

# Unarmed Security Officers

**Long Beach 8/20/2013**

## Full Time

We are seeking dependable, courteous and professional officers to represent our company to the highest industry standards. We want to work with people who are serious about their advancement in this field. Must be able to perform designated job duties and abide by company/industry policies and procedures. Detailed oriented, great people and communications skills needed.

### **REQUIREMENTS:**

- GED or High school diploma- Must present Diploma at Interview.
- Taser Gun Experience a plus
- Customer service experience and ability to work and communicate efficiently with the public is a MUST

**BILINGUAL (English & SPANISH) is a plus**

- Must have valid/current California Guard Card with Clean Driving Record
- Excellent English comprehension (speak, write, etc.) Great Report Writing Skills
- Computer Literate Preferably but not a must

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### **MINIMUM 2 YEARS EXPERIENCE**

- Sharp, neat and professional appearance and attitude!
- Excellent customer service skills and report writing
- Pass employment verification, background check and drug testing
- Reliable transportation is a MUST
- Authorized to work in the United States
- Able to stand on feet for lengthy amount of time, walk, patrol
- Available on weekends, and flexible hours is a MUST

**Must apply in person to be considered for a position.** Good pay is based upon experience with room for advancement.

### **Ameriquet Security**

5601 Slauson Ave., Suite 200

Culver City, CA 90230

Email: [Fmartinez@ameriquetsecurity.com](mailto:Fmartinez@ameriquetsecurity.com)

There is many open positions and it is on a first come first serve basis.  
Pay is based on experience and qualifications.

## **Facilities Associate Los Angeles (primarily South LA)**

Green Dot Public Schools is the leading charter school operator in Los Angeles, one of top three largest in the nation, and an important catalyst for education reform in the State of California. We are the only charter school operator in the country to lead the wholesale take-over and turn-around of a 3,000-plus student high school. The U.S. Department of Education featured Green Dot as a national leader in school turnarounds. Green Dot currently employs over 900 dedicated mission-driven personnel to serve more than 10,000 students.

Green Dot's mission is to transform public education in Los Angeles so that every student can graduate, prepared for college, leadership, and life. We achieve this mission by running a network of middle and high schools in low-income communities and influencing the Los Angeles school district to transform its failing secondary schools into clusters of small successful schools.

### **OPPORTUNITY:**

Under the direct supervision of the Facilities Manager, the Facilities Associate is responsible for providing on-site facility services and day-to-day maintenance within the Green Dot school network.

### **ESSENTIAL RESPONSIBILITIES:**

- > Provide facility- and maintenance-related services for all Green Dot schools as assigned
- > Ability to identify facilities maintenance needs
- > Assist in maintaining a safe environment for our students, employees and visitors
- > Verbal and written communication with Green Dot staff and outside vendors on facilities maintenance related issues
- > Travel between all Green Dot school sites as needed
- > Be willing and able to work overtime, Saturdays and Sundays (as needed) in order to serve our school network
- > Have the ability to respond to any facility-related emergency 24 hours a day, 7 days a week
- > Willing and able to assume additional tasks as directed by the Director of Facilities

### **QUALIFICATIONS:**

- > Skills and knowledge to handle facility maintenance related issues including (but not limited to) those for heating, ventilation, air conditioning, electrical, plumbing, furniture repair, lock repair, drywall, painting/plastering, carpet, and roofs. Trade certification a plus
- > Excellent interpersonal and communication skills (written and oral)
- > Possess a high school diploma or general education degree (GED)
- > Have at least 3 years of experience in the areas of facility maintenance
- > Work cooperatively and effectively with faculty and staff, without direct supervision on some assigned projects
- > Able to bend, squat, kneel, and ability to lift at least 50 lbs.
- > Handle a variety of tasks at one time
- > Complete assigned tasks and projects in a timely and effective manner
- > Exercise discretion in the dissemination of information
- > A personal vehicle in good working order, valid Driver's License and a clean driving record as well as proof of auto insurance is required
- > All candidates must pass drug screening, TB test, and background checks

This employer strives for a balanced, productive workforce, which is diverse in terms of age, gender, and cultural identity. We do not base hiring or promotional decisions on factors other than performance and professional growth potential.

### **COMPENSATION:**

Salary for this position is competitive and depends on prior experience within a range \$14.00 - \$16.00/hour, based on trade certification and experience. We also offer a comprehensive benefits plan as well as the opportunity to impact a growing, mission-driven organization that is committed to the success of Los Angeles students.

