

**JOB ORDER: #8-0020**

[ x ] PART-time [ ] FULL-time

**IMPORTANT NOTICE:** SUNY ORANGE Career Services Office **DOES NOT** screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

<b>JOB TITLE</b>	<b>BOOKKEEPING/SALES/MARKETING</b>					
<b>Opening Date</b>	<b>01/09/08</b>					
<b>Duration</b>	<b>Permanent</b>					
<b>Firm name</b>	<b>Bo-Bachs' Transport, Inc.</b>					
<b>Mailing address</b>	<b>Chester, NY 10918</b>					
<b>Type of Company</b>	<b>Small Transportation Business</b>					
<b>Telephone #</b>						
<b>Fax #</b>	<b>(845) 427-5396</b>					
<b>Contact</b>	<b>Jackie</b>					
<b>E-Mail</b>						
<b>Job location (town/city)</b>	<b>Chester, NY</b>					
<b>Hours of work (includes Days &amp; Times)</b>	<b>Monday, Wednesday, and Friday for approximately 12-15 hours per week.</b>					
<b>Education required</b>	<b>None specified</b>					
<b>Major required</b>	<b>None specified</b>					
<b># of openings</b>	<b>1</b>					
<b>Salary</b>	<b>Competitive</b>					
<b>HIRING REQUIREMENTS:</b> <b>Familiar with Windows XP, Word, Excel, Outlook Express, Fax Machine, Copy Machine, Quickbooks Pro and possesses good phone etiquette.</b>						
Drivers License [ ] [ x ] Yes No	Employment Test [ ] [ x ] Yes No	Physical Exam [ ] [ x ] Yes No	Needs Own Tools [ ] [ x ] Yes No	References [ x ] [ ] Yes No	Computer Skills [ x ] [ ] Yes No	Other:
<b>JOB SUMMARY:</b> <b>Do Bookkeeping, Sales and Marketing</b>						
<b>Resume required</b>	<b>YES [ x ] NO [ ]</b>					
<b>Category</b>	<b>Accounting</b>					
<b>To apply</b>	<b>Fax [ x ]</b>					