

Genesee/Orleans Council on Alcoholism and Substance Abuse, Inc.

J O B V A C A N C Y

CLINICAL SECRETARY

QUALIFICATIONS:

Part-time. Approximately 24 hours per week. High School graduate with at least 3 years office/billing experience, or Associates degree with at least one-year office/billing experience. Knowledge of MS Word beneficial.

RESPONSIBILITIES:

Detail-oriented individual needed for clerical/reception duties in an outpatient treatment program. Responsibilities would include reception, phones, computer entry, filing, as well as other various tasks. Evening office coverage required.

VACANCY AT: GCASA's Outpatient Clinic in Albion.

CONTACT:

Cyndi Mardino, Customer Relations Supervisor
Genesee/Orleans Council on Alcoholism and Substance Abuse, Inc.
249 East Avenue
Albion, New York 14411
Email: cmardino@gcasa.org
Phone: 585-589-0055

POSTED:

11/29/17

DEADLINE:

ASAP

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

vacancy.frm

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