

Entry-Level Openings with a Future

January 2019

Some positions require a special degree or training; many do not. Certificates and/or college courses do open up more possibilities. Select a field that interests you. Useful websites for ideas based on your interests are “mynextmove.org”, “onetonline.org”, “cacareerzone.org”, “myskillsmyfuture.org” and “whodouwant2b”

Airlines – Airlines hire Flight Attendants, Customer Service Agents, Baggage Service Agents Maintenance Support and Ramp Agents,

Animals –Dog Groomer, Animal Care Technician

Arts, Media & Entertainment – Consider Photographer’s Assistant, Electronic Equipment Operator, Videographer, Make-up Artist, Camera or Sound Technician

Biotech – Half of the jobs in drug manufacturing are in production, maintenance or material-moving occupations including both low-skilled and high-skilled jobs. Try www.biospace.com

Business Operations – Administrative Assistant work is often the door to higher-level jobs in the business world. Software, communication, time management & organizational skills, along with ongoing education and certifications will provide access to career ladders

Building Trades – Apprentice programs can get you on the payroll while you master a trade. Union opportunities can be found at www.calapprenticeship.org. The Eden Area ROP in Hayward offers electrical training at www.edenropadultprograms.edu

Computer Technical – Help-desk Support, Computer Repair Technician, Computer Network Technician can be entry positions with career technical school certifications.

Driving - Bus companies and school districts will sometimes train people with good driving records as Bus Drivers. Delivery driver is another entry position. Companies such as FedEx and UPS may offer opportunities for growth in logistics. Go to www.justruckingjobs.com or www.layover.com for jobs if you have a Class A license.

Education – Special Education Paraprofessional requires high school graduation plus one year of experience working with school age children and/or those with disabilities in an organized setting. There are opportunities as Preschool Aides in private and public settings. Counties hire Family and Children’s Services Infant/Toddler Associate Teachers. Usually you need ECE units which can be obtained at a community college.

Environment - Green is in. Look for jobs such as: Solar Installer, Hazardous Waste Technician, Recycling Technician, Soil Sampler, Pest Control Technician. Take a position with an Alternative Energy provider or a Clean Tech manufacturer or Green Builder.

Finance – Teller, Personal Banker, Online Customer Service Representatives, New Account Clerk, Brokerage Clerk, Records Processor, Claims Clerk, & Account Clerk

Healthcare – The following professions require short-term training: Medical Assistant, Phlebotomist, Medical Records Technician, Personal and Home Care Aide, Emergency Medical Technician. Look at www.explorehealthcareers.org for more ideas.

Hospitality – Catering Staff, Meeting Planner, Front Desk Clerk are some entry titles. Try www.hcareers.com or local hotel chains or resorts that interest you.

Insurance – Claims Agent, Customer Service Representative, Insurance Biller and Underwriting Assistant are possibilities; www.ihireinsurance.com is one search engine.

Library – Look for Library Assistant and Library Clerk positions.

Legal – Legal Assistant, Legal Intern and Law Clerk are entry job titles in the legal field. Go to www.ihirelegal.com

Mechanic – Auto shop training can lead to entry positions as Car Mechanic or Smog Technician. Starting as a Lube and Oil Technicians is another entry point. Equipment rental companies hire those with mechanical skills to keep their equipment in running order. Ground Crew for airlines is another route to mechanical work.

Manufacturing – Refinery Technicians, Pipe Fitters and Industrial Electricians are in demand. Career ideas and job leads for manufacturing jobs can be found on www.manufacturingjobs.com.

New Media – Game Tester is a title used by video game manufacturers.

Property Management – Take a position as a Property Management Assistant to learn the basics of real estate management. Look at www.apartmentjobs.com for other job titles and open positions

Retail – Retail Salespeople are the face of any business. Retail work develops skills that are transferable to virtually any business activity: planning and teamwork skills, fluency with technology, marketing, customer service, managing and more. Go to www.ihireretail.com

Security/Law Enforcement - Security Guards can move into Loss Prevention Agent positions. The California Highway Patrol recruits U.S. citizens between the ages of 20-35 with a high school diploma or the equivalent to become Officers. Call 1-888-4A CHP JOB. Homeland Security hires U.S. Border Patrol Agents. Apply at www.dhs.gov. The California Dept. of Corrections hires Correctional Officers and local counties hire Deputy Sheriffs.

Social Work – Community Outreach Worker is a title used by some social agencies. Eligibility Work Specialist is an entry position through most county Social Service Departments. Go to www.211database.org or www.211alamedacounty.org to search for nonprofit agencies that hire.

Technicians – Those with mechanical skills and some training can be hired as Appliance Repair Technicians, Industry Facilities Technicians, Power Plant Technicians, Utilities Operators, & HVAC Installers.

United States Military – The Army, Navy, Air Force, Marine Corps and Coast Guard provide training that can transfer to civilian careers. Claire Marchiano Career Collection (CMCC)