

Leads for October 19, 2010

MAINTENANCE WORKER III - RECRUITMENT NUMBER: 10061

\$3,653-\$4,988/mo. Grant-funded position. East County. Other positions may become available at other sites during this recruitment. Perform a variety of skilled and semi-skilled work in building maintenance, preventive maintenance and repair for a large housing development. Perform building and preventive maintenance and repair of dwelling units and structures using skills in carpentry, plumbing, electrical, tiling, and cement. Design or modify dwelling for office accommodations. Operate, maintain and repair power equipment. High school diploma or GED. Two years of skilled experience in building maintenance, preventive maintenance and repair preferred. Certifications and licenses are highly desirable. Valid CA Driver's License.

Acceptable driving record. Apply by 10/22/10 05:00 PM.

Apply online.

2 S. Coral Circle, Monterey Park, CA 91755

323-890-7020 / 323-890-7019 / recruiter@lacdc.org / www.lacdc.org

BILINGUAL CERTIFIED NURSE AIDE Cal JOB#:CA10893681

F/T, various shifts. \$9/hr. Los Angeles, 90032. Answer patients' call signals. Turn and reposition bedridden patients, alone or with assistance, to prevent bedsores. Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff. Feed patients who are unable to feed themselves. Provide patients with help walking, exercising, and moving in and out of bed. Provide patient care by supplying and emptying bed pans, applying dressings and supervising exercise routines. Bathe, groom, shave, dress, or drape patients to prepare them for surgery, treatment, or examination. Transport patients to treatment units, using a wheelchair or stretcher. Clean rooms and change linens. Collect specimens such as urine, feces, or sputum. Chinese or Vietnamese and English. Certificate in CNA. Experience is a plus.

BILINGUAL CERTIFIED NURSE ASSISTANT

P/T, 8:30am-2pm. \$10/hr. Los Angeles, 90012. Read and record Participants' signals, such as blood pressure, weight, etc. Assist RN with some job duties. File Participants' charts and flow sheets. Data entry and document medical information in Participants' charts. Chinese/English. Certificate in CNA. Experience is a plus. Computer literate. Microsoft Office.

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

F/T. \$3,500/mo. Inglewood. Contact and follow-up with customers in providing information, such as price quotes etc. Prepare documents, such as work orders, bills of lading, and shipping orders to route materials. Determine shipping method for materials, using knowledge of shipping procedures, routes, and rates. Contact carrier representatives to make arrangements and to issue instructions for shipping and delivery of materials. Chinese/English. High school diploma or above. Hard working and responsible. Mature with good customer service skill. Experience in freight forwarding is a definite plus. Fast learner and good team player. Understand the importance of the needs of customers.

Send resume to Aiman Hwang.

Fax: 213-253-0877 / Email: ahwang@cscla.org

Leads for October 19, 2010

OPERATOR-IN-TRAINING

\$25.42 - \$30.90/hr. Open, continuous recruitment for anticipated vacancies in the Plant Operator classification series. Perform a variety of tasks in the operation and maintenance of a wastewater treatment plant on an assigned shift; operate, monitor and maintain plant equipment including engines, motors, boilers, compressors and pumps to control unit processes; monitor and control wastewater flow; perform adjustments and repair to plant equipment; collect samples for laboratory testing; and perform minor maintenance such as flushing sludge lines to digesters, adding oil, and cleaning drains. Will learn, and subsequently monitor process units. Record maintenance, assist with chemical deliveries, steam process lines, and general housekeeping. High school diploma or GED. Some training and/or education related to the operation of a wastewater treatment plant are highly desirable and recommended. Valid CA Driver's License. Obtain a Wastewater Treatment Plant Operator-In-Training certificate within one month; and a valid Grade I California Wastewater Treatment Plant Operator certificate within two years from date of employment.

AUTO/HEAVY EQUIPMENT TECHNICIAN - Job #7520

\$31.75 - \$38.59/hr. Perform journey-level duties. Troubleshoot, diagnose, repair, and maintain a variety of automotive, heavy equipment and shop equipment including cars, trucks, vectors, cranes, hydraulic systems, electric carts, bicycles, and portable equipment. Perform preventive mechanical maintenance by inspecting equipment and adjusting or replacing oil, filters, gear boxes, drive belts, brakes, air systems, exhaust systems, pressure systems, and cab equipment. Corrective maintenance and troubleshooting of electrical systems; repair or replacement of broken parts; overhauls; tune-ups; and performance of smog and opacity tests of gasoline and diesel engines. Complete all paperwork related to the maintenance of the Sanitation District's automotive or heavy equipment such as work orders and logging daily work assignments. High school diploma or GED, supplemented by specialized or vocational training in the area of automotive maintenance and repair. Three years of increasingly responsible experience applying preventive and corrective mechanical maintenance on automotive equipment and heavy equipment. Communicate clearly both verbally and in writing; adapt to multiple changes in work assignments; read electrical diagrams; and perform arduous work including lifting up to 50 pounds. Basic computer skills necessary to complete service requests, timecards, and assignments. Valid class A or B California driver's license. Able to obtain a (P) endorsement, Hazmat & Tanker endorsements, and an industrial truck (forklift) certificate within six months of employment is desired. Certification from the National Institute for Automotive Service Excellence (ASE) is preferred.

Apply online to Orange County Sanitation District.

**Phone: (714) 593-7140 / Jobs@OCSD.com / www.ocsd.com
/ <http://agency.governmentjobs.com/ocsd/default.cfm>**

TELLERS - Torrance, South Gate

Apply online to Wells Fargo.

www.wellsfargo.com

Leads for October 19, 2010 (a)

AUTO/HEAVY EQUIPMENT ASSISTANT - Job #130

\$22.47 - \$27.32/hr. Perform a variety of routine basic clerical and maintenance duties in support of the Fleet Services Shop. Input and retrieve data from the Computerized Maintenance Management System (CMMS), coordinate use of pool vehicles, perform housekeeping duties for vehicles and service area, and may perform basic preventative maintenance tasks. Generate service requests for motor pool services and corrective maintenance. Submit mileage tickets, maintain motor pool logs, fuel and wash motor pool trucks and sedans, pick-up and deliver parts, and maintain garage, carports, and equipment rooms in a clean and safe manner. Maintain inventory of all garage fluids, lubricants, oils, shop tools, and equipment. High school diploma or GED. One year general automotive maintenance or vocational training in automotive repair is highly desired. Communicate clearly both verbally and in writing; adapt to multiple changes in work assignments; and perform arduous work including lifting up to 50 pounds. Valid CA Driver's License. Possession of, or the ability to obtain a valid California Class "A" or "B" license, and a forklift certificate is desired. Operate a personal computer for assignments, service requests, motor pool requests and time cards.

MAINTENANCE WORKER - SEWER SYSTEMS - Job #110, 111, 112, 114

\$26.72-\$32.48/hr. Perform a variety of routine maintenance duties in support of the Orange County Sanitation District's sewer system; operate and maintain a variety of tools and equipment; and perform preventive and corrective maintenance duties in assigned division. This classification is used as an entry into the various trades. Maintain pump stations, clean sewer lines, manholes and wet wells by opening man-hole covers. Set up gas detectors to test gas levels of explosive, toxic, and oxygen levels that are present before entering confined spaces with a body harness in order to remove debris, install equipment, and perform physical labor. Perform general maintenance work in the plant or in the field and will drive District vehicles including towing trailers. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Perform strenuous physical labor and effectively communicate verbally and in writing. May perform standby duties. One year of maintenance, construction, or repair experience. Possession of a valid California class A or B driver's license with air brakes and tanker endorsements. Ability to interpret drawings, operations and maintenance data, Material Safety Data Sheets, and safety policies.

