

GREEN SHEET

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info@extrasecretary.com

MONDAY OCTOBER 12, 2015

CLASSIFIED

POSITIONS OFFERED

ECOMMERCE/SHOWROOM SALES ASSISTANT

We are looking for an energetic, self-starter with great attention to detail to join our team. You should be comfortable in a fast paced environment.

Have excellent verbal and written English skills, be computer literate and comfortable with all Microsoft Office applications, (Word, Excel, and Outlook). Knowledge of basic ecommerce website maintenance, digital photography and basic Adobe Photoshop skills are a plus.

Responsibilities will include, daily showroom maintenance, digital photography of garments, managing and processing online orders and working with customers over the phone, assisting the sales manager and owner.

We offer a casual, fun working environment, the opportunity to learn all aspects of the off-price business and the opportunity to grow with us. To be considered for this position, please have reliable transportation and be available to work (M-F, 9:00 - 5:30). Interested applicants please email your resume and salary history.

email: anwinc15@gmail.com

ASSISTANT BUYER

Seeking a full time Assistant Buyer. Highly motivated applicant must have leadership qualities & be a self-starter. Responsible for photos, organizing samples, and keeping track of purchase orders. Must be fluent in Photo shop, MS Word, and Excel.

Email resume with salary history to:
hrapparelwarehouse@gmail.com

YOUNG CONT. ASST. DESIGNER/MERCHANDISER

L.A. based brand seeking an asst. to join our creative team. Must have min 3 years experience be detailed oriented, self-starter. Knowledge of relevant computer programs and must be a team player.

Send resume to: mpaguio@velvetheart.com

ECOMMERCE ASSISTANT

eCom assistant needed for LA based contemporary clothing line. Prior experience a must. Must be familiar with Photoshop and social media platforms. Excellent writing skills. Send Cover letter & resume

to: **gabrielle@velvetheart.com**

Velvet Heart®

EXPERIENCED SALES REP

Experienced sales Rep wanted for a Los Angeles based Contemporary line. Must have established relationships with specialty stores. Road Sales a plus!

Send inquiries & resume to: mpaguio@velvetheart.com

ACCOUNT EXECUTIVE

LiveFree a Multi-Line Contemporary Women's Showroom is seeking a Motivated and Energetic Account Executive to manage accounts in the west coast. Travel and Trade Show participation required, previous showroom experience a plus.

email resume to: sean@livefreeshowroom.com

SHOWROOM ADMIN/ASSISTANT

Showroom/Admin Assistant needed for busy contemporary showroom in the New Mart. Responsibilities include working directly with the owner in all office organization, merchandising and sample coordination, as well as computer work. Must be detail oriented, organized with experience in fashion industry.

Send resume to: mpaguio@velvetheart.com

SALES & MARKETING ASSISTANT

Description:

Part time Sales & Marketing Assistant Wanted for Established Women's Contemporary LA based clothing line. Qualified candidates must have a passion for fashion, motivation & drive. Must possess an eagerness to learn & excel.

Daily duties include:

- Administrative duties Organizing the line & style outs
- Account outreach Assisting with Public Relations and Marketing tasks Primarily Assisting sales manager & helping other reps in all day to day activities
- Working knowledge of Adobe Photo Shop, social media platforms, computer & people skills a plus

Requirements:

- Working knowledge of Adobe Photo Shop, social media platforms, computer & people skills a plus
- Interest in fashion, merchandising, sales and marketing
- Must be living in California

Send resume to: amy@danielrainn.com

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

Classified Ads
Continued on next page ▶

C L A S S I F I E D

SITUATION WANTED

WHOLESALE INDUSTRY

I am an energetic, positive, professional, articulate young man presently seeking a position in the wholesale industry. I have experience working with buyers as well as trade show experience. I am great with building relationships, rapport, following up with existing accounts and developing new ones. I am pro active and eager to get back in the business and find a company that I can grow with and build my career. My mom got her first job through the Green Sheet 30 years ago, I have watched and learned from her.

zwallman@outlook.com 818-297-7663

FOR SALE

- [1] kubata warehouse counting scale [\$50]
 - [4] heavy duty salesman // warehouse rolling racks [\$65 each]
 - [1] stand up black rolling sample case [\$65]
 - [2] soft garment bags [\$5each]
- Reasonable offers ok photo or additional info available upon request

Pick up only in Van Nuys
contact: 818.516.3814 or frombklyn@aol.com

GREEN SHEET ON FACEBOOK

NEVER MISS AN ISSUE OF THE GREEN SHEET

ADD EXTRA SECRETARY and THE GREEN SHEET ON 
[facebook.com/extrasecretary](https://www.facebook.com/extrasecretary)

INSURANCE

LIFE & HEALTH INSURANCE

Contact Ludgate Insurance to get the best premiums possible.

p: 818.312.3165 e:ludins@aol.com

SHOPS & SERVICES

EXTRA SECRETARY
FULL SERVICE PRINTING CTR
B-237.....213.627.5930

FASHION BOOKSTORE
Fashion Magazines, Books, etc.
A Lobby 19.....213.622.5663

HAIR SHOP, ETC. -
Hair, Nails, Wax, Massage Therapy, Supplies
B-232.....213.622.8138

LUDGATE INSURANCE SERVICES
Specialist in Life, Health, Disability, Long Term Care, Medicare Supplement Insurance
Email: ludins@aol.com or 818.312.3165

OMID Travel & Tours
Travel Agency
B209.....213.629.6646

BAKERY NOSH
Bakery, Breakfast, Lunch, Catering
B203.....213.622.6245

EXPERIENCED MODEL



Emmy Newman
MODEL

Bust: 33
Waist: 26.5
Hips: 34
Height: 5' 6"

emmyelisabethnewman@gmail.com
Sherman Oaks 650-248-3833

Lifestyle Swimwear Fitness Fashion

BREAST CANCER AWARENESS



BREAST CANCER AWARENESS

The Children's 6th Floor at the CMC is supporting Awareness Month

Stop by their showrooms & show your support

MAMMOTH WATER SERVICE



Mammoth Drinking Water
Servicing downtown LA area.
Call 877.626.6084 for more info.

REPAIR SERVICES

COMPUTER | COPIERS | PRINTERS | FAX
REPAIR SERVICE

STEVE HWANG 213.388.7575

M A T R I X

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Bakery, Breakfast, Lunch, Catering
B203.....213.622.6245

TRI R TELECOM
Telephone Installation & Repair
B-286.....213.239.8491

MONA TAILOR
Men & Women Clothing Alterations
CMC Olympic Bridge CGA11.....213.746.3340

CCL IT CONSULTING
Computer Repair/Networking
Chip Laza.....213.222.6225
chip@ccl-itc.com

TONY SHOE REPAIR
Shoe, Handbag Repair & Keys
Suite B211.....213.407.3199



Full Service Salon and Spa
901 South Main Street
Los Angeles, CA 90015
info@soleilbeautysalon.com
tel: 213-593-9090