

Front Desk/Administrative Assistant – MACFC Riceville Center– full time w/benefits. Immediate opening for a “master” at quality internal and external customer service! This highly organized individual will manage multiple deadlines, while handling the phones and visitors with the highest level of professionalism, courtesy, and dependability. Must be an excellent writer/editor, very comfortable with computer/office systems, an expert with Microsoft office and file/data management. Please visit our website for an application www.macfc.org or send cover letter, resume and application to mfoley@macfc.org