

Receptionist

ORGANIZATION:

Founded in 1980, CNM Connect (CNM) is the largest nonprofit resource center in the state of Texas. CNM provides comprehensive management assistance and training services to over 2,500 clients annually.

POSITION:

CNM is seeking an energetic professional to fill a Receptionist position in the Fort Worth Office. The Receptionist is responsible for providing direct assistance to the department of Consulting and Education with a special focus on Tarrant County programs. The Receptionist will provide phone support as well as perform multifaceted general office support and day-to-day operations of Fort Worth Office.

Qualifications:

Previous administrative experience, strong customer service skills; working knowledge of Windows based software including MS Office is preferred; technological proficiency; internet research skills; strong communication skills; and detail oriented. Bachelor's degree preferred.

To apply, send resumes WITH salary requirements

to resumes@cnmconnect.org

No Phone Calls Please

