



RECRUITMENT

Hollywood WorkSource Center

Will provide you with the following Services & Programs

AT NO COST TO YOU...

Executive Secretary

**SELF-MOTIVATED,
ENERGETIC, ENTHUSIASTIC PERSONS,
DETAILED ORIENTED.
PROJECT MANAGEMENT EXPERIENCE,
SUPERIOR ADMINISTRATIVE SKILLS,
ORGANIZED,
ABILITY TO MANAGE TIME IN AN EFFICIENT /
EFFECTIVE MANNER,
ABILITY TO MANAGE PEOPLE
ABLE TO WORK NON-TRADITIONAL HOURS IF
REQUIRED**



Exceed Your Expectations

4311 Melrose Avenue
Los Angeles, CA 90029
Two block west of Vermont
on Melrose Avenue

Office (323) 454-6100
Fax (323) 454-6109
TTY (323) 454-6196
Hours of Operations
Monday-Friday
8:30 am to 5:00 pm



*"Equal Opportunity
Employer/Program."
"Auxiliary aids and services
Are available upon request
To individuals with disabilities."*

GREAT OPPORTUNITY

Salaries range: \$ 50 - \$ 75 K

Based on Prior Work Experience

**Job Requirement: Must have a strong working
knowledge of the greater Los Angeles community in
the following areas - Entertainment, Political, and
Finance.**

Location: Hollywood, CA

**For further information contact Marjorie Gardner-
Cruse at the HWS (323) 454-6100**

Email Resume:mgardner@mcsrehab.com

