

# LUTHERAN SERVICES FLORIDA

# JOB

# OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

POSITION	PROGRAM/ DIVISION	FT/PT E/NE	EDUC./EXP. REQUIREMENTS	RESPONSIBILITIES	STARTING SALARY
<b>RECEPTIONIST I</b>  Contact: Raul DaSilva rdasilva@lsfnet.org  JPR 2519, Pos 5265	<b>EMPLOYMENT PROGRAM – TAMPA BAY REGION – (Pinellas County)</b>	FT/NE	-High School or equivalency diploma  -At least one year experience in related field  -Excellent written and oral communication, interpersonal, organizational and customer service skills  -Good typing and clerical skills preferred  -Bilingual (Spanish) preferred	-Answer telephone and provide clerical support to all staff  -Performs clerical duties  -Maintain well organized common areas	<b>\$14,294</b>