JOB POSTING

NARRAGANSETT INDIAN TRIBE

JOB TITLE: Administration Receptionist (COVID-19)

SHIFT: 8:30-4:30  DEPARTMENT: Administration
LOCATION: Charlestown, RI  REPORTS TO: Office of the Chief Sachem

SUMMARY

Under the supervision of the Office of the Chief Sachem, the incumbent receives callers, determines nature of business, and directs callers to the appropriate destination. Acts with discretion and strict confidentiality in handling information pertaining to the Tribe.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

❖ Must adhere to the Narragansett Indian Tribe’s Policies and Procedures.
❖ Operates telephone switchboard. Relays calls or information to the appropriate person(s).
❖ Routes information requests to appropriate person(s) and/or department(s).
❖ Assists in mailings and general correspondence as directed by the Office of the Chief Sachem.
❖ Greets guests and notifies hosts of their arrivals.
❖ Other duties as assigned by the Office of the Chief Sachem.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION

Such as may have been obtained through graduation from a business school and at least one year of experience or a high school diploma or general education degree (GED) and at least three (3) years of related experience and/or training. Proficient in computer applications including: word processing, spreadsheets and data entry. Must possess excellent organizational skills, excellent communication skills and the ability to sort large volumes of diverse materials. Must be familiar with the Narragansett Indian Tribe’s customs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to handle, or feel; reach with hands and arms to type using personal computers and will be subject to repetitive motion. The employee frequently is required to
walk and sit. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment ranges from quiet to moderate.

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**If you are interested in this position, please send a cover letter and resume to:**
Beth A. Thomas, HR Director, Narragansett Indian Tribe, P.O. Box 268, Charlestown, RI 02813 or email to: bthomas@nitribe.org

**Note:** If selected applicants must successfully pass a drug screen test

*Job posting is open until Tuesday, June 22, 2021*