Apply online to Orange County Sanitation District.

**Phone: (714) 593-7140 / Jobs@OCSD.com / www.ocsd.com
/ <http://agency.governmentjobs.com/ocsd/default.cfm>**

CASHIER

West Los Angeles Taco Restaurant. Total bills, receive money, make change, fill out charge forms, and give receipts at restaurants. Basic mathematics skills; good manual dexterity. Neat in appearance. Deal tactfully and pleasantly with customers

Send resume to Marjorie Gardner-Cruise at Hollywood Worksource Center.

4311 Melrose Ave

Los Angeles, CA 90029

323.454-6100 / mgardner@mcsrehab.com

Leads for October 19, 2010 (a)

CNA, Custodial Medical Services

Per Diem Nights. 12hr shift. Anaheim. Assist patients in meeting self-care and daily needs. May provide basic services to child, adolescent, adult and geriatric patients. One year acute care experience preferred. C. N. A. , BCLS.

Apply online to Chapman Medical Center.

www.chapmanmedicalcenter.com

MAINTENANCE WORKER

\$26.72-\$32.48/hr. Performs a variety of routine maintenance duties in support of the Mechanical, Reliability, and Maintenance Support Services Division; operates and maintains a variety of tools and equipment; and performs preventive and corrective maintenance duties on plant equipment. This classification is an entry level position for the mechanic series.

Specifically, this individual will be trained in all safety procedures with respect to plant equipment, tools, and the lock out –tag out process. This person will operate a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks which may include routine service and repair duties on mechanical equipment, and machinery at both wastewater treatment plants, and performing confined space entries. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Perform physical labor and effectively communicate verbally and in writing. One year of maintenance, construction, or repair experience is a plus.

Apply online to Orange County Sanitation District.

**Phone: (714) 593-7140 / Jobs@OCSD.com / www.ocsd.com
/ <http://agency.governmentjobs.com/ocsd/default.cfm>**

SECOND CHANCE JOB & Resource Fair (Florence-Firestone Employment Resource Center)

Thursday, October 21, 2010 from 9am-12pm

Collector, Marketing Representative, Ironworker 416, Instructor (computer literacy/job readiness), Mechanic Trainee, Mama's Tamales (various positions), busboy, cooks, bartender, Select Staffing, Mexican American Opportunity Foundation, Ross, Cell Phone Sale Reps, Marshall's, Financial Representative, Goodwill Southern California, Parks and Recreation positions, PV Jobs, Los Angeles World Airports (Various positions), Los Angeles City Clerk Office, Refining Department Supervisor, Smelting Supervisor, Quality Assurance Representative, Floor Care Technician, Janitor/Custodian, CNA, and Child Care Careers.

Dress professionally and bring multiple copies of your resume.

Franklin D Roosevelt Park

7600 Graham Ave.

Los Angeles, CA 90001

For Information: Claudia Murillo at (323) 583-9655

“You must have control of the authorship of your own destiny. The pen that writes your life story must be held in your own hand.” — *Irene C. Kassorla*

Leads for October 19, 2010 (b)

PET STORE PRODUCT DEMONSTRATORS

\$12.50/hr (taxable) + possible mileage pay (non-taxable) . We hire all of our workers as W-2'd employees and do not use 1099 workers. Torrance. Conduct a 4 hour product demo in one store on 5 different dates through the end of Oct. Demos can be done Fridays after 3pm, Saturday or Sunday mornings or afternoons. Preferably you will do one demo per weekend at any given location. Meet and Greet Customers. A kit with the materials needed to complete the demo will be sent to the demonstrator. Own portable card table. Ability to stand 4+ hours. Comfortable with animals. Demonstrating experience is a plus.

Apply online to Set and Services Resources.

www.sasrlink.com

GRAPHICS WEB VIDEO DESIGNER - ID#: 40751234

Free lance creatives. Ideal goal that you join our team permanently.\$10-20/hr based on value. Need website developers, website designers and graphic designers. Contribute on interactive/web projects through their knowledge and implementation of HTML, XML, CSS, flash and PHP.

Work fast and efficiently. Portfolio and/or demo reel. Team oriented, positive and super organized. 2-4+ year college degree. Two years work experience preferred in production and design with a studio, agency etc. Proficiency on the Mac in Photoshop, Illustrator, Dreamweaver/GoLive, InDesign. Bonus for proficiency in Lightwave or other 3d modeling program, Final Cut Pro, After Effects etc. Double bonus for experience or knowledge of Architecture and/or CAD.

Send your resume to MediaPORTFOLIO.

www.mediaportfolio.com http://los_angeles.geebo.com/jobs-online/advertising/40751234

PROGRAM SUPPORT CLERK (OA) - Job Announcement Number: LP-11-LJa-396254

SERIES & GRADE: GS-0303-03 Vacancy ID: LP396254 (Include on all documents).

F/T, up to 6 months. M-F: 8-4:30. \$27,772-\$36,103/yr. U.S. citizen. Maintain established office filing systems covering varied subject matter. Maintain project document files in accordance with appropriate guidelines and procedures and assures their accuracy. Keep resource materials such as medical journals organized and filed in the resource room. Type letters, memoranda, narrative reports and other correspondence and documents. Type forms and perform data entry. Photocopy, assemble and distribute a variety of project-related materials. Greet visitors, answer telephones, and answer general inquires about the study and provides general information. Type net 40 wpm. Six months of general progressively responsible clerical, office or related work OR successful completion of one year above high school level leading to an Associate's degree in any field. (Transcripts Required) OR A combination of successfully completed post high school education and general experience may be used to meet total qualification requirements for the GS-3 level.(Transcripts Required). *Apply by Friday, October 22, 2010.*

Apply online to Veterans Health Administration.

Phone: (501)257-4134 / Fax: (478)757-3144 / Email: VAJOBS.DEU@VA.GOV

www.usajobs.opm.gov / more info: www.vacareers.va.gov/

Leads for October 19, 2010 (b)

ACCOUNTING CLERK -

Temporary, 3 to 5 month coverage for a maternity leave. Redondo Beach Credit Union. Accounting clerk responsibilities, A/P & A/R, reconcilements, balancing of tellers and ATM.

Contact Thelma Edwards at BankForce.

800-203-5160 / email: thelma@bancforce.com

DENTAL ASSISTANT FRONT/BACK

35–40 hrs/wk. \$11-\$14/hr. Energetic. Nice attitude. Garden Grove. One year experience. Some computer skills. Experience with insurance and billing is a plus, we will train. Good telephone manner, X Ray license. Bilingual and/or temporary crowns & coronal polishing a plus.

Email: idea323@yahoo.com

AUTOMOTIVE SERVICE TECHNICIAN – Lexus, Reference Code: 81792

F/T. Benefits. Perform vehicle repair and maintenance as assigned in accordance with dealer and factory standards. Communicate with parts department to obtain needed parts, inform team leader if vehicle is awaiting parts and pursue special order of parts if necessary. Diagnose cause of any malfunction and perform repair, if authorized by customer. Save and tag parts if the job is under warranty or if requested by customer. Examine the vehicle to determine if additional safety or service work is required. Notify service consultants immediately if additional work is needed, if work outlined is not needed, or if repairs cannot be completed within the time promised.

