



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: General Managers Office Assistant
General Managers Office

OPEN: April 18, 2024

EXEMPT: No

SALARY: (7) \$20.07-\$22.60/hr. DOE

SHIFT: Day, Varies

LOCATION: Lummi Tribal Admin

DURATION: Regular Full Time

CLOSES: May 2, 2024

JOB CODE:

DIVISION: Administration

DEPARTMENT: General Manager

SUPERVISOR: General Manager

VACANCIES: 1

JOB SUMMARY: The General Managers Office Assistant position will provide administrative assistance to the General Manager (GM), Deputy General Manager, and the Tribal Administrator. The position will also support daily receptionist duties such as answering phones, provide information, and refers community members, clients, contractors, visitors, and vendors accordingly. The Office Assistant will be responsible for a broad range of strategic activities and is expected to work with limited direction, executing significant discretion and judgment in all aspects of their role. This position requires an individual with strong secretarial, administrative, project management and communications skills as this person will need to effectively assist the GM, Deputy General Manager, and Tribal Administrator in achieving the Lummi Nations goals, tasks and priorities as stated in the LIBC annual work plans and priorities set by Council.

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

1. Assist in providing technical assistance to the General Manager, Deputy General Manager, and Tribal Administrator as requested for department meetings.
2. Place order for office supplies, events, catering, ensuring delivery and paying the invoices as needed.
3. Assist in scheduling meetings and sending invites to required attendees at the Direction of the General Manager, Deputy General Manager, or Tribal Administrator via Zoom or Microsoft Teams, also reserving meeting spaces for in person meetings, and also setting up hybrid (online/in person) meetings as needed with proper equipment and audio.
4. Attend meetings as directed by GM Office and meeting under assigned department and take thorough notes for reports.
5. Assist the General Manager's Office in communication and assist staff awareness of existing LIBC administrative and managerial policies, procedures, protocols, and interpretations. Including making sure all required documents are submitted prior to GM Office approval.
6. As requested by the GM Office review and support the General Manager's Office in the communication and/or timely response to all requests (such as LIBC resolutions, HR forms, inquiries, etc.).

7. Assist the General Manager's Office in requests made by LIBC-Governing Body such as resolutions, motions and directives that impact the Administration.
8. Assist the General Manager with managing Administration payroll processing activities, which includes attendance recording (annual and sick leave), completing timecards, and calculating timesheets for GM, Deputy GM, Tribal Administrator approval.
9. Fill in the for the front desk switchboard as needed.
10. Routing documents including scanning, data entry, and routing to the proper office for signature or submission of work orders, travel documents, cell phone requests, or contracts.
11. Reconcile all visa statements and receipts for GM, Deputy GM, and Tribal Administrator.
12. Reconcile all travel receipts and travel documents, prepare for submission to finance.
13. Ensure that all GM Office bills are paid timely including filling out work orders, processing invoices for payment.
14. Be assigned small tasks and duties at the direction of GM, Deputy GM, or Tribal Administrator
15. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Associate degree (AA) and/or enrolled seeking A.A *preferred*.
- Minimum one year of administrative office experience, required.
- Must possess a valid Washington State driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be motivated and willing to learn new skills;
- Strong organizational skills and must be able to work well under stress;
- Must be attentive to detail and maintain a high degree of accuracy;
- Must be able to multi-task;
- Must be friendly, courteous, and dependable;
- Must be able to conduct administrative research methods, techniques, and reporting for presentations.
- Must be familiar with LIBC organization and functions of government;
- Must be familiar with the Codes of Ordinances of the Lummi Nation;
- Must be familiar with Lummi Tribal Programs, problems, and resources available to resolve issues;
- Must maintain strict confidentiality at all times.

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 extensive 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.