

MAINTENANCE DISPATCHER -- Montebello Unified School District  
OPEN COMPETITIVE \$2,577 \$3,390 per month  
Last day to apply: Friday, August 6, 2010 by 4pm  
Phone: 323-887-7926 Fax: 323-887-5897  
Website: [www.montebello.k12.ca.us/classified](http://www.montebello.k12.ca.us/classified)  
123 South Montebello Blvd.  
Room 6 Montebello, Ca 90640

OCCUPATIONAL THERAPIST - Montebello Unified School District  
OPEN COMPETITIVE \$5,298\$6,967 per month  
Apply by Friday, July 30 at 4pm  
Phone: 323-887-7926 Fax: 323-887-5897  
Website: [www.montebello.k12.ca.us/classified](http://www.montebello.k12.ca.us/classified)  
123 South Montebello Blvd.  
Classified Human Resources, Room # 6  
Montebello, Ca 90640

BSW - Social Work Assistant - Inglewood Circle of Friends takes pride in being the first adult day health care (ADHC) program to operate in our geographical area. We are currently seeking 2 BSW's; 1 Full-Time (6 hours per day / Monday - Thursday) and 1 Part-Time (4 hours per day Monday-Thursday as needed). The primary duties will be to coordinate social services for participants of the center and assist prospective participants through the admission process or provide referrals to available community resources if not appropriate for adult day health care or adult day care. Compensation: \$17.00 per hour. **MUST APPLY BY JULY 30, 2010. FOR MORE INFORMATION AND TO APPLY CONTACT CORTEZ WASHINGTON AT 310 680 3700**

ER ASSISTANT - Job ID: 033712 On call, temporary. Harbor City. Apply online for Kaiser Permanente. [www.jobs.kp.org](http://www.jobs.kp.org) / [www.kaiserpermanentejobs.org](http://www.kaiserpermanentejobs.org)

CUSTOMER SERVICE AGENT F/T. LAX. Apply online to Midwest Airlines. [www.midwestairlines.com](http://www.midwestairlines.com)

SALES ASSOCIATE Marketing and customer coordination of standard products. Respond to customer phone calls and inquiries. Receive requests for quotations, orders and lead times from customers. Apply in person or send resume to Sonic

Industries. 20030 S. Normandie Avenue Torrance, CA 90502 Email:  
[hr@sonicind.com](mailto:hr@sonicind.com)

ACCOUNTING ASSISTANT Seasonal. P/T, less than 1000hrs/yr. Research and maintain information, financial data and data systems. Practical experience in using ADP (or similar) payroll system and Peachtree (or similar) accounting software is preferred. Valid California driver's license. Apply online to Greater Los Angeles County Vector Control District. <http://glacvcd.org/>

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LABORATORY TECHNICIAN, On Call Nights Provide technical, clerical and patient care support services. Set up cultures, set up testing to be performed on instruments. Phlebotomy Certification and California Phlebotomy Certification. Apply on-line to Providence Health and Services, Little Company of Mary Hospital.  
[www.providenceiscalling.org](http://www.providenceiscalling.org)

CRAFT SPECIALIST - HVAC/Refrigeration F/T, M-F: 3rd shift. Install, inspect, operate and repair major heating, ventilation and air conditioning equipment. Set priorities and handle multiple projects or assignments and meet completion schedules within established objectives. Perform preventive maintenance. Apply online to Cedars-Sinai. [www.cedars-sinai.edu/career](http://www.cedars-sinai.edu/career) or [www.cedars-inaimedicalcenter.apply2jobs.com](http://www.cedars-inaimedicalcenter.apply2jobs.com)

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DEPARTMENT ASSISTANT II - Job Number: 4435 M-F: 8:30-5p. Maintaining reception desk; answer/triages incoming calls; greets and assist patients scheduled for appointments; maintain appointment book, and schedule; demonstrates detailed knowledge of administrative practice, policies and procedures and the ability to independently problem-solve and perform duties. Apply online to Cedars-Sinai. [www.cedars-sinai.edu/career](http://www.cedars-sinai.edu/career) or [www.cedars-inaimedicalcenter.apply2jobs.com](http://www.cedars-inaimedicalcenter.apply2jobs.com)

MEDICAL ASSISTANT - #4355 F/T. Beverly Hills Medical Home department. Assist physicians with procedures, document patient care, prepare and stock exam/specialty rooms and other clinical duties. Medical Assistant certification from an accredited program, current phlebotomy, CPR/BLS certification. Four years experience in a multi-specialty medical group practice. Able to read and apply medical terminology. Apply online to Cedars-Sinai. [www.cedars-sinai.edu/career](http://www.cedars-sinai.edu/career) or [www.cedars-inaimedicalcenter.apply2jobs.com](http://www.cedars-inaimedicalcenter.apply2jobs.com)

