

Staff Assistant

Job Overview

We are seeking a multi-tasker with excellent communication skills and experience using current office software and general office equipment. Candidates should be able to assist management and staff by handling a variety of office tasks, such as: providing polite and professional assistance via phone, mail, and e-mail; handling travel arrangements; reconciling checking accounts; managing content for Tribal website; and creating Tribal newsletter. This is a full-time position, 40 hours per week, with a salary of \$50,000 per year. There will be no fringe benefits associated with the position.

Responsibilities and Duties

- Handle incoming and outgoing correspondence, referring to proper staff and responding to routine correspondence.
- Handle office tasks, such as filing, setting up for meetings, and ordering supplies.
- Work with Web Manager to manage content for Tribal website.
- Make travel arrangements, such as booking flights, cars, and making hotel reservations.
- Reconcile travel statements and checking accounts.
- Use computer to generate reports, create Tribal newsletter, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.

Qualifications

- High School Diploma required. Associates Degree preferred.
- A minimum of 5 years' experience in a similar administrative role.
- Strong experience using Microsoft Office software.
- Ability to multi-task; Excellent oral and written communication skills; High level of attention to detail.