

Job Description: Project Assistant

Location: Louden Tribal Council Office – Galena, Alaska

Supervisor: Tribal Administrator

Salary: DOE, \$17-20/hr

Employment Status: Temporary, part-time/full time

Due to the project, you can set your own hours during the working day (8:30 am – 4:30 pm).

Open: Until filled.

Project Summary: This project will scan paper documents to electronic files that will be stored on the database.

Job Responsibilities:

- Daily tasks: scan paper documents to a thumb drive. Upload documents from the thumb drive to the database. Create folders and organize alphabetically in the database.
- Provides back up administrative support to ensure efficient operation of office.
- Answers phone calls and supports visitors as needed.
- Exhibits polite and professional communication via phone and e-mail.

Knowledge and Abilities:

- Must maintain confidentiality.
- Must be highly organized, and have attention to detail
- Office Procedures. Must have a working knowledge of Microsoft Word, Excel, Adobe Acrobat, or be willing to learn.
- Must be able to work independently and self-motivated.
- Effective communication skills; oral and written.
- Ability to work collaboratively with other team members.

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