

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 SEPTEMBER 29, 2014

CLASSIFIED

POSITION OFFERED

Assistant Production Coordinator – Entry Level

Children's Apparel
Computer Savvy/Data Accuracy
Basic Fashion Knowledge
Resumes: joe@citythreads.com

Assistant Development/ Graphics Coordinator – Entry Level

Children's Apparel
Photoshop/Illustrator • Basic Sewing Knowledge
Resumes: joe@citythreads.com

Office Assistant / Receptionist

Busy LA office/showroom. Answer phones, good communication skills, friendly, assist customers with phone orders, multi tasker, good with follow up, excellent computer skills, organized. Experience necessary. Salary and benefits. Email resumes to: hang450@aol.com

FARFETCH

FARFETCH.COM NEEDS TALENT LIKE YOU!

We're currently hiring: **Seasonal Customer Service Representatives**, a **Courier Specialist**, a **Fraud Analyst**, an **Office Manager** and an **Account Manager**.

Experience necessary. Preferably fashion savvy individuals. Check us out: www.farfetch.com
Please send all resumes to: careers.us@farfetch.com

FARFETCH

FARFETCH.COM NEEDS TALENT LIKE YOU!

We're currently hiring: a **Human Resources Assistant** and a **Bilingual** (Mandarin/English – reading, writing, speaking) **Customer Service Representative**.

Experience necessary. Preferably fashion savvy individuals. Check us out: www.farfetch.com
Please send all resumes to: careers.us@farfetch.com

Assistant Production Manager/Front Office

Seeking a self-starter that is interested in learning about the manufacturing industry from a 30+ year veteran. You will get what you put into this job, as there is ample room for growth.

Responsibilities:

- Prepare weekly customer reports for clients.
- Oversee the full production cycle, including maintaining production books & reports, interacting with fabric vendors & preparing cutting tickets.
- Update & maintain internal records & reports concerning production on all clients.
- Assist owner with daily office management & other general business needs.

Education/Experience:

- BS/BA degree or equivalent combination of education & experience sufficient to successfully perform essential functions of the job.
 - 1-2 years exp in a related field.
 - Excellent communication, organizational & follow-up skills.
 - Adaptive to a multi-tasked environment.
 - Proficient in PC applications including MS Word, Excel & Outlook Express.
- Email resume to: 719laswim@gmail.com

POSITION OFFERED

Nu Label Clothing, Inc. Seeking Sales Rep

Experience working with Nordstroms, Urban Outfitters, Macy's, TJMax, Francesca & other accounts preferred. Must be willing to do in-house sales & travel for market weeks.
Email: cristian@nulabelclothing.com

WBC is Restructuring

We have an immediate opening for an **experienced sales person**. Be part of the change, be part of the growth. Work on one of the best retailing lines in one of the strongest territories. Base plus commission, plan your own growth.
Contact : Jody@WBCshowroom.com

Rainbow Sublymation

A sublimation & foil printing company is seeking self-motivated sales representatives with integrity and communication skills. Must have 2+ years of fashion related sales experience.

Please email resumes to:

ted.rainbowsblymation@gmail.com

Assistant to Designer

Junior top mfg. searching for asst. to our designer. Must speak Korean and English.
Please fax: 323.234.1061 or
email: sales@benaj.com Contact: JOON or SOFIA

REP WANTED

Innovative Swimwear & Activewear Line based in CA is seeking an **INDEPENDENT SALES REP** with at least 2-4 years of experience. Must have current Major & Boutique retail accounts and be familiar with the Swim & Activewear market.
Please email your resume to: sales@au-ora.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

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

SHOWROOM SPACE FOR RENT

Showroom Space for Rent

LA & Majors Mkt - New Mart Bldg
TSmithCO1@aol.com
Or call: 213-622-3449

C L A S S I F I E D

SUN STATE TRADE SHOW LLC



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

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

September 28, 29, 30 & 2014
Phoenix Convention Center

www.arizonaapparelshow.com
info@arizonaapparelshow.com

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

October 6 & 7, 2014
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

ADOBE FOR FASHION



adobeforfashion.com

The Ultimate Fashion Industry Resource for CAD

Expert Illustrator & Photoshop training
for Fashion Professionals

TECHNICAL FLATS • TEXTILE DESIGN • EFFICIENCY

Individual & Group Instruction

Robin@adobeforfashion.com
Robin Schneider 818 621-4751

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

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.

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



GREETING CARDS AT ES

****BRAND NEW****

GREETING CARDS

birthday
thank you
wedding
humor
etc.



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
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

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

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