

MAY 24, 2017

Neither West Los Angeles College nor the Los Angeles Community College District endorse or guarantee the legitimacy of the employers of jobs listed on this flyer. #WorkingWednesday is a pilot publication and will be published periodically throughout the Spring semester on Wednesdays. Find the link at www.WLAC.edu/Events or on Facebook.

ON CAMPUS JOB

FREE COLLEGE | Part-time Program Assistants
NO Work-Study Required | \$13.80/hr

This is a year-round position. Students must be enrolled in 12 units in Spring 2017. Must have the right to work in the U.S. This job involves some off-campus tasks and activities so we prefer hiring students with a car, current license and insurance (but not mandatory). Students who are bilingual in Spanish is a plus, but not required.

email your resume to tommiua@wlaac.edu

<http://www.wlac.edu/events/westweek/flyers/2017-freejob.pdf>

TAX OFFICE ASSISTANT

Harbor Bay Business Services | \$10.50/hour +
 Culver City

Gerry Rodriguez (310) 717-8576

pennyimclain@yahoo.com

CUSTOMER SERVICE REPRESENTATIVE

FASTXchange Inc.

Marina del Rey, CA Email to resumes@fastx.com

\$15 and up depending on experience/skills

Need bright individuals who can pick up computer systems fairly quickly and handle a large amount of email traffic. No sales involved but very high in call and email volume. Due to client requirements, candidates MUST be U.S. Citizens with a completely clean record (no exceptions)

CHILD CARE WORKER

The Dream Catcher Foundation, Inc.

Los Angeles, CA

FAX: 323-730-1273 / WEBSITE:

<https://www.dcfinc.org/>

\$11.00 - \$14.00 hourly

JOB FAIR - Date: Saturday, June 10, 2017, Time: 10:00am - 2:00pm, Where: St. Paul Lutheran Church, 3901 W. Adams Blvd., Los Angeles, CA 90018

MEDICAL / DENTAL BILLER

Culver City Dental Office

Contact Dr. Beroukhim at

danberoukhimdds@gmail.com

310.498.5682

FRONT OFFICE RECEPTIONIST

UnifiedCare Medical Group - Lomita, Ca

kelly@unifiedcaremg.com

We are seeking a highly motivated, friendly, outgoing courteous individual with great customer service skills to join our rapidly growing company. UnifiedCare Medical Group is a family practice located in Lomita, CA.

PRE-SCHOOL ASSISTANT TEACHER

ChildCare Careers \$12.00

Los Angeles County

Kimberly 213 927 2161

Hiring Now! Call or email larecr2@childcarecareers.net

ON CAMPUS JOB

Supplemental Instruction Leaders – App due June 9
\$12.08/hr

Attend all class meetings, take notes, do homework, and complete all assigned class material.

- Lead two 50 min. or three 75 min. SI sessions per week for the duration of the semester.

- Hold a weekly office hour.

- Meet weekly with professor and SI Coordinator.

- Meet weekly with faculty mentor and plan at least 1 training session and 1 workshop each semester.

SI Leaders must have successfully completed the course for which position you are applying (or a higher-level course in that subject area) with a grade of A or B and must have a cumulative GPA of 3.0 or above.

Learn more

<https://drive.google.com/file/d/0B7NJnsKtNaQ-T3g3eHFBNXpONjQ/view>

ADMIN INTERN

Pink Hat Technology Management | \$12/hr

Los Angeles - Westchester

<http://www.pinkhattech.com/>

424-789-8208 --- karina@pinkhattech.com

We are a boutique technology consulting company in West Los Angeles seeking to add a highly motivated, great energy admin intern to our close-knit team to help develop our marketing and administrative projects. Key Responsibilities: 1. Make follow up phone calls and take strong notes 2. Make phone calls to clean/qualify our prospect client list 3. Light administrative work 4. Help with event planning 5. Website updating 6. Social Media posting Qualifications/Requirements: - Strong written and verbal communication skills - Great phone presence - A team player with strong attention to detail - Project coordination/administrative experience a plus - Interest in working in the I.T. field and/or Marketing a HUGE plus

RECEPTIONISTS/ADMINISTRATIVE ASSISTANT

Power Property Management | \$13 hour

Culver City, CA 90230

christybombatch@therealpropertymanagement.com

RESEARCH PARTICIPANT

GALLEGOS United - Los Angeles

mmuetterties@gallegosunited.com; survey for qualification

<https://www.surveymonkey.com/r/MNWCL33>

\$100 + swag

Have you ever wondered how brands decide on the newest styles for the year? A sports clothing/footwear brand needs your help! We need your opinions about LA fashion and lifestyle to help influence the next big thing for a top sports brands. You will be compensated for your time in \$100 Visa Card and swag. Please fill out the following survey to see if you are a good fit for the research or email mmuetterties@gallegosunited.com with any further questions.

TO SUBMIT A JOB NOTICE: To have your job notice considered for inclusion in our periodic #WorkingWeekend flyer, visit <https://www.surveymonkey.com/r/WLACWork>