

# New Jobs (Last 10 Days)

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Tuesday, January 27, 2015      Count    **20**

Job ID	City	ZIP	Position	Wage	Type
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<b>JOB FAIR</b>					
<b>25174</b>	Chula Vista	91910-	<b>CAREER EXPO JOB FAIR</b>		Off-Campus

Company Name: SWC

WE INVITE YOU TO JOIN US!! STUDENT EMPLOYMENT SERVICES WILL BE HOSTING ITS ANNUAL JOB FAIR ON THURSDAY, MARCH 19TH, FROM 10AM-1PM. LOCATED AT THE MAIN CAMPUS-SOUTHWESTERN COLLEGE, IN THE FREE SPEECH AREA. APPROX. 60+ PLUS EMPLOYERS WILL BE RECRUITING FOR FULL TIME, PART TIME, INTERNSHIPS, AND VOLUNTEER JOBS. THIS IS AN OUTDOOR EVENT- PLEASE DRESS FOR SUCCESS! OPPORTUNITY IS KNOCKING SO BRING YOUR RESUME AND BE PREPARED BECAUSE THIS COULD BE THE DAY THAT YOU HAVE BEEN WAITING FOR! THIS EVENT IS OPEN TO THE PUBLIC SO IF YOU HAVE FAMILY MEMBERS AND/OR FRIENDS LOOKING FOR WORK LET THEM KNOW. FREE PARKING ONLY IN PARKING LOT O!

<b>25175</b>	Chula Vista	91910-	<b>JOB FAIR ASSIST VOLUNTEER</b>		<b>Non-Pai</b> Off-Campus
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Company Name: SWC

ON THURSDAY MARCH 19th 2015, STUDENT EMPLOYMENT WILL BE HOSTING ITS ANNUAL CAREER EXPO JOB FAIR. WE ARE SEEKING VOLUNTEERS THAT TO ASSIST BETWEEN THE TIME SLOTS OF 7:30AM-10:00AM AND 11:30AM-1PM. SEEKING FIVE CURRENT SWC STUDENTS TO ASSIST WITH SET-UP AND BREAK-DOWN OF TENTS AND SUPPLIES AMONG OTHER DUTIES. \*\*FREE LUNCH WILL BE PROVIDED. SEND JULIE AN EMAIL STATING YOUR INTEREST AND THE TIMES YOU ARE AVAILABLE TO HELP AND SHE WILL SEND YOU MORE INFORMATION.

<b>ACCOUNTING</b>					
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<b>25143</b>	Chula Vista	91911-	<b>Accounting/Admin Support</b>	<b>\$10.50-</b>	Off-Campus
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Company Name: Hikam America, Inc.

Looking for an Admin/Accounting assistant. Business hours are M-F (8-5) and schedule for this position has some flexibility. Main duties include data entry (AP & AR), filing, mail distribution. Additional Information: Small, quiet office. Required Skills: Responsible, dependent, able to work with deadlines, ability to follow directions. Pay Rate/Wages \$10.50-\$13.50 doe How to Apply: Email Resume.

<b>25165</b>	San Diego	92101-	<b>Accountant</b>	<b>\$24-29h</b>	Off-Campus
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Company Name: San Diego Housing Commission

This is the journey-level class in the Accountant series. Incumbents perform the full range of routine and complex departmental accounting and record-keeping programs under only minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. For information of essential job functions, typical qualifications, education, experience and to apply please visit our website. EOE.

Job ID	City	ZIP	Position	Wage	Type
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**CHILD DEV**

<b>25168</b>	<b>San Diego</b>		<b>PART TIME AFTERSCHOOL NANNY</b>	<b>\$10-12.</b>	Off-Campus
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**Company Name:** College Nannies and Tutors

PART-TIME AFTERSCHOOL Nanny Needed in Chula Vista (91911) for two children: 11 year old girl and 17 year old boy. Start Date: ASAP. Schedule: Monday-Wednesday @ 3:15-5:30pm. Thursday @ 3:15-4:30pm. Friday @ 1:45-5:00pm. Very friendly and creative family looking for a nanny that can assist with picking up daughter and taking her to piano, soccer, and Greek school while assisting with homework. Occasional driving requested for older brother. The ideal nanny candidate would be solution oriented, outgoing, responsible, and have reliable transportation. A nanny that is confident and/or has experience with tutoring in math and spelling is preferred. 1 year minimum contract with the option to extend. Apply Online or email resume.

