

Leads for January 23, 2012

PATIENT ACCOUNTS REPRESENTATIVE

F/T. \$27,000 to \$35,000/yr. Benefits. Torrance. Reduce patient accounts receivable and keep current on account collections. Manage inbound and outbound phone calls from patients, insurance companies and staff relating to A/R; investigate issues. Liaison with the practices to request information relative to expediting payment on a patient's account. Gain information from patients that have been requested by the Accounts Receivable/Correspondence department. 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. 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. 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, and serves as a liaison between Patient Accounts, other internal departments and the physicians' office. S/he is expected to always communicate in a clear, helpful and respectful manner, and oversees the processing of all clerical records and patient information requested to resolve patient account balances. S/he works as a collaborative, constructive, cooperative team member within the Patient Accounts department and assists other office personnel. Ensure the maintenance of adequate account documentation to meet audit requirements. *Closing Date: Jan. 30, 2012.*

Apply online to Pacific Medical Management Services, Inc.

www.hbmajobs.com/154163.htm

HAIR STYLIST / BEAUTICIANS needed for CUSTOMER SERVICE

\$14/hr. Partner with Maroccoanoil for the International Salon & Spa Expo at the Long Beach Convention Center on Jan 28th – Jan 30th. Greeters, Cashiers and Customer Services Reps. Interested in hair, beauty and wellness. Customer Service or Cashiering experience. Able to stand all day. Professional appearance, well groomed and an outgoing personality. Able to work all four days and pass a background check.

January 27th -Training 11:00 A.M. - 3:00 P.M.

January 28th - Work 12:00 P.M. - 6:00 P.M.

January 29th - Work 8:15 A.M. - 6:00 P.M.

January 30th - Work 8:15 A.M. - 5:00 P.M.

Apply online to CORESTAFF Services.

www.jobpath.com/Jobs/Corestaff/Exp_Sp_Customer_Sp_Service_Sp_Amp_Sp_Cashier_Sp_Reps_Sp_Needed/JHM61N6DG5DWB2DF4TN

For last year's words belong to last year's language. And next year's words await another voice. And to make an end is to make a beginning. - *T. S. Eliot*

Leads for January 23, 2012

DENTAL ASSISTANT/ RDA - Job Title: 11-2160

F/T. Hawthorne. Certification as an RDA. High School Diploma. One year experience preferred.

Current X-Ray License, or be willing to sign an agreement to obtain such license within six months of employment. Current CPR certification, or be willing to sign an agreement to obtain such certification within one month of employment. Assist the dentist at the chair while they are engaged in any treatment of patients. Anticipate dentist's needs and be prepared for next steps.

Ensure all OSHA, Dental Board, and WDS policies and procedures are properly followed. Maintain proper patient treatment records. Take Blood Pressure. Give pre and post operative instructions and oral hygiene instructions. Turn on all units, switches, and water before patient sits down. Stock supplies in operatories, restrooms, lab, etc. Informs Floor Supervisor when supplies need to be re-ordered or of broken or malfunctioning equipment. Build good rapport with patients and staff.

Send resume and apply online to Western Dental.

Email: ahomoelle@westerndental.com

<https://www1.apply2jobs.com/westerndental/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=78>

SERVICE PORTER - Job ID: 119308

Cerritos. Assist with service write-ups and tagging if customer cars and trucks. Remove vehicle protective coverings and Id tags prior to returning completed vehicle to customer. Inspect the vehicle for stains, debris and damages before returning the vehicles to the customer, and report any damages immediately. Transport customers and dealership personal as needed. Perform deliveries. Clean interior and exterior of new and used vehicles. Keep vehicle lot neat and orderly, moving units as directed and in accordance with dealership display standards. Return vehicle keys to the appropriate service consultant. Pick up vehicles from and deliver vehicles to storage. Pick up parts from the Parts Department. Test batteries of customer vehicles in service drive. Maintain buildings and grounds. Assist with shop clean-up and deliveries. Six months of work experience (preferred.) Read and comprehend written instructions and information.

Effective communication and interpersonal skills. Handle machinery safely. Drive manual transmission vehicles. Professional appearance. Customer service skills. Valid driver's license. High school diploma or GED.

Apply online to Power Toyota Cerritos.

<http://jobs.autonation.com/us/power-dealership/service/jobid2094133-service-porter--power-toyota-cerritos>

VET ASSISTANT & RVT

P/T and F/T. Los Angeles, Downey, Monrovia. Any experience level considered. 18 or older.

Apply online to Banfield Pet Hospital.

www.banfield.com/careers

Live your spirit's dreams, not your mind's. --Alan Cohen

Leads for January 23, 2012 (a)

CUSTOMER SERVICE - Ref 9957

Adapt to changing schedules and high-pressure situations. Member of the Learning Center's Customer Support team; front line contact between FlightSafety's Customers/Students and the training personnel providing initial, current, recurrent and specialty Pilot, and Aircraft Maintenance training. Customer contact primarily via phone and/or on-line registration for specific training courses needed by the Customer in order to maintain proper aviation certification. Market/sell other possible courses. Provide information about FSI course(s), hotel, car rental and dining locations, as applicable. Associate's degree from a two-year college or technical school preferred, or three years' related experience and/or training; or equivalent combination of education and experience; equivalency years experience substitution must be in related field. Aviation terminology desired, but not required. Knowledge of large-scale business accounting system (i.e. SAP) desired, but not required. Valid Driver's License. Excellent Fluency in English, verbal and written; able to speak, understand, read and write. Excellent listener and documenter. Type/ keyboard 50 wpm (computer user with good typing/keyboarding skills), preferred. MS Word, Excel, PowerPoint and Outlook. MS Access, preferred.

Apply online to Flight Safety.

www.flightsafety.com/

INTERACTIVE FLASH ANIMATOR/CODER

Freelance. Los Angeles. Talented and self-motivated problem solver who pushes the boundaries of online experiences, developing technical and creative solutions through research and experimentation. Be involved in the entire process from conception to completion, working independently, and collaboratively, with the design team and producers on a variety of projects. Execute motion design projects from concepts, troubleshoot and refine directions through final delivery. Strong understanding of intuitive site functionality, interaction, user interface, motion design, navigation, and are not afraid of experimental concepts. Experience in the entertainment industry. Enthusiastic and immersed in pop culture: movies, mobile technology, games, social apps, comic books, art, music and the like. Passionate about programming and technology. Work with others who are dedicated, driven, and talented. 3+ years of Flash Animation/Motion Graphics experience. Compelling online portfolio. Create Animations based on storyboards / Photoshop comps. Strong Storytelling skills, creating emotion and mood within a project. Strong Audio and Video Skills. Strong aesthetic sense and motion design ability. Attention to detail. Good sense of timing. Multi-task and prioritize deadlines. Communicate interactive concepts and work with a team. Experience in Adobe Flash, Photoshop, Illustrator, After Effects, etc.

Send resume and online portfolio/sample URLs via email: work@watsondg.com

DENTAL ASSISTANT

F/T. Los Angeles.

Apply online to West Coast Dental Services.

https://www5.recruitingcenter.net/Clients/wcd/PublicJobs/controller.cfm?jbaaction=JobProfile&Job_Id=10559&esid=az

Leads for January 23, 2012 (a)

APPRENTICE WELDER - 1st Shift (Hawthorne Facility)

1st shift. Hawthorne. Assist with welding assembly and fabrication on various aerospace structures. One years' Structural Welding experience with large scale structures. Experience working with steel and aluminum. Strong understanding of AC and DC processes. Proficient in: blue print reading and lay out, Flux core, GTAW, GMAW, Plasma Cutting as well as Oxyacetylene cutting. Experience in overhead cranes & Forklifts. Team player & hit the ground running. Communicate clearly with team members. Tested to AWS D1.1 & AWS D1.2 prior to hiring. Pass visual before being X-rayed.

Apply online to SpaceX.

www.spacex.com/careers.php

PHLEBOTOMIST or MEDICAL ASSISTANTS (SoCal ROC graduates ONLY)

Per Diem basis. Seasonal, temporary, as needed position, no benefits and not permanent. Pay depending on classification and experience \$10 - \$25/hr. Guarantee of 4-hours of work if event is less than 4 hours, providing staff is not late. Mileage reimbursed after 25 miles round trip, max of \$30 per day. Payroll is on 1st and 16th of each month. Have reliable transportation and be willing to travel. Health Screenings (August through December.) Articulate, professional and punctual. Experience is a plus but not required, orientation and training offered. Screenings include: Blood Pressure, Fingersticks for cholesterols and glucose, Body Fat, BMI and other measurements and Bone Density. Some locations may require overnight accommodations, is so we will book and pay for accommodations along with a modest meal allowance.

Fax resume Attention: Deidre' Blair (1 or 2 pages.)

Fax: 310-618-1996

ENTRY-LEVEL MATERIAL INSPECTOR

F/T, days. \$9/hr. Benefits. Verify dimensions of parts received from suppliers and log entries as accepted or rejected, spot check parts as made in production to assure correctness. Inspect final assemblies prior to shipment. Maintain rejected material area and ensure timely repair, return or replacement. Will train. Spanish helpful. *Apply by February 2, 2012.*

Apply in person and interview same day, M-F: 8am – 2pm at Lobostar, Inc.

234 W. 146th St.

Gardena, CA 90248

BILINGUAL ACCOUNTING ASSISTANT - AppleOne Reference #:1003/ML-1003
Temp: 3-4 months. \$40,000/yr. English/Spanish. Experience with Excel and Word. Type 65+wpm.

Contact Maria Landoni at AppleOne.

