



Chinatown WorkSource Center

Hot Jobs!!! (As of 08/10/09)

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>Customer Service Representative / Sales, 1 Part-time, Temple City, CA 91780 Wage: \$ 10 - 15/ hour (plus Commission)</p> <p style="text-align: right;">New</p> <p>Contact: Aiman Hwang CA 10253354</p>
Responsibilities/ Duties	<p>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.</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 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. <p><u>Qualifications:</u></p> <ol style="list-style-type: none"> 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

Job Title	<p>Interior Designer, 1 Full-time, Alhambra, CA 91803 Wage: \$ DOE</p> <p style="text-align: right;">New</p> <p>Contact: Cassandra Cheng CA10255230</p>
Responsibilities/ Duties	<p><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.</p> <p><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</p> <p><u>Language:</u> Bilingual in Chinese/ English.</p>

Equal opportunity program/employer. Auxiliary aids and services available upon request.
To ensure availability, your request should be received at least 48 hours in advance of the need.
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Job Title	<p>VITA Program Coordinator, 1 Full-time, Los Angeles, CA 90012 Wage: \$ 14.25/Hr</p> <p>Contact: Mario Mendez</p> <p><u>Summary of Duties:</u> The VITA Program Coordinator will Manage, plan, organize, and develop the Volunteer Income Tax Assistant program (VITA). Recruit and select qualified volunteers to meet program goals. Work with the Program Director to monitor and develop the Social Services program. Develop linkages with government agencies, private sector organizations and other CBOs.</p>	New
Responsibilities/ Duties	<p><u>Example of Duties:</u></p> <ol style="list-style-type: none"> 1. Manage, plan and develop the Free Income Tax Project 2. Recruit, select and supervise volunteers 3. Outreach/Public Relations 4. Maintain accurate and timely documentation of services and outcomes in accordance with funding, agency guidelines, and requirements 5. Provide case management to clients by assessing their needs; develop a care plan to help client move forward to independence and self-sufficiency <p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • Bachelor's degree in Human Services. Bachelor's degree may be substituted with an AA and minimum of two years experience in human services • Minimum of one years experience in human services area • Basic Tax knowledge (Form 1040, Form 1040A and Form 1040EZ) • Bilingual English and Chinese • Must have analytical ability, strong communication both written and verbal • Ability to interact with diverse publics and develop good relations with individuals and families • Ability to provide guidance on decisions requiring judgment and assistance with problem situations • Proficient Word, Excel, Power Point and Internet • Valid California Driver's license, auto insurance and available transportation • Available to work some weekends as needed 	

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Job Title	<p>Medi-Cal Specialist , 1 Full-time, Los Angeles, CA 90012 Wage: \$ 14.00/Hr</p> <p>Contact: Mario Mendez</p> <p>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.</p>	New
Responsibilities/ Duties	<p>Example of Duties:</p> <ol style="list-style-type: none"> 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 <p>Qualifications:</p> <ul style="list-style-type: none"> • 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. 	

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Job Title	<p>RN, Full time, Los Angeles, CA 90012 Wage: DOE Contact: Cassandra Cheng</p> <p style="text-align: right;">CA10244978</p>
Responsibilities/ Duties	<p><u>Duties:</u> Monitor, record and report symptoms and changes in patients' conditions. Maintain accurate, detailed reports and records. Record patients' medical information and vital signs.</p> <p><u>Other essential requirements:</u> 1. Chinese (Cantonese, Mandarin speaking) prefer. 2. Must be able to communicate in English. Full benefits available. Vacation and Sick leave available.</p>

Job Title	<p>Office Clerk: 1 full-time, Alhambra, CA 91803 Wage: \$ 8/ hour Contact: Aiman Hwang</p> <p style="text-align: right;">CA10214040</p>
Responsibilities/ Duties	<p>Auto-Insurance company is looking for an entry level Office clerk.</p> <p><u>Duties:</u></p> <ol style="list-style-type: none"> 1. Giving out insurance quotes to the clients. 2. Must have good phone manner. 3. Maintain and update filing, inventory, and mailing. <p><u>Qualifications:</u> Bilingual in Chinese (Mandarin/ Cantonese) and English.</p>

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Job Title	CNA (Chinese-speaking), Los Angeles, CA 90039 Wage: \$ DOE	
Responsibilities/ Duties	<ul style="list-style-type: none"> • Current CNA and CPR certificate required • Excellent verbal and written communication skills required 	CA10210153

Job Title	Office Clerk, 1 full time, Los Angeles, CA 90031 (close to Lincoln Heights) Wage: \$ DOE/ hour	
Responsibilities/ Duties	<ol style="list-style-type: none"> 1. Must be fluent in English, Mandarin speaking is a required as well 2. Must be able to type 50WPM. Previous Data Entry Experience is highly recommended. 3. Knowledge of 10 Key by touch 4. Excellent Telephone Skills 5. Previous experience in wholesale, import of Food industry highly recommended 6. Benefit available after 3 month probation 	CA10244986