

## **RECEPTIONIST**

The Resource Connection is recruiting for a full-time Receptionist for the Calaveras Crisis Center. Duties include: Answering a multi-line phone, greeting clients, and maintaining files. Must be able to manage multiple tasks efficiently work in a diverse and emotionally charged environment; exhibit healthy personal boundaries; and have a positive helpful attitude. Salary DOE.

### Requirements:

- HS graduate or equivalent.
- Excellent verbal and written skills.
- Minimum 2 years administrative experience.

The Resource Connection offers excellent benefits (including health and dental insurance). For more information call Amy Jones, Human Resources Associate at 209-754-3114 or FAX your resume, cover letter and employment application to 209-754-4014.

You may email your resume, cover letter and employment to [ajones@theresourceconnection.net](mailto:ajones@theresourceconnection.net) or mail to PO Box 919 San Andreas, CA 95249 by 2/17/12.