

# 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 DECEMBER 8, 2014

## CLASSIFIED

CLASSIFIED

### POSITION OFFERED

Showroom **ASSISTANT/RECEPTIONIST** needed for busy Junior showroom in CMC. Responsibilities include answering phones and many office duties. Must be detail oriented, organized with some knowledge of fashion industry. Email: [jonastfashions@yahoo.com](mailto:jonastfashions@yahoo.com)

### SENIOR ACCOUNT EXECUTIVE

Well known established contemporary knitwear & sportswear company looking for a senior account executive for LA corporate showroom. Must have established relationships with specialty & major stores & private label a/c. 5+ years wholesale exp preferred. Please send resumes to: [tansot8@gmail.com](mailto:tansot8@gmail.com)

### SEEKING SALES/CUSTOMER SERVICE PERSON

High energy and motivated.  
 Computer savvy and great people skills.  
 Please Call Sharon: 213-623-6689

### 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, existing & growth. Do you have excellent communication & computer skills? Are you eager to share your passion for fashion with specialty, online and major buyers? Travel & Trade Show participation required, previous showroom experience a plus. Email resume to: [sean@livefreeshowroom.com](mailto:sean@livefreeshowroom.com)

### SALES/CUSTOMER SERVICE

Shoe company in Burbank is looking for an experienced Customer Service Rep. in charge of showroom/factory store/web sales & FedEx ship manager. Impeccable follow up skills, computer proficient, bilingual English/Spanish a plus. Email resume to: [zela@cydwoq.com](mailto:zela@cydwoq.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](mailto:careers@urbanexpressions.net)

### NEVER MISS AN ISSUE OF THE GREEN SHEET

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

### REP WANTED

Overseas high quality leather mfg of women's, men's, kids & handbags seeks **ESTABLISHED REP** for collection or categories. Email: [yeshii@yahoo.com](mailto:yeshii@yahoo.com) or call Yeshi: 702.576.7791 or May: 310.202.8433

### INDEPENDENT SALES REP

Contemporary multi-line accessories showroom with amazing designers is looking for a sales professional who is a road warrior. You must be proactive, organized, able to maintain established relationships, open new accounts, work trade shows. Email resume to: [ccshowroom8@gmail.com](mailto:ccshowroom8@gmail.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](mailto:info@belchousa.com)

### 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](mailto:sales@bbronson.com)

#### 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](mailto:onziehire@yahoo.com)

### YOUR AD HERE

email your ad to: [greensheet@extrasecretary.com](mailto:greensheet@extrasecretary.com)  
[www.ExtraSecretary.com](http://www.ExtraSecretary.com)

**LINES WANTED**

Exp'd **sales professional** in the contemporary market with a strong account base, Excellent track record, travels to all shows & extensive road work, seeks established mfg.  
 Email: info@extrasecretary.com  
**Subject: Green Sheet Ad**

**HAIR ETCETRA**



**BEFORE**



**AFTER**

**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

**Hair Etcetra**

110 E. 9th Street Suite B232 P: 213.622.8138

**D.L. & Co WAREHOUSE SALE**

**D. L. & Co**

Modern Alchemists and Purveyors of Curious Goods



**Starting November 24th to December 19th**

**Monday-Friday 10am - 4pm**  
 Closed for Thanksgiving November 27th & 28th

**Special Saturday Only Sale December 13th**  
 10am - 4pm

**Candles, Diffusers, Stationery, & Home Accessories**

7631 Haskell Avenue  
 Van Nuys, CA 91406  
 213.745.9777  
 www.dlcompany.com

**SUN STATE TRADE SHOW**



**SUN STATE TRADE SHOWS LLC  
 NOW TAKING APPLICATIONS**

**ARIZONA APPAREL, ACCESSORIES, SHOE, & GIFT SHOW**

January 4,5,6, 2015  
 Mesa Convention Center

[www.arizonaapparelshow.com](http://www.arizonaapparelshow.com)  
[info@arizonaapparelshow.com](mailto:info@arizonaapparelshow.com)

**SAN DIEGO APPAREL, ACCESSORIES, SHOE, & GIFT SHOW**

March 9 & 10, 2015  
 Town & Country Resort & Convention Center

[www.sandiegoapparelshow.com](http://www.sandiegoapparelshow.com)  
[chinds@sandiegoapparelshow.com](mailto:chinds@sandiegoapparelshow.com)

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

**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

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

**MONA TAILOR**  
 Men & Womne Alterations  
 CMC Olympic Bridgeway CGA11  
 213.746.3340

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