

Job site is in the City of Chatsworth

Please refer qualified candidates to the following:

Employer: Ganji Entrepreneurship Corp. C/O Ashouri Law Office

Contact Person: Farrah B. Nejad

Please call for an appointment: 818-989-3333

Email Resume to: fashouri@socal.rr.com

Fax resume to: 818-361-7491

1. **OFFICE MANAGER:** Must be experienced with administrative and office functions to organize the accurate and timely reporting of financial information in timely manner. Would work closely with the corporate president to insure smooth communication and resolution to any issues. Accounting, billing and compilation and analysis of production reports and financial statements and timesheets. Bachelor's degree in Business Administration/Accounting preferred. A minimum of 2 years prior experience with administrative and office functions, proficiency in Microsoft Office.
2. **PURCHASING MANAGER:** Applicant is responsible for marketing and developing the enterprise's sales operations, conducting research to determine potential markets and devise methods for establishing and developing market share. Should be detail oriented, organized and requires excellent verbal & written communication and presentation skills and the ability to train and coach associates and have strong customer skills with internal and external customers. Education equivalent to a Bachelor's Degree, one to three years of experience in supervisory role, proficiency in Microsoft Office.
3. **SECRETARY:** Applicants works closely under the general supervision of the office manager and the corporate president to insure smooth communication and resolution to issues. Provides a wide range of clerical/secretarial support to the office and should be proficient in business English including grammar, spelling and punctuation as well as computer software applications. Essential functions: General office duties including typing accurately; check entry, answering phones, client reception and vendors, sorting mail, photocopying, faxing, ordering and maintaining supplies, and filing. High school diploma or equivalent. A minimum of 6 months administrative/secretarial experience computer skills (Word, Excel, and PowerPoint) strongly desired possess strong typing skills.
4. **SALES MANAGER:** Candidate will coordinate with the sales manager on product management, logistics, profitability and customer/business development. Must be a self-starter who will respond and be motivated by sales growth, personal development, company profitability and meeting customers need. Will have a proven track record of accomplishment in Sales/Business development with wholesales Food Service Distributor or Food Manufacturer.
5. **BOOK KEEPER:** Applicant will be in full charge of bookkeeping including posting of receivables, payables, deposits, reconciliation, billing, general journal entries, setup and maintenance of fixed assets accounts, report setup, month and year and closing assistance. The bookkeeper will report to the corporate president and to the office manager. Prepare, organize and perform payroll for all employees. High school degree of equivalent with a minimum of 2 years experience in payroll and accounts payable. Proficiency in Quick Books – must be able to read, write and understand the English language. Data entry skills, attention to detail, confidentiality, thoroughness.
6. **WAREHOUSE CLERK:** Applicant is dependable with experience in shipping and receiving inventory. Must have strong computer and communication skills, able to



comprehend and follow procedures and instructions, and must also have the ability to operate a Fork Lift and acquire a certification. High school diploma or equivalent, 2 plus



years experience in a warehouse environment, strong computer skills using inventory tracking systems and online shopping.

7. PACKAGING CLERK: Food distributing company is looking for an energetic, self-motivated individual to work full time as a packaging clerk in the warehouse. Packages finished product manually or with automated assistance. Loads packages on conveyor belt. High school diploma or equivalent, ability to read and comprehend simple instructions, short correspondence, and memos, ability to communicate effectively with internal and external customers, ability to perform basic math functions, specialized knowledge and

skills: computer skills (Microsoft Word, Excel), regulatory knowledge for required packaging of domestic and global shipping.

- 8. TRUCK DRIVER AND DELIVERY I:** Food distributing company is looking for an energetic and reliable person to operate a delivery truck to deliver and distribute bulk and bagged food to various enterprise and customers. Must have a valid California class "A or C" drivers license required for operation of a commercial motor vehicle. Must have a clean driving record. High school education or GED, ability to read and interpret orders. Ability to write reports (complete delivery and production records) in a legible manner and calculate figures and know the concepts of basic algebra as well as apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 9. DRIVER:** Food distributing company is looking for an energetic and reliable person to drive and assist company representatives and officers various enterprise and customers. Position requires the safe operation of a motor vehicle to perform the essential functions of the job. Must have a valid California class "C" driver's license with a clean driving record. High school education or GED, ability to read and interpret orders. Ability to write reports (complete delivery and production records) in a legible manner and calculate figures and know the concepts of basic algebra as well as apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- 10. LOADING CLERK:** Food distributing company is looking for an energetic person to move, load and unload packaged items between shelves and packing counters. Involves continual lifting, lowering and sliding packages. Must be physically able to continuously bend, stoop and lift. High school diploma or equivalent, ability to operate light vehicles and hand tools, strong customer service skills, strong communication skills, must speak and read English; previous experience in shipping/receiving/warehousing is preferred, able to lift up to 50 pounds.
- 11. PORTER/JANITOR:** Food distributing company is looking for an energetic person to keep the building, facilities and restrooms in a clean and orderly condition are a priority. Perform cleaning duties such as floors, washing walls and glass, cleaning restrooms and removing rubbish. Duties may include performing routine maintenance activities, notifying management of needs for repairs and cleaning debris from common areas. Maintaining a good relationship with the residents leads to a positive work environment. High school diploma or equivalent preferred, one year of experience of janitorial or custodial work, to perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

THANK YOU!

