

VOLUNTEER NEEDED

CCCS Front Desk

POSITION

INTERESTED EMAIL:

janae@cccssav.com

MUST BE:

Effective
Communicator

Friendly

Great Multitasker

Organized

TIMES NEEDED

During the
week, anytime
between
8:30am &
5pm

PRIMARY DUTIES

- Welcomes Clients to Savannah Office
- Answers and transfers phone calls in a professional manner
- Schedule client appointments
- Scans, copies, and shreds client information
- Performs other duties as assigned

*BACKGROUND CHECK REQUIRED