

New Jobs (Last 10 Days)

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Friday, February 23, 2018 **Count 15**

Job ID	City	ZIP	Position	Wage	Type
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ACCOUNTING

27701	Bonita	91902-	Accounts Payable (Payment) Analyst I	16.80	Off-Campus
Company Name: Child Development Associates					

Basic Function: Performs various professional accounting duties including maintenance & analysis of accounting records, preparation of accounting schedules/reports, prepares journal entries & reconciles ledger accounts; ensures compliance w/generally accepted accounting principles, CDA policies, procedures, and contracts. Min Qualifications: Bachelor's Degree in Business Administration, Accounting and/or related field, or any other education, training, and/or experience. Prefer Accounting Software experience; clerical accounting methods, forms & techniques; accounting principles & financial reporting; electronic data processing and personal computers. This position is contingent upon a successful background clearance. Visit our website for details on duties & responsibilities. To apply, visit www.cdasantiego.com to obtain an Employment Application. You can submit the employment application online, in person, or via fax.

BUSINESS/CLERICAL

27892	Chula Vista		Criminal Background Analyst 1	\$12hr	Off-Campus
Company Name: File Finders Public Record Research, Inc					

15-35/ hours per week. \$12/hr To Start. Assist with processing and completing Criminal Background Checks. This includes but is not limited to Data entry, transcribing report data into various online templates and working on a team to conduct onsite criminal court research at South County or Central courthouses. Additionally, duties include providing client support as well as performing other office related duties such as filing. Required Skills: Strong data entry skills needed. Ability to fluently read, write and articulately speak English. The right candidate has the ability to multitask, prioritize work assignments, work in an organized fashion and work independently all while coordinating efforts as part of a team. Interpersonal skills is a must as you will be working one on one with court staff and fellow team members. For this position, the ability to pay attention to detail is also crucial. Knowledge of Excel, Word and ability to navigate trough the internet is fundamental. *Basic knowledge of criminal terminology is helpful but not required. File Finders was established in Jan. 1995 and is a leading provider of criminal record information to both the employment and tenant screening industry. We are seeking personable, talented and motivated individuals to join our growing team. For the part time positions, we are looking for 2 individual that can specifically work a full day on Tue. and Thurs. Additional days/hours are available if desired. We are also seeking 1 -2 individuals that can work full time Mon. - Fri. The work schedule is based on court hours which are 8:00 AM -4:00 PM. (No weekends or holidays.) A clean criminal history is essential and you must pass a thorough background check for this position. Own transportation, valid license and insurance is a must. We will train the right person. To apply: email your resume

Job ID	City	ZIP	Position	Wage	Type
27822	Imperial Beach	91932-	HEALTH & WELLNESS MANAGER	TBD	Off-Campus

Company Name: San Diego Job Corps Center

Full-time. Job Summary: Responsible for the overall supervision and operation of the Health & Wellness component. Required Skills: Licensed by State as a Registered Nurse. Three years experience as a practicing nurse, one of which was in a lead or supervisory capacity. How to apply: To apply, please visit www.careersystems.com and go to the Employment link and select the Health and Wellness Manager position in Imperial Beach, CA, Job ID# 6044.

CHILD DEV

27885	Chula Vista	91915-	Teacher/Teacher's Aid	TBD	Off-Campus
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Company Name: Kids On The Go

15-25hrs/wk. Job is open to: Only Southwestern College Students. Job Summary: Teacher plans and implements activities that promote the social, physical, and intellectual growth of the children. Responsible for the care, hygiene, learning, developmental activities, specialized prgms and redirection of children. Communicates directly with parents. Maintains classroom records, orderliness and cleanliness including sanitizing toys, vacuuming, and wiping tables. Assists and accepts responsibility in other daily center duties that might be temporary in the event other personnel are not available. Attends and participates in all staff meetings, center events, and parent/customer meetings as requested. Required Skills: 12 or more child development units. Valid California driver's license with clean driving record. Current CPR/First aid card. Positive attitude. Ability to adapt to a dynamic working environment (other requirements): all applicants will need a background check and live scan fingerprinting as well as current immunizations. How to Apply: Call for Appointment or email your resume.

CUSTOMER SVC

27890	San Diego	92101-	Visitor Relations Associate	\$12.25h	Off-Campus
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Company Name: San Diego Museum of Man

Job Summary: Visitor Relations Associate The San Diego Museum of Man (SDMoM or the Museum) is seeking a Visitor Relations Associate to perform entrance duties such as welcoming visitors, selling museum admission and memberships, and provide information about exhibitions and programs. The Visitor Relations Associate serves as an integral member of our Museum and must be able to interact with the general public, have experience in customer service, and possess the ability to multi-task. This position is 3-4 days a week with additional on-call availability, roughly 20-25 hours per week, and includes weekends, evenings, and holiday hours. For details on job duties and responsibilities, education and other qualifications please visit us online. To apply: online or email your resume.

