

Quartz Valley Indian Reservation

Job Description

Job Title: Administrative Assistant / Receptionist
Location: Tribal Administrative Office
Reports To: Tribal Administrator
Classification: Full-time (Monday – Friday, 8:00 am – 5:00 pm)
Salary: DOE

POSITION SUMMARY

Under the direct supervision of the Tribal Administrator, the primary role of the Administrative Assistant/Receptionist is to assist the Tribal Administrator in the day-to-day business operations of the Quartz Valley Indian Reservation.

RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Schedule and Confirm Administrative Appointments
- Correspond with Various Government and Service Agencies
- Prepare, Proofread, Edit, Maintain, Record, and File Various Documents and Correspondences (Hardcopy and Electronic)
- Prepare and Deliver In-house Program Invoicing
- Order Office Supplies and Assist in the Preparation of Purchase Orders
- Maintain Petty Cash Records (Collect Payments, Issue Receipts, Balance Monthly Ledger Sheet, and Occasionally Deliver Deposits to Bank)
- Receive, Review, and Deliver Documents Submitted by the Public
- Provide Public with a Variety of Information in Person, Over the Phone, and Through E-mail
- Maintain Electronic Cross-reference Inventory System
- Prepare Meeting Documents (Agendas, Minutes, Reports, Resolutions, etc.)
- Greet and Assist Guests
- Collect, Record, and Distribute Incoming/Outgoing Mail
- Maintain Website
- Maintain Key Storage and Tracking System
- Operate and Maintain Office Machines (Fax, Copier/Scanner, Phone System, Postal Meter, etc.).

QUALIFICATIONS

- High School Diploma or GED; Two-years Office Assistance Experience and Associate Degree Preferred
- Valid California Driver's License; Must be Insurable with QVIR's Insurance Policy
- Must Pass a Comprehensive Background Check
- Minimum Typing Speed of 40 WPM
- Proficient with Microsoft Suite (Word, Excel, Outlook, etc.)
- Exceptional Customer Service, Phone, Verbal and Written Communication Skills
- Ability to Prioritize and Multi-task; Deadline and Detail-oriented
- Must Demonstrate a High Level of Professionalism in Dealing with Confidential and Sensitive Matters
- Ability to Perform a Wide Variety of Clerical Functions and Procedures
- Ability to Work Effectively with Native Americans and in Culturally Diverse Environments
- Versatility, Flexibility, and a Willingness to Work in a Constantly Changing Environment with Enthusiasm

INDIAN PREFERENCE

Quartz Valley Indian Reservation is an Equal Opportunity Employer and encourages applications from all individuals, regardless of race, religion, color, sex, pregnancy, national origin, sexual orientation, ancestry, age, marital status, physical/mental disability, or any other protected class, political affiliation, or belief.

Preference in filling vacancies is given to qualified American Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. (No other form of proof will be accepted for Indian Preference.)

To Apply in Person: Submit application and resume to Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, CA 96032; **By Fax:** (530) 468-5908; **By Email:** humanresources@qvir-nsn.gov. Applications may be obtained on the QVIR website at www.qvir.com, or from the QVIR Tribal Administrative Office.

Application Deadline: Until Filled.

ACKNOWLEDGEMENT

I acknowledge that I read and understand the job description. My signature below certifies that I can perform the essential duties and responsibilities of this position. I have also disclosed any accommodations that I feel I might need to allow me to perform these functions. I agree to abide by all administrative and medical policies/protocols of Quartz Valley Indian Reservation.

Signature of Applicant

Date

Printed Name of Applicant