

Leads for February 27, 2012

**WELDER - Posting ID: 2493861**

Contract-to-Hire. Four 12hr days, M-TH: 5pm to 5am. \$2 shift differential. \$15-\$20/hr. Santa Fe Springs. Combination welders that can pass prescribed welding procedure tests in accordance with ASME codes using FCAW, SMAW, and GMAW. Experience welding on stainless steel is a plus. Proficient with reading and understanding blueprints. Fit up experience. Pass two plate tests and one 6G pipe test. Pass a drug screen as well as a background check.

**Contact Jeffrey Michael Chavez Aerotek Commercial Staffing.**

**9300 Flair Drive, Suite 300**

**El Monte, CA 91731**

**TEL: (636) 537-2042 / [jchavez@aerotek.com](mailto:jchavez@aerotek.com)**

**YOUTH COUNSELOR/ UNIT STAFF**

P/T and F/T. Youth counselors needed for 56 bed locked psych facility for SED adolescents. One year full time Residential experience and/or an A.A. degree. Pass pre-employment physical and drug screening. *Application Deadline: 6/30/2012 7:55 PM Pacific*

**Call or apply in person at Star View Adolescent Center - South Bay High School.**

**4025 West 226th Street**

**Torrance, CA 90505**

**Johnie George at (310)373-4556 ext. 108 or Susan Blackwell at ext. 114**

**AIR CONDITIONING TECHNICIAN - Bulletin No:000799-003**

\$28.58 p/hr. Install, maintain, troubleshoot and repair climate control equipment at all Metro facilities. Use test equipment: ohmmeters, ampmeters, voltmeters, and thermometers.

Determine and facilitate appropriate air circulation inside Metro facilities. Purchase supplies, parts, and equipment required to repair and maintain climate control systems, and fabricate parts needed to repair older equipment. Maintain appropriate levels of cooling agents, including freon, ammonia and bromated. Drive a non-revenue vehicle and transport parts and test equipment to various facilities. Four years of experience performing installation, maintenance, troubleshooting, and repair of climate control systems. Completion of 2 years' course work in heating/air conditioning at a recognized trade school preferred. Valid California Class C driver's license. Knowledge of: Methods, materials, equipment and safety procedures of the climate control trade, Structural air circulation and ventilation, Principles of heating, air conditioning, electricity, and basic electronics as they relate to the climate control field, Air circulation and ventilation inside buildings and Vehicle operations and safety. Install, troubleshoot, and repair air conditioners, exhaust blowers, fans, space heaters, furnaces, refrigerators, freezers, and other climate control equipment. Weld, solder, and braze components. Follow written and oral instructions. Read, write, speak, and understand English. Work with minimal supervision. Lift and move objects up to 75 pounds. Travel to offsite locations within a reasonable time frame.

**Apply online to Los Angeles County Metropolitan Transportation Authority (LACMTA)**

**[www.metro.net](http://www.metro.net)**

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DRIVERS                      CRAFT SERVICE                      ART DEPARTMENT  
SPECIAL EFFECTS MAKE UP ARTIST  
Duration: 21 Days, starts April 7<sup>th</sup>. LA Area. Fun, hard working. Genre: Thriller.

**Apply to Melissa at Tectonic Films**  
[www.mandy.com/1/jobs3.cfm?v=48042941](http://www.mandy.com/1/jobs3.cfm?v=48042941)

MEDICAL ASSISTANT - Requisition Number: 12-0025

F/T. Flexibility to work outside of normal business hours including 1-4 hours paid travel time in a team van. Some Saturday work as well as 2 or 3 overnight trips per month (No on call, Sundays, or Holidays.) Santa Monica. Ability to learn and perform ABI, Osteoporosis Risk Assessment, Atrial Fibrillation and blood test screenings in accordance with the company's protocols and in a proficient and timely manner. Unload and load screening equipment from the van as a team. Set up and breakdown of screening event and registration area. Manage the registration process of participants and the flow of the screening event. Educate and recommend medically appropriate screenings for individual participants. Eager to work in a fast pace work environment where a passion for helping others, as well as accuracy performing tests, are held at the highest of standards. Willingness to perform other duties and projects. Assist with driving the company vehicle to and from the assigned screening sites upon approval. Graduate of an accredited school or formal medical training program. Certified Phlebotomy Technician. One year in the medical field OR one year experience in a customer service role associated with retail and/or sales. Excellent customer service skills, with the ability to educate participants on products and services. Ability to lift up to 50 pounds. Valid driver's license. Multi-tasker.

