

Leads for January 30, 2011

LAHIRES JOB FAIR

Monday, February 7 from 11:00 AM to 2:00 PM

Meet face to face with hiring managers. Attendance is free. Career experts onsite will provide free resume reviews! Over 200 positions will be available at this event!

**Renaissance Los Angeles Airport Hotel
9620 Airport Boulevard
Los Angeles, CA 90045**

SALES REPRESENTATIVES - CA11332690 - VERIZON WIRELESS HIRING

February 18th at 10am.

Must have appointment. \$12.98/hr. Monthly commission is paid based on sales attainment. Your annual commission target is \$16,200. Positions are throughout the Greater Los Angeles Area. High demand for Spanish and Asian speaking candidates. Incentives for various shifts, bilingual and/or holiday work. Sell devices, accessories, and calling plans. Call existing customers to inform them of available product or service upgrades. Learn about new products. Role play to practice your sales skills. Paid training period that lasts 3 weeks, M-F: 800am-500pm.

323 730-7900x223 C. Gallas / Email: Cgallas@selawsc.com "Sales Rep" in Subject line.

**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**

NORMANDALE RESOURCE AND JOB FAIR

Thursday, February 24, 2011 from 11:00 am - 2:00 pm

**Normandale Recreation Center
22400 S. Halldale Avenue
Torrance, CA 90501**

16TH ANNUAL COMMUNITY JOB FAIR

Saturday, Feb 26, 2011 from 10 a.m. to 1 p.m.

Free shuttle from Sunset Blvd./Elysian Park to stadium. Free Admission and Parking.

Dodger Stadium

**1000 Elysian Park Ave. Enter through Elysian Park Ave./Stadium Way entrance.
Los Angeles, CA 90012**

For more information: (323) 224-1466

If you put fences around people, you get sheep. ~William McKnight
"Passionate Performance: Engaging Minds and Hearts to Conquer the Competition"

Leads for January 30, 2011

PLUMBERS - ID: 1776

F/T, temp to hire. Perform residential plumbing jobs. Plumbing experience. Valid driver's license and be able to pass background check.

Apply to Labor Ready.

505 S Long Beach Blvd

Compton, CA 90221

Phone: 310-223-3106 / Email: 1582-br@laborready.com

WEB/GRAPHIC DESIGNER

Freelance to Permanent. Encino. Very knowledgeable and experienced in web AND print design and the applications. Work closely within a marketing team of designer/production artists to create print-ready mechanical layouts, design and code email blasts/promotions, and online banners. Opportunity to present new design concepts for collateral. Multi-task in a fast-paced, constantly changing environment, work well under pressure and be extremely detail oriented. Proficiency in: Photoshop, InDesign, Illustrator, HTML/CSS, DreamWeaver, and Flash. Detail oriented and able to adapt quickly to changing priorities. Keep up-to-date with current design trends, software, and the Mac-platform. Strong interpersonal, and communication skills.

Apply to Uniworld River Cruises.

Email: hr@uniworld.com

INVENTORY/WAREHOUSE CLERK - Ref ID: AERO 0124

9 to 12 month assignment. \$12-\$14/hr. Benefits. Correctly identify, tag accountable property at receiving and delivery locations. File documents. Identify measuring and test equipment requiring calibration and ensure notification to the Metrology Dept. Perform inventory in Labs and Office Areas. Move, warehouse and assist with the disposition or disposal of corporate and customer property. Support the Manager of Property Management in resolving customer and property issues. Provide customer support regarding property issues to property custodians, users and organization managers. May at times work in a warehouse type environment. General office support; mark removal tags. Pull and scan documents, etc. If properly licensed, could on occasion drive mover truck picking up surplus items and delivering them to the surplus areas. U.S. Citizen. No Felonies and a clean driving record. Pass drug test, background check, and submit copy of DMV records. Computer skills. Data Entry, Excel and Microsoft Word desirable. Provide copy of DMV print out of driving record. Excellent Communication Skills. **Refer to AERO 0124 in resume with two business references and send to Betty Blalock at**

TSICorp.

2350 El Segundo Blvd.

El Segundo, CA 90245

www.tsi-corporate.com/

I would much rather have regrets about not doing what people said, than regretting not doing what my heart led me to and wondering what life had been like if I'd just been myself. ~Brittany Renée~

Leads for January 30, 2011 (a)

PATIENT SERVICES TECHNICIAN SPECIALIST - Job Code : 50398

F/T. M-F: 9:00am-6:00pm. Overtime (determined on a day-by-day patient need basis) and rotating Saturdays may be required. Fullerton. Travel: 10-20%. 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.labcorp.com

IT SUPPORT TECHNICIAN

F/T. Hollywood. Work with a seasoned team. Provide software, hardware, and basic network support to users in multiple locations. Strong experience with Apple/Mac platforms. Tier 1 support: install, upgrade, repair, and lifecycle management of Mac workstations and troubleshoot/resolve basic network issues. Extensive knowledge of Apple Operating Systems 10.4-10.6. Experience with software and hardware inventory, licensing, warranties. Extensive knowledge of Microsoft Office products and Adobe Pro Applications (Photoshop, After Effects, Illustrator and InDesign). Excellent interpersonal/customer service skills. Exceptionally self-motivated and directed. Keen attention to detail. Superior analytical, evaluative, and problem-solving abilities. Two years experience with current Macintosh OS X operating systems 10.4-10.6. Familiarity with Apple XServe and Apple RAID platforms. Familiarity with Final Cut Pro and AV codecs a huge plus. Two years experience with basic networking systems; including cabling, switching. Create concise technical documentation of systems and processes.

