



# Chinatown WorkSource Center

Hot Jobs!!! (As of 10/19/09)

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](mailto:ccheng@cscla.org)

Contact Aiman Hwang at 213-808-1735 [ahwang@cscla.org](mailto:ahwang@cscla.org)

Contact Mario Mendez at 213-808-1756 [mmendez@cscla.org](mailto:mmendez@cscla.org)

Job Title	<b>Compliance Analyst, Full Time</b> , La Mirada, CA 90638 *Bilingual in Mandarin* <b>Wage: \$ 12-14/ hour</b>
	<b>Contact: Cassandra Cheng</b> <span style="float: right;">CalJOBS: <b>CA10343566</b></span>
Responsibilities/ Duties	<p><b>Essential Duties:</b> Responsible for analyzing customer transaction information triggered by OFAC filter and provides approval or disapproval with appropriate reasoning based on AML/BSA requirements. Verify customer ID on transactions, verify proof of source of funds on transactions over specific amounts.</p> <p>Monitor suspicious activity and agent auditing, will also be responsible for generating reports, review manuals and perform translations on as needed basis. Proper filing of suspicious activity reports to state and federal government agencies. Must comply with monitoring, auditing, training policies and procedures, as well as federal and state laws regulations. Coordinates &amp; supports company's compliance-related programs, such as compliance manual development, testing, reporting and record keeping.</p> <p><b>Requirements:</b>          Ability to travel within the USA up to 30% of the time; Must be fluent in Mandarin (read, write &amp; speak); Must be customer driven; 1-2 yrs prior clerical/admin experience; Ability to facilitate and implement training procedures; Able to work on weekends; MS Word and Excel Proficiency; Ability to work with others as well as alone; Must demonstrate high level of confidentiality</p> <p><b>Desired Experience:</b>          Prior experience in banking/financial industry. Transaction analysis          Prior experience understanding/analyzing BSA/AML procedures          Monitoring OFAC name check; Generating reports and outlining conclusions          Bank account, wire transfer management; Previous audit exposure from governmental institutions</p> <p><b>Education:</b>          1-2 years college education, preferably accounting/banking or equivalent 3 years of experience.</p>



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<b>Job Title</b>	<p><b>Call Center Representative, Full Time, La Mirada, CA 90638</b>  <b>*Bilingual in Mandarin or French*</b>  <b>Wage: \$ 11.50- 12.50/ hour</b></p> <p><b>Contact: Cassandra Cheng</b> <span style="float: right;"><b>CalJOBS: CA10343584</b></span></p> <p>A fast growing Financial Services company is seeking a Bilingual ENG/Mandarin Call Center representative to join our team!</p>
<b>Responsibilities/ Duties</b>	<p><b>Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Answers customer service phone calls and completes related activities</li> <li>2. Call center experience is desired</li> <li>3. Responds to customer inquiries and issues via phone, e-mail or fax</li> <li>4. Completes required process to complete activity on customer account</li> <li>5. Provides Wire status, resets passwords and/or provides needed information</li> <li>6. Coordinates and follows up with other departments on customer information as needed</li> <li>7. Record and report customer account activity</li> <li>8. Willing to work flexible days including week-ends which may be rotated</li> </ol> <p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>1. 1-2 years customer service experience/ability to communicate</li> <li>2. Must be fluent in Mandarin (1<sup>st</sup> Shift) or French (2<sup>nd</sup> Shift)</li> <li>3. Minimum- high school diploma or GED</li> <li>4. Detailed oriented with strong written and interpersonal skills</li> <li>5. Ability to work independently without direct supervision</li> </ol>



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### Job Title

**Bathroom Monitor, Full Time, Los Angeles, CA 90013**

**\*Able to work Sunday thru Thursday 4am to 12:30 pm\***

\$10.40/ hour, benefits available after 3 months probation

**Contact: Cassandra Cheng**

**Minimum Education/Experience:** Must have High School diploma (or equivalent) and valid/current driver's license

A homeless shelter housing men, women, and children in downtown Los Angeles is hiring for a bathroom monitor.

