



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

Job Title:

Executive Assistant

Open Date:

February 13, 2018

Major Duties & Responsibilities

Administrative:

- Assists the Office Manager in her absence. Preparing timesheets and payroll for payment.
- Routes incoming and outgoing mail.
- Locates and attaches appropriate file(s) to correspondence to be answered by Tribal Health Program Manager or Spirit Lake Tribe Program Directors.
- Files correspondence and other records.
- Keeps daily log of activity.
- Compiles material to be typed and follow instructions, revise and edit accordingly and assimilates reports, records, forms, minutes of meetings, technical material, numerical data and tabular.
- Recommends changes to procedure to affect in time, labor, and other costs.
- Assists with maintaining maintenance and service logs of all equipment, computers, and copy machines.

Coordinates:

- Arranges travel, schedules and reserves accommodations for Director and Executive Board.
- Assists with preparing monthly Governing Body Meetings.
- Coordinates activities and events for the community along with the Department heads.
- Arranges and prepares invoices to be paid by finance.
- Monitors monthly reports and emails to Tribal Health Director.

Budget and Timesheets:

- Monitors timesheets and prepares Purchase Order for submission to finance.
- Monitors budget and expenditure reports and emails reports to department heads.
- Reports deficiencies to Tribal Health Director.
- Ensures all timesheets are completed in absence of Office Manager.

Time Management:

- Must be able to meet constant deadlines and multi-task.
- Must maintain a schedule of all monthly reports and calendars submitted by Department heads.

Other duties as assigned:

- Must be able to work independently and as a team member; consistently demonstrating professionalism, courtesy, efficiency, excellent internal and external customer service, and high ethical standards.

- Must be able to maintain a professional demeanor both during work hours and on any occasion.
- Maintain compliance with HIPAA laws.
- Other duties as assigned.

Qualifications, Experience and education required:

- Associates degree in Office Technology
- Must have Valid Driver’s license.
- Must have a working knowledge of Native American Culture values and knowledge of value system.
- Must have a good communication skills-written and oral.
- Must be courteous to clients and provide great service to the community.
- Computer skills demonstrating the ability to operate Microsoft word, Excel, PowerPoint, and Adobe reader, as well as proficiency with regular and frequent communication through email and the Internet.
- Record Keeping and reporting procedures.
- Establish and maintain effective working relationships with other agencies, organizations, and tribal entity representatives.

Job Role:	Executive Assistant	Company Industry:	Spirit Lake Tribe
Department	Tribal Health	Closing Date:	February 19, 2018
Employment Status:	Full time	Supervision	Tribal Health Director
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	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

JD 112816

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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