

Leads for March 28, 2011

**CNAs / CAREGIVERS / HOMEMAKERS / SENIORS / STUDENTS  
STAY-AT-HOME MOMS & DADS**

Benefits. Flexible scheduling. Free CEU classes.

*Position 1:* Help seniors stay independent at home. Bathing / Grooming, Cooking / Shopping, Cleaning / Laundry, Live-in with the elderly, Travel Companion, Transferring, Short / Long hours. Short-term and permanent positions available.

*Position 2:* Help families and children with developmental disabilities. Provide relief for parents from their caregiving duties. Weekends / Evenings available. Make a difference with a child and help them meet a developmental milestone. Understand a variety of diagnoses (autism, MR, etc.)

*Position 3:* Work days and some evenings. Must have transportation. Personal Care (Grooming), Cleaning (Laundry), Transport to medical appointments.

Positions throughout Southern California. No criminal background. One year recent, verifiable and related professional work references. Homemaker - able to lift 40 pounds; Caregiver – able to lift 75 pounds. 18 or older. Care about others. Dependable, reliable and trustworthy. Follow instructions and take initiative. Patient. Transportation and phone accessibility.

**Apply to Cambrian Homecare.**

**5199 E. Pacific Coast Highway, Suite 100  
Long Beach, CA 90804  
(877) 390-4300**

**GED PREP: 6 WEEK FAST TRACK COURSE**

Saturdays from 8:00am – 3:00pm. Six sessions *starting April 16<sup>th</sup> and again on July 9<sup>th</sup>, 2011.* Ages 16 and up. Intensive hands-on workshops covering each of the five parts of the test: Math, Science, Social Science, Reading and Writing. Participate in simulated mock-GED exams. Fee: \$299. Before the first meeting, buy “Barron’s GED 15<sup>th</sup> Edition by Murray Rockowitz, Ph.D., Samuel Brownstein, Max Peters, Ira K. Wolf, Ph.D. ISBN#13-978-076-419-7420.

**For more information call El Camino College Community Education.**

**(310) 660-6460 / [www.ECCommunityEd.com](http://www.ECCommunityEd.com)**

**CAREER EXPLORATION CLASS - 18 years of age and up.**

Uncover interests, personality traits and work style preferences to make better career choices. Learn how to identify existing skills that transfer to other professions. By using various indicators, you will also assess your skills, career values, and patterns of behavior as it relates to your working life. *Bring pen and paper.* Cost=\$54.00.

**Up to four consecutive Wednesdays starting April 13-May 4, 2011, from  
7:00 – 9:00pm.**

**Register in advance by phone, on-line or on the first day of class at  
Redondo High School.**

**600 Diamond Street, Room 826  
Redondo Beach, CA**

**(310) 318-5152 or [www.southbayadult.org](http://www.southbayadult.org)**

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### WORKFORCE DEVELOPMENT MONTH

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### YOUTH JOB FAIR

*Thursday, April 7th from 8am - 1pm*

Youth ages 16 – 24. Network with over 60 companies and community agencies

**Hawthorne Memorial Center**

**3901 W. El Segundo Blvd. (Corner of El Segundo and Prairie)**

**Questions: Cortez Washington - Phone: (310) 680-3700 or Email: [cwashington@sbwib.org](mailto:cwashington@sbwib.org)**

### LONG BEACH HIRES JOB FAIR

*Thursday, April 7 from 11:00 AM to 2:00 PM*

Attendance is free. Career experts onsite will provide FREE Resume Reviews!

**Holiday Inn Long Beach Airport Hotel.**

**2640 N. Lakewood Blvd**

**Long Beach, CA 90815**

### BACK TO WORKING WORLD JOB FAIR

*Tuesday, April 12, 2011 from 11 am – 2 pm*

Agenda: 10:15 Early Bird Seminar: Get a Job NOW! 7 Success Strategies by Brad Bucklin

11:00 Job Fair begins

11:15 SEMINAR: How to Ace the Job Search by Ron Winkler

12:00 Raffle: iPod Shuffle and 3 pairs of movie passes

12:15 SEMINAR: "One Day in a Job Search" Video Slideshow by Tim Tyrell-Smith

1:15 SEMINAR: Hidden Secrets of the Hidden Job Market by Kelly Harrington

2:00 Raffle: iPod Shuffle and 3 pairs of movie passes

2:00 Job Fair ends

The Working World Job Fair is free to job seekers, although you will need to pay for parking. Launch your future by meeting with representatives from over 50 top companies. Attend a free career-focus seminar and learn effective ways to energize your job search. Business attire is absolutely required. Dress to impress, and to feel more confident.

**Renaissance Hollywood Hotel, Hollywood Ballroom**

**1755 N. Highland Avenue**

**Hollywood, CA 90028**

**Parking: Hollywood & Highland Complex. Metro: Red Line, Highland Stop.**

<http://workingworld.com/job-fair/details.php>

A teacher affects eternity; he can never tell where his influence stops. ~Henry Brooks Adams

PLEASE BE MINDFUL OF APPLICATION DEADLINES.

AAA is hiring claims reps, sales rep trainees, travel agents, etc., throughout LA County. For the most recent available positions, Go to this link:

[https://autoclub.tms.hrdepartment.com/cgi-bin/a/searchjobs\\_quick.cgi](https://autoclub.tms.hrdepartment.com/cgi-bin/a/searchjobs_quick.cgi)

Charles Drew School of Medicine is seeking a Library Assistant

<http://www.cdrewu.edu/job/1384>

Email resume to: [jobs@cdrewu.edu](mailto:jobs@cdrewu.edu)

or fax to:

(323) 563-3855

Belkin is an internationally corporation with BEAUTIFUL offices located off of Centinela near Jefferson in LA. They are hiring for full time Data Entry Operators, Compensation and Benefits Analyst, Creative Directors, Executive Administrative Assistant, Engineers, Buyers, Marketing Specialist, Lab Techs, etc.

Go to: <http://www.belkin.com/careers/alljobs/>

Lab Corp is hiring couriers, Accounts Payable Specialists, Admin Assistants, Client Service Reps, Lab Scientists, Collections Agents, Phlebotomists, Billing Supervisors, etc. There are 80 jobs on their web site in California (more if you are searching for employment in other states).

<https://www3.apply2jobs.com/LabCorp/ProfExt/index.cfm?fuseaction=mExternal.searchJobs>

Disneyland is hiring Ticket Takers @ \$9/hour.

<http://casting.disneyparks.jobs/us/pasadena/ticket-taker/jobid880197-ticket-taker>

Here is a link to all of the jobs available in California for Disney

<http://casting.disneyparks.jobs/california-jobs>

AMC Theaters is hiring in all areas of Guest Services (food clerks, ticket takers, cashiers, etc.) in Torrance .

[https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job\\_REQUISITION\\_NUMBER=3524](https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job_REQUISITION_NUMBER=3524)

Department of Motor Vehicles El Monte Office seeks a Motor Vehicle Field Rept @ \$2,280.00 - \$3,209.00/month. Job closes March 8, 2011.

Contact: Sharon Jenkins Harris (562) 925-8952 reference FOD-El Monte

231 Vacancies throughout California with the State of California here

[http://jobs.spb.ca.gov/wvpos/search\\_p.cfm](http://jobs.spb.ca.gov/wvpos/search_p.cfm)

USC is hiring a Receptionist for their School of Dentistry

<https://jobs.usc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1298570058257>

349 job openings on the USC Job search page (throughout California and other states)

<https://jobs.usc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1298570058257>

Bunzl Food Distributors in Cerritos is hiring warehouse workers 2nd shift 5p - 1:30a

[https://www2.ultirecruit.com/bun1000/jobboard/JobDetails.aspx?\\_ID=\\*F7B4223AFE49BBBE](https://www2.ultirecruit.com/bun1000/jobboard/JobDetails.aspx?_ID=*F7B4223AFE49BBBE)

Cedars Sinai seeks a lab assistant to work from 7am -3:30pm

[www.cedars-sinaimedicalcenter.apply2jobs.com//ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=6109&sid=69](http://www.cedars-sinaimedicalcenter.apply2jobs.com//ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=6109&sid=69)

Sourcecorp in Carson California seeks an Administrative Assistant/Production Lead (they also have offices throughout the US with

many openings in other areas)

[http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=215382&company\\_id=16067&jobBoardId=1112](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=215382&company_id=16067&jobBoardId=1112)

Clean Harbors is hiring Entry Level Reactors Entry Technicians ("laborers") in Long Beach

<https://cleanharbors.tms.hrdepartment.com/jobs/1445/Entry-Level-Reactor-Entry-Technician-Laborer-in-Long-Beach-CA>

White Memorial seeks a P/T Office Coordinator

[https://www.healthcaresource.com/whitememorial/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=640342&source=Indeed.com](https://www.healthcaresource.com/whitememorial/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=640342&source=Indeed.com)

Dow Jones seeks an Administrative Assistant

<http://careers.newscorp.com/Job/Details/3730>

Disney seeks a Secretary II in Anaheim

<http://careers.disney.parks.jobs/us/los-angeles/administrative/jobid1227693-secretary-ii>

UCLA seeks a clerk within its University Apartments Division

<https://hr.mycareer.ucla.edu/applicants/jsp/shared/position/JobDetails.jsp?time=1298571001272>

Edmunds.com seeks a Sr. Systems Administrator who will provide technology support and direction to the team, ensuring that all technologies work effectively together to deliver the technical/infrastructure architecture for large initiatives. The position is in Santa Monica .

<http://tbe.taleo.net/NA6/ats/careers/requisition.jsp?org=EDMUNDS&cws=1&rid=229&source=Indeed>

Other Edmunds.com positions (there are about 20) here

<http://tbe.taleo.net/NA6/ats/careers/searchResults.jsp?org=EDMUNDS&cws=1>

Ambulance Dispatch Supervisor - County of LA up to \$4644/month

[https://sjobs.brassring.com/11033/asp/tg/cim\\_jobdetail.asp?jobId=41315&PartnerId=25082&SiteId=5041&type=mail&JobReqLang=143&recordstart=1&JobSiteId=5041&JobSiteInfo=31294\\_5041&gqid=62](https://sjobs.brassring.com/11033/asp/tg/cim_jobdetail.asp?jobId=41315&PartnerId=25082&SiteId=5041&type=mail&JobReqLang=143&recordstart=1&JobSiteId=5041&JobSiteInfo=31294_5041&gqid=62)

Department of Motor Vehicles seeks a LICENSING-REGISTRATION EXAMINER, DEPARTMENT OF MOTOR VEHICLES Salary: \$3,015.00 - \$3,588.00

[http://jobs.spb.ca.gov/wvpos/more\\_info.cfm?recno=453483](http://jobs.spb.ca.gov/wvpos/more_info.cfm?recno=453483)

Pitney Bowes has jobs in Southern & Northern California (there is a law-clerk job on the site, customer service, etc.)

<http://jobs.pb.com/california-jobs>

Teledyne seeks a Stock Room Clerk in its El Segundo Office

[http://hr.tet.com/jobs\\_desc.asp?ID=1891](http://hr.tet.com/jobs_desc.asp?ID=1891)

All Teledyne jobs in El Segundo are: [http://hr.tet.com/jobs\\_all.asp](http://hr.tet.com/jobs_all.asp)

The LA Dodgers seeks Ticket Takers & Ushers

<http://baseballjobs.teamworkonline.com/teamwork/r.cfm?i=34507>

All LA Dodger jobs here

<http://baseballjobs.teamworkonline.com/teamwork/jobs/default.cfm>

Toms Shoes in Santa Monica seeks a Director of Customer Service

<http://www.jobhost.org/jobs/viewjob/director-customer-service-394a9de4f32f090c?source=indeed&medium=sponsored>

ABM is seeking Parking Attendants

<https://abm.tms.hrdepartment.com/jobs/5735/PARKING-ATTENDANT-in-West-Los-Angeles-CA>

West Hollywood is hiring P/T Parking Enforcement officers

[http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=310810&company\\_id=15695&jobBoardId=1112](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=310810&company_id=15695&jobBoardId=1112)

TONS of jobs available with Kinecta Federal Credit Union

[https://kinecta.org/career\\_search.aspx](https://kinecta.org/career_search.aspx)

Schneider National seeks a Transportation Rep in Compton

[https://ebs1.schneider.com/OA\\_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/VisVacDispPG&OAH=IRC\\_EXT\\_SITE\\_VISITOR\\_APPL&OASF=IRC\\_VIS\\_VAC\\_DISPLAY&akRegionApplicationId=821&transactionid=445956080&retainAM=N&addBreadCrumb=RP&p\\_svid=41800&p\\_spid=201404174&oapc=6&oas=M6xYPj7qrDNjyInA70N-gQ..&src=JB-10139](https://ebs1.schneider.com/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/VisVacDispPG&OAH=IRC_EXT_SITE_VISITOR_APPL&OASF=IRC_VIS_VAC_DISPLAY&akRegionApplicationId=821&transactionid=445956080&retainAM=N&addBreadCrumb=RP&p_svid=41800&p_spid=201404174&oapc=6&oas=M6xYPj7qrDNjyInA70N-gQ..&src=JB-10139)

CBS (Channel 2) is hiring a Cash Application Clerk (BA Degree required)

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?jobId=208697&PartnerId=25084&SiteId=5129&codes=CBS\\_Corp](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=208697&PartnerId=25084&SiteId=5129&codes=CBS_Corp)

Laserfiche in Long Beach is hiring a Public Relations Specialists

<http://jobs.laserfiche.com/View/Details.aspx?jobid=95>

Other opportunities with Laserfiche (engineering, marketing, etc.)

<http://jobs.laserfiche.com/View/Default.aspx>

Ikea is hiring Stock Clerks in their Covina Store

[https://sjobs.brassring.com/1033/ASP/TG/cim\\_jobdetail.asp?jobId=434713&PartnerId=13900&SiteId=5005&type=search&JobReqLang=1&recordstart=1&codes=IND](https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=434713&PartnerId=13900&SiteId=5005&type=search&JobReqLang=1&recordstart=1&codes=IND)

BJ's Restaurants ("BJ's Pizza") seeks a Home Office Service Coordinator in Huntington Beach

<http://www.cytiva.com/bjri/ext/detail.asp?jobid=bjri0FCSVCSCCOORD&source=26>

Whole Foods Market Jobs here (click on the City/Store of interest for the specific openings)

<http://www.wholefoodsmarket.com/careers/state.php?s=CA>

The City of Inglewood has jobs available FULL TIME: ASSISTANT PLANNER, POLICE RECORDS, ASSISTANT PUBLIC SAFETY DISPATCHER, RESERVE POLICE OFFICER for more info

[http://www.cityofinglewood.org/depts/human\\_resources/city\\_employment/full\\_time\\_jobs.asp](http://www.cityofinglewood.org/depts/human_resources/city_employment/full_time_jobs.asp)

WIS International seeks Inventory Associates

<https://www.cytiva.com/wisint/search.asp?act=list&Keyword=&State=CA&City=&Category=&PostalCode=90220&SearchRadius=10&DistanceUnit=miles>

City of Lakewood seeks Maintenance Trainees

[http://www.lakewoodcity.org/about\\_lakewood/jobs/default.asp](http://www.lakewoodcity.org/about_lakewood/jobs/default.asp)

City of Carson seeks a Typist Clerk II (part time) \$15.50 - \$19.79/hr.

Last day to file an application is 3/8/11.

[http://ci.carson.ca.us/content/hr/openjobs/TypistClerkII\(PT\)\(Open\)02-14-11to03-08-11.htm](http://ci.carson.ca.us/content/hr/openjobs/TypistClerkII(PT)(Open)02-14-11to03-08-11.htm)

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**1755 N. Highland Avenue**

**Hollywood, CA 90028**

**Parking: Hollywood & Highland Complex. Metro: Red Line, Highland Stop.**

<http://workingworld.com/job-fair/details.php>

A teacher affects eternity; he can never tell where his influence stops. ~Henry Brooks Adams

Leads for March 28, 2011 (a)

**RETAIL REPRESENTATIVE - Job Requisition Number 23464BR**

P/T. Los Angeles. Retail store environment with some travel. Some projects include early mornings (i.e. 4-5am), overnight travel, weekends or nights and holidays. Schedule tasks on weekly basis to meet execution objectives. Execute retail merchandising tasks as scheduled. Perform stores/tasks in efficient/cost effective manner. Accurately report all completed retail tasks via the appropriate designated systems on the day the work is performed. Communicate effectively with store personnel regarding tasks, sales activities, promotions, and client/sales plan objectives. Complete required training and certification programs. Use communication tools for the purpose of accurately planning, reporting, and reviewing work. Implement retail schematics and merchandising materials as assigned. Flexibility to participate in team scheduled tasks and clients work-withs. Dedicated to providing excellent customer service and to develop a professional working relationship with store management, associates and other merchandising companies to effectively meet company and client objectives. Insure proper maintenance on all company equipment. High school diploma or GED. Retail experience is preferred, but not required. Significant time driving a vehicle may be required. Reset activities could include: removing items from the shelf, moving shelves, building fixtures, reorganizing the products according to the plan-o-gram provided, replacing shelf tags, filling in new products and retrieving additional stock when necessary. Proficient use of a Personal Computer, printer and familiarity with Adobe, Word, Excel, and Outlook. Daily access to the worldwide web with the ability to meet system requirements, printer and phone. Reliable transportation, able to transport you and task materials a minimum of forty miles from your home to execute a variety of work. Valid driver's license. Auto insurance coverage.

**Apply online to Crossmark.**

**<http://crossmark.jobs/default.html>**

**FREE TORRANCE SMALL BUSINESS FAIR**

*Tuesday, April 12, 2011 from 9:00 a.m. - 2:30 p.m. (check-in at 8:30 a.m.)*

ABCs for Small Business Success - Answers: One-Stop-Shop with Various Participating Agencies. Building Blocks: Planning, Record Keeping, Marketing. Connections: Networking, Free Assistance, Workshops solutions: Get it Done Right! Seminar is a special event designed to assist small businesses. Various federal, state, and local government agencies, as well as other organizations that support small businesses, provide a full day of training in areas that small businesses need most. Who should attend? • New business owners • Entrepreneurs considering starting a business • Small business owners • Professionals currently operating a business who have questions about state or federal tax laws • Individuals who want to improve their business know-how.

**Torrance Cultural Center • Ken Miller Recreation Center**

**3330 Civic Center Drive**

**Torrance, CA 90503 - Free Parking**

**Register online: [www.boe.ca.gov/sutax/sbf.htm](http://www.boe.ca.gov/sutax/sbf.htm) or call 888-847-9652**

Problems are good, not bad. Welcome them and become the solution. ~Mark Victor Hansen



Leads for March 28, 2011 (a)

**RETAIL MANAGER**

Retail management experience. Work for a new thrift store opening in Long Beach.

**Send resume to Janaya Thomas at Goodwill :**

**Fax: 562-733-1157 / email: [jthomas@goodwillsolac.org](mailto:jthomas@goodwillsolac.org) / [www.shopgoodwill.org](http://www.shopgoodwill.org)**

**UTILITY WORKER- CA11423976**

**PRODUCTION - CA11408660      FORKLIFT OPERATOR- CA 11441099**

*Tuesday, March 29, 2011 from 11 a.m. – 1:30 p.m. for* Technical Works, Inc.

Salaries range from \$10.00-\$11.30 hour. Benefits: Temp to hire positions, once hired company will pay benefits. Schedule Jobseekers in ACES, Office #10324.

**Compton Job Service.**

**700 N Bullis Rd**

**Compton CA 90221**

**(310) 223-2901**

**CAREGIVERS and CNAs - CA11476385,CA11475763**

*Tuesday, March 29, 2011, 9AM - noon* with BrightStar Care Job Recruiters.

State License. Provide a Copy of CALJOBS Resume. Foreign Language Skills Japanese & Korean needed. Background & Drug Screening. Starting Salary \$9.00 - \$30 hour. Medical, Dental, Vision & 401k.

**Torrance Workforce Service**

**1220 Engracia Av**

**Torrance, CA 90501**

**310-782-2101 or 2134**

**SYSTEM / NETWORK ADMINISTRATOR**

P/T. Los Angeles. eCommerce fashion retailer. Oversee the administration, management and maintenance of computer network systems and data circuits. Manage all IT systems and infrastructure across the company. Manage user security policies, email accounts, firewall and data backups. Upgrade, install and troubleshoot networks, networking hardware devices and software. Maintain inventory of equipment and parts as well as documentation of vendor activities. Develop and document system standards for computer network devices. Recommend and schedule repairs to the LAN/WAN. Manage PBX phone system. Provide user support and act like the help desk. Two years working experiences as a Network Administrator or similar. Proficient in building, setting up and managing Linux server. Experience with Active Directory and major network services. Knowledge of both Mac and Windows operating systems in many different versions. Work well both alone or in a team setting. Strong analytical skills and ability to troubleshoot effectively. Provide friendly service to all staff with a multitude of technology understanding. Ability to lift 50 lbs, and travel occasionally.

**Send resume and cover letter with salary requirements to Nasty Gal.**

**[www.shopnastygal.com/jobs?nl=1&jvi=okVyVfws,Job](http://www.shopnastygal.com/jobs?nl=1&jvi=okVyVfws,Job)**

Leads for March 28, 2011 (b)

FOOD PREP, DISHWASHER, BANQUET WAITER  
P/T, 10-15 hrs/wk. Palos Verdes. English/Spanish (little English okay.)  
**For more info call (310) 697-3002.**

LOS ANGELES CAREER FAIRS  
Wednesday, March 30, 2011 from 11:00 AM to 2:00 PM  
**Renaissance Los Angeles Airport Hotel**  
**9620 Airport Boulevard**  
**Los Angeles, CA 90045**

CLINICAL DENTAL ASSISTANT  
P/T, as needed. M–W: 8:45–5, TH-F: 8:45-3. (Some flexibility with hours.) All phases of dentistry. Enthusiastic, warm, personable, neat, organized and quick to learn with strong English communication and personal presentation skills. Will train motivated and career-minded individual. Dependable with reliable transportation and consistent home environment. X-Ray license with adequate proficiency. Must present well. PC skills a plus. Torrance office.

**Fax resume with hand written cover letter.**

**Fax: (310) 326-5490**

SEEKING 280 INDIVIDUALS  
March 31, 2011 from 9:00 a.m. to 1:00 p.m.  
in the Cities of: Hawaiian Gardens, Carson, Gardena, Compton, Rancho Dominguez, Paramount, Bell Flower, Downey, Bell, Irwindale and many more... Able to pass a drug test and background check. NO Felonies.

-General Laborers: Packers, Production Line Workers, Sorters, Labelers. Sanitation Workers/ Maintenance Workers. Loaders/ off loaders. Warehouse Clerks. Forklift Operators (Clamp, Cherry Pickers, and Stand up Reach Sit down Electric / Manual Pallet Jack Ryder's – all with 6 months experience). Inventory Clerks: computer Literate and experienced in Forklift and Warehouse Operations. Quality Control: in Logistics atmosphere. Machine Operators (Fill Form Seal Exp.) Production Schedulers. QC Supervisors: In Food MFG/pharmaceuticals.

Maintenance Mechanics: trouble shoot, repair Industrial Machinery in Food MFG.

Administrative/ Clerical: Customer Service Representatives in the Fashion Industry: Will be directly dealing with designer, Sales Reps, and major retail Stores such as Barneys New York, Bloomingdales, Nordstrom's and Saks Fifth Avenue.

**Downey Family YMCA**

**11531 Downey Ave.**

**Downey, CA 90241**

**For further questions please contact: Connie Lopez, job developer.**

**323) 887-7122 / email: [CONNIELOPEZ@RESCARE.COM](mailto:CONNIELOPEZ@RESCARE.COM)**

Leads for March 28, 2011 (b)

**EMERGENCY SHELTER MONITOR / SHELTER BATHROOM MONITOR**

F/T: Su-TH: 4:00am -12:30pm. Mandatory staff meetings every other Wednesday from 1:30pm-3:00pm. May be required to work overtime. High school diploma or GED. Valid driver's license.

Supervise men in emergency shelter beds. Ensure that the shelter beds are kept in a neat and organized manner. Provide wake up calls for men who need to get up early. Pack belongings of men who have left the shelter. Check in soiled linens from emergency and transitional men's programs on a weekly basis. Maintain cleanliness of drop-in center (and upstairs) bathrooms during men's hours according to the Center's standards. Ensure that no clients use alcohol or any other type of narcotics in the restroom. Assist clients in providing bathroom supplies (toilet paper, soap, razors, etc...) Clean restroom at various times throughout the work shift. Write clearly to ensure that the staff log book is kept up to date with current information. Be courteous to all clients irrespective of gender, age, race, or sexual orientation. Willing to work in a client population that has mental illness and substance abuse issues. Deescalate situations and handle situations calmly if clients become agitated. Willing to accept responsibility of not just the cleanliness of the bathrooms but of the general upkeep of the Center. Assist residential assistants with various duties around the Center.

