



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!

This position will greet the public, operate main switchboard and assist with general office work. The Receptionist requires communications/interpersonal skills, and ability to effectively serve a diverse public, some with special needs. This will include 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 \$14.87 per hour. Benefits offered include: vacation, sick and holiday pay, 401k option.

Resumes and/or applications, with cover letters will continue to be received until position is filled.

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