



Hello!

PART-TIME SECRETARY RECEPTIONIST

QC COUNSELING OFFICE

Professional Secretary / Receptionist needed for a clinical setting. Part-time position, Mon.-Fri., 1:30 p.m. – 5:30 p.m. Familiarity with HP and Mac computers required. Make future appointments for clients and perform general office duties under supervision. Good phone etiquette a must.

TO APPLY

Call **309-786-4491**
and ask for Sonja or
send resume to
marfamcslg@aol.com