

SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: HOUSING
SUPERVISOR: HOUSING DIRECTOR
STATUS: NON-EXEMPT/HOURLY

Job Summary

Provides administrative support. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves housing officials of minor administrative and business detail. Must be familiar with standard concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish program goals. Conducts all activities related to daily reception and clerical duties for the Sauk-Suiattle Indian Tribe Housing Department. Performs a variety of tasks efficiently and works well under general supervision.

Essential Duties and Responsibilities

- Record Keeping: maintain and monitor correspondence for reference and tenant files.
- Answer and accurately direct incoming phone calls, greet clients, answer general inquiries, and hand out program applications.
- Keep office machines in working order and adequately stocked (i.e. photocopier/ printer).
- Maintain the professional appearance of the reception area.
- Assist with the collection and development of information.
- Works closely with the administrative team daily.
- Prepares postage for and mailing outgoing mail.
- Checks for, logging and sorting incoming Housing Department mail.
- Cross trains and can substitute for the Housing Program Coordinator when absent or assists in tasks to meet housing deadlines when necessary.
- Maintain policies and procedures records.
- Greet all clients and guests professionally.
- Assist with all other tasks as assigned.

Qualifications

Education and/or Experience

- Associates Degree required, in general administrative assistant or secretarial science.
- Minimum of 2 years' experience in administrative experience required.

Knowledge, Skills & Abilities

- To perform this job successfully, an individual should have working knowledge of Microsoft suite programs and internet applications. Must have the interest and ability to learn new software systems, have above average typing skills and able to

efficiently operate all office equipment.

- Must possess a pleasant personality, can work harmoniously with others, as well as independently, and be able to communicate effectively, both written and orally.
- Must have a commitment to customer service, proven initiative, excellent organizational skills, and an excellent work attendance record.
- Confidentiality is required.
- Must have the ability to make simple arithmetical computations.
- Able to handle multiple tasks and prioritize them for efficiency.

Certificates, Licenses, Registrations

- Must have a valid unrestricted Washington State Driver's License.
- CPR/First Aid and Blood Borne Pathogen training.

Physical Demands / Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

Culturally Sensitive

All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace

Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check

All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.

This job description does not constitute an employment agreement between SSIT and the employee and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.