

ITEM	DATE
Job Orders	November 19, 2018

Position	Qualifications/Requirements	Job Summary	Date Posted
<b>Crew Member #460</b>	Customer service or food preparation experience.	<b>Calexico.</b> Provide excellent customer service	11/13/18
<b>On-site Affordable Manager #457</b>	2 years' experience. Basic math & English skills & MS Word, Excel & Outlook.	<b>Holtville.</b> Responsible for the overall operation of the property.	10/25/18
<b>Diesel Mechanic #456</b>	2 years' experience. Any education related to his field is a plus.	<b>El Centro.</b> Inspect parts to ensure that they are in proper operating condition.	10/25/18
<b>Executive Assistant #455</b>	Bilingual, computer/organizational skills & reliable transportation.	<b>El Centro.</b> Answer phone calls and direct calls to appropriate parties or take messages.	10/25/18
<b>Truck Driver #453</b>	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
<b>Experienced Tree Trimmer #452</b>	Experienced tree trimmer with 4-5 years.	<b>Brawley.</b> Cut and trim trees	10/16/18
<b>Mechanic #451</b>	Must have mechanical experience.	<b>Brawley.</b> Perform RV repair and generator repair	10/16/18
<b>Part-time Maintenance #450</b>	2 yrs. experience servicing sprinkler system, pool and general maintenance. Must have your own tools and valid CDL.	<b>Calexico.</b> Will be servicing sprinkler system, pool and perform general maintenance.	10/16/18
<b>Truck Driver #448</b>	Must have Class A Driver License and TWIC Card.	Haul containers from El Centro to Long Beach.	10/5/18
<b>Diesel Mechanic #445</b>	Position is full time. Must have experience in diesel repair.	<b>Heber.</b> Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines, mostly Cummins.	9/28/18
<b>Tax Preparer #444</b>	Work Ethics, high energy, flexible schedule, basic computer knowledge and math skills.	<b>El Centro.</b> Customer Service, Filing, Tax Preparation, Interview clients and Data Entry. Experience preferred but willing to train.	9/26/18
<b>Truck Driver #442</b>	Class A Driver License, 2 years' experience.	<b>Mira Loma, CA.</b> Transporting furniture to company or business (Out of State). Loading and unloading furniture if needed.	9/18/18
<b>Sales #441</b>	Able to lift up to 40 pounds. Work weekends and holidays. Reliable transportation	<b>Glamis.</b> Sales and customer service, Restocking of merchandise, Print T-Shirts.	9/13/18
<b>Truck Driver #439</b>	Class A Driver's License and 3 years of experience	Driving out of county.	9/13/18
<b>Sales Support #438</b>	High School/GED, driver's license required, associate's degree preferred	<b>Brawley.</b> 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
<b>Truck Driver #436</b>	Employer is asking for a class "A" license and 5 years' experience.	<b>Calexico.</b> Driving locally, hauling cars.	9/12/18
<b>Cashier #435</b>	Must have experience exchanging money.	<b>Calexico.</b> Receive and disburse money.	9/11/18
<b>Security Guard #434</b>	Experience and guard card required. Ability to work morning and swing shift.	<b>Calexico.</b> Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	9/11/18

\* 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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<b>Site Coordinator #432</b>	High school diploma or (GED); Bilingual – Spanish and English required.	<b>El Centro.</b> Oversees operations of a congregate meal site, including setup, meal service, event activities and cleanup.	9/11/18
<b>Team Member #431</b>	Must have reliable transportation.	<b>Calexico.</b> Check supplies in counter area & restock items to ensure a sufficient supply throughout the shift.	9/11/18
<b>Assistant Store Manager #430</b>	High school diploma or GED equivalent. 1-year retail sales or customer service experience.	<b>Brawley.</b> Greet customers in a timely and positive manner – create a positive sales experience for the customer.	9/7/18
<b>Retail Sales Associate #429</b>	High school diploma or GED equivalent. 1-year retail sales or customer service experience.	<b>Brawley.</b> Greet customers in a timely and positive manner – create a positive sales experience for the customer.	9/7/18
<b>Project Estimator #428</b>	Knowledge in Construction & Blueprints. Strong computer skills for Office Support (Autocad knowledge is a plus)	<b>Holtville.</b>	9/7/18
<b>Truck Driver #425</b>	21 years or older. High school diploma/GED, 1 year related work experience. Class A, B, or C CDL w/ HAZMAT endorsement.	<b>Imperial County.</b> Locally delivers products to customers.	8/30/18
<b>Residential Technician #424</b>	High school diploma or (GED); or one to three months' related experience and/or training.	<b>El Centro.</b> Provide direct services to women and children. Complete description available.	8///30/18
<b>Customer Service Representative #423</b>	Experience. Excellent selling skills. Ability to create and deliver presentations	<b>Imperial.</b> Actively seek and engage customer prospects. Provide complete and appropriate solutions for customers.	8/24/18
<b>Customer Service Representative #422</b>	Must be willing to obtain your insurance license.	<b>El Centro.</b> Contact potential customers, sell insurance and policies. Help clients choose plans that suit them.	8/21/18
<b>Sales Associates #421</b>	Possibly become Public Notary during training. Prefer experience in graphic design.	<b>El Centro.</b> Knowledge of products, customer service, and some graphic design.	8/20/18
<b>Security Guard #419</b>	Must have guard card. Some experience needed.	<b>Brawley.</b> Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	8/20/18
<b>Buyer #416</b>	Associates degree, and two 2 years of work experience in a similar work setting.	<b>El Centro.</b> Oversee a wide variety of Supply Chain activities including purchase goods, supplies and other relevant services.	8/14/18
<b>ERP Administrator #415</b>	Preferable in manufacturing or distribution environments.	<b>El Centro.</b> Work in coordination with all company departments to automatized process between ERP and the actual process.	8/14/18
<b>Quote Specialist Engineering #414</b>	Electronic, Computer or similar carrier with minimum 6 months to 1-year experience.	<b>El Centro.</b> Organize and print all clients quotes by urgency. Capable to input all BOMS by electronic transfer to our ERP system.	8/14/18
<b>Programmer #413</b>	Computer, Electrical Engineering or related career with minimum one year of experience.	<b>El Centro.</b> interact with the end users to create and modify ERP reports and others task as required.	8/14/18
<b>Account Executive #409</b>	Vehicle in working order, automobile insurance, and a valid driver's license.	<b>Imperial Valley.</b> Generate revenue for TV stations through the sale of commercial advertisements to new and existing local advertisers.	8/7/18
<b>Drillers #397</b>	Pre-employment physical & drug screen will be required.	<b>Calipatria.</b> (Construction) There will be Heavy lifting and working outside in the heat.	7/4/18

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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."