

# GREEN SHEET

Published by: **EXTRA SECRETARY**  
(California Market Center)  
110 E. 9th Street, Suite B237  
Los Angeles, CA 90079  
Tel. 213.627.5930, Fax 213.624.9872  
[www.extrasecretary.com](http://www.extrasecretary.com)  
[greensheet@extrasecretary.com](mailto:greensheet@extrasecretary.com)  
[info@extrasecretary.com](mailto:info@extrasecretary.com)

MONDAY APRIL 7, 2014

## CLASSIFIED

### POSITION OFFERED

Seeking **sales professional** for multi-line showroom with high-end contemporary brands. Must have 2-3 year experience in West Coast better contemporary market with account following. Road and showroom sales. Salary + commission.  
Email resume to: [darlene@showroom701.com](mailto:darlene@showroom701.com)

### Content Writer

LA women's clothing mfr looking for a P/T copywriter for blogs, video scripts, product descriptions & social media updates. Must have knowledge of textiles /fashion /style, demonstrate strong writing skills, ability to research thoroughly, knowledge of online marketing, & experience in SEO content writing. Email resume & a writing sample to: [Jamie@tianello.com](mailto:Jamie@tianello.com)

### SALES REP

We are looking for an exp'd **Sales Rep** for our fast-paced LA made leather goods co. Rep should have existing & strong relationships w/ buyers at majors.

Musts:

- At least 2 yrs exp, global exp a plus
- Exp in both wholesale & private label sales
- Exp working at trade shows, acting as a road rep, etc
- Energetic, smart, dedicated & organized
- Unstoppable, be both competitive & a team player
- Superior communication & follow up skills
- Industry knowledge & passion for leather goods

Compensation: base salary with commission incentives.

If you meet the above qualifications & have a proven successful sales performance record, please email your resume with a cover letter to: [heather@science-inc.com](mailto:heather@science-inc.com)

### Soho Apparel Group Inc. Looking for Independent Sales Representative

Soho has been around now for about 13 years, leading the seamless clothing industry. Located in the City of Industry, CA & sells primarily to 1/2 price retailers such as Ross, TJ Maxx, and Burlington. Selling everything from Kids, Juniors, Plus Size Girls, Missy, Petite, Activewear, etc. We work with over 30 factories in China, as well as private label goods for other companies.

Fast growing, Soho Apparel Group Inc. is looking to add another great independent sales rep to our team!

Description & Qualifications:

- Work as an independent sales rep who manages & builds your own business
- 100% commission with an uncapped earning potential
- Minimum 2 years wholesale independent sales rep experience
- Has current relationships with apparel retail stores, department stores, etc.

Please email resume to:

[anna.lundahl@sohoapparelgroup.com](mailto:anna.lundahl@sohoapparelgroup.com)  
[lindabillion@gmail.com](mailto:lindabillion@gmail.com)

### POSITION OFFERED

### In-House Bookkeeper

Solid bookkeeping exp, very detail oriented. AP/AR, end of year etc.

Requirements:

- 3+ years Bookkeeper exp
- Exp with maintaining multiple sets of books (i.e. business, personal)
- Exp with Microsoft Office & Quickbooks
- Must be able to work on a MAC

3 days a week. Pay based on exp. Please email resumes to: [jobs.brianlichtenberg@gmail.com](mailto:jobs.brianlichtenberg@gmail.com) insert "Bookkeeper" in the subject line.

### PRODUCTION DESIGNER

This is Ground ([www.thisisground.com](http://www.thisisground.com)) is looking for a top-notch **production designer** to assist in the production of our leather goods & manage the day-to-day production. We're hoping that this person is a long term fit, has a strong interest in leather goods & will understand that this is a one-of-a-kind opportunity to be a part of a growing company.

