

#21-96 Dispatcher/Clerk
(Full-time, Oahu)

The Dispatcher/Clerk is responsible for operating the program's dispatch system, communicating with clients, and performing other clerical duties supportive to the program. The Dispatcher/Clerk must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATION & WORK REQUIREMENTS: Must have a high school degree or the equivalent and general office experience.

EMPLOYMENT CLEARANCE REQUIREMENTS: Applicable background checks: HI State criminal check and education verification.

DEADLINE TO APPLY: November 30, 2021