

Los Angeles Trade-Technical College

Career Center | E5-413

(Visit the Career Center to apply for posted positions)

Miscellaneous- Customer Service

Part Time

Job Title:	Specialist (posted 10/9)	Job Number: 4600
Hours/Days:	Varies	Salary: \$DOE
Approximate Location:	Long Beach	
Requirements:	<p>Skills Requirements: Strong interest in technology, particularly Apple products, and agility at learning new products and features. Ability to deliver great customer experiences in any environment and to be invigorated by constant personal interaction. Strong communication skills that let you converse as freely and comfortably with small groups as with individual customers. Additional Requirements: You're passionate about Apple and eager to share that passion with others. You're willing to learn and embrace the guidelines behind Apple's unique style of service. You have strong people skills-you're approachable, a good listener, and empathetic. You'll need to be flexible with your schedule. Your work hours will be based on business needs.</p> <p>Job Description: As a Specialist, you're highly skilled at uncovering customers' needs, then following through with enlightening solutions. Not only are you the first person customers meet when they enter the store, but you're also the person who guides them — advising, selling, and even setting up their new products. You perform other roles within the store too, whether it's maintaining visual merchandising or assisting team members. Always curious, you stay on top of news about products and initiatives, ready to apply your learning in customer interactions. Your success is measured by team and individual productivity as well as overall store performance. You're proud to represent Apple, and you get great satisfaction from helping customers develop lifelong relationships with Apple.</p>	

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Part Time

Job Title:	Diet Clerk/Room Service Operator (posted 10/1)	Job Number: 4578
Hours/Days:	Varies	Salary: \$14.75/hr.
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Be able to multitask, work on the computer, customer service.</p> <p>Job Description: The Dietetic Clerk organizes the patient/resident's menus to ensure accuracy of diet order, timeliness of meal service and smooth foodservice operations. Responsible for the production of meal tickets, nourishment labels and production tallies for resident/patient menus. Responds to interdepartmental telephone inquiries, maintains all office equipment and supply inventory for nutrition office.</p>	

Job Title:	Retail Sales Associate	Job Number: 4564
Hours/Days:	Varies	Salary: \$DOE
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: A minimum education level of: High School Diploma or its equivalency. Area of Study: A minimum of 1-2 years of related work experience (any combination of training and experience in retail, inventory management or distribution). Must be 18 years or older. Communicate effectively, both verbally and in writing. Demonstrated ability to work in a fast-paced, high-volume environment. Able to work a varied work schedule, including nights, weekends, and holidays. Able to lift and move up to 50 lbs. Able to move, stretch and reach comfortably and stand or walk for at least 6-8 hrs.</p> <p>Job Description: Candidates should be knowledgeable of shipping and receiving processes, filling orders, have the ability to multi-task & problem solve, be detail oriented, and motivated. Essential Duties: Receives and organizes product deliveries from various carriers and vendors; Labels and processes shipments, while maintaining adequate inventory levels in preparation for product requests; Processes orders to store and kiosk locations as well as for online retail; Works with loading dock and operations staff to maximize shipment efficiencies; Assist in pulling orders, cycle counts and performing inventories when scheduled and as needed.</p>	

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Full Time

Job Title:	Service Dispatcher (posted 10/9)	Job Number: 4597
Hours/Days:	Monday-Friday	Salary: \$15/hr
Approximate Location:	Los Angeles	
Requirements:	<p>Skills Requirements: Excellent verbal and written communication skills; Excellent customer service skills; Two years dispatch experience preferred but not necessary; Ability to remain calm and use sound judgment; Ability to operate as part of a team; Professional phone manner; Computer proficiency; Comfortable working within Microsoft Office Word, Excel and Outlook; Must be able to multi-task in a fast-paced environment; Strong attention to detail; Good conflict resolution skills.</p> <p>Job Description: The Dispatcher is responsible for the timely and accurate dispatching of technicians for low voltage service projects and providing excellent service to customers. The Dispatcher will be required to create and maintain maintenance service agreements, contracts and templates. Obtain detailed information from customers regarding the customer concern; Maintain accurate documentation on service projects; Dispatch technicians to customers within customer; Willing to learn and expand knowledge in low voltage field of work; Consistently responds to customer inquiries and requests in a timely, professional manner; Maintains a positive and professional demeanor; Write maintenance service agreements and contracts; Other administrative duties as assigned; Exhibit strong professionalism as the position is a direct reflection of the company.</p>	