

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:/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

PLEASE BE MINDFUL OF APPLICATION DEADLINES.

AAA is hiring claims reps, sales rep trainees, travel agents, etc., throughout LA County. For the most recent available positions, Go to this link:

https://autoclub.tms.hrdepartment.com/cgi-bin/a/searchjobs_quick.cgi

Charles Drew School of Medicine is seeking a Library Assistant

<http://www.cdrewu.edu/job/1384>

Email resume to: jobs@cdrewu.edu

or fax to:

(323) 563-3855

Belkin is an internationally corporation with BEAUTIFUL offices located off of Centinela near Jefferson in LA. They are hiring for full time Data Entry Operators, Compensation and Benefits Analyst, Creative Directors, Executive Administrative Assistant, Engineers, Buyers, Marketing Specialist, Lab Techs, etc.

Go to: <http://www.belkin.com/careers/alljobs/>

Lab Corp is hiring couriers, Accounts Payable Specialists, Admin Assistants, Client Service Reps, Lab Scientists, Collections Agents, Phlebotomists, Billing Supervisors, etc. There are 80 jobs on their web site in California (more if you are searching for employment in other states).

<https://www3.apply2jobs.com/LabCorp/ProfExt/index.cfm?fuseaction=mExternal.searchJobs>

Disneyland is hiring Ticket Takers @ \$9/hour.

<http://casting.disneyparks.jobs/us/pasadena/ticket-taker/jobid880197-ticket-taker>

Here is a link to all of the jobs available in California for Disney

<http://casting.disneyparks.jobs/california-jobs>

AMC Theaters is hiring in all areas of Guest Services (food clerks, ticket takers, cashiers, etc.) in Torrance .

https://storefront.kenexa.com/amc/cc/CCJobDetailAction.ss?command=CCViewDetail&job_REQUISITION_NUMBER=3524

Department of Motor Vehicles El Monte Office seeks a Motor Vehicle Field Rept @ \$2,280.00 - \$3,209.00/month. Job closes March 8, 2011.

Contact: Sharon Jenkins Harris (562) 925-8952 reference FOD-El Monte

231 Vacancies throughout California with the State of California here

http://jobs.spb.ca.gov/wvpos/search_p.cfm

USC is hiring a Receptionist for their School of Dentistry

<https://jobs.usc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1298570058257>

349 job openings on the USC Job search page (throughout California and other states)

<https://jobs.usc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1298570058257>

Bunzl Food Distributors in Cerritos is hiring warehouse workers 2nd shift 5p - 1:30a

https://www2.ultirecruit.com/bun1000/jobboard/JobDetails.aspx?_ID=*F7B4223AFE49BBBE

Cedars Sinai seeks a lab assistant to work from 7am -3:30pm

www.cedars-sinaimedicalcenter.apply2jobs.com//ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=6109&sid=69

Sourcecorp in Carson California seeks an Administrative Assistant/Production Lead (they also have offices throughout the US with

many openings in other areas)

http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=215382&company_id=16067&jobBoardId=1112

Clean Harbors is hiring Entry Level Reactors Entry Technicians ("laborers") in Long Beach

<https://cleanharbors.tms.hrdepartment.com/jobs/1445/Entry-Level-Reactor-Entry-Technician-Laborer-in-Long-Beach-CA>

White Memorial seeks a P/T Office Coordinator

https://www.healthcaresource.com/whitememorial/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=640342&source=Indeed.com

Dow Jones seeks an Administrative Assistant

<http://careers.newscorp.com/Job/Details/3730>

Disney seeks a Secretary II in Anaheim

<http://careers.disney.parks.jobs/us/los-angeles/administrative/jobid1227693-secretary-ii>

UCLA seeks a clerk within its University Apartments Division

<https://hr.mycareer.ucla.edu/applicants/jsp/shared/position/JobDetails.jsp?time=1298571001272>

Edmunds.com seeks a Sr. Systems Administrator who will provide technology support and direction to the team, ensuring that all technologies work effectively together to deliver the technical/infrastructure architecture for large initiatives. The position is in Santa Monica .

