



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Warehouse Assistant – Food Distribution Dept.– (1) FT - Regular**

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.

Employment Qualifications: Minimum Necessary Qualifications - :

- 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 have a valid Driver License, maintained throughout employment and be insurable under the Tribe's auto insurance policy.
- Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, 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

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

Pay Grade: NE4 **Hiring Range:** \$15.00 – 17.27 -**Commensurate With Verified Qualifications.**
Status: Non-Exempt/Hourly/Bi-weekly pay **Background Check:** Extensive

Application Instructions:

Obtain an application form 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 application, cover letter, resume, copy of Tribal ID (if applicable) and copy of valid Driver License (front and back) to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov

Incomplete submissions will not be considered

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Posted: 12-11-2023

Removal: 12-25-2023