

Christian ministry seeking responsible, dependable, detail-oriented person for 40 hour week, M-F 9-5. Female preferred. Basic M/S Office and bookkeeping skills required. \$12/hr

Responsibilities:

- General office support for busy counseling office such as answer phones, greet clients
- Appointment scheduling
- Strong organizational/computer/ customer service skills
- Data entry
- Process deposits, credit card reconciliation, electronic filing
- Receive/post payments
- Professional, enthusiastic, positive attitude
- Self-motivated & dependable
- Good written/oral communication skills
- Excellent character, integrity and commitment to confidential and ethical requirements of the position.

To apply, respond with resume to jobsearch1484@gmail.com