

Records Management Coordinator I  
Bridgepoint Education  
San Diego, CA  
Full-time  
Salary: \$17.00 to \$17.50 /hour

The beginning of our student's academic journey starts with you! If you have an eye for detail and a reputation for providing excellent customer service, we want to hear from you. The Records Management Coordinator I will work with our students in ensuring their academic transcripts from previous institutions are part of their student files with our university.

**Position Summary:**

The Records Management Coordinator I position is a full-time employment opportunity supporting Ashford University's Office of the Registrar. Reporting to the Manager of Records Management, the Records Management Coordinator I is responsible for working with a team towards the completion of student files in the admissions student lifecycle.

**Essential Job Duties:**

- Reviewing students' applications, cross - referencing National Student Clearinghouse, updating transcript management system and requesting transcripts from previous institutions
- Exercise good judgment when applying business and procedural knowledge within the positions area of responsibility providing solid justification
- Contacting previous institutions for status update on transcript requests
- Student and school communication to ensure receipt of transcript/documents for admission requirements
- Accurate and efficient review of transcript/document in student file
- Responsible for moderate/high level of incoming and outgoing phone calls with students, internal departments and external institutions
- Experience de-escalating customer concerns, while providing support and conflict resolution to student concerns
- Responsible for high volume incoming and outgoing student email communication
- Follow University policies and procedures
- Other duties as assigned

**Minimum Requirements:**

- Ability to maintain and update Excel spreadsheets
- Experience using Microsoft Word to edit and customize content/documents
- Strong organizational skills, track record of success while multi-tasking
- Focusing on attention to detail
- Ability to clearly and concisely communicate verbally
- Strong interpersonal, written and verbal communication skills
- Strong customer service experience/skills
- Utilize multiple systems to access, manage, and complete daily workload assignments

**Preferred Qualifications:**

- Previous experience in higher education, call center, fast-paced office environment and/or document review/assessment
- Experience in handling multi-line phone system

**Required experience:**

- Call Center: 1 year
- Customer Service: 1 year

Arianee Tulin, CIR, CMR  
Talent Acquisition Recruiter  
Ari.Tulin@bpiedu.com





- Maintain current military HIV knowledge and information.
- Participate in knowledge exchange and program progress with in-country members.
- Provide additional support to DHAPP by participating as a technical expert as appropriate, review proposals and strategic plans as requested.
- Serve on USG Technical Working Groups (TWGs) in specific HIV technical areas, as appropriate.
- Strong monitoring and evaluating skills in order to direct, manage and evaluate large amounts of data from a variety of resources

## Qualifications

### Qualifications:

1. Education: Minimum of a Masters Degree in a relevant technical field from an accredited college or university and at least two years of HIV related experience. Master of Public Health is preferred.

- Prior Work Experience: Minimum of two years of experience in international health, health sciences, or in HIV/AIDS programs. Prior work experience with a USG Agency, military, or other international/local organization is advantageous.
- Language Proficiency: Written and oral proficiency in English is required. French or Spanish are highly desired. The incumbent must be able to communicate effectively and accurately with 1) all categories of project employees, 2) USG, NGO, and local government officials. The incumbent is required to be capable of preparing briefing documents such as technical, progress, and fiscal reports. Reports, correspondences, and documents are to be prepared in a professional and competent manner requiring little or no editorial changes.
- Knowledge: Knowledge of concepts, principles, techniques and practices of HIV/AIDS prevention, care, treatment, and support programs is desired. An understanding and knowledge of USG regulations and procedures is beneficial. The incumbent should have an interest in working with and on behalf of militaries. Be able to interact positively and professionally within an academic/evidence based environment. Have excellent critical thinking and problem-solving skills. Capable of planning, developing, managing, and evaluating complex programs independently. The incumbent must be able to work both independently and cooperatively in an established culturally diverse team setting. The incumbent will be required to manage multiple tasks simultaneously and be flexible in responding to changing demands, timelines, and priorities. In addition, the incumbent must be very skilled in using, managing, very large excel documents and know how to create tables, convert to graphs, diagrams, and manipulate the excel spreadsheets to create PowerPoint presentations for the countries assigned and for the team. Both strategic information (database management, excel, PowerPoint, access) skills as well as programmatic skills are highly desired.
- Travel: The incumbent must be willing and be able to travel domestically, internationally, and regionally as requested or necessary. Please note this position involves the ability to travel out of the continental US approximately 25% of the year.
- Citizenship: Due to Federal contract regulations, US citizenship (no dual US citizenship) and the ability to obtain a Secret Clearance is required.

### Supervision Received:

The Desk Officer will work under the direction of the Country Team Leader and the Leidos Management team. The incumbent will work with a high level of independence. S/he will establish priorities with the country team lead, adhere to and meet established deadlines, and perform responsibilities and duties with minimal guidance and little follow up. The incumbent must be able and willing to work additional hours beyond the established 40 hour work week and outside the established Monday through Friday workweek. This may be required or necessary without expected compensation. Additional early morning or late evening phone calls may also be necessary.

