



E.O. Posting No. 0007

## EMPLOYMENT OPPORTUNITY

**Title:** Receptionist

**Program:** Bryan/College Station Community Health Center

**Beginning Salary:** Negotiable

**Travel Required:** 5% or Less

**Duties:** Greets all customers to the clinic. Prepares them for their appointment, handles monies and financial transactions. Responsible for cash drawer and daily bookkeeping. Cross-trains and assists with other front office duties as assigned.

### **Education & Work Experience**

**Required:** High School graduate or equivalent; **must be bilingual** (English/Spanish)

**Preferred:** 1 – 3 Months customer service-related experience

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Resumes/applications are being accepted until filled.

Deliver or submit resumes/applications to: Judy Greer, RN

Mailing address: Bryan/College Station Community Health Center  
3370 South Texas Avenue  
Suite B  
Bryan, Texas 77802

Fax: 979.595.1732

E-mail: [jgreer@bvcaa.org](mailto:jgreer@bvcaa.org) (preferred)

**EOE**

Date Posted: 01/11/12