

624 Market Ave. North
Canton, Ohio 44702



PHONE: 330-493-4553
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JOB POSTING

Support Staff Reception

January 7, 2019

Position: Support Staff, Reception & Scheduling
Reports to: Quality Improvement Director

Details: Full time position

Skills:

- Good interpersonal skills and the ability to get along with diverse personalities (clients, physicians, staff and general public)
- Good communication skills, written and verbal
- Ability for discretion with confidential information
- Ability to multi-task and cope with stressful situations
- Ability to be trained and use computer systems
- Ability to multi-task

To apply for this position please send resume to Joan McCune, HR Director

Application may be completed and submitted on our website:

<http://www.phoenixrisingbhr.org>

joanm@phoenixrisingbhr.org

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