1250 Westwood Boulevard

Los Angeles, CA 90024

Branch Phone: (310) 477-0021 / Branch Fax: (310) 475-8127

Leads for January 23, 2012 (b)

SHIPPING & RECEIVING (warehouse)

F/T. \$9-\$10/Hour. Carson. Pull orders and stock inventory accurately. UPS/FedEx processing. Shipping and receiving. Match part numbers and quantities to shipping documents. Ensure correct customer shipping addresses and shipping labels. Load and unload trucks/trailers, order picking, wrapping products, packing, labeling shipping and receiving. Pack and unpack all deliveries putting stock into the correct locations ensuring all stock is safely stored and easily accessible. Maintain an accurate knowledge of stock and locations. Experience in a distribution warehouse environment. Experience in the shipping industry. Able to lift 40 Lbs. Hard working. Be very responsible, dependable, and honest. Strong computer skill. Very familiar with Microsoft Office Word, Excel. UPS Online/ USPS / Fedex shipping system and/or team working experience preferred. Reliable, hardworking, and organized. Experienced using Shipping Terminals. Good mathematical and communication skill.

Apply online to Staff Chex.

www.jobpath.com/CSH/Details.aspx?privjobs=true&did=JHS10P6QS7VNW3MB8DT&cs h=CSH_StaffChex

BILINGUAL ADMINISTRATIVE ASSISTANT - Nonprofit

F/T. \$14/hr. Work as a member of both the Administration and Development team. Open and close the office each day. Answer and route incoming calls regarding donations, service referrals, volunteering, employment opportunities, etc. Greet and assist visitors, receive donations and issue donor receipts. Attend and participate in weekly meetings and be available to work at development events (many of which are in the evening.) Provide staff support to the Board of Directors. Assist with preparing meeting materials, transcribe meeting minutes, make room and meal arrangements, maintain minutes and corporate/Board meeting files and correspondence, schedule meeting rooms for various committee meetings, respond to requests from Board members for materials. Available to run errands to pick-up supplies or materials needed for events or in-kind donations. Enter information into Raiser's Edge donor management system in support of Development department activities. Typing and word processing assistance. Proofreading. Maintenance of Administration correspondence files; Receive, sort and distribute daily mail. Keep the front office clear of donations and misc. deliveries; and keep the kitchen/staff break room orderly. Provide photocopying assistance to the staff, monitor and maintain supplies of publicity literature, new employee handbook forms, administration office forms, and keep the copy area stocked and tidy. Two years experience as an administrative assistant/secretary. Superior computer skills: word processing, database operations, spreadsheets. Excellent verbal and written communication, strong organizational, detail and interpersonal skills. English/Spanish. Exceptional phone etiquette. Handle multiple projects at the same time.

Mention LANonprofitCareers.com in your cover letter to Vivian Zaat at Ocean Park Community Center.

1453 16th Street

Santa Monica, CA 90404

Phone: (310) 264-6646 / Fax: (310) 264-6647 / Email: vzaat@opcc.net / www.opcc.net

Leads for January 23, 2012 (b)

MEDICAL ADMIN with patient scheduling

Downtown Los Angeles. University therapy and counseling clinic. Schedule patients, coordinate providers with patients, and insurance verification. Skilled and detail-oriented to run the office under minimal supervision... Caring and sensitive enough to interface daily in a patient and thoughtful manner with vulnerable therapy clients. Two years of experience with patient scheduling and preparing office reports. Insurance verification and payment processing. Comfortable with EMR/EHR (electronic medical systems.) Familiar with HIPAA regulations. Highly computer literate. Comfortable with new technology. Consistently demonstrate caring and patience toward clients. Excellent communicator fluent in written and spoken English.

Proficiency in MS Office 2010: Word, Excel, Outlook, etc. Los Angeles

Submit a cover letter with salary history, resume, and 3 professional references to Pacific Medical.

www.ziprecruiter.com/job/Medical-Admin-with-patient-scheduling/f1fe8c6f/

SERVICE ADVISOR

F/T. Santa Monica. Schedule service work in the service department and sell additional needed service to customers. Obtain customer and vehicle data prior to arrival when possible. Greet customers in a timely, friendly manner. Provide a complete and accurate written cost estimate for labor and parts. Establish a 'promised time'. Check on progress of repair throughout the day. Contact customers regarding any changes in the estimate or promise time, explain cost and time requirements in detail, and get proper authorization before any additional repairs are performed. Test-drive the vehicle or refer to the test technician as necessary. Maintain Customer Satisfaction

Index rating at least comparable to that of the manufacturer, zone or branch average. Advise customers on the care of their cars and the value of maintaining their vehicles in accordance with manufacturers' specifications, using maintenance menus. Maintain a dealership-prescribed standard for "hours per customer repair order written." Understand and follow federal, state and local regulations, such as those governing the disposal of hazardous wastes, OSHA right-to-know, etc. High school diploma or GED. Read and comprehend instructions and information.

Two years of experience in a dealership position. General knowledge of vehicle mechanical operations. ASE certification and sales experience preferred. Professional personal appearance.

Excellent oral and written communication skills. Pass pre-employment testing to include background checks, MVR, drug test, credit report, and valid driver license.

Apply online to W.I. Simonson (Mercedes-Benz of Santa Monica.)

<http://jobs.sonicautomotive.com/job/service-advisor/J3I75R786WZJMT5R7T4/>

COURTESY CLERK

Seal Beach. Provide superior customer service. Greet customers, bag groceries, help customers out to their cars and collect empty carts for return to the store. Sanitation, price checks, stocking of bags at the checkstands, clean spills

Apply online to Safeway.

<https://www.safeway.apply2jobs.com/>

Leads for January 23, 2012 ©

AT YOUR SERVICE AGENT

P/T. Operate telephone switchboard station in order to answer telephone calls. Process guest requests for wake up calls, screening calls, and other requests related to placing or receiving telephone calls. Advise guest of any messages received for them, and send to room if required. Answer, record, and process all guest calls, requests, questions, or concerns. Receive, record, and relay messages accurately, completely, and legibly. Log all guest requests or issues into computer, contact appropriate individual or department (e.g., Bellperson, Housekeeping), and follow up with guest to ensure their request has been met to their satisfaction. Provide information to guests about room features, property amenities, and local areas of interest. Assist guests with accessing the internet.

Renaissance Long Beach Hotel.

111 East Ocean Blvd

Long Beach, CA 90802

www.marriott.com/careers

TECHNOLOGY CAMP INSTRUCTORS

UCLA & UC Irvine. Our curriculum is designed for beginning through advanced learners, allowing students to move along at their own pace with customized lessons. 8 students per instructor. Proficiency in one or more: Programming (C++ and/or Java), Robotics, Mobile App Development for iPhone®, iPad® & Android™, 2D or 3D Video Game Design, Web Design and Flash® Animation, Digital Video Editing, Game Modding (Half-Life® 2, Portal™ 2, Starcraft® II), Character Modeling with Autodesk® Maya®, and/or Photography. Experience or a genuine desire to work with kids. Strong communication skills. Leadership experience. Positive and team-player attitude. Flexibility and a sense of humor. Energy and stamina.

Contact Human Resources at ID Temps.

42 West Campbell Avenue, Suite 301

Campbell, CA 95008

www.internalDrive.com / www.summerjobs.com/do/details/4138

FACILITIES MAINTENANCE CLERK - Position Number: 60361053

Downey. Eliminate all safety risks and hazards. Assist with processing claims ie: gathering documentation, shipping claim evidence to appropriate mill, follow-up and maintaining files, Mill Claims and Freight Claims. Data entry and filing. Maintain and update PC files daily. Assist in conducting monthly office area inspections in accordance with state, insurance and corporate standards. Assist in providing support for alarm and fire systems, camera security systems and building security system. Maintain records and schedule maintenance. Assist with telephone system programming, additions and deletions. Maintain vendor contract records and insurance certificates. High school diploma or GED. Two years administrative. Microsoft Office Proficient. *Apply by 1/31/2012.*

www.internationalpaper.com/applications/recruitment/external/jobdetail.aspx?id=6036105

Leads for January 23, 2012 ©

NIGHT AUDITOR (Job Number: LOS000766)

F/T. May work nights, weekends, and/or holidays. Benefits. Balance and audit for accuracy room revenue, food and beverage revenue, cashier's reports, and guest and house accounts and telephone revenue; assist the preparation of all reports relevant to daily revenues. Balance and audit for accuracy. Transmit credit card batches. Complete and transmit daily management and accounting reports and supporting documents. Act as hotel system liaison during night hours. Perform all Guest Service Representative functions; may assist in booking room reservations; answering hotel phone calls and notifying guests of message. High school diploma or GED. Some customer service experience. Some college preferred.

Apply online to Crowne Plaza Los Angeles International Airport.

<http://ihg.taleo.net/careersection/all/jobdetail.ftl?lang=en&job=661324>

JUNIOR SYSTEMS ADMINISTRATOR

Hollywood. Assist staff with desktop support needs: setup, maintain, and troubleshoot Apple computer hardware such as MacBook Pro, MacBook Air, Thunderbolt Display, and Mac Mini Server. Install, configure, and support desktop applications for Mac OSX. Assist Senior Systems Administrator in network maintenance, troubleshooting, cabling, and support. Passion for Apple products, be a quick learner, and strive for more. Maintain hardware and software running on local workstations and resolve all hardware/software problems by either fixing the problem or replacing it with a working component. Strong customer and results orientation.

Organize workload for effective project implementation. Interact effectively at all levels, sensitive to team diversity. Effective team member. Adapt as the external environment and organization evolves. Solve practical problems and carry out responsibilities with minimal supervision. Asset Management and Equipment tracking. Strong written/verbal communication skills; clearly communicate with Management, Users and IT Staff. Communicate effectively with equipment vendors. Two years basic Desktop and Laptop hardware and software support.

