

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

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Department:</b>	<b>Housing</b>
<b>Reports To:</b>	<b>Housing Director</b>
<b>Status:</b>	<b>Non-Exempt</b>
<b>Salary Range:</b>	<b>\$11.85 - \$16.03 per hr. / (\$24,648 - \$33,342 Annual)</b>
<b>Level:</b>	<b>2</b>
<b>Opens:</b>	<b>June 30, 2016</b>
<b>Closes:</b>	<b>July 21, 2016</b>

---

### **SUMMARY**

Under direction of the Housing Director, provide clerical and office support to the Housing Department. Provide superb customer service to both external and internal customers. Assist with implementing LTBB housing programs and be available to meet the needs of Tribal Citizens.

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

- Welcome visitors and clients then direct them to appropriate personnel. Answer incoming telephone calls. Answer questions and provide information.
- Maintain tenant accounts for rentals.
- Respond to requests for materials, information and applications; distribute through interoffice mail, postal service, etc.
- Assist in receiving, sorting, routing and preparing mail and faxes. Create and print memos, correspondence, reports, and other documents as necessary. Perform other clerical duties as needed, such as filing, document drafting, and copying.
- Maintain files according to departmental procedures.
- Prepare and track travel requisitions, purchase order requisitions, etc. as requested.
- Order, receive, and maintain office supplies.
- Assist in organization of meetings and special events.
- Maintain confidentiality of all files and accounts of the LTBB Housing Department.

### **EDUCATION AND EXPERIENCE**

High School Diploma / GED plus one year working in office environment required. Experience working in the housing field is preferred. Valid Michigan Driver's license, reliable transportation and be insurable by the Tribe required.

**OTHER SKILLS AND ABILITIES**

Computer proficiency in Microsoft Office software.

Excellent clerical and accounting skills.

Able to communicate effectively, both verbally and in writing.

Able to work well as part of a team.

Able to meet deadlines.

Able to follow specific procedures.

**COMMENTS**

Indian Preference will apply.