

Cornerstone Pregnancy Services is seeking Medical Administrative Assistant for a 32-36 hr. /wk. position. The candidate will be responsible for appointment scheduling, data entry, and general office functions. Associates Degree preferred or equivalent work experience required. Knowledge of Microsoft Office software is a must. Excellent customer service and telephone skills are essential to maintain good relations with all contacts using a high level of professionalism and integrity. Bilingual candidates encouraged to apply.

Qualified interested candidates should send updated resumes with cover letters and salary history to:

**Cynthia Carter-Smallwood, D.Min, Executive Director
Cornerstone Pregnancy Services
364 Griswold Road
Elyria, Ohio 44035
csmallwood@cornerstonepregnancy.org**