

# North Dakota Natural Resources Trust

1605 East Capitol Ave., Ste. 101

Bismarck, ND 58501

Phone: 701-223-8501

---

## POSITION ANNOUNCEMENT ADMINISTRATIVE ASSISTANT/BIOLOGICAL TECHNICIAN

**Location: Bismarck, ND**

**CLOSES: July 29, 2016**

The North Dakota Natural Resources Trust (Trust) is seeking an experienced Administrative Assistant/Biological Technician for our Bismarck office. This job is a full-time position.

The Administrative Assistant/Biological Technician provides assistance to Trust staff and board on a variety of organizational, administrative and management matters. Responsibilities include, but are not limited to, managing the day-to-day operations of the office, providing technology support and assisting staff with project related work.

This position requires experience with multiple types of computer software, web content management, office phone systems, smart phone technology and file management. Candidates must be detail oriented, motivated and have excellent communication, organizational and people skills. Candidates must have a genuine interest in natural resource management and a commitment to caring for North Dakota's land, air and water in a manner that enhances our quality of life and land stewardship legacy going forward.

The applicant must have a four year degree and at least three years of professional experience or ten years of relevant experience.

The salary range is \$37,429 to \$55,585 commensurate with qualifications and experience. Other benefits include paid holidays, annual and sick leave, health insurance and employer retirement contribution. Qualified persons may apply by submitting a letter of interest, resume and three work references (including names, addresses and telephone numbers) to the above address or by submitting to the following e-mail address by closing date:

[keith@naturalresourcestrust.com](mailto:keith@naturalresourcestrust.com)

*The Trust's mission is to preserve, restore, manage, and enhance wetlands and associated wildlife habitat, grasslands, and riparian areas in the state of North Dakota.*

*Further information about the Trust and this job are available at [www.ndnrt.com](http://www.ndnrt.com).*