

Job Announcement

Position Title: Receptionist – Urban
Location: AaniBimaadizing (Urban Office)
Reports to: Lead Administrative Assistant or Office Manager
Opening Date: August 30, 2017
Closing Date: September 15, 2017

***** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.*****

*****Mille Lacs Band Member/American Indian preference applies*****

SUMMARY:

The Receptionist is responsible for greeting visitors and callers and directing them to the appropriate personnel. This position also provides limited administrative support for staff.

QUALIFICATIONS:

- High school diploma or GED certificate; One year of post secondary education preferred.
- One (1) year of experience with handling a multi-line phone.
- One (1) year experience as a receptionist; or six months related experience and training in phone etiquette, customer service or any other administrative training.
- Three (3) years of experience working in a Native American community.
- Ability to do basic math.
- Strong verbal communication skills.
- Familiarity with and ability to operate office equipment, including fax machines, photo copying machines, etc.
- Basic personal computer skills in a Windows environment, including spreadsheet and Word applications.
- Must pass a pre-employment drug and alcohol test.

DUTIES AND RESPONSIBILITIES:

- Operates a multi-line telephone console to receive incoming messages.
- Answers phones, obtains caller's name when necessary and take messages.
- Directs caller to destination and records name, time of call, nature of business, and person called upon.
- Minimal typing of memos, correspondence, reports, and other documents.
- Collects and distributes messages.
- Distribute incoming mail and delivers outgoing mail to proper individuals.
- Maintain and updates various lists and databases such as a call log, visitor log and other journal entries.
- Ability to maintain a database or spreadsheet.
- Performs variety of clerical duties.
- Other duties as assigned.

WORKING CONDITIONS:

- Nature of work is such that incumbent experiences infrequent period of moderate to high stress levels due to current workload of visitors and callers. Agitated or distressed callers/visitors may also be a source of stress.
- Work is exclusively in doors in a controlled climate area.
- Little threat of personal danger or risk.
- Hours are typically 8-5, but possibly with some extra hours
- Travel is not required.

**Submit resume, cover letter, and employment application to:
Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com**