Office Help

Office Help

We seek a highly motivated, enthusiastic Administrative Support person with excellent computer skills in MS Office, including Word, Excel, PowerPoint and Internet Browser. Strong English, inter-personal communication and phone skills are essential. Bilingualism would be an asset. Salary range: \$18-24K. Decision will be based on qualifications, related experience, enthusiasm and interpersonal skills.

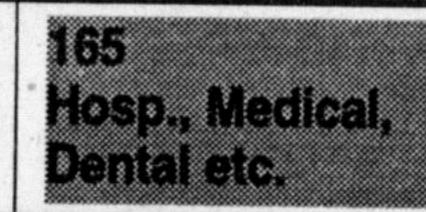
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Glen Mills Co-Op

requires a Part-time Co-ordinator Requirements: Experience with bookkeeping, budgets. Computer skills, Administrative skills, dealing with volunteers, board of director. Strong communications skills. Demonstrated ability to work independently. Please send résumé to:

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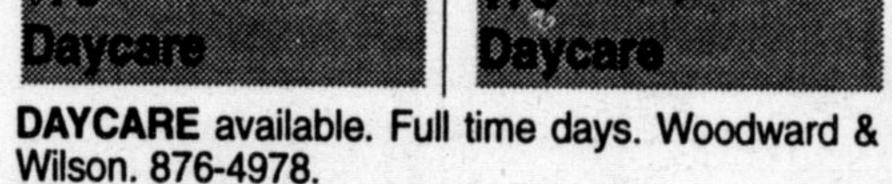
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Three Our Father, three Hail Mary and three Glory be.

St. Jude pray for us and all who invoke your aide. Amen.

(Publication must be promised.) (This Novena has never been known to fail. This Novena must be said for 9 consecutive days).

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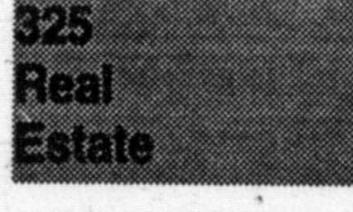
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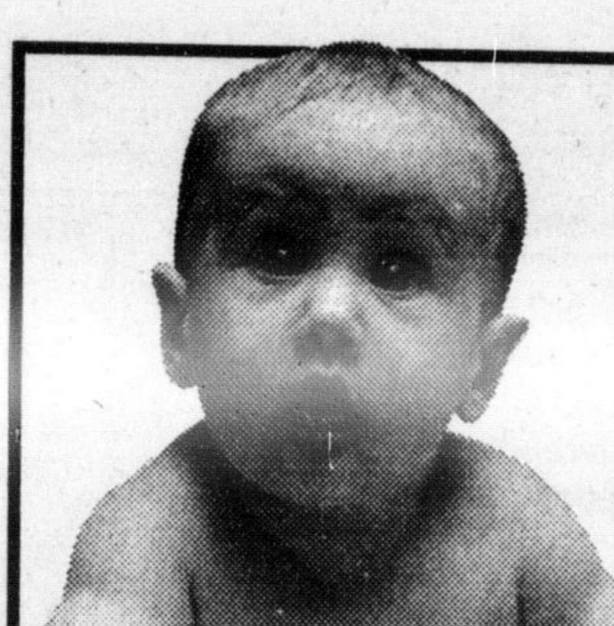
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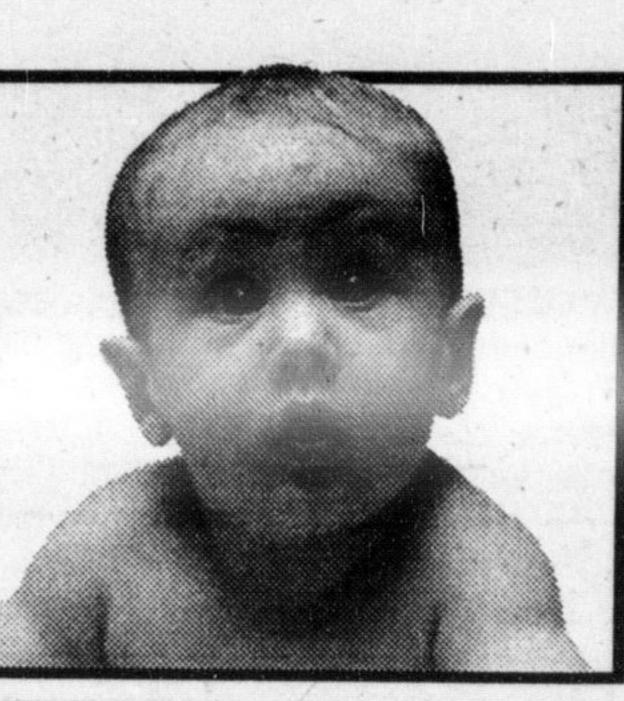


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