### **APPLICATION PROCEDURE:**

We require all candidates to complete an online application at <http://www.greendot.org/careers>.

Only applicants chosen for an interview will be contacted. We are looking to fill this position ASAP.

[www.greendot.org](http://www.greendot.org)

# **Shuttle Driver**

## **Gardena 8/20/2013**

Immediate openings for 5 full-time shuttle drivers to transport disabled passengers in Los Angeles County. M/F/V/D

### **Compensation:**

- Paid training
- Starting pay is \$11.00 per hour (after training)
- Overtime available
- Medical Insurance
- Vacation and holiday pay
- Incentives and bonuses

### **Basic Requirements:**

- At least 21 years of age
- Valid Class C driver's license for at least 3 years
- Good driving record
- Clean Criminal Record
- Available to work full-time
- Must work any schedule (nights, weekends, holidays, etc.)
- Must pass a pre-employment medical examination and a drug screening

### **To apply:**

- Must apply in person at address shown below (near the 91 and 110 freeways)
- Applications are accepted Monday through Friday from 9:00 AM to 4:00 PM
- Bring a current DMV printout H6 and K4 (not more than 30 days old)

**Global Paratransit, Inc**  
**400 W. Compton Blvd. (between Broadway and Figueroa)**  
**Gardena, CA 90248**  
**310-715-7550**

## Office Assistant

### Torrance 8/20/2013

Large fabricating and contracting company seeks experienced, dynamic assistant office manager to help manage established office environment with sales reps.

#### DUTIES INCLUDE:

- Excellent customer service skills
- Some AR/AP
- Various Quickbooks
- Establish and maintain job project files
- Manage service, repair, bid-requests, events, and schedules
- Help answer, route, and direct calls
- Help with general clerical tasks such as filing, typing, copying, faxing, and mail sorting

#### EXPERIENCE, ABILITIES AND CHARACTERISTICS

This is a complex role requiring excellent time management with the ability to prioritize and juggle multiple activities effectively. The challenges of the position require someone who is highly focused on the end goal and able to determine and execute the necessary steps to get there. We need a continued focus on not only keeping up, but moving forward.

#### Qualifications

- At least 3-5 years' experience in office administration responsibilities in larger company (preferably with revenues in excess of \$1,000,000). Construction/Fabrication industry related experience is valuable.
- Excellent organization and time management skills
- Excellent verbal, interpersonal and written communication skills
- Must have the ability to effectively multi-task, prioritize and take the initiative to provide support
- Self-motivated, able to work independently and make appropriate, timely and sound decisions
- Good organizational skills are required as he or she will be working on multiple projects at one time
- Must be detail oriented
- Strong work ethic
- Experience with use of Word, Excel, and QuickBooks

E-mail resume to [Dedyn@vinylconcepts.com](mailto:Dedyn@vinylconcepts.com) or fax resume to (310) 783-0041

# QC Line Inspector

08/20/13

## Los Angeles

### JOB DESCRIPTION

1. Inspects and approves product, components and labeling according to written specifications.
2. Inspects work stations for removal of all previous products, components and foreign materials. Inspects and approves work stations for readiness prior to use.
3. Monitors product and equipment for correctness and cleanliness throughout the production cycle.
4. Collects samples for retain and for final evaluations and perform test such as pH, viscosity, appearance, odor. Submits sample for micro test.
5. Document the inspection results on the appropriate forms. Inputs data into computer as required.
6. Collects data and samples to support disposition of non-conforming product.
7. Reviews documentation to assure accuracy before submitting to Quality Manager for Release/Reject decisions.
8. Report any problem, concern and question to Quality Manager in a timely manner.
9. Follow company's policy. Be flexible and ready to accept changes as needed in order to complete the job and meet deadlines.

### QUALIFICATIONS:

1. High School diploma or GED. Mathematics, Algebra or Science classes are a plus.
2. Requires 2 years' experience in a similar manufacturing environment.
3. Ability to use or learn to use computers, scales, calipers and other measuring instruments.
4. Ability to speak, read and write English since job requires following written SOP's, comparison to specification and documentation of findings.
5. Good communication skills as job requires direct communication with production leads and supervision.
6. Accuracy, preciseness and attention to detail are essential.
7. Must be able to perform this job safely in accordance with the SOPs and GMP without endangering the health or safety of self or others.

