

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Meadows at Brookmeade Community
Street Address:	46 Brookmeade Drive
City, State, Zip:	Rhinebeck, NY, 12572
Phone:	845-871-1337
Website:	www.brookmeadecommunity.org
Contact Name/Title:	Nick Fanek, Recruiter
E-mail:	nfanek@brookmeadecommunity.org

Position Title: Part Time Receptionist

Part-Time Full-Time

Company/Organization Name:	Meadows at Brookmeade Community
Location:	46 Brookmeade Drive. Rhinebeck, NY 12572
Company/Organization Profile & Size: (include website)	Meadows is a 120 bed skilled nursing facility located in Rhinebeck, NY that provides exceptional care to our Residents. We are the only long term care facility in all surrounding counties that has been designated by the Department of Health as the top 5% performing nursing homes in NY State. www.brookmeadecommunity.org
Industry:	Healthcare
Position Description/ Responsibilities: (include where job is located)	The Community at Brookmeade is currently accepting applications for a part-time receptionist at Meadows, Brookmeade's premier Skilled Nursing Facility! Schedule: 8 AM - 4 PM every other weekend & some holidays/additional days as needed Job Responsibilities: <ul style="list-style-type: none"> • Greet guests and residents • Answer and transfer phone calls And more The Brookmeade Community is an EOE
Qualifications/ Required and/or Preferred Skills:	Job Qualifications: <ul style="list-style-type: none"> • Customer Service experience • Receptionist experience
Employment Type:	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$15

How to Apply:

E-mail: nfanek@brookmeadecommunity.org			
Online: brookmeadecommunity.org			
U.S. Mail: 46 Brookmeade Dr. Rhinebeck, NY 12572			
Contact Name & Title:			
Include:	<input checked="" type="checkbox"/> Yes	Resume	<input type="checkbox"/> Cover Letter

Additional Comments:
