

NOW HIRING IN HAWTHORNE

Dear clients, COVID-19 has resulted in immediate hiring needs for many South Bay Employers. Looking to hire Full- Time Office Administrator in the South Bay.

OFFICE ADMINISTRATOR

- Coordinating driver delivery routes
- Production planning
- Maintain production/office supplies and re-order as needed
- Basic accounting & HR duties
- Fluent in Spanish
- Proficiency in Excel & Word
- Knowledgeable in Quickbooks preferred
- Good organization skills and detailed oriented
- College degree is required in Business Administration or related field
- Starting compensation: \$16.00 -\$20.00 Hour based on experience and with the possibility to change from an hourly contract to a salary one.

Please email resume to Donald Perry:

DPERRY@SBWIB.ORG



IT IS OUR GOAL TO PROVIDE ESSENTIAL WORKFORCE SERVICES TO SUPPORT THE PUBLIC DURING THIS DIFFICULT TIME. THE SBWIB HAS TAKEN A NUMBER OF STEPS TO ENSURE THE PUBLIC HAS ACCESS TO THE RESOURCES THEY NEED.



THIS WIOA TITLE 1 FINANCIALLY ASSISTED PROGRAM OR ACTIVITY IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM. AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES BY CALLING IN ADVANCE TO CRS 1-800-735-2922 OR 310-680-3700