EMAIL RESUMES TO: [millie@vegekurl.com](mailto:millie@vegekurl.com)



# Hiring Event

## Security Management (All Levels)

### Downtown Los Angeles

## Work for the Best at the Best!

Universal Protection Service seeks to hire several Security Managers immediately! Positions include **Security Supervisors, Security Post Commanders, Field Training Managers, Operations management, and Assistant Security Directors** for a variety of prestigious and dynamic high-rise buildings in the heart of Downtown Los Angeles.

**Post Details:** Many of these distinguished properties are Los Angeles landmark's that encompass masterfully landscaped gardens, groves of canopy trees and tranquil passageways. In addition, many of these alluring properties are home to the most prestigious tenant rosters in the country, which includes some of America's most prominent business leaders in professional services industries.

**Excellent Pay and Benefit Package Available!**

**Duties:**

Supervise/Manage a security staff of (at least) 10-15 team members  
Create Word documents  
Type summaries and reports  
Train team members  
Execute policies and Procedures

**Benefits:**

Universal Protection Service recognizes and rewards your commitment to excellence. Our security professionals enjoy advancement opportunities, great salary and benefits including 401(k), a variety of medical, dental and vision options, holiday pay, training and development, and on-the-spot recognition programs.

**Requirements:**

- **MUST have 3-5 year of Security Management/Supervisory experience**
- **Clean Driving Record (a HUGE plus)**
- Must be able to type 30+ wpm
- Experience interacting with Fire Safety and CCTV systems
- **MUST have a valid CA guard card**
- Excellent written and verbal communication skills
- As a condition of employment, employee must successfully complete all new hire paperwork/process and a post-offer/pre-employment drug/alcohol test.

**("IF") you meet the criteria listed above--Please take immediately action and apply online today, at: [https://www.appone.com/MainInfoReq.asp?R\\_ID=609581](https://www.appone.com/MainInfoReq.asp?R_ID=609581) (all applicants will receive an e-mail with specific status, interview and hiring event location)**

# Sales/Operations Liaison

## West Los Angeles 8/20/2013

Luther Burbank Savings is looking for a Sales/Operations Liaison to work in our West Los Angeles, CA office.

Position Summary: Facilitates the loan process and communicates the overall understanding of the operating and banking process to the sales team and the supporting operational staff by performing the following duties.

### Essential Duties:

- Ensures all customer inquiries and communication are handled in a clear, consistent, and timely manner.
- Maintains a current awareness and stays up-to-date with FHA, FNMA, VA and Jumbo guidelines.
- Interacts and provides the highest level of customer service with internal Underwriting, Document and Funding Departments on behalf of the customer.
- Monitors and maintains a system of engaging with Appraisal Management Company on behalf of the customer.
- Processes LDP/GSA's, 4506-T's and SSI Verifications as needed.
- Prescreens loan files for completeness and accuracy.
- Prepares loan files for document drawing; finalizes and signs off on any Prior-to-Doc ("PTD") conditions.
- Finalizes and signs off on Prior-to-Funding conditions, if applicable.
- Monitors loan pipeline to ensure company set timelines.
- Supports operations and sales staff as needed.
- Adheres to all applicable compliance regulations, including BSA, BPA and Right to Financial Privacy.
- Demonstrates a commitment to Fair Lending.
- Other duties may be assigned.

### Education and/or Experience:

- Bachelor's degree (B. A.) from four-year college or university; or a minimum of five years retail lending experience.
- To perform this job successfully, an individual should have knowledge of appropriate software systems.
- Strong knowledge of FNMA, FHA and VA Guidelines.
- Strong organization and communication skills.
- Ability to work with minimal supervision, assume multiple tasks and establish priorities to meet service standards.

Luther Burbank Savings offers a competitive salary and exceptional benefits.

If you would like to be considered for this position, we welcome your confidential resume and salary history. Salary history must be included to be considered.

Contact: [hr9@lbsavings.com](mailto:hr9@lbsavings.com) or fax resume to (707) 526-4797.

For additional information, please visit our website at [www.lutherburbanksavings.com](http://www.lutherburbanksavings.com)

## **Truck Driver-Tire Handler (Class C)**

### **Downey/Long Beach 8/20/2013**

Heavy Industrial Tire Manufacturer needs a Class C driver who can pick up and deliver tires to the Port of Long Beach.

