



# TLINGIT & HAIDA

REGIONAL HOUSING AUTHORITY

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## JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a **Temporary, Full-Time** position available:

**JOB TITLE:** Receptionist

**LOCATION:** Juneau, Alaska

**SALARY:** Starting at \$15.00 Per hour

**APPLICATION PERIOD:** open until filled

**DUTIES AND RESPONSIBILITIES:** Performs general receptionist and clerical duties in the Administration offices of Tlingit-Haida Regional Housing Authority, including answering telephones, greeting clients, filing, and other routine office duties.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School or Equivalent.
- 6 months general office experience

**REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of office procedures and standards.
- Ability to maintain confidentiality regarding programs and client information.
- Ability to deal effectively with the public and to work well with staff. This may require flexibility in assignments and duties.
- Ability to operate a variety of office equipment, including, but not limited to multi-line telephone, computer, various printers, fax machines, postage machines, etc.
- While performing the duties of this job, the employee is regularly required to:
  - Talk or hear; Sit for extended period; Use hands to finger, handle or feel; Reach; Push and pull; and Lifting up to 20 pounds

**SUBMIT APPLICATIONS TO:** THRHA PO Box 32237 Juneau, AK 99803, or  
5446 Jenkins Drive, Juneau, AK;  
[www.thrha.org](http://www.thrha.org); for questions please call (907) 780-6868.  
Email: [jobs@thrha.org](mailto:jobs@thrha.org)

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.