

CONGREGATION M'KOR SHALOM JOB BANK PROFILE

We invite you to participate in a new project that will try to connect our members who have positions open in their firms with congregants who are looking for work. This is a joint project of our congregation's Social Action and Caring Community Committees. We will gather information and list these positions on the M'kor Shalom web site. Thank you.

I/WE ARE SEEKING SOMEONE: Howard Peltzman
NAME OF COMPANY/FIRM: Harvard Battery
POSITION AVAILABLE IS: Office Manager / Bookkeeper

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

responsible for invoicing A/P, A/R
general computer management

SALARY: negotiable FULL-TIME PART-TIME

BENEFITS: (DESCRIBE) Health Insurance, 401 K, Profit Sharing

EXPERIENCE REQUIRED: Most have computer financial ability

CONTACT PERSON: Howard Peltzman

BEST TO CONTACT BY PHONE Send Resume EMAIL howardp@harvardbattery.ca

YES, CONTACT ME FOR MORE INFORMATION AT _____

Feel free to attach more details about this position either in hard copy or electronic reply, and please return this information as soon as possible to Rabbi Address at rabiaddress@mkorshalom.org or to Rabbi Address in the M'kor Shalom office.

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I/WE ARE SEEKING SOMEONE: Howard Peltzman
NAME OF COMPANY/FIRM: Harvard Battery
POSITION AVAILABLE IS: Telephone Sales

DESCRIBE RESPONSIBILITIES/QUALIFICATIONS OF THE POSITION:

Contact data base of sold and
unsold accounts in pursuit of new
business

SALARY: base + commission FULL-TIME PART-TIME

BENEFITS: (DESCRIBE) Health Insurance, 401k, Profit Sharing

EXPERIENCE REQUIRED: Must have sales experience

CONTACT PERSON: Howard Peltzman

BEST TO CONTACT BY PHONE ^{Send} Resume EMAIL howardp@harvardbattery.ca

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