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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913*

**JOB VACANCY**

**POSTED: 10/04/2018      DEADLINE: 10/17/2018**

**POSITION:**                      **Secretary/ Receptionist**

**DEPARTMENT:**                **Tribal Administration**

**SUPERVISOR:**                 **Vice Chairwoman**

**LOCATION:**                      **Watersmeet, MI**

**EMPLOYMENT:**               **Full time**

**SALARY/PAY RATE:**         **\$12.80 - \$16.00/Hour**

**DESCRIPTION:**

Under the administrative supervision of the Tribal Administrator the Receptionist provides administrative support for the Executive officers and answers and directs incoming calls and directs callers to appropriate personnel by performing the following duties.

**RESPONSIBILITIES:**

- Answers all incoming calls and forwards them to the appropriate personnel
- Take and deliver messages or transfers calls to voicemail and forwards calls to appropriate personnel
- Welcomes on site visitor access and notifies visitors of availability
- Monitors visitor access and notifies visitors of availability
- Updates appointment calendars
- Receives, sorts, stamps and routes mail, and maintains and routes publications, pick up mail at the post office, bring mail to the post office at the end of the day
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.

- Performs other clerical duties as needed, such as filing, and photocopying
- Prints timecard labels and prepares cards for upcoming weeks
- Assist executive officers/Administrator with other clerical duties as needed
- Verifies the shipping and receiving of deliveries and delivers orders or notifies appropriate department that order is in and ready for pick up
- Keeps reception area neat and clean

**MINIMUM QUALIFICATIONS:**

- Ability to interact constructively with people in highly emotional and adversarial situations; responds to requests for service and assistance
- Highly independent and organized and able to manage significant number of active matters simultaneously;
- Demonstrate ability to meet deadlines;
- Well-developed interpersonal skills and ability to work in a supportive and professional manner.
- Follows policies and procedures, completes administrative tasks on time
- Consistently at work and on time; ensure work responsibilities are covered when absent
- Speaks clearly and persuasively in positive and negative situations
- Professional demeanor and appearance.
- Proficiency in MS-Word and other word processing and document preparation programs;
- Valid state driver's license and able to meet minimum insurance requirements in order to use GSA vehicles;
- High School Diploma or pursuing your GED Certificate

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by Tribal Council: March 7, 2017**