

## Job Opportunities

Contributed by Tina  
Thursday, 22 October 2009  
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JOB LISTINGS are updated on a regular basis:

JULY

### s ADMINISTRATIVE ASSISTANT

Job Type: Temp      Compensation: \$37,440 - \$37,440      Location: Irvine

Administrative Assistant needed in Irvine with advanced knowledge of Microsoft Word, Excel, Outlook and can type a minimum 55 wpm with no errors. Clear and professional communication skills both written and verbal; excellent spelling, grammar, math, and proofreading skills; ability to multi-task and reprioritize as needed and wear many hats; Transcription experience preferred, but not required; filing; correspondence; answering phones; scheduling meetings and making travel arrangements. Ability to pass a background check, drug screen and credit check is necessary.

To apply send resume to [dmonaco@abbottstaffinggroup.com](mailto:dmonaco@abbottstaffinggroup.com). Job # 4010-793-1.

### s PROJECT ASSISTANT

Job Type: Full-time Temp to Hire      Compensation: \$30,000 - \$35,000      Location: Orange

Outstanding benefits, fully paid plus 36 hours of sick time and 2 weeks vacation, plus an additional one week from Christmas to New Year's (after one year).

Qualifications: Bachelor's Degree from an accredited university or college preferred; Good communication (written/verbal) and computer skills (Word, Excel, PowerPoint and Adobe Acrobat.) Word Perfect experience a plus.

Job Description: Will assist principal staff to complete detailed project production and processing tasks.

Tasks to include, but not limited to: Assist with production of reports and binders; creating/writing letters to agencies; developing mailing lists in Excel; preparing certified mailings; log mailings/return receipts.

To apply send resume to [dmonaco@abbottstaffinggroup.com](mailto:dmonaco@abbottstaffinggroup.com). Job # 4010-1017-1

#### s CUSTOMER SERVICE MANAGER

Job Type: Direct Hire Compensation: \$75,000-\$80000 Location: La Mirada

Ready to join a dynamic team as part of their operations? This busy and well known distribution company is ready to hire a Customer Service Manager to handle the western and central regions and national accounts.

Bring your training, management and coaching skills to the customer service group to insure high standards of customer service.

Please email your resume to [sredfern@abbottstaffinggroup.com](mailto:sredfern@abbottstaffinggroup.com). Job # 4710-474-1.

Please say that you found this job listing through the One Stop Centers.

#### s CAREER SERVICES JOB DEVELOPMENT REPS (2 POSITIONS)

Job Type: Temp Compensation: \$41,600-\$52,000 Location: Anaheim

Vocational college is looking for 2 Career Services Job Development Reps for the Anaheim and Ontario campuses. You will contact medical companies to establish relationships to create job leads for recruiters. The majority of the job will be phone calling, but you must be able to attend sales appointments when necessary. The Rep must be professional, and have excellent communication and customer service skills with knowledge of medical terminology.

This a a 2 month trial program that could possibly become a full-time permanent job.

Please submit your resume to [sabuelhawa@abbottstaffinggroup.com](mailto:sabuelhawa@abbottstaffinggroup.com). Job # 4610-429-1.

Please tell them you found this job lead through the One Stop Centers.

## s HAND SOLDER/ASSEMBLY WORKERS

Job Type: Temp to Perm      Compensation: \$20,800 - \$33,280

Location: Irvine

Growing, stable manufacturing company in Irvine is seeking motivated, high energy, team players to join their team as Hand Solder/Assembly workers. The employee must successfully complete a soldering test and also maintain proficiency in the following job related functions: knowledge of color-coding; proper component orientation and polarization; etch cutting and installation of jumpers from assembly instructions or sample; and performance of touch-up quality standards as designated by the company.

The company is looking to hire employees that have a minimum of two years assembly experience and proficiency in component preparation, including machine setup. IPC-610A and J-STD-001 a plus, read and write English is a must. ISO 9000 and AS9100 working environment a plus. Solder certificate a plus. SMT experience a plus.