One year's basic Printer maintenance and executive management support. Knowledge/experience with: Apple Hardware and OS X Support, OSX Lion (10.7.x) and OS X Lion Server, Apple Remote Desktop (ARD), Mobile Device Support: iOS, Android, Blackberry, Windows Mobile, Email Client Support: Apple Mail.app / Gmail. Basic networking configuration of AirPort devices. Two year technical or associates degree in a relevant course of study (e.g. CIS computer information systems, CIT computer information technology) or equivalent work experience.) Certification in Systems Administration disciplines for an operating systems support platform. More info: Grindr.com and Blendr.com

Apply online to Grindr and Blendr.

http://grindr.jobscore.com/job_seeker/jobs/job_posting/cQvIYYqgyr4AZBeJe4bk1X

JANITOR – CLEANER Branch/Location Code : JAN-Westside (45127)

P/T, temporary. El Segundo. Able to clean 3,500 square feet per hour. Ability to work with other crew members and be able to take direction from Supervisor. Perform all physical aspects of the job. Experience preferred but not required.

Apply online to ABM.

<https://abm.tms.hrdepartment.com/jobs/10705/Janitor-CleanerEl-Segundo-CA>

Leads for January 24, 2012

HOME HEALTH, CAREGIVERS, CNAs & LIVE IN CAREGIVERS

Friday Jan. 27, 2012 @ 10:00 AM

\$9.00 to \$10.50/hour or \$100 to \$120 w/meals for Live in Caregivers. Los Angeles, San Gabriel Valley, San Fernando Valley. Clear criminal background and drug screening. Two years of work experience in any field for Caregivers. Valid driver's license. Provide your own car with proof of insurance. Live in the vicinity of the assignment. May need certification and other licenses for some positions. Pass initial pre-screen interview. Take and pass a TB Test. Current CPR Certification. Complete W.I.A. enrollment form. Bring: Valid CA ID/License Social Security Card, or if not a US citizen, Right-to-Work documents (Valid US Passport, or Alien Card); Selective Services (CCD, Inc./verify); Unemployment Insurance Documents (EDD); Lay-off WARN Notice (if applicable/.) Arrive on time with documentation and a current resume with relevant work history to the position you are applying for.

Wilshire Metro Work Source Center

3550 Wilshire Blvd., Suite 500

Los Angeles, CA 90010

Phone 213-365-9829 / Fax 213-365-9839 - \$6.00 flat fee parking lot on the corner of Wilshire and Kingsley at Saint Basil Church or metered parking on the street.

2012 TEACH FOR AMERICA CORPS MEMBER

F/T. \$30,000 to \$51,500, depending on where you teach. Full health insurance package and retirement benefits. Eligible for no-interest loans and grants from \$1,000 to \$6,000 for relocation and transitional expenses. An AmeriCorps education award totaling \$10,700 to pay qualified student loans, graduate school costs, or certification costs. Loan forbearance and payment of interest that accrues on qualified student loans. Eligibility for up to \$50,000 a year in graduate school scholarships and \$250 in application fee waivers. Bachelor's Degree. Two year commitment. All majors and career backgrounds. Will train you to learn how to best translate your skills into your role as a teacher during a rigorous pre-service summer training program and place you as a teacher. Teach For America will continue to support you through a two-year professional development program. Demonstrated leadership and achievement in academic, professional, extracurricular or volunteer settings. Evidence of perseverance and sustained focus in the face of challenges. Strong critical thinking skills. Superior organizational ability. Respect for individuals' diverse experiences and ability to work effectively with people from a variety of backgrounds. Superior interpersonal skills to motivate and lead others. Thorough understanding of and desire to work relentlessly in pursuit of our vision. Minimum 2.5 cumulative undergraduate GPA. High school diploma or GED. Citizen, national, or lawful permanent resident of the United States. Our corps members teach in both elementary and secondary positions. Subjects include mathematics, science, special education, early childhood education, bi-lingual, and English as a second language.

Apply online to Teach For America.

www.teachforamerica.org/online/info/

Genius is fostered by industry. — Cicero

Leads for January 24, 2012

EXPERIENCED LEAK REPAIR TECHNICIAN

F/T, work extended hours and weekends when necessary. \$25-30/hr. Torrance. No crimes of violence - assault, domestic violence, etc. Perform basic and advanced on-line leak-sealing repairs using various techniques and equipment. Assist Supervisor with record keeping and data entry concerning repair information. Perform basic on-line repairs including drill and taps, adjusting, packings, bonnets, flanges, thread leaks and connectors. Assist with advanced repairs such as fabrication, measuring and installation, valve repacking, etc. Assist in recording repair information for on-site programs. Obtain the proper work permits to perform work in operating areas. Complete daily work sheets in an accurate and timely manner. High school diploma or GED. Six months leak-sealing, pipe fitting or valve repair experience and/or training; or equivalent combination of education and experience. Basic math skills. Basic PC skills with emphasis on MS Office Suite (Word, Excel). Strong communication (written, verbal and listening) and interpersonal skills. Understanding and sensitivity to confidential matters. Multi-task in a fast paced work environment. Commitment to continuous self-improvement. Strong organizational skill and attention to detail. Prioritize work to meet assigned deadlines. Team oriented. Work effectively with the Operations group or those outside formal lines of authority to accomplish both organizational and customer goals. Safety-oriented attitude with a true commitment to personal safety, as well as the safety of others. Able to don respiratory protection equipment for extended periods of time. Read and use measuring tools. Ex.(steel tape, verniers, and calipers). Reliable/dependable. Reliable transportation. Able to climb and work at heights up to 300 ft. Extensive walking required. Mechanical aptitude and problem solving abilities.

Experience in chemical plants or refineries. Bolting and Torking experience a plus.

Email your resume to: jennifer.angeles@pacific-gateway.org

MAINTENANCE WORKER II / RPT - Parks Division (Job Code #1399)

\$3,397 - \$3,754/mo. Perform Parks maintenance. Mow, edge, trim, rake and weed. Clean and maintain Parks' picnic and play areas and stock restrooms. Conduct graffiti removal with use of chemicals. Operate a variety of equipment and hand tools such as pole pruners, axes, cultivators, hoes, leaf blowers, hedge trimmers, power drills and skill saws, Riding Mower, tractor, etc. Repair playground equipment, wood decking, fencing, and drinking fountains, tree planting and staking. Seal cracks in asphalt pavement, clean the cracks of foreign matter with an air compressor, fill the cracks with an asphalt compound and cover the asphalt compound with sand. Haul the asphalt compound to the job site using a dump truck. Break out and replace concrete sidewalks using a concrete saw, pavement breaker, wooden forms, and hand tools to tamp, rod, and finish the surface. Perform routine maintenance and care of maintenance and construction equipment. Perform a daily operation check of equipment. Remove and replace sidewalks and gutters. One year of experience in maintenance and construction work including some semi-skilled assignments and the ability to perform heavy, physically demanding work for lengthy and continuous periods of time. Valid driver's license. Applications will *only be accepted Monday, January 30, 2012 through Wednesday, February 1, 2012 from 8:30 a.m. to 5:00 p.m.*

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

9770 Culver Blvd., Culver City, CA 90232

(310) 253-5651 / www.culvercity.org/jobs

Leads for January 24, 2012 (a)

ADMINISTRATIVE ASSISTANT II - Job ID: 2011-3198

Los Angeles. Provide administrative support to assigned unit. Schedule appointments, give information to callers, dictation, compose memos, transcribe notes, handle multiple projects, and prepare and monitor invoices and expense reports. Research and create presentations, generate reports and represent management at meetings. High school diploma or GED. Two years experience in an office environment performing a similar level of work. Health care experience preferred. Able to speak, read, and write in English, Spanish, and Chinese strongly preferred.

GREETERS/VERIFIERS/OPERATORS I (GVO I) - Job ID: 2011-3201, Garden Grove. Job ID: 2011-3223, Bell

Perform basic administrative clerical and technical support services to medical providers following the Care in Action Model. Answer telephones, route calls, take messages and provide appropriate information, in a prompt and courteous manner. Schedule appointments by phone and provide excellent customer service. Greet and welcome patients and process patients efficiently. Balance encounter tickets, daily receipts, and appointment schedules and submit to Supervisor for approval before processing. Input and update patients' information into NextGen Systems completely and accurately, including all required fields and UDS fields. Collect co-payments and balances due. Appropriately enter CPT/DX codes (i.e. for SFS/Cash patient.) Verify insurance and prepare charts for existing and new patients. Process and collect World Class Encounter cards, as assigned. Proactively and successfully schedules patients for preventative care following HEDIS. Maintain up to date knowledge about payor sources such as Prop. 99, Fee for Service, Sliding Fee Scale, General Relief, Managed Care/HMO, CHDP, as well as Cash. Should be knowledgeable about the regulations regarding these various payor sources. Two years experience preferred. Will consider person with Medical Assistant Training. High School diploma or equivalent OR Medical Assistant Clinical or Administrative Certificate from an accredited vocational school.

Apply online at AltaMed Health Services.

www.altamed.org/careers.asp or <https://jobs-altamed.icims.com/jobs/>

NETWORK/COMPUTER SPECIALIST

F/T. Six month assignment. \$24.03 - \$29.29/hr. Provide a variety of specialized services in the installation, operation, repair and maintenance of computer networks and related equipment; monitor, evaluate and modify network systems to assure proper security and operation; install, maintain and repair computer hardware, software and peripheral equipment; provide technical user support assistance. High school diploma or GED. Supplemental specialized training in computer science or a related field. Three years of experience in the installation, maintenance and repair of computer systems, networks, peripherals and related equipment. Valid driver's license. Submit: Official transcripts from high school and college transcripts or degree demonstrating specialized training in computer science or a related field, and official Department of Motor Vehicles (DMV) driving record. *Apply by Wed. 02/08/12 4:00 PM.*

Apply online to Lynwood USD.

<http://agency.governmentjobs.com/lynwood/default.cfm?action=viewJob&jobID=410593>

Leads for January 24, 2012 (a)

ASIAN PACIFIC COMMUNITY FUND – VERIZON SCHOLARSHIP AWARDS PROGRAM

Awards will support those who excel academically, are leaders amongst their peers, and are making a positive impact in their communities. Currently a high school senior planning to enroll as a college freshman in a U.S. accredited 4-year college or university as a full-time, degree-seeking student majoring in math, engineering, or a technical science in the Fall of 2012.

