

Now Hiring!

FOUNDATION ASSISTANT

We are looking for a part-time - three days a week
Foundation Office Assistant.

Competitive Pay! Experience Considered!

Main Responsibilities - receptionist work, data
entry, minimal accounting, answering phones.

Competitive benefits including pension, medical,
dental, vision and life insurance, paid vacation
and holidays, and much more.

Please fill out our online application at
www.ellinwoodhospital.com, and/or email your
resume to hr@gpoe.org. EOE

