



Hot Job!! 01/19/2010

Job Title:	Product Sales Manager	Cal JOB#:	
Location:	Los Angeles, CA 90045		
Salary Range:	\$DOE	Position Type:	Full-time, various shifts
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Align the customer experience to the company vision . exceptional people delivering exceptional product Lead, inspire, and celebrate exceptional customer experiences Focus on ways to increase and continually improve sales, including action sales, clearance, promotions, and incentive targets with passion Observe, coach and react both staffs and customers in order to improve customer experience and team productivity Manage team visibility on the shop floor for optimal staffing and floor coverage 			
Qualifications:			
<ul style="list-style-type: none"> Bachelors Degree in Management, Business or equivalent preferred Fluent in English and other languages 2 years of retail store experience required. Leadership experience with sales and luxury merchandise highly desired Able to work under stringent deadlines and high pressure and be able to prioritize a heavy workload with multiple deadlines Must have strong interpersonal skills and be able to work well with personnel at various levels Must be able to have flexible schedule Strong analytical skills, ability to work with complex issues 			

Job Title:	Luxottica Brand Specialist	Cal JOB#:	
Location:	Los Angeles, CA 90045		
Salary Range:	\$14 / hr	Position Type:	Part-time, various shifts
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Responsible for promoting various cosmetic / fragrance brands by educating customers as well as sales associates on the product to increase sales Maintain brandsqimages 			
Qualifications:			
<ul style="list-style-type: none"> High school diploma or above Minimum of 1 year of retail experience is preferred Fluent in English and Chinese (Mandarin) or English and Japanese Good interpersonal skills, both written and verbal communication skills Able to work in a fast-paced, team-orientated environment, and is a good team player Effectively communicate and work with all levels of staffs and management 			



Hot Job!! 01/19/2010

Job Title:	Reservation Agent	Cal JOB#:	
Location:	El Segundo, CA		
Salary Range:	\$10.75 / hr	Position Type:	Full-time, various shifts
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please email resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Handle high volume of phone calls for making reservation • Able to assist clients, agencies regarding air tickets reservation 			
Qualifications:			
<ul style="list-style-type: none"> • Bilingual in Chinese (Mandarin) and English • High school diploma • Have excellent customer services skills • Previous experiences is a plus 			

Job Title:	Accounting Assistant	Cal JOB#:	CA 10345788
Location:	Brea, CA 92821		
Salary Range:	DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please email resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Prepare billing invoices, monthly reports etc. • Handle phone calls in assisting clients • Responsible in bookkeeping and handles customersqaccounts 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma or above • Experiences in working in an accounting field • Proficient in using personal computer, MS Word, Excel, QuickBooks, or other accounting software • Fluent in English, Spanish is preferred 			



Hot Job!! 01/19/2010

Job Title:	Sales	Cal JOB#:	CA 10345779
Location:	Brea, CA 92821		
Salary Range:	DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please email resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Visit customers and able to make cold calls in order to obtain more sales orders • Provide quotes and take orders when customers approach 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma or above • Previous sales experiences a plus • Proficient in using personal computer, MS Word, Excel etc. • Fluent in English, Spanish is preferred • Excellent customer services skill • Knowledge in sales industry and the lighting industry 			

Job Title:	Secretary	Cal JOB#:	CA 10320964
Location:	City of Industry, CA 91748		
Salary Range:	\$8 / hr to start, DOE if with experience	Position Type:	Full-time / Part-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Handle high volume of phone calls • Provide translation when necessary • Perform office duties like word processing, filing etc. 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma • Bilingual in English and Chinese (Cantonese and Mandarin) • Proficient in using personal computers, with MS Word, Excel etc. • Typing speed of 50 wpm is a plus 			



Hot Job!! 01/19/2010

Job Title:	Receptionist	Cal JOB#:	CA 10276179
Location:	Los Angeles, CA 90021		
Salary Range:	\$8 /hr	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Handle high volume of phone calls, dealing with customers by phone or in person • Able to perform basic office duties, like filing, typing, sorting record etc. • Proficient in using personal computers, Microsoft Word, Excel • Need to provide translation between employer and customers when necessary 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma • 1 year of experience as receptionist • Effective oral communication skills to deal with customers • Able to work independently • Obtain current California Driver License and a driving record acceptable to the Agency's insurance carrier 			

