

LITTLE RIVER BAND OF OTTAWA INDIANS

AYAA VENTURES (APS & InTerra)

JOB DESCRIPTION

JOB TITLE:	Office Administrative Position
DEPARTMENT:	LRBOI OWNED - AYAA VENTURES in Traverse City MI 49684
SUPERVISOR:	DAVID MATHIA of AYAA & LRBOI COMMERCE DEPARTMENT
PAY LEVEL:	
RANGE:	\$12.50 TO \$16.50 PER HOUR
FUNDING SOURCE:	COMMERCE DEPARTMENT
BACKGROUND CHECK:	YES
STATUS:	OPEN AS OF 11.14.17
PREPARED DATE:	11.14.17
TRIBAL COUNCIL APPROVAL DATE:	N/A

“Indian Preference is applicable in accordance with Ordinance #11-600-02”

SUMMARY

Provides a variety of basic and management administrative/clerical support functions to the Ayaa supervisor and assigned staff members, enabling an efficient operation from intake to completion.

EMPLOYMENT QUALIFICATIONS

A qualified candidate offers:

- a High School Diploma or GED; and
- a work experience of one (1) or more years as an office assistant or similar; and
- technical skills of a basic user of MS Office software suite, (Access, Power Point and Excel Pivot Table working knowledge is ideal but not required) computers, and office equipment. The candidate's technical skills will be tested during the interview process.

DUTIES AND RESPONSIBILITIES

1. Performs managerial, clerical and secretarial work, including but not limited to creating purchase orders and following the process to completion. Assisting in marketing tasks and maintaining general office efficiencies throughout the office. Vendor procurement and process flow coordination including scheduling appointments, providing basic answers to Ayaa services questions and needs.
2. Operates a broad range of office equipment such as computers, copiers, facsimiles, multi-line telephones, scanners, shredders, and other department specific office peripherals.
3. Types a variety of correspondence, reports, memoranda and other such documents to be reviewed by supervisor.
4. Maintains Ayaa hardcopy and electronic files following approved file maintenance system.
5. Facilitated the dissemination of the department's communication resources (postings, brochures, e-mails, etc); provide the same regarding the services of the department.
6. May require creating meeting agenda's, taking minutes and insuring accuracy and thoroughness.
7. Maintains confidentiality in all aspects of work and complies with all applicable tribal, federal, or states laws and procedures.
8. Represents Ayaa, as requested, in meetings with other entities inside and outside of the office or in seminars and serves as an ambassador of goodwill at all times.
9. All other position related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES

During the course of employment, the employee will consistently utilize and demonstrate good verbal and written communication skills, good organizational skills, good interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

WORKING ENVIRONMENT

Work is performed in a climate controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

DISCLAIMER AND CODITIONS OF EMPLOYEMENT

The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. It shall govern Full Time, Part Time, Temporary or Permanent positions. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation and successfully completing a 90-day introductory period. Candidates for this position will be required to have dependable transportation available to the without notice.

Employee Acknowledgement and Acceptance: _____
Employee Name and Date

Approval Signatures and Date	
Department Director:	_____
Director of Human Resources:	_____
Ogema:	_____