

GREENSHEET

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MONDAY DECEMBER 21, 2015

CLASSIFIED

POSITIONS OFFERED

Clerical/Data Entry/Showroom Assistant

We are a multi-line kids apparel showroom/Importer seeking an individual who is extremely detail oriented. Must be computer savvy, with knowledge of Microsoft office and ERP systems a plus. Please Email your resume to: CNSDIVA@gmail.com

Well established yoga apparel co. is seeking an **INVOICING & CUSTOMER SERVICE expert**. Attention to detail, strong quick books, computer & organizational skills is a must. Venice Beach and Downtown LA offices. Work with fun team! Competitive Salary.
Please email: venicenewhire@gmail.com



AGENCY SHOWROOM

FT Showroom Assistant / Showroom Coordinator

Leading Women's Accessories Showroom seeking experienced fashion savvy Showroom Assistant, MGR or Coordinator. Title & Salary contingent upon experience.

Must have skills in: Customer service, admin tasks such as invoicing and basic accounting, showroom/ wholesale knowledge, basic merchandising.
Sales Force and Excel is a +. Must be a # and \$ person.

Light travel to trade shows and some assistance with sales. Salary + Commission.

Please email a picture with your resume embedded in the body of the email to:
agencystacy@gmail.com

PLEASE do not send any attachments. NO CALLS.



Kendall Miles Design, luxury women's footwear company, is looking for a

National Sales Director

to oversee and manage all North America activities as they relate to sales and distribution. This includes promoting, marketing and selling KMD products through effective use of product development, distribution, sales management, merchandising and administration to achieve company objectives in growth, quality, service and profitability.

This person is directly responsible for leading the strategic planning process, setting and achieving quarterly and annual revenue targets, profit goals, product initiatives and leading all sales efforts.
Email: kreynolds@kendallmilesdesigns.com

POSITIONS OFFERED



Stylish women's wear line based in downtown Los Angeles is seeking an experienced office administrator. Duties to included data entry with Quickbooks, Excel spreadsheets, write company cover letters and other various administrative duties.
Please email: info@lux-la.com or call 213-275-1003

PARTNER WANTED

PARTNER WANTED MULTI - LINE SALESMEN

JUNIOR, MISSY and PLUS collections - needs a partner to help with the volume.
Call Mark Warman 818.970.3327
or email: dressme2@aol.com

SHOWROOM AVAILABLE

Prime showroom location in trendy fashion building for sublease.

Email: info@extrasecretary.com
Put in Subject: Showroom Avail.

HAPPY HOLIDAYS

Happy
Holidays

From Extra Secretary & the Green Sheet

Next Green Sheet issue - January 11th

TURN OVER FOR MORE ADS
POSITIONS OFFERED
LINES WANTED
SERVICES



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POSITION OFFERED

Scott-Thaler Creative Talent Group, INC

Email: Bthaler@Scott-thaler.com

Cell: 714-227-3458 Fax: 310-668-5890

Note: **Reincarnation Textile Resource** is an affiliate of Scott-Thaler.

We also broker apparel and textile closeouts. We find buyers for any excess inventory.

Job titles may be deceiving so please send resume or call for a confidential appointment.

LA Area (Specifically Downtown Garment District) Bookkeeping / Accounting Position

Must know Quickbooks and AIMS, various accounting skills, and be computer savvy.

Contemporary Ladies Designer

Talented Creative Crossover expertise between the Young & Mature Lady. A combination of flair & elegance, enticing & classic. Forte & origination.

Showroom Financial Controller

Control and monitor all financial activities from a time, cost, and control efficiency standpoint. Knowledge of the phases and stages of sales, commissions and controlling the manufacturer's obligations to the whole process. Interfacing with C.P.A.'s and business consultants. Controlling accounts receivable and payable. Central office with multiple branches.

Sales Manager

Coordinate, educate, and lead the sales team. Leadership skills are a must. Candidate must be hands on & develop / maintain new accounts. Product knowledge of lingerie & sleepwear is a plus. 5-7 years minimum exp. Logistics, Warehouse, 3PL Manager, Coordinator and logistics liaison with multiple 3PL operations. Monitor all phases and stages of the operation from beginning to end. **Admin Assistant or Coordinator to the President** Min 2+ years in the Apparel & or Textile industry. Must have strong computer skills with an organizing follow through drive. Can bounce with the ups and downs of the industry & land on their feet with a smile. Field support with visits to the manufacturers, Retailers, 3rd party services & Trade Show (Local & Vegas). Cannot be intimidated by the industry.

*******ORANGE COUNTY *******

(Local candidates preferred)

Note: All candidates must have apparel exp. Categories include Junior, Missy, Accessories, & Sleepwear.

Sale Representative / Customer Service

Proven track record & career-minded mentality are a must. Dog friendliness is a plus.

Warehouse Manager (Senior or Junior)

Candidate must have leadership skills and a good track record. Bilingual in English & Spanish is a plus.

LINES WANTED



A very well-known & connected sales team is looking for 1 additional Junior & Junior Plus product to add to their current mix. We have a shwrm at California Market Center & shwrm space in NY for Market Weeks. We have strong relationships w/ Major Chains & Discounters. The product has to be spot on w/ the constant changing trends on a weekly bases. Most important you must be able to meet the price structure that our stores expect in this current market environment. So let's build a solid business together!

Barry & Terri Budow
Phone: 213.434.0405
Email: tjbsb@aol.com

YOUR AD HERE
 email your ad to: greensheet@extrasecretary.com

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M A T R I X

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 Virus and spyware removal
Chip Laza
IT Consultant
CCL IT Consulting
chip@ccl-itc.com
213.222.6225
www.ccl-itc.com

SHOPS & SERVICES

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 FULL SERVICE PRINTING CTR
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 Fashion Magazines, Books, etc.
 A Lobby 19.....213.622.5663

HAIR SHOP, ETC. -
 Hair, Nails, Wax, Massage Therapy, Supplies
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
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BAKERY NOSH
 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

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