

RECEPTIONIST/MEDICAL TYPIST POSITION

This is a full time temporary (1 year) position with South Central Human Relations Center in outpatient community mental health. The individual will work at our Waseca office. This Monday to Friday position is fast-paced and involves front desk reception, medical typing and other clerical duties. Applicant must be outgoing, energetic, detail – oriented and able to communicate effectively. Experience and computer skills in Word and Excel, typing accuracy and speed required. Position may require occasional evening hours. Competitive salary.

Please send your resume to:

Mail: Human Resource Manager
South Central Human Relations Center
610 Florence Avenue
Owatonna, MN 55060

Fax: 507-455-8133

E-mail: williep@schrc.com

EEO/AA