



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Receptionist – Human Resources- Manistee (1 Full-Time Regular)**

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

### **Employment Qualifications: Minimum Necessary Qualifications -**

- High School Diploma or GED; and
- Demonstrated experience and ability in professional office communications on the phone and in-person; and
- An experienced user of Microsoft Office 365 and other common applications related to office administrative work; and
- Experience with office machines and professional office practices/procedures; and
- Demonstrated prior work experience in customer service and administrative tasks; and
- Excellent interpersonal skills and the ability to interact with government center visitors, tribal members, and fellow employees of LRBOI in a courteous and confidential manner; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, 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 Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

**Pay Grade:** NE5      **Hiring Range:** \$15.00 - \$17.49 - **Commensurate with Verified Qualifications**  
**Status:** Non-Exempt/Bi-Weekly Pay      **Background Check:** Extensive

### **Application Instructions:**

Obtain an application form and a copy of the position description or more information by contacting Human Resources at:

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

*To apply please submit **completed LRBOI application, cover letter, resume, any/all licensure(s) and/or certifications required/relevant for position, Copy of Tribal ID (if applicable), and copy of driver license front/back** to:*

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*Fax: (231)331-1233; Email: [apply@lrboi-nsn.gov](mailto: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.

**Incomplete submissions will not be considered**

*For further information, please contact the LRBOI HR Department.*

Posted – 10/14/2022

Removal – 10/28/2022