



Chippewa Housing Authority

554 Chicog Street • PO Box 187 • Lac du Flambeau, WI 54538
715-588-3348 • Fax: 715-5887935

~JOB ANNOUNCEMENT~REPOST

Title: **LDF CHA Receptionist**

Location: Lac du Flambeau Chippewa Housing Authority

Salary: Dependent on qualifications, 40 hours per week

Fringe Benefits: Health, Dental, Optical and Retirement after successful 90-day probationary period

Supervisor: Tenant Services Manager

Job Qualifications: High school diploma or its equivalent; at least one year experience in an office environment. Good verbal and written communication skills, organizational, time management and customer service skills. Must be able to multi-task and utilize sensitive and confidential information. Advanced computer skills preferred, Native American preference.

Requirements: Pre-Employment Mandatory Drug Test, random thereafter Valid WI Driver's License and Liability Insurance

APPLICATION WITH RESUME DEADLINE DATE: March 24, 2023 at 4:00 p.m.

Applicants will be notified of interviews immediately after the application deadline.

Job Summary: The Receptionist is responsible for maintaining the central operation of customer service communication with: Tenants, Tribal Programs, External Funding Agencies and Programs, Businesses and Business Vendors. The Receptionist will be the first point of contact for the CHA business operation. The Receptionist will provide critical support services to the CHA departmental operations for responsive and effective customer service by means of the Maintenance work order delivery system, routing/transferring incoming telephone calls and escorting tenants to departments by the established office protocol. The Receptionist is responsible to perform other secretarial tasks or duties for all departments as assigned or delegated by the Tenant Services Manager.

How to apply: Please stop in or call (715) 588-3348 to receive a complete job description. Send Application for employment along with resume to: Lac du Flambeau Chippewa Housing Authority, Attn: Human Resources, PO Box 187, Lac du Flambeau, WI 54548-0187 or can be dropped off at 554 Chicog Street, Lac du Flambeau, WI by deadline date – May 4, 2020, 4:00 p.m.



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