



# Business Services

## Office of Economic and Workforce Development

Office of Economic and Workforce Development (OEWD)

Business Services

Week of July 10<sup>th</sup> – 14<sup>th</sup> 2017

Hot Job List

*These opportunities are made possible by the [First Source Hiring Program](#).*

**In order to be considered, please submit resumes of qualified candidates to [sfjobs@manpower.com](mailto:sfjobs@manpower.com) as a MS Word document and indicate in the subject line which position(s) they are applying for.**

All positions are located in San Francisco unless otherwise stated.

### Other

**Serco Inc.** - Serco is a global company that specializes in service delivery excellence. Serco Inc., a division of Serco Group plc, serves Federal, state and local governments, along with the Canadian government and commercial customers.

#### **Parking Meter Revenue Collector**

**\$15.50 per hour (part time)**

Deadline to apply: July 21<sup>st</sup> 2017

To utilize assigned collection equipment to retrieve and deposit parking meter coin revenue into collection vaults by walking from meter to meter along designated routes as assigned by Supervisors. Condition of the meters and non-collected meters are to be reported via android application during the collection process. Used coin vaults will be loaded into the collection vehicle by each crew and returned to the facility for counting. It is expected that team-work as well as safety and security protocols are adhered to at all times to ensure safe and successful shift completion. The position relies on instructions and pre-established guidelines to perform the functions of the job and reports directly to a Supervisor. This position is covered under a Collective Bargaining Agreement between Serco and Teamsters Local 665.

Work is performed between 5:30am and 2:00pm in all weather conditions and in a wide variety of neighborhoods throughout the City of San Francisco. It can be expected that a Parking Meter Revenue Collector walks up to 6 miles per collection day while pushing a collection cart weighing up to 150 pounds after coin is collected. Scheduling flexibility is a necessity for this position in order meet all program and contractual needs.

A high school diploma or equivalent is required. Previous experience with cash handling, security, working as part of a team, working outdoors or early mornings are preferred but not required. Outdoor conditions can and will vary depending upon neighborhood and weather, so openness to crew assignment changes are required. Crew/Team cooperation, safety mindedness, attention to detail and the ability to follow pre-established maps are required.

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#### **Assistant Transcriptionist Trainee**

Probe Information Services, Inc. is a nationwide SIU and Investigations company that provides high-level anti-fraud and compliance services. We are a very stable company that is continuing to grow and expand our service territory. We have been providing our superior investigative services to insurance companies, third-party administrators, and self-insurers since 1992.

**Position Summary:** This position transcribes the dictation provided by our Investigators, ensures that all the necessary information has been provided, and then submits the dictation in a final format. This position transcribes between fifteen to twenty cases a day, depending on the length of the file.

Once fully trained in transcription, there is the potential for this position to take on the additional responsibilities of entering, assigning and pulling information from claims systems and setting due dates as per contract agreement or per client requested or compensability due dates.

#### **Structure:**

- Reports to: Surveillance Director
- Full Time Position: hours worked are primarily traditional (M-F)
  - Individual can choose to work an eight and a half hour block anytime between 7 a.m. and 5 p.m. Employee must take a minimum of a thirty minute lunch each day.
  - Schedule to be confirmed when employment offer is made
- This position will work from home. Computer equipment necessary for the position will be provided.
- Hourly wage \$14.00
- Comprehensive compensation and benefits package that includes a competitive salary, medical, dental, vision, life, short term disability, FSA healthcare, FSA dependent care, EAP, paid time off (PTO) and matching 401(k) for full time employees

#### **Qualifications:**

- Effective communication skills
- Excellent writing skills
- Self-motivated and team oriented
- Strong organizational skills
- Fast learner
- **Type 50 WPM**
- Knowledge of computer applications: Windows XP, Outlook, Word, & Excel.

First Source Hiring Program will be sourcing candidates for this position. Candidates who are chosen for in person interviews will be given typing and proof reading assessments to determine competency level for position.

