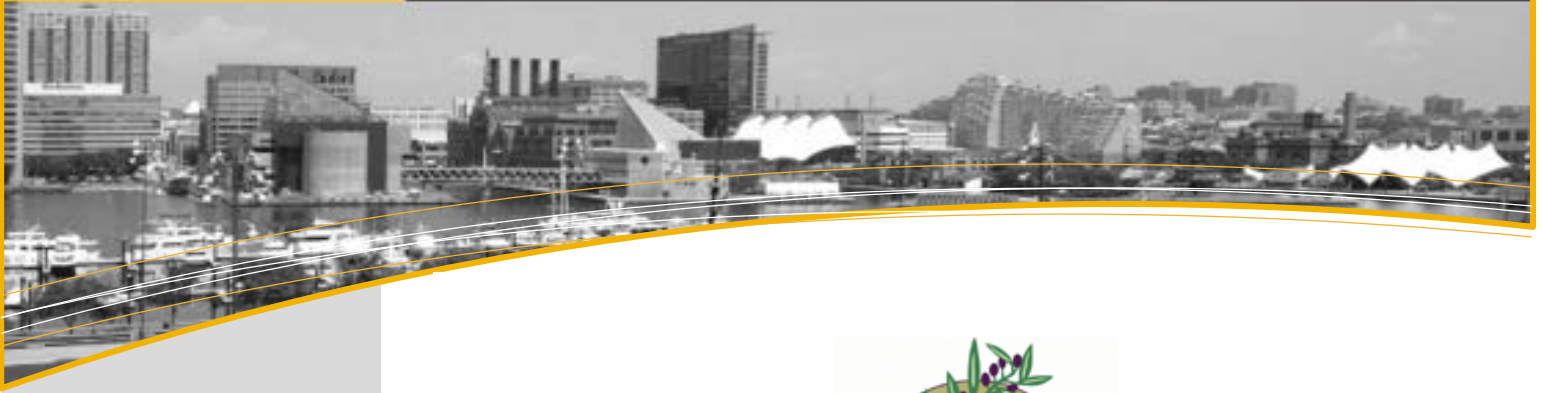


NOW

HIRING



Eastside One-Stop Career Center

3001 E. Madison St.
Baltimore, MD 21205
410-396-9030

Northwest One-Stop Career Center

Mondawmin Mall
2401 Liberty Heights Ave.
Baltimore, MD 21215
410-396-7873

Westside Youth Opportunity (YO Baltimore)

1510 W. Lafayette St.
(Gillmor St. entrance)
Baltimore, MD 21217
410-545-6953

Eastside Youth Opportunity (YO Baltimore) HEBCAC

1212 N. Wolfe St.
Baltimore, MD 21205
410-732-2661

Workforce Reception Center
(By referral only)

100 W. 23rd Street
Baltimore, MD 21218
Phone (410) 396-6580

Satellite Employment Centers

Bon Secours Community Works

26 N. Fulton Ave.
Baltimore, MD 21223
410-362-3629

GEDCO

5513 York Rd. (rear entrance)
Baltimore, MD 21212
410-532-7117

My Brother's Keeper

4207 Frederick Avenue
Baltimore, MD 21229
410-644-3194

Employment Connection Center

1410 Bush Street
Baltimore, MD 21230
410-396-1052



Secretary / Administrative Assistant Job Order 1351474

Prima Foods is a wholesale food distributor, food importer, and retailer of only the finest quality products. We distribute domestic and imported wholesale foods to restaurants, carry outs, delis, caterers, grocery stores, and churches.

We are seeking two secretaries/ administrative assistants to work in our office answering phones, taking orders, filing and carrying out general office duties.

Qualifications:

High school diploma or GED with at least one year of secretarial experience. Excellent customer service, verbal and written communication skills to deal with a diverse public. Computer literate in Microsoft office, experience with multi-line telephone systems. Self-starter with ability to work alone and as part of a team. Hours are Monday to Friday 9 to 5 and Saturday 9 to 1. Pay is \$13 to \$15 per hour depending on experience.

To apply: Email resume to: rworen@oedworks.com

All applicants must register with the Maryland Workforce Exchange. Please visit [Maryland Workforce Exchange \(MWE\)](http://MarylandWorkforceExchange(MWE)at:https://mwejobs.maryland.gov) at: <https://mwejobs.maryland.gov>. If you do not have access to a computer or email, stop by a One Stop Career Center as listed on the left.

Now Hiring is a service of the Mayor's Office of Employment, the Baltimore Workforce Development Board and multiple workforce partners



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