**CLERICAL**

<b>25161</b>	<b>San Diego</b>	<b>92101-</b>	<b>ADMINISTRATIVE ASSISTANT</b>		Off-Campus
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**Company Name:** San Diego Zoo

The Administrative Assistant will perform all job assignments with a positive attitude that reflects our mission and vision of saving species worldwide by uniting our expertise in animal care and conservation science with our dedication to inspiring passion for nature and leading the fight against extinction. The Administrative Assistant provides secretarial/administrative support of moderate difficulty, coordinates various office activities, and does not formally supervise support staff. This position reports to a supervisor. For essential functions, representative duties, qualifications, and to apply please visit our webpage. EOE.

**CUSTOMER SVC**

<b>25146</b>	<b>San Diego</b>	<b>92122-</b>	<b>BILINGUAL CUSTOMER SERVICE</b>	<b>\$12.50</b>	Off-Campus
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**Company Name:** Tristaff Recruiting

Looking for Bilingual Customer Service Representatives for a local call center in the Torrey Pines/La Jolla (92037). The assignment will go through mid-April 2015. Job Duties: Answer high volume inbound calls, while providing excellent customer service. Data Entry of client information into the database & make account changes. Responding to client emails. Be able to handle difficult telephone call situations. Must have good computer skills. Will be tested on typing, Microsoft Word, Grammar & Spelling. Bilingual Customer Service Experience. Must be able to pass a criminal background check. Must be punctual & have reliable transportation. Full-time hours available between the hours 6:00 AM to 6:00 PM, including weekends. Coaster & Metropolitan Transit System accessible. Educational Requirements: High School Graduate. Please call to apply.

<b>Job ID</b>	<b>City</b>	<b>ZIP</b>	<b>Position</b>	<b>Wage</b>	<b>Type</b>
<b>25140</b>	<b>San Diego</b>	<b>92199</b>	<b>CITY CARRIER ASSISTANT</b>	<b>\$15.68</b>	Off-Campus

**Company Name:** USPS

Functional Purpose: Delivers Amazon Fresh products on foot and by vehicle under varying road and weather conditions in a prescribed area; maintains professional and effective public relations with customers and others, requiring a general familiarity with postal laws, regulations, products and procedures commonly used, and geography of the area. PART TIME. NON-SCHEDULED DAYS: WORK SCHEDULE WILL VARY OVER A SIX-DAY WORK WEEK - MONDAY THRU SATURDAY - 2AM TO 8AM. MAY ALSO INCLUDE SUNDAYS & HOLIDAYS. DUTIES AND RESPONSIBILITIES - MAIN RESPONSIBILITY WILL BE TO DELIVER AMAZON FRESH PRODUCTS HOWEVER MAYBE ASSIGNED OTHER DUTIES AS ASSIGNED, PLEASE VISIT OUR WEBSITE FOR MORE INFO ON QUALIFICATIONS, REQUIREMENTS, ETC, TO APPLY.

<b>22063</b>	<b>San Diego</b>	<b>92019-</b>	<b>SEAWORLD CAREER OPPORTUNITIES</b>		Off-Campus
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**Company Name:** SeaWorld San Diego

HELP WANTED!! Hiring: Wardrobe Attendant, Theatrical Services Tech III (Theatrical Show Operator), Theatrical Services Supervisor, Shallow Water Guard (Aquatica), Lifeguard (Aquatica), Officer, Lifeguard (Aquatica). Life at our Parks & Entertainment is about more than a great career or summer job. It is about balancing your priorities, planning for your future, finding the right healthcare, and a whole lot more. We offer comprehensive and competitive benefits for all team members. Visit us online, and apply for your job adventure. EOE. Please make sure to mention that you heard about this job through SWC.

<b>25144</b>	<b>San Diego</b>	<b>92113-</b>	<b>Tutor</b>	<b>NON-P</b>	Off-Campus
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**Company Name:** Neighborhood House Association

Duties: As little as one afternoon per week, Tuesday, Wednesday or Thursday from 3pm to 6pm, will ensure that our struggling middle school students get help with English and math. The Homework Center is located on South 41st Street in the Mid- City region of San Diego and is equipped with new computers as well as snacks for the students and their tutors (you!). Knowledge of middle school English and Math 9(algebra) is desired. Additional Information: We are federally funded and do require back ground checks but we pay for that. The only other requirement is that you have a fairly recent (within the last year) TB test. If you are interested, please fill out the volunteer application on the volunteer page of our website or e mail me to obtain an application (ekent@neighborhoodhouse.org)

