

ODAWA ECONOMIC AFFAIRS HOLDING CORPORATION

Job Title:	Administrative Assistant	Date Posted:	12/9/20-open until filled
Location:	406 East Lake Street, Unit 5 Petoskey, MI, 49770	Reports to:	Executive Director
Level/Salary Range:	\$17.85 per hour	Position Type:	Full Time and Non-Exempt

Applications and Resumes accepted via email. Please send to Shanna Kishigo- shanna@odawaholdings.com

Job Description

Position Summary

Perform a variety of advanced administrative duties that supports all aspects of the Odawa Economic Affairs Holding Corporation. Assists the Executive Director and OEAHC Board of Directors with data entry, clerical work, administrative and business detail work assigned. Directly works with Executive Director and Board members on daily tasks when assigned. Assists with other activities and projects relating to OEAHC as assigned, but not limited to maintaining Executive Directors files and Board of Directors files and business files.

Odawa Economic Affairs Holding Corporation Summary

This Corporation is here by organized, incorporated and granted its corporate powers privileges and immunities under the laws of the Little Traverse Bay Bands of Odawa Indians as Tribally chartered corporation for the purposes set forth in Article III of this charter. The Little Traverse Bay Bands of the Odawa Tribal Council grants this corporate charter pursuant to its inherent sovereign authority and pursuant to Part Two of Comprehensive Business Codes of the Little Traverse Bay Bands of Odawa Indians, WOTC 12.114, *es seq.* This Charter creates a Tribal Corporation as defined at WOTC 12.155 (B) as a corporation wholly owned by the Little Traverse Bay Bands of Odawa Indians for the benefit of the Tribe and its members, and ownership is inalienable.

Essential Duties and Responsibilities

- Composes and send routine OEAHC correspondence including email, Zoom and texts. Assembles, postmarks and tracks all out going mail inclusive to electronic communications.
- Fully responsible for setting up and maintaining the filing system for OEAHC, including but not limited to Accounts payable files, Accounts Receivable files, Board member files and Purchasing files. Organizes and maintains systems, meeting the standards set by the Executive Director. Is fully responsible for timely filing of all paperwork. Is fully responsible for the location of all paperwork and must be able to produce such paperwork upon request.
- Responsible for the protection and confidentiality of all files and accounts of OEAHC.
- Follow all policies and procedures of OEAHC in a fair and professional manner.
- Fully responsible for greeting visitors, confirming appointments or staff and board availability and escorting visitors to the appropriate area or person.
- Fully responsible for answering telephones, scheduling appointments, providing information to the caller.
- Orders supplies and arranges equipment updates and maintenance for the organization.
- Attendance to Board of Directors meetings as requested.
- Attends occasional meetings and trainings out of the local area.
- Understands the basic concepts of Accounts Receivable, Accounts Payable, Purchasing and Enterprise Bookkeeping. Must be able to learn how to fully perform those basic duties when assigned.
- Assists and compiles all OEAHC minutes and postings.
- Basic knowledge of all social media platforms and internet communication platforms
- Assists with other projects and duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School Diploma or G.E.D required with 2 years experience with working in a professional setting providing customer service. College classes or certificates are preferred. Must be proficient in Microsoft programs.

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KNOWLEDGE, SKILLS AND ABILITIES

Must be able to alphabetic file. Must be a team player, with excellent communication skills and customer service. Must have an excellent work history and attendance record. Must be proficient with computer skills with an attention to detail. Must have a flexible schedule; able to workout outside business hours, days and evenings. Must be able to lift 20lbs. This is an office position, but some fieldwork may apply. Knowledge in Quickbooks Accounting software is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Michigan drivers license, reliable transportation and be insurable for duration of employment. Position is contingent upon passing a background check.

LTBB INDIAN PREFERENCE LAW WILL APPLY.