



NOTICE OF EMPLOYMENT OPPORTUNITY

Position Title: Administrative Assistant

Classification: Non-exempt; Full-time; up to 40 hours per week; as needed

Wage/Benefits: depending on experience (DOE)

1. Job Summary

Our Administrative Assistance plays an important role in organizing, managing, and keeping our offices running. Responsibilities include clerical and organizational tasks like file organizing, scheduling appointments, assisting staff members, and drafting correspondences or messages. Computer proficiency is required to work extensively with Excel spreadsheets, PowerPoint presentations, Word reports, and database management. Additional responsibilities include office purchasing, supply management, and vendor relationships.

2. Essential Duties & Responsibilities

The core duties and responsibilities of an Administrative Assistant revolve around supporting others. Their job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, they may perform a variety of tasks, such as:

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Review and maintain written and computer files, plus conduct data entry
- Assist in the coordination of administrative functions, including budget, personnel, meetings, and clerical duties
- Research and collect information
- Help implement new programs, procedures, methods, and systems
- Responsible for preparation of confidential documents and reports
- Maintain meeting minutes
- Provide front desk assistance
- Little Shell Tribe (LST) event assistance
- Coordinate and schedule meetings and conferences; including meals if necessary
- Coordinate operations, including purchasing, equipment, property inventory, building, equipment, and disposal
- Maintain complete stock of all office supplies and accuracy of inventory
- **Fiscal Management & Responsibilities** responsibility for tracking all facilities-related expenditures for supplies, fuel, and maintenance, as well as reporting all related expenditures and needs to the Supervisor. This position's responsibilities also include exploring opportunities to leverage funds that would increase budgetary opportunities and adhering to the Tribe's procurement policy of all purchases and changes to programs.

3. Supervisory Responsibilities

This position has no supervisory duties.

4. Supervision Received

This position reports directly to the Director of Operations (DOO). In collaboration with DOO and Council, this position fully administers the functions and operations subject to tribal policies, local, state and federal laws, and guidance and direction of the Tribal Council. This position makes a variety of decisions independently and in collaboration with the DOO and program directors (routine, non-routine, complex and non-complex) on a daily basis.

5. Working Relationships

Relationships are typically with members, vendors, clients, tribal departments and the general public for the purpose of providing information and assistance, resolving conflicts, solving problems and providing services.

6. Qualifications

- Education: High school diploma or G.E.D (accredited). A bachelor's or 2-year associate's degree from an accredited college or university is preferred, but not required
- Ability to type a minimum of 40 words per minute
- Experience with graphic design and desktop publishing
- Proficient in Microsoft Office and/or Google Workspace
- Ability to write persuasively
- Prepare reports
- Must possess a clean driving record and frequently may be required to pass a background check.
- Interpersonal skills: must be able to respectfully interact with vendors and colleagues.
- Communication skills: Must be able to communicate effectively about any safety concerns or issues that arise.
- Customer service, interpersonal communication and problem solving/conflict resolution, establishing effective working relationships with vendors, fellow employees, Federal and State agencies, private agencies and the general public, and working with individuals with diverse social economic and cultural backgrounds in an empathic, non-judgmental, respectful and professional manner.

7. Conditions of Employment

This position is based out of our locations in Great Falls, Montana. This position may require travel time out of the area on a regular basis.

- A. Candidates must be able to pass a drug test at the time of hire and throughout employment.
- B. Candidates must pass a criminal background check at the time of hire and periodically throughout employment.

C. Candidates must possess a current driver's license in the state of Montana and meet insurability requirements of the Tribe.

D. Hours for this position will be variable depending on need.

8. Indian Preference

This position is subject to the Tribe's Indian Preference Policy.

9. How to Apply

Qualified Candidates must submit the following materials to: m.wendland@lstribe.org

A. Resume

B. Cover Letter

C. Salary expectations or history

D. Three professional references

Any questions should be directed to m.wendland@lstribe.org

*I understand and agree to all requirements of this position.

Printed Name

Signature

Date