

GREEN SHEET

Published by: **EXTRA SECRETARY**
 (California Market Center)
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MONDAY JUNE 16, 2014

CLASSIFIED

C L A S S I F I E D

POSITION OFFERED

Office Assistant

Fashion jewelry company seeking full time office assist. w/ sales exp. Min 2 yrs exp required. Must have exp working w/basic office programs (Microsoft) & Photoshop. Able to multi-task and very organized. Previous exp. in wholesale fashion a plus.

Please email resume & reference to:
mj@marciamoran.com

REP WANTED

REGIONAL SALES REPS WANTED — USA/Canada/Mexico

BLANC NOIR — Compelling Women's Contemporary Sportswear/Lifestyle brand seeks highly motivated Sales Reps to expand its reach & industry impact.

www.blancnoir.us

Please email resume to: janetrunway@gmail.com

Pre-Production Assistant

Premium Denim Manufacturer seeks a Pre-production Assistant. Related responsibilities, not limited to - spec protos /prod styles before /after wash, send out /track smpls for all operations, pull trims, prepare packets, maintain library log sms, fit apprvl, T.O.Ps., file pattern cards, enter TOP scans, create fabric cards, log fabric shrinkages. Candidate must have at least 3 years exp in Premium Denim & garment dye. Email resume to Pre-production dept. Attn. Becky: ads@netnotify.net

REGIONAL SALES REPS WANTED — USA RUNWAY NEW YORK

— Boutique Women's Contemporary Affordable Luxury Outerwear brand seeks highly motivated Sales Reps to expand its reach & industry impact.

www.runwaynewyork.us

Please email resume to: janetrunway@gmail.com



Accounting Manager

Manages accounting functions including maintenance of general ledger, accounts payable & receivable & ensures accuracy and timeliness.

Manages AP, AR & Payroll. Includes, Customer Vendor Relations & the AP disbursement group which handles all check disbursements, 1099 & tax related matters for 3 ERP systems.

Develops, implements & maintains systems, procedures & policies, including accounts payable functions to ensure adherence to co. guidelines.

Manages monthly closing of financial records & posting of month end info; ensures accuracy of financial statements.

Enters status change info to payroll & accounting software to ensure employee info is accurate.

Provides accounting assistance to CFO & operations staff; responds to financial questions/ concerns.

Acts as a liaison btwn the co., govt & external accountants to meet info needs & to ensure that proper info is maintained for historical purposes.

Basic Qualifications

7 or more years of accounting exp

Exp working with generally accepted accounting principles & accounting software

Must have large Quick Books system exp, as well as 1099 filing exp

Strong personal computer & business solutions software skills

Strong interpersonal skills for interacting accountants, clients, and upper management

Good communication skills & strong analytical & problem solving skills. Email Resume &

Salary History to: sales@bbronson.com

Independent Outside Sales Rep

Growing, trendy graphic t-shirt business seeks outside sales rep in LA. Must be experienced in trendy, casual clothing with prior sales experience and have outgoing personality with consistent follow through & current relationships with apparel retail stores & department stores. Email: usatees50@yahoo.com

POSITION OFFERED

Looking for an **in-house sales rep** to secure & manage accounts for Glitzies Iron in Hair Charms (Mid tear brand) as well as account manage & work with current showroom for Charmsies – Iron in Hair Charms (www.haircharmsies.com). Must have strong relationships, be amazing at sales & customer service.

Please send resume to: hello@haircharmsies.com

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

NOTARY PUBLIC SERVICE

notary public 



Extra Secretary in the cmc
 110 E. 9th St. Suite B237
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Contact Rob: 818.613.3450



SHOWROOM SPACE AVAILABLE

7th floor A-side, re-modeled office. Approx. 1200 sq ft. Space available for co-op (rent desk space) / or option to sublease entire office. WIFI and large Windows. Call 213.590.2576

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