

RECEPTIONIST – HEAP & EMERGENCY SERVICES

Location: Kno-Ho-Co-Ashland C.A.C. HEAP & Emergency Services Office – **Knox County**
Status: Regular Full Time.
Description: Responsible for providing customer services and scheduling for HEAP & Emergency Services clients.
Education: High school diploma or general education degree (GED); must possess basic office and computer skills with the ability to work in a fast paced, high volume office setting.
Response: Please mail or fax resume or letter of interest to Kno-Ho-Co-Ashland C.A.C. Central Office attention Jenny Collins.

Respond to:

Address: Kno-Ho-Co-Ashland C.A.C. Central Office
Attention: Jenny Collins
120 North 4th Street
Coshocton, OH 43812

Fax #: (740) 622-0165
Telephone #: (740) 622-9801
Ext. 1015

If you have any questions, please contact Jenny Collins at (740) 622-9801 extension 1015.
Equal Opportunity Employer