



Job Vacancy Announcement

Receptionist

Job Description available on Kayenta Township website.

Department: Town Manager

Location: Kayenta, AZ.

Closing Date: Open Until Filled

Salary: \$22,734.40- \$31,491.20 Depending on Experience (DOE)

Township sponsored employee benefits, including:

- 401(k) retirement saving
- Health, Dental, Life, & Vision Insurance
- Sick/Vacation/Holiday Pay

To apply for a vacant position, please submit the following (incomplete application and/or missing requirements will not be considered):

- 1. Kayenta Township Employment Application**
- 2. Résumé**
- 3. Copy of Degrees/Certificates/Licensures**
- 4. Three (3) Letters of Recommendation**

Applicants are subject to criminal backgrounds for suitability of employment and a pre-employment drug testing. Offers of employment are contingent to successful passing the required background & drug testing.

All positions require a valid state driver's license.

Housing will not be provided.

Completed application packets can be mailed, hand-delivered, faxed to:

**Kayenta Township
Attn: Hiring Manager
P. O. Box 1490
Kayenta, AZ 86033
Phone: 928.697.8451
Fax: 928.697.8461**

Visit Kayenta Township at www.kayentatownship-nsn.gov for an application and full job description.

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference.