

Leads for May 2, 2011

PHARMACY TECHNICIAN

Assist the Pharmacist at all times to ensure that each customer has a positive shopping experience at CVS. Customer Service, Operations, clean pharmacy, type labels, phone verification. Complete Pharmacy paperwork, maintain daily/weekly reports.

**Apply at CVS/pharmacy.
11831 Hawthorne Boulevard
Hawthorne, CA 90250**

NO COST WORKSHOPS

Call the Hawthorne Library to reserve your seat. The workshops are geared towards 50+ plus but will be helpful and useful for all age groups.

DISCOVERING THE RIGHT JOB FOR YOU

Sat, May 14, 2011 from 10:00 AM to 11:00 AM

Do you want or need to work part-time or full-time? Is an internship what you need to acquire the skills and gain the experience in your desired field? What about contract work? Find out what the right fit is for you. Free.

ELIMINATING BARRIERS TO EMPLOYMENT

Sat, May 21, 2011 from 10:00 AM - 11:00 AM

Are there real life challenges keeping you from going for what you want? Do you care for children or a family member that keeps you house bound? This program addresses solutions to your needs. Free.

PUBLIC VERSUS PRIVATE SECTOR JOB SEEKING

Sat, June 11, 2011 from 10:00 AM-11:00 AM

What is the difference between these two distinct job seeking areas and how will that affect your job seeking approach? Covers Federal, State, County, City and non-profits as well as private corporations, using employment agencies, temporary to permanent assignments and when you should hire a head hunter. Free.

NETWORKING AND JOB SEARCHING - June 25

RESUME WRITING and COVER LETTERS for the SECOND CAREER job search - July 9

LIBRARY RESOURCES FOR THE JOB SEEKER - July 23

Call the same week as your workshop to sign up at Hawthorne Library Meeting Room.

12700 Grevillea Ave.

Hawthorne, CA 90250

310-679-8193 / <http://www.colapublib.org/libs/hawthorne/index.php>

BILINGUAL DENTAL ASSISTANT

P/T. Norwalk. Front and back. English/Spanish.

Send resume to Limin Yin, DDS.

Email: drlimin.yin@hotmail.com

Leads for May 2, 2011

“NEW CONTRIBUTORS” WORKSHOP

Monday, May 9th 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 Worksouce Center.

342 San Fernando Road

Los Angeles, CA 90031

TEL. (323) 539 -2000

You may qualify for free or low-cost health insurance for your children ages 0 – 19.

Call Healthy Families.

(800) 880-5305 or www.healthy-families.us

PATIENT ACCOUNTS REPRESENTATIVE

F/T. Torrance. \$27,000 to \$35,000/yr. Benefits. Reduce patient accounts receivable and keeping current on account collections. Manage inbound and outbound phone calls from patients, insurance companies and staff relating to A/R as well as investigate issues. Act as a liaison with the practices to request information relative to expediting payment on a patient’s account.

Facilitate gaining information from patients that have been requested by the Accounts Receivable/Correspondence department. Update and correct billing information in a timely manner and ensure accuracy of work at all times and always comply with HIPPA guidelines.

Resolve account discrepancies by auditing account detail and cash posting with established time frames. Interpret and communicate information regarding billing practices, insurance claims submissions, and out-of-pocket patient responsibility to all customers; including physicians, physicians' office staff, patients and others with a business need to know. Serve as a liaison between Patient Accounts, other internal departments and the physicians' office. Communicate in a clear, helpful and respectful manner, and oversee the processing of all clerical records and patient information requested to resolve patient account balances.