Job Title:	Customer Service Representative/Sales	Cal JOB#:	
Location:	Temple City, CA 91780		
Salary Range:	\$10-15 /hr (plus commission)	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Able to handle high volume of phone calls • Must have good phone manner to assist clients • Maintain and update filing, inventory, and mailing • Able to search and use of computer to look up information 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma • Bilingual in English and Spanish or English and Chinese or Vietnamese • Experience working in an office is a plus • Obtain insurance experience is a plus • Typing speed 50 wpm 			



Hot Job!! 01/19/2010

Job Title:	Customer Service Rep.	Cal JOB#:	
Location:	El Monte CA 91733		
Salary Range:	\$10 /hr after probation \$15 DOE	Position Type:	Full-time
Workforce Specialist:	Wendy Wang	Date posted:	12/8/09

To apply please sent resume to
Wendy Wang at 213-253-0877 or email to: wwang@cscla.org
Your resume must match the position duties and requirements to be considered. Only the candidates who qualify will receive a notification.

Responsibilities:

- Handle high volume of phone calls with vendor and take order for shipment.
- Need to have knowledge on handling some warehouse work
- Perform Office duties like word processing, filing etc.
- Need to be computer literate with Microsoft word and excel. Photoshop is a plus

Qualifications:

- Need to have valid CA driver license and have self transportation
- Required to high school diploma
- Required 2 year of Customer Service Experience
- English skills is a MUST and Chinese is a plus



Hot Job!! 01/19/2010

Job Title:	E-Commerce/Marketing Rep.	Cal JOB#:	CA10429934
Location:	Compton, CA. 90220		
Salary Range:	\$10 /hr after probation \$15 DOE	Position Type:	Full-time
Workforce Specialist:	Wendy Wang	Date posted:	12/8/09

To apply please sent resume to

Wendy Wang at 213-253-0877 or email to: wwang@cscla.org

Your resume must match the requirements to be considered. Only the qualify candidates will receive a notification.

Responsibilities:

Freight forwarding/ Trading company is seeking a E Commerce/Marketing Rep.

- Collaborate with web, multimedia, or art design staffs to create multimedia web sites that conform to brand and company visual format
- Conduct online marketing initiatives such as paid ad placement, affiliate programs, sponsorship programs, email promotions, and viral marketing campaigns on social media websites.
- Develop transactional web applications, using web programming software and knowledge of programming languages, such as hypertext markup language (HTML) and extensible markup language (XML).
- Conduct financial modeling for online marketing programs or website revenue forecasting.

Qualifications:

- Must be knowledge with Photoshop and HTML, XML is a plus
- Must have at least 2 years of online marketing experiences.
- Need to have knowledge on promoting products through website
- Need to have knowledge on customer service.
- Bachelor degree preferable, but high school degree is a MUST



Hot Job!! 01/19/2010

Job Title:	Full Charge Bookkeeper	Cal JOB#:	CA10467320
Location:	Los Angeles CA 90017		
Salary Range:	DOE	Position Type:	Full-time
Workforce Specialist:	Wendy Wang	Date posted:	01/11/10

To apply please sent resume to

Wendy Wang at 213-253-0877 or email to: wwang@cscla.org

Your resume must match the position duties and requirements to be considered. Only the candidates who qualify will receive a notification.

Responsibilities:

Candidates must be reliable and organized. Excellent computer skills, including accounting software skills (MAS90/FRX a plus) are required.

Qualifications:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Experience in Accounting with SOLID BOOKKEEPING SKILLS IN ALL ASPECT (i.e. A/P, A/R, P/R, G/L, account Reconciliation, Bank Reconciliation, Billing, etc.)
- Must have a Bachelor Degree.
- **Must have solid 5 years experiences in Bookkeeping / Accounting firm.**



Hot Job!! 01/19/2010

Job Title:	Production Manager	Cal JOB#:	CA10427938
Location:	Los Angeles CA 90065		
Salary Range:	\$40-\$48K Annual	Position Type:	Full-time
Workforce Specialist:	Wendy Wang	Date posted:	12/10/09

To apply please sent resume to
Wendy Wang at 213-253-0877 or email to: wwang@cscla.org
Your resume must match the position duties and requirements to be considered. Only the candidates who qualify will receive a notification.

