

Position: Office Administrator – Little River Holdings, LLC.

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.

Credentials: Minimum Necessary Qualifications:

- Bachelor's degree in business administration, accounting, economics, finance or similar.
- Work experience of seven (7) years or more in an office setting, ten (10) years or more is preferred.
- Extensive experience and knowledge working with Tribal Governments.
- 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 juggle multiple competing tasks and demands.
- 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: \$35,000 - \$58,650 Annual

Reporting: The Office Administrator reports to General Manager.

Conditions of service with Little River Holdings, LLC includes superior performance in the selection process, including but not limited to all of the following; any pre-service 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 service and being insurable under the organization's insurance policy, and successfully completing any introductory and/or training period.

Little River Holdings LLC follows Indian Preference Levels as defined by the Little River Band of Ottawa Indians Ordinance #15-600-02 in its hiring practices.

This position is scheduled for temporary off-site telework. Telework may be discontinued at any time and on-site work implemented on either a full or partial week basis as determined at the sole discretion of Little River Holdings, LLC.

Contact – Tyler Leppanen at tylerleppanen@lrboi-nsn.gov for position details, application and any inquiries about this posting.