**CUSTOMER SERVICE**

F/T, M-F: 9am-6pm. \$12/hr + bonus. Benefits. Santa Monica. Schedule medical appointments. Pleasant on the phone with accurate data entry. Bilingual and/or medical experience is a plus.

**<http://jobview.monster.com/GetJob.aspx?JobID=86174477>**

Leads for February 11, 2010 (a)

#### MEDICAL ASSISTANT/LPN

Busy Santa Monica Family Practice. Phlebotomy, IM injections, telephone experience, great people skills, front and back office procedures. Benefits available. References required.

Send resume to: [gaylesadowski@yahoo.com](mailto:gaylesadowski@yahoo.com)

#### PC TECHNICIAN

Carson. \$52,000 to \$58,000/yr. Benefits. Construction Industry Client. Manage, coordinate and maintain local area network activities; and provide support and training to users of personal computers. Install, maintain and monitor the operation of the local area network. Evaluate vendor products in hardware and software and recommend purchases consistent with short and long term objectives. Monitor, maintain, and recommend backup systems and improvements.

Develop, enhance, implement and maintain policies and procedures related to PCs and network hardware and software acquisition, use, support, security and backup. Administer Lotus Domino email on a i5 (AS/400) server, Blackberry email on a Windows 2003 Server, Servgate firewall, SoniWall spam filter and Panda Individual Security Software. Consult with key employees within the organization to develop system solutions consistent with organizational objectives. Research and evaluate new technologies. Install and test software upgrades. Train, develop and manage PC Support Technician. Responsibilities for telecommunications and PBX vendor interface and agreements. Learn and gradually assume i5 maintenance and administration.

Network design, installation, deployment and monitoring skills. Implementation and maintenance of firewalls, VPNs, spam filters, and antivirus software. Demonstrated familiarity with Microsoft Office Professional Applications. Demonstrated familiarity with i5 (AS/400) and PC interfaces. Working knowledge of Lotus Domino, Lotus Notes, and PHP. Three years performing routine: software installations and program updates, and troubleshooting and problem resolution on computer, server, and network systems. Technical Diploma, Bachelor of Science (B.S.) degree preferred. Experience with SOX (Sarbanes-Oxley) a plus.

Apply to AS/400 Personnel Agency, LLC

132 N. El Camino Real

# 373 Encinitas, CA. 92024

Phone: (760) 635-3567 / Fax: (760) 635-1177 / email: [corporate@as400search.com](mailto:corporate@as400search.com)

#### OFFICE ASSISTANT

P/T. \$10/hr. West Los Angeles technology company. Assist the Office Manager with day to day general office duties. Provide administrative support and direction with minimal supervision. Answer phones & return calls (in a promptly & courteous manner.) Customer service. Scan, file, fax, copy. Outbound mail. Service ticket entry (new & time.) Write letters, organize data and filing systems. Schedule appointments. Excellent communication skills, both verbal and written. Fluent in English. Energetic. "Can Do" attitude. Proficient in Microsoft Word, Excel, & Outlook. Work well in a fast paced environment. Detail oriented. Ability to organize & prioritize. Great multi-tasking skills. Self-motivating, consistent, active team player. Ability to follow through and be proactive. 1+ years experience in an office environment.

Email resume to: [ics\\_jobs@yahoo.com](mailto:ics_jobs@yahoo.com)

Leads for February 11, 2010 (a)

#### MEDICAL ASSISTANT

P/T. Gastroenterology office. Reliable, punctual and precise. One year medical office experience preferred. Computer knowledge. Ability to multi task. Motivated, self starter. Answer phones. Greet and check patients in and out. Computer scheduling. Obtain Insurance authorizations and Insurance verification. Pull and prepare charts. File/Fax. Room and vital patients.

**Send resume to: [joni\\_jung@yahoo.com](mailto:joni_jung@yahoo.com)**

#### PARTS ASSOCIATE - AutoReqId 16675BR

F/T. Provide in person and over the phone internal and external customer service and support, including parts research and ordering, sales and marketing, shipping and receiving, and inventory control for parts for commercial food service equipment. Conduct parts research, identification and order activities for internal and external customers. Maintain key relationships with customers and internal departments to build knowledge and understanding of customer needs and expectations. Perform warehouse activities. Conduct service vehicle inventory including physical count, inventory adjustments, stock replenishment and removal of non-stock items.

High school diploma or GED. Experience in customer service, parts sales/support, and/or inventory control. Excellent verbal and written communication skills. Strong computer skills in a Windows based environment, with the ability to learn unique and proprietary software.

**Apply on-line to GCS Service, a division of Ecolab.**

**<http://los-angeles-jobs.jobfox.com/callcenter-customersupport/account-customer-support/parts-associate/62a86b2b17-4309-42e77e-b5766-f7d17911cb448f0>**

#### BACK OFFICE MEDICAL ASSISTANT

P/T. Long Beach and Huntington Beach offices. Willing to travel. Paid mileage and travel time.

**Fax resume to: (562)423-6349**

#### ADMIN ASSIST/BOOKKEEPING

P/T, flexible hours, health insurance. North Hollywood. Self-starter and team player who loves versatility. Assist sales and marketing staff. Input accounting data. Manage data. Assist with travel coordination and purchasing. Proficient in Office, Word. Learn quickly and master new programs. QuickBooks a plus. Organizational skills. Multi-tasker. Good communication skills.

**Send resume to: [NoHojobapp@gmail.com](mailto:NoHojobapp@gmail.com)**

#### MEDICAL - BACK OFFICE

F/T. Endocrinologist. One year of medical experience. Ability to multitask, prioritize, and work in fast pace environment. Computer and EMR desirable. Benefits. References required.

**Fax resume to: 310-541-1977**

In all things, be willing to listen to people around you. None of us is really smart enough to go it alone. ~ *John Clendenin*

Leads for February 11, 2009 (b)

EQUIPMENT MAINTENANCE INSTRUCTOR - #007007-001  
\$31.61-\$42.15hr. Apply today – *deadline:11-FEB-2010*  
Apply online to Public Transportation Services Corporation (PTSC.)  
<https://jobs.metro.net>

#### CHILDREN'S CENTER AIDES

P/T, 3.75-hour or 3-hour/12-month position. \$12.50/hr. Funding for position is contingent upon receipt of Federal and State Categorical Funds. Assist in the planning and conduct of childcare activities following a prescribed plan developed in cooperation with childcare personnel. Assist in evaluating and determining the skill and maturity levels of child care participants in determining the appropriateness of play, craft, and game activities. Instruct groups of children in game and play activities. Perform a variety of craft and special project activities. Issue and collect equipment, craft supplies and game materials. Aid in maintaining appropriate standards of behavior. Assist in the set-up and arrangement of materials, supplies and equipment for game and craft activities. Participate in the planning, organization and implementation of self-directed game learning activities. Perform a variety of cleaning and housekeeping functions in maintaining the facility in a clean, safe and sanitary condition. Inspect and review game activity areas and equipment to ensure that the play and game activities are conducted in a safe and non-hazardous environment. Set up nap areas, and prepare the children for resting and napping. May assist in maintaining records concerning participation in the child care center. Administer routine first aid and seeks assistance for serious illness or injury situations. Perform simple cooking and in the development of nutritional snacks. Assist in feeding, toileting and self-help skill development of the child care participants. One year of paid or volunteer experience working with children preferably in an early childhood education program. Equivalent to the completion of the twelfth grade. Score 70% or better on the English Proficiency Examination. Obtain a First Aid certificate issued by the American Red Cross, including CPR training. *Apply prior to 4:30 p.m. on Friday, February 12, 2010.*

Apply to Shelley Rose at Hawthorne School District .  
14120 Hawthorne Blvd.  
Hawthorne, CA 90250

(310) 676-2276 / FAX: (310) 676-5174 / e-mail: [srose@hawthorne.k12.ca.us](mailto:srose@hawthorne.k12.ca.us)

#### INDEPENDENT REPRESENTATIVES

Flexible, can be a second job. Commission only. Sell life insurance and financial products. Training and licensure provided. Self-starter, coachable, ethical. Basic computer skills.

