



### ***Little River Holdings, LLC***

Home Office:  
2608 Government Center Drive  
Manistee, MI 49660  
231-398-6830  
[www.lrhdc.com](http://www.lrhdc.com)

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## **Office Administrator**

### **Job Description**

#### **Little River Holdings**

Little River Holding is the non-gaming economic development enterprise of the Little River Band of Ottawa Indians. Our **mission** is to provide a legal structure built under sovereign tribal laws to house the economic development entities, other than the Little River Casino Resort, whose purpose is to create monetary profits and tribal community benefits. Our **vision** will seek to become the parent economic development entity of the Nation, acting as the direct link between related entities and the will of the Tribal Council and Ogema, wherein profit and/or tribal community-oriented businesses will be housed that are integral to the operations, financial health, economic self-sufficiency, and continued existence of the Nation. Our **values** are the Seven Grandfather teachings: love, wisdom, respect, bravery, honesty, humility and truth.

Little River Holding is organized as a diversified holding company to invest in, support and manage businesses that meet our investment criteria in pursuit of our mission and vision.

#### **Job Summary**

The Office Administrator provides administrative support to Little River Holding and is responsible for a professional office environment that efficiently and effectively executes all administrative, clerical and support functions for the Little River Holding. This position requires the ability to efficiently accomplish key tasks and coordinate significant projects with a high level of confidentiality.

#### **Job Duties**

The following in exhaustive list of duties represent a sample of work routinely performed by the Office Administrator:

- Maintains the highest confidentiality of all conversations, documents, recordings, and any other information regarding Little River Holding, its employees, board members, and business partners.
- Assists and acts in support of Little River Holding staff and the Board of Directors with utmost efficiency and professionalism.
- Creates and modifies documents such as invoices, reports, memos, and letters using Microsoft



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Office suite, Adobe, and other software as needed.

- Drafts, proofreads, and edits documents to ensure accuracy of information, excellent grammar and spelling prior to dissemination to the Board or outside entities.
- Prepares meeting agendas and packets, posts and records meetings of the executive staff and the Board of Directors; and otherwise ensures all necessary meeting technology and scheduling is in place.
- Creates and maintains the official records and filing system of Little River Holding and coordinates the overall organization of the Little River Holding office environment.
- Performs reception and clerical functions, including handling telephone calls, copying, faxing, mailing, and filing, receiving and routing incoming correspondence, and signing for and distributing UPS, FedEx, or similarly delivered packages.
- Maintains the office calendar to orient workflow and schedule meetings toward deadlines, sending reminders to participants for meeting preparation and attendance.
- Proactively addresses administrative matters through cordial dialogue and tactful relationship building with internal and external persons in both public and private sectors.
- Analyzes administrative practices, recordkeeping systems, and office layout to change office administrative protocol as necessary to maximize administrative proficiency and professionalism.
- Heightens professional and technical knowledge by attending educational workshops, reading professional publications, establishing personal networks, and participating in professional societies.
- Coordinates all travel arrangements and makes flight, hotel, and rental car reservations in accordance with company policies as needed.
- Maintains an inventory of necessary office supplies and expedites orders for supplies as necessary, making cost-competitive purchases of office supplies and equipment.
- Coordinates with office personnel and staff of subsidiary companies to ensure highly effective communications and efficiency of administrative task coordination among the Little River Holding family of companies.
- Coordinates and provides clear communication with LRBOI Government.
- Performs other duties as assigned.

### **Credentials**

#### **Minimum Necessary Qualifications**

The ideal candidates for the position of Office Administrator will meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

- Bachelor's degree in business administration, accounting, economics, finance or similar.



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- Work experience of ten (10) years or more in an office setting, 12 years or more is preferred.
- Extensive experience and demonstrable knowledge working with Tribal Governments.
- Experience utilizing QuickBooks and/or other accounting software, bookkeeping, and ability to read and comprehend financial statements.
- Knowledge and application of office administration and professional organization of digital and paper files.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software.
- Demonstrated previous successful experience in a fast-paced environment with demonstrated ability to multi-task, working varied projects and meeting deadlines.
- Demonstrated previous successful high level of interpersonal skills to handle sensitive and confidential situations. This assignment continually requires demonstrated poise, tact, and diplomacy.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups situations to customers, clients, and other organization staff.
- Demonstrated ability to effectively communicate with internal and external stakeholders through various means of media
- Ability to operate standard office equipment. Proficient typing skills with minimum speed of 50 words per minute or more, not to exceed a 10% error rate.
- Superior performance in the selection process as determined at the sole discretion of the Little River Holdings Hiring Manager, including but not limited to all of the following: any pre-placement interviews, skills testing, credentialing, drug screening, background investigations, reference checks and education and/or work history, passing a pre-placement drug test and background investigation, possession of a valid Driver's License throughout the position's term and being insurable under the applicable insurance policy.
- Ability to pass a drug test and background check at the time of hire and on an ongoing basis.

#### **Pay Range**

- \$40,000 to \$58,650 annual

#### **Reporting**

- The Office Administrator reports to the General Manager.

#### **SUPERVISORY RESPONSIBILITIES**



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None

**PHYSICAL DEMANDS**

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

**WORKING ENVIRONMENT**

Work is performed in a climate-controlled office environment. The position's work schedule may periodically need to be flexible and adjusted according to business need. In this position, you must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

**DISCLAIMER AND CONDITIONS OF SERVICE**

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills.

