



## **Administrative Assistant**

Arrowhead Cooperative is seeking an Administrative Assistant that is professional, detail-oriented, and organized, with exceptional customer service, to serve as the front representative of our Lutsen office. This position will be responsible for phone and walk-in office traffic, Board of Director administration, office administration assistance, and Executive support.

To qualify, candidates must have a high school diploma or equivalent and at least 2 years of experience in a customer service focused role. A successful candidate will have working knowledge of office practices and record-keeping, excellent communication and organizational skills, and have the ability to prioritize and work with minimal supervision. Must be proficient in Microsoft Office Suite or similar software.

Arrowhead Cooperative provides a dynamic fast-paced team environment with competitive pay and excellent benefits.

Please send cover letter and resume by April 21, 2024 via email to Jenny Kartes at [jkartes@arrowhead.coop](mailto:jkartes@arrowhead.coop). Arrowhead Cooperative is an Equal Opportunity Employer.