

Date: November 14, 2017

To: News Media

From: Robert Benes, Executive Director;
Denise Stewart, Agency Administrative Assistant
Lakes and Pines, CAC, Inc. 1700 Maple Ave. E; Mora, MN 55051
320-679-1800

Classified Ad

SUBJECT: Please release the following classified ad through 11/30/17.

Agency Receptionist/Secretary – Due to a transfer in position, Lakes and Pines CAC, a private non-profit organization, is seeking an energetic, positive and friendly professional to meet and greet our clients and assist the Administration Department in clerical duties. The preferred candidate will be able to demonstrate: the ability to be friendly and courteous in person and on the telephone; experience working with multi-line phones and mail systems; computer use proficiency, including Microsoft Office with Publisher; efficient typing skills; experience with standard office machines; the ability to work with a diverse population and maintain confidentiality. Attention to detail and strong organization skills are a must for this position. High School Diploma or GED with a minimum of two years office experience required. Full Time Position with Benefit Package. \$15.63 - \$16.25/hr., starting salary depending on qualifications. For information or application please contact Lakes and Pines C.A.C., Inc. Reasonable accommodations made upon request. Minorities, women, veterans and individuals with disabilities are encouraged to apply. Lakes and Pines is an Equal Opportunity Employer. 1700 Maple Avenue East, Mora, MN. 55051; 320/679-1800 or www.lakesandpines.org.

Application deadline is: 4:00 p.m., November 30, 2017. Applicants must complete Agency's Employment Application for employment consideration.

Please send an invoice marked attention: Agency Administration, along with a copy of the printed ad.

Thank you.