# GREENSHEET

MONDAY NOVEMBER 24, 2014

Ш

Ш

S

∢

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

### CLASSIFIED

### POSITION OFFERED

# BedHead

Specialty store account executive needed. Must love to work with specialty stores & close business over the phone. Existing territory that needs to be grown. Must have the ability to schedule regular road trips in addition to attending trade shows.

Strong computer skills, good organizational skills & a great attitude is needed. 2-3 years' exp required, existing relationships are a plus. Email: wendy@bedheadpis.com

# EXCITING SALES OPPORTUNITIES IN NEW YORK & LOS ANGELES

Focus Showroom seeks fashion sales professionals, eager to be a part of a growing team. If you are a motivated and polished sales pro, with established relationships and extensive experience within the contemporary market, we would love to meet you! You would be working with new and established, high visibility brands.

Contact: sylvana@focusshowroom.com

### Sales Assistant

The Giving Keys is seeking a proactive & highly administrative Sales Assistant. Your core responsibilities will include purchase order creation, database administration, account & rep. management. B.A. in Business/Marketing Preferred. Resumes: helen@thegivingkeys.com

### **Senior Accounts Manager**

The Giving Keys is seeking a Senior Accounts Manager who must have excellent communication & organizational skills. You will be responsible for maintaining strong relationships with all retailers & showroom reps. You will also need superior management skills to oversee all orders being processed by the sales team. Resumes: helen@thegivingkeys.com

### **Sales and Production Assistant**

We are looking for a Sales & Production Assistant. Contributing to the production process. Build relationships with vendors & internal customers. 1-3 years' exp in apparel/accessory production & sourcing. Please send resume to: careers@urbanexpressions.net

### **Account Executive**

We are looking for a Savvy Sales Rep to join the team of our corporate office. Responsible for selling to boutiques, specialty boutiques & online retailers. Must have a min of 3 years' experience with established sales contacts. Trade show travel. Please send resume to:

careers@urbanexpressions.net

POSITION OFFERED

### Assistant Development/ Graphics/ Web Coordinator – Entry Level

Children's Apparel
Photoshop/Illustrator
Basic Sewing Knowledge
Retail Web Maintenance
Resumes: help@citythreads.com

### In-house Sales Director

Hiring sales director for newly launched contemporary line. He/She will be responsible for working with representatives in four different national territories to reach monthly sales goals. Candidate must have knowledge of markets per territory as well as experience with tradeshows. Knowledge of specialty stores and company sales is also required. Tradeshow & some market week travel will be required. Please email your resumes to: davikim@lemieuxcollection.com

### **SHOWROOM ASSISTANT**

LAURIE HASSON SHRM seeking skilled Asst. for back end dept. store, chain store, private label & online accts. Must have knwldge & skill working w/ high level buyers, a full understanding of high volume acct structure, impeccable follow-up skills & be highly proficient w/computers. Email: info@lauriehasson.com

### **Customer Service Representative**

Multi line showroom located in The New Mart looking for a full time customer service representative. Candidate must be extremely organized & proactive, detail oriented with excellent follow-up skills, knowledge in Excel & Google Docs necessary. Daily duties include supporting owner in all aspects of production, data entry, inventory maintenance, vendor follow-up, PO processing & overall ensure all information is cohesive & accurate. 1 year exp in showroom or buying office preferred.

Please email: pammy@projectdlusa.com

### LINES WANTED

Exp'd **sales professional** in the contemporary market with a strong account base, Excellent track record, travels to all shows & extensive road work, seeks established mfg.

Email: info@extrasecretary.com

Subject: Green Sheet Ad

# YOUR AD HERE

email your ad to: greensheet@extrasecretary.com

www.ExtraSecretary.com

**GREEN SHEET** NOVEMBER 24, 2014

### 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.



California Market Center, Suite B274 www.imageego.com | 213.488.2695

### SITUATION WANTED

Dynamic, experienced sales professional desires full time position in Apparel or Gifts. Eager to expand trade show & specialty store business. Ready to work Markets as well. Call Gina: 310-266-8950 Email: gvenice1@hotmail.com

### HAIR 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

Hair Etcetra 110 E. 9th Street Suite B232 P: 213.622.8138

### USPS SUPPLIES

Ш

ĸ

Ш

රේ

S

## **USPS Supplies & Postage** Available at

### EXTRA SECRETARY cmc b**2**37





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

### SUN STATE TRADE SHOW





SUN STATE TRADE SHOWS LLC **NOW TAKING APPLICATIONS** 

### ARIZONA APPAREL, ACCESSORIES, SHOE, & GIFT SHOW

January 4,5,6, 2015 Mesa Convention Center

www.arizonaapparelshow.com info@arizonaapparelshow.com

### SAN DIEGO APPAREL, ACCESSORIES, SHOE, & GIFT SHOW

March 9 & 10, 2015 **Town & Country Resort & Convention Center** 

www.sandiegoapparelshow.com chinds@sandiegoapparelshow.com

We invite you to join us at both shows or the one that fits your needs. These two shows are open booth shows with moderate booth fees, that the customers love! We hold 4 shows in Arizona and 2 shows in San Diego a year. Visit each show web site for more information. You will be able to find the show's application on line, with all the information for that show. Questions, contact us by email or phone at 805.987.9928

### 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 B-232

### **LUDGATE INSURANCE SERVICES**

Specialist in Life, Health, Disability, Long Terr 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

### 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