



Employee referrals make the best hires...
The Association needs your help.

We are seeking a part-time receptionist for the board office.
Hours are Monday, Wednesday, Friday from 9am-4pm

Must:

Have *excellent* verbal and written communication skills
Be self-sufficient with time management
Be proficient in Word, Excel and Outlook

Duties include but are not limited to:

Answering the phones
Greeting Guests
Managing Office Supplies
Organizing Meeting Spaces

If you know of someone, please have them send a resume to:
CWTARMLS@gmail.com