### Leidos Overview:

Leidos is a global science and technology solutions leader working to solve the world's toughest challenges in the defense, intelligence, homeland security, civil, and health markets. The company's 33,000 employees support vital missions for government and commercial customers. Headquartered in Reston, Virginia, Leidos reported pro forma annual revenues of approximately \$10 billion for the fiscal year ended January 1, 2016 after giving effect to the recently completed combination of Leidos with Lockheed Martin's Information Systems & Global Solutions business (IS&GS). For more information, visit [www.Leidos.com](http://www.Leidos.com). The company's diverse employees support vital missions for government and













The Regional Manager, Operations, is responsible for the overall performance of our Oakwood divisions in the Northern California territory. This position will directly supervise and mentor Operational leaders to include, Property Manager, Market/District Managers and Assistant District Managers in all phases of operations, maintenance and financial performance ensuring that the company's financial, business and customer service objectives are achieved. This position will foster alignment across the divisions, working with marketing, operations and other division initiatives to create consistency, brand integrity, new business opportunities and maximize company and portfolio performance.

What's in it for you?:

Our Regional Manager, Operations enjoys a creative and diverse work-life. We offer you career development opportunities, and empowering work environment, and a myriad of recognition and awards. For this role, we are pleased to offer a competitive compensation plan as well as these benefits:

- Medical, Dental and Vision Coverage
- Prescription Drug Programs
- Company Paid Life and AD&D Insurance
- Short- and Long-Term Disability Insurance
- Life Insurance for Associate and Family Members
- Multi-faceted Learning Opportunities
- Educational Reimbursement
- Paid Vacation, Sick Days, and Holidays
- Bonus/Incentive Potential
- Child Care Reimbursement Plan
- Direct Deposit Payroll
- And Much More!

Key Features of your Day:

- Oversees financial performance of properties within designated region.
- Implements best practices and standards of excellence for properties and develop related standard operating policies and procedures.
- Delivers leadership, mentoring, direction and formal training to enhance the skills of Regional leaders and other Associates and foster a collaborative, positive work environment at each location.
- Works with Local Sales Team to develop sales strategy for region.
- With support of Regional Team, responsible for the supply chain management within the Region.
- Review monthly financial statements with the Regional Team to enhance knowledge, hold accountable, create efficiencies and develop plans to meet or exceed budget goals.
- Work with other leaders to strategically plan for growth, new initiatives and new business opportunities and enhanced business practices
- Maintain knowledge on market activity to include competition, rental rates and resident amenities and services within region.
- Assists with the due diligence process for potential new acquisitions, including participating in a variety of pre-opening activities.

Best Candidates will Have:

- Bachelor's Degree in Business Administration, Finance, Accounting, Real Estate or related field required.
  - 5-8 years regional management experience in multi-site property management, corporate housing or related fields, with significant supervisory responsibility, including managing other managers.
- A demonstrated track record in a multi-site environment with a diverse distribution and service structure.
- Demonstrated ability to manage multiple and complex operational matters on a daily basis.
  - Proven collaborator experience and skills. Be an effective builder of cross-functional teams, people-developer, hands-on, and results-drive leader.
  - Strong communication, negotiation and presentation skills. Ability to interact with tenants, vendors and other Associates.
  - Strong analytical, financial, and budgetary skills.

- A highly motivated sense of customer service.
- A great work ethic.
- An outstanding ability to multi-task and meet deadlines.
- A significant P&L management experience with previous responsibility for functions including Sales & Marketing and Operations.
- Effective decision-maker skills with demonstrated planning, organizational and problem-solving skills.
- Ability to travel up to 25% of time

Oakwood is the premiere global provider of Corporate Housing Solutions:

Headquartered in Los Angeles, California, Oakwood Worldwide is the world's largest provider of high quality furnished and unfurnished accommodations. We provide the advantages of far-reaching resources, unparalleled expertise, and the industry's most personalized customer service through a tightly integrated staff of more than 3,000 highly trained professional. Our company is staffed by bright, organized and dependable people driven by a common company goal: to help us accomplish great things through exemplary customer service to our clients and to our peers. We truly believe in treating our Customers and Associates the way we would like to be treated.

If you want to work in a fun, pro-employee, professional environment, join our industry leading team today!

#### B. Global PR/Media Manager

Oakwood Worldwide

Los Angeles, CA

Job Code: 9340

# of Openings: 1

ARE YOU A HIGH-PERFORMING  
GLOBAL PUBLIC RELATIONS/MEDIA MANAGER?  
LOOKING TO GROW YOUR CAREER IN A TEAM ENVIRONMENT?

Hoping to take your marketing skills to the next level? Look no further than the corporate housing and serviced apartment leader. At Oakwood Worldwide, we know that satisfied associates make for satisfied clients and guests. Oakwood promotes from within!

