

Job OPPORTUNITY



City of Brisbane (Brisbane, CA)

Company

Full-Time Office Specialist (Police Records) | \$17.00 - \$18.00 an Hour

Job Title

Performs a variety of specialized police related records management, data entry, and record keeping duties

Contact Career Readiness if interested

Application Deadline

PLEASE CONTACT:

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

INTERESTED?

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



Job OPPORTUNITY



City of Brisbane (Brisbane, CA)

Company

Full-Time Administrative Assistant I \$17.00 - \$18.00 an Hour

Job Title

Assist with the day-to-day operations of the office by filing paperwork, answering phone calls and preparing documents

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Job OPPORTUNITY



HIP Housing (San Mateo, CA)

Company

Full-Time Operations Administrator I \$55,00 a Year

Job Title

Provide skilled administrative support to the Executive Director and for the oversight of office operations

Contact Career Readiness if interested

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Job OPPORTUNITY



AAA (Redwood City and San Francisco, CA)

Company

Full-Time Member Experience Associate I \$23 an Hour

Job Title

Position acts in a service and sales capacity, responsible for providing caring, outstanding Member service

2 positions available- contact Career Readiness if interested

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Job OPPORTUNITY



Robert Half (San Mateo, CA)

Company

Remote Full-Time Temp Office Assistant I \$19.00 - \$22.00 an Hour

Job Title

Perform general office administration related duties, route calls to appropriate parties, provide excellent service

Contact Career Readiness if interested

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Job OPPORTUNITY



Robert Half (Burlingame, CA)

Company

Full-Time Temp Inventory Clerk I \$16.15 - \$18.70 an Hour

Job Title

Responsible for all supply chain activities for the department including inventory management and supply requisitions

Contact Career Readiness if interested

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Job OPPORTUNITY



Robert Half (San Francisco, CA)

Company

Full-Time Temp Front Desk Coordinator I \$20.00 - \$22.00 an Hour

Job Title

Oversee special administrative projects, including overflow work from department and executive assistants

Contact Career Readiness if interested

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Job OPPORTUNITY



Robert Half (San Mateo, CA)

Company

Full-Time Temp Data Entry Clerk I \$20.90 - \$24.20 an Hour

Job Title

Process incoming orders, validate that purchase order contents are correct, provide excellent customer service

Contact Career Readiness if interested

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Job OPPORTUNITY



Lazy Dog (San Mateo, CA)

Company

Part-Time/Full-Time Server I \$25-\$30 an Hour

Job Title

Provide excellent customer service in a restaurant setting with great opportunities for growth

50 positions available- contact Career Readiness if interested

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Job OPPORTUNITY



Dunn Edwards Corporation (Daly City, CA)

Company

Full-Time Professional Color Advisor \$18.00-\$24.00 an Hour

Job Title

Work as the go-to expert for assisting with designing color schemes and palettes for customers

3-4 positions available, contact Career Readiness if interested

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INTERESTED?



Job OPPORTUNITY



Dunn Edwards Corporation (Daly, City, CA)

Company

Full-Time Customer Service Lead I \$24.00 an Hour

Job Title

Interact with customers via phone and in-person to offer expert advice, while also completing transactions

3-4 positions available, contact Career Readiness if interested

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INTERESTED?



Internship

OPPORTUNITY



Enterprise Holdings (SF Airport)
Company

Customer Service Representative I \$19.65 an Hour
Job Title

Provide excellent customer service at all times, perform typical office related duties

4 positions available- contact Career Readiness if interested
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