



Regional Housing Authority JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a Temporary, Part-Time position available:

JOB TITLE: Receptionist

LOCATION: Juneau, Alaska

SALARY: Starting at \$ 16.61 Per hour DOE

APPLICATION PERIOD: Open until filled

DUTIES AND RESPONSIBILITIES: Performs general receptionist and clerical duties in the Administration offices of Tlingit-Haida Regional Housing Authority, including answering telephones, greeting clients, filing, and other routine office duties.

MINIMUM QUALIFICATIONS:

- Graduation from High School or Equivalent.
- Some office experience preferred
- College or business school training beyond the high school level may be substituted for office experience.

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to operate multi-line telephone.
- Knowledge of office procedures.
- Ability to maintain confidentiality regarding programs and client information.
- Ability to deal effectively with the public and to work well with staff.
- Ability to type at acceptable typing speed.
- Ability to operate a variety of office equipment, including but not limited to computer, various printers, fax machines, postage machines etc.

SUBMIT APPLICATIONS TO:

THRHA 5446 Jenkins Drive, Juneau, AK;

www.thrha.org;

jobs@thrha.org;

For questions, please call (907)780-6868

T-HRHA is a drug-free workplace and selected applicants will be subject to drug testing.
Native Preference per 24 CFR 1000.