

EMPLOYMENT NOTICE

July 29, 2011

Please Post

POSITION TITLE: Receptionist

POSITION DESCRIPTION: Perform receptionist duties for incoming calls, client appointments and visitors. Pre-certify insurance benefits, request authorizations. Provide assistance as needed with the Bridges program and other clerical duties as needed. Keep reception room and mail room neat and orderly. Cross train with staff for receptionist duties at two locations. Promote the mission of Catholic Family Services and positive working relationships among staff.

MINIMUM REQUIREMENT: High school diploma or equivalent. Previous clerical, accounting and customer service experience preferred. Excellent organizational skills; ability to multi-task and work under stressful situations. Enthusiastic, outgoing and friendly personality.

HOURS: 19 hours/week

SALARY: \$9.50/hour; No benefits.

TO APPLY: Send cover letter and resume to:

Vicki Matunas, Human Resources Coordinator
Catholic Family Services
1819 Gull Road
Kalamazoo, MI 49048
vickimatunas@catholicfamilyservices.org

EQUAL OPPORTUNITY EMPLOYER