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TELLER - Compton Towne Center Apply online to Wells Fargo.  
[www.wellsfargo.com/careers/](http://www.wellsfargo.com/careers/)

DATA ENTRY CLERK - Req. Code : 3210 F/T. Manhattan Beach. Enter purchase orders into the database. Audit orders that are entered. Verify information on the orders such as price, special program terms and account number. Interface with Customer Service, Allocations and Production Departments. Strong 10 Key. Type 40 wpm. Computer literate. One year experience in Data Entry. Strong attention to detail. Apply online to Skechers USA Inc. [www.skechers.com](http://www.skechers.com)

BANKING TELLER-Part Time Apply at Banco Popular Bank. 131 W. Anaheim St., Wilmington, CA 310-835-9820

ORTHO RDA - #294 Downey. With the exception of bonding, etching, and appliance impressions, all orthodontic procedures permitted by law: Placing, ligating, or removing Arch Wires; Fitting or removing Bands; Curing; Taking Diagnostic Cast impressions; Power chain; Placing Elastics or Separators; Changing Ties. Current RDA License, Coronal Polishing Certificate. Orthodontic experience. Apply online to Western Dental Services, Inc. [www.westerndental.com/](http://www.westerndental.com/)

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DENTAL ASSISTANT - #295 Downey. Maintain excellent communication with doctors and assist them in all aspects of patient care. Training provided to be experts in making patients comfortable during treatment and providing our patients with an unparalleled customer experience. Apply online to Western Dental Services, Inc. [www.westerndental.com/](http://www.westerndental.com/)

RETAIL COPYWRITER P/T. Reside within 25 miles of our Corporate headquarters in El Segundo. Busy, in-house retail Advertising Department. Experienced, multi-talented. Meet deadlines. Write and proofread our weekly ads. Apply to Big 5 Sporting Goods. [www.big5sportinggoods.com/careers.html](http://www.big5sportinggoods.com/careers.html)-----

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Jobs with Manhattan Beach Unified School District: FOOD SERVICE ASSIST. I P/T, M-F. 2 hrs/day, 10 months/yr. \$10.90-\$13.92/hr.  
STAFF SECRETARY F/T. \$2594-\$3310/mo. INSTRUCTIONAL ASST SPECIAL ED P/T, M-F. 10 mos/yr. \$14.26-\$18.19/hr.

OFFICE MANAGER F/T, M-F. 10 mos/yr. \$2,792-\$3,564/mo.  
BUILDING TRADES SPECIALIST P/T, M-F. 6 hrs/day 10 mos/yr. \$18.65-  
\$23.8/hr. EXTENDED DAY PROGRAM SITE SUPERVISOR P/T, M-F. 3  
hrs/day. 10 mos/yr.

For all positions: Apply by 4pm, Thursday, July 29th.

Submit application and resume to Gina Germani at Manhattan Beach Unified  
School District. See website for specifics for each position. 325 S. Peck Avenue  
Manhattan Beach, CA 90266 (310) 318-7345, ext. 5916 / Fax: (310) 303-3824  
/Jobline: (310) 318-7345 ext. 5993 [www.mbusd.org](http://www.mbusd.org)

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STUDENT (HIGH SCHOOL) CUSTOMER SERVICE REPRESENTATIVE  
F/T. Rancho Dominguez. Highly motivated person who is a top class customer  
service representative. Submit your resume to Axiom Label Group Fax: 310-603-  
8924 / email: [mparis@axiomlabel.com](mailto:mparis@axiomlabel.com)

TRANSPORTATION SERVICE SPECIALIST / DRIVER Compton. Drive  
vehicles and coordinate the delivery/pick up of critical customer media in a timely,  
courteous and professional manner. At least 21 years old. Valid driver's license.  
Good driving record. Pass re-employment substance abuse screening, background  
check and DOT physical.

Apply online to Iron Mountain. [www.ironmountain.com](http://www.ironmountain.com)

RECREATION SPECIALIST (Job Code #1368) P/T, 20 35 hrs/wk, between M-F:  
10:30-6:30. \$14.46-\$15.98/hr. Professional teaching or paid practical experience  
in the specialty to be instructed. Certifications in First Aid and Cardio-Pulmonary  
Resuscitation preferred, Valid CA Drivers License, if assigned to drive. Copy of a  
TB certificate that is no older than two years from the date of application upon job  
offer and proof of eligibility to work in the U.S. at time of appointment. Deadline:  
5:00 p.m., Wednesday, July 28, 2010. Submit completed application materials to  
Culver City Human Resources Department, City Hall. 9770 Culver Boulevard  
Culver City, CA 90232 (310) 253-5651 / email:

