

ITEM	DATE
Job Orders	July 13, 2017

Position	Qualifications/Requirements	Job Summary	Date Posted
Part time Clerical Office Assistant #245	High School Diploma. Some clerical experience. Drivers' license.	El Centro. Perform clerical duties	7/7/17
Store Clerk #244	High school or GED preferred. Drivers' license. Bilingual- English & Spanish.	El Centro. Perform cashiering, stocking & other duties assigned.	7/7/17
Carwash Attendant #243	High school or GED preferred. Drivers' license. Bilingual- English & Spanish.	El Centro. Operate equipment to wash or otherwise clean vehicles. Maintain equipment to keep in working order.	7/7/17
Part time Gas Attendant #242	The employer wants a responsible customer service oriented person.	Brawley. Will be working outside dealing directly with customers	6/29/17
Part time Cashier #241	Some experience helpful.	Brawley. Assist customers with purchases.	6/27/17
Part time Office Assistant #240	Knowledge of Microsoft Word, Excel, PowerPoint & Publisher. CA driver's license and some bookkeeping experience.	Brawley. Perform office work including running errands for supervisors and other staff members, some bookkeeping, and using computer.	6/27/17
AC Tech #239	Must have HVAC certification, minimum of 1 yr. experience, driver's license & reliable transportation.	Brawley & El Centro. Service and maintain air conditioning units within properties in Brawley and El Centro.	6/26/17
General Worker #238	Experience with forklift, backhoe, and hay press machine	Westmorland. Packing, transporting and storing hay and related items. Operate equipment such as forklift, backhoe and hay pressing machines.	6/21/2017
Site Guard #237		Westmorland. Guard facility from theft, vandalism and fire, as well as some light cleaning.	6/21/2017
Security Guard #226	Must have valid guard card and gun permit.	El Centro. Monitor and maintain security of premises. Write reports of daily activities and irregularities.	6/14/17
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

* 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.

Brawley AJCC
860 Main St.
Brawley, CA 92227
(760) 344-2131

Calexico AJCC
301 Heber Ave.
Calexico, CA 92231
(760) 768-7171

El Centro AJCC
1550 Main St.
El Centro, CA 92243
(442) 265-4953

Winterhaven AJCC
676 Baseline Rd.
Winterhaven, CA 92283
(760) 572-7171 ext. 2601

Position	Qualifications/Requirements	Job Summary	Date Posted
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
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
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
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
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,	Calexico. Assist the General Manager with daily activities such as clerical duties, operations, accounting, marketing and events coordination.	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.	Calexico. 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
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 & shop math. Ability to operate tools & 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
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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"This WIOA financially assisted program or activity is an equal opportunity employer/program." "Auxiliary aids and services are available upon request to individuals with disabilities."