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)

IMEX Research Corporation
1474 Camino Robles, San Jose, CA 95120
Tel: (408) 268-0800, Fax: (408) 268-2300

IMEX RESEARCH.COM