

IMMEDIATE OPENING

We need a receptionist and sales assistant in the office of the Lindale News & Times. *35 hours per week* (8 a.m. – 4 p.m.) but compensation includes Blue Cross Blue Shield health insurance mostly paid by the company and access to dental and vision coverage.

The successful applicant will be articulate, phone-friendly and familiar with Microsoft Word and Excel.

Reply with resume AND references to:
publisher@woodcountymonitor.com