

EMPLOYMENT/CAREERS

Place your ad today
Call 631.751.7663 or 631.331.1154

Help Wanted

PUBLISHER'S EMPLOYMENT NOTICE: All employment advertising in this newspaper is subject to section 296 of the human rights law which makes it illegal to advertise any preference, limitation or discrimination based on race, color, creed, national origin, disability, marital status, sex, age or arrest conviction record or an intention to make any such preference, limitation or discrimination. Title 29, U.S. Code Chap 630, excludes the Federal Gov't. from the age discrimination provisions. This newspaper will not knowingly accept any advertising for employment which is in violation of the law. Our readers are informed that employment offerings advertised in this newspaper are available on an equal opportunity basis.

**YOUR AD
COULD BE HERE!
CALL
631.331.1154**

Help Wanted

BOUTIQUE LAND USE AND ZONING LAW PRACTICE seeks a committed and personable part-time office manager/legal assistant for Port Jefferson Village office. MS Excel, MS Outlook, and MS Word. Hourly pay negotiable based on qualifications; Please email cover letter, resume, and reference list to john@bshllp.com.

Employment

NOW HIRING SCHOOL GROUNDSKEEPER Private School in Town of Huntington Responsibilities Include: Maintaining appearance, knowledge of grounds, functionality of school property." Preferred candidates are hardworking, detail-oriented, organized. Monday to Friday, 9am - 5pm. Competitive Salary with Benefits. Interested? Text (631) 223-8030 between 9am - 3pm

HELP WANTED SPECIAL!

**Display Ads
Buy 2 Weeks - Get 2 FREE**
Call Classifieds for sizes and pricing.
631-331-1154 or 631-751-7663

©F1100036

HOME COMPANIONS NEEDED!

**F/T • P/T • LIVE-IN/OUT
WILL TAILOR A SCHEDULE TO FIT YOUR NEEDS.
FREE TRAINING!**

Assisting seniors & the physically frail while enabling them to remain in their own homes. Escort to doctor appts., shopping, and community outings; assist with meal preparation, medication reminders and all aspects of non-medical daily living.



**HOME
COMPANION
SERVICES**

1-800-473-4HCS (4227)

Helping, Caring, Sharing



191010

Times Beacon Record

Classifieds Online

at

tbrnewsmedia.com



©89753



Part-Time Office Manager/Legal Assistant Wanted

Boutique land use and zoning law practice seeks a committed and personable part-time office manager/legal assistant with a positive attitude for its growing Port Jefferson Village office.

Ideal candidate(s) should have experience as an office manager, legal secretary or paralegal and have organizational and computer skills including Adobe Acrobat (electronic document management), MS Excel, MS Outlook, and MS Word.

Automobile required for local travel (mileage reimbursement will be provided).

Hourly pay negotiable based on qualifications; 4-hour minimum work per week (with strong potential for more); flexible schedule.

Please email cover letter, resume, and reference list to

john@bshllp.com

©187320

NOW HIRING SCHOOL GROUNDSKEEPER Private School in Town of Huntington

Responsibilities Include:

Maintaining appearance, knowledge of grounds, functionality of school property. Ability to be onsite in emergency situations. Preferred candidates are hardworking, detail-oriented, organized.

Monday to Friday, 9am - 5pm.
Competitive Salary with Benefits.

Interested? Text (631) 223-8030 between 9am - 3pm.

©191200

FT/PT Telephone/ Receptionist

Needed for busy Stony Brook law firm office. Light clerical. Clear diction, good people skills, the ability to keep confidences and professional appearance a must. Please send resume via fax 631-751-5471 or email glymer@glymerlaw.com

©C18810

MANAGER OF GALLERY ATTENDANTS & SITE SAFETY

Full-time, 35 hours per week,
Wednesday - Sunday, 10:00AM - 5:30PM
Salary range \$25-\$28/hour, based on experience & qualifications
Position to be filled immediately, start date in February 2024



The successful candidate will work across multiple departments to manage all aspects of the Museum's site safety. Responsible for scheduling, training, and managing Gallery Attendants; opening and closing all public Museum buildings on days that the LIM is open to the public, and general oversight of the security of the Museum, galleries, collections, and nine-acre campus during public operating hours. Requirements

include: Bachelor's degree; proficiency with computers, exceptional customer service skills. Previous museum experience and foreign language skills are preferred. CPR and First Aid certifications strongly preferred. Benefits available. For consideration, please complete the preliminary application found on the Staff page under About The Museum on our website, www.longislandmuseum.org.

For additional information or to submit a resume and letter of interest, please contact Anna Gass, Human Resources Administrator at agass@longislandmuseum.org

©187800

PART-TIME BUSINESS OFFICE POSITION available at TBR News Media



MUST HAVE:

Excellent organizational skills
Attention to detail is crucial
Familiarity with computers

No weekends

Please call Meg at
631-751-7744 between 10-4, Monday - Friday
or email resume to desk@tbrnewspapers.com