### Responsibilities/ Duties

#### **Duties:**

- Supervise men in emergency shelter beds.
- Ensure that the shelter beds are kept in a neat and organized manner
- Provide wake up calls for men who need to get up early
- Responsible for packing belongings of men who have left the shelter
- Responsible for checking in soiled linens from emergency and transitional men's programs on a weekly basis
- Maintains cleanliness of drop-in center (and upstairs) bathrooms during men's hours according to the Center's standards
- Ensure that no clients use alcohol or any other type of narcotics in the restroom
- Assist clients in providing bathroom supplies (toilet paper, soap, razors, etc...)
- Cleans restroom at various times throughout the work shift

#### **Requirement:**

- Ability to write staff log book.
- Be courteous to all clients irrespective of gender, age, race, or sexual orientation
- Willing to work in a client population that has mental illness and substance abuse issues
- Deescalate situations and handle situations calmly if clients become agitated
- Willing to accept responsibility of not just the cleanliness of the bathrooms but of the general upkeep of the Center
- Willing to assist residential assistants with various duties around the Center



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<b>Job Title</b>	<p><b>Intake Coordinator, Full Time, Los Angeles</b>  <b>*Cantonese/ Mandarin speaking*</b></p> <p><b>Contact: Cassandra Cheng</b></p>
<b>Responsibilities/ Duties</b>	<p>Duties:</p> <ol style="list-style-type: none"> <li>1. Oversee the Intake and Enrollment process of new Senior Care participants.</li> <li>2. Discuss and explain the patients rights prior to enrollment in the Program for All-Inclusive Care for the Elderly (PACE) Program</li> <li>3. Required by the state of California to be a certified expert on the PACE rules and regulations as detailed by the federal government.</li> <li>4. Understand the various programs and services offered in the LTC (Long Term Care) Division, including MSSP/ICMP Programs, ADHC (Adult Day Health Center) and SBC.</li> <li>5. Work as part of a team along with Marketing HSA (Health Services Associates) to educate on the benefits of our PACE Program to the patients, their families and caregivers.</li> <li>6. Act as the bridge between Marketing and Operations and be housed at the SBC facility they support, concentrating on the delivery of high quality services to all of our customers.</li> <li>7. Assess the best fit of our Senior Services to the patient; and recognize what other referral needs (i.e. Dental services, Family medicine, Women's Health, Pediatrics, HIV/AIDS, etc.) the client may have and refer to Community Relations Department for further needs assessment as appropriate.</li> </ol>



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<b>Job Title</b>	<p><b>Enrollment Development Specialist, Full Time, Los Angeles</b>  <b>*Bilingual in Cantonese/ Mandarin and English*</b></p> <p><b>Contact: Cassandra Cheng</b> <span style="float: right;">CalJOBS:</span></p>
<b>Responsibilities/ Duties</b>	<p><b>Duties:</b>            Act as an initial and primary point of contact within the community and focuses on long term care division            Responsible for the outreach, marketing and generating new enrollments; and assists with the development and implementation of a market-driven attitude within the environment.            Identify new referral sources, produce self generated leads, generate enrollments and help increase utilization and retention.</p> <p><b>REQUIREMENTS:</b> Must have the ability to create, compose, and edit written materials. Must have excellent communication and presentation skills, both oral and written. Must be proficient with computer applications, such as word processing and spreadsheets. Must have business to consumer sales experience. B.S./B.A. degree preferred.</p>

<b>Job Title</b>	<p><b>Accounting Assistant, 1 Part-time, Brea, CA 92821</b> <span style="float: right;"><b>CA10345788</b></span>  <b>Wage: \$ DOE</b></p> <p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b></p> <p>A security electronic wholesales is seeking for a part-time Accounting Assistant position. It is possible to move from part-time position to full-time.            Working hours are from M-F, 1-5 p.m.            The employer prefers candidates who lives close by and is looking for long-term employees.</p>
<b>Responsibilities/ Duties</b>	<p><b>Duties:</b></p> <ol style="list-style-type: none"> <li>1. Prepare billing invoices, reports etc.</li> <li>2. Must have good phone manner to assist clients.</li> <li>3. Responsible in bookkeeping and handles customers accounts.</li> </ol> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. High school diploma or above</li> <li>2. Experiences working in an accounting field</li> <li>3. Proficient in using personal computer, MS Word, Excel etc.</li> <li>4. Able to use QuickBooks or other accounting software</li> <li>5. Fluent in English, Spanish is preferred.</li> </ol>



