

| ITEM | DATE |
|------------|---------------|
| Job Orders | April 3, 2018 |

| Position | Qualifications/Requirements | Job Summary | Date Posted |
|-------------------------------------|--|--|-------------|
| Part time Office Assistant #355 | Strong knowledge in Word, Excel and Google Sheets along with spreadsheet software. Good with numbers and calculation. High school diploma. | Brawley. Enter data into computer. Performs filing and clerical duties. Assist with all bookkeeping duties and tasks as needed. | 3/28/18 |
| Part time Marketing/Sales #354 | 3 - 5 years' experience. Knowledgeable with social media, Internet and some IT. | Calexico. Assisting business with their social media and performing some IT services. | 3/27/18 |
| Part time Receptionist #353 | Some office experience needed. Must be bilingual and able to multitask. | El Centro. Perform office related duties and assisting staff as needed. | 3/27/18 |
| Industrial Mechanic/Welder #352 | Proper tools (preferred.) Class "C" driver's license. Dependable, reliable. | Imperial. General maintenance to industrial and farming machinery. Welding duties as assigned. | 3/26/18 |
| Financial Representative #351 | Strong work ethic and willingness to work hours that include weekday evenings and weekend hours | El Centro. Provides financial solutions to the right people, in the right way, for the right reasons. | 3/23/18 |
| Truck Driver #350 | Must have a class A and at least 2 yrs. experience. | Drive truck to and from Imperial Valley to designated area delivering products. | 3/14/18 |
| Housekeeper #348 | Some experience | Brawley. Keeps facility properly maintained & cleaned in accordance with health & safety standards. | 3/9/18 |
| Breakfast Attendant #347 | Customer Service. Experience needed. | Brawley. Set up, maintain and break down the breakfast buffet and for maintain the breakfast dining area. | 3/9/18 |
| Class A Truck Driver #346 | Class A License (double trailer) , Printout of Driving Record, 1 year experience | El Centro. Local hauling (Season starts April 1st- 4 month period, may become permanent) | 3/7/18 |
| A.C. Technician #345 | 1 year experience | Calexico. Full time position. Service, or repair air conditioning systems in residences or commercial establishments | 3/6/19 |
| Sales Assistant #341 | Communication skills, strong computer skills (Word, Excel & Power point) | El Centro. The Sales assistant plays an integral part in all aspects of sales, performing duties to help the sales team. | 2/26/18 |
| Truck Driver #336 | Class A Driver's License, DMV printout, and TWIC. | Imperial. Haul loaded container to Long Beach Port and return with an empty container. Record daily driving logs | 2/22/18 |
| Bookkeeper #334 | 2 years' experience using QuickBooks | Calexico. Perform bookkeeping duties for business. | 2/20/18 |
| Class A Truck Driver #333 | Class A License. Printout of Driving Record | Drive dry vans and flatbeds. Drive in the following States: CA, NV, UT, AZ, NM, OR, WA, and TX. | 2/20/18 |
| Class A Driver/Warehouse clerk #332 | | El Centro. Conduct inspections of vehicle before departing to deliver goods. | 2/15/18 |
| Truck Driver #330 | 2 years' experience, class A license and a clean record | Brawley. Haul produce and boxed meat to LA and San Diego. | 2/8/18 |
| Food Service #321 | | El Centro. Assist customers with food purchases | 1/22/18 |

* 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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| Assistant Manager #320 | | El Centro. Complete job description available at front desk. | 1/22/18 |
| Drivers #318 | Class A. | El Centro. Seasonal. Will be delivering product out of county daily and returning same day. | 1/18/18 |
| Tractor Driver #317 | 5 plus years' experience | Brawley | 1/18/18 |
| Hazmat Tanker Driver #315 | 2 years' experience with class A truck and trailer or semi and Hazmat Endorsement. | Imperial. Schedule: Tues.-Sat. with possible Sunday. | 1/4/18 |
| Class "A" Truck Driver #313 | Employer is asking for a DMV regular printout. | Heber. Employer is asking for a DMV regular printout. | 1/4/18 |
| Direct Service Aid #309 | Valid CA DL, auto insurance, & current DMV printout required, drug screen & background check required. | El Centro. Assist individuals with special needs in the home/community. | 1/2/18 |

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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."