



Evening Receptionist – St. Mary’s

Center for Children is seeking an efficient, professional person to serve as a part-time Evening Receptionist in our St. Mary's County office during evenings and weekends. Hours will be Monday - Thursday, 3 pm to 8 pm and Saturdays, 8:30 am to 3 pm. Applicants must be very skilled at greeting our clients, answering the telephone, checking in, checking out/scheduling follow up appointments and collecting payments. High School Diploma is required. Computer skills and data entry experience is required. Ability to maintain a high level of confidentiality is a must. Previous experience with EMR is a plus!

Job Type: Part-time

Salary: \$11.00 /hour

Qualified candidates should email their resume to Cathy Bellamy, Coordinator of Human Resources at bellamy@center-for-children.org . **NO PHONE CALLS PLEASE!**

Center for Children, Inc. is an equal opportunity employer.