<http://tbe.taleo.net/NA6/ats/careers/requisition.jsp?org=EDMUNDS&cws=1&rid=229&source=Indeed>

Other Edmunds.com positions (there are about 20) here

<http://tbe.taleo.net/NA6/ats/careers/searchResults.jsp?org=EDMUNDS&cws=1>

Ambulance Dispatch Supervisor - County of LA up to \$4644/month

https://sjobs.brassring.com/11033/asp/tg/cim_jobdetail.asp?jobId=41315&PartnerId=25082&SiteId=5041&type=mail&JobReqLang=143&recordstart=1&JobSiteId=5041&JobSiteInfo=31294_5041&gqid=62

Department of Motor Vehicles seeks a LICENSING-REGISTRATION EXAMINER, DEPARTMENT OF MOTOR VEHICLES Salary: \$3,015.00 - \$3,588.00

http://jobs.spb.ca.gov/wvpos/more_info.cfm?recno=453483

Pitney Bowes has jobs in Southern & Northern California (there is a law-clerk job on the site, customer service, etc.)

<http://jobs.pb.com/california-jobs>

Teledyne seeks a Stock Room Clerk in its El Segundo Office

http://hr.tet.com/jobs_desc.asp?ID=1891

All Teledyne jobs in El Segundo are: http://hr.tet.com/jobs_all.asp

The LA Dodgers seeks Ticket Takers & Ushers

<http://baseballjobs.teamworkonline.com/teamwork/r.cfm?i=34507>

All LA Dodger jobs here

<http://baseballjobs.teamworkonline.com/teamwork/jobs/default.cfm>

Toms Shoes in Santa Monica seeks a Director of Customer Service

<http://www.jobhost.org/jobs/viewjob/director-customer-service-394a9de4f32f090c?source=indeed&medium=sponsored>

ABM is seeking Parking Attendants

<https://abm.tms.hrdepartment.com/jobs/5735/PARKING-ATTENDANT-in-West-Los-Angeles-CA>

West Hollywood is hiring P/T Parking Enforcement officers

http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.dspjob&jobid=310810&company_id=15695&jobBoardId=1112

TONS of jobs available with Kinecta Federal Credit Union

https://kinecta.org/career_search.aspx

Schneider National seeks a Transportation Rep in Compton

https://ebs1.schneider.com/OA_HTML/OA.jsp?page=/oracle/apps/irc/candidateSelfService/webui/VisVacDispPG&OAH=IRC_EXT_SITE_VISITOR_APPL&OASF=IRC_VIS_VAC_DISPLAY&akRegionApplicationId=821&transactionid=445956080&retainAM=N&addBreadCrumb=RP&p_svid=41800&p_spid=201404174&oapc=6&oas=M6xYPj7qrDNjyInA70N-gQ..&src=JB-10139

CBS (Channel 2) is hiring a Cash Application Clerk (BA Degree required)

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=208697&PartnerId=25084&SiteId=5129&codes=CBS_Corp

Laserfiche in Long Beach is hiring a Public Relations Specialists

<http://jobs.laserfiche.com/View/Details.aspx?jobid=95>

Other opportunities with Laserfiche (engineering, marketing, etc.)

<http://jobs.laserfiche.com/View/Default.aspx>

Ikea is hiring Stock Clerks in their Covina Store

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=434713&PartnerId=13900&SiteId=5005&type=search&JobReqLang=1&recordstart=1&codes=IND

BJ's Restaurants ("BJ's Pizza") seeks a Home Office Service Coordinator in Huntington Beach

<http://www.cytiva.com/bjri/ext/detail.asp?jobid=bjri0FCSVCSCCOORD&source=26>

Whole Foods Market Jobs here (click on the City/Store of interest for the specific openings)

<http://www.wholefoodsmarket.com/careers/state.php?s=CA>

The City of Inglewood has jobs available FULL TIME: ASSISTANT PLANNER, POLICE RECORDS, ASSISTANT PUBLIC SAFETY DISPATCHER, RESERVE POLICE OFFICER for more info

http://www.cityofinglewood.org/depts/human_resources/city_employment/full_time_jobs.asp

WIS International seeks Inventory Associates

<https://www.cytiva.com/wisint/search.asp?act=list&Keyword=&State=CA&City=&Category=&PostalCode=90220&SearchRadius=10&DistanceUnit=miles>

City of Lakewood seeks Maintenance Trainees

http://www.lakewoodcity.org/about_lakewood/jobs/default.asp

City of Carson seeks a Typist Clerk II (part time) \$15.50 - \$19.79/hr.

