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DATE: October 14, 2011  
FROM: Vickey Vann  
RE: Part-time Office Help

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We are a Facility Maintenance Company who needs your help! We are looking for an organized, multi-tasking, energetic individual for a temporary position that can move into a permanent position. This position is perfect for someone who wants to gain experience in a small business office.

We are looking for someone who can work 20 hours per week. Our office hours are from 8:00 a.m. – 6:00 p.m. The hours will be flexible according to your schedule. The rate of pay will be \$10.50 per hour.

Email your resume to [vvann@expertjms.com](mailto:vvann@expertjms.com).