

Position Available

FULL TIME RECEPTIONIST/TELEPHONE OPERATOR

The Cambridge Guernsey County Health Department is seeking interested candidates for a full-time receptionist/telephone operator position. Excellent phone, communications, interpersonal and organizational skills are required. Prior receptionist/telephone operator experience with computer knowledge and proficiency in Word and Excel programs required. Must be knowledgeable of Guernsey County population and the community we serve. Range of rate of pay will be \$11.00 to \$12.00, based on experience. Please submit resumes to Rose Ball, Administrator, Cambridge Guernsey County Health Department, 326 Highland Avenue, Cambridge, Ohio 43725 by June 26, 2019.

The Cambridge Guernsey County Health Department is an equal opportunity employer/ equal provider of services.

Posted June 17, 2019