

LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

POSITION: Executive Assistant – Ogema's Office (1) Regular FT

Pay Grade: NE10 Hiring Rate: \$18.97 - \$23.26 - Commensurate with Verified Qualifications Status: Non-Exempt; Bi-Weekly Pay Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

SUMMARY: This position provides a broad range of skilled administrative support functions for department, enabling an efficient operation. Assists in the implementation and coordination of office systems, monitoring of administrative projects, controlling correspondence, managing databases, scheduling of meetings, and the reviewing supply requisitions. Must be willing to perform all department administrative duties as dictated by department needs.

EMPLOYMENT QUALIFICATIONS: Minimum Necessary Qualifications –

A qualified candidate offers:

- Associate's degree in a business-related discipline and a work experience of five (5) years or more experience as an executive or administrative assistant; and
- Prior supervisory or office management experience; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment.

DUTIES AND RESPONSIBILITIES;

- 1. Compose, type, and edit a variety of correspondence, reports, memorandums, purchase orders, check requests, and other such materials that require judgement in regard to content, accuracy, and completeness.
- 2. Responsible for ensuring that travel and guest accommodations are made in a timely manner and as appropriate for the Tribal Manager and others.
- 3. Assume responsibilities delegated by the Tribal Manager during his/her absence.
- 4. Assist in the development of work plans for providing services. Maintain any required records and prepare any required narrative reports to demonstrate functions of the office have been fulfilled.
- 5. Perform routine clerical and secretarial work, including but not limited to answering phones, screening calls, schedule and maintain appointment schedule.
- 6. Perform as a fill-in in the absence of the front desk receptionists.
- 7. Responsible for developing and maintaining a filing system for incoming/outgoing correspondences and other documents of the department. Oversees and maintains hardcopy and electronic files.
- 8. Schedule and/or organize staff and department director meetings. Organizes and prepares information for meets and maintains notes of such meetings when requested.
- 9. Communicate with external professionals at the request of the Tribal Manager.
- 10. Work cooperatively and effectively with other departments and executive management to ensure strong communication. Assist with research and compilation of data for reporting purposes.
- 11. Identify and provide requested information, identifying public versus confidential documents and appropriate approvals to disseminate such information.
- 12. Attend training as directed (out of state and overnight travel may be required).
- 13. All other duties as assigned.

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 <u>www.lrboinsn.gov</u> (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