FLORAL MANAGER
F/T, Shift work to include: weekdays, weekends, and varied schedules. Use both hands to handle plants, balloons, garden supplies and artificial flower arrangements. Stock area daily with plants, balloons, garden supplies and artificial arrangements. Water all plants. Design floral arrangements with or without customer input. Clean the floral department area. Take inventory of all incoming stocks and supplies. Clean and prepare flowers for display. Decorate plants with bows, wrap and ribbon. Inflate balloons for display and special orders. Check plants for condition and inventory purposes. Price plants and arrangements. Prepare and maintain displays of outdoor plants. Remove garbage and debris from floral area and maintain outside floral area. Operate cash register to total bill and make change. Train, supervise, schedule and assign duties to floral clerks. Follow division guidelines for the merchandising program. Rotate product and remove out of date product, damaged product daily. Change signs and prices as directed by merchandising. Inventory floor and cooler stock daily. Write floral order in the order guide book. Check order for the completeness upon arrival. Maintain appropriate stock in inventory in the floral area. May arrange for delivery or deliver plants or flowers locally. Work independently. Customer service skills or related experience. Desired: Experience as a manager and/or experience with floral designs, balloons or garden supplies.

Apply on-line to Vons.
http://www.vons.com

CUSTOMER DELIVERY
Deliver or install ordered products to high volume stores, using a tractor/trailer truck. Work with store receiving personnel for acceptance of load...

TECHNICIAN
Remove old vendor if necessary; bring new vendor in and install, unload and reload with product as necessary. Educate customers on basic...

MERCHANDISING
Responsible for product merchandising.

Apply on-line to The Pepsi Bottling Group - Torrance, CA.
www.pbg.com

BILINGUAL MEDICAL FRONT OFFICE RECEPTIONIST
F/T, Arcadia. $8-9/hr. Diabetic foot and wound center. Willing to train, experience helpful. File customers’ information. Handle high volume of phone calls. Verify insurance by calling insurance companies. Provide translation when necessary. High school diploma. Use personal computers, with MS Word, Excel etc. English/Chinese (Cantonese and Mandarin.)

OFFICE CLERK
F/T. Provide superior customer service. Responsible for all financial transactions within the store. Input information into the computer and reconcile daily and weekly store activity for cash accountability in accordance with company policies and standards.
COURTESY CLERK
Provide friendly, courteous customer service. Bag groceries. Assists customer with carryout. Lift and carry grocery bags of varying weight. Stock supply of bags at check stand. Maintain cleanliness of the store including check stand area (belt and glass), facing and straightening up end display areas near check stand, cleaning floors, lunch / break room areas, rest rooms, and other areas of the store as assigned. Retrieve shopping carts. Perform price checks to verify grocery prices. May remove and replace price tags and signs and perform limited stocking duties. Assist customers with their shopping selection upon request. Successfully complete company Courtesy Clerk Training Course.

STARBUCKS CLERK

FLORAL CLERKS

FUEL STATION ATTENDANT - Retail
Learn about managing fuel pump operations. Provide a clean and safety conscious environment. Deliver prompt and helpful service, direct customers to open pumps, and be responsible for sales of a variety of convenience products.

Apply on-line to Vons.
http://www.vons.com

BILINGUAL RECEPTIONIST - CA 10276179
F/T. Los Angeles, 90021. $8/hr. Importer of Novelty of Toys. English/Spanish. Handle high volume of phone calls, deal with customers by phone or in person. Filing, typing, sorting records etc. Computer literate. Perform duties by using Microsoft Word, Excel, etc. Provide translation between employer and customers. High School Diploma. One year experience as receptionist. Effective oral communication skills to deal with customers. Able to work independently. Valid CA Driver’s License. Driving record acceptable to the Agency’s insurance carrier.

Contact Aiman Hwang.
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