

Classified Ads

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1150 Wilshire Boulevard, Los Angeles, CA 90017-1904 • Tel. (213) 250-9797 • Fax. (213) 481-0854

EMPLOYMENT

WANTED
RECEPTIONIST

organized
motivated
good computer skills
good communication skills

Email resume and photo to:
gandiskincare@gmail.com

WANTED
INBOUND/OUTBOUND
TELEMARKETERS

Come and put your telephone skills to work!

We are seeking friendly, service-oriented individuals with proven ability to form customer relationships over the phone. Will handle incoming calls or outbound calls.

Bilingual, proficient in English and Tagalog. Experience in mortgage, real estate or banking industries a plus. Familiarity with said industries also okay.

Compensation based on experience. This is a part-time position leading to full time.

Please email your resume to
telephonejob@yahoo.com
or fax to 818-291-9932. Attention Malia.

Prestigious Surgery Center in Beverly Hills is in need of:

MEDICAL ASSISTANT
MEDICAL SCHEDULER

With Bachelor/ College Degree, young and with pleasing personality.

CUSTOMER SERVICE REP
(For a Call Center)

For further inquiry call Cindy at
310-714-1888

IMMEDIATE HIRING
Person with experience in
**PUBLIC RELATIONS/
OFFICE WORK**
WILL SPONSOR QUALIFIED APPLICANT

Call for an appointment
(213) 622.6467

Job Opening
LEGAL ASSISTANT

Must have excellent writing and analytical skills. Preferably with legal education from top law schools in the Philippines. Must be a U.S. citizen or legal resident of the U.S. Salary commensurate with qualifications and experience.

Send resume, transcript of school records, and sample written work to **lgiasst@gmail.com**

LEGAL ASSISTANT
Legal assistant needed for small law office;

Position requires a Bachelor's degree with 1 to 2 years work experience; Duties includes writing letters, writing pleadings, making copies of documents, sending out mail, organizing case files, handling simple divorce and immigration cases, answering client calls. Must have good english writing skills, organization skills, and ethical; Salary starts at \$12 per hour plus parking and six months probation. Health insurance and possible raise after probation depending on performance.

E-mail resume to:
hrlaw1999@gmail.com

molecules LLC
Staffing and Registry
3055 Wilshire Blvd., Suite 1200
Los Angeles, CA 90010
Tel: (213) 3873125
Fax: (213) 3873126

Outsourcing Services - Recruitment - Marketing - Consultancy - Immigration Services

WE HIRE:

(Per Diem or Registry) -Registered Nurses -Licensed Vocational Nurses -Certified Nursing Assistant -Physical Therapist / Assistant -Occupational Therapist / Assistant -Respiratory Therapist -Caregiver	Full Benefits -Training Allowance -Relocation Allowance -Sign-on Bonus -Immigration Fee Reimbursement -Tuition Fee Reimbursement -Employee Assistance Program -Insurance (Sabbath, Medical, Dental, Life) -Paid vacation, sick leave, birthday leave, savings plan -401 K, Savings Plan	Direct Employment (Convalescent Facilities) -Per Diem -Registry -Full -Part Time -With Training & Orientation
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Locations:
All over Southern California
"We speak TAGALOG & VISAYAN"

"We can assist you with your employment -based or family-based petition"

EMPLOYMENT

IMMEDIATE HIRING
We are in need of a:
GRAPHIC DESIGNER

With experience in web & catalog design. Proficient in Macintosh, Photoshop, Adobe Illustrator & Quarkxpress. Can work with less supervision, must be flexible, efficient and team player. Local experience is preferred.

Fax resume to **(323) 888-1977**
Or call **Bob at (323) 888-1973**

WANTED
LIVE-IN CAREGIVER
Female preferred.
For a 4-bed Adult Facility in Lancaster.
Salary plus Room and Board.

Leave a message at: **661.435.6582**

OFFICE ASSISTANT
IN CANOGA PARK

Looking for a self-motivated person who pays attention to details and can multi-task for a full-time position.

