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 ndividual 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

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 clercal/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

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)



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) AAVEOE



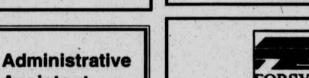
Forsyth Technical Community College has two full-time vacancies:

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

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)



Assistant: RMIC is seeking an experienced individual who will provide administrative support to the Marketing Depart-

ment. 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 per-

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

> > EED WORK?

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APPLY IN PERSON:

TANGLEWOOD PERSONNEL OFFICE COTY BECKNELL HWY 158 WEST CLEMMONS, NC 27012

EOE

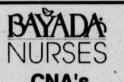
Lead Janitorial Cleaner

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



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EOE

CLERICAL

Data Entry Clerks

Wood Processors

Receptionists



Forsyth Technical Community College has a full time vacancy:

Receptionist/Secretary - This individual will be responsible for greeting and providing infor-mation to visitors/students, maintaining up-todate 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

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

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and 2 Managers. Experience must include

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in all Microsoft applications. Must be enthusi-

astic, 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

EOE M/F

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Contractors

Caribiner International, Inc., a global business

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client organizations. Min. 3 years exp

required. Exp. with Fortune 1000 product

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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

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

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Medical Park Hospital, part-time.
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