Oakwood is hiring a Public Relations Manager(Global) to join our fantastic marketing team! This fast-paced role is responsible for developing and executing integrated B2B and B2C communications plans and; internal communications for Oakwood Worldwide and its portfolio of brands. In this capacity she/he will create an overall messaging platform that aligns with the goals of the organization with a focus on building and protecting the company's brand presence and corporate reputation; as well as engaging associates around the globe.

If you are a detail oriented, high-performing PR/ Media manager who understands the social climate and nuances of communication as well as global business strategy and marketing, then this position is for you!

What's In It for You?:

Managers enjoy a creative and diverse work-life. You will have access to ongoing training programs and be a part of a team dedicated to creating the happiest guests in an empowering environment. Oakwood also has recognition and awards plus competitive compensation and benefits:

What Your Day Is Like:

- Work as part of a global team, localizing content and brand messaging for other countries
- Create content for press releases, byline articles and keynote presentations.
- Oversee integrated national, vertical and local PR and social media campaigns
- Lead global content development and social media initiative, generating quality and measurable engagements
- Manage multiple large PR agencies, internal teams and budget
- Prepare annual budget and monitor project costs to control expenses.

Medical / Dental / Vision coverage and Prescription Drug Programs / Company Paid Life Insurance & AD&D / Short and Long Term Disability Insurance / Life Insurance for Family Members / Multifaceted Learning









Compensation: \$130-150K DOE/neg.  
Reports to: San Diego Franchisee & Owner  
Full time

#### POSITION SUMMARY:

The COO is a new position in our organization, reporting directly to our Franchise Founder & Owner. She/he will be involved in every aspect of the business, focused on further professionalizing the organization and optimizing our operations. Although based in our corporate office in Sorrento Valley, we expect the COO will spend approximately 25% of his/her time in the field, working directly with our bakeries/retail locations. As the most senior member of our team, the COO will lead our day-to-day operations, overseeing most aspects of the business. We estimate the COO's focus will be allocated as follows:

- Operations (60% focus allocation): ultimate responsibility for the day-to-day performance of the business. Our 7 Bakery Managers report to our Operations Director, who in turn reports up to the new COO. Operational responsibilities include purchasing, distribution, real-estate/leases, and revenue management. We expect that as the COO gets the business structured and operating optimally, the focus will be rebalanced away from Operations towards more finance-related areas.
- Human Resources (15% focus allocation): manage NBC's HR Manager, who is in turn supported by our HR Liaison. Ensure our staffing levels meet both current and future business requirements, and that our brand remains competitive in the candidate marketplace. Approve all employee hiring activity, as well as oversee employee relations, payroll and other HR compliance requirements.
- Finance (12.5% focus allocation): oversee the financial performance delivered by our business operations. This includes budgeting, forecasting, strategic planning and capital allocation. The COO will work closely with our Franchise Owner to plan future expansions and drive our business forward. Direct reports under finance are the Office Manager and our contract Controller.
- Marketing (12.5% focus allocation): overseeing our Marketing Assistant, the COO will review and approve each of our seasonal marketing campaigns, as well as the mix of seasonal retail items in each retail location. Given that most of the marketing and promotional materials are created by our corporate office in Dallas, we estimate the marketing focus will remain the smallest focus area.

#### STRATEGIC PRIORITIES:

Near-term: Year 1:

- Learning: become familiar with every aspect of our business, building up a detailed understanding of our people and operations. This may include travel to our corporate headquarters in Dallas to meet with senior executives and to receive additional training.
- Staffing: review our recruiting and retention strategies to ensure the people side of the business is running smoothly. This includes our strategies for hiring, training, and employee engagement, as well as our overall HR systems and approach.
- Franchise relations: combining the learning and staffing priorities, the COO will become an expert in running a Nothing Bundt Cakes franchise operation.

Long-term: Year 2 and beyond:

- Rebalancing our store portfolio: support expansion into new locations across San Diego County. This may also include closing and relocating underperforming stores.
- Retail strategy: explore and develop new retailing concepts and strategies to help grow the Nothing Bundt Cakes brand across our region.
- Corporate office: evaluate whether our corporate office should be relocated from its present location in Sorrento Valley.

#### ATTRIBUTES & WORK STYLE:

- Energy: enjoys working hard; is action-oriented and full of vitality.
- Directness: Comfortable being very direct, even blunt, as required
- Speed: someone who thinks fast, and moves fast
- Accessible: must be comfortable answering their cell phone night and day
- Tactful: sets clear priorities and boundaries





and scheduling for maximum productivity; control payroll costs to achieve maximum profitability; Communicate priorities to staff through daily and weekly meetings, ensures the guest satisfaction levels meet the goals for the site, identify areas of process improvement to ensure efficient processing for the team and guest, ensure the Count on me service philosophy is being followed by all associates in both departments. (20% time)

