

SUNY ORANGE OFFICE OF CAREER & INTERNSHIP SERVICES

JOB ORDER: #8-0296

[] PART-time [x] FULL-time

IMPORTANT NOTICE: SUNY ORANGE Office of Career & Internship Services **DOES NOT** screen Jobs and/or Employers. Any arrangements that you (the student) make are solely the responsibility between you and the employer.

JOB TITLE	RECEPTIONIST					
Opening Date	05/14/08					
Duration	Permanent					
Firm name	Hudson Health Plan					
Mailing address	575 Hudson Valley Avenue, New Windsor, NY 12553					
Type of Company	Not-for-profit managed care organization					
Telephone #	(845)567-2773					
Fax #						
Contact	www.hudsonhealthplan.org/employment (website)					
E-Mail	www.hudsonhealthplan.org/employment (website)					
Job location (town/city)	New Windsor					
Hours of work	Monday - Friday 9:00 am - 5:00 p.m.					
Education required	High school Diploma or equivalent					
Major required	None specified					
Experience required	5-8 years experience as a receptionist/secretary					
# of openings	1					
Salary	Competitive					
HIRING REQUIREMENTS:						
* Must be bilingual (English/Spanish) *						
Drivers License [] [] Yes No	Employment Test [] [] Yes No	Physical Exam [] [] Yes No	Needs Own Tools [] [] Yes No	References [] [] Yes No	Computer Skills [] [] Yes No	Other:
JOB SUMMARY:						
Resume required	YES [x] NO []					
Category	Office Tech					
To apply	APPLY ON WEBSITE [X] - www.hudsonhealthplan.org/employment					