

East LA/West San Gabriel Valley
America's Job Center
of CaliforniaSM



Recruitment Date:

October 15, 2019

Time:

9:00am-12:00pm

***Bring Copies of your Resume**

Location:

Alhambra Affiliate Office of East Los Angeles/West San Gabriel Valley AJCC

2550 W. Main Street Suite 101

Alhambra, CA 91801

For more information, please contact:

Francisco Vargas/Elias Lara

(323) 832-1202

You must be registered on CalJOBS prior to attending the event.

www.caljobs.ca.gov

BEACON Media News is currently **HIRING** for the following positions:

Customer Service Representative

- ✚ Sales Experience
- ✚ Familiar with CRM systems and practices
- ✚ Excellent communication and presentation skills
- ✚ Ability to multi-task, prioritize, and manage time effectively
- ✚ High school diploma or equivalent

Editorial & Marketing Assistant

- ✚ Computer literate including Word, Excel and PowerPoint
- ✚ Knowledge of digital platforms- social media, email marketing, websites
- ✚ Good communication skills- verbal and written
- ✚ Attention to detail
- ✚ Able to take direction well and perform as a team player

Video Marketing Associate

- ✚ Understand how to use technology to search for new leads and stories
- ✚ Must be digitally savvy- Video, Websites, Email Marketing, and Social Media
- ✚ Good communication skills- written and verbal
- ✚ Entrepreneur mindset

Pay:

Depending on Position
+ Incentives & Bonuses

Location:

Monrovia