3. Responsible for guest service expectations: Manage strict room inventory to achieve highest possible room occupancy percentage; Manage guest accounts to ensure correct rates are being applied, appropriate rate authorization is obtained where necessary, and a method of payment is being received; Review incoming groups to ensure all blocking needs and front office requirements are met and relay information to appropriate staff, ensure all guest resolutions are achieved and responded concerns responded to. (20% time)

4. Supports audit Standards: Own and manage the Internal Audit process; Ensure departmental compliance with Quality Assurance, Loss Prevention and safety standards procedures for both departments. (15% time)

5. Manage and support all financial aspects of the department: Prepare annual department budget by indentifying areas of cost reductions, operational improvements, explanation of variances and analysis of expense data; Maintains cost control and appearance of retail inventory; other duties as assigned, ensures HOA budget is being managed and assists with the report out of monthly HOA meetings. (10% time)

6. Performs other duties as needed. (5% time)

#### Minimum Requirements and Qualifications

##### a) Education:

- College degree preferred or equivalent training/experience

##### b) Training requirements:

- Valid driver's license
- CPR certification, or to be obtained within 6 month of hire

##### c) Knowledge and skills:

- Demonstrated thorough understanding and familiarity with resort financials
- Working knowledge of housekeeping and front desk departments
- Demonstrated ability to work under pressure
- Demonstrated ability to implement strategic plans for improvement of guest services operations
- Strong leadership skills with ability to coach, mentor, train and develop staff
- Excellent verbal and written communication skills
- Ability to accurately follow instructions, both verbally and written
- Ability to maintain confidential information
- Detail oriented

##### d) Technical Skills:

- Working knowledge of various computer software programs
- Working knowledge of property management systems

##### e) Job experience:

- Two to five years of property timeshare. Hotel management experience required.
- Mixed use a plus

David Swanson  
Leadership Recruiter  
dave.swanson@wyn.com







## Essential Duties and Responsibilities (other duties may be assigned):

### Resort Wide:

- Consistently follow the Welk High Five service standards at all times.
- Follow all company and department policies and procedures.
- Attend safety meetings, keep the workplace in safe condition, and work in a safe manner.
- Adhere to attendance policy and report to workstation at scheduled start time.
- Propose ideas or find ways to improve services, systems, and/or procedures.

### Department:

- Respond to maintenance related requests following all the Resort standards.
- Guarantee a clean and well-maintained section at all times. Powerwashing care, patio cleaning and balcony cleaning may be required daily and are assigned by the supervisor.
- To operate a truck either towing or with a bed mounted pressure washing unit.
- Duties are to remove dirt, debris, and staining from walkways.
- Additional responsibility is to clean windows a part of the overall job or to remove pressure wash overspray on low windows etc.
- Responsible to drive a truck and trailer following a pre-established schedule servicing multiple locations per day.
- Operate a heated pressure washer safely and effectively.
- Prioritize requests; perform maintenance tasks in a safe and efficient manner; fill a maintenance daily log or PM check list; and communicate any discrepancy to dispatch or supervisor.
- Observe Resort and Departmental standards and policies.
- Use tools safely and correctly.
- Attend daily pre-shift and post-shift meetings.
- Check work order clipboard for job assignments.
- Communicate status of job assignments and maintenance requests to supervisor.
- Assist and provide guidance to other engineers.
- Maintain clean work area.
- Respond to emergencies.
- Respond to Corrective Maintenance requests as directed by a dispatch, engineering supervisor or PBX operator.
- Review and complete daily call log.
- Assist guests with requests.
- Clean engineering shop and any other area assigned by the supervisor.
- Perform general maintenance duties including, but not limited to, minor electrical repairs, kitchen repairs, small appliances repair, pool cleaning, and light painting.
- Respond investigate and complete work orders in Guest Room, Villa, Meeting Room Food & Beverage Outlets, Public Space, and Offices maintenance requests.
- Perform Preventive Maintenance tasks as assigned.
- Completely familiar with Resort Emergency procedures and able to respond quickly and accurately during an actual emergency, and notify all appropriate personnel.

### Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements following this paragraph are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is typically an entry-level position. Associates in the position are expected to have a basic knowledge and skills to troubleshoot and repair plumbing, electrical and small appliances.

### Education and/or Experience:

High school diploma or general education degree (GED). Previous experience working in general maintenance in a Resort, Hotel, or Hospital is desirable, but not a requirement.

### Language Skills:

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine maintenance logs, reports and correspondence.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

- The physical demands described here are representative of those that must be met by an associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the associate is regularly required to stand, walk, use of hands to finger, handle or feel, to reach with hands and arms. The associate is frequently required to sit, climb or balance, stoop, twist, kneel, crouch, or crawl. The associate must frequently lift and/or move up to 30 pounds, and must occasionally lift and/or move up to 50 pounds.

Work Environment:

- The work environment characteristics described here are representative of those the associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the associate is regularly exposed to outside weather conditions. The associate is occasionally exposed to wet/or humid conditions; moving equipment; risk of electrical shock.
- The noise level in the work environment is usually moderate.

