



TRIBAL GOVERNMENT
Receptionist (Part-time)
Position Description

Reports to: Administrative Policy Manager	Open: 2/27/2020
Job Class: Part-Time, Non- Exempt	Closes: 3/20/2020
Email or fax resumes to: hr@paskenta.org	Projected Start Date: 3/30/2020
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

POSITION SUMMARY

Under the direction and guidance of the Administrative Policy Manager, the Receptionist will provide a wide variety of front office reception and administrative functions including, greeting guests, answering phones, handling company inquiries, and sorting and distributing mail. This position must be comfortable managing multiple priorities, following detailed processes, finding efficiencies, strong communication skills and demonstrate excellence guest services for the organization.

The ideal candidate uses discretion and independent judgment to organize work effectively to meet deadlines; completes projects and special assignments, determining priorities, managing time, problem solving and adjusting plans and priorities as needed.

DUTIES & RESPONSIBILITIES

1. Maintain confidentiality of government and operational information.
2. Provide excellent customer service to internal and external stakeholders.
3. Primary backup to the Administrative Receptionist.
4. Answer and transfer telephone calls to appropriate team members.
5. Responsible for incoming and outgoing communications with the community.
6. Execute general office administrative procedures.
7. Follow and maintain operating policies for daily office operations.
8. Create, edit and proof correspondence and reports when requested.
9. Prepare communication materials for Tribal Council and Executive Staff.
10. Contact for membership requests.
11. Responsible for maintaining office and breakroom supplies stocked appropriately.
12. Maintain records management system along with any necessary data entry.

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13. Assist with special projects or other administrative duties as needed.
14. Other duties as assigned by Supervisor.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

1. A high school diploma or equivalent.
2. A valid California Driver's license and be insurable by the Tribe.
3. A minimum of 3-5 years working as an Administrative Assistant, Receptionist, Call Center Customer Service or equivalent.
4. Demonstrate experience in supporting management.
5. Proficient in Microsoft Office Suite.
6. Strong office and phone etiquette.
7. Comfortable multi-tasking and prioritizing tasks without guidance.
8. Excellent interpersonal skills.
9. Punctual with strong attendance history.

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in proofreading correspondence and work-related documents. Acute hearing is required. Typically, office work setting conditions.

COMPENSATION: DOE.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE OF WORK BEING PERFORMED BY THE INDIVIDUAL IN THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR SKILLS REQUIRED OF PERSONS ASSIGNED IN THIS CLASSIFICATION.