Call or send resume to Ilya Cabalatungan at First Financial Security, Inc.

18000 Studebaker Road, Suite 700

Cerritos, CA 90703

(800) 470-0753 x127 / Fax: (310) 507-2043 / email: [ilya.2020@yahoo.com](mailto:ilya.2020@yahoo.com)

[www.firstfinancialsecurity.com](http://www.firstfinancialsecurity.com)

Be kinder than necessary, for everyone you meet is fighting some kind of battle.

Leads for February 11, 2010 (b)

#### EDUCATOR/ QUALITY ASSURANCE SPECIALIST

F/T. Overall review of students' data. Create reports of training program measurement outcomes pertinent to funding sources requirements and/or Goodwill requirements. Provide technical assistance and training for staff in regards to QA improvements, chart audits, writing student job placement objectives in measureable terms and other guidelines. Maintain all division data on the Goodwill VERTEX database system and will periodically pull reports from this database. Maintain division benchmarks, reports, charts, files, and graphs. Ability to travel to various sites in the greater Long Beach area. BA degree in Education, Social Services or related field plus three years experience in an educational institution, workforce development agency, or social services agency. Professional expertise serving persons with barriers to employment a plus. Able to develop & implement complex database systems and reports. Excellent writing, oral skills, & computer literacy (Word, Excel, and other database applications.) *Apply by February 26, 2010.*

**Send resume with cover letter to Ben Espitia at Goodwill.**  
**800 W. Pacific Coast Highway**  
**Long Beach, California 90806**  
**Fax: 562-624-9502 / email: [bespitia@goodwillsolac.org](mailto:bespitia@goodwillsolac.org)**

#### PATIENT CARE / DIALYSIS TECHNICIAN / PCT - Anaheim, CA

F/T. Measure and record stats, patient observations, machine set up. Ensure the compassionate, professional delivery of outpatient dialysis services. Current CPR certification (or obtained within 30 days of employment). Prior dialysis training, dialysis certification and healthcare experience strongly preferred. Certified Nurse Assistant, Certified Medical Assistant or Phlebotomy certification is a huge plus. Pass certification exam within 18 months of hire, which includes providing proof of a GED or high school diploma.

**Apply on-line to DaVita.**  
**<http://careers.davita.com>**

#### LIGHT DUTY MECHANIC

P/T and F/T. \$10-\$14/hr. Overtime available. Prefer own tools. Enjoy working with the public. Experience in automotive repair. ASE and other related certifications or degrees from a vocational or technical program are a huge plus. Correctly diagnose and perform preventative maintenance and repairs, according to BAR guidelines. Become trained and certified in our Management Training Program. Minimal administrative tasks assigned, such as correctly invoicing customers per BAR guidelines. Perfect opportunity for recent graduates of a technical school, looking for work place experience. Ensure technical competence in completing routine light mechanical work on vehicles. Ensure a highly satisfying experience for every single guest. Learn to use our Point of Sale system and properly invoice customers. Technically proficient in administering and completing basic and additional services. May open or close Service Center.

**Apply to Valvoline Instant Oil Change.**

**1414 Pacific Coast Highway, Hermosa Beach - 1405 N Sepulveda Blvd, Manhattan Beach, California - 29519 S Western Ave, Rancho Palos Verdes**

Leads for February 11, 2010 ©

**BILINGUAL DENTAL CUSTOMER SERVICE**

\$10- \$12/hr. English/Spanish. Some background in dentistry and computer skills helpful. Good speaking skills/customer service. Peachtree/QuickBooks a plus.

**735 N. Broad Ave.**

**Wilmington, Ca 90744**

**Fax: (310) 522-4697 / email: [Angeldental@ymail.com](mailto:Angeldental@ymail.com)**

**ADMINISTRATIVE SCHEDULER - Job code: 0903461 / Latpro-1831074**

**P/T, M-F: 8:00am - 2:00pm and a rotating Saturday shift. \$12-\$13/hr. Garden Grove.**

Contact households to schedule the installation, maintenance and removal of equipment, schedules and confirm field rep visits, and handle calls from sample households. Support the day-to-day operations of the field office. No selling is involved. Working knowledge of Windows with proficiency in MS Word & Outlook, Excel and Access preferred. Willingness to interact on the phone with Nielsen Media Households. Strong organization skills. Customer service background. Excellent communication skills. Good multi-tasking abilities & techniques.

High School diploma. Preferred: Fluency in Spanish. Experience setting appointments or managing a calendar. Call center background or experience working on the phone

**Apply on-line to Nielsen.**

**[www.latpro.com/jobs/1831074.html](http://www.latpro.com/jobs/1831074.html) or [www.nielsen.com](http://www.nielsen.com)**

**BILINGUAL TIG WELDER - Reference Code: US\_EN\_1\_025090\_8607865**

**M-TH: 5am-3:30pm. \$14/hr. Contract. La Mirada Manufacturing company. Pass welding test.**

English/Spanish or Spanish only. Two + years of recent experience in TIG welding. Familiar with working with Stainless Steel, thin gauge aluminum.

**Copy and paste your resume into the body of an email and send it to Adecco.**

**Email: [jennifer.brito@adeccona.com](mailto:jennifer.brito@adeccona.com)**

**REAL ESTATE RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

**F/T. Small, high-end, boutique Real Estate office in Hermosa Beach. Able to multi-task. Very organized, dedicated, professional and have strong people skills. Proficient in Word, Excel, Outlook, and Photoshop.**

**Send resume to: [marcy.jennings@yahoo.com](mailto:marcy.jennings@yahoo.com)**

**MEDICAL ASSISTANT FRONT & BACK**

**F/T. Benefits available. Good back and front office skills. Multi-tasker with good phone skills and insurance knowledge. EMR and Bilingual preferred.**

**Fax resume to Advanced Urology**

**Anaheim, CA 92801**

**Fax: 714 776-9343**

Leads for February 11, 2010 ©

#### ACCOUNTING CLERK

\$12-\$14/hr. Long Beach, 90815. Payroll Data Entry, Accounts Receivable Management, and other administrative duties.

<http://jobview.monster.com/GetJob.aspx?JobID=86196092>

#### POST PRODUCTION ASSISTANT

F/T. \$30K-\$36K/yr. Torrance. Six feature films per year. Edit and deliver the material to a Christian audience. Editing and Graphics: Prep material for editors; Sound syncing; Online of final edit; Color Correction; Repurpose Trailers; Create alternate versions of movies and trailers; DVD authoring; Conversion to multiple formats; Laying off masters; DVD burning; Editing (a variety of promo material, movies, and trailers.) Graphic Design: Create Sales Sheets; Design of email blasts; basic promotional material. Experience in: Final Cut Studio (including final cut, compressor, DVD studio pro, color); Photoshop; Illustrator; After Effects; Toast; FTP; Web Software. Strong technical background in a post production environment. Know Mac computers extensively. Handle a variety of programs. Strong sense of design.

