

# **Job Posting Bulletin**

**Area Agency on Aging Region 9, Inc.  
60788 Southgate Road  
Byesville, Ohio 43723  
740-435-4720**

**Job Title: RECEPTIONIST/CLERICAL (20 hours per week through the Senior Employment Services Program).**

**Posting Expires: 9/30/10**

**General Duties: Provides receptionist duties for the Agency including answering incoming telephone calls and greeting all visitors. The position will also perform clerical duties such as faxing, filing, and data entry as needed and must possess basic computer skills.**

**Required Experience/Skills:**

- 1. 6 months of experience in related position.**
- 2. High school diploma.**
- 3. Basic Computer Skills.**
- 4. Excellent communication skills.**
- 5. Applicant must meet Senior Services Employment Criteria:
  - Aged 55 or older**
  - Resident of Guernsey, Monroe or Noble Counties.**
  - Meet the program's annual income eligibility guidelines.**
  - Currently unemployed but willing to seek work.****

***To Apply for this Opening:***

**External Applicants: Please forward a resume to AAA9 (Attention Tiffany) at the address listed at the top or via fax at (740) 439-9878. Applicants may also contact GMN Tri-County CAC directly at 740-732-5129 (Attention Michele Hollins) specifically referencing this position at AAA or with eligibility questions.**

***The Agency requires pre-employment and employment drug/alcohol testing and a Criminal Background Check***

***The Area Agency on Aging Region 9, Inc. is an Equal Opportunity Employer***