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## Job Title

**Sales, 1 full-time, Brea, CA 92821**

CA10345779

**Wage: \$ DOE**

**Contact: Aiman Hwang, at [ahwang@cscla.org](mailto:ahwang@cscla.org) / 213-808-1735**

A security electronic wholesales is seeking for a full-time inside and outside sales position.

The employer prefers candidates who lives close by and is looking for long-term employees.

## Responsibilities/ Duties

### Duties:

1. Visit customers, cold calls etc.
2. Provide quote and take orders when customers approach.
3. Perform general Customer Services duties

### Qualifications:

1. High school diploma or above
2. Previous sales experiences a plus
3. Proficient in using personal computer, MS Word, Excel etc.
4. Fluent in English, Spanish is preferred.

## Job Title

**Production Supervisor, 1 full-time, Pasadena, CA**

**Wage: \$ 12 – 14 /hr**

**Contact: Aiman Hwang at [ahwang@cscla.org](mailto:ahwang@cscla.org) / 213-808-1735**

A non-profit organization provides programs and services to disabilities is seeking for a full-time Production Supervisor.

## Responsibilities/ Duties

### Duties:

1. Provides supervision and leadership to staffs and volunteers.
2. Work closely with clients, parents, caregivers and caseworkers regarding programs and problem resolution
3. Participate in fundraising activities for the Center
4. Ensure all programs are in compliance with licensing requirements, policies and procedures.

### Qualifications:

1. High school diploma or above
2. Require 2 years working experiences working with individuals with developmental disabilities
3. Warehouse experience a plus
4. Fluent in spoken and written English



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<b>Job Title</b>	<b>Technical Support Assistant, 1 full-time, Brea, CA 92821</b> <b>Wage: \$ DOE</b> <b>CA10345814</b>
<b>Responsibilities/ Duties</b>	<p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b></p> <p>A security electronic wholesales is seeking for a full-time Technical Support Assistant. The employer prefers candidates who lives close by and is looking for long-term employees.</p> <p><b><u>Duties:</u></b></p> <ol style="list-style-type: none"> <li>1. Answer phone calls regarding some technical problems and assist clients to solve the problems</li> <li>2. Process return products</li> <li>3. Perform duties such as shipping and receiving</li> </ol> <p><b><u>Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>4. High school diploma or above</li> <li>5. Electronics or network background a plus</li> <li>6. Able to lift 30 lbs</li> <li>7. Able to use software relating electronics or networking</li> <li>8. Fluent in English, Spanish is preferred.</li> </ol>



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### Job Title

**Healthcare Representative, 1 full-time, Alhambra, CA**

**Wage: \$ 15 /hr**

**Contact: Aiman Hwang at [ahwang@cscla.org](mailto:ahwang@cscla.org) / 213-808-1735**

A healthcare industry is seeking for a bilingual in English and Chinese Healthcare Representative.

### Duties:

1. Provide assistance and developing relationships with providers
2. Adjudicate issues or routing of the issue to the appropriate department
3. Solve provider appeals and disputes
4. Maintain effective working relationships with providers in an assigned region by ensuring consistent communication, education and training
5. Conduct orientations for provider offices
6. Schedule routine external visits to provider offices (25-50% external)

### Responsibilities/ Duties

### Qualifications:

1. **REQUIRED - Bilingual English/Chinese (Mandarin or Cantonese) a must.**
2. 2 years of customer service/provider relations
3. Proficient in Microsoft Office
4. EZ-CAP experience is preferred
5. Healthcare experience is preferred
6. Ability to read and interpret documents, contracts, proposals and policy manuals.





