



## 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 Services Coordinator

## Pueblo of Laguna Utility Authority seeks an Administrative Coordinator

**CLASSIFICATION:** Full-Time, Non-exempt

**SALARY:** \$37,440 to \$45,760 Ann.

**OPENING DATE:** September 30, 2026

**CLOSING DATE:** Until Filled

We are seeking an individual with skills and experience to contribute to Administrative Department. This position is under the direct supervision of the Administrative Services Manager. The individual will support the POLUA Departments and staff with administrative office functions, 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)

- Assists with day-to-day administrative functions such as scheduling meetings, booking meeting rooms, preparing web or tele conferences.
- Attend meetings with or on behalf of the Administrative Services Manager, when assigned. Take notes and develop structured minutes.
- Assists with making travel arrangements.
- Manages and coordinates day-to-day administrative office duties including data collection for projects and tasks.
- Provides effective customer service and communication with internal department staff and with external representatives.
- Assistance and backup to the Customer Service Representatives (CSR) for customer-related matters and problem solving.
- Communicates effectively verbally and written.
- Reviews, tracks, and analyzes department expenditures for accuracy and timely processing of information, which will be used to support monthly, quarterly, and annual financial.
- Manages basic accounting functions such as cuff accounting, budget monitoring, expense recording and tracking.
- Assist with managing the Low-Income Heating & Energy Assistance Program (LIHEAP)
- Assists with managing company subscription accounts. Makes and tracks payments.
- Assist in the formatting, preparation and proof-reading of documents for internal and external reports and other related documents.
- Responsible for organizing and inventorying materials, office supplies, PPE supplies, and other related office equipment/devices.
- Assist with the preparation of presentations, and document development
- Plans and coordinates special events such as employee gatherings, community outreach, and marketing.
- Attend community events for marketing and community outreach.
- Maintains effective working relationships with employees and public.
- Assists with creating and closing work orders.
- Perform other duties as assigned.

## **Qualifications**

- High school diploma or GED certificate and two years of operational or administrative experience.
- Experience working in office settings, customer service skills, proficient with Microsoft Office Suite, knowledge of basic principles for project coordination and accounting desired.
- Must have a valid New Mexico Driver's License with no serious convictions in the past five years and must be insurable under POLUA's carrier.
- Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

**For more information regarding this position, please contact Ms. Jeanine Natachu, Interim HR Manager at:**

**Email:** [jeanine.natachu@lagunaua.org](mailto:jeanine.natachu@lagunaua.org)

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