



Job Posting

Carver Community Organization a 75-year-old non-profit organization located in Evansville, IN is seeking a full time **Intake Specialist**. The Intake Specialist is responsible for providing administrative and office support services. As well as completing the registration process for three of Carver services.

Responsibilities include but are not limited to:

- Provide information, paperwork, tours, and orientation for all prospective enrollees
- Ensure all enrollment documents are properly completed and input enrollment information into a data base
- Perform a range of administrative /office support services including correspondence preparation; filing maintenance and retrieval; copying; customer service by phone, in person and through the mail
- Accounts receivable management, as well as collecting fees, and preparing deposit

The qualified candidate must have a minimum of an Associates Degree, a Bachelor's Degree is preferred, in Business Administration, Office Management or a related field, excellent writing skills, communication and interpersonal skills; highly organized-ability to prioritize and manage multiple activities & deadlines: proficiency with Microsoft Office and data entry experience. Interested candidates may submit a cover letter and resume to Carver at carver@carverorg.org. Resumes will be accepted until December 16, 2019. No phone calls please. Equal Opportunity Employer

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