

Five County Association of Governments

1070 West 1600 South, Building B
St. George, Utah 84770

Fax (435) 673-3540



Post Office Box 1550
St. George, Utah 84771

Office (435) 673-3548

HEAT Program Secretary /Receptionist - St. George Office - Seasonal Position

JOB DESCRIPTION:

Answer telephones, greet clients, schedule appointments using computer program, prepare correspondence, file, edit program applications. Position requires ability to work quickly and accurately in a super busy environment and be a team player.

QUALIFICATIONS:

Must have two year's experience working in an office setting; must have great phone, computer, and people skills; must be proficient in Microsoft Word and Excel.

WAGE:

\$10.94 per hour; 40 hours per week

WORK SCHEDULE:

Monday – Thursday (7 am to 6 pm); no benefits. The position is Seasonal (October 15, 2013 thru April 30, 2014; program may end earlier if funds become exhausted).

INSTRUCTIONS:

Submit a cover letter and resume citing previous education, work experience, and skills to Five County AOG, Human Resources, P.O. Box 1550, St. George, UT 84771 or send via e-mail to Jseegmiller@fivecounty.utah.gov by 5:00 p.m. on Thursday, September 26, 2013.

The Five County Association of Governments is an Equal Employment Opportunity Employer

BEAVER

GARFIELD

IRON

KANE

WASHINGTON