

Leads for January 17, 2012

**ADMINISTRATIVE ASSISTANT/CLERK - ID: 2012-4643**

Short term, two months. M-F: 7:30am-4:30pm. Civilian Medical Administrative Tech at the LA AFB. One year of experience. High School Diploma. Computer Proficient. Well organized and familiar with a fast paced environment.

**Contact Recruiter: Lauren Easterley at Spectrum Healthcare Resources.  
Phone: 800-325-3982 Extension: 4223**

**INDEPENDENT CONTRACTOR GRAPHIC DESIGNER - Request for Proposals**

Minimum contract commitment of one year, with up to two one-year extensions. Los Angeles. Provide freelance design services on an independent contract basis. Exceptional creative talent with a refined set of practical skills. Work with Metro's in-house Design Studio team on design for print and web across a variety of brand communications such as advertising, customer communications, information design, mapping and motion graphics. Conceptually-minded, creative designers who are highly-organized, collaborative and proactive. Bachelor's degree in Graphic Design, Art, Advertising or a related field. Three years solid experience in a professional design studio. Knowledge of Mac-based software. Highly proficient in Adobe Creative Suite – InDesign, Illustrator, Photoshop, and Acrobat (Flash and After Effects fluency would be a big plus.) Working knowledge of Microsoft Office. Metro will pay against submitted invoices per terms of the contract. Insurance is required to work at Metro; specifics will be discussed at time of selection. Conceptualize original creative ideas, designs and layouts from concept to final and/or employ Metro's existing design standards and templates. Correctly create final artwork files for print and web. Attend meetings and perform work at Metro's downtown Headquarters building as needed. Collaborate and communicate effectively with team. Update files regularly to our on-site servers. Deliverables will include files in appropriate software and file formats to regularly demonstrate progress, and also final files ready for printing and/or posting. Desirable Skill sets: Passion for creative visual communication; Refined typographic skills; Self-starter attitude; Highly organized, with a reverence for detail; Effective communicator who enjoys working collaboratively and works well with multiple players; Work well in a fast-paced environment; Strong time management skills, with the ability to successfully track multiple projects and deadlines. *Apply by 8am on January 25, 2012.*

**Submit via email, 1. Letter of Interest (why you are interested and why you would be the most qualified proposer); 2. Digital portfolio in PDF format of your best design work, with identification of your role in the project and the software programs used. (No more than six samples total, please); 3. Qualifications (resume and references); 4. Schedule of availability and proposed hourly rate of compensation. Use email subject: Independent Contractor – Graphic Designer for Metro (Los Angeles County Metropolitan Transportation Authority)  
Email: [designstudio@metro.net](mailto:designstudio@metro.net)**

To dream anything that you want to dream. That's the beauty of the human mind. To do anything that you want to do. That is the strength of the human will. To trust yourself to test your limits. That is the courage to succeed. ~ Bernard Edmonds ~

Leads for January 17, 2012

**CAD DETAILER/DRAFTERS**

Anaheim for a plumbing and mechanical subcontractor. Know 3D CAD detailing and Plumbing Design. AutoCAD proficiency. Know how to do detailed drawings, read blueprints, Quickpen and NavisWorks Manage. Experience on Hospitals is a big plus. Three years experience.

**Submit resumes to Corrinne Moloo at Irvine Technology Corp**

**201 E. Sandpointe Ave**

**Santa Ana, 0 92707**

**[corrinne.moloo@irvinetechcorp.com](mailto:corrinne.moloo@irvinetechcorp.com)**

**MEDICAL ASSISTANT FRONT AND BACK OFFICE EXPERIENCE**

Great communication and interpersonal skills. Injections, vital signs and answering and scheduling appointments for Health care Services company. Great benefits.

**Apply online to Alls Well.**

**[www.allswell.net/MyCareerSearch/jobReview.aspx?jid=647525](http://www.allswell.net/MyCareerSearch/jobReview.aspx?jid=647525)**

**REPROGRAPHICS WORKER - Recruitment ID: 12-658**

F/T. \$2,575-\$3,197/mo. Downey. Provide a variety of internal duplication services for its internal customers. Operate duplicating and related equipment to reproduce materials. Assemble and distribute printed materials to offices throughout LACOE. General office practices, procedures and equipment. The ability to: Learn to operate routine reprographic and related duplicating and bindery equipment; follow step-by-step troubleshooting guides and simple diagrams; maintain a high level of care and thoroughness in handling details of a task; apply principles of mechanical advantage to get work done; accept and adjust to changes; work independently with little direction; understand and follow oral and written directions; meet schedules and timelines; respond to the stated needs of the customer; make simple arithmetic calculations; complete work despite frequent interruptions; use basic features and functions of computer hardware and software; follow workplace safety policies and procedures; work in or around noxious or unpleasant conditions such as extremes in temperature, odors, chemicals and noise; lift and move up to 50 pounds; establish and maintain cooperative and effective working relationships with others; and model communications and interactions that respect and include all individuals and their languages, abilities, religions, and cultures. High school diploma or GED. No experience required. Six months experience working in a print shop environment is desirable

Valid driver's license. Availability of private transportation or the ability to provide transportation between job sites may be required. *Closing Date/Time: Mon. 01/23/12 5:00 PM*

**Apply to The Los Angeles County Office of Education, Personnel Commission**

**9300 Imperial Hwy, EC-Annex**

**Downey, CA 90242**

**Phone: 562.803.8360 -- Contact: Geneva Scott -- (M-F 8:00am-5:00pm)**

**Application information, go to [www.personnelcommission.com](http://www.personnelcommission.com)**

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." - *Margaret Mead*

Leads for January 17, 2012 (a)

**GAS FUELING STATION ATTENDANT** - Job Number: 300143-9495-17-292911  
Temporary. \$12/hr. Wilmington. Fill fuel tanks of natural gas fuel vehicles. Assist customers with card transactions. Clean, maintain, inspect fueling locations and equipment. Repair fueling nozzles, valves replacing seals, gaskets and fittings. Assist with repairs, replacement, and adjustment of malfunctioning equipment. High school diploma or GED. Related experience.

**Contact Volt Workforce Solutions.**

**3950 Paramount Blvd., Ste. 115**

**Lakewood, CA 90712**

**Phone: 562/425-8189 / Fax: 562/425-8287 / [lakewood042899@volt.com](mailto:lakewood042899@volt.com)**

**LAB ASSISTANT/PHLEBOTOMIST** - Position #: 117520  
F/T, Su-Th: 10:00pm to 6:30am. Monterey Park. Collect blood specimens, process specimens, microbiology set up, computer data entry of required information, process lab orders, provide clerical support, answer telephone calls and questions. Six months recent experience as a lab assistant/phlebotomist at an acute care hospital. Current Phlebotomy certification.

**Apply online to Monterey Park Hospital.**

**[www.montereyparkhosp.com/](http://www.montereyparkhosp.com/)**

**BUSINESS SERVICES REPRESENTATIVE/JOB DEVELOPER**

\$4,072 - \$5,718/mo. Market, develop, outreach, and cultivate job openings with hiring managers, human resources personnel, and business owners for immediate and direct hiring of adults, dislocated workers, and/or youth with various employment and educational backgrounds, including ex-offenders; market job seekers by visiting employers, participating in job fairs, cold calls, research, follow-ups, etc.; match adult, dislocated workers, and/or youth job seekers to employers; screen potential applicants; directly arrange/coordinate interviews with job seekers and hiring managers, etc.; handle high volumes of job seeker industry questions, screening, recruiting, and problem solving; communicate with an abundance of employers, business owners, community leaders and hiring representatives for purposes of hiring individuals; carry out management's directives/decisions regarding program planning and the delivery of services; work effectively with clients in evaluating career options, selecting appropriate training programs and developing individualized training and employment service plans; evaluate clients' progress and appropriateness of employment; provide employment preparation and retention activities, follow-up services, and general employment coordination duties; prepare and maintain accurate reports; and participate in client/program team meetings, conferences, and training activities. Conduct off-site assessments, eligibility screening, and service delivery. Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field; one year of experience in the delivery of social service programs/job training and development (experience may be substituted for education on a year-for-year basis). Computer literacy, valid California Driver's License and reliable transportation. *Recruitment ends January 27, 2012, or upon receipt of sufficient qualified resumes.*

**E-mail your resume to The South Bay Workforce Investment Board, Inc.**

**[wcole@sbwib.org](mailto:wcole@sbwib.org)**

Leads for January 17, 2012 (a)

**FRICTION STIR WELD TECHNICIAN (Apprentice 2<sup>nd</sup> shift)**

2<sup>nd</sup> shift, 3pm – 11pm, willing to work overtime and weekends as needed. Hawthorne. Support hardware delivery projects for the development of Structural components supporting the SpaceX family of products. Support set up tooling and materials for Friction Stir Welding projects under the direction of Friction Stir Weld Engineers and Managers. Assist with Set up and Operate Friction Stir Welding equipment. Train in periodic maintenance on Friction Stir Weld equipment. Support Friction Stir Weld Production Process under the direction of Friction Stir Weld Engineers and Managers. 1+ years of welding or metal fabrication exp. Perform basic shop mathematical skills (i.e. some trig and fractional math.) Practical knowledge in welding, metal fabrication and mechanical. Excellent written and verbal communication skills. Strong organizational, skills, leadership abilities, multitasking abilities, and problem solving skills. Meet deadlines and have a “whatever it takes” attitude to complete assignments. Able to be self-directed and motivated to achieve department goals. Preferred: Certifications from an accredited welding school; Any relative Friction Stir Welding exp; Experience working in a machine shop with CNC knowledge; Experience working in a manufacturing or production environment; Basic knowledge of metallurgy of materials and joining processes; Experience either welding or fabricating titanium, nickel, iron, and aluminum based alloys.

