



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Job Title	<p>Cook, 1 part-time, Los Angeles, CA 90012 Wage: \$8/hr</p> <p>Contact: Aiman Hwang</p>	New
	<p>Responsibilities/ Duties</p> <p>A Chinese fast food restaurant hiring for a Cook. Basic duties are doing some preparation work, e.g. getting veggies and meat ready, do the cooking in the kitchen. The position is a part-time position, 7hrs/day, from 7:30 a.m. . 3:00 p.m.</p> <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - Previous Cook experience preferred 	

Job Title	<p>Experienced Sales, F/T or P/T, Alhambra, CA 91803 Wage: \$ DOE</p> <p>Contact: Aiman Hwang</p> <p>A Design and Graphic company is currently seeking for experienced sales.</p>	New
	<p><u>Summary of duties:</u></p> <ul style="list-style-type: none"> - Door to door presentation - Business to business sales - Lead generation <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> - College degree - Fluent in English is a must - Able to answer high volume of phone calls - Able to use personal computers, with MS Word, Excel etc. - Preferred to use some of graphic design software 	
Responsibilities/ Duties		



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Bilingual in Chinese Inventory Control Coordinator, F/T,
Walnut, CA 91748
Wage: \$ DOE

New

Contact: Cassandra Cheng

CalJOBS: CA10304294

Duties include the following: Creating PO Log; Vendor PO Maintenance ó PO confirmation, quantity discrepancies &/or late PO; Key Account Updates; Tracking Key Accounts purchase orders PO Arrival updates to Key Accounts/Sales Team; Controlling inventory levels of private label packaging.

Establish relationships and negotiations with freight forwarders and vendors relation and coordination overseas (Mostly China).

Knowledge of freight transit terms and port regulations to ensure that all import/export transactions are completed within applicable governmental rules and regulations.

Inventory Sku maintenance. Closeout Updates. Updates all new and existing skus with Country of Origin and Fabric content. Other duties may be assigned to accomplish company or department objectives.

Job Title

Qualification:

- Minimum of 2 ó 5 years on Inventory Control experience
- **Must be Bilingual in Chinese (Mandarin)**
- **Experience in coordinating Direct Import with overseas factories and vendors**
- **Dealing with Multiple Vendors**
- Procurement Analysis and Forecasting
- Excellent verbal and written communication skills
- Import/Export hands on experience
- General Warehouse knowledge
- Familiar with Supply Chain and transportation concepts
- Hands-on experience with forecasting systems SSA-DR preferred.
- Experience in the apparel industry is preferred.
- Highly organized with excellent time-management skills
- Advance skills in Excel (proficient to expert), Word, Outlook, and Internet Search Capabilities.
- Analytical, able to multi-task, flexible, dependable, high sense of urgency when required
- Must be detail-oriented and pay close attention to accuracy.
- Able to analyze information gathered in order to identify potential problems or discrepancies



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Job Title

Production Coordinator, 1 full-time, El Monte, CA 91731
Wage: \$ DOE

New

Contact: Aiman Hwang

A garment industry is seeking for a full-time production coordinator who has sales experiences in the Fashion Industry.

Responsibilities/ Duties

Qualifications:

- College degree in Fashion
- Bilingual in English and Chinese
- Able to use personal computers, with MS Word, Excel etc.
- Fluent in Chinese, able to write, read and TYPE
- Minimum of 2-3 years of office experiences
- Sewing experience is a plus



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Job Title	Child Development Program Director 1 full-time, Los Angeles, CA 90012	
	Salary: \$43,600	
	<u>Open Date:</u>	08/24/09
	<u>Closing Date:</u>	09/25/09
**** Or when sufficient applications have been received.		
Contact: Mario Mendez		CA 10276288



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Responsibilities/ Duties	<u>Example of Duties:</u>
	<ol style="list-style-type: none"> 2. Ongoing compliance with state licensing requirements 3. Prepare and submits facility operating budget and other child development financial reports in collaboration with Fiscal Department, Project accountant. 4. Managing program budget and monitoring expenditures 5. Supervising all program record keeping and reporting of activities, including record keeping and reporting to the California Department of Education. 6. Maintaining a handbook of policies and procedures for parents and staff 7. Developing funding sources for program activities, initiating fund raising activities and grant proposals 8. Establish contacts with prospective funding source 9. Reviews and evaluates facility activities to ensure conformance to state and local regulations 10. Handle office reception, routines telephone calls and correspondence 11. Interviews and recommends hiring of staff 12. Marketing the Child Development Center to the community. 13. Authorizes purchases of instructional materials and teaching aids such as books, toys, and games designed to stimulate learning 14. Confer with parents regarding facility activities, policies, and enrollment procedures 15. Confer with Head Teachers regarding child's behavioral or learning problems 16. Reviews and approves menu plans and food programs 17. Supervise the Head Teacher and assist with the supervision of classroom staff. 18. Screen incoming requests for services and visitors questions, and serve as a general resource person for parents and staff 19. Develop and coordinate activities/events both specific to program and agency-wide 20. Performs classroom teaching duties during absence of teacher 21. Other duties as assigned
	<u>Qualifications:</u> <ol style="list-style-type: none"> 1. MA degree in Early Childhood Education 2. Valid CA Child Development program Director's permit 3. Minimum 5 Years experience as an onsite CDC Director or Supervisor 4. Current First Aid/CPR certificate 5. Finger print clearance prior to employment 6. Health assessment clearance prior to employment 7. Valid CA Driver's license and proof of auto Insurance 8. General computer knowledge, such as Word, Excel, Power Point and Internet.