To apply, send your resume to: [sbeard@abbottstaffinggroup.com](mailto:sbeard@abbottstaffinggroup.com). Job #4910-1-1. Please say that you found this job listing through the One Stop Centers.

## s RECEPTIONIST

Job Type: Temp      Compensation: \$24,960      Location: Irvine

Polished and professional Receptionist. Bilingual Spanish or Vietnamese with clear English communication skills. Will greet and assist clients and visitors with a positive attitude.

Duties and Responsibilities: Acknowledge & assist everyone who comes in the lobby; Answer phone calls and transfer to the appropriate person; Forward all messages promptly and accurately; Communicate any issues or concerns that may arise while at the front desk to supervisor.

Administrative Duties: Small projects when needed, Must NEVER leave the front desk unattended during work hours; 1-2 years office experience; basic computer skills; Word & Outlook.

To Apply: Send your resume to [dmonaco@abbottstaffinggroup.com](mailto:dmonaco@abbottstaffinggroup.com). Job # 4010-967-1. Please say that you found this job lead through the One Stop Centers.

s STAFFING AGENCY- Two Positions available

**\*\*This job lead is for registered One-Stop or WIA enrolled candidates only\*\***

1st Position Title: Back-End .Net Web Developer

Estimate: 10 weeks \*1 Contractor

Enhancements to the data ingest pipeline to provide more information to search operations; Perform periodic backups of the indexes and provide disaster recovery to avoid having to re-build index from scratch when a hardware failure occurs.

-record incoming files: record ingest outcome

-delete archived files after a configurable time period

-scheduled periodic backups: pause ingest process while backup taken

-record backup time and location

-restoration to a point in time and then re-ingest of files

Skills: .NET/C#, Windows Services; ASP.NET; SQL Server (schema & sprocs)

2nd Position Title: Back-End .Net Web Developer

Estimate: 8 weeks \*1 Contractor

Create an interface to inspect the contents of the index and analyze ranking placement of an item.

-generic for all types: select data type and server (index or any of the search servers)

-comparison between all search servers; looks up based on the value of the 'id' field for an item: view all stored fields for a document

-execute a search as a user would and view the results along with the scoring explanation: alerting on ingest failure: view the ingest history for date: view ingested files.

Skills: .NET/C#, ASP.NET, JavaScript/AJAX/JQuery; SQL Server (sproc execution); Solr experience a plus but not necessary.

Please email resume to [Christy@ocwibpropathinc.com](mailto:Christy@ocwibpropathinc.com). Include in subject line if you are registered with a One-Stop, if so do you have a Case Manager and what is their name.

#### s STAFFING AGENCY

The following 8 job listings are through a staffing agency. If interested, email resume to: [Christy@ocpropathinc.com](mailto:Christy@ocpropathinc.com). Include in subject line if you are registered with a One-Stop, if so do you have a Case Manager and what is their name?

1. Inventory Analyst/Buyer- \$45-50k. Must be advanced on Excel - Assist the Purchase and Inventory Manager with various functions related to distribution to the retail industry. Irvine. Hours are 7-4
2. Order Entry Supervisor - Must have supervised in the past! Smaller - family oriented company in Irvine. Will work 7-4 shift and must be a quick learner! To \$55k. No one from a call center please.
3. A/R Collections - Irvine area. Good computer skills, collecting on past due accounts via email and verbally. Immediate need to \$17.00 per hour.
4. Benefits Manager - This is a temp to hire position - looking for you if you have benefits background as a manager and ready to start a new adventure for a very busy company. Looking for a self starter that can hit the ground running! Pay is \$80-\$90k plus benefits! Stable company! Irvine.
5. Account Manager opening with Finance or real estate background. MBA plus, must have some type of financial sales experience (no mortgage), product is a data/market research for institutional investors/corporations on REIT's. If they have a Series 7 or 63 good but not required. Irvine.
6. Accounting jobs are available including a Financial Controller, Sr Accounts Payable, A/R, A/P clerk, Sr Accountant and more!
7. Administrative/Executive Assistant-Work in a fast paced environment. Must be able to juggle many tasks at once and work with a variety of personalities! This is a detailed job - must be able to think outside the box and very organized. Some event planning throughout the yer, good computer skills - personable and must be energetic. Immediate need to \$50k. Irvine.
8. Receptionist - with phone and computer skills - \$13-\$14/hr.