[www.media-match.com/jobsboard\\_detail.php?affid=7777&job\\_uid=24549941&idx=4&gad=CJzrn6oGEgiMt8ZRIJ6\\_qRjw2P38AyCs-ZwR](http://www.media-match.com/jobsboard_detail.php?affid=7777&job_uid=24549941&idx=4&gad=CJzrn6oGEgiMt8ZRIJ6_qRjw2P38AyCs-ZwR)

#### CUSTOMER SERVICE REPRESENTATIVE

P/T. \$10/hr. High-end women fashion West Hollywood Yoga clothing Company. Assist clients via telephone and email with order placement, order status, product inquiry and return authorizations with a great positive attitude. Accurately enter orders received via telephone and email. Update web inventory and web ledger. Product description in writing. Print web orders and Ups tags for the shipment and bring to the cutting room. Three years customer service experience in fashion industry. Great communication skills. Positive attitude. Excel/Word/Internet. Type 35-40 wpm. Spanish language is a plus. Training with the Designer is required to get familiar with the Company product. The job will be mostly done in your own home. It is not necessary to work in our office. This is a computer and a phone job. We will meet to exchange information and the printed web orders. Good computer and printer.

**Contact Lisa.**

**Email: [teamnew60@yahoo.com](mailto:teamnew60@yahoo.com)**

#### TECHNICIAN - Posting ID: 2033505

1st shift. Los Angeles. \$17/hr. Large Aerospace company. Electrical testing, troubleshooting, and repair of Switches. Repair and maintain test equipment, wire harness assembly and soldering.

**Contact Jennifer L. Kroesen at Aerotek Commercial Staffing.**

**990 West 190th Street, Suite 400**

**Torrance, CA 90502**

**TEL: (310) 800-9076 / FAX: (310) 800-9190 / [jkroesen@aerotek.com](mailto:jkroesen@aerotek.com)**

Leads for February 11, 2010 (d)

**CUSTOMER SERVICE**

Design oriented textile/garment importer. Knowledge of textile and garment industry helpful.  
Well organized, hard working, detail oriented and with good follow up skills.

Email: [resume@meridiantex.com](mailto:resume@meridiantex.com)

**VETERINARY RECEPTIONIST**

P/T, potential for F/T. Highly motivated, energetic, people-oriented. Excellent attention to detail skills, basic computer skills and the ability to multi-task. Experience in the veterinary field is preferred but not required.

Send resume to **American Animal Eye Care Center.**  
La Habra, CA 90631

Fax: 562-943-2835 / email: [jlorenzo@americananimaleye.com](mailto:jlorenzo@americananimaleye.com)

**THEATRE STAFF**

Apply at **AMC Entertainment.**

1815 Hawthorne Blvd - Ste 368 and 3525 W. Carson Street  
Torrance

**COUNTER DESK ATTENDANT/EQUIPMENT SPECIALIST**

**LANE SERVER      BIRTHDAY PARTY HOST**

Apply to **AMF Bowling.**

21915 S. Western  
Torrance

**SERVER**

Apply at **Joe's Crab Shack.**

230 Portofino Way  
Redondo Beach

**PD REGISTRATION REP - Job Requisition Number: 61937**

Per Diem, available to work all hours, shifts and days including weekends and holidays. \$13.14-\$21.85/hr. Customer service, heavy phones, computer, multi-tasking skills. Working knowledge of medical terminology, medical billing/and or medical insurance.

Apply online at **Providence Little Company of Mary Medical Center.**

1300 West 7th Street  
San Pedro, CA 90732-0000  
[www.providence.org/careers](http://www.providence.org/careers)

The thing about which you think, "Without this I would be lost," may be the very thing that without this you would be found. -- *Alan Cohen*

Leads for February 11, 2010 (d)

**THE HOME DEPOT CENTER ANNUAL JOB FAIR**

***Friday, February 12<sup>th</sup> from 2 PM to 6 PM and Saturday, February 13th from 9 AM to 1 PM.***

**GUEST SERVICE REPRESENTATIVES/TICKET TAKERS                      BOX OFFICE**

**TICKET SELLERS                      SECURITY OFFICERS                      CONCESSIONS**

**CASHIERS/SUPERVISORS                      RETAIL SALES ASSOCIATES**

**RESTAURANT POSITIONS (BARTENDERS, SERVERS, COOKS)**

**You must apply online before attending at the Main Plaza of The Home Depot Center soccer stadium.**

**18400 Avalon Blvd.**

**Carson, CA 90746**

**Enter the facility thru Gate A off of Avalon Blvd.**

**Questions? 310-630-2000 / Apply before going at [www.homedepotcenter.com](http://www.homedepotcenter.com)**

**SALES ASSOCIATES (P/T and F/T)**

**PET GROOMER/STYLISTS**

**Apply at Petco.**

**3901 Inglewood Ave., Suite G**

**Redondo Beach, CA 90278**

**FIELD SERVICE TECHNICIAN - Job Code: 84512**

Los Angeles. Travel to customer location to diagnose, troubleshoot and repair Miele equipment utilizing factory training, service manuals and computerized tools. Level and adjust equipment to include plumbing, gas and electrical connections. Install and instruct customers on the proper use of equipment. Organize and upkeep company provided vehicle (tools, test equipment, computers and other company items.) Complete all service calls and warranty documentation in an accurate and timely manner. Maintain required parts inventory by ordering replacement parts as necessary and conducting inventories as required.

**Apply online to Miele.**

**[www.miele.com](http://www.miele.com)**

**ADMINISTRATIVE ASSISTANT 2 - Ref ID: 6659**

F/T, 7a - 4p. Temporary. Los Angeles. High School/GED. One year experience. Provide administrative support to one or more Directors. Organize and prioritize work, answer multi-line telephones. File, type, organize, distribute and transcribe basic correspondence such as memos. Coordinate meetings. Maintain electronic schedules and confidentiality at all times. Computer literate. Proficient in Windows 95, Microsoft Office 97 and Outlook Express. Knowledge of Groupwise E-mail. Multi-line telephone skills. Type 55 wpm. Customer service oriented.

Maintain professional appearance and behavior.

**Contact Angelique McKnight at HealthCare Partners Medical Group.**

**[www.Healthcarepartners.com](http://www.Healthcarepartners.com)**

Leads for February 11, 2010 (e)

**MEDICAL ASSISTANT - Job Code: 122**

Benefits. Beverly Hills. Dedicated, hard-working flexible technician. Prep the room and the patient; set up the surgical tray; assist the surgeon during the procedure; provide the patient with post-operative instructions; and answer questions from the patient. Full training provided. This is a non-smoking facility. Pass drug test and background investigation.

**Apply online to Bosley Medical Hair Transplants.**

[www.bosley.com/careers.php](http://www.bosley.com/careers.php)

**SERVICE TECHNICIAN IV - PUMP, POWER, HVAC**

Downey. Maintain and repair complex equipment with limited or no supervision in a highly skilled, safe, and professional manner. Work on diesel engines, HVAC equipment, and dehumidification/air purification equipment, a variety of rental and customer equipment and tools, while using a high degree of independent judgment. Responsible for service documentation, training of lower level technicians, demonstration of equipment for customer use, accurately ordering needed parts from vendors. Occasional travel to customer sites. Five years experience repairing and maintaining dehumidification/air purification equipment, diesel engines, HVAC equipment. Advanced diagnostic and repair skills for mechanical, hydraulic, diesel, pneumatic and other systems, extensive knowledge of equipment. Advanced understanding of schematics and diagrams. Own applicable tools. Strong teamwork, verbal, and written skills. Able to lead others. Willingness and ability to provide superior customer service.