**Email your resume to Justin Mammen for Society of St. Vincent De Paul –St. Vincent's Cardinal Manning Center.**

**Email: [jmammen@svdpla.org](mailto:jmammen@svdpla.org)**

**GET YOUR HIGH SCHOOL DEGREE OR GED FREE**

Enrollment is limited. Classes conducted at the address below, Tuesdays and Thursdays from 9:00am to 12 noon and from 2:00pm to 5:00pm. At least 18 years of age; commit to attend all scheduled classes; and Enroll for pre-admission testing to be conducted at Goodwill.

**For more information please contact Goodwill.**

**800 W. Pacific Coast Hwy.**

**Long Beach, CA 90806**

**Phone: 562-435-3411 x211**

**CUSTOMER SERVICE REPRESENTATIVES      CABIN CLEANERS  
BAGGAGE RUNNER**

Able to work weekends and holidays, all shifts. Benefits, union. LAX International Airport. Friendly, professional and dependable. Pass drug test and thorough criminal background/FBI fingerprint check. No felonies or misdemeanors. 18 or older. Must bring: Calif. Drivers License or ID, Social Security Card, Birth Certificate or U.S. Passport or Legal Right to Work, High School Diploma or GED. Good English communications and data entry skills. Reliable transportation required. Computer Literate. Customer service experience preferred.

**For more information contact Lazaro Inguanzo by March 31, 2011, for G2 Secure Staff.**

**South Bay One-Stop Business & Career Centers**

**110 South La Brea Avenue, Suite 500, Inglewood, California 90301**

**310 680 3700**

Leads for March 30, 2011

### GRAPHIC DESIGNER

Freelance. Anaheim. Orange County Juniors lifestyle brand. Assist in creating art, print and pattern for all Juniors product categories. Create graphic designs, print and logos for respective collections across the junior design area. Present graphic concepts each season along with graphic looks for monthly deliveries. Set the design tone for the line in conjunction with the team of Apparel designers. Research current graphic trends and communicate these trends to the design and buying teams. Two+ years experience in apparel graphic design, focused on Juniors or contemporary Women's markets. BFA or BA or other design related degree. Proficient in Illustrator and Photoshop on a Mac platform. Hand Illustration skills.

**Send qualified resumes and 3-5 relevant work samples to: [LBojorquez@24Seveninc.com](mailto:LBojorquez@24Seveninc.com)**

MEDICAL ASSISTANT - Reference Code: 11452.53963.3355/SG/TMA.479586\*

Temporary shifts. \$10-\$14/hr. Experience in phlebotomy, injections and EKGs. Room patients, take vital signs and assist the physician in minor in-office procedures.

**Contact Shannon Gray at All's Well.**

**5901 Green Valley Circle Suite 466**

**Culver City, CA 90230**

**Phone: 3102589661 / Fax: (310) 258-9671 / [www.allswell.net/?sc=11&id=479586](http://www.allswell.net/?sc=11&id=479586)**

WAREHOUSE RECRUITMENT: 75 plus openings - Packing, Picking, Repacking, Loading  
*Thursday, March 31, 2011 from 9:00 a.m. to 1:00 p.m.*

Bring License or I.D, social security card and resume. Pass Background Check. Able to lift 20-25 lbs. Be Dressed for Interview.

**Ask for Chris Knight, David Kauffman at Central San Gabriel Valley WorkSource Center**

**11635 E. Valley Blvd**

**El Monte, CA 91732**

**TEL. (626) 258-0365**

### POWERPOINT SPECIALIST/GRAPHIC DESIGN ASSISTANT

P/T, mornings, about 12 hrs/wk, M-TH. \$16/hr. Excellent skills in PowerPoint. Proficiency in Mac, Illustrator and Photoshop. Three years' experience using advanced-level PowerPoint and graphic design. Sophisticated design styles, attention to detail, and excellent communication skills. Design advanced level PowerPoint presentations for mainly graphic and layout enhancements, charting, create and import graphics, and animation for high-level client presentations. Assist in creating and editing slides for visual enhancements. Assist in the production of project materials and collaterals for print. Design print collateral layouts and assist in the production of print and electronic mechanicals, create graphics for digital interfaces and presentations and optimize graphics for production. Edit and create documents as necessary using various software, and accurately prepare files for final production in a timely manner. Work with internal departments to effectively communicate status and actions required.

**Send resume, Portfolio and PDF Sample.**

**[www.creativehotlist.com/index.asp?linkTarget=fullJob.asp&jobID=148537](http://www.creativehotlist.com/index.asp?linkTarget=fullJob.asp&jobID=148537)**

Leads for March 30, 2011

### RETAIL SALES ASSOCIATE

P/T. Benefits. Take Enhance the guest's experience by providing prompt, friendly, knowledgeable, and professional service that supports Tommy Bahamas' Retail Mission Statement and Core Values. Genuinely greet all guests with a friendly smile and personalized offer to help with their shopping needs. Assess the needs of guests, ask open-ended questions and provide the appropriate level of service and expertise using the answers to those questions.

Learn about and apply guest likes, dislikes, color preferences, and attitude to best meet and exceed their shopping needs. Recommend, select, and help locate or obtain merchandise based on guest needs and desires. Learn, reference and apply product knowledge information obtained from various sources such as co-workers, seasonal buy strategy and visual documents, company Intranet, product labels, and Product Knowledge binder. Provide ongoing guest service while the guest is trying on merchandise (e.g. fit, fashion and wardrobing advice, suggest add-ons, promptly remove unwanted items from the fitting room for the guest, etc.) Proactively seek opportunities to up sell and add-on additional merchandise. Meet and exceed sales and service goals. Build lasting relationships ("clientele") with guests by contacting them to follow up on purchases, suggest new merchandise, and remind them of upcoming events. Accurately and efficiently facilitate guest purchase and return transactions. Maintain proper banking and media accountabilities at POS while following all "Banking" and "Cash Wrap" policies and procedures. Watch for and recognize loss prevention situations and know how to prevent and handle these situations using outstanding guest service and "Loss Prevention" policies and procedures. Actively participate in all store-related meetings and trainings; apply learned skills. Prefer retail experience that includes direct Guest Service and POS. High School education.

**Apply in person at Tommy Bahama.**

**3208 Sepulveda Ave #A**

**Manhattan Beach, CA 90266**

**[www.tommybahama.apply2jobs.com](http://www.tommybahama.apply2jobs.com) / [www.tommybahama.com](http://www.tommybahama.com)**

### PROPERTY MAINTENANCE

Entry into a career in apartment maintenance. On-the-job and classroom training, the ability to earn certifications. Ensure that the property maintains an exceptional curb appeal by keeping the community grounds and buildings clean and properly maintained. Assist your teammates with various repairs, installations, and general maintenance duties. Superior customer service skills, strong attention to detail and basic maintenance skills. Working knowledge of pool service/maintenance and experience using a pressure washer is a plus. High school diploma or GED preferred; trade school and/or military training a plus.

**Apply online to Equity Residential.**

**[www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job\\_DID=J3H3GG750D584PFF3RZ](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=J3H3GG750D584PFF3RZ)**

### TELLER

Temp to hire. Credit union in Long Beach. Must have current teller experience.

**Contact Anita Alesi at BancForce Financial Staffing.**

**866-584-5627 / email: [anita@bancforce.com](mailto:anita@bancforce.com)**

Leads for March 30, 2011 (a)

#### DENTAL ASSISTANT

F/T, M-SA. Torrance. Promote a safe and clean environment for providing quality dental care. Assist the doctor; communicating effectively with patients (or parents if patient is a child); maintaining equipment and inventory; cleaning, sterilizing, and packaging instruments; and following universal precautions, OSHA requirements, and dental board auxiliaries' regulations.

**Send resume to West Coast Dental.**

**Fax: (310) 820-0588**

#### FLASH DEVELOPER - Id : 26755

Torrance. Experienced and motivated. Develop online training module and publication with rapid concepting and delivery time frames. Competent in compiling Flash projects by creating Flash animation using ActionScript (2.0 & 3.0), XMLs/CSVs and voiceovers. Duty allocation: 70% complex animation, 20% XML/CSV and 10% voiceover and timing. Knowledge and experience with building online interactive projects or automotive knowledge is desirable.

