



Louden Tribe

P.O. Box 244
Galena, Alaska 99741
Phone (907) 656-1711
Fax (907) 656-2491

*****JOB ANNOUNCEMENT*****

Position: Administrative Assistant

Location: Louden Tribal Office – Galena, Alaska

Supervisor: Tribal Administrator

Salary: \$20 - \$24/hr DOE

Employment Status: Full-time, Permanent

JOB SUMMARY

Provide administrative support to the Louden Tribal staff in the day-to-day operations of the Tribal Office. Assist clients with a variety of services.

JOB RESPONSIBILITIES

1. Answer phone calls, schedule meetings and support visitors and clients
2. Administrative duties such as filing, copying, scanning, etc.
3. Assist in making travel arrangements for staff and Council Members
4. Prepare a monthly report and attend monthly Council meetings
5. Record and prepare minutes for Council and Committee meetings
6. Assist in the preparation and distribution of Council meeting packets
7. Support Louden Tribal staff in a variety of tasks and projects
8. Assist clients with a variety of services or directs clients to the appropriate staff member
9. Inventory and order office supplies
10. Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

1. Must have a working knowledge of Microsoft Word, Excel, Adobe, etc.
2. Strong typing skills
3. Attention to detail
4. Must maintain confidentiality
5. Must be able to work independently and as part of a team
6. Effective written and verbal communication skills
7. Must have a valid driver's license
8. Ability to communicate via phone, email and mail in a polite and professional manner

The Louden Tribe is an Equal Opportunity Employer but does practice Indian Preference Hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act.