

Receptionist/Switchboard-Afternoons

Elder Services of Cape Cod & the Islands

Operate switchboard, welcome visitors, oversee front desk security, handle calls from consumers, nursing agencies, long term care facilities, councils on aging, contracted providers, & community members about services.

Requires excellent telephone skills, patience, clear speaking voice. Ability to make quick & accurate decisions, handle stress & remain calm during emergencies, & work with diverse personalities Experienced receptionist with computer-aided telephone system and high school degree required.

Mon – Fri 1pm-5pm. Generous benefits. Send resume to Carole Mega, ESCCI, 68 Route 134, South Dennis, MA 02660, carole.mega@escci.org, fax 508-394-3712 **AA/EOE**