

ITEM	DATE
Job Orders	November 14, 2017

Position	Qualifications/Requirements	Job Summary	Date Posted
<b>Safety Assistant #299</b>	3-5 years' experience in General Industry Safety and Health.	<b>Brawley.</b> Provide assistance to the safety manager in designing company specific safety protocols.	11/18/17
<b>Nutritionist #298</b>	5 years' experience as a OHN. 5 years' experience as a professional nutritionist. Must be a registered dietitian (RD).	<b>Brawley.</b> Create individual meal plans for employees who want to lose weight, add muscle or achieve other nutrition-related goals.	11/18/17
<b>Accounting Assistant #297</b>	Bilingual a plus. 6 month position but may become permanent.	<b>Calexico.</b> Assist company's Assistant and Controller with different reconciliations, spreadsheet and GL posting.	11/18/17
<b>Front Desk Clerk (part time) #296</b>	Skilled in the use of front office equipment including proper telephone etiquette	<b>Brawley.</b> Register guests, assign rooms, accommodate special requests, and ensuring the guests have a pleasant stay and smooth checkout.	11/2/17
<b>Food Service #295</b>	Willing to work and great customer service.	<b>El Centro.</b> Serving food, taking orders, using register, heating food and wiping tables. Employer will train	11/1/17
<b>Administrative Assistant #294</b>	English required, bilingual preferred. Position is temporary (3 months)	<b>Calexico.</b> Client portfolio management. Billing and payment to providers.	10/31/17
<b>Payroll Clerk #293</b>	Some experience necessary. Must know Microsoft Word & Excel. Bilingual & able to handle multi-lines and take messages.	<b>Brawley.</b> Employer is looking to fill a temporary position for a Payroll Clerk.	10/26/17
<b>Forklift Operator #292</b>	Must have computer skills, knowledge of Windows operating system, RFID and attention to detail. 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.	10/26/17
<b>Part time Maintenance Tech #291</b>	HS Diploma, valid driver's license. 1 year building maintenance experience.	<b>Brawley.</b> Diagnose and perform minor routine maintenance/repair on a daily basis.	10/19/17
<b>SNAP-Ed Program Coordinator #288</b>	Bachelor's degree Public Health or Nutrition preferred. Additional 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.	10/12/17 (reopened)
<b>Purchasing Clerk #287</b>	Associates degree, 2 years of work experience in a similar work Settings. Microsoft Office	<b>El Centro.</b> Oversee a wide variety of Supply Chain activities including purchase goods, supplies and other relevant services.	10/11/17
<b>Lead Packer #286</b>	Previous grapefruit packing/grading experience (we call this pattern packing). Bilingual, leader & self-starting	<b>Westmorland.</b> Ensure the accuracy of packing product into containers.	10/11/17
<b>Truck Driver #284</b>	Must have a class "A" license with 2 1/2 years' experience.	<b>Various.</b> Full time to drive from Phoenix, LA or Inland Empire.	10/3/17
<b>Shop Mechanic #283</b>	6 years' experience, Class "C" driver's license Some post high school. Degree preferably.	<b>Brawley.</b> Inspect, troubleshoot and installation of motor, warehouse equipment.	9/26/17
<b>Class "A" Driver #282</b>	Class "A" license. 5 years' experience	<b>Calexico.</b> Car hauler.	9/26/17

\* 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>Alignment Mechanic #281</b>	Must have at least 5 years' experience.	<b>Brawley.</b> Balance tires, Repair, reline, replace, and adjust brakes, change oil, check and service radiator and battery.	9/26/17
<b>Heavy Equipment Operator #279</b>	Experience required.	<b>Ocotillo.</b> Welding on rock plant, use of torch, light mechanical work.	9/22/17
<b>Welder #278</b>	Experience required.	<b>Ocotillo.</b> Welding on rock plant, use of torch, light mechanical work.	9/22/17
<b>Server/Crewperson #277</b>	Able to be trained in proper food handling techniques. Willing to work flexible shifts.	<b>El Centro.</b> Prepare/serve food items, perform opening and closing procedures, clean at the end of the night. Keep inventory stocked.	9/21/17
<b>Supervisor/Assistant Manager #276</b>	Food service industry experience preferred in QSR.	<b>El Centro.</b> Assist manager in executing specific aspects of the restaurant operations.	9/19/17
<b>Payroll Clerk #275</b>	They must be willing to work, speak and understand English, have basic knowledge in payroll,	<b>Calexico.</b> Employer is looking for someone to perform payroll, data entry, assist customers, answer phones, etc.	9/18/17
<b>Community Facilitator - Tailored Day #274</b>	1 year experience working with individuals with disabilities	<b>El Centro.</b> Transport, monitor and support individuals with disabilities.	9/13/17

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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."