



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Receptionist/Administrative Assistant

OPEN: August 31, 2021

EXEMPT: No

SALARY: (5) \$14.35-\$16.07 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: September 20, 2021

JOB CODE:

DIVISION: Public Works

DEPARTMENT: Public Works

SUPERVISOR: Deputy Director

VACANCIES:1

JOB SUMMARY: The Receptionist/Administrative Assistant works directly with a cross functional team to perform administrative duties for Public Works & Planning. The ideal candidate is a quick learner, highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Greet and assist community members and the public.
2. Ability and desire to actively look for ways to assist teammates and external parties.
3. Schedule meetings with staff as requested.
4. Collect information from visitors and provide documentation to appropriate staff.
5. Must have attention to accuracy and detail.
6. Ability to work independently and at times, under pressure.
7. Receive calls, determines nature of business and routes message to appropriate staff.
8. Assists community members with various departmental in-take forms.
9. Assist department staff with administrative tasks.
10. Retrieves and routes in-coming, out-going mail daily.
11. Manage the vehicles in the motor pool, track usage, reconcile monthly fuel consumption to each vehicle. Coordinate with Motor Pool Manager for repairs & maintenance.
12. Works with purchasing to obtain purchase orders.
13. Provides back assistance for payroll by obtaining staff time sheets and completing payroll documents.
14. Responsible for maintaining and securing supplies and notifying supervisor on restocking of supplies.
15. Keeps front area and mail/copying area clean and orderly and keep office machines stocked daily this includes scheduling of Smart Board, TV, and video conferencing equipment.
16. Manages the file room and plan storage and assists in archiving/scanning documents and other documents.
17. Assists with construction contract processing.
18. Attends meeting as directed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associates Degree in Business or Accounting *preferred*.
- Must have prior work experience in reception or administration
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance, *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience with Microsoft 365
- Ability to organize, prioritize and deliver tasks in an effective, efficient timely manner.
- Excellent communication skills both verbal and written.
- Ability maintaining files and drafting routine correspondence.
- Ability to maintain confidentiality always.
- Ability to dependable with good work habits
- Ability to work well with clients and staff, and other departmental staff.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.