Responsibilities include:
• Maintain records
• Assisting in calls, faxes, mails & emails & printings
• Collecting mails from post office
• Data Entry

Must have:
• Good communication skills
• Computer knowledge
• Time and record management & organizational skills
• Authority to work in the U.S.

Please send application by:
Fax 818.718.8797
Or email: **Ravit@ilntech.com**

Do you wish to work LEGALLY and become an IMMIGRANT in the U.S.?

- WE CAN HELP**
- We have immediate openings for the following positions in companies that are willing to petition:
- Accountants/Bookkeepers
 - Architects/Engineers
 - Computer Programers/ Network Administrator
 - Web Designers
 - Admin Assistants/ Data Entry Clerks
 - Warehouse/Shipping/Receiving
 - Caregivers (P/T or F/T)

Send us your resume TODAY
ACT NOW. Your future is in your hands!

LA JOBS EMPLOYMENT AGENCY
CAREGIVER SERVICES
21800 Oxnard St. Woodland Hills, CA 91367

291 S. La Cienega Blvd. Suite 209-210
Beverly Hills, CA 90211
Tel. (310) 358.1998 Fax (310) 358.0908
Email: **hr@lajobsusa.com**
www.lajobsusa.com

EMPLOYMENT

Beverly Hills
HOUSEKEEPER/ NANNY
\$400 CASH PER WEEK

Hiring live-in housekeeper/ nanny. Arrive Sun 6 pm, leave Fri 7 pm, Sat & Sun OFF. Non-smoking, between 22-40 year-old female with live-in reference for at least 3 years. If you are seeking a caring family for a long-term position, call:

310-888.0075

A Los Angeles medical clinic has the following openings:

- **MEDICAL REPORT EDITOR**
- **UNLICENSED MEDICAL DOCTORS**

preferably specialized in orthopedics or physical medicine
E-mail Resume to: **medicaleditors@hotmail.com**

MOTHER THRICE HEALTHCARE SERVICES, INC.
27352 Dearborn Dr., Valencia, CA 91354
A Private Duty Home Care Agency

CAREGIVERS, CNA'S & MARKETER

- We need driving & non-driving
- We have live-out / live-in positions
- We have hourly & live-in rates
- Driving with car a plus
- Coverage areas are the counties of Los Angeles, Orange, Ventura

Call Tel: **(661) 259-2419** or **(661) 414-5019**
TOLL FREE (888) 259-9008

Beauty Distribution Company in Downtown Los Angeles is looking for a Full-time

OFFICE ASSISTANT

Must be: Highly organized, diligent • Proficient in Microsoft Word, Excel, Quickbooks • Professional, friendly • Excellent Communication skills • Responsible, reliable.

Fax or email resume to:
323.233.9333 / beautynet@pacbell.net

NANNY Wanted

For Monday to Friday.
Live Out / With Experience

Candidate **MUST:**

- Speak English
- Age between 25 to 40 yrs. Old
- Preferably Filipina.

Please call **SAMMY**
(213) 798-9990

Machinery Distribution Company Seeking:

Industrial Engineer & Manufacturing Engineer

Working on development, improvement, implementation & evaluation of company processes. Engineering analysis & synthesis, as well as mathematical, physical & social sciences to predict & evaluate the results to be obtained from systems. Must be College degree and experienced preferred.

Fax Resumé @ **(310) 516.7696**
Or E-mail to: **hr@mightyusa.com**

OFFICE ASSISTANT

Fluent in English, Computer Literate, typing skills needed. Experience preferred.
M-F (8am-4:30pm)

Call **(323)234-0388** or
Fax resume **(323)234-1130**
5833 Avalon Blvd. LA, CA 90003

CAREGIVER LOOKING
FOR PRIVATE PATIENT

Hi my name is Amy 39 y.o. I am compassionate, understanding, kind, considerate and experienced Caregiver.

Interested person may call me at
(818) 518-6259

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