**Apply On-line to Life Line Screening.**  
[www.lifelinescreening.com/careers/default.aspx](http://www.lifelinescreening.com/careers/default.aspx)

ELECTRONIC TECHNICIAN - Requisition Number: TDL-189

F/T- Agency Temp. City of Industry. Perform operational tests, fault isolation, diagnostic and repair of systems, instrumentation and company products. Ability to troubleshoot to component level. Support of Customer Service activities such as; providing customer technical support, failure analysis, and repair of field returns. Good verbal and written communication skills. AA/AS degree plus two years experience in electronic field or military technical training and equivalent experience. Familiar with test equipment such as Oscilloscopes, DMM, signal generators. Thorough knowledge of electronic analog/digital circuitry. Read and understand schematic. Ability to troubleshoot to component level. Good verbal and written communication skills. Self-starter and high motivated.

**Apply online to Teledyne Industry.**  
<https://www3.apply2jobs.com/Teledyne/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=189&CurrentPage=1>

Options become obvious when you rise above the clouds of fear. -- Alan Cohen

Leads for February 27, 2012 (a)

### INFOGRAPHICS DESIGNER

Freelance – offsite. Estimated Duration: 1-3 days. \$35/hr. Encino. Financial focused company.

Illustrate infographics which will be used on one-sheets. The style must be simplistic and modern. These will be regarding financial topics, but will be distributed to the average customer, so they're not looking for them to be overly corporate. There will be some copy that you'll need to layout and choose the typography for. All content will be provided to you. There could be reoccurring projects of similar nature coming up too!

**Send your infographics samples to Creative Circle.**

**Email: [LA24@jobalert.creativecircle.com](mailto:LA24@jobalert.creativecircle.com) / [www.creativecircle.com](http://www.creativecircle.com)**

### MEDICAL / CLINICAL ADMINISTRATIVE ASSISTANT - (110208)

P/T, 24 hrs/wk - very flexible to work a M-SA schedule. Work every other Saturday. Benefits. Paramount. Strong computer, organizational and communication skills. Ability to speak Spanish and medical experience is preferred. Personable. Microsoft Office. Type 60 WPM. High school diploma or GED. Medical secretary or secretarial certification is preferred-as is at least 1 year in a related administrative position in a medical setting.

**Apply online to DaVita.**

**<http://careers.davita.com>**

### DESKTOP SUPPORT TECHNICIAN

6+ month opportunity. Monterey Park. Deploy and support client systems and supporting infrastructure. Take a lead role in client deployments and independently resolve the most difficult client issues. Perform professional level work. Develop solutions requiring analysis and research. Document solutions to problems and develop end-user guidelines. Evaluate, maintain, modify (e.g., create macros, templates) and document desktop application packages, Participate in the testing and evaluation of new desktop packages and implements prototypes. Consult with/make recommendations to IT users on selection of hardware and software products to address business requirements. Generally assigned to the area that provides development and maintenance of guidelines for all PC software and hardware used- 20%. Provide consultation to IT users for all aspects of end-user computing and desktop-based LAN systems software- 20%.

Provide technical support and guidance through Tier 2 support and works with vendors to resolve Tier 3 issues-20%. Configure, install, monitor and maintain IT users' desktop software and hardware; support mobile workforce. May provide on-site training to users-20%. Pass background and drug test. Three years of solid direct IT work experience in supporting desktop software and hardware products and problems solving/troubleshooting. Experience supporting and configuring Windows XP and Windows 7. Experience with VMWare and Citrix on the Desktop level. Excellent writing ability (technical writing, Standard Operating Procedures, etc.) Familiarity with SharePoint in regards to inputting data. Familiarity with Microsoft Deployment Toolkit. Familiarity with HP desktops and laptops. Team player and have excellent communication skills.

