

### CUSTOMER SERVICE REPRESENTATIVE

Public Storage – Torrance. Hourly rate of \$14.25/hr. Can work from 9:30 am to 6:00 pm any day of the week, including weekends and holidays. Provide outstanding customer service; recommend storage solutions and assist them with their storage needs. Welcome customers and make their move-in a positive experience through friendly interaction and knowledgeable guidance. Consult and sell Public Storage packing and moving supplies. Work independently or with other team members at multiple locations. Days will consist of a mix of customer service and property upkeep. Make customer calls regarding their account, collections and other items; document notes on the computer system. Conduct daily physical storage unit inspection; confirm inventory availability and ensure spaces are secure and/or ready to rent. Manage, audit, balance cash drawer; prepare and make daily deposits. On-site company housing at many locations. Extensive paid training and coaching plans to grow your interpersonal and business skills. One year of customer service and/or sales experience. Energetic, outgoing and deliver service with a smile. Strong communication, problem solving and time management skills. Valid and current driver's license with reliable personal transportation used during the work day. Comfortable working alone or with other team members at multiple locations. Proficient in Windows-based computer programs and data entry such as account notations and balancing daily transactions. Perform cleaning and maintenance: sweeping, mopping, picking up trash and wiping windows.  
**<https://jobs.smartrecruiters.com/PublicStorage/743999696757085-customer-service-representative>**

### RETAIL SERVICES REPRESENTATIVE Req. No. 191919

Mattel - El Segundo, California. Available to work daytime hours during the week and occasional required weekends based on demands of the business. 15 - 25 hours per week. Merchandise Mattel/Fisher Price products on shelf. Build relationships with store managers. Sell-in promotional displays & features to store management. Negotiate out of Aisle space. Build product displays. Implement Point of Purchase materials. Ensure planogram compliance. Accurately provide key survey data on each account. Offer exceptional customer service. Conduct in-store demonstrations. Be the “eyes” in the store and report Business Insights back to the leadership team. Work with Seasonal employees during the holidays and assist with schedules & training. Strong communication skills. Tech savvy (Microsoft office, familiar with iOS/iPad). Detail oriented. Sense of urgency. Resourceful decision-maker. Competitive spirit & self-motivator. Accountability. Regular & reliable attendance. High School Graduate or GED. 18 or older. Access to reliable internet access (in home wireless router preferred). Valid driver’s license, access to a vehicle with current car insurance which indicates you as the insured or have reliable transportation.  
**<https://jobs.mattel.com/job/el-segundo/retail-services-representative/2015/13645303>**

### (Entry Level) BILINGUAL LEGAL SECRETARY

F/T. Begins at \$15/hour DOE. English/Spanish; read, write, and speak. Obtain prospective client information. Coordinate client deadlines. Greet clients and answer client questions. Set up clients' file by organizing legal file; input. Client contact and case information.  
**Send resume to: Donald Perry, [dperry@sbwib.org](mailto:dperry@sbwib.org)**