

OTHER SKILLS AND ABILITIES:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong project management skills, strong reasoning and judgment skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, the ability to work independently and manage multiple tasks, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES:

None.

PHYSICAL DEMANDS:

Sitting for long periods of time with occasional standing, walking, or reaching 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 medical office environment. The employee's work schedule may frequently need to be flexible and adjusted according to business need. The employee 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 travel may be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form and a copy of the position description on the Tribe's website www.lrboi-nsn.gov (**under employment heading**), or by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660 Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR Fax: 231-331-1233

To apply please submit completed application, cover letter, resume, a copy of Tribal ID front/back (if applicable), and a copy front/back of driver license to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email:- apply@lrboi-nsn.gov.*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted – 02/05/2025

Removal – Until Filled