

### **Receptionist Job Announcement**

This position will be under the direction of CEO or a Designee to perform a variety of office support and receptionist duties; the person must be able to operate an electronic telephone system; take necessary messages, and refer calls or visitors to the appropriate staff members and or agencies; they will be required to perform a variety of routine office and clerical duties, track basic data information and perform other related duties as may be assigned. For a complete review of the job description please click below as designated. All resumes must be sent electronically to [donna.casaccia@fresnocvb.org](mailto:donna.casaccia@fresnocvb.org) or you can drop off your resume at the office location at 1550 E. Shaw Avenue, Suite, 101, Fresno, CA 93710