**Provide minimum of 3 URLs as portfolio to TenTek.**

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

#### SENIOR CLERK

\$3,230-\$4,121/mo. Process forms, reports, legal documents, and other materials in accordance with legal and procedural requirements; assist in developing and revising office procedures; prepare a variety of records and technical reports; check reports, records, and other data for accuracy, completeness, and compliance with established regulations; input information on computer terminal; account for cash and issues receipts; provide information to the public and staff regarding office operations, policies, and procedures; maintain inventory levels and requisitions supplies; independently prepare some correspondence; maintain records and operate filing systems; handle complaints or refer to proper authority; type a variety of correspondence, memoranda, reports and other materials; research and compile confidential and other data for staff, officials and public; proofread, publish and distribute documents; screen visitors, telephone calls and mail; maintain database for all incoming correspondence and documents. High school diploma or GED. Three years of full-time paid increasingly responsible experience performing clerical work. Experience and/or education in a related field may be substituted on a year for year basis. Knowledge of: Office practices, procedures, and machines including personal computer and related software; letter and report writing; correct English usage and arithmetic; office filing and indexing methods; basic methods used in financial and statistical record keeping. Type 50wpm. Learn City government organization, functions and policies; learn and interpret required City ordinances, State and Federal laws. Perform math calculations with speed and accuracy; prepare and maintain accurate and complete records and reports; understand and carry out oral and written directions. Establish and maintain effective working relationships and deal tactfully with the public. *Final Filing Date: April 5, 2011.*

**Apply M-TH: 7am – 6pm to City of Carson, Human Resources.**

**701 E. Carson St., Carson, CA 90745**

**Phone: (310) 952-1736 / Fax: (310) 830-2471 / website: <http://ci.carson.ca.us>**

Leads for March 30, 2011 (a)

**ACCOUNTING ASSISTANT/HR SUPPORT - Job Code: #26**

Contract To Hire. \$17-\$24/hr. Los Angeles Engineering company. Invoice billing and payroll accounts. Link and format spreadsheets via Microsoft Excel. Assist with employee orientation, development, and training logistics and recordkeeping. Assist with compensation and benefits administration and record keeping. Assist with the day-to-day efficient operation of the HR office. Proficient in Excel. Knowledge with accounting duties and functions and QuickBooks. Ability to multi-task. Willing to learn and grow within the position. Solid knowledge of Human Resources duties and functions. Willing to drive into Downtown Los Angeles.

**Email your qualifications to: [jobs@senoka.net](mailto:jobs@senoka.net)**

**CNAs**

Full Time- 3West M/S:11p - 7p. Per Diem - M/S:3p - 11p. Part Time – Rehab: 7a - 3p/3p - 11p. Certified Nurse Assistant and Lift Technician needed. Valid CA CNA certificate and BCLS card. One year experience working in an acute hospital setting. Bilingual (English-Chinese) preferred.

**Apply online to Alhambra Hospital Medical Center.**

**<http://jobview.monster.com/GetJob.aspx?JobID=91855872>**

**BMW AUTOMOTIVE TECHNICIAN - All Levels.**

F/T. The service department offers only BMW trained technicians and the latest new facilities with 50 service stalls. Highly motivated. Proven track record and a positive attitude on all levels.

**Contact Francine Slifman at New Century BMW.**

**1139 W. Main Street  
Alhambra, CA 91801  
626) 570 8444**

**FLASH DEVELOPER**

Santa Monica. We build cutting-edge online media for the biggest names in Hollywood. Bright, creative. Expert level of knowledge in Actionscript 3 programming (with proper OOP technique) and social media integration (Facebook, Twitter, and beyond) Facebook & Twitter API Integration (whether Flash or PHP), Server-side interfacing (via PHP/mysql). Experienced with project management, working in a team, client communication, and producing aesthetic, fun, bug-free products. Strong understanding of: XHTML & CSS, with an understanding in the latest offerings of HTML5 and CSS3. Javascript, particularly JQuery & AJAX. CMS integration and customization. Bonus points for: - 3D Actionscript libraries such as Papervision or Away3D. - eCommerce & eTransaction integration. - IOS & Android app programming. - Flash Game Development.

**Apply online to 65 Media.**

**[www.krop.com/jobs/73vpc/](http://www.krop.com/jobs/73vpc/)**

About the time we can make the ends meet, somebody moves the ends. *-Herbert Hoover*

Leads for March 30, 2011 (b)

**IT / NETWORKING SPECIALIST - Position ID:wspos246530**

F/T. \$45k-60k. We support the back-office systems for over 100 charter schools throughout California. Windows 2008 R2, MS SQL 2008 R2 Server. Hyper-V, Virtualization. Networking: LAN/WAN, TCP/IP, Wireless, Ethernet, VPN. Data Operations: Backing up data files, cloning hard drives, data recovery, recover lost files, deband hard drive, and data conversions. Oracle DB, ODBC, Scripts to automate ETL process for data conversion, upload to SFTP sites. Knowledge of PHP, MySQL, HTML/CSS. Customer Support/Help Desk. The following experience/knowledge/ skills welcomed: Advanced knowledge of Microsoft Server Products, including Windows Server Enterprise 2008/3, Hyper-V Manager, and Virtualization. Expert at configuring, maintaining, and supporting multiple server environments. Expert in administrating and troubleshooting Microsoft and Windows Applications. Manage Active Directory include creating/adding users account, creating user groups, permit access rights to different user groups, joining PCs and printers to the domain. Troubleshoot PC in hardware/software related issues. Maintain routine back-ups using Mozy Pro and other solutions. Restore backed-up data after data loss. Able to clone drives. Set up remote access (e.g. through GoToAssist, VMWare, Parallels 6, VPN, etc. Understanding of Oracle Database products, including SQLDeveloper, ODBC connectivity, and SQL language. Familiarity with PowerSchool Student Information System a plus. Update web help desk tickets for routine PowerSchool technical issues. Network Configuration (DHCP Server, WAN, LAN, TCP/IP protocols including setting up static and dynamic IP), Setting up network printers, FTP Client, SSH Telnet, Lotus Notes Clients, network pc, adding pc to domain, network file server sharing, Remote Access, Active Directory, Setting up Proxy Server. Write SQL scripts to export data from Oracle database and upload to Secure FTP site. Write JAVA scripts/apps to support ETL process in Data Integration Team.

**Contact Ryan Shook at Charter School Management Corporation**

**261 South Figueroa**

**Los Angeles, CA 90012**

**Phone: (310) 913-1690**

**DENTAL INSURANCE BILLER**

F/T. Torrance. \$9-\$17/hr. Perform a variety of insurance billing, data entry, and general front office tasks and duties including: generating and billing out claims; benefits eligibility verification; documenting diagnosis and production; tracing payments; assisting with patient dismissal; scheduling; and answering the telephone. Bill out claims and supplementals on a daily basis. Prepare and submit specialty referrals on a daily basis. Review all insurance claims and treatment authorization requests for proper submission on a daily basis. Prepare production report (by doctor and by insurance) on a daily basis. Process claims of inquiry forms to request changes to, or a re-evaluation of, a claim or treatment authorization request weekly. Maintain accurate billing data, reporting/supporting documents, records, and reports. Trace all outstanding claims on a weekly basis. Answer patient questions concerning claims, insurance, HMOs, Denti-Cal, etc. Current Dental billing experience (HMO & PPO Insurance, Denti-Cal) required (at least one year.) Data entry experience. Type WPM. High school diploma or GED.

**Fax: 661-793-6940**



Leads for March 30, 2011 (b)

**ACCOUNTING INTERN - Position ID AIWS**

Student/Internship. Los Angeles. Receive exposure to payroll, accounts payable, general accounting and financial analysis. Prepare and post journal entries; account reconciliations; assist with audit requests; administrative duties and special projects. Major/Minor: Business, Finance, Economics, Accounting with GPA of 3.5 or higher. Excellent quantitative/math skills and agility with numbers. Strong verbal and written communication skills. Exceptional organizational skills and the ability to prioritize daily work flow. High degree of accuracy and attention to detail. Ability to work in a fast-paced team environment. Strong computer/software skills and ability to learn new software. U.S. Citizen/Permanent Resident.

