

# Sauk-Suiattle Indian Tribe

## Job Description

**JOB TITLE:** ADMINISTRATION ASSISTANT  
**DEPARTMENT:** ADMINISTRATION  
**SUPERVISOR:** GENERAL MANAGER  
**STATUS:** NON-EXEMPT/HOURLY

### SUMMARY

The Administrative Assistant is the first contact for our multiple-line phone system, to greet visitors as they enter the office, as well as perform basic office administrative functions for the Sauk-Suiattle Indian Tribe. The Administrative Assistant is highly customer service oriented, competent, professional, can prioritize and has the ability to work well under limited supervision. They must be self-motivated and trustworthy. The Administrative Assistant undertakes a variety of administrative tasks not just for Administration, but also all other departments within our government organization.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets visitors, determines the nature of business, and informs the appropriate staff of their arrival.
- Monitors visitor access.
- Responsible for opening the Administration Building at 8:30 a.m. Monday through Friday and closing the building at 4:30 p.m. ensuring the building is secure before departing.
- Answers incoming telephone calls, determines purpose of call and forwards call to appropriate staff or department.
- Receives messages and voicemails, then forwards to appropriate staff.
- Provides guests and callers with basic information as needed, such as address, directions, events or similar.
- Receipts in payments and properly manages moneys received.
- Retrieve, log, and sort all daily incoming mail by 10 a.m.
- Process postage for any outgoing mail using the postage machine and deliver to Post Office daily.
- Receive and distribute fax correspondence.
- Assist with scheduling and catering for meetings.
- Assists Administrative staff with daily tasks such as drafting correspondence or other clerical support as needed.
- Prepare and code select payment vouchers.
- Manage office supply orders and maintain appropriate quantities in Administration stock room.
- Keeps reception, mailroom and kitchen tidy including washing dishes and making sure refreshment is available for employees and guests.
- Other duties as assigned.

## **KNOWLEDGE AND SKILLS**

- Excellent verbal and written communication skills.
- Knowledgeable in Microsoft Word, Excel, Access, and other applications.
- Strong ability to maintain confidentiality and exercise discretion at all times.
- Attention to detail and the ability to perform tasks accurately.
- Excellent problem-solving and organizational skills.
- Ability to work under pressure and handle multiple tasks at one time to meet deadlines.

## **QUALIFICATIONS**

- Must have a valid Washington State Driver's License.
- Must have HS Diploma or GED.
- Minimum 2 years office management experience.

## **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 functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, 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 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

## **CULTURALLY SENSITIVE**

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

## **DRUG FREE WORKPLACE**

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's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

## **NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES**