

JOB OPENINGS

TELLICO VILLAGE POA

November 10, 2022

Anyone interested in a position below should fill out a TVPOA application at TVPOA Office 112 Chota Center, Loudon or online at www.tellicovillage.org employment, application. Resumes can be emailed to HR@tvpoa.org.

Recreation (1) Part-time

Part-time position available. Receptionist duties include cleaning of facility and equipment, customer relations, office administration duties, among others. Working nights and weekends is required. Must be at least 18 years old, computer literacy required.

Golf Maintenance (3) Seasonal/Full-time

Golf Maintenance has seasonal positions with full-time hours opening. Responsibilities are mowing, weed-eating, and general landscape work.

Purchasing Coordinator (1) Full-time

Administers, as central purchasing authority, the POA Purchasing Policy assuring compliance throughout the organization. Identifies and develops the supplier base, negotiates pricing and contracts, forecasts demand and economic trends that impact POA budget processes.