

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
greensheet@extrasecretary.com
info@extrasecretary.com

MONDAY JULY 13, 2015

CLASSIFIED

POSITION OFFERED

2 POSITIONS AVAILABLE

- 1) **Showroom Sales:** Established Contemporary Cashmere Brand looking for a permanent sales. Must have strong relationships with buyers. Base + Commission.
- 2) **Online Marketing Planner:** Must have strong knowledge of Ecommerce. Offering base salary. Contact us: info@non-season.com

Customer Service Representative.

Music merchandising co. is hiring an in-house CSR.

F/T M-F salaried position @ 35-40K Annual + Benefits

Responsibilities Include:

- Resolve product & service problems
- Select & explain resolutions
- Expedite corrections or adjustments
- Follow-up resolutions & collect & analyze cust info.

Requirements:

- Ability to work under pressure, organize & prioritize responsibilities
- 1-2 years of exp working directly with clients
- Personable & professional
- Exceptional written, verbal and phone skills
- A self-starter with a can-do attitude & a service-oriented approach
- 1-2 years of strong data entry experience
- Excellent MS office skills (Excel, Word, Outlook)

Please email resume to:

USresumes@globalmerchservices.com for consideration.

This position is located in Hollywood, CA.

Sales Representative

Dial M, a contemporary multi line showroom representing European & contemp designers, seeks an experienced sales representative with a strong knowledge of west coast specialty stores & the overall region.

Preferred Qualifications:

- Bachelors Degree
 - 2-3 yrs exp in the contemp market with road & trade show exp
 - Highly motivated self starter who can work independently
 - Ability to analyze & interpret market trends
 - Strong sense of urgency, attention to detail & ability to work effectively under concrete deadlines
 - Excellent written & verbal communication skills
 - Knowledge of computer programs such as Excel, Filemaker, Google Docs & Sheets
- Responsibilities will include, but are not limited to:
- Managing all day-to day activities for assigned lines & territories
 - Developing new & existing account base
 - Managing account relationships, analyzing & building on growth potential, resolving challenges within each account
 - Organizing and merchandising lines and the showroom as needed.
 - Travel, road work & attendance at regional trade shows mandatory

Please submit cover letter & resume to:
margaret@dialmla.com

POSITION OFFERED

DESIGN OPTIONS, INC. a color/trend service, located in California Market Center. Seeks **Asst Office Manager** highly proficient in Quick books...A MUST!! Well organized, able to multi-task. Handling Customer Service, will be helping with production, invoicing orders, entering and paying bills. 3-5 yrs exp. Could work Mon-Thurs. (Possibly a full time position). Qualified applicants need only apply. Send resume to: fran@design-options.com

SIWY

Associate Designer

The AD works closely with the creative director to develop the line. Plan, oversee & track the development of styles from concept, to sketch, to selection of materials, to finished samples under the direction of the creative director.

Investigate emerging trends & make their own contributions towards the evolution of the brand. Work first hand with all personnel/partners contributing to the development of the line from fit to finish.

QUALIFICATIONS: AA or BA in Apparel Design / 5 yrs exp, preferably in denim / Proficiency in sketching illustrations by hand. Excel & Illustrator. Excellent communications & interpersonal skills & highly organized & detail oriented.

Email resume to: joe@siwydenim.com

SHOWROOM FOR LEASE

Showroom for lease in California Market Center 363 sq feet with partition, located on the 7th floor.

Available immediately until Dec 31, 2015

\$600.00 per month.

Please contact:

Chris: chrisross@circleshowroom.com

MODEL AVAILABLE



MODEL

35.5 - 36

28 - 28.5

38 - 38.5

rockinrobinrox@icloud.com

310.993.0079

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

C L A S S I F I E D

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

IT 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

EXTRA SECRETARY

print services:

PURCHASE ORDERS
MARKET CARDS
BUSINESS CARDS
LINESHEETS
HANGTAGS
NOTARIES

Call for a quote!
213.627.5930



110 E. 9th Street B237
 Los Angeles, CA 90079
 P 213.627.5930
 F 213.624.9872
 info@extrasecretary.com
 extrasecretary.com

INSURANCE

Life & Health Insurance


Contact Ludgate Insurance to get the best premiums possible.

p: 818.312.3165 e:ludins@aol.com

SHOPS & SERVICES

<p>EXTRA SECRETARY FULL SERVICE PRINTING CTR B-237.....213.627.5930</p> <p>FASHION BOOKSTORE Fashion Magazines, Books, etc. A Lobby 19.....213.622.5663</p> <p>HAIR SHOP, ETC. - Hair, Nails, Wax, Massage Therapy, Supplies B-232.....213.622.8138</p>	<p>LUDGATE INSURANCE SERVICES Specialist in Life, Health, Disability, Long Term Care, Medicare Supplement Insurance Email: ludins@aol.com or 818.312.3165</p> <p>OMID Travel & Tours Travel Agency B209.....213.629.6646</p> <p>BAKERY NOSH Bakery, Breakfast, Lunch, Catering B203.....213.622.6245</p>
--	---

MAMMOTH WATER SERVICE



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

SERVICES

COMPUTER | COPIERS | PRINTERS | FAX
REPAIR SERVICE

STEVE HWANG 213.388.7575

M A T R I X

USPS Supplies & Postage
 Available at
EXTRA SECRETARY
cmc b237



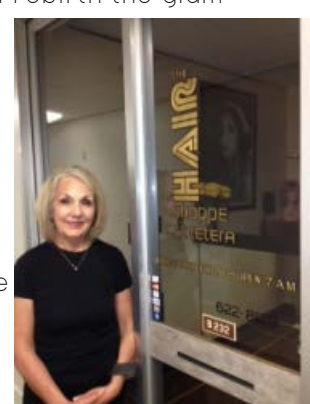
GREETING CARDS
 for all different occasions available too

110 E. 9th Street B237 Los Angeles, CA 90079
 P 213.627.5930 • F 213.624.9872
 info@extrasecretary.com • extrasecretary.com

HAIR ETCETRA

Fashion District Salon Makeover:
 California Market Center's
HAIR ETCETRA to Join Forces with Cutting
 Edge Twist Salon One Floor Away

On July 1, stylist to Fashion Industry celebs in the California Market Center, Connie Moran, will close the doors of her 38-year old Hair Etcetra and rebirth the glam salon one floor down amid the cutting edge synergy of Twist by Oliver. (CMC Suite A) Owner Oliver Ifergan welcomed Moran into the close-knit Twist family, stating that We are honored and humbled to have Connie's experience of more than 40 years in the industry on board with our team.



<p>TRI R TELECOM Telephone Installation & Repair B-286.....213.239.8491</p> <p>MONA TAILOR Men & Women Clothing Alterations CMC Olympic Bridge CGA11.....213.746.3340</p> <p>CCL IT CONSULTING Computer Repair/Networking Chip Laza.....213.222.6225 chip@ccl-itc.com</p>	<p>TONY SHOE REPAIR Shoe, Handbag Repair & Keys Suite B211.....213.407.3199</p> <p>SOLEIL BEAUTY SALON Full Service Salon and Spa 901 South Main Street Los Angeles, CA 90015 info@soleilbeautysalon.com tel: 213-593-9090</p>
---	--