About WRSD-Welk Resort Properties:

Welk Resorts is a dynamic, growing, respected leader in the vacation ownership industry. Privately-held with a unique offering of an Employee Stock Ownership Plan (ESOP), Welk currently operates five resort properties in the U.S. and Mexico, with plans to expand into Colorado and Hawaii. Our mission statement gives you the Freedom to Explore, Your Way.

Gloria Diaz-Madera  
HR Generalist  
gfd@sbcglobal.net

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Supervisor, Payment Processing and Reconciliation  
UC San Diego Health  
San Diego, California  
Full-time

The Payment Processing & Reconciliation Supervisor is responsible for the daily operations, oversight and prioritization of team work assignments; ensuring the accurate and timely posting of receivables and correspondence to patient accounts.

The Supervisor works to resolve payment and/or file delays negatively impacting the revenue cycle, while continually working to automate processes and priorities for the posting of payments and correspondence files in order to minimize downstream impact of untimely posting. Through ongoing analysis, the supervisor identifies opportunities impacting revenue cycle performance and works to develop solutions which positively impact systems, processes, and staff/patient satisfaction.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in related area; and/or equivalent experience/training.
- Three (3+) or more years of relevant experience specifically related to account receivable operations within a professional (ambulatory care) billing environment demonstrating proficiency as a trainer, lead or go-to resource for others.
- Experience and proven success in the ability to supervise, schedule, and coordinate daily activities of subordinate staff and effectively manage multiple priorities in a fast-paced, dynamic environment.
- Self-motivated and comfortable working independently as well as setting the priorities of others with a demonstrated ability to help others prioritize and focus on the details.





You will manage a team which will include:

- Preparing performance and salary evaluations as needed.
- Identify employee issues and resolve appropriately. You will help in developing your team's skills.
- Participate in the recruitment and hiring of staff as needed.
- Prepare team meetings as necessary and updates the team on any procedural changes.

From an Experience and Education Point of View:

We are looking for an Associate's degree or equivalent from two-year College or technical school or equivalent combination of education and experience. Insurance experience is highly preferred but 3 years' supervisory experience is required. General Accounting, Collections and underwriting knowledge is also required.

You should be able to read, analyze and interpret common scientific and technical journals, financial reports and legal documents as well as defining a problem and drawing valid conclusions.

Does this Sound Like You? If so, we would love for you to consider us in your next career move!

Kara Clark  
Corporate Recruiter  
kclark@icwgroup.com

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### SpaceX Opportunities in Hawthorne CA

A. CNC MACHINIST  
SpaceX  
Hawthorne, California

SpaceX was founded under the belief that a future where humanity is out exploring the stars is fundamentally more exciting than one where we are not. Today SpaceX is actively developing the technologies to make this possible, with the ultimate goal of enabling human life on Mars.  
CNC VTL Machinist

Overview:

The CNC VTL Machinist role will be responsible for the manufacture and production of some of the most vital and complex components that go into our Merlin 1D Rocket Engine.

Responsibilities:

- Perform set-ups of CNC VTL Lathes in a state-of-the-art, air-conditioned machine shop with brand new machines.
- Perform various machining operations primarily on prototype work or tooling.
- Make machine adjustments that may be required, check dimensions, etc. to insure conformance to drawings.
- Setup machines to precise tolerances and operate various types of machinery in production following established procedures.
- Select proper tooling to perform required manufacturing operations.
- Machine precision fixtures, tools and product from drawings, in accordance with established procedures, with limited supervision.

Basic Qualifications:

- Must possess a High School Diploma or GED
- Must have a minimum of 5 years' experience setting up and operating CNC Vertical Turning Lathe machines

Preferred Skills and Experience:

- 10 years of VTL (Vertical Lathe) experience.
- Ability to read accurately and write clearly, perform basic arithmetic calculations accurately.

- Experience in shop math, tooling technology, blueprint reading and measurement of parts.
- Strong mechanical aptitude.
- Strong interpersonal skills including, but not limited to, contributing to a team-oriented environment, balancing team and individual responsibilities.
- Physical Requirements: Repetitive movement, bending or twisting, using hands to handle, control, or feel objects, tools or controls, exposure to sounds and noise levels that are distracting.

Additional Requirements:

- Available for overtime and weekend hours
- Available for 2nd shift hours
- Capable of lifting up to 50lbs without accommodation
- Capable of standing and kneeling without accommodation

**B. PROPULSION TECHNICIAN (MERLIN 1D ROCKET ENGINE)**

SpaceX

Hawthorne, California

SpaceX was founded under the belief that a future where humanity is out exploring the stars is fundamentally more exciting than one where we are not. Today SpaceX is actively developing the technologies to make this possible, with the ultimate goal of enabling human life on Mars.

