HELP WANTED

Housing Rehabilitation Administrative Assistant
ENERGY-HOUSING DEPARTMENT

Based in Mora


Job Title: Housing Rehabilitation Administrative Assistant

Job Duties: The Housing Rehabilitation Administrative Assistant's primary responsibility will be to assist the Department Director in all matters of Department business, including general operations of the Department, as so assigned and/or directed by the Department Director.

Minimum's Qualifications: Excellent math, written and oral communication skills, knowledge of computers, ability to file electronically, type w/efficiency and accurateness, note-taking abilities, and organizational skills. High School Diploma or equivalent required plus three years’ experience.

Pay Range: $18.44 - $19.43 per hour.

Other Info: Hiring for Monday thru Friday: 8 am to 4:30 pm

How to Apply: Resumes not accepted. Call for application, additional information or special accommodations at 320-679-1800, or download an application from our website www.lakesandpines.org. Applications accepted until 4:30 p.m., Monday, May 10th, 2021. Lakes and Pines is an Equal Opportunity Employer. Women, minorities, individuals with disabilities and veterans are encouraged to apply.