Document work performed on each vehicle on the repair order using the concern, cause and correction format. Road-test vehicles to check work performed. Ensure that customer vehicles are returned to them as clean as they were prior to being serviced. Keep abreast of factory technical bulletins. Attend factory sponsored training classes. Keep shop area neat clean and be able to account for all dealership owned tools at all times. Understand and follow federal, state and locate regulations, such as those governing the disposal of hazardous waste. Read and comprehend written instructions and information. General mechanical skills. Volvo Experience. Valid driver's license. Ability to drive manual transmission vehicles. Professional appearance. Manual dexterity, good judgment and ability to operate power and hand tools and other types of machinery safely. Three years of work experience as a service technician (preferred.) Customer service skills. High school diploma or GED. ASE certification or successful completion of pre-employment test. Technical or trade school degree preferred.

Contact Jorge Gonzalez at Lexus of Cerritos.

<http://jobview.monster.com/GetJob.aspx?JobID=91542002>

TELLERS

Full Time-Teller-Main & Rosecrans Banking Center-Gardena, Ca
Full Time-Teller-Inglewood Main Banking Center,- Inglewood Ca 90301
Part Time-Teller-Vernon Banking Center- Vernon, Ca 90058

Apply online to Bank of America.

www.bankofamerica.com/careers/

Leads for October 19, 2010 ©

HOSPITAL MEDICAL BILLER #00290-129333

Temporary. \$13-\$17/hr. Inglewood. HMO's, PPOs, Medicare and Medi-Cal. Medisoft, Meditech a plus. MDX or mdion preferred.

(213) 629-1589 / email: los.angeles@officeteam.com

2D ARTIST

F/T. Los Angeles. Start-up in the 3D social media and games industry. Exceptionally skilled. Create high quality and polished art used in the presentation of our up-and-coming 3D environment. Strong foundation in traditional arts, with excellent fundamental graphic design and web design skills including presentation, layout, composition, color, and readability. Participate in visual design & presentation of Hangout properties from conceptualization to final deliverables. Produce concept artwork to convey the style, theme, and general look and feel of experiences & assets. Define visual style and art assets for franchise marketing materials, including presentations and website instantiations. Work in conjunction with designers to create and implement UI of Hangout Industries game & web presentations including Facebook integration. Periodic production of concept art and 3D elements. Work with the entire team to problem-solve technical and aesthetic issues. Two years of professional experience as a 2D Artist working in game development, interactive entertainment or web development. Strong illustration skills with an eye for lighting, form, color and detail. Comprehensive understanding of 2D, illustration, layout and graphic design skills, as well as animated interface elements and web design/HTML. Highly proficient in Photoshop & Adobe Illustrator. Ability to use Flash and ActionScript to create Flash elements for websites as well as rapid prototyping of working UI. Proven ability to conceptualize, design, and produce game art assets. Two years of post-secondary traditional art training, preferably with a certificate or BA in Graphic Design, Interactive Design or Fine Arts. Self-motivated and proactive. Desired Skills: Familiar with PC/web games and interfaces, Understanding of modeling & texturing 3D art assets for low-polygon games, Experience with character design.

Apply online to Hangout Industries.

www.ventureloop.com/ventureloop/jobdetail.php?jobid=33647

BILINGUAL JUNIOR OPERATION CLERK Cal JOB#:CA11101381

M-F: 8-5. \$2100/mo. Inglewood. Air and Sea Freight Inc. Office Work. Paper filing, emailing, faxing and delivery. Team player and have people skills. English/Chinese - Willing to train.

Send resume to Wendy Wang.

Fax: 213-253-0877 / Email: wwang@cscla.org

ORANGE COUNTY JOB FAIR

Wednesday, October 27 from 11:00 AM to 2:00 PM

Career experts onsite will provide free Resume Reviews. Over 200 positions available at event.

Sheraton Park Hotel

1855 South Harbor Blvd, Anaheim, CA 92802

Leads for October 19, 2010 ©

TECHNICIAN LABORATORY - NB61264515EA

F/T. Westminster. Knowledge of and experience with electrical theory of D.C. and A.C. circuits including phasor diagrams, analog and digital electronics. Knowledge of: Principles of solid state electronics, electrical measurement theory, physical sciences and computer theory. Mathematics including algebra, geometry and trigonometry. Fundamentals of electrical instrumentation and test methods. Operating principles of basic instruments used in electrical measurements. Safe work practices. Ability to: Apply theoretical principles to practical use. Perform special and standardized tests and to analyze and interpret results. Prepare analytical reports. Understand and execute oral and written technical instructions. Diagnose and troubleshoot equipment failures.

The knowledge, skills, and abilities required for this job are of a level comparable with those normally acquired through a high school education supplemented by advanced technical study and practical experience in performing tests and repairs on single-phase and polyphase meters or electrical apparatus and equipment. Perform technical and high accuracy electrical calibrations, tests, investigations, repairs and modifications on all types of electrical, apparatus such as ammeters, voltmeters, wattmeters, temperature indicators, synchrosopes, instrument transformers, shunts, oscilloscopes, signal generators, tuned radio frequency voltmeters, electronic counter timers, frequency meters, power factor meters, watt-hour meters, etc. Calibrate and repair all laboratory working standards such as ammeters, voltmeters, wattmeters, bridges and electronic standards using primary standards such as standard cells, potentiometers, volt boxes, standard resistors and current shunts and thermocouple transfer standards. Record data and calculate true values, % error and correction factors. Standardize laboratory watt-hour standard and calibrate all portable watt-hour standards and meter shop watt-hour test boards. Perform instrument transformer tests and other special tests and investigations in the laboratory and in the field. Calibrate and test interchange and large capacity watt-hour meter installations in the field. Prepare analytical and technical reports. Take technical photographs. Job Seekers selected to continue the process will be invited to test on November 3 and November 5, 2010.

end resume to Edison International / Southern California Edison.

www.edisonjobs.com

SERVICE TECHNICIANS

Conduct product repairs (inside only.) Provide our healthy home solutions to various consumers needs. Conduct product and consumer surveys. Assist management with building customer lead banks. Inventory control and administration duties (inside only.)

CUSTOMER SERVICE REPRESENTATIVES

Contact existing customers and schedule appointments. Conduct consumer market surveys. Assist company with updating current consumer database.

For both positions: Independent franchisees. Complete line of environmental products. Provide a wide range of services to our consumer products. Attend training and general meetings. Neat in appearance. Positive mental attitude. Enjoy working with others. Willingness to learn and grow.

Honesty and integrity. Interpersonal and basic communication skills. Self-Starter.

Apply online to Aerus LLC.

www.aerusaq.com

Leads for October 20, 2010

PET NURSES - Req Number: 12719

P/T. Long Beach. Associate or Bachelor degree, veterinary technician certification or licensure preferred, or equivalent combination of education, training and experience that provides the knowledge, skills, and abilities. High School Diploma. At least 18 years old to perform duties involving radiography and exposure to radioactive substances. One year related experience. Medical background (veterinary technician, human healthcare, pharmaceutical, etc.) with medical terminology preferred. Customer service preferred. Act as the extra eyes, ears and hands for the vet to ensure the best quality Pet care and to maximize the veterinarian's productivity. Lead veterinarians and veterinary medical team through the Cycle of Service. Communicate with other associates to maintain the flow of patients. Provide professional, efficient and exceptional service at all times. Perform procedures that do not require veterinarian assistance, complete preparatory work for other procedures, ensure that clients and Pets are comfortable in the hospital, and monitor hospitalized or surgical Pets. Educate clients about Optimum Wellness Plans, preventive care, Pet health needs, any diagnosis or treatment, 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 maintaining clean, sterile and organized treatment areas, exam rooms and labs. Understand and follow state guidelines regarding duties of veterinary assistants and licensed veterinary technicians.

