

JOB DESCRIPTION

Position:	Tribal Energy Office Assistant
Classification:	Regular Full-time
Location:	Tribal Headquarters
Department:	Tribal Planning
Supervisor:	Anita Blue – Executive Director
Salary:	\$19.00

Duties & Responsibilities:

- Excellent organizational, interpersonal and communication skills.
- Strong written and verbal communication skills.
- Ability to maintain confidentiality in matters relating to staff, clients, and administration and sensitive work-related information
- Excellent time management skills, ability to multitask, prioritize work and meet deadlines.
- Keep office organized, maintain adequate supplies, and maintain current files and vendors.
- Assist in the onboarding of new employees by setting them up with a computer, phone, directories, and provide instructions for office protocol.
- Provide administrative support to the department by completing tasks that may include opening and sorting mail, typing correspondence, letters and memos, purchase orders, check requests, registration forms, maintaining general office files, etc.
- Process requisitions, expense forms, invoices, purchase orders and department bills; verify all have been assigned to the correct budgets and ensure all necessary paperwork is included.
- Ability to handle and prioritize multiple tasks.
- Will maintain office equipment such as computers, copiers, fax machines, printers, and other electronic equipment.

Requirements:

- Associate's degree (2 year) required.
- Minimum of 1 year of experience in the field.
- Must have a valid North Dakota Driver's License and up to date insurance.
- Must maintain confidentiality at all times.
- Must pass drug test (upon selection).
- Must pass background check.