Duties include:

- Researching, quoting, & negotiating prices with new & existing vendors
- Ordering & pick up of supplies & finished goods
- Design assistance, production, create CAD files & tech packs

Qualifications:

- Excellent organizational & communication skills
  - Resourceful, strong multi-tasker, punctual, excellent attention to detail, good negotiator & exemplary work ethic
  - Working knowledge of 3D program / CAD software a plus
  - Exp with production, specifically leather goods a plus
  - A love of minimal design & technology
- If you are interested and meet the above qualifications, please send back a short note on why you would want this position along with your resume to: [heather@science-inc.com](mailto:heather@science-inc.com)

### REP WANTED

Ephesians Styling Co. seeks established rep. Ken and Barbie Signature Style Collection. T-shirts are custom shape wear. Please email: [mschristinajhoward@yahoo.com](mailto:mschristinajhoward@yahoo.com)

### ROAD REP WANTED/POSITION OFFERED

### Road Rep (NEW MART-LA)

CONTEMPORARY WOMEN'S CLOTHING WHOLESALE INDEPENDENT SHOWROOM LOOKING FOR STRONG SALES/ROAD REPS TO JOIN OUR TEAM.

**\*\*MUST HAVE RELIABLE TRANSPORTATION TO BE ON THE ROAD LOCALLY & LONG DISTANCE OUT OF STATE, MUST BE ABLE TO TRAVEL\*\***

MUST BE DEPENDABLE, ON TIME, AGGRESSIVE, SELF MOTIVATED, WORKS WELL UNDER PRESSURE, PERSONABLE, ORGANIZED, ENERGETIC, WITH A GREAT ATTITUDE THAT'S A TEAM PLAYER.

Email resume to: [jackie@jackiebshowroom.com](mailto:jackie@jackiebshowroom.com)

C L A S S I F I E D

S  
E  
R  
V  
I  
C  
E  
S  
&  
S  
H  
O  
P  
S

**POSITION OFFERED**

Interns needed for swim/beach lifestyle show in Santa Monica. 2-3 days/week. Must be computer savvy, a social media expert & have high-level communication skills. Email resumes to: thegirls@hms showroom.com

**CMC SHOWROOM SPACE AVAILABLE**

7th floor A-side, re-modeled office. Approx. 1200 sq ft. Space available for co-op (rent desk space) / or option to sublease entire office. WIFI and large Windows. Call 213.590.2576

**NOTARY PUBLIC**

notary public




Extra Secretary in the cmc  
110 E. 9th St. Suite B237  
Los Angeles, CA 90079  
p 213.627.5930  
e info@extrasecretary.com

**PHOTOGRAPHY IN THE CMC**

**Product Photography  
Line Sheet Design  
Web Design  
Graphic Design**



Visit our new studio at the CMC.  
Photography by the look not the hour.  
Affordably priced. Quick turn-around.

**imageego**  
California Market Center, Suite B274  
www.imageego.com | 213.488.2695

**CAR WASH UNDER NEW MANAGEMENT**

welcome to the cmc..

**High Class** 

**CAR WASH & DETAIL CENTER**

**CMC MAIN GARAGE**  
110 East 9th St., Los Angeles, CA 90079  
100% HAND WASH  
(213) 488-9920  
email: highclasscarwash@yahoo.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

**FOR SALE**

**2 High-Gloss Grey Mannequins - \$125 each**



Purchased just over a year ago, brand new, for \$250 each.

Great Condition.

Contact  
Barry: 213.434.0405  
or  
Terri: 310.738.3802

**USPS SUPPLIES & STAMPS**

**USPS Supplies & Postage Available at  
EXTRA SECRETARY  
cmc b237**



**GREETING CARDS**  
for all different occasions available too

**SERVICES**



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

**HAIR SHOPPE ETCETRA**



**DREAM VOLUME**

Body & volume for fine hair.

Gentle & natural - with high quality thickenings from hand selected real hair.

Call Connie for a free consultation appointment:  
213.622.8138

**TONY SHOE REPAIR**  
Shoe, Boot, Handbag  
Repair & Key maker.  
**Suite B211,  
213.407.3199**