



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Receptionist – (2) Part-time – Ogema's Office

Pay Grade: NE5 Hiring Rate: \$16.22 - \$18.94 - Commensurate with Verified Qualifications
Status: Non-Exempt; Bi-weekly Pay **Background Check: Basic**

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

Summary: The position is responsible for the opening and closing of the front office, answering and transferring calls, greeting and directing visitors, and providing visitors with answers to basic service questions..

Employment Qualifications: Minimum Necessary Qualifications –

- High School diploma or equivalent; and
- Demonstrated experience and ability In professional communications on the phone and in person; and
- Experience with office machines and office practices/procedures. Experience user of Microsoft Office 365 and other common applications related to office administrative work; and
- Demonstrated prior work experience in customer service and administrative work.

DUTIES AND RESPONSIBILITIES

1. Arrives at work promptly on time to open office and prepares to greet visitors; closes office at end of workday.
2. Answers and logs incoming telephone calls for all departments, directs calls to appropriate department personnel or takes detailed messages and forwards through appropriate methods.
3. Greets visitors, determines nature of visit, informs staff member of their arrival and/or directs to visitor waiting area.
4. Always addresses and acknowledges employees and visitors with poise and professionalism and provides exceptional customer service.
5. Operates office equipment such as computers, copiers, facsimiles, multi-line telephones, etc. as well as using Microsoft Office 365.
6. Performs workload support functions associated with department process, as assigned. Trains as a cross-functional team member for administrative duties.
7. Communicates emergency management or public service announcements to staff members as requested or deemed necessary.
8. Performs duties at the LRBOI Government Center offices.
9. Maintains confidentiality and professionalism in all aspects of work, complying with all applicable laws and procedures.
10. All other position related duties as assigned by Supervisor and/or Department Lead.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate good verbal communication skills, good organizational skills, good interpersonal and teamwork skills, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES

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. An employee will need normal or corrected to normal range of hearing.

WORKING ENVIRONMENT

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically 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. Minimal 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 – 01/06/2025

Removal – Until Filled