



## **PT Morning Receptionist – Year Round**

### **Hours**

Monday through Friday 8:30-1:30

### **Responsibilities-**

- Answering phones- Heavy Phones. Excellent Communication Skills a MUST.
- Entering Registrations of individuals into MemberST computer system.
- Copying, filing, faxing, mailings.
- Computer work –very good knowledge of Microsoft Word and Excel a MUST
- Assist in all Office Administration as requested.

We are seeking a responsible, reliable individual that wants to grow with the YMCA. We need a fast learner with excellent communication skills. We need a steady individual that has proven computer skills.

### **Compensation:**

Hourly rate depending on experience - \$9-\$10 per hour

Submit your resume to: FAX-201-955-2055 or EMAIL to [jobs@meadowlandsymca.org](mailto:jobs@meadowlandsymca.org)