

Shoreline Insertion Order

Insertion #

320966

Submitted

2022-03-28 13:11:32

Sales Rep

L-110 House OHJ /WLB

Account Name

2022 OHJ House

Advertiser Status

Existing

Notes

Help wanted page in all 3 newspapers.....

Oceana's Herald Journal is accepting resumes for a full-time office clerk.

Qualities needed are strong organizational skills, good phone and customer service personality, proficient with Word and Excel, and general office skills.

This does require multitasking, working with payments, managing subscribers, assisting walk in customers and much more.

Send your resume to: OHJ Office, PO Box 340, Ludington, MI. 49431

Product Details

Product

Broadsheet

Broadsheet Ad Size

3x3

Caption

OHJ Clerk Position

Color

No

Special Section / Pages

Help Wanted Page

Publications

Publication 1

9LSHP

Price / Day

\$0.00

Date(s)

Sun 04/03/22, Sun 04/17/22

Publication 2

9OFree

Price / Day

\$0.00

Date(s)

Sun 04/03/22, Sun 04/17/22

Publication 3

9WSHOP

Price / Day

\$0.00

Date(s)

Sun 04/03/22, Sun 04/17/22

Additional Information

Pickup?

No

Proof Needed?

Yes

Email Proof To

banks@ludingtondailynews.com

Tear Sheets?

No

Copy Instructions

Ad copy.....

Oceana's Herald Journal is accepting resumes for a full-time office clerk.

Qualities needed are strong organizational skills, good phone and customer service personality, proficient with Word and Excel, and general office skills.

This does require multitasking, working with payments, managing subscribers, assisting walk in customers and much more.

Send your resume to: OHJ Office, PO Box 340, Ludington, MI. 49431