



Shared Services
Receptionist - Oshkosh Office
Part time

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

Come join a caring team of professionals who love what they do!

Responsibilities Include:

- Greets public, operates main switchboard and assists with general office work.
- Requires communications/interpersonal skills, and ability to effectively serve a diverse public, some with special needs.
- Proper phone etiquette, clerical skills, and proficiency in computer entry including word processing.

Job Requirements:

- This position will be scheduled to work Monday - Friday afternoons and must be flexible to work partial or full days.
- Drug Screening and background check required

Wage is \$14.14 per hour. Benefits offered include: vacation, sick and holiday pay, 401k option.

Resumes and/or applications, with cover letters, submitted by 12/30/20 will receive primary consideration.

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to hr@advocap.org or FAX: 920 922-7214

www.advocap.org
AA/EOE