

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 March 24, 2014

CLASSIFIED

POSITION OFFERED

Established yoga apparel co. needs **INVOICING & DATA-ENTRY expert**. Strong quick books, computer & phone skills. Bi-lingual a plus.
Venice Beach. Work with fun team! \$12/Hr.
Please email: onziehire@yahoo.com

FAST PACED MEN'S APPAREL COMPANY
SEEKS **SALES ASSISTANT** WITH A MINIMUM OF
2 YEARS EXPERIENCE. MUST BE ABLE TO MULTI
TASK, AND HAVE GREAT COMMUNICATION &
COMPUTER SKILLS. SEND RESUME TO:
MARLAINE@URGENTGEAR.COM

National Sales Manager – Specialty Stores BedHead Pajamas

Looking for 5+ years' experience managing and growing specialty store business. Strong follow up skills on weekly selling and seasonal selling. Must be aggressive about new business & know how to motivate a team & make sales goals. Exp with Aims or similar program is needed. Merchandising skills are a plus. Full time in the office, heavy travel required. Salary plus commission contact:
wendy@bedheadpjs.com

EXPERIENCED APPAREL SALES REPRESENTATIVE

Dream job selling men's & women's contemporary knitwear for ambitious individual with a Never Quit, Unstoppable attitude.

Seeking **Full-Time/In House Sales Representative** for fast growing Sportswear brand located in El Segundo. All of our products are designed & manufactured in LA with great attention to design & quality. Compensation is competitive, base salary + comm. Ideal candidate **MUST** have fashion industry exp, be extremely passionate, energetic & highly organized. Exp in wholesale sales of both Men's & Women's apparel is preferred, but women's sales exp is required. Responsible for meeting w/ prospective clients through local travel & attending/booking appts for regional & national trade shows. Must have relationships w/ small & mid-sized boutiques, great communication skills & an ability to maintain professional relationships. Ultimately, it will be your job to help introduce our brand into the US Market.

This is the perfect opportunity for an ambitious, self-motivated individual who is ready to demonstrate his or her exceptional leadership & sales skills.

If you meet the above qualifications & have a proven successful sales performance record, please email your resume with a cover letter to:
jpoblete@questapparel.com

YOUR AD HERE

email your ad to: greensheet@extrasecretary.com
VIEW ONLINE AT:

www.ExtraSecretary.com

POSITION OFFERED

PART-TIME FABRIC DYE TECHNICIAN

Sportswear brand is seeking exp'd part-time fabric dye technician. Top pay will be provided for the right candidate.

Requirements:

- Background in textile design or related field
 - Minimum 2 years related experience
 - Understanding of how to mix color & communicate desired outcome
 - Understanding of color depth, value, saturation & cast
 - Expertise in creating & approval of lab dips/print strike offs for bulk production with ability to communicate comments in a precise & clear manner
 - Knowledge of dyes & dyeing techniques for varied fiber contents and fabric structures; knowledge of textile structures & influence on color appearance.
 - Excellent color sense: Knowledge of industry/fabric/color/testing standards. Have a strong ability to differentiate color accurately. Consistently describe color differences.
 - Organized self-starter, able to accomplish goals with little supervision. Work closely with production team to assist in development of production in an efficient manner.
- Email resume to: jpoblete@questapparel.com

CMC 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

FOR SALE

2 High-Gloss Grey Mannequins - \$125 each



Purchased just over a year ago, brand new, for \$250 each.

Great Condition.

Contact
Barry: 213.434.0405
or
Terri: 310.738.3802

SHOWROOM MOVING SALE

- Tables
 - Chairs
 - Track Lighting Fixtures
 - "Lack" Brand Shelving. 43" x 2" x 10" Black/Brown
 - Office swivel chairs
 - Assorted Showroom Display Accessories
- Call: 213.623.8303 or
Email: robert.aruj@robertaruj.com

C L A S S I F I E D

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

NOTARY PUBLIC

notary public



Extra Secretary in the cmc
110 E. 9th St. Suite B237
Los Angeles, CA 90079
p 213.627.5930
e info@extrasecretary.com

SERVICES

COMPUTER | COPIERS | PRINTERS | FAX
REPAIR SERVICE

STEVE HWANG 213.388.7575

M A T R I X

PHOTOGRAPHY IN THE CMC

Product Photography
Line Sheet Design
Web Design
Graphic Design

Visit our new studio at the CMC.
Photography by the look not the hour.
Affordably priced. Quick turn-around.



CAR WASH UNDER NEW MANAGEMENT

welcome to the cmc..



High Class
CAR WASH & DETAIL CENTER

CMC MAIN GARAGE
110 East 9th St., Los Angeles, CA 90079

100% HAND WASH

(213) 488-9920

email: highclasscarwash@yahoo.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
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

USPS SUPPLIES & STAMPS

USPS Supplies & Postage Available at
EXTRA SECRETARY
cmc b237



GREETING CARDS
for all different occasions available too

PRINTING SERVICES

Come to **EXTRA SECRETARY**
for all of your **PRINTING** needs!



- Black & White Copies
- Color Copies
- Purchase Orders
- Linesheets
- Large Format/Posters

Call: 213.627.5930 or Email: info@ExtraSecretary.com

SERVICES



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

HAIR SHOPPE ETCETRA



**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

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