

Job Recruitment: Capitol Workforce Solutions

Hiring for:

Customer Service/ Marketing

- Currently seeking Customer Service Representatives, REQUIRES Trilingual English, Spanish, Chinese or Bilingual English, Spanish. Responsible for following up with current and perspective clients for outgoing orders, delivery, receiving and invoicing. Must have strong customer service skills. Processing invoices, data entry, filing, faxing, etc.
- Training available for certain aspects of the position.
- Location - Hayward
- Salary - Depending on Experience

Office Assistant

- Looking for an office assistant to input information into Quick-books, file, fax, answer phones, etc.
- Location - Oakland
- Must have QuickBooks and Book Keeping experience.
- \$13-16 DOE

Dockworker

- Working in a fast paced production environment loading, unloading and sorting freight.
- Location - Newark
- \$10.25/ Part-time 4-6 hours a day

Date/Time/Location

April 12th, 2012

2:00 P.M – 4:00 P.M

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Tri-Cities One-Stop Career Center in Newark – Ohlone College

39399 Cherry Street, Rm 1211 Newark, CA 94560

(510) 794-3879

(Parking passes will be provided at check-in)