Responsibilities:

- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances
- Investigate and resolve complaints regarding food quality, service, or accommodations.
- Maintain food and equipment inventories, and keep inventory records.
- Schedule staff hours and assign duties.
- Establish standards for personnel performance and customer service

Qualifications:

- Must be able to speak, read, write and understand the primary language(s) used in the workplace.
- Must be able to read and write to facilitate the communication process.
- Requires good communication skills, both verbal and written.
- Must possess basic computational ability.
- Must have 5 years of experience in management.
- Requires manual dexterity to use and operate all necessary equipment.

Education

Bachelor Degree required.



C W C

Hot Job!! 01/19/2010

Job Title:	Insurance Sales	Cal JOB#:	CA10249729
Location:	Los Angeles, CA 90012		
Salary Range:	\$12/hr (plus bonus)	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Able to handle high volume of phone calls • Must have good phone manner to assist clients • Maintain and update filing, inventory, and mailing • Able to quote prices for customers etc. 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma or above • Bilingual in English and Chinese or Vietnamese • MUST have License in Life or Casualty • Experience working in an insurance field is a plus • Typing speed 50 wpm 			

Job Title:	Admission Advisor	CalJOB#:	CA 10440591
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Contacting and qualifying leads • Getting prospective students to come to the school • Interviewing students to assess their career goals • Presenting our educational programs and objectives • Assisting students with enrollment process 			
Qualifications:			
<ul style="list-style-type: none"> • High school diploma or above • Bilingual in English and Spanish is a MUST • Minimum of 2 years of experience as an Admission Advisor/Representative is a MUST • Strong computer skills, possess exceptional communication and excellent customer services skills • Problem solving skills • Have ethical work philosophy and a desire to help people change their lives in a positive way. 			



Hot Job!! 01/19/2010

Job Title:	Customer Service	Cal JOB#:	CA10440753
Location:	El Monte CA 91733		
Salary Range:	\$10	Position Type:	Full-time
Workforce Specialist:	Wendy Wang	Date posted:	12/21/09

To apply please sent resume to
Wendy Wang at 213-253-0877 or email to: wwang@cscla.org

Your resume must match the position duties and requirements to be considered. Only the candidates who qualify will receive a notification.

Responsibilities:

Shoes Wholesale in El Monte is hiring 1 positions of Customer Services.

- Confer with customers by telephone or in person to provide information about products and services, to take or enter orders, cancel accounts, or to obtain details of complaints.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Determine charges for services requested, collect deposits or payments, or arrange for billing

Qualifications:

- Must have Good Customer Service Skills
- **1) Bilingual in English and Chinese is a MUST . and Must know how to type Chinese.**
- **2) Bilingual in English and Spanish is a MUST**
- High school diploma or above



Hot Job!! 01/19/2010

Job Title:	Online Admission Advisor	CaJOB#:	CA10440594
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Prospect, interview, advise and enroll qualified individuals into online education programs • Conduct outbound phone prospecting to company-provided and self-generated leads • Maintain a high level of productivity resulting in the achievement of conversion rates goals • Communicate with candidates prior to the start of classes to identify potential problems and facilitate solutions • Act as liaison between the students and appropriate school departments to arrange for academic advising, financial aid processing, and any other assistance for enrollment and student success • Network via off campus events to promote the college and secure personal leads including trade events, job fairs, and personal interactions 			
Qualifications:			
<ul style="list-style-type: none"> • Associate degree or equivalent combination of training and experience required • Proven track record of success in school or work required • Strong written and verbal communications skills required • Excellent computer skills with proficiency in Microsoft Office required • Excellent telephone skills and the ability to work in a fast-paced environment required • Outstanding organization required • Strong multi-tasking abilities required • Spanish speaking is a PLUS • Experience in the education industry a plus • Experience as an Admission Advisor/Representative is a MUST 			



