

EMPLOYMENT OPPORTUNITY

JOB TITLE: SECRETARY/RECEPTIONIST

WORKSITE: Central Office

DEADLINE: Until Filled.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or GED.

Computer literate.

Good organizational skills.

Experience in insurance contracting and network credentialing.

Multi-tasks abilities.

Good phone skills.

Bilingual (English/Spanish) communications skills.

For additional information, contact the HR Department.

NCDV is an Equal Opportunity Employer and Provider