

COMMUNITY HEALING CENTERS

Position Opening

Position: Part Time Receptionist

Reports To: Site Coordinator

Location: Niles

Availability: Immediately

General Description: Pleasant personality. Must be experienced in word processing programs, multi-line telephone system and able to provide efficient and effective support to external and internal customers. High school diploma or GED required.

Send resumes to: Brenda McDonald
Human Resources
2615 Stadium Drive
Kalamazoo, MI 49008

An Equal Opportunity Employer

Post: 04/13/10
Remove: 04/20/10