



Hindu Temple and Cultural Center



(A Non-Profit Organization Registered in the State of Washington)

3818 212th ST SE, Bothell WA

<http://www.htccwa.org>

 <http://www.facebook.com/htccwa>

October 18, 2021

HTCC Executive Management is looking for hiring Office staff on part time basis to attend Temple Office requirements. There are (4) posts available for immediate employment.

Job Summary:

- Office Staff/Assistants Positions in this job family perform a wide variety of responsible office support and functions of the Temple, such as book and account keeping. No previous experiences required. Initially, the staff will be guided by Lead staff.
- Basic knowledge of computing skills for day to day office routines which include account/excel file entries.
- Operating front desk - Such as puja schedules in coordination with temple priests
- Candidates are needed to work during weekdays and weekends during temple's normal working hours. We are looking for meticulous members, willing to put in regular hours.

This is a very good opportunity to serve in the temple atmosphere. A reasonable salary package is offered by the management. Candidates need to sign a code of conduct as per temple policies and procedures. The applicants must have work authorization to work in USA (work permit).

Interested candidates - please call temple office (425-483-7115), during working hours and walk in and apply with your basic information and addressed to Executive President/Vice President.

You can also apply by emailing to ec@htccwa.org Attn: Executive President/Vice President