



PO Box 98
Cochiti Pueblo, NM 87072
Telephone (505) 465-0264/465-0279
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PUEBLO DE COCHITI HOUSING AUTHORITY JOB ANNOUNCEMENT

TITLE: Temporary Part-time Receptionist (3 months) possibility of extending employment

SUPERVISOR: PdCHA Board Chairman/Administrative Assistant

LOCATION: Pueblo de Cochiti Housing Authority

OPENING DATE: September 24, 2014

CLOSING DATE: October 1, 2014

SALARY: 10.00 per hour

CONTACT PERSON: Leslie Aguilar at 505-465-0264

The Receptionist is responsible for providing clerical and administrative support in order to ensure that housing related services are provided in an effective and efficient manner. The Receptionist reports to the Board of Commissioner Chairman/Administrative Assistant and is responsible for providing office and clerical services in an efficient manner.

Responsibilities

- Receive, direct and relay telephone/fax messages
- Pick up and deliver mail
- Open and date stamp all general correspondence
- Maintain the general filing system and file all correspondence
- Provide word processing and secretarial support
- Organizing and filing documents

Application may be picked up at the Pueblo de Cochiti Housing Authority office, 33 Peralta Street, Cochiti Pueblo, NM 87072 or on our website: cochitihousing.com

THE CHAIRMAN AND/OR ADMINISTRATIVE ASSISTANT MAY ASSIGN OTHER DUTIES AS DETERMINED.

MAINTAINS CONFIDENTIALITY OF ALL FILES AND ACCOUNTS FOR THE PUEBLO DE COCHITI HOUSING AUTHORITY.