

# Career Opportunity



**StayWell Guam, Inc.** is seeking a qualified Full-Time candidate to fill the position of

## Front Office Representative

The primary responsibility of this position is to undertake all receptionist and clerical duties to include greeting and directing members to proper departments. The incumbent serves as the “face” of the company for all visitors and is responsible for the first impression made.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- A high school diploma or equivalent;
- Minimum of six (6) months to one (1) year work experience as a cashier or receptionist;
- Knowledgeable in the use of MAS90 and AS/400 a plus;
- Proficient in the use Microsoft Office (Excel, Word, PowerPoint, Outlook); and
- Computer literate (Windows).

Interested applicants are encouraged to email your employment application **AND** resume to [hr@staywellguam.com](mailto:hr@staywellguam.com) StayWell Insurance is an Equal Opportunity Employer.