Minimum cumulative unweighted GPA of 3.0. Apply now!

Asian Pacific Community Fund.

1145 Wilshire Blvd, 1st Floor

Los Angeles, CA 90017

phone: (213) 624-6400 ext. 6 / email: scholarships@apcf.org / www.apcf.org

5TH ANNUAL JOB FAIR

Saturday, February 4, 2012, 10 a.m. – 2 p.m.

Exposition Park, Wallis Annenberg Building

700 State Drive

Los Angeles, CA 90037

COUNSELOR ASSISTANT - Recruitment ID: 12-744100

F/T. \$2,869-\$3,563/mo. Juvenile Court Schools in Downey. Highly motivated, well-skilled, service-oriented. Provide clerical and technical assistance to a counselor. Perform a variety of duties related to orienting, transferring, and assessing students, obtaining and reviewing student record information, creating and maintaining student records, and providing other related student services. Maintain a high level of care and thoroughness in handling the details of a task. Check and compare information for completeness and accuracy Gather, verify, and process data and information. Make arithmetic calculations with speed and accuracy. Interpret, apply, and explain policies, procedures, rules and regulations related to juvenile court schools. Accurately format and edit keyboarded material using standard computer hardware and software.

Knowledge of: Fact-finding techniques and methods, Filing and record-keeping systems and techniques, Objective testing practices and scoring procedures, Microsoft Office Word, Excel, and Outlook, Database systems to input and extract information. High school diploma or GED. Two years of office clerical experience involving the processing of documents and information.

Valid driver's license. Availability of private transportation or the ability to provide transportation between job sites may be required. Apply by Wed. 02/01/12 5:00 PM.

The Los Angeles County Office of Education, LACOE Personnel Commission

9300 Imperial Hwy, EC-Annex

Downey, CA 90242

Phone: 562.803.8360 -- Contact: Dr. Frank Olmos -- (M-F 8:00am–5:00pm)

For complete application information, please go to www.personnelcommission.com

And the day came when the risk to remain tight in the bud was more painful than the risk it took to blossom. -- *Anais Nin*

Leads for January 24, 2012 (b)

FLORAL DESIGNERS, DRIVERS, CUSTOMER SERVICE SALES HELP - Ad ID: 16336042
F/T. Culver City. Floral designers need retail florist experience. Customer service sales need experience. Drivers are independent contractors with a van or SUV, make average \$15 to \$28/hr based on average 2 to 4 deliveries per hour.

<http://losangeles.ebayclassifieds.com/everything-else/culver-city/los-angeles-floral-designers-drivers-and-customer-service-sales-help/?ad=16336042#ixzz1kJKldsWO>

FIRE FIGHTER TRAINEE - Exam Number 30198A, Bulletin Number 404BR
\$4260/mo. Participate in an intensive training program in basic fire fighting, emergency medical treatment, and peace officer responsibilities. Field and classroom instruction prior to appointment as a Fire Fighter. Mental ability to assimilate classroom instructions and the physical skill, stamina, and coordination to become proficient in all fire fighting and rescue techniques. Through classroom and field training, learns proper fire fighting techniques and procedures for fighting structural, watershed, chemical, petroleum, electrical and other fires. Receive instructions and prepares for Emergency Medical Technician I certification. Valid driver's license. Valid Candidate Physical Ability Test (CPAT) certificate. United States citizen or permanent resident who is eligible for and has applied for citizenship, at least 18 years of age at time of appointment, free of felony convictions, and of good moral character as determined by a thorough background investigation.

Los Angeles County Fire Department Examination Section.
Post Office Box 911628
Los Angeles, CA 90091
323-838-2239 County of Los Angeles Information

MEDICAL ASSISTANTS

Req: 10339, Internal Medicine/Family Practice, F/T, M-F: 8 - 5.

Req: 10336, Internal Medicine/Family Practice, F/T, M-F: varied

Perform patient-oriented procedures under supervision. High school diploma or GED. Graduate of an accredited Medical Assistant program. Phlebotomy certificate. Current BLS certification.

Basic medication administration. Knowledge of infection control standards and utilization of Personal Protection Equipment (PPE). Perform essential job functions using proper body mechanics. Computer literate (i.e. logging on to computer, usage of keyboard and mouse, familiarity with Windows and email applications). Type 40 wpm. Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly. Customer service oriented. Ability to concurrently perform multiple tasks. Certified Medical Assistant (CMA) preferred.

Apply on-line for HealthCare Partners Medical Group.

www.Healthcarepartners.com

Opportunities show up in direct proportion to your willingness to recognize them.

-- Alan Cohen

Leads for January 24, 2012 (b)

MAIL CLERK - Job Number: 43020450

F/T, Temporary. Los Angeles Metro. Greet customers and respond to inquiries with accurate information regarding hours of outlet operation, directions to local attractions. Answer telephone calls and input messages into the computer. Retrieve messages and communicate contents to the guest. Retrieve mail, small packages, and facsimiles for customers as requested.

Apply online to Hilton Worldwide.

www.hilton.com

BILINGUAL MEDICAL ASSISTANT

F/T. Torrance. English/Spanish. Pediatrics and Internal Medicine. SoCal ROC grads preferred.

Fax resume to Laura at (310) 543-3092

PREVENTATIVE MAINT. TECHNICIAN - Home Appliances (Los Angeles, CA)

F/T, work variable and flexible hours, including significant overtime as needed along with overnight and Sunday service as needed. Provide technical service on Preventive Maintenance calls, shuttle necessary parts and supplies for service repair completion for repair technicians, and to perform on-the-job training tasks when working with a Break Technician on call types. The goal of this position is to be a feeder into either the Install Tech or Break/Fix Tech position. High school diploma or general education degree (GED) preferred. Graduation from trade school for HVAC + possess CFC certification. Valid driver's license. Knowledge of basic electrical principles. Ability to use the Sears Smart Toolbox (SST) to input, access, modify, or output information. Experience with reading, understanding and able to navigate through information presented in diagram, blueprints, or other pictorial displays on the laptop computer. Experience using a laptop computer for service call processes, routing functions and parts/inquiries/ordering. Communicate, read, understand, and apply written text of a technical nature in order to answer questions, solve problems, or complete job tasks. Complete understanding of all tools, equipment and materials used to perform services on HVAC units. Read, write and speak English. Receive truck stock at home if a company vehicle is retained at the Break Fix Technician's residence or other location. Handle stressful situations and work in a fast-paced environment. Follow appropriate industry specific regulations related to the handling of hazardous materials. Lift and carry up to 75lbs. Drive in various weather conditions for long periods of time and in various demographic areas. Access interior and exterior landscapes and access different levels of terrain.

Apply online to Sears Holdings Corporation/ Sears Import.

www.searsholdings.com/careers/

<http://appclix.postmasterlx.com/index.html?pid=c216459d34ff7e66013502e826d60795>

DENTAL FRONT OFFICE MANAGER and DENTAL ASSISTANT

P/T or F/T. Huntington Beach. Brand new office. Billing and treatment plan coordination skills. Knowledge about Open Dental Software preferred. Also, DA back office, some experience preferred. Between Edinger and Golden West.

Send resume - Fax: (702) 914-8121 / Email: easydmd@yahoo.com

Leads for January 24, 2012 ©

FLORAL CLERK

Available in terms of scheduling hours. Garden Grove. The Floral Clerk is an important position within the store. Many customers make their decisions to shop at our store because of the quality of the perishable departments. The floral department adds a special look and feel to the store and makes it especially pleasant. Flowers are an important part of people's life style enhancing the quality of their home and living spaces. Create an appealing presentation of the tremendous variety and selection of flowers and other products. Product must be fresh -- Look good, smell right; with just the proper feel and firmness for the product; with the proper arrangement and color variety. Work with courtesy, friendliness and respect. Suggestive selling is the key to increasing sales. Read, write and speak English with reasonable proficiency. Basic math skills. Communicate effectively with customer, associates, and others. Friendly and pleasant. Reliable, good work ethic. Clean, presentable appearance. Good customer service skills. Lift boxes at a minimum weight of 30 pounds. Stand for four consecutive hours, without restrictions.

Apply online to Jon's Marketplace.

www.careersingrocery.com/index.cfm/fuseaction/jobsearchdetails/jobid/51584

ASSISTANT, HOSPITAL, III - Job No.: H60603 / Job Number: 43016798

M-F. Work overtime in cases of emergency. \$19.22-\$25.37/hr. Los Angeles. Participate in total patient care in the ambulatory setting, recognizing normal and abnormal signs and symptoms and life threatening emergencies. Act as a staff person in the office, assisting in patient care, and maintain high standards of care in the clinic office. Medical assistant certificate. Current certification in CPR and phlebotomy certificate (List your phlebotomy certification information in the certification/license field of the application). Knowledge of normal and abnormal symptomology and life threatening medical problems. Ability to administer medications. Knowledge of medical terminology. Excellent phone skills to communicate effectively. Skill to obtain accurate vital signs and drug refills. Interpersonal skills to interact with patients and all staff in a courteous manner. Skill to accurately perform a 12-lead EKG. Order medical supplies and maintain adequate inventory. Follow proper channels of communication. Be punctual and maintain a satisfactory attendance record. Maintain a harmonious work atmosphere, practice excellent customer service. Knowledge of MSDS and emergency treatments. Schedule patient appointments and encounter patients using the MCCS/ENCOUNTER registration programs. Use computerized patient care systems. Organizational skills to facilitate smooth work/patient flow. Flexible in working both back and front office to facilitate smooth workflow. Knowledge of safety requirements when handling Biohazardous specimens or contaminated instruments. Smoking is prohibited within the boundaries of all UCLA Health System buildings and facilities.