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<b>Job Title</b>	<p><b>Teacher Assistant, Full Time/ Non-Exempt, Los Angeles, CA 90012</b>  <b>Wage: \$ DOE</b></p> <p><b>Contact: Cassandra Cheng</b> <span style="float: right;">CalJOBS: CA10337358</span></p> <p>Under the direction of the Teacher, the assistant teacher will be responsible for assisting in the supervision of children and implementing the Child Development Center curriculum.</p>
<b>Responsibilities/ Duties</b>	<p><u><b>Skills, Knowledge, &amp; Abilities</b></u></p> <ol style="list-style-type: none"> <li>1. High School Diploma and 15 semester units or 23 quarter units in Early Childhood Education (Courses must include: Child Growth &amp; Development, Child Health, Preschool Curriculum and Home, School, &amp; Community Relations: may also include Child Psychology, Children's Nutrition, Children's Literate, etc). Courses must be completed prior to application.</li> <li>2. Experience working with Preschool-aged children in a group setting</li> <li>3. TB Clearance</li> <li>4. First Aid/ CPR Certification within 60 days of employment</li> <li>5. Fingerprint Clearance prior to employment</li> <li>6. Bilingual in Chinese, Vietnamese or Spanish and English.</li> </ol>



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<b>Job Title</b>	<p><b>Secretary, Full-time / Part-time, City of Industry, CA 91748</b> <b>CA10320964</b></p> <p><b>Wage: \$ 8 / hr to start, if with experience, DOE</b></p> <p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b></p> <p>An Immigration and Consulting company in City of Industry is seeking for a Secretary.</p> <p><b><u>Summary of duties:</u></b></p> <ol style="list-style-type: none"> <li>1. Handle high volume of phone calls</li> <li>2. Provide translation when necessary</li> <li>3. Perform office duties like word processing, filing etc.</li> </ol> <p><b><u>Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. High school graduate</li> <li>2. Bilingual in English and Chinese (Cantonese and Mandarin)</li> <li>3. Able to use personal computers, with MS Word, Excel etc.</li> <li>4. Typing speed of 50 wpm a plus</li> </ol>
<b>Responsibilities/ Duties</b>	

<b>Job Title</b>	<p><b>Medical Front Office Receptionist, Full-time, Arcadia, CA 91007</b></p> <p><b>Wage: \$ 8-9/hr</b></p> <p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b></p> <p>A diabetic foot and wound center in Arcadia is seeking for a front office receptionist. Employer is willing to train, but still prefers experiences in working in medical front office.</p> <p><b><u>Summary of duties:</u></b></p> <ol style="list-style-type: none"> <li>1. Filing customersqinformation</li> <li>2. Handle high volume of phone calls</li> <li>3. Verify insurance by calling insurance companies</li> <li>4. Provide translation when necessary</li> </ol> <p><b><u>Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. High school and up</li> <li>2. Bilingual in English and Chinese (Cantonese and Mandarin) is a must</li> <li>3. Experience in working in Medical office is a plus</li> <li>4. Able to use personal computers, with MS Word, Excel etc.</li> </ol>
<b>Responsibilities/ Duties</b>	



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### Job Title

**STORE CLERK**, Full time, El Monte, CA 91731, Hourly Wage: \$8-9/ hour

### Responsibilities/ Duties

Contact: **Cassandra Cheng**  
Must be Bilingual in Spanish and English

CalJOBS: **CA10310456**

A shoe company is hiring for a store clerk. Previous retail sales experience is highly recommended. Ideal candidates must be reliable and dependable.

### Job Title

**Cook**, 1 part-time, Los Angeles, CA 90012  
Wage: \$8/hr

### Responsibilities/ Duties

Contact: **Aiman Hwang** at [ahwang@cscla.org](mailto:ahwang@cscla.org) / 213-808-1735

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.

#### Qualifications:

Previous Cook experience preferred.



