



Caritas of Waco Immediate Openings – July 18th, 2017

Caritas of Waco has a **FULL TIME RECEPTIONIST** position 35 hour work week. Duties include answering the telephone, responding to inquiries about Caritas services, greeting walk-in guests, checking IDs of individuals seeking services, taking messages, and other general reception activities. The position will work 8:00 a.m. to 4:00 p.m., with an hour for lunch Monday through Friday. Ability to speak and read both English and Spanish is preferred but not a requirement. For more information or to submit a resume, contact Tammy Stevens at tstevens@caritas-waco.org

Please send resumes to or make inquiries by contacting Tammy Stevens at TStevens@caritas-waco.org
or at 254-753-4593, ext. 227.