Job ID	City	ZIP	Position	Wage	Type
27886	San Diego	92154-	Computer Helpdesk Technician Company Name: Digital I/O	TBD	Off-Campus

Job Summary: This is an entry level position where the right candidate will have experience supporting end users in a network environment, ideally have earned a Technical School or Community College education in IT or equivalent work experience. Bilingual English-Spanish written and spoken is required. CompTIA A+ or equivalent is a plus. Must be available to go on client sites in San Diego County when required. We provide an excellent work environment, immediate certification training in our core technologies, and a growth path limited only by the candidate's ability and desire to learn. Required Skills: This is an entry level position where the right candidate will have experience supporting end users in a network environment, ideally have earned a Technical School or Community College education in IT or equivalent work experience. Bilingual English-Spanish written and spoken is required. CompTIA A+ or equivalent is a plus. How to Apply: Email your resume.

FOOD SVC

27891	San Diego	92121-	Froster/Baker/Guest Services Company Name: Nothing Bundt Cakes	\$11.50h	Off-Campus
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Join the Circle! Job Summary: Guest Service Representatives - Provide a warm, inviting bakery by greeting customers with a friendly smile while managing high volume store front. You are Nothing Bundt Cakes' first chance to make a great impression!
 Frosters - You will create the consistently perfect topper to perfect cakes!
 Bakers - You will create bundts, minim bundts and buntinis using the tried and true recipes for our mouth-watering, moist, delicious cakes!
 Bakery Manager - You will manage your team by creating a supportive, communicative bakery!
 Required Skills: :) Reliable, trust-worthy, friendly, timely individuals who want to join a terrific team, learn new skills and be rewarded!
 These are demanding jobs in a fun, supportive, team environment. You must enjoy providing excellent customer service, be a great communicator, take initiative, take pride in your work ethic and have integrity! Does this describe you? If the answer is YES – WE WANT YOU! Please apply for open positions online: <https://careers.hireology.com/nothingbundtcakessandiego>

HEALTH

27888	San Diego	92139-	Caregiver Company Name: Poisson	TBD	Off-Campus
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Job Summary: Caregiver for woman with a disability who lives in Paradise Hills zip code 92139. Seeking reliable and mature woman with some experience in helping a wheelchair user. Weekday evening hours, and morning, afternoon and evening hours on weekends. Provide help with things like getting up in the morning, dressing, getting in bed at night, showering, doing laundry meal preparation and household cleaning. Work schedule is somewhat flexible and is based on when you are available. Pay commensurate with number of times/hours you can work. You should be in fair health, kind, mature, (age 30 to 60) reliable, and be OK with cats. Job requires a little physical strength but not too much. You should also live in general area of 92139. References are required and a background check will also be performed. If you are interested or have questions, please call 619-244-5279. More can be explained about the times and what is involved. Leave voicemail with your contact info if there is no answer.

LABOR

Job ID	City	ZIP	Position	Wage	Type
27889	Bonita	91902-	SWIMMING POOL SERVICE	\$15-\$18	Off-Campus

Company Name: Blue Wave Pools, Inc.

Part-time or Full-time. 20-40hrs/wk. Monday thru Friday. Wage: \$15-\$18per hour based on performance. Seeking Swimming Pool Service Technician - IMMEDIATE! HIRE. MUST HAVE OPEN BED TRUCK with insurance. Must have the ability to perform daily routes as instructed and the ability to communicate with leader via cell text/pictures daily and as issues arise. Routes are located in South San Diego or East County. Experience is a plus, but not required (we offer paid training). Required license or certification: Driver's License. To Apply: Email Resume. Health, Dental and Vision insurance offered.

LEGAL

27828	San Diego	92110-	Administrative Assistant	\$12hr	Off-Campus
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Company Name: Law Offices of Schwartz & Storey

Job Summary: Administrative tasks (paper and digital filing, printing, scanning). Requesting and preparing educational records (organizing) for review -Maintaining supplies and the appearance of the office. Overflow receptionist duties. Answering phones, taking messages, scheduling consultations, and confirming meetings. Required Skills: Type an average of 40+ words per minute and have clear handwriting. Must be able to lift legal boxes of 10-20 pounds. Be organized with an attention to detail, thorough. Problem solving skills and an ability to research and find an answer. Have an ability to handle multiple tasks at the same time and follow through. Personable and friendly even when situations become demanding. Dependable and trustworthy (maintaining confidentiality, access to sensitive documents). Having an interest of working with disabled children and families would be beneficial. Preference will be given to individuals with prior experience in education or working within the special needs community. This job opening exists now. Please submit a resume and references by email. No phone calls. We will call you if we're interested in interviewing. Do not stop by the office without an appointment or we will not consider your resume. A few things you should avoid and do if you would like us to seriously consider your resume: please do not send in resumes in ALL CAPS; write a meaningful cover-letter that indicates you read the posting; spell check and then check your spelling; the presentation of your resume is a first impression make it count; send a single PDF attachment; put your correct contact information on each page of your resume; pick up your phone or have an actual voice message.