Apply online to Banfield, The Pet Hospital.

Fax: 800-578-2286 / www.banfield.net/

FLASH BANNER ANIMATOR/DESIGNER

Freelance. Estimated Duration: Open ended. Start week of 10/25. Onsite in Hollywood. \$35/hr. Entertainment ad agency. Flash timeline animation skills and great Entertainment design portfolio with banners. Able to concept and build banners. Fast shop- be ready to crank on these big name Entertainment clients. No coding skills needed.

Submit Portfolio, PDF Sample to Creative Circle.

www.creativehotlist.com/index.asp?linkTarget=fullJob.asp&jobID=143924

RECEPTIONIST

F/T. \$10-\$12/hr. Business Management/Accounting firm. Answer telephone, screen & direct calls. Take and relay messages. Provide information to callers. Greet persons entering organization. Direct persons to correct destination. Deal with queries from the public & clients. Ensure knowledge of staff movements in & out of office. General administrative & clerical support. Prepare letters & documents. Receive and sort mail & deliveries. Schedule appointments. Maintain appointment book. Tidy & maintain a clean reception area. High school diploma or GED. Knowledge of administrative & clerical procedures and computers/software applications. Keyboard skills. Verbal & written communication skills. Professional personal presentation. Customer service orientation. Information management. Organizing & planning. Attention to detail. Initiative. Reliability. Stress tolerance.

Attach resume & cover letter in the form of a PDF and send to dbravo@locpa.com

Leads for October 20, 2010

ACCOUNTING CLERK

F/T. \$12-\$15/hr. Benefits. Diligent and hard-working. Well-organized, willing to perform repetitive tasks, and love dealing with numbers. Input Profit & Loss information into a database to generate daily Revenue Reports. Track and monitor employee's times to determine if they are following company's policies. Perform general office duties such as filing, copying, and mailing.

Six months of office experience with the ability to communicate effectively with upper management and executives. Strong knowledge of MS Office. Excellent data-entry and attention to detail skills. Comfortable in multi-tasking atmosphere and need little direction.

Fax resume to Banc, LLC.

Fax: (310)323-2206. Please add "ACCOUNTING CLERK" in the subject line.

DESIGN INTERNS

Mail resume to Michael Stars, Inc.

12955 Chadron Ave

Hawthorne, CA 90250-5526

(310) 263-7375 / www.michaelstars.com/careers.php

INVENTORY CONTROL SPECIALIST - Job Number: 5152

Regular-F/T. Stock treatment area of emergency department with medical supplies and bulk supplies. High school diploma or GED. Full command (verbal and written) of the English language. Positive customer relations skills. Good attendance record and stable work history. Working knowledge of Windows or comparable system specifically including keyboarding and mouse skills. Prefer one year work experience as an Inventory Control Specialist or comparable experience in a hospital, medical center or clinical setting. Fast paced, high volume "team" environment with frequent interruptions. May be exposed to contaminated materials, detergents, and chemicals as well as infrequent exposure to low level of radiation. Able to push carts weighing 200-300 pounds and stand and/or walk most of the day, bend and lift up to 75 pounds.

Apply online to Cedars-Sinai.

www.cedars-sinai.edu/career or www.cedars-sinaimedicalcenter.apply2jobs.com

ADMIN/OFFICE/DATA ENTRY

P/T, M-F: 6:00am to 2:30pm. \$9/hr. Data entry, Daily bank deposits, misc. office work.

Email resume to Mellano & Co.

754 Wall St

Los Angeles, CA 90014

Email: oespinoza@mellano.com

Look at every path closely and deliberately, then ask ourselves this crucial question: Does this path have a heart? If it does, then the path is good. If it doesn't, it is of no use." - *Carlos Castaneda*

Leads for October 20, 2010 (a)

CUSTOMER SERVICE REP I (Member Service Representative I)- Tracking Code: 28016
P/T. Inglewood. Provide exceptional customer service by completing transactions accurately and providing information on all products and services to customers and members in a timely, courteous and efficient manner. Process customer and member transactions e.g. receiving and disbursing funds and process MoneyGram money transfers transactions efficiently and accurately. Explain, promote, or sell products or services such as MoneyGram money transfers, money orders, prepaid debit cards, cellular products. Balance cash drawer, negotiable instruments, and daily work at the end of each work shift. Provide customers and members with proper disclosures, e.g. product and service informational brochures. Advise customers and members on products and services that meet their specific needs. Perform enthusiastically all aspects of monthly promotions. Contributes to branch's achievement of customers service quality scores, branch production goals, and individual balancing standards. High school diploma or GED. Six months experience in customer service and cash handling; or equivalent combination of education and experience preferred. Financial Institution or retail background preferred. Complete New Teller Training. Complete New Customer Service Training within 30 days of hire. Experience as outlined may be substituted for education on a year-for-year basis.

Apply online to Nix Check Cashing.

www.nixcheckcashing.com/

JUNIOR NETWORK ADMINISTRATOR

F/T. Glendale. Assist in managing the corporate network infrastructure. Assist in administering and maintaining the Company' Wide Area Network and DR Site. Administer and maintaining VoIP telephone systems. Install, configure, troubleshoot, repair, maintain, upgrade and monitor performance of network components. Support network and related hardware, software and infrastructure such as servers, printers, hubs, switches and routers. Create network user and/or object accounts. Monitor network security following established procedures. Assist in the development and maintenance of network documentation. Resolved and escalate network problems. Establish connectivity to new nodes. Support network functions, including applying patches, installing operating systems revisions, maintaining, repairing, upgrading hardware and generating reports. Test applications in various stages of development. Provide end user support. Bachelor's degree in MIS or IT. Three years of experience in the field or a related area.

Cisco CCNA preferred. Understanding of the issues involved with administering and maintaining a multi-site corporate infrastructure (LAN/WAN-DR). Broad knowledge of network devices and firewalls (i.e., Cisco, Netscreen, Jupiter, Symantec, Blue Coat). Experience with technologies: IP routing, DNS, DHCP, WINS, TCP/IP SNMP and SMTP. Three years each of: developing, testing, implementing and maintaining and operating systems and related software; troubleshooting and resolving hardware and software, operating systems and networking problems; scheduling, performing and monitoring network system backups and performing data recoveries as needed.

Apply online to Public Storage Inc.

<http://jobview.monster.com/GetJob.aspx?JobID=91538567>

Leads for October 20, 2010 (a)

TEMPORARY MOTION GRAPHIC ARTIST

6-8 weeks (roughly 100 hours of work). Work from your home and come in for regular meetings. Details are to be discussed. Our office is in Los Angeles. Create 2D Motion Graphics, animated sequences, transitional and visual aid type of graphics to enhance the contents in a fun and stylish manner. Going to launch an 8-episodes reality show “ America ’ s Greatest Otaku ” online. Formal training or 2 years of professional experience in motion graphic design. Professional knowledge of using AfterEffects (preferably on Mac.).

Send cover letter, resume with portfolio to TOKYOPOP. Subject line should say “ Motion Graphic Artist – [your name] - [desired hourly compensation] ”

Email: careers@tokyopop.com

BOOKKEEPER / ACCOUNTING ASSISTANT

F/T. Beverly Hills mid size law firm. Structured, high energy environment. Maintain professionalism and strict confidentiality in all areas. Enter and process accounts payable. Assist in daily and monthly accounts receivable process. Daily review of all timekeeper entries.

