

Job Title: Receptionist / Operator
Location: Letterkenny Army Depot
Status: Part-time / On-Call
Salary: \$14.43 plus \$4.41 for Health & Welfare (H&W)

Requirements:

- Switchboard operator experience.
- Available 8 hours per week.
- Available for additional on-call shift work.
- Basic computer skills.
- Good telephone customer service skills.

Physical/Mental Requirements:

While performing the duties of this job, the employee is regularly required to:

- See, talk and hear.
- Extended period of sitting.
- Occasional lifting/moving of items.
- Understand and follow oral and written instructions.

Job Description:

- Assist with daily telephone operator duties processing incoming and outgoing calls.
- Administrative duties as needed.

Background Check:

Selected applicants will be subject to a criminal background check and must meet eligibility requirements for access to military installations.

GStek, Inc. is proud to be an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability status, protected veteran status, or any other characteristic protected by law.

GStek encourages veterans, disabled veterans and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Minority/Female/Veteran/Disabled