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*Equal Employment Opportunity is the Law—Discrimination is Prohibited by the Civil Rights Act of 1964 and by Executive Order No. 11246 Title VII of the Civil Rights Act of 1964—Administered by The Equal Employment Opportunity Commission prohibits discrimination because of Race, Color, Religion, Sex, or National Origin by Employers with 15 or more employees, by Labor Organizations, by Employment Agencies, and by Apprenticeship or Training Programs. Any person who believes he or she has been discriminated against should contact:*

*The Equal Employment Opportunity Commission  
1801 L Street NW, Washington, DC 20507*

*Executive Order No. 11246—Administered by The Office of Federal Contract Compliance Programs prohibits discrimination because of Race, Color, Religion, Sex, or National Origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment by all Federal Government Contractors and Subcontractors, and by Contractors Performing Work Under a Federally Assisted Construction Contract, regardless of the number of employees in either case. Any person who believes he or she has been discriminated against should contact:*

*The Office of Federal Contract Compliance Programs  
U.S. Department of Labor, Washington, DC 20210*

**Tenderloin Housing Clinic**

**Desk Clerk**

**\$14.24 per hour (various positions and shifts)**

Deadline to apply: July 21<sup>st</sup> 2017

Qualifications:

- Must have 1 year of experience working with at risk population.
- Must have an ability to document incidents and complete paperwork accurately.

Responsibilities:

- Answer phone in a professional and helpful manner, take messages, and transfer calls as needed.
- Greet tenants, staff, and visitors cordially to the hotel and set a hospitable tone.

**Corey, Canapary & Galanis**- (CC&G) is a growing, well-respected market research firm based in San Francisco. We are adding a few members to our staff of highly-trained, professional interviewers.

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**Market Research Interviewer****\$14.25 per hour**Deadline to apply: June 30<sup>th</sup> 2017**We are looking for people who:**

- Perform BOTH primary duties - those being field interviewing and telephone interviewing. Work is not just field, not just in-office - but a mix, based on business needs.
- Are able/willing to regularly perform work which requires standing/walking/moving up to 4-6 hours at a time.
- Work shifts tailored to project needs - and thus have wide availability. This can mean morning shifts as early as a 4 am start, late evening shifts ending as late as 12 midnight, weekends, and other unconventional schedules. Schedules do change according to project needs, but this gives an example of what types of shifts to expect. (Note: Special arrangements are made to/from early/late shifts. You DO NOT need a vehicle/license.)
- Have full-time availability so that you can EASILY be scheduled for 30-40 hours, 4 to 6 days, per week, consistently. We are NOT seeking part-time help!
- Are ALWAYS on time. (Very important.)
- Enjoy working with a wide variety of people (both coworkers and the general public) and treat everyone respectfully
- Pay close attention to detailed instructions
- Are very comfortable learning on the job (and mastering new skills) on a regular basis;
- Have a positive, can-do attitude - we are a small company, so if other things need to be done, we need people eager to pitch in and help.
- Have a desire to grow with CC&G long-term.

No experience in market research? Please apply! We need people who are willing to learn, available, flexible, and have a good attitude more than any specific buzzword or experience. Previous work administering surveys or working in event, customer service, or related areas are helpful, but not necessary.

**Nielsen**- Whether you're eyeing markets in the next town or across continents, we understand the importance of knowing what consumers watch and buy. That's our passion and the very heart of our business.

**Field Interviewer****\$DOE (2 full time positions available)**Deadline to apply: July 21<sup>st</sup> 2017**Qualifications:**

- Relevant experience: customer service, market research, census bureau research, in-field research, social service, sales, or Business to Consumer (B2C) in-home contact

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- Flexibility to work remotely in a non-traditional schedule, including evenings and weekends
- Minimum High School Diploma/GED with 2-5 years equivalent work experience
- Computer/Tablet proficiency; ability to use email, spreadsheets, and other applications
- Smartphone proficiency
- Comprehensive background check, including criminal and motor vehicle record required
- Have a valid driver's license, car insurance, and satisfactory driving record

**Responsibilities:**

- Drive to selected homes within a designated territory, using company-provided vehicle and supplied GPS
- Approach statistically-selected homes without an appointment/unannounced
- Persuade Nielsen families to participate in Nielsen TV, Radio and Computer Research
- Use influencing skills and techniques to maximize potential Nielsen family participation and in some cases once they agree to participate in the study, educate household members on how to use the Nielsen equipment
- Conduct in-person interviews with Nielsen families to gather, collect, and enter demographic data to ensure they meet established criteria
- Collaborate with various departments within Nielsen to ensure a quality sample
- Drive and commute long distances, up to 200 miles per trip and able to be outside, in all weather and traffic conditions
- Navigate secured buildings, gated communities, stairs, elevators, walkways and driveways (paved and unpaved) and a wide variety entrances into a potential Nielsen family residence

**Administrative/Clerical/Front Desk**

**SWCA Environmental Consultant**- Established in 2014 when SWCA acquired Turnstone Consulting, the San Francisco office focuses on environmental planning, review, and permitting services under the California Environmental Quality Act (CEQA), as well as public outreach, urban planning, and transportation planning services.