Maintain accounts receivable reports. Process daily receipts, including daily bank runs. Assemble credit card back up. Reconcile monthly credit card statements. Assemble and research vendor disbursement back up. File and scan accounts receivable invoices. Assist with client enquiries and requests. Maintain several accounting reports. Maintain accounting supplies. MS

Excel and Word. Legal Time and Billing Application(s). Three years in an Accounting Department. Law Firm experience preferred. Very detail oriented. Ability to work in a fast paced environment. Strong work ethic. Committed team player.

<http://jobview.monster.com/GetJob.aspx?JobID=91542003>

AUTOMOTIVE SERVICE DETAIL TECHNICIAN - Position #: 81532

F/T. Benefits. Carson. Operate automated car wash to remove surface dirt on vehicles. Vacuum all interior surfaces, spot-clean textile stains, and clean solid surfaces. Clean exterior surfaces using cleaners, mechanical buffers and polishing compounds. Maintain inventory of cleaners, compounds and tools to properly and efficiently complete assigned work. Perform minor body repair of scratches and blemishes using buffers and/or wet sanders. Attend periodic production meetings as needed or directed by managers. Excellent verbal and written communication skills.

Valid CA Driver’s License. Ability to drive manual transmission vehicles. Professional appearance. Demonstrated customer service skills.

Apply online to Prime Auto Resources Inc.

www.autonationcareers.com/?JobDetail=81532

TEACHER AND TEACHER’S AIDE POSITIONS

Temporary, Permanent, Full/Part-time in local childcare centers and pre-schools. Minimum of 6 ECE Units. Available to work within Los Angeles County. Have transcripts to show proof of ECE units. Background Check.

Email your resume to Omaira Negrete: omairajny@yahoo.com

Leads for October 20, 2010 (b)

FLASH DEVELOPER, MINI GAMES

Glendale. ActionScript coding for Flash single-player and multiplayer games and maintain coding standards to achieve efficiency in maintenance and portability. Create both single player and multiplayer games and other online content for our site. Knowledge of UML. Experience with data exchange (XML, AMFPHP, dynamic content) and MySQL. Multiplayer experience (Electroserver, SmartFox or comparable platform). Working knowledge of Flex Builder 3 highly desirable. BS in Computer Science preferred. Strong relevant work experience/background will also be considered. Capable of understanding business objectives and able to translate business goals into technical design. Working knowledge of Agile development cycle a plus. 1 year experience developing games in ActionScript 2.0. 2 years experience developing games in ActionScript 3.0. 1 year of an OOP language such as Java, C++, C#, Unity, etc. 3 years of Game Development Experience. Strong knowledge of object-oriented programming and design patterns. Knowledge of the Flash 10 and Flash CS4 (10) IDE and of the Flex Programming Environment. Excellent verbal and written communication skills. Creative technical problem solver. Strong attention to detail. Must be interested in games. Experience with all software development life cycle phases (Project planning, requirements definition, systems design, implementation, integration and testing, installation, deployment, & maintenance). Three development examples or equivalent demonstration of skill to apply. Experience with the Neopets.com website is a definite plus and should be referenced in your cover letter.

Send resume with salary history to Nickelodeon Virtual Worlds Group.

www.mtvnetworkscareers.com/jobs-at-MTV-Networks

PHARMACY SERVICE REPRESENTATIVE - Southern California

Sell the features and benefits of the DaVita Rx Pharmacy services to patients, teammates, and physicians. Responsible for the full life-cycle sales process including initial presentation, facilitation of the enrollment process, gaining teammate and physician support, and developing relationships to enable continued sales support and patient retention. Schedule sales presentations for large groups and individuals. Communicate benefit services to attract and engage participation. Answer questions and address issues and/or concerns. Gain commitment for support. Initiate follow-up communication. Facilitate implementation of Rx Pharmacy services at facilities; enroll patients. Explain services and benefits to core team members (social workers, dietitians, facility administrators, and others.) Share and demonstrate ways to sustain current patients and enroll new patients. Assist Facility Administrator in integrating DaVita Rx patient services responsibilities into daily workflow. Teach core team patient enrollment process and how to address small issues. Provide teammate training. Serve as point-of contact and resource to ensure ongoing success of services. Maintain current knowledge of DaVita Rx Pharmacy services and benefits. Develop territory call sequence and maintain territory calendar. Attend team meetings, phone conferences, and training. Submit paperwork to administration in a timely manner. Travel required: up to 100%. High school diploma or GED. Bachelor's degree in related area or progressively responsible work experience in related area (substituted in lieu of degree on year-for-year basis). Two years' sales experience. Three years' experience in healthcare strongly preferred. Intermediate computer skills. Proficient in MS Word, Excel, PowerPoint, Outlook.

Apply online to DaVita.

<http://careers.davita.com>

Leads for October 20, 2010 (b)

MEDICAL BILLER/ASSISTANT

F/T, M-F. Benefits. Experienced. GI practice in Los Alamitos. Medical manager computer knowledge a plus. Knowledge of all types of insurances, experienced in posting charges, payments, electronic billing and follow-up on unpaid claims.

Email resume to: campbell6555@earthlink.net

TYPIST

Type printed pages into Word. Less than \$500. San Pedro. Have about 100 pages that have been scanned into a PDF's. The text is not editable, it needs to be typed into a word doc. Text is clear and legible but most OCR software may not recognize since the PDF image is a copy of scan.

www.elance.com/j/typing-printed-page-word-file/21601884/

RECEPTIONISTS/FILE CLERKS - Job # 278333

F/T: 9 – 5 and P/T 12 – 6. Los Angeles. Handle telephone calls and administrative duties including file organization. Reliable and able to get along with others. Pleasant telephone etiquette and good organizational and typing skills.

Specify whether you want P/T or F/T and apply online to Bower Recruiting.

<http://bower.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=278333>

GRAPHIC DESIGNER

P/T. Contract. Strong preference for someone who can work out of our West L.A. office. Will consider non-L.A. candidates if they have superstar credentials, glowing references and demonstrable past success working remotely. B2B social media site where green entrepreneurs network to raise capital and bring their products to market. Help set the overall look & feel of OnGreen. Design layout and graphical elements for our pages. Provide graphical support for presentations and collateral needed by sales, business development and capital raising. Build the OnGreen Style Guide. Help establish and document strong design process. Experience: Collaborating closely with business and technical people, some of whom will be remotely located; Working in a rapid-release production environment, like the agile-scrum method; and Working in a crazy start-up environment. Strong mix of creative inspiration and practical utility. Crystal clear communication skills. Facility with reporting and analytics tools to help inform design. Humility and a sense of humor. An extensive collection of Star Wars action figures.

Send resume and links to a portfolio or to past work to OnGreen.

Email: careers@ongreen.com / www.ongreen.com/graphic-designer

PC TECH SUPPORT - LucidJobs ID: QPYM55298T

F/T, 5am – 2pm, days may vary. Contract. City of Industry. Support for their POS upgrades(both hardware and software.) Windows XP/ Ms Office/ Remote Ware w/Afaria/ VNC/ POS experience(nice to have but not required)/ Good communication skills.

Contact Emma C R at Hartwell Global.

