



101 Robins Street • PO Box 519 • Graettinger, IA 51342 • www.udmo.com • EOE
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January 6th, 2023

To: All Staff
From: HR Department

POSITION AVAILABLE:

POSITION AVAILABLE: Full-Time Administrative Assistant to work for the Energy/Li-Heap Department at our UDMO Outreach Office in Emmetsburg, IA. Prefer candidate with AA / AS in clerical or general office degree and or previous office experience. Applicant must possess excellent computer training and experience, 10-key proficiency, good communication and organizational skills. Ability to work independently with minimal supervision. For application and job description, contact HR Director, Upper Des Moines Opportunity, Inc., 101 Robins Street, Graettinger, IA 51342 (712) 859-3885. All applications will be taken until position is filled. E.O.E.