REP, PHLEBOTOMY SVCS I - Job ID: L62142
F/T, days - flexible and available based on staffing requirements; weekends, holidays, on call and overtime. 5750 Downey Ave., Lakewood. High School Diploma or GED. Perform daily phlebotomy activities of the Patient Service Center (PSC)/Mobile/In-office Phlebotomy (IOP) accurately and on time. Maintain a safe and professional environment. Perform with confidence, both the forensic and clinical specimen collection and processing duties following established practices and procedures. Maintain required records and documentation. Demonstrate organizational commitment. Promote a positive image to patients, clients, employees and the public in general. State of California Phlebotomy Certification. Medical training and/or terminology helpful (medical assistant, paramedic). One year Phlebotomy experience-pediatric and geriatric capillary and venipuncture. Customer service in a service environment preferred.

Apply on-line for Quest Diagnostics.
www.questdiagnostics.com

PHLEBOTOMIST -MEDICAL ASSISTANT - ACUPUNCTURE ASSISTANT

Contact Golden Cabinet Medical.
Phone No: 310-575-1955 / e-mail: info@goldencabinet.com

CLERICAL OFFICE ASSISTANT
F/T. Up to $13.95/hr. Maintain office operations. Receive and distribute communications; maintain supplies and equipment; pick-up and deliver items; serve customers. Collect and mail correspondence; copy information. Serve customers by backing-up receptionist; answer questions; forward messages; confirm customer orders; keep customers informed of order status. Los Angeles, 90001.

Contact N.E.S. Staffing.
www.nesstaffing.net

LOCAL UNION 831 TRADESHOW APPRENTICESHIP TRAINING CENTER
Union dues: $500 paid after they start working, and then 45 to 60 days after that, another $600 dollars. Paid on a weekly basis. First step: come in apply with DL and SS Card and fill out application, take a math test 9th grade level with fractions, pass that, take a icenkenenic test, for workers compensation purposes, then a drug test, and then the oral interview. There is a practice math test on their web site www.local831training.org FAQ section, (second from the bottom is the practice test). Only 30 apprentices will be accepted. Once you pass everything you will belong to the Local 831 Union. Applications accepted December 1, 15, 2008.

Apply to Tiffanie Barron at Local 831 Union.
FX ARTIST
F/T. Timeline: Immediate – May 2009. Ability and desire to work closely with our FX lead and VFX Supervisors to come up with solutions for the assigned shots and realize the vision of the director. High-level photoreal fx production experience, working with live action plates. Film experience a plus. Proficiency in 3DS Max and Thinking Particles. FumeFX, Afterburn and Krakatoa a plus. Proficiency in VRay, Brazil a plus - FinalRender preferred. Strong communication and interpersonal skills. 100% team player. Multi-task, prioritize and problem solve. Great eye for detail and sense for color/composition. Three references (at least one must be a past supervisor).

Send resumes, breakdowns and links to online demos with your full name and “FX Artist” in the subject line to Email: jobs@farewell-atlantis.com

Do not attach images or movie files to your email because they will get filtered out. If you prefer to send hard copies, you can submit them to:

Recruiting - "Farewell Atlantis" at Columbia Pictures.
10202 W. Washington Blvd.
Capra Bldg. Ste 2500
Culver City, CA 90232

COMPONENT EQUIPMENT REPAIR TECH

Contact Julie Hunt at Sentrak.
Fax: (949) 453-1554 / E-Mail: Jhunt@sentrak.com / www.sentrak.com

ARMED & UNARMED SECURITY OFFICERS RECRUITMENT
Monday, December 8, 2008. Please arrive at 8:30am sharp!
Malibu, Long Beach, Lakewood, Santa Monica. All of Los Angeles County (North, South, East and West) and other counties . Must have Guard Card and Permits. Business attire recommended.

RSVP to Nick at Marina del Rey WorkSource Center, for Omni Protective Services, Inc.
13160 Mindanao Way, Suite 240
Marina del Rey, CA 90292 (free parking)
310.309.6000 ext. 261

