



POSITIONS AVAILABLE

SANTA ROSA BAND OF CAHUILLA INDIANS

TRIBAL ADMINISTRATION 3-11-24

The following positions are open at Tribal Administration.

1. **Receptionist – Full-Time** – works Monday through Thursday, 7a.m. – 5 p.m.

The receptionist position is responsible for professionally answering and directing incoming calls, greeting visitors, and performing general office work such as filing, sorting mail, and providing administrative support to departments.

Minimum Requirements: High school diploma or equivalent, must submit to drug testing and background verifications and must have valid identification.

Interested applicants must complete an employment application. Qualified applicants will be contacted for interviews with the Human Resource Committee. Applications can be requested by emailing hrconsultant@santarosa-nsn.gov or calling (951) 659-2700.