

## COMMUNITY HEALING CENTERS

### Position Opening

Position: Full-Time Receptionist

Reports To: Human Resource Director

Location: Elizabeth Upjohn Community Healing Center, Kalamazoo

Availability: Immediately

General Description: This position requires working 40 hours per week.

Requirements: Experience required. Above average communication skills, uncompromising professionalism and confidentiality, pleasant personality, positive attitude and oriented towards delivering exceptional customer service to internal/external customers and coworkers. Must be experienced in Microsoft Office word processing programs and multi-line telephone systems.

Send resumes to: Brenda McDonald  
Human Resources Director  
2615 Stadium Drive  
Kalamazoo, MI 49008

**An Equal Opportunity Employer**

**Post: 07/20/2010**  
**Remove: 07/31/2010**