

## Dear Candidate,

Not every HB Staffing open position – temporary, temp-to-hire, or direct hire – is advertised because we fill them very quickly!

However, we receive many positions weekly so apply anyway to be considered!

We fill all types of OC administrative / office positions - including medical - in companies and organizations and many positions that don't fit an "office only" category such as warehousing, production or light assembly, sales, resort work, etc.

*Updated January 1, 2012*

### HB Staffing continuously hires candidates:

Office Assistant – Data Entry – Administrative Assistant – Bookkeeping and Accounting - Marketing and Sales Assistants – Customer Service – Light Industrial or Warehouse positions

### Current Positions:

Temp-to-hire **Inside/Outside Sales Rep.** – Public Safety Communications Co. – leader in industry since 1993.

\$30k/year + 6% commission – A good salesperson could expect to bring in about \$60k/year!

Benefits: medical, 401k, and profit sharing.

Sales, order taking & processing, develop new territory, occasional travel to Canada. Must have B2B experience and track record of success!

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Temp-to-hire **Inventory/Production/Purchasing Mgr.** – Public Safety Communications Co. – leader in industry since 1993.

\$55k+/year. Benefits: medical, 401k, and profit sharing.

Purchasing, forecasting, kitting electronic assemblies. Must have 5 years experience, as well as proficiency in MS Excel and QuickBooks.

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Temp-to-hire **Bilingual HR Specialist** – High Performance Auto Parts Co. in business over 60 years.

\$15+/hr. Benefits: medical, dental, 401k, and paid vacation/holidays.

Must be bilingual Eng/Span and have at least 3-5 years experience in HR, including benefits admin. ADP and HRB software experience strongly preferred

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HB Staffing – (714) 960-2800

Temp-to-hire Lead **Generator/Telemarketer** – Vision Assistance Tech. Co. helping people since 1996.

\$13/hr + commission opportunities. Benefits: medical, dental, life insurance, 401k, and profit sharing. Must have phone sales/telemarketing experience. Outbound calls to targeted markets, describe products and services, set demo appointments, and source prospects.

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Temp-to hire **Insurance Agent** – Farmer’s agency service OC since 1957.

\$15+/hr + commission. Benefits: medical reimbursement, paid vacation/holidays/personal days. Customer service, sales, and marketing. Must have current property & casualty license, and at least 2-5 years experience. Farmer’s experience preferred.

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