Apply online to UCLA Health System.

www.healthcarejobsite.com/job.asp?id=43016798&aff=AC44BA2E-E3EB-4DBC-8BDB-9FCE01C58B09 / www.uclahealth.org/

"And when the farmer has got his house, he may not be the richer put the poorer for it, for it may be the house that has got him." *Henry David Thoreau, in "Walden"*

Leads for January 24, 2012 ©

HEALTHCARE JOB FAIR FOR C.N.A.s/HOME HEALTH AIDES

January 25, 2012 from 10am – Noon

Open to single mothers, 18 or older with no felony or misdemeanor convictions.

Attend at Goodwill Multipurpose Room.

800 W. Pacific Coast Highway

Long Beach, CA 90806

To RSVP or for more info: Jason Guidry (562) 435-3411 x241 / jguidry@goodwillsolac.org

WARDROBE DEPARTMENT INTERNS

Duration: Ten weeks, *starts 01/25/2012*. Hollywood. Work with an experienced Costume Designer who has a background in television. Detail-oriented, resourceful, responsible, reliable and punctual. Valid driver's license and reliable transportation, as there will be many required wardrobe department runs. Internships are unpaid; however, meals and mileage will be covered.

College credit is available.

Send a cover letter and resume to Jonathan at Abso Lutely Prod/Adult Swim

www.mandy.com/1/jobs3.cfm?v=47530325 / For more info: <http://vimeo.com/18678740>

ORTHODONTIC RDA

P/T, 3 to 4 days/wk. Starting date could be flexible, but we will likely be hiring in the next week or two. Fountain Valley. Emphasis on personalized quality care. Full range of orthodontic services to children and adults including significant care for cleft-craniofacial and special needs patients. Current RDA license. Orthodontic experience, (full range of chair side orthodontic procedures.) Outstanding interpersonal relations skills. Work in a paperless, technologically advanced environment. Take digital radiographs and photos, (can train on use of intra-oral scanner.) Assimilate with and enhance an existing diverse and high performing team. Prefer: Experience with Ortho2 practice management software and/or treating craniofacial and special needs patients, Bilingual a plus, (Spanish, Vietnamese, sign language.)

Send resume and cover letter to: fv@drnisco.com

APARTMENT BUILDING MAINTENANCE

F/T. Available on-call weekends and after hour emergencies. Torrance/Redondo Beach. General Maintenance and upkeep of individual apartments and common areas including plumbing, electrical and painting. Respond to maintenance requests of tenants and preparation of vacant apartments. Experience in apartment building maintenance. Own transportation with current CA driver's license and auto insurance. Good driving record and credit. Own tools. References.

Please fax resume to (310) 792-8288

When a person's reaction is greater than the problem, then they are the problem.

~ Helen Hain ~

Leads for January 25, 2012

VOCATIONAL INSTRUCTOR - CUSTODIAL/BUILDING MAINTENANCE

\$58,967 – \$90,967/yr. Instruct and supervise inmates at a County correctional facility and/or Inmate Job Development Center. Duties may include instruction in occupational training, employability and job development skills, use of computer and office equipment, and/or vocational tools and machines. Perform a variety of semiskilled and skilled tasks in connection with the work, keep detailed narrative and statistical records of work performed and inmate progress. Ability to instruct students in the methods, practices, tools and materials used in trades and vocations of Custodial/Building Maintenance: 1. Career Opportunities 2. Safety protocols: Chemical and tools 3. Introduction to field of custodial services 4. Making adjustments and minor repairs 5. Building Maintenance 6. Cleaning Supplies and Equipment 7. Window Cleaning 8. Employment Skills Ability to: Safely and proficiently use shop or craft hand and power tools, business machines and other equipment used instructing a vocational program. Perform a variety of skilled tasks relating to the instruction of custodial/building maintenance. Instruct and supervise inmate training in employability skills and competencies. Read and work from rough sketches, detailed plans and blueprints. Effectively instruct and supervise inmates while maintaining an emphasis on the security of the operation. Keep records and prepare reports in a timely and accurate manner. Use computer software applications including Microsoft Word. High School Diploma or GED and a Clear Career Technical Education Designated Subjects Credential, OR AA or BA Degree and Clear Career Technical Education Designated Subjects Credential. No felony convictions. Pass an extensive background investigation, pre-employment physical examination and substance abuse screening. Valid driver's license. *Application*

Deadline: January 31, 2012

Submit a complete application packet with: Cover Letter, Resume, LA Works Job Application (identifying the title of the position), to LA Works - Human Resources.**

5200 Irwindale Avenue

Irwindale, CA 91706

fax to (626) 962-0064 / Email: hr@laworks.org / application at <http://www.laworks.org>

2012 L.A. TAX DAY - Free Income Tax Preparation For Individuals And Small Businesses

Saturday, January 28, 2012 / 10:00 am - 2:00 pm

First Come—First Served. Free prior year return preparation (up to 3 years.) EIN (Employer Identification Number) application preparation. Enrolled Agent On-Site to assist with Taxpayer Issue Resolution. Home Ownership Resources & Training. Individual & Business Banking Resources. Bring: Valid Picture ID, • W-2s, 1099s and Business Income, • Employer Identification Number (EIN), • Copy of 2010 Tax Return, • Bank Account & Routing Numbers for direct deposit.

EXPO Center, City of Los Angeles Department of Recreation and Parks

3980 Bill Robertson Lane (formerly Menlo Avenue)

Los Angeles, CA 90037

For information: (310) 693-6530 / taxes@quantumcdc.org / www.quantumcdc.org

Eternity does not start after you die; it begins when you really live. --Alan Cohen

Leads for January 25, 2012

HIRE Those Who Served CAREER & JOB FAIR

Friday, February 3rd, 2012 from 9:00 AM – 12:00 Noon

Free recruitment event. Meet employers, learn about their current job openings & maximize the likelihood of being hired. Lowes, Securitas, Excalibur, Chase Bank, Volt Staffing, Pride Industries, Bank Of America, Kaiser Permanente, Teledyne Controls, L-3 Communications, Harbor Freight Tools, Popular Community Bank, Federal Bureau Of Prisons, Los Angeles Fire Department, Long Beach VA Medical Center, U.S. Department Of Agriculture, Los Angeles Police Department, Department Of Homeland Security and U.S. Customs And Border Protection.

**U.S.VETS-Long Beach
2001 River Ave.
Long Beach, CA**

“NEW CONTRIBUTORS” WORKSHOP

Monday, February 13th, 12pm-1:30pm. Doors close at 12:00 – late arrivals will not be seated. Are you a job seeker with a misdemeanor or felony? Then you are a “New Contributor.” You need to know: How to disclose your background to the employer; The programs and resources that are available; A list of companies and agencies that will perhaps hire you. Free booklet provided at workshop, *Resources & Information for “New Contributors.”*

Attend at Metro North Worksource Center.

**342 San Fernando Road
Los Angeles, CA 90031
TEL. (323) 539 -2000**

17TH ANNUAL COMMUNITY JOB FAIR

Saturday, March 10, 2012 from 10 a.m. to 1 p.m.

Employers will be recruiting! On site Interviews! Dress for success! Wear appropriate business attire and bring copies of your current resume.

Free shuttle: From Sunset Blvd./Elysian Park to Stadium. Free Admission and Parking. Please enter through Elysian Park Ave./Stadium Way entrance.

For Resume prep, interviewing skills check, Job Skills Workshops will be held on:

January 28, 2012, 9:30 A.M. - 12:30 P.M. @ Roosevelt High School

February 4, 2012, 9:30 A.M. - 12:30 P.M. @ Santee Education Complex

February 11, 2012, 9:30 A.M. - 12:30 P.M. @ Miguel Contreras Learning Complex

February 18, 2012 9:30 A.M. - 12:30 P.M. @ Sonia Sotomayor Learning Academies

Dodger Stadium

1000 Elysian Park Avenue

Los Angeles, CA 90012

(323) 224-1466 / LACOMMUNITYJOBFAIR.COM

Everyone has an invisible sign hanging from their neck saying, “Make me feel important.” ~Mary Kay Ash

Leads for January 25, 2012 (a)

HEALTH and WELLNESS COACHES

P/T or F/T.

Send letter of interest and resume to Stacey.

wellnesscoach@mklee.com

APPLIANCE REPAIR TECHNICIAN

Weekend hours may be required. Anaheim. Responsible for the repair of products in the customer's home. Products repaired include the following home appliances: Washers & Dryers, Gas & Electric Stoves, Microwave Ovens, Dishwashers, Trash Compactors, Garbage Disposers, Refrigeration, and other home appliances. Provide timely and quality repairs of customer's products while maintaining high customer service. Promote and sell additional products and services that directly impact the profitability of the company. We provide a service truck, fuel, specialized tools, uniforms, computer, cell telephone, and periodic training. Demonstrate a sense of urgency to meet customer time commitments. Provide repair cost estimates, and recommend whether appliance repair or replacement is a better choice. Meet key performance metrics and/or productivity goals as defined by the business. Maintain truck stock inventory within the prescribed company guidelines and standards. Follow the truck maintenance schedule and keep a clean, organized truck. Strong customer service and negotiation skills. Self starter and be able to work independently with minimal supervision. Exceptional communication and strong interpersonal skills, including written correspondence. Two years of appliance repair experience preferred. Ability to use a computer. Valid driver's license.

Apply online to Whirlpool.

www.job.com/my.job/jobdisplay/page=jobview/pt=2/key=112674483/

PRN PHARMACY TECHNICIAN

Per Diem. Kindred Hospital Ontario Pharmacy. Assist the Pharmacist in filling prescription items, as permitted by the State Board of Pharmacy. Type prescription information to produce labels. Label products appropriately, including cautionary or auxiliary labels. Take inventory, place orders, check in drugs and supplies, stock shelves and remove out-of-date items from the inventory. Input patient data and medication orders into a computer system. Prepare medications including emulsions, liquids, powders and ointments. Package medications for dispensing and for delivery. Sanitize IV room, equipment and hood. Communicate with all customers in a pleasant and professional manner. Process returned medications from the facility for credit or destruction. Knowledge of Data Entry and/or IV experience is a plus. High School Diploma or equivalent. One year experience in a hospital setting and/or Pharmacy Technician certification preferred.

