



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Title: Food Distribution Assistant – Full-Time – Regular – Food Distribution Dept.

Summary:

The position is responsible for providing access to the department's services to the membership through the processing of program applications, answering questions, and ensuring an efficient operation from intake to completion. This position is grant funded through USDA.

Employment Qualifications: A qualified candidate offers:

- A High School Diploma or GED; and
- A work experience of one (1) or more years in a warehouse or receiving department; and
- The technical skills of a beginner to intermediate to advanced user of MS Office software, computers, and office equipment; and
- Must be able to obtain a forklift training certificate within three (3) months of hire and maintain throughout employment; and
- Must have a valid Driver License, maintained throughout employment and be insurable under the Tribe's auto insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE4

Hiring Range: \$10.00 - \$12.33

Status: Non-Exempt/Hourly/Bi-weekly pay

Application Instructions:

Obtain an **LRBOI application form** (required) on the Tribe's website and request a copy of the position description www.lrboi-nsn.gov or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply - please submit completed **LRBOI application (required), cover letter, resume, and copy of valid Driver's License (front and back)** to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Other conditions of employment are listed on the position description.

Incomplete submissions will not be considered

Posted – 01/26/2021

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