**Apply online to Global Resources Ltd.**

**<http://www.ziprecruiter.com/job/Desktop-Support-Technician/cb02ff39/>**

Leads for February 27, 2012 (a)

**ENGINEER (Graveyard) - Job Code: 15726**

F/T. Los Angeles. Respond to all work requests for guestrooms, function rooms, food outlets and public areas. Perform required repairs. Basic knowledge of skilled trade activities in plumbing, repairing walls, carpentry, electrical and mechanical work and painting as well as some basic knowledge in reading blueprints and schematics. Knowledge of SafLok Key System and LodgeNet TV System. Hotel experience preferred.

**Hotel Job Line at 213-356-4046 / [www.omnihotels.com](http://www.omnihotels.com)**

**[https://omnihotels.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=15726&site\\_id=148](https://omnihotels.ats.hrsmart.com/cgi-bin/a/highlightjob.cgi?jobid=15726&site_id=148)**

**BILINGUAL RECEPTIONIST**

F/T. \$9/hr. Los Angeles. Answer phones, direct calls, and greet visitors. Organize incoming faxes. Keep front office area tidy. Maintain the flow of the reception area. Project a cheerful and courteous manner at all times. English/Spanish. Experience with Microsoft Word, Excel, and Outlook. High School Diploma.

**MANDARIN TRANSLATOR/INTERN**

F/T. Los Angeles. Excited by web development and who understands the technical, creative, and marketing capabilities and potential of the medium. Detail-oriented, a good writer and communicator, able to work independently and dependably. Support the Global Online Store Management team and collaborate with a talented group of designers, writers, web developers and other project managers. Support the team with translation and coordination tasks with teams in China. Translate website content, marketing copy and product descriptions to Mandarin Chinese. Responsible for the development and execution of web site features and online promotions/emails. Expand upon germinal concepts and turn them into actionable plans. Serve as single point of contact for internal "clients" and ensure a flawless realization of projects. Ensure accuracy of website content and proactively initiate improvements. Coordinate and collaborate with a multi-disciplined team of experts. Collaborate in developing solutions and actionable plans for the Web Department. Ensure the highest quality of every project through adequate testing and flawless execution. Document and detail functional specifications for designers and programmers. Fluent in Mandarin Chinese. Experience in translation projects a plus. Native speaker is a must. E-commerce / e-mail marketing experience, knowledge, and expertise. Two years of online marketing experience in a similar position. Industry background in an Advertising Agency, Wholesale/B2B, retail or fashion a plus. Experience in basic HTML and Photoshop a plus, resizing and creating image files. Experience successfully collaborating with creative and technical team members. Highly motivated, extremely detail oriented and possessing a strong work ethic. Strong English communication skills. [www.americanapparel.net](http://www.americanapparel.net) and [www.americanapparelstore.com](http://www.americanapparelstore.com) Send earliest start date and salary expectations.

**Apply online to American Apparel.**

**<http://employment.americanapparel.net/employment/index.asp>**

*"The great thing in this world is not so much where we are,  
But in what direction we are moving." - Oliver Wendell Holmes*

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### BILINGUAL DENTAL ASSISTANT

Highland Park. High School diploma or G.E.D., certification from an accredited Dental Assistant Program and Dental x-ray license. One year of experience as a Dental Assistant. (Will consider an exemplary applicant with less than one year of experience.) English/Spanish. Deal effectively with the public and work well with others in a team-oriented environment. Reliable transportation to travel from one site to another. Valid driver license and insurance coverage.

**Apply online to Arroyo Vista Family Health Center.**

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

### INTERACTIVE DESIGNER

F/T. Santa Monica. Take our product to the next level. Work directly with UX and the developer team to build web based software interfaces. Passionate about illustration, typography, designing for web and emerging technologies. Enthusiastic about working in an agile and iterative environment. Expert knowledge of CS5: Photoshop, Illustrator and InDesign. Work from wireframes to create beautiful comps. Proficient in designing for web, desktop, mobile and different interactive media types. Thorough understanding of interaction design and user experience. Basic knowledge of front end web development; HTML/CSS. Conceptual understanding of back end web development; PHP. Willingness to collaborate on Basecamp or other project management software. Create animations in Flash or After Effects is a plus. Mastery of visual design principals as they apply to web and desktop interfaces. Experience in designing for web, desktop and mobile and different interactive media types. Demonstrate visual problem solving/design thinking. Fearless about sketching and using pens, pencils or crayons to brainstorm. Leadership in creating, overseeing and communicating the visual direction of a project/providing detailed style guides and specs.

