



Receptionist position available in Zapata, Tx.

Part-time Position 28 hours per week.

Greets visitors, handles incoming calls, purchase supplies, and perform general clerical duties. Also may assist other administrative staff with overflow work, including word processing, data entry and internet research tasks.

Minimum Qualifications:

- The ability to communicate effectively with others, follow instructions, and accomplish assigned tasks and duties in a timely manner.
- The ability to communicate in both English and Spanish is required.
- A high school diploma or GED is preferred.
- A minimum of one year of secretarial/office experience preferred.
- Valid TX driver's license and reliable transportation

Salary \$8.00 to \$9.00 hr. depending on experience and qualifications.

Applications can be obtained on-line at: www.scan-inc.org.

Submit applications by e-mail to applications@scan-inc.org or by fax at (956) 725-8367

Application Deadline: Open until position is filled.