**Apply online to SpaceEx.**

[www.spacex.com/careers.php](http://www.spacex.com/careers.php)

**VETERINARY ASSISTANT – Downey-DOW00009**

F/T, often work more than 40 hours per week; may work weekends and evenings. Support the veterinarians and veterinary technicians in ensuring quality veterinary care for all pets, advocate for pets, educate clients on all aspects of pet health, and ensure a safe and effective hospital environment. Communicate with the other associates to maintain the flow of patients. Provide professional, efficient and exceptional service. Complete preparatory work for other procedures, ensure that clients and pets are comfortable in the hospital, and monitor hospitalized or surgical pets as allowed in the state practice acts. Educate clients about Optimum Wellness Plans, preventive care, pet health needs, hospital services and other issues. Obtain relevant information and history from clients and maintain proper and complete medical charts. Ensure the safety of pets, clients and associates by utilizing safe restraining techniques, following standard protocols, and maintain clean, sterile and organized treatment areas, exam rooms and labs. Assist with surgery. Ability to stand, walk, stoop, kneel, crouch, and climb, manipulate (lift, carry, move) up to 50 pounds. Certificate of completion from a NAVTA approved Veterinary Assistant program, or the equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. High school diploma or GED preferred. Perform all required skills of NAVTA approved veterinary assistant programs at a level in which to aid in the efficiency of the practice. At least 18 years old to perform duties involving radiography (x-ray) and exposure to radioactive substances. One year related experience required with customer service preferred.

**Apply online to Banfield Pet Hospital®.**

<https://mars.taleo.net/careersection/baex/jobdetail.ftl?job=274428>

Leads for January 17, 2012 (b)

**100 JOB POSITIONS FOR RESTAURANTS AT LAX**

*Application deadline is: Friday, January 20, 2012*

Assistant Manager, Host, Bartender, Lead Cook, Cashier, Runner, Cooks, Utility Worker, General Manager and Wait Staff. Over 18 years old (21 and above to handle liquor.) Pass TSA security clearance requirements.

**Apply online to The LAX First Source Hiring Program.**

**[www.lawa.org/bjrc](http://www.lawa.org/bjrc) (in the upper right hand corner, click "Search Job Openings".)**

**PATIENT SERVICES TECHNICIAN SPECIALIST (Phlebotomist) - Job Code: 8412**  
Torrance. High school diploma or GED. Two years experience. Meet all state and local requirements for Phlebotomy. Valid Driver's License along with a clean driving record. Phlebotomy certification from an accredited agency, completion of an approved phlebotomy training course, or equivalent experience through previous employment. Exhibit proficiency in: blood collection by venipuncture and capillary technique from patients of all age groups, urine drug screen collections, paternity collections, breath/saliva alcohol testing, LCM/Cyber Tools, TestCup, pediatric blood collections, difficult draws (patients in long-term care facilities, drug rehabilitation facilities, prisons, psychiatric facilities, or similar facilities). Comprehensive understanding of compliance and safety. Effectively communicate the importance of compliance and safety to other employees. Possess the ability and skills necessary to provide orientation and training for patient service technicians.

**Apply online to Labcorp.**

**[www.labcorp.com](http://www.labcorp.com)**

**HIRING FAIR at Coffee Bean & Tea Leaf (West Los Angeles)**

*Wednesday, January 18<sup>th</sup> from 12:00pm-4:00pm*

Sincere commitment to **customer service, demonstrate pride in your work, are enthusiastic,**

**The Coffee Bean and Tea Leaf**

**9541 W. Pico Blvd.**

**West Los Angeles, CA 90035**

**Tel: 310-282-9907 / If unable to attend, apply online: [www.coffeebean.com](http://www.coffeebean.com)** (Click on "About Us." Scroll down to "Careers." Click on "Store Hourly Positions.")

**DENTAL ASSISTANT (DA/RDA)**

F/T. Start in February. \$16-\$17/hr. Small office, some front office duties. Chairside primarily.

**Contact Daniel J Crowley, DDS.**

**21320 Hawthorne Blvd. #264**

**Torrance, CA 90503**

**(310) 543-3227**

111,111,111 x 111,111,111 = 12,345,678,987, 654,321

Leads for January 17, 2012 (b)

**TECH - EKG Full Time Days - 1105018392**

Assist the manager in implementation of new techniques. Assist the physicians and any members of cardiology, as needed. Schedule and participate in cardiology procedures. Perform ECG, stress ECG and monitoring. Complete all paperwork per department policy associated with procedure. High school graduate and completion of basic arrhythmia class preferred. Current American Heart Association BLS certification. One year experience in ECG's, stress ECG's and holter monitoring in an acute care setting preferred. Knowledge of all areas of responsibility. Personality to meet the public, patients, and medical staff to assure cooperation and coordination of the activities of the cardiology department and with all other areas of the hospital.

**Apply online to Fountain Valley Regional Hospital.**

**[www.fountainvalleyhospital.com/](http://www.fountainvalleyhospital.com/)**

**ENTERTAINMENT TECHNICIAN I - Requisition Number 12-0030**

F/T. Compton. Set up, tear down and monitor entertainment jobs on site. Complete any troubleshooting of equipment on site. Run electric generation and HVAC equipment. Lead a crew on large entertainment jobs. Inspect electrical components to insure all safety measures are being used and equipment is performing. Monitor job expenses; be aware of any cost overrun, prior to the job being completed. Understand the work order system and documentation requirements. Attend all required training programs. Satisfactorily and diplomatically supervise those employees under him or her. Resolve any complaints, disputes, or suggestions offered by those under his/her supervision and pass the resolution on to his/her immediate supervisor. Maintain a positive attitude and act as a role model for the other employees. Train others. Five years of experience in the Entertainment/Special Events field. Electrical, Power Generation and HVAC knowledge. Basic PC knowledge. Own tools. Clean driving record. Comprehend, speak and write the English language. Good interpersonal and communication skills. High school diploma or GED.

**Apply online to Ring Power.**

**<http://careers.ringpower.com/careers/JobBoard/>**

**GROOMING ASSISTANT #6841**

When not grooming, bathe/brush, blow-dry, and/or apply conditioner on dogs and cats that require haircuts. Complete daily grooming payroll and commission paperwork. Daily complete and file reminder cards for each pet groomed. Assist with generating and developing the grooming business. Write and send customer reminder cards. Greet sales floor customers; promote grooming services and/or hand out discount flyers. Ensure Grooming Salon cleanliness and safety; sweep, mop, etc. on a regular basis. Assist in booking grooming appointments and keeping follow-up card file active and up-to-date. Basic knowledge in the grooming industry.

Preferably either a high school diploma or GED.

**Apply online to Petco.**

**5215 Lakewood Blvd**

**Lakewood, California 90712**

**[www.petco.com/](http://www.petco.com/)**



Leads for January 17, 2012 ©

DRIVER: CalJOBS # CA12392328                      TRANSPORTATION DRIVER # CA12392651  
VAN DRIVER # CA12403847

Friday, January 20, 2012 from 9 a.m. - 11 a.m.

For Clean People Inc. & Marine Adult Therapeutic Center. \$8.00 and above/DOE. Only 20 Slots available for this session.

INBOUND TELEMARETERS - # CA12337112

Wednesday, February 8, 2012 at 11 a.m.

For Launch Pad Communications. Only 20 Slots available. \$8/hr and the ability to increase your income through commission and bonuses. Paid training and continued support from sales management. Accrued vacation days. Health benefits after eligibility period.

**Schedule your appointment by calling Marina Business Center.**

**13160 Mindanao Way, Suite 105**

**Marina del Rey, CA 90292**

**(310) 574-6464 / Register at [www.CalJobs.ca.gov](http://www.CalJobs.ca.gov)**

NEW CONTRIBUTORS EMPLOYMENT STRATEGY WORKSHOP

January 20, 2012 from 10:00am till 12:00pm

With an unemployment rate of approximately 12% in the County of L.A. you do not have the luxury of not knowing how to sell yourself and compete in this job market. Please come out and join us as we discuss the following details: Learn about your rights as job seeker with a criminal conviction record; Learn how to explain your work history including your incarceration gaps;

Learn to think like the employer regarding hiring policies for the formerly incarcerated.

