



Vacancy Announcement

The Beclabito Chapter

The Beclabito Chapter is seeking candidates for one (1) Administrative Assistant position. The Beclabito Chapter's mission is to provide the best quality service attainable with the available resources which will facilitate economic opportunity, self-sufficiency and enhance the quality of life for the Navajo people in Beclabito Community.

The available positions are:

- (1) Administrative Assistant

Minimum Qualifications:

- a) An Associate's degree in Business or related field; and three (3) years responsible office administration and management experience; or an equivalent combination of education and experience.
- b) Budget, grants and financial management experience.
- c) Knowledge of budgeting procedures and financial recordkeeping.

Opening Date: Monday, June 10, 2024 at 8:00 AM

Closing Date: Monday, June 24, 2024 at 5:00 PM

Application Requirements:

Interested applicants to submit required documents for consideration: Application for Employment, Letter of Interest, Current resume (within last 6 months), valid driver's license, social security card, and letters of reference to:

**The Beclabito Chapter
HC 61 Box 20
Shiprock, New Mexico 87420-9064**

ATTN:

Darrell Williams, Chapter Manager
Telephone: (928) 656-3265 or Email: darrellwilliams@nnchapters.org

NOTE: An application packet lacking any of the required documents will be determined incomplete and will not be considered. A thorough and detailed job description can be obtained at the Beclabito Chapter Administration.