Work as a collaborative, constructive, cooperative team member within the Patient Accounts department and assist other office personnel in the performance of their duties as assigned. Communicate effectively, both verbally and in writing, with all customers both internal and external, work independently to solve problems, be able to multi-task and handle competing priorities and meet or exceed deadlines. Proficient in computer skills necessary to perform job duties; strong knowledge of computerized billing systems. One year relevant experience with CPT and ICD coding. Work both as an individual contributor and as a team player. Experience working with customer support/client issue resolution management. *Closing Date: May 24, 2011.*

Apply online to Pacific Medical Management Services, Inc.

www.hbmajobs.com/154163.htm

Leads for May 2, 2011 (a)

ACCOUNTS PAYABLE PROCESSOR I - ID: 1216

Long Beach. Process, input and maintain AP. High School graduate; 2-year degree preferred.

Three years experience in accounts payable and/or receivables. Two years experience in managed care preferred. Close month end, reconcile and allocate expenses. Complete AP invoice tickets, identifying proper GL account number and accounting period, perform research of incoming invoices to ensure that proper approvals have been obtained and supporting documentation has been provided, prevent duplicate payments. Input invoice data. Generate and maintain invoice check registers. Coordinate with other states for all A/P to be entered or accrued for. Close period end in JDE, ensure agreement with general ledger. Calculate month end allocation of expense accounts. Collect, reconcile and prepare accrual allocation for all state credit card bills monthly. Generate AP checks, ensure that invoice and check amounts match. Maintain and keep current all vendor files. Open mail, distribute to departments for approval.

Apply online to Molina Healthcare.

<http://tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=MOLINAHEALTHCARE&cws=1&rid=1216>

DESKTOP AND NETWORK SUPPORT, LEVEL 1 - Reference JSAC-LEVTECH

M-F: 8 – 5, with possibility of 5 – 10 hrs/OT each week. Flexible schedule in order to facilitate occasional morning hours. \$20-\$35/hr. Santa Monica Financial company. Junior level technical

support resource. Strong Windows 7 experience. Support about 30 users, but this number is growing. Good sound Desktop Support and Network knowledge with Windows 7, and Windows

Servers. Experience with Office suite (mostly Excel Outlook and Word), Adobe, Advent software (multiple products), Reuters, Bloomberg, Telemet; phones are Cisco IP. Patient and organized in order to support users. Experience creating and maintaining documentation.

Experience supporting E-mail (Outlook) and different software systems. Good communication skills. Comfortable in Business attire (does not have to be a suit, but you will need to dress sharp!) Troubleshoot issues, and escalate only what you can't solve. Strong work ethic.

Email Allyson or apply online to Cybercoders.com. In Subject Line, put " RE: Job Vacancy 'JSAC-LEVTECH' (via JobServe.)"

Email: Allyson.74BB0.4199B@mail.jobserve.com / www.jobserve.com.au/Desktop-and-Network-Support-Level-1-Windows-Support-Los-Angeles-CA-Contract-Permanent-W4795EA8941213B6D.jsjob

BILINGUAL MEDICAL OFFICE ASSISTANT

P/T. Our business hours are Monday through Thursday with some Fridays. English/Spanish. Hollywood Ophthalmology/Optical Practice. Fax, file, insurance verification, correspond with patients, post charges/payments and keep the office neat. Detail orientated self-starter. Present yourself in a professional manner; accept and follow directions.

<http://jobview.monster.com/GetJob.aspx?JobID=98937891>

Real generosity is doing something nice for someone who will never find out.

~Frank A. Clark~

Leads for May 2, 2011 (a)

JR. GRAPHIC DESIGNER

Chatsworth. In-house advertising team. Under close direction of senior artists, work on design projects which cover the full range of media, but focus primarily on the production of digital catalogs. Execute design production work to ensure that existing visual & branding systems, imagery & typography standards, design template guidelines, and color palettes are maintained and that design direction or changes are accurately executed. Coordinate the tasks required to insert content links for all digital catalogs. Contribute to the development of the creative team's culture and quality standards. Adhere to guidelines for file set-up, file collection and asset management. One year experience in graphic design. Portfolio should demonstrate a solid understanding of design principles. Excellent communication skills. Accurately follow instructions and articulate creative concepts and rationale to other team members and clients. Self-motivated, highly organized and accountable with careful attention to detail. Work well under tight time constraints. Work well collaboratively with a team of designers, photographers, art directors, production artists and writers. Very proficient in the latest versions of Mac OS programs InDesign, Photoshop and Illustrator. BA in graphic design or successful completion of an art school or equivalent.