High school diploma and valid driver's license.

**Apply online to United Rentals, Inc.**

[www.ur.com/](http://www.ur.com/)

**SALES/MERCHANDISE ASSOCIATE**

**Apply at HomeGoods.**

**24663 Crenshaw Blvd**

**Torrance**

**PRODUCTION CONTRACTOR**

F/T. Experience in manufacturing and sewing exceptionally high-end lingerie, made of fine silks, charmeuse, laces, and other fine textiles. Create a small production of exact replica of sample garment. Clean seams and finishes on all garments. Experience in lace and trim application. Create garment to perfection with no room for mistakes. Experience with high-end undergarments and lingerie, shrinkage, trims and embroidery. Able to create pieces with high quality and perfect fit. Well-organized, detail oriented. Anticipate and resolve problems quickly and accurately. Coordinate all aspects of the production and packaging process. On time delivery. Speak English.

**Contact Suzanne Skaff at Juel Park Lingerie.**

**17940 Rancho Street**

**Encino CA 91316**

**Fax: 818-996-8946 / email: [suzanneskaff@gmail.com](mailto:suzanneskaff@gmail.com) / <http://www.juelpark.com>**

Leads for February 11, 2010 (e)

**ENTRY LEVEL MECHANIC - AUTOMOTIVE TECHNICIAN - Ref ID: SOWL Tech F/T. \$11-\$19/hr. Long Beach. One year automotive mechanical diagnosis, problem-solving and repair experience. High level of motivation and energy. Strong customer service skills. Assist (not train) technician mechanics in performing technical activities. Diagnose and repair to specifications – brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems. Adequately explain technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis. Continuously learn new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology. Keep store management aware of mechanical repair problems as they occur. Maintain an organized and neat bay.**

**Contact Victor Barrera at Firestone Complete Auto Care –West.**

**[www.FirestoneCompleteAutoCare.com](http://www.FirestoneCompleteAutoCare.com)**

**REP, PHLEBOTOMY SVCS I - Reference ID: L62482**

Los Alamitos. Flexible and available based on staffing requirements; weekends, holidays, on call and overtime. High School Diploma or GED. Perform daily phlebotomy activities of the Patient Service Center (PSC)/Mobile/In-office Phlebotomy (IOP) accurately and on time. Maintain a safe and professional environment. Perform with confidence, both the forensic and clinical specimen collection and processing duties following established practices and procedures. Maintain required records and documentation. Demonstrate organizational commitment. Promote a positive image to patients, clients, employees and the public in general. State of California Phlebotomy Certification. Medical training and/or terminology helpful (medical assistant, paramedic). One year Phlebotomy experience-pediatric and geriatric capillary and venipuncture. Customer service in a service environment preferred.

**Apply on-line for Quest Diagnostics.**

**[www.questdiagnostics.com](http://www.questdiagnostics.com)**

**STOCK CLERKS - 7737 (Beverly Center, Beverly Drive, South Coast Plaza and Santa Monica)**  
Ensure the Stock levels and product movement are maintained through effective merchandising.

Ensure ease of customer shopping experience through visual presentation and overall store maintenance. Awareness and understanding of visual directives and flip process. Clear representation of stock on the floor. Support visual team with all store flips. Secure store assets through effective loss prevention methods and compliance with appropriate policies and procedures. Proper use of P.O.S. system for receiving and sending merchandise. Proper documentation over/shortages. Accurate and thorough completion of paperwork. Cross reference and balance WSSR Reports each week. Proper adherence of policies for loading dock doors/receiving doors. Enhance store productivity through timely movement of merchandise and knowledge of stock levels through effective merchandise. Constant awareness of merchandise replenishment. Maximize stockroom space with all merchandise accessible to staff. Maintain a neat/organized stockroom adhering to LP policies and stockroom layout.

**Apply online to Club Monaco.**

**[http://polo.hodesiq.com/job\\_detail.asp?JobID=1731100](http://polo.hodesiq.com/job_detail.asp?JobID=1731100)**

Leads for February 9, 2010

#### OFFICE ADMINISTRATOR

Availability to work occasional evenings and weekends. Private vocational school specializing in training in high-end computer graphics for the entertainment industries. Maintain a high level of confidentiality. Provide company information to callers and walk-ins. Insure that the telephones are answered and properly screened. Perform administrative duties associated with daily operations. Schedule, plan and coordinate meetings and events. Assist with Registration. Manage Interns. Maintain and order inventory for Book Store and office. Receive and send packages via FedEx and UPS. Maintain a professional and clean atmosphere in the front office. Data compilation and entry for reporting purposes. One year successful customer service experience (retail experience a plus). Willing to work in a creative environment, where responsibilities and roles change. Exceptional phone etiquette and communication (written & verbal). Ability to self-manage, problem-solve and multi-task. Extremely self-motivated, professional, and engaging personality. Dependable and reliable. Strong organizational skills. PC and MAC proficient.

**Email your resume to Gnomon School of Visual Effects.**

**Email: [jobs@gnomonschool.com](mailto:jobs@gnomonschool.com)**

#### APARTMENT MANAGER

60s modern 1+1 apartment w/ timeless designer details. Tastefully renovated mid-century apartment features designer details such as oak floors in public rooms, carpet in bedroom, smooth ceilings with recessed lighting throughout, built-in appliances, intercom access to gated courtyard and koi pond. Can be furnished with mid-century designer furniture for additional rent.

**Send resume. Include "San Vicente" in the subject line. Email: [joeranda90046@gmail.com](mailto:joeranda90046@gmail.com)**

#### RETAIL MERCHANDISER - Job ID: 2010-4491

P/T. Torrance. Proper implementation of plan-o-grams, new item placement, void corrections or special merchandising activity for a specific category and location. Self-starter, quick learner. Strong attention to detail. Excellent organizational skills, strong communications and the ability to build relationships with store personnel. Read a schematic and reset a category. Check date codes, schematic integrity, replacing decals/re-order tags or ads and placing point of purchase material. Maintain merchandising excellence and build customer good will on reset projects. Report observations to Area Manager on out-dated product and unclaimed stock. Responsible for special reset projects and may transport on-site delivery of all materials, supplies and equipment. Receive and report work through a web based application. Follow company policy and utilize safety techniques in execution of reset teamwork. High school diploma or GED. Food broker, retail and reset responsibility experience is helpful. Able to lift up to 60+ pounds. Valid CA Driver's License. Able to drive a car and operate a computer. Access to high speed internet. Strong interpersonal, organizational, decision making and leadership skills. Able to effectively communicate with others. May be asked to work in cold conditions (i.e. refrigerated and freezer sections of retail stores.)

**<https://careers-acosta.icims.com/jobs/4491/job>**

No illusion is powerful enough to stop the truth from being itself.

Leads for February 9, 2010

#### ACCOUNTS PAYABLE CLERK

\$14-\$17/hr. High volume full-cycle accounts payable- receive and review invoices from vendors, match documents, code, and batches as well as assemble voucher packages for approval by appropriate managers and process checks to send to vendors. Perform other basic clerical duties associated with A/P. Reconciliation of vendor statements. Work with vendors to problem solve. Help scan invoices and checks posted into the imaging system. Maintain vendor files. Light filing. One year experience in A/P. AS400, JD Edwards experience. Manufacturing and distribution experience is a plus. Good oral and written communication skills. Detail oriented tasks require accuracy with large amounts of data. Ability to match records, check for reasonableness, and perform necessary conversions to correct units of measure and foreign currency. MS Excel, Word, Outlook. Large company experience desirable.

