

April 16, 2019

Afternoon Receptionist – Part Time

Frasca International, Inc. has an opening for a part time afternoon receptionist.

The regular work schedule is Monday through Friday, 12:30 p.m. to 5:00 p.m. with the flexibility to assist with the morning shift (8 a.m. to 12:30 p.m.) on occasion.

Responsibilities include:

- Screening and forwarding phone calls to the appropriate party
- Greeting visitors
- Handling mail and office supplies
- General office support

Qualifications include:

- Professional communication skills and a pleasant demeanor
- Strong MS Office skills
- Switchboard experience preferred
- Minimum of 1 year of related experience preferred
- High School diploma or equivalent

Please visit and apply through <http://www.frasca.com/careers/> website.