

CLASSIFIED/EMPLOYMENT/STATEWIDES

Director
for **Welcome Baby** early intervention program.
Masters preferred, 3 yr. Experience in family support plus supervision exper.
748-9028

ADMINISTRATIVE SECRETARY
The City of Winston-Salem is seeking an Administrative Secretary. This is a part-time position that requires the individual to perform complex skilled clerical and responsible administrative and technical work exclusively for the Utility Commission. Work consists of advertising Commission meetings and projects; prepares and distributes Commission meeting agenda packets; serving as recording secretary for meetings; preparing official meeting minutes and distributing approved items to staff, affected citizens, developers and outside agencies, and advertise and files water and sewer projects; tracks and files executed agreements between Commission and others.
REQUIREMENTS: Any combination of education and experience equivalent to a high school diploma supplemented by college level training in business administration or secretarial science and extensive increasingly responsible experience in secretarial and administrative work. Must be able to type in excess of 60 words per minute on a City-sponsored typing test.
SALARY RANGE: \$9.34 per hour to \$15.94 per hour.
Interested applicants should apply to:
Office of Personnel
City of Winston-Salem
101 North Main Street
Winston-Salem, NC 27102
(910) 727-2895
TDD User Call (910) 727-8319
EOE/M/F/H/V

Secretary/Receptionist
\$7.00 Per Hour
Small Law firm seeks Secretary/Receptionist.
Minimum Requirements: High School Graduate with some secretarial experience or formal training. Basic computer knowledge in Windows 95 and Word Perfect 6.1 helpful, but will train. Typing 45wpm.
Qualifications: Punctuality, good phone voice and good oral and written communication skills.
Duties and Responsibilities: Typing, filing, answering the phone and light dictation.
Hours are 8:30 a.m. - 5:00 p.m., Monday - Friday with occasional overtime
Contact
Attorney Roderick Todd McIver
910-759-7763
Monday-Friday, 9:00 a.m. - 5:00 p.m.

Forsyth Technical Community College has a full time vacancy:
Admissions Processing Secretary - This individual will be responsible for providing clerical/Secretarial support in the Admissions and Records office by performing the following duties; setting up student files manually and in the computer, receiving and processing mail into student records, complying with admissions standards, typing correspondence and other reports for admissions counselors and the associate dean of enrollment management answering telephone inquiries concerning student files and performing other duties as assigned by the associate dean of enrollment management.
Minimum requirements: (1) high school diploma or general educational development (GED) certificate and (2) one year related experience and/or training; or equivalent combination of education and experience. **Preferred:** (1) associate degree in Administrative Office Technology or related area.
Salary range: \$17,556-\$21,528.
Application deadline: September 1, 1997
Direct application request to: Dean, Human Resources Division, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197
(FTCC Job Line #910-945-6465 Ext 630) AA/EOE

Regulatory Assistant: RMIC is seeking an experienced individual who will provide administrative support to the Regulatory Department. The duties will include functions such as typing, maintaining reports, compiling data to create reports, scheduling meetings, copying, ordering supplies, and administrative functions such as budget maintenance, and coordinating department functions. This position requires a high school diploma, 2-3 years Administrative Assistant experience, proficient in Word and Excel, types 60-70 wpm accurately, and good organizational skills to handle deadlines, multiple projects and personalities.
Send Resume and cover letter stating position of interest to:
Republic Mortgage Insurance Company
Personnel Department
P.O. Box 2514
Winston-Salem, NC 27102
An Equal Opportunity Employer

Forsyth Technical Community College has a full time vacancy:
Service Center Specialists - The Service Center handles all college duplication, mail processing and general office supplies and the specialist will work as part of a team in this production environment. Specific duties include researching and compiling cost analysis as basic for purchasing College office supplies, recording and maintaining all postal accounts, inventorying office supplies and completing monthly in house billing using Peachtree Accounting, and serving as support to the supervisor for various projects.
Minimum requirements: (1) Associate degree and four or more years office experience or equivalent combination of education and experience, (2) proficient with Word Perfect or MS Word (3) must have excellent organizational and interpersonal skills and positive attitude and (4) the ability to handle multiple priorities.
Preferred: (1) Experience with Peachtree Accounting, general bookkeeping, and Internet.
Salary range: \$18,276-\$21,528.
Application deadline: September 1, 1997.
Direct application request to: Dean, Human Resources Division, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197
(FTCC Job Line #910-945-6465 Ext. 630) AA/EOE

Forsyth Technical Community College has two full-time vacancies:
Housekeeper/Custodian - These individuals will be responsible for performing assigned duties necessary to keep the College buildings in a clean and sanitary condition. These individuals will sweep, scrub, wax, and polish floors; clean lobbies, lounges restrooms, corridors, elevators, and stairways; clean ashtrays, rugs, carpets, upholstered furniture; dust furniture; wash walls, ceilings, woodwork, windows, door panels and sills; empty waste baskets; transport trash and waste to disposal area; replenish bathroom supplies and replace light bulbs.
Minimum requirements: (1) high school diploma or general educational development (GED) certificate and (2) one to three years' experience in janitorial service.
Salary range: \$14,800 - \$18,000.
Application deadline: September 1, 1997.
Direct application request to: Dean, Human Resources Division, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197.
(FTCC Job Line #910-945-6465 Ext. 630) A/EOE

Administrative Assistant: RMIC is seeking an experienced individual who will provide administrative support to the Marketing Department. The duties will include functions such as typing, maintaining reports, compiling data to create reports, scheduling meetings, copying, ordering supplies, and administrative functions such as budget maintenance and coordinating department functions. This position requires a high school diploma, 2-3 years Administrative Assistant experience, proficient in Word and Excel, types 60-70 wpm accurately, and good organizational skills to handle deadlines, multiple projects and personalities.
Send resume and cover letter stating position title of interest to:
Republic Mortgage Insurance Company
Personnel Department
P.O. Box 2514
Winston-Salem, NC 27102
An Equal Opportunity Employer

NEED WORK? CALL GRIFFIN!

- Short & Long Term Jobs
- Various Shifts
- Competive Wages
- Temp-to-Full Time Conversions
- Office and Industrial Positions

SOME CURRENT OPENINGS

Switchboard Operators	Warehouse Workers
Word Processors	Certified Forklift Operators
Legal Secretaries	General Laborers
Data Entry Operators	Order Pickers
Medical Coding	Assembly

Apply in person at
8013 North Point Boulevard
Mon-Fri., 8 to 5
EOE
No Employee Fees
GRIFFIN STAFFING SERVICES CALL 759-8860

AUCTIONS
LARGE FURNITURE AUCTION - August 28 and 29th, 9:00AM - CLEMMONS, NC New/Factory Close-outs/Name Brands/
Warehouse Closings. CALL FOR TERMS & BROCH-URE Rogers Realty & Auction Co., Inc. Mt. Airy, NC NCAL #682 1-800-442-7906

TANGLEWOOD PARK HOUSEKEEPERS NEEDED FOR TANGLEWOOD LODGE/MANOR HOUSE
Must be able to work week-ends. Average 30-35 hours weekly. Full-time position w/benefits possible depending on work performance. Salary negotiable.
APPLY IN PERSON:
TANGLEWOOD PERSONNEL OFFICE
COTY BECKNELL
HWY 158 WEST
CLEMMONS, NC 27012
EOE

Lead Janitorial Cleaner Needed:
Whitaker Park area. Hours 3:30 pm to 12 pm. M-F. Sick, Vacation & Holiday benefits included.
Call 741-5904
between 8 am & 2 pm.
Current Criminal Record Check Required.
EEO M/F/D/V

BAYADA NURSES CNA's
Certified Nursing Assistants needed for all shifts in Winston-Salem and surrounding areas. Flexible hours!! Sign-on Bonus!! One year's experience required.
Call Bayada Nurses. 723-1000.

LOOK NO FURTHER! GREAT OPPORTUNITIES! TWO LOCATIONS!

INDUSTRIAL DIVISION 4431 N. CHERRY ST. 776-1717 Material Handlers Production/Packing Forklift Drivers Machine Operators Assembly	CLERICAL DIVISION 300 S. STRATFORD RD. 777-1707 Data Entry Clerks Wood Processors Receptionists Customer Service Secretarial
--	--

Never a Fee
Debbie's Staffing Services
EOE

Forsyth Technical Community College has a full time vacancy:
Receptionist/Secretary - This individual will be responsible for greeting and providing information to visitors/students, maintaining up-to-date admission materials and answering telephone calls and inquiries to the Admissions office. Other duties include assisting in all clerical functions concerning student admissions records, providing secretarial support for the admissions counselors and performing other duties as assigned by the dean of enrollment management. **Minimum requirements:** (1) high school diploma or general educational development (GED) certificate and (2) one year related experience and/or training; or equivalent combination of education and experience. **Preferred:** (1) associate degree in Administrative Office Technology or related area.
Salary range: \$17,556-\$21,528.
Application deadline: September 1, 1997.
Direct application request to: Dean, Human Resources Division, Forsyth Technical Community College, 2100 Silas Creek Parkway, Winston-Salem, NC 27103-5197
(FTCC Job Line #910-945-6465 Ext. 630) AA/EOE

AUTOMOTIVE
Conversion Vans - Largest Selection In N.C. New Chevrolet & Dodge Conversions By Mark III, Gladiator & Explorer. Vans As Low As \$18,890.00. 75 Available. Every Option. VanWorld At Rick Hendrick's Cary Auto Mall. Cary, NC 1-888-CARY-AUTO.
NO MONEY DOWN! All applicants accepted. Apply by phone. Easy qualifying. No credit, slow credit, bankruptcy, collections, judgements, liens, first time buyers welcome. '91-'96 model vehicles. All with warranties. Call Mr. Wright at Hendrick Pre-

LOCAL SALES ASSISTANT
ABC has an opening for a Local Sales Assistant to work with 8 Account Executives and 2 Managers. Experience must include putting together sales presentations, daily filings, & working with clients. Must have exp. in all Microsoft applications. Must be enthusiastic, energetic, & eager to learn. Salary DOE. Send resume by 8/29/97 to Personnel/8B97 SA, ABC 45, 3500 Meyer Lee Dr., Winston-Salem, NC 27101. Women & minorities encouraged to apply. Please refer to source of advertisement in your correspondence.
EOE M/F

