

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Administrative Assistant

**Report To:** Office Manager

**Department:** Administration

**Job Vacancy:** YAN-21-062

**Status:** Part-Time; Non-exempt

**Starting Wage:** DOE

**Opening Date:** 07/06/2021

**Closing Date:** 07/26/2021

### **POSITION DESCRIPTION:**

The Administrative Assistant receives and routes incoming phone calls and visitors. Administrative Assistant will provide other administrative services as assigned.

### **QUALIFICATIONS:**

- Prefer High School Diploma or GED.
- One (1) year experience in general clerical and/or receptionist duties.
- Typing forty (40) wpm with accuracy.
- Be able to operate various office equipment such as; postage meter, fax machine, copier, etc.
- Be able to read, write, and speak the English language, bi-lingual a plus.
- Must have valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Answer incoming phone calls; provides information nor refer calls to appropriate personnel for action.
- Receive the public and answers questions or refers them to appropriate persons as necessary.
- Maintain accurate phone extension listings for publication on a monthly basis.
- Perform light typing or filing as assigned.
- Open, date stamp and distribute incoming mail, processes outgoing mail by applying postage.
- Provide clerical support for shipping and receiving, including typing purchase orders and checking in packages.
- Distribute weekly and bi-weekly paychecks, keep payroll logs, maintain supply closet, etc.
- Coordinate and oversee the activities of the general office, modify routine procedures to improve office and program effectiveness.
- Seek innovative ways to streamline and improve paper flow processes and procedures.
- Provide competent customer service with other employees and the general public.
- Perform other related duties as assigned.
- Make hotel arrangements and purchases.

## **Physical Requirements**

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**