[personnel.recruiting@culvercity.org](mailto:personnel.recruiting@culvercity.org) Download application at :  
[www.culvercity.org/jobs](http://www.culvercity.org/jobs)

TELLER 1- Manhattan Beach Apply online to U.S. Bank. [www.usbank.com](http://www.usbank.com)

SALES ADMINISTRATIVE ASSISTANT F/T. \$35-\$40K/yr. Benefits. El  
Segundo. Work for a Regional Sales Manager. Actively involved with sales

activity. Coordinate associated installations with universities and colleges. Strong written and verbal communication skills. Sales ability and a pleasant demeanor. Proficiency in Word, Excel, PowerPoint; familiarity using database programs. Excellent organizational skills. Attention to detail. Familiarity with contract/lease language desirable. Fax: 310/297-9450, Attn. J.A. at Web Service Company, LLC.

PATIENT ACCESS FINANCIAL SPEC. I - Job No.: H53620 / Job Number: 25305791M-F: 9:30a-6p; w/rotating weekends/holidays. Work Location: 14-215 CHS. \$14.78-\$26.63/hr. Perform insurance eligibility, authorization and benefit verification and administrative support. Direct telephone contact with health care insurers, transcription of information as quoted, type, proofread and mail clarification correspondence, answer telephone and written inquires, maintain filing systems, interface with medical staff and administrative personnel. Working knowledge in the insurance verification process to determine benefit eligibility and interpretation of coverage. Ability to scrutinize insurance data independently and evaluate information for clarity, accuracy, and completeness. Apply on-line to UCLA Healthcare.

Website: <http://hr.healthcare.ucla.edu> and [www.CampusCareerCenter.com](http://www.CampusCareerCenter.com)

AUTO/LIGHT TRUCK MECHANICS Torrance. Three years hands-on dealership technician experience with an emphasis on electrical and power train diagnosis. Interpret and dispense diagnostic and repair information from our computerized database and other sources. Strong interpersonal, communication, and technical problem-solving skills. Send resume to the HR Department, American Honda Motor Co. Email: [amerhondamc@autojobs.com](mailto:amerhondamc@autojobs.com)

RECEPTIONIST Greet clients in a professional manner. Assist with a wide variety of administrative duties. Proficient in MS Word, Outlook and Excel. Handle busy multi-line phone system. E-mail resume & salary history to The Garcia Law Firm. Email: [cpugh@lawgarcia.com](mailto:cpugh@lawgarcia.com) / [www.lawgarcia.com](http://www.lawgarcia.com)

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FILE CLERK / RUNNER Work in partnership with another file clerk. Experience with law firm filing systems a plus. Manage the day-to-day maintenance of organizing records and files and perform routine file purges. Assist with transfers of the Firm's inventory of files to an offsite storage facility. Run errands for the office and personal errands for the senior partner (paid mileage.) Valid CA Drivers License. Provide a current DMV driving history. Reliable

transportation. Ability to lift 25 lbs. Intermediate MS Word and Excel skills. E-mail resume & salary history to The Garcia Law Firm.

Email: [cpugh@lawgarcia.com](mailto:cpugh@lawgarcia.com) / [www.lawgarcia.com](http://www.lawgarcia.com)

**SALES ADVISORS (Membership Advisor) - Job ID: 2010-1601**

Benefits. Hawthorne. Energetic, creative, and enthusiastic. Sell club memberships while achieving or exceeding individual sales goals, renewal goals, and ancillary service goals..

Email resume to Jennifer Guynn at Equinox. Subject title Membership Advisors. Include a cover letter in your email body. Email:

[Jennifer.Guynn@equinox.com](mailto:Jennifer.Guynn@equinox.com) / [www.equinox.com](http://www.equinox.com)

**CUSTOMER SERVICE REPRESENTATIVE Moonlighter/Part-Time, any day or time.** Perform

various duties including: levels inspection, cleaning rental equipment, dispensing propane, maintaining the facility and lot in a clean condition, serving customers in person and on the telephone, and using the computer to prepare rental contracts and invoices. Valid drivers license and a good driving record. Apply in person or online to U-Haul Moving Centers.