Occasionally lift up to 75 pounds.

Apply online to Trailer Park.

<http://jobview.monster.com/GetJob.aspx?JobID=96118275>

FRONT OFFICE - Job Code: #16231

F/T: M-Th:9-6 & F:9-3. Huntington Beach. Front Office Medical Assistant Needed for a Busy OBGYN Practice. OBGYN experience or background. Heavy phones and filing. Patient check in, verification and authorizations. Know HMO, PPO etc. Strong customer service and communication skills.

Contact OfficeWorks

Fax: (714) 937-3257 / Email: mmims@owrx.com / www.owrx.com

Every person I work with knows something better than me. My job is to listen long enough to find it and use it. ~Jack Nichols

Leads for January 30, 2011 (a)

FRONT DESK HOST

Los Angeles. Provide quality guest service as it pertains to checking in/out of hotel guests; PBX operations to include mail/message service; taking hotel reservations; and concierge services in a gracious and professional manner. Accuracy with daily accounting procedures. High school graduate. Hotel experience. Punctuality and regular and reliable attendance. Interpersonal skills and the ability to work well with co-workers and the public.

Apply online to the Custom Hotel.

www.jdvhotels.com/home/

BILINGUAL MEDICAL ASSISTANT – OB/GYN Clinic - Job Code H55588

P/T, 24 hrs/wk. Benefits. Triage patients, obtain vital signs, perform OB Intakes and assessments, prepare patients for exams, draw blood and assist with procedures. Process labs for testing and instruments for sterilization. Provide counseling to patients on contraceptives, STDs and options. Share our focus on family planning. Thrive both independently and as part of a team. Current Medical Assistant certificate with experience in OB/GYN, perform related procedures and ensure optimal clinic flow. English/Spanish. Word, Excel and MCCS. CPSP experience preferred.

Contact Emi Kamiya at UCLA Health System.

Phone: 310-794-0506 / Apply online: <http://hr.healthcare.ucla.edu> Reference Job Code.

COMPUTER TECHNICIANS

F/T. Service small and medium sized businesses and home users in Los Angeles. Provide hardware; software and network support for clients. Diagnose, assess and remediate systems problems; install, upgrade and maintain client infrastructure and systems; evaluate and recommend upgrades and changes required for new and current clients to successfully run and benefit from the company's software applications. Own reliable transportation to travel to and from client locations.

Apply online to Techs4You, Inc.

www.techs4youinc.com/

OFFICE ASSOCIATE - Reference: 07659-13613

P/T. Torrance. Process daily sales and register detail as needed, and provide essential support to the mail and supply function. Support operations by coordinating all Human Resource activities in the store including hourly recruitment and selection, training, payroll processing, and recognition programs. Manage new hire orientation and training, serves as a resource for associates and management and resolves HR issues. Excellent math and computer skills. Typing and organizational skills. Strong detail orientation. PC skills. Excellent communication, organizational and problem solving skills. Pass drug screen.

Apply online to Sears Holdings Corporation, for Sears Outlet Stores, LLC.

www.searsholdings.com/careers/

Leads for January 30, 2011 (b)

BOOK KEEPER - Job Code: 47

P/T, 15-25 hrs/wk. Need certain hours at office. Flexibility in many hours (evening/weekends.) West LA. Manage accounts payable/accounts receivable- Property Management (rent collection and payments) Yardi System; Maintenance/construction management (QuickBooks) Balance accounts. Issue reports.

<http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=VETSTAFF&cws=1&rid=47>

CLINICAL ASSISTANT - Requisition ID: 007187

F/T. \$16-\$18/hr. Department of Ophthalmology, Beverly Hills. Schedule patient appointments, prepare patient charts and exam rooms, monitor patient flow, assist physicians with exams as needed. Review and code charge slips, submit insurance claims. Perform office duties. High school diploma or GED. One year experience. Combined education/experience as substitute for minimum experience. Certificate of completion from medical assistance program. Medical office management, medical secretarial and medical assisting experience. Phlebotomy and EKG skills required for some positions. Preferred Experience: Advanced knowledge of medical terminology and insurance concepts (ability to problem solve and assist patients). Experience with heavy phone volume, EMR and computerized practice management systems.

Apply online to The University of Southern California.

