

NORTHEASTERN COUNSELING CENTER
POSITION OPENING

SUPPORT TECHNICIAN

NORTHEASTERN COUNSELING CENTER has an immediate opening for a **Support Technician** in the **Roosevelt** office. We want to recruit a skilled individual who can provide personable reception duties and numerous clerical support duties under frequently stressful conditions. Duties include but are not limited to: managing large phone system, scheduling of multiple clinicians, records management, preparation of a wide variety of correspondence, data entry, etc. Qualified applicants must have a good knowledge of general office practices; excellent customer service and communication skills; ability to follow written and verbal instructions; excellent computer and word processing skills; ability to multi-task and be self-motivated. Applicant must be dependable and be able to work well with others. Must be able to pass a Criminal Background Screening.

Applicants should have a high school diploma or equivalent. This is a full-time position with a generous benefit package. Wage is \$14.25/hr. Position is open until filled. To apply, submit a resume with cover letter and references to:

MARSHA PERRY
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