**Internal Job Opening Announcement**

**Admin. Assist/Receptionist**

**HR** **Contact:** Lucy Carr lcarr@sharefoundation.com

**Date Posted:** 08/02/2021 **Posting ID:** 43

**Classification:** Full TimeHourly32-40 hours a week

**Location:** Life Touch

**Supervisor:** Laci Hill lhill@sharefoundation.com

**Position Summary:** Act as receptionist and perform general administrative support functions.

**Qualifications:** High school diploma or GED. Two-year administrative experience required. Possess ability to operate and learn word processing and spreadsheet programs (i.e. Microsoft Word and Excel), typing and filing. Able to work independently. Excellent telephone, customer service and organizational skills required.

**Instructions to Apply:** If you would like to be considered a candidate for this position, click this link to submit an application to HR and notify your supervisor of your application.

<https://na4.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=dd708775-9cc3-456e-bff0-0a4bb01887c7&env=na4&acct=463d1e70-2060-43d5-bd7a-8c441ad3fded&v=2>

**Information to pass along to external candidates:** An application can be found on the SHARE website www.sharefoundation.com along with the job description in its entirety. **Any offer of employment to external candidates will be conditional upon submitting to and passing a drug test**