<http://jobs.usc.edu/applicants/Central?quickFind=58206>

LANDSCAPE MAINTENANCE FOREMAN - Job # 352627

F/T, four day work week with limited overtime on Fridays during peak season, year-round position. Los Angeles. Landscape experience, valid NCDL with clean driving record. Pre-employment drug screening. Bilingual is a plus. Hardworking and able to supervise general laborers while being held accountable for the properties and equipment under their care.

<http://execchoice.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=35262>

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DAY PORTER

F/T. \$10-\$12/hr. Culver City. Responsible, friendly, polite, animal loving, dedicated. May be the first person our clients meet, so it is important that you enjoy working around people and animals. Maintain the cleanliness of the parking lot and courtyard area by removing trash, debris and pet waste on a regular basis, and hosing down the concrete and turf. Monitor the guest and staff parking spaces to ensure staff members and guests are parking in the correct designated spaces, and the courtyard parking area for our clients that accidentally park in our neighbor's spaces and those that double park. Assist the clients with directions around the facility and around the Culver City area while they wait for their pet. Assist with maintenance items (handyman duties) and cleaning around the hospital as needed.

Apply online to City of Angels Veterinary Specialty Center.

<http://jobview.monster.com/GetJob.aspx?JobID=96114539>

Leads for January 30, 2011 (b)

JR. PC TECHNICIAN - FIELD SUPPORT / MICROCOMPUTER SUPPORT/REPAIR TECH
Field Support, Breaks & Fixes; Test microcomputer and related peripheral devices; Transport equipment and software to user work site; Install and replace microcomputers and related peripheral devices; install system and other software; Utilize portable test equipment or software to identify and resolve problems on-site; Provide information and basic training on operation and care when installing; Identify, isolate, and resolve operational problems related to user hardware and software; Act as liaison between users, vendors to resolve hardware and software problems; Operate a variety of diagnostic and test equipment; Troubleshoot in regard to system failures and malfunctions determining whether problem is system-related, hardware, software, or operator; provides technical advice; Research and recommend viable system alternatives, products and services to existing user configurations; maintain delivery, installation and trouble call records. Two years experience installing and troubleshooting microcomputer hardware, software, and related peripheral equipment; Knowledge of Windows and Macintosh computers; Windows Operating systems and Microsoft Office Suite of applications; Microcomputer installation, diagnostic and repair practices and procedures and troubleshooting techniques; safety practices and precautions; Diagnostic and installation software and hardware; Physical installation requirements for microcomputer equipment; CA Driver License & reliable transportation. Two years of related college or technical school courses; A+ Certification desirable.

Apply to Lucy Hsu at Perfect Link, Inc.

385 South Lemon Ave, Suite E232

Walnut, CA 91789

Phone: (909) 718-0868 / Fax: (909) 718-0838 / www.perfectlink.com

OFFICE RECEPTIONIST - REQ ID: 11-0142

Benefits. Hawthorne. Schedule patient appointments. Enter appointment date and time into computerized scheduler. Record when appointments have been filled or canceled. Telephone patients to remind them of appointments and to reschedule missed appointments. Call patient referrals to solicit services. Personable and friendly. Good communication skills (written and verbal.) Computer knowledge. Professional, motivated, energetic. Punctual and dependable.

Able to multi task. Strong customer service ethic.

Apply online to Smile Brands Inc.

<http://jobs.smilebrands.com/us/los-angeles/dental-office/jobid1169001-office-receptionist>

EXPERIENCED DOG/CAT GROOMER

Email resume to OrangeBone.

7574 Melrose Ave

Los Angeles, CA 90046

(323) 852-1258

<http://losangeles.ebayclassifieds.com/everything-else/los-angeles/dog-cat-groomer/?ad=8678081#ixzz1CAPKTQfS>

Leads for January 31, 2011 ©

STORE ASSOCIATE DOG TRAINERS

West Hollywood. Experience in dog training OR are interested in learning dog training skills through our Dog Training Instructor program. Regular store duties. Use positive reinforcement training methods to deliver dog training and behavior modification information to our canine pet friends and their pet parents, helping them strengthen their bond. Promote and conduct dog training classes within assigned store(s.) Assist owners/customers by determining their needs and sharing product knowledge. Consult with owners/customers in solving training and behavioral issues in a positive manner that encourages interest and satisfaction. Help motivate owners/customers and their canines to ensure that both achieve success and satisfaction with our educational services. Assorted customer service, sales, housekeeping, and other store duties. High school diploma or GED, or basic math skills and above average communication skills. Aptitude for basic customer service and sales techniques. Professional appearance and demeanor.

