



The Catholic Multicultural Center, 1862 Beld St., Madison, is looking for an individual with strong customer service skills to fill the position of Bilingual Administrative Assistant/Receptionist. Strong candidates must be fluent in Spanish and English, have at least one year of customer service and office experience, and be able to work effectively with a diverse population. The position is full-time, with a complete benefits package available.

The CMC has been serving the community for over 80 years providing a range of programming from food, education and employment assistance to immigration legal services. If you would like to help us serve the community, especially our immigrant brothers and sisters, we welcome you to apply.

Wage begins at \$17/hour with adjustments based on experience. Please send resume and cover letter to [employment@cmcmadison.org](mailto:employment@cmcmadison.org)

**Job duties include:**

- Answer incoming phone calls and welcome guests and clients
- Providing superior customer service
- General office duties
- Data entry
- Assist business office with billing and purchasing
- Administrative and clerical support to agency leadership

**Qualifications:**

- Fluency in Spanish and English required
- High school diploma or GED required, college or technical school degree preferred
- Knowledge and familiarity with Office, Google, and other office productivity applications
- Strong organizational and communication skills
- Ability to work effectively with people of diverse backgrounds

**Benefits may include:**

- Paid time off (holidays, vacation and personal days)
- Health insurance
- Dental insurance
- Vision insurance
- Flexible spending account
- 401(k)

**Equal Opportunity Employer**