



## Pueblo of Laguna Utility Authority

**Vision:** We are a sustainable self-sufficient organization with a diverse core competency.

**Mission:** We protect and promote the health and well-being of our Pueblo Community by developing and managing essential utility functions.

Job posting for an

### Administrative Assistant

## K'awaika Hanu Internet seeks an Administrative Assistant

Regular Full-Time, Non-exempt

OPENING DATE February 17, 2021

CLOSING DATE: **March 3, 2021**

**Are you interested in the latest technology? A natural “people person”? Organized to a fault? If you’re looking for an opportunity to work in a close-knit group while learning about Laguna’s Internet Infrastructure, this could be the right fit for you!**

We are seeking an enthusiastic, hands-on and self-motivated Office Assistant with skills and experience to contribute to a quickly growing Internet company. This individual will help KHI present a positive, and energetic face to its callers, visitors, and staff. He/she will need to adapt to various situations, communicate well, be organized and detail oriented

**Major duties and Responsibilities** (may include, but not limited to the following)

- Answers incoming customer inquiries
- Managing customer information for current and potential KHI customers
- Ensures customer information and services are update to for monthly billing cycles
- Maintains office files, implements an efficient system for other staff to access files and records
- Maintains financial records for the department
- Assist with closing and filling work orders for the department
- Assists with managing precise public information notices
- Collaborates with KHI Team to stay updated on products, services, and policies
- Other duties as assigned

### Qualifications

High school diploma or GED certificate. Associate degree in office administration or related field preferred. At least three years of administrative and clerical experience required. Must have a valid New Mexico Driver’s License and must be insurable under POLUA’s carrier. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

### Questions?

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