**RSVP to Joseph H. Paul Jr. at UAW-LETC Work Source**

**3965 S. Vermont**

**L.A. CA. 90037**

**(323)730-7900 Ext.249**

AUTOMOTIVE TECHNICIANS - Job ID: 27W8 - Redondo Beach

F/T. \$12-\$25/hr. One year automotive mechanical diagnosis, problem-solving and repair experience. High level of motivation and energy. Strong customer service skills. Assist (not train) technician mechanics. Diagnose and repair to specifications – brake and hydraulic, exhaust, primary and/or advanced fuel ignition and electrical, suspension and alignment, air conditioning and computer systems. Adequately explain technical diagnoses and needed repairs to non-mechanical individuals which may include employees and customers on an as-required basis. Continuously learn new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology. Keep store management aware of mechanical repair problems as they occur. Maintain a neat, organized bay.

**Contact Aimee Lee at Firestone Complete Auto Care –West.**

**Fax: 630-672-1353 / Email: [alee@bfrc.com](mailto:alee@bfrc.com) / [www.FirestoneCompleteAutoCare.com](http://www.FirestoneCompleteAutoCare.com)**

Leads for January 17, 2012 ©

**MEDICAL BILLER**

Los Angeles. Experience in Medical Billing for a Skilled Nursing environment. Self-motivated and well organized.

**Call Kerry O'Brien at Medlink Search Firm.  
661-373-3992**

**QUALITY CLERK - Job ID: 907744**

F/T. Los Angeles. Receive and understand Quality Documents. Review Quality Documents for Basic Completion. Scan Quality Documents to Electronic Files. File Quality Documents into Turn Over Binders. Develop Tracking Spread Sheets as needed. Liaison between Superintendents, Filed Engineers and QCM. Receive and Process Inspection Requests. Track Inspectors Time. Attend Meetings representing QC Manager's Office. Receive Test Reports from the Field, Vendors Etc./ Distribute and File. Monitor & Track Test Lab Reports received and Owed to Project. Become familiar with the Quality Management Process for our project. Word & Excel. Power Point & Data Base Program knowledge a plus. Well organized and able to develop tracking spreadsheets and programs. Dependable on a daily basis with a strong work ethic with thorough follow through. Experience working with Quality Documentation is a Plus.

**Apply online to Kiewit.**

**<https://careers.kiewit.com/psc/careers/> [www.kiewit.com/powerconstructors](http://www.kiewit.com/powerconstructors)**

**“JOB FAIR PREPARATION WORKSHOP”**

***Friday, January 20, 2012 from 10 a.m. – 12 Noon***

**Southeast Los Angeles/Crenshaw WorkSource Center  
3965 S. Vermont Avenue  
Los Angeles, CA 90037**

**NETWORK OPERATIONS ENGINEER**

Los Angeles. Experience in NOC, Cisco, nagios, Firescope. Tier 2 incident and problem management, troubleshoot and document client troubles till resolution, engage and interface with equipment and transport service vendors who support network operations. Hands-on experience in network management support, Load Balancer, proven Data-Networking knowledge and experience to include Cisco and/Routers, TCP/IP, routing and routing protocols and Circuit troubleshooting. Knowledge with technologies monitoring, troubleshooting, and problem determination and managing including routers, switches, load balancers, WAPs, WAN accelerators, DNS, DHCP, Cisco Wireless LAN (WCS / W) and Content Servers. Equivalent work experience in the requested areas. CCNA or better.

**Send resume and cover letter to dinCloud.**

**Email: [careers@dincloud.com](mailto:careers@dincloud.com)**

**"Most people never run far enough on their first wind to find out they've got a second." --**

*William James*



Leads for January 18, 2012

### CAMPUS MONITOR

\$8.16/hr. P/T: 3hrs/5 days/wk, 10 mos/yr. Substitute assignments may also be available. Assist in monitoring and controlling student behavior and activities and in maintaining the safety and security of students, staff and facilities; supervise student activities during break and nutrition periods, and before and after school, or anytime students are outside of the classroom, to assure the well-being and safety of students and staff; and assure student compliance with school and District rules and procedures. Sufficient training and experience, paid or unpaid (volunteer), to demonstrate the knowledge and abilities listed in the job description and to supervise students. CPR and First Aid certification must be obtained prior to employment. Such certification must either be issued by American Red Cross or an agency authorized by American Red Cross to issue such certification. (Applicants must maintain up-to-date certification in First Aid and CPR during employment.) Apply by Tue. 01/31/12 4:00 PM.

**Apply online to Lynwood USD District Office.**

**11321 Bullis Road**

**Lynwood, CA**

<http://agency.governmentjobs.com/lynwood/default.cfm?action=viewJob&jobID=396659>

### ASSISTANT DESIGNER - Job Code : 4308

F/T. Los Angeles, 90058. Flat Sketch: sketch from full figure sketches or garments. Research: have a great eye for fabric, details, silhouettes, prints, colors and trims. Organizational Skills: responsible for recordkeeping of all styles, research, reference garments, trim, etc. Technical packages: assemble technical packages with sketch, flats, fabric information, trim information. Work with graphic designers on prints and re-coloring of prints. Create and update line sheets. BFA in Fashion Design. One year experience in Fashion Design. Illustrator, Photoshop, Microsoft Word, and Excel. Upbeat, Positive attitude. Work quickly and efficiently in a fast-paced environment. Take direction well and be flexible. Excellent organizational skills.

**Apply online to Forever 21.**

<https://forever21.tms.hrdepartment.com/cgi-bin/a/highlightjob.cgi?jobid=4308>

### HEALTH SERVICES ASSISTANT

P/T, 15 hrs/wk. 10 mos/yr. September-June. Salary is based on 40-hour week. Position is for 3 hours per day. \$2591-\$3150/mo. Assist in the daily operation of the school health office; provide first aid and emergency health assistance to students; perform a variety of clerical work in updating and maintaining student health records, and do related work as required. Graduation from high school and one year of experience in a health or hospital related position and clerical experience. Valid first aid qualification comparable to the Standard Red Cross First Aid Certificate. Valid driver's license. Valid CPR card or other valid procedure for resuscitation of an injured person. Apply with certification of CPR and First Aid by February 2, 2012, 4:30 p.m.

**Apply at Torrance Unified School District**

**2335 Plaza Del Amo**

**Torrance, CA 90501**

**(310) 972-6340 / Job Hotline: (310) 972-6344 / [www.tusd.org](http://www.tusd.org)**

Leads for January 18, 2012

**PHLEBOTOMIST/CLINICAL LABORATORY ASSISTANT pool/on-call - Job ID: 1000136**  
P/T, Temporary. \$15.24-\$24.38/hr. Serve as a phlebotomist and collect, process, and label incoming and outgoing specimens. Perform clerical functions such as answering phones, entering orders, scanning reports, and completing forms. A general knowledge of clinical laboratory operations and equipment, including an understanding of or the ability to quickly learn laboratory safety and quality assurance practices and procedures. Working knowledge of CLIA waived testing procedures, methods, and criteria. Basic knowledge of medical terminology pertinent to laboratory operations. Basic knowledge of applicable laws and regulations pertaining to clinical laboratory operations and patient confidentiality. Ability to collect required specimens and perform CLIA waived testing. Ability to perform phlebotomy using the appropriate equipment including venipuncture and capillary punctures. Ability to perform laboratory tests, use applicable automated systems for maintaining and tracking records, maintain patient confidentiality, and maintain effective working relationships with practitioners and other health center support staff. Basic computer knowledge and the ability to use Microsoft Office and e-mail. Working knowledge of electronic medical records systems for patient order verification. High school diploma or GED. Six months of related experience in a health care setting. One year of phlebotomy experience preferred. Current California certification for phlebotomy. Pass a felony convictions record check.

**Apply online to CSULB.**

**[www.csulb.edu/employment](http://www.csulb.edu/employment)**

**POOL LIFEGUARD - Exam Number D2964D**

The work week includes evenings, weekends and holidays. \$14.46-\$15.26/hr. Observe an assigned section of a swimming pool to preserve order, prevent accidents, and effect rescues. Provide continuous surveillance of an assigned section of a swimming pool and adjacent deck area to enforce pool ordinances and regulations and to detect patrons who are, or may be in need of rescue. Teach beginner and advanced swim classes. Exercise a knowledge of first aid, swimming and life saving techniques, and pool ordinances and regulations in order to provide for the safe use of a swimming pool. Have the physical strength, stamina and swimming skills to effect rescues in a swimming pool setting. Administer first aid to victims of near-drownings, heart seizure, heat exhaustion, broken bones or lacerations; release seriously injured victims to senior lifeguard or pool manager. Perform pool maintenance tasks. At least 20/30 in each eye with correction, and at least 20/200 with both eyes open without correction. At least seventeen years of age by August 1, 2012. Have the ability to swim 500 yards. Certification resulting from the successful completion of the Department of Parks and Recreation's 64 hour Lifeguard Training Program consisting of First Aid to The Emergency Response Level, CPR for the Professional Rescuer, Resuscitation-Oxygen Administration, and Lifeguard Training for the Professional Rescuer will be required before appointment to the position. Pass a urine drug screen as part of the pre-placement medical examination. Those who work this season may be eligible to work the following season without re-examination. Complete on-line application prior to *filing closing date of February 13.*

**Apply online to County of Los Angeles.**

**[www.lacounty.gov](http://www.lacounty.gov) and click the "view job opportunities" link.**

Leads for January 18, 2012 (a)

#### BILINGUAL MAINTENANCE WORKER

English/Spanish. Knowledge of tools. Clean and fix light equipment. Welder Experience is a plus. One year of experience. Mechanically inclined and basic electricity knowledge is a plus.

