The Home Depot Part Time Job Openings

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<td>1002</td>
<td>Huntington Park</td>
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<td>1010</td>
<td>Inglewood</td>
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<td>1039</td>
<td>Hyde Park</td>
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<td>1048</td>
<td>Wilshire Union</td>
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<td>1061</td>
<td>Ladera Hts.</td>
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<td>6611</td>
<td>Marina Del Rey</td>
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<td>6616</td>
<td>Sunset</td>
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<td>6689</td>
<td>Cypress Park</td>
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<tr>
<td>6855</td>
<td>W. Inglewood</td>
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The Home Depot is an Equal Opportunity Employer.

Apply at www.careers.homedepot.com or an Application Kiosk in the stores.

Applicants will be called for interviews based on the needs of the store.

Huntington Park #1002  3040 Slauson Ave., Huntington Park, Ca. 90255.
Inglewood #1010  3363 Century Blvd, Inglewood, Ca. 90303.
Hyde Park #1039  1830 W. Slauson Ave., Los Angeles, Ca. 90047.
Wilshire/Union #1048  1675 Wilshire Blvd., Los Angeles, Ca. 90017.
Ladera Heights #1061  4925 Slauson Ave., Los Angeles, Ca. 90056.
Marina Del Rey #6611  12975 W. Jefferson, Los Angeles, Ca., 90066.
Sunset #6616  5600 Sunset Blvd., Hollywood, Ca., 90028.
Cypress Park #6689  2055 N. Figueroa St., Los Angeles, Ca., 90065.
W. Inglewood #6855  8801 S. La Cienega Blvd., Inglewood, Ca. 90301.

Office Assistant
Palo Alto Institute for Research & Education
http://www.paire.org
Palo Alto, CA United States

Operating Budget: $5 - $19.9 million
Job Type: Administration/Management/Operations
Mission Type: Health/Medicine, Other
Mission:
The mission of the Palo Alto Institute for Research and Education, Inc. (PAIRE) is to facilitate research and education activities conducted at the VA Palo Alto Health Care System (VAPAHCS). The range of research activities is broad and includes special emphasis on biomedical, health services, rehabilitation engineering, mental health and geriatric research endeavors. We also support various educational instruction or other learning experiences of benefit to employees and veterans.

Position Description:
Office Assistant I (ADM1002)

PAIRE, a nonprofit foundation affiliated with the Veterans Affairs Palo Alto Health Care System (VAPAHCS), is seeking a full-time Office Assistant to support the organization. The ideal candidate will have a friendly and positive attitude and be familiar with office processes, such as distributing mail, placing work orders, maintaining and ordering office supplies, processing vendor checks and managing document retention. Other duties may include filing in various office systems, including but not limited to Human Resources and Accounting, and assisting in basic office duties, as needed.

The qualified candidate will possess solid computer skills, especially with MS Word, Excel and Access. This is a 40 hour per week position in an administrative setting at the VA Palo Health Care System. This position reports to the Director of Human Resources.

NOTE: To be considered for this position you must include a cover letter stating how your qualifications meet the responsibilities of the job, a resume and 3 professional references.

If you are interested in applying for employment with PAIRE and need special assistance or an accommodation to apply for a posted position, contact our Human Resources department at 650.858.3970.

Duties: The Office Assistant provides general office support and manages general day-to-day office operations.
Answer main office phone line, directing and transferring calls, as necessary and handling the traffic flow through the office;
Process PAIRE checks following the internal Standard Operating Procedure;
Deliver checks per request: via mail, in person or take to the appropriate department;
Log incoming checks onto log sheet, creating new log sheets, as necessary, via Excel;
Maintain supply inventory, ordering supplies as needed;
Responsible for all office machine maintenance and scheduling service, as needed;
Place and follow-up on all office work orders;
Responsible for mail, which includes: daily mail sorting/delivery; federal express and mailing of monthly budget statements;
Maintaining all internal office processes and lists;
Administer document retention process for the organization;
Other duties may include but are not limited to: filing, new hire packet preparation; running training reports; uploading documents to our research website; updating PAIRE website; conference calendar scheduling, and do quarterly inventory of all office computers/printers.

Qualifications:
Requirements:

Positive and energetic attitude, good follow-through skills;
Proven track record demonstrating the ability to handle multiple projects and tasks with the ability to take direction, and set appropriate priorities utilizing good time management;
Understanding of basic office procedures;
Good understanding of filing systems: alphabet, numerical and categories;
Skilled in tracking and follow-up methods;
Proficiency with Microsoft Office suite – Word, Excel and Access;
Working knowledge of basic office machines – fax, printer, postage machine;
Ability to manage multiple projects with the ability to prioritize and complete in a timely manner;
Excellent communication skills;
Accuracy and attention to detail;
Ability to complete directed tasks independently;
Ability to follow directions and procedures.

This position is full-time, 40 hours per week and salary is $15.00 per hour.

All PAIRE benefits, including group medical coverage, a generous 401(k) plan, and pay for leave and holidays, are applicable to this position.

Qualified applicants should apply via the PAIRE website, www.paire.org, under the heading Jobs. Please include a cover letter, resume/cv, and three professional references.

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How To Apply:
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