

Clerical Position

The *Advance-Guard Press* has a **full-time position for an Office Manager** at its Refugio and Goliad offices. Applicants should work well with customers, be able to accurately handle simple transactions, have good typing skills, work well with others and have a good grasp of grammar, spelling and punctuation. Desired qualities include organization, accuracy and dependability. Good benefits package included.

Submit resumes and at least three professional references to:

jeff@mysoutex.com

or mail to:

Advance-Guard Press

Office Manager Position

P.O. Box 10

Beeville, TX 78104