Overview:

Candidates should possess a combination of solid mechanical knowledge, hands-on experience and the willingness and ability to learn. The Propulsion Production technician is responsible for assembly and testing of rocket hardware. This is a dynamic position that requires the flexibility to work on different systems, the ability to troubleshoot anomalies, and can work autonomously to defined schedules while keeping safety and quality at the forefront of everything that is done.

Responsibilities:

- Responsible for cleaning of tools, valves, regulators etc. Responsible for maintaining a professional and neat work area.
- Responsible for staging, installing, set-up, testing and de-staging of production, repair and overhaul engines.
- Troubleshoot engines and cell systems.
- Operate test cell instrumentation and uses computer network systems, as well as test units as described in the Test Instruction.
- Accept or reject test units based on calculated test data and results.
- Performs work according to procedures, specifications and test instructions.

Basic Qualifications:

- High school diploma or GED
- Minimum of 2 years of experience working on aircraft or rocket engines

Preferred Skills and Experience:

- Complete training in the staging, installation, removal and de-staging of Propulsion engines
- A & P license strongly desired
- 5 years of aerospace engines experience is a plus
- Knowledge of pressure, temperature and flow measurement devices; mechanical and electrical systems; Propulsion engines
- Strong mathematical, basic computer, problem solving and decision making skills, and strong written and verbal communication skills
- The ability to work independently or as part of a team, meet aggressive schedules, operate and understand readouts on standard cell instrumentation: CRT screens, Daytronics & amp; Vibration Analyzer, and make full use of computer network systems.

Additional Requirements:

- Must be open to work either 1st Shift (5:00am-3:30pm) or 2nd Shift (3:30pm-2:00am), overtime and weekends as needed
- Must be able to lift a min. of 25 lbs. unassisted

- Must be able to stand for extended periods – 8 hours min
- Must be able to stoop, bend, crawl, and being able to maneuver in tight spaces

### C. SUPERVISOR, LOGISTICS

SpaceX

Hawthorne, California

SpaceX was founded under the belief that a future where humanity is out exploring the stars is fundamentally more exciting than one where we are not. Today SpaceX is actively developing the technologies to make this possible, with the ultimate goal of enabling human life on Mars.

#### SUPERVISOR, LOGISTICS

- Coordinate and steer the collective efforts of all logistics technicians
- Effectively provide daily operational management of a team of up to 12+
- Manage shipping requests, distribute tasks and provide support to both internal Hawthorne and launch site / test facility demands
- Utilize master production targets to coordinate resources ensuring teams and transport hardware/equipment are available and are in ship-ready condition
- Interface with area leadership and prioritize work based on production schedule and organizational goals
- Schedule risk identification and mitigation
- Coordinate support organization efforts to minimize production interruptions
- Ensure shipping quality and conformance to specifications
- Improve area safety and efficiency through regular auditing and continuous improvement
- Establish and analyze area metrics for trend extrapolation to drive the following:
  1. Personnel training and development
  2. Development and implementation of efficiency improvement projects
  3. Optimization of shipping procedures and quality
  4. Root cause analysis and the implementation of corresponding corrective action plans
  5. Reduction of downtime for personnel
- Lead efforts to transition product from final integration to test and launch facilities
- Review work-orders(ops) and technical data to provide constructive feedback to engineering/design community

#### BASIC QUALIFICATIONS:

- High school diploma or GED
- 3 years of experience in a transportation or general logistics environment
- 2 years of formal leadership experience
- 2 years of experience monitoring, tracking and continually improving total transportation costs

#### PREFERRED SKILLS AND EXPERIENCE:

- Bachelor's or Master's degree in engineering, business, or supply chain
- 1 year of experience working with DOT/CFR regulations and development
- 1 year of experience reading and interpreting controlled documentation and processes such as: fixture diagrams, hardware drawings, mechanical drawings, work-order procedures / work instructions, schematics, engineering drawings, and parts lists
- 7 years in a general logistics environment
- 5 years of formal leadership experience
- 2 years of experience working with DOT/CFR regulations and development
- Familiar with rigging operations
- Exceptional knowledge and certification in HAZMAT regulation
- Ability to work in a fast-paced production environment with flight quality hardware
- Ability to adapt to constant changing work assignments and a fast-paced work environment
- Experience with computers, the ability to use MS Office, shop floor management software (ERP) and related programs

#### ADDITIONAL REQUIREMENTS:

- Position may require long hours and weekend work
- Must be willing to travel 30% of the time
- Must be able to travel for short and extended trips as needed







#### Typical Responsibilities:

- Provides technical thought leadership when working with other IT teams and partners.
- Works with business and IT senior leadership to establish projects to support related Business and IT goals.
- Represents Grid Services in project architecture, design, and planning.
- Provides an understanding to others of the strategy, 3-5 year goals, and high-level projects and programs to meet our clients' needs.
- Works with vendors and senior leadership directly as well as engineers, IT specialists, architects, and analysts from various disciplines to achieve desired business outcomes.
- Provides mentoring, guidance, and training to other senior technical team members.
- Provides application and system subject matter expertise for the GMS Operational Service Bus.
- Provides technical leadership for highly complex projects as needed.
- Leads architecture, design and implementation efforts.
- Works with application vendors and manages all escalated design and implementation issues to proper closure.
- Fosters technical innovation within the team and leads by example when developing solutions.
- Represents SCE to the vendor and communicate learned best practices, vendor product roadmap, and communicate SCE business vision to vendors for future product planning.
- Provides consultation to peers, Grid Services Management team, IT support teams, IT leadership, and SCE executives regarding short-term and long-term system goals and technology roadmap.