Apply on-line to Cindy Frederick at Pharmerica.

www.pharmerica.com

"Most of the shadows of life are caused by standing in our own sunshine."

-- *Ralph Waldo Emerson*

Leads for January 25, 2012 (a)

SR. DESKTOP SUPPORT

Irvine. Travel to Los Angeles office at least once a week. Travel to other US offices may be required. Microsoft Windows 7 Enterprise setup and support, PC hardware troubleshooting and repair, Microsoft Office 2010 suite support, Adobe Acrobat X support, all in enterprise network environment. Day to day support of Windows systems, configuring and installing hardware, operating system components, third party and homegrown applications, and all other technology related equipment under the direction of the regional IT Manager. Direct interactions with customers (company employees) on a daily basis, good communication skills. Frequently deal with tight deadlines based on the criticality of problems reported and schedules of those affected. Exercise good judgment under these stressful situations. Frequent interaction with the Corporate IT staff, Northern California IT staff, and third-party technology vendors. Maintain documentation on hardware, software, and applications supported. Experience with supporting Windows based computers and Microsoft Office applications in an enterprise environment. Proven Customer Service skills, and Hardware Systems Break-Fix skills including peripherals in a networked environment. Self-directed/motivated, dependable and conscientious with the ability to independently prioritize work. Manage multiple/shifting priorities, and work independently in a fast paced environment. Perform tasks in dynamic/changing situations and under stress. Communicate and work with users of all skill levels. Experience serving as a resource to highly educated/scientific and engineering employee population a definite plus. Background in a professional services/consulting firm preferred. Any of the following IT certifications are also desirable for this position: Microsoft MCP, Microsoft MCSE, Microsoft MTA, Microsoft MCTS, CompTIA A+ / Network+. •Experience with various operating systems, protocols, and tools including Windows XP/7/2008 Server Enterprise Operating System software. Microsoft Office applications including Microsoft Outlook in an enterprise environment. Experience with Antivirus (MS Forefront), Antispyware, and other diagnostics utility software. Experience with Windows image creation, deployment, and maintenance using MS Sysprep and a variety of other imaging tools. Patch Management skills utilizing Microsoft WSUS. Microsoft Active Directory including local and group policies. Knowledge of Cisco Call Manager and IP Phones, TrackIT Helpdesk and Inventory modules. Hardware break/fix experience including personal computers, laptops, Blackberries, and printers in an enterprise environment. Dell experience preferred. Understanding of the Blackberry operating system, knowledge of other smart phones including iPhones and Android based phones is desirable. Knowledge of LAN/WAN and telecommunications environments.

Apply online to THOR, Inc.

<http://seeker.dice.com/jobsearch/servlet/JobSearch?op=101&dockey=xml/2/4/243c749f03f1ed4c0b4c6fa61497f7df@endecaindex>

WEB PRODUCTION ARTIST/FRONT END DEVELOPER - Position ID:LA31339
\$30/hr. Manhattan Beach. Long-term position Cut up prototypes and front end development of web project using HTML, CSS, JavaScript. High attention to detail. Work directly with a Sr. Design who is very collaborative. Photoshop + Illustrator. Skype interview Manager this week.

Send resume (and samples if applicable) to: LA24@jobalert.creativecircle.com / www.creativecircle.com

Leads for January 25, 2012 (b)

ACCOUNTS PAYABLE SPECIALIST - Req Number ACC-12-00001

F/T. Flexibility around month end working hours, as needed. Long Beach. Process and pay invoices in the Shared Service Centre (SSC.) Provide timely and accurate payments to vendors while enforcing and complying with (UTi) financial policies & standard processes. Customer focused approach in fulfilling all tasks related to the A/P function. Full understanding of the end-to-end business processes underlying Procure to Pay function. Detailed understanding of Oracle Accounts Payable module. High volume target orientation to achieve efficient processing of invoices in accordance with the Service Level Agreement (SLA) turnaround times. Receive, process and pay employee expenses, in line with internal and local revenue audit requirements. Meet the month end close timelines for invoice processing and payments. Be the key contact for suppliers for a specific country or Business Unit. Teamwork and a good working relationship with colleagues. Certificate in Accounts Payable or Supplier management desirable but not essential. Experience in an Accounts Payable function. Proficient in MS Office: Excel advanced (data analysis), Word and Outlook intermediate (set meetings, manage calendar.) Accurate & timely data entry skills. Excellent communications skills - telephone, written & in person. Able to 'own' responsibilities and processes. Level headed. Able to work to tight deadlines and prioritize. Process Focused with a knowledge of AP process flows. Thorough knowledge of Oracle Release 12 or SAP would be an advantage. Fluent in English, and second language. Read and comprehend English. Intermediate to advanced mathematical aptitude, primarily accounting. Hardworking, committed, persistent and tenacious in delivering results. Willing to take on additional work load in start up phase. Excellent administrative and problem solving skills. Effective at managing conflict and maintaining a level-head under pressure. Maintain resolve despite setbacks and adjust plans to accommodate set-backs without sacrificing end goals. Motivated and motivates others to create positive working environment and must be a team player. Internal customer focused – identifies and demonstrates sensitivity to and understanding of supplier needs without sacrificing process and technology standardization goals. Actively builds relationship of trust with suppliers, seeks feedback to improve service. Considers the interests of the wider company not just the AP process.

Apply online to UTi Worldwide, Inc.

https://www.appone.com/MainInfoReq.asp?R_ID=589763&B_ID=78&fid=1&Adid=&ssbg_color=17143a&SearchScreenID=656&InternalJobCode=100024

INTERNS (3 openings)

Los Angeles. Current student status (that means you are currently enrolled in school and will be returning in the new term). Working knowledge of web, as well as Microsoft Outlook, Word, Excel and PowerPoint. Strong interpersonal, communication and organizational skills. Work experience preferred, but not required. things you might do day-to-day: Assist with marketing and pitch materials. Conduct general industry and client-related research. Answer phones, proofread documents and handle mail. Coordinate events and meetings, including some food orders. Review and share news from national and trade-specific publications.

Attach your resume in .DOC or .PDF formats only to Ignited.

<http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=IGNITED&cws=1&rid=91>

Leads for January 25, 2012 (b)

ENVIRONMENTAL SERVICES AIDE - Per Diem (Job Number: 075970)

Gardena. Maintain the hospital in a neat, orderly and sanitary condition by performing a variety of environmental services including cleaning/servicing building area and moving furniture, equipment and supplies. Select cleaning materials, load service cart and clean assigned areas. Clean equipment and notify manager of any needed repairs. May collect hazardous waste and transport it in special closed container for sterilization. Collect or distribute linen, clean and soiled. High School graduate with two years of hospital experience preferred.

Apply online to Kindred Hospital - South Bay.

www.kindredhealthcare.com/

AUTO TECH - MECHANIC - Reference ID: 4480

F/T. Los Angeles-Long Beach. Automotive Repair Experience. ASE certified preferred. Own tools. Excellent customer service skills. Computer knowledge. Basic math, reading and writing skills. Mechanical skills, physical strength and stamina to perform automotive repairs. Honest, reliable and trustworthy. Take pride in his completed work, will follow direction and adhere to policies and procedures, while exhibiting a neat and clean appearance.

Apply online to Meineke Car Care Center.

[www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed
&Job_DID=J8F1696K9N7P3PMNFSG](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=J8F1696K9N7P3PMNFSG) www.meineke.com/

BILLER, PATIENT III - Job No.: H60458

M-F. LAX. \$18.95-\$24.99/hr. Accurately process inpatient and outpatient claims to third party payers, following all mandated billing guidelines. Ensure Timely Filing guidelines are met.

Provide quality control checks on paper claims; process tracers, denials and related correspondence; initiate appeals; draft, compose, and submit appeal letters specific to coding issues consistent with the most updated American Medical Association Current Procedural Terminology. Serve as a primary source for Customer Service assistance and ensure customer satisfaction. Strong interpersonal skills in order to address and resolve patients' concerns. Handle a high volume of incoming customer service calls in a call-center environment. Knowledge of overall Business Office functions. Positive demeanor, good verbal and written communication skills. Professional in both appearance and approach. Skilled in the usage of all Microsoft and other programs. Unit meetings. Detailed knowledge of medical terminology and its applications. Skill in reading correspondence, charged documents, EOB's and all other insurance forms. Two years recent medical billing experience in physicians' office or clinic with Medi-Cal, Medicare, Managed Care, and PPO insurance's. Knowledge of on line registration procedures including payor data and financial classes. Knowledge of MS Word and MS Excel software.

Apply online to UCLA Health System.

www.uclahealth.org/

"Failure is not the worst thing that can happen to us. Wasting our lives by not trying is."

- Henry Cloud & John Townsend

Leads for January 25, 2012 ©

COURTESY CLERK PT(Job Number: 11006923)

P/T. Los Angeles. Increase guest confidence and loyalty by providing accurate, fast and courteous guest checkout. Effectively package guest purchases and expedite the flow of groceries from checkout lane to guest's vehicle. Provide continuous attention to guest needs; greet, assist and thank guests in a prompt, courteous and friendly manner. Assist guests in unloading purchases onto the conveyor belt at the checkout. Pack guest purchases in a manner to prevent damages, carry or push groceries in a shopping cart to the guest's car and load groceries into the vehicle. Check the price of merchandise in all departments, as needed. Restock and use supply items efficiently to eliminate waste and to maintain the lowest supply cost. Put up discarded or returned merchandise. Keep work area clean, orderly and free from safety hazards; report faulty equipment and hazards to management. Collect shopping carts from parking lot and other areas and return to designated area.

https://winndixie.taleo.net/careersection/ext_distribution_en/jobdetail.ftl?job=35975

EXPERIENCED FLORAL DELIVERY DRIVERS

For Valentine's Day. Driver is guaranteed \$150 for the day but there is the potential to make up to \$250 or more. Have a full size Van, Mini-Van or SUV and Android phone. NO EXCEPTIONS!!! Valid driver's license and proof of auto insurance.