Submit resume with link to on-line portfolio to Lamps Plus.

Email: Resumes@LampsPlus.com / www.LampsPlus.com

TELLER - -110035699

P/T, 20/hrs., work branch hours, including weekends and some evenings. Six months cash-handling experience, unless post-high school degree program is completed or currently being pursued. Strong customer service skills. Work well in a team environment to service customers.

Ability to follow procedures. Strong listening and verbal communication skills. Problem solving skills. Detail-oriented and organized. Ability to multi-task. High school degree or GED.

Apply online to JPMorgan Chase.

**27319 Hawthorne Blvd
Rolling Hills Estates, CA
<http://careers.jpmorganchase.com/career/careerhome>**

SHIPPING/ RECEIVING CLERK 1 - Requisition No: 4288

F/T. Benefits. High School Diploma. Six months experience. Valid driver's license. Issue and receive parts in the stock room, package parts, release kits, and post transactions. Will be cross trained to assist where needed: maintain logs, review stock records, computer transactions, cycle counts general shipping functions and driving (as needed). Dependable, detail-oriented. Some driving required. Read English, have computer knowledge, be accurate with numbers, be able to operate a forklift, and able to lift up to 50 lbs. Experience in Shipping/ Receiving is a plus. US Citizen or permanent resident.

Send resume and salary requirements to HR Recruiter at Teledyne Relays & Coax

Switches Facility.

12525 Daphne Ave.

Hawthorne, CA 90250

Fax: (323) 241-1244 / email: relaysrecruiting@teledyne.com

Leads for May 2, 2011 (b)

LIFEGUARD/HOST

P/T, ability to work a flexible schedule including weekends, holidays, evenings and nights. \$10.50/hr. Primary responsibility is the touch tank and kelp tank areas in Ecosystems. Maintain an understanding of animal information in and around this area to answer inquiries about the animals and provide emergency assistance as required. Deliver high quality, guest friendly service. Present various guest programs including; working the touch tank sea creatures and educating guests of all ages, reef zone also delivering program information regarding animals in touch tank and ability to speak about the equipment backstage which is visible to guests and part of our exhibits. Promote guest participation in programs. Exceptional ability to sustain enthusiastic interactions with both guests and staff in a variety of contact situations. Ensure safety in and around open tank area at all times. Rescue anyone who may fall into the kelp tank.

Render first aid and CPR. Maintain appropriate certifications. Understand all safety and emergency preparedness procedures. Exercise active listening skills and positive body language through smiling, sustaining eye contact, keeping good posture and speaking clearly with guests.

Be alert of children who become separated from parents or groups. Promote the Science Center's educational programming and recommend purchase of Annual Memberships to guests.

Work with groups and provide appropriate customer service to groups of various age/grade levels. Maintain highest standards of neatness and cleanliness in your work area. Use cleaning products to help maintain cleanliness standards. Arrive to work on your scheduled days and scheduled times. Keep call outs to a minimal level to ensure proper operations of the Guest Services Department. Provide proper use and safekeeping of Science Center assets including radios, keys, clipboards, and other equipment. Incorporate and include volunteers into your area.

Introduce volunteers to other Guest Services paid and unpaid staff while they are in your area.