Apply online to Petco.

www.petco.com/

TECHNICAL DESIGNER- Robert Rodriguez(Job Number: 110001C)

Los Angeles. Generate accurate production patterns and technical construction packs. Send out Pre-production Technical Packages to the vendors including: detailed garments, construction sketch and garment proposed specs. Check the prototype samples for construction and measurement accuracy, and issue fit comments for vendors. Assist with communications regarding garment review to vendors. Flat sketching & drawing. Enter information and reports in computer. Three+ years experience in pre-production/ development technical design role. Proficient in Microsoft Word, Excel, Adobe Illustrator CS, and Photoshop CS. Experience with design and trim cards. Experience with Overseas factories and vendors. Calculate figures and amounts such as proportion percentages, area, circumference and volume. Knits/wovens experience a plus. Interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Apply online to Robert Rodriguez, a division of Jones Apparel.

<https://jonesapparel.taleo.net/careersection/external/jobdetail.ftl?lang=en&job=48180>

RECEPTIONIST

P/T. Los Angeles. Highly motivated, energetic. Relay incoming telephone calls, greet visitors. Make outgoing calls to client inquiries and possible new business. Handle cash flow; provide accurate receipts to clients. Photocopy, file, type memos, correspondence, reports and other documents, fax. Contact maintenance for preventive maintenance and service on office equipment. Monitor office supply inventory; order additional supplies. Excellent Verbal/Written Communication Skills. Excellent Phone Etiquette. Customer Service Driven. Reading Skills. Word, Excel, Outlook, data entry and typing. Customer service, secretarial and receptionist experience. High school diploma or GED. Pass background and drug test.

Send resume to Goals Soccer Centers.

email: nathan@goals-soccer.com

Leads for January 31, 2011 ©

ELECTRONIC ASSEMBLERS - Job Number: T38BMF987LS

Contract-To-Hire. /80 schedule from 7am – 4:30 pm with a 30 minute lunch break. Marina Del Rey. Ceramic department. U.S citizen. HS diploma with two years experience hand soldering small components. Clean small components using various solutions and methods. Excellent communication, verbal and written. Good vision and hand-eye coordination. Handle small tools and components. On the job training of various manufacturing operations.

Apply online or call Kimcow Staffing. (800) 649-JOBS

<https://servicecenter.kimco.com/Kimcowcc.nsf/0/498B4A4BEF2FA7E8882578240053B852>

MEDICAL ASSISTANT

Temp - P/T, 8:00-4:30. Joint Replacement Institute (JRI.) American Heart Association – BLS.

Fire/Safety Card (must be presented within 30 days from DOH.) Assist the physician in the delivery of direct patient care in an outpatient setting. Obtain pre-authorizations and schedule patient appointments for diagnostic testing. Enter patient histories into computer documentation system. Ensure patient chart is prepared, include all pertinent test results and x-ray for physician review. Perform preoperative lab functions and tests under the direction of the physician, i.e., draw blood, perform EKG, order chest x-ray, etc. Assist with re-stocking supplies and maintain examination room as clean and sterile. One year of experience in a clinic setting. Medical Assisting Program diploma.

Contact Robert Lopez at St. Vincent Medical Center.

2131 W. Third Street; 8th Floor – HR

Los Angeles, CA 90057

Tel: 213-484-7229 / Fax: 213-484-7228 / Email: robertlopez@dochs.org

PRODUCTION ARTIST

Later afternoon and evenings for the next couple of weeks. \$15- \$17.50/hr. Torrance/Carson.

Photoshop, Illustrator, Creative Suite, Adobe, Production. One year experience. Do straight production and some design on a MAC. Sharp attention to detail and willingness to take direction. Production, layout and design on multiple projects as needed. Take direction from the Marketing Manager on different projects.

Contact Kylene Murphy at CyberCoders.

Email: Kylene.Murphy@CyberCoders.com

**CONSTRUCTION LABORERS, SHEET METAL WORKER, GENERAL PIPE FITTER
and SKILLED LABORERS**

Walk in interviews from *January 31st thru February 11th 2011 between at 11am- 3pm.*

F/T. Los Angeles, 90007. Must be Section 3 resident.

Submit resumes to James.

4909 E Caesar Chavez Street

East Los Angeles, CA 90022

310-593-1369 / Fax: 310-215-3098

Leads for January 31, 2011 (d)

PHARMACY TECHNICIANS

Authorization to dispense nuclear pharmaceuticals is not required; retail, hospital and other specialty technicians are encouraged to apply.

Apply online to Cardinal Health Nuclear Pharmacy Services

http://rxinsider.com/job_details.php?job_id=12&state=LA

ONGOING RECRUITMENT FOR FRITO LAY IN SYLMAR

Group Orientations: Mondays & Wednesdays at 2:00 P.M.

Warehouse, Route Sales and part time merchandising positions.

To apply for hourly and commission positions go to: www.fritolayemployment.com

To apply for clerical and management positions go to: www.fritolayjobs.com

At the URL, fill out the prescreening questionnaire.

Contact John or Terri from the WorkSource Job Development Team for additional support.

