



Weatherization Program Office Clerk (Philmont, NY) This is a full time, year round clerical position, requiring knowledge of office systems and procedures. Clerical duties will be assigned in accordance with the office procedures of the weatherization office and may include a combination of answering telephones, greeting visitors, light bookkeeping, word processing, office machines operation, and filing.

Minimum Qualifications:

- High school diploma or GED
- 2 years experience working in a modern office or customer service
- Clean valid New York State driver's license
- Must be proficient in Microsoft office software products and applications

Excellent benefits for full-time employees including: Professional development opportunities, employee health, dental, & vision insurance with employer contribution; flexible spending account; 100% paid life insurance; 401(k) plan; up to 12 paid holidays, generous annual, sick and personal leave benefits; Employee Assistance Program.

Submit cover letter and resume to:
Gail Paone, Columbia Opportunities, Inc., 540 Columbia St., Hudson, NY 12534
humanresources@columbiaopportunities.org