Work with other departments and volunteers in the Science Center to create an educated/informed staff and friendly work environment. Avoid activities that create ill will, disrupt working relationships, and hurt others (such as gossip and spreading rumors.) Keep Leads, Supervisors and Managers informed of internal and external issues affecting the organization. Attend all Mandatory Quarterly Guest Services Department Meetings and California Science Center All Staff Meetings. Attend other meetings as necessary. High school diploma. Some college work in life sciences or related field preferred. CPR / Lifeguard certified. Strong swimming background/experience and ability to perform in-water rescues. Experience with interacting and/or handling live animals preferred. One year of customer/guest services experience preferred. Experience in teaching or working with the public in an informal education or public setting. Strong public speaking skills, friendly, energetic and outgoing personality. Excellent oral and written communication skills. Problem solving skills and the ability to resolve minor guest and/or staff conflicts. Reliable and detail oriented. Able to walk and/or stand for long periods of time. Bilingual fluency in Spanish preferred but not necessary.

Send resume to Human Resources at California Science Center Foundation.

700 Exposition Park Drive

Los Angeles, CA 90037

Fax: 213-744-2673

"Everyone has special talents, and it is our duty to find ours and use them well."

John Templeton

Leads for May 2, 2011 (b)

FACILITY GENERALIST - Job Id: 239446

Assignment Length until 10/19/11. Anaheim. Perform repairs and maintenance in plant or office facilities, machines, and equipment. Typically perform work in several of the common maintenance trades such as carpentry, plumbing, painting, electrical and or machine & equipment repair. Excellent communication skills, professional and work well with others (internal/external customers) all levels including vendors and contract personnel. Five years experience working as a facility maintenance or generalist. Experience working with PCs and MS Office applications and Internet research/sourcing. High School Diploma preferred Some trade school or other specialized schooling in common trade is preferred or equivalent amount of experience or training.

Contact Susy Urquiza at Superior Technical Resources, Inc.

Email: urquizas@superior-sdc.com / www.superiorjobs.com

MARKETING

F/T. \$18-\$20/hr. Benefits. Develop and recommend Marketing plans in the recruitment of patients for clinical trials. Responsible for the Marketing plan budget. Design and author marketing material. Utilize various media such as print, web, and in person events to recruit patients. Meet project due dates in recruiting enough patients to fulfill requirements of the clinical trials. Work as part of the team in a constructive manner. Communicate on a regular basis results of Marketing efforts, analyze results and make recommendations to improve and change plans as needed to meet goals. Carry out other work as needed. Position reports to the Site Director. Highly prefer Bachelors Degree in Business with emphasis in Marketing or related field. Speak, write and read English. Regular Attendance. Ability to create marketing plans to recruit patients for clinical trials. Experience with print, web, and other media. Grooming and professional conduct appropriate for a clinical medical research facility. Computer literate and able to use a variety of computer programs, such as Power Point, Excel, Word. Experience in using the Internet for Marketing. Able to handle a fast pace and high volume work load as well as meet critical deadlines.

Apply online to Peninsula Research Associates, Inc.

550 Deep Valley Dr Ste 317

Rolling Hills Estates, CA 90274

www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job DID=J8D11R6R3PBS353PWNY

NETWORKING TIP OF THE MONTH

It's often hard to explain exactly what it is that you do. Sometimes it's because you work in an obscure field or sometimes it's because you're pioneering a field that's entirely new. Regardless, at networking events where you have little time and many new potential clients, you want your explanation to be simple, clear, and quick. Whatever your approach, work on a concise answer along with confident delivery in order to help you reach your networking goals.

Leads for May 2, 2011 ©

CARTON ASSEMBLER (GLASS CONTAINER) – Job Code: G0410
\$16.40/hr. Benefits from 31st day of employment. GMP Union, glass, molders, pottery, plastics and allied workers, international unions. High school diploma. Industrial experience. Simple operating adjustments. Load cartons and carriers, inserting partitions, carrier erector etc. Check and report machine functions. Unjam and remove machines. Keep record of cartons, partitions, carriers quality and report malfunctions. Assemble and fold. Carton salvaging. Clean and sweep the floor.

