



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
katerid@spiritlakenation.com

Job Title:	HR Assistant	Open Date:	January 26, 2023
SLT Program:	Human Resource Dept.	Close Date:	February 3, 2023

Position Objective: The HR Assistant performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, and providing customer assistance. Adheres to the highest level of confidentiality..

Major Duties & Responsibilities:

- Process applications, forms or other documents (reviews for completion, distributes to appropriate persons, completes related forms or papers, prepares packets of information).
- Answers central telephone system and directs calls accordingly, with good etiquette and politeness.
- Takes messages as needed.
- Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, citizens and others and refers, when necessary, to the appropriate person, official or department.
- Operates listed office machines as required.
- Prepares outgoing mail; sorts and distributes incoming mail.
- Duplicates and distributes materials.
- Assists public with the use of department facilities.
- Orders and maintains office supply inventory.
- Disburse checks, PO's and other documents daily.
- Label files, create binders, & make copies or scans as requested by HR Department and Tribal Programs.
- Keep work area clean and organized.
- Assists Department with filing system – updating, continuation, organization/re-organization; in storage and current.
- Assists HR Director with meetings; takes minutes
- Coordinates and leads annual employee events
- Serves as backup for HR Generalist
- Assist the department with other projects or tasks as assigned by HR Director.

Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.

Skills:

- General office skills
- Friendly, Courteous, and Professional
- Good organization, time management, and communication skills
- Pay attention to detail

Qualifications, Experience, and Education:

- High School Diploma or GED, with specialized course work in office practices.
- Valid North Dakota Driver’s License, insurable under SLT driving policy.
- Prefer one (1) year working in office environment.
- Must have experience dealing with the public, friend, and courteous.
- Experience in Microsoft Office, Excel, and Word.

Job Role:	HR Assistant	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-time	Supervision	Human Resource Director
Monthly Salary Range:	DOQ	Manages Others:	N/A
Number of Vacancies:	1	Classification: Exempt/Non- exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	katerid@spiritlakenation.com normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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