



Kids Are First, Inc.  
PO Box 1378  
Carrizo Springs, TX 78834



## **KIDS ARE FIRST, INC. POSITION ANNOUNCEMENT**

Position: Receptionist #4367  
Full-Time Regular Exempt  
Date Open: 11/02/2018  
Date Closed: 11/09/2018

This position performs all duties as required for the smooth operation of an office and other duties including greeting visitors, answering the telephone, taking and distributing messages, picking up and distributing mail, typing, word processing, faxing, and other clerical duties. Bilingual preferred (English/Spanish or English and other languages present in the local area). Must have the ability to manage numerous tasks, possess good organizational skills, communicate effectively with co-workers and the public, and work collaboratively in a team environment. We prefer two year of receptionist experience. EDUCATIONAL REQUIREMENTS: High School or G.E. D. diploma with some relevant data entry experience, work processing skills of at least 40 words per minute, and some knowledge of Microsoft Office (Word, Excel and Access) is preferred. APPLY AT: Kids Are First, Inc., located at 2208 North 1<sup>st</sup> Street in Carrizo Springs, Texas, or send an email to: [hr@kafhs.org](mailto:hr@kafhs.org) or by contacting the Workforce Solutions Middle Rio Grande located at 307 W. Nopal Street in Carrizo Springs, TX 78834. PLEASE NOTE: Interested applicants in this position must submit application, resume and educational requirements by the deadline date. Kids Are First, Inc. Is an Equal Opportunity Employer.