

Job OPPORTUNITY



Robert Half (San Francisco, CA)

Company

Temporary Front Desk Coordinator I \$17.41 - \$20.16 an Hour

Job Title

Great temporary, entry-level opportunity to gain valuable business administration work experience

Contact Career Readiness if interested

Application Deadline

PLEASE CONTACT:

Skycareers@smccd.edu | (650) 738-4337

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

INTERESTED?



Job OPPORTUNITY



Univision (San Jose, CA)

Company

Account Coordinator I Competitive Pay Provided

Job Title

Provide full project and administrative support to the sales managers and Account Executives

Bilingual Spanish/English preferred- contact Career Readiness if interested

Application Deadline

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Job OPPORTUNITY



Robert Half (San Francisco, CA REMOTE)

Company

Full-Time Paralegal I Competitive Pay Provided

Job Title

Great entry-level opportunity in the Legal field, duties include data management and supporting attorneys

Contact Career Readiness if interested

Application Deadline

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Job OPPORTUNITY



Robert Half (San Francisco, CA)

Company

Temp to Hire Full-Time Jr. Paralegal I Competitive Pay Provided

Job Title

This is a great opportunity for a self-starter who is eager to grow their legal career doing typical entry level duties

Contact Career Readiness if interested

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Job OPPORTUNITY



Returnmates (South San Francisco, CA)

Company

Part-Time Driver I \$18.00 an Hour (Must have Driver's License)

Job Title

Use great client service, leverage the company's technology to pick up customers' Online returns on a scheduled route

Many positions available- contact Career Readiness if interested

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Job OPPORTUNITY



The RealReal (San Francisco, CA)

Company

Inventory Operations Associate I Competitive Pay Provided

Job Title

Receive and process inbound merchandise, accurately fulfill and ship e-commerce orders in accordance with details

Contact Career Readiness if interested

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Job OPPORTUNITY



Filoli Center (Woodside, CA)

Company

Part-Time Accounting Clerk I \$28.00 an Hour

Job Title

Perform a variety of bookkeeping and clerical functions as a team member of a small accounting & finance department

Contact Career Readiness if interested

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Job OPPORTUNITY



FastSigns (San Mateo, CA)

Company

Part-Time Administrative Sales Assistant I \$20.00 an Hour

Job Title

Great opportunity to build sales and customer service experience with an opportunity to become full-time

Contact Career Readiness if interested

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Job OPPORTUNITY



Enterprise Holdings (San Francisco Airport)

Company

Full-Time Customer Service Rep I \$20.00 an Hour

Job Title

Provide a high level of customer service by assisting both internal and external customers, primarily face-to-face

4 positions available- please contact Career Readiness if interested

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Job OPPORTUNITY



EMO Trans (South San Francisco / Oyster Point)

Company

Full-Time International Freight Forwarding Agent | \$18.00 an Hour

Job Title

Great opportunity to learn all areas of international freight forwarding, export and U.S. customs brokerage

Contact Career Readiness if interested

Application Deadline

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