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Receptionist/Secretary

Employer

Twin Rivers Developmental Supports, Inc
PO Box 133
Arkansas City KS 67005
620-442-3575

Job Description

Full-Time

Twin Rivers Developmental Supports, Inc. is currently accepting applications for a Receptionist/Secretary.

This is a full-time position working 8:00 am. to 4:30 p.m. Monday through Friday. Full time positions are eligible for insurance benefits, sick leave, vacation, holiday pay and retirement.

Job Duties:

- Multi-line switchboard operation.
- Greeting visitors
- Schedule general public transportation.
- Incoming and outgoing mail.
- Maintain departmental files
- Agency newsletter
- Typing various correspondence
- Other duties as assigned



Qualifications:

- High School graduate or GED
- Two years of experience as a receptionist/secretary

Apply

KBI, driver, ANE, KDHE and Medicaid fraud checks are completed on all employees. Drug testing will be done pre-employment and randomly. Interested individuals may apply via our website at

www.twinriversdevelopmental.com or mail a resume to P.O. Box 133, Arkansas City, KS, 67005.

Applications will be accepted until the position is filled. EOE

