



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

JOB ANNOUNCEMENT

POSITION: Central Office Receptionist (Open)
(CIMC WIOA Long-Term Work Experience Position)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING PAY: \$15.09 to \$15.70 per hour
DOE

CONTACT PERSON: Rachel E. Van Koughnet
Human Resource Manager

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

Submit applications to: Rachel E. Van Koughnet, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and submitted to any CIMC Office for consideration, until this position is filled. 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.