

**Little Traverse Bay Bands of Odawa Indians**  
Job Posting

**Job Title:** ADMINISTRATIVE ASSISTANT – HEALTH ADMINISTRATION  
**Department:** Health  
**Reports to:** Health Director  
**Status:** Non-Exempt  
**Salary:** \$11.85/hr. - \$16.03/hr. (\$24,648 - \$33,342)  
**Level:** 2  
**Opens:** June 13, 2014  
**Closes:** July 4, 2014

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**SUMMARY** Relieve Health Administration of clerical work and minor administrative and business detail.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide clerical support to the Health Administration, Health Director, and Medical Director.
- Attend appropriate training as need/required.
- Read and route incoming mail, transcribes dictations.
- Compose and type routine correspondence proficiency.
- Organize and maintain file system, organizes staff meetings, takes minutes.
- Answer and screen Health Administration telephone calls and arrange conference calls.
- Coordinate travel arrangements for Health Director and Medical Director in accordance with inter-office policy.
- Order and maintain supplies. Arrange for equipment maintenance.
- Other duties within scope of job as assigned.
- Maintain files for all budget expenditures.
- Assist with audio visual presentations-power point

**EDUCATION and/or EXPERIENCE**

High School Diploma or GED or Clerical certificate or 3 years related experience or an equivalent combination of education and work experience. Must possess strong computer skills, typing proficiency (Microsoft Professional Suite). Must possess the ability to work independently; possess excellent written, verbal, interpersonal communication skills; must possess problem solving and good organizational skills.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Michigan Driver's license and be insurable.

**COMMENTS**

Native American Preference will apply