

37B Day School Rd.
Santa Ana Pueblo, NM 87004



T (505) 771-2060
F (505) 867-6120

Job Vacancy Announcement

Position: Administrative Assistant

Deadline: Friday, October 11, 2024, at 5:00 p.m. (M.S.T)

Position Summary

Under the direct supervision of the Executive Director, contributes to THI's effectiveness by performing a variety of secretarial and administrative duties for the affordable housing program. Maintains confidentiality of all privileged information. Shall carry out and be subject to THI policies and procedures as required by the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA), and as adopted by the THI Board of Directors. Must conduct themselves in an ethical and professional manner.

Duties & Responsibilities

Answers incoming telephone calls, determines purpose of calls, and forwards calls to appropriate personnel ensuring professional telephone etiquette. Screen incoming calls and correspondences; exercises judgment and responds; accordingly, Attends Boards of Directors meeting—prepares correspondences, reports, minutes, agendas, memos, forms and other documents and communications from drafts, recording or verbal instruction as requested. Records and tracks all invoices from vendors, contractors, and sub-contractors. Prepares accounts receivable activity by collecting and issuing receipts for clients. Processes, facilitates, and resolves participant actions regarding late payments and/or general correspondences. Establishes and maintains an effective filing and retrieval system. Maintains confidentiality of all privileged information.

Education & Qualifications

High School diploma or GED plus 5 years administrative or secretarial experience; or equivalent combination of education and experience. Must be computer literate and be able to type at least 40 wpm and demonstrate proficiency in grammar, spelling, math, and filing. Must possess and maintain a valid New Mexico Driver's License. Have knowledge of NAHASDA and/or HUD housing program requirements.

Must possess a valid driver's license and is subject to a background check and drug screening upon hire.

For a detailed job description please contact Randy Nez, Executive Director at 505-771-2060.

"Sustaining the heritage of Tamaya's future through building quality, safe and affordable homes."

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To apply for the position, please submit a THI Employment Application to:

Tamaya Housing Incorporated

Attention: Randy Nez, Executive Director

Email: Randy.NeZ@santaana-nsn.gov

Mail: 37B Day School Rd. Santa Ana Pueblo, NM 87004

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