**Send your resume to: [ogomez@hubcities.org](mailto:ogomez@hubcities.org)**

#### NIGHT SHIFT BILLING CLERK

F/T, 12:00 midnight to 9:00 a.m. Train day shift for the first 2 to 3 weeks. \$12/hr. Vernon. Process daily multiple items billing and issue credit memos. Keep constant communication with customers regarding deliveries and solve any problems as they arise. Coordinate freight deliveries with freight companies. Three years Billing experience - Food Manufacturing preferred. Excellent computer skills, Word, Excel, Outlook. Perform data entry to meet goals and deadlines. Knowledge of multiple items billing per invoice. Strong analytical, mathematical, and problem solving skills. Excellent interpersonal and organizational skills. Detail-oriented and able to detect errors when completing data entry. Ability to meet deadlines. Highly motivated, a self-starter and able to work effectively under minimal supervision. Bi-Lingual Spanish a plus.

#### INVENTORY CONTROL SPECIALIST

Skills and experience that are specifically focused on the inventory management of several hundred merchandise items. This position will be integral component of the Purchasing team by providing accurate details of on-hand inventory and inventory in-transit. Run a series of inventory reports on daily, weekly, or monthly basis. Develop accurate, consistent, and enhancements to the inventory reporting structure. Identify 'heavy' and 'low turn' inventory items and maintain communication reports for Purchasing and sales team. Perform inventory adjustments (quantity and price variance analysis.) Validate received merchandise to description and package details from original purchase order. Input product description information in current inventory system. Assist with product selection. Accurately maintain merchandising information and inventory turn performance. Work in tandem with the entire Purchasing team and maintain flexible attitude supporting all stated objectives. Maintenance and accountability for high levels of customer service (internal and external.) Strong verbal and written communication skills; organize vast amounts of data. Ability to multi-task several priorities and possess solid time management skills. Capable of working the entire MS Office suite.

#### BILINGUAL FOOD PRODUCT DEMONSTRATOR

P/T, 30 hrs/Weekends are required, Shift Variable. English and Mandarin or Tagalog. Cook, greet and inform guests of various PAFCO product offerings and promotions and provide guests with the opportunity to try our products. Enjoy striking up a conversation, meeting new people, working in a high energy work environment. Provide excellent customer service including smiling and displaying a friendly demeanor at all times; ability to suggestive sell and inform customers of our product offerings; communicate effectively with guests and/or co-workers to exchange information, answer questions, greet guests, and other activities with ordinary courtesy and tact. Contact Maria Penate, 323-319-1565, [mapena@pafco.net](mailto:mapena@pafco.net)

**Send resume to Pacific American Fish Co., Inc.**

**Email: [mapena@pafco.net](mailto:mapena@pafco.net)**

Leads for January 18, 2012 (a)

ASST MEDICAL (119613)

F/T. Long Beach. Surgical Treatment of Obesity clinic. Two years outpatient clinic experience as a Medical Assistant. Administer direct patient care in accordance with physicians' orders. Check patients in to the clinic and perform vital signs, weight, pulse oximetry and annual outpatient assessment prior to scheduled visit. Assist the physician during minor medical procedures. Administer medications as ordered. Patient check out ensuring that MD orders are carried out prior to patients' departure. Document all patient contact in the medical record. May be asked to coordinate front office functions such as correspondence, copying, filing, managing telephones, collecting all demographic and financial information as applicable, running patient insurance status through established protocols, attaching appropriate paper work to charts, scheduling of patient appointments, and other support activities that assist the medical and ancillary staff of the Clinic. Assist patients as they call or come into the clinic for appointments by being courteous and referring them as appropriate. At least 18 years of age. Provide a certificate indicating satisfactory completion of training by an accredited or approved institution for medical assistants. Current CPR Certification.

**Apply online to St Mary Medical Center.**

[www.stmarymedicalcenter.org/](http://www.stmarymedicalcenter.org/)

TECHNICIAN - Company Order Number: 1581

Benefits. Los Angeles. Provide technical support for engineering staff, including performing duties related to testing. Set up test apparatus. Operate equipment. Maintain equipment and facilities. Prepare test samples. Obtain and record test data in accordance with standards. Perform basic analysis of test data and routine calculations. May draft technical reports, extract and compile engineering data, prepare project files for compliance with operating procedures and/or make recommendations regarding technical decisions relating to the interpretation and applicability of test standards. May communicate with clients and management. Strong Electrical Circuit analysis skills and technical. Independently conduct safety testing of electrical/electronic/ electromechanical equipment to various North American and European Standards. Test to test plans created by engineering staff, fills out data sheets and supports calibration and laboratory maintenance. Testing experience with compliance testing to UL, CSA and IEC standards preferred. High school diploma or GED. One year directly related experience. Use basic shop equipment and various hand tools. Review, understand, and convey technical information in an effective manner. Apply common-sense understanding to carry out simple one or two step instructions. Deal with standardized situations with only occasional or no variables. Strong interpersonal and communication skills, in both verbal and written formats.

Microsoft Office software expertise, including Word, Excel and Outlook.

**Apply online to Intertek.**

<http://tbe.taleo.net/NA11/ats/careers/requisition.jsp?org=INTERTEK&cws=4&rid=1581>

Stuff you didn't know you didn't know:

Men can read smaller print than women can; women can hear better.

Coca-Cola was originally green.

The State with the highest percentage of people who walk to work: Alaska.

Leads for January 18, 2012 (b)

#### CUSTOMER SERVICE REPRESENTATIVES

Long Beach and Compton. Respond to and resolve customer service inquiries, requests or complaints. Handle all temporary business inquiries including describing services available, quoting price and selling services. Return all customer calls in a timely manner. Notify the appropriate personnel to respond to the customer's problems and concerns. Research and resolve issues in a timely manner. Utilize weekly pricing sheets to price containers for live loads. Determine the appropriate disposal site, using division management guidance. Initiate contact with customers whose containers should be returned, or begin paying rent. Review daily reports with the Customer Service Supervisor/Manager, Office Supervisor/Manager, and/or Sales Manager. Enter service and route data into computer for billing and route scheduling purposes. High school diploma or GED. One year customer service experience.

#### DISPATCHERS

Gardena and Long Beach. Coordinate the utilization of trucks, drivers, and containers in order to create capacity and maximize productivity, while assuring prompt and effective service to customers. Ensure productivity by reaching and/or exceeding company established goals through successful routing of company assets. Assign live loads to drivers based upon designated route and driver location. Courteously interact with customers, drivers and/or the general public. Update, prepare, and dispense the daily route schedule. Report driver problems to appropriate department or supervisor for resolution. Gather and maintain route sheets documenting pick-ups (scheduled, missed stops, extra pick-up's), route completions, and driver locations. Ensure the accountability of route completions through the driver check-in procedure. High school diploma or GED and one year of relevant customer service or operations experience; OR four years of relevant customer service or operations experience. Experience in waste industry preferred.

#### SCALE OPERATORS

Long Beach and Compton. Monitor and record waste volumes entering the landfill site, while collecting appropriate usage fees. Obtain information regarding material entering the landfill or transfer station to properly bill the customer and track the total amount of waste entering the landfill or transfer station. Accept or reject load based on content and suggest possible alternatives based on personal disposal knowledge, special waste training and type of waste. Provide a receipt for the customer and documents the waste entering the landfill or transfer station. Receive payment from customers. Handle special waste loads by processing required paperwork, and by notifying operations of an incoming special load via a 2-way radio for proper dispatch. Balance the daily receipts to ensure accurate record keeping and appropriate billing. Drop the daily receipts into the safe depository. Answer the telephone and provides general information to callers. Maintain cleanliness of the pay booth. May require climbing a ladder to inspect open top loads. High school diploma or GED. Computer or waste industry experience a plus. *Apply by January 31, 2012.*

**Contact Lazaro Inguanzo at South Bay One-Stop Business & Career Centers.  
310 680 3700**

People who fly into a rage always make a bad landing. -- Will Rogers

Leads for January 18, 2012 (b)

#### ACCOUNTS PAYABLE CLERK

Gardena. Process division invoices by reviewing invoices, coding, checking against purchase order to ensure accuracy, preparing vouchers, entering on the computer, obtaining approval for payment, and forwarding to the appropriate department for payment. Resolve any billing problems or errors by reconciling invoice discrepancy with vendors and coordinating vendor payment inquiries with the corporate office to maintain good relations with the vendors. Maintain purchase order and accounts payable voucher files by adding additional documents on a daily basis. Run weekly and/or monthly activity reports to include dollars paid out for the time period in question and dollars anticipated to be paid in the future. Research documents and data for standardized reports. Perform administrative functions for the division including accounting, MIS, customer service and receptionist duties. High school diploma or GED. Eighteen months related accounting experience. Apply by January 31, 2012.

