



JOB ANNOUNCEMENT

POSITION TITLE: ADMINISTRATIVE ASSISTANT II

SALARY: \$13.00 - Hourly

ORGANIZATION: ADOLESCENT OASIS, INC.
320 LINWOOD STREET
DAYTON, OH 45405
(937) 228-2810

GENERAL RESPONSIBILITIES

This full time position provides efficient and effective typing and receptionist duties necessary to aid in the treatment of patients at Adolescent Oasis, Inc.

QUALIFICATIONS

Must be a high school graduate. Have a minimum of two years' experience in the business field; knowledgeable of business computer software. Self-starter; self-motivated; good customer service skills, excellent telephone etiquette; excellent time management skills.

Email resume and cover letter to: adolescentoasis@peoplepc.com