



PERSONNEL BULLETIN



SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
631-360-0800

BULLETIN 2024-02

POSITION AVAILABLE

POSITION:

Part Time Receptionist/Greeter

LOCATION:

SCOPE Administration Office
100 Lawrence Avenue
Smithtown, NY

START DATE:

Immediate

DAYS OF WEEK:

Monday- Friday

HOURS:

29 ½ hours per week. Must work until 4:30 p.m. each day with availability to work additional hours as requested.

JOB DUTIES:

Major duties include the following:

- Screens entrants to the Operations Center
- Greets visitors and directs them to the appropriate office; maintains visitor sign-in and sign-out sheet
- Provides clerical support as requested

QUALIFICATIONS:

- High School Diploma or its equivalent
- Previous office experience preferred
- Excellent interpersonal and verbal communication skills
- Bilingual English/Spanish ability is strongly desirable

SALARY:

\$20.00 per hour

PLEASE SEND COVER LETTER AND RESUME BY APRIL 19, 2024:

Office of Human Resources
SCOPE Education Services
100 Lawrence Avenue
Smithtown, NY 11787
or hr@scopeonline.us