

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
info@extrasecretary.com

MONDAY MARCH 21, 2016

CLASSIFIED

POSITIONS OFFERED

Customer Service and Sales position available for clothing Manufacturer

We are looking for a qualified person to be added to our team. MUST have experience in customer service, sales and Quick book knowledge.

Qualifications:

- * Has excellent customer service skills (A MUST)
- * Comfortable with answering and making high volume phone calls
- * Computer literate: Emails, Microsoft Office & Quick books (A MUST)
- * Can work independently but also in a team environment
- * Must be able to work full-time (30 - 40 hrs a week)

Job Duties:

- * Must learn product knowledge, will be required to assist customers and sell
- * Contact customers daily through phone calls and emails with great customer service attitude
- * Order entering, invoicing, and other regular office duties

Serious inquires only.

Please email: manuxolo@gmail.com

F a s h i o n L i n k

Contmp shwrm & distribtr sks **cust service/office person**. Ideal candidate has great people skills, is an organized multi-tasker who thrives in fast pace environment. Shwrm exp & knowledge of excel, word & some computer skills pref. Some travel req. sal+perks. Email resume: hr@fashionlink.org or fax 213.627.3633

danielrainn

Corporate Account Executive-Specialty Stores position available w/in a successful Contemporary Women's Apparel company. Looking for an **experienced Account Executive** who is highly organized, detail-oriented and able to prioritize and multi task with ease. A passion for fashion is a must!

Qualifications:

- 2+ years wholesale experience with current relationships selling to specialty stores nationwide
 - Road & Tradeshow experience is a must, with a willingness to travel
 - Proficient in Microsoft Office Suite with advanced Excel skills
 - Goal-oriented and highly motivated with excellent presentation and communication skills
 - Knowledge of all Social Media Forums, In Design, Mail Chimp, Dropbox & AIMS, Photoshop is a plus
- Compensation is base pay plus commission.
Email: amy@danielrainn.com

REP WANTED



Mens woven & T-shirt sales rep wanted

Rock Roll n Soul Apparel a growing So. CA based company, is seeking professional, commissioned sales reps throughout the US & select International terts.

Potential candidates must have proven exp selling to & developing relationships within the apparel and/or Music & Lifestyle channels. Successful candidates must possess strong communication skills, proven ability to maintain & increase sales, & a strong work ethic. Interested candidates can reply to: LAJungleJim@Yahoo.com

www.rockrollnsoul.com

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

SHOWROOM NEEDED - LA MARKET

Jr. Collection is looking for showroom space to share or take over just for the
LA MAJOR MKT 4/4- 4/6
Email: Cassandra.cavalini@gmail.com
or call 712.251.8657

SHOWROOM WANTED

Mfg. of womens wear looking for a showroom to share or sublease on 3rd or 8th floor in **CMC**.
Please contact Harry 323. 283. 3030
or email: faffibibi@yahoo.com

LINES WANTED

Budow Sales

Well known connected sales reps in the Junior Market looking to develop a popular priced Junior Dress Line to sell to the Discounters & Junior Chains.

Contact: Barry & Terri Budow
phone: 213.434.0405 email: bbudow@pacbell.net

C
L
A
S
S
I
F
I
E
D

UPCOMING CMC MARKETS

**CMC 2016
MARKET DATES**

APRIL LA MAJORS MARKET
04-06 Mon-Wed Fall 16

CCL IT CONSULTING

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

CCL IT Consulting

**Chip Laza
IT Consultant**

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

PRINT SERVICES

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

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

BUSINESS OPPORTUNITY

Retail Business Opportunity

High-end women's clothing, jewelry & accessory store offers it all:

- Location, location, location in ultra-affluent area of Pasadena.
 - Fantastic street frontage/visibility with parking.
 - Long track record of profitability.
 - 20% annual ROI with substantial growth opportunity!
- Contact: pasadenabizopp@gmail.com

SITUATION WANTED

PERSONAL ASSISTANT AVAILABLE

Former Production Manager seeks Personal Assistant Position. Strong Organization & Excel Skills. Excellent decision making abilities and highly self-motivated. No job is too small attitude. Located in Ventura County.
Email: sgonsalves48.sg@gmail.com

SAMPLE SALE



Designer Sample Sale

Benefiting Cedars-Sinai Department of Pediatrics

Friday, April 29, 9am - 4pm
Saturday, April 30, 10-3pm

Cooper Design Space

Mezzanine floor
860 South Los Angeles Street
Los Angeles, CA 90014

Women's Men's & Children's clothes

ALL DONATIONS ARE TAX DEDUCTABLE

Samples, Overstock, Mis-dyed items, etc
We can schedule a pick up for free at any time
Any amount - small or large- helps us raise critical funds for the Dept. of Pediatrics

100% of the proceeds for charity!

Please contact Synthia Lee
synthia@gmail.com
or
310-775-1130

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