



Job Vacancy Announcement

EXECUTIVE ASSISTANT

Open Until Filled

The Pueblo of Jemez Housing Authority (POJHA) is currently seeking applicants for its Executive Assistant position. Under the direction of the Executive Director, the Executive Assistant is responsible for coordinating and overseeing technical and office administrative duties in support of the POJHA Executive Director and Board of Commissioners, including the provision of varied and complex office duties, maintains confidentiality of all privileged information. Provides comprehensive administrative support and assistance, serves as primary point of contact for internal and external communications, welcomes visitors, guests, and board members, coordinate travel arrangements.

Please contact the POJHA office at (575) 834-0305 to request for a full job description. Applicants are encouraged to submit their signed cover letter and resume to POJHA via email at Jobs@pojha.org or hand deliver it to the POJHA office located at 4773 Highway 4, Jemez Pueblo, New Mexico, 87024.

If you have any questions pertaining to this announcement, please contact our office at (575) 834-0305 or by email at Jobs@pojha.org.

**For More Information on POJHA Careers
Visit Us Online at www.pojha.org/careers**