

FEB 14, 2018

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 JOBS

Full-time students who are financial-aid eligible are invited to apply for on-campus workstudy jobs...learn more

www.WLAC.edu/Events/Westweek/Flyers/2017-jobsoncampus.pdf

ACCOUNT RECEIVING/BILLABLE POSITION Meyers McConnell Reisz Siderman

Los Angeles– \$20/hour

chun@mmrs-law.com

Accounts Payable/Receivable Clerk at a mid-size law firm in west LA is currently seeking a full-time A/R and A/P clerk.

SCHOOL SUPERVISION AIDE Cowan Ave. Elementary School

Westchester – \$15/hour

Emily Sandoval, 310-645-1973

Great part time job assisting in maintaining standards of student discipline and ensuring the observance of rules and procedures by students and others on a school campus and at bus loading points.

JR PARALEGAL Law Offices Of Gary Martin Sklar

Beverly Hills – \$12.50 hourly part time flexible hours

Email resume to sklarlaw@ymail.com

We will train for most duties, must be bilingual Spanish English, know Word and Excel.

DATA ENTRY Nadeau

Santa Monica– \$10.50/hour

mmendoza@furniturewithasoul.com

Looking for Temporary weekend data entry people. Fast paces office. Must have data entry experience.

LIFEGUARD/SWIM INSTRUCTOR City of Culver City

Culver City– \$15.54/hour to \$17.13/hour

<http://www.culvercity.org/home/showdocument?id=2323>

Under close supervision organizes and conducts a well-balanced aquatic program at the Culver City Municipal Pool. Supervises pool deck, enforces regulations, prevents accidents and effects rescues. Teaches swimming, lifesaving and water safety classes. Assists with pool maintenance and operation and the testing of chemicals. Maintains pool records, attends staff meetings and service training programs, and performs other related duties. This position is frequently exposed to intense sunlight and full sunlight.

COURTESY CLERK

Ralphs

Culver City– Paid position

<https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=51898211&item=3&searchid=0059d60d-4028-9f02-d14a-efe4efbef344>

Create an outstanding customer experience through exceptional service. Establish and maintain a safe and clean environment that encourages our customers to return. Embrace the Customer 1st strategy and encourage associates to deliver excellent customer service. Demonstrate the company's core values of respect, honesty, integrity, diversity, inclusion and safety of others.

CUSTOMER SERVICE REPRESENTATIVE

Public Storage

Culver City– \$12/hour

<https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=51876655&item=4&searchid=0059d60d-4028-9f02-d14a-efe4efbef344>

As a Property Manager, you aim to provide superior customer service and a positive and welcoming experience to all customers, but not in the early morning or late at night. You enjoy providing solutions to customers and selling products and services. You do not mind splitting your time between the office and outdoors to ensure the grounds and buildings are at a quality you can be proud of. If this is you, you have found your fit; our full-time Property Manager position is perfect for you and we will train you to succeed!

GENERAL MANAGER

Del Taco

Culver City– Paid position

<https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=24558991&featured=1&item=5&promo=1&searchid=611e8425-a8fd-e1c5-766e-728536d20c06&src=title>

Our General Managers are responsible for building a team of top performers, creating an amazing guest experience, and empowering their team to be at their very best. Our General Managers create a culture in our restaurants that is exciting, optimistic and rewarding. The overall success of our restaurants and the foundation of our culture is dependent upon having great managers running great restaurants.

DISHWASHER

Chick-fil-A

Culver City– Paid position

<https://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=36622612&item=5&searchid=0babf950-e72f-e88f-7808-b2ad02dfb4a2&src=title>

To maintain a clean and safe kitchen area for all team members. To wash and clean all plate ware, pots, pans and cooking equipment. To keep the cleaning station and kitchen equipment clean, sanitized and organized. To operate trash compactor, cardboard baler and haul waste into appropriate trash bins.