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### Job Title

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

CA 10316049

Contact: Aiman Hwang at [ahwang@cscla.org](mailto:ahwang@cscla.org) / 213-808-1735

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

### Responsibilities/ Duties

#### Qualifications:

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



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<b>Job Title</b>	<b>Receptionist, 1 full-time, Los Angeles, CA 90021</b> <b>Wage: \$ 8 / hr</b> <b>CA 10276179</b>
<b>Responsibilities/ Duties</b>	<p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b></p> <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><b><u>Duties:</u></b></p> <ol style="list-style-type: none"> <li>1. Handle high volume of phone calls, dealing with customers by phone or in person.</li> <li>2. Able to perform basic office duties, like filing, typing, sorting records etc.</li> <li>3. Computer literate as able to perform duties by using Microsoft Word, Excel etc.</li> <li>4. Need to provide translation between employer and customers when necessary</li> </ol> <p><b><u>Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. High School Diploma</li> <li>2. 1 year of experiences working as receptionist</li> <li>3. Effective oral communication skills to deal with customers</li> <li>4. Able to work independently</li> <li>5. Obtain current California Drivers License and a driving record acceptable to the Agency's insurance carrier</li> </ol>

<b>Job Title</b>	<b>Sales, 1 full time, Los Angeles, CA 90021</b> <b>Wage: \$ DOE/ hour</b> <b>CA10276515</b>
<b>Responsibilities/ Duties</b>	<p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscl.org">ahwang@cscl.org</a> / 213-808-1735</b></p> <p>Import of Novelty of Toys, is looking to hire a Sales Representative.</p> <ol style="list-style-type: none"> <li>1. Must be fluent in English, Mandarin speaking</li> <li>2. High School Diploma</li> <li>3. Able to perform office duties as well as having at least 1 year experience working as Sales</li> </ol>



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Job Title	<b>Warehouse Clerk, 1 full-time, Los Angeles, CA 90021</b>	<b>CA 10302339</b>
	<b>Wage: \$ 9 / hr</b>	
	<b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b>	
	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.	
Responsibilities/ Duties	<b><u>Duties:</u></b>	
	<ol style="list-style-type: none"><li>1. Be able to lift 30-55 lbs</li><li>2. Pack and unpack stock items on shelves in stockrooms, warehouses, or storage yards</li><li>3. Verify inventory computations by comparing them to physical counts of stocks, investigate discrepancies or adjust errors</li><li>4. Mark stock items using identification tags, stamps, electric marking tools or other labeling equipment</li></ol>	
	<b><u>Requirements:</u></b>	
	<ol style="list-style-type: none"><li>1. Able to use forklift</li><li>2. Perform computer skills for computations</li><li>3. 1 year of experiences working in warehouse</li><li>4. High School Diploma</li><li>5. Team player</li><li>6. Obtain current California Drivers License and a driving record acceptable to the Agency's insurance carrier</li></ol>	



## Chinatown WorkSource Center

Hot Jobs!!! (As of 10/19/09)

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](mailto:ccheng@cscla.org)

Contact Aiman Hwang at 213-808-1735 [ahwang@cscla.org](mailto:ahwang@cscla.org)

Contact Mario Mendez at 213-808-1756 [mmendez@cscla.org](mailto:mmendez@cscla.org)

Job Title	<b>Customer Service Representative / Sales, 1 Part-time, Temple City, CA 91780</b> <b>Wage: \$ 10 - 15/ hour (plus Commission) CA10302333</b>
Responsibilities/ Duties	<p><b>Contact: Aiman Hwang at <a href="mailto:ahwang@cscla.org">ahwang@cscla.org</a> / 213-808-1735</b></p> <p>An insurance agent company is currently seeking for a full-time Customer Service Representative (Sales) position in a fast-paced 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.</p> <p><b>** Be flexible for working on Saturday because the employer is considering opening on Saturdays as well.**</b></p> <p><b><u>Duties:</u></b></p> <ol style="list-style-type: none"> <li>1. Able to handle high volume of phone calls.</li> <li>2. Must have good phone manner to assist clients.</li> <li>3. Maintain and update filing, inventory, and mailing.</li> <li>4. Able to search and use of computer to look up information.</li> </ol> <p><b><u>Qualifications:</u></b></p> <ol style="list-style-type: none"> <li>1. Bilingual in Chinese (Mandarin/Cantonese) and English or Vietnamese and English</li> <li>2. Experience working in an office a plus</li> <li>3. Obtain insurance experience a plus</li> <li>4. Typing speed 50 wpm</li> </ol>