



Spare - Agency Receptionist
Waterville Office

KVCAP is looking for a person to provide switchboard coverage in the Waterville office on an as needed basis. Responsibilities include answering a multi-line switchboard, greeting all external and internal customers and providing administrative customer service to the programs occupying the buildings.

Requirements: office experience helpful but willing to train the right candidate; excellent communication skills; ability to work effectively and professionally with all internal/external customers. Strictly adheres to confidentiality of customer information, work collaboratively with all people; and be able to perform varied tasks simultaneously; ability to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Sex Offender Registry, Fraud and Fingerprinting background checks. Starting wage for the position is \$10.75 per hour. Applications accepted until a suitable candidate is found. Interested applicants please submit an application/resume to:

Human Resources
Kennebec Valley Community Action Program
97 Water Street
Waterville, ME 04901

E-mail: lindas@kvcap.org

Equal Opportunity Employer