We also offer a variety of administrative and accounting temporary jobs!

#### s STAFFING AGENCY

Position Title: HR Generalist      Compensation: \$55k      Location: Irvine

Recruiting; Team player; 2-5 years experience; Good communication skills; Medical or pharma background preferred but not necessary.

Please email resume to: Christy Moshenko at [Christy@ocwibpropathinc.com](mailto:Christy@ocwibpropathinc.com). Include in subject line if you are registered with a One-Stop, if so do you have a Case Manager and what is their name. \*\*This job lead is for registered One-Stop or WIA enrolled candidates only\*\*

s STAFFING AGENCY

Position Title: Sr. Applications Developer      Location: Orange area

Compensation: \$70.00 - \$90/hr 3-4 month contract to start ASAP

Requirements: C#; Java Script, AJAX, strong T-SQL (MS SQL 2005/2008), XML, Web Services.NET 3.5, LINQ, SQL

Must be able to work directly with business users to define, refine, confirm and deliver required solutions; Position also requires solid testing and documentation skills; Excellent communication skills; verbal and written; Strong documentation skills; Acrobat Forms Data Format (FDF) Toolkit; Adobe LiveCycle Designer; XML Forms; Integration of Adobe.PDF Forms with Microsoft.NET Applications.

Please email resume to: [Christy@ocwibpropathinc.com](mailto:Christy@ocwibpropathinc.com). Include in the Subject line if you are registered with a One-Stop, if so, do you have a Case Manager, and what is their name.

s APPLEONE

Job Title: Accounts Receivable      Salary: \$30,000 - \$35,000

Job Description: Immediate need for an Accounts Receivable clerk for a great company in the Cerritos Area. Looking for someone with billing, cash applications, credit card payments and credit approval experience. Knowledge of Dunn & Bradstreet a plus. Must have strong communication skills as they deal with many international vendors. Will work very closely with sales staff and will be entering credit and debit memos. Bilingual Spanish a plus but not a must. Must have some collections as well but will be very soft collections and e-mail reminders. Word and Excel needed.

AppleOne Reference #: 1031/jsr-22323

Account Exec: Jerri Roppo, (ph) 562-356-1694, (fx) 562-356-5093, 12750 Center Court Drive, Suite 120, Cerritos, CA 90703.

s STAFFING AGENCY - South Orange County

Position Title: ASP.NET Developer                      Compensation: To 70K Temp to Hire

This is a position that favors ability over years of experience. 3+ years as an ASP.NET developer but if you're a good coder and problem solver and meet the requirements below you'll be considered. Work as part of a small team, so you should be a generalist, willing and able to work on what is needed and to learn what you need to know.

Responsibilities (include, but are not limited to): Develop excellent software using Microsoft products; Deliver software that is useful and easy to navigate; Maintain and use a current knowledge of good business and technical practices.

Requirements (include, but are not limited to): A deep understanding of customer-facing websites (you probably spend a lot of time online); A good understanding of Agile principles and practices. Familiarity with test-driven development and continuous integration is a definite plus; A drive to do exceptional work; A reputation as the go-to person for solving difficult problems.

Education: Bachelor's degree in related field is strongly preferred with 3+ years experience.

Technical Skills: C#; ASP.NET; SQL Server; JavaScript; HTML; Object-oriented analysis and design experience.

Please email resume to: [Christy@ocwibpropathinc.com](mailto:Christy@ocwibpropathinc.com). Include in the subject line of the email if you are registered with a One-Stop, if so, do you have a Career Coach, and what is their name.

JUNE

s STAFFING AGENCY

Position Title: Customer Service with Medical Device Experience

Compensation: to \$45k                                      Location: Orange County

Required: Must have 2-3 years Customer Service with Medical Device background.