**Apply online to Wedbush Securities.**

**<http://wedbush.atsondemand.com/index.cfm?fuseaction=512079.viewjobdetail&CID=512079&JID=412166>**

**COMMERCIAL/RESIDENTIAL HELPER**

F/T, and possible weekend and/or holiday work. Location(s): Riverside, Irwindale, City of Industry, Montebello, and Sun Valley. Collect and hand load commercial and residential waste. Communicate professionally with customers, dispatch, and supervisors. Assist in picking up and transporting waste safely, according to all federal, state and local rules and regulations. Pick up specified waste from each customer site scheduled for the day. Ensure that customers have packaged and prepared the waste according to all federal, state and local rules and regulations before transporting. Provide the highest level of customer service to assigned accounts on a daily basis, communicating any issues to Operations Manager, Route Supervisor or Dispatcher for resolution. This includes re-routes, adjustments in container sizes, training, etc. Ensure waste, supplies, and material-handling equipment is secured prior to operating vehicle on public highway. Respect the property of all residential and commercial customers. Clean inside and exterior of the trucks on a regular basis; report any observed maintenance problems. Work safely and carefully to prevent injury to self and others while loading and unloading vehicle. Climb into and out of truck 400 – 600 times per shift. Climb into packer area and shovel out any debris left behind in the hopper. Climb on top of truck to clear any debris. Extensive & repetitive lifting, pushing and pulling of receptacles (100+ per shift). Handle objects greater than 75 pounds as part of the workday. Exposed to unpleasant sights and smells. Work in extreme hot or cold weather conditions. *Screening process began April 1, 2011.*

**For more information contact Cortez Washington at South Bay One-Stop Business & Career Centers.**

**110 South La Brea Avenue, Suite 500, Inglewood, CA 90301  
310 680 3700 / Public parking at: 115 North Locust Street, Inglewood, CA 90301**

**BILINGUAL CNA - Job Code: 347**

F/T, Night shift. Specialty College Trade School. BCLS Card. CNA License. One year experience. English/Spanish.

**Contact Jennifer Kwak at White Memorial.**

**Tel: 323-268-5000 / Fax: 323-260-5747 / Email: [kwakj1@ah.org](mailto:kwakj1@ah.org)**

Leads for March 29, 2011 ©

#### E - MAIL YOUR WAY TO WORK

Tuesday, April 5, 2011– Time 1pm – 4 pm

A workshop designed for beginners who have the desire to learn how to submit a resume via email. Confused about where to begin? Overcome frustration. Become e-mail savvy. Learn to create and submit an electronic resume. Increase your chances of becoming employed up to fifty percent. Submit your resume to employers at the Click of a mouse.

#### MOCK INTERVIEW WORKSHOP

Thursday, April 7, 2011 & Thursday, April 21, 2011 from 9:00 a.m. – 12:00 noon

Lights, Camera, Action! Featuring one-on-one interviews, video viewing, answers to tough questions and more!

#### EXPUNGEMENT FORUM

Monday, April 18, 2011 from 1:30pm-3:30pm

Want to Clean Up your Record? Denied an Occupational License? Believe you were denied the job because of your conviction? For best service, please bring a copy of your record from court or your DOJ Rap Sheet if you have it. To obtain court files, go to any criminal court in Los Angeles County and ask the clerk's office for a complete print-out of all of your criminal convictions. Expungement, Certificate of Rehabilitation / Pardon, Reducing Felonies to Misdemeanors.

#### INTERMEDIATE MICROSOFT WORD

Tuesday, April 19, 2011 from 9:30am – 11:30am

For folks with a solid understanding of the basics.

#### SOCIAL SECURITY ADMINISTRATION WORKSHOP

Tuesday, April 19, 2011 from 1:00 PM– 4:00 PM

Learn how to file for disability benefits, retirement benefits and Medicare benefits. Review of SSA Online services. During the workshop you will have an opportunity to file for benefits and submit information needed to process your claim.

#### INTERMEDIATE MICROSOFT EXCEL

Tuesday, April 26, 2011 from 9:30am – 11:30am

For folks with a solid understanding of the basics.

**Call to reserve your seat at South Bay One-Stop Business & Career Centers.**

**110 South La Brea Avenue, 3<sup>rd</sup> Floor**

**Inglewood, CA 90301**

**310 680 3700 / Public parking at: 115 North Locust Street, Inglewood, CA 90301**

Success in any endeavor does not happen by accident. Rather, it's the result of deliberate decisions, conscious effort, and immense persistence — all directed at specific goals. *Gary Ryan Blair. Goal Setting For Results: Success Strategies for You and Your Organization*

### MERCHANDISERS

Assist the management team in all merchandising activities in the store. Load and unload deliveries. Lift 35 pound trays/cases to a height of 4 feet. Check-in merchandise: verify billing for errors, monitor outside vendor deliveries. Price merchandise, stock shelves and supplies, reset departments, cut in new items/remove discontinues, work with promotional/seasonal merchandise. Maintain backroom organization - stack 35 pound trays/cases to at least a height of 8 feet. Maintain store appearance. Greet customers using the eye's hi's and help at all times; assist customers with their questions, problems and complaints. Handle all customer relations issues in accordance with company policy, promote a positive shopping experience for all, maintain customer/patient confidentiality. Maintain loss prevention policies and procedure through customer awareness and communication with store management.

#### CVS/pharmacy

**1570 Rosecrans Ave  
Manhattan Beach, CA 90266**

**2001 Pacific Coast Highway  
Lomita, CA 90717**

**15718 Hawthorne Blvd  
Lawndale, CA 90260**

**4625 Torrance Boulevard  
Torrance, CA 90503**

<https://wfa.kronostm.com/index.jsp>

### PHARMACY TECHNICIAN

Assist the Pharmacist at all times to ensure that each customer has a positive shopping experience at CVS. Greet each customer using the eye's, hi's and help, assist with their questions and issues on the phone and in person both in and out of the pharmacy areas, obtain information for new prescriptions, maintain customer/patient confidentiality. Operate a cash register including: cash, checks, and charge transactions; bagging merchandise, insurance signature logs and offer/refer questions to Pharmacist. Retrieve, count and measure drugs (except CIIS), cap and uncap vials and bottles. Retrieve and file pharmacy prescriptions in the appropriate files and assist Pharmacist with checking in and pricing drug orders (except CIIS). Maintain inventory levels, pull outdated/recalled merchandise. Refer all doctor's calls and customer's medical questions to Pharmacist. Assist the Pharmacist with all third party transactions including the completion of any paperwork.

**Apply in person or online at CVS/pharmacy.**

**1880 S Pacific Coast Hwy  
Redondo Beach, CA 90277**

**1570 Rosecrans Ave  
Manhattan Beach, CA 90266**

**5030 Long Beach Blvd.  
Long Beach, CA 90805**

**2655 Santa Ana Street  
South Gate, CA 90280**

**23806 Main Street  
Carson, CA 90745**

**15718 Hawthorne Blvd  
Lawndale, CA 90260**

**8008 Firestone Boulevard  
Downey, CA 90241**

**921 Pacific Coast Hwy.  
Seal Beach, CA 90740**

<https://wfa.kronostm.com/index.jsp>

The possibilities are numerous once we decide to act and not react. - *George Bernard*

Leads for March 29, 2011 (b)

LOS ANGELES JOB FAIR  
Wednesday, March 30, 2011 from 11:00 am – 2:00 pm.  
**Renaissance Los Angeles Airport Hotel**  
**9620 Airport Blvd.**  
**Los Angeles, CA 90045**

**CLASS A TRUCK DRIVERS**

APEX International Supply Chain Solutions information session-Monday, April 4th: 8-10am  
Department of Defense Hazmat driver, team driving truck driving positions. \$1,500 weekly (making approximately \$70,000 annually) and include full benefits after 90 days of employment. Two years' class A truck driving experience. HazMat endorsement. TWIC card is encouraged.

**RSVP to LaTrice McBride at Career Transition Center.**  
**3447 Atlantic Avenue**  
**Long Beach, 90807**  
**562.570.3699**

Jobs with Sony Studios:

[www.sonypicscareers.com/stelprdwcm1/idcplg?IdcService=SS\\_GET\\_PAGE&nodeId=1151&ssSourceNodeId=1151](http://www.sonypicscareers.com/stelprdwcm1/idcplg?IdcService=SS_GET_PAGE&nodeId=1151&ssSourceNodeId=1151)

Verizon seeks full time and part time customer service in Long Beach (2894 Bellflower Blvd).  
[https://careers.verizonwireless.com/psc/erphrprd/EMPLOYEE/HRMS/c/B\\_VZW\\_RS\\_MENU.B\\_RS\\_JL.GBL?Page=B\\_RS\\_JL\\_HOME&Action=A&SiteId=1&JobOpeningId=272245](https://careers.verizonwireless.com/psc/erphrprd/EMPLOYEE/HRMS/c/B_VZW_RS_MENU.B_RS_JL.GBL?Page=B_RS_JL_HOME&Action=A&SiteId=1&JobOpeningId=272245)

**NON-PROFIT CAREER FAIR AT UCLA**

Monday, April 11, 2011 from 10:00am - 2:00pm

Opportunities for job seekers and those interested in non-profit work to distribute resumes and speak with recruiters about current and future employment opportunities, including internships and volunteer work. Free information sessions offering non-profit career advice to job seekers. Fair attendees include non-profit professionals of all levels of experience, current undergraduate and graduate students and members of the community.

