

WE'RE HIRING!

JOIN OUR TEAM

PAPER APPLICATIONS
ARE AVAILABLE AT
OUR OFFICE.

FULL-TIME RECEPTIONIST

- EXCELLENT COMMUNICATION SKILLS
- PLEASANT PHONE VOICE
- ENJOY WORKING WITH THE PUBLIC
 - MAKING ACTIVITY RESERVATIONS
 - PROVIDING INFORMATION
- PLANNING & PREPARING MEALS FOR LUNCHEONS FOR 60+
- COMPUTER SKILLS
- ORGANIZED / DETAIL ORIENTED



260-347-4226

1-866-872-6778



director@noblecountycoa.org