P: 818-292-8708 or 818-855-9226 / IM: emmalucidjobs.com / www.hartwellglobal.com

Leads for October 20, 2010 ©

ENVIRONMENTAL SERVICE AIDE FLOOR CARE

F/T, 10pm–6:30am. \$9.47-\$13.87/hr. Perform general cleaning functions in all areas of the facility, following proper infection control and safety procedures. Clean carpet and hard floors: buffing, stripping, applying floor finish, scrubbing, carpet extraction and carpet bonneting. Work with blood and body fluids in a high paced environment. Willing to work as a team player in order to provide consistent quality care for patients. High school graduate or equivalent and/or One year of Customer Service or Housekeeping experience. Positive attitude, willingness to work as a team. Floor Care experience preferred. Speak, read and write basic English.

www.huntingtonhospital.com/

WEB DESIGNER - Job ID AEG907

F/T. Create designs and optimize graphics for various sports- and entertainment-themed websites. Design portfolio must demonstrate a wide range of design styles. Able to articulate the design objectives and justify choices. Provide links to portfolio. Work cooperatively with Producers and Developers to create designs for websites. Designs will be compatible with ideas generated by the content team. Accept design direction from site Producer. Create designs to support content ideas for websites. Optimize graphics using best practices. Contribute ideas regarding design style and site usability. Assist Sr. Producer with special projects. Five years of experience in web design. Strong eye for design, mastery of typography and color, and sensitivity to user interface. Knowledge of various graphic file formats, their uses and optimization techniques. Expertise using Adobe Photoshop, Illustrator. Strong organizational skills and strategic thinking. Ability to manage several projects simultaneously. Experience with HTML, CSS. Experience with photography, videography, sports or entertainment media desirable. Bachelor's degree or equivalent experience. Positive, friendly personality with strong interpersonal skills. Persistent and achieve results. Team player.

Apply online to AEG Worldwide.

www.aegworldwide.apply2jobs.com/Index.cfm?FuseAction=mExternal.showJob&rid=907&sid=11

SECURITY PERSONNEL RECRUITMENT for Garda

Tuesday, November 2, 2010 at 1:00 p.m. Arrive 12:00 p.m. for processing in Room 24

Registration at www.caljobs.ca.gov and ESGVROP INTAKE form is required prior to event. Bring Résumés, Certifications & Right-to-work authorization documents (examples: driver's license and social security card, or birth certificate, or U.S. passport, or permanent resident card, etc.) Recently Discharged Veterans are encouraged to attend

East San Gabriel Valley ROP.

1501 W. Del Norte Street

West Covina, CA 91790

For directions call (626) 472-5160

God doesn't owe and neither do you. -- Alan Cohen

Leads for October 20, 2010 ©

FLASH GAME DEVELOPER

F/T. Culver City. Experienced, know how to work within a fast paced development environment. Develop games using both new and proven mechanics, working together in a tight knit community of developers, sharing ideas and problem solving, often working in two to three person teams per project. Solid background in Object Oriented Programming. Basic understanding of the other technologies used in web development. Involved with every phase of a project life cycle, from Game Design and requirements gathering, through development and onward. A Flash Developer's daily tasks may include developing game concepts, creating functioning prototypes of game systems, implementing UI screens, optimizing game performance, and interacting with clients. Other tasks may include the development of tools and frameworks to aid in future development. Two years of Flash (Actionscript 3) development or other game development experience. Multiple example projects showing experience with Asset Integration, Game Design and Development OR One or more shipped titles on any gaming platform (Web, Console, PC). Knowledge of game mechanics across multiple platforms, including PC, Console, and Flash games. Experience in Object Oriented Design and Development including a variety of design patterns. Absolute passion for making great games. **Send resume in Microsoft Word or PDF format to Fuel Industries. List job title in subject. Email: careers@fuelindustries.com**

SEAFOOD PROCESSORS for Unisea (40 openings) - Job Number: CA11117450

Friday, November 5, 2010 at 9am

Pre-register at any One Stop Career Center or Worksource Center. Provide proof of right-to-work in the U.S. have a picture I.D. and you must be registered on CalJOBS. Aces schedule- ela #1220. F/T+, Temporary, 5-month contract-1,500 hours. \$7.72/hr and \$11.62/hr overtime. Job Start Date: 12/1/2010. Dutch Harbor, Alaska land plant. UniSea provides free transportation from Seattle, Washington to Dutch Harbor, Alaska. Company provides Medical Insurance upon eligibility and there are advancement opportunities. Company also provides training. Work authorization and drug testing required.

**East Los Angeles Employment and Business Center
301 Whittier Blvd. 2nd Floor
Los Angeles, 90022**

ESGVROP JOB CLUB

Wednesday, November 3, 2010 from 12:00pm – 1:00pm

Hot Job List. Base + Commission Career Opportunities. Management Trainee Program. Administrative positions and more.

**East San Gabriel Valley ROP & Technical Center
1501 W Del Norte Street, Career Center - Room 23
West Covina, CA 91790
Information (626) 472-5149**

Decide that you want it more than you are afraid of it. --Bill Cosby

Leads for October 21, 2010

JOB READINESS WORKSHOPS FOR PERSONS WITH CRIMINAL CONVICTIONS
Classes start November 1st to the 5th at 9Am to 1pm - 8730 S. Vermont Ave, Los Angeles, CA
(323) 789-4815

November 15th to the 19th from 9Am to 1pm - 958 E. 108th Street Watts, (323) 249-7552

Our Job Readiness Workshops have been designed to address the special needs of persons with criminal convictions who desire to get and keep a job. The workshops provide information, discussion, and presentations about the following topics, and more: Why it is difficult for persons with criminal convictions to get a job; Why it is important to obtain a copy of your criminal record before you seek employment; What questions potential employers can and cannot ask you; How to handle gaps in employment when job seeking; Types of jobs you can get; How to answer questions about criminal convictions on a job application and in job interviews.

Successful participants will participate in a Graduation Ceremony during which you will receive a Certificate of Completion and supportive services which can be used during your job search. Must be a member of the "re-entry" population and a resident of Los Angeles. Not be receiving SSI benefits. Desire to become employed. Why wait? Research indicates that felons who get and keep a job for one year after release seldom return to prison!

For enrollment information: Ernest Melendrez at Friends Outside in Los Angeles County.

UTILITY PRE-CRAFT TRAINEE

IBEW Local 18 is hiring. It's an 18 months program and you must take a test and promote to a regular civil service job or you are let go.

Call Local 18 at 213 387 8274 for information and to get in their books.

ELECTRONIC SCANNABLE RESUME WORKSHOP FOR THE 21ST CENTURY

November 5, 2010 from 9am-12 noon

Register at www.caljobs.ca.gov with a resume, then call 323-290-5137 and register for the workshop. Should they get my voicemail they can leave their name, social security number and phone number. My voicemail is secure and is erased after I hear the message. The workshop of course is at no charge.

EDD Workforce Services

5401 Crenshaw Blvd.

Los Angeles, CA 90043

VETERAN'S APPRECIATION DAY

Wednesday, November 10th from 9:00am - 2:00pm

Food, prizes, raffles, health screenings, entertainment, guest speakers, legal services.

Question contact Barbara Ousley, Salvation Army, Bell Shelter

5600 Rickenbacker Rd. Bldg 2AB (Entrance on Mansfield Way)

Bell, CA (Behind Wells Fargo Bank, building on corner of Slauson and Eastern Ave.)

