**Mission Northeast, Inc**

**Job Position**: Client Services Admin. Assistant

**Job Description**: someone who has people skills, as well as computer skills.  We would teach the client database program.

He/she would help screen new clients; enter their information in the database; review client files; file client folders; assist our front desk with client check in. Person would be handling confidential information.

Has possibility to evolve into a position with more hours/responsibility and increased pay.

**Salary is hourly**, $13 - $14/hour

 based on the qualifications the individual has, with a bi-lingual salary being somewhat higher.

Schedule: 9am -2pm, Tuesday, Wednesday, and Thursday (must commit to schedule)

**Send resume to:**

[kmartin@missionne.org](mailto:kmartin@missionne.org) and [pdickson@missionne.org](mailto:pdickson@missionne.org)

Kathy Martin (Client Services Director) and I are the contacts for the job, which is titled.  **There is no expiration date.**

Interview time, usually 11:30am-1:30pm is a good time frame for us.

Background check is mandatory