



**CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.**

738 North Market Boulevard  
Sacramento, California 95834  
(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX  
1-800-748-5259 (TDD/Hearing Impaired)  
[www.cimcinc.org](http://www.cimcinc.org)

## JOB ANNOUNCEMENT

**POSITION:** Central Office Receptionist      **CLOSING DATE:** December 15, 2017  
(CIMC WIOA Long-Term Work Experience Position)

**WORKSITE:** CIMC Central Office      **STARTING WAGE:** \$13.26 to \$13.80 per hour  
738 North Market Boulevard      DOE  
Sacramento, CA 95834

**RESPONSIBILITIES:** The Central Office Receptionist shall be responsible for maintaining the operations of the main reception area of the CIMC Central Office. Shall provide routine clerical support as needed.

**REQUIREMENTS:** One (1) year clerical work experience demonstrating the knowledge and abilities; or any combination of work experience and post secondary education or training in clerical classes which equal one (1) year. Must meet CIMC Workforce Innovation and Opportunity Act program eligibility requirements.

**KNOWLEDGE OF:** Principles and procedures for providing customer service including customer needs assessment; modern office methods, procedures and practices; telephone etiquette; and Microsoft Office programs.

**ABILITY TO:** Meet and deal tactfully with the public; communicate orally and in writing and present information effectively and respond to questions from staff, clients, and the general public; operate office machines including computer equipment; and operate multi-line telephone equipment.

**OTHER QUALIFICATIONS:** Computer skills, including word processing and spreadsheet skills. Customer service orientation, professional personal presentation, attention to details, critical thinking, stress tolerance, integrity and problem sensitivity.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org/cimc\\_jobs.htm](http://www.cimcinc.org/cimc_jobs.htm)

Submit applications to: Diana Alvarez, Human Resource Manager  
California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

An original CIMC Application must be completed and received by December 15, 2017 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.