Send resume to email: info@wlfds.com

METAL BENDER & ASSEMBLER SR - Requisition Number: 8968

F/T, 2nd shift. Hawthorne. Improvise simple shop aids to facilitate bonding and assembly operations. Fabricate detail such as clips, angles, brackets and shims. Check first run parts for dimensional accuracy, defects and conformance to specification. Mix adhesives when required. High school diploma or GED. One year of Metal Bonding and Processing experience. Prefer aerospace experience.

Apply online to Triumph Aerostructures - Vought Aircraft Division.

<https://jobs-voughtaircraft.icims.com/jobs/8968/job>

MAKE-UP HAIR WARDROBE

Duration: 1 day shoot, starts 01/28/2012. Studio City. Make up will be provided, as well as \$30 kit fee. Hair products will be provided, as well as \$25 kit fee. We are unable to compensate monetarily, but we are offering bump credits, film and IMDB credit, copy, great meal and a fun; yet professional production.

Apply to: Face' at Face2Face Productions

www.mandy.com/home.cfm?c=fac205

When you accept 100% responsibility for your experience, you gain 100% of the power to create the experience you would choose. -- Alan Cohen

Leads for January 25, 2012 ©

DIRECT SUPPORT PROFESSIONALS (70 openings)

Friday • January 27, 2012 at 1 pm – space limited to 50 applicants. 3 pm – Overflow applicants

\$8-\$9/hr. For large assisted living provider. Responsible, caring, mature. Exercise trustworthy judgment and problem-solving skills in assisting persons with developmental disabilities.

Support each individual as they participate in community activities (includes transportation to and from.) Care for their bathing/hygiene needs. Assist with administration of medication(s.)

Cooking and light household tasks. High school diploma or GED. Six months care provider experience. Pass TB test and physical. California Driver's License. DMV H-6 printout. Clear background (Live Scan.) Access to car with current car insurance. Read/write/speak English.

SASSFA WorkSource Center

10400 Pioneer Blvd. • Suite 9

Santa Fe Springs, CA 90670

Star Salido: Stars@Mdiazhomes.Com or Guillermo Rodriguez: Grodriguez@Sassfa.Org

SECRET SHOPPERS - Job # 858871

Torrance. Test their customer service at their local branches and food chains. Get paid to submit your shopping experiences, and also get their meals, entertainment, products, and services completely free.

www.mystery-shopper-agency.com

ADMINISTRATIVE ASSISTANT

F/T. \$10.54-15/hr. Application Deadline: 2/6/2012 at 2:20 PM.

Apply online to Soledad Enrichment Action Charter School.

www.edjoin.org/viewPosting.aspx?postingID=408456&countyID=19

HIS DOCUMENT IMAGING SPECIALIST - Req:10348

F/T, M-F 8:30am-5pm. High School/GED. Ensure all documents are audited for scanning into the Clinical Information System (CIS). Perform document preparation, scanning, image cleanup, quality assurance, data verification, filing, and retrieval of documents. One year experience in the medical field. 10 key by touch. Operate PC-based software. Accurately data enter. Work under pressure with time constraints. Familiar with operating scanning software/equipment. Understand and follow written and verbal instruction. Knowledge of medical terminology, anatomy and physiology, clinical medicine, surgery, diagnostic test, radiology, pathology, pharmacology, and the various medical specialties.

Apply on-line for HealthCare Partners Medical Group.

www.Healthcarepartners.com

The reason so many people never get anywhere in life is because when opportunity knocks, they are out in the back yard looking for four-leaf clovers. -- *Walter P. Chrysler*

Leads for January 26, 2012

DELIVERY CLERK – Requisition #: 3108

F/T. Benefits. Santa Fe Springs Pharmacy. Pack and deliver products to customers in a timely and professional manner ensuring scheduled delivery times are met. Assist with warehouse activities. Perform material receiving, stocking, and shipping. Provide general maintenance and cleaning support to pharmacy. Maintain the warehouse. Participate in clean room product introduction activities. High school diploma or GED. Valid driver's license. Able to lift up to 50 lbs and have the ability to perform extended time driving.

Apply online to Central Admixture Pharmacy Services, Inc.(CAPS), a company of B. Braun Medical Inc.

<http://bbraunusa.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=3108&CurrentPage=9>

PRINT PRODUCTION ARTIST

Freelance. On-site position. Three years of print graphic design experience within a design or online environment. Strong knowledge of Adobe Creative Suite (MAC-based.) Work effectively in a fast paced, team-oriented environment and adhere to deadlines. Excellent problem solving, project management/multitasking, organizational and communication skills. Strong understanding of the principles of design, layout, typography, and color. Web design/production experience a plus. BA Graphic Design/Arts or related preferred; would substitute experience for formal education.

**Send resume, cover letter, portfolio, and pay expectations to Scott Wolfe at Flux Branding.
411 S. Main Street, Suite M-101
Los Angeles, CA 90013**

www.creativehotlist.com/index.asp?linkTarget=fullJob.asp&jobID=158764

CNA with MAB– Reference: 7069-10035

Per Diem, Days, Evenings and Nights. Los Angeles.

Apply to 24-Hour Medical Staffing Services, LLC.

Call 909-8953044 / Email resume to: katrinam@24-hrmed.com

UTILITY WORKER - Job ID: 2012-3018

Anaheim. Ensure compliance with corporate and plant safety standards and with applicable laws and regulations issued by regulatory agencies. Ensure proper packing and packaging of product in accordance with specific customer requirements. Inspect finished products to ensure it conforms to customer requirements. Discard defective bottles and report poor quality issues to management. Prepare materials to support production line changeovers to include mix and regrind material. Monitor operation of conveyor systems and clear bottle jams from lines. May operate bagger and de-bagging machines, bottle decoration or silkscreen equipment. Assemble boxes and cartons and may hand-pack materials. Load and unload materials from trucks.

High school diploma or GED. Basic mathematical skills.

Apply online to CCC.

<https://jobs-ccllc.icims.com/jobs/3018/>

Leads for January 26, 2012

ACCOUNTS RECEIVABLE CLERK - Job Id: 256607

Ability to work a flexible schedule. Duration: Up to 3 Months. Torrance. Generate accounting statements and reports. Research cash receipts, code and post receipts. Prepare daily bank deposit. Research and apply unallocated cash. Cash Applications. High school diploma or GED. MS Excel and MS Word. Experience within an Accounts Payable Department.

Contact Recruiter at Superior Group.

877) 499-6429 / burbank@superior-sdc.com / www.superiorjobs.com

ASSISTANT II - Job No.: H59629

M-F, TBD. Float Pool. \$16.17-\$22.94/hr. Provide administrative and patient care support to assigned clinic in the Department of Medicine. Assist in coordinating patient flow throughout the clinic, from registration to discharge. Work as a member of the Ambulatory Care clinic team to provide smooth outpatient flow resulting in optimum patient satisfaction and clinic operation.

Schedule new consultations and follow-up appointments using Medical Center Computing Services (MCCS) system. Send confirmation letters for new patients and contact patient by telephone to confirm appointments or cancellations. Complete on-line transactions including appointment and procedures scheduling using the Encounter Registration System. Provide administrative support in other clinic areas. Register patients by collecting appropriate demographic and presenting complaint data; review patient referral forms and fill out intake information. Explain departmental billing policies and procedures and ensure that patients have the proper authorization for referrals; assure that insurance company requirements are met.

Create the physician's working file (soft chart); notify patient of lab results as instructed by clinicians. Collect payment from patients at the time of service, supply receipts; balance and deposit petty cash. Ensure smooth patient flow in such areas as financial screening, appointment scheduling, procedure scheduling. Obtain and document physician's approval on all pharmacy and patient requests for prescriptions and refills. Travel and work at other DOM outpatient clinics as assigned by Operations Manager for coverage (Offices included are: Pulmonary, East/West, Rheumatology, 18th St Specialties, Dermatology, 16th St Specialties, CARE, 15th St Specialties, SM IMS). Skill in monitoring complex clinician appointment schedules. Be punctual and maintain a satisfactory attendance record. Communicate professionally and effectively with physicians and staff in a high volume setting. Excellent organizational skills, able to prioritize assignments. Efficiently and accurately facilitating the appointment making process, including transportation arrangements and maintain sub-specialty physician schedules. Excellent interpersonal and communication skills to coordinate multiple appointments with staff from many clinical services at the UCLA Medical Center. Skills in using a PC with associated programs including Word, Excel, and Email and working with a database computer program.

Knowledge of major medical insurance plans and types of coverage provided and of medical terminology. Smoke-free site.

