

Receptionist/Clerical - Part Time

Written by Villa Hope Inc

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GREEN BAY - Villa Hope, Inc. is seeking a flexible, detail oriented individual in their Green Bay office to do reception and clerical duties. Duties include answering phones, typing, filing, faxing, miscellaneous office duties. Experience with Microsoft Office is required. \$10.00/hr.

Company Profile: Villa Hope's mission is to provide caring, hopeful, safe and responsive community-based programs to individuals with disabilities.

Position: Receptionist/Clerical—Part Time, Monday – Friday 7:45am – 1:00pm.

Please see our website www.villahopeinc.com for more information.

How to Apply: To apply for this job, send your resume to bdriscoll@villahopeinc.com and put "Reception/Clerical Position" in the subject line.