Send resume to: [JobEmail46311@gmail.com](mailto:JobEmail46311@gmail.com)

#### NO-COST EXPUNGEMENT EDUCATION WORKSHOP

*February 17, 2010, 4:00 pm- 5:00 pm*

Receive pertinent information from subject-matter experts on certificate of rehabilitation; information on expungement of adult convictions & sealing of juvenile records; and assistance with completing required expungement forms. For a straightforward self-help tool to file a petition on a Long Beach case, visit [www.longbeach.gov/citypros/expungements.asp](http://www.longbeach.gov/citypros/expungements.asp)

#### Center for Working Families

1900 Atlantic Avenue

Long Beach, CA 90806

562.570.WORK

#### MEDICAL ASSISTANT

F/T. Medical Assistant Certificate; current CPR certificate. Successful completion of a Medical Assistant program accredited by the American Association of Medical Assistants (AAMA) and eligible to test for the national certification exam. Basic knowledge of ICD-9-CM and CPT medical coding. Interview patients, measure vital signs and record information on patients charts. Prepare treatment rooms for examination of patients. Drape patients with covering and position instruments and equipment. Hand instruments and materials to medical provider as directed. Clean and sterilize instruments. Inventory and order medical supplies and materials. Operate x-ray, EKG, and other equipment to administer routine diagnostic test or call medical facility or department to schedule patients for tests. Give injections or treatments, and perform routine laboratory tests. Key data into computer to maintain office and patient records as necessary (Misys, LINK.) Maintain patient flow to reduce waiting time as much as possible. Keep exam and treatment rooms clean, well stocked. Set up equipment in exam rooms. Perform hearing screening, plotting growth parameters, urinalysis and hemoglobin testing. Advise patients concerning preparation for tests. Document administration of Immunizations and medications in chart. Administer immunization injections/treatments (must be done only with licensed physician on premises.) Call patients to provide lab results.

Contact Human Resources at St. John's Well Child & Family Center.

5701 S. Hoover Street

Los Angeles, CA 90037

Leads for February 9, 2010 (a)

**IT SENIOR NETWORK TECHNICIAN**

F/T, M-F: 8:30-5:30 p.m. \$54-\$60K/yr. Troubleshoot network systems to determine root cause for any technical issues. Assemble and configure network components and associated services.

Assist as necessary during any datacenter operations/projects. Assist as necessary in the maintenance and administration of the private AHF MPLS WAN. Provide consultative services to regional locations. Answer, evaluate and prioritize incoming telephone, voice mail, e-mail and in person requests for assistance from users experiencing problems with hardware, software, networking and other computer related technologies. Handle problem recognition, research, isolation and follow-up for routine user problems, referring more complex problems to supervisor. Log and track call using problem management database, and maintain history records and related problem documentation. Compile network reports using diagnostic tools. Enter commands and observe system functions to verify correct system operation. Responsible to maintaining industry standards through quality control. Participation in IT Department Meetings. Bachelor's degree and 3 years related experience and/or training or equivalent combination of education and experience. Knowledge of network troubleshooting utilities and software packages; Contact Management systems; Problem Ticketing Systems; Internet Software; Microsoft Office productivity software. Expert knowledge of Microsoft 2003 Active Directory and related services, Microsoft Server 2003 Server OS and Client OS such as Windows XP or higher. Intermediate level or higher knowledge of: Cisco Infrastructure Equipment including ASA appliances and Cisco IOS configuration/administration; (Cisco IPS knowledge also preferred); LAN/WAN technology; IPsec/SSL VPN platform technology. Knowledge of: Citrix XenApp 4.5 or Higher with integrated CAG/WIS platforms; R.I.M. B.E.S. version 5 or greater administration and maintenance; HP server hardware and maintenance; VMware enterprise clustered platform architecture; Equallogic-based enterprise clustered SAN architecture and maintenance; and WAN accelerator platform administration and maintenance. MSCE for Windows 2003/2008/XP and/or experience with Citrix XenApp 4.5 or higher preferred. Two years experience administrating Windows Based Platform Network. Able to travel 40-50% of the time. Current driver's license with proof of liability insurance.

**Email resume to Julie Palomino, Human Resources Business Line Partner at AIDS Healthcare Foundation.**

**6255 W. Sunset Blvd., 21st Floor**

**Los Angeles, CA 90028**

**EMAIL: [Careers@aidshhealth.org](mailto:Careers@aidshhealth.org)**

**“YOU AND THE DEPENDENCY COURT” FREE WORKSHOP**

***February 20, 2010 from 10:00 a.m. to 12:00 noon***

Learn how to protect your rights. If you have an open DCFS case, voluntary or court, please join us for a free workshop presented by an expert attorney. Learn your rights, how the dependency system works, and how to regain custody of your children.

**World Literacy Crusade, Int'l.**

**3209 No. Alameda St., Suite B**

**Compton, CA**

**1-877-KIDZ-LAW**

Leads for February 9, 2010 (a)

**MEDICAL ASSISTANT I - Job Code: 5700T**

M-F: 8 – 5. Fountain Valley. Assist the nursing team with walk-in patients; review patient records (EMR), interview patients, measure the patient's vital signs; pulse rate, temperature, blood pressure, weight, height, and record information into electronic medical record system (EPIC). Prepare treatment rooms for examination of patients, assist physician with procedures, clean examination rooms and sterilize appropriate equipment after use. Accuchecks, administer prescribed medications (orally or by injection), perform electrocardiograph (EKG), nebulizers, pulse oximetry, inhalation treatments and operates other equipment. Communicate consistently with the front office team and with patients re: the status of approximate provider wait time. Schedule patients for routine diagnostic tests and appointments per policy and procedure. High School diploma, Medical Assistant certificate from recognized school, current CPR. Two years Medical Assistant experience (IM, FP and Pediatrics) preferably in busy clinic environment, experience with EKG, nebulizer, pulse oximetry, injections, excellent organizational and patient care skills. Computer proficient and electronic medical records experience; (EPIC) a plus!

**LAB ASST / MEDICAL ASST - Job Code: 5905T**

Downey. 60% in the Lab and 40% in the back office. Process lab requisitions verifying patient's information, collect appropriate insurance information. Perform venipunctures using universal precautions/personal protective equipment and approved techniques. Process specimens with appropriate attention to order type (i.e. STAT, routine, etc.). Collect and sort lab results, take inventory and order supplies and materials. Review patient records (EMR), interview patients, measure the patient's vital signs; pulse rate, temperature, blood pressure, weight, height, and record information into electronic medical record system (EPIC). Prepare treatment rooms for examination of patients, assist physician with procedures, clean examination rooms and sterilize appropriate equipment after use. Accuchecks, administer prescribed medications (orally or by injection), perform electrocardiograph (EKG), nebulizers, pulse oximetry, inhalation treatments and operates other equipment when necessary. High School diploma, Medical Assistant certificate from recognized school, current CPT-1 license and CPR. Two years Medical Assistant (IM, FP and Pediatrics) and Phlebotomy experience preferably in busy clinic environment. Experience with EKG's, nebulizers, pulse oximetries, injections. Excellent organizational and patient care skills. Computer proficient and electronic medical records experience.

**Apply online for Talbert Medical.**

[www.talbertmedical.com](http://www.talbertmedical.com)

**UPHOLSTERY TECHNICIAN**

Contractor. Long Beach Aircraft manufacturer. \$19.40/hr. Install and fabricate aircraft upholstery. Create simple patterns using engineering drawings. Work with vinyl, leather and composites. Fit window panels, bulkheads, walls and carpet. FAA A&P License. Four years aviation inspection experience.

