



Sample Job Advertisements

1. Administrative assistant. Highly organized, self-motivated person responsible for all personnel processing, knowledgeable in Microsoft Windows Applications and Quickbooks. Must have gooda people skills, be dependable and trustworthy. Includes some weekends. Please apply in person.
2. Busy veterinary clinic looking for full time receptionist. Competitive benefits package available. Please send cover letter and resume to XXXX.
3. Automotive Specialist looking for the right technician to join our team of professionals. Tools and prior experience are a must. Immediate start is available. Top pay and excellent benefits are available. Provide resume in person.
4. Concrete laborer concrete business in need of a hardworker w/ experience in flatwork finishing. Competitive pay. Health/Dental after 6 mo., 401K. Drivers license a must.
5. Certified Nursing Assistant (CNA) needed. Top salary plus excellent benefits. Full time, 7-3. Weekends also available. Drug/background check required.
6. Electrician commercial wiring. Company looking for a highly motivated, dependable, and career minded person. Benefits include health insurance, retirement and paid vacation. Fax resume and salary requirements to XXXX.
7. General laborer help needed now. Looking for full and part time workers. Flexible hours, great pay. Little experience required.
8. Legal secretary wanted. Previous experience preferred. Word processing, typing, and transcription skills required. Mail resume to XXXX.
9. Maintenance position available. Local bakery is seeking applicants for a full-time maintenance person. Work schedule will include some weekends and nights. Job requirements include basic welding, cutting, plumbing, and maintenance and repair of production equipment, 4 years of basic motor controls. Test required on Motor controls at time of interview. Starting pay is \$16.08 an hour. High school diploma or GED required. Family medical and dental coverage and union pension offered. Employer paid pre-employment physical and drug screen required. Apply in person.
10. Child care worker. Full and part-time available. 1-2 years experience. Call for details.