MARINETECH

27884	Chula Vista	91910-	MARINE ELECTRICIAN- 5YRS EXP REQD (CHULA VISTA)	TBD	Off-Campus
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Company Name: Marine Group Boat Works

Marine Group Boat Works is currently looking for Aluminum Welder/ Fitters (combo) and Steel Welder/Fitters with FCAW experience. REQUIREMENTS: Minimum 3-5 years welding experience required. Marine welding and fitting experience is a MUST. Start date: ASAP. BENEFITS:Excellent pay. Full benefits package. Apply ASAP: In person at 997 G Street Chula Vista, CA 91910, Online, Fax or Email. EOE/AAP Employer. NO PHONE CALLS please- only employment applications and resumes will be considered, thank you.

Job ID	City	ZIP	Position	Wage	Type
27883	Chula Vista	91910-	PIPE FITTERS/ PIPE WELDER BOAT YARD (CHULA VISTA)	TBD	Off-Campus

Company Name: Marine Group Boat Works

Marine Group Boat Works is a family owned boatyard located in the beautiful Chula Vista Bay and is currently looking for experienced Marine Pipe Fitters. REQUIREMENTS: Minimum 3 years experience required. Marine Pipe Fitting experience is a must. Start date: ASAP. BENEFITS: Excellent pay. Full benefits package (Incl. Health, Vision, Chiro., LTD, Short TD, Life, FSA, 401k, Holidays, Vacation) and a great work environment. Apply ASAP: In person at 997 G Street Chula Vista, CA 91910, Online, Fax or Email. EOE/AAP Employer. NO PHONE CALLS please- only employment applications and resumes will be considered, thank you.

27882	Chula Vista	91910-	MARINE PAINTER/ BLASTER *5YRS EXP. (CHULA VISTA)	TBD	Off-Campus
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Company Name: Marine Group Boat Works

Marine Group Boat Works is a family owned boatyard located on the beautiful Chula Vista Bay. We currently have the following opening: Marine Painter/ Blaster. REQUIREMENTS: At least 5 year experience as Painter/Blaster; have to know how to work on aluminum and steel surfaces, know what materials to use to blast different types of metals. SSPC C7- C12 certification for military vessels. Know how to spray yacht and commercial finish, how to use conventional and airless spray equipment, know how to use pneumatic and electric sand blast pots. Start date: ASAP. BENEFITS: Excellent pay. Full benefits package (Incl. Health, Vision, Chiro., LTD, Short TD, Life, FSA, 401k, Holidays, Vacation). Great family oriented work environment. Apply ASAP: In person at 997 G Street Chula Vista, CA 91910, Online, Fax or Email. EOE/AAP Employer. NO PHONE CALLS please- only employment applications and resumes will be considered, thank you.

27881	Chula Vista	91910-	PIPE FITTERS/ PIPE WELDER BOAT YARD (CHULA VISTA)	TBD	Off-Campus
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SECURITY

Job ID	City	ZIP	Position	Wage	Type
27776	San Diego	92101-	Security Guard	\$12.25h	Off-Campus

Company Name: San Diego Museum of Man

We are seeking a Security Guard to join our dynamic team. The Security Guard performs a wide variety of protective, customer service, and courtesy duties for the San Diego Museum of Man (SDMoM or Museum). The security guard is expected to be effective at responding to visitor questions & interacting w/museum guests, responsible for providing a safe & secure environment for visitors, staff & collections. This position is 3-4dys/wk w/additional on-call availability, roughly 20-29hrs/wk & includes weekends, evenings and holiday hours.

Experience, Education, or Skills Req'd: Minimum of 2yrs work experience.

Candidate must be outgoing and able to initiate engagement with any and all visitors. Excellent customer skills, ability to work as a team player, exercise diplomacy, and make independent decisions. Solid analytic, organizational, and problem-solving skills. Ability to prioritize tasks and work under pressure to meet scheduled and unexpected deadlines. Preferred Qualifications: Minimum of 1yr of experience in security & applicable training/certifications. CA Guard Card. Candidate is familiar w/museum operations/environment. First aid/CPR certified. Bilingual. Open/flexible availability. Sense of humor, curiosity, and upbeat personality a plus.

ADA Notifications: Regular standing for long periods of time, both indoors and out, sitting, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing). Occasional lifting/moving up to 30lbs. Vision requirements include close vision and ability to adjust focus. Noise conditions range from quiet to moderate noise. To apply: online