

# GREEN SHEET

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MONDAY DECEMBER 1, 2014

## CLASSIFIED

### POSITION OFFERED

#### Data Entry Clerk

Responsibilities include: entering orders into an apparel software program ASW, compiling & updating spreadsheets, backup receptionist, submitting orders to the factor and other duties as assigned. Excellent verbal & written communication skills are required as follow up on credit approvals with the factor is part of the process. The right candidate will be fast & highly accurate and be able to concentrate in an environment with many interruptions. This person works closely with the sales & shipping staff. F/T starting at 7 AM each day. Exp in the apparel industry & familiarity with apparel specific software are a plus. Must be able to read & write in English. Bilingual English/Spanish is a plus. Email your resume to: sales@bbronson.com

Shoe manufacturing company in Burbank is looking for **Customer Service Rep.** Duties include Administrative, web maintenance and sales. Photoshop & Spanish are a plus. Email resume to: zela@cydwoq.com

#### SHOWROOM ASSISTANT

LAURIE HASSON SHRM seeking skilled Asst. for back end dept. store, chain store, private label & online accts. Must have knwldge & skill working w/ high level buyers, a full understanding of high volume acct structure, impeccable follow-up skills & be highly proficient w/computers. Email: info@lauriehasson.com

#### Sales and Production Assistant

We are looking for a Sales & Production Assistant. Contributing to the production process. Build relationships with vendors & internal customers. 1-3 years' exp in apparel/accessory production & sourcing. Please send resume to: careers@urbanexpressions.net

#### Sales Assistant

The Giving Keys is seeking a proactive & highly administrative Sales Assistant. Your core responsibilities will include purchase order creation, database administration, account & rep. management. B.A. in Business/Marketing Preferred. Resumes: helen@thegivingkeys.com

#### Senior Accounts Manager

The Giving Keys is seeking a Senior Accounts Manager who must have excellent communication & organizational skills. You will be responsible for maintaining strong relationships with all retailers & showroom reps. You will also need superior management skills to oversee all orders being processed by the sales team. Resumes: helen@thegivingkeys.com

### POSITION OFFERED

#### Merchandising Assistant

Responsibilities include: Manage spreadsheet/ data analysis & Production. Assist fabric/trim purchasing, merchandising. Must be proficient in Excel, Quickbooks knowledge preferred, e-comm/ wholesale knowledge is a plus! PT/FT or paid intern \$10-12/hr. Join a dynamic yoga apparel company by the beach! Email resumes to: onziehire@yahoo.com

#### In-house Sales Director

Hiring sales director for newly launched contemporary line. He/She will be responsible for working with representatives in four different national territories to reach monthly sales goals. Candidate must have knowledge of markets per territory as well as experience with tradeshow. Knowledge of specialty stores and company sales is also required. Tradeshow & some market week travel will be required. Please email your resumes to: davikim@lemieuxcollection.com

#### Assistant Development/ Graphics/ Web Coordinator - Entry Level

Children's Apparel  
Photoshop/Illustrator  
Basic Sewing Knowledge  
Retail Web Maintenance  
Resumes: help@citythreads.com

#### EXCITING SALES OPPORTUNITIES IN NEW YORK & LOS ANGELES

Focus Showroom seeks fashion sales professionals, eager to be a part of a growing team. If you are a motivated and polished sales pro, with established relationships and extensive experience within the contemporary market, we would love to meet you! You would be working with new and established, high visibility brands. Contact: sylvana@focusshowroom.com

**BedHead**  
pajamas

Specialty store account executive needed. Must love to work with specialty stores & close business over the phone. Existing territory that needs to be grown. Must have the ability to schedule regular road trips in addition to attending trade shows. Strong computer skills, good organizational skills & a great attitude is needed. 2-3 years' exp required, existing relationships are a plus. Email: wendy@bedheadpjs.com

### REP WANTED - ENK/ATS

Seeking **showroom/rep** to take designer fashion jewelry line (include in your booth) to **ENK AC/ATS** this Jan. Not much space required. Will pay portion of fees, etc. Please contact: info@belchousa.com

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**SAMPLE SALE**

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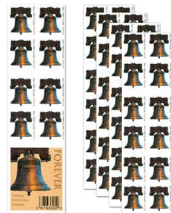
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We invite you to join us at both shows or the one that fits your needs. These two shows are open booth shows with moderate booth fees, that the customers love! We hold 4 shows in Arizona and 2 shows in San Diego a year. Visit each show web site for more information. You will be able to find the show's application on line, with all the information for that show. Questions, contact us by email or phone at **805.987.9928**

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