(323) 263-1206, ext. 205

Leads for October 21, 2010

CPR & FIRST AID

Saturday, November 13, 2010 from 9:00am to 5:00pm

Cost: \$25. At the end of this training you will have learned the medical procedures and obtain the capacity of helping in case of an emergency. You will be able to aid a person in crisis. You will receive the Red Cross CPR card for 1 yr. & First Aid card for 3 yrs. In order to secure a space you must pre-register in person and pay your fees. Space is limited!! CASH ONLY. Sorry no checks or money Orders accepted.

Los Angeles Harbor College Foster and Kinship Center, Center for Occupational Advancement and Training Services, Office Village 2 / Classroom B

**1111 Figueroa Place
Wilmington, CA 90744**

WATER MAINTENANCE WORKER - Position #FY 10-11 2260

F/T. \$3,447-\$4,191/mo. Dependable and responsible. Read and record readings of water meters; assist in the installation, maintenance, and repair of water services, valves, mains, hydrants, and meters; operate power-driven equipment used in water service work; perform general maintenance activities involved in the upkeep of the water operations yard and other water facilities to include painting hydrants, grounds maintenance and custodial work.

Knowledge - Tools, methods, and materials used in the installation and repair of pipe, pipe fitting, mains, meters, valves and related equipment; basic pipe laying, fitting and concrete work; basic record keeping practices; safe work practices; tools, equipment, methods and material used in basic general turf and plant maintenance; supplies, tools, equipment, techniques and procedures used in the cleaning and maintenance of water facilities. Ability & Skills - Install, maintain and repair water mains, pipes, hydrants and meters; learn principles of water distribution operation and maintenance; perform semi-skilled maintenance tasks in the construction, maintenance, and repair of water mains, hydrants, valves, and residential service lines; read water meters and accurately record figures manually or with the use of a hand-held computer; perform basic turf and facility maintenance tasks; learn locations of City streets and water facilities; perform heavy physical labor; use required tools and power-driven equipment in a safe and effective manner; establish and maintain cooperative working relationships with others; understand and carry out oral and written directions; read and write at the level required for successful job performance; may lead small crew of workers when assigned. Strength, stamina, flexibility and dexterity. Any combination of education and training that would provide the knowledge, skills and abilities such as: Graduation from high school or GED equivalent and additional specialized education in public water supply and one year of experience in public works maintenance or pipeline construction, or closely related work, preferably including installation, repair and maintenance of water services, pipes, valves, fittings and water distribution operations. Current Grade 1 Water Distribution Operator Certificate issued by the State of California Department of Public Health. Valid CA Driver's License. Good driving record. *Apply by November 10, 2010 at 5:00 PM.*

Apply online to City of Lakewood.

**5050 Clark Avenue
Lakewood, CA 90712**

562-866-9771, x2211 or x2210 / jobs@lakewoodcity.org www.lakewoodcity.org

Leads for October 21, 2010 (a)

GRAPHIC DESIGNER

Long Beach. Take the creative lead on a variety of game content driven projects. Work with the project manager and creative director to develop initial concepts and finalized designs. Design, from concept to completion, in game content, interfaces, advertisements, and work on cutting-edge interactive projects. Adobe Flash, Adobe After Effects, Illustrator, Photoshop, and 3D Studio Max. Excellent design and creative capabilities and has extensive experience with Photoshop and Flash. Experience with vector graphics and game design is a plus. Creative problem solver. Organized, self-motivated, and an exceptional level of attention-to-detail.

Passionate, innovative, and intelligent. Expert-level knowledge of Adobe Photoshop and Macromedia Flash. Two years experience. Motivated, driven, and passionate about design and technology. Work in small project teams of 3 to 6 people on projects lasting from a few weeks to several months. Excellent teamwork skills. Get the work done with minimal supervision.

Email your resume and digital portfolio to Cie Games.

email: resumes@ciegames.com / www.ciegames.com

VOLUNTEERS NEEDED

Saturday, October 30th and Sunday, October 31st, from 12 PM to 6 PM

On Saturday (10/30/10) or Sunday (10/31/10), the time commitment is 11-3pm or 3-7pm

Training on Thursday (10/28/10) evening at 6:15pm.

The STAR ECO station's annual Enchanted Green Hallow's Eve, an educational event.

10101 Jefferson Blvd

Culver City

Over 4,000 families will experience environmentally focused Halloween stations that include ecology and environmentalism on a breathtaking encounter with rescued tropical birds, exotic reptiles, wildcats, ocean life and 15 educational displays, including the Santa Monica Bay Keeper's walk-thru Kelp Forest display. What role will the volunteer play, i.e., tutor, special event support, etc? What activities are volunteers needed for? What are the volunteers' responsibilities? Dress-up in a non-scary, non-revealing custom that is appropriate for children. Some talented theatrical volunteers will be able to wear costumes main character costumes that we have for the themed rooms (i.e. Pirates of Caribbean, Little Red Riding Hood, Jack & the Beanstalk, Pinocchio, Tikki environment, Goldilocks & the Three Polar Bears, Finding Nemo, and Aladdin). Volunteers will be hall monitors, greeters, involved in setting-up props & decorating background, and being a convincing character that children can take pictures with.

Volunteer Requirements: Minimum age is 16. Volunteers can come for set-up and/or for the events on Saturday and Sunday. Must wear appropriate costumes that will not scar children and that does not reveal body parts more appropriate for adult viewing.

Contact Trevina Jefferson, M.Ed, Director of Procurement, STAR Education

Phone: 310-842-8040 / Email: trevinaj@starinc.org

Your Gratitude Quote: Take a moment to breathe, and contemplate these words.

"I find ecstasy in living -- the mere sense of living is joy enough."

- *Emily Dickinson*

Leads for October 21, 2010 (a)

JOB DEVELOPER/ASSISTANT West Hollywood

Benefits. Develop all levels of jobs and volunteer opportunities for program clients by creating relationship with employers in the City of West Hollywood and surrounding communities throughout LA. Develop collaborations with employers and arrange possible recruitments at the West Hollywood WorkSource Center. Match clients to appropriate job opportunities. Assist with resume development and conduct work readiness guidance. Assist WHEST Program Supervisor in conducting intake assessments of new program clients. Screen each client for program enrollment, obtain required documentation and set up client files. Input job leads by category into program database. Make appointments and contacts clients for status update. Assist Program Supervisor with assignments and projects. One year experience providing social service case management or job development to adults. Experience in developing collaborations and relationships with all industries, but particularly adept with working in a smaller business community such as West Hollywood. Work independently and with flexibility. Work with diverse populations, some with barriers towards employment and all age groups. Administrative experience. Proficiency in Microsoft Office software.

Send resume to JVS Los Angeles. Put on subject line: JVS/JDa.

Email: HR@jvsla.org

TECHNICIAN I - (Mobile Collections) - BIO6548

\$13.68/hr. Orange County, Woodland Hills, Laguna Hills Donor Center. Conduct health history interviews and provide donor care during the collection of blood units; demonstrate excellence in customer service and public relations to promote a positive professional image of ARCBS. High school diploma or GED. Medical assistant certificate or phlebotomy licensure; Two years clinical experience.

TECHNICIAN II (Donor Center) - BIO5975

\$14.22/hr. Perform all phases of whole blood and automated collection and donor care: health histories, physical findings, phlebotomy, machine set-up and programming, donor monitoring, sample and component preparation and shipping. High school diploma or GED. Medical Assistant Certificate preferred. Documented satisfactory performance as Collections Technician I; good attendance and strong customer service skills.

Apply to Brian Fuertez, Talent Acquisition Specialist at American Red Cross Southern California Region Blood Services.