Business Communications/Training Contractors
Caribiner International, Inc., a global business communications company, is seeking to hire experienced contract project managers, instruct. designers, instruct. writers, media specialists, facilitators, researchers, and measurement specialists to conceptualize, present, manage, design, develop, implement, facilitate, or measure business learning/performance improvement programs for our Fortune 1000 client organizations. Min. 3 years exp. required. Exp. with Fortune 1000 product launches and initiatives preferred. Exp. with high techn., auto, telecom., hospitality, cons. prod., pharm. or fin'l serv. industries a +. Exp. with media/delivery systems also a +. Pls. send resume to P.O. Box MC 0010, The Chronicle, P.O. Box 1636, Winston-Salem, NC 27102

House of Style "Styling Salon"
- Opening Oct. 97 -
Reserve your spot now!
Exp. Licensed Cosmetologist/Technician
(Salon Equipment & All Linens Provided)
Pay One Fed & 64 Worry Free
New Elegant Facility, Unusual First Class Salon
Now Under Construction
(Call for info)
(910) 727-8395
Located at: 1000 N. Harrison Ave.
W.S., NC 27105
"Give your customers the Friday they deserve!"

Formerly Carolina Medicorp, Inc.
NOVANT HEALTH:

The Name To Know.

If you're looking for accessible, compassionate, high quality care or a highly rewarding career, you should know that Novant Health is the health system to turn to. Newly formed from the merger of Carolina Medicorp, Inc. and Presbyterian Healthcare, we are well prepared to meet all of your needs, and help you meet your goals, both now and for years to come. So, if you're a healthcare professional who shares our compassion, respect for human dignity and penchant for hard work, yours is the name we'd like to get to know.

Join our 12,000+ employee group and bring your skills to our newly merged health system. In addition to competitive salaries and benefits, we offer the chance to pursue your career in a supportive, team-oriented environment where dignity, diversity, honesty and unity are valued. For immediate consideration, please call for an application or apply in person at Novant Health Triad Region, located on the campus of Forsyth Memorial Hospital, Employment Dept.—WSC0821, 3333 Silas Creek Parkway, Winston-Salem, NC 27103; or call (800) 777-1874; or locally 718-5420. Equal Opportunity Employer.

CERTIFIED NURSE ASSISTANTS
All shifts available at Forsyth Memorial Hospital, Springwood Care Center of Forsyth, and The Oaks at Forsyth.

STERILE REPROCESSING TECHNICIAN
Full-time, reprocessing surgical instruments and supplies. Operating Room, Instrument Tech experienced.

HABILITATION TECHNICIANS
Part-time. Work up to 32 hours per week or on-call.

HOME HEALTH AIDES
On-call. CNA I certification required.

EMERGENCY DEPARTMENT TECHNICIANS
Full-time, CNA II certification required.

HOUSEKEEPERS
• Forsyth Memorial Hospital, third shift, full-time.
• Medical Park Hospital, Part-time, 24 hours.
• Springwood Care Center of Forsyth, full-time, all shifts available.

FOOD PRODUCTION AIDES
• Forsyth Memorial Hospital, part-time.
• Medical Park Hospital, part-time.
• The Oaks at Forsyth, full-time.
• Seasons Restaurant, part-time.

TRANSPORTATION AIDES
AM or PM hours.

MECHANIC
Full-time, first shift at Forsyth Memorial Hospital.

Owned.
1-800-424-8267.
\$0 DOWN. New and Used! '91-'97. All makes, all models. All applications accepted. Good Credit, Bad Credit, Slow Credit, Bankruptcy, Collections, Judgements, Easy qualifying! Call Mr. Horn, Crossroads Ford, 919-467-9202 or Toll Free 888-264-4422.

BUSINESS OPPORTUNITIES
FRIENDLY TOYS & GIFTS has immediate openings in your area. Number One in Party plan: Toys, gifts, Christmas, Home decor. Free catalog and information. 1-800-488-4875.
OWN YOUR OWN apparel, shoe, lingerie, bridal, gift or \$1-00 store. Includes inventory, fixtures, buying trip, training. Minimum investment \$17,900.00. Call Dan at Liberty Fashions. 501-327-8031.

Ugly roof stains! Do not power wash! Dealers needed. Potential to earn \$90 per hour. Learn in 3 days. No competition. High demand, small investment. Call anytime, (919) 821-3791

STATEWIDES continued next page

LAWNCARE
Full Lawncare/Landscape Service
mowing, tilling, hauling, rat areas & more
Reasonable Rates
Res/Comm. Service
Call R+WZ
924-9975

HELP WANTED
Floor Sander
Will Train
N.C. License Required
(910) 978-5866

EASY WORK! EXCELLENT PAY!
ASSEMBLE PRODUCTS AT HOME!
CALL NOW!
1-919-243-4507
24 Hours Ext. (NC) 286