

# Job OPPORTUNITY



UCSF Human Resources (San Francisco)

Company

Facilities Coordinator - \$20.74 an Hour

Job Title

This position applies campus policies and procedures to resolve a variety of facilities management issues

Only 1 position available, please contact Career Readiness if interested

Application Deadline

PLEASE CONTACT:

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

INTERESTED?

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



# Job OPPORTUNITY



Robert Half (Throughout the Bay Area)

Company

Investment Operations Associate - \$18+ an Hour

Job Title

A client, through Robert Half, is seeking an Investment Operations Associate with their high-net accounting needs

Contact Career Readiness if interested in this position

Application Deadline

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# Job OPPORTUNITY



Robert Half (Throughout the Bay Area)

Company

Associate - \$18+ an Hour

Job Title

Great way to gain more wealth management or alternative investments experience with a high-net company

Contact Career Readiness if interested in this position

Application Deadline

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# Job OPPORTUNITY



H&R Block (Throughout the Bay Area)

Company

Receptionist - \$18+ an Hour

Job Title

Flexible, entry-level position that allows college students to gain customer service and clerical work experience

Several positions available throught the Bay Area, contact Career Readiness if interested

Application Deadline

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# Job OPPORTUNITY



Covid Clinic (Throughout the Bay Area)

Company

Clinical Assistant - \$24.50 an Hour

Job Title

Looking for self-motivated individuals to be client-facing in order to help run our COVID testing clinics

Tons of positions available! Contact Career Readiness if interested in applying

Application Deadline

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# Job OPPORTUNITY



Beacon Hill Staffing Group (San Francisco)

Company

Case Assistant - \$16+ an Hour

Job Title

Seeking a professional individual who will assist their debt finance group with administrative and legal assistance

Contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



Covid Clinic (Throughout the Bay Area)

Company

Clerical Assistant - \$20 an Hour

Job Title

Great opportunity to gain valuable clerical and customer service experience for an organization fighting COVID-19

Tons of positions available! Contact Career Readiness if interested in applying

Application Deadline

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# Job OPPORTUNITY



Traverse Restaurant (South San Francisco)

Company

Full-Time Front of House Hospitality Supervisor I Competitive Pay Provided

Job Title

Be a leader in a fast-paced front of house restaurant environment filled with perks and room to grow

Contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



Robert Half (San Francisco)

Company

Full-Time Junior Accountant I Competitive Pay Provided

Job Title

Work for a private equity firm targeting investments in middle market companies

Contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



Robert Half (San Francisco)

Company

Temporary Front Desk Coordinator | \$19.00-\$22.00 an Hour

Job Title

Become the introductory face at an expanding company in the Non-Profit industry as a Front Desk Coordinator

Contact Career readiness team if interested

Application Deadline

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# Job OPPORTUNITY



HSBC Bank (Daly City)

Company

Full-Time Bilingual Personal Banker - Mandarin/Cantonese | Competitive Pay

Job Title

Help new and current customers feel comfortable while they're making significant financial decisions for their future

Please contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



H&R Block (Millbrae)

Company

Temporary/Full-Time/Part-Time Receptionist I Competitive Pay Provided

Job Title

Provide help and inspire confidence in H&R Block clients and communities everywhere while gaining valuable skills

Contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



H&R Block (South San Francisco)

Company

Full-Time/Part-Time/temporary First Year Tax Professional I Competitive Pay Provided

Job Title

Flexible Tax Professional position great for developing essential tax/accounting related skills and experiences

Contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



H&R Block (San Francisco)

Company

Accelerated Tax Associate I Competitive Pay Provided

Job Title

Provide great customer service while gaining advanced tax training and related experience

Contact Career Readiness team if interested

Application Deadline

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# Job OPPORTUNITY



Blue Sky Designs, Inc. (Half Moon Bay)

Company

Full-Time Production Coordinator I \$20+ an Hour

Job Title

Accounting/Bookkeeping position managing company insurances, payroll, billing, and receipts

Deadline to apply is Jan 1, 2022- contact Career Readiness Team if interested

Application Deadline

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# Job OPPORTUNITY



Beronio Lumber (San Francisco)

Company

Full-Time and Part-Time Lumber Clerk I \$21.00 an Hour

Job Title

Provide excellent customer service and maintain an organized and well-stocked shopping area

Multiple positions available, please contact Career Readiness team if interested

Application Deadline

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