

Member Service Representative at the YWCA

Written by YWCA Careers

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GREEN BAY - The YWCA has an opening for a part-time Member Service Representative, preferably bilingual. Responsibilities include assisting customers at the front desk and on the telephone, processing cash register transactions, and other general clerical tasks.

Candidates must have the ability to multi task and strong typing and data entry skills.

Send resume and cover letter to Jane Roy at jroy@ywcagreenbay.org .