



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #1989

Job Posting Date: 3/24/2019

Employer Information: Efcasper & Associates
Contact: Miss Jody K
23250 Chagrin Blvd.
Beachwood, Ohio 44122
Phone: 216-464-4243 **Ext:**
E-mail: efcasper2u@gmail.com

Main Business: Psychology offices

Job Title: Receptionist

Full/Part-time: Part-Time **Job Hours:** Fridays 9-5, Saturday 8:30-1:30, fill in as needed during week

Job Duties: Reception, basic clerical duties, intake, answering phones,

Compensation: \$10.00

Special Notes / Additional Information:

Note that you are applying for the RECEPTIONIST position

How to Contact: E-mail resume

Seeking:
CVCC Alumni

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION