



Shared Services  
**Receptionist - Neenah 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 \$14.87 per hour. Benefits offered include: vacation, sick and holiday pay, 401k option.

Please submit resume with cover letter to:

Send to: ADVOCAP Inc., Human Resources

PO Box 1108

Fond du Lac, WI 54936-1108

or email to [hr@advocap.org](mailto:hr@advocap.org) or FAX: 920 922-7214

Please include job title in subject line when applying. Resumes will continue to be received until position is filled

[www.advocap.org](http://www.advocap.org)  
AA/EOE