Last day to file an application is 3/8/11.

[http://ci.carson.ca.us/content/hr/openjobs/TypistClerkII\(PT\)\(Open\)02-14-11to03-08-11.htm](http://ci.carson.ca.us/content/hr/openjobs/TypistClerkII(PT)(Open)02-14-11to03-08-11.htm)

Leads for March 14, 2011 (a)

SCHOOL BUS DRIVERS-CAREER DAY - CalJOBS# CA11438652

Friday, March 25th 10AM.

Three school bus companies hiring. Experienced and non-experienced. Experienced drivers please bring your certifications and endorsements – Employers will be on site to conduct interviews. One company is offering \$10.30/hr. to start. Positions are all full time. Paid training for qualified applicants. Clean background and be willing to submit to Drug Screen D.O.T. **Call (323) 730-7900 Phil Barajas Ext. 259, Jessica Banuelos 255, Chris Gallas Ext. 223, Claudia Cervantes ext. 243, Brian Eng. 215, Joe Valarde Ext.214, James Berry Ext. 222**

TEAM MEMBER

Your training will teach you everything you need to know to succeed on the job. Fun and friendly. Value customers and take absolute pride in everything you do. Communication skills, comfortable talking to strangers. Good attitude. Be on time, all the time. At least 16 years old – 18 if you want to be a driver.

Apply at Pizza Hut.

**1901 Pacific Coast Hwy.
Lomita, CA 90717**

**1336 W. Rosecrans Ave.
Gardena, CA 90247**

SECRETARY/RECEPTIONIST - Job Reference Code: AdminAhp

F/T. \$11-\$12/hr. Gardena. Fast growing health care company. Transcribe, format, input, edit, retrieve, copy, and transmit text, data, and faxes. Read and route correspondence; collect information; initiate telecommunications. Maintain calendars for department personnel; arrange meetings, conferences, teleconferences, and travel. Greet customers, in person or on the telephone; answer or refer inquiries. Maintain customer confidence and protect operations by keeping information confidential. Maintain office supplies inventory. Know how to file and retrieve documents.

Apply online to Allied Health Products.

<http://jobview.monster.com/GetJob.aspx?JobID=97624256>

REGISTERED DENTAL ASSISTANT, ORTHODONTICS

F/T. Hawthorne. High School Diploma. CA RDA certification. Current X-Ray License, or sign an agreement to obtain it within six months of employment. Current CPR certification, or be willing to sign an agreement to obtain it within one month of employment. Current Coronal Polishing Certificate. Experience preferred. Knowledge of OSHA and safety compliance.

Working knowledge of dental equipment.

Apply online to Western Dental.

www.westerndental.com/about-western-dental.aspx

“The beauty of balance is that I can do it all and not feel bad about my choices, because every moment is an opportunity to start all over again” –*Jorge Perez*

Leads for March 14, 2011 (a)

PHLEBOTOMIST

Per diem. Long Beach. CPT II. Travel required. Collect venous and arterial specimens from Nursing Home and deliver to hospital clinical laboratory. Deliver nurse collected specimens such as culture specimens to the hospital laboratory. Communicate effectively with nursing home staff and patients. Three year of experience in drawing blood and arterial specimens from geriatric patients. Register specimens into lab system when delivered to the laboratory. High school grad.

Apply online to St. Mary Medical Center.

