

CENTRAL OFFICE:

SEEKING TO FILL A BACK-UP OFFICE POSITION

(Ability to work when regular office staff cannot work)

REQUIREMENTS:

- Minimum of 3 years sobriety
- Active in Alcoholics Anonymous
- Have a Sponsor and Homegroup
- Have experience with service work
- Have served on a committee
- Computer literate with Microsoft Office;
experience with QuickBooks software a plus
- Strong Customer service skills
- Great phone mannerism
- Work well with limited supervision; be a self- starter

PLEASE SUBMIT YOUR RESUME TO CENTRAL OFFICE:

3328 Glanzman Rd.

Toledo, OH 43614

419-380-9862

toledoaa2017@outlook.com