#### TEAM LEAD – COMPUTER AND TRADE BOOKSTORE

F/T, able to work flexible hours (including late evenings.) Local university. Lead the work activities of sales associates, FT/PT and Temporary. Assist customers and suggest selection of computers and computer merchandise. Plan and attend occasional author events (both during and after store hours.) Receive packages verifying invoice reflects correct merchandise, is complete and merchandise is not damaged or defective, prices and enters into inventory. Prepares purchase orders. Ensure shelves and other displays are stocked, restocked and maintained according to company standards. Prepare books for return as directed by Department Manager or Home Office Trade Book Department. Lead and may assist sales associates with processing online orders Ensures markup or markdowns are taken accordingly. Coordinate work schedules with other departments to insure adequate coverage of the selling floor and telephones at all times. Operate a cash register to ring up sales, issue refunds, or to pay out on a buyback; complete discount forms for faculty or employees and refund tickets/slips. Reconcile and balance registers at the end of a shift, or end of the day. Calculate prices, count cash and may balance register and prepare bank deposits. Run register reports and audits transactions for accuracy. Maintain cashier integrity and conduct unscheduled cashier and buyback audits regularly. Report discrepancies to Store Manager. Answer inquiries and assists customers with their purchase. Respond to escalated customer inquiries to ensure optimal resolution and positive customer experience. Meet with key members of the academic community on campus to remain informed of new developments, assess FHEG's reputation, and promote Follett as a leader in the college store industry. Attend campus events (e.g. bookstore committee meetings, dinners, receptions, golf tournaments, athletic events, etc). Train new employees and retrain current employees on policies, procedures, asset protection and theft identification and resolution procedures. Use on-boarding modules to train and cross train employees; use seasonal training materials in Rush and buyback. Apply shrink prevention practices and activities, such as visible customer service, etc. Associate's Degree or equivalent. Three years of previous customer service and/or retail experience, Supervisory experience preferred. Advanced MS Office/Apple skills. Strong organizational, time management and problem-solving skills, strong customer service, communication and presentation skills. Apply by January 31, 2012.

**Contact Lazaro Inguanzo at South Bay One-Stop Business & Career Centers.**

**310 680 3700**



Leads for January 18, 2012 ©

Open House for WAREHOUSE POSITIONS

Wednesday 1/18 and Thursday (1/19) between 12:00 p.m. and 2:00 p.m.

Temporary, F/T. \$9-\$14/hr. Loader/Unloaders, Forklift Operators, Shipping/Receiving Clerks and Maching Operators. One year of experience in the position that they are looking to apply for. Pass background check and drug screen. Bring resume and hiring documents. Forklift Operators must have an up to date certification.

**Contact David or Darlene at Randstad.**

**19401 Vermont Avenue, Suite L100**

**Torrance, CA 90502**

**(310) 243-1800**

MAKEUP ARTIST, PA, ART PA

Duration: 3 days, starts 1/28. Los Angeles. Payment is on a lo/no/deferred basis. The story is about a homeless man dressed in a bear costume knocking on the doors to offer the service of opening cans. He's rejected all the time until he meets this old Asian lady... Makeup Artist: Normal makeup required. No special effects. Kit fee included. DVD upon request. PA: On set PA. Great meals and crafty provided. DVD upon request. (preferable if with truck driving experience.) Art PA: Help with Production Designer for dressing locations. Great meals and crafty provided. DVD upon request.

**Apply to Jacqueline Liu of The Can Opener**

**[www.mandy.com/1/jobs3.cfm?v=47428185](http://www.mandy.com/1/jobs3.cfm?v=47428185)**

SHOP TECHNICIAN 2 - Job ID: 39973

F/T. Provide timely, quality, and cost effective repair and maintenance for vehicle fleet including tractors, trailers, forklifts and other equipment that requires preventative maintenance, troubleshooting, repairs, modifications and documentation to ensure a safe and efficient fleet of vehicles. Document work performed, prepare vehicle records and reports in writing and electronically. High School Diploma (or GED) preferred. Three years of experience performing related vehicle maintenance; may substitute one year vehicle maintenance experience with one year accredited vehicle maintenance technical school training. Any ASE certifications preferred.

Brake Inspection Certification eligible. Own tools, Valid driver's license. Computer skills including email, maintenance programs, and diagnostic systems. Thorough knowledge of late model gas and diesel engines and on-board computers. Experience using oxygen/acetylene equipment (cutting, heating, bending, fabricating equipment during repair.) Experience using lifting devices (bottle, floor, wheel, or transmission jacks, floor cranes, etc.) Experience using precision measurement instruments (micrometers, dial indicators, electronic multimeters/testers, A/C charging station, etc.) Safely operate vehicles equipped with manual and automatic transmission. Follow instructions and complete required training. Work independently and/or as a team member. Good written and verbal communication skills (documentation, communication with peers, supervisors.) 15200 S Main St, Gardena, CA 90248-1957

**Apply online to FedEx Freight.**

**<https://jobs-freightinc.icims.com/jobs/39973/>**

Leads for January 18, 2012 ©

**CUSTOMER SERVICE-TELLER - Vacancy Number H-000966-2012**

P/T. \$8.00-\$18.06/hr. Provide variety of services such as cashing checks, issuing change funds, prepares bank deposits, receives/verifies cash receipts, processes layaways, special orders, approves refunds/adjustments. Cash handling, accounting and/or bookkeeping experience. Knowledge of and ability to operate standard accounting machines.

**FOOD SVC WKR - Vacancy Number H-000970-2012**

\$9.64 - \$11.22/hr. LA Charley's 0410. Prepare and serve simple foods and beverages. May operate an oven, deep-fat fryer, or other kitchen equipment in a situation where set procedures are followed and where cooking skills are not involved. Set up glasses, silverware, butter, condiments, salads, bread, and cold beverages. Stock appropriate food supplies prior to selling period and replenishes food and beverage items. Insure that food and beverage items are properly heated or cooled. Maintain required documentation; check returned inventory; and prepare daily cash report. Collect money, ring sales on cash register, and make change. Maintain required level of sanitation and cleanliness of work area. High school diploma or GED. Creditable job related experience may be substituted for the education requirement on a 9 months for 9 months basis.

**WAREHOUSE WORKER - H-000964-2012**

P/T. \$12.34-\$14.40/hr. Perform a variety of clerical and manual duties related to receiving and processing merchandise and supplies, to include record keeping, document preparation and selecting storage/shelving locations in the facility or stockroom, as appropriate. Post sell prices on documents. Record discrepancies or damaged shipments, initiate appropriate corrective action and complete necessary documentation. As necessary, assemble and segregate merchandise (bicycles, grills, etc.) for delivery and prepare appropriate documentation. May operate forklift not to exceed 10,000 pounds lifting capacity. Maintain compliance with fire, safety, sanitation and security requirements within stockroom area. High school diploma or GED. Six months progressively responsible general work, plus six months warehousing work or closely related work. Ability, knowledge and skill to operate/use the appropriate systems/software/hardware. May be required to possess a valid driver's license.

**Apply online to Army and Air Force Exchange Service (AAFES) - Los Angeles, CA**

**<http://odin.aafes.com/employment/base/losangeles.htm>**

**ADMINISTRATIVE ASSISTANT (W/Customer Service/Accountant exp.)**

**ASSISTANT TECHNICIAN (W/ Plumbing, electrical, and CSP exp.)**

Recruitment - *1/20/2012 from 10:00am-12:00pm* for Delta UV Ultraviolet Solutions  
Customer Service oriented. Good Knowledge of general accounting, QuickBooks. High school diploma or GED. Five years as an Administrative Assistant, Clerk, or Bookkeeper.

**Gardena One-Stop Center  
16801 S. Western Ave Suite A  
Gardena, CA 90247**

Cheers to a new year and another chance for us to get it right. - Oprah Winfrey

Leads for January 19, 2012

ART INTERN/PA

*Duration: 2 weeks, starts January 25<sup>th</sup>.* Los Angeles. Unpaid. Help us build and dress the sets. Great chance to network with people who work steadily in art department. There are some neat sets we're looking to build, including an ice cavern and a frozen tundra. You don't have to be available the entire shoot to help us out.

**Apply to Mike at Red Nebula Films.**

[www.mandy.com/1/jobs3.cfm?v=47425675](http://www.mandy.com/1/jobs3.cfm?v=47425675)

CUSTOMER SERVICE REPRESENTATIVE - Job ID: OCC-034734

Contract-to-Perm. Redondo Beach Sports distribution company. Filed calls from company's Canadian customers. Role may eventually move into slightly more of a sales role which would involve this person being more involved in the business side of things and making more outgoing calls. One year experience in a customer service role. Intermediate Excel experience. College degree. Great attitude and written and verbal communication.

**Apply online to Insight Global.**

[www.insightglobal.net/searchDetailed.html?req\\_id=34734](http://www.insightglobal.net/searchDetailed.html?req_id=34734)

IT NETWORK ADMINISTRATOR - Job Order: 3421

Temporary. On-call weekends. Torrance. Experience managing Microsoft SQL (including maintenance, SQL queries and reporting), Microsoft Exchange 2003 system management and maintenance, Blackberry Enterprise Server, Windows 2003 and 2007, XP, Server, CISCO router, PIX and VPN, telephone experience with VoIP equipment, San/Cluster and Backup/restore. Extensive WAN, LAN, TCP/IP experience. Experience supporting remote offices and staff.

Duties include: switching/routing/security configuration/inventory control/new site configuration/system standardization/audit responses/capacity planning. Work closely with IT Network staff and will receive/prepare/install network equipment and identify/resolves computer network problems related to data communications equipment including hardware and software components as well as provide troubleshooting support to customers and Help Desk staff.

Receive calls from remote/internal staff regarding network connectivity problems. Isolate/troubleshoot/correct network communication problems. Monitor/baseline/identify network problems using network communications software such as SNMP-based products/CiscoWorks / WUG/Telnet/sniffers/LAN analyzers. Provide support in the maintenance/troubleshooting/reporting of the network connection/serves as local contact for overseeing vendor's maintenance when needed. Edit/ update status reports/Help Desk problem reports/other reports as needed by IT Management. Bachelor's degree, Five years of data network experience with three years designing/deploying/maintaining/supporting Local and Wide Area Networks. Professional training and technical certifications are desirable. Proficient with: Cisco routers/switches/BGP/EIGRP/LAN Switching technologies. Expert level understanding of Ethernet and TCP/IP.

Experience deploying an MPLS network. Experience with telecom carriers/fiber/twisted pair wiring methods/site planning for communication equipment. Cisco network design DNS/DHCP/SMTP/Microsoft Office/Microsoft Visio/Cisco voice/Cisco Works experience.

**Send resume to: [tony@bcius.com](mailto:tony@bcius.com)**

Leads for January 19, 2012

**JOB FAIR PREPARATION WORKSHOP**

Thursday, January 26, 2012, 10 a.m. – 12 Noon      Friday, January 27, 2012, 10 a.m. – 12 Noon

**Wilshire Metro WorkSource Center**  
**3550 Wilshire Blvd., Suite 500**  
**Los Angeles, CA 90010**

**Crenshaw Workforce Services Offices**  
**5401 South Crenshaw Blvd.**  
**Los Angeles, CA 90043**

**For more information: Joan Scott (213) 744-2111, or via e-mail at [Joan.Scott@asm.ca.gov](mailto:Joan.Scott@asm.ca.gov)**

**JUNIOR GRAPHIC DESIGNER**

Beverly Hills. Create effective and engaging graphic design work. Partner to update daily content on the MySpace website. Work with lead Designer to create designs and produce graphics. Significant production with the MySpace website with use of Photoshop. Understanding and demonstrated aptitude for design principles. Communicate design feedback, project status, timelines, conceptual ideas and design rationale to management and design team. Perform competitive design research and identify media, technology and design innovations, improvements and opportunities. Excellent writing and communication skills including spelling and grammar. Experience at an online company, preferred. Team player. Take direction well. Proactive. Quick learner. Quick, accurate work. Bachelors Degree in Graphic Design or related discipline, preferred. 1 year experience working with Photoshop. Basic to Intermediate HTML knowledge. Basic Photoshop skills (resize, cut out, edit, color correct, create images and ads).

Wordpress experience is a plus.

[www.specificmedia.com/jobs/62](http://www.specificmedia.com/jobs/62)

**CLIENT SERVICE REPRESENTATIVES: F/T, Long Beach - Requisition Number: 50, P/T, Rancho Palos Verdes - Requisition Number: 118**

Highly motivated self-starter. Provide excellent client service by receiving, paying, and keeping accurate records of all monies involved in such transactions. Answer client service calls and in-person inquiries, referring any problem to a supervisor when necessary. May control vault cash and maintain the proper level of reserve within prescribed limits. May be responsible for checking tellers' cash in and out of the vault during the course of the business day, buys and sells currency from tellers, and balances vault and teller cash. May handle incoming and outgoing cash shipments through the vault or the Federal Reserve, records and balances incoming deposits from large commercial customers, and processes night drop bag. Assist clients with account inquiries, statement requests, bookkeeping issues, problem resolution, returned items and rejects, stop payments, safe deposit boxes and may handle credit ratings and written customer research requests. Two years of experience as a teller paying and receiving. Proficient in MS Word, MS Excel, and MS PowerPoint.

**Apply online to Opus Bank.**

[www.opusbank.com/home.html](http://www.opusbank.com/home.html)

The percentage of Africa that is wilderness: 28%  
The percentage of North America that is wilderness: 38%

Leads for January 19, 2012 (a)

### GRAPHIC DESIGN INTERN

P/T, 15+ hrs/wk. At least three days/wk: TU – FR. Open to working from a home office. Unpaid, school credit. Assist the Creative Principal in designing for print, advertisements, promotional items and Microsoft PowerPoint presentations, brochures, flyers, mailers, invitations/holiday cards, newsletters, etc. Reformat existing designs to fit various outputs. Web experience a plus. Light administrative tasks. Ideal for recent or near grads looking for experience and quality portfolio work. Proficiency in: Photoshop, Illustrator, Microsoft PowerPoint, and InDesign. Basic knowledge of industry-standard programming languages, including XHTML, Javascript, and CSS. Flash and ActionScript experience a plus. Conceptual skills and clear understanding of visual design, layout, typography and print production. Grasp of technical design issues; image optimization, technical platform compatibilities. Grasp of pre-press and printing standards; Strong print designer. Excellent verbal and written communication skills. Positive and collaborative team member. Some understanding of unions/nonprofits, campaign-related businesses and the entertainment industry. Strong organizational and time-management skills. Punctual and reliable. Self-motivated, sharp attention to detail, work independently or as part of a team, a flexible and creative personality, manage multiple projects. **Submit resume, and online portfolio link or PDF of samples, to Lauren Iverson at Free To Form, Inc.**

**6230 A Wilshire Blvd. # 22**

**Los Angeles, CA 90048**

**[www.creativehotlist.com/](http://www.creativehotlist.com/)**

### NANNY HOUSEKEEPER Live in or out – Inglewood

F/T. M-F:7:30-6:30pm, but flexible to start earlier or work later depending on our work schedules. Work occasionally on weekend evenings for date night. Time may change to 7am-7pm in March. \$350-\$750/wk. Gated LAX/Inglewood area. 16-month-old boy twins and 6/4 yr old school age girls. Loving, patient, flexible, organized, good communicator, and have lots of energy. Willing to focus on our family, as we work a lot of hours and will need someone I can rely on when I return to work. Enjoy playing games, stimulating kids, doing homework, teaching good manners. Good attitude, be playful and attentive with kids and willing to help out where it's needed. Caring for kids include driving to activities, doctor appts, classes, setting up playdates, playing, arts and crafts, reading. Girls are in school until 4:30pm and will need to be picked up. Housework includes family laundry, making beds, tidying around house, keeping kitchen clean, weekly grocery shopping, errands, overall keeping house neat. Experience with infants, toddlers and multiple kids. Cook and be able to handle housekeeping. Speak and write English. Drive and have clean driving record. Excellent references. Prefer someone with passport and can travel with family. Prefer someone over 30, mature and experienced with multiples. CPR and First Aid.

**Apply online to Lisa H.**

**[www.sittercity.com/nanny/ca/inglewood/job/946159.html](http://www.sittercity.com/nanny/ca/inglewood/job/946159.html)**

Help them change where you can, but love them as they are. -- Alan Cohen

Leads for January 19, 2012 (a)

### CUSTOMER SERVICE REPRESENTATIVE

Reliable. M-SA: 9 am – 7 pm; SU: 11 am- 3 pm. P/T or F/T. \$10/hr. Los Feliz Blvd. in the neighborhood of Atwater Village. Process online orders and work on multiple Point-of-Sale systems. Neat and meticulous in their work and can work independently and efficiently. Create online ads on Craigslist and social networks. Computer savvy. Enter and remove inventory. Call customers to confirm their orders and request additional information when needed. Customer service - being friendly and cordial is a big plus. Take customer calls. Confident on the phone.

Punctual and reliable. Organized and has attention to detail. Effectively multi-task. Work independently. Innovative and creative. Open to constructive criticism. Positive attitude.

**Apply online to I Need Tickets.**

**[www.ziprecruiter.com/job/Customer-Service-Representative/99687288/](http://www.ziprecruiter.com/job/Customer-Service-Representative/99687288/)**

### MEDICAL ASSISTANT (Temporary) - ID: 3905

Flexible to cover staffing shortages within cluster as well as rotational Saturday clinic hours may be required. Wilmington. Performing patient oriented procedures under supervision.

Knowledge of all back office functions: intake and recording of health and immunization history, patient preparation for exam or procedure, administration of screening (hearing/vision) tests, preparation, administration of immunizations/medication, processing vital signs, venipuncture/ blood draw/phlebotomy, and administration of injections. Front office functions including receipt, documentation and direction of incoming phone calls to the appropriate person in a timely and efficient manner; scheduling, documentation and follow-up on patient appointments; preparation of forms and charts applicable to patient check-in or check-out; appropriate facilitation of specialty referrals, labs, e-xray, etc. Medical terminology. Good interpersonal and problem solving skills. Computer proficient in typing and system/ database support.

