



Internship & Job Opportunities!

1) Human Resources Assistant

Modesto, CA

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?IPath=ILKGCV&ff=21&APath=2.31.0.0.0&job_id=J3I16K64NJ69KH0LZ18

Immediate opportunity for an experienced Human Resources Assistant for a local Modesto area Office. Ideal candidate must have 2+ years experience in performing a wide variety of clerical, technical, administrative, and office support duties in support of the Human Resources Division. Must be able to multi-task and understand all aspects of Human Resources and comply with all regulations of the organization. Must be able to communicate professionally written and oral skills with customers and employees. MUST HAVE PUBLIC SECTOR BACKGROUND. You must exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports. Please apply and call for consideration.

2) Part time Office Assistant w/writing skills

Modesto, CA

<http://modesto.craigslist.org/hum/1243748522.html>

Seeking organized, creative, hardworking, person to help around the office. We need someone that isn't afraid to make some phone calls, answer the phone and help contribute to several of our company blogs. Please send resume and short introduction. Compensation: \$10-\$15 hr.

3) F/T Admin. Assistant Wanted

Modesto, CA

<http://modesto.craigslist.org/hum/1243693547.html>

Busy downtown marketing office is seeking an administrative assistant who can assist our staff in a variety of capacities. Duties include answering phones, filing, working with computer databases and other day to day office activities. A cooperative attitude that is compatible with others is important. Also, the ability to communicate clearly and efficiently is a must. Please reply to this ad to apply. Compensation: \$14/hour+

4) Recruiting Assistant

Modesto/Stockton, CA

<http://modesto.craigslist.org/hum/1217586400.html>

Work closely with the National Recruiter to assist recruitment efforts, client follows up, and sales logistics. Help maintain relationships within organization and outside sales force. Coordinate and participate in local marketing events. Attend all regularly scheduled sales meetings and training programs. This is a TeleCommute position-Part Time only. 4 Year college degree or work experience will be considered for right candidate. Compensation: \$250 to \$1000 a week DOE and recruitment levels. Please submit resume for consideration.



5) Receptionist/Human Resource Coordinator

Modesto, CA

<http://modesto.craigslist.org/hum/1213857418.html>

Answer phones, general office work, ordering supplies, as well as interviewing potential caregivers, conducting orientations, marketing for new caregivers. Please email resume to sandi@geriatrihomecare.com
HR experience preferred but not required. Compensation: Pay based on experience.