

ITEM	DATE
Job Orders	April 18, 2017

Position	Qualifications/Requirements	Job Summary	Date Posted
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, willing to work at night and weekends	Calexico. 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
Front Desk #193	H.S. diploma, previous hotel experience desired, accounting background preferred.	Brawley. Assist customers in hotel setting and perform accounting duties.	4/10/17
Truck Driver #192	1 to 3 years' experience	Brawley to Phoenix. Transport livestock from Brawley to Phoenix, some local driving, day and night.	4/6/17
Part-time Data Entry #191	English a must. CA driver license. US resident	Calexico. Operate and enter information on computer. Duties may include verifying data and preparing materials for printing.	4/3/17
Part-time Security Guard #190	Guard Card preferred. English a must. High School/GED. CA driver's license & US resident	Calexico. Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. Report daily activities.	4/3/17
Bookkeeper #189	QuickBooks experience A MUST. Real Estate experience A PLUS	Imperial. Office manager duties. Work schedule: Monday - Friday from 8am-5pm	4/3/17
Breakfast Attendant #187	Great interactive personality; food handling experience a plus.	Brawley. Assisting with breakfast set up, serving and cleaning.	3/27/17
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
Stocker #184	Must be able to lift between 40 to 50 pounds.	Calexico. Moving and stocking merchandise.	3/22/17
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

* 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
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
Full Charge Bookkeeper # 176	3+ years' experience. QuickBooks, AR/AP. Bilingual	Brawley. Perform all duties as a Full Bookkeeper.	3/13/17
Lead Generator #170	Customer service minded, energetic and have the ability to sell product.	El Centro. Canvass and sell water system.	3/2/17
Tire Repair Technician #169	Must have 2 years' experience	Calexico. Service vehicles to maintain functionality.	2/23/17
Diesel Mechanics #168	Must have 2 years' experience	Calexico. Inspect mechanical components of vehicles to identify problems.	2/23/17
Part time Janitor #160	Current driver's license and some experience needed	El Centro. Sweep, dust, wash windows, vacuum, mop floor, clean restrooms, throw out trash, etc.	2/16/17
Food Handler #159	Able to work in refrigerated environment & lift 40lbs. Able to use pallet jack.	El Centro. Prepare and cut blocks of cheese. Operate equipment to wrap and seal. Follow sanitation practices & maintain records.	2/16/17
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
Tier 1 Tech Support/Customer Service #155	Technical aptitude & troubleshooting technology.	Valley-wide. Supporting customers as first point of contact and will be providing solutions to their technical issues.	2/2/17
Counterperson #146	Experience dealing with sugar beets, sales, customer service and familiar with Ag equipment. Bilingual preferred.	Brawley. Ag equipment sales & repair	1/18/17
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.	6/10/15

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