

# Job OPPORTUNITY



CQ Partners (San Mateo, CA)

Company

Full-Time Front Office Coordinator I \$20.00 Plus an Hour

Job Title

Create outstanding customer experiences through various touch points, contact patients to confirm appointments

Contact Career Readiness if interested

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



MCCLARY SWIFT & Co. Inc. (South San Francisco, CA)

Company

Part-Time Administrative / Accounting clerk I \$18.00 - 20.00 an Hour

Job Title

Provide general administrative and accounting support- filing documents and supporting accounts receivable

Contact Career Readiness if interested

Application Deadline

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# Job OPPORTUNITY



TPC Harding Park (San Francisco, CA)

Company

Part-Time Marketing Communications Assistant

Job Title

Design and distribute communications to the public, maintain website, social media outlets, and other printed materials

Deadline to apply is 10/1/2022- contact Career Readiness if interested

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# Job OPPORTUNITY



UPS (Throughout the Bay Area Peninsula)

Company

Part-Time Supervisor I \$23.10 an Hour

Job Title

Train and supervise daily activities of package handlers and clerks to ensure that all assigned duties are accomplished

10 positions available- contact Career Readiness if interested

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# Job OPPORTUNITY



Expeditors International (Brisbane & Milpitas, CA)

Company

Full-Time Logistics Specialist I \$21.00 Plus an Hour

Job Title

Ensure timely and accurate movement of freight and information, while providing exceptional customer service

Contact Career Readiness if interested

Application Deadline

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