



LEECH LAKE HOUSING AUTHORITY JOB OPENING

The Leech Lake Band of Ojibwe Housing Authority is currently seeking a highly motivated, individual with people skills and general office experience. This position is a full-time position.

MAINTENANCE SECRETARY

Description: Responsible for providing general secretarial duties to the Maintenance department. Duties include but are not limited to, receptionist duties, dispatching, filing, generating memos, work orders and other office paperwork.

Qualifications: High school diploma or equivalent is preferred with office experience. Knowledge of the LLHA and LLBO programs and services preferred. Knowledge of LL Housing Authority communities. Knowledge and experience in standard office equipment including but not limited to: computer, printer, copy/fax machine, etc. Experience in MS Office computer software systems is a must. A valid, Minnesota Driver's License a plus.

Wage: \$12.00/hour

A full job description is available upon request at the Leech Lake Housing Authority.

Leech Lake Band Member, MCT and other Native American preference apply.

All applicants considered for hire must pass pre-employment drug and alcohol testing.

Closing Date: April 28, 2017 @ 4:30 pm

Call LL Housing Authority for information to apply or to update an application at
218-335-8280 or 218-335-4414.

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