

DATE: January 30, 2019

TO: Area Newspapers

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

Robert Benes
Executive Director

Head Start Program Receptionist

As a Program Receptionist you will

- ✓ Provide day-to-day program support to departmental and agency staff through a variety of clerical tasks.
- ✓ Ensure positive client, vendor and staff communication in a professional, yet friendly manner.
- ✓ Perform data entry.
- ✓ Operate standard office equipment.
- ✓ Assist with ordering and checking in orders.
- ✓ Provide support for the Agency Administration Department as needed.

We are excited to offer you

- ✓ Starting salary range \$14.83-15.22/hour based on qualifications.
- ✓ Medical, dental and life insurance.
- ✓ Retirement with up to 5% match.
- ✓ Vacation and sick leave.
- ✓ 12 paid holidays per year (including 1 floating holiday).
- ✓ Work mileage reimbursement at the current government rate.
- ✓ Education reimbursement opportunities for approved education plans and also many professional development opportunities.

Qualifications

- ✓ High School Diploma or equivalency required.
- ✓ Preference given to individuals who possess secretarial experience including organizational, and planning skills.
- ✓ Knowledge of computer programs and experience with use required.
- ✓ Must be dependable.
- ✓ Must possess a high level of confidentiality.
- ✓ Must be able to work individually or as a part of a team.

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. 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 February 22, 2019.