



Business Office Receptionist

Deadline: Open Until Filled

District/Organization: EATON RESA, Charlotte, MI

Position/Type: Hourly/Full Time (260 Days Per Year)

Salary: \$19.13-\$25.86 (Based on qualifications)

Position Summary (See Job Description on Posting for Full Details):

Under the direct supervision of the Executive Director of Finance & Operations, and in accordance with established policies and procedures, the Business Office Receptionist will provide support for the District's visitors and staff in the Packard Building. The position will perform a variety of tasks to provide information and assistance to customers, staff and visitors of Eaton RESA. In addition, this position may provide clerical support to central office administrators and staff as needed.

[Click Here](#) for more information on Job Posting and to apply online.

E-mail: employment@eatonresa.org

Website: <https://www.eatonresa.org/>

[Type here]

Revised: 11/30/2023