15400 Sherman Way, Suite 140

Van Nuys, CA 91406

(818) 781-2522 / Fax: (818) 781-3810

ASSISTANT GRAPHIC ARTIST APPAREL

F/T. Los Angeles, 90058. Create Apparel CADs, Graphics, Line Sheets, Catalogs, and marketing material. Color correct and re-touch photographic images. Assist the Design Director with all day to day operations in the design room and customer service. Track and follows up on print, cad's, POP, WO's and PO's. Highly skilled with the Adobe Suite - Illustrator, In Design, and Photoshop. Skilled with Microsoft -Excel, Word. Photographic color correction. Create themed graphics (with and without direction.) Flat drawing with Adobe Illustrator. Good eye for translating apparel & graphic trends into designs and Apparel Design room experience a plus.

Email resume, pasted in email, including salary history, and samples of your work.

Contact Jake Ptasznik at Spirit.

2211 East 37th Street

Los Angeles CA 90058

213 784 0254 / Fax: 323 231 4300 / jake@spiritactivewear.com <http://spiritactivewear.com>

PRODUCTION WORKERS (accepting applications for future opportunities)

7am-3:30pm or 3:30pm – Midnight. Benefits.

Apply M-F: 8-5, at Chromalloy.

2100 W.139th Street

Gardena, CA 90249

Fax: (310) 719-7053 / email: CLArecruiter@chromalloy.com

"Life is a ribbon. What are you tying, knots or bows?" - *Patsy Clairmont*

Leads for January 31, 2011 (d)

DENTAL ASSISTANT

Interview this Tuesday February 01, 2011 between 10:00 AM to 10:30 AM

F/T, M-T-F-SA. Up to \$28,800/yr. Front dental assistant position. New graduates are welcome. Bilingual is a plus. Basic computer knowledge. Energetic, willing to learn, and seeking a position with room for advancement.

Ask for Dr. "E."

3909 South Sepulveda Blvd.

Culver City, CA 90230

Email: dre@culvercitydentist.com

CALTRANS PRESENTATION

Wednesday, February 2, 2011 at 12:00 pm

East San Gabriel Valley ROP

1501 W. Del Norte Street, Room 23-Career Services

West Covina, CA 91733

Phone: (626) 472-5114

NEW CONTRIBUTORS' WORKSHOP - Ex-offender Assistance Resources

Friday, February 07, 2011 from 9am-12pm

EDD Federal Bonding Program. The programs and resources that are available to you. A list of companies and agencies that will perhaps hire you. Work Opportunity Tax Credit. The barriers that are keeping you from getting a job.

Register at window in front at EDD Crenshaw Workforce Services.

5401 S. Crenshaw Blvd.

Los Angeles, CA.

Info: Sharon Plowden (323)290-5155, Harriett Lewis (323) 290-5288, Jeyde Cardenas (323)290-5143

UCLA School of Dentistry DENTAL HEALTH FAIR

Saturday February 5th, 2010 from 8:30 AM to 3:00 PM.

The focus is on pregnant women and mothers with newborns and infants in Inglewood and the surrounding Greater Los Angeles area. Dental screening, dental care and education will be provided. This is a crucial time to educate mothers about proper oral hygiene for their children and for themselves as well as helping families find a dental home. The health fair is part of an annual nationwide event sponsored by the American Dental Association (ADA) called Give

Kids a Smile Day www.ada.org/givekidsasmile.aspx

Location: The Children's Dental Center of Greater Los Angeles

300 East Buckthorn Street

Inglewood, CA

(310) 419-3000

Leads for February 1, 2011

INVENTORY CONTROL/ SHIPPING DOCUMENTATION SPECIALIST - Job ID: LB-200

Los Angeles County. Process complete production forms daily such as compounding instructions, container filling records, kit packaging records, etc. Monitor inventory logs, molding, printing and material usage logs. Utilize a monthly inventory report. Maintain inventory stock levels. Audit shipping costs and keep freight tables up to date. Exceptional organizational skills, Microsoft Office, five plus years of office environment experience, working in a manufacturing environment and be able to lift 25 pounds.

Apply online to BioPhase Solutions.

www.biophaseinc.com/viewjob.php?rec=1838&jc=j_sci

MAINTENANCE-UTILITY: Job Number: RED000094

F/T. May work nights, weekends, and/or holidays. Complete minor work orders such as replacing ceiling tiles, filters, light bulbs, patching vinyl, painting, repairs to pipe lines, toilets, sinks kitchen and laundry equipment, etc. Ensure that assigned equipment is prepared and operational for the following day's work. Refurbish furniture and fixtures within guest rooms such as cabinets, tables, chairs, doors, windows and counters. Paint and finish furniture and fixtures in guest rooms, if needed. Maintain front entrance area, parking lot and/or garage, and street entrance in a clean and presentable manner. Maintain the safety and cleanliness of the exterior of the facility, grounds, pool and exercise/sport facilities (including property signs and lighting.) Follow procedures that ensure the security of inventory and assets such as tools, supplies, equipment, furniture, televisions, etc., replenish supplies and inventory in a timely and efficient manner, and minimize waste. Basic reading, writing and math skills. One year of general building maintenance and repair experience. Completion of high school diploma or related vocational training preferred.

