



FIVE SANDOVAL INDIAN PUEBLOS, INC.

JOB VACANCY

POSITION TITLE: Certification Clerk

POSITION SUMMARY:

Receives applications for the Food Distribution Program, interview households to determine eligibility and issue commodity foods according to USDA regulations.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent. Must be able to operate business computers and other related office machines. Knowledge in Windows software such as Word, Excel and Power Point. Must demonstrate strong communication skills, good math skills and legible handwriting. Must be able to deal with public on a daily basis. Must have own transportation with a valid NM Driver's License and clean driving record. Must be able to successfully pass a pre-employment drug/alcohol screen and background.

SALARY: \$12.87/\$26,770 (DOE)

EMPLOYMENT LOCATION: Food Distribution Warehouse
Bernalillo, NM

OPENING DATE: March 26, 2019

CLOSING DATE: Open Until Filled

For complete description of job duties and qualifications contact the Human Resources Office at the telephone number listed below.

Submit application or resume to: Five Sandoval Indian Pueblos, Inc.
Human Resources Department
4321-B Fulcrum Way, NE
Rio Rancho, NM 87144

Mailing Address: 4321-B Fulcrum Way, NE Rio Rancho, New Mexico 87144
Telephone: (505)867-3351 Fax: (505) 867-3514 Website: www.fsipinc.org.