

Suffolk County Perinatal Coalition, Inc.
475 East Main Street, Suite 207
Patchogue, NY 11772
Phone (631) 475-5400 Fax (631) 475-5410

“Position Available Immediately”

Full Time Office Manager

The mission of the Suffolk County Perinatal Coalition, Inc. is to reduce infant mortality by addressing the health and wellness needs of women, children and families.

There is currently one (1) temporary full-time Office Manager Position available. The minimum qualifications are as follows:

- ◆ High School diploma, Associate’s Degree in Secretarial Science preferred.
- ◆ Ability to accurately type 60 words per minute.
- ◆ Proficient in Microsoft XP; Excel & Access a plus
- ◆ Excellent organizational skills
- ◆ Excellent communication skills

Please Fax Resume to SCPC, Patchogue Office (631) 475-5410