1600 E Pacific Coast Hwy Long Beach, CA

**TELLERS P/T and F/T.** San Pedro, West Los Angeles/South Bay Area, Los Angeles

Metro Area. Apply online to Citi. [www.citigroup.com/](http://www.citigroup.com/)

**FACTORY SERVICE SCHEDULER/CUSTOMER SERVICE REPRESENTATIVE**

F/T. Benefits. Huntington Beach. Schedule factory service appointments. Answer phones to respond to orders, general customer inquiries, invoice questions, and customer complaints. Project a professional company image through phone interaction. Two years experience working in a call center/customer service environment or 4 years experience in a position with transferable skills (e.g., reception, personal assistant, office administration, etc.) . Professional attitude. Strong organization skills. Send resume to Fisher & Paykel

Appliances. [www.fisherpaykel.com](http://www.fisherpaykel.com) [www.dcsappliances.com](http://www.dcsappliances.com) / [www.elbaappliances.com](http://www.elbaappliances.com)

**SUPPORT SERVICES ASSISTANT (INTERPRETER) - Position Number - 813-550-9820-xxx**

\$2,964-\$3,603/mo. Assist Senior Vocational Counselors with a wide range of

interpreting for deaf or hard of hearing staff members.. Final Filing Date: 07/22/2010. Apply to Wil Ortega, RS at Department Of Rehabilitation.222 S Harbor Blvd, Ste 300Anaheim, CA 92805 (714) 991-0821 / <http://www.dor.ca.gov>

ON SITE RESIDENT MANAGER Professional Management Company. 36 unit Redondo Beach apartment building. Excellent verbal skills, strong pre-leasing skills, organized and be able to multi-task. Greet and pre-qualify Prospective Residents, collect rents, daily cleaning of the property, minor maintenance, schedule vendors, bookkeeping, pre-lease apartments, and weekly reports. Good credit, (all accounts paid on time), no evictions, no civil judgments, and no collections. Experience of two years preferred. Clean criminal record. Subject to background check and drug test. Send resumes with salary history to: 562-804-3138.

MEMBER SERVICES REPRESENTATIVE F/T, able to work weekends and evenings on occasion. Huntington Beach. Support the Advancement Department in areas of viewer services, membership services, premium fulfillment, special events, and data entry. Coordinate excellent customer service communication to viewers, members, and the general public, via phone, in person, the web, and by mail. Review, correct, and update all pledge drive transactions and coding on a daily basis. Email your resume to: [hr@koce.org](mailto:hr@koce.org)

RECEPTIONIST II (Bilingual) Schedule varies; float to all five Internal Medicine Departments. Downey. Apply on-line for Kaiser Permanente.[www.kaiserpermanentejobs.org](http://www.kaiserpermanentejobs.org) or [www.jobs.kp.org](http://www.jobs.kp.org)

DRIVER I Los Angeles. Transport and give special assistance to those requiring the services of a medical specialist, i.e. a doctor, dentist , or optometrist. Listen sympathetically to client's day-to-day problems and concerns. Assist clients to ensure safe entry and departure from vehicle at any destination providing thorough door-to-door service at all times. Apply online at AltaMed Health Services.[www.altamed.org/careers.asp](http://www.altamed.org/careers.asp)

MEDICAL ASSISTANT I Demonstrate flexibility by working evening clinic, weekends, overtime, and float to other clinics as assigned. Los Angeles. Assist in the provision of direct patient care by performing routine patient care

procedures, technical and clerical supportive services in the clinic setting.  
Apply online at AltaMed Health Services.

[www.altamed.org/careers.asp](http://www.altamed.org/careers.asp)

ACCOUNTS PAYABLE SPECIALIST - Job Code : 2186 Division  
F/T. Los Angeles, 90064. High school diploma. Accounts payable invoice  
matching and entry into Oracle. Three years Accounts Payable experience.  
Excellent communication and interpersonal skills. General computer proficiency  
including Microsoft Office (Excel, Word, Outlook) and Oracle knowledge is a  
plus. Good attention to detail Self-motivated and able to work well in a team  
environment. Apply online to POM Wonderful.

[www.pomwonderful.com](http://www.pomwonderful.com) / [www.roll.com](http://www.roll.com)

INSTRUCTIONAL AIDES (4 openings) P/T, under 19.75 hrs/wk. Work Year:  
September

June. \$12.99/hr. High School Diploma. A.A. Degree or 48 University semester  
units. Application Deadline: 7/30/2010 3:00 PM. Contact Ana Montes for  
application packet or pick up packet from 8:30 4, at Wiseburn School  
District. 13530 Aviation Blvd.  
Hawthorne CA 90250 310-643-3003 ext 17.

LA COUNTY AFTER SCHOOL EMPLOYER NETWORK Friday July 30, 2010  
from 10 a.m. 1

p.m .If you enjoy working with youth then this is for you! Jobs throughout LA  
County. Bring your passion for sports, arts, music, clubs, and youth tutoring.  
Background check, TB test, 18yrs. + Los Angeles County Office of Education  
12830

Columbia Way (formerly Clark Ave.), Room 606 A/B Downey, CA 90242 (Large  
parking

lot on East side of the building; must bring photo ID)

God's Unfailing Love to you always!

Ms. Chérrie Johnson