

Institute of Community Services, Inc.

ICS, Inc. has the following position available:

Central Office **Nutrition Secretary**

Qualifications:

Nutrition Secretary – A minimum of a high school diploma with knowledge of clerical skills; post high school training at the business college level or related experience is preferred. Must type forty (40) wpm, score 70% or better on the agency's spelling test, have good communication skills: written and verbal, and interpersonal skills, possess good customer service skills, ability to be accurate and work independently, knowledgeable of using multiple telephone lines and must be able to set up and maintain a general filing system.

Please submit a certified transcript along with application. NO APPLICATION WILL BE ACCEPTED WITHOUT CERTIFIED TRANSCRIPT.

Salary Ranges:

Nutrition Secretary

\$13.081 - \$15.915

Benefits:

Health Insurance

Retirement

Sick Leave

Paid Leave

Paid Holidays

Application may be requested beginning Thursday, July 29, 2021. You may go online through the ICS, Inc. website www.ics-hs-org. Download an application and insert (declaration page) on the employment link. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, August 9, 2021.

ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY.