



500 E. Carson Plaza Dr., Suite 127
Carson, California 90746
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www.hpcemployment.org

Opening: Facility Monitor: *Beal AFB, California*

Location: Beal AFB, CA

Pay Rate: \$18.40 per hour

Work Hours: 5:30 am to 2:30 pm – No more than 30 hours per week

Days: Monday – Friday, occasionally some evenings and Saturdays

Duration: April 1, 2010 – September 30, 2010 plus 1 year option

Benefits: Direct Deposit; Dental and Vision Insurance

Minimum Requirements: Possess ability to perform light physical duties, including the ability to operate a computer utilizing a variety of software programs, capable of operating audiovisual systems, ability to perform general office duties with excellent oral and written communication skills.

Who are we? HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S. Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to www.HPCemployment.org.

The position: The ideal applicant will provide **evidence** of (1) the capability of performing light physical duties such as moving furniture, and other routine daily maintenance functions; (2) ability to utilize the operating system of Windows XP/Vista along with expertise in Microsoft, Word, Excel, Power Point, Access is desirable; (3) understand the operation of all audiovisual equipment; (4) maintain responsibility for overall facility and property management (5) possess previous experience in providing building and equipment support on military installations and residence in close geographic proximity to ESC facility; (6) knowledge of/experience with Air Force terminology; (7) must have a Dunn & Bradstreet number prior to registering as a government contractor; (8) ability to work flexible shifts a must; and (9) provide limited administrative support.

To apply: Submit a resume via our website. Afterwards, complete a preliminary application from our website at www.HPCemployment.org. After the completion of the application, fax to the Human Resource Department at (310) 756-1562. For additional information you may contact the Human Resources Dept. at (310) 756-1560.