

# FRONT DESK – LIGHT ADMIN

In the subject line please indicate job title. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

To apply please send resume to:  
[Adrienne.conger@oconestop.com](mailto:Adrienne.conger@oconestop.com)

Location: Irvine, CA  
 Education Required: NA  
 Compensation: \$ 50k to start

Experience Required: Some  
 # of Openings: 1  
 Temp to Hire/ Direct: T to H

**Summary: A company in Irvine is hiring for a Front Desk/Light Admin position.** Monday to Friday 8-5 Temp to hire

## Requirements:

- Must have exceptional Customer Service Skills

## Responsibilities:

- Sit at the front desk and answer LIGHT PHONES
- Stocking refrigerator
- Order supplies
- File
- Schedule appointments
- Basic admin duties
- Handle mail
- Log checks

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, please call 949-241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.

