Position Opening
Energy Housing Department
Administrative Assistant

This position consists of general typing, answering phones, filing, putting client files together, and computer processing. Applicant must be dependable and able to work with low income clients.

**Major qualifications:**

Good written, verbal, telephone, math, keyboarding & organizational skills, plus note-taking abilities. Requires a high school diploma or equivalent and three years’ secretary/administrative assistant experience

Individuals interested should submit applications before 4:00 p.m., March 29th, 2021. No resumes accepted.

Minimum Starting Salary: $18.44 - $19.43

Hours: Regular Full Time - 40 hours per week
        Monday - Friday
        Shift 8:00 a.m.– 4:30 p.m.

For more information, an application, or special accommodations, call Lakes & Pines (320) 679-1800, or visit our website at [www.lakesandpines.org](http://www.lakesandpines.org). Women, minorities, individuals with disabilities and veterans are encouraged to apply. Lakes and Pines is an Equal Opportunity Employer.