Apply online to UCLA Health System.

https://jobs2.mednet.ucla.edu/css_External/CSSPage_Welcome.ASP?T=20120124084123&www.uclahealth.org/

Leads for January 26, 2012 (a)

MEDICARE TELEPHONE REPRESENTATIVE - Req: 10345

F/T. Serve as subject matter expert for Medicare and Medicare Advantage programs, including Special Needs Plans, election periods and eligibility rules and application assistance for the Low Income Subsidy program. Make welcome calls to new Medicare Advantage Prescription Drug patients, reminder calls to patients aging into Medicare and patients impacted by network disruptions. Complete age-in and Medi-Medi outreach reports and reports on outreach process to appropriate departments (Marketing and Operations). Coordinate programs to orient new patients. Participate in wellness visits and special outreach events. Attend IPA sales meetings and promotes designated primary care physicians (PCP's). Participate in local marketing events for designated IPA and assists the marketing coordinator with event activities. Provide in-service training for IPA staff and physicians. Consistently exhibit behavior and communication skills that demonstrate commitment to superior customer service, including quality, care and concern with each and every internal and external customer. Complete new patient orientation checklist, outlining access, referrals, prescription refills, Urgent Care and network hospitals. Coordinate introductory visits and tours with the IPA facilities. Assist patients in calling health plans to request medical group / IPA transfers. Assist unassigned patients in choosing a physician. Resolve notification calls of benefits interruptions for the patients. Contact patients following events through lead cards and conduct outreach calls for special project. Conduct new patient and retention surveys. Use, protect, and disclose HCP patients' protected health information (PHI) only in accordance with HIPAA standards. One year of post-high school education or a degree from a two-year college. Over 1 year experience in a healthcare setting. Computer literate. Proficient in Microsoft office applications (Outlook, Word, Excel, PowerPoint). Type 45 wpm. Knowledge of IDX and mail merge function. Create high quality promotional communications. Detail-oriented, flexible enough to adapt to and accommodate ever changing schedules. Strong analytical, written and verbal communication and customer service skills.

MEDICAL RECEPTIONIST - Req: 10312

F/T, M-F: 8:30 - 5:30 with Saturday Rotation. Benefits. Fountain Valley. Daily patient check-in process. Verify insurance/eligibility information. Ensure appropriate forms are signed and dated. Communicate to patients when physician is running behind schedule. Schedule, reschedule, and cancel patient appointments according to department P & P's. Verify patient demographics, PCP and insurance information when scheduling appointments. Notify nurse/provider when patient is in distress or pain, or when patient is detained in the reception area. Collect and post all payments. Run the User Batch Report at the end of the day to ensure balancing requirements. Run and work on the Combined Reg report daily to fix all Registration errors. Complete or assists in the completion and collection of forms, data, reports and/or logs (i.e. payment receipts etc.) Research patient history to ensure accurate PCP information is in computer system based on Paneling report and makes corrections as needed. Assist in the creation of new patient welcome packets. Assist patients with internal referral appointments and inputs referral in to computer system ensuring that referral and appointment are linked appropriately. High School diploma. One year of medical front office experience. MA certification preferred. Excellent customer service skills and enjoy helping patients. Computer literate, strong working knowledge of insurance plans, ability to multi-prioritize and work well in a fast pace environment.

Apply on-line for HealthCare Partners Medical Group.

www.Healthcarepartners.com

Leads for January 26, 2012 (a)

DELIVERY ASSOCIATE - Job ID: 2012-1342

Tuesday - Saturday schedule with some OT. Torrance. Furniture delivery. Load customer product onto the delivery truck and deliver to customer's home with care. Provide product information as well as care and maintenance information to our customers. Through the use of technology you will manage and complete a variety of reports including truck inspection log, delivery output paperwork, etc. Physically active, enjoy our product line and possess strong communication and problem solving abilities. Truly enjoy customer interaction and take a professional, team-focused approach to their work. Delivery or route sales experience. Worked directly with customers and know how to provide excellent customer service. Pass pre-employment physical, DOT drug screening, and a driving background check. CDL (Commercial Driver's License).

Apply online to Room & Board.

<https://jobs-roomandboard.icims.com/jobs/1342/>

ESTHETICIAN - Job Code: 601098

P/T, flexible schedule. Work on the retail floor and provide superior customer service, education and consultation; including make-up application and occasional event related "mini-facials" using products from Astara, Dr. Hauschka, Jane Iredale, Sanitas, Weleda, Zia, ZuZu, etc. Comfortable working in a retail sales environment, beauty counter experience. Stock products on shelves, cashier, maintain and keep the beauty area sparkling, assist with overall store inventory stocking and support. Licensed Esthetician with experience in natural skin care health and beauty, or have the equivalent hands-on beauty experience. Passion for providing outstanding service to customers, can-do attitude, and willingness to handle store functions.

Apply in person or online at Pharmaca Integrative Pharmacy Brentwood.

12025 San Vicente Blvd.

Los Angeles, California, 90049

www.pharmaca.com

COMPUTER REPAIR TECH AND A+ INTERNSHIPS (4 openings)

Hours to be arranged M-F: 9 – 7, flexible around school schedule. One month with option of hire for the best and the brightest. Unpaid but okay for school credit. San Pedro. Must be reliable and make serious one month commitment. SoCal ROC students/graduates preferred. Basic diagnostic and repair skills for lap tops and desk tops. Virus clean-up. Willing to learn and dive in. Great chance to get hands-on experience with actual customers. Valid driver's license. Own insured vehicle.

Send resume to Larry (former SoCal ROC grad) at PC Nerds.

Email: LSmith@thePCnerds.com

The Land of Opportunity is an attitude. It is an openness to new ideas, a willingness to listen, an eagerness to learn, a desire to grow, and the flexibility to change.

~BJ Gallagher, "A Peacock in the Land of Penguins"

Leads for January 26, 2012 (b)

MEDICAL ASSISTANT – Babysitting Job

\$13-\$20/hr. Inglewood. Need someone clean, that will teach my children something positive, and someone that has a lot of patience. Two children under age of six. High school diploma/GED.

Apply online to Alexandra M.

www.sittercity.com/babysitters/ca/inglewood/job/952765.html

HOSPITALITY GRAPHIC DESIGNER (Print & Web)

Freelance. Los Angeles, 90036. Ads, emails, collateral, packaging and front end web. Style guides for most pieces have been established but you'll still have a chance to add your own flair to the work. Elegant, sophisticated design sense yet still feels trendy and stylish. Photoshop, Illustrator, InDesign. Mac environment. Be ready to hit the ground running!

Apply online to Creative Circle.

www.creativehotlist.com/index.asp?linkTarget=fullJob.asp&jobID=158731

MECHANICS

F/T. Perform change over, maintain, and repair packaging machinery and related equipment in the required timeframe working in conjunction with department supervisor, line leads, line technicians, and operators on all machinery and equipment. Perform routine and scheduled preventative maintenance on equipment, troubleshoot equipment breakdowns and identify persistent problems to ensure maximum operation and minimal downtime. Perform scheduled set-ups and changeovers; repair/replacement of equipment on production lines with appropriate follow-up documentation. Determine the root cause of equipment failure and execute actions to prevent future occurrence. HS diploma. Two years experience as a packaging line mechanic in a food, cosmetic or pharmaceutical manufacturing facility or similar type fields. Full knowledge of hand tools. Strong mechanical trouble shooting skills. Attention to detail and thoroughness in completing tasks and maintaining workstation. Basic Computer skills. Knowledge of the following: labelers, cappers, filling equipment, and general assembly/packaging equipment.

Send resume with pay history to American International Industries.

2220 Gaspar Avenue

Los Angeles, CA 90040

www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=JHM5NM6P28Y44YPD9T2

PHLEBOTOMIST - Posting ID: 2472713

Contract. Flexible to work any shift. \$15-\$17/hr. Los Angeles hospital. Inpatient and outpatient draws in high volume. Experience drawing on patients of all ages including newborns. Current CPT license. One year of hospital experience. High school diploma or GED.

Contact Dania Itzel Ruiz at Aerotek Scientific.

990 West 190th Street, Suite 400

Torrance, CA 90502

TEL: (310) 800-9094 / FAX: (310) 800-9190 / email: druiz@aerotek.com

Leads for January 26, 2012 (b)

JR. GRAPHIC DESIGNER

Freelance to F/T or F/T. South Gate fashion company. Prefer someone fresh out of school and ready to jump into your first exciting opportunity in the fashion and creative world. Will also look at candidates with up to 2 years of experience. Design Degree highly preferred with an aesthetic that lends itself to the fashion and lifestyle vertical. Assist a team of designers on various packaging, sales collateral, in store POP posters for retail stores, etc. Assist a team of designers on various packaging, sales collateral, in store POP posters for retail stores, etc. Proficiency in CS5. Mac workstation provided.

Send resume (and samples) to: LA35@jobalert.creativecircle.com / www.creativecircle.com

CUSTOMER CARE SPECIALIST - IV- 017225

F/T. Los Angeles. Initiate the admissions process for patient referrals by collecting demographic and insurance information on patients over the phone and acting as the primary contact for new and existing accounts. Investigate type and level of insurance coverage to assess patient eligibility for the program. Communicate with medical professionals and insurance company personnel to expedite patient eligible into program. May resolve reimbursement issues with accounts, sales force and management. Complete data entry in CPRS to ensure accuracy of reporting and outcomes. Investigate data entry issues to correct data warehouse reports. Enter initial patient delivery ticket with appropriate billing information. Monitor computerized reports to avoid delays in customer billing information. Confirm with Sr. Admissions Representatives the timely resolution to un-voucherables. High school diploma or GED. One year related experience. Organizational, verbal, written communication skills. Computer ability.

Apply online to Coram, an Apria Healthcare Company.

<https://apria.taleo.net/careersection/2/jobdetail.ftl?job=195623> / www.coramhc.com

TELLER - Requisition Number: 3567794

P/T, 20 hrs/wk. Work a schedule that includes working weekends and some holidays. Artesia. Introduce customers to new products and services, and generate leads for other members of the sales team to close. Constantly go the extra mile to greet customers, make them feel welcome and engage customers to learn about their financial needs. Process between 20-25 customer transactions each hour with no mistakes through patience, attention to detail, and the ability to follow procedures. Maintain and balance a cash drawer. Process customer transactions within established guidelines. Identify and make sales referrals, recommend alternate channels, cross-sell bank services and products for Wells Fargo partners, provide excellent customer service. Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop. Pitch in and help others without being asked. One year's experience interacting with people or customers. Skill in use of computers. Demonstrated ability to achieve individual and team goals. Positive approach in interactions with customers and team members. Reliable attendance. Good communication skills.

Apply online to Wells Fargo Bank.

<https://employment.wellsfargo.com>