
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB VACANCY****POSTED: 11/7/2018 UNTIL 11/20/21/2018**

POSITION: Executive Administrative Assistant
DEPARTMENT: LVD Health Center
LOCATION: Watersmeet, MI
SUPERVISOR: Business Office Manager
EMPLOYMENT: Full Time
SALARY/PAY RATE: 12.00 – 18.00 Per Hour

DESCRIPTION:

The purpose of the position is to perform a wide variety of administrative tasks associated with maintaining and supporting the work within the organization. This includes functions necessary for the efficient management of an office and ranges from correspondence and information control to ordering and tracking equipment, supplies and services.

RESPONSIBILITIES:

- Answers incoming calls, routes messages, monitors timely responses and follow up.
- Executes purchase orders, credit card requests, travel arrangements and reconciliations, trainings and CEUs.
- Receives and routes incoming and outgoing materials such as controlled or routine correspondence, reports, memoranda, emails and other forms of written communication.

- Performs office automation duties to prepare documents such as correspondence, forms, and reports which can include technical material, graphs, and charts.
- Maintains the appointment and meeting schedule for the Administrative Team, and those of other senior staff members as directed.
- Schedules appointments, coordinates meetings, and/or schedules conferences, both internally and externally.
- Attends meetings, prepares meeting minutes, and follows up on action items with appropriate staff members.
- Receives calls and visitors from within and outside the immediate organizational unit.
- Performs other duties as assigned that are directly related to this position.
- Coordinating projects that may involve working with all levels of management and staff.
- Conducts internet research to keep the Administrative Team up to date on relevant healthcare trends and policies.

MINIMUM QUALIFICATIONS:

- Certified Administrative Professional or at least 3 year's administrative assistant experience.
- Must have relevant purchasing, contracting and procurement experience.
- Exceptional computer software and office technology skills.
- Extremely efficient, organized and resourceful.
- Must be flexible and able to function well in a face-paced environment.
- Great interpersonal skills to deal with many personalities.
- Strong decision-making skills.
- Excellent verbal and written communication skills.
- Exceptional attendance and punctuality.
- Must be able to type a minimum 40 wpm with minimal errors.
- All other duties as assigned.

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 the Tribal Council: 3/1/2018