100 Red Cross Circle

Pomona, Ca 91792

(909) 859-7215 / www.redcrossblood.org www.givebloodgivelife.org

At the end of 2009, 15.7 million people were unemployed while 12.6 million worked in manufacturing. This represented only 9 percent of the American working population. In 1960, the peak of U.S. manufacturing, 29 percent of Americans worked in manufacturing. *Perfect Labor Storm website*

Leads for October 21, 2010 (b)

SECURITAS RECRUITMENT - for Security Guard positions.

Tuesday, October 26, 2010 beginning at 10:00 A.M. to pre-screen applicants

Pass pre-employment drug screen, alcohol test, and background check. Resume required.

RSVP to Angel Del Villar to be scheduled in ACES under office #122. Arbor/ East Los Angeles Employment & Business Center.

5301 Whittier Blvd., 2nd Floor

Los Angeles, CA 90022

P: 323.832.1255 / F: 323.721.7440 / E: angeldelvillar@arboret.com / www.arboret.com

PARAEDUCATOR – TIER I/TIER II

3 to 6 hrs/day, depending on location. Based on 40 hours per week, Tier I: \$2275-\$2765/mo.

Tier II: \$2724-\$3312/mo. Assist a certificated teacher in providing instruction to individuals or small groups of students in an assigned special education program; monitor and report student progress regarding behavior and performance; perform a variety of clerical duties in support of the instructional program. Any combination equivalent to: graduation from high school and one year of experience working with children in an organized setting. Apply by November 8th, 4:30.

FACILITIES AND PROJECTS SPECIALIST

No permanent positions at this time – only substitute positions. A permanent eligibility list will be created from this recruitment. \$3,667-\$4,456/mo. Assist with the coordinating, evaluating and estimating time and material requirements for routine and special maintenance assignments and projects; assist in the preparation of contract specifications and requests for quotations; assist in the monitoring of contractors' performance and project progress to assure compliance with contract; maintain files and records in the Planning Department. Any combination equivalent to: graduation from high school supplemented by courses in electrical, structural or mechanical systems and two years' experience in facilities planning, maintenance or general construction. Experience in facilities inspection, estimating or job scheduling is desirable. Valid California Driver's license. Maintain insurability at the District's standard rate during the term of employment. Asbestos Containing Building Materials (ACBM) training. Apply by November 9, 2010, 4:30 p.m.

CAMPUS SECURITY

No permanent positions at this time – only substitute positions. A permanent eligibility list will be created from this recruitment. \$2,448-\$2,981/mo. Patrol and monitor an assigned campus to maintain order and security in a high school setting; assure student compliance with school and District policies and regulations. Any combination equivalent to graduation from high school and one year of experience working with students or young adults in an organized setting. Valid Campus Security (Guard) Certification (24-hour course) in accordance with Education Code 38001.5. Apply by 4:30 p.m., November 16, 2010.

Apply at Torrance Unified School District

2335 Plaza Del Amo

Torrance, CA 90501

(310) 972-6340 / Job Hotline: (310) 972-6344 / www.tusd.org

Leads for October 21, 2010 (b)

LARGE TROPICAL BIRD TRAINER/KEEPER AND EDUCATION PRESENTER

P/T. Rainforest Cafe – Anaheim. Six daily, 30 min long education presentations.

www.aza.org/Jobs/detail.aspx?id=15942

WEB PROGRAMMING & TECHNOLOGY INTERN

Internship is typical 15 weeks, with the option to extend the internship upon a successful initial experience. 15 hrs/wk, 8 of which need to be in the Opportunity Green office. Volunteer internship (unpaid.) Los Angeles. Learn and implement web technologies. Gain highly valuable real-world experience through various projects and direct contact with our COO Mike Flynn.

Choose from one, or a combination of specializations: Application Programming, Database Management, Web Design and Coding, Multimedia Management, Search Engine Optimization. Skills you'll be exposed to (depends on your desired focus): Web programming, PHP, MySQL, XML, HTML, Advanced MS Excel, CSS, Flash, Javascript, SEO - Search Engine Optimization, Photoshop (Image Editing, resizing, file types, batch processing, basic design), Adobe Bridge, Adobe Illustrator, FTP, mobile Application Development. Results oriented, fun attitude. Basic background in Html/css is ideal. Editing (for spelling and grammar) abilities a plus.

Apply online to Opportunity Green.

<http://jobs.treehugger.com/job/web-programming-technology-intern-los-angeles-ca-opportunity-green-c6d027d0fe/?d=1>

REGISTERED DENTAL ASSISTANT

F/T. Downtown Long Beach. Personable, "team player" to replace a long term, retiring RDA. Fun, modern, digital, office located. All duties allowed by the Dental Board of California. RDA license. Experience in digital Xrays, Dentrix software a plus.

Apply online to Dr. David J. Hauss Family & Cosmetic Dentistry.

www.drhauss.com

ADMINISTRATIVE ASSISTANT, Web Dept. - Los Angeles #615

F/T, M-F: 9 - 7. Benefits. Entry Level. Love the web. Extremely organized, has brilliant ideas, and is willing to get their hands dirty. Assist the web department with a variety of tasks related to the creation and maintenance of the American Apparel web site and our online stores. Multi-tasker. Excellent communication skills in English, Spanish (and other languages) are a plus.

Proficient in the Microsoft Word and Excel (will be tested.) Familiar and comfortable with internet research and web browsing. Type 45 wpm.

Send resume and portfolio or links if applicable to American Apparel.

www.americanapparel.net www.americanapparelstore.com

Just one person taking action can inspire others to do the same. ~ *Leslie C. Aguilar*
"Ouch! That Stereotype Hurts: Communicating Respectfully in a Diverse World."

3) JOBS!JOBS!!JOBS!

*** METRO HIRING!!!**

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

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

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

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

Accounting clerk position CA11120085

Responsibilities:

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

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

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

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

Qualifications:

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

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

**Understanding of standard accounting practices.*

Specific Skills Required:

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

**Exceptional phone skills.*

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

**Strong sense of ownership.*

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

**Excellent organizational skills.*

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

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

**Team player.*

Wages: 15.00 + DOE

Send Resume to: Leonardbarrales@arboret.com

CORRECTION: Amtrak Job Opportunity

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

Email response from CSX:

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

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

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

Thank you,
CSX Human Resources

**** Economic- Stimulus Update***

Federal Economic - Stimulus Update
www.recovery.gov

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

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

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

JOB SEEKER: Registration
www.Jobing.com

Consumer Packaged Goods Background
www.CPGJoblist.com

Workplace Hollywood

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

www.workplacehollywood.org or lkaplan@workplacehollywood.org

Clearinghouse for Public Service

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

Expo Line Transportation--JOBS

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

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

www.hcareers.com

Los Angeles Airport-Business Job Resource Center

www.lawa.aero/bjrc

Los Angeles City Contracts

<http://www.LABAVN.ORG>

Public Service Opportunities

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

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

Public Service Volunteerism

website: www.Serve.gov

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

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

*** WORKSOURCE CENTER LOCATIONS AND INFORMATION**

Los Angeles Area

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

Los Angeles County Area

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

All Areas Within the State of California

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

One-Stop Centers

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

Los Angeles Airport Business & Job Resource Center (BJRC)

Business Outreach

Employment Outreach

LAWA Bond Assistance Program

Education Outreach Program

www.lawa.org/bjrc

USA Jobs-Working for America

www.usajobs.com

Veteran Job Center

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

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