**UCLA Ackerman Union (Ackerman Grand Ballroom, 2nd Floor)**  
**308 Westwood Plaza**  
**Los Angeles, CA 90095**

[www.ucla.edu/map/](http://www.ucla.edu/map/) Parking is available on the UCLA Campus in Lot 6 or Lot 8 for \$10/day. Parking permits may be purchased at the parking kiosk on Westwood Blvd (near the intersection of Westwood Blvd and Strathmore Blvd) on the day of the event.

Leads for March 29, 2011 (a)

RECREATION LEADER II – Day Camps (Job Code #1387)

\$11.44-\$12.64/hr. Implement planned recreation activities suited for Day Camp Program Members. Supervise Day Camp Center Members inside or outside facility. Prepare the recreational facilities for games and other activities and keep facility in a clean and orderly condition. Any combination of thirty college semester units or one year's work experience in providing recreation, community or social services.

SENIOR RECREATION LEADER – Day Camps (Job Code #1386)

\$12.89-\$14.25/hr. Any combination of sixty college semester units or two years work experience in the area of recreation, community or social services. Possession of a California driver's license, if assigned to drive. Plan, implement and evaluate a variety of recreation activities such as trips, sports, dance, crafts and games suited for participant's age 5-14 years old. Maintain discipline at the location to which assigned. Prepare the recreational facilities for games and other activities and assists in clean up. Assist in the operation of trips and daily programmed activities.

*For both: P/T, up to 39 hours per week. Schedules vary between the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday during summer, winter and spring school breaks. The Recreation Division provides two Day Camps for kids in grades K-8 who want to take part in a variety of activities including arts and crafts, sports, indoor and outdoor organized games and weekly trips. Walking field trips to local venues are also conducted. Interpret programs and policies for the public and enforce departmental policies. Possession of Certifications in First Aid and Cardio-Pulmonary Resuscitation preferred but not required. High school diploma or GED. Provide 1) Copy of a TB certificate that is no older than two years from the date of application upon job offer and 2) Proof of eligibility to work in the U.S. at time of appointment. Apply by 5:00pm, Thursday, April 14, 2011.*

**Download and complete application. Submit application and required documentation to Culver City City Hall Human Resources Department.**

**9770 Culver Blvd.**

**Culver City, CA 90232**

**(310) 253-5651 / [www.culvercity.org/jobs](http://www.culvercity.org/jobs)**

**“NEW CONTRIBUTORS” WORKSHOP**

*Monday, April 11th 12pm-1:30pm.* Doors close at 12:05 – late arrivals will not be seated. Are you a job seeker with a misdemeanor or felony? Then you are a “New Contributor.” You need to know: How to disclose your background to the employer; The programs and resources that are available; A list of companies and agencies that will perhaps hire you. Free booklet provided at workshop, *Resources & Information for “New Contributors.”*

**Attend at Metro North Worksource Center.**

**342 San Fernando Road**

**Los Angeles, CA 90031**

**TEL. (323) 539 -2000**

Leads for March 29, 2011 (a)

ASSEMBLER - SRI Surgical Express, Long Beach

[www.omni-jobs.com/sri-surgical-express-inc.-jobs/assembler-job-729007](http://www.omni-jobs.com/sri-surgical-express-inc.-jobs/assembler-job-729007)

YARD PERSON - Ahern Rentals, Long Beach

<http://www.ahern.com/jobpostings/03-25-11-YardPerson-LGB.php>

SHIPPING/RECEIVING CUSTOMER SERVICE - Smart Madness, Signal Hill / Long Beach

<http://losangeles.craigslist.org/lgb/ofc/2291208670.html>

PM SHIFT WEEKEND MANAGER - Bayfront Youth & Family Services, Long Beach

<http://losangeles.craigslist.org/lgb/np0/2291086186.html>

RUNNER / OFFICE & WAREHOUSE ASSISTANT - Traffic Management, Inc., Signal Hill

<http://losangeles.craigslist.org/lgb/lab/2291298303.html>

MEDICAL ASSISTANT - Healthcare Partners, Torrance

[www.healthcaresource.com/healthcarepartners/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=641842](http://www.healthcaresource.com/healthcarepartners/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=641842)

TICKET SELLER – Los Angeles Dodgers, Los Angeles

<http://baseballjobs.teamworkonline.com/teamwork/r.cfm?i=35080>

RECEPTIONIST - Real Estate/Property Management Firm, Torrance

<http://jobview.monster.com/GetJob.aspx?JobID=98075864>

WARD CLERK - La Casa Mental Health Rehab Center, Long Beach

[http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=217594&company\\_id=16040&jobBoardId=1112](http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=217594&company_id=16040&jobBoardId=1112)

DEPARTMENT MANAGER - Lowe's, Torrance

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?jobId=2207855&PartnerId=25239&SiteId=5014](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?jobId=2207855&PartnerId=25239&SiteId=5014)

TEST TECHNICIAN - Military Stars, Torrance

<http://216.27.92.243/pcrbin/reg5.exe?i1=WEBGUEST&i2=157283333523647&i3=DETAIL&i4=157283333523647&i5=&i6=&i7=&i8=3%2f27%2f2011%207:25:45%20AM&hash=1518603788&i10=0&pcr-id=F66y6SbrMZ5AllIOCryGnDu297umEM8INLnrL8QtueJFHdAp0C5UL8GQrXcR0DACIKFiisSWqv%0D%0AYS2LwCIC>

**If you find employment through any of the listings below, please send an email to [WORKFORCE.DEV@LONGBEACH.GOV](mailto:WORKFORCE.DEV@LONGBEACH.GOV), stating your name, the last four digits of your social security number, the name of the employer, your job title, start date, number of hours you will be working weekly, if you will be receiving benefits, and hourly wage you were hired at.**

Leads for March 29, 2011

**TORRANCE/SOUTH BAY CAREER FAIR**  
*Thursday, April 14, 2011, 9:00 a.m. - 12:00 p.m.*  
**Dee Hardison Sports Center at Charles H. Wilson Park.**  
**2400 Jefferson Street**  
**Torrance**

**RESIDENTIAL LAUNDRY APPLIANCE REPAIR TECHNICIAN**

F/T. La Puente. Repair products in the customer's home (Washers & Dryers, Gas & Electric Stoves, Microwave Ovens, Dishwashers, Trash Compactors, Garbage Disposers, Refrigeration (non-sealed systems), and other home appliances. Provide timely and quality repairs of customers' products while maintaining high customer service. Promote and sell additional products and services that directly impact the profitability of the company. We provide a service van, specialized tools, uniforms, laptop computer, cell telephone, and periodic training. Demonstrate a sense of urgency to meet customer time commitments. Complete all Technician II training elements within required timeframes. Ability to receive truck stock at home if the company vehicle is retained at the technician's place of residence or other designated location. Maintain truck stock inventory within the prescribed company guidelines and standards. Follow the truck maintenance schedule and keep a clean, organized truck.

**Apply online to Sears Holdings Corporation.**

[www.searsholdings.com/careers/](http://www.searsholdings.com/careers/)

**ESL/GED PREPARATION WORKSHOP**

*April 6, 2011 9am - 1pm*

Benefit from ESL and GED preparatory courses before taking exam. Attend convenient classes with childcare, parking and other assistance. Get answers to frequently asked questions from the course instructor. Hear testimonials from speakers that have taken ESL or GED courses. Learn about additional EDD Services available. Must be registered in CalJOBS.

**Crenshaw EDD Workforce Services**

**5401 Crenshaw Blvd**

**Los Angeles 90043**

**For info contact Ryan McLaughlin (323) 290-5175 or Dorina Ganji (323) 290-5130**

**KINDERGARTEN TRANSITION/ HEALTH & COMMUNITY FAIR**

*Saturday, April 9th 2011 from 9:00 am – 2:00 pm*

**Hyde Park**

**3140 Hyde Park Blvd**

**Los Angeles, CA 90043**

**Phone: (323) 753-4551 / Fax: (323) 751-7379**

So Cal ROC health care students and graduates, to volunteer for resume experience, contact Mrs. Ward Healthy Start Coordinator at (323) 753-4551 or Ms. Johnson at 323-751-3991.

