

ITEM	DATE
Job Orders	June 13, 2017

Position	Qualifications/Requirements	Job Summary	Date Posted
Part time Maintenance Person #225	Must have own tools and valid CA DL. 2 years general maintenance experience required. Bilingual a plus.	Calexico. Wanted for Calexico Mobile Home and RV Park. 20 hours a week. Will be doing general maintenance.	6/12/17
Front Desk Receptionist #224	Bilingual - English/Spanish. Great attitude, customer service experience and phone etiquette. Background in the medical field a plus	El Centro. Greet customers, answer incoming calls, and perform all clerical functions: file paperwork, enter information into computer, prepare charts and verify insurance.	6/7/17
Diesel Mechanic #223	3 years' experience working on diesel trucks	Calexico. Repair automobiles, trucks, buses, and other vehicles.	6/7/17
Tractor Driver #222	Must have previous experience.	El Centro. Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops.	5/31/17
Drivers & Laborers #221	Drivers must possess a class "C" license. Experience preferred.	El Centro. Drivers will drive dumping trailers and Labors will clean yard.	5/31/17
Activities Director #220	Complete job description available.	Holtville. Develop plans organize, and implement resident's activities.	5/23/17
Resident Assistant/Caregiver #219	Complete job description available.	Holtville. Assist with activities of daily living of residents, while encouraging self-care and independence.	5/23/17
Truck Driver #217	2 years' experience, class A license and a clean record	Haul produce and boxed meat to LA and San Diego.	5/19/17
Part time Receptionist #216	Some office experience needed. Must be bilingual and able to multitask for a busy office.	El Centro. Perform office related duties and assisting staff as needed.	5/19/17
Truck Driver #215	2 years' experience. Class "A" with Double Endorsement.	Out of County. Drive commercial truck to deliver product.	5/11/17
Purchaser #214	Purchasing, negotiating & logistic experience. Bilingual, open availability & able to travel. Must own reliable vehicle.	Calexico. Purchase fruits and vegetables wholesale. Maintain business relationships with providers.	5/11/17
Forklift Operator #212	2 years' experience, class "C" driver's license, forklift certification	Brawley. Load and unload, and stack boxes, crates of product.	5/3/17
Diesel Mechanic #210	Must have experience & be willing to cover pm shift, 2pm to 10pm every other week.	Heber. Maintain and repair any type of diesel engines.	5/3/17
Diagnostic Tester #208	Must have own transportation, basic knowledge of computers and mechanics	Calexico. Drive from different areas in the city to run diagnostics check on automobiles.	5/3/17
Customer Service Rep #204	Experience in sales and office setting. Insurance license preferred.	Holtville. Selling insurance to local farmers.	4/29/17
Class A Truck Driver #203	1-2 years' experience, TWIC card preferred	Drive from Calexico to L.A. or Long Beach	4/29/17

* Please note, job orders may be opened and closed on a daily basis. Applicants are encouraged to go in to their nearest Imperial County One Stop Center for application instructions and updates.

Calexico One Stop
301 Heber Avenue
Calexico, CA 92231
(760) 768-7171

El Centro East One Stop
2799 4th Street
El Centro, CA 92243
(760) 460-4793

Brawley One Stop
860 Main Street
Brawley, CA 92227
(760) 344-2131

Winterhaven One Stop
676 Baseline Road
Winterhaven, CA 92283
(760) 572-7171 x-2601

Position	Qualifications/Requirements	Job Summary	Date Posted
Integrated Marketing Sales Consultant #201	Communication skills in English and Spanish. Driver's license.	El Centro. Call local advertisers and advertising agencies in a professional manner.	4/26/17
Meat Wrapper #197	Must be hygienic, customer friendly, responsible and able to follow instructions.	Brawley. Wrap, weigh, label and price cuts of meat. Prepare and place meat cuts and products in display counter.	4/18/17
Sales Associate #196	No experience necessary. Customer service oriented, bilingual and responsible.	Imperial Valley. Assisting customers with their purchases. Conduct sales of cell phones and accessories.	4/17/17
Clerical #195	Bookkeeping knowledge, computer skills, excellent customer service, administrative duties experience,	Callexico. Assist the General Manager with daily activities such as clerical duties, operations, accounting, marketing and events coordination.	4/17/17
Solar Maintenance #194	Some electrical knowledge.	Kayenta, AZ (Navajo County). General maintenance of solar power plant.	4/17/17
Truck Driver #192	1 to 3 years' experience	Brawley to Phoenix. Transport livestock from Brawley to Phoenix, some local driving,	4/6/17
Service/Sales Team Leader #186	Insurance license required. Experience in customer service, computer software.	Callexico. Provide quality service to State Farm customers and assist with the agent's marketing efforts.	3/27/17
Meat Cutter #183	Customer friendly, responsible and able to follow instructions.	Heber. Prepare and place meat cuts and products in display counter.	3/21/17
Class A Driver #182	Must possess a class "A" driver's license.	Various - Transport goods to 11 states ranging from Washington to Texas.	3/21/17
Site Coordinator #181	High school diploma or GED; plus 1-3 months related experience and/or training. Computer knowledge.	Brawley. Oversees operations of a congregate meal site, including setup, meal service, event activities and cleanup.	3/16/17
Waitress #180	2 years' experience serving customers at a restaurant.	El Centro. Take orders, serve customers in dining establishment.	3/13/17
Cook #179	2 years' experience cooking in a restaurant, preferably Mexican food.	El Centro. Prepare & cook Mexican food, including specialties'.	3/13/17
Laborer #178	Ability to tolerate heat in the outdoors have physical endurance, & bee stings.	Brawley. Handles bees to produce honey & pollinate crops. Assembles beehives.	3/13/17
Handyman #177	At least 3 years' experience. Must have own tools & own transportation	El Centro. Perform basic electrical, plumbing, painting and cleaning of apartments & houses.	3/13/17
Truck Driver #158	Must have a class "A" license.	48 states. Transport goods throughout 48 states. Trips will be about 12-13 days at a time.	2/7/17
Wire Harness Assembler #111	Equivalent of high school shop courses in basic electricity and shop math. Ability to operate tools and equipment.	El Centro. Use written work instruction for the part # or cable assembly he/she will work with. Ask One Stop staff for complete job description	11/7/16
Truck Driver #33	At least 2 years driving experience	Employer is looking for two drivers to haul hay in the Buckeye, AZ area	3/29/16
Class "A" Truck Driver #9	With reefer experience. Must have 2 years' experience. No endorsements necessary.	Position is driving the 11 western states. Full time, all year round.	Ongoing

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