Responsibilities: Understands and operates in accordance with regulatory guidelines relevant to information processed in the dept.; Responsible for supporting a portion of field personnel across the U.S.; Sales order processing, return goods authorization processing, etc.; Document customer inquiries, and correspondence as necessary; Responds to customer/field personnel inquiries and problem solving in a professional and effective fashion; Acts as a resource in resolving issues brought to the department.

Please email resume to: Christy Moshenko at [Christy@ocwibpropathinc.com](mailto:Christy@ocwibpropathinc.com). Include in the subject line if you are registered with a One-Stop, if so do you have a Case Manager and what is their name.

#### s STAFFING AGENCY

Position Title: Benefits Administrator (Consultant)      Location: Anaheim

Contract job through August      Compensation: up to \$30/hr

Required: Strong background in benefit administration (not looking for an HR Generalist), will work on open enrollment and enter information into ADP-new hires and terminations.

Please email resume to: Christy Moshenko at [Christy@ocwibpropathinc.com](mailto:Christy@ocwibpropathinc.com). In subject line include if you are registered with the One-Stop, do you have a Case Manager, if so what is their name.

#### s DISPATCHER/EXPEDITOR

Location: Irvine      Hours: 7:00 am to 3:30 pm

Details: We are looking for an energetic person willing to work hard, with a great attitude and interested in working as a team.

Job Duties: Expedite customer's orders, follow up orders with vendors, inventory control, coordinate driver's routes, shipping and receiving, warehouse duties, and provide assistance to sales representatives.

Requirements: Computer knowledge, forklift experience and a clean DMV record.

Education: High School/GED

Please email resumes to [betty@ocwibpropathinc.com](mailto:betty@ocwibpropathinc.com).

s CITY OF ORANGE- NOW HIRING

Parks and Facilities Attendant                      Salary: \$10.30/hr

This is an entry-level classification that assists community services staff in implementing recreation activities, including setting up equipment and sites for activities and programs, explaining and enforcing community services and recreation programs and policies, regulations, and rules, and ensuring the safety of patrons.

Some Duties Include: Monitors facility use; opens, closes, and secures building for activities, programs, and rental events; and prepares the facility and amenities for patron use; Participates in ensuring compliance with relevant permitting and licensing laws and guidelines; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of and ensures adherence to rules and regulation; Ensures the safety of the public and staff at all times by inspecting, patrolling, monitoring, and instructing on the safe use of program facilities, equipment, and supplies; maintains a safe, clean, and tidy environment; reports unsafe conditions or illegal activities; Performs routine maintenance of buildings and equipment.

Apply Immediately. This recruitment may close at any time without prior notice.

Applications may be obtained and filed online at: <http://agency.governmentjobs.com/orange> OR 300 E. Chapman Avenue, Orange, CA 92866.

s CLASS A DRIVERS NEEDED - 8 positions open

Location: Whittier, CA                      Wage: \$130.00 per day

6-7 days a week (will discuss in interview). Some Routes may not be local (Arizona, San Francisco)

Requirements: Must have Transportation Worker Identification Credential (Twic Card); Must have Medical Card; Must be able to operate a forklift; Must not have more than one moving violation in the past 3 years; Must not have at fault accidents in the past 3 years.

Please submit your resume to the following email: [ips@ocwibpropathinc.com](mailto:ips@ocwibpropathinc.com). On subject line please write: "Class A Driver Position, Whittier."

s ARAMARK- NOW HIRING

Custodians (25) - Maintaining and improving cleanliness quality. Previous experience in industrial/manufacturing environment preferred; Mostly 3rd shift position available; 10 hour shifts-4 days/week.

Pest Control Technician (1) - Maintaining and improving quality control through inspections, good record keeping, and accountability for all tasks involving pest control. Must have commercial rodent and fermentation license and state license; Hours are 7:00 pm - 3:30 am, M-F, plus overtime.

Must schedule appointment to be interviewed. Please send resume to: [carmen@ocwibpropathinc.com](mailto:carmen@ocwibpropathinc.com).

Conducting interviews on Monday, June 7, 2010; 11:00 am - 5:00 pm. Bring two resume copies to the interview.