#### YOUTH WORKER, FACILITIES SUPPORT - Exam Number D8253D

Work in one of a variety of job assignments. Craft assignments: Assist a more experienced worker -furnish and use basic hand tools, materials and supplies, clean work area and machinery, operate simple machines and equipment, prepare basic reports or keep maintenance records, and perform other non-complex duties. Institutional Support Assignments: Assist a more experienced worker- maintain the physical premises and/or grounds of County facilities. Assist in transporting of supplies, records, etc. Issue supplies, check property and keep order in the locker or dressing rooms at a County public swimming pool; perform basic pool maintenance and ensure that first aid equipment is ready for use; monitor assigned pool area for signs of swimmers in trouble and for violations of pool and safety regulations. Assist a more experienced worker in the development and presentation of special recreation programs for senior citizens, youths and the physically and mentally handicapped. General Maintenance Assignments: Assist journey-level trade positions in performing installation work or repairs, such as replacing windows, doors and partitions, performing minor sheet metal work, making minor roof repairs, or maintaining parking lots. Food Service Assignments: Assist a higher-level food service worker or supervisor in performing routine duties in a kitchen facility, or transporting and serving meals (i.e., summer lunch program).

#### YOUTH WORKER, GENERAL LABOR - Exam Number D8254D

Assist crew leaders. Perform sluicing, booming, and removal of debris at dams and reservoirs. Perform manual work in the construction, repair, and maintenance of streets or bicycle trails in flood access roads. Assist in the maintenance of drains, catch basins, curbs, gutters, head walls, and driveway aprons by tamping underlayment, mixing concrete, wheel barrowing concrete to the work site, lifting and carrying concrete blocks, and providing tools to more experienced workers. Assist in sewer maintenance work. Clean sewer lines with the use of specialized hand or power operated tools and equipment, including sewer cleaning machines, pumps, air compressors, blowers, gas detection devices, closed circuit television equipment, etc.

*For both positions:* \$8.49 hr. Participate in a 12 month on-the-job training program or a training assignment in one of a variety of entry level jobs, including those in the crafts, institutional support services, or maintenance occupational series. Identification as an "at-risk youth" by a County of Los Angeles authorized department, or other local, state or federal agency or school; or by a bona fide non-profit organization whose mission includes fostering or enhancing employment opportunities for at-risk youth. Age 24 or younger at time of appointment. Candidates under 18 must present a work permit at the time of appointment. Some positions may require applicants to meet specific age limitations at the time of appointment. To verify that applicants meet the "At-Risk Youth" selection requirement they must submit a completed "Verification of At-Risk Youth Program Participation" form available online at the link provided in the Supplemental Information section, or by calling (213) 738-2995. Employment is subject to security clearance which may include fingerprinting. Submit an application and verification form for each position. *Apply by April 07, 2011.*

**Apply in person or online, M-TH: 7am – 5pm at County of Los Angeles Department of Parks And Recreation.**

**433 South Vermont Ave. Room 200, Los Angeles, CA 90020**

**Verification form: <http://easier.co.la.ca.us/jobs/Supplemental/D8253D.doc>**

**24-Hour Job Line: (800) 970-LIST / Application:**

**[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5041&areq=2124BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5041&areq=2124BR)**



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#### SANDBLAST OPERATOR - AEROSPACE

Night shift. \$10.50-\$13.50/hr. Sandblast parts to remove scale using a Uni-hone enclosed machine. Speak, read, and write English fluently with some computer literacy in Windows environment. Proven team player and leader with good attendance.

#### CNC LATHE AND MILL OPERATORS

Night shift. \$12-\$16/hr. Manage the CNC lathe and mill machining function of metal parts to print specifications. Perform required machine set-up and quality audits through the use of precision measuring instruments, review of SPC charts and graphs and special test equipment. Schedule workflow in order to meet customer demands and production control requirements. Monitor employee performance and communicate improvements to department personnel as needed. Three years experience in the operations of CNC lathe and mill machinery and in a machine shop environment with knowledge of tooling and precision set-ups with consistent quality results, knowledge of precision measuring instruments, and knowledge of machinery speeds and feeds utilizing a variety of high strength materials with the ability to read prints and engineering drawings, the ability to fluently read, work and follow instructions in English, and the ability to perform machining on a variety of high strength materials.

#### DEBURR OPERATOR

Night shift. \$9.60 - \$11.25/hr. Operate the deburr equipment of metal parts to print specifications. Perform required quality workmanship through the use of precision deburring equipment, use drawing specifications and written instructions to perform tasks. Knowledge of: tooling and set-ups with consistent quality results; quality standards and expectations to meet specifications; and machinery maintenance and safety requirements. Read prints and engineering drawings, the ability to fluently read, work and follow instructions in English, and the ability to perform cleaning on a variety of high strength materials.

#### HONE OPERATOR

Night shift. \$13.50 - \$16.00/hr. Operate the honing machinery to print specifications. Perform required quality workmanship through the use of precision measuring instruments. One year experience in the operations of honing machinery and in a machine shop environment. Knowledge of: tooling and precision set-ups with consistent quality results; precision measuring instruments; and machinery speeds and feeds utilizing a variety of high strength materials. Read prints and engineering drawings. Read, work and follow instructions in English. Perform machining on a variety of high strength materials.

*For all positions:* U.S. Citizen or Permanent Resident, or a Foreign Person for whom a license is obtained. High School Diploma or GED, experience in the fastener industry, knowledgeable in Aerospace industry and bilingual, English and Spanish, is preferred. Follow scheduled workflow assignments. Work towards meeting established standards and performance requirements.

**Apply at Sonic Industries, Inc.**  
**20030 S. Normandie Avenue**  
**Torrance, CA 90502**  
**Email: [harsi@sargentaerospace.com](mailto:harsi@sargentaerospace.com)**

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#### HOT FORGING OPERATOR

Night shift. \$11.50 - \$15.50/hr. Operate the Hot Forging Press to form metal parts to print specifications. Perform required machine set-up and quality audits through the use of precision measuring instruments. Three years experience in the operations of Hot Forging Press machinery and in a machine shop environment with knowledge of tooling and precision set-ups with consistent quality results. Knowledge of: precision measuring instruments; a variety of high strength materials.

#### GRIND OPERATOR

Night shift. \$10.50-\$15/hr. Operate the Grinding equipment of metal parts to print specifications. Perform required quality workmanship through the use of precision measuring instruments, use SPC charts and graphs and special test equipment. Knowledge of: tooling and precision set-ups with consistent quality results; precision measuring instruments; and machinery speeds and feeds utilizing a variety of high strength materials.

*For all positions:* U.S. Citizen or Permanent Resident, or a Foreign Person for whom a license is obtained. High School Diploma or GED, experience in the fastener industry, knowledgeable in Aerospace industry and bilingual, English and Spanish, is preferred. Follow scheduled workflow assignments. Work towards meeting established standards and performance requirements. Read prints and engineering drawings. Fluently read, work and follow instructions in English.

Perform machining on a variety of high strength materials.

**Apply at Sonic Industries, Inc.**

**20030 S. Normandie Avenue**

**Torrance, CA 90502**

**Email: [harsi@sargentaerospace.com](mailto:harsi@sargentaerospace.com)**

Entry-level cell technicians for cancer research: <http://www.dendreon.com/careers/>

Los Angeles County Dept of Parks & Recs jobs (Park Recreation Center Assistants, Summer Camp Counselors, etc.) <http://www.laparks.org/job.htm>

Los Angeles County Jobs <http://easier.co.la.ca.us/jobs/cfscripts/Results.cfm>

City of Los Angeles Job Openings: [http://personline.lacity.org/job\\_list/jobs.htm](http://personline.lacity.org/job_list/jobs.htm)

MTA Jobs listed here: <https://jobs.metro.net/jobsearch.aspx>

Jobs with Warner Brothers, Time Warner Cable & HBO:

[https://careers.timewarner.com/1033/ASP/TG/cim\\_searchresults.asp?Function=LinkQuery&LinkId=500](https://careers.timewarner.com/1033/ASP/TG/cim_searchresults.asp?Function=LinkQuery&LinkId=500)

Trader Joe's store sign artist in West LA \$10/hr [http://traderjoes.jobs/new\\_dev/job/752/](http://traderjoes.jobs/new_dev/job/752/)