

Date: November 6, 2017

TO: Area Newspapers

FROM: Kraig Gratke, **Department Director**  
Early Childhood & Family Development

Robert Benes  
**Executive Director**

# CLASSIFIED AD

## Program Receptionist

The Lakes and Pines' Early Childhood & Family Development Department has an opening for a full time Program Receptionist. The Program Receptionist performs a variety of duties including answering phones, tracking data, processing department reports, proofreading documents for accuracy, operating standard office machines, filing, performing electronic document imaging, and drafting departmental correspondence. Position requires a minimum 2 years office experience and the ability to type a minimum of 50 words per minute. The perfect candidate will be courteous and professional, have superior oral and written communication skills, learn and follow program procedures, be detail oriented, and possess working knowledge of a personal computer and Microsoft Office programs. Candidates must be sensitive to the lifestyles and needs of low-income clientele, and must be able to work well in a team setting. Preference given to candidates with business coursework.

This is a full time position with competitive salary and a generous benefit package. Benefit package includes medical, dental, life insurance, retirement with 5% match, vacation and sick leave, 12 paid holidays per year (including 1 floating holiday), and work mileage reimbursement at the current government rate. Lakes and Pines is able to provide education reimbursement opportunities for approved education plans and also offers many professional development opportunities.

For information, job description, and application contact Lakes and Pines C.A.C., Inc., an Equal Opportunity Employer, 1700 Maple Avenue East, Mora, MN 55051-1227; (320) 679-1800 x138 or [www.lakesandpines.org](http://www.lakesandpines.org). Reasonable accommodations made upon request. Minorities, women, people with disabilities and veterans are encouraged to apply. All applicants are required to complete an agency application.

Application deadline is November 22, 2017, at 4:00 p.m.