**Contact Omega Contract Design.**

**5011 Argosy Ave, Suite #8**

**Huntington Beach, CA 92649**

**Fax: (714) 898-4303 / Email: [Omegacd@aol.com](mailto:Omegacd@aol.com) / [www.omegacontract.com/index.html](http://www.omegacontract.com/index.html)**

Leads for February 9, 2010 (b)

#### ADMINISTRATIVE ASSISTANT

Benefits. Work closely with Program Manager to support the activities relating to the Reconnections Academy. Assist with intake, data collection and data entry. Assist with materials needed for presentations to students, staff and to the public. Type all correspondence and written material related to the Project. Maintain records and files related to the Project. Assist in maintaining inventory of all materials, supplies and equipment purchased for the project. Assist with scheduling and confirming appointments and meetings. High school diploma or GED. One year administrative assistant experience. Manage and organize data. Detail-oriented. Strong verbal and written communication skills. Multi-task and prioritize. Proficient computer skills (MS Office Suite). Professional demeanor and strong interpersonal skills. Type 40wpm.

**Submit cover letter and resume to Youth Policy Institute. "Reconnections Administrative Assistant" in subject line.**

**Email: [jobs@ypiusa.org](mailto:jobs@ypiusa.org)**

#### GET READY FOR THE WORLD OF WORK - FREE TRAINING

*Call Now, New Class Begins February 22!*

Between the age of 16-24, motivated to learn the skills necessary to get employed, and live in Lomita, Long Beach, Signal Hill, or Torrance. Earn a nationally recognized work credential that will give you an edge in job interviews. No-fee 25-hour program. Develop communication, interpersonal, decision-making and other workplace skills.

**Call to register with the Youth Opportunity Center.**

**2nd Floor, 3447 Atlantic Avenue**

**Long Beach, CA 90807**

**562.570.4700 / [www.hireayouth.com](http://www.hireayouth.com)**

#### MEDICAL ASSISTANT/LPN

Busy Santa Monica Family Practice. Phlebotomy, IM injections, telephone experience, great people skills, front and back office procedures. Benefits available. References required.

**Send resume to: [gaylesadowski@yahoo.com](mailto:gaylesadowski@yahoo.com)**

#### ACCOUNTING ASSISTANT

F/T. \$30K. Benefits. Strong analytical and logic skills. Grasp the big picture while focusing on details. Data entry. Maintain client files. Light phone answering. Relevant Bachelor's degree. Two years bookkeeping experience for nonprofit organizations. Proficiency in Microsoft Office, QuickBooks and other accounting software packages. Strong communication skills; able to effectively communicate with a variety of people. Excellent organizational skills and attention to detail. Ability to juggle multiple projects in a fast-paced environment to meet changing requirements and deadlines. Demonstrated record of teamwork. Deep commitment to the success of our clients' missions. Maintain confidential information. High level of professional integrity.

Meet professional standards. Exercise good judgment.

**E-mail a cover letter and resume *by February 28th* to AFJ Consulting Group.**

**Email: [jobs@afjconsulting.com](mailto:jobs@afjconsulting.com) / <http://afjconsulting.com/>**

Leads for February 9, 2010 (b)

**DENTAL RECEPTIONIST**

Friendly and professional. Office has Ortho, Pedo, Perio, O.S., Endo. One year of experience.  
**Send resume to: (310) 327-4675**

**HELP DESK SUPPORT**

F/T. Windows operating system installation and troubleshooting experience. Hardware replacement experience. Microsoft office software installation and troubleshooting. Some Active Directory knowledge. Strong verbal communication skills. Citrix experience a plus. Support desktop and system users in a multi-state environment. Track services in a help desk application. Install and troubleshoot desktop, laptop, and printer hardware. Maintain and track inventory and supplies. Coordinate hardware repairs by 3rd parties.

**HVAC CONSTRUCTION MECHANICAL APPRENTICE**

F/T. Flexible schedule to work nights, weekends and OT. High school or GED and some trade or technical classes. Ability to hang evaporation coils and install overhead hangers. Knowledge and ability to work with hand and power tools. Good mechanical aptitude. Knowledge of commercial HVAC installation. Strong desire to learn and follow directions. Basic HVAC tools. Provide entry level Refrigeration construction experience in performing installation and remodeling of HVAC systems. Provide support on construction job by safely building refrigeration racks in the warehouse in accordance with instruction to ensure a timely and quality completion of projects. Provide support on construction job by safely hanging hangers and installing overhead piping in accordance with instruction to ensure a timely and quality completion of the project. Provide support by welding and soldering copper pipes as directed. Actively responsible to learn and assist the Foreman and Journeyman as needed.

**Source Refrigeration & HVAC**  
**Anaheim, CA 92801**  
[www.sourcerefrigeration.com](http://www.sourcerefrigeration.com)

**MEDICAL ASSISTANT**

F/T, M-F: 7am-4pm. Experience in Physical Therapy treatment.  
**Send resume to Immediate Medical Center.**  
Fax: (562) 531-8035 / email: [sandra@immediatemedical.net](mailto:sandra@immediatemedical.net)

**COMMUNITY RESOURCE FAIR**

*Sunday, February 21, 2010, 10:00 AM – 3:00 PM*

**Benny H. Potter Park**  
**2400 W. 24th Street**  
**Los Angeles**

Sponsored by Second Chance at Loving Life, [www.2ndcall.org](http://www.2ndcall.org), (310) 608-3721

When do you get to enjoy it? -- *Alan Cohen*

Leads for February 9, 2010 ©

**VETERAN JOB FAIR**

***Thursday, Feb. 25, 2010 from 10:00 AM to 2:00 PM***

All military and prior military may pre-register online and be matched with companies based on your career and geographical preferences. (Veterans who are non-military ID Card holders must pre-register for the job fair 14 days prior to the event in order to be placed on the base access roster. Military installations reserve the right to refuse admittance to any military facility.

Management • Medical • Driving • Engineering • Sales • Administrative • Aviation • Customer Service • Law Enforcement • Logistical • Maintenance

**South Mesa Club**

**202850 San Jacinto Road**

**Camp Pendleton, CA 92055**

**Job Fair Information: (678) 819-4170 or [www.CivilianJobs.com](http://www.CivilianJobs.com)**

**PRODUCT DEVELOPMENT ASSISTANT (Ref: DRC)**

F/T. Benefits. Apparel accessory sourcing company. Vernon. Support Director of Product Development & Sales and work with import factories and Shanghai office. Energetic, fiercely self-motivated. Superior organizational, time management, interpersonal and analytical skills. Excel with multi-tasking, telephone/electronic communications and computer proficiency. Daily management of product development process by communicating requirements, timelines and changes with import factories. Ensure products specifications are entered in product management software. Update system with all changes on an on-going basis. Regular verification to ensure product information is accurate and constantly up-to-date. Create product tech packs. Track, receive and ship product samples for all customers. Manage product sample deliveries from overseas factories to meet critical deadlines and prepare samples for customer meetings. Attend customer and internal meetings. Generate clear, documentation of all changes in order to maintain/update product specifications. Perform product quality analysis to ensure they meet the all quality and fit standards and follow all tech pack guidelines. Keep products organized and labeled. Merchandise showroom for client meetings. Display and label products for new development meetings and reviews. Assist in creating product concepts and materials for existing and new customer development. Follow production process to make sure all trims & PP samples are approved. Develop appropriate product & trend knowledge information. Assist in all administrative activities related to developing sales. Help manage customer & seasonal calendars. Two years experience in product development. Proficiency with Microsoft Office, Word, Excel, & Outlook & Adobe Illustrator. Multi-task and manage multiple projects on an ongoing basis. Excellent written and verbal communication skills. Basic knowledge of apparel / fashion terminology and product development process. Creative person, some merchandising skills. Fashion and trend consciousness. Excellent organizational and time management skills with appropriate sense of urgency. Commitment and superior attention to detail. Work in a team environment, build trust and relationships with customers & company staff. Take initiative and show desire to continuously learn and improve. Customer-focused. Recommend creative solutions to work problems. Demonstrate self control and resilience in stressful situations. Be flexible and adapt to changing work environment. Strong interpersonal and listening skills.

