Career Training Institute is seeking the talents and skills of an experienced Front Office Support Person. The successful candidate should be outgoing, friendly and compassionate; have great customer service skills, communication and organizational skills; and be able to learn and apply agency processes and procedures. Job responsibilities include greeting the public, answering program questions, managing a 7-line phone system, updating social media, and providing general clerical support to several employment and training programs. Strong computer skills and proficiency in Microsoft Word, Excel, and Google Docs is a must! Education and experience equivalent to completion of high school and at least two years of office experience. The wage starts at $16.00 per hour in addition to a generous benefit package. Please e-mail a cover letter and resume to [jasynh@ctihelena.org](mailto:jasynh@ctihelena.org). Open until filled.