



**Part Time Receptionist
Fond du Lac Office**

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 and spreadsheets required. Bilingual in Spanish a plus.

Scheduled hours are 10 to 15 hours a week occurring during the hours of 1:00 pm to 5:00 pm. Must be flexible to work full days when needed. Minimum of \$12.97/hr with vacation, holidays, sick pay & 401K option. Resumes with cover letters received by 8/21/17 will be given preference. Minorities are encouraged to apply. Submit to ADVOCAP Inc. Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108; FAX 920-922-7214; Email hr@advocap.org

AA/EOE