



## **Receptionist**

Bear Creek Community Charter School is seeking qualified applicants for the position of Receptionist. This is a full-time, Eleven-month position from August through June of each year.

Work hours will be 8:30 a.m. to 4:30 p.m., Monday through Friday. The successful candidate will be friendly yet assertive, and will be responsible for greeting and processing visitors, answering telephones, and other administrative support duties.

The starting wage is \$12.00 to \$14.00 per hour, depending upon experience. Paid benefits, including medical, dental, vision, term life insurance and paid time off are available. The successful candidate must be able to provide state and federal criminal background checks, as well as a child abuse clearance report.

Please submit a cover letter and detailed resume to:

Human Resources  
Bear Creek Community Charter School  
30 Charter School Way  
Bear Creek Township, PA 18702

*Bear Creek Community Charter School is an  
Equal Opportunity Employer.*