**Apply online to GraphEffect.**

[http://grapeffect.theresumator.com/apply/job\\_20120221223506\\_P953HV4NZTXDVOWL/Interactive-Designer.html](http://grapeffect.theresumator.com/apply/job_20120221223506_P953HV4NZTXDVOWL/Interactive-Designer.html)

### GENERAL OFFICE CLERKS / DATA ENTRY STAFF

P/T. \$13.50/hr. Los Angeles. Energetic, friendly, ambitious. Goal oriented, organized, responsible, hardworking, adaptive, committed, self-discipline, self-starter who can work independently, quick learner. Day-to-day clerical tasks (including faxing, filing, data entry and mail merge.) Routine clerical and data entry functions within mortgage operations or servicing departments. Sort and file correspondence, loan documents and other records in alphabetic or numerical order or according to a specific loan. Retrieve archived files. Process paperwork, gather and verify data and transfer data into a standard format. High school diploma or GED.

Strong data entry skills-please include keystrokes per minute (KPM) or words per minute (WPM.) Some experience in clerical/data entry activities. Good reading, writing, mathematical and verbal communication skills. Strong ability to collect and organize information.

**Apply online to Whatmore Inc.**

<http://adminclericalonlinejobs.yolasite.com/>

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**WAREHOUSE / LOGISTICS SPECIALIST - Job # 900205**

Hawthorne. Work closely with sales, customer support and management to ensure maximum provisioning efficiency (internal and external), and optimization of on-hand inventory. Responsible for light hardware assembly, software installations, and QA of Fonality Systems. Coordinate shipping and receiving operations. Access, view, and update the appropriate computer systems to resolve RMA, inventory, and part order issues. Maintain the integrity of the inventory so that all parts are properly accounted for in the appropriate systems. Provision servers from hardware components. QA some hardware and software. Troubleshoot returned hardware. Check inventory and stocking. Two years logistics and provisioning experience in the high-tech industry. Experience with RMA transactions and process handling (Customer and Vendor returns.) Experience in warehouse shipping and receiving preferred. Refurbishment quality and control a plus. Computer repair and service/computer support/light assembly. Experience and working knowledge of NetSuite or other commercial logistics/inventory/order management application. Excellent hardware troubleshooting and software configuration skills. Strong attention to detail, recordkeeping, and process. Able to lift and move inventory (approx 50lbs.) Excellent customer service skills, strong organizational, interpersonal, verbal, and written communication ability

**Apply online to Fonality.**

[www.fonality.com.au](http://www.fonality.com.au)

<http://fonality.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=900205>

**ORTHODONTIC ASSISTANT / RDA**

M: 9-5, T: 7:30-5:30, W: 8:30-5:30, TH: 12-5:30, F: 9-2. Benefits. Manhattan Beach. Willing to train the right RDA. Impressions (alginate and PVS), indirect bonding, instrument sterilization, patient interaction, computer charting, digital x-rays, and assist the doctor chairside. Excellent customer service in a fun and welcoming environment. Out-going, detail-oriented, task-oriented, mature personality who can learn quickly and apply knowledge appropriately. Excellent communication skills, great follow-through. Hard worker, cheerful, multi-tasker, organized & efficient. Enthusiastic and highly goal-oriented.

**Send resume to Patricia J Panucci, DMD, MS.**

**Fax: (310) 379-7051 Email: [beachbraces@verizon.net](mailto:beachbraces@verizon.net)**

**CLERK**

F/T. Provide administrative support and assistance. Greet customers. Answer and direct phone calls promptly and courteously. Process markers, cash receipts. Filing. Typing. Prepare reports. Assist with all office related duties. Computer knowledge (Windows, MS Office.) Basic accounting knowledge.

**Apply online to Service Corporation International.**

**1218 Glendon Ave**

**Los Angeles, CA 90024**

[www.sci-corp.com/SCICORP/home.aspx](http://www.sci-corp.com/SCICORP/home.aspx)