



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

POSITION	LOCATION	PROGRAM
Receptionist	Warren County	EHS

Closes: Open Until Filled

Part-time position (up to 28 hours/week) available in our Education and Human Services Center in Warren County. Duties shall include answering a busy multi-line telephone system, greeting the public, typing letters, entering data on spreadsheets and performing a variety of other clerical tasks. Knowledge of Microsoft Office Programs a plus.

Qualifications:

Minimum qualification for this position is a high school diploma (or GED) and a valid Kentucky Driver's License. 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 \$7.50 per hour, with an excellent part-time 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

200 East Fourth Street
Bowling Green, KY 42101

171 Center Street
Bowling Green, KY 42101

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: 02/21/12