

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Maintenance Administrative Assistant

Department: Facilities/Maintenance

Hourly Rate: \$15.00

Full Time: 40 Hours/Weekly

Exempt: No/Hourly

Supervisor: Maintenance Manager

Posting Date: IN-HOUSE

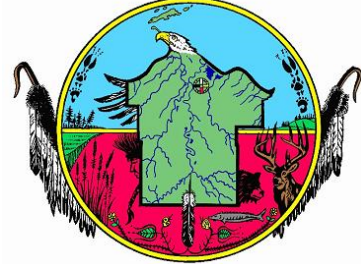
Opens: July 12, 2024

Closes: July 18, 2024, at 4:30 PM

Posting Date: PUBLIC

Opens: July 19, 2024

Closes: August 2, 2024, at 4:30 PM



Summary: The Maintenance Administrative Assistant is responsible for performing a wide variety of office support duties for the Maintenance Manager. This position will assist with correspondence, ordering supplies, maintaining an efficient & effective recordkeeping system, copying, faxing, billing, and payroll.

Essential Duties and Responsibilities include the following and other duties may be assigned.

- Interact with staff and the public courteously and professionally.
- Manage and maintain the telephone system, answer incoming telephone calls, record messages, schedule appointments, and maintain in/out signs for staff.
- Assist with drafting, editing, and preparation of memos, flyers, and other correspondence assigned by the Maintenance Manager.
- Maintain an effective and efficient recordkeeping system.
- Assist with faxing & routing documents, copying, purchase orders, vouchers, and billing.
- Copying, filing, faxing, and scheduling meetings.
- Manage payroll functions including the submission and audit of timesheet entries for the Facilities/Maintenance Department employees as well as verification of pre-approved overtime.
- Learn and utilize Microix for daily tasks.
- **Must maintain confidentiality and professional ethics at all times.**

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent.

Minimum one (1) of year work as a receptionist or secretarial experience.

Preferred:

A Secretarial certificate or Associate of Arts Degree in Business Management is a minimum preferred.

Other Skills and Abilities:

Required:

This is a required driver position

Must hold a valid driver's license and meet eligibility for tribal insurance.

Must possess knowledge of office methods and procedures, including operating office equipment.

Experience with computers and current software applications is required.

General knowledge of office procedures

Communicate effectively both written and orally required.

Ability to prioritize and organize work schedule.

Background Check:

Required:

This position is contingent on the ability to pass the Bad River background check.

This position required for eligibility a required driver check, to meet eligibility for tribal insurance.

Reasoning Ability:

Must possess excellent communication skills.

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov