

US CENSUS RECRUITMENT

Fri, Oct 18th, 2019 Time: 12:00 p.m.

The U.S. Census Bureau Recruiting Session for various positions to assist the 2020 Census Count. Professional attire /Dress is recommended. Bring working documents (Social Security Card, Driver License, etc.), notepad & pen. Multiple positions available in Los Angeles.

OFFICE CLERK: Perform various administrative and clerical tasks to support various daily operations. \$17.00 per hour. OFFICE OPERATIONS SUPERVISOR: Assist in the management of office functions and day-to-day activities. \$21.50 per hour. CENSUS FIELD SUPERVISOR:

Conduct field work to support and conduct on-the-job training for census takers and/ or to follow-up in situations where census takers have confronted issues, such as not gaining entry to restricted areas. \$23.00 per hour. ENUMERATORS: Some field positions require employees to work during the day to locate addresses on buildings. Other field positions require interviewing the public, so employees must be able to work when people are usually at home, such as in the evening and on weekends. \$21.00 per hour. RECRUITING ASSISTANTS: Travel throughout assigned geographic areas to visit with community-based organizations, attend promotional events and conduct other recruiting activities. \$23.00 per hour.

For more info, please review website link: 2020census.gov/jobs To RSVP, email: Bryant Eng at: beng@sbwib.org . Use this Email Subj Line: Census-Oct 18. Attend at Gardena One Stop 16801 S. Western Ave, Gardena 90247.

RECEPTIONIST

Zislis Group - Manhattan Beach. F/T This is entry-level opportunity for someone just out of college who is excited to start a career in the hospitality industry. Our ideal candidate is a highly motivated and enthusiastic individual who is willing to get his or her feet wet and hands dirty.

No job is too big or too small for this can-do person. It's a rare chance to see first-hand what goes on behind the scenes of a hospitality company and to work alongside the executive leaders and owners. And if all this is not enticing enough for you, we will add that when you walk out our office door, you can see the ocean. We are looking for someone who, in addition to having the right qualifications, embodies the qualities that are most important to our company: A genuine desire to provide caring hospitality to our guests, employees and investors. Strong work ethic. Takes responsibility (those with victim mentality need not apply). Integrity and Empathy.

Exceptional self-awareness and desire to learn and grow. Clear communicator. Unparalleled accuracy and attention to detail. Sense of humor. Man the reception area of the office and answer all incoming phone calls. Oversee the general operations of the office including ordering and refilling supplies, taking messages, liaising with the IT Company, filing, etc. Support all departments (Accounting, Human Resources, Marketing and Operations) with any and all reasonable tasks. Run errands as necessary (must have own reliable transportation) and deliver mail to the nearby post office or FedEx outlet. Schedule and oversee completion of all repairs and maintenance projects for all Rock & Brews Restaurants. No prior maintenance experience required. A passion for hospitality and experience in the hospitality industry strongly preferred.

Have an extraordinary writing skills, good common sense, be self-directed, a great problem solver and extremely organized. Have excellent computer skills. It wouldn't hurt to be a huge fan of our hotels and restaurants

<https://www.indeed.com/viewjob?jk=8abc12bab55e77c0>

SIXT RENTAL CAR

MANAGEMENT TRAINEES: During the first phase of program you learn the rental process and interact with customers coming from all over the world. The learning experience is very hands on and the constant training improves critical thinking and leadership skills. It can be challenging at times, but these are the moments that prepare you to run your own branch!

RENTAL SALES AGENTS: Your first priority is to provide exceptional customer service to our customers. You will learn about their travel plans and use this information along with your product knowledge to build a relationship and upgrade the customer to a more premium product or service. Every day is challenging and exciting for the right person!

Go to: www.sixtcareers.com

RETAIL ASSOCIATE

Sweetosaur – Torrance. P/T. \$13.50/hr. Availability and willingness to work both Saturday and Sunday is a requirement. Prepare waffles and other products (milkshakes, toppings, etc.). Cook and monitor waffles for correct time and product color. Prepare and decorate menu items. Accurately operate cash registers in accordance with cash register procedures. Set up equipment, utensils, and supplies for opening. Break down, clean, and put away equipment, utensils, and supplies at closing. Perform cleaning and maintenance procedures as directed by person in charge of shift. Perform other duties as directed by Store Manager, Assistant Manager, or Shift Leader. ServSafe, Los Angeles County Food Handler or equivalent certification. Must be at least 18 years old. Everyone on the team is hired based on our F.R.E.S.H. profile – ability to demonstrate that they are Friendly, Respectful, Energetic, Service-focused, and Hardworking. This is an extremely fast paced job so candidates must be able to work quickly.

<https://www.indeed.com/viewjob?jk=9724a675b7e4bc50>

OFFICE CLERK

Tang & Company – Carson. Receive and sort incoming and interoffice emails and faxes; including distribution of all paperwork to the appropriate department or individuals in the organization. Support other basic office tasks including mailing out supplies, filing and perform other duties. Non-Management Duties. Print all incoming emails. Separate and staple all email attachments. Distribute all paperwork to appropriate department. Prepares and sends daily incoming supply request. Enter and scan client documents. Perform miscellaneous job-related tasks as requested per supervisors. Answer and take messages for incoming calls. Participates in educational activities and attends staff meetings. Conducts self in accordance with ASAP employee manual. Maintains strict confidentiality and adheres to all HIPAA guidelines/regulations. High School diploma or equivalent. Knowledge of Microsoft office programs and business office procedures. Ability to operate a multi-line telephone system and basic office equipment. Effective communication, problem-solving, time management, and follow up skills. Skills in answering the telephone in a pleasant and helpful manner. Read, understand and follow oral and written instructions. Establish and maintain effective working relationships with clients and co-workers. Well organized, patient, thorough and detail-oriented.

<https://www.tangandcompany.com/careers/?gnk=job&gni=8a7887a866c7d8260166cc1666cb5969>