### DATA SPECIALIST - ID: 3914

Long Beach. Implement and use software and systems to support the department's goals through maintaining core database, extracting and preparing data. Responsible for execution, quality check and distribution. Generate and distribute regular reports – Queue Statistics, Representative Statistics, Scorecards. Working with Quality Auditor to maintain scorecards of audit scores. Pull and assess reports for phone/email queues. Pulling information for Member Services Survey and importing information for Member Services Survey Database. Offer input on accuracy of representative standards. Train others in the department on systems reports. Misc. Admin as needed/back up Clerical Staff. Liaison with Plan Partners to ensure network synchronization, timely and accurate processing of members moves and issue resolution. Facilitate and coordinate system updates. High School Diploma. BA or BS in Health Care related field preferred. Three years experience in Managed Care (including Medicaid/Healthy Options and other State governed plans). Knowledge of various payment methods. Proficient in Microsoft Excel, and Microsoft Word. Computer Literate. Extremely detail-oriented and organized.

**Apply online to Molina Healthcare.**

**<http://www.molinahealthcare.com/Pages/index.aspx>**



Leads for January 19, 2012 (b)

**PRODUCTION ARTIST/COORDINATOR - Job ID: 115930**

F/T. Cerritos. Develop graphics to meet customer requirements. Schedule graphics and print plates to meet service requirements of the manufacturing plant. Supply pricing of prepress/printing plates. Preflight customer supplied files to ensure usability. Work with Graphics Coordinator, Sales Representatives and Customers to develop graphic designs for flexographic printing. Typesetting, layout & proofreading. Reproduce logos, text etc. from scratch using Adobe Illustrator (CS4.) One year certificate from college or technical school.

**Apply online to RockTenn/Smurfit.**

**[http://gwbpn10.smurfit.com/psc/psxpus/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=115930&](http://gwbpn10.smurfit.com/psc/psxpus/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=115930&)**

**PORTER**

Marina del Rey. Maintain the overall appearance and cleanliness of the community by ensuring that grounds, amenities, building exteriors, breezeways, curbs, signage, leasing office, central garbage areas, parking lots and other buildings and common areas are free of debris, trash, graffiti and other items which affect the appearance of the community. Maintain lawn areas by cutting grass, edging borders, spreading ground cover, removing leaves, and remove snow as necessary. Prune and trim trees, shrubs, and hedges, using shears or pruning saws. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, and other grounds features. Maintain tools, equipment, and workspace and ensure they are organized and in proper working order, request replacements as necessary, and assist in stocking the inventory. Provide superior customer service to internal and external customers. Knowledge of organizational and community policies and procedures. Follow proper safety techniques. Understand instructions.

Respond to questions or resolve resident, vendor, contractor or work scheduling issues.

Knowledge of community machines and tools, including their designs, uses, repair, and maintenance. Be pleasant with others on the job and display a good-natured, cooperative attitude.

Proactively recognize and implement superior customer service to internal and external customers. High School Diploma or its equivalent preferred. One year of relevant experience in landscaping or grounds keeping.

**Apply online to Western Residential, Inc.**

**<http://www.udr.com/>**

**DATA ENTRY CLERK**

Temporary. \$10-\$14/hr. Culver City. Architecture firm. Research information in Excel, and transfer data into QuickBooks.

**Apply online to Accountemps.**

**[www.accountemps.com/JobDescription?specificJob=42390073](http://www.accountemps.com/JobDescription?specificJob=42390073)**

"When I dare to be powerful -- to use my strength in the service of my vision, then it becomes less and less important whether I am afraid." - *Audre Lorde*

Leads for January 19, 2012 (b)

**CLIENT SERVICE COORDINATOR - Job Number: 42679823**

Drive the flow of clients and pets through the hospital, maximize the productivity of the veterinary medical team (in terms of numbers of clients and pets), ensure good communication with associates and clients, and coordinate the care of clients and pets in a happy, welcoming, friendly and efficient manner, influencing clients to return and refer their friends and families. Educate clients about Optimum Wellness Plans, preventative care, pet health needs and hospital services. Assist incoming clients by completing the required documentation, entering all pet information and history in the computer, utilizing proper collars and tags for identification, and ensuring prompt service. Assist outgoing clients by providing all necessary instructions, information and invoices, dispensing prescription items per the veterinarian's instructions, selling retail products and scheduling future appointments. Manage the finances by maintaining accurate balances and utilizing proper opening and closing procedures. Conduct administrative functions as necessary. Microsoft Word, Excel, Access, Outlook, etc. Associate's degree preferred, or the equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. High School Diploma or equivalent preferred. At least 18 years old to perform duties involving radiography (x-ray) and exposure to radioactive substances. Medical background (veterinary technician, human healthcare, pharmaceutical, etc.) with medical terminology training and/or customer service preferred. One year related experience.

**Apply online to Banfield Pet Hospital/Mars Global Petcare.**

**7600 Edinger Ave.**

**Huntington Beach, CA 92647**

**[www.healthcarejobsite.com/job.asp?id=42679823&aff=AC44BA2E-E3EB-4DBC-8BDB-9FCE01C58B09](http://www.healthcarejobsite.com/job.asp?id=42679823&aff=AC44BA2E-E3EB-4DBC-8BDB-9FCE01C58B09)**

**FLEET FACILITATOR**

Light mechanical skills (Check tire pressures and batteries; rotate battery tender to keep charged. Torque wheels. Check and maintain all fluids. Neat and clean looking. Detail oriented. Able to note interior and exterior vehicle condition on incoming/outgoing cars (include dents, scratches, scrapes, chips, etc.) Maintain vehicles in the warehouse, including hats, spare keys in key box, car covers, tags, key tags, car book, and each vehicle needs two keys on dash – keys need to be labeled with full VIN/Vehicle description. Careful and precise driving ability to remove and return vehicles to inventory. Release/receive vehicles. Fill out all paperwork. Take pictures of exterior/interior. Release/receive with outside transporters, drivers, etc. Light computer skills. Excel and PowerPoint a plus. Place vehicle pictures in PowerPoint. Maintain inventory program and update with new vehicles or vehicles exiting. Learn the Honda/Acura product line for product correctness. Enter vehicles into the PC program.

**Call Marilyn Kirby at Competitive Car Prep.**

**2700 Signal Parkway**

**Signal Hill, CA 90755**

**(562) 989-1535**

In the dew of little things, the heart finds its morning and is refreshed. - *Kahlil Gibran*

Leads for January 19, 2012 ©

**FITNESS SPECIALIST (HNS1)(71000046)**

Rosemead. Fitness Center within Southern California Edison's Corporate Medical Services.

Assist in the research and design of Health and Wellness initiatives that can potentially be implemented throughout the company. Contribute to the implementation of current (e.g. Work Readiness Certification (WRC) Program, Non-General Office (GO) Fitness/Wellness policies, Wellness Ambassadors) and future Health and Wellness initiatives (e.g., Wellness Challenge, Office WRC). Assist in the responsibilities of the GO Fitness Center by ensuring smooth day to day operations. Collaborate with management and other Fitness Center staff to ensure that the GO Fitness Center goals/objectives are met annually. Ensure that the GO Fitness Center resources are allocated appropriately to meet the demands of operating the GO Fitness Center while implementing other company wide initiatives. Perform routine pre-exercise and fitness testing, including developing and prescribing individualized, group fitness and exercise programs in accordance to standards and guidelines. Provide recommendations based on data and best practices for health and wellness initiatives. Maintain a safety conscious work environment. CPR/First Aid/AED certification. Experience in fitness orientation, evaluation, and training program design. High school graduate with CPR certification, First Aid training, or EMT certification. One year of experience in health, wellness, and/or other fitness related policies, programs, and initiatives. Experience assisting in the day to day operation of a fitness center.

Experience performing routine pre-exercise and fitness testing, including developing and prescribing individualized, group fitness and exercise programs in accordance to standards and guidelines. Strong oral and written communication skills. Knowledge of and experience in emergency response. Knowledge of: HIPPA regulations; anatomy, sports medicine, exercise physiology, guidelines for exercise testing and prescription. Customer focused in order to understand and appropriately respond to managers' and clients' business needs. Interface effectively and/or collaborate with others. Maintain confidentiality and make sound decisions on routine matters. Microsoft Word, Excel, and PowerPoint. Effective resource and project planning, decision making, results delivery, team building, and the ability to stay current with relevant technology and innovation. Strong ethics, influence and negotiation, leadership, interpersonal skills, communication, and the ability to effectively manage stress and engage in continuous learning.

**Apply online to Edison International and Southern California Edison.**

**[https://sce.taleo.net/careersection/sce\\_external\\_career\\_section/jobdetail.ftl?job=17242](https://sce.taleo.net/careersection/sce_external_career_section/jobdetail.ftl?job=17242)**

**GRANT WRITER for Non-Profit Organization Needed (Part-Time)**

Set your own schedule and work from home. Holocaust educational organization looking for assistance with additional funding. Self motivated. Experience and ability to pursue grants for small organizations. Excellent writing and communication skills and a passion for education.