Hot Job!! 01/19/2010

Job Title:	Financial Aid Assistant	CaJOB#:	CA10440599
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • The Financial Aid Assistant will report directly to Regional Director of Financial Aid. • Review, audit, correct and package Financial Aid student files • Process students files for Pell Grants and student loans in accordance with State, and Federal regulations 			
Qualifications:			
<ul style="list-style-type: none"> • Minimum of 1 year of Financial Aid experience • Thorough understanding of state and federal regulations pertaining to Financial Aid • Experience in packaging and processing Student Financial Aid files • Must have the ability to set priorities to complete work in a timely manner while effectively handling various deadlines and changes in workload • Must be a self-started and team player with excellent communication skills • Knowledge of CPS, EDEXPRESS, ELM resources and loan certification is required 			

Job Title:	Homeland Security Instructor	CaJOB#:	CA 10440604
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Primary goal is to aiding our students in the achievement of their goal (i.e. to be trained and placed) • Prepare the students in all areas of marketability (i.e. reliability, skills and knowledge, and good people skills) by teaching through the curriculum 			
Qualifications:			
<ul style="list-style-type: none"> • MUST HAVE min 3 years of experience in the field of training • Bilingual preferred 			



Hot Job!! 01/19/2010

Job Title:	Alcohol and Drug Counseling Program Instructor	CalJOB#:	CA 10440608
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Primary goal is to aiding our students in the achievement of their goal (i.e. to be trained and placed) • Prepare the students in all areas of marketability (i.e. reliability, skills and knowledge, and good people skills) by teaching through the curriculum. 			
Qualifications:			
<ul style="list-style-type: none"> • MUST HAVE min 3 years of experience in the field of training. • Bilingual preferred 			

Job Title:	Registrar	CalJOB#:	CA 10440609
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Maintain accurate records, grades and attendance to insure student academic files have complete and accurate documentation 			
Qualifications:			
<ul style="list-style-type: none"> • 2 years of relevant experience working as Registrar • Bilingual (English/Spanish) preferred 			



Hot Job!! 01/19/2010

Job Title:	Online Student Advisor	CaJOB#:	CA 10440612
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09

To Apply:

Please send resume to ahwang@cscla.org / or fax it to 213-253-0877

Responsibilities:

- ~ Support and advice students throughout their online programs, from enrollment to graduation.
- ~ Answer questions by phone and email. Proactively reach out to students who may need assistance.
- ~ Provide technical support to students and faculty as needed.
- ~ Oversee activities related to improving student retention. Ensure that all absent students are contacted immediately.
- ~ Identify areas of concern.
- ~ Assist with the operation of online courses and work to improve all aspects of online learning.
- ~ Assist with the enrollment process and ensure that all aspects of enrollment are completed for each new student prior to the starts of classes, including but not limited to: verification that each student's textbook and courses materials have been ordered and received; verification that students have been enrolled in the proper courses; verification that students are aware of term start dates; etc.

Qualifications:

- ~ Associate's Degree or equivalent combination of training and experience required.
- ~ Proven track record of success in school or work required.
- ~ Strong written and verbal communications skills required.
- ~ Excellent computer skills with proficiency in Microsoft Office required.
- ~ Problem-solving abilities and basic technical troubleshooting skills required.
- ~ Outstanding organization required.
- ~ Strong multi-tasking abilities required.
- ~ Spanish speaking a plus.
- ~ Experience in online education a plus.
- ~ Experience in sales or customer service a major plus.



