



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

Job Title:

Receptionist/Assistant

Open Date:

May 7, 2018

Position Objective: The front desk clerk/receptionist performs routine clerical, secretarial and administrative work in answering telephones, receiving the public, providing customer assistance, data processing, and record-keeping.

Major Duties & Responsibilities:

- Develops and maintains office forms and assists with administrative tasks.
- 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.
- Maintains office supply inventory.
- Disburse checks, PO's and other documents daily.
- Label files, create binders, & make copies or scans as requested by HR Director.
- Keep work area clean and organized.
- Processes applications, forms or other documents (reviews for completion, distributes to appropriate persons, completes related forms or papers, prepares packets of information).
- Works with directors, coordinates Personnel Selection Committee meetings, and orientations.
- Maintain records efficiently and accurately and to prepare clear and concise reports.
- Assist the department with other projects or tasks as assigned by your supervisor.

Knowledge and Skills:

- General office skills
- Be friendly, courteous, and professional.
- Good organization, time management, and communication skills.
- Pay attention to detail.

Qualifications, Experience and education required:

- High school diploma or GED, with specialized course work in office practices.
- Prefer one (1) year working in office environment.
- Must have experience dealing with the public, friendly, & courteous.
- Microsoft office, Excel and Word knowledge required.

Job Role:	Receptionist/Assistant – Human Resource Department	Department	Human Resource/Admin
Exempt/Non-exempt	Non-exempt	Closing Date:	May 21, 2017
Employment Status:	Full- time	Supervisor	Human Resource Director
Hourly Salary Range:	\$11.00 to \$14.00	Manages Others:	No
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	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.		