



The Minnesota Chippewa Tribe

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

JOB ANNOUNCEMENT

Title: Tribal Employment Program Administrative Assistant
Location: Duluth, MN
Status: Regular Full Time (40 hours/week)
Pay: \$17.10 - \$25.50/hour (DOQ), full fringe benefits
Deadline: Open Until Filled

PRIMARY FUNCTION

The Tribal Employment Program Administrative Assistant provides secretarial, reception, office management, and data entry support for the Tribal Employment Program within the Human Services Division.

DUTIES AND RESPONSIBILITIES

- Provide primary reception services for the Tribal Employment Program by answering and routing incoming calls, greet visitors, direct all questions or inquiries to the appropriate staff.
- Provide primary clerical and office management support for the Tribal Employment Program.
- Prepare and track purchase orders and vouchers for NEW/MFIP program.
- Inventory office supplies and order new supplies or products as necessary.
- Assist in monitoring and ensuring all office equipment is in good operating order.
- Assist as needed in picking up mail from the post office; date stamp and sort all incoming mail; process and stamp all outgoing mail; deliver all outgoing mail to the post office at the end of the day.
- Type correspondence, meeting minutes and other documents on behalf of Tribal Employment Program.
- Make travel arrangements, route and proof travel requests/reimbursements as requested.
- Maintain weekly staff schedules for Duluth office.
- Other duties as assigned by Tribal Employment Program Coordinator or the Human Services Director.

REQUIRED KNOWLEDGE AND EXPERIENCE

- High School Diploma or GED. Secretarial/clerical training or equivalent experience with background in general office procedures.

- Computer skills with a working knowledge of Windows, Outlook, Excel, and Internet Explorer.
- Ability to strictly comply with Tribal, State and Federal privacy laws.
- Strong oral and written communication skills and initiative to be a team player.
- Background check is required.
- Must have a valid driver's license, current auto insurance and the use of a private vehicle for business purposes.

PERSONAL CONTACTS

Contacts are made with persons who call or visit the Tribal office including all levels of Tribal staff, the public, and State, Federal, and Tribal officials. Exchange of information should be performed in a professional and respectful manner. The purpose of the contacts is to provide reception, relay communications, and carry out overall duties and responsibilities associated with work in Human Services program.

WORK ENVIRONMENT

The responsibilities of this position are performed primarily within the offices of the Minnesota Chippewa Tribe in Duluth.

PHYSICAL REQUIREMENTS

The work is primarily sedentary but does require limited physical exertion to fulfill office responsibilities.

TRAVEL REQUIREMENTS

Infrequent travel may be required to attend training or meetings conducted out of town. Daily travel may require you to pick up and/or deliver mail to the post office.

Send application or resume, and list of three professional references to:

Joel D. Smith, Director of Administration

jsmith@mnchippewatribe.org

The Minnesota Chippewa Tribe

PO Box 217

Cass Lake, MN 56633

EEO – Indian Preference