**Email: [VOGCharity@VOGCharity.org](mailto:VOGCharity@VOGCharity.org) / [www.VOGCharity.org](http://www.VOGCharity.org)**

I see possibilities in everything. For everything that's taken away, something of greater value has been given. ~ *Michael J. Fox* ~

Leads for January 19, 2012 ©

### PRECISION WELDER II

F/T. Fountain Valley. Perform heliarc welding similar to aerospace specs thru thin gauge material. Fabricate and weld tubular and sheet metal assemblies by using standard welding equipment and referring to specifications, drawings, blueprints, welding symbols to ensure the production requirements are met. Weld metal object together by means of an oxyacetylene torch or arc welder apparatus to fabricate metal articles. Set up pre-fitted parts for welding, by using hand tools, clamps, jigs and fixtures, in ensure accuracy in production and assembly. May cut metal with a cutting torch. May select electrodes, tips and rods. Work on a variety of metals and alloys. Straighten TIR if required. Ability to weld Titanium in a chamber. Work from specifications, drawings, blueprints, welding symbols and work instructions. Work safely at all times. Pass drug screen and criminal background check to obtain Certificate of Eligibility. Pass annual welding certification test. Current Certificate of Welding (TIG, MIG, ArcTubular Purge, Thermal Arc Prowave.) Journeyman experience a plus. Read and interpret blue prints to layout, assemble / fabricate. Familiar with ISO 9001 and Lean Manufacturing principles.

**Apply online with resume and salary history to SureFire, LLC.**

[www.surefire.jobs](http://www.surefire.jobs)

### GUEST SERVICES AGENT (Part-Time)

Complete the registration process. Input and retrieve information from a computer system, confirm pertinent information including number of guests and room rate. Make appropriate selection of rooms based on guest needs. Code electronic keys. Non-verbally confirm the room number and rate. Promote and administer Hilton Marketing Programs for arriving guests. Ensure guest knows location of room, and arrange for team member to accompany guest to room.

Provide welcome packet containing room keys, tokens of our appreciation, gifts, etc. to guest. Ensure rooms and services are correctly accounted for within guest statement. Properly account for services provided by the hotel. Assist guest with check out payments or charges. Accept and record vouchers, credit, traveler's checks, and other forms of payment. Convert foreign currency at current posted rates. Greet customers immediately with a friendly and sincere welcome. Use a positive and clear speaking voice, listen to understand requests, respond with appropriate action and provide accurate information such on outlet hours, special VIP programs, events, etc. Promptly answer the telephone and email inquiries. Field guest complaints, conducting thorough research to develop the most effective solutions and negotiate results. Remain calm and alert especially during emergency situations and heavy hotel activity. Plan and implement detailed steps by using experienced judgement and discretion. Considerable skill in the use of a calculator to prepare moderately complex mathematical calculations without error.

**Apply to Hilton Garden Inn LAX/El Segundo.**

**2100 E. Mariposa Ave.  
El Segundo, CA, US 90245**

[www.hcareers.com/seeker/search/view?jobAdId=3CE1BECDE87AC571](http://www.hcareers.com/seeker/search/view?jobAdId=3CE1BECDE87AC571)

Faith goes up the stairs that love has built and looks out the window which hope has opened. -- *Charles Spurgeon*

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PC SUPPORT TECHNICIAN - Junior - Temp to Hire - Reference # : 12-00345  
F/T, 9-6. Start Date / End Date : 01/23/2012 - 02/22/2012. El Segundo. Resolve desktop and software failures. Perform onsite and offsite repair of personal computers, printers, scanners. Provide personal computer software application support and troubleshooting. Conduct end user training on personal computer applications and network systems. Perform backup of user and system files essential to daily operations and disaster recovery. Participate in network upgrades and system rollouts. Document network/PC equipment moves and maintain an accurate database of Time Warner owed network/PC equipment. Skills equivalent to one year in comparable position. Answer telephone calls and e-mail/web inquiries to the Region's Information Technology Service Desk. Provide support to end users, employing a high degree of customer service, technical expertise and timeliness. Provide advanced level assistance for problem resolution and escalate complex problems to more senior staff. Take ownership of the problem and follow through on a resolution with end users and other pertinent information technology staff. Track support calls in the help desk trouble ticketing system. Manage the creation/deletion and administration of user accounts for multiple systems within the Division.

[http://careers.spectraforce.com/private/myjobs/openjob\\_outside.jsp?a=n1jdnw4kf2ab9ankmd124tylrvt85u013e2f39h73lugafcbioqzim81ehqj189k](http://careers.spectraforce.com/private/myjobs/openjob_outside.jsp?a=n1jdnw4kf2ab9ankmd124tylrvt85u013e2f39h73lugafcbioqzim81ehqj189k)

A/R COLLECTIONS CLERK – JOB ID: CALA117/ Ad ID: 13053249  
F/T. Long Beach, 90815. Payment applications and collections, including collection calls on past due accounts, credit hold releases, and research of payment and billing issues. Prepare written demand letters, file preliminary lien notices as needed, and prepare various reports for managements review.

**Apply online to Job Chit Chat.**

<http://losangeles.ebayclassifieds.com/accounting-finance/long-beach/a-r-collections-clerk/?ad=13053249#ixzz1jqEMI8IM>

PHARMACY TECHNICIAN - Position #: 117467

F/T. Anaheim. Maintain drug inventories, patient medication profiles, prepare medications, issue medications in the appropriate manner to patient care areas, restock medications, and assist the pharmacists in all other areas of drug distribution as needed and allowed by State Law. High school diploma or equivalent preferred. Completed a course of training for pharmacy technicians as specified by the California Board of Pharmacy. One year acute care experience in hospital pharmacy. Knowledge of basic computer systems and keyboard use. IV compounding and sterile technique experience. Current certification as a registered technician by the California State Board of Pharmacy.

**Apply online to AHMC Anaheim Regional Medical Center.**

[www.abso.com/jobboard/default.aspx?JobDetail=117467&JOBBOARDID=631](http://www.abso.com/jobboard/default.aspx?JobDetail=117467&JOBBOARDID=631)

A happy ending is always possible if you are willing to keep the story moving to get there. -- Alan Cohen

Leads for January 19, 2012 (d)

#### BILINGUAL DENTAL ASSISTANT

Union. \$11.33/hr. Perform duties assisting a dentist and dental office clerical functions. High School. DA Assistant School. English/Spanish. Proficient Microsoft Office and Excel (familiarity with medical terminology). EHR- Electronic Health Record and PMS- Practice Management System (Preferred.) OSHA Certification, CPR License, X-ray Radiation License. Maintain a clean, sterile and cheerful environment where our patients feel comfortable, prepare them treatment, and assist the doctors. Obtain dental history and/or records from patient (review patient health history and care slips). Ensure that the health history is updated for all returning patients. Prepare tray setups for dental procedures, and maintain adequate supply levels in each operatory, replenishing as needed. Complete x-rays for adults and Peds patients. Sterilize and disinfect instruments and equipment. Instruct patients on postoperative and general oral health care. Prepare materials for making impressions and restorations. Maintain an appropriate professional appearance and demeanor in accordance with Company policy FEHA, DOL, HR policies and practices. Maintain monthly check of Emergency medical kit, Oxygen tanks and oxygen masks (adult and children). Place orders for Dental supplies.

**Apply online to St. John's Health Centers.**

<https://home.eease.adp.com/recruit2/?id=912351&t=2>

#### STOREROOM CLERK - Job Code: 32024

P/T. Beverly Hills. Check all incoming goods against delivery invoices, food specifications and purchase records to ensure that the type, amount, price and quality of items charged and ordered are correct. Maintain safe, sanitary and organized storage of all items. Fill all china, glass, silver, linen requisitions, update respective inventory cards and rotate perishables in storerooms. (25%.) Complete daily, weekly and month end inventories for food, beverage, groceries and sundries. (20%) Handle all deliveries of goods to the appropriate departments within the hotel including loading and unloading carts and placing in appropriate storerooms. (20%) Ensure loading dock and receiving areas are kept secure, clean and organized. (15%) Work harmoniously and professionally with co-workers and supervisors.

**Apply online to Four Seasons - Beverly Wilshire.**

<http://jobs.fourseasons.com/>

#### A/R - BILLING COORDINATOR

F/T. Temporary (could be hired if right fit.) \$15-\$16/hr. South Bay. Bill publications by reviewing rates, pages, billing addresses, checking sales/insertion orders and by generating all preliminary and final billing reports, correspond with sales/publishers as needed and mail out the invoices. Control the billing of trade shows by reviewing and entering contracts turned in by the show department. Run invoices and mail out the invoices. Run Month-end billing, reports and report distribution. Two years experience in A/R and Billing. Proficient in Excel, Word, Outlook and computerized accounting Systems.

**Apply online to Meredith Denton.**

[www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job\\_DID=J3T6946Y62S49J54SFD](http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXIND&siteid=cbindeed&Job_DID=J3T6946Y62S49J54SFD)