**Project Assistant**

**\$14 per hour (full time)**

Deadline to apply: July 21<sup>st</sup> 2017

Do you thrive on delivering the very best in support? SWCA Environmental Consultants' San Francisco office is looking for a dynamic individual who wishes to make a difference. The Project Assistant works closely with project managers and the office administrator on interesting environmental review and planning projects.

What you will accomplish:

- Assist with administrative tasks on projects
- Ensure that all team members have what they need to meet deadlines and milestones
- Assist with keeping all stages of a project moving forward

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- Documentation, working with reports, as well as maintaining and filing paperwork and organizing electronic files

Experience and qualifications:

- Two years of college preferred
- Two years of work experience
- Interest in natural sciences, land use and transportation issues, housing policy or cultural resources
- Excellent communication skills (written and verbal via phone and email)
- Proficient in Microsoft Word and Excel
- Highly organized and detail oriented with consistency
- Demonstrated ability to follow directions with accuracy
- Valid driver's license and willingness to travel to project sites and/or our Half Moon Bay office desirable
- Able to lift up to 50 lbs

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Customer Support/Client Care
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**Compass Family Services**- There are nearly 8,000 known homeless people living in San Francisco. 25% of them are in families with children.

**Bilingual Spanish Childcare Provider**

**\$DOE (part time)**

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Deadline to apply: July 21<sup>st</sup> 2017

Qualifications:

- 12 ECE Units or relevant experience
- Bilingual English & Spanish required
- At least 2 years of experience working directly with infants/preschool age children
- Understanding of issues facing homeless families, including children
- Experience working with children with special needs
- Understanding of confidentiality and proven record of handling sensitive issues appropriately
- Ability to set appropriate limits and boundaries with families
- Outstanding work habits: punctual, reliable, and cooperative
- Ability to work independently and as part of a team
- Must be able to lift a child of 30 lbs.
- TB and fingerprint clearance (Department of Justice, FBI, Child Abuse Index)
- Able to anticipate challenges and issues and respond quickly and appropriately
- Demonstrated interpersonal skills in relating well with professionals and members from various sectors with socio-economically diverse backgrounds
- Strong administrative skills and intermediate computer skills
- Flexibility to work occasional evening hours for special events

Responsibilities:

- Provide direct care and supervision of children while parents engage in classes, workshops and Open Computer Lab.
- Assist new parents and children to feel comfortable and adjust to childcare.
- Lead and support planned activities that stimulate children's curiosity and abilities.
- Communicate to parents directly about child's care experience and any issues or concerns.
- Change diapers as needed and help younger children with toileting.
- Organize, store, and sanitize toys and materials.
- Report any suspected child abuse and/or neglect, in keeping with responsibilities of Mandated Reporter.
- Report and document any incident that occurs in childcare that impacts the safety and/or well-being of the child.
- Seek assistance, when necessary, from staff or parents if child(ren) are struggling and/or support is needed for their care.
- Organize activities or implement a curriculum that allows children to learn about the world and explore interests.
- Watch for signs of emotional or developmental problems in children and bring problems to the attention of parents/case managers.
- Document notes from daily child care activities.
- Maintain inventory of child care supplies.
- Cover front desk and track registration.

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- Assist in assembling orientation packets and maintaining files.
- Help with classes and special events, including set-up/breakdown of space and other preparations.

Facilities/Housekeeping/Janitorial/Maintenance & Repair

**Tenderloin Housing Clinic**- THC operates the City's largest permanent housing program for single homeless adults and is a leading provider of legal services to low-income tenants.

**Janitor**

**\$14.24 per hour**

Deadline to apply: July 21<sup>st</sup> 2017

Qualifications:

- Must have 1 year of experience working with at risk population
- Monitor building supply inventory and prepare building supply orders.
- Participate in unit turnovers by emptying, cleaning, and properly handling left behind items.

Responsibilities:

- Follow a daily schedule of janitorial duties including, but not limited to, sweeping, vacuuming and mopping floors and stairwells; trash removal; cleaning and stocking all tenant and staff bathrooms; dusting and cleaning windows; and cleaning all common areas
- Maintain building interior and perimeter to ensure cleanliness and security.

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