MORE LISTING ON PAGE 2



THESE WERE FIRST POSTED ON FEB 7, 2018

**FULFILLMENT PHARMACY TECHNICIAN, L.A.
Alto Pharmacy**

Culver City

contact: care@alto.com 800-874-6881

Base rate of \$17/hour, increases with experience
Alto is seeking a licensed Fulfillment Pharmacy Technician to provide an outstanding patient experience from on-boarding through delivery in our L.A. location. We want an individual who is passionate about improving patient health outcomes by changing the traditional pharmacy model for the better, and making access to medications simple and seamless through quality service. We are looking for a team player who is analytical, detail-oriented, adept at prioritizing, reliable, and has exceptional communication skills. To learn more visit Alto.com/careers

**SENIOR PARALEGAL
Farahi Law Firm**

Torrance - Contact: Justin@farahilaw.com

\$35,000-65,000

Mid-Size Law Firm seeking energetic and experienced paralegal to manage litigation files. Will work with one to two other paralegals and 3-4 attorneys. Applicant needs to be proficient in draft litigation docs, strategizing case management, and working well with others... Lots of on the job training is offered as well as room for growth. We are a law firm dedicated to helping our clients recover from tramatic injuries and life events. We truly care about helping our clients and getting them what they deserve. We look forward to hearing from you.

PART-TIME OFFICE CLERK

Culver City – \$13 per hour

[See listing](#)

Seeking a Part-Time Office Clerk in Culver City! Must be able to work 7:00am-12:30pm Monday-Friday. This is a temporary position for 1-2 months. Job duites: Help Purchasing department with filing, copies and basic data entry
Must have 1 year of office/admin experience

**RALPHS GROCERY/STOCKING HOURLY
ASSOCIATE**

Part-time

Culver City – \$22,000 - \$31,000

[see listing](#)

Label, stock and inventory department merchandise. Assist with daily, weekly and monthly price changes by updating shelf tags and signs.
Plan, organize and supervise the inventory process and maintain an awareness of inventory and stocking conditions; note any discrepancies in inventory.

BUSINESS OFFICE ADMIN

Los Angeles Consulting Group

Culver City

Contact: kjt@losangelesconsultinggroup.com

Salary Negotiable / Industry Standard

Our business administration team seeks a motivated student or recent graduate to participate in the organization’s day–to-day operations that include general office administration, HR, and involvement in some long-range strategic planning. This internship is an opportunity for a business administration student to learn more about how a professional consulting firm office runs and working together in a true professional environment. The intern will also have exposure to all areas of the organization such as marketing, events, and many other aspects of LACG.

SOCIAL MEDIA MARKETING INTERN

Los Angeles Consulting Group

Culver City

Contact: kjt@losangelesconsultinggroup.com

Salary Negotiable / Industry Standard

This internship offers students the opportunity to support the consulting firm’s social media platforms (Facebook, LinkedIn, etc.). Interns will be responsible for content development/drafting, daily monitoring & engaging, audience growth and helping out with LACG events and other marketing efforts. Qualifications: A willingness to learn and a desire to support our team is a must! Applicants should also be creative, enjoy writing, have excellent communication skills, be reliable and dedicated to helping LACG in their mission. This person will be introduced to what it's like to manage a company's social media platforms professionally - a great starting point for anyone interested in pursuing a career in marketing and business development.

TEST ADMINISTRATOR

Pearsons – Culver City -- \$13 / hour

[see listing](#)

This is strictly a part-time position and will remain as such. The position will last until the end of November. Ability to work 10-15 hours per week with an expectation to work more hours as needed.
High school diploma or equivalent is required. Must be able to sit for long periods of time and also escort candidates to and from testing room....

SUBSTITUTE INSTRUCTIONAL ASSISTANT

Culver City Unified School District

Part-time \$17 per hour

contact: [Catherine Cummings 310 842-4220 4214](mailto:Catherine.Cummings@310.842.4220)

Substitute Instructional Assistants work the same duties as regular Instructional Assistants – Special Education. Under the direction of an assigned supervisor, assist a certificated teacher in providing instructional support and assistance to teachers and students assigned to a designated special education instructional program...

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>

