



JOB ALERT
Weekly Report of Job Openings

Compiled as a courtesy by the
**Office of Workforce
Development Education**

For more information please contact (305)
603-0600

Carlos A. Manrique, Specialist / Rebeca
Sosa, Teacher Trainer

December 2-6, 2002

Job Title	Requirements /Department	Company	Telephone/Fax/E-mail	Comments
Account Clerk	bookkeeping or accounting experience	City of Miami, 444 SW 2 Ave Room 129	ph 305-416-2015, fax 305-416-2115	call, fax resume or apply in person
Accounts Payable	keyboard skills, SBT software	Alfa Parf/BIP Inc	brobbins@alfaparf.com	e-mail resume
Air Conditioning Tech	experience	Air Conditioning Co.	ph 251-1125, fax 305-255-1359	call, fax resume
Auto Glass Installer	experience	Auto Co.	ph 305-821-1708	call
Auto Mechanic	experience	Car Dealer, Miami	ph 305-975-8822	call

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Banquet Cook	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Bell Person	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Capital Inventory Clerk	exp in inventory control & accountability, computer [Water & Sewer Dept]	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Carpenter	experience	Construction Co.	fax 305-971-9566	fax resume
Cashier/ Sales Associate	experience [part & full time]	Marshals, 1099 North Homestead Blvd		apply in person

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Cashier/ Sales Associate	experience [part & full time]	Marshals, 11251 NW 12 St	ph 305-629-8847	call, apply in person
Cashier/ Sales Associate	experience [part & full time]	Marshals, 500 N University Drive, Pembroke Pines		apply in person
Collector	experience, bilingual	Collection Management Co.	ph 305-821-4690, fax 305-819-8118	call, fax resume
Computer Tech	bilingual,experience or A+ certified	High Tech Office	bertoli@biley.com	e-mail resume
Computer Tech	repair troubleshoot Windows Networking	Office	fax 954-437-6414, safedata@bellsouth.net	e-mail, fax resume

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Controller	bachelor's degree	Fifteen Asset Management LLC, Miami Beach	ph 305-938-4324, fax 305-938-4333	call, fax resume
Correctional Officer	call for details	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Data Entry	part time & full time position	Office	fax 305-262-5973, ph 305-262-5902	call, fax resume
Delivery Driver	experience, clean background & driving record	3P Delivery Atlanta GA	fax 954-584-9185	fax resume
Dental Assistant	certified	3050 NW 183 St	ph 305-626-7800, fax 305-626-7932	call, fax resume

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Elevator Inspector	license class E, elevator inspector credentials	City of Miami, 444 SW 2 Ave Room 129	ph 305-416-2015, fax 305-416-2115	call, fax resume or apply in person
Food Runner	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Foreman-Pipe Fitter	galv/steel/cooper piping	Construction Co.	fax 305-592-7574	fax resume
Freelance Graphic Designer/Production Artist	production exp,computer,QuarkXpress,Adobe Photoshop & Illustrator	Crispin Porter + Bogusky Adv	nriddell@cpbgroup.com	e-mail resume
Front Desk	medical experience, bilingual	Medical Office	fax 305-917-9173	fax resume



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Front Desk	customer service experience	Medical Office	fax 305-933-9156	fax resume
Front Desk	bilingual, experience	Office	ph 305-936-8853	call
Front Office	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Graphic Designer	mac printing,Quark Xpress,illustrator,bilingual	Print Shop	fax 305-259-1819	fax resume
Graphic Designer	recept,Photoshop ,ExcelQuark	Print Shop	fax 305-769-2648	fax resume

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Guest Room Attendant	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Guest Service Assistant	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Heavy Equipment Mechanic Helper	commercial driver license, completion of vocational course	City of Miami, 444 SW 2 Ave Room 129	ph 305-416-2015, fax 305-416-2115	call, fax resume or apply in person
Heavy Truck Mechanic	English, own tools & transportation	International Trucking	ph 305-824-0157	call
House Person	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person



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Housekeeper	live, driver license	Domestic	ph 954-458-8709, 954-733-5452	call
Housekeeper	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Housekeeper/Nanny	drive, English, care for 2 children	Domestic, Miami Beach	ph 305-864-4846	call
Housekeeping Supervisor	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Human Resources Manager	bachelor's, experience	The Home Depot,Miami	ph 877-967-5443	call or visit any branch to apply



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Job Developer	experience, bachelor's in related field	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Laundry Supervisor	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Line Cook	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
LPN	experience	Health Center	ph 305-995-8225, fax 305-995-8226	call, fax resume
Maintenance Technician	HVAC certified,English, knowledge of plumbing & appliances	Hotel Resort, Aventura	fax 305-935-5410	fax resume

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Manager	exp in restaurant management	Wendy's, Flagler/Kendall/The Falls	edie crews@wendys.com	e-mail resume
Manager	exp in restaurant management	Wendy's, North & South Miami,Brickell	edie crews@wendys.com	e-mail resume
Manager Trainees	exp in restaurant management	Wendy's, Flagler/Kendall/The Falls	edie crews@wendys.com	e-mail resume
Manager Trainees	exp in restaurant management	Wendy's, North & South Miami,Brickell	edie crews@wendys.com	e-mail resume
Medical Assistant	experience	Medical Office	fax 305-274-0003	fax resume

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Medical Assistant	English & Creole	Medical Office	ph 954-829-0100	call
Medical Assistant	bilingual	Medical Office	ph 305-661-6110 ext 4228	call Berta
Medical Assistant	experience	Medical Office	fax 305-662-4650	fax resume
Medical Assistant	exp, EKG,x-ray,Veni puncture	Medical Office	ph 305-899-1406	call
Medical Assistant	experience, bilingual	Medical Office	fax 305-445-7231	fax resume

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Medical Assistant	bilingual, phlebotomy exp	Medical Office, Kendall	fax 305-559-2259	fax resume
Medical Assistant/Receptionist	experience, knowledge of billing process a +	Medical Office	fax 954-458-1833	fax resume
Men's Department Manager	experience	Saks Fifth Avenue, 7687 North Kendall Drive	fax 305-662-9459	
Merchandise Associate	experience [part & full time]	TJ Maxx, 8765 SW 136 St	ph 305-255-5498	call, apply in person
Merchandise Associate	experience [part & full time]	TJ Maxx, 3809 NE 163 ST	ph 305-944-8660	call, apply in person

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Merchandise Coordinator	experience [part & full time]	Marshalls, 14093 SW 88 St	ph 305-385-7600	call, apply in person
Merchandise Coordinator	experience [part & full time]	Marshalls, 13619 South Dixie Hgwy	ph 305-253-3962	call, apply in person
Optical Lab Tech	will train	Optical Lab, Westland Mall	ph 305-820-5869	call
Optometric Assistant	experience	Kendall area	ph 305-595-2020, 233-4262	call
Orthodontist Assistant	experience, Excel	Dental Office	fax 305-652-9940	fax resume

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Painter	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Paralegal Collection Specialist	bachelor's or experience	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Patient Scheduling	bilingual, evening & Sat	Medical Office	ph 305-895-0403	call
PBX Operator	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
PBX Operator Supervisor	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person

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PC Technician	exp in troubleshooting & maintenance of equipment	City of Miami, 444 SW 2 Ave Room 129	ph 305-416-2015, fax 305-416-2115	call, fax resume or apply in person
Phlebotomist	experience	Health Center	ph 305-995-8225, fax 305-995-8226	call, fax resume
Phlebotomist	part time position	Medical Office	ph 1-800-335-6176	call
Pipe Fitters & Sheet Metal Mechanic	experience	Air Conditioning Co.	ph 305-218-4875, 305-822-3360	call Gus
Processor	experience [part & full time]	Marshals, 20515 Biscayne Blvd	ph 305-937-2525	call, apply in person

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Public Area Attendant	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Receptionist	experience, English	Construction Co.	ph 305-220-8200, fax 305-227-0621	call, fax resume
Receptionist	experience, bilingual	Law Office, Dadeland	ph 305-670-8002	call
Receptionist	experience	Medical Office	fax 305-534-6433	fax resume
Receptionist	bilingual, computer	Real Estate Office	ph 954-914-5928	call

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Receptionist	bilingual	Travel Agency, Aventura	fax 305-935-5269	fax resume
Receptionist/Clerical	computer skills	Office, Miami	ph 305-969-5558	call
Residential Account Executive	outside sales experience	Cort Furniture	jpringle@cort1.com	e-mail resume
Retail Sales Consultant	customer service skills, bilingual	Cingular Wireless, 550 Brickell Ave	ph 305-350-2527	call
Route Sales Representative	ability to lift 50 lb, clean driver license	Nestle Waters/Zephyrhills Spring Water	www.perrierjobs.com	e-mail resume



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Seamstress /Tailor	experience		ph 305-661-2366	call
Secretary	clerical exp, 35 wpm, pass typing test	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Security Officer	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Servers	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Spa Attendant	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person

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Spa Receptionist	experience	Mandarin Oriental Hotel,500 Brickell Key Drive	ph 305-374-7745	apply in person
Staff Accountant	post graduate hours to qualify as a CPA	McClain & Company Business,200 S Biscayne Blvd	fax 305-377-8686	fax resume, no calls
Store Leadership Program	exp in business management	The Home Depot,Miami	ph 877-967-5443	call or visit any branch to apply
Store Manager	experience	EXPO Store/Home Depot	ph 877-967-5443	call or visit any branch to apply
Store Manager	exp in management	The Home Depot,Miami	ph 877-967-5443	call or visit any branch to apply



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Student Employment Advisor	bilingual, exp in marketing, public relations & human resources	International Fine Arts College	fax 305-579-0957	fax resume
Tax Record Clerk 2	completion of 60 semester credits, clerical experience	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Teacher Assistant 1	exp working with infants and or toddlers	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Teller	availability to work Friday & Saturday	Washington Mutual, North Miami	ph #1-305-891-2965/ #2- 305-688-6589	call both branches
Translator 1	bachelor's, exp English & Spanish	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person



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Translator 1	bachelor's, exp English & Creole	Miami Dade County, 140 West Flagler Street Ste 105	ph 305-375-5311	apply in person
Welder	English, rod welding,rough welding	1440 NW 21 St, Miami		apply in person before noon
Welder	aluminum experience	Torino Trailers	ph 305-592-1917	call