



CUYAHOGA VALLEY  
CAREER CENTER

## Cuyahoga Valley Career Center

### Job Posting #2044

**Job Posting Date:** 4/15/2019

**Employer Information:**

The Builders Exchange <b>Contact:</b> Ms. Laurel Screenshot 9555 Rockside Rd., Suite #300 Cleveland, OH 44125 <b>Phone:</b> 216-393-6300 <b>Ext:</b> 210 <b>E-mail:</b> lscreenshot@bxohio.com
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**Main Business:**

Construction Trade Association
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**Job Title:** Front Desk/Customer Service/Administrative Position

**Full/Part-time:** Full-Time      **Job Hours:** 7:30 - 4:00 or 8:00 - 5:00

**Job Duties:**

Database work (excellent typing & computer skills, knowledge of Windows, pdf files, email, web searching), strong communication skills in person or on the phone. Must be enthusiastic, independent, self-motivated but able to work in team environment. Punctual, organized with time management skills but flexible. Office experience a plus but not required.
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**Compensation:** \$26,000 - \$30,000

**Special Notes / Additional Information:**  

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**How to Contact:**      E-mail resume

**Seeking:**  
CVCC Alumni, Adult /Job Seeker

**PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION**