



COASTAL

Job Posting

RECEPTIONIST Central Islip, New York

Work will include organizing and maintaining files, data entry, and administrative support for staff.

Full Time/Part Time Position

Requirements:

- **Must have Excellent Organizational and Communication Skills;**
- **Experience with Microsoft Office, Outlook, Word, and Excel;**
- **Have the Ability to Multi-Task;**
- **Professional office etiquette;**

**FAX RESUME TO 631-234-4160 OR EMAIL TO
PSCHLICHT@COASTALGRP.NET**

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