Job Title	Receptionist, 1 full-time, Los Angeles, CA 90021 Wage: \$ 8 / hr Contact: Aiman Hwang CA 10276179
------------------	--



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Responsibilities/ Duties	<p>Import of Novelty of Toys, is looking to hire a Receptionist. The person must be FLUENT in speaking bilingual in English and Spanish.</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Handle high volume of phone calls, dealing with customers by phone or in person. 2. Able to perform basic office duties, like filing, typing, sorting records etc. 3. Computer literate as able to perform duties by using Microsoft Word, Excel etc. 4. Need to provide translation between employer and customers when necessary <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. High School Diploma 2. 1 year of experiences working as receptionist 3. Effective oral communication skills to deal with customers 4. Able to work independently 5. Obtain current California Drivers License and a driving record acceptable to the Agency's insurance carrier
-------------------------------------	--

Job Title	<p>Sales, 1 full time, Los Angeles, CA 90021 Wage: \$ DOE/ hour</p> <p>Contact: Aiman Hwang CA10276515</p> <p>Import of Novelty of Toys, is looking to hire a Sales Representative.</p>
Responsibilities/ Duties	<ol style="list-style-type: none"> 1. Must be fluent in English, Mandarin speaking 2. High School Diploma 3. Able to perform office duties as well as having at least 1 year experience working as Sales

Job Title	<p>Warehouse Clerk, 1 full-time, Los Angeles, CA 90021 Wage: \$ 9 / hr</p> <p>Contact: Aiman Hwang CA 10302339</p>
------------------	---



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Responsibilities/ Duties	<p>Import of Novelty of Toys, is looking to hire a warehouse clerk. The person must be FLUENT in speaking bilingual in English and Chinese Mandarin.</p>
	<p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Be able to lift 30-55 lbs 2. Pack and unpack stock items on shelves in stockrooms, warehouses, or storage yards 3. Verify inventory computations by comparing them to physical counts of stocks, investigate discrepancies or adjust errors 4. Mark stock items using identification tags, stamps, electric marking tools or other labeling equipment
	<p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Able to use forklift 2. Perform computer skills for computations 3. 1 year of experiences working in warehouse 4. High School Diploma 5. Team player 6. Obtain current California Drivers License and a driving record acceptable to the Agency's insurance carrier

Job Title	<p>Job Coach, Woodland Hills, CA Wage: \$ 10 / hr Contact: Aiman Hwang</p>
------------------	---



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Responsibilities/ Duties	A non-profit organization serving children and adult with disabilities is currently seeking for a full-time Job Coach position.
	<p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Provide direct supervision, train and give guidance to developmentally and physically disabled person, individually or in groups 2. Assist program participants to improve vocation skills with the goal of achieving gainful employment 3. Ensure program participant are safe, properly trained and able to comply with needs of employers <p><u>Requirements:</u></p> <ol style="list-style-type: none"> 1. Basic conflict resolution / problem-solving skills 2. Personal computer skills for record-keeping 3. Effective oral communication skills to supervise and train developmentally and physically disabled customers and interact professionally with employers 4. Able to work independently and make mature business decisions 5. Obtain current California Drivers License and a driving record acceptable to the Agency's insurance carrier

Job Title	<p>Administrative Assistant / Receptionist, Beverly Hills, 90211</p> <p>Wage: \$ DOE</p> <p>Contact: Cassandra</p> <p>CA10264961</p>
------------------	--



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Responsibilities/ Duties

Professional business, located in Beverly Hills, is seeking hard-working individual with college experience to work part time 20- 30 hours per week.

Requirements:

Good phone manner, basic computer skills, ability to create and maintain files, typing skills, ability to work well with others and work independently when necessary. Supportive work environment and potential for growth with position. Compensation based on qualifications and experience.

Job Title

Customer Service Representative / Sales, 1 Part-time, Temple City, CA 91780
Wage: \$ 10 - 15/ hour (plus Commission)

Contact: Aiman Hwang

CA10302333

An insurance agent company is currently seeking for a full-time Customer Service Representative (Sales) position in a fast-pace working environment in Temple City. The position will work as Part-time for the first 3 months, it will move to Full-time position after that depending on the performance.

Responsibilities/ Duties

Duties:

1. Able to handle high volume of phone calls.
2. Must have good phone manner to assist clients.
3. Maintain and update filing, inventory, and mailing.
4. Able to search and use of computer to look up information.

Qualifications:

1. Bilingual in Chinese (Mandarin/Cantonese) and English or Vietnamese and English
2. Experience working in an office a plus
3. Obtain insurance experience a plus
4. Typing speed 50 wpm



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Job Title	Interior Designer, 1 Full-time, Alhambra, CA 91803 Wage: \$ DOE Contact: Cassandra Cheng CA10255230
Responsibilities/ Duties	<u>General Duties:</u> Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes. <u>Qualifications:</u> May require to use the below software: Autodesk AutoCAD software; Google SketchUp; Graphisoft ArchiCAD; VectorWorks Designer Adobe Systems Adobe Illustrator; Adobe Systems Adobe Photoshop software; AutoDesSys form Z; iPhotoMEASURE software Video creation and editing software · Autodesk 3ds Max; MAXON CINEMA 4D <u>Language:</u> Bilingual in Chinese/ English.



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Job Title

Medi-Cal Specialist , 1 Full-time, Los Angeles, CA 90012

Wage: \$ 14.00/Hr

Contact: Mario Mendez

Summary of Duties:

The Medi-Cal Specialist will be responsible to provide from a wide variety of fields in the Social services program, assist clients in identifying available benefits and maintain services related linkages with Government agencies, private sector organizations and other community-based organizations.

Responsibilities/ Duties

Example of Duties:

1. Coordinate, plan and implement outreach event
2. Develop and translate program information
3. Conduct program presentation to prospective audience
4. Participate in agency-wide and community events
5. Ask questions in accordance with instructions to obtain various specified information
6. Interview client/patient at specified intervals to certify their eligibility for continuing benefits
7. Interpret and explain information such as eligibility requirements, application details, payment methods
8. Establish procedures to ensure clients right to privacy and confidentiality is maintained
9. Compile, record, and evaluate personal financial data in order to verify completeness and accuracy, and determine eligibility status
10. Assist client/patient with interpretation and forms completion
11. Develop a comprehensive care plan with client/patient
12. Assist client/patient with information on Medi-Cal and other low cost health insurance
13. Perform patient services, such as answering the telephone and assisting patient with financial and medical questions
14. Keep records and prepare reports of assigned cases for management
15. Submit reports and review reports or problems with superior
16. Follow-up with client/patient to ensure needs are met
17. Reassess cases and follow up with termination procedures when appropriate

Qualifications:

- Bachelor's degree in Human Services. Bachelor's degree may be substituted with an AA and minimum of two years experience in human services
- Must have analytical ability, strong communication both written and verbal
- Bilingual in English and Chinese (Cantonese and Mandarin)
- Available to work weekends
- Valid CA Driver's license and proof of auto Insurance
- Proficient Word, Excel, Power Point and Internet.



Chinatown WorkSource Center

Hot Jobs!!! (As of 09/14/09)

Interested Candidates must submit a resume for consideration of any employment opportunity listed.

For more information, please fax your resume via 213-253-0877.

Contact Cassandra Cheng at 213-808-1717 ccheng@cscla.org

Contact Aiman Hwang at 213-808-1735 ahwang@cscla.org

Contact Mario Mendez at 213-808-1756 mmendez@cscla.org

Bilingual in Chinese Inventory Control Coordinator, F/T,
Walnut, CA 91748
Wage: \$ DOE

New

Contact: Cassandra Cheng

CalJOBS: CA10304294

Duties include the following: Creating PO Log; Vendor PO Maintenance ó PO confirmation, quantity discrepancies &/or late PO; Key Account Updates; Tracking Key Accounts purchase orders PO Arrival updates to Key Accounts/Sales Team; Controlling inventory levels of private label packaging.

Establish relationships and negotiations with freight forwarders and vendors relation and coordination overseas (Mostly China).

Knowledge of freight transit terms and port regulations to ensure that all import/export transactions are completed within applicable governmental rules and regulations.

Inventory Sku maintenance. Closeout Updates. Updates all new and existing skus with Country of Origin and Fabric content. Other duties may be assigned to accomplish company or department objectives.

Job Title

Qualification:

- Minimum of 2 ó 5 years on Inventory Control experience
- **Must be Bilingual in Chinese (Mandarin)**
- **Experience in coordinating Direct Import with overseas factories and vendors**
- **Dealing with Multiple Vendors**
- Procurement Analysis and Forecasting
- Excellent verbal and written communication skills
- Import/Export hands on experience
- General Warehouse knowledge
- Familiar with Supply Chain and transportation concepts
- Hands-on experience with forecasting systems SSA-DR preferred.
- Experience in the apparel industry is preferred.
- Highly organized with excellent time-management skills
- Advance skills in Excel (proficient to expert), Word, Outlook, and Internet Search Capabilities.
- Analytical, able to multi-task, flexible, dependable, high sense of urgency when required
- Must be detail-oriented and pay close attention to accuracy.
- Able to analyze information gathered in order to identify potential problems or discrepancies