



***Little River Holdings, LLC***

Home Office:

2608 Government Center Drive

Suite 480

Manistee, MI 49660

231-299-1295

[www.lrhdc.com](http://www.lrhdc.com)

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**Position: Site Operations Assistant (ODENO Housing Subdivision) Muskegon Based**

**Summary:** We are seeking a Site Operations Assistant who will support the daily operations, coordination, and maintenance of the subdivision construction and site activities. The ideal candidate is dependable, detail-oriented, and able to work in a dynamic, outdoor-focused environment.

**Employment Qualifications- Minimum Necessary Qualifications**

A qualified candidate offers:

- High school diploma or GED required; relevant technical or vocational training preferred.
- At least 1 year of experience in construction, site work, or property development support.
- Strong organizational skills and the ability to manage multiple tasks.
- Basic understanding of construction safety and job site protocols.
- Must have a valid driver's license and reliable transportation.
- Ability to work outdoors in varying weather conditions.
- Familiarity with tribal governance or Native-owned enterprises is a plus.

**Duties and Responsibilities:**

1. Assist in daily site operations, including contractor coordination, deliveries, and inspections.
2. Monitor site cleanliness, safety compliance, and access control.
3. Support project documentation including logs, schedules, and reports.
4. Communicate regularly with contractors, utility providers, and tribal stakeholders.
5. Perform basic maintenance and setup tasks (e.g., signage, fencing, temporary utilities).
6. Assist with inventory tracking of materials and tools on-site.
7. Provide general support to the Site Manager and respond to evolving project needs.

8. Maintains professionalism and confidentiality in all aspects of work and complies with all applicable tribal, federal, or state laws and procedures.
9. All other position related duties as assigned by supervisor.

**Physical Demands:** Sitting for long periods of time with occasional standing, walking, or reaching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**Working Environment:** Work is performed in a climate-controlled office environment. The employees' work schedule may frequently need to be flexible and adjusted according to business needs. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or training.

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

**Hiring Range:** \$35,929 – \$42,000 – **Commensurate with Verified Qualifications**

**Status:** Exempt; Bi-Weekly pay

**Background Check:** Extensive

**To apply:** please submit completed resume, cover letter, transcripts for degree, any/all licensure(s) and /or certifications required/relevant for position, front/back of driver's license, front/back of Tribal ID (if applicable) to: Little River Holdings HR Department, 2608 Government Center Dr. Suite 480, Manistee, MI 49660; or Email: [brittneydrake@lrhedc.com](mailto:brittneydrake@lrhedc.com)

**Conditions of employment with Little River Holdings 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.**

**Posted:** 5/6/2024

**Remove:** Until Filled