MAINTENANCE MECHANIC – Repairer – Job Code: MT530

General Maintenance and Power Department. Mechanical maintenance, carpenter and sheet metal work, plumbing, welding, tool operation, masonry etc. Use of various trade tools and measuring and testing instruments. Installs, repairs, erects, dismantles, assembles and maintains all type of plant machinery, electrical equipment, structures and component parts. Use blueprints and diagrams. Shop hand books, layouts and equipment. Working through electrical and electronic principles, writing specification codes and operating equipment as motors, switches control boards, generators, circuit breakers. Construct rigging and scaffolding, move heavy machinery, lubricate machines and equipment.

Contact Human Resources Manager at O-I.

2901 Fruitland Ave.

Vernon, CA 90058

Ph: (323) 586-4218 / Cell: (213) 189-4815 / Fax: (323) 586-4284

kavita.eng@o-i.com / www.o-i.com

CAREGIVER

P/T, F/T, shifts available 24/7. ADL, grooming, medication reminder, possible incontinence care, meal planning and errands.

Call or send resume to Staff Coordinator at Always Best Care Senior Services.

21250 Hawthorne Blvd

Torrance, CA 90503

Phone# 310 792-8666 / Fax# 310 792-8686

COMPUTER TECHNICIAN

F/T, willing to work Saturdays and/or Sundays. Long Beach, 90815. Sales skills. Some type of degree in Information Technology. Two years field experience. Great communication skills and be aware of current product pricing. Excellent customer service skills. Multi-task. Interact both in person and via telephone with customers to resolve computer issues. Diagnose and repair desktop and laptop computers as well as Apple computer / hardware and software issues. In depth knowledge of all Windows and some knowledge of leopard operating systems.

Troubleshoot and repair computers. Team player.

Apply online to PC CLUB.

<http://jobview.monster.com/GetJob.aspx?JobID=98911069>

Leads for May 2, 2011 ©

ELECTION ASSISTANT II, NC (TRUCK DRIVER) – TEMPORARY –E9313A

\$19.18/hr. Perform various assignments essential for the conduct of elections and related functions of the Department of Registrar-Recorder/County Clerk. Supervise staff processing voted ballots, troubleshoot operational problems, prepare election-related equipment. May include heavy lifting over 25 lbs. Repair or replacement of ballot card boxes or trays. Distribute, set and remove election operational equipment. Drive private vehicle at times. Explain polling place operations to public and officials. Open and close polling places. Schedule and secure training rooms.

ELECTION ASSISTANT I, NC TEMP-E9312A

\$14.69/hr. Receive, open, and process voted ballot boxes from different precinct locations. Check ballots card envelopes for write in votes and determine if vote is valid according to elections laws and regulations, tally the votes. Receive computer processed ballot cards and store in appropriate container according to precinct location. Refer problem to supervisor. Recruit bilingual and special program pool workers by providing volunteer information, applications and materials to public.

ELECTION ASSISTANT III, NC TEMP-E9315B

\$27.19/hr. Supervise the work of subordinate supervisors in the receipt, inspections, storage and recording of voted ballot cards at tally center. Receive, evaluate, and resolve precinct operational problems. Supervise the operation of 2-3 check-in-centers, resolve problems, ensure proper procedures are followed and securities measures are maintained. Resolve difficult problems referred by Election Assistant II's.

CLERK, NC / RECURRENT / HEAVY LIFTING -E9304A

\$10.81-\$13.10. Wait on the public or act as a receptionist in a small office, answer routine inquiries in person or by telephone. Arrange indexes. Code and cross-reference records or files according to established procedures. Sort and arrange documents or correspondence in alphabetical or numerical order. Make routine checks of clerical work for compliance with specific requirements of form and content. Post data and keep records and preparing reports in accordance with predetermined forms and procedures. Make routine adjustment through telephone calls or inter-departmental memos. Open, sort, time stamp and route incoming mail; stuff, seal, stamp, meter, and register outgoing mail. Compute or receive fees when the amount is not in questions or is readily obtainable from fixed schedules.

