

# JOB OPPORTUNITY

## Chief Executive Officer

Location:	Santa Ana, California
Base Pay:	\$85,000 - \$100,000
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	CEO - General Business
Required Travel:	Minimal

### Description

An emerging company in Santa Ana, California is searching for a Chief Executive Officer to run the company and perform the following duties:

- The day to day operations and of all external business departments .
- This position supervise the marketing, sales, art and digital media departments.
- Direct the business growth planning and business policies and procedures
- General coordination and constant communication with the leadership team.
- Supervision of the overall operations involving marketing, advertising and sales.
- Development of the company business plan, mission and vision statements
- Facilitate weekly department meetings to insure communication between all of the departments.
- Develop and maintain the external public image of the company
- Hold monthly staff meeting for all employees to address the state of the company

Must be willing and able to take a hands-on approach in leading the company to the next level of company growth. This person must be willing to lead by example, have a very strong work ethic. Be responsible and self motivated and willing to holding others accountable for their responsibilities to the company. This position requires high level multi-tasking, the ability to work in partnership with the Chief Operations Officer and project as a positive role model for the company staff. The CEO must be able to motivate others to excel and should have good interpersonal skills. The position requires attendance at all company functions and the applicant should have excellent presentation skills. It should be understood that this position could require extra time beyond the work day to meet company deadlines.

### Real World Requirements

Bachelors degree in business related area required. MBA, preferred. 10+ years experience required with in upper-level management positions. Must possess strong management background and previous experience performing strategic planning, business modeling, and working with company development. A strong work ethic and leadership qualities are essential.

In compensation for the low monthly salary, the CEO will be one of the owners of this company and will hold stock options. Medical, dental and vision benefits will be included in the company package.

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

### Application Information

Contact: Alan Gersten  
Closes: Thursday, September 15, 2016  
Interviews: Friday, September 16, 2016

# JOB OPPORTUNITY

## Chief Operations Officer

Location:	Santa Ana, California
Base Pay:	\$85,000 - \$100,000
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Administration - General Business
Required Travel:	Negligible
Relocation Covered:	No

### Description

An emerging company in Santa Ana, California is searching for a Chief Operations Officer to run the internal operations within the company and perform the following duties:

- The day to day operations and of all internal business departments .
- This position will supervise the accounting, human resources and communications departments
- Monitor the company finances and business policies and procedures
- General coordination and constant communication with the leadership team.
- Supervision of the overall operations involving accounting, purchasing, employee relations & support.
- Development of the company business plan, mission and vision statements
- Facilitate weekly department meetings to insure communication between all of the departments.
- Develop and maintain positive and productive internal work environment for the company
- Hold monthly staff meeting for all employees to address the state of the company

Must be willing and able to take a hands-on approach in leading the company to the next level of company growth. This person must be willing to lead by example, have a very strong work ethic. Be responsible and self motivated and willing to holding others accountable for their responsibilities to the company. This position requires high level multi-tasking, the ability to work in partnership with the Chief Executive Officer and project positive reinforcement of the company staff. The COO must be able to motivate others to excel and should have good interpersonal skills. The position requires attendance at all company functions and the applicant should have excellent presentation skills. It should be understood that this position could require extra time beyond the work day to meet company deadlines.

### Real World Requirements

Bachelors degree in business related area required. MBA, preferred. 10+ years experience required with in upper-level management positions. Must possess strong management background and previous experience performing strategic planning, business modeling, and working with company development. A strong work ethic and leadership qualities are essential.

In compensation for the low monthly salary, the COO will be one of the owners of this company and will hold stock options. Medical, dental and vision benefits will be included in the company package.

For consideration, apply with your resume, cover letter and job application to Mr. Alan Gersten by the closing date.

### Application Information

Contact: Alan Gersten  
Closes: Thursday, September 15, 2016  
Interviews: Friday, September 16, 2016

# JOB OPPORTUNITY

## Administrative Associate

Location:	Santa Ana, California
Base Pay:	\$24,000.00-30,000.00
Employee Type:	Full-Time Employee
Industry:	Retail Merchandising
Job Type:	Administrative Support - General Business
Required Travel:	Negligible
Relocation Covered:	No

### Description - Administrative Associate

A new company is seeking a professional Administrative Associate to work in the administration department. Candidate must be knowledgeable in Word, Excel and PowerPoint. Candidates will be responsible for a wide variety of tasks supporting activities under the direction of the chief officers. They will work in support of the company and perform administrative tasks that include;

- Mail & copying room responsibilities
- Business communications between companies
- Maintain the office space, conference room, company supplies
- Prepare for company meetings
- Develop agenda and send out minutes from leadership meetings
- Schedule use of company meeting space
- Support the chief officers in all of their duties.

### Real World Requirements

This is an entry level position with the Ideal candidate will have 2-4 years Administrative Support experience in a corporate environment. Ability to take direct and interact with senior management in a professional manner a must.

We offer an competitive salary and benefits for this full time position

For consideration, apply with your resume and job application to Mr. Alan Gersten by closing date

### Application Information

Contact: Alan Gersten  
Closes: Monday, September 19, 2016  
Interviews: TBA