

# Job OPPORTUNITY



All Five

Company

Full-Time Office Administrator

Job Title

Great mid Level position running a school office. Minimum 3 years office experience is required.

Contact Career Readiness staff if you are interested in applying

Application Deadline

PLEASE CONTACT:

[Skycareers@smccd.edu](mailto:Skycareers@smccd.edu) | (650) 738-4337

*Strategic Partnerships and Workforce Development  
Meta Major: Business, Entrepreneurship & Management*

**INTERESTED?**



# Job OPPORTUNITY



Davis Wright Tremaine LLP

Company

Full-Time Administrative Secretary

Job Title

An exciting opportunity to work for a top law firm

Contact Career Readiness staff if you are interested in applying

Application Deadline

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# Job OPPORTUNITY



H&R Block

Company

Seasonal First Year Tax Professional

Job Title

Conduct face-to-face tax appointments with clients and prepare complete and accurate tax returns.

Contact the Career and Readiness staff if you're interested in this position.

Application Deadline

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# Job OPPORTUNITY



H&R Block

Company

Seasonal Block Advisors Receptionist

Job Title

Great seasonal opportunity where you gain office experience and the flexibility to go to school at the same time.

Contact Career Readiness staff if interested in this position.

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# Job OPPORTUNITY



H&R Block

Company

Seasonal Bookkeeper

Job Title

Seasonal opportunity for anyone with a bookkeeping background. Two years of related experience required.

Contact Career Readiness staff if you're interested in this position.

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# Job OPPORTUNITY



Hertz Corporation

Company

Full-Time Customer Service Advisor

Job Title

Provide great customer with a well established company with lots of perks and opportunity for bonuses.

Contact Career Readiness Staff if interested in this position.

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# Job OPPORTUNITY



Law Offices of Mark C. Watson PC

Company

Full-time Legal Secretary & Office Admin

Job Title

Interact with clients and attorneys in a law office, prepare legal documents and perform other administrative tasks.

Deadline to apply is 10/19/21 - contact Career Readiness staff immediately if interested

Application Deadline

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# Job OPPORTUNITY



State Street Market

Company

Full-Time/Part-Time Restaurant Server

Job Title

Work as a server in a high-end food hall. Great opportunity to gain hospitality and customer service experience.

Contact Career Readiness staff if you're interested in applying.

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# Job OPPORTUNITY



Bon Appetit at Zoon

Company

Full-time Hourly Line Cook

Job Title

Cooking position for a tech company. Prepare food while ensuring quality food service is provided at all times.

Several positions available- contact Career Readiness staff if interested.

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