#### Minimum Qualifications:

- Bachelor's Degree in engineering, science/technology.
- Experience leading and overseeing system-wide deployments and changes to large scale, mission-critical applications and platforms.
- 12 years' experience in technical development of IT applications, including: Systems integration in a complex technical and business environment.
- Experience providing leadership in working with external partners / vendors.
- Experience implementing the following technologies, processes, and tools: Service Oriented Architecture (SOA) and Web Services, Database Architecture (e.g., SQL Server, DB2, Oracle).
- Java/JEE development experience, with working knowledge of development tools and methodologies.

#### Desired Qualifications:

- Thorough understanding of Open API Specifications and Java Messaging Specifications.
- Implementing cloud based or COTS application solutions and integrating with external systems using an Enterprise Service Bus (ESB) technology.
- Understanding of Utility standards such as Common Information Model (CIM) and Multispeak.
- Hands-on experience in a Rules Engine platform implementing complex business rules that spans multiple applications.
- Object Oriented Development (e.g., Java, C++, .Net).
- Experience in Continuous Integration, Continuous Deployment tools such as Maven and Jenkins.
- Experience in troubleshooting message transactions spanning multiple applications across different security trust zones.
- Demonstrated knowledge of Transmission and Distribution networks and/or experience with Distribution Management Systems (DMS) is a plus.
- Strong management skills including effective resource and project planning, decision making, results delivery, team building, and staying current with relevant technology and innovation.

#### Comments:

- Candidates for this position must be legally authorized to work directly as employees for any employer in the United States without visa sponsorship.
- Relocation does not apply to this position.
- The primary work location for this position is Alhambra, Ca; however, the successful candidate may also be asked to work for an extended amount of time at Santa Ana, Pomona, and Rosemead.
- This position has been identified as a NERC/CIP impacted position - Prior to being hired, the successful candidate must pass a Personnel Risk Assessment (PRA) or Background Investigation.

Once hired, the candidate must complete specified training prior to gaining un-escorted access to assigned work location and performing necessary job duties.

B. Principal Advisor Labor Relations  
Southern California Edison (SCE)  
Rosemead, CA  
Full-time

**Energy For What's Ahead:**

Are you looking to make a difference in your career? We're working on smarter grids, cleaner energy and tools to help people manage energy more efficiently.

**Position Overview:**

This position will be a Labor Relations Principal Advisor within the Human Resources, Labor Relations Organization at Southern California Edison. The successful candidate will be responsible for providing labor relations counsel, thought leadership, contract negotiations, large-scale grievance and arbitration resolution and promotion of productive business relationships between SCE Management and Labor Union Leadership.

**Responsibilities To Include:**

- Participation and occasional leading of the development and implementation of strategic and tactical approaches for the Company's overall Labor Relations Strategic Plan to include bargaining strategies.
- Provides thought leadership and labor relations guidance to executive management to generate support for the strategic direction.
- Gathering intelligence throughout the external labor relations environment in California and Washington DC, in order to present and discuss opportunities and obstacles which may be present.
- Proactively consults with executive management on current external trends using statistical data and records of actions taken concerning grievances, arbitration cases and related labor relations activities.
- Works to identify potential/actual problem areas in the Company's labor relations practices.
- Participates in large-scale contract negotiations for the Company.
- Leads interim negotiations between the Operating Unit leaders and Union leadership.
- Negotiates contractual changes with union.
- Plans and directs the resolution of various contractual issues with the unions.
- Maintains positive and productive relations with unions.
- Facilitates discussion between union leadership and executive management.
- Interfaces with Union leadership to provide guidance and direction on grievance/arbitration resolutions, contract interpretations and implementation, and disciplinary issues.
- Manages various projects related to labor agreements.
- Directs research on collective bargaining agreements involving other companies.
- Networks with other utilities and companies to identify and promote best labor practices within labor relations.
- Determines best practices in labor relations and facilitates consistency efforts between departments when appropriate.
- Partners with internal organizations as appropriate to develop and implement strategies and tactics to resolve issues between the Company and Unions.

**Minimum Qualifications:**

- Bachelor's Degree in Industrial Relations, Human Resources, Business Administration or related field.
- Ten years of experience working with Labor Relations Issues and Collective Bargaining Agreements.
- Five years participating in labor negotiations and/or successfully negotiating labor contracts or settlement agreements.

