

#4384

**Receptionist**

Catholic Charities Somerville Family Child Care program, located in Somerville, seeks a full-time

**Receptionist.** The qualified individual has the responsibility of performing front office duties, including but not limited to; answering the telephone and forwarding calls/messages, greeting program visitors, providing clerical support as assigned, maintain office equipment and supplies, process third party billing and data entry in the Pro Care database. Applicants must have a High School Diploma, two to three years of office experience and proficiency with computers, including Microsoft Office products. Please send a resume and cover letter to: [resumes@ccab.org](mailto:resumes@ccab.org).