Applicants must have a clean driving record, have good driving skills and have good communication skills.

Spanish speaking is a plus.

We are able to train if necessary.

Must be able to work at least five 10-hour shifts per week.

Interested applicants please email to [veronicarafael@msn.com](mailto:veronicarafael@msn.com) or fax contact information to 310-638-1188.

Interested applicants/principals only.



## **Tire Handlers for Manufacturing Plant**

### **Downey/Commerce/Long Beach 8/20/2013**

Tire manufacturer needs laborers who can mount/dismount and work in the manufacturing plant processing industrial tires.

Must be able to do heavy lifting when necessary.

Must be able to work five-10 hour shifts at a time.

Benefit package includes bonuses and profit sharing plan.

**Positions are available immediately.**

Please email to [veronicarafael@msn.com](mailto:veronicarafael@msn.com) or fax your information to 310-638-1188.

Only interested applicants/principal need to contact us.

## **Janitor**

**LAX 8/20/2013**

Seeking person with at least one year janitorial experience in building cleaning, floor care, restocking of supplies and do continuous lifting, pushing and standing for long periods of time.

Will be working with cleaning chemicals.

Must be able to work either swing or grave shift and work on weekends.

Will need to pass thorough background investigation and be able to verify last ten years of employment.

Excellent benefits including medical and dental.

Email resume to: [cstalter@worldservicewest.com](mailto:cstalter@worldservicewest.com)

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## Peet's Coffee and Tea - Now Hiring Retail Associates Multiple Locations

The secret to great coffee is the people who make it! Join a dedicated team with a true commitment to the craft of coffee and tea.

Peet's Coffee & Tea is looking for **part-time Retail Associates** for our **3rd & Fairfax and Beverly Hills** stores. If you have a passion for coffee and tea and are looking for a fast-paced, fun place to work, we want you to join our team! Open availability is preferred, including the ability to work opening and closing shifts.

Peet's offers great benefits including:

- Industry-leading training and knowledge
- Medical, dental and vision coverage (starting at 21 hours/week)
- Generous employee discount
- Opportunities for advancement

Read the requirements below & **Apply Now** to be part of our Gold Standard Specialty Coffee Company.

### **Apply directly at:**

**Peet's 3rd & Fairfax**  
**175 S. Fairfax Avenue**  
**Los Angeles, CA**

**Peet's Beverly Hills**  
**258 South Beverly Drive**  
**Beverly Hills, CA**

We encourage applicants of all ages, races and ethnic backgrounds.

### **Requirements:**

- Dedicated to exceeding the expectations of customers
- Ability to multi-task in a fast-paced environment
- Must be able to work 3 days per week
- Open availability preferred, including early mornings, evenings, and Saturdays/Sundays

### **Responsibilities:**

- Ensure customers know they are welcomed and appreciated; understand what they want and help them with what they need
- Consistently deliver the highest quality coffees, teas, beverages and baked goods in accordance with Peet's distinguishing quality standards
- Demonstrate that customers come first by serving them with a sense of urgency
- Ensure all areas in store are maintained, clean and well organized and reflect the quality of the Peet's brand

### **Company Overview:**

Since 1966, when Alfred Peet opened the first Peet's store in Berkeley, California our goal has been to offer the best coffees & teas in the world, without compromise. We believe that meticulous selectivity, artisan roasting, and our commitment to freshness make the difference you can taste.

We've grown considerably since our beginnings. Peet's is now sold in multiple channels: 200+ retail store locations in seven states, National Home Delivery Service, select Office Coffee and Food Service programs and is expanding rapidly in Grocery across the U.S. Currently, Peet's is available in 12,000+ grocery stores across many states.

Essentially, though, we haven't changed much. We remain committed to the artisan crafts of coffee and tea and delivering the highest quality, always.

# Inglewood 8/20/2013 Retail Merchandising Solutions Inc.

RMSI, a growing national merchandising company, has current job openings for grocery merchandisers in the Inglewood area.

- Are you a team player with a strong work ethic?
- Do you have experience in the grocery or merchandising industry?
- Are you familiar with building displays, implementing planograms, or executing resets?

We offer competitive rates with possibilities for advancement. This is a great opportunity to work as part of a team in a national grocery chain with limited travel and consistent hours.