Apply to County of Los Angeles Registrar-Recorder/ County Clerk.

12400 Imperial Highway, Room 2204

Norwalk, CA 90650

Job Hotline: (800) 970-5411 / Ph: (800) 735-2922

Whenever you get knocked down by life, don't look back at it too long. Your capacity for occasional blunders is inseparable from your capacity to reach your goals. No one wins them all, and your failures, when they happen, are just part of your growth. Shake off your blunders. How will you know your limits without an occasional failure? Never quit. Your turn will come.

NETWORK ANALYST

F/T. Carry emergency pager providing after-hours support to entire firm for one week at a time in rotation with other exempt IT staff members, approximately one week every two months. Century City. Support the network infrastructure for the entire firm and provide support to IT staff and end-users with regards to network-based issues. Install, configure & maintain hardware

including Cisco switches, routers, log concentrators & firewalls, Polycom V2IU & video conference units, Avocent network-based appliances, 3rd party connectivity devices, wireless LAN controllers, wireless access points, network probes, IPS, IDS and other LAN devices as it relates to the network environment. Strong working knowledge of Cisco networking equipment and the Cisco IOS & NX-OS software. Understand and be able to implement various routing protocols and transports including OSPF, BGP & RIP. Working knowledge of Dell workstations & servers, VMWare ESX servers, IBM/Lenovo laptops, HP/Lefthand Storage Devices, HP printers, networked copiers, Wireless cards (WWAN & WiFi), Mitel Phones, Polycom Video Conference units, Avocent appliances, Citrix remote access solutions, Bloomberg and other network peripherals. Working knowledge of data center design and management as it relates to networking. Install, configure and manage application software as it relates to network management and monitoring. Software includes What's Up Gold, PRTG Traffic Monitor & SolarWinds. Manage the Polycom video conferencing firewall appliances (V2IU) in various offices. Install, configure & maintain all Avocent IP KVM & Console server appliances in various offices. Provide 2nd and 3rd tier support to end-users and IT staff as it relates to network connectivity. Troubleshoot issues concerning DHCP, DNS, VLANs, gateways, routes, VPNs and network card configurations. Provide support in person and over the phone. Work with security personnel to provide additional support for firewall, IPS, IDS and log management systems. Work closely and collaborate with other members of the IT staff on various projects, including office relocations, system upgrades, application rollouts and server implementations. Monitor all network connections for bandwidth utilization, providing feedback and suggestions on how to better utilize the existing network. Recommend changes when required. Analyze

WAN & LAN traffic and recommend alternate configurations or hardware when needed. Implement new software or management tools that will allow visibility to the network and active users. Work closely with outside vendors that provide network services. Act as point person for network-related installs, coordinate with vendors or service providers for the installation, troubleshooting and repair of network circuits firm wide. Coordinate and design any 3rd party connectivity solutions to the network. Participate in bi-weekly staff meetings with other IT personnel, communicate any issues that concern other members of the department.

Understand the function, configuration and administration of Windows Server 2003 & 2008, iSCSI attached storage, network attached storage and remote access communications systems.

Manage network implementations and administration for the entire firm. Travel to other HL offices. Evaluate and propose new technology which can improve the performance, stability or efficiency of the networks. Strong communications skills. Bachelor's degree in a related discipline; or three years directly related experience and/or training; or equivalent combination of education and experience. Thorough understanding and hands-on knowledge of hardware and software installation and problem resolution. Strong analytical skills. Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Leads for May 3, 2011

PARTS AND REPAIR TECHNICIAN

Benefits: medical/dental, 401(k), term life and disability insurance, paid vacation and personal holidays, discount, truck, phone, voluntary benefits. Los Angeles County, Orange County, Thousand Oaks, and Simi Valley. One year of experience in repairing household appliances. Electrical and mechanical diagnostic skills. Computer skills. Valid driver's license and good driving record. Communication and customer service skills. Heavy lifting capable. Background and drug test.

