

Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email Sec@lattc.edu to apply for posted positions)

General Miscellaneous

Full Time

Job Title:	Customer Service Rep II (Dental) (posted 07/21)	Job Number: 5179
Hours/Days:	Monday-Friday	Salary: \$18/hr.
Approximate Location:	Hawthorne	
	<p>Skills Requirements: Strong verbal and written communication skills; Strong computer skills - MS Office - Excel, Word, Outlook; Detail-oriented - ability to manage multiple projects/assignments at one time; Dependable, Team Player; Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple tasks; Ability to deal with angry or frustrated customers, or customers who may not fully understand their situation; Ability to enter data and navigate computer screens while managing a conversation; Ability to solve customer problems with first call resolution; Strong business acumen. Knowledgeable in current and possible future policies; Working dental vocabulary and knowledge of industry terms.</p> <p>Job Description: The Customer Service Representative II is responsible for all aspects of customer care, empowered to resolve complaints, manage orders, assist with billing concerns and provide services such as pickups, fulfillment requests, case updates and rushes. The primary goal of this role is to maintain customer loyalty by providing exceptional service in a cheerful and timely manner. The ideal candidate enjoys creating positive outcomes and takes pleasure and pride in pleasing difficult customers.</p>	

Job Title:	Jewelry Polisher (posted 07/07)	Job Number: 5175
Hours/Days:	Shift Varies	Salary: \$16/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Accuracy and attention to details; Drive for Results: Ability to take personal responsibility and initiative for delivering high quality work; Analysis and problem solving: Ability to identify the critical facts in difficult issues and develop creative and practical solutions; The ability to deal with a range of tasks at the same time; Experience of having worked in a similar role.</p> <p>Job Description: Clean jewelry pieces; Ensure conformance to jewel design specifications; Sand gemstones; Grind gemstones; Use jewelry equipment.</p>	

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Full Time

Job Title:	Press Trainee & Production/Mail Room/Facilities Assistant (posted 06/29)	Job Number: 5148
Hours/Days:	Monday-Friday	Salary: \$17/hr.
Approximate Location:	Los Angeles	
	Skills Requirements: California driver's license and clean driving record; Fluent in English; good writing and grammar; able to read and understand written documents; good verbal and written communication skills; Spanish helpful; Forklift experience helpful; will train; Machine experience; Able to work in team setting and independently; Basic computer use - including excel; Physically fit for lifting and moving heavy materials - able to push, pull, lift and climb; Able to work with various hand and power tools; Reliable, punctual, accurate, attentive to detail. Job Description: Train to operate and maintain press and mailing equipment; Operate baler and assist with pressroom cleaning; Operate forklift; Operate postage machine, distribute office mail; Restock supplies; Deliveries in company van; Various office tasks will include cleaning and repairs.	

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Part Time

Job Title:	Retail Associate (posted 07/21)	Job Number: 5203
Hours/Days:	Shift Varies	Salary: \$18-22/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Flexible schedule with the ability to work weekends, some weekdays, holidays and as business dictates; 1+ year experience in a customer-facing, retail setting required; Experience working with a premium or luxury brand strongly preferred; Ability to lift, push or pull up to 35lbs; Ability to stand on your feet for up to eight hours at a time; Must be 18 years of age or older.</p> <p>Job Description: This is a part time weekend role that includes a competitive hourly rate, a one-time clothing allowance, and a monthly bonus incentive plan. Create shopper experiences that defy convention and are unique and new; Gain knowledge of Dyson products inside and out and be the first to learn, share, and inspire your customers through a best in class experience; Ability to understand the Dyson brand and uphold its integrity; Ability to work a varied schedule including nights, weekends, and holidays as needed.</p>	

