

Job Description: Receptionist/Administrative Assistant
Location: Louden Tribal Council Office – Galena, Alaska
Supervisor: Tribal Administrator
Salary: DOE, \$17-20/hr
Employment Status: Full-time
Open: Until filled.

Job Summary: Provide administrative support to the Louden Tribal Council staff in the day-to-day operations of the Tribal Office.

Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Carries out administrative duties such as filing, typing, copying, scanning etc. Must have strong filing and organizational skills.
- Makes travel arrangements for staff and Council member.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication.
- Ensures operation of equipment by completing preventive maintenance requirements and calling for repairs.
- Provides information by answering questions and requests.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Contributes to team effort by accomplishing related results as needed.
- Filing documentation in the files for the various departments of the Tribal Office.
- Updating and storing business files to ensure they are accurate and accessible for other employees.
- Typing reports, letters and other business documents.
- Prepare a monthly report to be included in the council packet for the monthly meetings.
- Schedule Council meetings and make necessary notifications.
- Prepare Council meeting agendas for approval.
- Prepare Council meeting minutes for approval.

Knowledge and Abilities:

- Office Procedures. Must have a working knowledge of Microsoft Word, Excel, GMail and filing skills.
- Attention to detail.
- Must maintain confidentiality.
- Must be able to work independently and self-motivated.
- Effective communication skills; oral and written.
- Ability to work collaboratively with other team members.
- Must have driver's license.

Louden Tribal Council is an equal opportunity employer under P.L. 93-638. Indian Preference shall be to the applicant who meets minimum qualifications.