<b>Job ID</b>	<b>City</b>	<b>ZIP</b>	<b>Position</b>	<b>Wage</b>	<b>Type</b>
<b>25166</b>	<b>La Mesa</b>	<b>91942-</b>	<b>Paid Internship: Leasing Assistant Manager</b> <b>Company Name:</b> Hanken Cono Assad & Co, Inc.	<b>\$12-14d</b>	Off-Campus

Full Time temporary Leasing Assistant Mgr needed ASAP until September to help manage a fast paced student apartment community in the heart of the SDSU college area! The ideal candidate is energetic, professional & detail orient who takes initiative and possesses extraordinary customer service skills. Duties: Focus on leasing all available units in an expedient manner. Maintain professional & positive relationships with current residents to ensure satisfaction as well as lease renewals. Maintain a professional, friendly, clean, well-organized, and inviting atmosphere in the rental office. Enforce community rules/company policies. Immediately respond to telephone & email inquiries from prospective residents. Screen all applicants in accordance with policies/procedures & approve as qualifications are met. Tour & show community in a professional & friendly manner to prospective residents and show all available community amenities, apartment amenities & model apartments. Facilitate all move out inspections & paperwork & coordinate turn-over work w/appropriate vendors. Prepare all leases & move-in packets for new residents in an accurate and timely manner & arrange for lease signing by new residents prior to move-in. Maintain thorough & accurate knowledge of the community & that of the major competitors through site visits, tours, shops, telephone surveys & follow-ups. Work w/Supervisor & assistants to assist in sales & marketing strategies. Physically inspect property when out on grounds & pick up litter as needed, letting Grounds & Maintenance staff know of any possible issues. Immediately accept service requests from current residents & coordinate completion w/Maintenance staff, following up to ensure customer satisfaction. Respond to resident requests & work w/residents to resolve resident concerns. Other tasks as requested by Mgmt. Additional Info: Attendance: Weekends reqd. Work schedules are subject to change. \$12-\$14/hour DOE. Possibility for potential Full Time permanent position This is an exciting career opportunity, Email resume or Apply in person, Mon.-Fri., 9:00am-5:00pm.

### EDUCATION

<b>25173</b>	<b>Chula Vista</b>	<b>91913-</b>	<b>Academic Tutor</b> <b>Company Name:</b> Mater Dei Catholic High School	<b>\$15hr</b>	Off-Campus
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Part-Time; 8 hours a week. Between 1pm - 5pm, Mon, Tue, Wed, Thurs. Duties: Work with high school students as an after school tutor. Keep a log of students worked with and material covered. Be a role model of professionalism and diligence. Be open to training during work hours. Required Skills: Strong communication skills. Ability to work with high school students. Ability to follow instruction but also willing to take initiative. Strong academic background. Skilled in language-based areas (humaities/English and history) and/or technical areas(math/science). How to Apply: Email Resume.

<b>25136</b>	<b>San Ysidro</b>	<b>92127-</b>	<b>PART TIME TUTORING</b> <b>Company Name:</b> Our Lady of Mount Carmel School	<b>\$12+</b>	Off-Campus
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Part time tutoring. Wage: \$12.00 and up depending on experience. 20 hours a week. Monday-Friday; either morning or afternoon. Experience: Tutoring experience needed for all applicants. Reliable, hard working, organized, and self-sufficient. Duties: Serve as a pull out program tutor for students in grades kindergarten to 8th grade to assist in English language acquisition and basic skills. Additional Information: Hours are negotiable, and we can work around your schedule. We are looking for a dedicated worker, who truly loves working with students and helping them succeed. To apply: call or email resume.

### FINANCE

<b>Job ID</b>	<b>City</b>	<b>ZIP</b>	<b>Position</b>	<b>Wage</b>	<b>Type</b>
<b>25137</b>	<b>San Diego</b>	<b>92122-</b>	<b>INSIDE SALESPERSON</b> Company Name: BofI Federal Bank	<b>SALAR</b>	Off-Campus

The Bank is currently seeking talented inside sales representatives for our Specialty Finance Division. In this role, you will work to generate new client revenue as well as grow existing relationships. You will be provided with leads as well as inbound calls resulting from our extensive marketing efforts. You will not be responsible for finding your own leads. No licenses are required and training will be provided. For details on qualifications, requirements, benefits, and to apply please visit our website. EOE.

