



# ADMINISTRATION FRONT OFFICE ASSISTANT

## COWLITZ INDIAN TRIBE DEPARTMENT OF HUMAN RESOURCES JOB ANNOUNCEMENT

### **POSITION DESCRIPTION**

Title: Administration Front Office Assistant

Schedule: Monday through Friday

Location: Longview

Classification: Full time

Opening Date: June 6, 2018

Salary Range: \$14.00 per hour

Closing Date: June 20, 2018 or until filled

**Position Summary:** This position is responsible for routine receptionist duties as well as assisting the COO, Tribal Administration Manager and other Administrative staff that includes the following. Other duties may be assigned.

**Essential Functions:** Retrieves messages from voice mail and forwards to appropriate personnel.

Answer multi-line phones, route calls and/or take messages for staff

Communicate with staff, clients and co-workers to answer questions, disseminate or explain information

Perform routine clerical tasks; filing, data entry, copies, order supplies, inventory

Organize and maintain documentation within the assigned departments, including electronic and paper files.

Generate and track Purchase Orders

Receives, sorts, and routes mail, and maintains and routes publications.

Creates memos, correspondence, reports, and other documents when necessary.

Maintain confidentiality regarding staff, clients, and other confidential information

Monitor incoming email and distribute to appropriate staff

Tidy and maintain the reception area

Assist with food distribution and energy assistance programs

Maintain postage meter and copy machine

Must be able to lift 25 pounds (cases of copy paper)

Must be punctual and dependable

Assist staff as needed

Other duties as delegated

### **Education**

- High School Diploma or equivalent (AA preferred)

### **Job Qualifications**

- Proficient in Word Processing and Excel
- Must possess a valid driver license
- Must submit to and pass a criminal background check and drug test

The Cowlitz Indian Tribe is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

Except as provided by Title 25 CFR, Section 472 which allows for Indian preference in hiring, the Cowlitz Indian Tribe does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

### **Please mail resume and cover letter to:**

Human Resources Department  
Cowlitz Indian Tribe  
P.O. Box 2547  
Longview, WA 98632