C W C



Hot Job!! 01/19/2010

Job Title:	Web Developer / Designer	CalJOB#:	CA 10440617
Location:	Culver City, CA 90230		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	12/14/09
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> The ability to hand-code a well-formed HTML and CSS, and create liquid, tableless layout are a must. You must have a strong understanding in HTML, CSS, XML, XHTML, and a good working knowledge of JavaScript. Detailed experience in designing web user interfaces, using PhotoShop or other graphic software is highly important. And you almost must be able to work on multiple projects concurrently. 			
Qualifications:			
<ul style="list-style-type: none"> ~ HTML & CSS (Ability to clean hand code a must!!) ~ Familiarity with other languages such as PHP, ASP, JavaScript a plus ~ Up to date with industry best web design and coding practices ~ A keen eye for design ~ An eye for typography ~ Proficient with the entire Adobe Suite (Photoshop, Indesign, Flash, Dreamweaver) ~ Organized and detailed oriented ~ Understanding of content management systems (experience with Wordpress a plus) ~ Excellent verbal and written communication skills ~ Independent and disciplined work ethic, ability to complete tasks with little supervision ~ Ability to work on multiple projects concurrently ~ 2+ years experience in web development and graphic design 			



Hot Job!! 01/19/2010

Job Title:	Certified Medical Assistant I	Cal JOB#:	CA 10464609
Location:	Los Angeles, CA 90012		
Salary Range:	\$21,424.00 - \$25,700.00 /yr	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	01/11/2010

To Apply:

Please send resume to ahwang@cscla.org / or fax it to 213-253-0877

Responsibilities:

- Monitor patient flow and place patients in exam rooms.
- Conduct initial patient assessment and vital signs.
- Obtain blood specimen from patient according to standard clinic protocol and procedure.
- Administer injection/immunization as ordered by Medical Provider.
- Conduct EKG and measure peak flow for patients as ordered by Medical Provider.
- Provide all medical screening tests for CHDP patients.
- Check Hb, FBS, urine dipstick, urine pregnancy test, instruct patients how to collect samples for fecal occult blood test.
- Process authorizations for HMO patients specialty referrals
- Maintain exam rooms, medical supplies, and lab results.
- Perform data entry and record keeping.

Qualifications:

- High School Diploma or GED
- Minimum 1 year clinical experience
- Computer literacy in any health information systems
- Must be bilingual English and Chinese (Cantonese)
- Current CPR card.
- Good written and verbal communication skills.
- Ability to work in a fast pace environment and be part of a team, as well as to work independently
- Ability to work and communicate effectively with people from different cultures, social, economic, educational backgrounds



Hot Job!! 01/19/2010

Job Title:	Sales with shipping assistant	Cal JOB#:	CA10417137
Location:	Los Angeles, CA 90012		
Salary Range:	\$10/ hour	Position Type:	Full time, day shift
Workforce Specialist:	Cassandra Cheng	Date posted:	01/11/2010
To Apply: Please send resume to ccheng@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Responsible for conducting sales and may require to help out in the warehouse for shipping and inventory 			
Qualifications:			
<ul style="list-style-type: none"> Minimum of 2 year of wholesales experience is required Fluent in English Good communication skills 			

Job Title:	Secretary	Cal JOB#:	CA10423692
Location:	La Puente, CA 91746		
Salary Range:	\$8-9/ hour	Position Type:	Part time only , Schedule TBD
Workforce Specialist:	Cassandra Cheng	Date posted:	01/11/2010
To Apply: Please send resume to ccheng@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Responsible for assisting the president in daily communication (response to emails, letters, enquiry etc) Answer phone and correspondings 			
Qualifications:			
<ul style="list-style-type: none"> Must be fluent in English and Mandarin Minimum of 2 year of office administration work is required Good communication skills 			



C W C

Hot Job!! 01/19/2010

Job Title:	Sales associate	Cal JOB#:	CA10466985
Location:	La Puente, CA 91746		
Salary Range:	COMMISSION ONLY	Position Type:	Part time only
Workforce Specialist:	Cassandra Cheng	Date posted:	01/11/2010
To Apply: Please send resume to ccheng@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Responsible for conducting sales to new or existing customer. Please note the salary is by COMMISSION ONLY. This is a great opportunity for self employment and it is NOT required to report to the office. Very flexible working schedule and part time opportunity. 			
Qualifications:			
<ul style="list-style-type: none"> Must be fluent in English Previous wholesales experience is strongly recommended Good communication skills and phone etiquette. 			