www.stmarymedicalcenter.org/careers

UPHOLSTERY INSTALLER

Long Term. \$19.40 hr. Aerospace company in Long Beach. Under minimal supervision fabricate and install upholstery, cover panels, and make simple patterns for aircraft interiors using design/engineering drawings and aircraft specifications. Fabricate, cover and install flat panels and curtains. Sew simple covers using design/engineering drawings and aircraft specifications. Work with fabric, vinyl and leather hides, composites and other materials using specified adhesives, sewing equipment, hardware, hand tools and various power tools. Fit panels and windows, cabin head liners, upper sidewalls, lower side panels, hatch panels, windows, cut and surge carpets, cover bulkheads, fabricate various metal parts, and covering and installation of panels. Use the material tracking system to create parts demand, track squawks and to sign-off work. Comply with safety, 5S, and housekeeping policies and use personal protective equipment as required. Address unsafe conditions before putting people or property at risk. Work with lead and higher skilled technicians to develop and implement process improvements that increase safety, reduce, cost, cycle time, and man-hours using "Lean Manufacturing" and other process improvement techniques. High school or GED. Two years experience using commercial sewing machines, sergers and hand tools. Experience in aerospace industry preferred. Read, write, speak, and understand the English language. Read and interpret blueprints and engineering documentation. Use measuring tools and perform basic math computations. Climb ladders and stairs, work in small restricted areas, lift up to 40 pounds and work any shift. Computer literate.

Contact Cherise Harris at Inconen.

(888) 208-8064 / email: cherise@inconen.com

MEDICAL BILLER - Job ID: Medical Biller

2nd Shift: 2:00PM-11:30PM. Universal City. Workers' Compensation and Private Insurance billing. Verify Workers' Compensation and Private Insurance information through EDEX, insurance companies, attorneys offices, and doctors offices. Resubmit unpaid claims. Diagnosis coding (ICD-9). Reconcile physician's reports. Two years of recent medical billing experience. Experience coding (ICD-9) and using HCPCS codes. Detail-oriented. Strong knowledge of Workers' Compensation, Private Insurance billing, electronic billing and 1500 (form) billing. Knowledge of Medical terminology is a plus. Advanced knowledge of MS Office Suite, especially Excel and Word. Good communication skills and phone etiquette.

Contact Eddie Seminario, Recruiter for The Mergis Group.

www.jobpath.com/CSH/Details.aspx?privjobs=true&did=J8E7ZJ6GV9VXCF90FDQ&csh=CSH_spherion

Leads f Leads for March 14, 2011

GRAPHIC DESIGNER

Two years work experience, good fashion sense and be creatively driven. Strong organizational and time-management skills. Proficient in Photoshop, Illustrator. Good design "flair", a broad thinker and able to offer a variety of design solutions. Communicate effectively (both written and oral). Excellent interpersonal skills and a team player. Good knowledge in graphic production process. Able to render art concepts to look realistic. Work well with tight deadlines in a team environment. Take projects from start to finish with general supervision. Great attention to details.

Submit resume, salary requirements and PDFs or URLs to online portfolios only (no attachment), to Manuel Garcia at The Revolution Group.

**560 Alameda Street
Los Angeles, CA 90013**

www.creativehotlist.com/index.asp?linkTarget=fullJob.asp&jobID=147802

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

P/T, 20 hrs/wk. Carson. Fast-paced, high-volume, face-to-face customer contact. Cash checks, process deposits, withdrawals, transfers and loan payments. Document larger deposits using Currency Transaction Reports. Identify and sell East West Bank products and services beneficial to customer needs. Address customer questions/concerns referring to appropriate internal resources for resolution. Identify fraudulent activity to prevent potential losses to the bank. Develop new Customer relationships and opening new accounts for customers. English/Tagalog. Teller and new accounts experience in a banking institution. Excellent customer service skills. PC skills including Word and Excel.

Apply online to East West Bank.

www.eastwestbank.apply2jobs.com/

DIGITAL DESIGN INTERN- Job # 399547

June 9 - August 19, 2011. Santa Monica. Originality, creativity, consistency – but it's all for a great cause, and you will certainly learn a lot. Hands-on role in the day-to-day operations. Get to bring a lot of fresh ideas to the table. Create assets for all things www. Steady stream of eblasts, ad banners, social media assets, and updates to TOMS.com. Seasonal campaigns, specific product pushes, to unique celebrations, and everything in between. Graphic Design or Illustration Major. Familiar with Adobe Creative Suite with strong Photoshop skills. Strong with typography and layout skills. Familiar with web design or a quick learner. Lover of hand-drawn and natural design elements.

Include PDF of portfolio samples with resume and cover letter (Samples of web or print designs with strong typography and layout and of work incorporating 3D space and retail/fashion, such as signage,in-store displays, and invitations). List any professional experience.

