

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

J O B V A C A N C Y

SECRETARY

QUALIFICATIONS:

Full Time/35 hours per week, Monday-Friday. 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, letters, filing, as well as other various tasks in a fast paced atmosphere. Evening office coverage required. Pre-employment/Post offer background and drug screening required. EOE

VACANCY AT: GCASA's Outpatient program in Batavia.

CONTACT:

Amy Klos, Customer Relations Supervisor
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POSTED:

5/15/17

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.