

Job Opportunity

To:	EEO List	Date:	6/24/08
Fax:	414-546-8058	City, State:	Greenfield, WI

We ask for your efforts and cooperation in our efforts to recruit, hire and promote qualified candidates including women and minorities. In this regard, if you know of any individuals who might be interested in and qualified for this position, we encourage you to refer them to us.

Position Open / Location:	Part Time Receptionist
Closing Date for Application:	July 8, 2008
Contact Name / Phone #:	Fax resume to 414-546-8058

Description: Part Time Afternoon Receptionist

Looking for an energetic, responsible, and reliable person with a great attitude! Job responsibilities include but are not limited to: handling a multi-line switchboard, greeting and assisting all visitors, sorting and distributing incoming and outgoing mail, and an overall awareness of current programming and promotional initiatives. The ideal candidate will possess experience working in a fast-paced environment. A strong emphasis on attention to detail and excellent organizational skills are a must. The ability to work under tight deadlines within a team environment, and the ability to handle stress and related pressures will be essential for success in this position. Hours will be 12:30pm – 5:15pm Monday – Friday. Applicant must have the flexibility in scheduling to cover occasional morning shift. Please fax cover letter and resume to 414-546-8058.

Requirements / Qualifications:

High School diploma. Dependable with a great attitude. Previous office experience. Proficient in PowerPoint, Word, Publisher, and Outlook. Ability to lift or move up to 50 pounds. Valid driver's license.

EQUAL OPPORTUNITY EMPLOYER.
