



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Receptionist	Allen County	Community Services

Closes

Open until filled:

Full-time position available in Allen County. Duties shall include answering telephone, greeting the public, and providing office support to a variety of programs. Knowledge of Microsoft Office Programs a plus.

Qualifications:

Minimum qualification for this position is a high school diploma (or GED). An Associate Degree in Office Management or closely related field is highly desirable. The qualified candidate will be a self starter, demonstrate the ability to perform all duties utilizing sound judgement, personal initiative and confidentiality. Candidate must have excellent interpersonal skills with the ability to interface with all levels of personnel in a courteous and professional manner.

Salary:

Minimum salary for this position will be \$8.00 per hour, with an excellent benefit package.

Application Process:

For immediate consideration you will need to submit a resume, with a cover letter indicating salary history to the address and/or e-mail below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue
P.O. Box 90014
Bowling Green, KY 42102-9014

25 J.L. Turner and Son Place
P.O. Box 2
Scottsville, KY 42164

E-mail: aroy@casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.
EOE **M/F/D/V** **Posted: 10/06/10**