

Los Angeles Trade-Technical College

Career Center | E5-413

(Visit the Career Center to apply for posted positions)

General Miscellaneous

Full Time

Job Title:	Recruiter	Job Number: 4563
Hours/Days:	Monday-Friday	Salary: \$20.02/hr.
Approximate Location:	Los Angeles, CA.	
Requirements:	<p>Skills Requirements: High School Diploma or equivalency from an accredited institution, required; Bachelor's degree, preferred AND at least two (2) years' experience working and/or training young adults (ages 18-24) of various ethnic and socio-economic backgrounds OR any combination of experience and education that would achieve the desired outcome, as determined by the Deputy Director, Operations and CEO. Previous experience working in the non-profit or public sector. Previous experience working with the City of LA's Youth Source and Adult WorkSource system.</p> <p>Job Description: The Recruiter implements the mission of the Corps by using his or her leadership and technical skills to develop the educational and work skills of young people, enabling them to advance their own personal and career opportunities. The Recruiter accomplishes this mission by recruiting and leading program participants in work skills and life development workshops when they first enter the Corps. The Recruiter ensures that the Corps' program and services best fits the needs of the participants that are recruited into the program. Other duties assigned, as needed.</p>	

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Full Time

Job Title:	Janitorial Maintenance Coordinator	Job Number: 4543
Hours/Days:	Monday-Saturday	Salary: \$DOE
Approximate Location:	West Hollywood, CA	
Requirements:	<p>Skills Requirements: Solid organizational and follow up skills; Ability to effectively communicate and interact with various departmental personnel at all levels; Basic knowledge of maintenance procedures and requirements; 3-5 Years of Facilities Maintenance Coordinator experience preferred; Bilingual English/Spanish THIS IS A REQUIREMENT! Excellent verbal and written communication skills; Strong customer service skills; Ability to multi-task and work efficiently in a fast paced environment; Detail oriented, dependable, and motivated; Proficient Microsoft Office.</p> <p>Job Description: Creates and closes work orders; Reviews complaints with Janitorial staff; Meets with tenants on Janitorial matters; Manages janitorial supplies inventory; Orders janitorial supplies; Creates Purchase Orders; Assists in coordinating schedules for routine tasks with the various departments and supervisors; Insures paperwork is filed correctly and timely; Data entry; Coordinates repairs, maintenance and additional tenant services; Call Center Phone duties when needed; Works with office staff coordinating special cleaning projects; Perform miscellaneous administrative activities as assigned by supervisor; In addition to the above referenced job description, any other job assigned by management.</p>	