



Administrative Support (32 hours per week - Chesapeake Office)

Catholic Charities is looking for a Part-Time Receptionist for its Chesapeake (Churchland area) office, 32 hours per week. The position will serve as Administrative Support for the Financial & Housing Counseling department and Chesapeake office staff. The qualified candidate will have two or more years of related office experience and must be proficient in Microsoft Outlook, Word and Excel.

The essential functions include routing incoming phone calls and providing resource information; greeting clients and visitors and processing payments; maintaining the client files (paper and electronic); scheduling clients; making follow-up phone calls; attending monthly department meetings, maintaining a high level of confidentiality in accordance with HIPAA; performing routine clerical tasks like faxing, filing, scanning and copying. EOE. Please send resume and cover letter to: hr@cceva.org