

Executive Assistant Position Announcement

Direct Report to Chief of Tribal Operations

Full Time, Permanent

\$20/hr.

Job Responsibilities:

Enhances governmental effectiveness by providing information management support to Tribal Council and Executive Staff.

Executive Assistant Job Duties:

- Manages the day-to-day operations of the office.
- Maintains the highest level of confidentiality and professionalism.
- Preparing Agendas and takes Meeting Minutes and distributes and archives them appropriately.
- Provides overall support and organization for tribal government and executive staff.
- Meets short turnaround time for projects in a fast paced environment, while maintaining high standards.
- Maintains efficiency by researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains Tribal Council and Executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Provides quality customer service by welcoming guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Prepares for meetings and governmental functions.
- Plans and coordinates special projects.
- Responsible for the planning and coordination of quarterly meetings and reports.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Supervises administrative staff.
- Versed on the latest technology and incorporates technology for efficient governmental functions.

Minimum Qualifications:

- 2 years experience as an Executive Assistant
- Bachelors Degree in Business, Liberal Arts or related field.

Executive Assistant Skills and Qualifications:

- Must be able to exhibit tact and diplomacy in the face of opposition when dealing with sensitive and controversial subject matter
- Strong attention to detail
- Strong organizational and management skills
- Experience in proofreading content of a variety of documents for formatting, spelling, grammatical errors and factual inaccuracies
- Experience in MS Office, including advanced formatting in MS Word, experience in Excel and Adobe Acrobat
- Positive communication skills to clearly communicate instructions for correspondence and other document preparation handling
- Strong ability to recognize and question accuracy of information submitted in documents.
- A high degree of ethical standards
- The ability to prioritize and consistently meet tight deadlines and a demonstrated commitment to completing assignments in a timely manner
- Proven success in multitasking, working well under pressure, and using own initiative