## **NOTICE**

## ANNOUNCEMENT OF OPEN POSITION AT HMC MANAGEMENT

DUE TO THE RETIREMENT, EFFECTIVE MARCH 31, 2007, OF OFFICE MANAGER PATTY HAENEN JONES, HMC MANAGEMENT IS ACCEPTING APPLICATIONS FOR THE POSITION OF OFFICE MANAGER.

Applications will be accepted until November 30, 2006. At this time the position is only being advertised to HMC members. There is no Company application form, but applicants should submit a letter of interest and a resume. Only non-users of tobacco products will be considered.

Interviews will be scheduled through December 15, 2006 and will usually be scheduled on Tuesdays and Thursdays. It is planned to fill the position on or about February 1, 2007, in order to complete orientation and training by March 31, 2007.

The position reports to the Island Manager. Hours vary but typically run about 30 per week. The position involves a high degree of responsibility and requires that the incumbent be able to perform the duties with a minimum of supervision.

Accounting or bookkeeping experience is required. Computer skills, including the ability to work with Microsoft Windows XP and MS Office products, including Word, Excel, Publisher and Access and with Intuit's Quickbooks Pro, are required.