<b>25097</b>	<b>San Diego</b>	<b>92122-</b>	<b>INFORMATION SPECIALIST</b> Company Name: BofI Federal Bank	<b>\$15.62</b>	Off-Campus
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Research Dept is currently accepting resumes to bring forth additions to our team of Information Specialists. This is an entry level, fast paced position that supports the Divisions sales, processing & marketing efforts. The typical day of an Information Specialist entails working w/court websites, basic legal documents, data entry, calculation of annuity streams, due diligence reporting & sales support. Desired Career Exp: Recent College Graduate. Internship. Entry Level Exp. Required Skills: excellent verbal/written communication skills. Knowledge of MS Office Suite. Ability to focus on details while multitasking in a fast paced environment. Enhanced understanding of internet based search options. Persons w/paralegal, investigating, research & collections exp strongly encouraged to apply. While performing the duties of this position, the employee is required to sit for extended periods of time. Manual dexterity & coordination are reqd while operating standard office equipment such as computer keyboard and mouse, calculator, telephone, copiers, etc. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals w/disabilities to perform the essential functions of this position. Education: Completed Bachelor's Level Degree, or above, prefd but not reqd. Apply online.

### LABOR

<b>24226</b>	<b>San Diego</b>	<b>92154-</b>	<b>PICKER/PACKER</b> Company Name: Static Control Components, Inc.	<b>\$9hr</b>	Off-Campus
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20-30HRS/WK. MONDAY THROUGH FRIDAY 1-5PM. JOB DUTIES: ASSIST IN PICKING/PACKING OF CUSTOMER ORDERS; GENERAL WAREHOUSE DUTIES. PALLET JACKS USED. SKILLS REQUIRED: BASIC MATH SKILLS. BACKGROUND CHECK AND PHYSICAL/DRUG SCREENING. APPLY IN PERSON. Please make sure to mention that you heard about this job through SWC.

### LEGAL

<b>25160</b>	<b>San Diego</b>	<b>92101-</b>	<b>Litigation Secretary</b> Company Name: Wilson Turner Kosmo LLP	<b>TBD</b>	Off-Campus
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Seeking a litigation secretary w/min 5 yrs litigation exp. Must be proficient with MS Word/Outlook, CA and Fed court rules/procedures. Downtown, excellent environment, benefits & salary. To apply: please send your cover letter and résumé via email.

### MARKETING

<b>Job ID</b>	<b>City</b>	<b>ZIP</b>	<b>Position</b>	<b>Wage</b>	<b>Type</b>
<b>25169</b>	<b>San Diego</b>	<b>91942-</b>	<b>Digital Arts - Marketing Assistant</b>	<b>\$18hr</b>	Off-Campus
<b>Company Name:</b> Plaza Personal Service					

Attention Southwestern College students PAST AND PRESENT! Do you have an interest, ability to learn & a creative mind? The company is looking to expand and improve its current web site, branding, brand recognition and social media presence. This is a full time, permanent, in-house position, located San Diego East County. Skills - Graphic Design: Ability to create clean, professional looking designs, layouts & graphics for use in print, packaging, online, etc. Proficiency in Adobe Creative Suite 5 and newer (Illustrator, Photoshop, InDesign). Photo post-production & editing. Web Design/Development: Ability to create clean, professional looking & brand consistent web page layouts. Proficiency in Adobe Creative Suite 5 & newer (Dreamweaver). Proficiency in HTML/CSS/Javascript. Video Production: Ability to perform video post-production including animations for green screen. Proficiency in Adobe Creative Suite 5 & newer (Premiere Pro, After Effects, etc). VIDEO PRODUCTION skills are not absolutely necessary, but be willing to learn, as this will be a part of the long-term skills reqd. PHOTOGRAPHY skills are a plus. We are offering \$18.00 hr. to start. Health insurance and dental benefits as well as paid holidays & paid vacation time. To apply: email resume.

### MISC

<b>25138</b>	<b>Chula Vista</b>	<b>91910-</b>	<b>SOUTH BAY COMMUNITY SERVICE JOBS</b>		Off-Campus
<b>Company Name:</b> South Bay Community Services					

SBCS serves more than 50,000 people per year. Our programs and services respond to the needs of our community. We provide the tools needed so challenges can be overcome and lives can be redirected with hope, purpose and sustainable outcomes. Services and programs include: foster youth support, affordable housing, education, financial stability programs, domestic violence support, birth to 3 support and afterschool programs. We have an array of job opportunities available. Please visit us online to view our current listing. EOE.

### SECURITY

<b>25162</b>	<b>San Diego</b>	<b>92101-</b>	<b>ON-CALL SECURITY OFFICER</b>		Off-Campus
<b>Company Name:</b> San Diego Zoo					

Experience in security field is desirable or a related field or equivalent specialized training knowledge, and skills; possession of Powers to Arrest Card, valid permit to carry Pepper Spray, First Aid Card, valid California driver license, and CPR card. For essential functions, representative duties, qualifications, and to apply please visit our webpage. EOE.