



8377N County Road E
Hayward, WI 54843
PH: 715-634-3349
Fax: 715-634-5707

Position: Front Office Support Staff
Posting Date: March 19, 2018
Closing Date: Open Until Filled
Salary: Negotiable
Hours: M-F 8am-4:30pm
Location: LCO Development Corporation
Supervision: Business Manager/Project Coordinator

Position Summary:

The Front Office Support staff person will assist all staff members by answering phone, completing general office duties such as: filing, scanning, light accounting work, emailing, etc. This position will report to the Business Manager and the Project Coordinator.

Qualifications:

- Mature Adult
- Tribal Preference applies
- Proficiency in working with computers with emphasis in MS Office
- Must be accurate and detailed oriented
- Courteous and professional to co-workers and to the customers
- Must be dependable, reliable, able to work independently with little supervision, and be self-motivated
- Ability to properly file documents to office specifications
- Must be able to successfully pass a background check
- Must be able to successfully pass a pre-employment drug screening

Required Skills, knowledge and abilities:

- Willingness and ability to learn duties as delegated
- Ability to maintain and follow up on account payables & receivable



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- Good Math and Writing skills (excellent written and verbal skills)
- Ability to work with various types of software programs
- Knowledgeable in general office principals

Duties and Responsibilities:

- Typing as needed, including but not limited to letters, memos, envelopes...etc.
- Filing, faxing, scanning, and copying as needed or assigned
- Answering telephone calls and maintaining a call log book, taking messages as necessary
- Shredding designated material
- Receiving and Documenting payments
- Maintaining inventory of office supplies
- Assist Project Coordinator in monthly invoicing
- Additional duties or miscellaneous general office duties as assigned.

Application Process:

Submit a completed LCO Employment Application, resume, and list 3 personal references, to:

L.C.O Development Corporation
ATTN: Ann Sharon, Project Coordinator
8377N County Road E
Hayward, WI 54843