

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title: ADMINISTRATIVE ASSISTANT
Department: Tribal Chair
Reports to: Executive Assistant
Status: Non-exempt
Salary: \$15.13 - \$20.47 / hour (\$31,475-\$42,584 annually)
Level: 4
Opens: April 15, 2015
Closes: May 6, 2015

SUMMARY

Supports the activities of the Tribal Chairman's Office by providing clerical and office support utilizing excellent customer service to both external and internal contacts. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Administrative Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters while exercising independent judgment, discretion, decision-making, initiative, and tact.

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

- Provide excellent customer service response to all internal and external contacts.
- Maintains reception desk and provides administrative support to the Tribal Chairman's Office. Answers and screens telephone calls, and arranges conference calls.
- Maintain Department calendar. Schedule meetings, conferences and appointments for Tribal Chairman's Office as requested.
- Manage general office functions including: office machines (toner, paper, etc.), general office cleanliness, routes incoming mail, maintains office supplies.
- Provides a wide variety of complex and confidential administrative support.
- Serves as a liaison to Executive Boards commissions and committees for the purpose of conveying and/or gathering information required for efficient operations.
- Supports Chairman's Office, Commissions, Boards and Committee members by providing assistance with their administrative functions.
- Reviews Web content periodically for Executive Office, Commissions, Boards, and Committees.
- Composes and types routine correspondence.
- Processes requests for travel advance and/or reimbursement.
- Organizes and maintains file system, files correspondence and other records.
- Coordinates special projects, trainings and events as assigned.
- Updates all mail and contact directories for the Chairman's office
- Makes copies of correspondence or other printed materials.
- Prepares outgoing mail and correspondence, including e-mail and faxes.

- Maintain office supply inventory, submit and track purchase orders. Arranges for equipment maintenance.
- Provides Notary services.
- Handles confidential information and documents properly and according to policy.
- Attends appropriate training as required.
- Other duties as assigned within the scope of work.

EDUCATION and/or EXPERIENCE

High School diploma or GED required, Associate's degree (A.A.) and 5 years related experience and/or training in an Executive Office setting. An equivalent combination of education and experience may be considered. Must be proficient with a number of computer systems including; Microsoft Office programs, Microix, and Abilia. Demonstrated prior work experience handling confidential material is desirable. Must have a clear understanding of LTBB Government structure and operation.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have current drivers license and be insurable. Individual must be able to pass a criminal background investigation.

OTHER SKILLS and ABILITIES:

Familiar with local Native American culture and community. Ability to speak Anishinaabemowin a plus. Ability to provide empathetic response to citizens in distress is required.

COMMENTS

Indian preference will apply.