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SOUTH BAY WORKFORCE



INVESTMENT BOARD



OFFICE ASSISTANT/DISPATCHERS, Hawthorne

We are currently hiring Security Office Assistant/ Dispatchers in the Hawthorne area.

Summary:

Dispatchers are responsible for covering open post due to last minute call offs. They are verifying that all post are covered, and guards are on time.

Security dispatchers should have knowledge of local or regional geographical information relevant to the job. They should also be familiar with telephone communication techniques. Security dispatchers need to be familiar with basic computer software, since entering, accessing or retrieving data will be a significant part of the job. They must also be able to prepare reports, relay information to the appropriate officials, and provide great customer service.

If interested apply in person at 4431 Rosecrans Ave. #200, Hawthorne, CA 90250. Application hours are Tuesday thru Friday from 9:00am to 4:00pm or reply to this ad with your resume for consideration.