Apply Online to Sears.

Or call (562)-500-4362 for more information / www.searsholdings.com/careers

NURSING ATTENDANT - Y-5098

\$1900.09-2367.73/mo. Completion of training program or training assignment in Nursing Attendant I -OR- six month experience in providing basic nursing care services to inpatient in a nursing facility-OR-certification as a Nursing Assistance by the State of California.

**Los Angeles County Department of Health Services
Hotline # (888) 45- NURSE / www.ladhs.org/wps/portal/nursing**

ENTRY LEVEL ELECTRONICS TEST TECHNICIAN - Posting ID: 2269395

Contract-to-Hire. \$16-\$18/hr. City Of Industry. Manufacturer of Gas Testing & Analyzing equipment. Experience with LabView and C++. AA degree. Perform functional testing, fault isolation, diagnostic and repairs of systems and instrumentation. Ability to troubleshoot down to component level. Familiar with Oscilloscopes DMM, signal generators. Experience with testing of both Digital and Analog equipment. Read and understand schematics. Soldering, Hi Pot.

Contact Abraham Vaca at Aerotek Commercial Staffing.

**9300 Flair Drive, Suite 300
El Monte, CA 91731
TEL: (626) 537-2006 / avaca@aerotek.com**

FRONT DESK RECEPTIONIST

F/T. Gardena. Bright, energetic and professional. Greet guests, answer all phone lines (80+ a day), data entry and become the "face" of our company. When not answering calls, support sales team with data entry. Front desk experience required. Friendly and courteous personality.

Punctual and professional attitude.

**Apply online to Ultimate Staffing Services / Roth Staffing Companies, L. P.
www.jobpath.com/Jobs/Ultimate-Staffing-Services/Front_Sp_Desk_Sp_Receptionist/J8D3FH606Y653BQP0V1**

BUSINESS EXPO hosted by the Orange Chamber of Commerce

May 11, 2011 from 5:00 pm - 8:00 pm

**Doubletree Hotel in Orange, CA
(714) 538-3581 for more information.**

Leads for May 3, 2011 (a)

ADMINISTRATIVE SUPPORT ASSISTANT II, #100126

F/T, M-TH: 9-6 and F: 8 - 5. \$2,505-\$3,758/mo. Serve as main receptionist for the Department of Child and Family Studies. Provide information to the various programs and services within the department; orient students in general registration, courses, programs, majors and degree requirement questions; handle correspondence, collect class syllabi; create quarter schedule for advisement appointments and post faculty directory cards; type letters and memoranda; process faculty travel documents, special lectures, purchase requisitions, key requests, manages quarterly textbook requests, and student requisitions. Equivalent to three years of general office experience. A bachelor's degree may be substituted for one year of office experience. Good written and oral communication skills; excellent interpersonal and customer service skills; and experience working with Microsoft Word, Excel, Outlook and Internet Explorer. Understand standard office procedures; operate standard office equipment; work independently; exercise discretion, maintain strict confidentiality; coordinate multiple tasks and activities; and the ability to work in a multicultural/multiethnic environment. Solid understanding of the University organization. Coordinate multiple tasks and activities. Review of applications will begin May 9, 2011 and will continue until the position is filled.

Contact Workforce Planning, Human Resources Management at California State University, Los Angeles.

Phone: (323) 343-3668 / TDD: (323) 343-3670 / www.calstatela.edu/univ/hrm/openings.php