LEAD STEWARD STEWARD SECURITY OFFICER (Part-time)
Apply on-line to the Huntington Beach Hyatt.
ADMINISTRATIVE SPECIALIST - Requisition Number: 13010
$3147 – 5655/mo. Provide a broad range of operational and technical support of University Apartments (UA) databases programs. Create and update reports for University Apartments Rental, Facilities, and Administrative Services senior management. Prepare reports and perform analysis using Access, Onity, Maximo, and CS Housings databases. Help train staff on proper usage, operating, and troubleshooting minor issues with Onity, Maximo, and CS Housing programs to report to database specialist. Act as a liaison with Housing IT, reporting all IT work orders, trouble shooting minor issues, managing UA's IT inventory of computers, monitors, Nextels, and cameras. Prepare, track and facilitate UA IT work orders. Work collaboratively with Director's Administrative Specialist in reviewing and making recommendations for UA's website changes. Flexibility in traveling to and from the various complexes, to and from the various University Apartments offices, and a variety of meetings held on the campus. Employment is contingent upon proof of a satisfactory driving record. Apply by 12-19-2008. Apply online for UCLA Housing and Hospitality Services https://hr.mycareer.ucla.edu

MOVIE JOBS

MAINTENANCE MECHANIC
Apply on-line to Safeway - Norwalk, CA www.indeed.com/rc/clk?jk=dbdc1c9a5af10370&from=ja&alid=6bc45875e777cccb

TEACHERS AIDES - 12 ECE units, 6 months experience working with Children. TB, DOJ & Fingerprint clearance must be passed.

TRANSPORTATION ELECTRICIAN APPRENTICES ( 25 openings) - $14/hr. HS or GED, 18+. Clean driving record (H6) and must have reliable transportation.

UNLOADERS - OVERNIGHT SHIFT – Graveyard shift. $8/hr. Pass background check and drug testing. Need to be dependable.
CASHIERS - Clean background, strong communication skills, customer service and cashiering experience. Able to work Mon-Fri & Weekends.

CUSTOMER SERVICE GROCERY CLERKS (10 openings) - Good Customer Service and stocking experience. Flexible and dependable. Stock and shelve maintenance and well as customer service. Must be willing to work weekends and evenings.

SALES ASSOCIATES / CUSTOMER SERVICE (10 openings) - Good communication skills, excellent customer service experience. Candidate must be reliable and flexible.

FRONT DESK CLERKS - Strong Hospitality and excellent Customer Service / People skills. One year experience. Willing to learn with a great attitude.


DRIVER - Class C. Reliable transportation, drive a manual transmission. Cash handling experience and excellent communications skills.

FLOOR HELP - $8/hr. Clean background. Flexible, able to work weekdays and weekends.

CASHIERS - Good math skills, ability to multi-task- customer service experience is a +

HOUSEKEEPING - $8.50/hr. One year professional experience, able to work flexible schedule.

CUSTOMER SERVICE – Two years experience in a fast paced environment. Excellent problem solving skills. Accurate data entry by touch.

For all: must have a 'Work Readiness Certificate' which is obtained by attending 5 short workshops. For more information, please attend Orientation.

Contact Recruiter at Southeast LA Crenshaw Worksource Center.
3965 South Vermont Ave
Los Angeles CA 90037
(323)730-7900 x227

ADMINISTRATIVE ASSISTANT

Apply on-line to Ricochet Management
www.ricochetmanagement.com/index.html

CASHIER, SALES, SPECIALTY SALES, LOT, OFFICE, FRONT TEAM, SUPERVISORS
Apply at your nearest Home Depot, or on-line.
www.careers.homedepot.com

ACCOUNTING TECHNICIAN
F/T. $3,370.64 - $4,177.64/mo. Classify and process accounting transactions, maintain and reconcile assigned accounts and compile, review and verify data and information to prepare
assigned financial and accounting reports. Perform these functions in an accurate, timely manner in accordance with legal requirements and sound financial management principles and practices.

Utilize spreadsheet programs and financial and/or case management computer systems; accurately and promptly enter, post, verify and retrieve a wide variety of accounting, financial and/or case management data, reports and information including posting deposits to appropriate accounts; compile, generate and distribute required reports. Perform a variety of difficult technical revenue distribution functions, which result in revenue distribution to cities, the State, the County, various law enforcement agencies and others; apply distribution-related laws and legislation to correctly distribute funds; enter and/or verify revenue distributions in the automated financial system; identify errors and complete entries to accurately redistribute funds. Performs a variety of accounting support duties related to bail or bonds and the processing of claims. Serve as custodian for petty cash accounts; maintain and dispense petty cash; process and submit expense claims for revolving fund cash replenishment. May conduct specialized audits. Serve as timekeeper; process employee time records; calculate and log time for timekeeping and payroll entry. Knowledge of: State, local and court codes, rules, procedures and legal terminology applicable to areas of responsibility, including one or more of the following: cash receipting, revenue distribution, bail/bond and refund processing, trust fund accounting; non sufficient fund checks; claims; court reporter fees processing; payroll and time reporting and related financial transactions. Practices and procedures of governmental budgeting and accounting. Methods, practices, documents and terminology used in processing accounting transactions and in financial recordkeeping. Customer service principles and telephone etiquette. Correct English usage, including spelling, grammar and punctuation. Perform actions that require high attention to detail and application of code, rule and specific procedural requirements. Make calculations and tabulations and review fiscal and related documents accurately and rapidly. Prepare clear and accurate financial records and reports. Collect, obtain, evaluate and interpret technical and specialized financial information correctly and explain information accurately and precisely to customers, attorneys and other agencies. Use tact, discretion and courtesy in dealing with sensitive situations. Maintain confidentiality of Court documents and records. Establish and maintain effective working relationships with judicial officers, court and county employees, members of the public and others encountered in the course of work. High school diploma or GED. Four years of progressively responsible experience in performing accounting, bookkeeping, financial or statistical recordkeeping, two years of which were at the level of Superior Court of California, County of Los Angeles Accounting Assistant. **Apply by Tue. 12/09/08 11:59 PM**

**Apply on-line only to Superior Court of California County of Los Angeles.**  
111 N. Hill Street, Rm. 203  
Los Angeles, California  90012

Phone: (213) 974-5224 / www.lasuperiorcourt.org / Please add info@governmentjobs.com to your address book to avoid emails being filtered to Spam mail.  
http://governmentjobs.com/view_job.cfm?JobID=142940

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CNAS / CAREGIVERS for Los Angeles County  
Weekends required; work as many or few hours as desired. Experience working as a caregiver. Passion for taking care of others. Compassionate reliable CNA's HHAs, Nurse Aides, and Personal Care Assistants. Care for clients in the client’s home. Attendant care, activities of daily living and personal care. Assist with grooming and toileting, meal preparation and feeding, engaging client in activities, light housekeeping, and errands. Great opportunity for getting back to the workforce. Paid Mileage, Vacation and Training. Health and Dental. Certification a plus but not required. The right attitude, a willingness to work and a true desire to help others are the
most important requirements. High School Diploma/GED. Valid driver's license. Car insurance, reliable transportation. Pass criminal background and child abuse check.

Contact Homewatch CareGivers.
Phone: 714-897-4088 / Fax: 714-897-1088

ACCOUNTS RECEIVABLE REPRESENTATIVE
F/T. $15-$18/hr. Torrance. Efficient and correct billing and collection processes. Process daily mail and insurance denials or reviews for additional payment. Review monthly patient statements, generate past due notices on delinquent accounts, and generate appeal letters to insurance carriers. Generate accounts receivable reports. Be the primary point of contact for all patient and insurance inquiries, while assuring patient confidentiality.

PAYMENT POSTING REPRESENTATIVE
F/T. $13-$15/hr. Torrance. Efficient and correct payment posting and adjustment processes. Enter in and allocate all patient and insurance payments on a daily basis. Resolve non-posted balances and identify/communicate the receipt of denials on services. Ensure that all payments received during the calendar month are entered and balanced on schedule. Perform contractual adjustments, evaluate payments from carriers against contracts reimbursements to ensure accurate payment, and answer phone inquiries.

For both positions: Benefits. Independent and detail-oriented. High school diploma or GED. Medical terminology and working knowledge of ICD-9 & CPT. Recent work experience in a Surgery/Medical Center performing similar duties. Excellent interpersonal, basic computer, and strong verbal and written communication skills.

Contact: Trisha Felando at RADNET
310-445-2800 / Fax: 310-445-2980 / E-mail: felando@breastlink.com / Web: radnet.com

PHLEBOTOMIST, OUTREACH - Req Number: 301444
F/T. One year of experience. Perform blood collection activities. Certification as a Phlebotomist Technician under current CA Law, or eligible for such, is required. Pediatric and adult experience required. Excellent customer service skills.

Apply in person or online at Long Beach Memorial Medical Center.
2801 Atlantic Avenue
Long Beach, CA  90801
website:  www.memorialcare.org

SEASONAL/PART-TIME SALES ASSOCIATES
Greet customers, make them feel welcome. Assist customers with product selections. Communicate current merchandise promotions and features. Operate the cash register, follow cash handling procedures and help customers open Express credit card accounts. Assist with replenishing, arranging and folding/straightening merchandise, setting up visual displays, keeping the store and stock areas clean and organized. Communicate effectively with customers, co-workers, and management. Team-oriented, outgoing and relate well to others.

Apply at Express (all locations hiring)
18 Del Amo Fashion Center
Torrance, CA 90503