

ITEM	DATE
Job Orders	November 1, 2018

Position	Qualifications/Requirements	Job Summary	Date Posted
Office Clerk #458	Must have computer knowledge and know how to use office equipment such as copier, scanner, fax machine.	El Centro. Answer phones, schedule appointments, use computer, scan documents, email correspondence and type proposals	10/29/18
On-site Affordable Manager #457	2 years' experience. Basic math & English skills & MS Word, Excel & Outlook.	Holtville. Responsible for the overall operation of the property.	10/25/18
Diesel Mechanic #456	2 years' experience. Any education related to his field is a plus.	El Centro. Inspect parts to ensure that they are in proper operating condition.	10/25/18
Executive Assistant #455	Bilingual, computer/organizational skills & reliable transportation.	El Centro. Answer phone calls and direct calls to appropriate parties or take messages.	10/25/18
Storage Assistant #454	Light maintenance. Clean lockers and doors. Minor repairs. Lift garage doors.	Imperial. Must have computer knowledge, general math skills and spelling.	10/22/18
Truck Driver #453	Must have CA class A driver's license and experience driving a flatbed.	Transport load from Orange County, CA to Houston, TX.	10/17/18
Experienced Tree Trimmer #452	Experienced tree trimmer with 4-5 years.	Brawley. Cut and trim trees	10/16/18
Mechanic #451	Must have mechanical experience.	Brawley. Perform RV repair and generator repair	10/16/18
Part-time Maintenance #450	2 yrs. experience servicing sprinkler system, pool and general maintenance. Must have your own tools and valid CDL.	Calexico. Will be servicing sprinkler system, pool and perform general maintenance.	10/16/18
Forklift #449	Must have valid CA Driver License, bilingual, knowledge in Inventory Control, data entry skills (Excel, MS Word) and experience	El Centro. Work outside, loading and unloading in the shipping and receiving area, keep inventory of supplies coming in and out of company.	10/15/18
Truck Driver #448	Must have Class A Driver License and TWIC Card.	Haul containers from El Centro to Long Beach.	10/5/18
Diesel Mechanic #445	Position is full time. Must have experience in diesel repair.	Heber. Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines, mostly Cummins.	9/28/18
Tax Preparer #444	Work Ethics, high energy, flexible schedule, basic computer knowledge and math skills.	El Centro. Customer Service, Filing, Tax Preparation, Interview clients and Data Entry. Experience preferred but willing to train.	9/26/18
Truck Driver #442	Class A Driver License, 2 years' experience.	Mira Loma, CA. Transporting furniture to company or business (Out of State). Loading and unloading furniture if needed.	9/18/18
Sales #441	Able to lift up to 40 pounds. Work weekends and holidays. Reliable transportation	Glamis. Sales and customer service, Restocking of merchandise, Print T-Shirts.	9/13/18
Truck Driver #439	Class A Driver's License and 3 years of experience	Driving out of county.	9/13/18
Sales Support #438	High School/GED, driver's license required, associate's degree preferred	Brawley. Heavy phone sales, not afraid of cold calling, Excellent communication skills. Computer knowledge, Word, Excel, Outlook, mass emails, prefer candidate to be familiar with Ag community.	9/12/18

* 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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Forklift Operator #437	Must be bilingual, have forklift experience, and a driver's license.	Brawley. Stacking boxes and lifting heavy objects. Able to work in various temperatures.	9/12/18
Truck Driver #436	Employer is asking for a class "A" license and 5 years' experience.	Calexico. Driving locally, hauling cars.	9/12/18
Cashier #435	Must have experience exchanging money.	Calexico. Receive and disburse money.	9/11/18
Security Guard #434	Experience and guard card required. Ability to work morning and swing shift.	Calexico. Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	9/11/18
Site Coordinator #432	High school diploma or general education degree (GED); Bilingual – Spanish and English required.	El Centro. Oversees operations of a congregate meal site, including setup, meal service, event activities and cleanup.	9/11/18
Team Member #431	Must have reliable transportation.	Calexico. Checks supplies in counter area and restocks items to ensure a sufficient supply throughout the shift.	9/11/18
Assistant Store Manager #430	High school diploma or GED equivalent. 1-year retail sales or customer service experience.	Brawley. Greet customers in a timely and positive manner – create a positive sales experience for the customer.	9/7/18
Retail Sales Associate #429	High school diploma or GED equivalent. 1-year retail sales or customer service experience.	Brawley. Greet customers in a timely and positive manner – create a positive sales experience for the customer.	9/7/18
Project Estimator #428	Knowledge in Construction and Blueprints. Strong computer skills for Office Support (Autocad knowledge is a plus)	Holtville.	9/7/18
PC & Laptop Technical Service #427	Basic PC troubleshooting knowledge.	El Centro. Complete job description/requirements available at any local America's Job Centers.	9/5/18
Truck Driver #425	21 years or older. High school diploma/GED, one year related work experience and a Class A, B, or C CDL with HAZMAT endorsement.	Imperial County. Locally delivers products to customers.	8/30/18
Residential Technician #424	High school diploma or (GED); or one to three months' related experience and/or training.	El Centro. Provide direct services to women and children. Complete description available.	8//30/18
Customer Service Representative #423	Experience. Excellent selling skills. Ability to create and deliver presentations	Imperial. Actively seek and engage customer prospects. Provide complete and appropriate solutions for customers.	8/24/18
Customer Service Representative #422	Must be willing to obtain your insurance license.	El Centro. Contact potential customers, sell insurance and policies and help clients choose plans that suit them.	8/21/18
Sales Associates #421	Possibly become Public Notary during training. Prefer experience in graphic design.	El Centro. Knowledge of products, customer service, and some graphic design.	8/20/18
Security Guard #419	Must have guard card. Some experience needed.	Brawley. Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	8/20/18
Buyer #416	Associates degree, and two 2 years of work experience in a similar work setting.	El Centro. Oversee a wide variety of Supply Chain activities including purchase goods, supplies and other relevant services.	8/14/18
ERP Administrator #415	Preferable in manufacturing or distribution environments.	El Centro. Work in coordination with all company departments to automatized process between ERP and the actual process.	8/14/18

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Quote Specialist Engineering #414	Electronic, Computer or similar carrier with minimum 6 months to 1-year experience.	El Centro. Organize and print all clients quotes by urgency. Capable to input all BOMS by electronic transfer to our ERP system.	8/14/18
Programmer #413	Computer, Electrical Engineering or related career with minimum one year of experience.	El Centro. interact with the end users to create and modify ERP reports and others task as required.	8/14/18
Truck Driver (Seasonal) #411	Valid class A driver's license and good driving record.	Pistachio hauling for 1-2 months.	8/8/18
Truck Driver #410	Valid class A driver's license, good driving record, prefer TWIC.	Hauling loaded container to Long Beach Port.	8/8/18
Account Executive #409	Vehicle in working order, automobile insurance, and a valid driver's license.	Imperial Valley. Generate revenue for TV stations through the sale of commercial advertisements to new and existing local advertisers.	8/7/18
Drillers #397	Pre-employment physical & drug screen will be required.	Calipatria. (Construction) There will be Heavy lifting and working outside in the heat.	7/4/18

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