

Job Corner

Job Title	RECEPTIONIST
Job #	CA10699849
Location	BAKERSFIELD
Number of Positions	1

Description: **Bilingual English/ Spanish Receptionist needed immediately for Insurance Company. Will answer multiple phone lines and refer to proper sales agent. Will take payments, answer questions regarding billing, prepare thank you letters and sort mail. Responsible for other administrative tasks as assigned.**

Wage: **\$10.00/hour**

Experience: **2 years**

Requirements: **Two (2) years office experience and insurance background required. Must possess High School Diploma/ GED, meet employers grooming standards and possess outgoing personality and attitude.**

How to Apply:

Report in person: **Southeast Career Services Center
1600 E. Belle Terrace
Bakersfield, CA 93307
Contact: Any Employment Consultant/ Linda Whipple**

Additional Instructions: **All qualified applicants will be referred. Employer will select those for interview. Fax referrals need cover sheet with applicants Name, Social Security Number and Caljobs number. Must be registered in Caljobs and present right to work documents.**