

GAUDENZIA, INC.

POSITION OPENING

GAUDENZIA EMPLOYEES

Position: Receptionist – Full Time

Location: Park Heights OP (Baltimore, MD)

Responsibilities: This individual is responsible for receptionist duties, particularly as they relate to the phone and miscellaneous clerical duties. Duties include, but are not limited to the prompt and pleasant answering of telephones, greeting visitors, sorting & distributing incoming and outgoing mail, and various general office duties. Work is performed with considerable independence in accordance with established regulations, policies and procedures in a coordinated effort with the Administrative staff who supervises this position.

Education: High School Diploma/GED

Technical Skills: The individual applying for this position should be relatively comfortable & proficient in handling a multi-line telephone system and in the use of computer software applications. Required proficiencies in Microsoft Outlook, Word, Excel, & Publisher desired.

If interested, submit resume and cover letter to:

Shanna Johnson, Program Director
4450 Park Heights Avenue
Baltimore, MD 21215
Phone: 443-453-9075
Fax: 443-869-6433
sdjohnson@gaudenzia.org

Gaudenzia, Inc. is an Equal Opportunity Employer and will not practice or permit discrimination in employment on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation or gender identity.

Post: 12/04/2019

Take Down: 12/14/2019