

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 MAY 9, 2016

CLASSIFIED

POSITIONS OFFERED



is a leading discount wholesaler in Los Angeles. Being in business for over 30 years, B Bronson has become a driving force in the off price clothing industry. **B Bronson is seeking a candidate to assist the sales team**, whom is: diligent, motivated, and organized. Applicants should be comfortable in a fast paced yet casual environment.

Responsibilities:

- Daily showroom maintenance.
- Receiving samples from daily shipments.
- Photographing and tagging samples.
- Using Photoshop to email aesthetically appealing photo mails for buyers.
- Writing purchase orders.

Requirements:

- Ability to prioritize efficiently.
- Strong customer service skills in person as well as via phone and email.
- Effective verbal & written communication skills.
- Strong time management skills.
- Proficient computer skills i.e. Microsoft Outlook, Microsoft Excel, Adobe Photoshop.
- Form of personal transportation required.

Email resume and salary history to:

sales@bbronson.com

REP WANTED



Womens fashion sweater brand is seeking an established **multi line independent rep** w/ an account base to develop the brand into boutique business & majors. Open Terr/ w/ the exception of some majors already being sold to. We have three positions open: Woven Heart is our young contemporary sweater line, Woven Heart Bleu is our contemporary sweater line and Woven Heart girls is our girls sweater line. Please contact: Kathy@wildheartusa.com if you're interested, we are looking for a Self motivated, professional looking to actively promote the brand. Commission Base.

SHOWROOM AVAILABLE

Showroom for Sublease

B-473 "Area 4 B" – beautiful all glass corner showroom for sublease. 907 sq. ft. \$1650.00 a month. Email: info@110sales.com or call 818.613.3450

SITUATION WANTED

EXPERIENCED SHOWROOM ASSISTANT

- Looking for a bright, bubbly Showroom Assistant?
- Someone who thrives in fast pace environments?
- Someone who can work independently?
- Maybe with a team?

Look no further! Please email Harris at: Harrismaxwinters@gmail.com or call: 818.462.6202

UPCOMING CMC MARKETS

CMC 2016 MARKET DATES

JUNE

06-09 Mon-Thu	LA FASHION MARKET Fall II/Holiday 16
06-09 Mon-Thu	LA KIDS MARKET Fall/Winter 16
06-08 Mon-Wed	SELECT Apparel & Accessories
06-08 Mon-Wed	ALT (Activewear & Lifestyle)
06-08 Mon-Wed	TRANSIT Shoe Show

C L A S S I F I E D



SALES REP WANTED

High-end women's contemporary line is seeking a sales rep for our corporate showroom. Must be self-motivated, aggressive, and attentive to new/existing accounts. Min 3-5 years experience & be willing to travel. Email: natalie@skycollection.com



BELIEVE OR LEAVE

Need an In-House Office Administrative Assistant

Looking for energetic, conscientious & detail oriented individual who enjoys making a difference, being part of a team in a fast paced office. Ability to manage multiple staff & achieve deadlines under pressure, simultaneously. Requires strong communication skills, both verbal & written, organizational skills, both analytical & problem solving, and the ability to work w/ confidential documents.

Email: monica@believeorleave.com or call: 323.762.4445



ADD US! EXTRA SECRETARY
and THE GREEN SHEET
facebook.com/extrasecretary

COME EAT WITH US

COME EAT WITH US!



- 1810 Argentinean Restaurant**
105 W. 9th Street **213.623.1810**
- Bakery Nosh**
CMC – B-203 **213.622.6245**
- Cuore Dell Amante**
New Mart – Street **213.488.4999**
- Jason's Wine & Spirits**
CMC – Lobby A-2 **213.485.9463**
- Express Presto/L'Express Presto**
CMC – Lobby B-2 **213.623.4667** CMC
NEW MART Lobby **213.622.2410** NM
- Fashion Bistro**
CMC – Lobby A-3 **213.624.0381**
- Market**
Cooper Building **213.488.9119**
- New Moon**
102 W. 9th Street **213.624.0186**
- Pattern Bar**
100 W. 9th Street **213.627.7774**
- Peace Yoga**
903 S. Main Street **213.500.5007**
- Pressed Juicery**
Cooper Building **855.755.8423**
- Tacomole Mexican Grill**
CMC – Lobby B-32 **213.689.1370**
- The Mart Café**
CMC – Lobby B-36 **213.689.9031**
- Trimana**
CMC Lobby B-34 **213.623.1985**

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

CCL IT CONSULTING

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

ZEN DENTAL

ZEN DENTAL

NEW PATIENT SPECIAL

- Free Screening and X-rays
Beautiful Smile... Hidden Braces
- \$1000 Off Invisalign Clear Aligners

Call Today & Mention Extra Secretary
for Discount & Free Consultation. (213) 623-1129

California Market Center
110 East 9th Street, Suite B225, Downtown L.A.

JILMA DESIGN STUDIO

Jilma Design Studio
First Samples · Patterns · Consulting
213 248-0915
jilmasequeira@gmail.com

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