

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

NEEDHAM YOUTH SERVICES

Job Postings 9/16/2013

Date: September 9, 2013

Company Name: Wellesley Therapeutic Services

Job Title: Front Desk secretary

Hourly Pay: \$8.00

Job Hours: 5:00pm – 7:00pm Monday and Wednesday

Age Requirements: 16

Company Address: 333 Nahanton Street, Newton, MA

Company Website: www.wellesley-pt.com

Contact Person: Paul Cantor

Number: 617.921.4336

Email: paul.cantor@wellesley-pt.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

Physical Therapy office needs an evening front desk person to answer phones, greet and schedule patients, accept co-payment amounts, and other minor secretarial responsibilities (i.e. faxing, scanning, shredding, etc)

Please note that the above represents the jobs that were received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).

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