

Job Summary

Order Number:

NY1404440

Date Job Order Received:

02/10/2022

Number of Openings:

1

Company Name:

Cazenovia Recovery Systems

Job Title:

Program Secretary

Minimum Experience Required:

No experience requirement provided.

Job Description:

Buffalo. Program Secretary. Cazenovia Recovery Systems. PT. This position oversees the day-to-day operations of our program offices and assists with administrative activities. To apply, contact the employer by telephone, by fax, or by email: Phone: Minervini, Kristin (716) 852-4331 ext. 220 Fax: Minervini, Kristin (716) 852-4533 Email: kminervini@cazenoviarecovery.org

Job Location:

Buffalo, New York

Pay:

Starting pay not specified.

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Part Time, Regular

Work Days:

Not specified.

Shift:

Varies

Public Transportation:

Information not provided.

Minimum Education Required:

Less Than High School

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

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