

ITEM	DATE
Job Orders	September 6, 2017

Position	Qualifications/Requirements	Job Summary	Date Posted
<b>Office Assistant #271</b>	Stable work history and experience in office administration. Bilingual Spanish/English preferred.	<b>El Centro.</b> Answer phones * Respond to emails * Good computer skills * Greet and assist clients. Fill out healthcare enrollments.	8/30/17
<b>Maintenance #270</b>	Must have at least 3 years' experience and bilingual.	<b>Calexico.</b> Perform general maintenance in and outside office.	8/24/17
<b>Customer Service #269</b>	Must be bilingual, have a high school diploma.	<b>Calexico.</b> Assist customers on phone and at front desk, ship packages to customers.	8/24/17
<b>Front Desk Clerk #268</b>	Office equipment, proper telephone etiquette. Ability to work a flexible schedule. Previous hotel-related experience preferred.	<b>Brawley.</b> Register guests, assign rooms, accommodate special requests, and ensure the guests have a pleasant stay and smooth checkout.	8/24/17
<b>Press Operator #267</b>	Small press experience, squeeze, forklift, and mechanics for hydraulic, diesel and gas. Welding experience a plus.	<b>Westmorland.</b> Operate and maintain press machine for hay company.	8/22/17
<b>Truck Driver #266</b>	Must have a class A driver's license and <b>TWIC</b> . Must have some experience working at ports. Clean driving record preferred.		8/21/17
<b>Forklift Operator #265</b>	Must know basic math, knowledge of Windows operating system, RFID. 2 years' experience, class "C" driver's license, forklift certification.	<b>Brawley.</b> Will be loading and unloading, and stacking boxes, crates of product. Will be lifting heavy objects and working in various temperatures.	<b>8/21/17</b>
<b>Food Handler #264</b>	Able to lift 40lbs multiple times per day. Able to work in a cold environment most of the day.	<b>Seeley.</b> Package product and operate machinery.	8/16/17
<b>Motor Grader Operator #263</b>	Must have 2 1/2 years' experience. Dos años y medio de experiencia.	<b>Westmorland.</b> Full time, permanent position. Work hours are from 6am - 4:30pm Posicion de tiempo completo Permanenete. Horario de 6am - 4:30pm	8/16/17
<b>Tutor #262</b>	High school graduate, 1 year related work experience in the area of computer technology.	<b>El Centro.</b> Assist student in various academic components, and maintain student records. Complete job description available.	8/14/17
<b>Community Facilitator - Super Sub #261</b>	1 year experience working with individuals with disabilities. Valid CPR & First Aid certification.	<b>El Centro.</b> Work with people with disabilities, transport individuals, train, support and monitor individuals & maintain files.	8/10/17
<b>Community Facilitator - Community Integrated Services #260</b>	1 year experience working with individuals with disabilities. Valid CPR & First Aid certification.	<b>El Centro.</b> Work with people with disabilities, transport individuals, train, support and monitor individuals & maintain files.	8/10/17
<b>Community Facilitator - Tailored Day #259</b>	1 year experience working with individuals with disabilities. Valid CPR & First Aid certification.	<b>El Centro.</b> Work with people with disabilities, transport individuals, train, support and monitor individuals & maintain files.	8/10/17

\* 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

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<b>Cashier #258</b>	Speak English well, have experience, and open to work any shift, graveyard, morning and afternoon.	<b>Heber.</b> Operate cash register, handle monetary, credit/debit exchange, provide customer assistance, stock products and maintain clean store.	8/10/17
<b>SNAP-Ed Program Coordinator #257</b>	One to two years' related experience and/or training.	<b>El Centro.</b> Ensure professional and culturally appropriate nutrition and physical activity education to program constituents.	8/8/17
<b>Office Clerk Assistant #256</b>	Type minimum 40 WPM, 100% English reading & writing, 50% Spanish reading & writing, knowledge various	<b>Imperial.</b> Data entry, filing, sending/receiving emails/faxes, answering calls, relaying messages for dispatch, ordering, entering invoice data on accounting and dispatching program.	8/4/17
<b>Payroll Clerk #253</b>	Must know QuickBooks, have billing experience. English a must, high school diploma or GED	<b>Calexico.</b> Full time, temporary position. Compile and record employee time and payroll data. Compute and post wages and deductions, or prepare paychecks.	8/1/17
<b>Cashier/Delivery/Janitor #251</b>	Employer is asking for bilingual, good driving record.	<b>Brawley.</b> Take orders, handle cash and debit/credit exchanges, ensure timely delivery of food orders to customers and perform cleaning duties, such as cleaning floors, and removing trash.	7/19/17
<b>Safety Coordinator #249</b>	At least 3 years of experience directly related to the job and experience in the transportation industry.	<b>Calexico.</b> Complete job description available at front desk. Will be working in the trucking industry.	7/13/17
<b>Appointment Coordinator #247</b>	Must have 1 year experience and must be a people person.	<b>El Centro.</b> Assists clients by determining needs, scheduling or canceling appointments, or referring to correct staff person.	7/13/17
<b>AC Tech #239</b>	Must have HVAC certification, minimum of 1 yr. experience, driver's license & reliable transportation.	<b>Brawley &amp; El Centro.</b> Service and maintain air conditioning units within properties in Brawley and El Centro.	6/26/17
<b>General Worker #238</b>	Experience with forklift, backhoe, and hay press machine	<b>Westmorland.</b> Packing, transporting and storing hay and related items. Operate equipment such as forklift, backhoe and hay pressing machines.	6/21/2017
<b>Diesel Mechanic #223</b>	3 years' experience working on diesel trucks	<b>Calexico.</b> Repair automobiles, trucks, buses, and other vehicles.	6/7/17
<b>Truck Driver #217</b>	2 years' experience, class A license and a clean record	Haul produce and boxed meat to LA and San Diego.	5/19/17
<b>Diesel Mechanic #210</b>	Experience & be willing to cover pm shift, 2pm to 10pm every other week.	<b>Heber.</b> Maintain and repair any type of diesel engines.	5/3/17
<b>Class A Truck Driver #203</b>	1-2 years' experience, TWIC card preferred	Drive from Calexico to L.A. or Long Beach	4/29/17
<b>Truck Driver #192</b>	1 to 3 years' experience	<b>Brawley to Phoenix.</b> Transport livestock from Brawley to Phoenix, some local driving,	4/6/17
<b>Class A Driver #182</b>	Must possess a class "A" driver's license.	<b>Various</b> - Transport goods to 11 states ranging from Washington to Texas.	3/21/17
<b>Truck Driver #158</b>	Must have a class "A" license.	<b>48 states.</b> Transport goods throughout 48 states. Trips will be about 12-13 days at a time.	2/7/17

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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."