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Thursday, November 6, 2018 \_





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#### EMPLOYMENT PARALEGAL/LEGAL SECRETARY Law firm has an excellent opportunity for an organized, detail-oriented paralegal or legal secretary with three years of litigation experience preferred. Software programs include Client Profiles CX, dictation, Outlook, Excel, Word, Adobe Acrobat, and Sage Timeslips. This position requires heavy office support such as: filing in Federal and State Court, performing

on-line legal research, calendaring court dates, answering phones, filing and file organization, mail processing and typing minimum of 45 words per minute. The ideal candidate is professional in appearance, has a great command of the English language and is a strong proofreader, a quick learner and self-starter. This is an hourly full-time position. Office hours are flexible, 8-5 or 9-6. Mail resume and cover letter to: Law Firm

Paralegal/Legal Secretary Position PO Box 1515 Walterboro, SC 29488 (11/8)

#### Fast-Paced Law Firm

is looking for hard-working receptionist. Must possess strong work ethic with solid computer skills and enjoy working with the public. Must be able to pass a drug test. Send resume to: Administrative c/o P&S, 1025 Bells Highway, Walterboro, SC 29488 (11/15)

#### **Oil Change** Technician @ Walterboro Ford

Experience is preferred. Includes benefits plus air conditioned shop. Call Jeff or Keith @ 843-549-5581 or come by Walterboro Ford 902 Bells Hwy. Walterboro.

**Auto Technician** 

### SERVING AMERICA'S VETERANS VS

Veterans Victory House Is looking for **PRN STATE** 

#### CERTIFIED PHARMACY TECHNICIAN

to join our team.

**Veterans Victory House** provides exceptional quality health care in a friendly setting. Purpose

To assist the Director of Pharmacy in the day-to-day functions of the pharmaceutical services department to assure the highest degree of quality care is maintained at all times

Qualifications:

Must possess, as a minimum, a high school diploma or equivalent; prior pharmaceutical experience preferred. Must be State Certified Must fulfill continuing education requirements per state requirements

Apply online at: www.hmrveteranservices.com



**Veterans Victory House** Is looking for an **ELECTRONIC** MEDICAL RECORDS

#### NURSE to join our team.

**Veterans Victory House** provides exceptional quality health care in a friendly setting

We are looking for an RN/LPN Medical Records Nurse, Monday through Friday, to join our team

Must possess:

bility and the w

The ability to make

personnel.

• A Nursing Degree from an accredited college or university. or be a graduate of an approved RN/LPN program. Leadership/Supervisory

work harmoniously with other

independent decisions when



SERVING AMERICA'S

VETERANS

MAINTENANCE ASSISTANT to join our team.

Veterans Victory House provides exceptional quality health care in a friendly setting.

 To maintain the grounds, facility. and equipment in a safe and efficient

manner Qualifications: Must possess, as a minimum, a high school diploma or equivalent. Some experience in a maintenance/ plant related position is a plus. ·Must be able to read, write, speak an understand the English Language ·Must possess the ability to make independent decisions, to follow instructions and accept constructive criticism Essential Functions Perform routine maintenance and repair on the facility and equipment to include plumbing, plastering electrical, carpentry, mechanical, etc., as directed ·Replace burned out light-bulbs, service heating and cooling units/ systems, as specified by the manufacturer ·Maintain general facility in good repai ·Ensure equipment is properly maintained for resident comfort and

convenience. Performs other related assignments as required. Apply online at:

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SERVING AMERICA'S

#### Veterans Victory House Is looking for

**RN/LPN FLOOR NURSES** to join our team.

**Veterans Victory House** provides exceptional quality health care in a friendly setting.

#### We are offering a SIGN ON BONUS for FT employees.

Must possess: ·A Nursing Degree from an

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VETERANS

Is looking for

THERAPIST

to join our team.

care in a friendly setting.

staff to maximize the delivery of

•Must possess, as a minimum, a

Bachelor's in OT from an accredited

Must have a current state license

team regarding resident status and

and interpreting evaluations and

determining occupational therapy

Helps Veteran develop or regain

programs involving various activities

according to individual's physical

observing, noting, and evaluating

patient's progress, recommending and implementing adjustments and

objectives and goals for the resident

Apply online at:

**SERVICES** 

**REPAIR/MAINTENANCE** 

Performs other related functions

capacity, intelligence level, and

·Evaluates results of OT by

treatment plans in consultation with

outcome

•Qualifications:

discharge plans.

physician.

interest.

modifications

college or university.

Essential Functions:

therapeutic services with significant

AVS



1,600 sq ft. no pets, no smoking, \$1,300 per month. Shown by appointment. Call 843-217-1127. Credit check and employment history required. (11/8)

For Rent 1 BR 1 BA. 1st month's rent + deposit required. No pets. Call 843-835-8561 (11/22)

870-0874





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**1025 BELLS HIGHWAY** WALTERBORD, SC 29488 843-549-2586

circumstances warrant, as well as deal tactfully with personnel, residents, family members, visitors, government agencies and the general public. Responsibilities Electronically input patient orders Manage and organize data for clinical databases Secure patient health information for confidentiality Performs other related assignments as required Apply online at: www.hmrveteranservices.com

> SERVING AMERICA'S **VETERANS** AVS

**Veterans Victory House** Is looking for C.N.A's to join our team.

**Veterans Victory House** provides exceptional quality health care in a friendly setting. We are looking for Full Time, Certified Nursing Assistants to join our team on second & third shift.

We are offering a SIGN ON BONUS for FT employees.

Must be a licensed C.N.A.

Must possess the ability and willingness to work harmoniously with other personnel.

Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle all aspects of the position.

Apply online at: www.hmrveteranservices.com



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