**Desired Qualifications:**

- Degree in Labor & Employment Law.
- Thorough knowledge of policies, procedures and precedents as they apply to labor relations.
- Demonstrated experience performing Labor Relations duties including negotiations, arbitration advocacy, investigations and grievance meetings.
- Demonstrated experience interpreting and applying corporate labor strategy, Federal and State employment laws and various Union/Company Agreements.
- Demonstrated experience dealing with sensitive, confidential, and proprietary information.





### Software Developer 3 (\$87,800-\$144,800):

In addition to the responsibilities outlined above, the Software Developer 3 will:

- Initiate work with limited supervision.
- Use independent judgment for determining course of action to accomplish objectives.
- Use a broad range of advanced technical skills to solve complex technical issues.

### What You Need

#### Minimum Job Requirements Software Developer 2:

- Proven software lifecycle knowledge including requirements, design, development, and testing with appropriate documentation. The work experience must show progressively increasing levels of technical skills and complexity of work.
- Experience writing and implementing business solutions using Agile practices.
- Experience developing solutions using Sharepoint 2010/2013 including SharePoint object model, Web Services, user controls, web parts (native and 3 rd party), features, event handlers, site definitions and page layouts.
- Five years' experience using .NET technologies C#, VB, and ASP.
- Experience using tools such as Visual Studio, Sharepoint Designer, Infopath, Team Source Forge, etc.
- Demonstrated experience in Microsoft .NET development technologies, including HTML, CSS, JavaScript, WCF, Silverlight, AJAX, CAML, XML, REST, and DOM
- Familiarity with databases such as SQL Server or Oracle

#### Additional Job Requirements For Software Developer 3:

In addition to the Job Requirements outlined above, qualification at the Software Developer 3 level requires:

- Experience developing applications that utilize .NET framework for stand-alone applications.
- Experience developing customized web parts
- Experience designing and implementing applications that utilize persistence layers such as SQL Server or Oracle.
- Demonstrated experience in developing and consuming web services using both REST and SOAP protocols.
- Demonstrated experience using 3 rd party JavaScript packages such as Angular, Ionic, etc.

#### Desired Skills:

- Familiarity with workflow engines and processes such as Nintex
- Demonstrated experience working well with customers and other stakeholders; ability to understand customer, requirements expressed in customer language, and formulate technical solutions that meet those requirements
- Demonstrated experience working closely with DBAs and System Administrators in the development, maintenance, and support of systems
- Excellent technical writing and verbal communications skills

#### Education:

- Software developer 2 - requires a bachelor's degree (masters preferred) in Computer Science and a minimum five years of related software development experience
- Software developer 3 - requires a bachelor's degree (masters preferred) in Computer Science and a minimum eight years of related software development experience

#### Additional Details

##### Clearance: Q

(Position will be cleared to this level). Applicants selected will be subject to a Federal background investigation and must meet eligibility requirements\* for access to classified matter.

- Eligibility requirements: To obtain a clearance, an individual must be at least 18 years of age; U.S. citizenship is required except in very limited circumstances. See DOE Order 472.2 for additional information.

#### New-Employment Drug Test:



- Develop a forward looking, unit based demand forecast, incorporating and balancing inputs from data Supply Chain, Sales and Product Management for assigned products and solutions
  - Implement the common demand planning process using provided systems and tools.
  - Measure and respond to variance between demand plan and actual shipments for all products.
  - Use effective reporting / communication tools to reach consensus through data and share understanding of the demand forecast.
  - Create and develop effective partnerships with Sales and Product Management colleagues in support of the demand planning cycle and process.
- Collaborate effectively with new product readiness and supply planning colleagues to drive
- achievement of order fulfillment goals.
  - Support the Sales and Operations interlock process with demand plan summary information
  - Be an active participant in the evaluation, selection and implementation of planning process, tools and systems
  - 5+ years of recent and relevant experience in supply chain, demand planning or supply planning
  - Minimum of 3 – 5 years of experience in a demand planning leadership role
  - Bachelors degree or equivalent, direct experience in Supply Chain
  - Oracle and other ERP is strongly preferred
  - APICs certification is preferred
  - Travel requirements of this role are infrequent but could include Domestic and International; you must currently possess or qualify for the required international travel documents
  - Demonstrated ability to gather and interpret data to identify trends, patterns and provide recommendations for forecast and action
  - Proven ability to synthesize complex information and effectively communicate to others
  - Strong verbal and written communication skills with an ability to influence others
  - Willing to constructively challenge current processes or procedures to drive improvement
  - Highly detail-oriented
  - Demonstrated ability to work cross functionally to achieve common business goals; evidence of ability to develop and maintain collaboration with others
  - Very strong Excel (or Access) skills with ability to manage complex formulas, modeling and formatting
  - Able to meet deadlines in a fast-paced work environment

Hitachi Vantara

Aaron Cratty

Talent Acquisition at

[aaron.cratty@hitachivantara.com](mailto:aaron.cratty@hitachivantara.com)