CART RANGE BAG ATTENDANT

P/T, F/T. \$8/hr. Golf and tennis privileges, meal and beverage discounts, merchandise discounts. Serve guests by maintaining golf cart and range conditions and attending to golf bags. Acknowledge and greet all members and guests. Provide instruction on proper cart handling. Load clubs on the golf carts as needed. Maintain the golf cart fleet. Wash or detail the carts daily, stock cart amenities (pencils, scorecards, tees, cooler, etc.), remove trash after each use, ensure proper fuel or power to carts, inspect each cart for mechanical problems as it is to be taken out, count and secure all carts at closing. Report all mechanical problems (including brakes, tires, bag straps, steering, etc.) to a supervisor. Maintain the range in proper condition. Ensure an adequate level of range balls. Collect, clean or deliver balls, rotate mats. Ensure functioning of lighting equipment, tee alignment, maintain clean water in club cleaner and ball washer, trash removal, ensure proper fuel and oil levels for tractor, grease fittings, perimeter golf ball picking, cull cracked or damaged range balls. Provide customer service. Field member or guest concerns and direct them to a supervisor. Perform routine maintenance on carts; change flat tires and spark plugs, etc. Perform routine maintenance on range environment. Change or fill water in coolers on the course, empty trash cans in work area, parking lot and clubhouse. Operate golf cart, golf ball picker, ball washer, ball dispenser, pressure washer and golf cart jack. Excellent interpersonal communication and customer service skills. Valid driver's license.

Apply online to El Dorado Park Golf Course.

**2400 Studebaker Road
Long Beach, CA 90815**

www.americangolf.com/careers_pg2.cfm?action=jobDetailPage&positionID=2027

Leads for May 3, 2011 (a)

PATIENT SERVICES TECHNICIAN SPECIALIST (PHLEBOTOMIST)

Requisition Number: 2716- Santa Monica. Requisition Number: 2715 - Long Beach. F/T, M-F: 8-5. Temporary. Overtime (determined on a day-by-day, patient need basis) and rotating weekends required. California state certified in phlebotomy (CPT-1 or CPT-2). Two years of healthcare (preferably direct phlebotomy or lab assistant) experience including: blood collection by venipuncture and capillary technique from patients of all age groups; urine drug screen collections; paternity collections; difficult draws. Comprehensive understanding of compliance and safety; effectively communicate the importance of compliance and safety to others; courteous, proactive, and responsive customer service; computer and data entry experience.

Apply online to LabCorp.
www.labcorpcareers.com/

ENGINEER 2

F/T. West Hollywood. Make repairs to hotel air conditioning system: change filters, clean coils, replace motors. Perform preventive maintenance on all equipment (i.e. boilers, chillers, HVAC-

Heating Ventilation and Air Conditioning, electrical, etc.). Take required readings on equipment. Test cooling tower and record readings. Replace and program televisions as needed. Replace light switches, receptacles, light bulbs and fixtures. Perform furniture repair. Replace and repair pumps, perform plumbing repairs (i.e. clogged drains, copper pipe, change washers, change handles, drain fittings, etc.). Understand and be able to read blueprints and wiring diagrams. Maintain repair and preventive maintenance records. Perform and maintain work to local, state and federal codes. Paint and Repair designated areas. Repair all types of wall coverings. Repair and program hotel electronic lock system. High school diploma or GED. Trade school and/or College course work in related field preferred. Two years of progressive experience in a hotel or a related field required. Basic English speech/comprehension.

Apply online to The London West Hollywood
www.job.com/mv.job/jobdisplay/page=jobview/pt=2/key=83890522/

CUSTOMER ADVISOR

F/T. Carson. Provide outstanding customer service. Sell tires, road hazard and recommended services, benefits and product features, create long-term loyalty bonds with customers, drive sales and profitability of the store, and maintain a clean and well merchandised store. Explain warranties, options, pricing, benefits and services. Drive guest vehicles. High school diploma or GED. Valid driver's license. At least 18 years old. Lift objects weighing up to 60 pounds. Drive customers' vehicle onto hoist or jack in preparation for removing wheels from vehicle or fitting new tire to wheel. Test drive cars to diagnose problems. Perform Goodyear's standardized Vehicle Maintenance Inspection. Maintain standards in the area of sales, service, safety and housekeeping.

Apply online to Goodyear Retail.
www.goodyear.com/careers