

# ***OLL Employment Ministry***

As the economy is changing, we are keeping the needs of our parishioners foremost in our thoughts and prayers. We are asking for your assistance in helping those in our parish that are in need. If you have employment available or if you are looking for employment, please download the form from our website and email to [tresa@ollparish.info](mailto:tresa@ollparish.info), place it in the collection basket, fax to 626-5422, or send to Our Lady of the Lake Church, 312 Lafitte St., Mandeville, LA 70448, ATTN: Tresa.

**LOOKING FOR EMPLOYMENT** **\*\* If you have found employment, please let us know \*\***

## **EXPERIENCED CAREGIVER**

I will sit elderly or sick in the Covington and Mandeville areas. Dependable, honest, and caring.

Call Bee at (985) 624-2846

- Senior Accountant / Administrative Assistant
- Excellent communication skills, written and oral
- Highly organized
- Ability to work under pressure to meet deadlines
- Persistent, assertive, takes initiative, is a self starter

Please email - [hlmendieta@yahoo.com](mailto:hlmendieta@yahoo.com)

## **SITTER / ERRANDS / HOUSEWORK**

- sit with the sick
- housework
- errand running

Please contact Mary at (985) 869-2428. References available.

## **SITTER FOR SICK**

### **Certified Sitter for the Sick**

Sitter for the Adult or Elderly Sick for Mandeville, Covington, Abita Springs, Madisonville, LaCombe areas. CPR Certified. Trained as a PCA - Patient Care Assistant and Presently a Medical Student. 2 1/2 years experience.

Contact: **Terri Fields 373-3807**

## **EXPERIENCED RETAIL / CLERICAL**

I have a background in retail, cash handling and customer service from previous positions in plumbing, grocery, hardware and automotive.

I have worked as a receptionist and have had clerical experience utilizing both Word and Excel.

Please contact Theresa at (985) 727-5590.

## **ERRAND RUNNER**

- run errands
- grocery shopping
- Cleaning chores
- Cooking meals

call Erin at (985) 778-6315.

## **HANDYMAN**

Drywall: Hanging, taping, texturing, can match any existing texture. Over 40 years experience. Also experienced with plaster, both interior and exterior.

Remodels, new construction, repairs, residential and/or commercial.

Metal stud framing, painting. No job too big or too small.

Please contact at (985) 778-9954 or email [BTrombka@charter.net](mailto:BTrombka@charter.net)

## **EMPLOYMENT OPPORTUNITIES**

**\*\* Please let us know if positions are filled \*\***

### **LAW FIRM RECEPTIONIST**

Immediate opening for full-time receptionist Friday. Must be reliable and on time. typing/data entry; basic knowledge of management and filing; mail

**Position filled!  
Praise God!**

for Covington law firm. Hours 8:30 a.m. - 5:00 p.m. Monday - Skills: Pleasant telephone voice; accurate message taking; very light Microsoft Word and/or WordPerfect helpful, but not necessary; file management. \$9.00/hr - raise evaluation after 6 months. Paid vacation and