

BILINGUAL FRONT OFFICE RECEPTIONIST/GENERAL OFFICE CLERK

Ernst & Haas Management Co - Long Beach. Full-time, Part-time. Mon-Fri from 8:00 am to 5:00 pm. (However, occasionally will work on a Saturday from 9:00 am to 2:00 pm.) Also, part time hours are from 8:30 am to 12:30pm and 12:30pm to 5:00 pm. must be bilingual; As a Receptionist/General Office Clerk, you will welcome clients, visitors and vendors to the office, answer incoming calls and route them appropriately, help coordinate office events, schedule conference rooms, and general clerical support to the Leasing Department. This is an exciting and excellent position for growth potential. Candidate possesses strong communication skills, professionalism, and customer focus and has the ability to work effectively under pressure. This position serves as the initial contact for all callers and visitors to the organization. The person is expected to handle the front desk with tact, patience and professionalism. This position will meet and greet all visitors, clients; determine their needs and direct them to the appropriate person/location while maintaining a relaxed ambiance. The candidate must be able to answer, screen and direct calls on a multi-line phone system. This position performs general office clerical duties. The candidate is responsible for translating oral and written communication in Spanish as needed. The successful candidate have two to four years related experience; excellent written and oral communication skills; have strong interpersonal skills; commitment to excellence and high standards; ability to work with all levels of management; and an ability to understand and follow written and verbal instructions. High School diploma or equivalent. Provide a challenging and friendly work environment. Competitive compensation and benefits. **Please fax resume to 562.989.9166 or e-mail employment@ernstandhaas.com or mail to Ernst & Haas Management Co., 4120 Atlantic Ave., Long Beach, CA 90807, and Attention: Annette Martin. <https://www.indeed.com/viewjob?jk=26f58fe8697e766b&q>**

OFFICE ASSISTANT I

American States Water Company – Gardena. F/T. \$35,547 - \$53,396/yr. Performs a variety of general clerical assignments within a framework of established procedures and without close supervision, including typing, filing, and records management. Also responsible for customer service involving the general explanation of rules, policies, and procedures specific to the area of assignment. Files documents, maintains computerized and manual records, and compiles data for general information purposes and individual requests for special reports. Handles customer service inquiries as needed, using the Customer Service Billing System. Screens and routes incoming telephone calls, addresses walk-in inquires, and schedules appointments; directs individuals to appropriate staff; provides general information or explains policies and procedures to staff and public. Compares, processes, or maintains a variety of reports and documents. Maintains general office supplies and review requisition forms to ensure receipt of ordered supplies. Works under general supervision. High school diploma or equivalent. One year of related business experience. Knowledge of principles and techniques of report writing style and format. Ability to use correct English, grammar, spelling, vocabulary, and punctuation.

Go to:

<https://chp.tbe.taleo.net/chp01/ats/careers/v2/viewRequisition?org=ASWC&cws=37&rid=9>

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RETAIL

Shoe Palace - Part-Time, Full-Time. Have open availability during the weekends. Create a fun and enjoyable shopping experience for our customers. Meet cool people. Help keep a clean, neat, and organized store. Run around, climb ladders, sell shoes, and have fun! 18+ years old (16+ with appropriate work permits). Fun and outgoing. Into the latest trends. Fashion? Shoes? Desire to work hard and be successful. Talking to everyone just come naturally.

<https://recruiting2.ultipro.com/SHO1011SOPL/JobBoard/ca87d808-069a-471d-b118-66abf23730a9/OpportunityDetail?opportunityId=665dc9b6-7dfc-4634-8f7e-0faecf08f7bf&postingId=e50c7a04-1aaf-4f54-ac6d-700787a5ba34>

RETAIL CASHIER

DICK'S Sporting Goods – Torrance. Flexible Availability - Including Nights, Weekends, and/or Holidays. Create a world-class customer experience through front-end customer engagement and point-of-sale interaction. Cash register ringing & general cash handling. Uphold company standards for merchandise presentation of the best apparel and equipment brands in sporting goods. Promote company programs including warranty sales, Scorecard (loyalty program), private-label credit cards, and other seasonal promotions. Accurate and comfortable with math and currency

Go to: <https://www.dickssportinggoods.jobs/jobs/11284118/retail-cashier-torrance-ca/>

FRONT END ASSOCIATE

Buy Buy Baby – Torrance. Engage customers in a courteous, helpful, and respectful manner, promptly and politely responds to customer inquiries and customer requests for assistance. Cover the customer service desk area, responds or redirects inquiries, and ensures follow through with customers and associates. Perform cashier tasks. Partner with associates to provide increased service to customers in response to specific needs and requests, escalating to supervisor when necessary. Execute price changes and sign changes as needed. Perform additional duties as required including, stocking, freight processing, price changes and cart retrieval. High School diploma or equivalent. Effective communication and customer service skills. Readily adjusts schedule, tasks, and priorities when necessary to meet business needs.

