

COASTAL HORIZONS CENTER, INC. JOB ANNOUNCEMENT

Date of Notice: June 26, 2017

Position: TASC Office Assistant
Monday - Friday, 40 hours per week

Locations: Wake County, NC.
(Raleigh, NC)

Job Duties / Responsibilities: Busy offices seek individual(s) able to perform various office support duties, working in a team setting. Duties include answering multi-line phone system, greeting TASC clients, computer skills/typing, and client scheduling.

Qualifications / Skills: High School Graduate with some business courses, and two (2) years administrative/secretarial or clerical experience.

OR

Equivalent combination of education and experience. Previous experience in client/patient relations management preferred. Must be familiar using MS Office tools.

Salary: Hourly rate, commensurate with experience. Medical/dental insurance available, LTD/STD, life insurance, paid time off programs, 401K retirement savings plan.

Deadline to Apply: Open until filled

Please send (or fax) resume and cover letter to: (no phone calls please)

Coastal Horizons Center/TASC
1812 Garner Station Rd.
Raleigh, NC. 27603

Fax: 919-615-1601

Email: jgodwin@coastalhorizons.org

An Equal Opportunity / Affirmative Action Employer;
Complying with The Immigration Reform and Control Act.