



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.

For more information regarding our open position and Arrowhead Cooperative, please visit our website at www.arrowhead.coop. To apply, please e-mail your resume by February 13, 2025 to: Jenny Kartes, jkartes@arrowhead.coop. An EEO/AA Employer. No agencies please.