**Submit resume: [www.malakye.com/ASP/front/sendmail.asp?ID=12196](http://www.malakye.com/ASP/front/sendmail.asp?ID=12196)**

Leads for February 9, 2010 ©

#### WELDING INSTRUCTOR

P/T, Adjunct. \$48.83/hr. Maintain currency with current information, concepts, laws and ideas in discipline and with best practices in teaching and learning. Check mailbox, voicemail, and e-mail regularly. Complete the checkout form before leaving campus at the end of the academic term.

Maintain student confidentiality. Teach all assigned classes for all scheduled minutes unless excused under provisions of Board Policy. Teach courses in accordance with the course outlines of record. Provide opportunities for students to be aware of their progress. Submit a copy of the syllabus for each class. Keep accurate records of student enrollment, attendance, and academic progress and submit them to appropriate offices by the published deadlines. Submit end-of-session grades, including supporting documentation, and attendance reports by the published deadlines. Submit required information about first-day, no-show students by the published deadlines. Meet all classes during the final examination period. Application Due: 2/31/2010

**Apply to Human Resources at Cerritos College**

11110 Alondra Blvd.

Norwalk, CA 90650

Phone: (562) 860-2451 Ext. 2284 / Fax: (562) 467-5003 / Email: [efinney@cerritos.edu](mailto:efinney@cerritos.edu)

Online App. Form: <http://www.cerritos.edu/hr>

#### BILINGUAL MEDICAL ASSISTANT

F/T or P/T, M,W,F. 9am -6 or 7 pm with a one hour lunch. Benefits after third month. Front and back office. Personal assisting tasks for the doctor. Go to two offices, one in Van Nuys and one in Beverly Hills. Must have a car. English/Spanish. Experience is not mandatory. Excellent communication skills, ability to multi-task, and basic computer skills.

**Email resume to: [dromrani@yahoo.com](mailto:dromrani@yahoo.com)**

#### MEMBER SERVICE REPRESENTATIVE I / TELLER I - Tracking Code: 27550

P/T. Inglewood. Provide exceptional customer service by completing transactions accurately and providing information on all products and services to customers and members in a timely, courteous and efficient manner. Process customer and member transactions e.g. receiving and disbursing funds and processes MoneyGram money transfers transactions efficiently and accurately. Explain, promote, or sell products or services such as MoneyGram money transfers, money orders, prepaid debit cards, cellular products. Balance cash drawer, negotiable instruments, and daily work at the end of each work shift. Provide customers and members with proper disclosures, e.g. product and service informational brochures. Advise customers and members on products and services that meet their specific needs. Perform enthusiastically all aspects of monthly promotions. Contribute to branch's achievement of customers service quality scores, branch production goals, and individual balancing standards. successfully complete New Customer Service Training within 30 days of hire. Experience as outlined may be substituted for education on a year-for-year basis. High school diploma or GED.

**Apply on-line to Kinecta Federal Credit Union / Nix Check Cashing Teller.**

[www.kinecta.org/](http://www.kinecta.org/)

Leads for February 9, 2010 (d)

**UTILITY CONTRACTOR RECRUITMENT**

***Friday, 2/12 @ 10AM Sharp***

P/T or F/T. Canvasser positions. Strong Work Ethic. Earnings up to \$18 - \$25/hr. No sales involved. Excellent Communication Skills. Reliable vehicle required.

**Southeast-LA Crenshaw Work Source Center**

**3965 S. Vermont Ave**

**Los Angeles, CA 90037**

**Signup sheet at our Reception Desk. Questions: Bryant Eng at (323) 730-7900 Ext. 215**

**MEDICAL RECEPTIONIST/BILLER**

Thriving internal medicine/wellness center practice in Century City. Two years experience in a Private Doctor's office, preferably internal medicine/family medicine. Excellent verbal/written communication skills. Know how to handle all aspects of the front office duties including appointments, insurance benefit/eligibility check, prior-authorization of the prescription service, handling medical records, etc. Multi-task and be a team player. Experience with Medisoft billing software, a plus.

**Send cover letter in the body of the email with the following: current status-employed or unemployed; available start date; amount of experience in a private doctor's office and location of the work; Preference on Part time vs. Full time; salary history and references with phone numbers.**

**Email: [WellnessAtCenturyCity@gmail.com](mailto:WellnessAtCenturyCity@gmail.com)**

**COMPANY STORE SPECIALIST (2) – 31443**

Duration: 4 Months. P/T. Long Beach. \$10/hr. Perform retail sales transactions, merchandise stocking, customer service and inventory. Some retail sales experience and basic computing skills. Customer service experience preferred. Some local travel may be required.

**Contact Barbara Shockley at Chipton Ross, Inc.**

**343 Main Street**

**El Segundo, CA 90245**

**Phone: (800) 927-9318 or (310) 414-7800 / Email: [bshockley@chiptonross.com](mailto:bshockley@chiptonross.com)**

**RECEPTIONIST**

F/T. Need someone long term and who is committed to this position and to this company. Welcome visitors by greeting them, in person or on the telephone; answer or refer inquiries. Book appointments for clients and salon stylists. Maintain safe and clean reception area by complying with procedures, rules, and regulations. Some inventory and personal assisting to owners. One year experience in reception and customer service. Organized. Type 50 wpm.

**Send resume to Lukaro Salon.**

**Beverly Hills, CA 90210**

**email: [lukaro\\_tami@hotmail.com](mailto:lukaro_tami@hotmail.com) / website: [www.lukaro.com](http://www.lukaro.com)**

Leads for February 9, 2010 (d)

#### **FASHION RETAIL GRAPHIC DESIGNER**

Degree in Graphic Design or related. Three years of graphic design work experience, specifically with the Fashion Retail Industry. Excellent Computer Skills related to graphic design, including Microsoft Office Tools, CAD, PhotoShop, Illustrator. Working knowledge of fabric printing. Organized and detail-oriented. Team player. Print design for each delivery, including CAD Design, changing color ways, putting purchased artwork into a repeat, etc. Maintain an organized print library. Create own unique artwork from a photo or magazine tears. Assist other designers with graphic layouts and t-shirt graphic designs.