Apply online to TOMS Shoes.

<http://tomsinternships.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=399547>

Leads for March 14, 2011

YOUTH JOBS WITH LA COUNTY

For both jobs: \$8.49/hr. Participate in a 12 month on-the-job training program or a training assignment in one of a variety of entry level jobs characterized by heavy manual labor. Receive on-the-job training, and under direct supervision participate in entry level work in one of a variety of job assignments. Identification as an "at-risk youth" by a County of Los Angeles authorized department, or other local, state or federal agency or school; or by a bona fide non-profit organization whose mission includes fostering or enhancing employment opportunities for at-risk youth. Age 24 or younger at time of appointment. Submit a completed "Verification of

At-Risk Youth Program Participation" form available online at the link provided in the Supplemental Information section, or by calling (213) 738-2995. Under 18 years of age must present a work permit at the time of appointment. Apply by 5:00pm, 04/07/2011.

YOUTH WORKER, GENERAL LABOR - Exam Number D8254D

Assist crew leaders in performing sluicing, booming, and removal of debris at dams and reservoirs. Perform manual work in the construction, repair, and maintenance of streets or bicycle trails in flood access roads, as needed. Assist in the maintenance of drains, catch basins, curbs, gutters, head walls, and driveway aprons by tamping underlayment, mixing concrete, wheel barrowing concrete to the work site, lifting and carrying concrete blocks, and providing tools to more experienced workers. Assist in sewer maintenance work, such as cleaning sewer lines with the use of specialized hand or power operated tools and equipment, including sewer cleaning machines, pumps, air compressors, blowers, gas detection devices, closed circuit television equipment, etc.

YOUTH WORKER, FACILITIES SUPPORT - Exam Number D8253D

Assist a more experienced worker by furnishing and using basic hand tools, materials and supplies, cleaning the work area and machinery, operating simple machines and equipment, preparing basic reports or keeping maintenance records, and performing other non-complex duties. Assist a more experienced worker in maintaining the physical premises and/or grounds of County facilities. Assist in transporting of supplies, records, etc. Issue supplies, check property and keep order in the locker or dressing rooms at a County public swimming pool; perform basic pool maintenance and ensure that first aid equipment is ready for use; monitor assigned pool area for signs of swimmers in trouble and for violations of pool and safety regulations. Assist a more experienced worker in the development and presentation of special recreation programs for senior citizens, youths and the physically and mentally handicapped. Assist journey-level trade positions in performing installation work or repairs, such as replacing windows, doors and partitions, performing minor sheet metal work, making minor roof repairs, or maintaining parking lots. Assist a higher-level food service worker or supervisor in performing routine duties in a kitchen facility, or transporting and serving meals (i.e., summer lunch program).

Apply in person M-TH: 7am – 5pm at Department of Parks and Recreation, Human Resources Office.

433 South Vermont Avenue, Room 200

Los Angeles, CA 90020

(213) 738-2995 / www.lacountyparks.org / Supplemental Information Form may be found at: <http://easier.co.la.ca.us/jobs/>

God has already done everything that needs to be done. -- *A Course in Miracles*

or March 14, 2011 (b)

UNIT SECRETARY - Job Requisition Number: 83921

P/T, days. SPH 2W MED SURG. \$11.49-\$19.10/hr. Perform support functions on the patient care unit including admitting (quick admitting), record keeping, chart audit/management, order entry, log maintenance, and monitoring. Customer relations/"concierge", clerical systems facilitator and problem solver. Respond appropriately to patients and families with knowledge of age specific needs. Process necessary paperwork mandated by law/statute. High school diploma or GED. Basic medical terminology and abbreviations, recent experience in a healthcare setting. Develop and organize filing systems. Accurately alphabetize and numerically file. Perform basic arithmetic computations (add, subtract, multiply, divide.) Accurately and efficiently complete assigned tasks. Organize and prioritize work to complete assignments in a timely manner. Establish and maintain a courteous and cooperative (service-oriented) working relationship with patients, families and co-workers.

Apply on line for Providence Little Company of Mary Medical Center's San Pedro Hospital.

