

GREENSHEET

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
info@extrasecretary.com

MONDAY DECEMBER 7, 2015

CLASSIFIED

POSITIONS OFFERED

J BRAND

GERBER PATTERN MAKER NEEDED

J BRAND is seeking a full time experienced Gerber Pattern Maker, 1st - Production, must have Gerber and denim /non-denim experience. Prefer 6-8 years minimum. Full benefits package. Please email resumes and desired salary to: JBLAcareers@jbrandjeans.com

J BRAND

Merchandiser, Wholesale NEEDED

J BRAND corporate is seeking an experienced Wholesale Merchandiser, to build season sku & exclusives worksheets, solid prelim costing exp. Requires 3-5 years minimum wholesale, strong MS Excel, some retail helpful. FT+ benefits. Please email resumes to: JBLAcareers@jbrandjeans.com

Office Admin

General Office skills required, computer savvy, knowledge of Quickbooks perf. Organized, reliable and punctual. Email resume: osmleatherusa@gmail.com

simon

Showroom Assistant with Simon Showroom

Multi-line showroom seeking individual who can multi-task in a fast paced environment & is a quick learner/self-starter. Individual will be responsible for assisting sales teams, assisting with RA's, organizing samples, working w/ customer service, interacting w/ buyers, handling e-mails, follow up on purchase orders and data entry. Must have excellent organizational skills, strong written & verbal communication skills & fluent in MS Word & Excel. Please contact: Rebecca@simonshowroom.com

Bookkeeping Services Needed

Candidate must be a Full Charge Bookkeeper with 5-7 years in garment manufacturing or import industry. Must have specific expertise with factoring, LCs, import documents. Freelance to start with full time potential. Please email resume with references and salary history. Email: gmtsintl@gmail.com

Fashion Link

Contmp shwrm & distribtr seeks salesperson w/ min 3 yrs exp in whsl sales. Ideal candidate is a multi-tasker who thrives in fast pace environment, loves fashion, a nat. born seller, with great people skills, & organized. Knowledge of Excel, Word & basic computer skills is a must. Some travel req. sal + perks. Email resume: info@fashionlink.org or fax: 213.627.3633

REP WANTED

Independent Sales Rep. Wanted

Growing fashion bag & tote line looking for fun, enthusiastic sales rep w/ success for socially responsible & eco-friendly product & accessory lines. We offer fabulous, unique, trendy bags while providing training & jobs to disenfranchised women in developing nations. Looking for a great rep w/ established base of like-minded boutiques & larger retailers. Attractive commission. Email: ardicenow@gmail.com

SHOWROOM AVAILABLE FOR MARKET WK

Prime Show Space on 9
Sunny & Bright
@ The Gerry Building Penthouse
5 Markets a year. Easy Set up Call 213-622-6162

SHOWROOM AVAILABLE

SHOWROOM AVAILABLE CMC B-473
FULL TIME SUBLEASE / OR FOR MAJOR MARKETS
Completely Furnished. Ready-to-move-in w/
WIFI. Contact: info@110sales.com

SPACE AVAILABLE IN VERNON

3,300 sf available for sublet or share.
Full production studio fully equipped.
Loft space and 2 private offices.
Call to discuss your needs. 323-583-1166
nanettmarchand1@gmail.com

FOR SALE

FOR SALE
Modern frosted glass tables 48 X 28 w/medal base, complimentary leather/medal chairs also available round clear tables. Photos Available. Don Reichman 310.502.1077 donreichman@gmail.com

TURN OVER FOR MORE ADS
POSITIONS OFFERED
LINES WANTED
WAREHOUSE SALE
SERVICES



YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

C L A S S I F I E D

POSITION OFFERED

Scott-Thaler Creative Talent Group, INC

Email: Bthaler@Scott-thaler.com

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

Note: 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 & AIMS, various accounting skills & computer savvy.

Wholesale EDI & Office Coordinator for Wholesale

Responsible for receiving, entering, & reconciling POs. Maintain history of routing guidelines & keep updated guidelines for orders. Work direct w/ sales & warehouse depts to review orders. Perform regular maintenance of acct paperwork. Have operational exp in AIMS systems, strong understanding of EDI & GSX, can generate UPC's, excellent excel & organizational skills. Min 2 - 3 yrs exp.

Contemporary Ladies Designer

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

Apparel, Accessories, and Textile Coordinator

Need a broker to coordinate the buying & selling of apparel, accessories, &/or textiles. Industry contacts & integrity are an absolute must.

Sales Representative

Sales representative needed for all categories. 5-10 years of exp, & industry contacts, are a plus. Must have integrity, charm, & love for the industry.

Sales Manager

Coordinate, educate & lead sales team Leadership skills are a must. Must be hands on & develop / maintain new accounts. Product knowledge of lingerie & sleepwear is a plus. 5-7 yrs minimum exp.

Orange County (Local Candidates preferred)

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.

COMPUTER SERVICES

PC/MAC repair and upgrade
Network design and setup
Data recovery, backup solutions
Virus and spyware removal

**Chip Laza
IT Consultant**

CCL IT Consulting

chip@ccl-itc.com
213.222.6225
www.ccl-itc.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
.....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

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

WAREHOUSE SALE

D. L. & Co

Annual Warehouse Sale

NOVEMBER 30th *thru* DECEMBER 18th
10am-4pm

UP TO 85% OFF

CANDLES • OBJECTS & CURIOSITIES

7631 HASKELL AVE.
VAN NUYS, CA 91406

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