#### **DISPLAY STYLIST**

F/T, Flexible schedule to meet business needs. Up to 40% Travel required. Degree in Visual Merchandising, Interior Design, Display or related field. Two years related work experience in Field Visual Display within the Fashion Retail Industry. Ability to define and design spaces that complement and build on one another, ultimately creating the "big picture." Computer proficiency. Strong Interpersonal skills. Prioritize and react with a sense of urgency. Continually looks for inspiration by shopping the competition, canvassing the media and identifying emerging trends in all environments. Responsible for creatively enhancing the merchandise presentation within a group stores (2-3) by adding stimulating visual layers. Maintain a friendly and professional work environment with employees, customers, and supervisors. Motivate team through energy and enthusiasm for the business. Design, secure materials, construct, execute and maintain dynamic window and interior displays based on corporate-directed concepts (every 6-8 weeks). Create, add, and maintain store interior visual layers and enhance merchandise presentation. Rotate and reposition fixtures, mannequins and visual elements to keep stores fresh and exciting. Document and communicate information concerning fixtures, mannequins, and visual elements to the Field Visual Manager. Execute and install all visual displays. Work closely with the Field Merchandising Team, create enthusiasm and passion to excel, empower all by communicating, demonstrate effective listening skills, is approachable and shows respect. Recruit. Interview. Hire and Retain staff. In-Store Visual Presentation. Sense of urgency to get new receipts processed and on the sales floor. Ensure all Visual Merchandise guidelines are following and Visual Directives are executed timely. Promote the Company's fashion forward image in the stores. Ensure fixtures and mannequins are in good working condition, and window lighting is directed correctly. Maintain a clean, neat and organized work space. Participate in Store Openings and Corporate floor sets when necessary.

**Send resume /portfolio to Forever 21/Forever XXI.**

**Email: [corporatecareers@forever21.com](mailto:corporatecareers@forever21.com)**

**BILINGUAL MEDICAL OFFICE ASSISTANT - Ref Code: 11452.1100.lmr-viet-008.511817\***  
F/T. \$35-\$37K/yr. English/Vietnamese. Huntington Beach Eye Surgery Center. Answer phones, direct and screen calls, greet and direct patients/visitors, data entry and/or word processing, file and offer impeccable customer service. Six months medical experience.

**Contact Lisa Rodriguez at AppleOne**

**Metroplex Building, 2401 E. Katella Avenue, Suite 240, Anaheim, CA 92806**

**Phone: 7146344631 / Fax: (714) 634-4638 / [www.appleone.com/?sc=11&id=511817](http://www.appleone.com/?sc=11&id=511817)**

Leads for February 9, 2010 (e)

#### TAX DATA ENTRY

Accounting/Tax office in West Hollywood. Data entry of tax information into Lacerte tax software or similar software (TurboTax, TaxCut, etc.) Computer literate; good communication skills to take client appointments and handle all office calls.

**Send cover letter and resume.**

**Email: [riovale@sbcglobal.net](mailto:riovale@sbcglobal.net)**

#### MEDICAL OFFICE ASSISTANT

F/T. \$20 - \$25/hr. Benefits. Beverly Hills, 90212. Fun, hip, swanky, exclusively female-run, fully-integrative breast center. Energetic, college-educated, office-experienced, savvy . Superior organizational skills, confidence, a positive and helpful attitude, and efficient multi-tasking abilities. Proficient with Microsoft Outlook, Word, and Excel and will be tested for competence. Ability to problem solve while teaming with colleagues. Commitment to fostering a culture of excellence. Answer the telephone. Manage all appointments and schedules as they relate to the breast center, imaging center, surgery center, or physicians therein. Ensure preoperative requirements such as history and physical and lab work are completed by outside or internal physicians on time and without omissions. Manage email communications with patients, staff, and other entities interacting with the center. Phone and email triage of inquiries. Active problem-solving of patient issues. Provide patients with needed information about appointments and referrals inside and outside of the center. Communicate with hospital facilities for imaging appointments, image-guided or surgical procedures, or other patient management issues taking place in those facilities. Request films, pathology slides, pathology results, imaging, and other offices' reports. Obtain insurance authorizations for procedures and imaging. Provide insurance explanations of benefits to patients and interacting with the center's billing company. Communicate with referral sources and physician offices in the community. Scan, file, fax and record keeping. Mail and overnight express mail and packages. Chart management and updates with data gathered from external databases. Cross-coverage of the reception desk and back office. Manage office supplies. Keep a tidy work environment. Send info by 5:00 PM,

Wednesday, February 10, 2010.

**E-mail cover letter, resume and three references (two must be from previous employers) to:**

**[plminterview@camail.com](mailto:plminterview@camail.com)**

**(NO phone calls.)**

#### PC TECHNICIAN - Reference Code: 1001276145

F/T, Temporary, 4 – 6 months. \$14/hr. Garden Grove. Conduct various diagnostic tests to determine repairs needed; repair computer systems and other peripheral equipment in a timely matter. Prepare replacement equipment from configuration to pick/ pack/ ship. Completion of a technical training program in PC repair. CTIA A+ Certification. Proficiency with MS Word and Excel. One year experience; or equivalent combination of education, experience and/or training.

**E-mail a current resume to Technisource.**

**Email: [hazelbachiller@technisource.com](mailto:hazelbachiller@technisource.com)**

Dignity is not built on possessing honors, but on the awareness that you deserve them.

– Aristotle

Leads for February 9, 2010 (e)

### WEB DESIGNER

F/T. Digest complexity and deliver simplicity. Left brain skills to effectively understand a client's brand and the right brain skills to deliver eye-popping visual solutions. Engage in creative collaboration across the organization. Translate Brand Strategy, IA and Web Best Practices into intuitive visual solutions for large scale web engagements, digital marketing campaigns, display advertising, and business development initiatives. Develop and create innovative concepts and designs in keeping with project scope: strategic positioning, business requirements, timelines and budgets. Ability to move from conceptual design to web production for all projects. 4-year degree in a related field. Two years of web design experience in an interactive, design or advertising agency. Proven success in online media delivered in an impressive portfolio of work (electronic submission or URL preferred.) Consistent display of interest and involvement in the industry. Include links/references to relevant activities that help round out their experience and interests. These references could be participation in or utilization of online communities, forums, blogs, ezines, contests, and/or personal projects. Strong computer skills across a variety of creative based software programs (CS3 including Flash.) Understanding of restrictions and capabilities of HTML, DHTML and JavaScript as it applies to web design and user interface development. Knowledge of branding and marketing strategies as it applies to web design and online initiatives. Desire to collaborate/share/learn with Creative Directors and Designers of all levels. Superior communication skills. Self-motivated, entrepreneurial. Can-do attitude and positive work ethic. Problem-solving and strong presentation skills. [www.icrossing.com](http://www.icrossing.com)

**Include a link to your portfolio of work in your cover letter or resume, to iCrossing.**  
[www.hirebridge.com/v3/application/applink.aspx?cid=6071&jid=91366](http://www.hirebridge.com/v3/application/applink.aspx?cid=6071&jid=91366)

### CUSTOMER SERVICE COORDINATOR - Requisition Number: 0100232

F/T. \$13.45-\$16.81/hr. Provide retail postal services to the LMU community; ensure the processing of walk-up mail and shipping transactions and the delivery of all Mail and notices to campus-boxes is handled in an efficient, organized, and timely manner. Assist in the operating of the University's Customer Service Counter. Process all customer requests for efficient processing of outgoing deliveries to and from the U.S. Postal Service and common couriers while maintaining high customer service standards. Manage and maintain supplies necessary to complete transactions, including postage stamps. Assist supervisor in the direct supervision of Distribution Center Clerks and student employees. High School diploma. Some college courses or accounting background helpful. Valid CA Driver's License. Mail processing experience within a university mailroom or the U.S. Postal Service is preferred. PC experience using spreadsheets. Written communication, mailing equipment, sorting, and filing experience. Basic knowledge of all classes of mail, foreign and domestic, postal rules and regulations regarding sorting, preparation, and dispatch of mail. A knowledge of positive customer service techniques and methods.

**Apply online Loyola Marymount University.**

<https://jobs.lmu.edu/applicants/>

"The art of acceptance is the art of making someone who has just done you a small favor wish that he might have done you a greater one." - *Russell Lynes*