

MARYLAND BUSINESS

INCREASE
EMPLOYEE
RETENTION
AND
REDUCE
RECRUITMENT
COSTS



Employee Retention

CONTACT OUR BUSINESS
SERVICES TEAM TODAY

dlwdalbusinessservices_dllr.maryland.gov

410-822-3030

NOW HIRING



The mission of the Neighborhood Service Center, Inc. is to work toward eliminating poverty by empowering families to be self-sufficient.

Fighting Poverty in Talbot County since 1969

Office Assistant-(JO#800275)

Required knowledge, skills and abilities: High School diploma or GED or at least (2) years of experience working in a public or office setting. Experience operating various office equipment. Applicant must have experience operating a multi-line telephone system. Must display good verbal communication skills. Must have reliable transportation. Must be willing to work flexible hours as needed. Must be professional in appearance and attitude. Bi-lingual is a plus but not required.

No phone calls please!

Email resumes to:

cwilliams@nsctalbotmd.org

"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."

DMP- 2/13/18 Talbot County

