

Internship

Office 2000/WebSearch

Job: **Reports Creation +Web Search**
using Office 2000

Qualifications: **Thorough** familiarity with using **Microsoft Word, Excel, PowerPoint** and Information Retrieval from WWW using Web Search Engines. Good ability at data entry, data-sort and manipulating data-bases plus creating graphs from excel data as well ability to freely use PowerPoint. Familiarity with photoshop and uploading web designs to web site a plus.

Hours/Time: **About 10-16 Hours per week**
Work Hours - At convenience of candidate (To be finalized)

Rate: **\$7 - \$12 per hour**
depending upon qualifications and experience in word-processing & graphics software.

Location: **Almaden Valley** (near Camden & Meridian)

Please e-mail your resume (email or MS Word attachment) to HR@imexresearch.com or call 408/268-0800 (or fax at 408/268-2300) or and leave message with brief background, typing speed, availability and your contact info (email/phone/fax)

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