

EMPLOYMENT

502 Help Wanted Dental-Medical

RECEPTIONIST
Part-time receptionist for dental office. Must be friendly, organized, and have good communication skills. Salary: \$10.00/hr. Call: 333-1111.

PSYCHIATRIC
Part-time and contingent positions available on our newly renovated Psychiatric Unit. Call: 333-1111.

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
General ledger bookkeeper. Must be experienced in computerized accounting. Salary: \$12.00/hr. Call: 333-1111.

ACCOUNTING
Bookkeeper for small business. Must be experienced in general ledger and payroll. Salary: \$11.00/hr. Call: 333-1111.

504 Help Wanted Office-Clerical

AD AGENCY RECEPTIONIST
Interact with clients and provide information. Must be friendly and organized. Salary: \$10.00/hr. Call: 333-1111.

ASSISTANT MANAGER
Oversee daily operations and manage staff. Must have 5+ years experience. Salary: \$15.00/hr. Call: 333-1111.

504 Help Wanted Office-Clerical

PERSONAL PERSON
Provide personal services to clients. Must be friendly and organized. Salary: \$10.00/hr. Call: 333-1111.

CUSTOMER SERVICE
Handle customer inquiries and complaints. Must be patient and helpful. Salary: \$10.00/hr. Call: 333-1111.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Provide legal services to clients. Must be experienced in legal research and writing. Salary: \$15.00/hr. Call: 333-1111.

GENERAL OFFICE
Handle general office duties. Must be organized and efficient. Salary: \$10.00/hr. Call: 333-1111.

504 Help Wanted Office-Clerical

PROVIDENCE
Hospital & Medical Centers. Various positions available. Call: 333-1111.

EMPLOYMENT SERVICES
Help with job search and resume writing. Call: 333-1111.

504 Help Wanted Office-Clerical

ACCOUNTING OFFICE
Various accounting positions. Call: 333-1111.

ADMINISTRATIVE ASSISTANTS
Handle administrative tasks. Call: 333-1111.

504 Help Wanted Office-Clerical

BOOKKEEPER
Manage financial records. Must be experienced in bookkeeping. Salary: \$12.00/hr. Call: 333-1111.

CLERKS NEEDED
Various clerical positions. Call: 333-1111.

504 Help Wanted Office-Clerical

DATA ENTRY
Enter data into computer system. Must be accurate and fast. Salary: \$10.00/hr. Call: 333-1111.

DATA ENTRY FULL TIME
Full-time data entry position. Call: 333-1111.

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