

SAUK- SUIATTLE INDIAN TRIBE
Job Description

Job Title: Administrative Office Assistant
Department: Facilities Service Department
Reports To: Russell Hornback, Director
Status: Full-time Hourly
Approved By: Ronda Metcalf, General Manager
Approved Date: September 9, 2015

SUMMARY: Provides clerical and administrative support. The Administrative Assistant is expected to exhibit highly professional image to contacts in person and on the phone.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Primary phone coverage (first to answer all incoming calls).
Prepare and mail all US/UPS/Fed Ex packages.
Sort and distribute incoming mail
Oversee all aspects of including inventory and maintenance of inventory
Filing of materials in files.
Assist with bookkeeping/accounting functions as appropriate.
Assist staff in creating a system for responding to telephone and written requests for service
Assist in developing and instituting methods for quality control and accuracy in responding to service requests
Inventory and track off site storage
May be called upon to assist with special projects and assume responsibility for the development, administration, and promotion of specific projects, as required
Perform other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

This position requires a high school diploma an AA degree is preferred and two to four years of experience in Administration departmental Reception/Secretarial work.

MATHIMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

COMPUTER SKILLS: Proficiency with Microsoft Office Suite, Word, Excel, PowerPoint and Outlook for documentation preparation, data entry, management, presentations, scheduling, coordination and electronic transmittal/communication and Spreadsheet and accounting system.

CERTIFICATES, LICENSES AND REGISTRATIONS:

Current valid Washington State Driver's License required. First Aide/CPR/Blood Borne Pathogens training required.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to sit, stand, walk, use hand fingers, handle or feel; reach with hands and arms, climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

CULTUALLY SENSITIVE: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Tribe.

DRUG FREE WORK PLACE:

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

BACKGROUND CHECK:

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe Background check policy.

NATIVE AMERICAN PREFERENCE APPLIES