Job Title:	Office Clerk/ Customer Service Rep	Cal JOB#:	
Location:	Los Angeles, CA 90012 (close to Union Station)		
Salary Range:	\$9-10/ hour	Position Type:	Full-time, 8am to 4:30pm
Workforce Specialist:	Cassandra Cheng	Date posted:	01/11/2011
To Apply: Please send resume to ccheng@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Answer telephones, direct calls, and take messages. Maintain and update inventory using a computer. Must be fluent in Chinese (Mandarin and Cantonese) and English. 			
Qualifications:			
<ul style="list-style-type: none"> Must be fluent in Chinese, (Mandarin and Cantonese) and English. Excellent Computer Skills. 			



Hot Job!! 01/19/2010

Job Title:	Office Clerk/ Customer Service Rep	Cal JOB#:	CA10470744
Location:	Los Angeles, CA 90015 (close to Staple Center/ Convention Center)		
Salary Range:	\$10-12/ hour (DOE)	Position Type:	Full-time, 9am to 5:30pm
Workforce Specialist:	Cassandra Cheng	Date posted:	01/19/2010
To Apply: Please send resume to ccheng@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Answer telephones, direct calls, and take messages. • Maintain and update inventory using a computer. 			
Qualifications:			
<ul style="list-style-type: none"> • Excellent Computer Skills and customer service skills. • Must be fluent in Spanish and English. 			

Job Title:	Warehouse worker	Cal JOB#:	
Location:	Los Angeles, CA 90015 (close to Staple Center/ Convention Center)		
Salary Range:	\$8-9/ hour	Position Type:	Full-time, 9am to 5:30pm
Workforce Specialist:	Cassandra Cheng	Date posted:	01/19/2010
To Apply: Please send resume to ccheng@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Manually perform packaging and inventory shipment 			
Qualifications:			
<ul style="list-style-type: none"> • Must be able to stand up for up to 6 hours a day. • Must be able to lift and carry inventory with or without help of tool. Inventory maybe weighed up to 50 pounds. • Must be fluent in Spanish and English. 			



C W C



Hot Job!! 01/19/2010

Job Title:	Dental Assistant	CaJOB#:	CA10475724
Location:	Monterey Park CA 91754 / San Gabriel CA		
Salary Range:	\$DOE	Position Type:	Full-time / Part-time
Workforce Specialist:	Wendy Wang	Date posted:	1/19/10
To Apply: Please send resume to wwang@cscla.org / or fax it to 213-253-0877			
Responsibilities and Qualification			
<ul style="list-style-type: none"> • Must have experiences in Dental industry. • Need to have X-Ray experience and skills • Preferably braces experiences • Bilingual (English/Spanish) preferred 			

Job Title:	Mechanic Specialist	CaJOB#:	CA10477440
Location:	City of Industry CA		
Salary Range:	\$DOE	Position Type:	Full-time
Workforce Specialist:	Wendy Wang	Date posted:	1/19/10
To Apply: Please send resume to wwang@cscla.org / or fax it to 213-253-0877			
Responsibilities and Qualification			
<ul style="list-style-type: none"> • Must have experience in installing test fitting. • Must have knowledge on modify automobile • Test electronic computer components in automobiles to ensure that they are working properly • Must have valid CA Driver License 			



Hot Job!! 01/19/2010

Job Title:	Security Officer	Cal JOB#:	CA 10461728
Location:	Los Angeles, CA 90012		
Salary Range:	\$9.00 /hr	Position Type:	Full-time
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Patrol floor by floor and the surrounding areas • Assist with clients when necessary • Prepare for providing customer services to clients 			
Qualifications:			
<ul style="list-style-type: none"> • Bilingual in English and Chinese or English and Spanish • Guard card preferred • Available to work in flexible shifts 			

Job Title:	Accounting Assistant	Cal JOB#:	
Location:	Los Angeles, CA 90045		
Salary Range:	\$11-12 /hr	Position Type:	Part-time (20 - 25hours/week)
Workforce Specialist:	Aiman Hwang	Date posted:	
To Apply: Please send resume to ahwang@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> • Process time sheets • Assist the Accounting Managers working on Ledges/Journals • Prepare billing invoices, monthly reports etc. • Handle phone calls in assisting clients • Responsible in bookkeeping and handle accounts 			
Qualifications:			
<ul style="list-style-type: none"> • Fluent in English • Experience working in the accounting field • Available to work in flexible shifts 			