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Part Time

Job Title:	Guest Services Host (posted 06/29)	Job Number: 5157
Hours/Days:	Shift Varies	Salary: \$15/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Have a friendly and proactive personality with good interpersonal communication and customer service skills; Strong proficiency in basic math (addition, subtraction, multiplication, division); Honest, energetic, hardworking, reliable, detail-oriented with good basic problem solving skills; Possess strong organizational skills with an ability to relate to persons of all ages and diverse backgrounds; Ability to perform the following physical activities with or without reasonable accommodations: ability to lift and carry boxes weighing up to 40 pounds and to climb ladders as needed; Ability to walk and/or stand for an 8 hour shift; Ability to work a flexible schedule including weekends, holidays and some evenings as required; Ability to adhere to workplace schedule; by maintaining an exceptional attendance and punctuality record; To remain an active employee for the California Science Center Foundation, you must be available to work three (3) full days per week, including holidays and weekends; Be a good team player, exhibit a positive attitude and help inform and motivate fellow staff members.</p> <p>Job Description: As members of the Retail Operations team, every Sales Associate I is expected to be proficient and available to work in all areas managed by the Retail Operations Department. Job responsibilities include, but are not limited to: Proactively and politely greet, wait on and provide friendly service to ensure the delivery of a high quality positive memorable experience to all California Science Center guests; Accurately and proficiently use a Point Of Sales (POS) cash register to handle guest purchase transactions, accurately handle cash and provide change; Handle guest relations concerns in a professional, polite, courteous and constructive manner; Be a good team player and perform all duties in a safe, accurate, effective and professional manner within the guidelines established by department's management team; Patrol and monitor guest traffic flow on all departmental sales floors in order to provide excellent service, prevent pilferage and ensure a safe and pleasant shopping environment for everyone; Study and learn about the products and services offered within the Retail Operations department in order to provide knowledgeable information to our guests; Assist with the receiving, unpacking, packing, processing, preparation and pricing of retail merchandise as well as the proper preparation and sanitary handling of resale food products and shipments; Maintain merchandise displays while stocking-out product from the stockroom to the sales floor fixtures; Properly follow all health code requirements when preparing food in the concession stand; Assist the management/supervisory team with the organization, operation, stock replenishment and maintenance of all sales floors; Assist and participate in the organization, maintenance and cleaning of departmental warehouse areas including the ExploraStore, Endeavour and IMAX Concession Stand stockrooms; Clean and maintain departmental common areas that includes, but is not limited to: (a) picking up fallen products and debris from the sales areas and stockrooms, (b) clean and dust merchandise, fixtures and equipment, (c) clean glass shelving and windows, (d) vacuum and spot clean carpet, (e) sweep and mop floors, (f) properly wash and</p>	

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sterilize food handling utensils and equipment according to departmental and Health Code Standards, (g) etc; Consistently arrive on time for their shift on the days they're scheduled to work to ensure adequate operations and customer service; Possess excellent verbal communication skills (including good telephone and radio etiquette) to convey pertinent information to our guest, management staff and fellow team members to ensure information is transmitted and received clearly and accurately; Responsible to follow all opening, closing, safety and security procedures for assigned areas; Actively participate in departmental meetings to improve guest service by providing feedback, making recommendations, participating in meetings and discussions, etc; Properly wash and sterilize food handling utensils and equipment according to departmental and health code standards; Frequently sanitize and disinfect common surfaces (for example, phones, radios, keyboards, pin pads, countertops, computer mouse, call-bells, screen monitors, Plexiglas shields and other surfaces); Perform other duties and tasks as required.

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Part Time

Job Title:	Sales Associate I (posted 06/29)	Job Number: 5156
Hours/Days:	Shift Varies	Salary: \$15/hr.
Approximate Location:	Los Angeles	
	<p>Skills Requirements: Have a friendly and proactive personality with good interpersonal communication and customer service skills; Strong proficiency in basic math (addition, subtraction, multiplication, division); Honest, energetic, hardworking, reliable, detail-oriented with good basic problem solving skills; Possess strong organizational skills with an ability to relate to persons of all ages and diverse backgrounds; Ability to perform the following physical activities with or without reasonable accommodations: ability to lift and carry boxes weighing up to 40 pounds and to climb ladders as needed; Ability to walk and/or stand for an 8 hour shift; Ability to work a flexible schedule including weekends, holidays and some evenings as required; Ability to adhere to workplace schedule; by maintaining an exceptional attendance and punctuality record; To remain an active employee for the California Science Center Foundation, you must be available to work three (3) full days per week, including holidays and weekends; Be a good team player, exhibit a positive attitude and help inform and motivate fellow staff members.</p> <p>Job Description: As members of the Retail Operations team, every Sales Associate I is expected to be proficient and available to work in all areas managed by the Retail Operations Department. Job responsibilities include, but are not limited to: Proactively and politely greet, wait on and provide friendly service to ensure the delivery of a high quality positive memorable experience to all California Science Center guests; Accurately and proficiently use a Point Of Sales (POS) cash register to handle guest purchase transactions, accurately handle cash and provide change; Handle guest relations concerns in a professional, polite, courteous and constructive manner; Be a good team player and perform all duties in a safe, accurate, effective and professional manner within the guidelines established by department’s management team; Patrol and monitor guest traffic flow on all departmental sales floors in order to provide excellent service, prevent pilferage and ensure a safe and pleasant shopping environment for everyone; Study and learn about the products and services offered within the Retail Operations department in order to provide knowledgeable information to our guests; Assist with the receiving, unpacking, packing, processing, preparation and pricing of retail merchandise as well as the proper preparation and sanitary handling of resale food products and shipments; Maintain merchandise displays while stocking-out product from the stockroom to the sales floor fixtures; Properly follow all health code requirements when preparing food in the concession stand; Assist the management/supervisory team with the organization, operation, stock replenishment and maintenance of all sales floors; Assist and participate in the organization, maintenance and cleaning of departmental warehouse areas including the ExploraStore, Endeavour and IMAX Concession Stand stockrooms; Clean and maintain departmental common areas that includes, but is not limited to: (a) picking up fallen products and debris from the sales areas and stockrooms, (b) clean and dust merchandise, fixtures and equipment, (c) clean glass shelving and windows, (d) vacuum and spot clean carpet, (e) sweep and mop floors, (f) properly wash and</p>	

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