



JOB VACANCY ANNOUNCEMENT

LOCATION:

POSITIONS:

St. Michaels, AZ

Temporary Full-time Receptionist

- Provide professional support at main Corporate office reception desk
- Serve as first point of contact for all guests during regular office hours
- Demonstrate strong interpersonal skills to handle customer interactions
- Provide general office support with clerical and administrative tasks
- Answering all incoming calls and providing excellent friendly customer service
- Position requires attention to detail, ability to meet deadlines and complete multiple projects in a timely manner
- Requires a high level of integrity and discretion in handling confidential data
- Possess strong communication skills to effectively interact with key stakeholders
- Proficient in MS Office 365 – Excel, Word, Outlook, and PowerPoint
- Develop and maintain Excel files to support business units
- Ability to operate office machines, equipment, computers, and printers
- Have a valid driver's license and clean driving record

Closing Date: Open Until Filled

Navajo Preference Employer

CONTACT:

Navajo Nation Oil and Gas Company
PO Box 4439
Window Rock, AZ 86515

Phone: 928-871-4880

hr@nnogc.com

APPLY NOW