Hot Job!! 01/19/2010

Job Title:	Human Resource Manager	Cal JOB#:	CA10481264
Location:	Los Angeles, CA 90012		
Salary Range:	\$52,000 - \$55,000	Position Type:	Full Time
Workforce Specialist:	Wendy Wang	Date posted:	01/19/2010

To Apply:

Please send resume to wwang@cscla.org / or fax it to 213-253-0877

Summary of Duties:

Under the direct supervision of the Chief Executive Office, the Human Resources Manager is responsible for the daily operations of the human resources department including recruiting, benefits administration, employee relations, coaching and mentoring department managers in HR policies and procedures. Recommends appropriate actions in resolving employee performance issues. Additionally, the Human Resources Manager is responsible for developing appropriate policies to ensure compliance with state and federal labor regulations.

Example of duties:

- Ensure the development and maintenance of personnel management systems that support company's operation and programs.
- Ensure effective recruitment and retention of employees.
- Ensure a work environment that promotes employee productivity.
- Ensure the development of volunteers.
- Ensure work's compliance with relevant employment laws and regulations.

Qualifications:

- Bachelor's degree.
- Minimum 5 years related experience and/or training
- Must have analytical ability, strong communication both written and verbal
- Must be able to work independently and take initiative.
- Strong presentation skills with classroom delivery experience
- Experience in a non-profit organization strongly desired, preferably a community health center.

Job Title:	Salesperson	Cal JOB#:	
Location:	San Gabriel Valley, CA		
Salary Range:	\$ D.O.E.	Position Type:	Full Time
Workforce Specialist:	Mario Mendez	Date posted:	01/19/2010

To Apply:

Please send resume to mmendez@cscla.org / or fax it to 213-253-0877

Responsibilities:

- Duties will include a wide range of activities designed to assist the company with its mission of selling herbal products throughout the U.S.

Qualifications:

- Sales experience and a general knowledge of the natural-products field a plus
- Good English skills, both verbal and written are essential



Hot Job!! 01/19/2010

Job Title:	Bookkeeper	Cal JOB#:	
Location:	San Gabriel Valley, CA		
Salary Range:	\$ D.O.E.	Position Type:	Full Time
Workforce Specialist:	Mario Mendez	Date posted:	01/19/2010
To Apply: Please send resume to mmendez@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Participate fully in numerous duties pertaining to creation, updating and filing of diverse business records and forms involving orders, shipments, etc. 			
Qualifications:			
<ul style="list-style-type: none"> Highly developed clerical skills and computer skills are required Capacity to work under pressure Good English skills, able to communicate and write effectively Able to work in a fast-paced, team-orientated environment Effectively communicate and work with all levels of staffs and management 			

Job Title:	Child Dev. Program Director	Cal JOB#:	
Location:	Los Angeles, CA 90012		
Salary Range:	\$43,600 / Annual	Position Type:	Full Time
Workforce Specialist:	Mario Mendez	Date posted:	01/19/2010
To Apply: Please send resume to mmendez@cscla.org / or fax it to 213-253-0877			
Responsibilities:			
<ul style="list-style-type: none"> Administer all aspects of program, including ongoing compliance with Title 5 requirements, managing program budget, monitoring expenditures and supervising staff Prepare and submit facility operating budget and other financial reports in collaboration with Fiscal Department Supervise all program record keeping and reporting of all activities as required Supervise Head Teacher and assist with the supervision of classroom staff 			
Qualifications:			
<ul style="list-style-type: none"> BA degree in Early Childhood Education or a related field Minimum 3-years experience as an early childhood teacher Minimum 1-year experience in an out-of-classroom position (Director, Assistant Director, Lead Teacher, Coordinator, etc.) Valid CA Child Development Program Directors Permit General Computer Knowledge, such as Word, Excel, PowerPoint and Internet 			