Apply online to Crowne Plaza Redondo Beach.

<http://ihg.taleo.net/careersection/all/jobdetail.ftl?lang=en&job=582503&src=JB-10920>

BILINGUAL (SPANISH) MEDICAL OFFICE MANAGER

F/T and weekends. West Los Angeles (90064.) 200-500 patients per week. Fast paced. Manage and grow the front office; build a career as the Doctor's right hand person. English/Spanish. Believe in Chiropractic Care or open to learning more about Chiropractic care. Use Microsoft Office and Mac computers. Medical Billing and/or Terminology a plus. Positive Attitude. Kid and pet friendly. Team Player. Detail Oriented. Punctual. Trustworthy. Flexible. Career Driven. Responsible. Stable. Out of Town Trainings for career development. Company paid lunches several times a week. Weekly and Monthly Bonus System. Answer Phones. Greet Patients. Schedule Patient appointments. Marketing. Collections. Process X-rays. Personal Assistant to Doctors' needs.

Apply online to In8ove Chiropractic.

<http://jobview.monster.com/GetJob.aspx?JobID=96144717>

When you remember your purpose, you have a beacon to illuminate your path, and all that you do derives meaning and power from your intention. -- Alan Cohen

Leads for February 1, 2011

FULL CHARGE BOOKKEEPER

F/T. Hollywood. Channel for the safe and secure liquidation of unsold live event ticket inventory. Clear understanding of basic accounting principles (accruals, journal entries, general ledger.) QuickBooks Pro Experience; Excel a plus. Handle all AP/bookkeeping. Credit Card and Bank Reconciliations. Assist with Monthly Close (experience with Journal Entries.) Familiarity with CC Processing & Merchant accounts. Maintain chart of accounts (familiar with general ledger.) Manage vendor relationships. Expense reports/reimbursements. Expertise with executing monthly bank and yearly auditing reconciliations. Experience preparing for audits and liaising with outside auditors. Attention to detail and extremely organized.

Apply online to Score Big.

<http://blog.scorebig.com>

MEDICAL ASSISTANT

Temporary. M-F:7am - 6pm. Non-profit medical clinic in the Santa Monica area. One year experience working in front and back office in the areas of OBGYN or family planning. Immunization records (MMR and Varicella.) Current BLS. Excellent communication skills. Ability to work in a fast paced environment. Bilingual a plus.

On Assignment Healthcare - Carson Office

carson.healthcare@onassignment.com / www.oahealthcare.com

ADMINISTRATIVE/CLERICAL

F/T, temporary. \$12/hr. Inglewood Construction Company. Answer phones and respond to emails or fax inquiries. Manage mail and provide excellent customer service to clients and potential clients. Scan and file documents. Work with PDF files. Data entry Light Accounting experience. Excel, MAS 90. Three years of administrative experience working for a Construction Company. Work With PDF Files.

Apply to Aerotek Professional Services.

990 West 190th Street, Suite 400

Torrance, CA 90502

Phone: (310) 800-9110

PD DEPT ASST - Job Requisition Number: 81189

On Call, varied shifts. \$13.14-\$21.85/hr. Work under the direct supervision of the Imaging Services Lead Technologist. Assist in direct and indirect patient care. May include some clerical duties. Provide patient transport, pediatrics to older adults. High school diploma or GED. Helpful: English/Spanish. Working knowledge of computer applications, i.e. Microsoft Office and e-mail. Fast-paced environment. Excellent communication and interpersonal skills.

Providence Little Company of Mary Medical Center Torrance.

4101 Torrance Blvd

Torrance, California 90503-0000

www.providenceiscalling.org

Leads for February 2, 2011 (d)

GRAPHIC DESIGNER / PRODUCTION ARTIST

F/T, may require additional hours and travel. Salaried. Design and produce marketing collateral, proposals, charts, graphs, brochures, awards submissions, presentation boards, PowerPoint presentations, public relations materials, design guidelines, and other graphic communication efforts, branding, environmental design and signage in support of project teams. Passion for design and storytelling, and a consistent desire to raise the bar and innovate. Impressive graphic design skills. Manage work and successfully coordinate with outside vendors, while being able to maintain grace under the pressure of working on concurrent assignments under tight deadlines.

Graphic Arts or related design degree and two years of experience. Background in the architectural field or environmental design preferred. Advanced experience and proficiency in: InDesign, Illustrator, Photoshop, PowerPoint and Excel. M-Color, Flash, HTML, and working knowledge of database programs including Deltek Vision and iDAM are preferable.

Post cover letter, resume and professional work samples directly online, to Rachell Morris at ZGF Architects LLP.

