



Job Opportunity

From the Placement Office of:
Northwest Iowa Community College
603 West Park Street, Sheldon, IA 51201
(712) 324-5061 or 800-352-4907

Program: **Administrative Secretarial**

Company: Greater Sioux Community Health Center, Inc.
338 1st Avenue NW
Sioux Center, IA 51250

Contact: Joe Heitritter

Phone #: 712-722-1700

E-mail: jheitritter@greatersiouxchc.org

Job Title: RECEPTIONIST

Job Description: Greater Sioux Community Health Center, Inc. located in Sioux Center, Iowa, has an immediate opening for a full-time receptionist. Duties include: Ensures that all persons contacting the clinic via phone or in person will be greeted and will receive prompt customer service. Computer skills and data entry skills necessary. Eligible candidate must have the ability to communicate in English and in Spanish.

Salary/Benefits: Full-time position with benefits, wage dependent upon qualifications.

Application Procedure: Send resume and references to Joe Heitritter at the email or mailing address listed above.

Post in A, B

Date: 1/5/12