



OPPORTUNITY
COMMITMENT
NETWORK
PARTNER
DETERMINATION
INDUSTRY
SUCCESS



Date Posted:
11/11/2012pm

CaJOBS # CA13544215

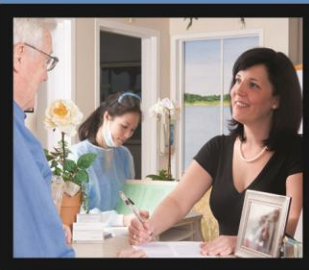
SUCCESS
CAREER
ACHIEVE
DRIVE GOALS
BUSINESS
MOTIVATED
THRIVE CHARACTER



Position Title: Administrative Assistant-Mandarin speaking

Job Location: Vernon

Pay Rate:\$10/ hr depends on experience



Job Requirements:

Able to read and write Mandarin

Experience in Shoe Industry a plus

Microsoft Office 2003 or 2010 familiarity

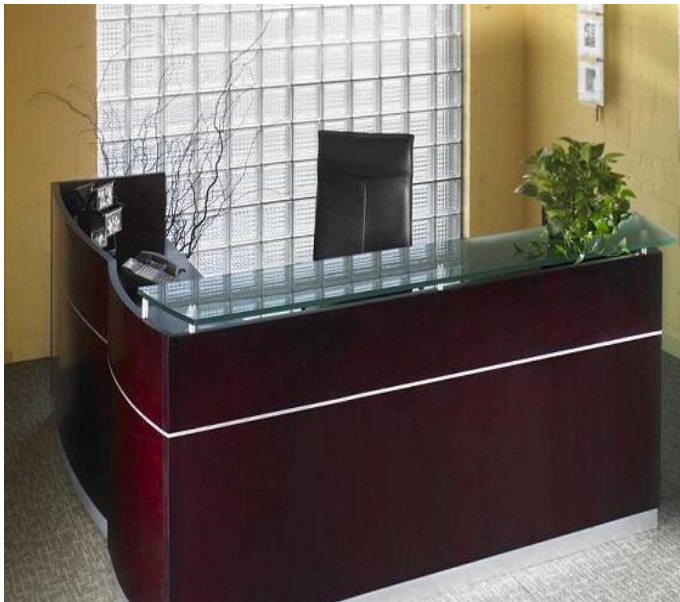
Temporary with possibility of full time employment

Strong attention to detail

Located in Vernon

Requirements:

- E-verifiable right to work documents
- High School diploma/GED
- Pass Drug Screening
- Pass background check



Contact:

Pat Martinez

Central San Gabriel Valley WorkSource Center
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626-258-0365 ext 226

A Community Partners Collaborative



Interested applicants must be registered at a WorkSource Center or complete WIA enrollment form & requirements. Items needed: Valid CA ID/License Social Security Card, or if not a US citizen, Right-to-Work documents (Valid US Passport or Alien Card), * Selective Services (CPC/verify) *Unemployment Insurance Documents (EDD)* Lay-off WARN Notice (if applicable). This WIA Title I program/event is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities and must be received 72 hours prior to the event. Please contact for auxiliary services only and TTY/TDD 626-442-1576 for any inquiries other than reasonable accommodations.