515 South Flower Street, Suite 3700

Los Angeles, CA 90071

To apply: <http://careers.zgf.com/appl/> website: www.zgf.com

DATA ENTRY OPERATOR III - Job Code : BHJOB3479_220596

F/T. Los Angeles, 90045. Perform high-volume data entry (average: 10,000+ kph). Perform basic management of electronic files (i.e., print, copy, transfer and delete). Access information from a computer and/or maintain a computer database. Enter data for envelopes, labels, form letters and correspondence. Format and produce documents. Work with numbers. Detect and correct errors. Use word processing, spreadsheet, database or other software on a computer.

https://kellycareernetwork.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=65241&referrer=&site_id=148

RETAIL SALES - COSMETICS AND FRAGRANCES - BEAUTY STYLIST-033123

Redondo Beach. Assist customers with hands-on make-up application, skin care and fragrance selections. Motivated, enjoy working one-on-one with customers and thrive in a commissioned sales environment. Initiate service consultations by asking open-ended questions to learn the customer's preferences and needs. Provide honest and confident feedback to customers regarding products. Build lasting relationships with customers, contact them to follow up on purchases, suggest new products and invite them to upcoming events. Consistently seek trend and product knowledge to act as an expert for the customer. Perform daily department maintenance tasks: stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning. Proven ability to set and achieve sales goals. Positively and proactively handle customer concerns. Prioritize multiple tasks in a fast-paced environment. Quickly learn new procedures and processes. Strong organizational and follow-through skills. Excellent communication and interpersonal skills. Cosmetics artistry experience a plus.

Apply online to Nordstrom.

<https://nordstrom.taleo.net/careersection/2/jobdetail.ftl?job=211837>

Leads for February 2, 2011 (d)

IT NETWORK SPECIALIST

M-F: 8:30AM - 4:30PM. Glendale. Respond to help desk requests, configure workstations/ Peripherals and manage/maintain company workstations and laptops. Knowledge of Microsoft Office Suite Products. Basic understanding of computer network principals. Direct user (or client) support experience preferred.

Apply online to Video Equipment Rentals.

<https://home.eease.com/recruit2/?id=555637&t=1>

SO CAL ROC MECHANICAL ENGINEERING STUDENT

Sketch a rough draft drawing. **Call (310) 408-0995**

SECRETARY/RECEPTIONIST - JOB#PT21011

P/T, 20 hrs/wk, M-F: between 8:00 a.m. to 5:00 p.m. May work a varying schedule, early mornings, nights, weekends and holidays. Limited to 960 hrs in a fiscal year. \$20.04-\$24.52/hr. Public Works Department. Strong customer service skills. Perform a variety of tasks and clerical duties. Receive and route telephone calls from a multi-line system; recordkeeping, word processing, type correspondence and reports for more than one individual; greet the public at the counter; copy and package reports, deliver materials. Process and distribute incoming and internal mail. Transcribe from a dictating machine. Act as a messenger utilizing personal vehicle.

Use of the paging system radio. Correct English usage, spelling, grammar, vocabulary and punctuation. Modern office practices, procedures and equipment. Receptionist and telephone techniques. Filing and indexing methods. Type 50wpm net. Operate a personal computer and use applicable software programs. Adhere to multiple deadlines and handle multiple projects. Maintain cooperative working relationships. Tact, diplomacy and discretion. Understand and carry out oral and written directions. Any combination of training and experience that would provide the required knowledge and abilities, typically one year of receptionist/clerical experience. Valid driver's license. *Apply by Wednesday, February 9th or until 150 applications have been received, whichever occurs first.*

Apply at City of Cerritos, Human Resources.

18125 Bloomfield Avenue

Cerritos, CA 90703-3130

(562) 860-0311 / Jobline: (562) 916-8466 ext. 325 / www.ci.cerritos.ca.us

DRIVERS – (temporary, possible permanent employment)

Shifts vary: M-SU: between 8:00 a.m. and 8:00 p.m. \$10/hr. H-6 DMV printout required when applying. Enjoy working with the public. Excellent customer service skills. Type, read, write and speak good English and/or Spanish. Able to lift 10lbs or more. Good driving record. Valid California Drivers License. Dependable and reliable.

Apply in person 8am – noon, to Edible Arrangements.

531 East Carson Street

Carson, California 90745

3) JOBS!JOBS!!JOBS!

*** METRO HIRING!!!**

Expo is seeking qualified candidates for the position of Government/Community Relations Representative. We would appreciate your help with circulating this job announcement by including it in your next office e-blast or newsletter. Or if you know anyone that would be interested in this position, please forward them the announcement or direct them to the following link:

<http://www.metro.net/about/jobs/gov-comm-relations-representative/>

*** Van Nuys WorkSource Center. 15400 Sherman Way, #140 Van Nuys, CA 91406**

Canoga Park WorkSource Center. 21010 Vanowen St. Canoga Park, CA 91303

Accounting clerk position CA11120085

Responsibilities:

**Set up and maintain accounts payable files, financial records, and vendor files. * Review invoices and check requests; sort and match invoices and check requests*

