



21740 State Route 676, Marietta, Ohio 45750

Adult Technical Training  
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[www.mycareerschool.com](http://www.mycareerschool.com)

## **Position Notice**

### **Office Support Personnel: Front Desk Customer Service Representative**

**BEGINNING DATE:** July 22, 2019

**MIN. QUALIFICATIONS:** Possess an understanding of information technologies including proficiency in Microsoft Applications, uphold excellent communication skills, and be able to maintain efficiency and organization in a multi-task environment.

**COMPENSATION:** \$8.55 – \$12.50/hour

**SCHEDULE:** Typically, two evenings per week Monday through Thursday evenings  
3:30 PM – 9:30 PM or 4:30 PM – 9:30 PM

**DEADLINE:** Until filled.

**CONTACT:** Qualified, interested applicants should send a resume and cover letter to: [applicant@thecareercenter.net](mailto:applicant@thecareercenter.net)

Dennis Blatt, Superintendent  
Washington County Career Center  
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