## **Grocery Merchandiser:**

- The normal working hours for this position are: Sunday - Thursday; 10:00 PM start time
- Reliable transportation is a MUST
- Mileage Reimbursement Program -- compensates for drive time and mileage when applicable

## **General Responsibilities:**

### **- Inventory Control**

- o Examine merchandise to identify items to be reordered/replenished
- o Requisition merchandise from appropriate supplier based on available space, on-hand merchandise, customer demand and advertising specials
- o Receive, open and compare merchandise with invoice to verify order received is correct
- o Stamp, attach or change price tags on merchandise according to price list
- o Stock storage areas and displays with new merchandise

### **- Re-set/Set-up**

- o Stock displays with new or transferred merchandise
- o Reset specified stocking sections to retailer provided schematics
- o Set up advertising signs and displays on shelves, counters or tables
- o Clean display cases, shelves and aisles

## **Experience:**

- Previous time and tenure as a merchandiser or equivalent experience/exposure preferred

## **Skills/Competencies:**

- Basic math skills and the ability to estimate quantities
- Ability to maintain records and conduct inventories
- Ability to understand invoices and verify completeness of shipments
- Ability to work with a group as a team player
- Ability to work independently
- Ability to handle light power tools (drills) and manual tools (hammer, screw drivers, etc.)

## **Special Considerations:**

### **Must be able to:**

- Possess proven leadership and training skills
- Display self-driven, positive attitude and integrity
- Be flexible and willing to adapt to changing market needs
- Be punctual and work all scheduled hours
- Have an active telephone and valid email address for reliable communication
- Have a reliable form of transportation
- Provide a copy of your valid Driver's License and current auto insurance
- Pass DMV check in order to drive any type of company/rental vehicle for fixture delivery
- Must be at least 18 years old

## **Physical Requirements:**

### **Must be able to:**

- Stand, bend and stoop consistently
- Stand for up to a 10 hours shift (often on concrete and/or tile surfaces)
- Walk for up to a 10 hours shift
- Lift above shoulder level
- Lift up to 50lbs
- Climb stairs/ladders regularly

**Complete our on-line application using the following link:**

- **Inglewood:** [www.rmsicareers.com/description.aspx?JobId=3367](http://www.rmsicareers.com/description.aspx?JobId=3367)

Check out our website for additional information: <http://www.rmsicareers.com>

# Job Fair/Open House - Apartment Maintenance -Marina Del Rey

UDR | Western Residential, Inc. is currently hiring dynamic, energetic, and driven individuals to join our team of professionals at our luxury apartment communities in Marina Del Rey, CA.

JOB FAIR - OPEN HOUSE  
PROPERTY MANAGEMENT - APARTMENT MAINTENANCE

Interviews with hiring managers will be conducted on the spot!

**WHERE;**  
JEFFERSON AT MARINA DEL REY  
3221 CARTER AVENUE  
MARINA DEL REY, CA 90292

**WHEN;**  
THURSDAY, AUGUST 22nd FROM 4:00 P.M. -- 7:00 P.M.

If you're an experienced maintenance professional & have passion for providing the best customer experience. . . we want you! We are looking for individuals that want to take their career to the next level.

POSITIONS AVAILABLE:

MAINTENANCE / SERVICE TECHNICIANS

We will consider technical trades experience, including but not limited to HVAC, general carpentry, electrical, plumbing, etc. Multiple positions available!

MAINTENANCE / SERVICE MANAGER

We are seeking a Maintenance Manager to join our team at Jefferson at Marina Del Rey, our luxury apartment community (298 homes) located in Marina Del Rey, CA.

You'll lead, train, hire and supervise the on-site maintenance staff in diagnosis of problems and repair in areas such as HVAC, electrical, plumbing, pool, carpentry, dry walling, exterior structural, and appliance.

**Competitive compensation for all positions!**

Comprehensive benefits package: full medical package, generous paid time off, and discounts to live in one of our premier communities! Best of all, you help people find & enjoy the place they call home! Work for a publicly traded, Fortune 400 Company-paying dividends to stock holders for 34 years! If you are looking for a stable, profitable, and growing organization where you can put your apartment maintenance/service experience to work...We are an Employer of Choice...one of the nation's largest owners and managers of residential apartment communities ([www.udr.com](http://www.udr.com)).

All UDR, Western Residential Inc. associates must meet the following criteria:

- \* Willingness to submit to a drug and background check
- \* Ability to provide proof of eligibility to work in the United States
- \* A positive attitude and a willingness to succeed