** Set invoices up for payment. * Reconcile payments. * Prepare analysis of accounts. * Monitor accounts to ensure payments are up to date*

** Resolve invoice discrepancies. * Correspond with vendors and respond to inquiries. * Produce monthly reports and assist in month end closing*

**Contribute positively to the overall impression of the company and its associates. * Accounts Receivable reconciliation. *payroll entry and audit*

Qualifications:

**2-3 years experience in an accounting, bookkeeping, or comparable environment.*

**An intimate knowledge of Quickbooks Enterprise Edition 2010.*

**Understanding of standard accounting practices.*

Specific Skills Required:

**Strong verbal, written, and presentation skills.*

**Exceptional phone skills.*

**Ability to work with a wide variety of individuals including global corporations, government organizations, homeowners, and insurance agents.*

**Strong sense of ownership.*

**Self-starter with a high level of initiative and attention to detail.*

**Excellent organizational skills.*

**Ability to manage multiple projects, set priorities, and meet deadlines.*

**Familiarity with all standard office software and equipment.*

**Team player.*

Wages: 15.00 + DOE

Send Resume to: Leonardbarrales@arboret.com

CORRECTION: Amtrak Job Opportunity

Thank you to reader Tara Barnes of the Childrens Collective in San Pedro for alerting us about incorrect information in the Amtrak Job Opportunity from last week.

Email response from CSX:

You received a copy of an email that has been circulating since December. The email did not originate from CSX and contained incorrect information. CSX does not hire for Amtrak. Our training facility is only available to individuals that have been selected for employment. Positions are posted on our website as they become available. Applications and resumes are only accepted online via our career site. Please see the below instructions on how to view open positions and apply.

1. Go to www.csx.com
 2. Click on Working at CSX
 3. Click on Search Job Openings and Apply
 4. Click Search Jobs and Apply Now
 5. Click Apply under a position you are interested in
 6. Click Continue after accepting the Privacy Agreement
 7. Log-in using your username and password
- OR
8. Click Create A New Account to register as a new user

Do not use spaces in the user name or password; your password must be between 6 - 32 characters with at least one letter and number.

Thank you,
CSX Human Resources

**** Economic- Stimulus Update***

Federal Economic - Stimulus Update
www.recovery.gov

City of Los Angeles-Stimulus Update
<http://recovery.lacity.org>

Los Angeles City Council- Stimulus Update
The Council's Ad Hoc Committee on Economic Recovery meets every Friday at 9:00AM in City Council Chambers.
<http://council/html/adhoceconomicrecovery.htm>

****Los Angeles Jobs - Search for jobs in Los Angeles Region***

JOB SEEKER: Registration
www.Jobing.com

Consumer Packaged Goods Background
www.CPGJoblist.com

Workplace Hollywood

Community based organization formed by the entertainment industry to ensure that individuals from economically disadvantaged and under-represented communities of color can successfully compete for, and gain access to, jobs in the industry.

www.workplacehollywood.org or lkaplan@workplacehollywood.org

Clearinghouse for Public Service

A popular website which acts as a clearinghouse for public service, non-profit jobs and volunteer opportunities
www.idealists.org

Expo Line Transportation--JOBS

http://www.buildexpo.org/local_jobs_prog.php

Hospitality Industry (Hotel/Casino, Restaurant, Foodservice, Travel etc)

www.hcareers.com

Los Angeles Airport-Business Job Resource Center

www.lawa.aero/bjrc

Los Angeles City Contracts

<http://www.LABAVN.ORG>

Public Service Opportunities

Find the Next Step in Your Career on the PublicCEO Job Board

(link: <http://dl.frolang.com/fs/d:/xw3y6oh0aitqfe/y09062gk85gvgl/9>)

Public Service Volunteerism

website: www.Serve.gov

Throughout the summer, the Corporation for National and Community Service will highlight successful stories.

Logistics: Charmaine Manansala Senior Legislative Officer , Office of Congressional and Intergovernmental Affairs
U.S. Department of Labor(202)- [693-4600](tel:693-4600) manansala.charmaine@dol.gov

*** WORKSOURCE CENTER LOCATIONS AND INFORMATION**

Los Angeles Area

Call "311" or " 1-800-For-A-JOB" or Visit: www.lacity.org/wib

Los Angeles County Area

Call "211" or Visit: www.worksourcecalifornia.com

All Areas Within the State of California

www.edd.cahwnet.gov/wiarep/wialoc.htm

One-Stop Centers

www.edd.ca.gov/ONE-STOP/osfile.pdf

Los Angeles Airport Business & Job Resource Center (BJRC)

Business Outreach

Employment Outreach

LAWA Bond Assistance Program

Education Outreach Program

www.lawa.org/bjrc

USA Jobs-Working for America

www.usajobs.com

Veteran Job Center

You may view a full set of the daily job announcements at any time from the following URL:

<http://www.vetjobcentral.com/OS/jobs.aspx?OS=90476> Contact: rrose@CommunityCareer.org
