

Job Announcement
Realty & Assets Administrative Assistant

The Aroostook Band of Micmacs is seeking to hire a part-time assistant for our Realty and Assets Department. Qualified candidates should possess excellent written and oral communication skills, detail orientated, excellent organization and time management skills. Computer knowledge including Excel and Word is required.

Primary responsibilities: The Administrative Assistant will be responsible for the day-to-day operations of the Realty and Assets Department in the absence of the Director. They will provide all necessary clerical support for the programs that fall under the Realty and Assets Program.

Qualifications: A High School Diploma or G.E.D is acceptable with two or more years of experience in an administrative assistant position.

If you are interested in the position or would like more information, please contact Andrea Michaud at (207)764-1972. Please send resume/applications to:

Aroostook Band of Micmacs
ATTN: Andrea Michaud, Personnel Director
7 Northern Rd
Presque Isle, ME 04769

Applications can be located at www.micmac-nsn.gov under job opportunities.

The Aroostook Band of Micmac is an equal opportunity employer. Preference will be given to Indians.

Closing Date March 16, 2012