

Part-time Temporary Receptionist

We are seeking a highly organized, motivated, detail-oriented team player who wants to make a positive difference in the world through helping communities. Our organization takes pride in being a highly respected regional partner. We consider ourselves a tide that raises all ships by adding value to others indiscriminately. We currently serve a 4-county region in South Carolina with approximately 223,000 people.

You have the opportunity be a part of a dynamic three-person Administrative team that supports a 29-person non-profit governmental agency that facilitates planning and project execution for workforce development, care of the aging population, and multiple functions that support healthy and sustainable communities. You will accomplish this by professionally receiving customers, directing phone calls and performing various other receptionist duties.

Minimum Requirements: Strong working knowledge of Microsoft Word, Excel, and PowerPoint. Must have excellent typing and soft-skills (people-skills). Must be able to multi-task easily and rapidly adapt to changing priorities and schedules.

Minimum Education and Experience Required: High School Diploma and 1-2 years relevant experience.

Salary: \$12.50/hr.

Deadline to submit resume is July 20, 2018. Send resume by email to Becky Minegar bminegar@slcog.org; fax 803.773.9903 or by mail to "Receptionist" at 2525 Corporate Way Suite 200, Sumter, SC 29154. EOE