**1300 West 7th Street
San Pedro, CA 90732**

www.providenceatwork.org

DRESSER/DECORATOR

Los Angeles. For production designer. Be my eyes and right hand on a traveling reality home makeover show. Tight schedule, with possible 7 day weeks and very long days on the road thus, only road warriors need apply! Ability to dress, shop locally, as well as sourcing via internet, etc. and generally be the art/design presence on set. Work with construction, production, vendors, and talent, and be in charge of pulling all the elements together to create beautiful spaces for reveal. This show is on a In return, you will be working with amazing people and experiencing a whole new level of design. Detail oriented: meaning magazine-quality vignettes and arrangements. Internet savvy: there will be lots of internet research and shopping. Organized: you should know everything that's going into a room, down to the smallest details. Dressing skills: hanging pictures, assembling furniture, floral arrangements, etc. Quick and efficient: shopping in new towns, finding last minute decor, coming up with solutions, etc. Budget savvy. Courteous and able to handle vendors in a professional manner. Extreme communication skills: be the bridge between construction, production, and design.

Send resume, your rate, and at least 5 examples of your work (photos only, no renderings).

www.media-match.com/usa/jobsboard_detail.php?affid=7777&job_uid=24777222&idx=5&gad=CJzrn6oGEgiMt8ZRIJ6_qRjw2P38AyCs-ZwR

UTILITY ACCOUNTING CLERK

91746. \$10-\$12/hr. Accounts payable and receivable departments. Two years of accounting experience. Intermediate skills with an accounting GL system.

Send your resume to Accountemps Corporate

Email: chris.guzman@accountemps.com

Leads for March 14, 2011 (b)

CUSTOMER SERVICE--graphic arts/printing - Reference: US_EN_1_025090_9344859

Contract-to-Hire. \$15-\$20/hr. Cypress. Call Center & Customer Service. Graphics art (warehouse) company. Experience in graphic arts or printing industry. Knowledge of printing, chemicals, rolls of paper, measurements, etc. Business-to-business customer service experience. Process customer orders, changes, customer account information, contract information, etc. into system. Review open orders and notify proper party of any issues. Enter consignment billings, replenishments, and returns. Compute pricing, discount, and shipping charges; work with credit analyst on credit issues. Track orders and provide information to customers about orders. Promote products as needed. Professional, pleasant phone demeanor and manner. Working knowledge of Microsoft applications and outstanding customer service. Excellent communication skills.

Send resume to Janelle Olivares at Adecco. Put C/S--Cypress in the subject line.

Email: adeccogg@yahoo.com

TRANSPORTATION/LIFT ASSOCIATE - Job ID 4711

F/T. Santa Monica. Comply with hospital, department, and Unit Standards including but not limited to safety, BLS, infection control, quality management, confidentiality, mandatory classes and competencies. Transport and Lift patients. Assist in the care of patients requiring moderate to total assistance in moving. Identify/report changes and abnormal findings in patient status such as consciousness, pain, bleeding and vital signs that occur during the lift. Check and perform corrective action on designated equipment. Perform diverse tasks such as specimen transport, blood pick-up, and Central Service pick-up. Continuously collect data on all units who need assistance in transportation. Work as a team with another Transportation Associate every shift. Able to lift at least 75lbs. with assistance. Contact with patients under a wide variety of circumstances. Exposure to unpleasant elements (accidents, injuries, and illness), varying and unpredictable situations, emergency or crisis situations. High school diploma or GED. CNA/RNA/PSA with six months patient care experience in an acute hospital setting preferred. Current BLS card or Heart Saver. Able to speak the English Language proficiently. Competent in use of Computer Systems (Transport Tracking.) Working knowledge of beds, gurneys, wheelchairs, cardiac chairs, oxygen tanks, transfer boards, gait belts, and lift equipment. Effective oral and written communication skills. Capable of dealing effectively with multiple demands and events. Able to prioritize, organize, and coordinate patient care as specified by the primary care provider.

Apply online to St. John's Medical Center.

www.stjohns.org/

MEDICAL BILLER (Ref:00080-9557432)

F/T. \$13-\$16/hr. Long Beach. Two years in the medical billing field. Doctors Office.

Apply online to Accountemps Corporate.

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