Go to: https://bbby.wd5.myworkdayjobs.com/buy_buy_baby_jobs/job/CA-Torrance-3700-Torrance-Blvd/Front-End-Associate_R-0080912

SEASONAL CUSTOMER CARE AGENT

Lakeshore Learning Materials – Carson. High-volume phone calls and data entry. Treating customers and their needs like gold. Supporting an open and friendly workplace. Showing flexibility and a willingness to learn. Tip-top customer service skills and outstanding phone etiquette. Ability to learn quickly and multitask in a fast-paced setting. Ability to type minimum 35 words per minute. Excellent organizational skills and strong sense of urgency. Great accuracy and attention to detail. Customer service experience a big plus

Go to: <https://jobs.smartrecruiters.com/Lakeshore/743999718556190-seasonal-customer-care-agent>

PRODUCTION CLERK - ADMINISTRATION

Compex Legal Services – Gardena/ Torrance. F/T. \$13/hr. Ensure that work orders are completed accurately and shipped to correct locations/clients accurately and efficiently. Scanning. Saving; copying; attaching a file. Match work order to copy flow printouts; Review printout for quality; Converting Word document to PDF. Fix/redo poor quality pages; Assist with copying when necessary; Assemble completed packages; Customer service experience. Process mail. Read, write, and speak English. High school diploma or equivalent.

Go to: <https://www.indeed.com/viewjob?jk=ca09563eefc72dec>

CASHIER

Michaels – Torrance. P/T. Provide a fast and friendly check out experience. Execute cash handling to standards. Engage customers on benefits of Rewards and complete enrollments. Educate customer on Voice of Customer (VOC) survey. Participate in the truck un-load and stocking processes; ensure truck standards are followed and completed within budget. Complete merchandise recovery and maintenance to include the merchandise return / go back process.

Support shrink and safety programs. Assist with Omni channel processes. Acknowledge customers, help locate product and provide solutions. Interacts with others in an accepting and respectful manner; remains positive and respectful, even in difficult situations; promotes commitment to the organization's vision and values; projects a positive image and serves as a role model for others. Cross trained in Custom Framing selling and production.

Go to: https://michaels.wd5.myworkdayjobs.com/en-US/External/job/Torrance-4240-Pacific-Coast-Hwy/Cashier_R00027379

SEASONAL MERCHANDISE ASSOCIATE - 70120

HomeGoods/The TJX Companies, Inc. – Torrance. Temporary. Able to work a flexible schedule to support business needs. Role models established customer experience practices with internal and external customers. Supports and embodies a positive store culture through honesty, integrity, and respect. Accurately rings customer purchases/returns and counts change back to customer according to established operating procedures. Promotes credit and loyalty programs during customer interactions. Maintains and upholds merchandising philosophy and follows established merchandising procedures and standards. Accurately processes and prepares merchandise for the sales floor following company procedures and standards. Initiates and participates in store recovery as needed throughout the day. Maintains all organizational, cleanliness, and recovery standards for the sales floor and participates in the maintenance/cleanliness of the entire store. Provides and accepts ongoing recognition and constructive feedback. Adheres to all labor laws, policies, and procedures. Supports and participates in store shrink reduction goals and programs. Participates in safety awareness and maintenance of a risk-free environment. Excellent customer service skills and strong organizational skills with attention to detail. Capable of handling multiple tasks at one time. Able to respond appropriately to changes in direction or unexpected situations. Strong communication skills. Capable of lifting heavy objects with or without reasonable accommodation. Works effectively with peers and supervisors to accomplish tasks.

Go to: <https://jobs.tjx.com/HomeGoods/job/Torrance-70120-Seasonal-Merchandise-Associate-CA-90501/671634400/>